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DESERT COMMUNITY COLLEGE  
DISTRICT

COLLEGE



DESERT

A California Public Community College

1998 - 1999

CATALOG

College of the Desert  
43-500 Monterey Avenue  
Palm Desert, CA 92260  
(760) 346-8041 (Operator)  
(760) 773-2516 (Admissions)  
(760) 773-2520 (Counseling)

Copper Mountain Campus  
6162 Rotary Way/POB 1398  
Joshua Tree, CA 92252  
(760) 365-0614  
(760) 366-3791  
(760) 367-3591

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# ADMINISTRATION

## DESERT COMMUNITY COLLEGE DISTRICT

### COLLEGE OF THE DESERT

**Dr. William Kroonen**  
Superintendent/President

**Dr. Dan Baxley**  
Dean of Instruction and  
Chief Instructional Officer

**Dr. Edward A. Morante**  
Dean of Student Services and  
Learning Resources

**Ms. JoAnn Higdon**  
Chief Business Officer

**Ms. Jacquelyn Weiss**  
Director of Personnel

### COPPER MOUNTAIN CAMPUS

**James T. Pulliam**  
Provost, Copper Mountain Campus

**John R. Madden**  
Dean of Educational Services

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## BOARD OF TRUSTEES

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The members of the Board of Trustees are elected by the people of the Desert Community College District for a term of four years. Two Student Trustees, one from the Palm Desert Campus and one from Copper Mountain Campus, are elected annually by students.



Left to right: Mr. Terry Green (Elected 1997 - Area 4)  
Mrs. Jackie Suitt (Elected 1979 - Area 3)  
Mr. Ray House (Elected 1985 - Area 5)  
Mr. Charles Hayden, Jr. (Elected 1983 - Area 2)  
Mr. Owen Gillick (Elected 1997 - Area 1)

College of the Desert is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (3402 Mendocino Avenue, Santa Rosa, CA 95403 (707) 569-9177), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. Accreditation was reaffirmed during the 1992-1993 academic year. College of the Desert's next comprehensive review will be conducted in 1998-1999.



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This catalog is valid from July 1, 1998 through June 30, 1999. It is in effect for the Fall and Spring semesters and any session (intersession) which commences within this defined period of time.

# ACADEMIC CALENDAR

## AUGUST 1998

S M T W R F S

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

## SEPTEMBER 1998

S M T W R F S

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |

## OCTOBER 1998

S M T W R F S

|    |    |    |    |    |    |    |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

## NOVEMBER 1998

S M T W R F S

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

## DECEMBER 1998

S M T W R F S

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

## FALL SEMESTER 1998

- August 18..... Last day to register or add by telephone
- August 19..... Classes Begin
- September 2 .....Last day to drop and be eligible for a refund
- September 2 ..... Last day to register or add in person (with approval)
- September 7 .....Labor Day - HOLIDAY
- September 17 ..... Last day to drop without the course appearing on your transcript
- October 12 .....Last day to request an Evaluation for Spring/Summer 1999 Graduation
- October 21 .....FLEX Activity Day - No classes
- November 2 ..... Last day to file Intent to Graduate Fall '98
- November 6 ..... Last day to Request a Refund (course must have been dropped by September 2)
- November 13 ..... Veterans' Day - HOLIDAY
- November 17 ..... LAST DAY TO DROP
- November 26-27 ... Thanksgiving Day - HOLIDAY
- November 28 ..... No Saturday classes
- December 12 ..... Final Exams for Saturday classes
- December 14-18 ..... Final Exam Week
- December 18 ..... Last day of Fall Semester
- December 23-25 ..... Campus Closed
- December 19 - January 18 ..... Student Break

# ACADEMIC CALENDAR

## SPRING SEMESTER 1999

January 18 ..... Martin Luther King, Jr. HOLIDAY

January 19 ..... Spring classes begin

January 29 ..... Last day to drop and be eligible for a refund

February 11 ..... Last day to drop without the course appearing on your transcript

February 12 ..... Lincoln's Day - HOLIDAY

February 13 ..... No Saturday classes

February 15 ..... Washington's Day - HOLIDAY

March 8 ..... Last day to request an Evaluation for Fall '99 Graduation

March 29 - April 2 ..... Spring Break

April 3 ..... No Saturday classes

April 5 ..... Last day to file Intent to Graduate Spring '98

April 16 (3:00 p.m.) .. Last day to Request a Refund (course must have been dropped by January 29)

April 28 ..... LAST DAY TO DROP

May 21 - May 27 ..... Final Exams

May 27 ..... Last day of Final Exams

May 27 ..... Last day of Spring semester

May 28 ..... FLEX Activity Day - Graduation

May 31 ..... Memorial Day - HOLIDAY

### JANUARY 1999

| S  | M  | T  | W  | R  | F  | S  |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

### FEBRUARY 1999

| S  | M  | T  | W  | R  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 |    |    |    |    |    |    |

### MARCH 1999

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

### APRIL 1999

| S  | M  | T  | W  | R  | F  | S  |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

### MAY 1999

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

## FACULTY CODE OF PROFESSIONAL ETHICS

Guided by a profound belief in and respect for the inherent dignity and worth of each individual in the culturally diverse community we serve, the faculty at College of the Desert endeavor to:

- place as their highest priority excellence in teaching, continually striving to improve scholarly and professional competence, maintaining personal and academic integrity, and accepting the role of intellectual guide and facilitator;
  - encourage the free pursuit of learning, honoring the confidential nature of the relationship between instructor and student, avoiding exploitation of students for private advantage, and holding before them high scholarly standards for their discipline and appreciation and respect for others;
  - accept accountability for maintaining honest academic conduct, high standards of performance, and evaluation that reflects the true merit of students, courses, programs, and services;
  - accept the obligations associated with membership in a community of scholars that includes practicing, fostering and defending intellectual honesty, freedom of inquiry and instruction, social responsibility, and respect for the opinion of others;
  - acknowledge the rights and obligations associated with the role of citizen within the community ensuring that views expressed within that society are represented as those of a private citizen rather than those of a spokesperson for the College.
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## VISION STATEMENT OF THE DESERT COMMUNITY COLLEGE DISTRICT

We as a District endorse these statements as our vision for the future --

- all students will be encouraged and supported in attaining their educational goals;
- all students will have access to needed services and support;
- all students will have the opportunity to participate in diverse learning experiences that are responsive and reflective of their needs and those of the community;
- our District will be knowledgeable of workforce, community, and transfer needs and will facilitate opportunities in these areas for students;
- our District will participate in and collaborate with local communities;
- District planning will be based on thorough knowledge of our diverse student population.



# GENERAL INFORMATION

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## MISSION STATEMENT

Our primary mission is to provide comprehensive, student-centered community college education. We prepare students for transfer programs that assure their access to upper-division education at public and private universities. Of equal importance, we provide vocational and technical programs of study in order to help students acquire quality employment. In support of this mission, we provide the services required to maintain learning programs as well as the basic skills that equip students to complete transfer and/or occupational objectives. We are committed to excellence, as measured by student outcomes and student success in their achievement of transfer and occupational objectives; equal access to opportunity for our students, our faculty and staff, and the diverse communities we serve; and community involvement in promoting economic development, intellectual and cultural enrichment, and encouraging financial support for the fulfillment of the College's mission.

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## GOALS

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### ACADEMIC TRANSFER PROGRAMS

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

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

### OCCUPATIONAL AND VOCATIONAL EDUCATION

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

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

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## BASIC SKILLS

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

## COMMUNITY SERVICES

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

## MARKETING

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

## ORGANIZATION

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

## PLANNING

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

## RESOURCES

The DCCD believes that all resources aid the District in fulfilling the mission of providing comprehensive educational opportunities to the community and that all resource allocation

must be tied to existing or newly developed programs compatible with the approved Mission Statement.

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

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## HISTORY

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

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

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

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

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

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Desert in the Fall of 1967 at the Twentynine Palms High School to approximately 60 students.

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

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

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

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

The Eastern Valley Center is an off-campus satellite educational program. EVC offers credit classes in core academic subject areas as well as non-credit classes in the evening at the Indio High School campus. As part of its efforts to better serve the residents of the eastern Coachella Valley, College of the Desert is working to establish an Eastern Valley Center facility in Indio. With the availability of the new educational facility, the college will be prepared to provide additional academic opportunities and services to eastern valley residents in a centralized location.

## **CALIFORNIA STATE UNIVERSITY SAN BERNARDINO COACHELLA VALLEY CENTER**

California State University, San Bernardino, offers junior, senior, and graduate level coursework and programs in limited majors in facilities located on the east side of the COD Palm Desert campus. COD students planning to transfer to CSUSB can apply for guaranteed admission contracts by contacting the University, or the COD Transfer Center. For further information, call CSUSB at (760) 341-2883; or the COD Transfer Center at (760) 773-2523.

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## **COLLEGE CURRICULUM**

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### **PREPARATION FOR TRANSFER**

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

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

- 1. Tentative Choice:** Because course requirements vary among colleges and universities, it is advantageous to research and select the school(s) to which you plan to transfer

as early as practicable in your college career. The COD Transfer Center offers a research library to help you prepare to transfer, including catalogs from California public and private institutions, as well as from many out-of-state colleges. Transfer admission information, applications, and other reference materials are also available. The Transfer Center is located in the Administration Building, Room 12.

**2. Catalog:** Examine catalogs of prospective colleges and universities. Study carefully those sections that cover requirements for (a) transfer admission, (b) the major, and (c) graduation. Finding all requirements often warrants a review of the entire catalog, as requirements may be listed in different sections of the catalog. Many of these requirements must be taken during the freshman and sophomore years. Failure to do so can unduly extend the time required for transfer admission and graduation.

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

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

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

**6. Letters of Recommendation and Rating Forms:** Some independent colleges require

letters of recommendation or rating forms. Students should get to know their instructors well enough so that the instructors can comment accurately on the students' characteristics.

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

**8. Admission Requirements of the Public California Institutions:** Both the University of California (UC) and the California State University (CSU) have the same initial filing period for Fall admission. The period for Fall entry is the month of November for admission ten months later. Both UC and CSU require completion of 60 transferable units to enter as a junior, however, the CSUs will allow community college students to transfer with 56 transferable units. The University of California requires a minimum of a 2.4 grade point average (2.8 or higher for non-residents). The California State Universities require a minimum of a 2.0 transfer grade point average (2.4 or higher for non-residents). Students eligible for UC or CSU entrance as freshmen may enter before their junior year if they have maintained a 2.0 or better grade point average in college work.

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

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

colleges encourage students to make an appointment with their Office of Admissions in order to discuss transfer opportunities on a personal basis.

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

## OCCUPATIONAL/ VOCATIONAL EDUCATION

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

Students may work toward: (a) earning a certificate (the certificate program is approximately one year in length, with the prospective student specializing in a particular area of study); or (b) an Associate degree. Refresher courses are also offered, as well as courses in which new and/or upgraded skills are required to take advantage of employment opportunities.

Individuals may attend classes as either part-time or full-time students. A large segment of the College student body is employed full-time, but attends classes of interest during evening hours. The College closely articulates with other colleges and industry. Many of the courses completed will transfer to four-year institutions. Occupational advisory committees assist the College in determining the types of skills, courses, and programs students should complete to meet labor market needs as well as the needs of industry.

## TECH PREP

Tech Prep is a nationwide educational reform movement that creates a seamless curriculum between high schools and community colleges. During the last two years of high school, juniors and seniors may choose a major course of study in one of the Tech Prep programs. Locally, those programs will be linked to two-year associate degree and certificate programs at College of the Desert.

The Tech Prep programs at College of the Desert may include accounting, business, business management, computer science, real estate, small business systems, office automation and marketing, vocational nursing, assistant nursing, computer information systems, architecture, automotive technology, etc. College of the Desert offers 37 vocational programs which could be linked with high school programs to form a four-year tech prep program.

Students who complete Tech Prep programs are prepared for entry-level employment, advanced technical training or advanced education at a four-year university.

## DEVELOPMENTAL EDUCATION

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

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

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

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

### ENGLISH AS A SECOND LANGUAGE (ESL)

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

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

### ADULT BASIC EDUCATION (ABE)

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

### HIGH SCHOOL COMPLETION

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

### GENERAL EDUCATIONAL DEVELOPMENT TEST (GED)

Another function of the program is to prepare students to pass the GED test, which many businesses and governmental agencies accept in lieu of the high school diploma. Refer to the Developmental Education section of the current class schedule for testing information at each campus.

### COMMUNITY SERVICES

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

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

The primary objective of community services education is to provide the opportunity for students to improve the quality of their lives. A limited array of self-supporting activities, particularly those related to the areas' economic development needs, is offered at the Palm Desert and Copper Mountain Campuses.

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

### ECONOMIC DEVELOPMENT

College of the Desert has created a variety of unique programs and services designed to provide specialized assistance to the growth and stability of area business. These programs are a vital response to the college mission of assisting in the economic development of the

service area by offering fee based customized training programs for business and industry, business start up assistance, applied research, business reference data bases, and individual assistance for business start up or expansion planning. These programs use both faculty experts and business professionals to deliver specialized training, workshops, seminars and individual counseling on topics appropriate to the needs of local business and industry.

### **CONTRACT EDUCATION**

The college offers custom designed training programs for every level of employee from entry level communication/basic skills to executive level specialized training. All programs are developed in consultation with the employer and delivered at a time and location suitable to the employer on a fee basis. The office of Contract Education has successfully developed and delivered training programs to many area medium and large businesses, corporations and public agencies utilizing faculty specialists or industry professionals.

### **WORKPLACE LEARNING RESOURCE CENTER**

Sponsored by the Chancellor's Office Economic Development Network (Ed Net), this center specializes in assessing the skills and abilities of employees at local businesses and designing and delivering appropriate workforce training programs to strengthen those skills that are required to improve employee performance. In addition, the Center provides regional workshops and skill-building sessions for faculty and employers on job related topics of interest.

### **ENERGY TECHNOLOGY TRAINING CENTER**

The College has created the nation's first training center for technicians who repair and maintain advanced fuel vehicles such as compressed natural gas (CNG), liquid petroleum gas (LPG), and is preparing training programs in other alternate fuel systems such

as electric vehicles (EV). These technician training programs are designed to meet the needs of the emerging advanced transportation technology systems in the Coachella Valley and were developed in partnership with SunLine Transit Agency, the Southern California Gas Company, Chancellor's Office and several other public and private sponsors.

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## **LEARNING RESOURCES**

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### **ACADEMIC SKILLS CENTER**

The purpose of the Academic Skills Center (ASC) at College of the Desert is to provide learning and educational services that support the regular classroom instruction. The staff of the ASC works closely with faculty to provide computer aided instruction (CAI) and tutoring which helps students to practice and reinforce what they are learning in their courses. Priority is given in five areas: reading, writing, mathematics, ESL and foreign languages. In addition, as part of the college's matriculation plan, the ASC assesses all entering students in basic skills and provides an introductory orientation to the District to beginning students. The ASC also offers training for students interested in becoming tutors and provides study skills assistance for any student enrolled in the College. Finally, English and ESL faculty are frequently available in the ASC to provide consultation and assistance to students in these areas. Located on the Palm Desert Campus in Building E, the ASC hours of operation are listed in the current class schedule.

### **LANGUAGE LAB**

The Language Lab provides support services in programmed cassette practice, video viewing, and computer-aided instruction so students can develop their communicative skills in understanding, speaking, reading and writing. This state-of-the-art technological facility is equipped with interactive, multimedia software carefully chosen to enhance the satisfaction of

second language learning. Interactive programs are available for ESL, Spanish, French, Italian and Japanese. The center is supervised at varied times by qualified language instructors and is located in Room 5 in Building E.

## LIBRARY

The Multi-Agency Library unites three agencies, the City of Palm Desert, the Riverside City and County Public Library and the College, in a unique community partnership. Patrons have the opportunity to browse and select from both the COD and public library collections. By complementing each other's particular strengths, the public and academic sections will offer a greater variety of services (children's programs, business reference, local history information, etc.) to patrons and students using the new library.

The College Library plays a prominent role in the instructional curriculum of the College. A professional staff is available to assist faculty and students in locating information and completing research projects. The collection of over 45,000 volumes and 277 periodicals and journals will grow by 20,000 volumes in the next few years. DRA Online Public Access Catalog stations now provide holdings' information for this collection. In addition, three study rooms have been set aside for group study. We have a quiet study room for those who want privacy and silence.

The resources of the library also include audio and video tapes, microfilm, maps, newspapers and duplicating services. CD-ROM Indexes assist faculty and students in searching for articles from periodicals. In addition, the library has the Annenberg Tape collection (294 tapes) from the CPB Project of the PBS educational series. In addition, over 100 tapes have been added to the collection in the areas of art, social studies, and science. Other special services available include interlibrary loans for students, typewriters, and the College of the Desert Alumni Association Student Computer Lab. Application programs available are WordPerfect and MS Word for PC's and

MS Word for MacIntosh. Internet access is now available on six stations for research purposes. Only currently enrolled COD students with an ASCOD ID card have access to the computer lab.

## LIBRARY FINES

Overdue items will be fined 25 cents per day per item. The fee for a lost or severely damaged book is the current market value of the book as determined by the Acquisitions Librarian (from *Books in Print*), plus a \$25 processing fee. Lost periodicals will be charged the current cover price. Unpaid fees will result in a hold on the student's records. Borrowers that prove consistently irresponsible will have borrowing privileges revoked.

## GREENLEAF LIBRARY Copper Mountain Campus

The Copper Mountain Campus' Greenleaf Library currently holds 6,000 books and 180 periodical/newspaper subscriptions. The library also has video tapes available. Other resources include CD-ROM indexes and databases, duplicating services, a microcomputer lab, and typewriters. In addition, the Bagley Room provides specialized resources in the area of desert studies to the community.

## INSTRUCTIONAL TECHNOLOGY

Instructional technology at College of the Desert is supported by the Coordinator of Educational Technology and the Media Center. The Coordinator of Educational Technology provides training to faculty in the use of advanced technologies for teaching and learning and assists in the development of technology-based instructional materials. The Media Center supplies non-print materials, including video tapes, television programs and satellite telecasts for instructional purposes within the college district. The Media Center also coordinates the distribution, setup and maintenance of audio, video and computer equipment for projecting and viewing these materials.



The Coordinator of Educational Technology and the Media Center staff consult with faculty members interested in the utilization purchase, operation and maintenance of equipment for locally produced instructional materials. The Center is located on the basement floor, Room 5, of the Hilb Student Center.

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## **AUXILIARY ORGANIZATIONS**

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### **ALUMNI ASSOCIATION**

College of the Desert Alumni Association was chartered in 1983. The mission goals of the Association are to provide information regarding the College to the communities of the College District. The Association provides activities wherein alumni, students, staff and members of the community can participate. The Association provides recognition of former students, graduates, community leaders, faculty and staff through the annual Hall of Fame dinner. Each year the Alumni provides \$78,000 in scholarships, which are awarded to college, high school and middle school students. The Alumni Scholarship Endowment Fund now totals in excess of \$500,000. The Alumni Academic Enrichment Endowment Fund now totals \$600,000. The Alumni Association operates the popular, year round, College of the Desert Street Fair. Membership is open to alumni, students, staff, and the community.

### **COLLEGE OF THE DESERT FOUNDATION**

The College of the Desert Foundation is a non-profit organization whose primary purpose is to provide financial support from the private sector to help underwrite those programs and facilities at the College which cannot be funded through public sources. The Foundation Board and committees are composed of community

leaders who volunteer to work with college staff to support specific needs, present and future, of the College's Palm Desert Campus.

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

### **PRESIDENT'S CIRCLE**

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

The Circle is composed of concerned citizens who make an annual contribution of \$1,000 or more to the Foundation. A onetime gift of \$10,000 or more entitles a donor to lifetime membership. For more information call (760) 773-2561.

### **COLLEGE OF THE DESERT FOUNDATION AUXILIARY**

Members serve as goodwill ambassadors and organize special events for the College. Membership dues have been set at \$25 per year or \$250 for a life membership. The Foundation Auxiliary annually provides financial support to a wide variety of College programs.

### **SUPPORT GROUPS**

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

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## **FRIENDS OF COPPER MOUNTAIN CAMPUS**

Friends of Copper Mountain College is the fund-raising arm of Copper Mountain Campus. The group was largely responsible for building the campus' first phase in 1984 and received President Reagan's Volunteer Action Award for that effort. It continues to support campus construction and program development and has given more than \$2,000,000 to the College during its 12 years of existence. Friends of CMC is governed by a 25 member board of community leaders and meets monthly. It raises money through an annual appeal and by solicitation of planned giving: wills, remainder trusts, and the donation of appreciated property. For information, call the Friends' campus office in Joshua Tree, (760) 366-3791.

## **FRIENDS OF THE LIBRARY**

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

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## **COLLEGE POLICIES**

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### **AFFIRMATIVE ACTION/ STAFF DIVERSITY/EQUAL OPPORTUNITY/TITLE IX**

The Desert Community College District recognizes that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, and harmony and creativity, while providing suitable role models for all students. To this end, the District is committed to the concepts and principles of Affirmative Action by providing equal opportunity in education and employment for

all persons and by prohibiting discrimination based on race, sex, color, religion, age (over 40), national origin, disabilities, marital status, or Vietnam-era veteran status. This commitment applies to every aspect of education and personnel policies and practices in employment, development, advancement, and treatment of employees, students and the general public.

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

The designated coordinator for compliance with Sexual Harassment, Affirmative Action/Staff Diversity, Equal Opportunity, Title IX, and the Americans With Disabilities Act is Jacquelyn Weiss, Director of Personnel. Her office is located in the Modular Building south of the Bookstore. She can also be contacted by telephone at (760) 773-2529.

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

The designated coordinator at College of the Desert for compliance with Section 504 of the Rehabilitation Act of 1973 for students is Dr. Diane Ramirez. Her office is located in the Administration Building, Room AD-3, and she may be contacted by telephone at (760) 773-2534.

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**ACCION AFIRMATIVA  
DIVERSIDAD PERSONAL  
OPORTUNIDAD IGUAL  
TITULO IX**

El Colegio del Desierto reconoce la diversidad en el ambiente académico promueve enteración cultural, entendimiento mutuo, respeto, armonía y creatividad mientras disponiendo modelos apropiados para todos los estudiantes. Hasta este fin, el Distrito está cometido a los conceptos y prácticas de la Acción Afirmativa fomentando oportunidad igual en educación y empleo para todas las personas y prohíbe discriminación basada en raza, sexo, edad (más de 40), origen nacional, incapacidades, estado civil, o veterano de la era de Vietnam.

Este compromiso se aplica a todos los aspectos de educación y políticas personales y práctica en empleo, desarrollo, adelanto y trato de los empleados, estudiantes y el público en general.

El Colegio del Desierto está cometido además a no discriminación en promover oportunidad igual para admisión, financiación de estudiantes, facilidades y actividades de apoyo a los estudiantes, y empleo sin tomar en consideración raza, religion, sexo, edad, incapacidades o origen nacional.

La coordinadora designada quien conforma con acosamiento sexual, Acción Afirmativa/ Diversidad Personal, Oportunidad en Igual, y Titulo IX es Jacquelyn Weiss, Directora de Personal. Su oficina está localizada en el Edificio Modular sur de la tienda de libros. También pueden ponerse en contacto con ella por teléfono al (760) 773-2529.

Habilidad de la idioma Ingles no sera impedimento para registro en un programa vocacional.

**ALCOHOL AND DRUG  
ABUSE POLICY**

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

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

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

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

**PERSONS WITH DISABILITIES**

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

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

The designated coordinator at College of the Desert for compliance with Section 504 of the Rehabilitation Act of 1973 for students is Dr. Diane Ramirez. Her office is located in the Administration Building, Room AD-3, and she may be contacted by telephone at (760) 773-2535.

## **SEXUAL ASSAULT POLICY**

### **1. PHILOSOPHY**

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

### **2. CONFIDENTIALITY**

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

### **3. TRAINING**

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

### **4. RECORD KEEPING AND DATA COLLECTION**

All departments receiving reports about alleged incidents of sexual assault shall complete and forward the Sexual Assault Report Form to the Sexual Assault Liaison who will be responsible for storing, retrieving, and preparing the required report. At the conclusion of each academic year this report will be forwarded to the College President.

### **5. THE ROLE OF THE SEXUAL ASSAULT LIAISON**

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

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

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

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

## 7. ONGOING EVALUATION OF RESPONSE SERVICES

A periodic review (no less than once per academic year) shall be conducted to determine:

1) the efficacy of campus response mechanisms in cases of sexual assault; 2) the campus relationship with community assistance agencies; 3) the effectiveness of Desert Community College District procedures for responding to sexual assault cases involving students, faculty and staff.

The Board of Trustees authorizes the President/Superintendent to develop specific procedures to implement the provisions of this policy.

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

## SEXUAL HARASSMENT

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

It is a violation of District policy for anyone who is authorized to recommend or take personal or academic action affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of the Desert Community College District, to engage in sexual harassment.

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

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

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

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# ADMISSION • REGISTRATION • FEES

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## ADMISSION

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### GRADUATES OF ACCREDITED HIGH SCHOOLS

High school graduates are eligible for admission to the College and enrollment in any course for which they are qualified. Certain two-year curricula have special admission requirements. Students who successfully complete the California High School Proficiency Examination or GED may attend College of the Desert. A copy of the Certificate of Proficiency may be required.

### NON-GRADUATES OF HIGH SCHOOL

Non-graduates, eighteen years of age or older, who can profit from instruction and are no longer enrolled in high school, are eligible for admission. For those who are interested, the Developmental Education program provides an alternative way to complete high school graduation requirements. Contact should be made with the Division of Developmental Education, located on the second floor of the Hilb Student Center.

### DISQUALIFIED TRANSFER STUDENTS

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

### PROBATIONARY TRANSFER STUDENTS

Applicants whose scholastic achievement at another college represents less than a "C"

average may be admitted for a restricted academic program. Satisfactory performance in this work may allow admission to subsequent semesters. Admission on probation is a privilege granted, not a right of the applicant.

### SPECIAL PART-TIME STUDENTS

Special admission may be considered for students in grades K-12 who excel in academic areas and are seeking advanced education that is not available in the elementary and secondary schools. Admission for vocational courses also may be granted. These options are not provided to enable students to decrease the amount of time to graduate from high school, to provide an alternative for those who have been suspended, or to substitute for home study course work. Specific application procedures must be followed. Instructions and forms may be obtained from the COD Admissions and Records Office or the high school office.

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

Such students must have availed themselves of all opportunities to enroll in an equivalent course(s) at their school of attendance. Admission is limited to no more than five percent of students who have completed a particular grade level at each school immediately prior to a summer session.

Special part-time students are to receive credit for course work completed in the same manner as regularly enrolled students. Such students are subject to tuition and fees and are not eligible for financial aid, with the exception of the Board of Governors Waiver, forms A or B.

## SPECIAL FULL-TIME STUDENTS

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

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

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

## INTERNATIONAL STUDENTS WITH F-1 OR M-1 STATUS

College of the Desert believes that our international students add to the multicultural and diverse setting of our college. International students who have English language and mathematics skills necessary to complete degree programs offered by the District are encouraged to seek admission. The application deadline for Fall admission is July 15 and the deadline for Spring admission is December 15.

In order to be considered for admission, international students must submit a 400 TOEFL score. Students with TOEFL scores between 400 and 450 should expect to take ESL (English as a Second Language) courses during their first semester at COD. Students with TOEFL scores of 450 or higher will be able to take academic courses as determined by college assessment tests.

International students must also complete the International Student Application packet. In addition, proof of adequate funding for studies at COD and verification of academic achievement equivalent to American high school graduation must be provided. The high school diploma must be an official English translation. International students must maintain health insurance throughout their studies at COD. This can be purchased through the College or students may use their own carrier. International students are required to enroll for a minimum of 12 units each semester and must pay foreign student tuition.

COD has an International Student Program Office whose staff are committed to assisting foreign students during their studies at the College. Although there are no dormitories available on campus, this office has a housing coordinator who can assist students with finding host families or apartments.

More information on our programs, or an application, can be obtained by contacting our office at (760)776-7205 or by writing: International Student Office, College of the Desert, 43-500 Monterey Avenue, Palm Desert, California 92260 or by e-mail: [cdelgado@dccd.cc.ca.us](mailto:cdelgado@dccd.cc.ca.us).

## TRANSCRIPTS

Matriculated students should arrange to have official transcripts of academic records sent to the Admissions and Records Office. A high school senior should have the transcript sent after graduation. Transcripts must be mailed directly from the institution in which the student was enrolled and cannot be considered official unless they arrive in Admissions and Records unopened.

Admission to designated instructional programs, as identified by the college, is conditional until complete official transcripts have been received from institutions attended previously.

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

## ASSESSMENT TESTING

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

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

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

The assessment test consists of three parts: reading, writing, and mathematics. Results are provided to the student. Test results, combined with a student's educational record, educational goals, maturity, etc., are used to place students in appropriate levels of reading, writing and mathematics classes.

Students found to have reading, writing and/or mathematics deficiencies are expected to begin taking courses to correct those deficiencies in their first semester of enrollment.

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

## REGISTRATION

Registration at COD is completed via touch-tone telephone enabling students to register initially and make changes to their schedules from their home, office, or anywhere they have access to a touch-tone telephone. On the Palm Desert campus, telephones are available in the back portion of the Dining Hall and the foyer of the Admissions and Records Office. Registration policies and procedures are presented in the class schedule.

## SCHEDULE OF CLASSES

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

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

## CHANGE OF PROGRAM AND WITHDRAWALS

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

Students are expected to plan their schedule carefully with the aid and approval of the advisor and endeavor to maintain it throughout the semester. The student must attend all classes in which originally enrolled until the requested change is officially authorized.

**Students are held accountable for every course for which they have registered**



and are responsible for filing all program changes and withdrawals according to the procedures in the class schedule. Otherwise, the student may receive a grade of "F" for all courses.

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## FEES - POLICIES AND PROCEDURES

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### FEES

1. Enrollment Fees for Resident Students: Fees are listed in the Schedule of Classes for each semester or intersession.
2. Tuition Fee for Out-of-State Residents: A tuition fee, based on the average cost of instruction which is payable at time of registration, is charged to all students who have not been legal residents of California for one full year. See Schedule of Classes for the current fee. Active military personnel and their dependents, regardless of residence, are exempt from out-of-state fees for their initial year of stay in California. Questions relating to the establishment of California residence should be directed to the Admissions and Records Office.
3. Tuition Fee for Foreign Students: In addition to the non-resident fee computed as specified above, foreign students will be charged an amount not to exceed the amount that was expended by the District for capital outlay in the preceding year, divided by the total full-time equivalent students. See Schedule of Classes for the current fee.
4. Health Service Fee: Assembly Bill No. 2236, passed by the California State Legislature, and under authority of Section #72246-72244 of the education code, authorizes College of the Desert to charge a health service fee. Exemptions are:
  - a. All active duty military personnel attending classes on a military base and their dependents.
  - b. All BOG Waivers (A, B, and C).
  - c. Apprentice students.
  - d. All students who depend exclusively on prayer for healing in accordance with a bonafide religious sect.
5. Insurance - International Students: College Policy #5102 requires each international student enrolled at the college to secure and maintain at their own expense, an accident and illness insurance coverage as established by College of the Desert.
6. Parking Fee: A fee is charged to students for parking permits. A valid permit must be displayed to park on campus. There is a charge for replacement of parking permits. This is a non-refundable fee. Penalties are assessed for violation of parking regulations.
7. Health Occupations Programs: College Policy #5101 requires each student enrolled in Health Occupation programs which require patient contact for the development of specific skills to secure insurance coverage against liability for malpractice.
8. Student ID Card: An optional student identification (ID) card fee is assessed students who wish to purchase a picture ID. In addition to allowing easy access to campus facilities, the ID card enables students to qualify for discounts on and off campus.

### ACCIDENT INSURANCE

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

### MEDICAL INSURANCE

Students may voluntarily purchase supplementary health insurance to cover sickness and hospitalization at minimum costs. This insurance is required for all foreign students each semester.

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## REFUND POLICY

Requests for refunds are accepted at the Admissions and Records Office until the deadline indicated in the class schedule. Refunds can be authorized only after a refund application is submitted within the prescribed time limits. Applications for refunds are available at the Admissions and Records counter in Building C. Refunds must be requested; they are not issued automatically.

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

When the College cancels a class, refunds will be issued upon request from the student. The request must be filed during the semester for which the class was cancelled. When the College makes a time change in a class which prevents the student from attending, the student must drop the course and apply for a refund. Deadline dates for dropping courses and submitting refund applications as stated in the Class Schedule must be met.

Refunds totaling \$53.00 or less may be obtained in person in the Admissions and Records Office. Refunds exceeding \$53.00 are mailed to the student approximately four to six weeks after the request is submitted.

**Not all fees are refunded. Please read carefully:**

**Enrollment fees** are refundable if class is dropped on or before the "last day to drop and be eligible for a refund." See Academic Calendars for deadline dates.

The **student health fee** is refundable if classes are dropped on or before "last day to drop and be eligible for a refund" if the student completely withdraws from school. It is not refundable for a reduction of program.

The **parking fee** is refundable if classes are dropped on or before "last day to drop and be eligible for a refund," if the student completely withdraws from school. It is not refundable for a reduction of program. The parking sticker must accompany the request for refund.

**Non-resident and foreign student tuition fees** are refundable for a reduction of program or for a complete withdrawal. See Academic Calendars for deadline to drop and be eligible to receive a refund, and deadline to request a refund.

## RETURNED CHECKS

### BUSINESS SERVICES OFFICE

A service charge of twenty dollars (\$20.00) will be assessed for any check returned to the College of the Desert by a bank. Students who have a returned check will be notified by the Business Office. A hold will be placed on the students' records preventing any registration activity (including registration for subsequent terms), having transcripts sent, verification of enrollment or other transactions. The hold will remain until the financial obligation is met. Students who have two or more checks returned by their bank will be placed on "cash-only" status and required to make all future payments in cash.

### COLLEGE BOOKSTORE

A service charge of twenty dollars (\$20.00) will be assessed for any check returned to the College Bookstore by a bank. Check-cashing privileges will be revoked for students who have more than one check returned by their bank.

## RESIDENCY REQUIREMENTS

Applicants who are not U.S. citizens, or who are citizens but have resided in California for less than two years, should bring proof of residency status with them when they submit their application for admission. **Non-citizens must show proof of immigration status.** Students must apply well in advance of the start of the term in order to ensure their residency status will be determined in time to register.

To be eligible to establish residency for the purpose of attending a California community college, applicants must be citizens of the United States or legal aliens with an immigration status which allows them to establish domicile according to the laws of California. The regulations regarding alien students are extensive and cannot be reprinted here. Contact the Admissions and Records Office for information regarding domicile requirements, documentation required and eligible immigration status.

Applicants must have had continuous presence in the State of California and have manifested intent to make California their place of permanent residence a minimum of 12 months before the start of the semester for which they are applying. Applicants may not have two places of permanent residence.

Students eligible to establish residency who have lived in California for less than 2 years must clearly demonstrate the following:

- Intent to make California their permanent residence at least one year before the start of the semester.
- Physical presence in California for at least one year immediately before the start of the semester.
- Financial independence from anyone who is not a California resident. Several requirements must be met in this area.

Actions which are consistent with the intent to make California the place of permanent

residence include, but are not limited to, the following:

- Registering in California all vehicles owned
- Registering to vote in the State of California
- Assuming permanent employment
- Opening an account with a California bank
- Having children in a California public school
- Filing suit in a California court
- Petitioning for divorce in a California court
- Filing taxes as a California resident

The actions listed in the preceding paragraph must have taken place at least one year before the start of the semester for which the student is applying.

Section 68062A of the California Education Code states that a person may have only one principal place of residence. Vehicle Code Sections 12502 and 12505 require that a resident obtain a California driver's license within 10 days from the date residence is established. Maintaining an out-of-state license is considered inconsistent with the intent to make California a place of permanent residence.

In the event that an applicant's residency is in question, it is the responsibility of the applicant to present clear proof of residency. The burden of proof is on the student.

Applicants who are classified as nonresidents are welcome to enroll at College of the Desert, however, they will be subject to nonresident tuition fees in effect at the time of registration. Questions regarding residency should be directed to the Admissions and Records Office.

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## STUDENT RECORDS

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### RELEASE OF INFORMATION

Desert Community College District (DCCD) adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining student records. Although the College applies the provisions of FERPA in a strict manner, the law allows the College to release student directory information. DCCD, based on FERPA regulations, designates as directory information the following: name, address, phone number, dates of attendance, major field of study,

awards/degrees received, most recent institution attended, participation in official college activities and sports, and photographs.

In completing the admission application, students are provided the opportunity to request that their directory information be maintained as confidential. Students who are continuing students with DCCD may go to the Admissions and Records Office and request to have directory information withheld.

Currently enrolled or former students have the right of access to all their own records maintained by the College.





# STUDENT SERVICES

## COMMITTED TO SERVICE

To satisfy the educational needs of all the people within the College District, College of the Desert and the Copper Mountain Campus provide an "open door," admitting anyone 18 years of age or older who can profit from instruction and is no longer enrolled in high school. The resulting diverse student body encompasses a wide range in abilities, backgrounds, ages, economic status, and ethnic groups.

To serve the educational and personal needs of a diverse population there must be a commitment to the concept that educational institutions exist for the purpose of assisting the individual student in the learning process. All programs, services, and facilities are directed toward the development of the student.

Student Services performs an essential and vital function of the overall educational program. One of the most important responsibilities of a comprehensive student services program is to provide every possible aid to each student.

## ADMISSIONS AND RECORDS

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

## COUNSELING CENTER

Students seek counseling each year for a variety of reasons. In general, they come to the

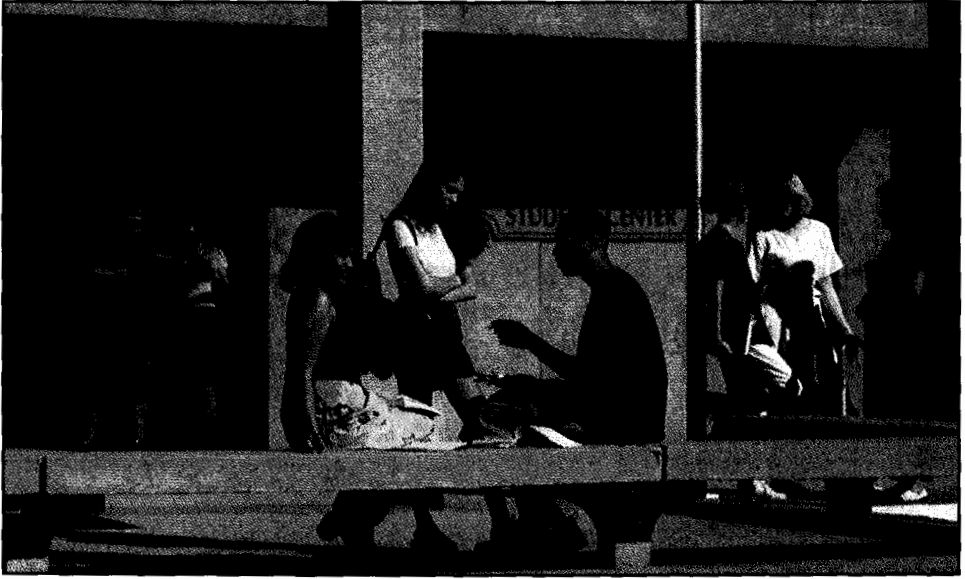
Counseling Center for reasons of personal growth or decision making. Students come for help in such areas as making vocational choices, dealing with study problems, developing social and interpersonal skills, growing in greater self-understanding and solving personal problems. Emphasis is placed upon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

Counseling services are a fundamental and integral part of the total educational process. Recognizing that each student who comes to the community college is unique, counseling faculty believe their primary responsibility is to respect students' individuality, encourage development, and foster a climate in which individual students attain academic success.

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

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

1. New student orientation
2. Personal counseling
3. Transfer information
4. Career assessment
5. Special services for disadvantaged students
6. Consultation and counseling for students with disabilities
7. Veterans services
8. Crisis intervention



## **MATRICULATION PROGRAM**

The purpose of the matriculation process at College of The Desert is to bring the College and student who enrolls for credit courses into an agreement for the purpose of realizing the student's educational goal through the College's established programs, policies, and requirements. The matriculation program promotes student retention and success through early admissions, assessment, orientation, counseling/advisement, basic skills instruction (when needed), and follow-up on student progress.

If you have a question regarding these services or your status, please contact a counselor at your campus.

## **NEW STUDENT ORIENTATION**

Prior to the beginning of the Fall and Spring semesters, new student orientations are held for new students. Matriculating students entering with basic skills and/or scholastic

deficiencies are to participate in orientation activities during their first semester of attendance. These activities include study skills instruction, student success assessment, career assessment and student survival skills. The orientation program is designed to assist students to:

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

## **TRANSFER CENTER**

In addition to meeting with their faculty advisors, students should begin researching transfer options early in their academic career. The Transfer Center houses a college catalog collection, reference library, articulation agreements and other resource materials to help students experience the smoothest possible transition to four-year colleges and universities.

## **ADVISING PROGRAM**

Advising is a student's right at the college and is available for all matriculating students. New students typically attend orientation and receive advising help there or are referred to their faculty advisors. Students without a selected major will continue to be advised by a counselor until they have selected and declared a major. After deciding on a major, students confer with their faculty advisor.

Advisors work with students to plan realistic programs, assist students with college expectations and provide information on available services.

## **CAREER CENTER**

The Career Center is available to all students for a variety of services including career assessment and decision making, current career information with computer printouts of job outlook, training and educational opportunities, and individual as well as group career counseling. Job placement services are available to all students through the Internet or the job development specialist. The Career Center in Palm Desert is located in the Administration Building. Students are encouraged to use the Center on a drop-in basis or by appointment.

The Career Center at the Copper Mountain Campus is located in the Student Services Building.

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## **DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)**

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

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

The State Department of Rehabilitation also offers services to aid students who have physical, emotional, or other disabilities which handicap them in obtaining employment. All interested individuals are urged to contact the Learning Disabilities Specialist, the Counselor or the Director of Disabled Students, Programs and Services for further information: (760) 773-2535; TDD (760) 773-2598.

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## **EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)**

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

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

Contact (760) 773-2539 for information at the Palm Desert Campus, or (760) 366-3791 at Copper Mountain Campus.

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## FINANCIAL AID

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

### HOW TO APPLY

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

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

If you have not previously received a bachelor's degree, you must apply for a federal Pell Grant before you can be considered for other financial aid. You can easily do so by following the instructions on the FAFSA. All financial aid applicants who are California residents should also apply for a Cal Grant from the California Student Aid Commission. The application (FAFSA) postmark deadline for consideration for these awards is **March 2**. Additional information and instructions are included with the FAFSA.

After analyzing the information on your FAFSA, the processing service will send you a





Student Aid Report (SAR). When you receive the SAR you should bring it to the Financial Aid Office to determine what other forms you will need to complete. Other required documents may include copies of federal income tax returns and/or verification of untaxed income and other information reported on the FAFSA. If you have attended other schools or colleges since graduating from high school, and are a mid-year transfer student, you may be asked to submit a Financial Aid Transcript from the most recent institution attended, regardless of whether or not aid was received.

## FINANCIAL AID PROGRAMS

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

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

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

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

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

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

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

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

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

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

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

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

## SCHOLARSHIPS

A number of different scholarships are awarded each year to qualified students by the College of the Desert Scholarship Committee based upon academic merit and promise, major or vocational objective, activities or other skill or affiliation, and sometimes, financial need as specified by the various donors. Both continuing and transferring students are eligible for these awards which may range from \$100 to \$1,000 per academic year. Scholarship applicants must not yet have a bachelor's degree, must have

completed 12 units at College of the Desert, must be citizens or permanent residents of the United States and must be enrolled on a full-time basis in order to be considered for the award.

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

- EUGENIE BOLZ FAMILY FOUNDATION SCHOLARSHIP FUND
- ROBERT AND MARY ELLEN BRONSKI SCHOLARSHIP FUND
- GAYLE BRUMWELL PERPETUAL SCHOLARSHIP FUND
- REYNALDO J. CARREON PERPETUAL SCHOLARSHIP FUND
- SHIRLEY CLARK MEMORIAL SCHOLARSHIP FUND
- JERRY CODEKAS SCHOLARSHIP
- COLLEGE OF THE DESERT ALUMNI ASSOCIATION SCHOLARSHIP FUND
- COLLEGE OF THE DESERT FACULTY WOMENS CLUB SCHOLARSHIP FUND
- THOMAS A. DAVIS SCHOLARSHIP
- EVELYN FOX MEMORIAL SCHOLARSHIP FUND FOR DISABLED STUDENTS
- COLLEGE OF THE DESERT FRENCH CLUB SCHOLARSHIP
- LOUIS M. AND BIRDIE HALPER FOUNDATION SCHOLARSHIP
- ALFRED AND VIOLA HART AWARD
- J. NEIL HASTINGS PERPETUAL SCHOLARSHIP FUND
- BOB HOPE DESERT CLASSIC SCHOLARSHIP FUND
- KATHLEEN A. LITTLE MEMORIAL SCHOLARSHIP
- LAWRENCE T. LITTLE MEMORIAL SCHOLARSHIP
- ROY MALLERY ART SCHOLARSHIP
- MARTVEST FOUNDATION BUSINESS SCHOLARSHIP
- JEAN MASTERS SCHOLARSHIP FUND
- ROY AND VELMA MCCALL SCHOLARSHIP
- PEARL MCMANUS SCHOLARSHIP FUND
- DONALD MITCHELL PERPETUAL SCHOLARSHIP
- MATTEO MONICA II MEMORIAL SCHOLARSHIP
- OLAF NORDLAND MEMORIAL SCHOLARSHIP
- JOYCE NORTON MEMORIAL ART SCHOLARSHIP
- EDWARD RAFFERTY SCHOLARSHIP FUND
- RANCHO MIRAGE WOMENS CLUB SCHOLARSHIP FUND
- MYRNE SHEPHARD MEMORIAL SCHOLARSHIP
- STEPHEN W. SIMONSEN MEMORIAL SCHOLARSHIP
- BETTY LEE SPEAKMAN/ TRI PALM WOMENS CLUB SCHOLARSHIP
- HELEN K. STALEY SCHOLARSHIP FUND

- UNIVERSITY CLUB OF THE DESERT SCHOLARSHIP PROGRAM
- WOMENS CLUB OF THE DESERT SCHOLARSHIP PROGRAM

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

### AUXILIARY FUNDS

*DONALD H. and CATHERINE MITCHELL PERPETUAL LIBRARY FUND* -

Established in 1977, the earnings from the principal sum of \$13,000 are used for the support of the Donald Mitchell Library as determined by the Board of Trustees.

*THE NATT McDOUGALL, JR. MEMORIAL "UNDER THE STARS" LECTURES* -

Established in April 1974, this contribution of \$20,000 is to be used in support of lectures engendering the knowledge of, and appreciation for, traditional American ideals and moral spiritual values. Donor: The Rosemary Dwyer Frey Trust.

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### HEALTH SERVICES

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The Palm Desert campus maintains a Student Health Center with a professional nurse on duty daily to provide health education and consultation, first aid, and general health services. A physician is available on a referral basis four days a week. Appointments are scheduled through the Health Services office.

The Student Health Center on the Palm Desert Campus is located in the Hilb Student Center.

Student insurance for sickness and accidents is available through the Health Services office. The Copper Mountain Campus does not currently provide a Student Health Center.

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### VETERANS SERVICES

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

College of the Desert is approved by the Department of Veterans Affairs to certify for educational benefits veterans, dependents, and reservists who are working towards a Certificate or Associate in Arts or Associate in Science Degree under Chapter 30 (Montgomery G.I. Bill), Chapter 31 (Vocational Rehabilitation), Chapter 32 (Post-Vietnam Veterans Educational Assistance program), Chapter 35 (Veterans' Dependents), and Chapter 1606 (Selected Reserve).

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

### VETERANS PROGRAM COURSE REQUIREMENTS

1. Students receiving VA benefits are required by the Department of Veterans Affairs to maintain regular class attendance and satisfactory progress.
2. Course numbers 100 or above are not acceptable for veterans' benefits. TV courses and Individual/Independent Study

- courses are not acceptable for veterans' benefits.
3. Veterans, dependents, and reservists must declare a major and are responsible for enrolling only in classes required for their major. Failure to take proper classes can lead to reduction or termination of benefits.
  4. Any student receiving VA educational benefits who has accumulated 30 or more units, must have an A.A./A.S. degree evaluation before they can be certified for benefits.
  5. Students may receive benefits when repeating a course in which a grade of "F" or "NC" was received if the course is required or a prerequisite to a required course. In some instances, a grade of "D" may be repeated if it is noted that a grade of "C" or better is required. Notify the Veterans Office of any course you are planning to repeat.
  6. Less than semester length courses are certified by the Veterans Office for the exact dates of the course only, and not for the entire semester. Check with the Veterans Office before registering for a course that does not begin on the first date of the semester and end on the last date of the semester.
  7. The Veterans Office must report status changes as well as withdrawals immediately to the Department of Veterans Affairs. In order to avoid possible overpayment of benefits and subsequent billing from the Department of Veterans Affairs, it is imperative that students collecting benefits report all course changes, withdrawals, etc. immediately to the Admissions Office and the Veterans Office.

8. The unit load requirement for students receiving VA educational benefits is:

|                                |               |
|--------------------------------|---------------|
| Full-time:                     | 12 units      |
| 3/4-time:                      | 9 to 11 units |
| 1/2-time:                      | 6 to 8 units  |
| 1/4-time:                      | 3 to 5 units* |
| (*for Chapt. 32 and 1606 only) |               |

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

9. Additional information about VA benefits and program requirements may be obtained from the Veterans Office in the Administration Building.

## SERVICEMEMBERS OPPORTUNITY COLLEGE

College of the Desert, through its affiliation with the American Association of Community and Junior Colleges, and other Community and Junior Colleges across the country, maintains membership in the Servicemembers Opportunity Colleges (SOC).

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



## STUDENT ORGANIZATIONS

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

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

### ASSOCIATED STUDENTS (ASCOD)

In keeping with the philosophy of College of the Desert, the responsibility for student government is placed with the students. Regularly enrolled students of the college are encouraged to be participating members of ASCOD.

#### *COD 1998 National Tennis Champions*



Both Palm Desert and Copper Mountain Campuses support active ASCOD organizations. One student from each campus is elected each year to serve as Student Trustee and to represent the general student population at the regular meetings of the Board of Trustees.

ASCOD has adopted a constitution incorporating rules and regulations which provide for a governing body that reflects the interests of the entire student population.

## VARSITY SPORTS ATHLETICS

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

At this time, the college participates in the following sports: for **men** - baseball, basketball, football, golf, and tennis; for **women** - basketball, golf, soccer, softball, tennis, and volleyball.

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# STUDENT RIGHTS AND RESPONSIBILITIES

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Each student is individually responsible for meeting all college requirements and deadlines, as presented in this and any other announcements of the college or department in which he/she is enrolled. Class schedule information is considered as supplementary to the college catalog and is also an official statement of policy.

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

## STUDENT CONDUCT STANDARDS

When a student enters College of the Desert, it is taken for granted by the College authorities that an earnest purpose exists and that the student's conduct will demonstrate that assumption. If, however, the student's conduct is not appropriate, and the student should be guilty of one or more of the violations listed in the Student Conduct Standards and Procedures policy, then appropriate disciplinary action will be taken as listed in the policy.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
  2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is concurred in by the college president.
  3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
  4. Committing or attempting to commit robbery or extortion.
  5. Causing or attempting to cause damage to district property or to non-district property on campus, or at college sponsored or supervised functions.
  6. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
  7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College or the District.
  8. Committing sexual harassment as defined by law or by District policies and procedures.
  9. Engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.
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10. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of college personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
13. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
14. Unauthorized entry upon or use of College facilities.
15. Lewd, indecent or obscene conduct or expression on college-owned or controlled property, or at college sponsored or supervised functions.
16. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful college regulations, or the substantial disruption of the orderly operation of the College.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

Students are guaranteed the rights of due process when charged with a violation of conduct standards. Copies of the Student Conduct Due Process Procedures are available in the office of the Dean of Student Services, Counseling Center, and ASCOD Office.

## STUDENT GRIEVANCE POLICY

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

### I. CAUSE:

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

### II. PROCEDURES:

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

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

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



1. An informal hearing will be between the student and other appropriate school representatives. If the student is satisfied with the outcome of the informal hearing, the process could end.

2. A formal hearing will consist of the student, and if appropriate, his/her on-campus advocate, the accused and his/her on-campus advocate, the Dean of Students or designee, a division chairperson from the division of the accused, and four (4) neutral faculty members, two (2) selected by the student, and two (2) selected by the accused.

If the results of either the informal or the formal hearing are not satisfactory to the student, within ten (10) school days of receiving that

decision, the student desiring further appeal shall:

D. Within ten (10) school days of receiving that decision, the student desiring further appeal shall go to the college President who shall then render a decision within ten (10) school days.

E. Within ten (10) school days of receiving that decision, the student desiring further appeal would appeal to the Board of Trustees for a final decision to be made within thirty (30) school days.

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



# CAMPUS SERVICES & POLICIES

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## BOOKSTORE

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The College of the Desert Bookstore carries new and used course textbooks, a wide variety of essential classroom and student supplies, general-interest paperbacks, reference books and many other campus-oriented items such as backpacks, apparel, art supplies, and greeting cards. The Bookstore welcomes nonstudents.

During the Fall and Spring semesters, the Bookstore is open Monday through Thursday 8:00 a.m. to 7:00 p.m., Friday 8:00 a.m. to 3:00 p.m. Please see current Summer Class Schedule for Summer hours.

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## FOOD SERVICES

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The COD Cafe menu items include soup, hot entrees, salad bar, grill service, desserts and beverages. Breakfast is served daily from 7:30 a.m. to 11:00 a.m. The main entree is served from 11:00 a.m. to 2:00 p.m. The Grill is open from 7:30 a.m. to 7:00 p.m. The Cafe closes at 2:00 p.m. on Fridays. See class schedule for Summer hours. Dial-A-Menu at 773-2549 is available daily from 8:00 a.m. to 1:00 p.m. A dining facility is also available at Copper Mountain Campus.

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## HOUSING

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

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## PARKING

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Conveniently located parking lots provide parking for students' and visitors' vehicles. Red, Yellow, Blue and Black curb markings, all No-Parking signs, and Emergency Parking zones are to be observed at all times, day and night. Parking on or in front of ramps is forbidden day and night.

Students parking on the campus must purchase and properly display a DCCD parking permit. Citations are issued by College Security. Motorcycles and motorbikes are to park in areas reserved for them.

Restricted parking is in effect from 7:30 a.m. to 10:30 p.m. Monday through Friday of each school week. Parking regulations may be found in the class schedule or obtained from the Parking Office, located in the Student Center Building.

Parking for individuals with disabilities (blue curb marking) must be observed both day and evening. Permits are obtained from the Department of Motor Vehicles and must be displayed along with a valid DCCD parking permit when parking in any designated blue zone.

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## PETS/ANIMALS ON CAMPUS

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

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# ACADEMIC REGULATIONS

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## ACADEMIC PETITION PROCEDURES

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

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## ATTENDANCE

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### FIRST CLASS MEETING

It is extremely important for students to attend the first class meeting after registration because instructors may drop students who do not appear in order to make room for others who may desire to take the class. If a student is dropped as a "no-show" for nonattendance, and if space is available, it is the student's responsibility to re-register into the class at the Admissions Office.

### CLASS ATTENDANCE

A student is expected to attend all class sessions. It is the student's responsibility to contact instructors regarding any absence. The acceptance of an excuse for absence other than illness or official leave of absence is at the discretion of the individual instructor. When absences are excused due to personal illness or the serious illness or death of a member of the student's family, or a field trip, or an authorized absence on behalf of the College, all work assignments to be made up must be described by the instructor to the student in advance of the

absence when possible. It is the student's responsibility to make up all class work missed to the standards for the course.

### AUDITING CLASSES

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

### LEAVES OF ABSENCE

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

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## CLASSIFICATION OF STUDENTS

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

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

**Post-Graduate:** A student who has been awarded a degree and has enrolled for further study.

**Full Time:** A student enrolled for 12 or more credit units.

**Part Time:** A student enrolled for fewer than 12 credit units.

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## CLASSIFICATION AND NUMBERING OF COURSES

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

**1. Credit Courses** - Courses numbered 1-99 are credit courses. A credit course is a part of an approved educational program or major. The credit awarded by College of the Desert for completion of most courses is accepted as a completion of a portion of an appropriate educational sequence leading to an Associate Degree or Baccalaureate Degree by the University of California, the California State University or an accredited independent college or university. A few remedial courses in Basic Skills are offered for credit but do not count toward completion of a program or major.

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

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

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## TRANSFERABLE COURSES

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Courses transferable to the California State University are indicated by "CSU" and those transferable to the University of California are indicated by "UC" under the course description in the "Courses of Instruction" section of this catalog. The CSU or UC designates courses accepted for elective credit. Such courses count for the 60 units required for advanced standing

transfer to CSU or UC. Students interested in transferring to the University of California should refer to the University of California Transfer Course Agreement, available in the Transfer Center, to make sure they have enough units, since we offer several UC transferable courses for which credit is decreased by one or more units by UC.

## CHANGES IN TRANSFERABLE CREDIT

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

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## COURSE PREREQUISITES, COREQUISITES, ADVISORIES & Other Enrollment Limitations

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Complete course prerequisites, corequisites, and advisories are listed in this catalog after the course descriptions. These requirements are intended to ensure students a reasonable chance of success. Questions regarding course eligibility should be discussed with your faculty advisor.

**Prerequisite** is a course or courses, skills, or a body of knowledge that students should possess prior to enrolling in a course or program. Prerequisites indicate the College of the Desert course which must be taken prior to enrollment in a given course. (In A,B,C,D sequences, A is usually prerequisite to B, etc.) Prerequisite requirements must be met before enrollment is permitted.

**Corequisite** is a course or courses students are required to take simultaneously in order to enroll in another course. Corequisite represents a set of skills or a body of knowledge students must acquire through concurrent and continued enrollment in another course or courses in order to receive a "C" or better in the course requiring the prerequisite.

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**Advisory** is a condition of enrollment which students are advised, but not required, to meet before or concurrently with enrollment in a course or educational program. An Advisory suggests skills, experiences, or a body of knowledge with which students would achieve a greater depth or breadth of knowledge or skill development, but without which students are likely to receive a satisfactory grade.

**Limitations of enrollment** - restrictions imposed due to the nature of the course such as prerequisites, corequisites, intercollegiate competition, honors, public performance or restrictions imposed in the number of students who may enroll in a course subject to "first come, first serve" or due to health and safety considerations, facilities limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning, legal requirements imposed by statutes, regulations, or contracts, or other such limitations as designated by the District.

The District has established procedures by which any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment, but who provides satisfactory evidence, may seek entry into the class according to a challenge process.

Any prerequisite or corequisite may be challenged by a student on one or more of the following grounds:

1. The prerequisite or corequisite has not been established according to the district's process of establishing prerequisites and corequisites;
2. The prerequisite or corequisite violates Title V, Article 2.5, Section 55201 (Policies for Prerequisites);
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;

4. The student has the knowledge or ability to succeed in the course or program despite not meeting the stated prerequisite or corequisite;
5. The student will be subject to undue delay in attaining the goal stated in the student's educational plan because the prerequisite or corequisite course has not been made reasonable available.

The determination of whether a student meets a prerequisite or corequisite shall be made prior to the student's enrollment in the course.

The student is responsible and bears the burden for showing that grounds exist for the challenge. The challenge must be made in writing to the Director of Admissions prior to the student's enrollment in the challenged course.

Challenges shall be resolved by the Director of Admissions and/or appropriate faculty within five (5) school days of the receipt of the challenge.

If space is available in a course when a student files a challenge, the District shall reserve a seat for the student and the student is assured a seat in the class if the challenge is ultimately upheld. If no space is available in the course when a challenge is filed and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

Matriculation waiver forms are available in the Counseling Office for students seeking to challenge a course prerequisite.

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## PHYSICAL EDUCATION REQUIREMENT

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Completion of a Physical Education (PE), Health Education (HE), Recreation (RE), or Varsity (VS) course is required in each of the first two semesters in which a student is enrolled in nine units or more. Two units of PE, HE, RE or VS are also required for graduation from College of the Desert.

## COURSE UNITS AND STUDENT LOADS

### UNIT OF CREDIT

The term "unit of credit" is a measure of time and study devoted to a course. One credit unit is equivalent to one hour of lecture per week or three hours of lab per week per semester. Many courses are made up of a combination of lecture sessions and laboratory sessions.

### MAXIMUM NUMBER OF UNITS

A normal class load for Fall and Spring semesters is considered to be 12-17 units plus an activity class in physical education. Students working full time are encouraged to carry a reduced load. Students with advanced standing, and having a "C" average or better are permitted to enroll in 19 units plus physical education. During the Summer term, students may be limited to 7 units.

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

### STUDENTS WHO MUST TAKE A MINIMUM NUMBER OF UNITS

| <u>Category</u>              | <u>Minimum Units</u> |
|------------------------------|----------------------|
| Athletes .....               | 12                   |
| ASCOD Officers .....         | 5                    |
| CARE Students .....          | 12                   |
| EOPS Students .....          | 12                   |
| Financial Aid Recipients     |                      |
| Full-time .....              | 12                   |
| 3/4-time .....               | 9                    |
| Half-time .....              | 6                    |
| International Students ..... | 12                   |
| Veterans' Benefits           |                      |
| Recipients .....             | Varies with Program  |

## GRADING SYSTEM

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

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

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

Grades of F count as units attempted and completed with a failing grade. Such grades are computed in the grade point average (both semester and cumulative). Units for which grades of F are assigned are not earned units and do not fulfill course, certificate or degree requirements.

### GRADE POINTS

The College of the Desert follows the same system of grade points used by most colleges and universities in the State to give an overall appraisal of the student's level of achievement. Semester grades are assigned grade points as follows:

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

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

## GRADE POINT AVERAGE

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

| Course         | Units     | Grade    | Grade Points |           |
|----------------|-----------|----------|--------------|-----------|
|                |           |          | Per Unit     | For Class |
| ENG 1B         | 3         | B        | 3            | 9         |
| ART 7A         | 2         | A        | 4            | 8         |
| HE 1           | 3         | C        | 2            | 6         |
| NR 1           | 3         | B        | 3            | 9         |
| NR 1L          | 1         | B        | 3            | 3         |
| <u>HIST 17</u> | <u>3</u>  | <u>A</u> | <u>4</u>     | <u>12</u> |
| <b>Totals</b>  | <b>15</b> |          |              | <b>47</b> |

Total GradePoints (47),  
divided by Total Units Attempted (15),  
equals Grade Point Average (3.13 GPA).

## NON-EVALUATION SYMBOLS

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

**"I" (Incomplete)** is a temporary mark assigned when the instructor determines that a student has been unable to complete course requirements by the designated ending date of the course according to the following definition.

**DEFINITION (Section 55758):** Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and

evaluated, or when the time limit for completing the work has passed.

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

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

An incomplete is issued only upon mutual agreement between the instructor and the student. The instructor and the student will agree upon course work and/or other requirements necessary for the removal of the incomplete mark and the grade to be assigned, as well as the grade to which the incomplete will default if the requirements are not met. The student is expected to make up the incomplete by the end of the semester immediately following the receipt of this mark or the grade could default to an "F." In unusual circumstances the student may petition the instructor for a one-semester extension.

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

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

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

**"W" (Withdrawal)** is a mark assigned to students who withdraw after 30 percent, or the fourth week of the term (whichever is less), and prior to 75 percent of the term. Withdrawal after the 75 percent point is not possible. If there are extenuating, documented circumstances such as an accident, hospitalization, or other conditions beyond the student's control, the student may petition for an administrative withdrawal in the Admissions and Records Office. Title 5, California Administrative Code, Section 55758, states that withdrawal after the end of the fourteenth week (or 75 percent of a term, whichever is less) when the District has authorized such withdrawal in extenuating circumstances, after consultation with appropriate faculty, shall be recorded as a "W."

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## GRADE RESPONSIBILITY

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The designated student grade responsibility date shall occur on the last day of the fourteenth week of instruction or at the 75 percent point of a semester or session, whichever is less. Students who do not withdraw by the deadline indicated in the class schedule will receive a grade of A, B, C, D, F, CR or NC. All grades become a part of the student's permanent records.

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

## GRADE CHANGE POLICY

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

1. The instructor of record for the class has the right to issue a letter grade to a student. Once a grade has been given, that grade is final.
2. A change of grade may be made in only one of two ways:

(A) An INCOMPLETE (I) is changed to a final grade. See *GRADING SYSTEM, Non-Evaluation Symbols* for definition and limitations.

(B) GRADE CHANGE (Section 55760)

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

(2) The District Board shall adopt and publish procedures and regulations pertaining to the repetition of courses for which substandard work has been recorded in accordance with Section 55002, and Sections 55761 and 55762. When grade changes are made in accordance with these sections, appropriate annotations of any courses repeated shall be entered on the student's permanent academic record in such manner that all work remains legible, insuring a true and complete academic history.

3. The Director of Admissions shall approve all Change of Grade and Incomplete Grade
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forms based upon the Grading Policy adopted by the Board of Trustees.

4. All requests for Grade Changes that do not adhere to the Grading Policy shall be returned to the instructor submitting the request.

## GRADE APPEALS

The student shall first attempt to solve the problem with the instructor involved. If the problem is not solved, the student may follow the steps outlined in the *Grade Grievance Procedure*.

## GRADE GRIEVANCE PROCEDURE

By law, an instructor is solely responsible for the grades assigned; no instructor may be directed to change a grade except in certain narrow circumstances authorized by the California Education Code, Section 76244(a), which reads as follows: "When grades are given for any courses of instruction taught in a community college, the grade given to each student shall be that determined by the instructor of the course and its determination, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

When a student believes that the District grading policy has not been followed, and that the grade received in class was the result of "mistake, fraud, bad faith, or incompetency," the student **MUST** discuss this concern with the course instructor by the end of the fourth week of the following semester. Any student who is not satisfied after meeting with the instructor, may choose to pursue a grievance.

**FRAUD:** A deliberate misrepresentation of the truth or a fact used to take money, rights, or other privilege or property away from a person or persons may be found to be fraud.

**BAD FAITH:** Bad faith may be found in an instance of an intent to deceive, in an act of dishonesty.

**INCOMPETENCY:** Incompetency may be found in a lack of ability, qualifications, fitness, or performance.

If a student files a grade grievance in accordance with the definitions and procedures described herein, and if, following the grievance procedures, it is found that the grade assigned has in fact been the result of "mistake, fraud, bad faith, or incompetency," then a new grade will be assigned, and that grade will become the final grade.

The student must observe the following procedures. The procedures must be completed by the end of the following semester (excluding Summer School) during which the cause for grievance occurred.

**LEVEL 1:** Prior to filing a formal written grievance, the student must attempt to solve the problem. When grades are available, the student is expected to contact his or her instructor directly to discuss their differences not later than the fourth week of the following semester. At this stage most differences will be resolved. This contact should be conducted in the privacy of the instructor's office whenever possible, and the pertinent issues should be well defined so that they may be discussed as objectively as possible.

If the problem cannot be resolved at this level, the student may, after informing the instructor that he or she plans to file a written grievance, progress to Level 2.

**LEVEL 2:** The student submits a written request for a meeting with the instructor's supervisor to resolve the grievance. The written request must include, in detail, the student's basis for initiating the grievance. The student shall initiate this request within five (5) school days after meeting with the instructor. The



supervisor shall meet with the instructor and student within five (5) school days of reception of the formal grievance accompanied by all supporting data supplied by the student in an attempt to resolve the issue at this level. Any such meeting regarding a grade grievance will be closed to all observers.

At this level, if the issue can be resolved to the satisfaction of the instructor and student, and the action to be taken is to change a grade due to a mistake, the incorrect grade shall be removed from the student's record. Within two (2) school days, the decision and proposed action of the supervisor will be communicated in writing with copies to the student involved, the faculty member involved, the Dean of Instruction or designee, and the Office of Admissions and Records.

If the problem cannot be resolved at this level, the student may, after informing the instructor and supervisor that he or she plans to file a written grievance, progress to Level 3.

**LEVEL 3:** The student submits a written request for a meeting with the Dean of Instruction to resolve the grievance. The written request must include, in detail, the student's basis for initiating the grievance. The student shall initiate this request within five (5) school days after meeting with the supervisor and instructor. The Dean shall meet with the instructor, supervisor and student within five (5) school days of reception of the formal grievance accompanied by all supporting data supplied by the student in an attempt to resolve the issue at this level. Any such meeting regarding a grade grievance will be closed to all observers.

At this level, if the issue cannot be resolved to the satisfaction of the supervisor, instructor and student, the Dean assumes the responsibility for arriving at a decision regarding the validity of the grievance and appropriate action to be taken. If the action to

be taken is to change a grade due to a mistake, the incorrect grade shall be removed from the student's record. Within two (2) school days, the decision and proposed action of the Dean will be communicated in writing with copies to the student involved, the faculty member involved, the supervisor involved, and the Office of Admissions and Records. The Dean's decision completes and exhausts the Desert Community College District's Grade Grievance Procedure.

The president or his designee may shorten or lengthen the times specified in these procedures. The intent, however, is to ensure that each and every step will take place as expeditiously as possible.

## ACADEMIC HONORS

### DEAN'S LIST

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

### HONOR ROLL

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

### GRADUATION HONORS

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

Academic honors are awarded as follows:

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

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## **PROBATION, DISQUALIFICATION, AND REINSTATEMENT**

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Probation, disqualification, and reinstatement policies and procedures are designed to assist students in making progress toward realistic academic, career, and personal goals.

### **STANDARDS FOR PROBATION**

A student who has attempted at least twelve (12) semester units, as shown by the official academic record, shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units graded according to the established College grading scale.

Students on probation will be expected to show improvement by maintaining a semester grade point average (GPA) of 2.0 or higher, or completing more than 50 percent of their classes to avoid disqualification.

Students who have attempted at least twelve (12) semester units will be placed on progress probation when the percentage of all units attempted for which symbols of "W," "I" and "NC" are earned reaches or exceeds 50 percent.

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

### **NOTIFICATION OF PROBATION**

The college shall make a reasonable effort to notify a student subject to probation at or near the beginning of the semester in which the probation will take effect but, in any case, no later than the start of the fall semester. As a condition of continuing enrollment, a student placed on probation is to receive individual

counseling, including the regulation of his or her academic program. Each student shall also receive any other support services to help him or her overcome any academic difficulties. Prior to registration, a student on probation must have counselor approval of his or her educational program.

### **REMOVAL FROM PROBATION**

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

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

### **STANDARDS FOR DISQUALIFICATION**

A student on academic probation shall be subject to disqualification if in each of three consecutive semesters the student's cumulative and semester grade point averages are below 2.00 in all units attempted which were graded according to the established District grading scale.

Students on progress probation shall be subject to disqualification if progress probation has been earned for three (3) consecutive semesters of enrollment.

### **NOTIFICATION OF DISQUALIFICATION**

The college shall make a reasonable effort to notify a student subject to disqualification at or near the beginning of the semester in which the disqualification will take effect but no later than the start of the Fall semester. A student subject to disqualification has the right of

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appeal. An exception to disqualification may be made in the event of extreme and unusual circumstances that can be supported by evidence provided by the student. Requests for appeal shall be submitted to the Director of Counseling.

### **REINSTATEMENT**

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

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### **REPETITION OF COURSES**

#### **SUBSTANDARD GRADES**

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

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

Applications to take a course a third time in which a grade of D, F, or NC has been received

two times are available in the Admissions and Records Office. Students must apply well in advance of registration to allow the Academic Regulation Committee sufficient time to review the merits of the request.

### **GRADES OF "C" OR BETTER**

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

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

Grades earned in such cases are not included in the student's grade point average. The credit is not awarded. The courses, grades and units will be listed on the student's transcript.

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

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### **ACADEMIC RENEWAL POLICY**

1. A student may petition to have units and credits for all courses taken during one semester of college work eliminated from the computation of his/her cumulative grade point average.
  2. Under extenuating circumstances a second semester consecutive with the first semester
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may be considered under the same regulations. Extenuating circumstances are beyond the control of the student and may include but are not limited to situations such as illness or injury to the student, or death or illness in the family. The student must supply documented evidence of all extenuating circumstances.

3. If the petition for academic renewal is granted, the permanent record of the student will be annotated so that it is evident to all users of the record that no units for work taken during the semester(s) covered by academic renewal, even if satisfactory, will apply toward graduation or other educational objectives. All courses, units, and grades shall remain legible on the permanent record to insure a true and complete academic record of the student's college courses.
4. A student may repeat work taken during academic renewal semester(s) only if such repetition is necessary to allow normal progression toward an acceptable educational objective.
5. A student must include all work, including academic renewal semester(s), in the computation of the cumulative GPA toward any honors program.
6. No part of the regulation and procedures shall conflict with:
  - a. Education Code, Section 76224, pertaining to the finality of grades assigned by instructors, and
  - b. Chapter 2.5 of Division of Title 5 (commencing with Section 59020) pertaining to the retention and destruction of records, and particularly Section 59023 (d), relating to the permanency of certain student records.

7. The Registrar shall maintain records of all actions taken under this regulation and a yearly review of this regulation shall be made by the Educational Policies and Practices Committee.

## REQUEST FOR ACADEMIC RENEWAL

1. A student seeking academic renewal is responsible for presenting evidence to show:
    - a. that the previously recorded courses were substandard academic performance and are not reflective of his/her current academic ability, and
    - b. that the student is enrolled in a defined educational program.Evidence of academic ability since the semester in question shall include one of the following:
    - a. 15 semester units with a minimum of a 3.00 GPA
    - b. 30 semester units with a minimum of a 2.50 GPA
    - c. 45 semester units with a minimum of a 2.00 GPA
  2. At least 12 months must elapse between the date of the request and the semester for which academic renewal is sought.
  3. The student may request academic renewal only once.
  4. The request for academic renewal shall be directed to the Office of Admissions and Records.
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## EXAMINATIONS

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### FINAL EXAMINATIONS

Final examinations are obligatory in all courses except those specifically designated as requiring special treatment in lieu of final examination. All examinations will, so far as practicable, be conducted in writing and a maximum time will be assigned before each examination. Students are required to take the final examination at the appointed time and place in order to secure credit. Any exception to this policy must be approved by the Dean of Student Services. Absence due to illness must be verified by a medical doctor.

### CREDIT BY EXAMINATION (COURSE CHALLENGE)

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

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

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

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

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

Students interested in Credit by Examination should select a specific course for which they believe they have sufficient knowledge, then contact the Division Office to determine the possibility of challenging the course and to obtain information regarding the requirements for successful challenge. The Credit by Exam form to initiate the formal approval process may then be obtained from the Admissions and Records Office. Payment of \$25.00 is required at that time. The request must be approved by the midpoint of the semester, and the examination must be given prior to the last day of the final examination period.

### CLEP

A maximum of 30 semester units of credit is given for CLEP (College Level Examination Program) with scores at the 50th percentile or higher. Credit is not awarded for English composition. Official results of CLEP exams must be submitted to the Admissions and Records Office. CLEP exams are not offered on campus.

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## CREDIT FOR CEEB ADVANCED PLACEMENT EXAMINATIONS

College of the Desert grants credit for scores of 3 or higher on the Advanced Placement Examinations of the College Entrance Examination Board (CEEB). Such credit may apply toward requirements for COD degrees and for transfer programs to both the California State University and University of California systems.

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

| <u>AP Examination</u>                   | <u># Units<br/>Granted</u> | <u>General Education<br/>Requirements Area (for CSU)</u> |
|---|----------------------------|--|
| Art: History of Art                     | 3                          | C 1  |
| Biology                                 | 3                          | B 2  |
| Chemistry                               | 6                          | B 1 & B 3  |
| Economics: Macroeconomics               | 3                          | D 2  |
| Economics: Microeconomics               | 3                          | D 2  |
| English: English Language & Composition | 3                          | A 2  |
| English: English Language & Composition | 6                          | A 2 & C 2  |
| French: French Language                 | 6                          | C 2  |
| French: French Literature               | 6                          | C 2  |
| German Language                         | 6                          | C 2  |
| Government & Politics: United States    | 3                          | D 8  |
| Government & Politics: Comparative      | 3                          | D 8  |
| History: European History               | 3                          | D 6  |
| History: United States History          | 3                          | D 6  |
| Latin: Virgil                           | 3                          | C 2  |
| Latin: Latin Literature                 | 3                          | C 2  |
| Mathematics: Calculus A,B               | 3                          | B 4  |
| Mathematics: Calculus B,C               | 3                          | B 4  |
| Music Theory                            | 3                          | C 1  |
| Physics B                               | 6                          | B 1 & B 3  |
| Physics C (mechanics)                   | 3                          | B 1 & B 3  |
| Physics C (electricity & magnetism)     | 3                          | B 1 & B 3  |
| Psychology                              | 3                          | D 9  |
| Spanish: Spanish Language               | 6                          | C 2  |
| Spanish: Spanish Literature             | 6                          | C 2  |
| Statistics                              | 3                          | B 4  |

**Note:** College of the Desert does not have comparable courses for **all** courses listed above.

## CREDIT BY ARTICULATION

The College maintains course articulation agreements in cooperation with high schools and Regional Occupational Programs (ROP) within the College District. College credit by examination or prerequisite course waiver may be earned by high school and ROP students, thereby allowing students with demonstrated competencies to avoid duplicating course work in college and resulting in a smooth transition from course to course, from high school to college.

### ELIGIBILITY REQUIREMENTS

1. A grade of "C" or higher must have been earned in the articulated high school or ROP course.
  2. To apply for the awarding of DCCD credit for an articulated course, students must have completed at least 12 resident credits at DCCD with a cumulative grade point average of at least 2.00 (C) or higher. Students applying for prerequisite course waivers, do not need to have completed any course work through DCCD. Prerequisite course waivers may be granted before registration for the student's first semester at DCCD.
  3. To apply for the awarding of DCCD credit for an articulated course, students must be currently enrolled in at least one course at DCCD.
2. Transcripts will be annotated to reflect that the DCCD credit was earned through "credit by exam."
  3. The grade received in the articulated high school or ROP course will be the grade recorded on the DCCD transcript.
  4. Credit by examination will not be granted for a course in which the student has earned a grade of A, B, C, D, F, CR, NC, or the equivalent at DCCD or any other accredited college or university.
  5. Credit earned through articulation will not be counted in the total number of DCCD units for which the student is enrolled. It will not be used toward the number of units required for financial aid awards or for participation in athletics, ASCOD, CARE, EOPS and other programs for which enrollment in a minimum number of credit units is required.
  6. Credit by exam is not considered resident credit for certificate or degree requirements.
  7. A maximum of ten (10) DCCD semester credit units will be awarded to a student through articulated and other credit by exam.

### POLICIES REGARDING AWARDING OF CREDIT

1. Students will be given credit for DCCD courses as they are listed in the DCCD Catalog at the time the articulated high school or ROP course was completed. DCCD credit can be earned only for courses in existence at the time the credit is awarded; therefore, the DCCD course also must be in existence, without change in content, at the time credit is to be posted to the student's transcript.
1. Request that official transcripts be forwarded directly from your high school or ROP as well as any other colleges or universities attended.
  2. Verify with the Admissions and Records Office that all transcripts have been received.
  3. Complete the attached "Application for Secondary/DCCD Articulated Course Credit" and submit it to the Admissions
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and Records Office. You will be given the pink copy to retain for your records.

4. Allow five to ten working days for processing. You will be notified in writing by the Admissions and Records Office of the approval or denial of your request.

**PROCEDURES TO APPLY FOR A PREREQUISITE COURSE WAIVER**

Course waivers may be obtained in either of two ways:

1. Take a copy of your high school or ROP transcript to the Counseling Center to meet with a Counselor and request the waiver.  
A Counselor will review your transcript and determine if requirements for the waiver have been met.

If requirements are met, the Counseling Center will enter the waiver into the computer and you will be able to register by telephone for the higher level course.

2. An alternative process is to take a copy of your high school or ROP transcript to your academic advisor, instructor, or division chair and secure a "Prerequisite Override" signature on a registration form. You may then take that form to the Admissions and Records Office to register for the higher level course in person. This alternative does not enable you to use the telephone registration system and is valid on a one-time-only basis. If you decide to drop the higher level course and take it at a later date, you will need to repeat the approval process.

**ARTICULATED HIGH SCHOOL/ROP CLASSES**

| <u>DCCD COURSE/TITLE</u>                 | <u>HIGH SCHOOL/ROP</u>               | <u>EFFECTIVE ACADEMIC YEAR</u> |
|--|--------------------------------------|--------------------------------|
| AUTO 1, Auto Principles I                | Amistad High School                  | 1998-99                        |
| AUTO 2, Auto Principles II               | Amistad High School                  | 1998-99                        |
| AUTO 1, Auto Principles I                | Palm Spring High School              | 1997-99                        |
| AUTO 2, Auto Principles II               | Palm Spring High School              | 1997-99                        |
| BUAC 66, Intro to Accounting             | Coachella Valley High School         | 1998-99                        |
| BUAC 66, Intro to Accounting             | La Quinta High School                | 1997-99                        |
| BUAC 66, Intro to Accounting             | Palm Spring High School              | 1998-99                        |
| DRA 1, Technical Drafting I              | Cathedral City High School           | 1997-99                        |
| DRA 1, Technical Drafting I              | Coachella Valley High School         | 1997-99                        |
| DRA 1, Technical Drafting I              | Indio High School                    | 1997-99                        |
| DRA 1, Technical Drafting I              | Palm Desert High School              | 1997-99                        |
| DRA 1, Technical Drafting I              | Palm Spring High School              | 1997-99                        |
| ECE 42, Play, Socialization & Discipline | Riverside County Office of Education | 1997-99                        |



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## SUPPLEMENTAL MODES OF STUDY

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### INDEPENDENT STUDY PROJECTS (1-3 units)

Available to students carrying six or more units. Independent Study is designed to:

- 1) extend students' knowledge and understanding of subject matter beyond the stated objectives of the course in which they are registered; or
- 2) provide means to earn credit in an academic area where they have exhausted all reasonable course options. In this case, the Independent Study course should be degree or certificate applicable.

Work experience in and of itself is not considered to be Independent Study.

Independent Study credit is given on a "lab" value basis (1 unit=54 hours, 2 units=108 hours, 3 units=162 hours) in which students work independently under the direction and guidance of the instructor.

A maximum of six units of individual study is accepted toward the A.A. and A.S. Degree.

Division members should be given the application for the project prior to the Division Chair's approval before the student may register for the course. It is recommended that Independent Study Projects for 3 units begin prior to the 4th week of the semester; for 2 units, prior to the 7th week; and for 1 unit, prior to the 10th week.

## DEPARTMENTAL SEMINARS

Departmental Seminars, designated as Course Number 48 A, B, C (1, 2, & 3 units respectively) may be conducted by any department. They are designed to provide an opportunity for students to work in small groups with one or more instructors. The course provides the students an opportunity to participate and interact with their instructors and colleagues to extend their knowledge and understanding of some particular problem or topic within the general scope of departmental offerings which are not contained in scheduled courses.

The exact nature of the individual assignments depends upon the nature of the study and topic involved, but all seminar students are expected to complete at least one of the following: a project, field study, survey, written report, and/or term paper.

Seminars are an excellent means of recruiting the active and retired personnel resources in the community to work with faculty and students to extend depth, imagination, and applicability to the programs of instruction. A maximum of six seminar units are accepted for the A.A. or A.S. Degree.

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

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# CERTIFICATE, DEGREE, GRADUATION AND TRANSFER REQUIREMENTS

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## TRANSCRIPTS

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

## GENERAL EDUCATION CERTIFICATION

Verification by the College of a student's completion of lower division General Education/Breadth requirements for the California State University or the University of California must be requested by the student at the time transcripts are requested to be sent to the university.

## TRANSFERRED COURSEWORK

All transcripts from other colleges must be on file at the Admissions Office prior to filing a "Request for Evaluation." All lower-division work previously earned at other accredited institutions will be included when computing the cumulative GPA for a degree or certificate from COD.

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

## FOREIGN TRANSCRIPT EVALUATIONS

Students entering COD, who have earned university/college credits in foreign countries,

and believe the courses are comparable to those offered at the College of the Desert, can obtain information about foreign transcript evaluation and application forms for foreign transcript/credential evaluation services from the International Student Office or the Transcript Evaluation Technician.

## VOCATIONAL CERTIFICATE OF ACHIEVEMENT

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

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

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

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## CATALOG REQUIREMENTS UNDER WHICH STUDENTS GRADUATE

Students are responsible for meeting in full the requirements for graduation as set forth in the college catalog. For the purpose of meeting graduation requirements, students may choose to meet the requirements for degrees or certificates in the catalog in effect at the time of entrance, during the span of attendance, or at the time of graduation., provided they do not interrupt their enrollment for two or more consecutive semesters, not including summer.

Whenever enrollment is interrupted for two or more consecutive semesters, not including Summer, students must choose the requirements in the catalog in effect at the time of re-enrollment, continued attendance following re-enrollment, or graduation.

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

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

## EVALUATION REQUIREMENT FOR ASSOCIATE DEGREE

The Associate in Arts Degree and Associate in Science Degree are not automatically awarded when a student completes the requirements. Students must file a "Request for Evaluation" in the Admissions and Records Office at least one semester prior to their intended graduation. All transcripts from other colleges must be on file before an evaluation request can be filed. At least 30 units must have been completed before an evaluation can be initiated .

## EARNING AN ADDITIONAL ASSOCIATE DEGREE

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

## GRADUATION

Once it has been determined that a student is eligible for graduation, an "Intent to Graduate" form must be completed and submitted to the Admissions and Records Office. The deadline to submit this form is the first Monday in November for the Fall semester, and the first Monday in April for the Spring semester. This requirement applies to all Associate Degrees.

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

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## TWO TYPES OF ASSOCIATE DEGREES AT COLLEGE OF THE DESERT

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### **The Associate Degree with emphasis on occupational/vocational preparation**

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Students planning to earn an Associate Degree with emphasis on occupational/vocational preparation, and who have no plans to pursue a bachelor's degree, must follow the requirements listed on pages 64-66.

Students must complete the course requirements as specified in the program of study for the declared major, in addition to the general education courses.

The Occupational/Vocational Degree is not designed to prepare students for university transfer and is identified in this catalog as:

**ASSOCIATE DEGREE  
and employment preparation**

*All Associate Degrees require a minimum of 60 units of college credit and a cumulative grade point average (GPA) of 2.0 or better. At least 12 units must be earned at College of the Desert.*

*All students are strongly advised to consult with a faculty advisor or counselor early in their first semester of enrollment at College of the Desert.*

### **The Associate Degree with emphasis on preparation to transfer to a four-year college or university**

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Students planning to earn an Associate Degree while preparing to transfer must complete the appropriate transfer general education pattern as well as the course requirements specified in the program of study for the declared major.

**Option 1:** Students preparing to transfer to the California State University (CSU) may follow the General Education requirements outlined in the CSU Certification pattern (pages 67-70) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern on pages 71-74. See your faculty advisor for exceptions.

**Option 2:** Students preparing to transfer to the University of California (UC) system follow the IGETC on pages 71-74. See your faculty advisor for exceptions.

**Option 3** (specified high-unit majors only): Students in these majors must see an advisor for General Education requirements and recommended electives.

The transfer preparation degree is identified in this catalog as:

**ASSOCIATE DEGREE  
with emphasis on transfer preparation**

**REQUIREMENTS FOR THE  
ASSOCIATE DEGREE  
with emphasis on  
Occupational/Vocational  
Preparation**

Students may graduate from College of the Desert with an Associate of Arts or Science degree upon meeting the following requirements:

**A.** Completion of 60 units of lower division semester units with a cumulative grade point average (GPA) of at least 2.0 for all grades earned in lower division courses at all colleges and universities attended. Also, a cumulative GPA of at least 2.0 must have been earned at COD as well as in the selected major. At least 12 units must be earned at COD.

**B.** Major requirements (Minimum of 18 units): Complete one of the degree programs listed in the Degree and Certificate Programs section of this catalog.

**C.** Completion of the following general education requirements (18 units minimum):

*Note: A single course, even though listed in more than one area, can only be used to satisfy one requirement.*

**C1. Natural Sciences** - (3 units minimum) selected from the following courses:

|         |                             |
|---------|-----------------------------|
| ANTH 1  | Human Evolution (3)         |
| A 1     | Descriptive Astronomy (3)   |
| A 1L    | Descrip. Astronomy Lab (1)  |
| AGPS 2  | Entomology-Gen/App (4)      |
| AGPS 5  | Plant Science (3)           |
| AGPS 5L | Plant Science Lab (1)       |
| BI 1A   | Gen Biology, Principles (5) |
| BI 1B   | Gen Biology, Zoology (5)    |
| BI 1C   | Gen Biology, Botany (5)     |
| BI 4    | Elements of Biology (3)     |
| BI 4L   | Elements of Biology Lab (1) |
| BI 10   | Women's Health (3)          |
| BI 15   | General Microbiology (5)    |

|           |                             |
|-----------|-----------------------------|
| BI 21     | Elem Human Anat/Phys (3)    |
| BI 22     | Human Anatomy (4)           |
| BI 23     | Human Physiology (5)        |
| CH 1A, 1B | General Chemistry (5) (5)   |
| CH 3      | Intro Gen Chemistry (4)     |
| CH 4      | Fund of Chemistry (4)       |
| G 1       | Physical Geology (3)        |
| G 1L      | Physical Geology Lab (1)    |
| G 2       | Historical Geology (4)      |
| G 5       | Environmental Geology (3)   |
| G 6       | Geology of California (3)   |
| G 7       | Intro to Geology (3)        |
| G 8       | Geol of Natl Parks&Mon (3)  |
| G 10      | Earth Science (3)           |
| G 10L     | Earth Science Lab (1)       |
| GEOG 1    | Physical Geography (3)      |
| GEOG 1L   | Physical Geography Lab (1)  |
| NR 1      | Cons Natural Resources (3)  |
| NR 1L     | Cons Natr Resourc Lab (1)   |
| OH 1      | Horticulture (3)            |
| OH 1L     | Horticulture Lab (1)        |
| PH 1      | Basic Physics (4)           |
| PH 2A,2B  | College Physics (4) (4)     |
| PH 4A,4B  | Engineering Physics (5) (5) |

**C2. Social and Behavioral Sciences** - (3 units minimum) selected from the following:

|         |                               |
|---------|-------------------------------|
| AGBU 3  | International Agriculture (3) |
| ANTH 2  | Cultural Anthropology (3)     |
| ANTH 3  | Intro to Archeology (3)       |
| ECON 1  | Prin of Macroeconomics (3)    |
| ECON 2  | Prin of Microeconomics (3)    |
| ECON 11 | Internat'l Econ Relations (3) |
| ECON 12 | Economic Princ. & Appl. (3)   |
| GEOG 2  | Cultural Geography (3)        |
| GEOG 7  | Regional Geography (3)        |
| HE 1    | Pers & Commun Health (3)      |
| HIST 3  | Hist World Civilization (3)   |
| HIST 4  | Hist World Civilization (3)   |
| HIST 17 | U.S. History (3)              |
| HIST 18 | U.S. History (3)              |
| MC 1    | Mass Media/Amer Cult. (3)     |
| PHIL 13 | Perspectives Death/Dying (3)  |
| PS 1    | Intro to Government (3)       |
| PS 2    | Intro Comparative Govt (3)    |
| PS 4    | Intro Internat'l Rel (3)      |
| PSY 1   | General Psychology (3)        |

|     |    |                             |
|-----|----|-----------------------------|
| PSY | 3  | Developmental Psych (3)     |
| PSY | 10 | Psy Aspects Marr/Family (3) |
| PSY | 20 | Adolescent Psychology (3)   |
| PSY | 23 | Psychology of Women (3)     |
| PSY | 33 | Personal/Soc Adjustment (3) |
| SOC | 1  | Intro to Sociology (3)      |
| SOC | 2  | Social Problems (3)         |
| SOC | 10 | Marr/Fam Soc Approach (3)   |
| SOC | 14 | Minority Grps in Amer (3)   |

**C3. Humanities - (3 units minimum)**  
selected from the following courses:

|      |        |   |
|------|--------|---|
| ART  | 2A,B   | History of Art (3)(3)                     |
| ART  | 2C     | Hist. of Modern Art (3)                   |
| ART  | 3A     | Basic Design & Color (3)                  |
| ART  | 10     | Intro to Art (3)                          |
| ART  | 33     | History of Photography (3)                |
| ASL  | 1A,B   | Elem Amer Sign Lang (3)(3)                |
| ENG  | 1B     | Comp & Literature (3)                     |
| ENG  | 10A    | American Literature I (3)                 |
| ENG  | 10B    | American Literature II (3)                |
| ENG  | 11A,B  | Surv of English Lit (3) (3)               |
| ENG  | 12A    | World Literature I (3)                    |
| ENG  | 12B    | World Literature II (3)                   |
| ENG  | 14     | Shakespeare (3)                           |
| ENG  | 15     | The Short Story (3)                       |
| ENG  | 16     | Literature of the Desert (3)              |
| ENG  | 17     | Women in Literature (3)                   |
| ENG  | 18     | Introduction to Poetry (3)                |
| ENG  | 21     | Intro Latin Amer/Chicano<br>Literature(3) |
| ENG  | 22     | Intro African-Amer Lit(3)                 |
| ENG  | 31     | Bible as Literature O.T. (3)              |
| ENG  | 32     | Bible as Literature N.T. (3)              |
| ENG  | 35     | Myth and Legend (3)                       |
| FR   | 1,2    | Elementary French (5) (5)                 |
| FR   | 1A, 1B | Elementary French (3) (3)                 |
| FR   | 2A, 2B | Elementary French (3) (3)                 |
| FR   | 3,4    | Intermediate French (4) (4)               |
| FR   | 8 A,B  | French Conversation (3) (3)               |
| FR   | 40A,B  | French Civilization (3)                   |
| GER  | 1,2    | Elementary German (5) (5)                 |
| GER  | 1A,B   | Elementary German (3) (3)                 |
| GER  | 2A,B   | Elementary German (3) (3)                 |
| GER  | 40A,B  | German Civilization (3)                   |
| HUM  | 5A     | Humanity & Natrl Environ (3)              |
| HUM  | 5B     | Humanity & Soc/Cultrl Env(3)              |
| HUM  | 8      | Music of Multicul Amer (3)                |
| HUM  | 18     | Intro to Art & Music (3)                  |
| ITAL | 1,2    | Elementary Italian (5) (5)                |
| ITAL | 1A,B   | Elementary Italian (3) (3)                |
| ITAL | 2A,B   | Elementary Italian (3) (3)                |
| ITAL | 3,4    | Intermed. Italian (4) (4)                 |
| ITAL | 40A,B  | Survey of Italian Civ. (3) (3)            |

|      |       |                               |
|------|-------|-------------------------------|
| JPN  | 1A,B  | Elementary Japanese (3) (3)   |
| JPN  | 2A,B  | Elementary Japanese (3) (3)   |
| MUS  | 1A-D  | Musicianship (3-3-3-3)        |
| MUS  | 2A-D  | Harmony (3-3-3-3)             |
| MUS  | 3A,B  | Hist & Lit of Music (3) (3)   |
| MUS  | 4     | Counterpoint (3)              |
| MUS  | 8     | Music of Multicul Amer (3)    |
| MUS  | 10    | Intro to Music (3)            |
| MUS  | 12    | Fundamentals of Music (3)     |
| MUS  | 15    | Intro to Music Theory (2)     |
| MUS  | 36A-D | Opera Workshop (2-2-2-2)      |
| PHIL | 6     | Intro to Philosophy (3)       |
| PHIL | 7     | Intro to Philosophy (3)       |
| PHIL | 8     | Phil. Ancien-Renaiss (3)      |
| PHIL | 9     | Phil. Renaissance-Presnt (3)  |
| PHIL | 12    | Religions of the World (3)    |
| PHIL | 13    | Perspect Death/Dying (3)      |
| PHIL | 14    | Intro to Ethics (3)           |
| RUS  | 1A,B  | Elementary Russian (3) (3)    |
| RUS  | 2A,B  | Elementary Russian (3) (3)    |
| SPAN | 1, 2  | Elementary Spanish (5) (5)    |
| SPAN | 1A,B  | Elementary Spanish (3) (3)    |
| SPAN | 2A,B  | Elementary Spanish (3) (3)    |
| SPAN | 3, 4  | Intermed. Spanish (4) (4)     |
| SPAN | 5, 6  | Advanced Spanish (3) (3)      |
| SPAN | 8A,B  | Spanish Conversation (3) (3)  |
| SPAN | 40A,B | Spanish Civilization (3)      |
| TA   | 1     | Intro to Theatre (3)          |
| TA   | 2 A-D | Acting (3-3-3-3)              |
| TA   | 8A    | Theatre Graphics (3)          |
| TA   | 10A,B | Stagecraft II (3) (3)         |
| TA   | 32A-D | Play Product'n Tech (3-3-3-3) |
| TA   | 69A,B | Dramatic Literature (3) (3)   |

**C4. Language and Rationality - (6 units)**

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

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

b) Communication, Mathematics, and Critical Thinking (3 units minimum) selected from:

|      |       |                          |
|------|-------|--------------------------|
| CS   | 81    | QBASIC Programming (3)   |
| HUM  | 1     | Critical Analysis        |
| MATH | 1A,1B | Calc w/Anal Geom (5) (5) |
| MATH | 5     | Trigonometry (3)         |
| MATH | 10    | College Algebra (4)      |
| MATH | 12    | Pre-calc Analysis (5)    |
| MATH | 13    | Liberal Arts Math (4)    |
| MATH | 14    | Statistical Methods (4)  |
| MATH | 40    | Intermediate Algebra (4) |

|      |    |                              |     |    |  |
|------|----|------------------------------|-----|----|--|
| PHIL | 10 | General Logic (3)            | PSY | 10 | Psychological Aspects of Marriage & Family (3) |
| PHIL | 11 | Symbolic Logic (3)           | PSY | 12 | Human Sexuality (3)                            |
| PHIL | 15 | Logic/Critical Analysis (3)  | PSY | 23 | Psychology of Women (3)                        |
| SOC  | 3  | Fund. of Statistics (3)      | SOC | 1  | Intro to Sociology (3)                         |
| SOC  | 4  | Soc/Critical Thinking (3)    | SOC | 2  | Social Problems (3)                            |
| SP   | 1  | Intro to Human Comm (3)      | SOC | 4  | Sociological Analysis & Critical Thinking (3)  |
| SP   | 4  | Public Speaking (3)          | SOC | 10 | Marriage & Family: Sociological Approach (3)   |
| SP   | 5  | Group Discussion Process (3) | SOC | 14 | Minority Grps in America (3)                   |
| SP   | 7  | Decision Mking/Advoc (3)     | SP  | 1  | Intro to Human Commun (3)                      |
| SP   | 15 | Intercultural Comm (3)       | SP  | 2  | Oral Communication (3)                         |
|      |    |                              | SP  | 15 | Intercultural Commun (3)                       |

**C5. Traditions and Cultures**

(3 units minimum) selected from:

|      |       |   |
|------|-------|---|
| AGBU | 3     | International Agriculture (3)                   |
| AJ   | 5A    | Multical Issues/Pub Safety (3)                  |
| ASL  | 1A,B  | Elem Amer Sign Lang (3) (3)                     |
| ANTH | 1     | Human Evolution (3)                             |
| ANTH | 2     | Cultural Anthropology (3)                       |
| ARCH | 14    | History of Architecture I (3)                   |
| ART  | 2A,B  | History of Art (3) (3)                          |
| ART  | 10    | Intro to Art (3)                                |
| ART  | 18A-D | Papermaking (3) (3) (3) (3)                     |
| ECON | 11    | Internat'l Econ Relations (3)                   |
| ENG  | 1B    | Comp & Literature (3)                           |
| ENG  | 1C    | Critical Thinking & Comp (3)                    |
| ENG  | 10A,B | American Lit I & II (3) (3)                     |
| ENG  | 11A,B | Survey of English Lit (3) (3)                   |
| ENG  | 12A,B | World Literature I & II (3) (3)                 |
| ENG  | 15    | The Short Story (3)                             |
| ENG  | 18    | Intro to Poetry (3)                             |
| ENG  | 21    | Intro to Latin American/ Chicano Literature (3) |
| ENG  | 22    | Intro to African American Literature (3)        |
| ENG  | 31    | The Bible as Literature O.T. (3)                |
| ENG  | 32    | The Bible as Literature N.T. (3)                |
| ENG  | 35    | Myth & Legend (3)                               |
| GEOG | 2     | Cultural Geography (3)                          |
| HE   | 1     | Pers & Comm Health (3)                          |
| HIST | 3     | Hist of World Civilization (3)                  |
| HIST | 4     | Hist of World Civilization(3)                   |
| HUM  | 5A    | Humanity & Natrl Environ(3)                     |
| HUM  | 5B    | Hum & Soc/Cultrl Environ (3)                    |
| MC   | 1     | Mass Media/Amer Culture (3)                     |
| PHIL | 6, 7  | Intro to Philosophy (3) (3)                     |
| PHIL | 12    | Religions of the World (3)                      |
| PHIL | 13    | Perspect on Death&Dying (3)                     |
| PHIL | 14    | Intro to Ethics (3)                             |
| PS   | 4     | Intro to Internat'l Relations (3)               |
| PSY  | 1     | General Psychology (3)                          |

and all Foreign Language courses

**D. Physical Education Activity Requirement:**

In addition to the above, two courses are required from physical education (PE), health education (HE), recreation (RE) or varsity sports (VS). Note: if HE 1 is used to fulfill section C-2, it may not be used to fulfill this requirement.

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

**Reading Competency:** All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a reading proficiency at the collegiate level by passing RDG 51, Analytical Reading, with a grade of "C" or better, or the equivalent.

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

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

CONSULT DEGREE AND CERTIFICATE PROGRAMS FOR SPECIFIC DEGREE REQUIREMENTS INCLUDING MAJOR AND GENERAL EDUCATION COURSES. PLEASE ALSO CHECK WITH YOUR FACULTY ADVISOR FOR POSSIBLE CHANGES IN AA/AS DEGREE REQUIREMENTS.

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**REQUIREMENTS FOR THE  
ASSOCIATE DEGREE  
with emphasis on  
Transfer Preparation**

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Students who plan to transfer may graduate from College of the Desert with an Associate of Arts or Science degree by completion of a minimum of 60 units of lower division, transferable semester units with a cumulative grade point average (GPA) of at least 2.0 for all grades earned in lower division courses at all colleges and universities attended. Also, a cumulative GPA of at least 2.0 must have been earned at COD as well as in the selected major. At least 12 units must be earned at COD.

Students must complete *either* the CSU General Education Certification Course Pattern *or* the IGETC, *and* the major requirements as specified in the program of study for the declared major. At least 12 units must be earned at College of the Desert. Degrees are listed by major on pages 70-72.

Students planning to transfer should consult with their Faculty Advisor early in their first semester of enrollment. Faculty Advisors will assist students with program planning and course options.

Students seeking the transfer degree must meet the competency requirements in Reading, English, and Math and complete two semesters of Physical Education activities or courses.

Review all requirements that pertain to you on pages , including *requesting a degree evaluation* and *filing an Intent to Graduate*.

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

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**CALIFORNIA STATE  
UNIVERSITY (CSU)  
GENERAL EDUCATION  
REQUIREMENTS**

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**GOVERNMENT/HISTORY  
CERTIFICATION**

College of the Desert, pursuant to Section 40404 of Title 5 of the California Administrative Code and in accordance with Executive Order 405 from the Office of the Chancellor, California State University (effective date 11/15/82), certifies the following course/examination combinations as meeting the baccalaureate requirements in U.S. History, Constitution and American Ideals at CSU, except that no student may meet the requirement by examinations alone. It is important to note that certification may take place if and only if an entire history/government combination has been completed. (Requirements at CSU institutions may vary; consult your Faculty Advisor.)

A student may fulfill the history/government requirement by completion of one course from each of the areas below (I and II):

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

**GENERAL EDUCATION  
CERTIFICATION COURSE  
PATTERN**

Each candidate for the Bachelor's Degree from a CSU institution is required to complete a pattern of general education courses which total a minimum of 48 semester units. Thirteen courses in this pattern may be taken at College of the Desert. The remaining coursework is upper division and must be completed at the campus granting the Bachelor's degree. General Education Certification is not



automatic and must be requested by the student at the same time transcripts are requested to be sent to the transfer college or university.

### **APPLICABLE COLLEGE OF THE DESERT COURSES:**

*Note: A single course, even though listed in more than one area, can only be used to satisfy one requirement.*

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

#### **A-1. SPEECH**

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

#### **A-2. WRITING**

|     |    |                             |
|-----|----|-----------------------------|
| ENG | 1A | Composition (4)             |
| ENG | 1C | Critical Thinking & Comp(3) |
| ENG | 3A | Freshman Composition I (3)  |

#### **A-3. CRITICAL THINKING**

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

**B. SCIENCE and MATHEMATICS**  
**Nine (9) units minimum; select one course from each group. One course must include laboratory.**

#### **B-1. PHYSICAL SCIENCES**

|    |        |                           |
|----|--------|---------------------------|
| A  | 1      | Descriptive Astronomy (3) |
| A  | 1L     | Desc Astronomy Lab (1)    |
| CH | 1A, 1B | General Chemistry (5) (5) |
| CH | 3      | Intro Gen Chemistry (4)   |
| CH | 4      | Fund of Chemistry (4)     |
| CH | 5      | Bio-Organic Chemistry (3) |
| G  | 1      | Physical Geology (3)      |
| G  | 1L     | Physical Geology Lab (1)  |
| G  | 2      | Historical Geology (4)    |

|      |       |                             |
|------|-------|-----------------------------|
| G    | 5     | Environmental Geology (3)   |
| G    | 5L    | Environ Geol Lab (1)        |
| G    | 7     | Intro to Geology (4)        |
| G    | 8     | Geol of Natl Parks/Monu (3) |
| G    | 10    | Earth Science (3)           |
| G    | 10L   | Earth Science Lab (1)       |
| GEOG | 1     | Physical Geography (3)      |
| GEOG | 1L    | Physical Geography Lab (1)  |
| PH   | 1     | Basic Physics (4)           |
| PH   | 2A,2B | College Physics (4) (4)     |
| PH   | 4A,4B | Engineering Physics (5) (5) |

#### **B-2. BIOLOGICAL SCIENCES**

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

#### **B-3. MATHEMATICS**

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

#### **C. ARTS and HUMANITIES**

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

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

|     |      |                         |
|-----|------|-------------------------|
| ART | 2A,B | History of Art (3)(3)   |
| ART | 2C   | Hist of Modern Art (3)  |
| ART | 3A   | Basic Design / Color(3) |
| ART | 10   | Intro to Art (3)        |

|     |        |                             |
|-----|--------|-----------------------------|
| HUM | 8      | Mus of Multicul Amer (3)    |
| HUM | 18     | Intro to Art & Music (3)    |
| MUS | 3A,B   | Hist & Lit of Music (3) (3) |
| MUS | 8      | Mus of Multicul Amer (3)    |
| MUS | 10     | Intro to Music (3)          |
| MUS | 11A,B  | Survey of Music Lit(3)(3)   |
| MUS | 12     | Fundamentals of Music (3)   |
| MUS | 14 A-D | Survey of Opera (2-2-2-2)   |
| PE  | 15     | Intro to Choreography (2)   |
| TA  | 1      | Intro to Theatre (3)        |
| TA  | 2 A-D  | Acting (3-3-3-3)            |
| TA  | 8A,B   | Theatre Graphics (3)(3)     |

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

|      |        |  |
|------|--------|--|
| ASL  | 1A,B   | Elem Amer Sign Lang (3) (3)            |
| ENG  | 1B     | Comp & Literature (3)                  |
| ENG  | 10A,B  | American Literature (3) (3)            |
| ENG  | 11A,B  | Surv of English Lit (3) (3)            |
| ENG  | 12A    | World Literature I (3)                 |
| ENG  | 12B    | World Literature II (3)                |
| ENG  | 14     | Shakespeare (3)                        |
| ENG  | 15     | The Short Story (3)                    |
| ENG  | 16     | Literature of the Desert (3)           |
| ENG  | 17     | Women in Literature (3)                |
| ENG  | 18     | Introduction to Poetry (3)             |
| ENG  | 21     | Intro Latin Amer/Chicano Literature(3) |
| ENG  | 22     | Intro African-American Literature(3)   |
| ENG  | 31     | Bible as Literature O.T. (3)           |
| ENG  | 32     | Bible as Literature N.T. (3)           |
| ENG  | 35     | Myth and Legend (3)                    |
| HUM  | 5A*    | Humanity & Natrl Environ(3)            |
| HUM  | 5B*    | Hum & Soc/Cultrl Environ (3)           |
| MUS  | 10     | Intro to Music (3)                     |
| PHIL | 6      | Intro to Philosophy (3)                |
| PHIL | 7      | Intro to Philosophy (3)                |
| PHIL | 8      | Phil. Ancien-Renaiss (3)               |
| PHIL | 9      | Phil. Renaissance-Presnt (3)           |
| PHIL | 12     | Religions of the World (3)             |
| PHIL | 13     | Perspect Death/Dying (3)               |
| PHIL | 14     | Intro to Ethics (3)                    |
| FR   | 1, 2   | Elementary French (5) (5)              |
| FR   | 1A, 1B | Elementary French (3) (3)              |
| FR   | 2A, 2B | Elementary French (3) (3)              |
| FR   | 3,4    | Intermediate French (4) (4)            |
| FR   | 8 A,B  | French Conversation (3) (3)            |
| FR   | 40A,B  | French Civilization (3) (3)            |

|      |        |                               |
|------|--------|-------------------------------|
| GER  | 1,2    | Elementary German (5) (5)     |
| GER  | 1A,B   | Elementary German (3) (3)     |
| GER  | 2A,B   | Elementary German (3) (3)     |
| GER  | 40A,B  | German Civilization (3) (3)   |
| ITAL | 1,2    | Elementary Italian (5) (5)    |
| ITAL | 1A,B   | Elementary Italian (3) (3)    |
| ITAL | 2A,B   | Elementary Italian (3) (3)    |
| ITAL | 3, 4   | Intermed. Italian (4) (4)     |
| ITAL | 40A,B  | Survey of Italian Civ. (3)(3) |
| JPN  | 1A,B   | Elementary Japanese (3) (3)   |
| JPN  | 2A,B   | Elementary Japanese (3) (3)   |
| RUS  | 1A,B   | Elementary Russian (3) (3)    |
| SPAN | 1, 2   | Elementary Spanish (5) (5)    |
| SPAN | 1A,B   | Elementary Spanish (3) (3)    |
| SPAN | 2A,B   | Elementary Spanish (3) (3)    |
| SPAN | 3, 4   | Intermed. Spanish (4) (4)     |
| SPAN | 5, 6   | Advanced Spanish (3) (3)      |
| SPAN | 8A,B   | Spanish Conversation (3) (3)  |
| SPAN | 10, 11 | Span/Bilingual Student (3)(3) |
| SPAN | 40A,B  | Spanish Civilization (3)(3)   |
| TA   | 69A,B  | Dramatic Literature (3) (3)   |

**D. HISTORY and SOCIAL SCIENCES**  
**Nine (9) units minimum, with courses taken in at least two disciplines.**

Note: The "American Institutions" requirement may be satisfied by taking either HIST 17 or 18, plus PS 1 (Intro Government).

**D-1. ANTHROPOLOGY and ARCHEOLOGY**

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

**D-2. ECONOMICS**

|      |    |                               |
|------|----|-------------------------------|
| ECON | 1  | Prin of Macroeconomics (3)    |
| ECON | 2  | Prin of Microeconomics (3)    |
| ECON | 11 | Internat'l Econ Relations (3) |
| ECON | 12 | Undr Econ Prin & Appl (3)     |

**D-3. ETHNIC STUDIES**

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

**D-4. GENDER STUDIES**

|     |    |                          |
|-----|----|--------------------------|
| PSY | 10 | Psy Aspects Marr/Fam (3) |
| PSY | 12 | Human Sexuality (3)      |
| PSY | 23 | Psychology of Women (3)  |
| SOC | 10 | Marr/Fam-Soc Approach(3) |

**D-5. GEOGRAPHY**

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

**D-6. HISTORY**

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

**D-7. INTERDISCIPLINARY SOCIAL OR BEHAVIORAL SCIENCE**

|       |                          |
|-------|--------------------------|
| MC 1  | Mass Media/Amer Cult (3) |
| SP 15 | Intercultural Commun (3) |

**D-8. POLITICAL SCIENCE, GOVERNMENT, LEGAL**

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

**D-9. PSYCHOLOGY**

|        |                             |
|--------|-----------------------------|
| PSY 1  | General Psychology (3)      |
| PSY 3  | Developmental Psych (3)     |
| PSY 20 | Adolescent Psychology (3)   |
| PSY 23 | Psychology of Women (3)     |
| PSY 33 | Personal/Soc Adjustment (3) |

**D-10. SOCIOLOGY & CRIMINOLOGY**

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

**E. LIFELONG UNDERSTANDING and SELF DEVELOPMENT**

**Three (3) units minimum; select one:**

|         |                              |
|---------|------------------------------|
| HE 1    | Personal/Comm Health (3)     |
| HEC 13  | General Nutrition (3)        |
| HUM 5A* | Humanity & Natrl Environ(3)  |
| HUM 5B* | Hum & Soc/Cultrl Environ (3) |
| PHIL 13 | Perspectives Death/Dying (3) |
| PSY 3   | Developmental Psych (3)      |
| PSY 10  | Psy Aspects Marr Family(3)   |
| PSY 12  | Human Sexuality (3)          |

|        |                            |
|--------|----------------------------|
| PSY 20 | Adolescent Psychology (3)  |
| PSY 33 | Personal/Soc Adjustment(3) |
| SOC 10 | Marr/Fam Soc Approach(3)   |

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

F. Although not required for transfer to CSU, two courses from physical education (PE), health education (HE), recreation (RE) or varsity sports (VS) are required to earn a degree from COD. *Note: if HE 1 is used to fulfill section E, it may not be used to fulfill this requirement.*

G. Also required for a degree at COD are the Reading, Writing and Mathematics competencies, as follows:

**Reading Competency:** All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a reading proficiency at the collegiate level by passing RDG 51, Analytical Reading, with a grade of "C" or better, or the equivalent.

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

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

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

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

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

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

### Notes:

An "\*" indicates that transfer credit *may* be limited by either UC or CSU or both. Consult the University of California Transfer Course Agreement, available in the Transfer Center for specific information.

*A single course, even though listed in more than one area, can only be used to satisfy one requirement.*

### AREA 1

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

One course from each group:

#### WRITING

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

#### CRITICAL THINKING

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

#### SPEECH (required by CSU only)

|                                    |    |                         |
|------------------------------------|----|-------------------------|
| SP                                 | 1  | Intro to Human Comm (3) |
| Note: SP 1 does not transfer to UC |    |                         |
| SP                                 | 4  | Public Speaking (3)     |
| SP                                 | 15 | Intercultural Comm (3)  |

### AREA 2

#### MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING

One course:

#### MATHEMATICS

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

### AREA 3

#### ARTS and HUMANITIES

At least three courses!; minimum of one from the Arts and one from the Humanities (See "Language Other Than English" page 73.)

#### ARTS (Art, Music)

|     |      |                               |
|-----|------|-------------------------------|
| ART | 2A,B | History of Art (3)(3)         |
| ART | 2C   | Hist. of Modern Art (3)       |
| ART | 10   | Intro to Art (3)              |
| HUM | 8    | Mus of Multicultural Amer (3) |
| HUM | 18   | Intro to Art & Music (3)      |
| MUS | 3A,B | Hist & Lit of Music (3) (3)   |

|     |       |                           |
|-----|-------|---------------------------|
| MUS | 8     | Mus of Multicul Amer (3)  |
| MUS | 10    | Intro to Music (3)        |
| MUS | 11A,B | Survey of Music Lit(3)(3) |
| MUS | 12    | Fundamentals of Music (3) |

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

|      |        |   |
|------|--------|---|
| ENG  | IB     | Comp & Literature (3)                     |
| ENG  | 10A,B  | American Literature I,II (3) (3)          |
| ENG  | 11A,B  | Surv of English Lit (3) (3)               |
| ENG  | 12A    | World Literature I (3)                    |
| ENG  | 12B    | World Literature II (3)                   |
| ENG  | 14     | Shakespeare (3)                           |
| ENG  | 15     | The Short Story (3)                       |
| ENG  | 16     | Literature of the Desert (3)              |
| ENG  | 18     | Introduction to Poetry (3)                |
| ENG  | 21     | Intro Latin Amer/Chicano<br>Literature(3) |
| ENG  | 22     | Intro African-American<br>Literature (3)  |
| ENG  | 31     | Bible as Literature O.T. (3)              |
| ENG  | 32     | Bible as Literature N.T. (3)              |
| ENG  | 35     | Myth and Legend (3)                       |
| HIST | 3      | Hist World Civilization (3)               |
| HIST | 4      | Hist World Civilization (3)               |
| HIST | 17*(7) | U.S. History (3)                          |
| HIST | 18*(7) | U.S. History (3)                          |
| PHIL | 6      | Intro to Philosophy (3)                   |
| PHIL | 7      | Intro to Philosophy (3)                   |
| PHIL | 8      | Phil. Ancien-Renaiss (3)                  |
| PHIL | 9      | Phil. Renaissance-Presnt(3)               |
| PHIL | 12     | Religions of the World (3)                |
| PHIL | 13     | Perspect Death/Dying (3)                  |
| PHIL | 14     | Intro to Ethics (3)                       |
| FR   | 2      | Elementary French (5)                     |
| FR   | 2A*,B* | Elementary French (3) (3)                 |
| FR   | 3,4    | Intermediate French (4) (4)               |
| FR   | 40A,B  | French Civilization (3) (3)               |
| GER  | 2      | Elementary German (5) (5)                 |
| GER  | 2A*,B* | Elementary German (3) (3)                 |
| GER  | 40A,B  | German Civilization (3) (3)               |
| ITAL | 2      | Elementary Italian (5) (5)                |
| ITAL | 2A*,B* | Elementary Italian (3) (3)                |
| ITAL | 3, 4   | Intermed. Italian (4) (4)                 |
| ITAL | 40A,B  | Survey of Italian Civ. (3)(3)             |
| JPN  | 2A*,B* | Elementary Japanese (3) (3)               |
| RUS  | 2A*,B* | Elementary Russian (3) (3)                |
| SPAN | 2      | Elementary Spanish (5) (5)                |
| SPAN | 2A,B   | Elementary Spanish (3) (3)                |
| SPAN | 3, 4   | Intermed. Spanish (4) (4)                 |
| SPAN | 5, 6   | Advanced Spanish (3) (3)                  |
| SPAN | 40A,B  | Spanish Civilization (3) (3)              |
| TA   | 1      | Introduction to Theatre (3)               |
| TA   | 69A,B  | Dramatic Literature (3) (3)               |

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**AREA 4**

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**HISTORY AND SOCIAL SCIENCES**

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

**ANTHROPOLOGY AND  
ARCHEOLOGY**

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

**ECONOMICS**

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

**GEOGRAPHY**

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

**HISTORY**

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

**INTERDISCIPLINARY SOCIAL OR  
BEHAVIORAL SCIENCE**

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

**POLITICAL SCIENCE,  
GOVERNMENT, LEGAL**

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

**PHILOSOPHY**

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

**PSYCHOLOGY**

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

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**SOCIOLOGY**

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

**AREA 5**

**PHYSICAL AND BIOLOGICAL SCIENCE**

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

**PHYSICAL SCIENCES**

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

**BIOLOGICAL SCIENCES**

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

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

**AREA 6**

**UC REQUIREMENT ONLY**

**LANGUAGE OTHER THAN ENGLISH**

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

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

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

- ASL 1A\*, B\* Elem Amer Sign Lang (3) (3)
- FR 1 Elementary French (5)
- FR 1A\*, B\* Elementary French (3) (3)
- GER 1 Elementary German (5)
- GER 1A\*, B\* Elementary German (3) (3)
- ITAL 1 Elementary Italian (5)
- ITAL 1A\*, B\* Elementary Italian (3) (3)
- JPN 1A\*, B\* Elementary Japanese (3) (3)
- RUS 1A\*, B\* Elementary Russian (3) (3)
- SPAN 1 Elementary Spanish (5)
- SPAN 1A\*, B\* Elementary Spanish (3) (3)

**AREA 7**

**PHYSICAL EDUCATION**

Although *not* required for the IGETC curriculum, two courses from physical education (PE), health education (HE), recreation (RE) or varsity sports (VS) are required to earn a degree from COD.

**AREA 8**

**READING, WRITING and MATHEMATICS COMPETENCIES**

Also required for a degree from COD are the following competencies:

**Reading Competency:** All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a reading

proficiency at the collegiate level by passing RDG 51, Analytical Reading, with a grade of "C" or better, or the equivalent.

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

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

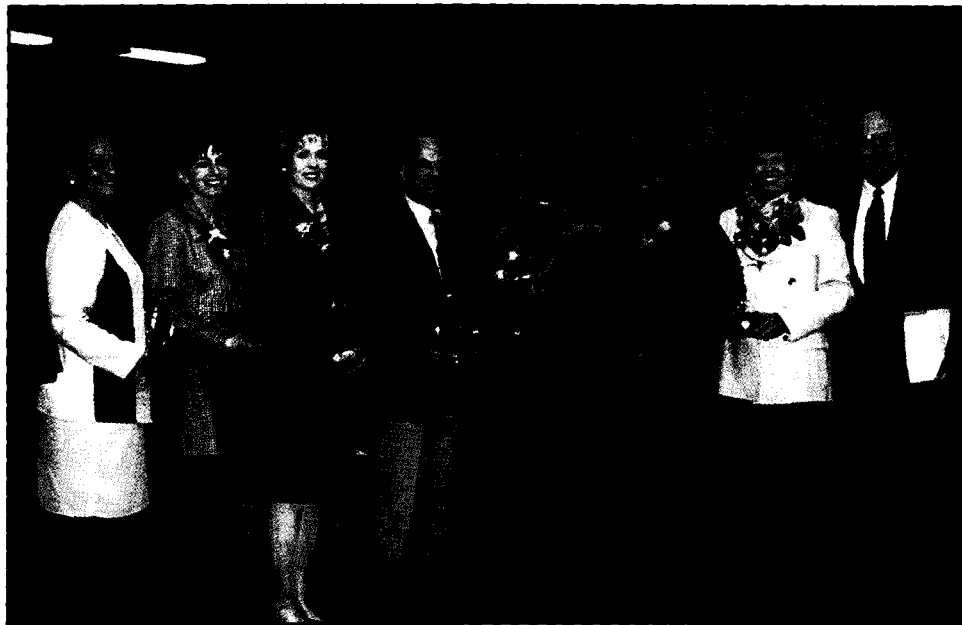
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### SUPPLEMENTARY NOTES

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1. A single course, even though listed in more than one place, can only be used to satisfy one subject area of the IGETC.

*1998 Women's Day Celebration*



2. IGETC is not advisable for high-unit majors, e.g. sciences, engineering.
3. Eleanor Roosevelt and Revelle Colleges at UC San Diego do not accept the IGETC.
4. IGETC may not be appropriate for students who have completed courses at a CSU or UC campus.
5. "Double counting" of courses toward the major is not limited by the IGETC, but is limited by other directives. The UC will also allow IGETC courses to count toward major requirements. CSU campus limitations on double-counting of general education courses toward major preparation are not changed by the IGETC.
6. If you are transferring to a UC campus, the UC Transfer Course Agreement lists unit limitations that might apply to the courses you have selected.
7. Courses used to meet IGETC requirements may not also be used to satisfy the "American History and Institutions Requirement" at CSU. See Transfer Center handout for clarification.

# COD COURSE ABBREVIATIONS

## (CATALOG, SCHEDULES & TRANSCRIPTS)

|            |   |            |   |
|------------|---|------------|---|
| A .....    | Astronomy                                   | GER .....  | German                                  |
| ACR .....  | Air Conditioning/HVAC                       | GOLF ..... | Golf Management                         |
| AGBU ..... | Agriculture/Business                        | HE .....   | Health                                  |
| AGEG ..... | Agriculture/Engineering                     | HEC .....  | Home Economics-Nutrition                |
| AGPS ..... | Agriculture/Plant Science                   | HIST ..... | History                                 |
| AJ .....   | Administration of Justice                   | HS .....   | Health Sciences                         |
| ANTH ..... | Anthropology                                | HSAD ..... | Human Services Alcohol Drug<br>Studies  |
| ARCH ..... | Architecture                                | HSC .....  | Human Services Counseling               |
| ART .....  | Art   | HUM .....  | Humanities                              |
| ASC .....  | Academic Skills Center                      | ITAL ..... | Italian                                 |
| ASL .....  | American Sign Language                      | J .....    | Journalism                              |
| AUTO ..... | Automotive Technology                       | JPN .....  | Japanese                                |
| BI .....   | Biology                                     | MATH ..... | Mathematics                             |
| BIT .....  | Building Inspection Technology              | MC .....   | Mass Communication                      |
| BUAC ..... | Business/Accounting                         | MUS .....  | Music                                   |
| BUFI ..... | Business/Finance                            | N .....    | Nursing                                 |
| BUHM ..... | Business/Hotel and Restaurant<br>Management | NR .....   | Natural Resources                       |
| BUMA ..... | Business/Management                         | OH .....   | Ornamental Horticulture                 |
| BURE ..... | Business/Real Estate                        | OIS .....  | Office Information Systems              |
| BUSM ..... | Business/Supervision and<br>Management      | PE .....   | Physical Education                      |
| CART ..... | Culinary Arts                               | PH .....   | Physics                                 |
| CH .....   | Chemistry                                   | PHIL ..... | Philosophy                              |
| CIS .....  | Computer Information Systems                | PS .....   | Political Science                       |
| CM .....   | Construction Management                     | PSY .....  | Psychology                              |
| CS .....   | Computer Science                            | RDG .....  | Reading                                 |
| DANC ..... | Dance                                       | RE .....   | Recreation                              |
| DE .....   | Developmental Education                     | RESL ..... | Reading English as a Second<br>Language |
| DRA .....  | General & Computer Drafting                 | RT .....   | Respiratory Therapy                     |
| DSPS ..... | Disabled Students Programs<br>and Services  | RTV .....  | Radio-Television                        |
| ECE .....  | Early Childhood Education                   | RUS .....  | Russian                                 |
| ECON ..... | Economics                                   | SOC .....  | Sociology                               |
| EMT .....  | Emergency Medical Technology                | SP .....   | Speech                                  |
| ENG .....  | English/Composition                         | SPAN ..... | Spanish                                 |
| ESL .....  | English as a Second Language                | STDV ..... | Student Development                     |
| FL .....   | Foreign Language                            | TA .....   | Theatre Arts                            |
| FR .....   | French                                      | VN .....   | Vocational Nursing                      |
| FIRE ..... | Fire Technology                             | VS .....   | Varsity Sports                          |
| G .....    | Geology                                     | WEG .....  | Work Experience, General                |
| GEOG ..... | Geography                                   | WEV .....  | Work Experience, Vocational             |



# CALIFORNIA ARTICULATION NUMBER SYSTEM

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

## CAN COURSES

## COLLEGE OF THE DESERT COURSES

|     |                  |   |
|-----|------------------|---|
| CAN | AJ 2 .....       | AJ 1, Introduction to the Administration of Justice |
| CAN | AJ 4 .....       | AJ 2, Criminal Law                                  |
| CAN | ANTH 2 .....     | ANTH 1, Human Evolution                             |
| CAN | ANTH 4 .....     | ANTH 2, Cultural Anthropology                       |
| CAN | ANTH 6 .....     | ANTH 3, Introduction to Archeology                  |
| CAN | BIOL 10 .....    | BI 22, Human Anatomy                                |
| CAN | CHEM SEQA .....  | CH 1A + CH 1B, General Chemistry                    |
| CAN | ECON 2 .....     | ECON 1, Principles of Macroeconomics                |
| CAN | ECON 4 .....     | ECON 2, Principles of Microeconomics                |
| CAN | ENGL 2 .....     | ENG 1A, Composition                                 |
| CAN | FREN SEQ A ..... | FR 1 or 1AB + 2 or 2AB, Elem. + Elem. French        |
| CAN | FREN SEQ B ..... | FR 3 + FR 4, Intermediate + Intermediate French     |
| CAN | GEOG 2 .....     | GEOG 1, Physical Geography                          |
| CAN | GEOG 4 .....     | GEOG 2, Cultural Geography                          |
| CAN | GEOL 2 .....     | G1, Physical Geology + G1L, Physical Geology Lab    |
| CAN | GERM SEQ A ..... | GER 1 or 1AB + 2 or 2AB, Elem. + Elem. German       |
| CAN | GOVT 2 .....     | PS 1, Introduction to Government                    |
| CAN | HEC 2 .....      | HEC 13, General Nutrition                           |
| CAN | HIST SEQ B ..... | HIST 17 + HIST 18, United States History            |
| CAN | HIST SEQ C ..... | HIST 3 + HIST 4, History of World Civilization      |
| CAN | MATH 8 .....     | MATH 5, Trigonometry                                |
| CAN | MATH 10 .....    | MATH 10, College Algebra                            |
| CAN | MATH 16 .....    | MATH 12, Pre-Calculus Analysis                      |
| CAN | MATH 18 .....    | MATH 1A, Calculus with Analytic Geometry            |
| CAN | MATH 20 .....    | MATH 1B, Calculus with Analytic Geometry            |
| CAN | MATH 22 .....    | MATH 2A, Calculus with Analytic Geometry            |
| CAN | PHIL 2 .....     | PHIL 6, Introduction to Philosophy                  |
| CAN | PHIL 4 .....     | PHIL 14, Introduction to Ethics                     |
| CAN | PHYS SEQ A ..... | PH 2A + PH 2B, College Physics                      |
| CAN | PSY 2 .....      | PSY 1, General Psychology                           |
| CAN | RUSS SEQ A ..... | RUS 1AB + 2AB, Elem. + Elem. Russian                |
| CAN | SOC 2 .....      | SOC 1, Introductory Sociology                       |
| CAN | SOC 4 .....      | SOC 2, Sociological Analysis Social Problems        |
| CAN | SPAN SEQ A ..... | SPAN 1 or 1AB + 2 or 2AB, Elem. + Elem. Spanish     |
| CAN | SPAN SEQ B ..... | SPAN 3 + SPAN 4, Intermed. + Intermed. Spanish      |
| CAN | SPCH 4 .....     | SP 4, Public Speaking                               |
| CAN | STAT 2 .....     | MATH 14, Statistical Methods                        |

# DEGREES and CERTIFICATES

| MAJOR/DEPARTMENT                                 | CERT | NON-<br>TRANS<br>DEG | TRANS<br>DEG | PG  |
|--|------|----------------------|--------------|-----|
| <b>Academic Skills</b> .....                     |      |                      |              | 81  |
| <b>Administration of Justice (CMC)</b> .....     | C    | A.S.                 | A.S.         | 82  |
| <b>Agriculture</b> .....                         |      |                      |              | 87  |
| Agri-Business .....                              |      | A.S.                 | A.S.         | 87  |
| Agriculture, General .....                       |      | A.S.                 |              | 88  |
| Natural Resources .....                          |      | A.S.                 | A.S.         | 88  |
| Natural Resources/Park Technician Option .....   |      | A.S.                 |              | 88  |
| Ornamental Horticulture .....                    | C    | A.S.                 | A.S.         | 89  |
| Plant Science .....                              |      | A.S.                 |              | 90  |
| Turfgrass Management .....                       | C    | A.S.                 |              | 91  |
| <b>Air Conditioning /HVAC</b> .....              | C    | A.S.                 |              | 99  |
| <b>Art (CMC)</b> .....                           |      |                      | A.A.         | 103 |
| <b>Automotive Technology (CMC)</b> .....         |      | A.A.                 |              | 115 |
| Automatic Transmissions (CMC) .....              | C    |                      |              | 115 |
| Automotive Air Conditioning (CMC) .....          | C    |                      |              | 115 |
| Automotive Electrical Systems (CMC) .....        | C    |                      |              | 116 |
| Brake Technology (CMC) .....                     | C    |                      |              | 116 |
| Engine Performance/Emission Control (CMC) .....  | C    |                      |              | 116 |
| Engine Rebuilding (CMC) .....                    | C    |                      |              | 116 |
| Gaseous Fuels .....                              | C    |                      |              | 116 |
| Standard Transmissions (CMC) .....               | C    |                      |              | 117 |
| Suspension and Alignment (CMC) .....             | C    |                      |              | 117 |
| <b>Business and Hospitality Industries</b> ..... |      |                      |              | 125 |
| Accounting (CMC) .....                           | C    |                      |              | 125 |
| Business Administration (CMC) .....              |      |                      | A.A.         | 125 |
| Computer Information Systems (CMC) .....         | C    | A.A.                 |              | 126 |
| Computer Science (CMC) .....                     | C    | A.A.                 | A.A.         | 126 |
| Economics (CMC) .....                            |      |                      | A.A.         | 128 |
| General Business (CMC) .....                     |      | A.A.                 |              | 128 |
| Golf Management .....                            | C    | A.A.                 |              | 128 |
| Hotel and Restaurant Management .....            |      |                      | A.A.         | 129 |
| Supervision & Management .....                   | C    | A.A.                 |              | 129 |

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

# DEGREES and CERTIFICATES

| MAJOR/DEPARTMENT                                       | CERT | NON-<br>TRANS | TRANS<br>DEG | PG  |
|--|------|---------------|--------------|-----|
| <b>Communication</b> .....                             |      |               |              | 150 |
| Communication (CMC) .....                              |      |               | A.A.         | 150 |
| Composition .....                                      |      |               | A.A.         | 151 |
| Literature .....                                       |      |               | A.A.         | 151 |
| Journalism .....                                       |      |               | A.A.         | 152 |
| Mass Communication .....                               |      |               | A.A.         | 152 |
| Speech .....   |      |               | A.A.         | 152 |
| <b>Culinary Arts</b> .....                             |      |               |              | 164 |
| Basic Culinary Arts .....                              | C    |               |              | 164 |
| Intermediate Culinary Arts .....                       | C    |               |              | 164 |
| Culinary Management .....                              | C    | A.A.          |              | 164 |
| <b>Developmental Education</b> .....                   |      |               |              | 167 |
| <b>Disabled Students Programs &amp; Services</b> ..... |      |               |              | 169 |
| <b>Environmental Design</b> .....                      |      |               |              | 171 |
| Architectural Technology .....                         | C    | A.S.          |              | 171 |
| Architecture .....                                     |      |               | A.S.         | 172 |
| Building Inspection Technology .....                   | C    |               |              | 173 |
| Construction Management .....                          | C    | A.S.          | A.S.         | 173 |
| General Drafting .....                                 | C    | A.A.          |              | 174 |
| <b>Fire Technology (CMC)</b> .....                     | C    | A.S.          |              | 181 |
| <b>Foreign Language</b> .....                          |      |               |              | 186 |
| French, Italian, Spanish .....                         |      |               | A.A.         | 186 |
| <b>Health, Physical Education and Recreation</b> ..... |      |               |              | 195 |
| Physical Education .....                               |      |               | A.A.         | 195 |
| Recreation .....                                       |      |               | A.A.         | 195 |
| <b>Health Sciences</b> .....                           |      |               |              | 205 |
| Emergency Medical Technician .....                     | C    |               |              | 210 |
| Home Health Aide .....                                 | C    |               |              | 210 |
| Nursing Assistant .....                                | C    |               |              | 210 |
| Registered Nursing (ADN) (CMC) .....                   |      | A.S.          |              | 212 |
| Respiratory Therapy .....                              |      | A.S.          |              | 213 |
| Vocational Nursing (VN) (CMC) .....                    | C    | A.S.          |              | 213 |

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

# DEGREES and CERTIFICATES

| MAJOR/DEPARTMENT  | CERT | NON-<br>TRANS<br>DEG | TRANS<br>DEG | PG  |
|---|------|----------------------|--------------|-----|
| <b>Human Services</b> .....                               |      |                      |              | 222 |
| Early Childhood Education .....                           |      | A.A.                 | A.A.         | 222 |
| Early Childhood Ed-Title 22 Associate Teacher (CMC) ...   | C    |                      |              | 223 |
| Early Childhood Ed-Licensed Family Child Care Cert. ...   | C    |                      |              | 224 |
| Early Childhood Ed-Teacher Cert. ....                     | C    |                      |              | 224 |
| Early Childhood Ed-Master Teacher Cert. ....              | C    |                      |              | 224 |
| Human Services Alcohol/Drug Studies .....                 | C    | A.A.                 |              | 225 |
| <b>Humanities</b> .....                                   |      |                      |              | 236 |
| <b>Liberal Arts (CMC)</b> .....                           |      |                      | A.A.         | 237 |
| <b>Liberal Studies</b> .....                              |      |                      | A.A.         | 237 |
| <b>Mathematics (CMC)</b> .....                            |      |                      | A.S.         | 237 |
| <b>Music</b> .....  |      |                      | A.A.         | 241 |
| <b>Nutrition Care: Dietetic Technician</b> .....          |      | A.A.                 |              | 251 |
| <b>Science: Biological, Chemical &amp; Physical</b> ..... |      |                      |              | 252 |
| Biology .....   |      |                      | A.S.         | 252 |
| Chemistry .....   |      |                      | A.S.         | 252 |
| Environmental Sciences or Natural Resources .....         |      |                      | A.S.         | 253 |
| Environmental Studies, Interdepartmental .....            |      |                      | A.S.         | 253 |
| Geology .....   |      |                      | A.S.         | 254 |
| Physics .....   |      |                      | A.S.         | 254 |
| <b>Social Science</b> .....                               |      |                      |              | 262 |
| Anthropology (CMC) .....                                  |      |                      | A.A.         | 262 |
| Geography .....   |      |                      | A.A.         | 262 |
| History (CMC) .....                                       |      |                      | A.A.         | 262 |
| Philosophy .....  |      |                      | A.A.         | 263 |
| Political Science .....                                   |      |                      | A.A.         | 263 |
| Psychology (CMC) .....                                    |      |                      | A.A.         | 263 |
| Social Science .....                                      |      |                      | A.A.         | 264 |
| Sociology (CMC) .....                                     |      |                      | A.A.         | 264 |
| <b>Student Development</b> .....                          |      |                      |              | 271 |
| <b>Theatre Arts</b> .....                                 |      |                      | A.A.         | 273 |
| <b>Work Experience</b> .....                              |      |                      |              | 282 |

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




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# DEGREE AND CERTIFICATE PROGRAMS OF STUDY

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## PROGRAMS AND COURSE DESCRIPTIONS

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### ORGANIZATION OF PROGRAMS AND COURSES BY DEPARTMENT

The degree and certificate programs on the following pages are arranged alphabetically by department. The programs are followed by the descriptions of the courses offered by that department. The department names and the programs (majors) within each department are listed on pages 77-79.

### PREREQUISITES, COREQUISITES, AND ADVISORIES

Complete course prerequisites, corequisites, advisories and recommended preparations are listed in this catalog after the course description.

Prerequisite requirements must be met *before* enrollment is permitted; corequisite courses must be enrolled in *during* the same semester. These requirements are intended to ensure students a reasonable chance of success.

See page 46 for definition of these terms and other limitations of enrollment. Questions regarding course eligibility should be discussed with your faculty advisor.

### TRANSFERABLE COURSES

Courses transferable to the California State University are indicated by "CSU" and those

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

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



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## ACADEMIC SKILLS CENTER

### COURSE DESCRIPTIONS

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#### ASC 5 TUTOR TRAINING

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

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

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

Associate Degree Applicable

#### ASC 10A-D TUTOR TRAINING - AVID

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

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

*Prerequisite: ENG 51 and MATH 50 or equivalent; English and math skills proficiency at assigned level*

#### ASC 54 APPLIED STUDY SKILLS

1 Unit  
Lecture: 1 hour

This course is designed to enhance the student's learning ability in college by providing guided instruction in development of successful study habits. Content includes the following skills:

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

#### ASC 55 SKILLS DEVELOPMENT - ELECTRONIC

0.5 Unit  
Lecture: .5 hour

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

*Prerequisite: Eligibility for ENG 51 and RDG 51*

#### SUPPLEMENTAL LEARNING LAB

ASC 97A-D 0.5 Unit  
Laboratory: 1.5 hours

ASC 98A-D 1 Unit  
Laboratory: 3 hours

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

*Corequisite: Enrollment in an academic course*

#### ASC 100 SUPERVISED TUTORING

0.0 Unit

The Tutorial Center is an open entry/open exit environment where college students with learning needs in academic subjects receive tutoring through one-to-one contact and small group instruction. Registration for Supervised Tutoring is required. Students may register either during formal registration or, if students wish to add later in the semester, at the Tutoring Center itself in Building E, Room 4.

## ADMINISTRATION OF JUSTICE

Students desiring careers in Administration of Justice may elect a program of study designed for upper division transfer, or one which is oriented toward job entry with employment at a local, State, or Federal Law Enforcement Agency.

Students intending to transfer to a four-year college should consult that college for specific requirements. Students planning to pursue a career in Administration of Justice after graduation should include more specialization and emphasis in these courses.

There are certain minimum physical and good moral character requirements for peace officers. Students may obtain more specific information about those requirements from the department staff. Students who are transferring to the College of the Desert from another college must take at least six units of Administration of Justice courses at College of the Desert, in addition to regular required courses to be eligible for graduation.

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

### ADMINISTRATION OF JUSTICE CERTIFICATE and employment preparation

Courses Required:

| Dept.                   | No. | Title .....  | Units                            |
|-------------------------|-----|--|----------------------------------|
| AJ                      | 1   | Intro to Admin. of Justice .....                       | 3                                |
| AJ                      | 2   | Criminal Law .....                                     | 3                                |
| AJ                      | 3   | Legal Aspects of Evidence ....                         | 3                                |
| AJ                      | 4   | Principles & Procedures of<br>the Justice System ..... | 3                                |
| AJ                      | 5A  | Multicul Issues/Public Safety 3                        |                                  |
| Required Subtotal ..... |     |  | 15                               |
| Elective Subtotal ..... |     |  | 11-13<br>(with advisor approval) |

CERTIFICATE TOTAL ..... 26-28

Advisors: Tielsch - PD  
Armstrong/Munsey - CMC

### ADMINISTRATION OF JUSTICE

#### ASSOCIATE OF SCIENCE DEGREE and employment preparation

Courses Required:

| Dept. | No. | Title .....  | Units |
|-------|-----|--|-------|
| AJ    | 1   | Intro to Admin. of Justice .....                       | 3     |
| AJ    | 2   | Criminal Law .....                                     | 3     |
| AJ    | 3   | Legal Aspects of Evidence ....                         | 3     |
| AJ    | 4   | Principles & Procedures of<br>the Justice System ..... | 3     |
| AJ    | 5A  | Multicul Issues/Public Safety 3                        |       |

Required Subtotal ..... 15  
Elective Subtotal (with advisor approval) 27  
General Education Subtotal ..... 18

DEGREE TOTAL ..... 60

### ADMINISTRATION OF JUSTICE

#### ASSOCIATE OF SCIENCE DEGREE with emphasis on transfer preparation

Courses Required:

| Dept. | No. | Title .....  | Units |
|-------|-----|--|-------|
| AJ    | 1   | Intro to Admin. of Justice .....                       | 3     |
| AJ    | 2   | Criminal Law .....                                     | 3     |
| AJ    | 3   | Legal Aspects of Evidence ....                         | 3     |
| AJ    | 4   | Principles & Procedures of<br>the Justice System ..... | 3     |
| AJ    | 5A  | Multicul Issues/Public Safety 3                        |       |

Required Subtotal ..... 15  
Elective Subtotal (with advisor approval) . 6  
General Education (Option 1\* or 2) .... 34-43  
\*Transferable Electives (as needed) ..... 3  
Physical Education Activities ..... 2

DEGREE TOTAL ..... 60-66

Advisors: Tielsch-PD  
Armstrong/Munsey -CMC

# ADMINISTRATION OF JUSTICE

## COURSE DESCRIPTIONS

### AJ 1 INTRODUCTION TO THE ADMINISTRATION OF JUSTICE (CAN AJ 2)

3 Units  
Lecture: 3 hours

This is a study of the History and Philosophy of Administration of Justice in America. It includes a recapitulation of the system, identification of the various sub-systems, role expectations, and their inter-relationships. It covers theories of crime, punishment, and rehabilitation; ethics, education and training for professionals in the system.

*Prerequisite: ENG 50 or equivalent*  
CSU, UC, Associate Degree Applicable

### AJ 2 CRIMINAL LAW (CAN AJ 4)

3 Units  
Lecture: 3 hours

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

*Prerequisite: AJ 1*  
CSU, UC, Associate Degree Applicable

### AJ 3 LEGAL ASPECTS OF EVIDENCE

3 Units  
Lecture: 3 hours

This course includes a study of the origin, development, philosophy and constitutional basis for the Rules of Evidence. It includes constitutional and procedural considerations affecting search and seizure, the kinds of degrees of evidence and the rules governing admissibility at trial, and judicial decisions interpreting individual rights and case studies.

*Prerequisite: AJ 1*  
CSU, Associate Degree Applicable

### AJ 4 PRINCIPLES & PROCEDURES OF THE JUSTICE SYSTEM

3 Units  
Lecture: 3 hours

This is an in-depth study of the role and responsibilities of each segment within the Administration of Justice System, Law Enforcement, Judicial and Corrections. It includes exposure to past, present and future sub-system procedures from initial entry to final disposition, and the relationship each segment maintains with its system members and the community.

*Prerequisite: AJ 1*  
CSU, Associate Degree Applicable

### AJ 5A MULTICULTURAL ISSUES WITHIN PUBLIC SAFETY

3 Units  
Lecture: 3 hours

The purpose of this course is to present students with a perspective of major cultural groups in California that transcends the views commonly found in society. The course explores how differences in culture, ethnicity, race, prejudice, and ethnocentrism are addressed in the Justice System.

*Advisory: ENG 50 or equivalent*  
CSU, UC, Associate Degree Applicable



**AJ 6  
PRINCIPLES OF INVESTIGATIONS**

3 Units  
Lecture: 3 hours

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

*Prerequisite: AJ 1*  
CSU, Associate Degree Applicable

**AJ 7  
CRIMINAL SUBSTANTIVE LAW**

3 Units  
Lecture: 3 hours

This is an in-depth study of the substantive laws commonly encountered by the municipal, county, or state police officer, investigator or other criminal justice employee. The scope of the course includes misdemeanor and felony violations of the criminal statutes, provides an understanding of California Codified Law, and an overview of case decisions.

*Prerequisite: AJ 1*  
CSU, Associate Degree Applicable

**AJ 8  
CONCEPTS OF ENFORCEMENT  
SERVICES**

3 Units  
Lecture: 3 hours

Topics discussed in this course include: exploration of theories, philosophies, and concepts related to the role expectations of the line enforcement officer which include patrol, traffic, and public service responsibilities.

*Prerequisite: AJ 1*  
CSU, Associate Degree Applicable

**AJ 9  
TRAFFIC CONTROL**

3 Units  
Lecture: 3 hours

Students study basic accident investigation, the use of the State Accident Report Form, the principles of "selective" enforcement, parking and intersection control, basic provisions of the California Vehicle Code governing the operation of motor vehicles, and the responsibilities of the community in traffic control.

*Prerequisite: AJ 1*  
CSU, Associate Degree Applicable

**AJ 10  
JUVENILE LAW AND PROCEDURE**

3 Units  
Lecture: 3 hours

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

*Prerequisite: AJ 1*  
CSU, Associate Degree Applicable

**AJ 11A-D  
FIREARMS**

1 Unit  
Lecture: 0.75 hour  
Laboratory: 0.75 hour

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

*Prerequisite: ENG 50 or equivalent*  
CSU, Associate Degree Applicable

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**AJ 14  
CRIME SCENE AND LABORATORY  
TECHNIQUES**

3 Units  
Lecture: 3 hours

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

*Prerequisite: ENG 50 or equivalent*  
Associate Degree Applicable

**AJ 15  
VEHICLE CODE & TRAFFIC  
ACCIDENT INVESTIGATION**

3 Units  
Lecture: 3 hours

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

*Prerequisite: ENG 50 or equivalent*  
CSU, Associate Degree Applicable

**AJ 16  
NARCOTICS CONTROL**

3 Units  
Lecture: 3 hours

This is a study of the laws relating to narcotics and dangerous drugs as well as the procedures and problems in investigations and the control of violations of narcotic laws. Students learn how to identify narcotics and dangerous drugs, how to assess their effect on users, and how to prepare a case for court presentation.

*Prerequisite: AJ 1*  
CSU, Associate Degree Applicable

**AJ 17  
WILDLIFE LAW ENFORCEMENT**

3 Units  
Lecture: 3 hours

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

*Prerequisite: ENG 50 or equivalent*  
Associate Degree Applicable

**AJ 18  
CONSTITUTIONAL LAW FOR POLICE**

3 Units  
Lecture: 3 hours

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

*Prerequisite: ENG 50 or equivalent*  
Associate Degree Applicable

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

4 Units  
Lecture: 4 hours

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

*Prerequisite: ENG 50 or equivalent*  
Associate Degree Applicable

**AJ 20  
PEACE OFFICER RESERVE/LEVEL II**

5 Units  
Lecture: 5 hours  
Laboratory: 0.5 hour

This course provides training required by Penal Code Section 832, mandated by P.O.S.T. for reserve officers, including law, communications, vehicle operations, use of force and weapons, patrol procedures, traffic control, arrest and custody of suspects. To comply with the agreement with P.O.S.T., this course must meet a minimum of ninety-nine (99) hours; ninety (90) hours lecture and nine (9) hours laboratory.

*Prerequisite: AJ 19*  
Associate Degree Applicable

**AJ 22  
POLICE SUPERVISION**

3 Units  
Lecture: 3 hours

This course covers the duties and responsibilities of the Police Supervisor. It is directed to the supervisor's relationship to management, leadership, morale, discipline, communications principles and performance evaluation. It also covers the practical aspects of the supervisory training function.

*Prerequisite: ENG 50 or equivalent*  
CSU, Associate Degree Applicable

**AJ 24  
REPORT WRITING**

3 Units  
Lecture: 3 hours

This course emphasizes the procedures and practices commonly used to gather data and information and prepare a variety of written reports and records. Students learn to write criminal justice reports that meet statistical, legal, and prosecution requirements of the criminal justice system. The course provides students with abundant practice in writing effective reports, bulletins, memos, letters, and other short papers.

*Prerequisite: AJ 1*  
CSU, Associate Degree Applicable

**AJ 30  
CORRECTIONAL SYSTEMS**

3 Units  
Lecture: 3 hours

Criminals and institutional personnel involved in corrections at all levels are reviewed in depth. History, politics, and contemporary correction issues such as punishment, theories, sentencing alternatives, prison experience, and prisoner rights, female and juvenile incarceration problems, over crowding, and 21st century corrections are examined.

*Prerequisite: AJ 1*  
CSU, Associate Degree Applicable

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## AGRICULTURE

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

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

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

- AGRI—BUSINESS
- AGRICULTURE, GENERAL
- NATURAL RESOURCES
  - Including preparation for Environmental Sciences, Parks and Recreation
- ORNAMENTAL HORTICULTURE
  - Including preparation for General Horticulture, Landscape Design/Contract, Nursery Management
- TURFGRASS MANAGEMENT
- PLANT SCIENCE
  - Including preparation for Soil Science, Pest Management

## AGRI-BUSINESS

ASSOCIATE OF SCIENCE DEGREE  
and employment preparation

Courses Required:

| Dept.   | No. | Title .....                                 | Units     |
|---|-----|---|-----------|
| AGBU  | 11  | Management Records .....                    | 3         |
| OR BUAC 66 Intro to Accounting (3)                            |     |   |           |
| AGBU  | 59A | Leadership .....                            | 1         |
| AGBU  | 59B | Careers .....                               | 1         |
| AGPS  | 1   | Soils & Plant Nutrition .....               | 4         |
| CIS   | 70A | Computer Business<br>Appl for Windows ..... | 3         |
| ECON  | 1   | Principles of Macroeconomics                | 3         |
| Required Subtotal .....                                       |     |   | 15        |
| Elective Subtotal (with advisor approval)                     |     |   | 27        |
| General Education Requirements<br>(confer with advisor) ..... |     |   | <u>18</u> |
| DEGREE TOTAL .....  |     |   | 60        |

Advisor: Walker

## AGRI-BUSINESS

ASSOCIATE OF SCIENCE DEGREE  
with emphasis on transfer preparation

Courses Required:

| Dept.   | No. | Title .....                                 | Units     |
|---|-----|---|-----------|
| AGBU  | 11  | Management Records .....                    | 3         |
| OR BUAC 66 Intro to Accounting (3)                            |     |   |           |
| AGBU  | 59A | Leadership .....                            | 1         |
| AGBU  | 59B | Careers .....                               | 1         |
| AGPS  | 1   | Soils & Plant Nutrition .....               | 4         |
| CIS   | 70A | Computer Business<br>Appl for Windows ..... | 3         |
| ECON  | 1   | Principles of Macroeconomics                | 3         |
| BUMA  | 20A | Business Law .....                          | 3         |
| Required Subtotal .....                                       |     |   | 18        |
| Elective Subtotal (with advisor approval)                     |     |   | 15        |
| General Education Requirements<br>(confer with advisor) ..... |     |   | <u>27</u> |
| DEGREE TOTAL .....  |     |   | 60        |

Advisor: Walker

**AGRICULTURE, GENERAL****ASSOCIATE OF SCIENCE DEGREE  
and employment preparation**

Dept. No. Title ..... Units

|            |                                       |   |
|------------|---------------------------------------|---|
| AGBU 11    | Management Records                    | 3 |
| OR BUAC 66 | Intro to Accounting (3)               |   |
| AGBU 59A   | Leadership                            | 1 |
| AGBU 59B   | Careers                               | 1 |
| AGPS 1     | Soils and Plant Nutrition             | 4 |
| AGPS 2     | Entomology-Gen & Applied..            | 4 |
| AGPS 5     | Plant Science                         | 3 |
| AGPS 5L    | Plant Science Lab                     | 1 |
| AGPS 30    | Ag Chem Application/Safety            | 4 |
| OR AGPS 32 | Pesticide Laws/Reg (2)                |   |
| CIS 70A    | Computer Business<br>Appl for Windows | 3 |

|  |           |
|--|-----------|
| Required Subtotal  | 24        |
| Elective Subtotal (with advisor approval)                | 18        |
| General Education Requirements*<br>(confer with advisor) | <u>18</u> |

\*To include:

NR 1 Conserv Natural Resources (3)

DEGREE TOTAL ..... 60

Advisor: Walker

**NATURAL RESOURCES****ASSOCIATE OF SCIENCE DEGREE  
and employment preparation**Courses Required - With advisor approval,  
choose 30 units from the following:

Dept. No. Title ..... Units

|            |                              |     |
|------------|------------------------------|-----|
| NR 1       | Conserv of Natural Resources | 3   |
| NR 1L      | Consrv Natural Resources Lab | 1   |
| NR 2       | Introduction to Forestry     | 3   |
| NR 3       | Intro to Wildlife Mgmt       | 3   |
| NR 41      | Native Plants                | 1-4 |
| NR         | Field/Work Experience        | 3   |
| AGBU 11    | Management Records           | 3   |
| OR BUAC 66 | Intro to Accounting (3)      |     |
| AGBU 59A   | Leadership                   | 1   |
| AGBU 59B   | Careers                      | 1   |
| AGPS 1     | Soils & Plant Nutrition      | 4   |

|            |                                       |   |
|------------|---------------------------------------|---|
| AGPS 2     | Entomology-Gen & Applied..            | 4 |
| AGPS 30    | Ag Chem Application/Safety.           | 4 |
| OR AGPS 32 | Pesticide Laws/Reg (2)                |   |
| CIS 70A    | Computer Business<br>Appl for Windows | 3 |
| OH 20      | Landscape Construction                | 2 |

|   |           |
|---|-----------|
| Required Subtotal                         | 30        |
| Elective Subtotal (with advisor approval) | 12        |
| General Education Requirements* .....     | <u>18</u> |
| *To include: AGPS 5 Plant Science (3)     |           |
| DEGREE TOTAL .....                        | 60        |

Advisor: Walker

**NATURAL RESOURCES  
PARK TECHNICIAN OPTION****ASSOCIATE OF SCIENCE DEGREE  
and employment preparation**Courses Required - With advisor approval,  
choose 24 units from the following:

Dept. No. Title ..... Units

|            |                                       |     |
|------------|---------------------------------------|-----|
| NR 1       | Conserv of Natural Resources          | 3   |
| NR 1L      | Cons Natural Resources Lab            | 1   |
| NR 2       | Intro to Forestry                     | 3   |
| NR 3       | Intro to Wildlife Mgmt                | 3   |
| NR 41      | Native Plants                         | 1-4 |
| AGPS 1     | Soils and Plant Nutrition             | 4   |
| AGPS 2     | Entomology-Gen & Applied..            | 4   |
| AGPS 30    | Ag Chem Application/Safety.           | 4   |
| OR AGPS 32 | Pesticide Laws/Reg (2)                |     |
| BI 4       | Elements of Biology                   | 3   |
| BI 4L      | Elements of Biology Lab               | 1   |
| CIS 70A    | Computer Business<br>Appl for Windows | 3   |
| G 5        | Environmental Geology                 | 3   |
| G 5L       | Environmental Geology Lab             | 1   |
| G 10       | Earth Science                         | 3   |
| G 10L      | Earth Science Lab                     | 1   |

|  |           |
|--|-----------|
| Required Subtotal                          | 24        |
| Required Electives (with advisor approval) | 18        |
| General Education Requirements .....       | <u>18</u> |
| DEGREE TOTAL .....                         | 60        |

Advisor: Walker

## NATURAL RESOURCES

**ASSOCIATE OF SCIENCE DEGREE  
with emphasis on transfer preparation**

Courses Required:

| Dept.                   | No.   | Title .....                    | Units        |
|-------------------------|-------|--------------------------------|--------------|
| NR                      | 1     | Cons of Natural Resources .... | 3            |
| NR                      | 1L    | Cons Natural Resources Lab ..  | 1            |
| BI                      | 1A    | General Biology .....          | 5            |
| BI                      | 1B    | General Zoology .....          | 5            |
| OR                      | BI 1C | General Botany (5)             |              |
| CH                      | 1A    | General Chemistry .....        | 5            |
| OR                      | CH 3  | Intro General Chemistry (4)    |              |
| G                       | 1     | Physical Geology .....         | 3            |
| G                       | 1L    | Physical Geology Lab .....     | 1            |
| OR                      | G 5   | Environmental Geology (3)      |              |
| AND                     | G 5L  | Environ. Geology Lab (1)       |              |
| MATH                    | 40    | Intermediate Algebra .....     | 4            |
| Required Subtotal ..... |       |                                | <u>26-27</u> |

Electives: 18 units to be chosen from the following:

|      |         |   |   |
|------|---------|---|---|
| AJ   | 17      | Wildlife Law Enforcement ....               | 3 |
| NR   | 2       | Intro to Forestry .....                     | 3 |
| NR   | 3       | Intro to Wildlife Mgmt .....                | 3 |
| AGBU | 11      | Management & Records .....                  | 3 |
| OR   | BUAC 66 | Intro to Accounting (3)                     |   |
| AGBU | 59A     | Leadership .....                            | 1 |
| AGBU | 59B     | Careers .....                               | 1 |
| AGPS | 1       | Soils and Plant Nutrition .....             | 4 |
| AGPS | 2       | Entomology-Gen & Applied..                  | 4 |
| AGPS | 30      | Ag Chem Application/Safety..                | 4 |
| OR   | AGPS 32 | Pesticide Laws/Reg (2)                      |   |
| CIS  | 70A     | Computer Business<br>Appl for Windows ..... | 3 |

Elective Subtotal (with advisor approval) 18

General Education (confer with advisor).. 18

DEGREE TOTAL .....

62-63

Advisor: Walker

## ORNAMENTAL HORTICULTURE

**CERTIFICATE  
and employment preparation**

Course Requirements:

| Dept. | No.     | Title .....                     | Units |
|-------|---------|---------------------------------|-------|
| OH    | 1       | Horticulture .....              | 3     |
| OH    | 1L      | Horticulture Lab .....          | 1     |
| OH    | 4       | Turfgrass Management.....       | 2     |
| OH    | 4L      | Turfgrass Management Lab...     | 1     |
| OH    | 5A      | Ornamental Plant Id. ....       | 3     |
| OH    | 5B      | Ornamental Plant Id. ....       | 3     |
| OH    | 9       | Landscape Planning/Design ..    | 3     |
| OH    | 16      | Arboriculture .....             | 2     |
| OH    | 20      | Landscape Construction .....    | 2     |
| OH    | 46      | Landscape Irrig. Systems .....  | 2     |
| OH    | 46L     | Landscape Irrig. Systems Lab    | 1     |
| AGPS  | 1       | Soils and Plant Nutrition ..... | 4     |
| AGPS  | 30      | Ag Chem Application/Safety      | 4     |
| OR    | AGPS 32 | Pesticide Laws/Reg (2)          |       |
| AGBU  | 59A     | Leadership .....                | 1     |
| AGBU  | 59B     | Careers .....                   | 1     |

CERTIFICATE TOTAL .....

31-33

Advisor: Watling

## ORNAMENTAL HORTICULTURE

### ASSOCIATE OF SCIENCE DEGREE and employment preparation

#### Courses Required:

| Dept. No.  | Title                        | Units |
|------------|------------------------------|-------|
| OH 1       | Horticulture                 | 3     |
| OH 1L      | Horticulture Lab             | 1     |
| OH 4       | Turfgrass Management         | 2     |
| OH 4L      | Turfgrass Management Lab     | 1     |
| OH 5A      | Ornamental Plant Id.         | 3     |
| OH 5B      | Ornamental Plant Id.         | 3     |
| OH 9       | Landscape Planning/Design    | 3     |
| OH 10      | Advanced Landscape Design    | 3     |
| OH 16      | Arboriculture                | 2     |
| OH 20      | Landscape Construction       | 2     |
| OH 46      | Landscape Irrig. Systems     | 2     |
| OH 46L     | Landscape Irrig. Systems Lab | 1     |
| AGBU 59A   | Leadership                   | 1     |
| AGBU 59B   | Careers                      | 1     |
| AGPS 1     | Soils and Plant Nutrition    | 4     |
| AGPS 30    | Ag Chem Application/Safety   | 4     |
| OR AGPS 32 | Pesticide Laws/Reg (2)       |       |

|   |       |
|---|-------|
| Required Subtotal                         | 34-36 |
| Elective Subtotal (with Advisor approval) | 10    |
| General Education Requirements*           | 18    |

\*To Include: NR 1 (3)

|                  |       |
|------------------|-------|
| DEGREE TOTAL     | 62-64 |
| Advisor: Watling |       |

## ORNAMENTAL HORTICULTURE

### ASSOCIATE OF SCIENCE DEGREE with emphasis on transfer preparation

#### Courses Required:

| Dept. | No. | Title                     | Units |
|-------|-----|---------------------------|-------|
| OH    | 1   | Horticulture              | 3     |
| OH    | 1L  | Horticulture Lab          | 1     |
| OH    | 5A  | Ornamental Plant Id.      | 3     |
| OH    | 5B  | Ornamental Plant Id.      | 3     |
| OH    | 9   | Landscape Planning/Design | 3     |
| OH    | 16  | Arboriculture             | 2     |
| OH    | 20  | Landscape Construction    | 2     |
| OH    | 46  | Landscape Irrig. Systems  | 2     |

|          |                              |   |
|----------|------------------------------|---|
| OH 46L   | Landscape Irrig. Systems Lab | 1 |
| AGPS 1   | Soils & Plant Nutrition      | 4 |
| AGPS 2   | Entomology-Gen & Applied     | 4 |
| AGBU 59A | Leadership                   | 1 |
| AGBU 59B | Careers                      | 1 |

|   |    |
|---|----|
| Required Subtotal                                       | 30 |
| General Education Requirements<br>(confer with advisor) | 30 |

DEGREE TOTAL 60

Advisor: Watling

## PLANT SCIENCE

### ASSOCIATE OF SCIENCE DEGREE and employment preparation

#### Courses Required:

| Dept.      | No.                                   | Title | Units |
|------------|---------------------------------------|-------|-------|
| AGPS 1     | Soils & Plant Nutrition               | 4     |       |
| AGPS 2     | Entomology-Gen & Applied              | 4     |       |
| AGPS 5     | Plant Science                         | 3     |       |
| AGPS 5L    | Plant Science Lab                     | 1     |       |
| AGPS 30    | Ag Chem Application/Safety            | 4     |       |
| OR AGPS 32 | Pesticide Laws/Reg (2)                |       |       |
| AGBU 11    | Management Records                    | 3     |       |
| OR BUAC 66 | Intro to Accounting (3)               |       |       |
| AGBU 59A   | Leadership                            | 1     |       |
| AGBU 59B   | Careers                               | 1     |       |
| CIS 70A    | Computer Business<br>Appl for Windows | 3     |       |

|                   |       |
|-------------------|-------|
| Required Subtotal | 22-24 |
| Elective Subtotal | 18-20 |

(with advisor approval)

|                                 |    |
|---------------------------------|----|
| General Education Requirements* | 18 |
|---------------------------------|----|

\*To Include: NR 1 (3)

DEGREE TOTAL 60

Advisor: Walker

## TURFGRASS MANAGEMENT

**CERTIFICATE**  
and employment preparation

Courses Required:

| Dept.   | No. | Title .....  | Units |
|---------|-----|--|-------|
| OH      | 1   | Horticulture .....                                       | 3     |
| OH      | 1L  | Horticulture Lab .....                                   | 1     |
| OH      | 4   | Turfgrass Management .....                               | 2     |
| OH      | 4L  | Turfgrass Management Lab... 1                            |       |
| OH      | 16  | Arboriculture .....                                      | 2     |
| OH      | 24  | Adv Turfgrass Mgmt .....                                 | 3     |
| OH      | 25  | Specialized Turfgrass Mgmt.. 3                           |       |
| OR OH   | 27  | Turfgrass Pest Management (3)                            |       |
| OH      | 30  | Landscape Equipment .....                                | 2     |
| OH      | 46  | Landscape Irrig. Systems .....                           | 2     |
| OH      | 46L | Landscape Irrig. Systems Lab 1                           |       |
| OH      | 95  | Turfgrass Mgmt. Internship... 2                          |       |
| AGBU    | 59A | Leadership .....   | 1     |
| AGBU    | 59B | Careers .....  | 1     |
| AGPS    | 1   | Soils and Plant Nutrition .....                          | 4     |
| AGPS    | 32  | Pesticide Laws & Regulations 2                           |       |
| OR AGPS | 30  | Ag Chem Applic/Safety (4)<br>(fulfills 2 elective units) |       |

Electives - 8 units to be chosen. Below are some suggested courses:

|         |       |   |   |
|---------|-------|---|---|
| AGPS    | 2     | Entomology-Gen. & Applied. 4                |   |
| OH      | 5A    | Ornamental Plant Id. .... 3                 |   |
| OH      | 9     | Landscape Planning/Design .. 3              |   |
| OH      | 33    | Golf Car Maintenance .....                  | 2 |
| NR      | 1     | Conserv of Natural Resources 3              |   |
| NR      | 1L    | Consv Natural Resources Lab 1               |   |
| NR      | 41A-D | Native Plants .....                         | 1 |
| AGBU    | 11    | Management & Records .....                  | 3 |
| OR BUAC | 66    | Intro to Accounting (3)                     |   |
| CIS     | 70A   | Computer Business<br>Appl for Windows ..... | 3 |

Required Subtotal ..... 30  
Electives (with advisor approval) ..... 8

**CERTIFICATE TOTAL** ..... 38

Advisor: Place

## TURFGRASS MANAGEMENT

**ASSOCIATE OF SCIENCE DEGREE**  
and employment preparation

Courses Required:

| Dept.   | No. | Title .....                     | Units |
|---------|-----|---------------------------------|-------|
| OH      | 1   | Horticulture .....              | 3     |
| OH      | 1L  | Horticulture Lab .....          | 1     |
| OH      | 4   | Turfgrass Management .....      | 2     |
| OH      | 4L  | Turfgrass Management Lab... 1   |       |
| OH      | 16  | Arboriculture .....             | 2     |
| OH      | 24  | Adv Turfgrass Mgmt .....        | 3     |
| OH      | 25  | Specialized Turfgrass Mgmt . 3  |       |
| OH      | 27  | Turfgrass Pest Management .. 3  |       |
| OH      | 30  | Landscape Equipment .....       | 2     |
| OH      | 34  | Golf Course Mgmt/Design .... 3  |       |
| OH      | 46  | Landscape Irrig. Systems .....  | 2     |
| OH      | 46L | Landscape Irrig. Systems Lab 1  |       |
| OH      | 95  | Turfgrass Mgmt. Internship .. 2 |       |
| AGPS    | 1   | Soils and Plant Nutrition ..... | 4     |
| AGPS    | 30  | Ag Chem Application/Safety 4    |       |
| OR AGPS | 32  | Pesticide Laws/Reg (2)          |       |
| AGBU    | 59A | Leadership .....                | 1     |
| AGBU    | 59B | Careers .....                   | 1     |

Major Electives - 10 units to be chosen.  
Below are some suggested courses:

|         |       |   |   |
|---------|-------|---|---|
| AGPS    | 2     | Entomology-Gen. & Applied. 4                |   |
| OH      | 5A    | Ornamental Plant Id. .... 3                 |   |
| OH      | 9     | Landscape Planning/Design .. 3              |   |
| OH      | 20    | Landscape Construction .....                | 2 |
| OH      | 33    | Golf Car Maintenance .....                  | 2 |
| NR      | 1     | Conserv of Natural Resources 3              |   |
| NR      | 1L    | Consv Natural Resources Lab 1               |   |
| NR      | 41A-D | Native Plants .....                         | 1 |
| AGBU    | 11    | Management & Records .....                  | 3 |
| OR BUAC | 66    | Intro to Accounting (3)                     |   |
| CIS     | 70A   | Computer Business<br>Appl for Windows ..... | 3 |

Required Subtotal ..... 36-38  
Major Electives (with advisor approval) .. 10  
General Education Requirements ..... 18

**DEGREE TOTAL** ..... 64-66

Advisor: Place



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## AGRICULTURE

### COURSE DESCRIPTIONS

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#### AGRI-BUSINESS (AGBU)

##### AGBU 3 INTERNATIONAL AGRICULTURE

3 Units  
Lecture: 3 hours

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

*Prerequisite: ENG 50 or equivalent*  
CSU, UC, Associate Degree Applicable

##### AGBU 11 MANAGEMENT RECORDS

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course encompasses the study of employer requirements, business records and accounting procedures to analyze and enhance management decisions.

*Prerequisite: ENG 50 or equivalent*  
CSU, Associate Degree Applicable

##### AGBU 59A LEADERSHIP

1 Unit  
Lecture: 1 hour

This course emphasizes basic principles of group and personal leadership for student within applied technology areas. Students study parliamentary procedure, organizational structure and meeting formats. Opportunities are provided for students to develop leadership skills, such as planning, communication, facilitation and problem solving through small group and formal meeting settings. In addition, concepts of personal leadership are explored including: mission statements, defining roles, goal setting, time management, weekly planning and self-evaluation.

*Advisory: ENG 50 or equivalent*  
CSU, Associate Degree Applicable

##### AGBU 59B CAREERS

1 Unit  
Lecture: 1 hour

This course emphasizes basic methods for enhancing one's success when seeking employment. Students study strategies for locating potential employers, completing applications, preparing resumes and interview techniques. Opportunities are provided for students to experience interview process.

*Advisory: ENG 50 or equivalent*  
CSU, Associate Degree Applicable

#### AGRICULTURE- ENGINEERING (AGEG)

##### AGEG 91 BASIC HYDRAULICS

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

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

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

#### NATURAL RESOURCES (NR)

##### NR 1 CONSERVATION OF NATURAL RESOURCES

3 Units  
Lecture: 3 hours

This environmental science course encompasses a study of general ecological principles including: biological energy relationships, elemental cycles, population dynamics, limiting factors, biotic communities, and natural resources measurements. Environmental issues are examined from an ecological perspective and include such topics as: water quality, air pollution, energy resources, toxic chemicals, and human population growth.

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Emphases are placed on the effects of environmental problems upon all living organisms, and the role of human beings in reducing their impact on this planet. Suggested for Biological Science General Education Requirements.

*Prerequisite:* ENG 50 or equivalent  
*Advisory:* Concurrent enrollment in NR 1L  
CSU, UC, Associate Degree Applicable

### **NR 1L CONSERVATION OF NATURAL RESOURCES LABORATORY**

1 Unit  
Laboratory: 3 hours

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

*Prerequisite:* NR 1, or  
*Corequisite:* NR 1  
CSU, UC, Associate Degree Applicable

### **NR 2 INTRODUCTION TO FORESTRY**

3 Units  
Lecture: 3 hours

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

*Prerequisite:* ENG 50 or equivalent  
CSU, UC, Associate Degree Applicable

### **NR 3 INTRODUCTION TO WILDLIFE MANAGEMENT**

3 Units  
Lecture: 3 hours

This course covers the principles of wildlife biology as related to wildlife management.

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

*Advisory:* NR 1  
CSU, Associate Degree Applicable

### **NR 41A-D NATIVE PLANTS**

1 Unit  
Lecture: 1 hour

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

*Prerequisite:* ENG 50 or equivalent  
CSU, Associate Degree Applicable

## **ORNAMENTAL HORTICULTURE (OH)**

### **OH 1 HORTICULTURE**

3 Units  
Lecture: 3 hours

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

*Prerequisite:* ENG 50 or equivalent  
CSU, UC, Associate Degree Applicable

## **OH 1L HORTICULTURE LABORATORY**

1 Unit

Laboratory: 3 hours

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

*Advisory: OH 1 or prior completion*  
CSU, UC, Associate Degree Applicable

## **OH 4 TURFGRASS MANAGEMENT**

2 Units

Lecture: 2 hours

This course introduces the basic turfgrass principles used in the maintenance of turfgrass areas. It covers the major factors in turfgrass management which control the quality of grass. Emphasis is placed on management practices used to produce a good turfgrass area in a desert environment.

*Prerequisite: ENG 50 or equivalent*  
CSU, Associate Degree Applicable

## **OH 4L TURFGRASS MANAGEMENT LABORATORY**

1 Unit

Laboratory: 3 hours

This laboratory is intended to supplement the Turfgrass Management course (OH 4) by providing laboratory and field experiences in turfgrass management subject areas.

*Prerequisite: OH 4, or*  
*Corequisite: OH 4*  
CSU, Associate Degree Applicable

## **OH 5A ORNAMENTAL PLANT IDENTIFICATION**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

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

*Prerequisite: ENG 50 or equivalent*  
CSU, UC, Associate Degree Applicable

## **OH 5B ORNAMENTAL PLANT IDENTIFICATION**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

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

*Prerequisite: ENG 50 or equivalent*  
CSU, Associate Degree Applicable

## **OH 9 LANDSCAPE PLANNING AND DESIGN**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

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

landscape design and garden making, although commercial properties will be included.

*Prerequisite:* ENG 50 or equivalent  
CSU, Associate Degree Applicable

### **OH 10 ADVANCED LANDSCAPE DESIGN**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

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

*Prerequisites:* OH 9 or equivalent  
CSU, Associate Degree Applicable

### **OH 16 ARBORICULTURE**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course addresses all aspects of tree care. Students learn the morphology, anatomy, and physiology of trees. Topics of discussion are: plant interactions with soil, air, water and micro and macro-organisms; human intervention, including pruning, planting, climbing, fertilization, watering, pest control, vandalism and aesthetics. Class instruction prepares students for the International Arborists Certification.

*Advisory:* OH 1 or AGPS 5  
CSU, Associate Degree Applicable

### **OH 20 LANDSCAPE CONSTRUCTION**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

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

*Prerequisite:* ENG 50 or equivalent  
CSU, Associate Degree Applicable

### **OH 21 LANDSCAPE CONSTRUCTION II**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides exposure to management and administrative skills as well as financial matters and equipment operation. Students study subjects and participate in activities similar to those in OH 20 but a higher level of competence. On-site design, personnel management as well as other critical thinking and decision making skills are stressed.

*Prerequisite:* OH 20  
CSU, Associate Degree Applicable

### **OH 24 ADVANCED TURFGRASS MANAGEMENT**

3 Units  
Lecture: 3 hours

This course uses the basic principles of turfgrass science learned in the introductory turfgrass management courses; those principles are applied to golf course maintenance procedures. Golf course operational procedures for the desert environment are emphasized.

*Prerequisite:* OH 4  
CSU, Associate Degree Applicable

### **OH 25 SPECIALIZED TURFGRASS MANAGEMENT**

3 Units  
Lecture: 3 hours

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

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

### **OH 26 TURFGRASS MANAGEMENT INTERNSHIP**

3 Units  
Laboratory: 9 hours

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

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

### **OH 27 TURFGRASS PEST MANAGEMENT**

3 Units  
Lecture: 3 hours

This course provides current state of the art and science of turfgrass pest management. The course is designed to provide the student with a comprehensive knowledge of disease, insect, and weed pests. Emphasis is placed on how to identify turfgrass pests; plus cultural, chemical, and other control measures designed to keep pest damage to a minimum.

*Prerequisite: ENG 50 or equivalent*  
CSU, Associate Degree Applicable

### **OH 30 LANDSCAPE EQUIPMENT**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

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

*Prerequisite: ENG 50 or equivalent*  
CSU, Associate Degree Applicable

### **OH 33 GOLF CAR MAINTENANCE**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

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

*Prerequisite: ENG 50 or equivalent*  
Associate Degree Applicable

### **OH 34 GOLF COURSE MANAGEMENT AND DESIGN**

3 Units  
Lecture: 3 hours

This course involves the design, maintenance, and operation of golf courses. It includes the study of equipment, scheduling of maintenance, and directing the staff in the design and maintenance of golf courses. It places heavy emphasis in developing a basic understanding of the turfgrass principles required to produce a championship golf course.

*Prerequisite: ENG 50 or equivalent; admittance to the Golf Management Program*  
CSU, Associate Degree Applicable

**OH 46  
LANDSCAPE IRRIGATION SYSTEMS**

2 Units  
Lecture: 2 hours

This course provides the students with information necessary to design, install, and maintain landscape irrigation systems. Plan reading, design, materials, equipment, installation, trouble-shooting, and cost estimating are addressed.

*Prerequisite: ENG 50 or equivalent;  
MATH 57 or equivalent*  
CSU, Associate Degree Applicable

**OH 46L  
LANDSCAPE IRRIGATION SYSTEMS  
LABORATORY**

1 Unit  
Laboratory: 3 hours

This laboratory is intended to supplement the Landscape Irrigation Systems course (OH 46) by providing laboratory and field experiences in landscape irrigation subject areas.

*Prerequisite: OH 46, or  
Corequisite: OH 46*  
CSU, Associate Degree Applicable

**OH 70A-C  
SPECIAL PROBLEMS**

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

Supervised placement for experience with nurseries, florists, landscape contractors, golf courses, and other established ornamental horticultural enterprises. Designed to provide experience in the major areas of interest through directed non-reimbursed participation by students majoring in the ornamental horticultural field and closely allied area of employment.

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

**PLANT SCIENCE (AGPS)****AGPS 1  
SOILS AND PLANT NUTRITION**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

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

*Prerequisite: ENG 50 or equivalent;  
MATH 57 or equivalent*  
CSU, UC, Associate Degree Applicable

**AGPS 2  
ENTOMOLOGY-GENERAL & APPLIED**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This course is a study of insects including classification, structure, major life systems, growth and development, ecology, economic importance, and control. Suggested for Biological Science General Education Requirements.

*Prerequisite: ENG 50 or equivalent*  
CSU, UC, Associate Degree Applicable

**AGPS 5  
PLANT SCIENCE**

3 Units  
Lecture: 3 hours

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

*Prerequisite: ENG 50 or equivalent*  
CSU, UC, Associate Degree Applicable

**AGPS 5L  
PLANT SCIENCE LAB**

1 Unit  
Laboratory: 3 hours

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

*Corequisite: AGPS 5 or prior completion*  
CSU, UC, Associate Degree Applicable

**AGPS 30  
AGRICULTURAL CHEMICAL  
APPLICATION AND SAFETY**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

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

*Advisory: ENG 50 or equivalent;*  
*MATH 57 or equivalent*  
CSU, Associate Degree Applicable

**AGPS 32  
PESTICIDE LAWS & REGULATIONS**

2 Units  
Lecture: 2 hours

This course covers state and federal laws regulating the use of pesticides and prepares students to take California's Certified Applicator examinations. Proper and safe methods of applying agricultural chemicals are discussed, along with procedures for calculating the amount of material needed. In addition, students study alternative pest control methods.

*Advisory: ENG 50 or equivalent*  
CSU, Associate Degree Applicable

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## AIR CONDITIONING/ HVAC

Air Conditioning/HVAC courses are designed to be as flexible as possible to best serve student needs. Courses required in occupational areas are so listed because of the thinking of members of the General Technical Advisory Committee and other individuals' experiences in the specific occupational areas. A student's own background experience may dictate variances in total requirements.

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

### AIR CONDITIONING AND REFRIGERATION

#### CERTIFICATE and employment preparation

Courses Required:

| Dept. | No. | Title                   | Units |
|-------|-----|-------------------------|-------|
| ACR   | 60  | Air Cond/Refrig I       | 3     |
| ACR   | 61  | Air Cond/Refrig II      | 3     |
| ACR   | 64  | Air Cond/Refrig Elec I  | 3     |
| ACR   | 65  | Air Cond/Refrig Elec II | 3     |
| ACR   | 81  | Heating I               | 2     |
| ACR   | 82  | Heating II              | 2     |

Required Subtotal 16

Select a minimum of 8 units from the following technical electives:

|     |     |   |   |
|-----|-----|---|---|
| ACR | 48A | Seminar (Refrigerant Mgmt. and EPA Certification) | 1 |
| ACR | 62  | Air Conditioning III                              | 3 |
| ACR | 63  | Air Conditioning IV                               | 3 |
| ACR | 66  | Air Cond Load Estimating                          | 1 |
| ACR | 67  | Refrig Load Estimating                            | 1 |
| ACR | 68  | Air Dist Sys Design                               | 1 |
| ACR | 69  | Air Cond/Refrig Cost Est                          | 1 |
| ACR | 70A | ACR Special Project                               | 1 |
| ACR | 70B | ACR Special Project                               | 1 |

|                               |    |                   |   |
|-------------------------------|----|-------------------|---|
| ACR                           | 73 | Pneumatic Control | 1 |
| ACR                           | 74 | ACR System Access | 2 |
| Technical Electives Subtotal: |    |                   | 8 |

Other Electives:

Select 3-4 units from the following (with Advisor approval):

|      |     |  |   |
|------|-----|--|---|
| ARCH | 10  | Environmental Control Systems              | 3 |
| AUTO | 60A | Auto Air Conditioning I                    | 2 |
| BIT  | 10  | Uniform Building Code                      | 3 |
| BIT  | 24  | Energy Conservation Code                   | 2 |
| BUAC | 1   | Accounting I                               | 3 |
| BUAC | 66  | Intro to Accounting                        | 3 |
| BUMA | 20A | Business Law                               | 3 |
| CIS  | 70A | Computer Business Applications for Windows | 3 |
| MATH | 50  | Elementary Algebra                         | 4 |

Other Electives Subtotal 3-4

CERTIFICATE TOTAL 27-28

Advisor: LaFontaine

### AIR CONDITIONING AND REFRIGERATION

#### ASSOCIATE OF SCIENCE DEGREE and employment preparation

Courses Required:

| Dept.              | No. | Title                   | Units |
|--------------------|-----|-------------------------|-------|
| ACR                | 60  | Air Cond/Refrig I       | 3     |
| ACR                | 61  | Air Cond/Refrig II      | 3     |
| ACR                | 64  | Air Cond/Refrig Elec I  | 3     |
| ACR                | 65  | Air Cond/Refrig Elec II | 3     |
| ACR                | 81  | Heating I               | 2     |
| ACR                | 82  | Heating II              | 2     |
| Required Subtotal: |     |                         | 16    |

Select a minimum of 26 units from the following technical electives:

|     |     |   |   |
|-----|-----|---|---|
| ACR | 48A | Seminar (Refrigerant Mgmt. and EPA Certification) | 1 |
| ACR | 62  | Air Conditioning III                              | 3 |
| ACR | 63  | Air Conditioning IV                               | 3 |
| ACR | 66  | Air Cond Load Estimating                          | 1 |
| ACR | 67  | Refrigeration Load Estimating                     | 1 |



ACR 68 Air Distribution Systems ..... 1  
 ACR 69 Cost Estimating for Air  
 Cond/Ref ..... 1  
 ACR 70A ACR Special Project ..... 1  
 ACR 70B ACR Special Project ..... 1  
 ACR 73 Pneumatic Control ..... 1  
 ACR 74 ACR System Access ..... 2  
 ARCH 10 Environmental Control  
 Systems ..... 3  
 AUTO 60A Auto Air Conditioning I ..... 2  
 BIT 10 Uniform Building Code ..... 3  
 BIT 24 Energy Conservation Code .... 2  
 BUAC 1 Accounting I ..... 3  
 BUMA 20A Business Law ..... 3  
 CIS 70A Computer Business  
 Applications for Windows ... 3  
 Elective Subtotal ..... 26  
 General Education Requirements\* ..... 18  
 DEGREE TOTAL ..... 60

\*To include: NR 1 Consv of Natrl Resrces (3)

Advisor: LaFontaine

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## AIR CONDITIONING/ HVAC

### COURSE DESCRIPTIONS

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### AIR CONDITIONING/HVAC

#### ACR 60 AIR CONDITIONING/ REFRIGERATION I

3 Units  
 Lecture: 2 hours  
 Laboratory: 3 hours

This course introduces students to the mechanical refrigeration cycle and its components. The use of specialized tools, instruments and service procedures for installation, maintenance and repair of air conditioning and refrigeration equipment are also covered.

*Prerequisite: ENG 50 or equivalent;  
 MATH 57 or equivalent*  
*Advisory: Concurrent enrollment in ACR 64*  
 Associate Degree Applicable

#### ACR 61 AIR CONDITIONING/ REFRIGERATION II

3 Units  
 Lecture: 2 hours  
 Laboratory: 3 hours

Basic types of compressors are introduced. This course covers operation of condensers within the refrigeration system. Basic evaporation process is studied. Metering devices are included with an emphasis on the specifics of modulating and fixed orifice controls. Laboratory experience provides the student an opportunity to practice the methods and techniques presented in the classroom.

*Prerequisites: ACR 60*  
*Advisory: Prior or concurrent enrollment in ACR 64*  
 Associate Degree Applicable

#### ACR 62 AIR CONDITIONING III

3 Units  
 Lecture: 3 hours

This course covers air conditioning controls, refrigeration cycle accessories, heat pump theory, defrost, troubleshooting heat pumps, troubleshooting residential cooling system, evaporative cooling, air duct sizing and venting.

*Prerequisites: ACR 61*  
 Associate Degree Applicable

#### ACR 63 AIR CONDITIONING IV

3 Units  
 Lecture: 3 hours

This course emphasizes air properties (psychrometrics) and air measurements, air conditioning tune-up, troubleshooting air conditioning systems, compressor and condenser replacement and charging procedures.

*Prerequisites: ACR 62 and ACR 65 or equivalent field experience*  
 Associate Degree Applicable

**ACR 64  
AIR CONDITIONING/  
REFRIGERATION ELECTRICITY I**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course introduces basic theory of electricity and electronics, skills needed to install and service electrical circuits of air conditioning and refrigeration systems. Also included are components and symbols, wiring diagrams, and wiring diagram exercises.

*Prerequisite:* ENG 50 or equivalent;  
MATH 57 or equivalent  
*Advisory:* ACR 60  
Associate Degree Applicable

**ACR 65  
AIR CONDITIONING/  
REFRIGERATION ELECTRICITY II**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course introduces the procedures, techniques and instruments utilized for trouble shooting the motors, circuitry and control elements for air conditioning and refrigeration equipment. Variations in control systems, including solid state, are described and analyzed.

*Prerequisites:* ACR 64  
Associate Degree Applicable

**ACR 66  
AIR CONDITIONING  
LOAD ESTIMATING**

1 Unit  
Lecture: 1 hour

In this course students are presented the techniques for determining heating and cooling loads on residential and light commercial buildings. The class uses the industry accepted ACCA Manual J for residential load estimating with the appropriate forms.

*Prerequisite:* ENG 50 or equivalent;  
MATH 57 or equivalent  
*Advisory:* ACR 60  
Associate Degree Applicable

**ACR 67  
REFRIGERATION  
LOAD ESTIMATING**

1 Unit  
Lecture: 1 hour

The students will perform heat load calculations, equipment selection and pipe layout and sizing for commercial refrigeration applications using current field techniques.

*Prerequisite:* ENG 50 or equivalent;  
MATH 57 or equivalent  
*Advisory:* ACR 60  
Associate Degree Applicable

**ACR 68  
AIR DISTRIBUTION SYSTEMS**

1 Unit  
Lecture: 1 hour

This course provides the techniques and procedures used in layout, sizing and materials estimating for residential and light commercial duct systems.

*Prerequisite:* ACR 60  
Associate Degree Applicable

**ACR 69  
COST ESTIMATING FOR AIR  
CONDITIONING/REFRIGERATION**

1 Unit  
Lecture: 1 hour

This course provides the methods and techniques employed in the field for estimating costs and bidding on typical service, unit replacement and new construction involving air conditioning and refrigeration equipment. The student becomes familiar with the operating expenses, income and profit structure of typical air conditioning and refrigeration contracting businesses.

*Prerequisite:* ENG 50 or equivalent;  
MATH 57 or equivalent  
*Advisory:* ACR 60  
Associate Degree Applicable

**ACR 70A,B  
AIR CONDITIONING/  
REFRIGERATION SPECIAL  
PROJECT**

1 Unit  
Laboratory: 3 hours

In these courses, the student utilizes the air conditioning/refrigeration lab facilities, the library and outside resources to complete a special project assigned in conjunction with the coursework for ACR 62 or ACR 63.

*Prerequisite:* ACR 60, 61, 64  
*Corequisite:* ACR 62 or ACR 63  
Associate Degree Applicable

**ACR 73  
PNEUMATIC CONTROL**

1 Unit  
Lecture: 1 hour

This course provides students with an understanding of pneumatic control systems. The application, operation, selection of components, and service procedures for pneumatic control systems are presented. The use of special pneumatic test instruments is introduced.

*Prerequisite:* ACR 60 and ACR 64  
Associate Degree Applicable

**ACR 74  
AIR CONDITIONING/  
REFRIGERATION SYSTEM  
ACCESSORIES**

2 Units  
Lecture: 2 hours

This course provides descriptions of the operation, installation, service and repair of accessory equipment commonly used to improve operating performance, to enhance efficiency or to provide operational flexibility of air conditioning systems.

*Prerequisite:* ACR 60 and ACR 64  
Associate Degree Applicable

**ACR 81  
HEATING I**

2 Units  
Lecture: 1.5 hours  
Laboratory: 1.5 hours

This course presents the basic principles of physics, chemistry and engineering involved in the concept of gas-fired furnaces. Students are introduced to gas heating, principles of gas combustion, gas furnaces, gas burners and gas controls.

*Prerequisite:* ACR 60 and ACR 64, or 2  
years trade experience  
Associate Degree Applicable

**ACR 82  
HEATING II**

2 Units  
Lecture: 1.5 hours  
Laboratory: 1.5 hours

In this course, students are introduced to gas ignition systems, safety and operating controls, installation practices, ventilation and combustion air and gas troubleshooting.

*Prerequisite:* ACR 81  
Associate Degree Applicable

## ART

The Art Department of the College of the Desert offers a variety of courses to allow for individual interest. Students wishing to major in Art should first confer with an advisor to discuss career and possible transfer plans in order that specific requirements can be met. The course offerings at College of the Desert coincide with lower division courses offered at four-year institutions. An Associate of Arts Degree is not a requirement for transfer. If students intend to transfer to a specific four-year college after attending the College of the Desert, they should take into account future requirements of that transfer institution when planning a program. Students planning to transfer to a four-year program are advised to include Three-Dimensional Design in their program of study.

The College of the Desert offers an Associate of Arts Degree in Art not only for the Art Major who wishes to pursue a General Art study, but also for students who wish to pursue a specialized Art Program. The following is a list of Art curricula showing the many Art Major Programs offered by the Department of Art.

## ART

### ASSOCIATE OF ARTS DEGREE with emphasis on transfer preparation

#### Required Art Core Curriculum:

| Dept.                     | No. | Title                 | Units |
|---------------------------|-----|-----------------------|-------|
| ART                       | 1A  | Drawing/Composition   | 2     |
| ART                       | 3A  | Basic Design/Color    | 3     |
| ART                       | 2A  | History of Art        | 3     |
| or ART                    | 2B  | History of Art (3)    |       |
| ART                       | 2C  | History of Modern Art | 3     |
| Total Art Core Curriculum |     |                       | 11    |

#### General Art Major

|                                   |    |
|-----------------------------------|----|
| Core Curriculum                   | 11 |
| ART 3B Three-Dimensional Design   | 3  |
| Additional Required Art Electives | 6  |
| Art Total                         | 20 |

#### Art Major with Emphasis in Three-Dimensional Design (Plastic Arts):

|   |    |
|---|----|
| Core Curriculum   | 11 |
| ART 3B Three-Dimensional Design                           | 3  |
| 6 units from the following:                               |    |
| Ceramics, Ceramic Sculpture<br>Sculpture, and Papermaking | 6  |
| Art Total   | 20 |

#### Art Major with Emphasis in Painting:

|                       |    |
|-----------------------|----|
| Core Curriculum       | 11 |
| ART 5 Life Drawing    | 2  |
| ART 21,23,25 Painting | 7  |
| Art Total             | 20 |

#### Art Major with Emphasis in Photography:

|                               |    |
|-------------------------------|----|
| Core Curriculum               | 11 |
| ART 33 History of Photography | 3  |
| ART 30,32 Photography         | 6  |
| Art Total                     | 20 |

#### Art Major with Emphasis in Visual Communication:

|                               |    |
|-------------------------------|----|
| Core Curriculum               | 11 |
| ART 40 Graphic Design         | 2  |
| ART 8 Advertising Art         | 2  |
| ART 9,13,14,15,16 Printmaking | 2  |
| ART 30,32 Photography         | 2  |
| ART Art Elective              | 1  |
| Art Total                     | 20 |

#### Art Major with Emphasis in Art History:

|  |    |
|--|----|
| Core Curriculum  | 11 |
| ART 2A or B Art History (in addition to Core Curriculum) | 3  |
| ART 33 History of Photography                            | 3  |
| ART Art Electives  | 3  |
| Art Total  | 20 |

Art Major with Emphasis in Drawing:

|                                    |    |
|------------------------------------|----|
| Core Curriculum .....              | 11 |
| ART 9,13,14,15,16 Printmaking..... | 2  |
| ART 5A-D Life Drawing .....        | 4  |
| ART Art Electives .....            | 3  |
| Art Total .....                    | 20 |

Art Major with Emphasis in Printmaking:

|                                    |    |
|------------------------------------|----|
| Core Curriculum .....              | 11 |
| ART 21,23,25 Painting .....        | 2  |
| OR ART 30,32 Photography (2)       |    |
| ART 9,13,14,15,16 Printmaking..... | 7  |
| Art Total .....                    | 20 |

Art Major with Emphasis in Graphic

Design:

|                                    |       |
|------------------------------------|-------|
| Core Curriculum .....              | 11    |
| ART 40 Graphic Design .....        | 2     |
| ART 8 Advertising Art .....        | 2     |
| ART 9,13,14,15,16 Printmaking..... | 2     |
| ART 18 Papermaking .....           | 3     |
| OR ART 30,32 Photography (2)       |       |
| ART Art Elective .....             | 1     |
| Art Total .....                    | 20-21 |

Art Major with Emphasis in Three-Dimensional Media:

|                                     |    |
|-------------------------------------|----|
| Core Curriculum .....               | 11 |
| ART 3B Three-Dimensional Design.... | 3  |
| 6 units from the following :        |    |
| Metal, Ceramics, Clay, Paper .      | 6  |
| Art Total .....                     | 20 |

FOR ALL ART MAJORS:

|   |       |
|---|-------|
| ART Subtotal .....                        | 20    |
| General Education (Option 1* or 2) ....   | 34-43 |
| *Transferable Electives (as needed) ..... | 4     |
| Physical Education Activities .....       | 2     |
| DEGREE TOTAL .....                        | 60-65 |

Advisors: J. Cook, R. Evans, W. Kohl - PD  
M. Murillo - CMC

**ART**

**COURSE DESCRIPTIONS**

**ART 1A  
DRAWING AND COMPOSITION**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

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

CSU, UC, Associate Degree Applicable

**ART 1B  
DRAWING AND COMPOSITION**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

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

*Prerequisite: ART 1A or equivalent, with a grade of "C" or better*

CSU, UC, Associate Degree Applicable

**ART 1C  
DRAWING AND COMPOSITION**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

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

*Prerequisite: ART 1B or equivalent, with a grade of "C" or better*

CSU, UC, Associate Degree Applicable

**ART 1D  
DRAWING AND COMPOSITION**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course offers continued study of advanced

drawing problems. Assignments encourage creativity and individual expression.

*Prerequisite: ART 1C or equivalent, with a grade of "C" or better*

CSU, UC, Associate Degree Applicable

## **ART 2A HISTORY OF ART**

3 Units

Lecture: 3 hours

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

*Prerequisite: ENG 50*

CSU, UC, Associate Degree Applicable

## **ART 2B HISTORY OF ART**

3 Units

Lecture: 3 hours

This survey course examines the art of the Western World from the Early Middle Ages through the Baroque era. Illustrated lectures and videotapes are used in the study of the architecture, sculpture, painting and other visual art forms of the Early Medieval, Romanesque, Gothic, Late Gothic, Early and High Renaissance, Northern Renaissance, Mannerist, Baroque and Rococo periods.

*Prerequisite: ENG 50*

CSU, UC, Associate Degree Applicable

## **ART 2C HISTORY OF MODERN ART**

3 Units

Lecture: 3 hours

The art of Europe and America from the nineteenth century to the present is examined in this course. Illustrated lectures on significant movements in painting, sculpture, and architecture of this period include:

Romanticism, Realism, Impressionism, Expressionism, Cubism, Dada, Surrealism, Abstract Expressionism, Pop Art, and contemporary directions.

*Prerequisite: ENG 50*

CSU, UC, Associate Degree Applicable

## **ART 3A BASIC DESIGN AND COLOR**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This is a beginning course in the study of visual elements and organizational principles. Through a study of shape, texture, line, space, and color, students gain experience in organizing their thoughts and in solving design problems.

CSU, UC, Associate Degree Applicable

## **ART 3B THREE-DIMENSIONAL DESIGN**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Students in this course investigate factors determining the designs of both the utilitarian and non-utilitarian objects formed by people. This course includes studies of mass, volume, space, and shape. Materials are studied through projects in construction, modeling, and casting.

CSU, UC, Associate Degree Applicable

## **ART 5A LIFE DRAWING**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Students in this course study the human figure from a model. Composition and expressive aspects of gesture, weight, and line are investigated through pencil and charcoal exercises.

*Recommended: ART 1A and ART 3A*

CSU, UC, Associate Degree Applicable

**ART 5B  
LIFE DRAWING**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This intermediate course in drawing has its emphasis on the techniques and expressive possibilities found in pen and ink media. Wash and water color are included.

*Prerequisite: ART 5A or equivalent, with a grade of "C" or better*

CSU, UC, Associate Degree Applicable

**ART 5C  
LIFE DRAWING**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

Students in this advanced course study the human figure using pencils, pen and ink, and a variety of color media, including pastels, conte crayons and water colors.

*Prerequisite: ART 5B or equivalent, with a grade of "C" or better*

CSU, UC, Associate Degree Applicable

**ART 5D  
LIFE DRAWING**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides an opportunity for advanced work in drawing. Students continue to explore directions that lead toward personal growth and style.

*Prerequisite: ART 5C or equivalent, with a grade of "C" or better*

CSU, UC, Associate Degree Applicable

**ART 7A  
CERAMICS**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

Students in this course study basic hand built

ceramics as well as wheel-thrown techniques. The processes of pottery glazing, kiln loading, and firing also are explored.

CSU, UC, Associate Degree Applicable

**ART 7B  
CERAMICS**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

Students in this course study advanced techniques of pottery forming, glaze formulation, decoration, and kiln firing.

*Prerequisite: Art 7A with a grade of "C" or better*

CSU, UC, Associate Degree Applicable

**ART 7C  
CERAMICS**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides an opportunity for advanced students to work in a specific area of ceramics. Students may choose from the following: pottery forming techniques, glaze making, kiln firing and decoration techniques.

*Prerequisite: ART 7B with a grade of "C" or better*

CSU, UC, Associate Degree Applicable

**ART 7D  
CERAMICS**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course offers advanced students an opportunity to continue specialized studies. Emphasis is given to glaze formulation, kiln construction, and firing techniques.

*Prerequisite: ART 7C with a grade of "C" or better*

CSU, UC, Associate Degree Applicable

**ART 7E  
CLAY FOR TEACHERS**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course offers a basic knowledge of ceramics to students who plan to teach or are currently teaching. Its emphasis is on methods and processes suited to elementary schools, recreation centers, and youth programs. Laboratory work includes aspects of clay forming, decorating, and firing.

CSU, Associate Degree Applicable

**ART 8  
ADVERTISING ART**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides experience in problems relating to print media advertising, package design, graphic design and production methods.

*Recommended: ART 40*  
CSU, Associate Degree Applicable

**ART 9  
INTRODUCTION TO PRINTMAKING**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

Students in this course study basic hand processes in the making of prints.

CSU, UC, Associate Degree Applicable

**ART 10  
INTRODUCTION TO ART**

3 Units  
Lecture: 3 hours

This course is an introduction to problems, techniques and social forces that shape and reflect our visual world. Emphasis is placed on

gaining insights and developing an understanding of the variables inherent in planning, organizing, and making a work of art.

*Prerequisite: ENG 50*  
CSU, UC, Associate Degree Applicable

**ART 11A  
SCULPTURE**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This is a basic course in sculpture. Students explore three dimensional forms with a variety of materials and techniques, including additive, subtractive, and assemblage.

CSU, UC, Associate Degree Applicable

**ART 11B  
SCULPTURE**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

In this course students use additive processes to make sculpture and are provided with experiences in mold making.

*Prerequisite: ART 11A or equivalent, with a grade of "C" or better*  
CSU, UC, Associate Degree Applicable

**ART 11C  
SCULPTURE**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

Students in this course receive individualized assignments in the subtractive method of creating sculptural forms. Contemporary as well as traditional aesthetic approaches are utilized.

*Prerequisite: ART 11B or equivalent, with a grade of "C" or better*  
CSU, UC, Associate Degree Applicable



**ART 11D  
SCULPTURE**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

Students in this course receive individualized instruction in the lost wax process of bronze casting with special studies in the history of sculpture.

*Prerequisite: ART 11C or equivalent, with a grade of "C" or better*  
CSU, Associate Degree Applicable

**ART 13A  
RELIEF PRINTING**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

Students in this course study basic hand processes in the making of relief prints. Class work focuses on attaining competence in the techniques of linoleum block printing. Drawing skills are recommended.

CSU, UC, Associate Degree Applicable

**ART 13B  
RELIEF PRINTING**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

Students in this course study basic hand processes in the making of relief prints. Class work focuses on attaining competence in the techniques of wood block printing. Drawing skills are recommended.

*Prerequisite: ART 13A*  
CSU, UC, Associate Degree Applicable

**ART 13C  
RELIEF PRINTING**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

Students in this course study advanced hand

processes in the making of relief prints. Class work focuses on attaining competence in the techniques of collagraph printing. Drawing skills are recommended.

*Prerequisite: ART 13B*  
CSU, UC, Associate Degree Applicable

**ART 13D  
RELIEF PRINTING**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

Students in this course study advanced hand processes in the making of relief prints. Class work focuses on attaining competence in multicolor and multiplate relief prints. Drawing skills are recommended.

*Prerequisite: ART 13C*  
CSU, UC, Associate Degree Applicable

**ART 14A  
SCREEN PRINTING**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

Students in this course study basic hand processes in the making of silkscreen prints. Class work focuses on attaining competence in direct processes of stencil making. Drawing skills are recommended.

CSU, UC, Associate Degree Applicable

**ART 14B  
SCREEN PRINTING**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

Students in this course study basic hand processes in the making of silkscreen prints. Class work focuses on attaining competence in producing prints utilizing hand generated stencils which are applied photographically. Drawing skills are recommended.

*Prerequisite: ART 14A*  
CSU, UC, Associate Degree Applicable

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**ART 14C  
SCREEN PRINTING**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

Students in this course study advanced hand processes in the making of silkscreen prints. Class work focuses on attaining competence in producing prints utilizing cut film stencil methods. Drawing skills are recommended.

*Prerequisite:* ART 14B  
CSU, UC, Associate Degree Applicable

**ART 14D  
SCREEN PRINTING**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

Students in this course study advanced hand processes in the making of silkscreen prints. Class work focuses on attaining competence in producing prints utilizing photographic stencil methods. Drawing skills are recommended.

*Prerequisite:* ART 14C  
CSU, UC, Associate Degree Applicable

**ART 15A  
ETCHING**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

Students in this course study basic hand processes in the making of intaglio prints. Class work focuses on attaining competence in the techniques of drypoint, and hard ground and soft ground etching methods. Drawing skills are recommended.

CSU, UC, Associate Degree Applicable

**ART 15B  
ETCHING**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

Students in this course study basic hand

processes in the making of intaglio prints. Class work focuses on attaining competence in the technique of aquatint as well as improving other basic etching and drypoint skills. Drawing skills are recommended.

*Prerequisite:* ART 15A  
CSU, UC, Associate Degree Applicable

**ART 15C  
ETCHING**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

Students in this course study advanced hand processes in the making of intaglio prints. Class work focuses on attaining competence in viscosity printing and other multicolor etching processes. Drawing skills are recommended.

*Prerequisite:* ART 15B  
CSU, UC, Associate Degree Applicable

**ART 15D  
ETCHING**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

Students in this course study advanced hand processes in the making of intaglio prints. In addition to attaining competence in basic etching techniques, students will be introduced to photoetching and engraving techniques. Drawing skills are recommended.

*Prerequisite:* ART 15C  
CSU, UC, Associate Degree Applicable

**ART 16A  
LITHOGRAPHY**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

Students in this course study basic hand processes in the making of lithographic prints. Class work focuses on attaining competence in basic techniques of stone lithography. Drawing skills are recommended.

CSU, UC, Associate Degree Applicable

**ART 16B  
LITHOGRAPHY**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

Students in this course study basic hand processes in the making of lithographic prints. Class work focuses on attaining competence in basic techniques of metal plate lithography. Drawing skills are recommended.

*Prerequisite: ART 16A*  
CSU, UC, Associate Degree Applicable

**ART 16C  
LITHOGRAPHY**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

Students in this course study advanced hand processes in the making of lithographic prints. Class work focuses on attaining competence in multicolor printing techniques. Drawing skills are recommended.

*Prerequisite: ART 16B*  
CSU, UC, Associate Degree Applicable

**ART 16D  
LITHOGRAPHY**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

Students in this course study advanced hand processes in the making of lithographic prints. Class work focuses on attaining competence in photolithography techniques. Drawing skills are recommended.

*Prerequisite: ART 16C*  
CSU, UC, Associate Degree Applicable

**ART 18A  
PAPERMAKING**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course in two and three dimensional papermaking compares Eastern and Western

papermaking techniques and their cultural influences. Students explore different technical methods and philosophical approaches of hand papermaking leading to uses of the medium as an art form.

CSU, Associate Degree Applicable

**ART 18B  
PAPERMAKING**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course continues with Eastern and Western multi-cultural aspects of papermaking techniques. Instruction is given to encourage development of a personal style reflecting either an Eastern or Western technique and aesthetic approach.

*Prerequisite: ART 18A*  
CSU, Associate Degree Applicable

**ART 18C  
PAPERMAKING**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This advanced course teaches students to continue the hand papermaking process by studying the diversified ways various cultures have developed their paper technology. Students construct equipment and work with processes employed by differing cultures.

*Prerequisite: ART 18B*  
CSU, Associate Degree Applicable

**ART 18D  
PAPERMAKING**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This advanced course in hand papermaking offers students an opportunity to work on special problems and projects. Emphasis is placed on cultural diversity in hand papermaking.

*Prerequisite: ART 18C*  
CSU, Associate Degree Applicable

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**ART 20A-D  
CERAMIC SCULPTURE**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course is an introduction to the fundamental elements of the ceramic sculpture process in which students are taught to model ceramic sculpture and complete the finishing process with several methods of kiln firing.

CSU, UC, Associate Degree Applicable

**ART 21A  
PAINTING/WATERCOLOR**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course is an introduction to fundamentals of transparent watercolor painting. Techniques covered include: washes, wet-in-wet, direct and layering.

*Recommended: Courses in design and color and/or drawing and composition*  
CSU, UC, Associate Degree Applicable

**ART 21B  
PAINTING/WATERCOLOR**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This is an intermediate course in fundamental methods of watercolor painting. Class work includes basic principles of color and composition.

*Prerequisite: ART 21A or equivalent*  
CSU, UC, Associate Degree Applicable

**ART 21C  
PAINTING/WATERCOLOR**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

In this advanced course in watercolor painting, transparent and opaque techniques are applied to pictorial composition.

*Prerequisite: ART 21B or equivalent*  
CSU, UC, Associate Degree Applicable

**ART 21D  
PAINTING/WATERCOLOR**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides an opportunity for advanced work in watercolor, including mixed media and collage methods.

*Prerequisite: ART 21C or equivalent*  
CSU, UC, Associate Degree Applicable

**ART 23A  
PAINTING/OIL**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course is an introduction to fundamentals of oil painting with an emphasis on developing technical skills and composition.

CSU, UC, Associate Degree Applicable

**ART 23B  
PAINTING/OIL**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course is an intermediate course in methods of oil painting. Classwork includes principles of color and composition with an emphasis on developing an awareness of the diversity possible with oil media.

*Prerequisite: ART 23A or equivalent, with a grade of "C" or better*  
CSU, UC, Associate Degree Applicable

**ART 23C  
PAINTING/OIL**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

In this advanced course in oil painting, students use traditional, as well as experimental techniques to investigate personal interests in composition and style.

*Prerequisite: ART 23B or equivalent, with a grade of "C" or better*  
CSU, UC, Associate Degree Applicable

**ART 23D  
PAINTING/OIL**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides an opportunity for advanced work in oil painting. Students continue to explore directions leading toward personal growth and style.

*Prerequisite: ART 23C or equivalent, with a grade of "C" or better*  
CSU, UC, Associate Degree Applicable

**ART 25A  
PAINTING/ACRYLIC**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course is an introduction to fundamentals of acrylic painting. Methods include: opaque, transparent, under and over painting, and textural and collage techniques.

*Recommended: Courses in design and color and/or drawing and composition*  
CSU, UC, Associate Degree Applicable

**ART 25B  
PAINTING/ACRYLIC**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This is an intermediate course in methods of acrylic painting. Class work includes basic principles of color and composition.

*Prerequisite: ART 25A or equivalent*  
CSU, UC, Associate Degree Applicable

**ART 25C  
PAINTING/ACRYLIC**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

In this advanced course in acrylic painting, fundamental and experimental techniques are

applied to composition and construction.

*Prerequisite: ART 25B or equivalent*  
CSU, UC, Associate Degree Applicable

**ART 25D  
PAINTING/ACRYLIC**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides an opportunity for advanced work in acrylics, including mixed media and rhoplex.

*Prerequisite: ART 25C or equivalent*  
CSU, UC, Associate Degree Applicable

**ART 30A  
PHOTOGRAPHY I  
BLACK AND WHITE**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides an introduction to the tools, materials, and techniques of black and white photography. Darkroom experience is included. An adjustable camera is required.

CSU, UC, Associate Degree Applicable

**ART 30B  
PHOTOGRAPHY II  
BLACK AND WHITE**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course is designed to both strengthen darkroom skills and techniques and to explore photography as a means of creative expression and communication. Students develop a greater mastery of exposure, lighting, and fine printing techniques. An adjustable camera is required.

*Prerequisite: ART 30A or equivalent, with a grade of "C" or better*

*Recommended: ART 33*  
CSU, UC, Associate Degree Applicable

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**ART 30C**  
**PHOTOGRAPHY III**  
**BLACK AND WHITE**

2 Units  
 Lecture: 1 hour  
 Laboratory: 3 hours

This advanced course is designed to expand technical darkroom skills and to further develop an aesthetic sensibility to the photographic image. Topics include studio lighting, flash techniques, archival printing and matting, and alternative printing processes. An adjustable camera is required.

*Prerequisites: ART 30B or equivalent, with a grade of "C" or better*  
 CSU, Associate Degree Applicable

**ART 30D**  
**PHOTOGRAPHY IV**  
**BLACK AND WHITE**

2 Units  
 Lecture: 1 hour  
 Laboratory: 3 hours

In this course, students apply their technical knowledge and aesthetic training to provide a portfolio of twenty archival photographic images organized around a central theme or approach. Activities include field trips, extensive critiques, demonstrations, and supervised independent work. An exhibition of class work in a gallery space will be required at the end of the semester.

*Prerequisites: ART 30C or equivalent, with a grade of "C" or better*  
 CSU, Associate Degree Applicable

**ART 32A**  
**PHOTOGRAPHY I/COLOR**

2 Units  
 Lecture: 1 hour  
 Laboratory: 3 hours

This course is an introduction to the tools, materials and techniques of color photography. It includes experience in darkroom procedures, making color prints from negatives using RA-4 process. An adjustable camera is required.

*Prerequisite: ART 30D or equivalent, with a grade of "C" or better*  
*Recommended: ART 33*  
 CSU, Associate Degree Applicable

**ART 32B**  
**PHOTOGRAPHY II/COLOR**

2 Units  
 Lecture: 1 hour  
 Laboratory: 3 hours

In this course students are introduced to the principles of color photography through the use of Ilfachrome print materials and darkroom techniques. An adjustable camera is required.

*Prerequisite: ART 32A or equivalent, with a grade of "C" or better*  
 CSU, Associate Degree Applicable

**ART 32C**  
**PHOTOGRAPHY III/COLOR**

2 Units  
 Lecture: 1 hour  
 Laboratory: 3 hours

In this course students continue the study of photographic principles and refine color darkroom techniques. Students work on advanced problems with either negative or reversal materials. An adjustable camera is required.

*Prerequisite: ART 32B or equivalent, with a grade of "C" or better*  
 CSU, Associate Degree Applicable

**ART 32D**  
**PHOTOGRAPHY IV/COLOR**

2 Units  
 Lecture: 1 hour  
 Laboratory: 3 hours

Students in this course continue the study of photographic principles with an emphasis on creating photographs for publication in color. Topics directly relate to the commercial photographic industry and include photojournalism, sports, advertising, and editorial. An adjustable camera is required.

*Prerequisite: ART 32C or equivalent, with a grade of "C" or better*  
 CSU, Associate Degree Applicable

**ART 33  
HISTORY OF PHOTOGRAPHY**

3 Units

Lecture: 3 hours

This course is a history of photography from its beginning in the mid-nineteenth century to the present time. Illustrated lectures on the technology, application and aesthetics of photography as a fine art form will include the significant movements which contributed to the establishment of photography as one of the major forms of art and communication in the twentieth century.

CSU, UC, Associate Degree Applicable

**ART 40  
GRAPHIC DESIGN I**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Students in this course study the visual elements and components of graphic design as they apply to visual communication. Topics covered will include typography, logo design, newsletter design, brochure design, poster design, rendering in a variety of graphic techniques and portfolio development.

*Recommended: ART 3A*

CSU, Associate Degree Applicable

**ART 80 A-D  
PAINTING WORKSHOP**

1 Unit

Laboratory: 3 hours

This course offers a basic study in the fundamentals of composition and painting techniques. Emphasis is placed on the development of painting skills through painting experience, library research, demonstration and lecture.

CSU, UC, Associate Degree Applicable

**ART 81A-D  
BASIC DRAWING I**

1 Unit

Laboratory: 3 hours

This basic course in drawing provides the

student with an opportunity to explore the materials and techniques of drawing. Problems of line, space, and texture are studied.

CSU, UC, Associate Degree Applicable

**ART 83A-D  
LANDSCAPE PAINTING**

1 Unit

Laboratory: 3 hours

This course provides the student with an opportunity to explore a subject from nature's landscape, using oil, watercolor, and mixed media.

CSU, UC, Associate Degree Applicable

**ART 84A-D  
PAINTING THE DESERT  
LANDSCAPE AND ITS FLORA**

1 Unit

Laboratory: 3 hours

This course provides the student with an opportunity to examine the specific problems associated with painting the local desert landscape and its flora, using watercolor, oil, acrylic, and mixed media. The student will be exposed to a variety of techniques and compositional approaches.

*Recommended: Courses in design and color and/or drawing and composition*

CSU, UC, Associate Degree Applicable

**ART 85A-D  
STILL LIFE PAINTING**

1 Unit

Laboratory: 3 hours

This course is an introduction to the principles, theories, and techniques of painting still life. The student will investigate various painting media and techniques, with emphasis being placed on the problems of perspective and space, color, and composition associated with still life arrangements and photographs.

CSU, UC, Associate Degree Applicable

## AUTOMOTIVE TECHNOLOGY

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

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

### AUTOMOTIVE TECHNOLOGY

#### ASSOCIATE OF ARTS DEGREE and employment preparation

Courses Required:

| Dept.   | No. | Title .....                                     | Units |
|---|-----|---|-------|
| AUTO  | 1   | Auto Principles I.....                          | 2     |
| AUTO  | 19  | Hazardous Materials.....                        | 0.5   |
| Units from certificate programs as agreed upon by student and Automotive Advisor 37 |     |   |       |
| CIS   | 70A | Computer Business Applications for Windows... 3 |       |
| Required Subtotal .....   |     |   | 42.5  |
| General Education Subtotal.....   |     |   | 18    |
| DEGREE TOTAL .....  |     |   | 60.5  |

Note: Preparation for transfer will require additional General Education courses. Consult Advisor.

Advisors: Tamulonis; DaShiell-PD  
Byrd, Kendall-CMC

## AUTOMOTIVE CERTIFICATE PROGRAMS

The Automotive certificate programs are in the areas of certification as outlined by the ASE. Upon completion of a certificate program, the student should be ready for employment in that specialty area and also be prepared to take the ASE Mechanic's certification test in the same area.

### AUTOMATIC TRANSMISSIONS

#### CERTIFICATE

and preparation for employment as an Automatic Transmission and Transaxle Specialist

Courses Required:

| Dept.                   | No. | Title .....                   | Units |
|-------------------------|-----|-------------------------------|-------|
| AUTO                    | 1   | Auto Principles I .....       | 2     |
| (or equivalent)         |     |                               |       |
| AUTO                    | 64A | Automatic Transmission I..... | 2     |
| AUTO                    | 64B | Automatic Transmission II.... | 2     |
| CERTIFICATE TOTAL ..... |     |                               | 6     |

Advisors: Tamulonis; DaShiell-PD  
Byrd, Kendall-CMC

### AUTOMOTIVE AIR CONDITIONING

#### CERTIFICATE

and preparation for employment as an Automotive Air Conditioning Specialist

Courses Required:

| Dept.                   | No. | Title .....                    | Units |
|-------------------------|-----|--------------------------------|-------|
| AUTO                    | 1   | Auto Principles I .....        | 2     |
| (or equivalent)         |     |                                |       |
| AUTO                    | 60A | Auto Air Conditioning I .....  | 2     |
| AUTO                    | 60B | Auto Air Conditioning II ..... | 2     |
| CERTIFICATE TOTAL ..... |     |                                | 6     |

Advisors: Tamulonis; DaShiell-PD  
Byrd, Kendall-CMC



**AUTOMOTIVE ELECTRICAL SYSTEMS**

**CERTIFICATE**

and preparation for employment as an Automotive Electrical Technician

Courses Required:

| Dept.                    | No. | Title             | Units    |
|--------------------------|-----|-------------------|----------|
| AUTO                     | 20  | Auto Electric I   | 3        |
| AUTO                     | 21  | Auto Electric II  | 3        |
| AUTO                     | 22A | Auto Electric III | 1        |
| AUTO                     | 81  | Air Bags          | 1        |
| <b>CERTIFICATE TOTAL</b> |     |                   | <b>8</b> |

**BRAKE TECHNOLOGY**

**CERTIFICATE**

and employment preparation

Courses Required:

| Dept.                    | No. | Title                                | Units    |
|--------------------------|-----|--------------------------------------|----------|
| AUTO                     | 1   | Auto Principles I<br>(or equivalent) | 2        |
| AUTO                     | 30  | Auto Brake Systems                   | 2        |
| AUTO                     | 31  | Brake License Prep                   | 1        |
| AUTO                     | 32  | Anti-skid Brake Systems              | 1        |
| <b>CERTIFICATE TOTAL</b> |     |                                      | <b>6</b> |

**ENGINE PERFORMANCE AND EMISSION CONTROL**

**CERTIFICATE**

and preparation for employment as an Automotive Tune-up and Emission Control Systems Technician; Preparation for State SMOG License Test.

Courses Required:

| Dept. | No. | Title                  | Units |
|-------|-----|------------------------|-------|
| AUTO  | 20  | Auto Electric I        | 3     |
| AUTO  | 23  | Engine Performance I   | 2     |
| AUTO  | 24  | Engine Performance II  | 2     |
| AUTO  | 25  | Engine Performance III | 2     |
| AUTO  | 26  | Engine Performance IV  | 2     |

|          |                         |     |
|----------|-------------------------|-----|
| AUTO 27A | BAR Clear Air Course I  | 2.5 |
| AUTO 28A | BAR Clean Air Course II | 2.5 |

**CERTIFICATE TOTAL** ..... 16

Advisors: Tamulonis; DaShiell-PD  
Byrd, Kendall-CMC

**ENGINE REBUILDING**

**CERTIFICATE**

and preparation for employment as an Automotive Engine Rebuilding Specialist

Courses Required:

| Dept.                    | No. | Title                                | Units    |
|--------------------------|-----|--------------------------------------|----------|
| AUTO                     | 1   | Auto Principles I<br>(or equivalent) | 2        |
| AUTO                     | 63A | Engine Rebuild I                     | 2        |
| AUTO                     | 63B | Engine Rebuild II                    | 2        |
| <b>CERTIFICATE TOTAL</b> |     |                                      | <b>6</b> |

**GASEOUS FUELS**

**CERTIFICATE**

and preparation for employment as a specialist in the installation, repair and servicing of light and medium duty compressed natural gas and propane powered vehicles.

Courses Required:

| Dept.                         | No. | Title                   | Units     |
|-------------------------------|-----|-------------------------|-----------|
| AUTO                          | 20  | Auto Electric I         | 3         |
| AUTO                          | 23  | Engine Performance I    | 2         |
| AUTO                          | 24  | Engine Performance II   | 2         |
| AUTO                          | 25  | Engine Performance III  | 2         |
| <i>AND the CNG option of:</i> |     |                         |           |
| AUTO                          | 90A | CNG Maint. & Conversion | 2         |
| AUTO                          | 90B | CNG Diagnosis & Repair  | 2         |
| <i>OR the LPG option of:</i>  |     |                         |           |
| AUTO                          | 91A | LPG Maint. & Conversion | 2         |
| AUTO                          | 91B | LPG Diagnosis & Repair  | 2         |
| <b>CERTIFICATE TOTAL</b>      |     |                         | <b>13</b> |

Advisors: Tamulonis; DaShiell-PD  
Byrd, Kendall-CMC

## STANDARD TRANSMISSIONS CERTIFICATE

and preparation for employment as an Automotive Standard Transmission and Drivetrain Specialist

Courses Required:

| Dept.                   | No. | Title .....                               | Units |
|-------------------------|-----|---|-------|
| AUTO 1                  |     | Auto Principles I.....<br>(or equivalent) | 2     |
| AUTO 65A                |     | Standard Transmission I.....              | 2     |
| AUTO 65B                |     | Standard Transmission II .....            | 2     |
| CERTIFICATE TOTAL ..... |     |   | 6     |

Advisors: Tamulonis, DaShiell-PD  
Byrd, Kendall-CMC

## SUSPENSION & ALIGNMENT CERTIFICATE

and preparation for employment as an Automotive Alignment and Suspension Technician

Courses Required:

| Dept.                   | No. | Title .....                               | Units |
|-------------------------|-----|---|-------|
| AUTO 1                  |     | Auto Principles I.....<br>(or equivalent) | 2     |
| AUTO 33                 |     | Suspension & Alignment .....              | 2     |
| AUTO 34                 |     | Automotive Steering .....                 | 2     |
| AUTO 80                 |     | Active Suspension Systems ...             | 1     |
| CERTIFICATE TOTAL ..... |     |   | 7     |

Advisors: Tamulonis; DaShiell-PD  
Byrd, Kendall-CMC

## AUTOMOTIVE TECHNOLOGY COURSE DESCRIPTIONS

### AUTO 1 AUTOMOTIVE PRINCIPLES I

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course covers basic fundamentals and basic knowledge of the automotive repair trade. It includes shop safety, hand tools, fasteners, shop math, and an overview of basic automotive systems.

*Prerequisite: ENG 50 or equivalent*  
Associate Degree Applicable

### AUTO 2 AUTOMOTIVE PRINCIPLES II

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course stresses automotive engine operation principles. Practical work in the operation, inspection, maintenance, and repair of engines is included. Drive train principles, steering mechanisms, brake systems, suspensions and hydraulics systems will be studied.

*Prerequisite: AUTO 1 or equivalent*  
CSU, Associate Degree Applicable

### AUTO 3 AUTOMOTIVE PRINCIPLES III

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides theory and practice of using different electrical equipment with an emphasis on hand held test equipment. Breaker point, electronic and computer type ignitions will be covered.

*Prerequisite: AUTO 1*  
CSU, Associate Degree Applicable

**AUTO 5  
AT POWER TRAIN TECHNOLOGY**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This is an introductory course for the Alternate Fuel Technician, Tech-Prep program. It covers basic theory, design, and operation of alternate fuel prime movers focusing on internal combustion engines and their sub-systems.

**AUTO 6  
AT CHASSIS PRINCIPLES**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This course introduces the student to basic principles of vehicle chassis, suspension, and braking systems as applied to environmentally friendly modes of transportation.

*Advisory: AUTO 5*

**AUTO 7  
AT VEHICLE ELECTRICAL SYSTEMS**

3½ Units  
Lecture: 3 hours  
Laboratory: 1.5 hours

This course is an in-depth study of vehicle related electrical and electronics systems. Emphasis is placed on application of basic theory and the use of test equipment, normally found in the industry, in diagnosis and repair of vehicle electrical components and systems.

*Prerequisite: AUTO 5*

**AUTO 19  
HAZARDOUS MATERIAL-AUTO**

½ Unit  
Lecture: .5 hours

This course provides training in the basic laws and regulations regarding the use, storage, handling, emergency response, and disposal of hazardous materials found in the automotive repair industry.

*Advisory: Eligibility for ENG 51 or 1 year trade experience*  
Associate Degree Applicable

**AUTO 20  
AUTO ELECTRIC I (NATEF)**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course provides basic theory and direct experience in automotive electrical systems, operations, trouble shooting, and repair. It is the basis for auto tune-up, fuel systems, automotive computer systems, and the BAR-certified clean air car course.

*Prerequisite: AUTO 1 or 1 year trade experience*  
Associate Degree Applicable

**AUTO 21  
AUTO ELECTRIC II (NATEF)**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course provides further study of the automotive electrical system. It covers basic ignition systems, lighting systems, gauges and warning devices, windshield wipers, and other body related electrical components.

*Prerequisite: AUTO 20, or passing ASE Electrical System Test, or completion of 600 hours advanced ROP auto technology course, or 1 year trade experience*  
Associate Degree Applicable

**AUTO 22 A-D  
AUTO ELECTRIC III (NATEF)  
LAMP LICENSE PREP**

1 Unit  
Lecture: .75 hour  
Laboratory: .75 hour

This course is preparation for the State of California - Bureau of Automotive Repair's Lamp Inspection License Class "A" test.

*Prerequisite: AUTO 20 and 21, or passing ASE Electrical System Test, or 1 year trade experience*  
Associate Degree Applicable

**AUTO 23  
ENGINE PERFORMANCE I (NATEF)**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides operating theory and experience in the operation, diagnosis, and repair of Kettering, Electronic, and distributorless (DIS) ignition systems. Students learn basic oscilloscope operation and the basis for engine computer and emission control systems.

*Prerequisite: AUTO 20, or passing ASE Electrical System Test, or 1 year trade experience in engine tune-up, or completion of 600 hours advanced ROP automotive technology course*

Associate Degree Applicable

**AUTO 24  
ENGINE PERFORMANCE II (NATEF)**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides operating theory and hands-on experience in the operation, diagnosis, and repair of automotive fuel systems with carburetors, basic throttle body, and port fuel injection systems. Students learn to use the 4 gas exhaust analyzers.

*Prerequisite: AUTO 20 and AUTO 23, or passing ASE Electrical System Test, or 1 year trade experience in engine tune-up, or completion of 600 hours advanced ROP automotive technology course*

Associate Degree Applicable

**AUTO 25  
ENGINE PERFORMANCE III  
(NATEF)**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This is a basic engine computer course which includes the theory, operation, testing, diagnosis, and repair of current systems. This course helps students prepare for the state SMOG test.

*Prerequisite: AUTO 20 and completion of or concurrent enrollment in AUTO 23 and 24; or passing ASE Electrical System Test (A-6); or Engine Performance Tests (A-8); or ASE Advanced Engine Performance Test (L-1); or 2 years trade experience in engine tune-up and electrical*

Associate Degree Applicable

**AUTO 26  
ENGINE PERFORMANCE IV (NATEF)**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This is an advanced engine computer and drivability course. It emphasizes diagnostic procedures and techniques using basic and sophisticated test equipment. This course helps prepare students for the state SMOG and ASE Advanced Engine Performance tests.

*Prerequisite: AUTO 20; completion of, or concurrent enrollment in AUTO 23, 24 and 25; or passing ASE Electrical System Test or Engine Performance Tests; or 2 years trade experience in engine tune-up and electrical*

Associate Degree Applicable

**AUTO 27 A-D  
B.A.R. CLEAN AIR COURSE PART I**

2½ Units  
Lecture: 2 hours  
Laboratory: 1.5 hours

This course covers SMOG inspection rules and regulations, a review of engine performance theory, and the inspection and testing of 1979 and older vehicles. AUTO 27 and AUTO 28 of the B.A.R. Clean Air Course must be taken and passed with a grade of "C" or better to be eligible for a Bureau of Automotive Repair Certificate of Completion. This course is approved by the State of California, Bureau of Automotive Repair.

*Prerequisite: AUTO 14, AUTO 61, and AUTO 62; or 180 hours of Engine Performance and Electrical courses; or passing ASE Engine Performance and Electrical System Tests; or 1 year trade experience in engine tune-up*

Associate Degree Applicable

**AUTO 28 A-D**  
**B.A.R. CLEAN AIR COURSE PART II**

2½ Units  
Lecture: 2 hours  
Laboratory: 1.5 hours

Part II of the clean air course inspection procedures, diagnosis and repair of 1980 and newer vehicles along with a detailed review of system identification and computer system theory. This course is approved by the State of California, Bureau of Automotive Repair.

*Prerequisite: AUTO 27; or AUTO 14, AUTO 61, AUTO 62, and AUTO 50; or 180 hours of Engine Performance and Electrical courses; or passing ASE Engine Performance and Electrical System Tests; or 1 year trade experience in engine tune-up*  
Associate Degree Applicable

**AUTO 30**  
**AUTO BRAKE SYSTEMS (NATEF)**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides basic theory and direct experience in automotive brake system operation, trouble shooting, and repair. This is the basis for the State Brake Inspection License course (AUTO 31 A-D).

*Prerequisite: AUTO 1 or 1 year trade experience*  
Associate Degree Applicable

**AUTO 31 A-D**  
**BRAKE LICENSE PREPARATION**

1 Unit  
Lecture: .75 hour  
Laboratory: .75 hour

This course is preparation for the State of California - Bureau of Automotive Repair's Brake Inspection Class "A" license test.

*Prerequisite: AUTO 30, or AUTO 20, or 1 year trade experience, or passing ASE Brake Test*  
Associate Degree Applicable

**AUTO 32**  
**ANTI-SKID BRAKE SYSTEMS**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

This course provides the theory, operation, testing, diagnosis, and repair of Anti-skid Brake Systems used in today's vehicles. The course will help the student prepare for the California State Brake Inspector and ASE Brake system test.

*Prerequisite: AUTO 20, 25, and 30; or passing of ASE Electrical System, Engine Performance, and Brake Systems tests; or 2 years appropriate trade experience*  
Associate Degree Applicable

**AUTO 33**  
**SUSPENSION & ALIGNMENT (NATEF)**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides basic theory and direct experience in automotive suspension systems and wheel alignment.

*Prerequisite: AUTO 1 or 1 year trade experience*  
Associate Degree Applicable

**AUTO 34**  
**AUTOMOTIVE STEERING (NATEF)**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides basic theory and direct experience in the service and repair of automotive steering systems including four-wheel steering, electronic, computer controlled, and variable assist steering systems.

*Prerequisite: AUTO 1*  
Associate Degree Applicable

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**AUTO 46  
AUTOMOTIVE DIAGNOSTIC  
EQUIPMENT**

2 Units  
Lecture: 1.5 hours  
Laboratory: 1.5 hours

This course provides instruction in the proper operation and use of tune-up related automotive diagnostic equipment. Included are oscilloscopes, exhaust gas analyzers, automotive computer diagnostic testers, and other tune-up related test equipment.

*Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50*  
*Corequisite: AUTO 42 or prior completion*  
CSU, Associate Degree Applicable

**AUTO 51  
AT BASIC ENGINE PERFORMANCE**

3½ Units  
Lecture: 3 hours  
Laboratory: 1.5 hours

This is an introductory engine performance course. It covers the ignition and fuel systems to the basic engine computer level. Emphasis is on vehicle tail pipe emissions and their control.

*Prerequisite: AUTO 7*

**AUTO 60A  
AUTO AIR CONDITIONING I**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides basic theory and hands-on experience in automotive air conditioning and heating system operation, trouble shooting, and repair. This course is based on NATEF guidelines.

*Prerequisite: AUTO 1, or 1 year trade experience*  
Associate Degree Applicable

**AUTO 60B  
AUTO AIR CONDITIONING II**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides advanced training and hands-on experience in automotive air conditioning, heating, and climate control systems theory, operation, trouble shooting, and repair. This course is based on NATEF guidelines.

*Prerequisite: AUTO 60A, or 1 year trade experience in air conditioning*  
Associate Degree Applicable

**AUTO 63A  
ENGINE REBUILD I - TOP END**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides basic theory and practical experience in the disassembly, inspection, machine work, reassembly and adjustment of the cylinder heads and valve train of an internal combustion engine.

*Prerequisite: AUTO 1, or 1 year trade experience*  
Associate Degree Applicable

**AUTO 63B  
ENGINE REBUILD II - LOWER END**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides basic theory and practical experience in the disassembly, inspection, reassembly and adjustment of the cylinder block and related components.

*Prerequisite: AUTO 1, or 1 year trade experience*  
Associate Degree Applicable

**AUTO 64A**  
**AUTOMATIC TRANSMISSIONS I**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides an introduction to basic theory and hands-on experience in the operation, diagnosis, servicing, and repair of automatic transmissions for rear wheel drive vehicles.

*Prerequisite: AUTO 1, or 1 year trade experience*

Associate Degree Applicable

**AUTO 64B**  
**AUTOMATIC TRANSMISSIONS II**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides basic knowledge and hands-on experience in the operation, diagnosis, servicing, and repair of automatic transaxles. It covers the operation and diagnosis of computer controlled automatic transmissions and transaxles.

*Prerequisite: AUTO 1, or 1 year trade experience in automatic transmissions*

Associate Degree Applicable

**AUTO 65A**  
**STANDARD TRANSMISSIONS I**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course covers the principles of operation and repair of clutches, three, four, and five-speed manual transmissions, and drive lines and rear axles for rear wheel drive vehicles.

*Prerequisite: AUTO 1, or 1 year trade experience*

Associate Degree Applicable

**AUTO 65B**  
**STANDARD TRANSMISSIONS II**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course covers the principles of operation and repair of clutches, three, four, and five-speed manual transaxles and drive trains for front wheel drive vehicles.

*Prerequisite: AUTO 1, or 1 year trade experience*

Associate Degree Applicable

**AUTO 68**  
**NIASE TEST PREPARATION**

½ Unit  
Lecture: .5 hour

This course prepares the student for National Institute for Automotive Service Excellence (NIASE) test: "Automotive Certificate Exam". Topics covered include: brakes, front end, engine repair, engine performance, automatic transmission/transaxle, manual drive train and axles, electrical and heating/air conditioning. Test-taking techniques are also covered.

*Prerequisite: Minimum one year of practical job experience and/or completion of at least three automotive courses*

Associate Degree Applicable

**AUTO 69**  
**SMALL ENGINES**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course is the study of the theory and operating principles of small two-cycle and four-cycle engines. Practical work in ignition service, carburetor service, engine disassembly and assembly, valve refacing, reboring, engine block testing and proper adjustments is covered.

*Prerequisite: Eligibility for ENG 51 or concurrent enrollment in ENG 50*

Associate Degree Applicable

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**AUTO 71A-L  
AUTOMOTIVE LABORATORY**

1 Unit  
Laboratory: 3 hours

This lab course is designed to provide the student with a broad range of training experiences. Lab assignments are determined by the availability of required repairs on instructor assigned vehicles.

*Corequisite: Enrollment in one or more automotive classes*  
Associate Degree Applicable

**AUTO 78A.B  
ALTERNATIVE FUELS**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course includes a study of alternative types of fuel that can be used in today's vehicles, such as: electric, solar, ethanol, fuel cells, etc. Students will be provided with some basic knowledge regarding service and maintenance of alternative fuel systems that will be on the market in the near future. It investigates the process of converting vehicles for the use of alternative fuels and propulsion.

*Prerequisite: AUTO 1 or equivalent*  
Associate Degree Applicable

**AUTO 80  
ACTIVE SUSPENSION SYSTEMS**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

This course provides theory and hands-on experience in the theory, operation, testing, diagnosis, and repair of the computer controlled active suspension systems used in today's vehicles.

*Prerequisite: AUTO 20, or passing of ASE Electrical System, and Suspension and Steering tests; or 2 years trade experience in engine performance, electrical, and suspension systems*  
Associate Degree Applicable

**AUTO 81  
AIR BAG OPERATION**

1 Unit  
Lecture: 1 hour

This is an advanced level course on the theory, operation, testing, diagnosis, and repair of supplemental restraint systems, "air bags", used in today's vehicles.

*Prerequisite: AUTO 20 and AUTO 21, or passing of ASE Electrical System Test, or 2 years trade experience in electrical systems*  
Associate Degree Applicable

**AUTO 87A-C  
B.A.R. CITATION 1**

½ Unit  
Lecture: .5 hour

This course meets the requirements for a Bureau of Automotive Repair (B.A.R.) licensed SMOG mechanic who has received a first citation for violation of California State Vehicle Emission Control System inspection and repair laws and regulations.

*Prerequisite: AUTO 27-28 or trade experience; possess a SMOG check mechanic's license*

**AUTO 88A-C  
B.A.R. CITATION 2**

1 Unit  
Lecture: 1 hour

This course meets the requirements for a Bureau of Automotive Repair (B.A.R.) licensed SMOG mechanic who has received a second citation for violations of California State Vehicle Emission Control System inspection and repair laws and regulations.

*Prerequisite: AUTO 27-28 or trade experience; possess a SMOG check mechanic's license*



**AUTO 90A  
COMPRESSED NATURAL GAS  
MAINTENANCE AND CONVERSION**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides operating theory and practical experience in the conversion, setup, operation, maintenance and repair of Compressed Natural Gas (CNG) fuel systems. This course will help prepare the student for the ASE Alternate Fuels Test (L-1).

*Prerequisite: AUTO 25, or passing of the ASE Electrical System and Engine Performance tests, or 2 years trade experience in engine performance and electrical systems*  
Associate Degree Applicable

**AUTO 90B  
COMPRESSED NATURAL GAS  
DIAGNOSIS AND REPAIR**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides the diagnostic skills necessary to identify and repair of Compressed Natural Gas (CNG) fuel systems used in both computer and non-computer controlled vehicles.

*Prerequisite: AUTO 25, AUTO 90A, or passing of the ASE Electrical System, Engine Performance, and Alternate Fuel tests, or 2 years trade experience in engine performance, electrical systems, and gaseous fuels*  
Associate Degree Applicable

**AUTO 90C  
LIQUIFIED NATURAL GAS  
OPERATION AND CONVERSION**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides operating theory and practical experience in the conversion, setup,

operation, service and repair of Liquified Natural Gas (LNG) fuel systems.

*Prerequisite: AUTO 25, or passing of the ASE Electrical System and Engine Performance tests, or 2 years trade experience in engine performance and electrical systems*  
Associate Degree Applicable

**AUTO 91A  
LIQUIFIED PETROLEUM GAS  
MAINTENANCE AND CONVERSION**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides operating theory and practical experience in the conversion, setup, operation, maintenance and repair of Liquified Petroleum Gas (LPG) fuel systems.

*Prerequisite: AUTO 25, or passing of the ASE Electrical System and Engine Performance tests, or 2 years trade experience in engine performance and electrical systems*  
Associate Degree Applicable

**AUTO 91B  
LIQUIFIED PETROLEUM GAS  
DIAGNOSIS AND REPAIR**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides the advanced diagnostic skills necessary to identify and repair of Liquified Petroleum Gas (LPG) fuel systems used in both computer and non-computer controlled vehicles.

*Prerequisite: AUTO 25, AUTO 91A or passing of the ASE Electrical System, Engine Performance, and Alternate Fuels tests, or 2 years trade experience in engine performance, electrical systems, and gaseous fuels*  
Associate Degree Applicable

# BUSINESS AND HOSPITALITY INDUSTRIES

Courses in the Division of Business and Hospitality Industries have been developed for students who wish to:

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

Occupational curricula are designed to prepare students, in two years or less, to enter a vocational field and successfully pursue an occupation. Students having such occupational goals should follow suggested curricula listed in this department section. Included in the suggested curricula are the core business courses basic to each occupational program. Students should consult their advisors to determine additional courses, within and outside the Division of Business and Hospitality Industries, which are most appropriate to individual objectives.

## ACCOUNTING

### CERTIFICATE and employment preparation

Courses Required:

| Dept. | No. | Title                         | Units |
|-------|-----|-------------------------------|-------|
| BUAC  | 1   | Accounting I.....             | 3     |
| BUAC  | 2   | Accounting II.....            | 3     |
| BUAC  | 4   | Tax Accounting I-Individuals  | 3     |
| BUAC  | 5   | Tax Acc II-Small Bus/Corp ... | 3     |
| BUAC  | 10  | Computer Accounting .....     | 2     |
| BUAC  | 11  | Automated Acct Pract Set .... | 1     |

CIS 70A Cmptr Appl-Windows..... 3  
OR CIS 72D Excel I (3)

Required Subtotal ..... 18

Note: BUAC 66 is a prerequisite for BUAC 1

Recommended Electives (Choose 4 courses):

|      |    |  |   |
|------|----|--|---|
| BUAC | 6  | Intro to Management Acc. ....                        | 3 |
| BUAC | 7  | Hospital and Medical Acc. ....                       | 3 |
| BUAC | 3  | Governmental Accounting.....                         | 3 |
| BUAC | 8  | Real Estate and Const. Acc. ...                      | 3 |
| BUAC | 9  | Hospitality Mgmt. Acc. ....                          | 3 |
| BUMA | 1  | Principles of Management.....                        | 3 |
| ECON | 1  | Principles of Macroeconomics                         | 3 |
| BUFI | 01 | Principles of Financial<br>Analysis & Planning ..... | 3 |
| BUMA | 10 | Introduction to Business .....                       | 3 |
| OR   |    | BUMA 20A, Business Law (3)                           |   |
| MATH | 14 | Statistical Methods .....                            | 4 |
| OR   |    | SOC 3, Fund. of Statistics (3)                       |   |

Elective Subtotal ..... 12-13

CERTIFICATE TOTAL ..... 30-31

Advisors: Manis; Watson - CMC

## BUSINESS ADMINISTRATION

### ASSOCIATE OF ARTS DEGREE with emphasis on transfer preparation

Courses Required:

| Dept. | No. | Title                          | Units |
|-------|-----|--------------------------------|-------|
| BUAC  | 1   | Accounting I.....              | 3     |
| BUAC  | 2   | Accounting II .....            | 3     |
| CIS   | 70A | Cmptr Appl-Windows.....        | 3     |
| MATH  | 14  | Statistical Methods .....      | 4     |
| BUMA  | 20A | Business Law .....             | 3     |
| BUMA  | 20B | Business Law .....             | 3     |
| ECON  | 1   | Principles of Macroeconomics   | 3     |
| ECON  | 2   | Principles of Microeconomics . | 3     |

Required Subtotal ..... 25

General Education (Option 1 or 2) ..... 34-43

Physical Education Activities ..... 2

DEGREE TOTAL ..... 61-70

Advisors: Post/Gillman; McDonnell - CMC

**COMPUTER INFORMATION SYSTEMS**

**CERTIFICATE**  
and employment preparation

Required Courses (12 units):

| Dept. | No. | Title .....                     | Units |
|-------|-----|---------------------------------|-------|
| CIS   | 70A | Cmptr Appl-Windows .....        | 3     |
| CS    | 71A | Windows Concepts .....          | 3     |
| CS    | 73  | Intro to Computer Science ..... | 3     |
| CS    | 82  | Intro to the Internet. ....     | 3     |

Business Applications (18 units):

|   |     |                           |   |
|---|-----|---------------------------|---|
| CIS   | 76B | Word I .....              | 3 |
| and CIS78B Word II .....                                  |     |                           | 3 |
| <b>OR</b>   |     |                           |   |
| CIS 75B WordPerfect I (3) &<br>CIS 77B WordPerfect II (3) |     |                           |   |
| CIS   | 72D | Excel I .....             | 3 |
| CIS   | 73C | Access I .....            | 3 |
| CIS   | 82B | PageMaker I .....         | 3 |
| CIS   | 82C | World Wide Web Publishing | 3 |

Electives (3 units):

- Any other Computer Science (CS) course
- Any other Computer Information Systems (CIS) course
- Any Management (BUMA) or Accounting (BUAC) course

|                                |           |
|--------------------------------|-----------|
| Required Courses .....         | 12        |
| Business Applications .....    | 18        |
| Electives .....                | <u>3</u>  |
| <b>CERTIFICATE TOTAL .....</b> | <b>33</b> |

Note: To ensure an individualized educational plan, we *strongly* urge students to meet with an Academic Advisor before selecting courses from these categories. Some course substitutions may be approved.

Advisors: Brandon; Chlebig-CMC

**COMPUTER INFORMATION SYSTEMS**

**ASSOCIATE OF ARTS DEGREE**  
and employment preparation

Required Courses (12 units):

| Dept. | No. | Title .....                     | Units |
|-------|-----|---------------------------------|-------|
| CIS   | 70A | Cmptr Appl-Windows .....        | 3     |
| CS    | 71A | Windows Concepts .....          | 3     |
| CS    | 73  | Intro to Computer Science ..... | 3     |
| CS    | 82  | Intro to the Internet. ....     | 3     |

Business Applications (18 units):

|   |     |                           |   |
|---|-----|---------------------------|---|
| CIS   | 76B | Word I .....              | 3 |
| and CIS 78B Word II .....                                 |     |                           | 3 |
| <b>OR</b>   |     |                           |   |
| CIS 75B WordPerfect I (3) &<br>CIS 77B WordPerfect II (3) |     |                           |   |
| CIS   | 72D | Excel I .....             | 3 |
| CIS   | 73C | Access I .....            | 3 |
| CIS   | 82B | PageMaker I .....         | 3 |
| CIS   | 82C | World Wide Web Publishing | 3 |

Electives (12 units):

- Any other Computer Science (CS) course
- Any other Computer Information Systems (CIS) course
- Any Management (BUMA) or Accounting (BUAC) course

|                                      |           |
|--------------------------------------|-----------|
| Required Courses .....               | 12        |
| Business Applications .....          | 18        |
| Electives .....                      | 12        |
| General Education Requirements ..... | <u>18</u> |
| <b>DEGREE TOTAL .....</b>            | <b>60</b> |

Advisors: Brandon; Chlebig-CMC

**COMPUTER SCIENCE**

**CERTIFICATE**  
and employment preparation

Required Courses (12 units):

| Dept. | No. | Title .....              | Units |
|-------|-----|--------------------------|-------|
| CIS   | 70A | Cmptr Appl-Windows ..... | 3     |
| CS    | 71A | Windows Concepts .....   | 3     |

|    |    |                                 |   |
|----|----|---------------------------------|---|
| CS | 73 | Intro to Computer Science ..... | 3 |
| CS | 82 | Intro to the Internet. ....     | 3 |

Programming (16 units):

|         |     |                             |   |
|---------|-----|-----------------------------|---|
| CS      | 86  | Computer Program. Concepts. | 3 |
| CS      | 86A | Visual BASIC Programming.   | 3 |
| CS      | 85  | Pascal Programming I .....  | 3 |
| and CIS | 85A | Pascal Programming II ..... | 3 |

OR

|    |     |                              |   |
|----|-----|------------------------------|---|
| CS | 89  | C++ Programming I (3) &      |   |
| CS | 89A | C++ Programming II (3)       |   |
| CS | 87  | Assembler Language Prog..... | 4 |

Electives (6 units):

Any other Computer Science (CS) course  
 Any other Computer Information Systems (CIS) course  
 Any Management (BUMA) or Accounting (BUAC) course

|                        |    |
|------------------------|----|
| Required Courses ..... | 12 |
| Programming .....      | 16 |
| Electives .....        | 6  |

CERTIFICATE TOTAL ..... 34

Advisors: Gillman; Penaflor-CMC

### COMPUTER SCIENCE

#### ASSOCIATE OF ARTS DEGREE and employment preparation

Required Courses (12 units):

| Dept. | No. | Title .....                     | Units |
|-------|-----|---------------------------------|-------|
| CIS   | 70A | Cmptr Appl-Windows .....        | 3     |
| CS    | 71A | Windows Concepts .....          | 3     |
| CS    | 73  | Intro to Computer Science ..... | 3     |
| CS    | 82  | Intro to the Internet. ....     | 3     |

Programming (16 units):

|         |     |                              |   |
|---------|-----|------------------------------|---|
| CS      | 86  | Computer Prog. Concepts..... | 3 |
| CS      | 86A | Visual BASIC Programming.    | 3 |
| CS      | 85  | Pascal Programming I .....   | 3 |
| and CIS | 85A | Pascal Programming II .....  | 3 |

OR

|    |     |                              |   |
|----|-----|------------------------------|---|
| CS | 89  | C++ Programming I (3) &      |   |
| CS | 89A | C++ Programming II (3)       |   |
| CS | 87  | Assembler Language Prog..... | 4 |

Electives (15 units):

Any other Computer Science (CS) course  
 Any other Computer Information Systems (CIS) course  
 Any Management (BUMA) or Accounting (BUAC) course

|                                      |           |
|--------------------------------------|-----------|
| Required Courses .....               | 12        |
| Programming .....                    | 16        |
| Electives .....                      | 15        |
| General Education Requirements ..... | 18        |
| <b>DEGREE TOTAL .....</b>            | <b>61</b> |

Advisors: Gillman; Penaflor-CMC

### COMPUTER SCIENCE

#### ASSOCIATE OF ARTS DEGREE with emphasis on transfer preparation

Transfer Courses (31 units):

| Dept.   | No. | Title .....                     | Units |
|---------|-----|---------------------------------|-------|
| CS      | 73  | Intro to Computer Science ..... | 3     |
| CS      | 86  | Computer Program. Concepts      | 3     |
| CS      | 85  | Pascal Programming I .....      | 3     |
| and CIS | 85A | Pascal Programming II .....     | 3     |
| OR      |     |                                 |       |
| CS      | 89  | C++ Programming I (3) &         |       |
| CS      | 89A | C++ Programming II (3)          |       |
| CS      | 87  | Assembler Lang Program. ....    | 4     |
| MATH    | 2A  | Calculus w/Analytic Geom ...    | 5     |
| PH      | 2A  | College Physics .....           | 5     |
| and PH  | 2B  | College Physics .....           | 5     |
| OR      |     |                                 |       |
| PH      | 4A  | Engineering Physics (5) &       |       |
| PH      | 4B  | Engineering Physics (5)         |       |

|  |              |
|--|--------------|
| Required Subtotal .....                | 31           |
| General Education (Option 1or 2) ..... | 34-43        |
| Physical Education Activities .....    | 2            |
| <b>DEGREE TOTAL .....</b>              | <b>67-76</b> |

Note: Physics requirements vary between institutions; students should consult with a faculty advisor before selecting Physics courses.

Advisors: Gillman; Penaflor-CMC



## ECONOMICS

### ASSOCIATE OF ARTS DEGREE with emphasis on transfer preparation

#### Courses Required:

| Dept. | No. | Title                          | Units |
|-------|-----|--------------------------------|-------|
| BUAC  | 1   | Accounting I                   | 3     |
| BUAC  | 2   | Accounting II                  | 3     |
| CIS   | 70A | Computer Bus Appl/Windows      | 3     |
| BUMA  | 20A | Business Law                   | 3     |
| ECON  | 1   | Principles of Macroeconomics   | 3     |
| ECON  | 2   | Principles of Microeconomics   | 3     |
| SOC   | 3   | Fund. of Statistics            | 4     |
| or    |     | MATH 14 Statistical Methods(4) |       |

|                                     |              |
|-------------------------------------|--------------|
| Required Subtotal                   | 22           |
| General Education (Option 1* or 2)  | 34-43        |
| *Transferable Electives (as needed) | 2            |
| Physical Education Activities       | 2            |
| <b>DEGREE TOTAL</b>                 | <b>60-67</b> |

Advisor: Shahidi; McDonnell-CMC

## GENERAL BUSINESS

### ASSOCIATE OF ARTS DEGREE and employment preparation

#### Required Core Courses:

| Dept. | No. | Title                                 | Units |
|-------|-----|---------------------------------------|-------|
| BUAC  | 1   | Accounting I                          | 3     |
| or    |     | BUAC 66 Intro. to Accounting (3)      |       |
| BUAC  | 10  | Computer Accounting                   | 2     |
| or    |     | BUAC 11 Automatd Acct Pract Set (1)   |       |
| ECON  | 1   | Prin. of Macroeconomics               | 3     |
| ECON  | 2   | Prin. of Microeconomics               | 3     |
| or    |     | ECON 11 Internat'l Econ. Relat'ns (3) |       |
| BUMA  | 10  | Intro. to Business                    | 3     |
| BUMA  | 1   | Principles of Management              | 3     |
| CIS   | 70A | Computer Bus Appl/Windows             | 3     |

Electives (24 units) to be selected from the following areas with consent of an advisor:

- Accounting
- Business Law
- Computer Information Systems
- Economics
- Hotel/Restaurant Management
- Management
- Agri/Business
- Computer Science
- Finance
- Real Estate
- Marketing

|                                |              |
|--------------------------------|--------------|
| Core Courses Subtotal          | 19-20        |
| Recommended Electives          | 24           |
| General Education Requirements | 18           |
| <b>DEGREE TOTAL</b>            | <b>61-62</b> |

Advisors: Post/Gillman; McDonnell - CMC

## GOLF MANAGEMENT

### CERTIFICATE and employment preparation

#### Required Courses:

| Dept. | No. | Title                             | Units |
|-------|-----|-----------------------------------|-------|
| AGPS  | 5   | Plant Science                     | 3     |
| AGPS  | 5L  | Plant Science Lab                 | 1     |
| BUAC  | 1   | Accounting I                      | 3     |
| or    |     | BUAC 66 Intro. to Accounting (3)  |       |
| BUMA  | 1   | Principles of Management          | 3     |
| BUMA  | 24  | Resort Personnel/Human Rel        | 2     |
| BUMA  | 25  | Golf Shop Operations              | 1     |
| CART  | 28  | Resort Food & Beverage Operations | 3     |
| GOLF  | 29  | Methods of Teaching Golf          | 2     |
| GOLF  | 30  | Short Game and Putting            | 2     |
| GOLF  | 32  | Teaching Lab                      | 2     |
| GOLF  | 34  | Club Design and Repair            | 2     |
| GOLF  | 36  | Fund. and Rules of Golf           | 2     |
| OH    | 33  | Golf Car Maintenance              | 2     |
| OH    | 34  | Golf Course Mgmt./Design          | 3     |

**CERTIFICATE TOTAL** ..... 31

Advisor: Manzoni

**GOLF MANAGEMENT**

**ASSOCIATE OF ARTS DEGREE  
and employment preparation**

**Required Courses:**

| Dept. No. | Title                                  | Units |
|-----------|--|-------|
| AGPS 5    | Plant Science                          | 3     |
| AGPS 5L   | Plant Science Lab                      | 1     |
| BUAC 1    | Accounting I                           | 3     |
| OR        | BUAC 66 Intro. to Accounting (3)       |       |
| BUMA 1    | Principles of Management               | 3     |
| BUMA 24   | Resort Pers/Hum Rel                    | 2     |
| BUMA 25   | Golf Shop Operations                   | 1     |
| CART 28   | Resort Food and Beverage<br>Operations | 3     |
| GOLF 29   | Methods of Teaching Golf               | 2     |
| GOLF 30   | Short Game and Putting                 | 2     |
| GOLF 32   | Teaching Lab                           | 2     |
| GOLF 34   | Club Design and Repair                 | 2     |
| GOLF 36   | Fund and Rules of Golf                 | 2     |
| OH 33     | Golf Car Maintenance                   | 2     |
| OH 34     | Golf Course Mgmt./Design               | 3     |

Required Subtotal ..... 31

**Recommended Electives (11 units):**

|          |                                  |   |
|----------|----------------------------------|---|
| AGPS 1   | Soils and Plant Nutrition        | 4 |
| AGPS 30  | Agri Chemical Appl Safety        | 3 |
| BUMA 10  | Introduction to Business         | 3 |
| BUMA 20A | Business Law                     | 3 |
| BUMA 27  | Marketing                        | 3 |
| BUSM 82  | Purchasing                       | 2 |
| CIS 70A  | Computer Bus Appl/Windows        | 3 |
| ECON 1   | Principles of Macroeconomics     | 3 |
| OH 4     | Turfgrass Management             | 2 |
| OH 8     | Park and Landscape Mgmt          | 3 |
| OH 9     | Landscape Planning&Design        | 3 |
| OH 20    | Landscape Construction           | 3 |
| OH 30    | Landscape Equipment              | 3 |
| OH 46    | Landscape Irrigation Systems     | 2 |
| PE 86    | Tennis                           | 1 |
| RE 1     | Intro to Community<br>Recreation | 3 |
| RE 2     | Recreation Field Work            | 1 |

Required Subtotal ..... 31

Elective Subtotal ..... 11

General Education Requirements ..... 18

DEGREE TOTAL ..... 60

Advisor: Manzoni

**HOTEL AND RESTAURANT  
MANAGEMENT**

**ASSOCIATE OF ARTS DEGREE  
with emphasis on transfer preparation**

This degree satisfies the lower division core courses and general education requirements leading to a B.S. degree in Hotel and Restaurant Management from California State Polytechnic University, Pomona (Cal-Poly, Pomona).

**Courses Required:**

| Dept. No. | Title                             | Units |
|-----------|-----------------------------------|-------|
| BUAC 1    | Accounting I                      | 3     |
| BUAC 2    | Accounting II                     | 3     |
| BUHM 50   | Intro to Hospitality Industry     | 3     |
| BUHM 63   | Hotel/Motel Operations            | 3     |
| BUMA 20A  | Business Law                      | 3     |
| CART 1    | Sanitation, Safety<br>& Equipment | 3     |
| CART 3    | Principles of Cooking             | 5     |

Required Subtotal ..... 23

General Education (Option 1\* or 2) .... 24-43

\*Transferable Electives (as needed) ..... 1

Physical Education Activities ..... 2

DEGREE TOTAL ..... 60-68

Advisors: Post/Beno

**SUPERVISION & MANAGEMENT**

**CERTIFICATE  
and employment preparation**

**Courses Required:**

| Dept. No. | Title                      | Units |
|-----------|----------------------------|-------|
| BUSM 91   | Elements of Supervision    | 2     |
| BUSM 92   | Psychology for Supervisors | 2     |
| BUSM 93   | Human Relations            | 2     |
| BUSM 94   | Comm. I for Supervisors    | 2     |

Required Subtotal ..... 8

Elective Subtotal ..... 16

Electives to be selected from eight (8) of other Supervision classes offered; at two (2) units each for a total of 16 units.

CERTIFICATE TOTAL ..... 24

Advisors: Immenhausen; McDonnell - CMC

**SUPERVISION AND  
MANAGEMENT**

ASSOCIATE OF ARTS DEGREE  
and employment preparation

Courses Required:

| Dept. | No. | Title .....                                    | Units |
|-------|-----|--|-------|
| BUSM  | 70  | Affirm. Action for Supervisors                 | 2     |
| BUSM  | 81  | Quality Management .....                       | 2     |
| BUSM  | 82  | Purchasing .....                               | 2     |
| BUSM  | 83  | Developing Employees<br>Through Training ..... | 2     |
| BUSM  | 84  | Job Analysis /Wage Admin...                    | 2     |
| BUSM  | 91  | Elements of Supervision .....                  | 2     |
| BUSM  | 92  | Psychology for Supervisors ...                 | 2     |
| BUSM  | 93  | Human Relations .....                          | 2     |
| BUSM  | 94  | Comm. I for Supervisors .....                  | 2     |
| BUSM  | 95  | Comm. II for Supervisors .....                 | 2     |
| BUSM  | 96  | Labor-Mgmt. Relations .....                    | 2     |
| BUSM  | 97  | Org. Patterns & Mgmt. ....                     | 2     |
| BUSM  | 98  | Work Simplification .....                      | 2     |
| BUSM  | 99  | Cost Control for Supervisors .                 | 2     |

Four (4) units from the following may be substituted for any two (2) of the above courses:

|      |    |                                |   |
|------|----|--------------------------------|---|
| BUSM | 71 | Safety Management .....        | 2 |
| BUMA | 1  | Principles of Management ..... | 3 |
| BUMA | 10 | Introduction to Business ..... | 3 |
| BUMA | 27 | Marketing .....                | 3 |

|                                      |    |
|--------------------------------------|----|
| Required Subtotal .....              | 28 |
| Elective Subtotal .....              | 14 |
| General Education Requirements ..... | 18 |

DEGREE TOTAL .....

Advisor: Immenhausen

**BUSINESS AND  
HOSPITALITY  
INDUSTRIES**

COURSE DESCRIPTIONS

**ACCOUNTING**

**BUAC 1  
ACCOUNTING I**

3 Units  
Lecture: 3 hours

This course expands upon basic fundamentals of the double entry accrual accounting system. It includes accounting for service and merchandising enterprises with special emphasis on receivables, payable, inventories, plant asset depreciation methods, internal controls, payroll and other sub-systems.

*Prerequisite: BUAC 66 or equivalent, or demonstrated competence in basic bookkeeping*

CSU, UC, Associate Degree Applicable

**BUAC 2  
ACCOUNTING II**

3 Units  
Lecture: 3 hours

This course emphasizes accounting concepts and principles relating to corporations, departmental and branch systems. Also emphasized is management uses of accounting data that includes financial statement analysis, cash flow statements, and an introduction to cost accounting. There is emphasis on stock and bond transactions.

*Prerequisite: BUAC 1*  
CSU, UC, Associate Degree Applicable

**BUAC 3  
GOVERNMENTAL ACCOUNTING**

3 Units  
Lecture: 3 hours

This course focuses on principles of fund accounting for governmental units including problems of budgeting, appropriations, accounting for revenues, expenditures, and encumbrances.

*Prerequisite:* BUAC 66 or equivalent  
CSU, Associate Degree Applicable

**BUAC 4  
TAX ACCOUNTING I - INDIVIDUALS**

3 Units  
Lecture: 3 hours

This course is designed to provide students with tax information for both personal and career interests. Students learn tax information with the current laws and regulations available for preparation of personal tax returns and tax returns of others. Tax planning issues for the current and later years are considered.

*Prerequisite:* ENG 50 or equivalent and  
MATH 57 or equivalent  
Associate Degree Applicable

**BUAC 5  
TAX ACCOUNTING II**

3 Units  
Lecture: 3 hours

This course is designed to provide students with tax information for both personal and professional use. Students learn the latest tax regulations that will allow them to prepare tax returns for their own businesses as well as other businesses and corporations. Tax planning issues for current and later tax years are also considered.

*Prerequisite:* ENG 50 or equivalent and  
MATH 57 or equivalent  
Associate Degree Applicable

**BUAC 6  
INTRODUCTION TO MANAGEMENT  
ACCOUNTING**

3 Units  
Lecture: 3 hours

This course is designed to develop the fundamental skills of management accounting, which includes the collection, presentation, and interpretation of data to enable management and control performance. Students learn how to construct accounting information systems that focus on such items as cost control, inventory management, budgetary monitoring, and capital investment planning.

*Prerequisite:* BUAC 2 or equivalent  
Associate Degree Applicable

**BUAC 7  
HOSPITAL AND MEDICAL  
ACCOUNTING**

3 Units  
Lecture: 3 hours

This course is designed to cover the comprehensive application of accounting principles to the medical and hospital industries. Included are accounting practices, financial statements, income and expense recognition principles, and special purpose journals and ledgers. Procedures unique to these industries are emphasized and studied in depth.

*Prerequisite:* BUAC 2 or equivalent  
Associate Degree Applicable

**BUAC 8  
REAL ESTATE AND  
CONSTRUCTION ACCOUNTING**

3 Units  
Lecture: 3 hours

This course is designed to cover the comprehensive application of accounting principles to the real estate and construction industries. Emphasis will be placed on budgeting and monitoring costs for construction projects, as well as rate of return analyses for investment projects. Management accounting will receive more emphasis than financial reporting in this course.

*Prerequisites:* BUAC 66 or BUAC 1  
*Recommended:* Completion of BUAC 12  
CSU, Associate Degree Applicable



**BUAC 9  
HOSPITALITY MANAGEMENT  
ACCOUNTING**

3 Units  
Lecture: 3 hours

This course is the study of the comprehensive application of accounting principles to the hospitality industry. The course includes an emphasis on accounting practices, financial statements, income/expense accounts and statements, special purpose journals and ledgers. Also included is the application of accounting information when making managerial decisions.

*Prerequisite: BUAC 66 or equivalent*  
Associate Degree Applicable

**BUAC 10  
COMPUTER ACCOUNTING**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This is an introductory course in the processing of accounting data on the microcomputer. Students will learn to record or process transactions in the following major accounting systems: General Ledger, Accounts Receivable, Accounts Payable, Depreciation, and Payroll. Course work will prepare students for actual situations using up-to-date equipment.

*Corequisite: BUAC 2 or prior completion*  
CSU, Associate Degree Applicable

**BUAC 11  
AUTOMATED ACCOUNTING  
PRACTICE SET**

1 Unit  
Laboratory: 3 hours

The automated accounting practice set is a semester long accounting problem. Students are required to complete this problem using micro computers.

*Corequisite: BUAC 2 or prior completion*  
CSU, Associate Degree Applicable

**BUAC 66  
INTRODUCTION TO ACCOUNTING**

3 Units  
Lecture: 3 hours

This course covers the essential elements of bookkeeping practice upon which advanced work in other accounting courses is based. Topics include the basic accounting equation, uses of journals and ledgers, preparation of financial statements, adjusting and closing entries, bank account reconciliation, and payroll.

*Prerequisite: ENG 50 or equivalent and  
MATH 57 or equivalent*  
Associate Degree Applicable

**COMPUTER INFORMATION  
SYSTEMS (CIS)**

**CIS 50  
COMPUTER KEYBOARDING I**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course is designed for students who need to master computer keyboarding skills. Students develop basic alpha/numeric keyboarding and touch typing skills, and increase their ability to communicate information. No previous electronic keyboard or computer experience is necessary.

*Prerequisite: ENG 50*  
Associate Degree Applicable

**CIS 51  
COMPUTER KEYBOARDING II**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course builds on students' basic competencies developed in CIS 50. Emphasis is placed on increasing speed, improving accuracy, learning word processing functions, developing formatting skills, applying

communication skills, and learning document production skills.

*Prerequisite:* CIS 50  
Associate Degree Applicable

**CIS 70A**  
**COMPUTER BUSINESS**  
**APPLICATIONS FOR WINDOWS**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course is designed for students with no previous computer experience who want to learn how to use an IBM-compatible personal computer with an emphasis on Windows techniques. Using the Windows/graphical user interface approach, students develop basic skills in three applications: word processing, spreadsheets, and database management. Students are also introduced to the INTERNET and Geographic Information Systems (GIS) concepts.

*Prerequisite:* ENG 50  
CSU, Associate Degree Applicable

**CIS 72D**  
**EXCEL I**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course provides basic concepts and practical applications using Excel for Windows. Students receive instruction and computer experience using electronic spreadsheets to solve common numerical and accounting-based problems.

*Prerequisite:* CIS 70A  
Associate Degree Applicable

**CIS 73C**  
**ACCESS I**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course provides beginning and intermediate concepts and practical

applications in database management using Windows. Students receive instruction and experience needed to design, create, customize, organize, extract, and store information using Access.

*Prerequisite:* CIS 70A  
Associate Degree Applicable

**CIS 75B**  
**WORDPERFECT I**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course introduces students to beginning and intermediate skills on microcomputers through word processing concepts and procedures in the WordPerfect for Windows environment. Applications include communicating with the mouse and the keyboard, editing, revising and printing documents. Document production includes basic business communications, reports, tables, formatting, and other basic word processing features.

*Prerequisite:* CIS 70A  
Associate Degree Applicable

**CIS 76B**  
**WORD I**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course introduces students to beginning and intermediate microcomputer skills through word processing concepts and procedures in the Word for Windows program. Applications include communicating with the mouse and the keyboard, editing, revising, and printing documents. Document production includes basic business communications, reports, tables, formatting and other basic word processing features.

*Prerequisite:* CIS 70A  
Associate Degree Applicable

**CIS 77B**  
**WORDPERFECT II**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course provides advanced word processing applications using WordPerfect for Windows. Emphasis is placed on working with the following advanced WordPerfect features in the Windows environment: graphics, macros, fonts, math functions, file management, the sort and select features, merge, and beginning desktop publishing techniques.

*Prerequisite:* CIS 75B  
Associate Degree Applicable

**CIS 78B**  
**WORD II**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course provides advanced word processing applications using Word for Windows. Emphasis is placed on working with features such as macros, fonts and graphics, math functions, file management, sort and select features, style sheets, and an introduction to desktop publishing techniques.

*Prerequisite:* CIS 76B  
Associate Degree Applicable

**CIS 82B**  
**PAGEMAKER I**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course provides an introduction to Pagemaker using the Windows environment, including text processing, graphics, composition, layout and design. Students receive instruction and computer experience using a variety of desktop publishing software and laser printers to produce camera-ready, near typeset-quality reports, newsletters, business forms, and presentations.

*Prerequisite:* CIS 77B or CIS 78B  
Associate Degree Applicable

**CIS 82C**  
**WORLD WIDE WEB PUBLISHING**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course teaches students to format World Wide Web pages using Hypertext Markup Language (HTML). Emphasis is placed on development of effective pages. Students learn to incorporate text, graphics, audio files, video files, animation and three-dimensional effects into their Web pages.

*Prerequisite:* CS 82 and either CIS 75B or CIS 76B  
*Advisory:* ART 3A or ART 40  
CSU, Associate Degree Applicable

**CIS 82D**  
**COMPUTER GRAPHICS I**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course provides an introduction to the process of creating, capturing, and modifying graphical images using the software most commonly found in the graphical design industry today: Adobe Photoshop, Adobe Illustrator, and Macromedia FreeHand. Photoshop is used for the capture and manipulation of images either scanned or digitally photographed; Illustrator and FreeHand are used for the original creation of both type and artwork, with emphasis on layout, color and content.

*Prerequisite:* CIS 70A  
CSU, Associate Degree Applicable

**CIS 83B**  
**PAGEMAKER II**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course provides advanced applications in desktop publishing using Pagemaker and Windows. Emphasis is placed on design of effective publications. Students receive instruction and computer experience to develop graphic and composition techniques needed

for flyers, brochures, newsletters, and presentation publications.

*Prerequisite: CIS 82B*  
Associate Degree Applicable

**CIS 85**  
**INTRODUCTION TO**  
**TELECOMMUNICATIONS**

3 Units  
Lecture: 3 hours

This course provides basic information and concepts in the field of telecommunications. Emphasis is placed on telecommunications technology and its applications to business and office management.

*Prerequisite: CIS 70A or equivalent*  
Associate Degree Applicable

**COMPUTER SCIENCE (CS)**

**CS 71A**  
**WINDOWS CONCEPTS**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course combines aspects from DOS, Windows 3.11, Windows 95, and Windows NT to present a detailed discussion of the purposes and functions of both stand alone and networked operating systems. Students examine the commonality among operating systems from a generic viewpoint, and the specifics of Graphical User Interfaces as implemented in the various Windows environments. Students learn to install, customize and adapt their own specific operating environment to unique individual needs.

*Prerequisite: CIS 70A*  
Associate Degree Applicable

**CS 71D**  
**EXCEL II**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This is an advanced Excel for Windows course. Students create comprehensive business and technical spreadsheet systems using advanced Excel techniques. Topics covered include: macros, sub-macros, autoexecutable macros and the macro command language; linking or combining multiple worksheets; table and table lookup operations; financial and statistical applications, and advanced data operations, including linear regression, randomization and simulation.

*Prerequisite: CIS 72D*  
Associate Degree Applicable

**CS 71E**  
**ACCESS II**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This is an advanced Access for Windows programming course. Students design, write, and debug fully integrated Data Base Management Systems using the Access programming language. Topics covered include: Access program structure, syntax and command set; use of multiple, interrelated files; database file design; and advanced use of custom screen displays and formatted reports.

*Prerequisite: CIS 73C*  
Associate Degree Applicable

**CS 72A**  
**INTRODUCTION TO NETWORK**  
**OPERATION**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This introductory course is targeted toward maximizing the productivity of students in an environment that uses a computer network (LAN). The course focuses on the fundamentals of operating a computer network from a user's standpoint and emphasizes the advantages and uses of networks in today's office operation.

*Prerequisite: CS 73 and CS 73L*  
Associate Degree Applicable

**CS 72B  
INTRODUCTION TO NETWORK  
ADMINISTRATION**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This is an introductory course targeted toward maximizing the productivity of students who are computer network (LAN) administrators. The course focuses on the fundamentals of network administration.

*Prerequisite:* CS 72A  
Associate Degree Applicable

**CS 72C  
INTRODUCTION TO NETWORK  
PROGRAMMING**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This introductory course is targeted toward teaching students to write software programs for a computer network system (LAN). The course focuses on the fundamentals of locking shared files, operating in a shared users' environment, and using data files resident on network servers.

*Prerequisite:* CS 72B  
Associate Degree Applicable

**CS 72D  
NETWORKING I**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course introduces the basic concepts of computer networks. Subjects discussed include defining, establishing and maintaining peer-to-peer and client server networks. Students learn cabling and physical configuration options, installing and setting up network interface cards, and creating and managing peer-to-peer and client server networks. The Windows 95 and Windows NT 4.0 operating systems are used for network operating systems. Students also learn to troubleshoot common network problems.

*Prerequisite:* CS 73, CS 86  
CSU, Associate Degree Applicable

**CS 73  
INTRODUCTION TO  
COMPUTER SCIENCE**

3 Units  
Lecture: 3 hours

This is an introductory course in computer concepts and terminology. Topics covered include: historical development of computers; hardware and software definitions and terminology; categories of system software and application software, including word processing, electronic spreadsheets, and database management; machine language, assembler language, and high-level programming languages; the systems development process; careers in data processing; and legal, moral, and ethical issues associated with computers.

*Prerequisite:* ENG 50  
CSU, UC, Associate Degree Applicable

**CS 73L  
INTRODUCTION TO  
COMPUTER SCIENCE LAB**

1 Unit  
Laboratory: 3 hours

This is an introductory course in BASIC programming. Students design, write, and debug BASIC language programs. Topics covered include: BASIC structure, syntax and commands; program development tools, including flowcharting and pseudo-code; keyboard input, screen and printer output; program logic and design considerations; and simple selection and looping structures.

*Corequisite:* CS 73 or prior completion  
CSU, UC, Associate Degree Applicable

**CS 74A  
INTRODUCTION TO  
MULTIMEDIA DEVELOPMENT**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course provides an introduction to multimedia development, also known as courseware authoring. The course is designed to teach students techniques and methods needed to produce a multimedia production for

games, advertisements, industrial or classroom presentations. Students also receive instructions on how to record their multimedia presentation onto a CD-ROM, thus producing a stand-alone project.

*Prerequisite:* CIS 70A, CS 73, and CS 73L  
CSU, Associate Degree Applicable

### **CS 74B MULTIMEDIA DEVELOPMENT PRACTICUM**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course provides practical, hands-on implementation of skills mastered in CS 74A to multimedia development. The course is designed to allow students to create a multimedia production in the area of games, advertisements, industrial or classroom presentations. Additionally, CD-ROM recording techniques, advanced video capture, sound capture, and laser capture techniques are included. The end result of this course is the production of a student's own CD-ROM based upon a semester long design, development and implementation project.

*Prerequisite:* CS 74A  
*Advisory:* ART 3A or ART 40  
CSU, Associate Degree Applicable

### **CS 80 SYSTEMS ANALYSIS AND DESIGN**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course provides an overview of the systems development process. Students participate in a semester-long project in which they take a systems design problem from formulation to implementation. Topics covered include: defining the problem; obtaining user requirements; hardware and software selection; system implementation and maintenance; training and development considerations; and formal documentation procedures.

*Prerequisite:* CS 73, CS 86  
CSU, Associate Degree Applicable

### **CS 81 QBASIC PROGRAMMING**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This is an introductory course in QBASIC programming. Students design, write, and debug QBASIC programs using structured programming concepts. Topics covered include: QBASIC structure and syntax; fundamentals of QBASIC using numeric and string variables; algorithm development using structured programming techniques; functions, subprograms and parameter passing; and conditional and relational operators.

*Prerequisite:* CS 73 and CS 73L  
CSU, UC, Associate Degree Applicable

### **CS 81A ADVANCED QBASIC PROGRAMMING**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This is an advanced course in QBASIC programming. Students design, write, and debug QBASIC programs using structured programming concepts. Topics covered include: array processing; sorting and searching algorithms; advanced use of procedures, functions and parameter passing; sequential and random access files; graphics and animation; random numbers and probability; and the development of pull-down menu systems.

*Prerequisite:* CS 81  
CSU, UC, Associate Degree Applicable

**CS 82  
INTRODUCTION TO THE INTERNET**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course provides an introduction to the Internet and is designed to teach students how to configure hardware and software systems to connect to the Internet, and how to use the Internet productively in real-world academic and business situations. Students receive instruction and computer experience in selecting, configuring and using a variety of Internet access software to efficiently retrieve information from the Internet.

*Prerequisite: CIS 70A*  
CSU, Associate Degree Applicable

**CS 85  
PASCAL PROGRAMMING I**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This is an introductory course in Pascal programming. Students design, write, and debug Pascal programs using structured programming concepts. Topics covered include: program syntax and structure; variable data types; sequence, selection and iteration; conditional and relational operators; procedures, functions and parameter passing; input and output techniques; sets and array processing.

*Prerequisite: CS 86*  
CSU, UC, Associate Degree Applicable

**CS 85A  
PASCAL PROGRAMMING II**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This is an advanced course in Pascal programming. Students design, write, and debug Pascal programs using structured programming concepts. Topics covered include: structured data types, including records, files, sets and pointers; data structures,

including linked lists, queues and stacks; abstract data types; recursion; searching, sorting and numerical algorithms; and graphics techniques.

*Prerequisite: CS 85*  
CSU, UC, Associate Degree Applicable

**CS 86  
COMPUTER PROGRAMMING  
CONCEPTS**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This is an introductory course in computer programming concepts. Students design, write and debug programs using the principles of structured programming. Topics covered include: programming language structure and syntax; algorithm development, logic and design considerations and program development tools; error handling and debugging; functions, subprograms and parameter passing; conditional and relational operators, selection and looping structures; array processing; sequential and random file access; and an introduction to object oriented programming.

*Prerequisite: CIS 70A*  
CSU, UC, Associate Degree Applicable

**CS 86A  
VISUAL BASIC PROGRAMMING**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This is an advanced course in Visual Basic programming. Students design, write, and debug Visual Basic programs using structured programming concepts. Topics covered include: graphics and animation; interfacing with windows; keyboard and screen control; recursion; object linking and embedding (OLE), dynamic data exchanges (DDE), and dynamic linked libraries (DLL); linking to C language programs; and incorporating sound and multimedia.

*Prerequisite: CS 86*  
CSU, Associate Degree Applicable

### CS 87 ASSEMBLER LANGUAGE PROGRAMMING

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This is an introductory course in assembler language programming. Students design, write, and debug assembler language programs using structured programming concepts. Topics covered include: decimal, binary, and hexadecimal numbering systems; personal computer architecture; memory, addresses and registers; assembler directives; subroutines and the stack; interrupts; string functions; command line parameters; external subroutines, segments, groups and macros.

*Prerequisite:* CS 73 and CS 86  
CSU, UC, Associate Degree Applicable

### CS 88 JAVA PROGRAMMING

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course focuses on application development using Java. Proper syntax and operating procedures are covered, along with design and programming techniques for object-oriented programs in Java. Additional topics include Applet Programming in Java, exception handling, graphics, font, colors, multithreading, streams, and native methods and libraries.

*Prerequisite:* CS 86  
CSU, UC, Associate Degree Applicable

### CS 89 C++ PROGRAMMING I

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This is an introductory course in C++ programming. Students design, write, and debug C++ programs using structured programming concepts. Topics covered include: C++ structure and syntax; algorithm development; fundamental data types; functions and parameter passing;

arrays and addresses; conditional and relational operators; space and time scope of variables; sequential and random access file processing; command line arguments; string manipulation; objects, classes and data abstraction; inheritance, reusability, polymorphism and overloading.

*Prerequisite:* CS 73 and CS 86  
CSU, UC, Associate Degree Applicable

### CS 89A C++ PROGRAMMING II

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This is an advanced course in C++ programming. Students design, write, and debug C++ programs using structured programming concepts. Topics covered include: pointers; linked lists, unions and data structures; bit operations, user-defined data types; recursion; incorporation of assembly language subroutines; and advanced graphical and animation techniques.

*Prerequisite:* CS 89  
CSU, Associate Degree Applicable

### MICROCOMPUTER APPLICATIONS LAB

CS 97A-E    ½ Unit  
Laboratory: 1.5 hours

CS 98A-E    1 Unit  
Laboratory: 3 hours

CS 99A-E    2 Units  
Laboratory: 6 hours

Microcomputer Applications Lab is an open entry/open exit environment designed to develop microcomputer skills for students in all segments of the college community. Emphasis will be on the one-to-one tutorial approach, with time devoted to completing lab projects assigned in computer-related courses. This is a credit/no credit graded course.

*Corequisite:* CS or CIS course



**ECONOMICS (ECON)****ECON 1  
PRINCIPLES OF MACROECONOMICS  
(CAN ECON 2)**

3 Units  
Lecture: 3 hours

This course is an introduction to economic theory and analysis with an emphasis upon basic economic concepts, national income determination and fluctuations, unemployment, inflation, economic growth, the role of money and banking and monetary theory, and the economic role of government.

*Prerequisite: ENG 50 or equivalent and  
MATH 57 or equivalent*  
CSU, UC, Associate Degree Applicable

**ECON 2  
PRINCIPLES OF MICROECONOMICS  
(CAN ECON 4)**

3 Units  
Lecture: 3 hours

This course is an introduction to economic theory and analysis with an emphasis on the role of market in pricing of products, market structures, pricing of factors of production and the distribution of income, and the principles of international trade.

*Prerequisite: ENG 50 or equivalent and  
MATH 57 or equivalent*  
CSU, UC, Associate Degree Applicable

**ECON 11  
INTERNATIONAL ECONOMIC  
RELATIONS**

3 Units  
Lecture: 3 hours

The course is the study of international trade, investment, technology transfer, and the international flow of labor. Students will become familiar with the principles of international economic relations and its complexities through class lectures, review of current literature, and class discussions.

*Prerequisite: ENG 51 or equivalent*  
*Recommended: ECON 1*  
CSU, UC, Associate Degree Applicable

**ECON 12  
UNDERSTANDING ECONOMIC  
PRINCIPLES AND APPLICATIONS**

3 Units  
Lecture: 3 hours

This course provides students with an introductory knowledge of fundamental economic principles and issues. It prepares students to make critical evaluation of economic issues and policies and make more informed decisions as voters. It teaches students how to apply economic principle and analysis to their own economic and financial decisions such as setting career and financial goals and managing their personal finances. It prepares students for taking principles of macro and micro economics. Students may choose the credit/no credit grading option.

CSU, Associate Degree Applicable

**FINANCE (BUFI)****BUFI 1  
PRINCIPLES OF FINANCIAL  
ANALYSIS AND PLANNING**

3 Units  
Lecture: 3 hours

This course is an overview of financial issues and problems involved in managing a contemporary business firm. It provides the students with an understanding of financial concepts, the tools for financial analysis and planning, and its importance in management of a firm. It uses a problem-solving and case analysis approach.

*Prerequisite: ECON 1, BUAC 1*  
Associate Degree Applicable

**BUFI 2  
PRINCIPLES OF CAPITAL BUDGET-  
ING AND INVESTMENT ANALYSIS**

3 Units  
Lecture: 3 hours

This course introduces a range of techniques and financial issues dealing with the analysis of a firm's long-term investment decisions and the means and ways of financing such

investments. It relies on case studies and has a problem-solving approach.

*Prerequisite: BUFI 1*  
Associate Degree Applicable

### **BUFI 3** **PRINCIPLES OF MONEY, BANKING** **AND FINANCIAL MARKETS**

3 Units  
Lecture: 3 hours

This course provides an overview of the role of money, financial institutions, and the Federal Reserve System in the U.S. economy. It concentrates on the contemporary domestic and international banking and monetary issues, monetary theory, and the role of monetary policy in the economy. The information provided in this course is very helpful in understanding domestic and international financial events.

*Prerequisite: ECON 1*  
Associate Degree Applicable

### **BUFI 12** **MONEY MANAGEMENT AND** **PLANNING FOR THE FUTURE**

3 Units  
Lecture: 3 hours

This course provides students with an introductory understanding of economic and financial principles and the environment within which consumer and business decisions are made. It helps those interested in pursuing a career in financial services develop an appreciation for financial concerns of their clients. It also helps students make more informed decisions about setting their own career and financial goals, as well as managing their budget, taxes and investments, protecting their assets against risk, and preparing for retirement. Students may choose the credit/no credit grading option.

CSU, Associate Degree Applicable

### **BUFI 13** **INVESTMENT OPPORTUNITIES**

3 Units  
Lecture: 3 hours

The course provides students with an understanding of the importance of investment

in their personal finances as well as various investment opportunities available to them. It presents the features of different types of stocks, corporate bonds, government securities, mutual funds, options, futures, and real estate investments. It also offers students a set of tools and criteria for evaluating these investment instruments in light of their own financial conditions and objectives. Students may choose the credit/no credit grading option.

CSU, Associate Degree Applicable

## **GOLF MANAGEMENT (GOLF)**

### **GOLF 29** **METHODS OF TEACHING GOLF**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course is the study of the methods used in teaching the game of golf. It includes practical experience in the analysis of the golf swing and the correction of errors.

*Prerequisite: Eligibility for ENG 51;*  
*admission to Golf Management Program*  
Associate Degree Applicable

### **GOLF 30** **SHORT GAME AND PUTTING**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course is the study of the techniques used to develop an effective short game and putting stroke. It emphasizes basic swing fundamentals and the modern approach to chips, pitches, greenside sand shots and putting.

*Prerequisite: Eligibility for ENG 51;*  
*admission to Golf Management Program*  
CSU, UC, Associate Degree Applicable

**GOLF 32  
GOLF TEACHING LABORATORY**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course is the study and practice of the methods used in teaching the game of golf. It includes learning the techniques and instructional skills necessary to teach golf to individuals and groups. It emphasizes how to adapt golf swing fundamentals to the physical attributes and prior experience of the client (student). It also includes practical application of these methods in a golf practice range environment.

*Prerequisite: Eligibility for ENG 51;  
admission to Golf Management Program*  
CSU, UC, Associate Degree Applicable

**GOLF 34  
GOLF CLUB DESIGN AND REPAIR**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course is the study of the design and manufacture of golf clubs. It includes the study of golf repair theory and practical "hands-on" experience in a golf club repair laboratory.

*Prerequisite: Eligibility for ENG 51;  
admission to Golf Management Program*  
Associate Degree Applicable

**GOLF 36  
FUNDAMENTALS AND RULES  
OF GOLF**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course is the study of the basic fundamentals and rules of the game of golf. It emphasizes the rules of golf and the responsibility of the golf professional to insure compliance with the rules and uphold the integrity of the sport of golf.

*Prerequisite: Eligibility for ENG 51;  
admission to Golf Management Program*  
CSU, UC, Associate Degree Applicable

**HOTEL AND RESTAURANT  
MANAGEMENT (BUHM)****BUHM 50  
INTRODUCTION TO THE  
HOSPITALITY INDUSTRY**

3 Units  
Lecture: 3 hours

This course provides a basic understanding of the hospitality industry including lodging, food service, institutional, and resort operations. The history, growth and development, current trends, and organizational structure of the industry are explored with a focus on employment opportunities and future trends.

*Prerequisite: ENG 50 or equivalent*  
CSU, Associate Degree Applicable

**BUHM 63  
HOTEL/MOTEL OPERATIONS**

3 Units  
Lecture: 3 hours

This course analyzes management's functions and responsibilities in such areas as administration, organization, communications, accounting, marketing and human relations.

*Prerequisite: ENG 50 or equivalent*  
CSU, Associate Degree Applicable

**BUHM 64  
HOTEL/MOTEL PERSONNEL  
MANAGEMENT**

3 Units  
Lecture: 3 hours

This course prepares the student for the transition from employee to supervisor, including how to handle difficult employees, implement motivational techniques, and conduct performance evaluations.

*Prerequisite: ENG 50 or equivalent*  
Associate Degree Applicable

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**MANAGEMENT AND SUPERVISION (BUMA) (BUSM)**

**BUMA 1  
PRINCIPLES OF MANAGEMENT**

3 Units  
Lecture: 3 hours

This course is the study of organization design, managerial processes, motivational theories, and current management problems. It is a study of the concepts of management in organizations and the role of manager in a technologically oriented society including planning, organizing, staffing, directing and controlling. The student is provided an opportunity to gain a contemporary knowledge in management design to improve managerial skills and ability.

*Prerequisite: ENG 50 or equivalent*  
CSU, UC, Associate Degree Applicable

**BUMA 10  
INTRODUCTION TO BUSINESS**

3 Units  
Lecture: 3 hours

This course is the study of the formation, structure, objectives, and ethics of contemporary American business enterprises. It emphasizes the significance of the small business organization and the role of large business organizations, and practices for the development of managerial personnel. It is recommended for students who wish to explore a career in business.

*Prerequisite: ENG 50 or equivalent*  
CSU, UC, Associate Degree Applicable

**BUMA 20A  
BUSINESS LAW**

3 Units  
Lecture: 3 hours

This course is a study of the social forces and the law, the law of contracts, agency and employment; personal property and bailments; business torts and crimes; sales law, labor law and government regulation of business.

*Prerequisite: ENG 50 or equivalent*  
CSU, UC, Associate Degree Applicable

**BUMA 20B  
BUSINESS LAW**

3 Units  
Lecture: 3 hours

This course is a study of the law in its relation to business with special emphasis on the law of negotiable instruments (promissory notes, checks, bank drafts, and bills of exchange). It includes the study of suretyship and guaranty, insurance, partnerships, corporations, real property, wills, trusts and bankruptcy.

*Prerequisite: ENG 50 or equivalent*  
CSU, UC, Associate Degree Applicable

**BUMA 24  
RESORT PERSONNEL AND HUMAN RELATIONS**

2 Units  
Lecture: 2 hours

This course emphasizes the management of the golf shop and resort personnel from the perspective of the golf professional. Both legal and psychological factors will be examined in order to prepare the golf professional for the role of supervisor, leader, and motivator. Special focus on dealing with the particular needs of country club and resort clientele will be included.

*Prerequisite: Eligibility for ENG 51; admission to Golf Management Program or instructor's consent*  
Associate Degree Applicable

**BUMA 25  
GOLF SHOP OPERATIONS**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course is the study of the principles and techniques involved in managing the modern professional golf shop: selling techniques, psychological factors, merchandise displays. It emphasizes the principles of organizing, financing, and controlling a small business, such as purchasing, pricing, stock control, store layout, policies and security.

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

**BUMA 27  
MARKETING**

3 Units  
Lecture: 3 hours

This course is the study of market structures, channels of distribution, pricing and price policy, and market research. It will emphasize human behavior and culture and their relationship to marketing activities. The student will participate in individual and class projects designed to reinforce the learning of basic marketing theory and concepts.

*Prerequisite: ENG 50 or equivalent*  
CSU, Associate Degree Applicable

**BUSM 70  
AFFIRMATIVE ACTION  
FOR SUPERVISORS**

2 Units  
Lecture: 2 hours

This course is the study of techniques involved in conducting affirmative action programs in business and industry. It emphasizes the legal basis for affirmative action positions taken by employers and supervisors in terms of women and minority employment and advancement rights.

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

**BUSM 71  
SAFETY MANAGEMENT**

2 Units  
Lecture: 2 hours

This course is the study of basic principles of accident prevention operating and implementing safety programs under Occupational Safety and Health Act (OSHA).

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

**BUSM 81  
QUALITY MANAGEMENT**

2 Units  
Lecture: 2 hours

This course studies the meaning of quality control. It includes an analysis of the various techniques involved in the application of quality control to the many departments in modern industrial organizations.

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

**BUSM 82  
PURCHASING**

2 Units  
Lecture: 2 hours

This course is the study of methods and techniques used in the selection and procurement of materials, products, and supplies in industry. It emphasizes the optimal amount, price, payment policy and supplier. The student will learn the typical ordering, receiving and storage management procedures used in industry.

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

**BUSM 83  
DEVELOPING EMPLOYEES  
THROUGH TRAINING**

2 Units  
Lecture: 2 hours

This course is the study of methods involved in the introduction of employees to training and in evaluating their progress through the training process. The student will learn the techniques of on-the-job instruction, as well as the concepts of apprenticeship, technical training, management development, and the use of consultants and advisory committees in the work place.

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

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**BUSM 84  
JOB ANALYSIS FOR WAGE  
ADMINISTRATION**

2 Units  
Lecture: 2 hours

This course analyzes job descriptions, specifications, evaluation, and classifications. It is a study of Local, State and Federal regulations concerning industrial wages.

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

**BUSM 91  
ELEMENTS OF SUPERVISION**

2 Units  
Lecture: 2 hours

This is a basic course covering the responsibilities of the industrial supervisor. Major topics include organization, public relations, human relations, training, management-employee relations, production control and promotion practices.

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

**BUSM 92  
PSYCHOLOGY FOR SUPERVISORS**

2 Units  
Lecture: 2 hours

This course is the study of the role of the supervisor in understanding the people with whom he/she works; with emphasis on psychological processes, perceptions, learning, emotions, attitudes, and personalities.

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

**BUSM 93  
HUMAN RELATIONS**

2 Units  
Lecture: 2 hours

This course is the study of personnel relations as affected by the application of basic psychological techniques. Emphasis is placed on employer-employee relationships.

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

**BUSM 94  
COMMUNICATION I  
FOR SUPERVISORS**

2 Units  
Lecture: 2 hours

This is an introductory course involving the study of oral and written communication designed for supervisors and administrative personnel in industry. It emphasizes individual experiences in speaking and conference leading.

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

**BUSM 95  
COMMUNICATION II  
FOR SUPERVISORS**

2 Units  
Lecture: 2 hours

This is an intermediate course involving the study of oral and written communication designed for supervisors and administrative personnel in industry. It emphasizes standards and physical aspects of communication including graphic aids, physical presentation of reports, public speaking and oral reporting. It will involve learning how to conduct meetings and improving one's listening ability.

*Prerequisite: BUSM 94*  
Associate Degree Applicable

**BUSM 96  
LABOR: MANAGEMENT  
RELATIONS**

2 Units  
Lecture: 2 hours

This course is the study of union contracts, grievances, and collective bargaining procedures. It includes a history of the labor movement with special emphasis placed on Federal and State labor legislation.

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

**BUSM 97  
ORGANIZATION PATTERNS AND  
MANAGEMENT**

2 Units  
Lecture: 2 hours

This course is the study of the establishment of lines of authority, departmental functions, local policies, general procedures and regulation.

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

**BUSM 98  
WORK SIMPLIFICATION**

2 Units  
Lecture: 2 hours

This course is the study and analysis of methods designed for improving job procedures and techniques.

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

**BUSM 99  
COST CONTROL FOR SUPERVISORS**

2 Units  
Lecture: 2 hours

This course is a study of the factors involved in cost control. It emphasizes such topics as materials, salvage, waste, time, and quality requirements. Also included is a study of the supervisors role in controlling costs.

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

**OFFICE INFORMATION  
SYSTEMS (OIS)**

**OIS 63  
OFFICE SYSTEMS & PROCEDURES**

3 Units  
Lecture: 3 hours

This course examines the principles and procedures of today's secretarial profession. Students study office structures and secretarial

skills such as human relations, oral and written communications, administrative support services, records management, assisting with travel and conferences, organizing business data, placement, advancement, and supervision in the professional secretarial field.

*Corequisite: ENG 51 or prior completion*  
Associate Degree Applicable

**OIS 65  
FUNDAMENTAL BUSINESS  
COMMUNICATIONS**

3 Units  
Lecture: 3 hours

This course covers the basic rules of communications including current English usage needed in the business office. Students study the parts of speech, punctuation, capitalization, spelling, and sentence structure.

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

**REAL ESTATE (BURE)**

**BURE 1B  
REAL ESTATE PRACTICUM II**

3 Units  
Lecture: 3 hours

This course provides an overview of consumer material with special emphasis on agency requirements and ethics. It is designed to meet the entire 45 hour Continuing Education requirements of the Department of Real Estate.

*Prerequisite: Eligibility for ENG 51;  
possess a valid California Real Estate  
Salesperson or Broker's License*  
Associate Degree Applicable

**BURE 1C  
REAL ESTATE PRACTICUM III**

3 Units  
Lecture: 3 hours

This course provides an overview of consumer material with special emphasis on agency requirements and ethics. It is designed to meet

the entire 45 hour continuing education requirements of the Department of Real Estate.

*Prerequisite: Eligibility for ENG 51; possess a valid California Real Estate Salesperson or Broker's License*  
Associate Degree Applicable

**BURE 2  
REAL ESTATE CAREER TRAINING**

3 Units  
Lecture: 3 hours

This course provides indepth training for recently licensed real estate salespersons employed in the real estate industry. It involves lectures, supervised work related performance requirements and class assignments. The student will be prepared to generate buyer and seller leads, analyze needs and to meet those needs in a professional and ethical manner.

*Prerequisite: Eligibility for ENG 51; possess a valid California Real Estate Salesperson or Broker's License and be employed full-time by a real estate broker*  
Associate Degree Applicable

**BURE 2L  
REAL ESTATE CAREER  
TRAINING LAB**

3 Units  
Laboratory: 9 hours

This is the laboratory providing indepth training for recently licensed real estate salespersons employed in the real estate industry. It includes demonstration projects and measurable on-the-job and class performance objectives. The student will gain career related experience that will enable the student to better meet the needs of the public.

*Prerequisite: Eligibility for ENG 51; possess a valid California Real Estate Salesperson or Broker's License and be employed full-time by a real estate broker*  
*Corequisite: BURE 2*  
Associate Degree Applicable

**BURE 81  
PRINCIPLES OF REAL ESTATE**

3 Units  
Lecture: 3 hours

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

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

**BURE 82  
REAL ESTATE ECONOMICS**

3 Units  
Lecture: 3 hours

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

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

**BURE 83A  
REAL ESTATE PRACTICE**

3 Units  
Lecture: 3 hours

This course is a study of real estate as a career, the practical application of the real estate sale cycle, and orientation into specialized selling. It emphasizes the role and functions of the broker and salesperson in the real estate office, the application of advertising techniques, listings and their valuation, locating buyers, property management and leasing. The student will learn the importance of public relations, personnel policies, and professional ethics.

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



**BURE 84  
LEGAL ASPECTS OF REAL ESTATE**

3 Units  
Lecture: 3 hours

This course is the study of the laws of California as related to real estate; property acquisitions, transfer, and ownership; interest in property. It is the study of the kinds of tenancy, estate and Federal courts, land contracts, liens, restrictions, landlord and tenant, agency, probate, and taxes. The student will learn the licensing of salespeople and brokers, and laws relating to the real estate profession.

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

**BURE 85  
REAL ESTATE FINANCE**

3 Units  
Lecture: 3 hours

This course is the study of the sources and supply of mortgage funds; construction loans and permanent financing for residential and income properties, procedures for FHA and VA loans, interest-rates, terms, mortgages, and mechanics liens. Students will learn the significance of appraising.

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

**BURE 86  
PRINCIPLES OF APPRAISING**

3 Units  
Lecture: 3 hours

This course is the study of principles, methods, and techniques for the appraisal of single and multiple dwellings, commercial-business properties, and farm properties. It includes determination of values for loan and insurance purposes, and implications for brokers and salespeople.

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

**BURE 88  
REAL ESTATE OFFICE  
ADMINISTRATION**

3 Units  
Lecture: 3 hours

This course is an in-depth coverage of the factors to be considered in opening a real estate office, office policy considerations, as well as operational problems and their solutions. It is a real estate brokerage entrepreneurial training program.

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

**BURE 90  
ESCROW PROCEDURES I**

3 Units  
Lecture: 3 hours

This course is the study of the methods and techniques of escrow procedure for various types of business transactions with emphasis on real estate. Particular attention is given to legal and ethical responsibilities of persons engaged in escrow work.

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

**BURE 91  
ESCROW PROCEDURES II**

3 Units  
Lecture: 3 hours

This course is the study of advanced escrow procedures which includes the more unusual and difficult types of escrows found in real estate transactions. It emphasizes real estate with some personal property and bulk sales.

*Prerequisite: BURE 90 or one year escrow experience*  
Associate Degree Applicable

**BURE 92**  
**ESCROW PROCEDURES III**

3 Units  
Lecture: 3 hours

This course is a further study of the more unusual and difficult types of escrows with particular attention to those escrows where conflict or dispute arises. It employs a case study approach to the advanced problems in escrow transactions.

*Prerequisite: BURE 90 and 91*  
CSU, Associate Degree Applicable

**BURE 94**  
**PROPERTY MANAGEMENT**

3 Units  
Lecture: 3 hours

This basic course is the study of accepted principles of professional property management. It includes the evaluation of investment properties, how to conduct neighborhood surveys, collection of rentals, maintenance and repair of property, merchandising rental space, insurance, management, accounting and principles of the landlord-tenant relationship.

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable



*1998 Alumni Association Award Recipients*

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## COMMUNICATION

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Programs within the Communication Division include Communication, English As A Second Language, Journalism, Mass Communication, Radio-Television, Reading, and Speech.

The Division offers exciting, enriching, and challenging educational opportunities for students in Transfer and Occupational (Non-transfer) programs. Language is vital to our most important achievements. We must utilize both the written and spoken word to attain our goals, and appreciate a diversity of perspectives, cultures, and languages to fulfill our human potential.

A wide range of courses are offered to help students reach their objectives. Courses are arranged in complementary programs of English Composition and Literature, Communication, Journalism, Mass Communication, Reading, and Speech. *Foreign Language* (French, German, Italian, Japanese, Russian, and Spanish) and *Humanities* are Departments within the Communication Division and are listed separately.

ESL, English as a Second Language, is a credit program especially developed for non-native speakers of English and for those who speak English as a second language. The credit ESL program offers multi-level courses in writing, reading and speaking to prepare students for the demands of higher education or a vocational diploma. (See *Developmental Education* for the non-credit ESL program.)

NOTE: Students applying any of the Communication required courses to their general education package will make up an equivalent number of units by additional study in the major, chosen in consultation with an advisor from the Communication Division.

## COMMUNICATION

### ASSOCIATE OF ARTS DEGREE with emphasis on transfer preparation

Required core courses:

|     |          |   |   |
|-----|----------|---|---|
| ENG | 1A       | Composition .....                           | 4 |
| OR  | ENG 3A   | Freshman Comp. (3)                          |   |
| ENG | 1B       | Literature & Composition .....              | 3 |
| SP  | 1        | Intro. to Human Comm. ....                  | 3 |
| SP  | 7        | Decision Making/Advocacy ..                 | 3 |
| MC  | 1        | Mass Media in Amer. Culture                 | 3 |
| SP  | 4        | Public Speaking .....                       | 3 |
| OR  | SP 5     | Group Discussion Process(3)                 |   |
| OR  | MC 3     | Telecommunications (3)                      |   |
| AND |          | One of the following .....                  | 3 |
| ENG | 5A or 5B | Creative Writing (3)                        |   |
| ENG | 1C       | Critical Thinking &<br>Composition (3)      |   |
| ENG | 41       | Technical Report Reading<br>and Writing (3) |   |
| J   | 3A       | News Reporting&Writing(3)                   |   |
| J   | 10       | Magazine Article Writing(3)                 |   |
| RTV | 5        | Radio&Television Writing(3)                 |   |

|   |              |
|---|--------------|
| Required Subtotal .....                   | 21-22        |
| General Education (Option 1 * or 2) ....  | 34-43        |
| *Transferable Electives (as needed) ..... | 3            |
| Physical Education Activities .....       | 2            |
| <b>DEGREE TOTAL .....</b>                 | <b>60-67</b> |

Advisors: Full-time English Faculty - PD  
Colligan/Hopkins - CMC

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## COMPOSITION

ASSOCIATE OF ARTS DEGREE  
with emphasis on transfer preparation

Required Courses:

| Dept. | No.    | Title .....                  | Units |
|-------|--------|------------------------------|-------|
| ENG   | 1A     | Composition .....            | 4     |
| OR    | ENG 3A | Freshman Comp (3)            |       |
| ENG   | 1B     | Composition/Literature ..... | 3     |

Plus two courses from the following:

|     |    |                                |   |
|-----|----|--------------------------------|---|
| ENG | 5A | Creative Writing .....         | 3 |
| J   | 3A | News Reporting .....           | 3 |
| RTV | 5  | Radio & Television Writing ..  | 3 |
| J   | 10 | Magazine Article Writing ..... | 3 |

At least three courses from the following:

|     |       |  |     |
|-----|-------|--|-----|
| ENG | 10A   | American Literature I .....                          | 3   |
| ENG | 10B   | American Literature II .....                         | 3   |
| ENG | 11A   | Survey of English Lit .....                          | 3   |
| ENG | 11B   | Survey of English Lit .....                          | 3   |
| ENG | 12A   | World Literature I .....                             | 3   |
| ENG | 12B   | World Literature II .....                            | 3   |
| ENG | 14    | Shakespeare .....                                    | 3   |
| ENG | 15    | The Short Story .....                                | 3   |
| ENG | 16    | Literature of the Desert .....                       | 3   |
| ENG | 17    | Women in Literature .....                            | 3   |
| ENG | 18    | Introduction to Poetry .....                         | 3   |
| ENG | 21    | Intro to Latin American/<br>Chicano Literature ..... | 3   |
| ENG | 22    | Intro to African American<br>Literature .....        | 3   |
| ENG | 31    | The Old Testament .....                              | 3   |
| ENG | 32    | The New Testament .....                              | 3   |
| ENG | 35    | Myth and Legend .....                                | 3   |
| SP  | 4     | Public Speaking .....                                | 3   |
| SP  | 7     | Decision Making/Advocacy ..                          | 3   |
| TA  | 69A,B | Dramatic Literature .....                            | 3,3 |
| MC  | 1     | Mass Media in Amer. Culture                          | 3   |

|   |              |
|---|--------------|
| Required Subtotal .....                   | 21-22        |
| General Education (Option 1* or 2) ....   | 34-43        |
| *Transferable Electives (as needed) ..... | 3            |
| Physical Education Activities .....       | 2            |
| <b>DEGREE TOTAL .....</b>                 | <b>60-67</b> |

Advisors: Full-time English Faculty

## LITERATURE

ASSOCIATE OF ARTS DEGREE  
with emphasis on transfer preparation

Required Courses:

| Dept. | No.     | Title .....                  | Units |
|-------|---------|------------------------------|-------|
| ENG   | 1A      | Composition .....            | 4     |
| OR    | ENG 3A  | Freshman Comp (3)            |       |
| ENG   | 1B      | Composition/Literature ..... | 3     |
| ENG   | 10A     | American Literature I .....  | 3     |
| OR    | ENG 10B | Amer. LiteratureII(3)        |       |
| OR    | ENG 11A | Survey of English Lit(3)     |       |
| OR    | ENG 11B | Survey of English Lit(3)     |       |

Plus four courses from the following:

|     |        |  |     |
|-----|--------|--|-----|
| ENG | 5A     | Creative Writing .....                               | 3   |
| ENG | 10A    | American Literature I .....                          | 3   |
| ENG | 10B    | American Literature II .....                         | 3   |
| ENG | 12 A,B | World Literature I and II                            | 3,3 |
| ENG | 14     | Shakespeare .....                                    | 3   |
| ENG | 15     | The Short Story .....                                | 3   |
| ENG | 16     | Literature of the Desert .....                       | 3   |
| ENG | 17     | Women in Literature .....                            | 3   |
| ENG | 18     | Introduction to Poetry .....                         | 3   |
| ENG | 21     | Intro to Latin American/<br>Chicano Literature ..... | 3   |
| ENG | 22     | Intro to African American<br>Literature .....        | 3   |
| ENG | 31     | The Old Testament .....                              | 3   |
| ENG | 32     | The New Testament .....                              | 3   |
| ENG | 35     | Myth and Legend .....                                | 3   |
| SP  | 4      | Public Speaking .....                                | 3   |
| TA  | 69 A,B | Dramatic Literature .....                            | 3,3 |

|   |              |
|---|--------------|
| Required Subtotal .....                   | 21-22        |
| General Education (Option 1* or 2) ....   | 34-43        |
| *Transferable Electives (as needed) ..... | 3            |
| Physical Education Activities .....       | 2            |
| <b>DEGREE TOTAL .....</b>                 | <b>60-67</b> |

Advisors: Full-time English Faculty

## JOURNALISM

### ASSOCIATE OF ARTS DEGREE with emphasis on transfer preparation

**Courses Required:**

| Dept. | No. | Title | Units |
|-------|-----|-------|-------|
|-------|-----|-------|-------|

|    |    |                             |   |
|----|----|-----------------------------|---|
| MC | 1  | Mass Media in Amer. Culture | 3 |
| J  | 3A | News Reporting              | 3 |
| J  | 4A | Basic Newspaper Prod        | 3 |
| J  | 4B | Intermediate Newspaper Prod | 3 |
| J  | 4C | Advanced Newspaper Prod     | 3 |

|                             |     |
|-----------------------------|-----|
| Electives (Consult Advisor) | 5-6 |
|-----------------------------|-----|

|                   |       |
|-------------------|-------|
| Required Subtotal | 20-21 |
|-------------------|-------|

|                                    |       |
|------------------------------------|-------|
| General Education (Option 1* or 2) | 34-43 |
|------------------------------------|-------|

|                                     |   |
|-------------------------------------|---|
| *Transferable Electives (as needed) | 4 |
|-------------------------------------|---|

|                               |   |
|-------------------------------|---|
| Physical Education Activities | 2 |
|-------------------------------|---|

|              |       |
|--------------|-------|
| DEGREE TOTAL | 60-66 |
|--------------|-------|

Advisor: Attoun

## MASS COMMUNICATION

### ASSOCIATE OF ARTS DEGREE with emphasis on transfer preparation

**Courses Required:**

| Dept. | No. | Title | Units |
|-------|-----|-------|-------|
|-------|-----|-------|-------|

|    |    |                             |   |
|----|----|-----------------------------|---|
| MC | 1  | Mass Media in Amer. Culture | 3 |
| J  | 3A | News Reporting and Writing  | 3 |

Five courses from the following:

|     |    |                             |   |
|-----|----|-----------------------------|---|
| MC  | 3  | Telecommunications          | 3 |
| MC  | 4  | Intro. to Media Advertising | 3 |
| MC  | 5  | Intro. to Public Relations  | 3 |
| J   | 4A | Basic Newspaper Prod        | 3 |
| J   | 4B | Intermediate Newspaper Prod | 3 |
| J   | 4C | Advanced Newspaper Prod     | 3 |
| J   | 7  | Intro. to Photojournalism   | 3 |
| J   | 10 | Magazine Article Writing    | 3 |
| RTV | 2  | Radio&TV Announcing         | 2 |
| RTV | 3A | Audio Production            | 3 |
| RTV | 3B | Advanced Audio Production   | 3 |

|     |    |                       |   |
|-----|----|-----------------------|---|
| RTV | 4A | Television Production | 3 |
|-----|----|-----------------------|---|

|     |    |                            |   |
|-----|----|----------------------------|---|
| RTV | 4B | Adv. Television Production | 3 |
|-----|----|----------------------------|---|

|     |   |                          |   |
|-----|---|--------------------------|---|
| RTV | 5 | Radio Television Writing | 3 |
|-----|---|--------------------------|---|

|                   |       |
|-------------------|-------|
| Required Subtotal | 20-21 |
|-------------------|-------|

|                                    |       |
|------------------------------------|-------|
| General Education (Option 1* or 2) | 34-43 |
|------------------------------------|-------|

|                                     |   |
|-------------------------------------|---|
| *Transferable Electives (as needed) | 4 |
|-------------------------------------|---|

|                               |   |
|-------------------------------|---|
| Physical Education Activities | 2 |
|-------------------------------|---|

|              |       |
|--------------|-------|
| DEGREE TOTAL | 60-66 |
|--------------|-------|

Advisor: Attoun

\*HUM 1 - Alternative Methods of Critical Analysis is recommended to satisfy a General Education requirement.

## SPEECH

### ASSOCIATE OF ARTS DEGREE with emphasis on transfer preparation

**Courses Required:**

| Dept. | No. | Title | Units |
|-------|-----|-------|-------|
|-------|-----|-------|-------|

|    |   |                       |   |
|----|---|-----------------------|---|
| SP | 1 | Intro. to Human Comm. | 3 |
|----|---|-----------------------|---|

|    |   |                          |   |
|----|---|--------------------------|---|
| SP | 5 | Group Discussion Process | 3 |
|----|---|--------------------------|---|

Electives (A minimum of nine (9) units to be selected from the following):

|    |   |                             |   |
|----|---|-----------------------------|---|
| SP | 2 | Oral Interpretation of Lit. | 3 |
|----|---|-----------------------------|---|

|    |   |                 |   |
|----|---|-----------------|---|
| SP | 4 | Public Speaking | 3 |
|----|---|-----------------|---|

|    |   |                          |   |
|----|---|--------------------------|---|
| SP | 7 | Decision Making/Advocacy | 3 |
|----|---|--------------------------|---|

|    |    |                             |   |
|----|----|-----------------------------|---|
| SP | 15 | Intercultural Communication | 3 |
|----|----|-----------------------------|---|

A minimum of six (6) units from cognate areas of Communication and/or Social Sciences -confer with Speech advisor. .... 6

|                   |    |
|-------------------|----|
| Required Subtotal | 21 |
|-------------------|----|

|                                    |       |
|------------------------------------|-------|
| General Education (Option 1* or 2) | 34-43 |
|------------------------------------|-------|

|                                     |   |
|-------------------------------------|---|
| *Transferable Electives (as needed) | 3 |
|-------------------------------------|---|

|                               |   |
|-------------------------------|---|
| Physical Education Activities | 2 |
|-------------------------------|---|

|              |       |
|--------------|-------|
| DEGREE TOTAL | 60-66 |
|--------------|-------|

Advisor: Crites

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# COMMUNICATION

## COURSE DESCRIPTIONS

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### ENGLISH (ENG)

#### ENG 1A COMPOSITION (CAN ENGL 2)

4 Units  
Lecture: 4 hours

This course introduces students to the demands of writing in the academic setting. Students learn the basics of critical thinking and research techniques as they apply to the writing process. Students then learn to apply the writing process in composing essays in response to their analysis of prose and poetry.

*Prerequisite: ENG 51*  
CSU, UC, Associate Degree Applicable

#### ENG 1B COMPOSITION AND LITERATURE

3 Units  
Lecture: 3 hours

This course introduces students to the genres of imaginative literature---prose fiction, poetry, and drama---with special emphasis on the interrelationships between form and theme. Students critical essays about the literature.

*Prerequisite: ENG 1A*  
CSU, UC, Associate Degree Applicable

#### ENG 1C CRITICAL THINKING AND COMPOSITION

3 Units  
Lecture: 3 hours

This course increases proficiency in critical thinking, reading, and writing skills beyond the level achieved in English 1A. The focus is on critical thinking techniques and close textual analysis of mainly non-fiction prose, enabling

students to develop skills in advanced argumentative writing.

*Prerequisite: ENG 1A or ENG 3A or equivalent*  
CSU, UC, Associate Degree Applicable

#### ENG 3A FRESHMAN COMPOSITION I

3 Units  
Lecture: 3 hours

This course emphasizes the selection of materials, organization, presentation, and evaluation of expository writing. Students analyze varieties of non-fiction prose and write a minimum of five formal essays (500 word minimum each), a book review, and a research paper, totaling 8,000 to 10,000 words.

*Prerequisite: ENG 51 with a grade of "C" or better or equivalent*  
CSU, UC, Associate Degree Applicable

#### ENG 5A CREATIVE WRITING

3 Units  
Lecture: 3 hours

This course introduces students to the perceptions, skills and techniques of all forms of creative writing, with primary emphasis on fiction and poetry.

*Prerequisite: Eligibility for ENG 1A*  
CSU, UC, Associate Degree Applicable

#### ENG 5B ADVANCED CREATIVE WRITING

3 Units  
Lecture: 3 hours

This is an advanced course designed to enable students to refine their creative writing skills in their chosen genre.

*Prerequisite: ENG 5A or equivalent*  
CSU, UC, Associate Degree Applicable

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**ENG 10A  
AMERICAN LITERATURE I**

3 Units  
Lecture: 3 hours

This course presents a survey of American literature, both formal and informal, extending from the period preceding Columbus' voyages through the time of the Civil War. Selections include writings that reflect the rich and diverse cultural backgrounds that make up America's unique and complex heritage.

*Prerequisite:* ENG 1A  
*Advisory:* ENG 1B  
CSU, UC, Associate Degree Applicable

**ENG 10B  
AMERICAN LITERATURE II**

3 Units  
Lecture: 3 hours

This course presents a survey of late 19th and 20th Century American literature. Selections include writings of traditional and non-traditional American authors that reflect the rich and diverse cultural backgrounds that make up America's unique and complex heritage.

*Prerequisite:* ENG 1A  
*Advisory:* ENG 1B  
CSU, UC, Associate Degree Applicable

**ENG 11A  
SURVEY OF ENGLISH LITERATURE  
TO EIGHTEENTH CENTURY**

3 Units  
Lecture: 3 hours

This course surveys the major writers and works of English literature of the Old English, Middle-English, the Renaissance, and the Seventeenth and Eighteenth Centuries.

*Prerequisite:* ENG 1A  
CSU, UC, Associate Degree Applicable

**ENG 11B  
SURVEY OF ENGLISH LITERATURE  
(ROMANTIC-MODERN)**

3 Units  
Lecture: 3 hours

This course surveys the major writers and works of English literature of the Romantic, Victorian, Edwardian, and Modern Periods.

*Prerequisite:* ENG 1A  
CSU, UC, Associate Degree Applicable.

**ENG 12A  
WORLD LITERATURE I**

3 Units  
Lecture: 3 hours

This course surveys works which have influenced world thought from Homer through the Renaissance, to 1660. Classics are studied for their artistic merit and their contribution to modern thought.

*Prerequisite:* Eligibility for ENG 1B  
CSU, UC, Associate Degree Applicable

**ENG 12B  
WORLD LITERATURE II**

3 Units  
Lecture: 3 hours

This course surveys works which have influenced world thought from 1660 to the present. May be taken independently from World Literature I.

*Prerequisite:* Eligibility for ENG 1B  
CSU, UC, Associate Degree Applicable

**ENG 14  
SHAKESPEARE**

3 Units  
Lecture: 3 hours

This course is a study of selected histories, comedies, and tragedies of William Shakespeare.

*Prerequisite:* ENG 1A  
CSU, UC, Associate Degree Applicable

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**ENG 15  
THE SHORT STORY**

3 Units  
Lecture: 3 hours

This course introduces the student to the techniques and development of fiction by the discussion and criticism of short stories from countries throughout the world.

*Prerequisite: Eligibility for ENG 1B*  
CSU, UC, Associate Degree Applicable

**ENG 16  
LITERATURE OF THE DESERT**

3 Units  
Lecture: 3 hours

This course surveys non-fiction and fiction inspired by the desert, and by authors living in the desert. Emphasis is on the desert literature of the southwestern United States. It includes an introduction to desert environment and one's relationship to it. Field trips may be required.

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

**ENG 17  
WOMEN IN LITERATURE**

3 Units  
Lecture: 3 hours

This course presents a survey of literature written by and about women in the American, European, Asian, and Latin American traditions. Students examine archetypes and stereotypes of women as they are challenged in the literature.

*Prerequisite: ENG 1A*  
*Advisory: ENG 1B*  
CSU, UC, Associate Degree Applicable

**ENG 18  
INTRODUCTION TO POETRY**

3 Units  
Lecture: 3 hours

This course introduces the student to the techniques and development of English and American poetry by the discussion and criticism

of poetry in its historical context. Students will also be encouraged to display their own creativity in the composition of their own poems.

*Prerequisite: Eligibility for ENG 1B*  
CSU, UC, Associate Degree Applicable

**ENG 21  
INTRODUCTION TO LATIN  
AMERICAN/CHICANO LITERATURE**

3 Units  
Lecture: 3 hours

This course is a survey of literary analysis of folk, traditional, and contemporary Latin American/Chicano literature with critical analysis of representative works in all the literary genres: the essay, short stories, the novel, poetry, and drama.

*Prerequisite: Eligibility for ENG 1B*  
CSU, UC, Associate Degree Applicable

**ENG 22  
INTRODUCTION TO AFRICAN  
AMERICAN LITERATURE**

3 Units  
Lecture: 3 hours

This course provides an introduction to folk, traditional and contemporary African American literature with critical analysis of representative works in all literary genres: the essay, the short story, the novel, poetry and drama.

*Prerequisite: Eligibility for ENG 1B*  
CSU, UC, Associate Degree Applicable

**ENG 31  
THE BIBLE AS LITERATURE:  
THE OLD TESTAMENT**

3 Units  
Lecture: 3 hours

This course provides a survey of the Old Testament of the Bible from a literary and philosophical point of view, with attention also paid to other ancient Near Eastern texts, and to the Jewish Apocrypha. The course introduces the great characters and events in the context of the developmental nature of this literature.

*Prerequisite: Eligibility for ENG 1A*  
CSU, UC, Associate Degree Applicable



**ENG 32****THE BIBLE AS LITERATURE:  
THE NEW TESTAMENT**

3 Units

Lecture: 3 hours

This course provides a survey of the New Testament of the Bible from a literary and philosophical point of view, with attention also paid to the Dead Sea Scrolls material and early Christian writings related to the New Testament. The question of the Historical Jesus and the formation of early Christianity is emphasized.

*Prerequisite: Eligibility for ENG 1A*

CSU, UC, Associate Degree Applicable

**ENG 35****MYTH AND LEGEND**

3 Units

Lecture: 3 hours

This course provides an introduction to the mythological and legendary literature from various world cultures, with special reference to Judeo-Christian, Oriental, Native American, Northern European, and classical Greek and Roman mythologies.

*Prerequisite: ENG 1A*

CSU, UC, Associate Degree Applicable

**ENG 41****TECHNICAL REPORT READING  
AND WRITING**

3 Units

Lecture: 3 hours

Students analyze and evaluate various reports, proposals, manuals, and on-line documents used in industrial and technical professions. Students discuss and practice collecting, evaluating, organizing, and presenting materials and ideas for technical documents.

*Prerequisite: ENG 51*

CSU, Associate Degree Applicable

**ENG 45****U. S. MILITARY LITERATURE**

3 Units

Lecture: 3 hours

This course is a survey of United States military literature from 1775 to date with required reading of fiction and non-fiction materials. This course is offered only at Copper Mountain Campus.

*Prerequisite: Eligibility for ENG 51*

CSU, UC, Associate Degree Applicable

**ENG 50****BASIC WRITING SKILLS**

3 Units

Lecture: 3 hours

Laboratory: 2 hours

This course is designed to provide extensive study of fundamental language skills in preparation for higher level writing courses. It is non-transferable and non-degree credit. Students may choose the credit/no credit grading option.

*Corequisite: RDG 50 or equivalent***ENG 51****INTRODUCTION TO EXPOSITORY  
WRITING**

3 Units

Lecture: 3 hours

This course helps students improve their skills in expository writing, including a review of grammar and sentence skills to prepare them for college level courses. Students may choose the credit/no credit grading option.

*Prerequisite: ENG 50***ENG 55****FUNDAMENTALS OF GRAMMAR**

3 Units

Lecture: 3 hours

This course is designed to provide students with intensive study and application of the fundamentals of English grammar and structure in conjunction with other writing courses. Students may choose the credit/no credit grading option.

*Recommended: Concurrent enrollment in  
ENG 50*

**ENG 97-98-99  
WRITING CENTER****ENG 97A-H ½ Unit**  
Laboratory: 1.5 hours**ENG 98A-D 1 Unit**  
Laboratory: 3 hours**ENG 99A-D 2 Units**  
Laboratory: 6 hours

Writing Center Laboratory is an open entry/open exit environment designed to provide opportunities for students in all segments of the college community to develop their writing skills. Emphasis will be on the one-to-one tutorial approach, computer-assisted instruction, word composing/processing and audio-visual.

*Corequisite: Any English course except  
ENG 50*

**ENGLISH AS A SECOND  
LANGUAGE (ESL) - CREDIT****ESL 50A  
TRANSITIONAL ESL WRITING**3 Units  
Lecture: 3 hours

This course is designed to meet the academic language proficiency needs of non-native speakers of English. Students will receive intensive training in developing basic communication skills through studies of various multi-cultural materials. Primary emphasis is placed on developing basic sentence skills. Students may choose the credit/no credit grading option.

*Prerequisite: Completion of DE 384E with a  
grade of CR, or equivalent*  
*Corequisite: ESL 97 and ESL 55A*

**ESL 50B  
BASIC COMMUNICATION SKILLS**4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This course provides extensive study of fundamental language skills in preparation for higher level writing courses. Primary emphasis is on the application of basic English communication skills to the speaking, reading, and writing of short compositions. Students may choose the credit/no credit grading option.

*Prerequisite: Completion of DE 382E, DE  
384E, or ESL 50A with a grade of CR  
or "C" or better*  
*Corequisite: ESL 55B and RDG 50*

**ESL 51  
EXPOSITORY LANGUAGE SKILLS**4 Units  
Lecture: 4 hours

This non-transferable course is designed for ESL students who need further training and practice in expository writing and conventional language skills in preparation for higher level writing courses. Emphasis is on the reading and writing of full length essays (500 word minimum). Writing production will be at least 6,000 words. Students may choose the credit/no credit grading option.

*Prerequisite: ESL 50B with a grade of "C" or  
better, or equivalent*

**ESL 55A  
TRANSITIONAL ENGLISH  
GRAMMAR (For Non-Native Students)**3 Units  
Lecture: 3 hours

This course focuses on the fundamentals of English grammar with an emphasis on problems encountered by the non-native speakers of English. Students may choose the credit/no credit grading option.

*Prerequisite: Completion of DE 382E with a  
grade of CR*  
*Corequisite: ESL 50A*

**ESL 55B  
BASIC GRAMMAR FOR ENGLISH AS  
A SECOND LANGUAGE**

3 Units  
Lecture: 3 hours

This course provides intensive study and application of the fundamentals of English grammar and structure in preparation for further college level writing courses. Students may choose the credit/no credit grading option.

*Prerequisite: Completion of DE 382E with a grade of CR, or equivalent*  
*Corequisite: ESL 50B*

**ESL 57A  
BASIC SPEAKING SKILLS**

3 Units  
Lecture: 3 hours

This course is recommended for non-native speakers of English or bilingual students who wish to improve their spoken English. Students learn standard American speech by practicing pronunciation, intonation, and other oral skills. Emphasis is placed on oral production through practice of speaking exercises in class and with multimedia programs. Students may choose the credit/no-credit grading option.

*Prerequisite: Eligibility for ENG 50 or ESL 50A or ESL 50B*

**ESL 57B  
ADVANCED SPEAKING SKILLS**

3 Units  
Lecture: 3 hours

This course is a continuation of ESL 57A. Students focus on sentence stress and other advanced phonetic skills necessary for improved fluency in standard American speech. Students engage in various types of oral production activities in order to develop a personal style of communication. Students may choose the credit/no-credit grading option.

*Prerequisite: Eligibility for ENG 50 or ESL 50A or ESL 50B*  
*Corequisite: ESL 97 or ESL 98*

**ESL 60  
ENGLISH GRAMMAR AND  
STRUCTURE FOR ENGLISH AS A  
SECOND LANGUAGE**

3 Units  
Lecture: 3 hours

This course provides students with intensive study and application of advanced English grammar and structure in preparation for collegiate level writing courses. Students may choose the credit/no credit grading option.

*Prerequisite: Completion of ESL 55B with a grade of "C" or better, or equivalent*

**ENGLISH AS A SECOND LANGUAGE  
LABORATORY**

**ESL 97A-H ½ Unit**  
Laboratory: 1.5 hours

**ESL 98A-F 1 Unit**  
Laboratory: 3 hours

**ESL 99A-D 2 Units**  
Laboratory: 6 hours

This is an open entry/open exit environment designed to provide opportunities for students in all segments of the college community to develop their writing skills. Emphasis will be on the one-to-one tutorial approach, computer-assisted instruction, word composing/processing and audio-visual.

*Corequisite: Enrollment in a credit ESL course*

**JOURNALISM (J)****J 3A  
NEWS REPORTING & WRITING**

3 Units  
Lecture: 3 hours

This is a beginning course in news writing that provides instruction and practice in the fundamentals of news reporting. It concentrates on the writing of news with an introduction into feature writing. Included in the course are such

topics as interviewing, story organization and structure, the style and language of journalism, and journalistic law and ethics. This course may be substituted for MC 2, Writing for the Mass Media.

*Prerequisite: ENG 1A or ENG 3A*  
 CSU, UC, Associate Degree Applicable

**J 4A  
 BASIC NEWSPAPER PRODUCTION**

3 Units  
 Lecture: 1 hour  
 Laboratory: 6 hours

This lecture and laboratory course provides practical experience in working on the staff of a college newspaper. Students concentrate on editorial, production, or advertising activities but are expected to participate in all facets of the operation.

*Prerequisite: J 3A or equivalent*  
*Recommended: CIS 82A or CIS 82B*  
 CSU, Associate Degree Applicable

**J 4B  
 INTERMEDIATE NEWSPAPER  
 PRODUCTION**

3 Units  
 Lecture: 1 hour  
 Laboratory: 6 hours

This lecture and laboratory course continues to provide practical experience in working on the staff of the college newspaper initiated in the basic course. Students assume a leadership role--whether in editorial, or advertising activities--in producing the newspaper. Students will become familiar with the use of desktop publishing programs.

*Prerequisite: J 4A*  
*Recommended: CIS 82A or CIS 82B*  
 CSU, Associate Degree Applicable

**J 4C  
 ADVANCED NEWSPAPER  
 PRODUCTION**

3 Units  
 Lecture: 1 hour  
 Laboratory: 6 hours

This lecture and laboratory course continues to provide practical experience in working on the staff of a college newspaper initially undertaken in the basic and intermediate courses. Students act as editor, production supervisor, or advertising director--whether solely or on an alternating basis--and help, supervise, and otherwise guide newer students in producing the newspaper.

*Prerequisite: J 4B*  
*Recommended: CIS 82A or CIS 82B*  
 CSU, Associate Degree Applicable

**J 7  
 INTRODUCTION TO  
 PHOTOJOURNALISM**

3 Units  
 Lecture: 2 hours  
 Laboratory: 3 hours

This course is designed to acquaint the student with techniques, theories, and special problems of documentary and magazine photography for illustration and reporting. This course is offered on an irregular basis.

*Prerequisite: ENG 50*  
 CSU, Associate Degree Applicable

**J 10  
 MAGAZINE ARTICLE WRITING**

3 Units  
 Lecture: 3 hours

A beginning writing course to provide instruction and practice in magazine article writing and a knowledge of current magazine markets. Concentration is on researching, interviewing, organizing, writing and style. This course is offered on an irregular basis.

*Prerequisite: ENG 50*  
 Associate Degree Applicable



## MASS COMMUNICATION (MC)

### MC 1

#### MASS MEDIA IN AMERICAN CULTURE

3 Units

Lecture: 3 hours

This course introduces students to the influences and contributions of the mass media in American popular culture. It traces the historical development of western culture and mass communication and focuses upon the interrelationship of the two. It is designed to enhance student awareness of the impact of the mass media in shaping mass culture.

*Prerequisite:* ENG 50

CSU, UC, Associate Degree Applicable

### MC 3

#### TELECOMMUNICATIONS

3 Units

Lecture: 3 hours

This is an introductory course designed to acquaint students with telecommunications through a survey of the field's history, philosophy, legal aspects, networks, government regulations, programming, production sales, engineering operations, and future technological trends. Open to all students seeking a background in this rapidly changing field of electronic media.

*Prerequisite:* ENG 50

CSU, Associate Degree Applicable

### MC 4

#### INTRODUCTION TO MEDIA ADVERTISING

3 Units

Lecture: 3 hours

This course introduces students to the field of media advertising and the role it plays in American society. Students will be given an historical overview of the field and will be introduced to advertising layout, design, and sales strategies. This course is offered on an irregular basis.

*Prerequisite:* ENG 50

CSU, Associate Degree Applicable

### MC 5

#### INTRODUCTION TO PUBLIC RELATIONS

3 Units

Lecture: 3 hours

This course offers students an overview of the public relations field with a practical approach to the handling and planning of public relations campaigns. This course is offered on an irregular basis.

*Prerequisite:* ENG 50

CSU, Associate Degree Applicable

## RADIO-TELEVISION (RTV)

### RTV 2

#### RADIO AND TELEVISION ANNOUNCING

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course offers microphone/broadcast announcing techniques and style for commercial delivery, newscasts, music shows, interviews, public service programs, sports and weather segments. There are also some assignments on writing copy for broadcast-news and commercials. This course is offered every Fall semester.

CSU, Associate Degree Applicable

### RTV 3A

#### AUDIO PRODUCTION

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course introduces the techniques, procedures, equipment and devices required to produce audio programs and segments thereof. Actual production experience will be gained through student projects utilizing audio production equipment. This course is offered every other year.

CSU, Associate Degree Applicable

**RTV 3B  
ADVANCED AUDIO PRODUCTION**

3 Units  
Lecture: 1 hour  
Laboratory: 6 hours

This advanced course provides Audio Production for those persons possessing proven skills. The focus will be on program production. This course is offered every other year.

*Prerequisite: RTV 3A or equivalent;  
demonstrated production proficiency*  
CSU, Associate Degree Applicable

**RTV 4A  
TELEVISION PRODUCTION**

3 Units  
Lecture: 1 hour  
Laboratory: 6 hours

This course introduces the student to the techniques, procedures, equipment and devices required to produce television programs and commercials. Actual program production experience will be gained through student projects utilizing college television studio and field production equipment.

*Prerequisite: ENG 50*  
CSU, Associate Degree Applicable

**RTV 4B  
ADVANCED TELEVISION  
PRODUCTION**

3 Units  
Lecture: 1 hour  
Laboratory: 6 hours

This is an advanced course in television production for those persons possessing proven television production skills. The focus will be on post production editing.

*Prerequisite: RTV 4A or equivalent*  
CSU, Associate Degree Applicable

**RTV 5  
RADIO AND TELEVISION WRITING**

3 Units  
Lecture: 3 hours

This course provides an introduction to the analysis and preparation of scripts covering the

areas of commercials, news, public service announcements, documentaries, promotional and dramatic announcements and full programs. The students will develop the ability to understand what constitutes a radio or television script and how to produce same. This course is offered every Spring semester.

CSU, Associate Degree Applicable

**READING (RDG)**

**RDG 1A  
CRITICAL READING**

3 Units  
Lecture: 3 hours

This college freshman course focuses on critical reading and thinking. Students will read, analyze, and respond to college level readings of cultural and historical significance.

*Advisory: ENG 51*  
CSU, Associate Degree Applicable

**RDG 45  
ADVANCED VOCABULARY**

1 Unit  
Laboratory: 3 hours

This is an advanced vocabulary course with an intensive words-in-context approach to vocabulary enrichment. Study of word parts and origins is included. It is designed for individualized study.

*Prerequisite: ENG 51*  
Associate Degree Applicable

**RDG 50  
BASIC READING**

3 Units  
Lecture: 3 hours  
Laboratory: 2 hours

This course is designed to provide extensive study and practice of basic reading skills including vocabulary development and comprehension improvement in preparation for college level courses. Students may choose the credit/no credit grading option.

*Corequisite: ENG 50 or ESL 50B*

**RDG 51  
ANALYTICAL READING**

3 Units  
Lecture: 3 hours

This course is for students who have a vocabulary base for college-level reading but need practice in analytical reading and critical thinking skills. The focus of this course is on improving comprehension. Students read college-level selections from different disciplines and content areas.

*Prerequisite: RDG 50 with a grade of C or better or equivalent*

**RDG 55  
BASIC VOCABULARY**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This is a basic course in vocabulary development which includes direct study of word meanings, familiarity with the dictionary, analysis of word parts, and working with commonly misunderstood words that sound or look alike. Students may choose the credit/no credit grading option.

**READING ENGLISH  
AS A SECOND LANGUAGE  
(RESL)****RESL 50  
ESL READING**

3 Units  
Lecture: 3 hours

This course provides students with practice of basic reading skills in preparation for college level courses. Students may choose the credit/no credit grading option.

*Advisory: Concurrent enrollment in  
ESL 50A and/or ESL 50B*

**SPEECH (SP)****SP 1  
INTRODUCTION TO HUMAN  
COMMUNICATION**

3 Units  
Lecture: 3 hours

The course enables students to understand and improve the interpersonal communication skills through which human beings satisfy both their individual and social needs and objectives. Attention is focused on enhancing self-concept, developing empathy to resolve interpersonal conflict, exploring emotions, recognizing the limits of human perception, and improving listening skills and nonverbal communication (body language, appearance, touching, use of space and time).

*Prerequisite: ENG 51*  
CSU, Associate Degree Applicable

**SP 2  
ORAL INTERPRETATION OF  
LITERATURE**

3 Units  
Lecture: 3 hours

This course encourages student growth in the comprehension, analysis, and evaluation of all major forms of literature; prose, poetry, and drama. The study of literary genres, styles of composition, techniques of characterization, approaches to literary criticism, performance skills, and editing techniques are discussed. The student is provided with an opportunity to synthesize classroom material through vocal performance before a classroom audience. Because of its holistic approach, the course is of benefit to students desiring skills in reading, writing, editing, performance and criticism.

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

**SP 4  
PUBLIC SPEAKING  
(CAN SPCH 4)**

3 Units  
Lecture: 3 hours

This course includes study and practice of the basic techniques of successful public speaking. Emphasis is given to development of an effective personal style of communication with an audience. Informative, expository, persuasive and impromptu forms of speaking are covered. No previous experience is assumed.

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

**SP 5  
GROUP DISCUSSION PROCESS**

3 Units  
Lecture: 3 hours

This course includes examination and practice of the basic principles of group interaction and communication. Focus is given to the process, methodology, problem solving, decision making, power, physical environment, conformity, conflict, group change and growth.

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

**SP 7  
DECISION MAKING/ADVOCACY**

3 Units  
Lecture: 3 hours

This course studies the process of decision making as it relates to attitudes, values, beliefs and cultural myths. It covers basic argumentation, persuasion and the effective use of evidence. Students learn advocacy skills both through practice and analysis of media, propaganda and current and historical political speech.

*Prerequisite: Eligibility for ENG 1A*  
CSU, UC, Associate Degree Applicable

**SP 12A,B  
TEACHING OF PUBLIC  
COMMUNICATION SKILLS**

3 Units  
Lecture: 1.5 hours  
Laboratory: 4.5 hours

This course is designed to permit students with high levels of interest and proficiency in public speaking to study both public communication and the teaching of public communication skills. This will be primarily accomplished by students serving as facilitators for a public speaking class. There is intensive work in the critiquing of speeches, group interaction, and preparation of classroom speaking assignments.

*Prerequisite: SP 4 with a grade of "A", or equivalent*  
CSU, Associate Degree Applicable

**SP 15  
INTERCULTURAL COMMUNICATION**

3 Units  
Lecture: 3 hours

This course focuses on the communication behaviors and values common to all cultures and on the differences that insulate and divide people of one culture from others. The study leads to a better understanding of domestic traditions, an increased appreciation of the behaviors of others, and an awareness of more effective methods of communication.

*Prerequisite: ENG 1A*  
CSU, UC, Associate Degree Applicable

**SP 55A-D  
PRINCIPLES OF  
STUDENT LEADERSHIP**

2 Units  
Lecture: 2 hours

Students will study parliamentary procedures, organizational structure and governance models. They will have opportunities to develop leadership skills, including communication, facilitation, problem solving and conflict resolution through small group communication. Also listed as STDV 55A-D and PS 55A-D.

*Prerequisite: ENG 50*  
CSU, Associate Degree Applicable



## CULINARY ARTS

The Culinary Arts Program at College of the Desert provides training for careers in the Food Service and Lodging Industries, one of the fastest growing sectors in today's job market.

The Culinary Arts Program includes training at three levels: Entry, Intermediate and Advanced.

The Program is designed to prepare future working cooks and chef apprentices, as well as provide courses for the student desiring personal enrichment and cooks and chefs employed in the local industry who seek to enhance their skills and professional qualifications.

### BASIC CULINARY ARTS

#### CERTIFICATE and employment preparation

Required Courses:

| Dept.                    | No. | Title                        | Units     |
|--------------------------|-----|------------------------------|-----------|
| CART                     | 01  | Sanitation & Safety          | 3         |
| CART                     | 03  | Principles of Cooking        | 5         |
| CART                     | 04  | Pantry                       | 5         |
| CART                     | 33  | Intro. to Baking             | 4         |
| BUHM                     | 50  | Intro. to Hospitality Indus. | 3         |
| <b>CERTIFICATE TOTAL</b> |     |                              | <b>20</b> |

Advisor: Beno

### INTERMEDIATE CULINARY ARTS

#### CERTIFICATE and employment preparation

Required Courses:

| Dept. | No. | Title                 | Units |
|-------|-----|-----------------------|-------|
| CART  | 01  | Sanitation & Safety   | 3     |
| CART  | 03  | Principles of Cooking | 5     |

|                            |    |  |   |
|----------------------------|----|--|---|
| CART                       | 04 | Pantry                                   | 5 |
| CART                       | 06 | Garde Manger                             | 5 |
| CART                       | 33 | Intro. to Baking                         | 4 |
| CART                       | 34 | Intermediate Baking                      | 4 |
| CART                       | 35 | Operations Mgmt.<br>(Production Cooking) | 4 |
| BUHM                       | 50 | Intro. to Hospitality Indus.             | 3 |
| BUMA                       | 01 | Principles of Management                 | 3 |
| Required Business Elective |    |  | 3 |

**CERTIFICATE TOTAL** ..... 39

Advisor: Beno

## CULINARY MANAGEMENT

### ASSOCIATE OF ARTS DEGREE and employment preparation *and* CERTIFICATE PROGRAM

Required Courses:

| Dept. | No. | Title   | Units |
|-------|-----|---|-------|
| CART  | 01  | Sanitation & Safety                           | 3     |
| CART  | 03  | Principles of Cooking                         | 5     |
| CART  | 04  | Pantry  | 5     |
| CART  | 06  | Garde Manger                                  | 5     |
| CART  | 10  | Food Procurement & Cost<br>Control            | 3     |
| CART  | 11  | Menu Planning                                 | 3     |
| CART  | 33  | Intro. to Baking                              | 4     |
| CART  | 34  | Intermediate Baking                           | 4     |
| BUHM  | 50  | Intro. to Hospitality Indus.                  | 3     |
| BUHM  | 63  | Hotel/Motel Operation                         | 3     |
| BUMA  | 01  | Principles of Management                      | 3     |
| CIS   | 70A | Computer Business<br>Applications for Windows | 3     |

**CERTIFICATE TOTAL** ..... 44

General Education Subtotal ..... 18

**DEGREE TOTAL** ..... 62

Advisor: Beno

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# CULINARY ARTS

## COURSE DESCRIPTIONS

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### **CART 1 SANITATION AND SAFETY**

5 Units  
Lecture: 3 hours

This course is a study of the principles of hygiene and sanitation and their application to food service operations. Emphasis will be placed on the implementation of proper methods and procedures and the food handlers responsibility in maintaining high sanitation and safety standards.

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

### **CART 3 PRINCIPLES OF COOKING**

5 Units  
Lecture: 2.8 hours  
Laboratory: 6.6 hours

This course is a comprehensive study of the physical changes which take place when preparing foods and the safe and sanitary use of hand tools, knives and kitchen equipment. It will focus on hands-on experience in the production of stocks, broths, glazes, leading and small sauces, gravies, emulsified sauces, soups, cooking methods using moist-heat, dry-heat using fat and the art of seasoning and flavoring.

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

### **CART 4 PANTRY**

5 Units  
Lecture: 3 hours  
Laboratory: 6 hours

This course covers the principles and practices used in producing pantry items in a commercial environment. A variety of menu items will be prepared including salads, salad dressings, grill and breakfast items, and sandwiches.

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

### **CART 5 PRINCIPLES OF BAKING**

5 Units  
Lecture: 2.8 hours  
Laboratory: 6.6 hours

This course provides an understanding of basic characteristics and function of major ingredients. Focus will be on the importance and accuracy of weights measure and hands-on experience in the production of mixing methods of cakes, yeast raised products, danish, breads, croissants, puff pastry, custards, puddings, and basic cake decorating.

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

### **CART 6 GARDE MANGER**

5 Units  
Lecture: 2.8 hours  
Laboratory: 6.6 hours

This course is a comprehensive study of the skills necessary in the preparation and presentation of cold buffets. It focuses on hands-on experience in the production of aspic jellies, chaud froid sauces, forcemeats, pates, gelatins, sausages, mousses, brines, dry cures, marinades, smoked meats, poultry and fish, salt dough display pieces, vegetable flowers, buffet table and tray centerpieces using fruits and vegetables and ice sculptures.

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

### **CART 8 CLASSICAL BUFFET DESSERTS & COMPETITION DISPLAYS**

5 Units  
Lecture: 2.8 hours  
Laboratory: 6.6 hours

This is a comprehensive study of classical desserts for buffet display and display and classical competition show pieces. The focus will be hands-on experience in the production and display of pastillage, croquant, chocolate, marzipan, royal icing, spun, pulled and blower sugar.

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

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**CART 10  
FOOD PROCUREMENT AND COST  
CONTROL**

3 Units  
Lecture: 3 hours

This course studies the basic principles of purchasing food and beverages, as well as nonfood items, with particular attention to product identification and to the ordering, receiving, storing, and issuing sequence.

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

**CART 11  
MENU PLANNING**

3 Units  
Lecture: 3 hours

This course studies the basic principles of menu making for a variety of types of food service operations, economic requirements, nutritional adequacy, skill of personal, and equipment limitations.

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

**CART 15  
RESTAURANT DESSERTS**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This course provides students with the knowledge and skills necessary in the production of desserts in a restaurant setting. Emphasis will be placed on practicality, efficient production practices, visual appeal and profitability.

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

**CART 28  
RESORT FOOD AND BEVERAGE  
OPERATION**

3 Units  
Lecture: 3 hours

This course studies the techniques and methods of operating and controlling a food and beverage operation in a club environment. It studies the management techniques necessary

for the planning, monitoring and controlling of a food service operation and of the control systems available to insure a profitable operation.

*Prerequisite: Eligibility for ENG 51 and MATH 50*

Associate Degree Applicable

**CART 33  
INTRODUCTION TO BAKING**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This course enables students to learn and practice the skills and methods of production of bread, desserts and other baked goods using quantity production techniques.

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

**CART 34  
INTERMEDIATE BAKING**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This course provides students with the knowledge and skills necessary for the production of cakes, tortes, french pastries and petit-fours utilizing commercial baking techniques.

*Prerequisite: Eligibility for ENG 51; CART 33 or equivalent*  
Associate Degree Applicable

**CART 35  
OPERATIONS MANAGEMENT  
(PRODUCTION COOKING)**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This course covers the principles and practices used in producing menu items in a commercial environment. A variety of menu items will be prepared using quantity food preparation equipment and techniques.

*Prerequisite: CART 3*  
Associate Degree Applicable

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## DEVELOPMENTAL EDUCATION

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An integral part of the course offerings at College of the Desert available to the residents of the Coachella Valley are the basic and academic skills courses offered by Developmental Education. Developmental Education makes it possible for adult students to complete courses in several fundamental skill areas.

Many classes and programs are open-entry, open-exit, thereby allowing students to register at any time during the school year. Classes are held day and evening and at both on campus and off campus locations.

The courses in Adult Basic Education are centered around the learning skills normally acquired in grades 1-8 with the emphasis on developing reading, writing, mathematics, communication and life skills.

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

The Division also offers a program to prepare students for the GED Test. Many businesses and governmental agencies accept the GED certificate in lieu of the high school diploma. Arrangements to take the GED Test are to be made directly with the Division. There is a fee for the GED Test.

Developmental Education offers the Non-Credit ESL program, an intensive series of multi-skill courses which meet the needs of students not fluent in English. Persons from the literacy level to the highly advanced level of English

proficiency acquire the skills required for their daily lives and prepare themselves to enter high school completion, vocational or academic programs. Please see *Communication* for information on the Credit ESL program.

In Palm Desert, the Developmental Education Division is located upstairs in the Hilb Student Center (former library building) located at the center of the campus.

### HIGH SCHOOL DIPLOMA

The following courses are available for high school credit:

| <u>Dept.</u> | <u>No.</u> | <u>Title</u>                     |
|--------------|------------|----------------------------------|
| DE           | 318A-B     | Life Skills: Getting it Together |
| DE           | 320A-D     | Fundamentals of English          |
| DE           | 322A-B     | Adv Fund of Eng                  |
| DE           | 323A       | American Literature              |
| DE           | 323B       | World Literature                 |
| DE           | 324A-B     | Rdg Control Lab                  |
| DE           | 326A-B     | U.S. History                     |
| DE           | 328A-B     | Prac Amer Govmnt                 |
| DE           | 332A-B     | World History                    |
| DE           | 334        | U.S. Citizenship                 |
| DE           | 335A-B     | World Geography I & II           |
| DE           | 342A-C     | Prac Basic Math                  |
| DE           | 343A-B     | Computer Discovery               |
| DE           | 344A-B     | Math for Living                  |
| DE           | 346A-B     | Algebra I & II                   |
| DE           | 348A-B     | General Science                  |
| DE           | 351A       | Science: Land Animals            |
| DE           | 351B       | Science: Water Life              |
| DE           | 361A       | Fine Arts: Art                   |
| DE           | 361B       | Fine Arts: Music                 |
| DE           | 361C       | Fine Arts: Theater               |
| DE           | 364A-D     | GED Test Preparation             |
| DE           | 368A-B     | Beginning Typing I & II          |
| DE           | 376A-D     | Advanced Typing I & II           |
| DE           | 378A-B     | Psychology                       |
| DE           | 391A-B     | Health Issues I & II             |
| DE           | 396        | World of Work                    |



The following courses are available for high school credit at **Copper Mountain Campus**:

| <u>Dept. No.</u> | <u>Title</u>                            |
|------------------|---|
| DE 401           | English A-Grammar Fundamentals          |
| DE 402           | English B-Grammar and Usage             |
| DE 403           | English III-Writing Skills              |
| DE 404           | Improving Spelling Skills               |
| DE 405           | Advanced English Vocabulary Development |
| DE 407           | American Short Stories-A                |
| DE 408           | American Short Stories-B                |
| DE 421           | Economics                               |
| DE 422           | You and the Law                         |
| DE 431           | Success in Math                         |
| DE 432           | Accounting I                            |
| DE 433           | Accounting II                           |
| DE 434           | Math II-Advanced Math                   |
| DE 435           | Trigonometry                            |
| DE 451           | Drama I                                 |
| DE 452           | Drama II                                |
| DE 461           | Biology                                 |

## EL INGLÉS COMO SEGUNDO IDIOMA

Inglés Como Segundo Idioma: el departamento de "Developmental Education", ofrece programas de instrucción para todos los niveles de habilidad para las personas que están estudiando el inglés como lengua extranjera o segundo idioma. Se encuentra en el segundo piso de lo que antes era la biblioteca y ahora es el centro estudiantil, localizado frente a la fuente de agua del Colegio del Desierto. Las clases que se ofrecen en este departamento reciben nuevos estudiantes todos los días.

Cada persona de 18 años o más, sin tener en cuenta su educación previa, es bienvenida a este programa.

## ENGLISH AS A SECOND LANGUAGE (Non-Credit)

The English as a Second Language Program which operates on an open-entry basis, offers instruction at all levels of proficiency for persons who are learning English as a second language. All persons 18 years of age and older, regardless of their educational background are welcome to participate in this program.

| <u>Dept. No.</u> | <u>Title</u>             |
|------------------|--------------------------|
| DE 309 A         | ESL Literacy             |
| DE 310 A-F       | ESL Comprehensive I-VI   |
| DE 382 A-F       | ESL Grammar I-VI         |
| DE 384 A-F       | ESL Reading/Writing I-VI |
| DE 386 A-F       | ESL Oral Comm I-VI       |
| DE 388 A-F       | ESL Conversation I-VI    |
| DE 399           | ESL Language Laboratory  |

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## **DISABLED STUDENTS PROGRAMS AND SERVICES**

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

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

All interested individuals are urged to contact the Learning Disabilities Specialist, the Counselor or the Director of Disabled Students, Programs and Services for further information:

(760) 773-2535; TDD (760) 773-2598.

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## **DISABLED STUDENTS PROGRAMS & SERVICES COURSE DESCRIPTIONS**

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### **DSPS 40 SURVEY OF RESOURCES FOR STUDENTS WITH DISABILITIES**

2 Units  
Lecture: 2 hours

The emphasis of this course will be on self-assessment for the student who is disabled, as well as information dissemination. Topics to be discussed will include personal goals, counseling, the college experience, career exploration and college support services and programs. The law and how it affects the disabled will be discussed.

### **DSPS 40A PERSONAL ASSESSMENT FOR STUDENTS WITH DISABILITIES**

2 Units  
Lecture: 2 hours

This course explores the individual needs and goals of students with disabilities including college experience, guidance, counseling, supportive services and job placement. Emphasis will be on information dissemination and self-assessment.

CSU, Associate Degree Applicable

### **DSPS 40B EMPLOYMENT FOR INDIVIDUALS WITH DISABILITIES**

2 Units  
Lecture: 2 hours

The fundamentals of employment and the process of developing goals for future employment of persons with disabilities are the two objectives of this course.

CSU, Associate Degree Applicable

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### **DSPS 41 INFORMATION MANAGEMENT STRATEGIES**

2 Units  
Lecture: 1.5 hours  
Laboratory: 1.5 hours

The emphasis of this course is to develop or enhance student's ability to manage and organize information. Multi-media instruction is utilized. The lecture section will include video, and/or specific software programs designed to generate informed discussions focused on current events and human interest topics. The lab section provides repetition of the stimulus topic event via video tape or software utilization, plus individualized computer assisted instruction, specific to word processing skill development.

### **DSPS 42 ALTERNATIVE LEARNING STRATEGIES**

2 Units  
Lecture: 1.5 hours  
Laboratory: 1.5 hours

This course is comprised of specialized computer assisted instruction for students with learning disabilities or acquired brain injuries to provide opportunities to maximize their learning potential and increase academic efficiency.

### **DSPS 44 COMPUTER ACCESS KEYBOARDING**

1 Unit  
Laboratory: 3 hours

Students with verified disabilities will be provided individualized training in keyboarding and word processing skills as is specific to the microcomputer and the technological adaptations chosen. This course is designed to teach keyboarding basics to disabled students who must use adaptive technologies for successful access to the keyboard or screen and/or are unable to compete successfully in mainstream typing classes.

### **DSPS 45A JOB SKILLS DEVELOPMENT - VOCATIONAL EXPLORATION**

1 Unit  
Lecture: 1 hour

This course is designed to assist students with disabilities in developing specific goals for employment. Its focus is on personal and vocational assessment, clarification of values, identification of skills, and the development of a vocational plan.

*Recommended: Students with disabilities*

### **DSPS 45B JOB SKILLS DEVELOPMENT - JOB APPLICATIONS & RESUME WRITING**

½ Unit  
Lecture: ½ hour

This course is designed to assist students with disabilities in successfully completing job applications and writing a resume.

*Recommended: Students with disabilities*

### **DSPS 45C JOB SKILLS DEVELOPMENT - JOB INTERVIEW SKILLS**

½ Unit  
Lecture: ½ hour

This course is designed to assist students with disabilities to develop successful job interviewing skills.

*Recommended: Students with disabilities*

### **DSPS 47A-D COMPUTER ACCESS APPLICATIONS**

1 Unit  
Laboratory: 3 hours

Students with various verified disabilities implement and utilize acquired skills with personalized adapted computer technologies to perform tasks required of regular course enrollment(s) and participation.

*Prerequisite: Must be taken in sequence*

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**DSPS 301  
SPECIALIZED LEARNING SKILLS  
DEVELOPMENT**

0 Units

Students are individually evaluated to determine their specific learning disability. Individual learning strategies are developed and students learn to use appropriate accommodations, emphasizing computer hardware and software.

*Corequisite: DSPS 304  
Recommended: Referral by the Learning  
Disability Specialist*

**DSPS 304  
INSTRUCTIONAL SUPPORT LAB**

0 Units

The Instructional Support Lab is a laboratory situation that provides access to a Learning Specialist for students with disabilities. The specialist will design and instruct an individualized program of learning activities to support students who are otherwise enrolled in regular programs.

*Advisory: Intended for students with  
disabilities*

**DSPS 305  
COMPUTER ACCESS ASSESSMENT**

0 Units

Skills training for personal utilization of selected adapted technology will be provided for students with verified disabilities.

**ENVIRONMENTAL  
DESIGN**

Environmental Design programs have a common objective - they are aimed at the betterment of the human physical environment. These programs endeavor to give the student a technical background, a set of social values, and a range of occupational skills, which result in creative expression.

The various curricula in Environmental Design are intended to be as flexible as possible to best serve student needs. The Environmental Design programs will have a common core of courses which provides undecided students an opportunity to change disciplines within the Environmental Design group without backtracking and starting over. It also offers students valuable insights into other related disciplines and occupations.

Transfer programs include courses that are designed to meet the requirements of selected universities. Students should check transfer status of individual courses depending on their choice of a transfer institution. The occupational programs are designed to prepare students for employment immediately upon graduation.

**ARCHITECTURAL  
TECHNOLOGY**

**CERTIFICATE  
and employment preparation**

Courses Required:

| Dept. | No. | Title .....                             | Units |
|-------|-----|---|-------|
| ARCH  | 1   | Intro to Arch Professions .....         | 3     |
| ARCH  | 2   | Materials of Construction .....         | 4     |
| ARCH  | 3A  | Architectural Practice I .....          | 3     |
| ARCH  | 3B  | Architectural Practice II .....         | 3     |
| ARCH  | 5   | Intro to Drawing<br>& Perspective ..... | 2     |
| ARCH  | 6   | Architectural Delineation ...           | 2.5   |
| ARCH  | 7   | Drawing & Graphic Analysis              | 2     |
| ARCH  | 8   | Architectural Design Fund I..           | 3     |



|     |     |   |   |
|-----|-----|---|---|
| DRA | 1   | Technical Drafting I .....                      | 3 |
| DRA | 7   | Drafting/Design CAD Project 2                   |   |
| DRA | 8   | AutoCAD Level I .....                           | 2 |
| DRA | 9   | AutoCAD Level II .....                          | 2 |
| CIS | 70A | Computer Business Applications for Windows .... | 3 |

CERTIFICATE TOTAL ..... 34.5

Advisor: R. O'Donnell

## ARCHITECTURAL TECHNOLOGY

### ASSOCIATE OF SCIENCE DEGREE and employment preparation

Courses Required: 34 units to be chosen from the following (with Advisor approval)

| Dept. | No. | Title .....                          | Units |
|-------|-----|--------------------------------------|-------|
| ARCH  | 1   | Intro to Arch Professions .....      | 3     |
| ARCH  | 2   | Materials of Construction .....      | 4     |
| ARCH  | 3A  | Architectural Practice I .....       | 3     |
| ARCH  | 3B  | Architectural Practice II .....      | 3     |
| ARCH  | 5   | Intro to Drawing & Perspective ..... | 2     |
| ARCH  | 6   | Architectural Delineation ...        | 2.5   |
| ARCH  | 7   | Drawing & Graphic Analysis           | 2     |
| ARCH  | 8   | Architectural Design Fund I..        | 3     |
| ARCH  | 9   | Architectural Design Fund II.        | 3     |
| ARCH  | 10  | Environmental Control Systems .....  | 3     |
| DRA   | 1   | Technical Drafting I .....           | 3     |
| DRA   | 7   | Drafting/Design CAD Project          | 2     |
| DRA   | 8   | AutoCAD Level I .....                | 2     |
| DRA   | 9   | AutoCAD Level II .....               | 2     |

Required Subtotal ..... 34  
 Elective Subtotal (with Advisor approval) . 8  
 General Education Subtotal..... 18

Recommended:

ARCH 14 History of Architecture I (3)

DEGREE TOTAL ..... 60

Advisor: R. O'Donnell

## ARCHITECTURE

### ASSOCIATE OF SCIENCE DEGREE with emphasis on transfer preparation

Courses Required:

| Dept. | No. | Title .....                                      | Units |
|-------|-----|--|-------|
| ARCH  | 1   | Intro to Arch Professions .....                  | 3     |
| ARCH  | 2   | Materials of Construction .....                  | 4     |
| ARCH  | 3A  | Architectural Practice I .....                   | 3     |
| ARCH  | 3B  | Architectural Practice II .....                  | 3     |
| ARCH  | 5   | Intro to Drawing & Perspective .....             | 2     |
| ARCH  | 6   | Architectural Delineation ...                    | 2.5   |
| ARCH  | 7   | Drawing & Graphic Analysis                       | 2     |
| ARCH  | 8   | Architectural Design Fund I..                    | 3     |
| ARCH  | 9   | Architectural Design Fund II.                    | 3     |
| ARCH  | 10  | Environmental Control Systems .....              | 3     |
| ARCH  | 15  | Elementary Structures .....                      | 3     |
| ARCH  | 17  | Arch. Design Fund. III .....                     | 3     |
| DRA   | 8   | AutoCAD Level I .....                            | 2     |
| CIS   | 70A | Computer Business Applications for Windows ..... | 3     |

Required Subtotal ..... 39.5  
 General Education Subtotal..... 23

Recommended:

ARCH 14 History of Architecture I (3)  
 (See General Education Requirements of Transfer Institution\*)

DEGREE TOTAL ..... 62.5

Advisor: R. O'Donnell

\*Admission and General Education Requirements vary depending on transfer institution. Consult advisor (R. O'Donnell) and transfer institution catalog for appropriate course selection.

## BUILDING INSPECTION TECHNOLOGY

### CERTIFICATE and employment preparation

Courses Required:

| Dept.                          | No. | Title .....   | Units     |
|--------------------------------|-----|---|-----------|
| BIT                            | 10  | Uniform Building Code .....                         | 3         |
| BIT                            | 11  | Plan Check Nonstructural .....                      | 3         |
| BIT                            | 21  | Uniform Mechanical Code .....                       | 2         |
| BIT                            | 22  | National Electrical Code .....                      | 2         |
| BIT                            | 23  | Uniform Plumbing Code .....                         | 2         |
| BIT                            | 24  | Energy Conservation Code .....                      | 2         |
| BIT                            | 25  | Handicapped Access. Code .....                      | 2         |
| ARCH                           | 1   | Intro to Architect. Professions .....               | 3         |
| ARCH                           | 2   | Materials of Construction .....                     | 4         |
| ARCH                           | 11  | Arch. Blueprint Reading .....                       | 3         |
| CIS                            | 70A | Computer Business<br>Applications for Windows ..... | 3         |
| <b>CERTIFICATE TOTAL .....</b> |     |   | <b>29</b> |

Advisor: R. O'Donnell

## CONSTRUCTION MANAGEMENT

### CERTIFICATE and employment preparation

Courses Required:

| Dept.                          | No. | Title .....   | Units     |
|--------------------------------|-----|---|-----------|
| ARCH                           | 1   | Intro to Architect. Professions .....               | 3         |
| ARCH                           | 2   | Materials of Construction .....                     | 4         |
| ARCH                           | 3A  | Architectural Practice I .....                      | 3         |
| ARCH                           | 3B  | Architectural Practice II .....                     | 3         |
| BIT                            | 10  | Uniform Building Code .....                         | 3         |
| BIT                            | 11  | Plan Check Nonstructural .....                      | 3         |
| CM                             | 1   | Intro to Construction Mgmt. .....                   | 2         |
| CM                             | 2   | Intro to Urban Planning .....                       | 3         |
| CM                             | 3   | Site & Terrain Analysis .....                       | 3         |
| CM                             | 6   | Construction Surveying .....                        | 2         |
| CM                             | 8   | Construction Estimating .....                       | 3         |
| DRA                            | 8   | AutoCAD Level I .....                               | 2         |
| CIS                            | 70A | Computer Business<br>Applications for Windows ..... | 3         |
| <b>CERTIFICATE TOTAL .....</b> |     |   | <b>37</b> |

Advisor: R. O'Donnell

## CONSTRUCTION MANAGEMENT

### ASSOCIATE OF SCIENCE DEGREE and employment preparation

Courses Required:

| Dept. | No. | Title .....                             | Units |
|-------|-----|---|-------|
| ARCH  | 1   | Intro to Architect. Professions .....   | 3     |
| ARCH  | 2   | Materials of Construction .....         | 4     |
| ARCH  | 3A  | Architectural Practice I .....          | 3     |
| ARCH  | 3B  | Architectural Practice II .....         | 3     |
| ARCH  | 5   | Intro to Drawing<br>& Perspective ..... | 2     |
| ARCH  | 6   | Architectural Delineation ... ..        | 2.5   |
| ARCH  | 11  | Architect. Blueprint Reading .....      | 3     |
| BIT   | 10  | Uniform Building Code .....             | 3     |
| BIT   | 11  | Plan Check Nonstructural .....          | 3     |
| CM    | 1   | Intro to Construction Mgmt. ... ..      | 2     |
| CM    | 2   | Intro to Urban Planning .....           | 3     |
| CM    | 3   | Site & Terrain Analysis .....           | 3     |
| CM    | 5   | Construction Planning .....             | 3     |
| CM    | 6   | Construction Surveying .....            | 2     |
| CM    | 8   | Construction Estimating .....           | 3     |
| DRA   | 8   | AutoCAD Level I .....                   | 2     |

Required Subtotal .....

General Education Subtotal .....

To include the following:

ARCH 14 History of Architecture I (3)

**DEGREE TOTAL .....** 62.5

Advisor: R. O'Donnell

## CONSTRUCTION MANAGEMENT

### ASSOCIATE OF SCIENCE DEGREE with emphasis on transfer preparation

Courses Required:

| Dept.                            | No. | Title .....   | Units     |
|----------------------------------|-----|---|-----------|
| ARCH                             | 1   | Intro to Architect. Professions   | 3         |
| ARCH                             | 2   | Materials of Construction .....   | 4         |
| ARCH                             | 3A  | Architectural Practice I .....  | 3         |
| ARCH                             | 3B  | Architectural Practice II .....   | 3         |
| ARCH                             | 5   | Intro to Drawing<br>& Perspective .....   | 2         |
| ARCH                             | 6   | Architectural Delineation ...   | 2.5       |
| ARCH                             | 8   | Architectural Design Fund I ..  | 3         |
| ARCH                             | 15  | Elementary Structures .....   | 3         |
| CM                               | 1   | Intro to Construction Mgmt ...  | 2         |
| CM                               | 2   | Intro to Urban Planning .....   | 3         |
| CM                               | 3   | Site & Terrain Analysis .....   | 3         |
| CM                               | 5   | Construction Planning .....   | 3         |
| CM                               | 6   | Construction Surveying .....  | 2         |
| CM                               | 8   | Construction Estimating .....   | 3         |
| Required Subtotal .....          |     |   | 39.5      |
| General Education Subtotal ..... |     |   | <u>23</u> |
| Recommended:                     |     |   |           |
| ARCH                             | 14  | History of Architecture I (3)<br>(See General Education Requirements of<br>Transfer Institution*) |           |
| DEGREE TOTAL .....               |     |   | 62.5      |

Advisor: R. O'Donnell

\*Admission and General Education Requirements vary depending on transfer institution. Consult advisor and transfer institution catalog for appropriate course selection.

## GENERAL DRAFTING

### CERTIFICATE and employment preparation

Courses Required:

| Dept. | No. | Title .....                 | Units |
|-------|-----|-----------------------------|-------|
| DRA   | 1   | Technical Drafting I .....  | 3     |
| DRA   | 7   | Drafting/Design CAD Project | 2     |
| DRA   | 8   | AutoCAD Level I .....       | 2     |

|      |     |   |     |
|------|-----|---|-----|
| DRA  | 9   | AutoCAD Level II .....                              | 2   |
| ARCH | 1   | Intro to Architect. Professions                     | 3   |
| ARCH | 2   | Materials of Construction .....                     | 4   |
| ARCH | 3A  | Architectural Practices I .....                     | 3   |
| ARCH | 3B  | Architectural Practices II .....                    | 3   |
| ARCH | 5   | Intro to Drawing<br>& Perspectives .....            | 2   |
| ARCH | 6   | Architectural Delineation ...                       | 2.5 |
| ARCH | 7   | Drawing & Graphic Analysis                          | 2   |
| CIS  | 70A | Computer Business<br>Applications for Windows ..... | 3   |

CERTIFICATE TOTAL .....

## GENERAL DRAFTING

### ASSOCIATE OF ARTS DEGREE and employment preparation

Courses Required:

| Dept. | No. | Title .....   | Units |
|-------|-----|---|-------|
| DRA   | 1   | Technical Drafting I .....                          | 3     |
| DRA   | 7   | Drafting/Design CAD Project                         | 2     |
| DRA   | 8   | AutoCAD Level I .....                               | 2     |
| DRA   | 9   | AutoCAD Level II .....                              | 2     |
| ARCH  | 1   | Intro to Architect. Professions                     | 3     |
| ARCH  | 2   | Materials of Construction .....                     | 4     |
| ARCH  | 3A  | Architectural Practice I .....                      | 3     |
| ARCH  | 3B  | Architectural Practice II .....                     | 3     |
| ARCH  | 5   | Intro to Drawing<br>& Perspective .....             | 2     |
| ARCH  | 6   | Architectural Delineation ...                       | 2.5   |
| ARCH  | 7   | Drawing & Graphic Analysis                          | 2     |
| CIS   | 70A | Computer Business<br>Applications for Windows ..... | 3     |

Required Subtotal .....

Elective Subtotal (with Advisor approval) 14

General Education Subtotal .....

DEGREE TOTAL .....

Advisor: R. O'Donnell

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# ENVIRONMENTAL DESIGN

## COURSE DESCRIPTIONS

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### ARCHITECTURE

#### ARCH 1 INTRODUCTION TO ARCHITECTURAL PROFESSIONS

3 Units  
Lecture: 3 hours

This course provides students with an overview of professional occupations in Architecture, Landscape Architecture, Construction Management, City and Regional Planning, and Architectural Engineering.

*Prerequisite: ENG 50 or equivalent*  
CSU, Associate Degree Applicable

#### ARCH 2 MATERIALS OF CONSTRUCTION

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This course is an introduction to construction materials and processes. Lab demonstrations in construction techniques and field trips to construction sites will be utilized to assist students' understanding of construction principles and practices. Emphasis on the selection of materials in a design context will help develop students' spatial and three dimensional skills.

*Prerequisite: ENG 50 or equivalent*  
CSU, Associate Degree Applicable

#### ARCH 3A ARCHITECTURAL PRACTICE I

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This is an introductory course in wood construction methods and processes. It focuses

on the use of drafting tools, office equipment and references to assist in selection and drawing of architectural details, including foundation, floors, walls and roofs.

*Prerequisite: DRA 1 or equivalent*  
*Advisory: Concurrent enrollment in ARCH 2*  
CSU, Associate Degree Applicable

#### ARCH 3B ARCHITECTURAL PRACTICE II

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This is an advanced drafting course for Architecture, Construction Management and Architectural Engineering majors. It is a comprehensive study of the development of construction documents. It is a continuation of the content and issues introduced in ARCH 3A, plus the systems and integration of CAD technology used to document 2-dimensional designs, i.e.; site plan, floor plans, exterior elevations, roof plan, sections and architectural details.

*Prerequisite: ARCH 3A or equivalent*  
*Advisory: Concurrent enrollment in DRA 8*  
CSU, Associate Degree Applicable

#### ARCH 5 INTRODUCTION TO DRAWING AND PERSPECTIVE

2 Units  
Laboratory: 6 hours

This course is the first in a series of three graphics courses. It is an introduction to basic techniques used for graphic communication in the design professions. It includes the study of orthographic and isometric projections, mechanical and freehand perspectives, shading, shadows and reflection.

*Prerequisite: ARCH 3A or equivalent*  
CSU, UC, Associate Degree Applicable

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**ARCH 6  
ARCHITECTURAL DELINEATION**

2½ Units  
Lecture: 1 hour  
Laboratory: 4.5 hours

This course is a continuation of ARCH 5, and is the second in a series of three graphics courses. It focuses on drawing and sketching as a communication tool in the field of environmental design. Student development of basic skills in architectural illustration and proper use of various drawing media are emphasized.

*Prerequisite:* ARCH 5 or equivalent  
CSU, UC, Associate Degree Applicable

**ARCH 7  
DESCRIPTIVE DRAWING &  
GRAPHIC ANALYSIS**

2 Units  
Laboratory: 6 hours

This course is the final in a series of three graphic courses. It provides the student further development of freehand graphic communication skills used in environmental design. Representation of conceptual ideas, analysis and design concepts are used to demonstrate the link between graphics, design process and communication.

*Prerequisite:* ARCH 6 or equivalent  
CSU, UC, Associate Degree Applicable

**ARCH 8  
ARCHITECTURAL DESIGN  
FUNDAMENTALS I**

3 Units  
Lecture: 1 hour  
Laboratory: 6 hours

This course is an introductory study of design problems in three dimension. The concept of space, form, structure, color and materials are studied in addition to the universal principles common to all design disciplines. This course focuses on the analysis of design techniques, and exercises to develop students' skills. Required for all Environmental Design majors.

*Prerequisite:* ARCH 3A  
CSU, UC, Associate Degree Applicable

**ARCH 9  
ARCHITECTURAL DESIGN  
FUNDAMENTALS II**

3 Units  
Lecture: 1 hour  
Laboratory: 6 hours

This is the second in a three-semester sequence of design courses. This course is a case-study application of design theories of the 20th Century and their impact on contemporary spatial and conceptual ideas permeating architecture, art and the environment.

*Prerequisite:* ARCH 8  
CSU, UC, Associate Degree Applicable

**ARCH 10  
ENVIRONMENTAL CONTROL  
SYSTEMS**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course is an introduction to the physical relationships between people and their environment. It includes a study of the physical phenomena of heat, light, and sound. This course also examines the climatological relationship between vernacular building solutions and the natural conditioning systems of architecture.

*Prerequisite:* ARCH 2  
CSU, Associate Degree Applicable

**ARCH 11  
ARCHITECTURAL  
BLUEPRINT READING**

3 Units  
Lecture: 3 hours

This course is a study of basic information for reading blueprints and construction drawings. It is designed for those who must assimilate information found in working drawings and specifications.

*Prerequisite:* ENG 50 or equivalent  
CSU, Associate Degree Applicable

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**ARCH 12  
CONSTRUCTION ESTIMATING**

2 Units  
Lecture: 2 hours

This course covers methods used in estimating cost and quantities involved in construction materials, equipment and labor.

*Prerequisite:* Eligibility for MATH 50  
CSU, Associate Degree Applicable

**ARCH 14  
HISTORY OF ARCHITECTURE I**

3 Units  
Lecture: 3 hours

This is an introductory course in the history of architecture. It examines Western ideals from the beginning of time to Classical Greece and Rome. The course covers architecture from the birth of Christianity and the Age of Reason, through the discovery of the New Worlds and periods of transition to Modernism and Post-Modernism, to the present

*Prerequisite:* ENG 50 or equivalent  
CSU, UC, Associate Degree Applicable

**ARCH 15  
ELEMENTARY STRUCTURES**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course is for advanced Architecture, Architectural Engineering and Construction Management students. It is a study of forces on building structures; shear and bending moment diagrams, static equilibrium and stability of structural systems.

*Prerequisite:* ARCH 2 or equivalent  
CSU, Associate Degree Applicable

**ARCH 17  
ARCHITECTURAL DESIGN  
FUNDAMENTALS III**

3 Units  
Lecture: 1 hour  
Laboratory: 6 hours

This is the final course in a three-semester

design series. It focuses on the application of both theoretical and environmental issues involved in the **Student Design Competitions**. Students study site and environmental issues and architectural programming as design stimulus.

*Prerequisite:* ARCH 9, ARCH 10 or equivalent

*Advisory:* Concurrent enrollment in ARCH 7  
CSU, Associate Degree Applicable

**BUILDING INSPECTION  
TECHNOLOGY**

**BIT 10  
UNIFORM BUILDING CODE**

3 Units  
Lecture: 3 hours

This course is a study of building codes and ordinances of Federal, State and local governments relative to construction and safety considerations of public and private structures. Checking of building plans and specifications, Uniform Building Code, Earthquake Regulations (Title 21), State Fire Marshal's Code (Title 19), and State Hospital Act (Title 17) are included.

*Prerequisite:* ENG 50 or equivalent  
CSU, Associate Degree Applicable

**BIT 11  
PLAN CHECK NONSTRUCTURAL**

3 Units  
Lecture: 3 hours

This is an introductory-level course of instruction in nonstructural plan reading and plan review. Develops an understanding of construction drawing and the application of building code provisions to drawings and specifications. Students will gain an understanding of the building code as it pertains to the construction, use and occupancy of buildings, the health and safety aspects of codes as well as fire and life safety.

*Prerequisite:* ENG 50 or equivalent  
CSU, Associate Degree Applicable

**BIT 21  
UNIFORM MECHANICAL CODE**

2 Units  
Lecture: 2 hours

This course develops an understanding of mechanical systems, checking of plans to the Uniform Mechanical Code and State Fire Marshal Code (Title 19).

*Prerequisite: ENG 50 or equivalent;  
MATH 57 or equivalent*  
*Advisory: BIT 10*  
CSU, Associate Degree Applicable

**BIT 22  
NATIONAL ELECTRICAL CODE**

2 Units  
Lecture: 2 hours

This is an introductory level course of instruction for plan review, design or electrical systems and application. Students will understand residential electrical systems, terms, application and life safety.

*Prerequisite: ENG 50 or equivalent;  
MATH 57 or equivalent*  
*Advisory: BIT 10*  
CSU, Associate Degree Applicable

**BIT 23  
UNIFORM PLUMBING CODE**

2 Units  
Lecture: 2 hours

This course develops an understanding of plumbing waste, vent and natural gas systems. It also covers checking of plans and specifications for plumbing systems, design of residential system for waste and natural gas systems.

*Prerequisite: ENG 50 or equivalent;  
MATH 57 or equivalent*  
*Advisory: BIT 10*  
CSU, Associate Degree Applicable

**BIT 24  
ENERGY CONSERVATION CODE**

2 Units  
Lecture: 2 hours

This course covers State of California, Title 24 Building Code for Energy Conservation in residential and commercial buildings. It also includes Uniform Electrical, Mechanical Code systems, plan checking and specifications.

*Prerequisite: ENG 50 or equivalent;  
MATH 57 or equivalent*  
*Advisory: BIT 10*  
CSU, Associate Degree Applicable

**BIT 25  
HANDICAPPED ACCESSIBILITY  
CODE**

2 Units  
Lecture: 2 hours

This course covers State of California, Title 24 Building Code and American Disabilities Act for handicapped accessibility to public and private buildings. It includes work area design for employees who are or become disabled during employment.

*Prerequisite: ENG 50 or equivalent;  
MATH 57 or equivalent*  
*Advisory: BIT 10*  
CSU, Associate Degree Applicable

**CONSTRUCTION  
MANAGEMENT****CM 1  
INTRODUCTION TO  
CONSTRUCTION MANAGEMENT**

2 Units  
Lecture: 2 hours

This course provides an overview of the construction industry and its markets. The impact, practices, methods and ethics in the construction industry will be reviewed.

*Prerequisite: ARCH 1 or equivalent;  
MATH 57 or equivalent*  
CSU, Associate Degree Applicable

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**CM 2  
INTRODUCTION TO URBAN  
PLANNING**

3 Units  
Lecture: 3 hours

This course provides a critical analysis of the theory and practice of land use planning with an emphasis on the urban context. Also, the historical and legal basis for land use planning, traditional and alternative roles of planning in contemporary society will be studied along with the planning process, planning tools and practices.

*Prerequisite: ARCH 1 or equivalent*  
CSU, Associate Degree Applicable

**CM 3  
SITE AND TERRAIN ANALYSIS**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course is an introduction to various methods and techniques used to inventory and analyze landscape features. Students will also study mapping, overlay techniques, environmental ethics, case study review and an overall assessment of the function and structure of the natural landscape.

*Prerequisite: CM 6*  
CSU, Associate Degree Applicable

**CM 4  
CONSTRUCTION LAW SURVEY**

3 Units  
Lecture: 3 hours

This course is a summary of the legal implications of contractor license laws; mechanics lien laws, CAL-OSHA, and Construction Contracts. Laws of liability, worker's compensation, state and federal laws affecting construction and compliance problems will be covered.

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

**CM 5  
CONSTRUCTION PLANNING**

3 Units  
Lecture: 3 hours

This course covers the concepts used in planning, scheduling and control of construction projects. Use of graphic charts and the Critical Path Method (CPM) will be featured. Also covered are program evaluation and review techniques (PERT), time assignment and computation, diagramming practices, monitoring and updating, and computer utilization.

*Prerequisite: Eligibility for MATH 50;  
ARCH 12*  
CSU, Associate Degree Applicable

**CM 6  
CONSTRUCTION SURVEYING**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course is an introduction of the principles and practices used in construction surveying. Students will become familiar with the use and care of transits, levels, scales, and related equipment. Topics covered include: land measurements, differential leveling, cut and fill computations, contours, traverses, shape staking and deed descriptions.

*Prerequisite: Eligibility for ENG 51;  
MATH 5*  
CSU, UC, Associate Degree Applicable

**CM 7  
INTRODUCTION TO PLANS AND  
SPECIFICATIONS**

3 Units  
Lecture: 3 hours

This course is a study of the basic information for reading construction details and working drawings. Emphasis on specifications and building codes as requirements for building permits will also be covered.

*Corequisite: DRA 1 or prior completion or  
equivalent*  
CSU, Associate Degree Applicable



**CM 8  
CONSTRUCTION ESTIMATING I**

3 Units  
Lecture: 3 hours

This course covers methods used in estimating costs and quantities of construction materials, equipment and labor in residential and light commercial construction. A review of basic math, architectural drawings, specifications and contracts will also be covered.

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

**GENERAL DRAFTING****DRA 1  
TECHNICAL DRAFTING I**

3 Units  
Lecture: 2 hour  
Laboratory: 3 hours

This introductory course covers basic skills in lettering; line control; use of architecture, engineering and metric scales; freehand and mechanical drawing techniques; and shape description using drafting tools. This is a required course for Environmental Design students majoring in Drafting, Architecture, Interior Design, Landscape Design and Engineering.

*Prerequisite: ENG 50 or equivalent;  
MATH 57 or equivalent*  
CSU, Associate Degree Applicable

**DRA 7  
DRAFTING/DESIGN PROJECT ON  
CAD**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides application of computer aided drafting and design techniques to selected projects. Advanced students majoring in architecture, drafting, interior design, landscape

design or engineering will select projects from their field of study with the approval of their major professor for completion using AutoCAD or VersaCAD.

CSU, Associate Degree Applicable

**DRA 8  
AUTOCAD LEVEL I: BASIC  
DRAWING TECHNIQUES**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course covers the basics of computer aided drafting and design including hardware, software, operating systems and development of skills for creating and plotting simple technical and architectural drawings. This course will use AutoCAD software.

*Prerequisite: DRA 1 or equivalent*  
CSU, Associate Degree Applicable

**DRA 9  
AUTOCAD LEVEL II: ADVANCED  
DRAWING TECHNIQUES**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course covers advanced drawing techniques. Students study productivity techniques, advanced dimensioning, hatching, multiple viewpoint plotting using AutoCAD software. Students develop skills in creating three-dimensional drawing and surface modeling.

*Prerequisite: DRA 8 with a grade of C or  
better*  
CSU, Associate Degree Applicable

## FIRE TECHNOLOGY

College of the Desert offers courses in the Fire Technology field that will count toward a certificate or Associate in Science Degree. These courses are designed for students that plan to transfer to a four-year institution, gain employment in the Fire Technology field, or as a refresher for those currently employed in some area of Fire Technology. The approved list of courses include those accredited by the California Fire Service Training and Educational System for State Board of Fire Technology certification.

### FIRE TECHNOLOGY CERTIFICATE and employment preparation

Courses Required:

| Dept.                                   | No. | Title .....  | Units     |
|---|-----|--|-----------|
| FIRE                                    | 1   | Fire Protection Organizations                      | 3         |
| FIRE                                    | 2   | Fire Prevention .....                              | 3         |
| FIRE                                    | 3   | Fire Protection Equipment<br>& Systems .....       | 3         |
| FIRE                                    | 4   | Building Construction for<br>Fire Protection ..... | 3         |
| FIRE                                    | 5   | Fire Behavior & Combustion                         | 3         |
| FIRE                                    | 6   | Hazardous Materials/ICS .....                      | 3         |
| EMT                                     | 84  | Emergency Medical Tech I ....                      | 5         |
| Required Subtotal .....                 |     |  | 23        |
| Electives (with advisor approval) ..... |     |  | 5         |
| <b>CERTIFICATE TOTAL .....</b>          |     |  | <b>28</b> |

Advisors: Walker; Watson - CMC

### FIRE TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE and employment preparation

Courses Required:

| Dept. | No. | Title .....                   | Units |
|-------|-----|-------------------------------|-------|
| FIRE  | 1   | Fire Protection Organizations | 3     |
| FIRE  | 2   | Fire Prevention .....         | 3     |

|   |    |  |           |
|---|----|--|-----------|
| FIRE  | 3  | Fire Protection Equipment<br>& Systems .....       | 3         |
| FIRE  | 4  | Building Construction for<br>Fire Protection ..... | 3         |
| FIRE  | 5  | Fire Behavior & Combustion                         | 3         |
| FIRE  | 6  | Hazardous Materials/ICS .....                      | 3         |
| EMT   | 84 | Emergency Medical Tech I ....                      | 5         |
| Required Subtotal .....                     |    |  | 23        |
| Fire Electives (with advisor approval) .... |    |  | 11        |
| Other Electives .....                       |    |  | 8         |
| General Education Requirements .....        |    |  | <u>18</u> |

DEGREE TOTAL ..... 60

Advisors: Walker ; Watson - CMC

## FIRE TECHNOLOGY COURSE DESCRIPTIONS

### FIRE 1 FIRE PROTECTION ORGANIZATIONS

3 Units  
Lecture: 3 hours

This course surveys career opportunities in California Fire and Emergency Management Services and related fields; explores the history of fire protection; fire loss analysis, reviews public, quasi-public and private fire protection services; reviews specific fire protection functions; introduces fire chemistry and physics. This course is designated as Fire 1 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

*Advisory: ENG 50 or equivalent*  
CSU, Associate Degree Applicable

### FIRE 2 FIRE PREVENTION

3 Units  
Lecture: 3 hours

This course provides the fundamental organization and function of fire prevention; inspections; surveying and mapping procedures; recognition of fire and life hazards; engineering a solution of a fire hazard; enforcing

solutions to a fire hazard; public relations as effected by fire prevention. This course is designated Fire 2 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

*Advisory: ENG 50 or equivalent*  
CSU, Associate Degree Applicable

### **FIRE 3 FIRE PROTECTION EQUIPMENT AND SYSTEMS**

3 Units  
Lecture: 3 hours

This course provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishing equipment; protection systems for special hazards; sprinkler systems and fire detection and alarm systems. This course is designated Fire 3 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

*Advisory: ENG 50 or equivalent*  
CSU, Associate Degree Applicable

### **FIRE 4 BUILDING CONSTRUCTION FOR FIRE PROTECTION**

3 Units  
Lecture: 3 hours

This course provides the fundamentals of building design and construction with emphasis on fire protection features including: building equipment facilities, fire resistant materials and high rise.

*Advisory: ENG 50 or equivalent*  
CSU, Associate Degree Applicable

### **FIRE 5 FIRE BEHAVIOR AND COMBUSTION**

3 Units  
Lecture: 3 hours

This course explores and analyzes the fundamentals and specific principles of fire behavior, combustible materials, extinguishing

agents, hazardous and toxic material, forms of energy and fire prevention/suppression techniques. This course is designated Fire 5 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

*Advisory: ENG 50 or equivalent*  
CSU, Associate Degree Applicable

### **FIRE 6 HAZARDOUS MATERIALS/ICS**

3 Units  
Lecture: 3 hours

This course introduces the student to the world of hazardous chemicals, including their physical properties, uses in industry, and characteristics when involved in spills, fires and accidents. Basic information is covered regarding emergency procedures, legal requirements, compliance to regulations, health effects and treatment, and fire department protocols and responsibilities. This course is designated F6 by the State Board of Fire Services and California State Fire Marshal.

*Advisory: ENG 50 or equivalent*  
CSU, Associate Degree Applicable

### **FIRE 20 INTRODUCTION TO VOLUNTEER FIRE SERVICE**

1½ Units  
Lecture: 1.5 hours

This course specifically introduces the local fire volunteer to the community fire station and its operational and fire procedures.

*Prerequisite: Eligibility for ENG 51*  
Associate Degree Applicable

### **FIRE 57 RELATED CODES AND ORDINANCES**

3 Units  
Lecture: 3 hours

This course focuses on uniform building codes, national electrical codes, and life safety codes. The student will become familiar with national, state and local laws and ordinances which

influence the field of fire prevention. Field trips may be required.

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

### **FIRE 58 FIRE HYDRAULICS**

3 Units  
Lecture: 3 hours

This course includes the following topics: review of basic mathematics, hydraulic laws as applied to the fire service, application of formulas and mental calculation to hydraulic problems, water supply problem, and Underwriters' requirements for pumps.

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

### **FIRE 61 FIRE APPARATUS AND EQUIPMENT**

3 Units  
Lecture: 3 hours

This course provides the student with information on driving laws, driving technique, construction and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment, and apparatus maintenance.

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

### **FIRE 62 RESCUE PRACTICES**

3 Units  
Lecture: 3 hours

This course covers the fire company role in life saving, development and organization of rescue companies, rescue equipment, training for rescue service, and rescue practices and procedures.

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

### **FIRE 73 FIRE SERVICE RECORDS AND REPORTS**

3 Units  
Lecture: 3 hours

This course familiarizes Fire Service personnel in the use of typical records and reports systems. The topics covered include knowledge and understanding of Fire Department record systems, and principles of report writing and application in the area of pre-fire surveys, post fire reporting, and research and planning.

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

### **FIRE 81 DRIVER OPERATOR I**

2 Units  
Lecture: 2 hours

This course reviews vehicle laws and driver responsibilities and provides information on emergency response procedures, apparatus and equipment maintenance procedures, and the maneuvering of fire apparatus through controlled driving exercises and in normal traffic conditions. This is a California State Fire Marshal Office approved course.

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

### **FIRE 82 FIRE INVESTIGATION 1B**

2 Units  
Lecture: 2 hours

This course focuses on arson investigation. Topics studied will include evidence, fire deaths, interviewing, crime scene searches, motives, criminal laws, juvenile law, and procedures and intent. This is a California Fire Marshal Office approved course.

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

**FIRE 84  
PUMP OPERATIONS**

2 Units  
Lecture: 2 hours

This course covers the types and design of fire pumps and the principles of pumping, including operating pumps under fire ground conditions. It also includes review of applied mathematics, hydraulic laws, and application of mental hydraulic calculations. This is a California State Fire Marshal Office approved course.

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

**FIRE 88  
FIRE INVESTIGATION I**

2 Units  
Lecture: 2 hours

This course studies the national arson problem and the cost factors affecting the American public. Topics studied will include responsibilities of the fire inspecting officer, the nature and affect of ethical and unethical conduct, and the authority and responsibility the inspecting officer has to his/her profession.

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

**FIRE 89  
FIRE PREVENTION 1A**

2 Units  
Lecture: 2 hours

This course studies specific fire protection practices recommended by the California State Fire Marshal's office. Topics studied will include the Fire Marshal's regulations as they pertain to compressed and liquified gases, toxic materials, radioactive substances, explosives, building materials, codes, and the general prevention of private home and public building fires.

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

**FIRE 90  
FIRE PREVENTION 1B**

2 Units  
Lecture: 2 hours

This course focuses on the codes, ordinances and statutes that pertain to fire prevention practices in California. Some topics of discussion include: building construction and occupancy, evacuation procedures, inspection reports, and processing plans. This is a California State Fire Marshal Office approved course.

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

**FIRE 91  
FIRE COMMAND 1A**

2 Units  
Lecture: 2 hours

This course provides instruction and simulation time to the participants pertaining to the initial decision and action processes at a working fire. It includes areas of discussion on the fire officer, fire behavior, fire ground resources, operations and management. This is a California State Fire Marshal Office approved course.

*Prerequisite: ENG 50 or equivalent*  
CSU, Associate Degree Applicable

**FIRE 92  
FIRE MANAGEMENT (Supervision)**

2 Units  
Lecture: 2 hours

This course covers the basic skills that the company officer or potential company officer needs to effectively function as a supervisor of fire personnel in non-emergency settings. This is a California State Fire Marshal Office approved course.

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

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**FIRE 93  
FIRE INSTRUCTOR 1A**

2 Units  
Lecture: 2 hours

This is the first of a two course Fire Science Instructor series accredited by the State Board of Fire Services. Topics include: occupational analysis; course outlines; concepts of learning; levels of instruction; behavioral objectives; psychology of learning and includes students teaching demonstrations. This is a California State Fire Marshal Office approved course.

*Prerequisite: ENG 50 or equivalent*  
CSU, Associate Degree Applicable

**FIRE 94  
FIRE INSTRUCTOR 1B**

2 Units  
Lecture: 2 hours

This is the second of a two course Fire Science Instructor series accredited by the State Board of Fire Services and meets the requirements for a part-time FIRE teaching credential. Topics include: course outlines; lesson plans; levels of instruction; testing and measurement; test planning; evaluation includes student teaching demonstrations. This is a California State Fire Marshal Office approved course.

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

**FIRE 95  
FIRE COMMAND 1B**

2 Units  
Lecture: 2 hours

This course provides instruction in the art of command as related to tactical fire problems. Topics studied will include pre-planning and attack utilizing simulator, chemical and pesticide emergencies, shipping papers, and environmental considerations. This is a California State Fire Marshal Office approved course.

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

**FIRE 96  
FIRE PREVENTION 1C**

2 Units  
Lecture: 2 hours

This course studies the properties of flammable liquids, gases, regulations of storage and transportation, control of ignition sources above and below ground storage, DOT labeling, and placarding. This is a California State Fire Marshal Office approved course.

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

**FIRE 97  
COMMUNITY RELATIONS**

3 Units  
Lecture: 3 hours

This course studies the relationship between local fire departments and the community. It also examines the needed positive aspects of cooperation between various segments of local government and the community at large, and how to maintain that positive relationship. This is a California State Fire Marshal Office approved course.

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

## FOREIGN LANGUAGES

Students enrolled in Foreign Language courses 1, 1A, 1B, 2, 2A, 2B or 3 which might duplicate courses completed in high school or another institution of collegiate level may be allowed unit credit in repeating the course depending upon previous level of proficiency. Upper division institutions may accept only one of the courses in transfer; either the original or the repeated course.

**For language majors and transfers to University of California (UC), all Foreign Language 1A and 1B courses combined will transfer as the equivalent of a first-semester elementary course. All Foreign Language 2A and 2B courses combined will transfer as the equivalent of a second-semester elementary course.**

Any student who feels qualified to take a more advanced course than indicated in his prior work will be encouraged to do so by recommendation of the instructor.

Colleges and universities consider it essential that any student receiving the Bachelor of Arts Degree have at least some knowledge of a language and civilization of other cultures. Students who are planning to transfer to a four-year institution should consult their respective catalogs for more specific information.

## FRENCH, ITALIAN, OR SPANISH

ASSOCIATE OF ARTS DEGREE  
with emphasis on transfer preparation  
Courses Required:

| Dept.                                     | No.  | Title .....              | Units |
|---|------|--------------------------|-------|
| FL  | 1, 2 | Elementary .....         | 10    |
| OR  | FL   | 1AB, 2AB Elementary (12) |       |
| FL  | 3, 4 | Intermediate .....       | 8     |
| FL  |      | Another language .....   | 3-5   |
| Required Subtotal .....                   |      |                          | 21-25 |
| General Education (Option 1* or 2) ....   |      |                          | 34-43 |
| *Transferable Electives (as needed) ..... |      |                          | 3     |
| Physical Education Activities .....       |      |                          | 2     |
| DEGREE TOTAL .....                        |      |                          | 60-70 |

### Advisors:

|            |                               |
|------------|-------------------------------|
| French -   | Attoun, Deti                  |
| German -   | Deti                          |
| Italian -  | Sottile                       |
| Japanese - | Attoun                        |
| Russian -  | Attoun                        |
| Spanish -  | Deti, Sottile; Dean-Land /CMC |

## FOREIGN LANGUAGES COURSE DESCRIPTIONS

### AMERICAN SIGN LANGUAGE

#### ASL 1A ELEMENTARY AMERICAN SIGN LANGUAGE

3 Units  
Lecture: 3 hours

This course is an introduction to American Deaf culture through the language of different sign systems of American Sign Language and includes basic sign vocabulary, grammar, the manual alphabet, and other topics.

CSU, UC, Associate Degree Applicable

**ASL 1B  
ELEMENTARY AMERICAN SIGN  
LANGUAGE**

3 Units  
Lecture: 3 hours

This course further introduces the culture of the Deaf through the use of American Sign Language in a wide variety of social situations. Students learn to use appropriate communicative behaviors and show an awareness of and respect for Deaf values and norms.

*Prerequisite:* ASL 1A  
CSU, UC, Associate Degree Applicable

**FOREIGN LANGUAGE LAB**

**FL 97A-D ½ Unit**  
Laboratory: 1.5 hours

**FL 98A-D 1.0 Unit**  
Laboratory: 3.0 hours

Foreign Language Lab is an open entry/open exit environment designed to provide opportunities for students in all segments of the college community to develop foreign language communicative skills in understanding, speaking, reading, and writing. Emphasis is on the one-to-one tutorial as well as the computer-assisted, audiotape and videotape monitoring approaches.

*Corequisite:* Foreign Language course

**FRENCH**

**FR 1  
ELEMENTARY FRENCH  
(CAN FREN SEQ A:  
FR 1 or 1AB + FR 2 or 2AB)**

5 Units  
Lecture: 5 hours  
Laboratory: 1 hour

This course presents the fundamentals of French. Fluency in understanding, speaking, reading, and writing within the context of the French society, history, and culture is emphasized.

CSU, UC, Associate Degree Applicable

**FR 1A  
ELEMENTARY FRENCH  
(CAN FREN SEQ A:  
FR 1 or 1AB + FR 2 or 2AB)**

3 Units  
Lecture: 3 hours  
Laboratory: 1 hour

This course presents the fundamentals of French. Fluency in understanding, speaking, reading, and writing within the context of the French society, history, and culture is emphasized. Completion of FR 1A and FR 1B is equivalent to FR 1.

CSU, UC, Associate Degree Applicable

**FR 1B  
ELEMENTARY FRENCH  
(CAN FREN SEQ A:  
FR 1 or 1AB + FR 2 or 2AB)**

3 Units  
Lecture: 3 hours  
Laboratory: 1 hour

This course continues the development of the skills and essentials of the French language begun in French 1A. Fluency in understanding, speaking, reading, and writing within the context of the French society, history, and culture is emphasized. Completion of FR 1A and FR 1B is equivalent to FR 1.

*Prerequisite:* FR 1A or equivalent  
CSU, UC, Associate Degree Applicable

**FR 2  
ELEMENTARY FRENCH  
(CAN FREN SEQ A:  
FR 1 or 1AB + FR 2 or 2AB)**

5 Units  
Lecture: 5 hours  
Laboratory: 1 hour

This course continues the development of the skills and essentials of the French language begun in FR 1 or FR 1B. Fluency in understanding, speaking, reading, and writing within the context of the French society, history, and culture is emphasized.

*Prerequisite:* FR 1 or FR 1B or equivalent  
CSU, UC, Associate Degree Applicable



**FR 2A**  
**ELEMENTARY FRENCH**  
**(CAN FREN SEQ A:**  
**FR 1 or 1AB + FR 2 or 2AB)**

3 Units  
 Lecture: 3 hours  
 Laboratory: 1 hour

This course continues the development of the skills and essentials of the French language begun in FR 1 or FR 1B. Fluency in understanding, speaking, reading, and writing within the context of the French society, history, and culture is emphasized. Completion of FR 2A and FR 2B is equivalent to FR 2.

*Prerequisite: FR 1 or FR 1B or equivalent*  
 CSU, UC, Associate Degree Applicable

**FR 2B**  
**ELEMENTARY FRENCH**  
**(CAN FREN SEQ A:**  
**FR 1 or 1AB + FR 2 or 2AB)**

3 Units  
 Lecture: 3 hours  
 Laboratory: 1 hour

This course continues the development of the skills and essentials of the French language begun in FR 2A. Fluency in understanding, speaking, reading, and writing within the context of the French society, history, and culture is emphasized. Completion of FR 2A and FR 2B is equivalent to FR 2.

*Prerequisite: FR 2A or equivalent*  
 CSU, UC, Associate Degree Applicable

**FR 3**  
**INTERMEDIATE FRENCH**  
**(CAN FREN SEQ B: FR 3 + FR 4)**

4 Units  
 Lecture: 4 hours  
 Laboratory: 1 hour

This course strengthens the students' communication skills in the spoken and written language. Emphasis is on the customs and culture of France and the francophone world. French literature is introduced.

*Prerequisite: FR 2 or FR 2B or equivalent*  
 CSU, UC, Associate Degree Applicable

**FR 4**  
**INTERMEDIATE FRENCH**  
**(CAN FREN SEQ B: FR 3 + FR 4)**

4 Units  
 Lecture: 4 hours  
 Laboratory: 1 hour

This course expands the students' ability to communicate in French. Emphasis is on the discussion of socio-cultural selections and literature of the French-speaking world.

*Prerequisite: FR 3 or equivalent*  
 CSU, UC, Associate Degree Applicable

**FR 8A-D**  
**FRENCH CONVERSATION**

3 Units  
 Lecture: 3 hours

This series of courses relies on daily contact vocabulary building and practical conversation of everyday topics, current events, social life, and cultural materials. The student may choose the credit/no credit grading option.

*Prerequisite: Intermediate entry level: FR 2 or three years high school French, or equivalent; courses need not be taken in sequence*  
 CSU, UC, Associate Degree Applicable

**FR 40 A,B**  
**FRENCH CIVILIZATION**

3 Units  
 Lecture: 3 hours

This series of courses traces the development of the French language and culture from the beginning to modern times. Courses are conducted in English and need not be taken in sequence.

*Prerequisite: ENG 51*  
 CSU, UC, Associate Degree Applicable

**GERMAN****GER 1  
ELEMENTARY GERMAN  
(CAN GERM SEQ A:  
GER 1 or 1AB + GER 2 or 2AB)**

5 Units  
Lecture: 5 hours  
Laboratory: 1 hour

This course presents the fundamentals of German. Fluency in understanding, speaking, reading and writing within the context of the German society, history, and culture is emphasized.

CSU, UC, Associate Degree Applicable

**GER 1A  
ELEMENTARY GERMAN  
(CAN GERM SEQ A:  
GER 1 or 1AB + GER 2 or 2AB)**

3 Units  
Lecture: 3 hours  
Laboratory: 1 hour

This course presents the fundamentals of German. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized. Completion of GER 1A and GER 1B is equivalent to GER 1.

CSU, UC, Associate Degree Applicable

**GER 1B  
ELEMENTARY GERMAN  
(CAN GERM SEQ A:  
GER 1 or 1AB + GER 2 or 2AB)**

3 Units  
Lecture: 3 hours  
Laboratory: 1 hour

This course continues the development of the skills and essentials of the German language begun in GER 1A. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized. Completion of GER 1A and GER 1B is equivalent to GER 1.

*Prerequisite:* GER 1A or equivalent  
CSU, UC, Associate Degree Applicable

**GER 2  
ELEMENTARY GERMAN  
(CAN GERM SEQ A:  
GER 1 or 1AB + GER 2 or 2AB)**

5 Units  
Lecture: 5 hours  
Laboratory: 1 hour

This course continues the development of the skills and essentials of the German language begun in GER 1 or GER 1B. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized.

*Prerequisite:* GER 1 or GER 1B or equivalent  
CSU, UC, Associate Degree Applicable

**GER 2A  
ELEMENTARY GERMAN  
(CAN GERM SEQ A:  
GER 1 or 1AB + GER 2 or 2AB)**

3 Units  
Lecture: 3 hours  
Laboratory: 1 hour

This course continues the development of the skills and essentials of the German language begun in GER 1 or GER 1B. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized. Completion of GER 2A and GER 2B is equivalent to GER 2.

*Prerequisite:* GER 1 or GER 1B or equivalent  
CSU, UC, Associate Degree Applicable

**GER 2B  
ELEMENTARY GERMAN  
(CAN GERM SEQ A:  
GER 1 or 1AB + GER 2 or 2AB)**

3 Units  
Lecture: 3 hours  
Laboratory: 1 hour

This course continues the development of the skills and essentials of the German language begun in GER 2A. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized. Completion of GER 2A and GER 2B is equivalent to GER 2.

*Prerequisite:* GER 2A or equivalent  
CSU, UC, Associate Degree Applicable

## **GER 40A,B GERMAN CIVILIZATION**

3 Units

Lecture: 3 hours

This series of courses offers an introduction to the major currents and characteristics of the German culture as expressed through the centuries in literature, fine arts, philosophy, and the sciences. The courses are conducted in English and need not be taken in sequence.

*Prerequisite: ENG 51*

CSU, UC, Associate Degree Applicable

## **ITALIAN**

### **ITAL 1 ELEMENTARY ITALIAN**

5 Units

Lecture: 5 hours

Laboratory: 1 hour

This course presents the fundamentals of Italian. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized.

CSU, UC, Associate Degree Applicable

### **ITAL 1A ELEMENTARY ITALIAN**

3 Units

Lecture: 3 hours

Laboratory: 1 hour

This course presents the fundamentals of Italian. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 1A and ITAL 1B is equivalent to ITAL 1.

CSU, UC, Associate Degree Applicable

### **ITAL 1B ELEMENTARY ITALIAN**

3 Units

Lecture: 3 hours

Laboratory: 1 hour

This course continues the development of the

skills and essentials of the Italian language begun in ITAL 1A. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 1A and ITAL 1B is equivalent to ITAL 1.

*Prerequisite: ITAL 1A or equivalent*

CSU, UC, Associate Degree Applicable

### **ITAL 2 ELEMENTARY ITALIAN**

5 Units

Lecture: 5 hours

Laboratory: 1 hour

This course continues the development of the skills and essentials of the Italian language begun in ITAL 1 or ITAL 1B. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized.

*Prerequisite: ITAL 1 or ITAL 1B or equivalent*

CSU, UC, Associate Degree Applicable

### **ITAL 2A ELEMENTARY ITALIAN**

3 Units

Lecture: 3 hours

Laboratory: 1 hour

This course continues the development of the skills and essentials of the Italian language begun in ITAL 1 or ITAL 1B. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 2A and ITAL 2B is equivalent to ITAL 2.

*Prerequisite: ITAL 1 or ITAL 1B or equivalent*

CSU, UC, Associate Degree Applicable

### **ITAL 2B ELEMENTARY ITALIAN**

3 Units

Lecture: 3 hours

Laboratory: 1 hour

This course continues the development of the

skills and essentials of the Italian language begun in ITAL 2A. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 2A and ITAL 2B is equivalent to ITAL 2.

*Prerequisite: ITAL 2A or equivalent*  
CSU, UC, Associate Degree Applicable

### **ITAL 3 INTERMEDIATE ITALIAN**

4 Units  
Lecture: 4 hours  
Laboratory: 1 hour

This course strengthens the students' communication skills in the spoken and written language. Emphasis is on the customs and culture of Italy. Italian literature is introduced.

*Prerequisite: ITAL 2 or ITAL 2B or equivalent*  
CSU, UC, Associate Degree Applicable

### **ITAL 4 INTERMEDIATE ITALIAN**

4 Units  
Lecture: 4 hours  
Laboratory: 1 hour

This course expands the students' ability to communicate in Italian. Emphasis is on the discussion of socio-cultural selections and literature of the Italian-speaking world.

*Prerequisite: ITAL 3 or equivalent*  
CSU, UC, Associate Degree Applicable

### **ITAL 40A,B SURVEY OF ITALIAN CIVILIZATION**

3 Units  
Lecture: 3 hours

This course introduces students to the Italian people, culture, and civilization. Italian 40A covers the period from the thirteenth century to the sixteenth century. Italian 40B covers the period from the seventeenth century to the present. Courses need not be taken in sequence and are conducted in English.

*Prerequisite: ENG 51*  
CSU, UC, Associate Degree Applicable

## **JAPANESE**

### **JPN 1A ELEMENTARY JAPANESE**

3 Units  
Lecture: 3 hours  
Laboratory: 1 hour

This course introduces students to elementary communication skills of understanding, speaking, reading, and writing Japanese. Emphasis is on fundamentals of grammar and pronunciation, practical vocabulary and useful phrases and idioms. The honorific, polite, and humble forms of vocabulary and expressions are introduced and analyzed.

CSU, UC, Associate Degree Applicable

### **JPN 1B ELEMENTARY JAPANESE**

3 Units  
Lecture: 3 hours  
Laboratory: 1 hour

This course introduces students to elementary communication skills of understanding, speaking, reading, and writing Japanese. Emphasis is on fundamentals of grammar and pronunciation, practical vocabulary and useful phrases and idioms. The honorific, polite, and humble forms of vocabulary and expressions are introduced and analyzed.

*Prerequisite: JPN 1A or equivalent*  
CSU, UC, Associate Degree Applicable

### **JPN 2A ELEMENTARY JAPANESE**

3 Units  
Lecture: 3 hours  
Laboratory: 1 hour

This course continues the development of the skills and essentials of the Japanese language begun in JPN 1B. Fluency in understanding, speaking, reading, and writing within the context of the Japanese society, history, and culture is emphasized.

*Prerequisite: JPN 1B or equivalent*  
CSU, UC, Associate Degree Applicable

**JPN 2B**  
**ELEMENTARY JAPANESE**

3 Units  
 Lecture: 3 hours  
 Laboratory: 1 hour

This course continues the development of the skills and essentials of the Japanese language begun in JPN 2A. Fluency in understanding, speaking, reading, and writing within the context of the Japanese society, history, and culture is emphasized.

*Prerequisite: JPN 2A or equivalent*  
 CSU, UC, Associate Degree Applicable

**RUSSIAN**

**RUS 1A**  
**ELEMENTARY RUSSIAN**  
**(CAN RUSS SEQ A:**  
**RUS 1 AB + RUS 2AB)**

3 Units  
 Lecture: 3 hours  
 Laboratory: 1 hour

This course presents the fundamentals of Russian. Fluency in understanding, speaking, reading, and writing within the context of the Russian society, history, and culture is emphasized.

CSU, UC, Associate Degree Applicable

**RUS 1B**  
**ELEMENTARY RUSSIAN**  
**(CAN RUSS SEQ A:**  
**RUS 1 AB + RUS 2AB)**

3 Units  
 Lecture: 3 hours  
 Laboratory: 1 hour

This course continues the development of the skills and essentials of the Russian language begun in RUS 1A. Fluency in understanding, speaking, reading, and writing within the context of the Russian society, history, and culture is emphasized.

*Prerequisite: RUS 1A or equivalent*  
 CSU, UC, Associate Degree Applicable

**RUS 2A**  
**ELEMENTARY RUSSIAN**  
**(CAN RUSS SEQ A:**  
**RUS 1 AB + RUS 2AB)**

3 Units  
 Lecture: 3 hours  
 Laboratory: 1 hour

This course continues the development of the skills and essentials of the Russian language begun in RUS 1B. Fluency in understanding, speaking, reading, and writing within the context of the Russian society, history, and culture is emphasized.

*Prerequisite: RUS 1B or equivalent*  
 CSU, UC, Associate Degree Applicable

**RUS 2B**  
**ELEMENTARY RUSSIAN**  
**(CAN RUSS SEQ A:**  
**RUS 1 AB + RUS 2AB)**

3 Units  
 Lecture: 3 hours  
 Laboratory: 1 hour

This course continues the development of the skills and essentials of the Russian language begun in RUS 2A. Fluency in understanding, speaking, reading, and writing within the context of the Russian society, history, and culture is emphasized.

*Prerequisite: RUS 2A or equivalent*  
 CSU, UC, Associate Degree Applicable

**SPANISH**

**SPAN 1**  
**ELEMENTARY SPANISH**  
**(CAN SPAN SEQ A:**  
**SPAN 1 or 1AB + SPAN 2 or 2AB)**

5 Units  
 Lecture: 5 hours  
 Laboratory: 1 hour

This course presents the fundamentals of Spanish. Fluency in understanding, speaking, reading, and writing within the context of the Spanish society, history, and culture is emphasized.

CSU, UC, Associate Degree Applicable

**SPAN 1A**  
**ELEMENTARY SPANISH**  
 (CAN SPAN SEQ A:  
 SPAN 1 or 1AB + SPAN 2 or 2AB)

3 Units  
 Lecture: 3 hours  
 Laboratory: 1 hour

This course presents the fundamentals of Spanish. Fluency in understanding, speaking, reading, and writing within the context of the Spanish society, history, and culture is emphasized. Completion of SPAN 1A and SPAN 1B is equivalent to SPAN 1.

CSU, UC, Associate Degree Applicable

**SPAN 1B**  
**ELEMENTARY SPANISH**  
 (CAN SPAN SEQ A:  
 SPAN 1 or 1AB + SPAN 2 or 2AB)

3 Units  
 Lecture: 3 hours  
 Laboratory: 1 hour

This course continues the development of the skills and essentials of the Spanish language begun in SPAN 1A. Fluency in understanding, speaking, reading, and writing within the context of the Spanish society, history, and culture is emphasized. Completion of SPAN 1A and SPAN 1B is equivalent to SPAN 1.

*Prerequisite: SPAN 1A or equivalent*  
 CSU, UC, Associate Degree Applicable

**SPAN 2**  
**ELEMENTARY SPANISH**  
 (CAN SPAN SEQ A:  
 SPAN 1 or 1AB + SPAN 2 or 2AB)

5 Units  
 Lecture: 5 hours  
 Laboratory: 1 hour

This course continues the development of the skills and essentials of the Spanish language begun in SPAN 1 or SPAN 1B. Fluency in understanding, speaking, reading, and writing within the context of the Spanish society, history, and culture is emphasized.

*Prerequisite: SPAN 1 or SPAN 1B or equivalent*  
 CSU, UC, Associate Degree Applicable

**SPAN 2A**  
**ELEMENTARY SPANISH**  
 (CAN SPAN SEQ A:  
 SPAN 1 or 1AB + SPAN 2 or 2AB)

3 Units  
 Lecture: 3 hours  
 Laboratory: 1 hour

This course continues the development of the skills and essentials of the Spanish language begun in SPAN 1 or SPAN 1B. Fluency in understanding, speaking, reading, and writing within the context of the Spanish society, history, and culture is emphasized. Completion of SPAN 2A and 2B is equivalent to SPAN 2.

*Prerequisite: SPAN 1 or SPAN 1B or equivalent*  
 CSU, UC, Associate Degree Applicable

**SPAN 2B**  
**ELEMENTARY SPANISH**  
 (CAN SPAN SEQ A:  
 SPAN 1 or 1AB + SPAN 2 or 2AB)

3 Units  
 Lecture: 3 hours  
 Laboratory: 1 hour

This course continues the development of the skills and essentials of the Spanish language begun in SPAN 2A. Fluency in understanding, speaking, reading, and writing within the context of the Spanish society, history, and culture is emphasized.

*Prerequisite: SPAN 2A or equivalent*  
 CSU, UC, Associate Degree Applicable

**SPAN 3**  
**INTERMEDIATE SPANISH**  
 (CAN SPAN SEQ B: SPAN 3 + SPAN 4)

4 Units  
 Lecture: 4 hours  
 Laboratory: 1 hour

This course strengthens the students' communication skills in the spoken and written language. Emphasis is on the customs and culture of the Hispanic world. Hispanic literature is introduced.

*Prerequisite: SPAN 2 or SPAN 2B or equivalent*  
 CSU, UC, Associate Degree Applicable

**SPAN 4**  
**INTERMEDIATE SPANISH**  
**(CAN SPAN SEQ B: SPAN 3 + SPAN 4)**

4 Units  
 Lecture: 4 hours  
 Laboratory: 1 hour

This course expands the students' ability to communicate in Spanish. Emphasis is on the discussion of socio-cultural selections and literature of the Hispanic-speaking world.

*Prerequisite: SPAN 3 or equivalent*  
 CSU, UC, Associate Degree Applicable

**SPAN 5**  
**ADVANCED SPANISH**

3 Units  
 Lecture: 3 hours

SPAN 5 is primarily designed for students of advanced Spanish proficiency and pre-Spanish majors as a transition toward upper division college work. Extensive readings in Spanish literature and culture are stressed with emphasis placed on composition and conversation, requiring intensive use of the Spanish language for enrichment of oral and writing abilities.

*Prerequisites: SPAN 4 or equivalent*  
 CSU, UC, Associate Degree Applicable

**SPAN 6**  
**ADVANCED SPANISH**

3 Units  
 Lecture: 3 hours

This course is essentially the same as Spanish 5 with emphasis on Spanish-American literature and culture.

*Prerequisite: SPAN 5 or equivalent*  
 CSU, UC, Associate Degree Applicable

**SPAN 8A-D**  
**SPANISH CONVERSATION**

3 Units  
 Lecture: 3 hours

This series of courses emphasizes contextual vocabulary building, and practical conversation topics, current events and cultural materials. Students may choose the credit/no-credit grading option.

*Prerequisite: SPAN 2 or three years high school Spanish or equivalent; courses need not be taken in sequence*  
 CSU, UC, Associate Degree Applicable

**SPAN 10**  
**SPANISH FOR THE BILINGUAL STUDENT**

3 Units  
 Lecture: 3 hours

This course covers spelling, punctuation, the written accent, correct usage of verb tenses, proper sentence structure, and diction. Oral and written compositions will be part of the course. It aims to distinguish anglicisms and archaic expressions from standard language. It is designed for the Spanish speaker born in the U.S. who has never had formal instruction in Spanish.

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

**SPAN 11**  
**SPANISH FOR THE BILINGUAL STUDENT**

3 Units  
 Lecture: 3 hours

This course is a continuation of Spanish 10. It is designed to improve the communicative skills in Spanish for the bilingual student both orally and in writing and to enhance her/his style of expression. It will include a practical application of all the verb tenses. Written compositions and oral presentations will be the main activities of the course.

*Prerequisite: SPAN 10 or equivalent*  
 CSU, UC, Associate Degree Applicable

**SPAN 40A,B**  
**SPANISH CIVILIZATION**

3 Units  
 Lecture: 3 hours

This series of courses offers an introduction to the major currents and characteristics of Spanish culture as expressed through the centuries in literature, art, philosophy, music, and science. The courses are conducted in English and need not be taken in sequence.

*Prerequisite: ENG 51*  
 CSU, UC, Associate Degree Applicable

## HEALTH, PHYSICAL EDUCATION AND RECREATION

The Health, Physical Education and Recreation Program at College of the Desert is designed to provide curricula leading to an Associate in Arts Degree at College of the Desert, or transfer to a four-year college or university. Required Activity Courses are also listed under Courses of Instruction.

### PHYSICAL EDUCATION

**ASSOCIATE OF ARTS DEGREE**  
with emphasis on transfer preparation

Courses Required:

| Dept. | No.   | Title .....                      | Units |
|-------|-------|----------------------------------|-------|
| HE    | 1     | Personal & Comm. Health..... *   |       |
| PE    | 1     | First Aid and Safety..... 3      |       |
| PE    | 2**   | Sports Officiating .....         | 3     |
| PE    | 5**   | Foundations of Coaching..... 3   |       |
| PE    | 8**   | Intro to Health & P. E. .... 3   |       |
| PE    | 23**  | Life Saving .....                | 2     |
| PE    | 40-97 | Physical Education Activity... 4 |       |
| RE    | 1     | Intro to Comm. Recreation .... 3 |       |
| RE    | 2     | ABCD Recreation Field Work 2     |       |

|   |       |
|---|-------|
| Required Subtotal .....                   | 23    |
| General Education (Option 1* or 2) ....   | 34-43 |
| *Transferable Electives (as needed) ..... | 1     |
| Physical Education Activities .....       | 2     |

**DEGREE TOTAL .....** 60-68

Advisor: Marman

\* HE 1 is included in General Education Requirements

\*\* Scheduling priority: Course is offered only every other year

### RECREATION

**ASSOCIATE OF ARTS DEGREE**  
with emphasis on transfer preparation

Courses Required:

| Dept. | No.   | Title .....                      | Units |
|-------|-------|----------------------------------|-------|
| RE    | 1**   | Intro to Comm. Recreation .... 3 |       |
| RE    | 2     | ABCD Recreation Field Work 2     |       |
| HE    | 1     | Personal and Comm. Health ... *  |       |
| PE    | 1     | First Aid and Safety..... 3      |       |
| PE    | 2**   | Sports Officiating .....         | 3     |
| PE    | 8**   | Intro to Health & P.E. .... 3    |       |
| PE    | 23**  | Life Saving .....                | 2     |
| PE    | 40-97 | Physical Education Activity .. 4 |       |
| MUS   |       | Beg. Musical Instrument .....    | 2     |

|   |       |
|---|-------|
| Required Subtotal .....                   | 22    |
| General Education (Option 1* or 2) ....   | 34-43 |
| *Transferable Electives (as needed) ..... | 2     |
| Physical Education Activities .....       | 2     |

**DEGREE TOTAL .....** 60-67

Advisor: Marman

\* HE 1 is included in General Education Requirements

\*\* Scheduling priority: Course is offered only every other year



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**HEALTH, PHYSICAL  
EDUCATION AND  
RECREATION**

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**COURSE DESCRIPTIONS**

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**HEALTH EDUCATION**

**HE 1  
PERSONAL & COMMUNITY HEALTH**

3 Units  
Lecture: 3 hours

This course consists of application of facts and attitudes to the maintenance of optimum health for the individual and society; effects of exercise, fatigue, and diet; emotional and mental well-being; drugs, alcohol, and tobacco; disease etiology and disease prevention; human reproduction and family; safety in the modern world.

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

**PHYSICAL EDUCATION**

**PE 1  
FIRST AID AND SAFETY**

3 Units  
Lecture: 3 hours

This course includes theory and practice in immediate and temporary care given in case of accident or sudden illness, until service of a physician can be obtained. Upon successful completion, certificates in first aid and C.P.R. are awarded.

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

**PE 2  
SPORTS OFFICIATING**

3 Units  
Lecture: 3 hours

This course provides instruction in the qualifications, duties, mechanics, and interpretations of officiating football, basketball,

baseball, softball, track & field, cross country, volleyball, soccer, swimming, tennis and golf. Emphasis is on NCAA and California Community College rules.

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

**PE 5  
FOUNDATIONS OF COACHING**

3 Units  
Lecture: 3 hours

This course introduces the student to the profession of athletic coaching. Emphasis is on the principle of coaching as related to the personal relationship involved in teaching athletes and in helping the student formulate a personal philosophy that is based on sound principles of education and high ethical standards. Subject matter covered includes preparation, motivation, player selection, evaluation, fundamentals and strategy.

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

**PE 8  
INTRODUCTION TO HEALTH AND  
PHYSICAL EDUCATION**

3 Units  
Lecture: 3 hours

This course introduces the student to the professional field of physical education. It aids the student in seeing the relationship of the physical education profession to past and present day problems, its present status, professional organizations, literature, requirements. It includes evaluation, through testing, of the skills commonly needed by professional physical educators and recreation leaders.

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

**PE 10  
WOMEN'S PERSONAL SAFETY &  
DEFENSE**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course is designed to help women learn

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how to avoid becoming the victims of a criminal act and to be a practical guide for those who wish to develop the precautions and skills necessary for the safety of their property and persons.

CSU, UC, Associate Degree Applicable

**PE 15  
INTRODUCTION TO  
CHOREOGRAPHY**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course is an introduction to the fundamental elements of choreography and their practical application in creating dance composition.

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

**PE 23  
LIFESAIVING**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides instruction and practice in performing various swimming strokes and water rescue skills. Upon successful completion of this course the student is awarded a Life Saving Certificate.

*Prerequisite: Eligibility for ENG 51, good swimming ability*  
CSU, UC, Associate Degree Applicable

**ACTIVITY COURSES**

**PE 40A-D  
ARCHERY**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction and practice in the skills, strategies and rules of archery.

CSU, UC, Associate Degree Applicable

**PE 43A-D  
BADMINTON**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction and practice in the skills, strategies and rules of single and doubles badminton.

CSU, UC, Associate Degree Applicable

**PE 44A-D  
BASEBALL, FALL**

1 Unit  
Lecture: .5 hour  
Laboratory 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction and practice in the skills and strategies of baseball.

*Prerequisite: Must be varsity player/prospect, or Coach's permission.*  
CSU, UC, Associate Degree Applicable

**PE 45A-D  
BASKETBALL**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction and practice in skills, strategies, and officiating of basketball.

CSU, UC, Associate Degree Applicable

**PE 50A-D  
DANCE, MODERN**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction in modern dance techniques as a vehicle for creating original movement.

CSU, UC, Associate Degree Applicable

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**PE 51A-D  
DANCE, AEROBIC**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction in principles, techniques and practices of fundamental movements used in rhythmic activities, basic dance, and exercise conditioning, with special emphasis on aerobics.

CSU, UC, Associate Degree Applicable

**PE 52A-D  
DANCE, AEROBIC (Soft)**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

These courses are designed for the beginning, intermediate, advanced, and advanced II soft aerobics student. The student will learn the principles, techniques and practices of fundamental movements used in rhythmic activities and exercise conditioning, with special emphasis on non-impact aerobics.

CSU, UC, Associate Degree Applicable

**PE 53A-D  
DANCE, MODERN (Jazz)**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction in jazz dance technique for the improvement of body mechanics and coordination.

CSU, UC, Associate Degree Applicable

**PE 54A-D  
DANCE, STEP AEROBIC**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction in

principles, techniques and practices of aerobic conditioning by means of "step" platforms. Hand weights also are used for upper body strengthening.

CSU, UC, Associate Degree Applicable

**PE 55A-D  
DANCE, TAP**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction in basic tap dance steps and simple choreography forms for the improvement of coordination.

CSU, UC, Associate Degree Applicable

**PE 56A-D  
DANCE, BALLET**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction in ballet technique, vocabulary, history, current events, and appreciation of ballet as an art form.

CSU, UC, Associate Degree Applicable

**PE 57A-D  
FENCING**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction and performance in fencing skills and bodily development pertinent thereto, in each of the three competitive weapons: the foil, the sabre, and the epee.

CSU, UC, Associate Degree Applicable

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**PE 59A-D**  
**FLEXIBILITY AND AGILITY,**  
**SPORT PERFORMANCE**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

These courses provide an opportunity for beginning, intermediate, advanced, and advanced II instruction for students interested in improving "complete" physical strength, muscular endurance, anaerobic endurance and increased muscular elasticity while reducing connective tissue injuries. Students will be required to participate in strenuous physical activity and testing.

*Prerequisite: Varsity football player/  
prospect or coach's permission*  
CSU, UC, Associate Degree Applicable

**PE 60A-D**  
**FOOTBALL CONDITIONING**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II intensive conditioning and preparation for intercollegiate football.

*Prerequisite: Varsity football player/  
prospect or coach's permission*  
CSU, UC, Associate Degree Applicable

**PE 61A-D**  
**FOOTBALL, SPRING**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II field and classroom preparation for performance oriented students who demonstrate a high degree of skill and interest in intercollegiate football.

*Prerequisite: Varsity football player/  
prospect or coach's permission*  
CSU, UC, Associate Degree Applicable

**PE 62A-D**  
**GOLF**

1 Unit  
Lecture: .5 hour  
Laboratory 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction and practice in the skills and strategies of golf.

CSU, UC, Associate Degree Applicable

**PE 63**  
**ADAPTED ARCHERY**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

Archery for the physically challenged student offers instruction in development of shooting skills; knowledge of etiquette, rules, safety and tackle; and practice in tournament rounds. This course is modified to meet each individual's particular needs.

*Advisory: Designed for students with  
disabilities*  
CSU, UC, Associate Degree Applicable

**PE 64**  
**ADAPTED TENNIS**

1 Unit  
Lecture: .5  
Laboratory: 1.5 hours

Tennis for the physically challenged student offers instruction and practice in modified skills and strategies to meet each individual's particular needs.

*Advisory: Designed for students with  
disabilities*  
CSU, UC, Associate Degree Applicable

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**PE 65  
ADAPTED PHYSICAL ACTIVITY**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

This course is designed to meet the changing activity needs and desires of the physically challenged student. It offers the opportunity to keep physically fit and participate in activities geared to their capabilities.

*Advisory: Designed for students with disabilities*  
CSU, UC, Associate Degree Applicable

**PE 66  
ADAPTED AQUATICS**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

This course for the physically challenged student meets in the four foot pool for exercising and learning swimming skills. Pool lifts and instructional aides are available.

*Advisory: Designed for students with disabilities*  
CSU, UC, Associate Degree Applicable

**PE 68A-D  
JOGGING AND SPEEDWALKING**

1 Unit  
Lecture: .5  
Laboratory: 1.5 hours

Beginning, intermediate, advanced, and advanced II jogging and speedwalking offer instruction and participation in a progressive program as applied to health and fitness.

CSU, UC, Associate Degree Applicable

**PE 74A-D  
PHYSICAL FITNESS,  
SPORT PERFORMANCE**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

These courses provide the practical application of kinetic principles of HUMAN GAIT relative to upper and lower body extremity

movement correlating with the increased efficiency in vertical jump, lateral movement, forward and backward linear movement and its effects upon speed development and athletic performance improvement for the beginning, intermediate, advanced, and advanced II levels. Students will be required to participate in vigorous physical activity, and test and measurement procedures.

*Prerequisite: Varsity player/prospect or coach's permission*  
CSU, UC, Associate Degree Applicable

**PE 77A-D  
SELF-DEFENSE, CO-ED**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

Beginning, intermediate, advanced, and advanced II self-defense courses provide an introduction to practical street self-defense. Various aspects of the combined arts that will be emphasized include: history and philosophy of Asian fighting arts, nature of self-defense (origin-development-function), common sense self-defense, precautionary measures, psychology, physical conditioning, women and special problems, and aesthetic appreciation of form and motion.

CSU, UC, Associate Degree Applicable

**PE 78A-D  
SELF-DEFENSE, MARTIAL ARTS**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

Beginning, intermediate, advanced, and advanced II self-defense, martial arts emphasize physical conditioning, sport, philosophy and aesthetic appreciation of form and motion.

CSU, UC, Associate Degree Applicable

**PE 79A-D  
SOCCER-TOUCH FOOTBALL**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction and

practice in the skills and strategies of soccer-touch football.

CSU, UC, Associate Degree Applicable

**PE 80A-D  
SOFTBALL, CO-ED**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction and practice in skills, strategies and rules of softball.

CSU, UC, Associate Degree Applicable

**PE 82A-D  
SWIMMING**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction and practice in the various swimming techniques.

CSU, UC, Associate Degree Applicable

**PE 86A-D  
TENNIS**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction and practice in skills, strategies, and officiating of tennis.

CSU, UC, Associate Degree Applicable

**PE 87A-D  
TRACK AND FIELD, CO-ED**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction and practice in various techniques of events in track and field.

CSU, UC, Associate Degree Applicable

**PE 91A-D  
VOLLEYBALL**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

These courses provide beginning, intermediate, advanced, and advanced II instruction and practice in skills, strategies, and officiating of volleyball.

CSU, UC, Associate Degree Applicable

**PE 93A-D  
WATER EXERCISES**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

Beginning, intermediate, advanced, and advanced II water exercises emphasize physical fitness and flexibility through resistance exercises in the water. The pool is only 4 feet deep. You do not need to know how to swim.

CSU, UC, Associate Degree Applicable

**PE 96A-D  
WEIGHT TRAINING**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

These courses provide practical application of kinetic strength training principles for the beginner, intermediate, advanced, and advanced II participant. Physical development and improvement shall be attained through the use of selected resistance machinery, free weight apparatus and other selected physical conditioning methods.

CSU, UC, Associate Degree Applicable

**PE 97A-D  
WEIGHT TRAINING, FOOTBALL**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

These courses provide practical application of kinetic strength training principles for the beginner, intermediate, advanced, and advanced II varsity participant/prospect. Physical development and improvement shall be attained through the use of selected resistance machinery, free weight apparatus and other selected physical conditioning methods.

*Prerequisite: Varsity football player/  
prospect or coach's permission*  
CSU, UC, Associate Degree Applicable

**RECREATION**

**RE 1  
INTRODUCTION TO COMMUNITY  
RECREATION**

3 Units  
Lecture: 3 hours

This is a theory and activity course which teaches leadership of recreation activities with emphasis on the social development and integration of individuals into group programs; mechanics of planning, techniques of presentation; and a repertoire of social activities as tools for social recreation. Students will actively participate in the planning and production of various intramural and other special events.

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

**RE 2A-D  
RECREATION FIELD WORK**

1 Unit  
Lecture: 1 hour

This course gives practical experience to students who are training for careers in the HPER/Athletic area. Class activities include work at various facilities both on and off campus.

CSU, Associate Degree Applicable

**VARSITY SPORTS**

**VS 11A,B  
VARSITY BASEBALL (M)**

3 Units  
10 hours plus games

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

*Prerequisite: Successful tryout*  
CSU, UC, Associate Degree Applicable

**VS 14A-D  
VARSITY BASKETBALL (M)**

1½ Units  
5 hours plus games

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

*Prerequisite: Successful tryout*  
CSU, UC, Associate Degree Applicable

**VS 15A-D  
VARSITY BASKETBALL (W)**

1½ Units  
5 hours plus games

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

*Prerequisite: Successful tryout*  
CSU, UC, Associate Degree Applicable

**VS 22A,B  
VARSITY CROSS COUNTRY (M)**

3 Units  
10 hours plus meets

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

*Prerequisite: Successful tryout*  
CSU, UC, Associate Degree Applicable

**VS 23A,B**  
**VARSITY CROSS COUNTRY (W)**

3 Units  
10 hours plus meets

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

*Prerequisite: Successful tryout*  
CSU, UC, Associate Degree Applicable

**VS 33A,B**  
**VARSITY FOOTBALL (M)**

3 Units  
10 hours plus games

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

*Prerequisite: Successful tryout*  
CSU, UC, Associate Degree Applicable

**VS 40A,B**  
**VARSITY GOLF (M)**

3 Units  
10 hours plus matches

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

*Prerequisite: Successful tryout*  
CSU, UC, Associate Degree Applicable

**VS 41A,B**  
**VARSITY GOLF (W)**

3 Units  
10 hours plus matches

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

*Prerequisite: Successful tryout*  
CSU, UC, Associate Degree Applicable

**VS 53A,B**  
**VARSITY SOCCER (M)**

3 Units  
10 hours plus games

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

*Prerequisite: Successful tryout*  
CSU, UC, Associate Degree Applicable

**VS 57A,B**  
**VARSITY SOFTBALL (W)**

3 Units  
10 hours plus games

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

*Prerequisite: Successful tryout*  
CSU, UC, Associate Degree Applicable

**VS 64A,B**  
**VARSITY TENNIS (M)**

3 Units  
10 hours plus matches

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

*Prerequisite: Successful tryout*  
CSU, UC, Associate Degree Applicable

**VS 65A,B**  
**VARSITY TENNIS (W)**

3 Units  
10 hours plus matches

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

*Prerequisite: Successful tryout*  
CSU, UC, Associate Degree Applicable

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**VS 68A,B**  
**VARSITY TRACK & FIELD (M)**

3 Units  
10 hours plus meets

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

*Prerequisite: Successful tryout*  
CSU, UC, Associate Degree Applicable

**VS 69A,B**  
**VARSITY TRACK & FIELD (W)**

3 Units  
10 hours plus meets

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

*Prerequisite: Successful tryout*  
CSU, UC, Associate Degree Applicable

**VS 74A,B**  
**VARSITY VOLLEYBALL (W)**

3 Units  
10 hours plus matches

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

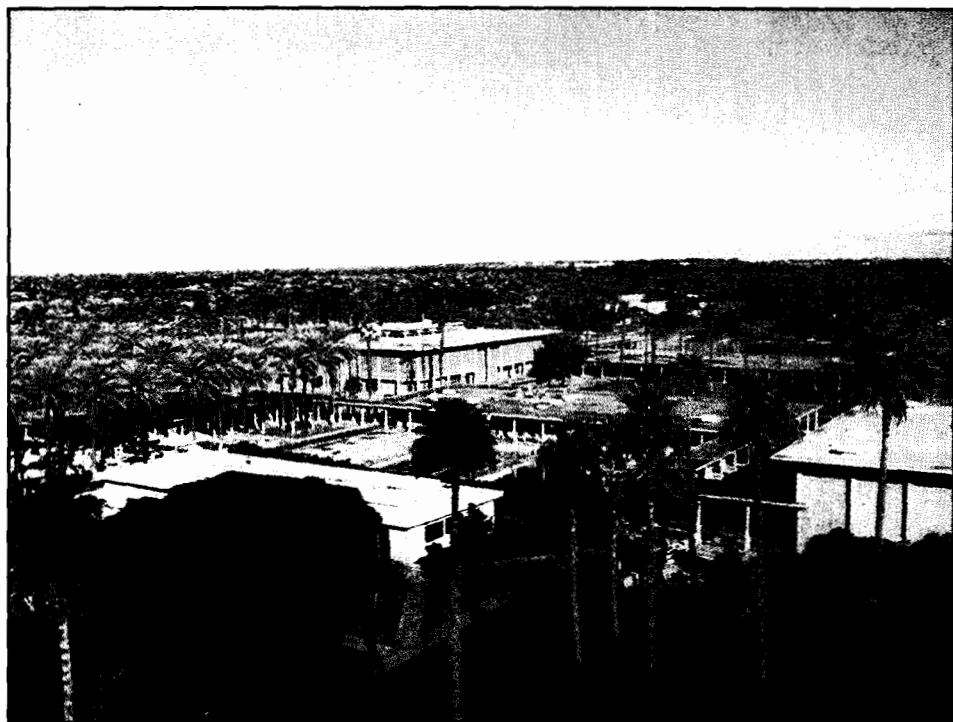
*Prerequisite: Successful tryout*  
CSU, UC, Associate Degree Applicable

**VS 78A,B**  
**VARSITY WATER POLO**

3 Units  
10 hours plus matches

This course is intercollegiate competition for performance oriented students who demonstrate a high degree of skill and interest.

*Prerequisite: Successful tryout*  
CSU, UC, Associate Degree Applicable



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## HEALTH SCIENCES

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The Division of Health Sciences offers two degree programs and three certificate programs that prepare men and women for careers in health occupations. Educational pathways include both theoretical instruction on campus and clinical experience in local hospitals and clinics.

Students enrolled in the clinical program are subject to special guidelines developed to protect patient safety. A student may be asked to withdraw from the Health Sciences program for academic reasons or for other reasons such as drug/alcohol abuse, inappropriate social or emotional behavior or documented acts of dishonesty. The faculty reserves the right to remove from the clinical area any student who, in the faculty member's professional judgement, places the patient in physical or emotional jeopardy. Should this occur, the student will have a conference with the member of the Health Sciences faculty, and the Chairman of the Division.

In compliance with the Americans with Disabilities Act, students must be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program. The Core Performance Standards adopted by the Health Sciences Division include the following.

### Physical Demands - Must be able to:

- be on your feet 6-12 hours at a time and perform activities that include reaching, balancing, carrying, pushing, pulling, stooping, bending and crouching;
- list and transfer adults and children from a stopped to an upright position to accomplish bed-to-chair and chair-to-bed transfers;
- lift and adjust positions of bedridden patients, including pulling as much as 12 inches to ward the head of the bed;
- physically apply up to ten pounds pressure to bleeding sites or to chest in the performance of CPR using hands, wrists and arms;

- maneuver in small spaces quickly and with ease;

- perform fine motor skills that require hand-eye coordination in the use of small instruments, equipment, and syringes;

- feel and compress tissues to assess for size, shape, texture, and temperature.

### Senses - Must be able to:

- visually read calibrated scales in increments of one-hundredth of an inch in not more than a three-inch space;

- perform close and distinct visual activities involving persons and paper work;

- visually discriminate depth and possess color perception;

- identify and distinguish odors that are pungent, or the products of infection or metabolic imbalance (e.g., ketones);

- respond and react immediately to auditory instruction, requests, signals, and monitoring equipment;

- perform auditory assessments requiring the distinguishing of variances in sounds (e.g., tones and pitches).

### Attitudes - Must be able to:

- learn to perform mathematical calculation for medication preparation and administration in a timely manner;

- learn to communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, and word usage as well as medical terminology;

- comprehend verbal and written directions, making correct nations and responding as directed;

- make proper and timely decisions under stressful and emergency situations.

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

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registration. All programs offered by the Division demand a grade of "C" or better (2.0) in any course fulfilling program requirements.

## **ASSOCIATE DEGREE NURSING PROGRAM**

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

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

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

\*The address of NLNAC is 61 Broadway, Thirty-third floor, New York, New York 10006. Telephone: (212) 989-9393.

## **PHILOSOPHY**

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

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

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

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

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

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

development of their own potential. Additionally, individuals are entitled to information that allows them to make informed decisions regarding their health care.

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

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

Registered nurses with an associate degree in nursing function as care providers by assessing, diagnosing, planning, implementing, and evaluating the care given to clients. They establish priorities, give prescribed medications and treatments, and provide health teaching as needed. As a manager of care, the associate degree graduate organizes the care given, delegating as appropriate, and collaborates with members of the health care team. The graduate is accountable for the care given and responsible for functioning within the legal parameters of registered nursing practice and the levels of competence as outlined in the California Nursing Practice Act. As a member within the discipline of nursing, the associate degree graduate is committed to continuous learning, ongoing professional development, and maintenance of ethical standards of practice.

The nursing program addresses the needs of students who, like their clients, come from diverse and varied ethnic, cultural, religious, and educational backgrounds. Students bring to the classroom different learning styles, personal goals, age representation, life styles, and experience. Optimum learning for a diverse student body occurs in a nonthreatening, supportive environment in which frequent feedback is an essential element. Learning is maximized when a variety of instructional modalities are coordinated with students' specific learning needs, goals, and individual support systems. Learning progresses from simple to complex and involves active participation of both the student and the instructor. Nursing faculty serve as facilitators, catalysts, resource persons and role models.

### **OUTCOMES FOR THE REGISTERED NURSING PROGRAM GRADUATE**

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

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

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

## VOCATIONAL NURSING PROGRAM

The Vocational Nursing Program prepares men and women for first level nursing positions as contributing members of the health care team working under the direction of a registered nurse or licensed physician. They may seek employment in acute or long-term care facilities, doctors' offices or clinics. Vocational nurses assist in data collection, plan and implement nursing care, administer medications and treatments with knowledge of therapeutic results, and maintain a safe environment for patients and their families. Upon successful completion of the program a certificate in vocational nursing is awarded and the graduate is eligible to write the National Council Licensure Examination (NCLEX) for vocational nursing in the state of California. An Associate Degree in Vocational Nursing may be pursued if desired.

## **PHILOSOPHY**

The Vocational Nursing Program is an integral part of College of the Desert. The Vocational Nursing faculty endorse the institutional mission statement that supports comprehensive educational opportunities for vocational instruction and recognizes the challenge set forth by a diverse, growing and energetic community dedicated to lifelong learning. The program meets needs of the community by preparing students for career opportunities in Vocational Nursing. The purpose of the program is to produce an entry level practitioner of vocational nursing who is eligible to write the licensing examination for vocational nursing and who has the necessary knowledge, skills and attitudes to provide safe, competent nursing care.

We believe community college students bring a variety of ethnic and cultural backgrounds, life experiences, learning styles, and developmental levels to the learning environment. The college community provides the opportunity for students and faculty to participate in cultural exchange; it encourages the examination and development of ideas through a balanced social forum and provides an environment for growth. We support self-development, including ongoing self-assessment and evaluation.

### Philosophy of Man and Society

We believe each person, regardless of race, creed, religion or culture, is a unique, complex, holistic being and deserving of respect. All persons share with others common human attributes and basic human needs, adapting to physical and psychosocial experiences and stresses. Individuals have an inherent right to strive to attain optimal health and to achieve their full potential in life. They possess dignity, self-worth and have the right to information that will assist them to make informed decisions regarding health care. We believe that access to health care is the right of each member of society.

## **Health, Illness & Health Care Delivery**

We believe health and illness are relative, ever-changing states of being. Individuals exist on a continuum ranging from a state of optimal functioning, to absence of discernible disease, to obvious disease that can result in death. Illness occurs when there is an alteration in the function of one or more body systems.

We believe the health care delivery system is changing quickly in response to societal demands, rapidly changing technology and the increasing life-span. These changes have resulted in a collaborative level of interaction between health care workers and the consumer.

## **Philosophy of Nursing**

Nursing is a caring profession in which the nurse uses cognitive, psychomotor and affective skills to assist individuals to achieve their highest level of health. It is concerned with helping people cope with adverse physiologic, psychosocial, and spiritual responses to illness. Nurses assist individuals to use their available resources to adapt at an optimum level of functioning. The practice of nursing incorporates the use of the nursing process to assess an individual's current and potential health care needs, and to plan, implement and evaluate nursing care.

A variety of caregivers are educated at different levels to provide health care services to the public. The vocational nurse is educated to be a responsible member of a health care team, performing basic therapeutic, rehabilitative, and preventive care. The role of the vocational nurse is an evolving one and encompasses providing specific services to patients under the direction of a licensed physician or professional registered nurse.

## **Philosophy of Nursing Education**

Nursing education occurs in a variety of settings and prepares graduates with different levels of expertise. Vocational nursing education involves teaching nursing theory, skills and

attitudes that assist the students to assume responsibility and accountability as vocational nurses. The nursing faculty use a systematic approach to instruction that builds on previously learned knowledge from related disciplines and life experience. Faculty select strategies, organize content, arrange experiences, and facilitate learning taking into consideration cultural factors, ethnic background and the individual learning styles of students.

## **Philosophy of Teaching and Learning**

We believe that learning results in a change in behavior that can be measured and which persists. Teaching and learning involve an interactive process between instructor and student. Optimum learning for a diverse student body occurs in a nonthreatening, supportive environment in which frequent feedback is an essential element. Learning is maximized when the student feels a need to learn and accepts a share of the responsibility of planning and implementing the learning experience. Learning is facilitated when a variety of instructional modalities are coordinated with students' specific learning needs, goals, and individual support systems. Learning progresses from simple to complex, and involves active participation of both the student and the instructor. Ideally, learning is a lifelong process.

## **Outcome Behaviors**

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

- Assesses basic physical, emotional, spiritual and sociocultural needs of clients using a variety of resources;
- Contributes to the development of nursing care plans, establishing priorities and revising as necessary;
- Provides safe, competent nursing care using accepted standard of practice and making appropriate referrals;

- Evaluates care to determine priorities, goals, and effectiveness of care;
- Uses effective communication skills in nursing role, in therapeutic relationships with clients and families and in collaboration with members of the health team;
- Assumes responsibility and accountability for managing own actions and care delegated to those with lesser preparation;
- Practices within the scope of practice of the licensed nurse;
- Adheres to nursing code of ethics;
- Seeks opportunity for continued professional growth and performance;
- Advocates for the health care consumers through political, economic and societal activities.

## NURSING ASSISTANT

The Nursing Assistant (NA) program prepares men and women to assist with the routine care and treatment of patients in health care facilities. Working under the direction of the nursing and medical staff, activities of the certified nursing assistant include providing personal care, maintaining safety, and assisting with activities of daily living. Successful completion of the program results in eligibility to take the state approved tests that lead to certification as a nursing assistant.

The course of study includes 72 hours of classroom instruction and at least 100 hours of clinical practice in long-term care facilities. Students wishing to enter the program should have completed the College assessment tests demonstrating eligibility for English 51. Students seeking admission to the course will need to complete information disclosing any past criminal record. If a history exists that has not been cleared with the Department of Health Services, the student will not be able to continue in the class. Specific information regarding the program may be obtained by calling or writing to the Health Sciences Division.

## HOME HEALTH AIDE

The Home Health Aide program prepares men and women to assist with the routine care and treatments of clients in their homes. These services include personal health care as well as food purchasing, meal planning, laundry, and light housekeeping. Successful completion of the program results in eligibility to take the state approved tests that lead to certification as a Home Health Aide.

The course of study includes 27 hours of classroom instruction and 27 hours of supervised clinical experience. Students wishing to enter the program must be certified as a nursing assistant and have completed the College assessment tests demonstrating eligibility for English 51. Specific information regarding the program may be obtained by calling or writing to the Health Sciences Division.

## EMERGENCY MEDICAL TECHNICIAN

The Emergency Medical Technician Program prepares individuals to recognize illnesses and injury symptoms and to provide legal permissible emergency treatment set forth by the standards of the State of California, and the Riverside County Health Department (RCHD).

The curriculum consists of not less than one hundred ten hours training which is divided into a minimum of 100 hours of classroom and laboratory instruction and a minimum of 10 hours of supervised clinical experience exclusive of testing. The clinical experience will include 3 patient (or equivalent simulated patient) contacts.

On completion of this 6-unit course, the student is eligible to apply to the local EMS Authority for the county-issued certification as an Emergency Medical Technician-I which is valid

for 2 years. An EMT Refresher course is offered for certificate renewal. On completion of this 2-unit course, the student is eligible to apply to the local EMS Authority for the county-issued certification as an EMT-I, which is valid for 2 years.

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

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

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

## **RESPIRATORY THERAPY PROGRAM**

The Respiratory Therapy Program is accredited by the Committee on Accreditation for Respiratory Care (CoARC), under the sponsorship of the Commission on Accreditation of Allied Health Educational Programs (CAAHEP). Graduates are awarded the Associate in Science Degree in Respiratory Therapy and a certificate of completion of the Respiratory Therapy program making the graduate eligible to write the California State Board examination for Respiratory Care Practitioner. Graduates are also eligible to write

the National Board for Respiratory Care to become a Registered Respiratory Therapist.

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

A class is admitted to the program once every two years. It is the desire of the College to prepare therapists who are competent in the application of respiratory skills and capable of delivering humanistic patient care. It is to this goal that the curriculum is designed and the following objectives established.

On completion of the Respiratory Therapy Program the graduate will demonstrate the following competencies:

1. Provide competent respiratory care to culturally diverse patients in a variety of health care settings;
  2. Communicate both in writing and verbally with members of the health care team;
  3. Administer safely, all medications related to respiratory therapy;
  4. Provide health teaching to patients and their families adapting that teaching to patients level of understanding;
  5. Work in a collaborative manner with all members of the health care team;
  6. Adhere to legal and ethical standards of practice for respiratory care therapists;
  7. Maintain current practice through professional growth activities;
  8. Promote and maintain patient safety in all aspect of care.
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## REGISTERED NURSING

### ASSOCIATE OF SCIENCE DEGREE and employment preparation

(Graduates eligible for Registered Nurse  
Licensing Examination in California)

*Program Admission Requirements:* One year of high school chemistry or CH 4, completed with a grade of "C" or better (4 units); English 51; Math 57. *Recommended:* HS 70, Intro to Health Sciences

#### Courses Required:

| Dept.              | No.           | Title .....   | Units |
|--------------------|---------------|---|-------|
| BI                 | 22            | Human Anatomy .....   | 4     |
| BI                 | 23            | Human Physiology .....  | 5     |
| BI                 | 15            | General Microbiology .....  | 5     |
| PSY                | 1             | General Psychology .....  | 3     |
| SOC                | 1             | Introductory Sociology .....  | 3     |
| OR                 | SOC 4         | Soc/Critical Thinking (3)   |       |
| ENG                | 1A            | Composition .....   | 4     |
| OR                 | ENG 3A        | Freshman Composition I (3)  |       |
| SP                 | 1, 4, 5 or 15 | .....   | 3     |
| HUM                |               | From courses listed in catalog .....  | 3     |
| MATH               | 40            | Intermediate Algebra .....  | 4     |
| PE                 |               | From courses listed in catalog .....  | 2     |
|                    |               | (One unit of PE may be satisfied by HS 70)  |       |
| N                  | 1             | Basic Concepts of Nursing<br>Practice .....   | 8     |
| N                  | 2             | Concepts of Nursing Practice<br>for Commonly Occurring<br>Alterations in Health ..... | 9     |
| N                  | 3A            | Concepts of Nursing Practice<br>for Complex Alterations<br>in Health .....            | 9     |
| N                  | 3B            | Issues in Nursing .....   | 0.5   |
| N                  | 4             | Concepts of Nursing Practice<br>for Acute Complex<br>Alterations in Health .....      | 9     |
| N                  | 4B            | Management Concepts in<br>Nursing .....   | 0.5   |
| DEGREE TOTAL ..... |               |   | 71-72 |

## REGISTERED NURSING COURSE SEQUENCE

Most students admitted to the Associate Degree Nursing program have completed all course work except the nursing courses prior to admission. However, a few may be taking courses concurrently. Listed below is a pattern of sequencing that should be followed. Although non nursing courses can be completed anytime prior to this schedule, when taken with nursing courses they must be completed no later than the semester indicated in this plan.

#### First Semester Units

|                                  |   |
|----------------------------------|---|
| ENG 1A or 3A (Composition) ..... | 4 |
| BI 22 (Human Anatomy) .....      | 4 |
| PSY 1 (General Psychology) ..... | 3 |
| N 1 (Basic Concepts) .....       | 8 |

#### Second Semester .....

|                                     |   |
|-------------------------------------|---|
| BI 23 (Human Physiology) .....      | 5 |
| SOC 4 (Soc/Critical Thinking) ..... | 3 |
| OR SOC 1 (Introductory Sociology)   |   |
| N 2 (Common Alterations) .....      | 9 |

#### Third Semester .....

|                                  |     |
|----------------------------------|-----|
| BI 15 (Microbiology) .....       | 5   |
| SP 1, or 4, or 5, or 15 .....    | 3   |
| N 3A (Complex Alterations) ..... | 9   |
| N 3B (Issues in Nursing) .....   | 0.5 |

#### Fourth Semester .....

|  |     |
|--|-----|
| HUM (from courses listed on catalog) ..... | 3   |
| N 4A (Acute Complex Alterations) .....     | 9   |
| N 4B (Mgmt Concepts in Nursing) .....      | 0.5 |

#### Additional courses to be completed prior to graduation:

|   |   |
|---|---|
| MATH 40 (Intermediate Algebra) .....          | 4 |
| PE (from listed courses in catalog) .....     | 2 |
| (HS 70 may be substituted for one unit of PE) |   |

TOTAL UNITS .....

71-72

Advisor: Hartley, Hartley-CMC

**RESPIRATORY THERAPY**

**ASSOCIATE OF SCIENCE DEGREE**  
and employment preparation

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

*Recommended:* HS 70, Intro to Health Sciences

Courses Required:

| Dept. | No. | Title                                       | Units |
|-------|-----|---|-------|
| BI    | 21  | Elementary Human Anatomy and Physiology     | 3     |
| BI    | 21L | Elementary Human Anatomy and Physiology Lab | 1     |
| ENG   | 1A  | Composition                                 | 4     |
| MATH  | 40  | Intermediate Algebra                        | 4     |
| PHIL  | 13  | Perspectives on Death/Dying                 | 3     |
| PSY   | 1   | General Psychology                          | 3     |
| SP    | 1   | Intro Human Communication                   | 3     |
| PE    |     | From courses listed in catalog              | 2     |

(One unit of PE may be satisfied by HS 70)

|    |   |   |     |
|----|---|---|-----|
| RT | 1 | Cardiopulmonary Pathophysiology                   | 3   |
| RT | 2 | Intro to Respiratory Therapy                      | 8   |
| RT | 3 | Cardiopulmonary Pharm.                            | 2   |
| RT | 4 | Assisted Ventilatory Therapy                      | 11  |
| RT | 5 | Cardiopulmonary Special Procedure                 | 4   |
| RT | 6 | Methods of Continuous Ventilatory Support         | 11  |
| RT | 7 | Cardiopulmonary Function Testing & Rehabilitation | 1.5 |
| RT | 8 | Adv. Respiratory Practicum                        | 4   |
| RT | 9 | Respiratory Therapy Review and Testing            | 3   |

DEGREE TOTAL ..... 70.5

Advisor: Ciascko

**VOCATIONAL NURSING**

**CERTIFICATE**  
and employment preparation

(Graduates eligible for Vocational Nurse Licensing Examination in California)

*Recommended:* HS 70, Intro to Health Sciences  
See Brochure for Admission Requirements

| Dept. | No. | Title                      | Units |
|-------|-----|----------------------------|-------|
| HS    | 62  | Your Living Body           | 3     |
| HS    | 65  | Basic Pharmacology         | 3     |
| PSY   | 1   | General Psychology         | 3     |
| VN    | 1   | Vocational Nursing I       | 5     |
| VN    | 1L  | Vocational Nursing I Lab   | 4     |
| VN    | 2   | Vocational Nursing II      | 9     |
| VN    | 2L  | Vocational Nursing II Lab  | 7     |
| VN    | 3   | Vocational Nursing III     | 9     |
| VN    | 3L  | Vocational Nursing III Lab | 7     |

CERTIFICATE TOTAL ..... 50

Advisor: Hartley

**VOCATIONAL NURSING**

**ASSOCIATE OF SCIENCE DEGREE**  
and employment preparation

*Recommended:* HS 70, Intro to Health Sciences

| Dept. | No. | Title                      | Units |
|-------|-----|----------------------------|-------|
| HS    | 62  | Your Living Body           | 3     |
| HS    | 65  | Basic Pharmacology         | 3     |
| PSY   | 1   | General Psychology         | 3     |
| VN    | 1   | Vocational Nursing I       | 5     |
| VN    | 1L  | Vocational Nursing I Lab   | 4     |
| VN    | 2   | Vocational Nursing II      | 9     |
| VN    | 2L  | Vocational Nursing II Lab  | 7     |
| VN    | 3   | Vocational Nursing III     | 9     |
| VN    | 3L  | Vocational Nursing III Lab | 7     |

Required Subtotal ..... 50

General Education Requirements ..... 18

Physical Education Requirement ..... 2

DEGREE TOTAL ..... 70

Advisor: Hartley; CMC-Kendall

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**HEALTH SCIENCES****COURSE DESCRIPTIONS**

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**EMERGENCY MEDICAL  
TECHNICIAN****EMT 84A-D  
EMERGENCY MED TECH I**

6 Units  
Lecture: 6 hours

This course covers all techniques of emergency medical care specified in the California Code of Regulations to develop the competence required for certification as an EMT I. The course includes a minimum of 100 hours of didactic instruction, exclusive of testing and a minimum of 10 hours clinical experience.

*Prerequisite:* ENG 50  
Associate Degree Applicable

**EMT 85A-D  
EMT REFRESHER COURSE**

2 Units  
Lecture: 2 hours

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

*Prerequisite:* ENG 50; EMT Certificate  
Associate Degree Applicable

**HEALTH SCIENCES****HS 51  
LVN - ADN TRANSITION I**

1 Unit  
Lecture: 1 hour

This course presents an overview of Nursing 1. Content of the course is directed toward assisting vocational nurses licensed in California to challenge the first course in the Associate Degree Nursing Program. Emphasis is placed on the role of the registered nurse, nursing process, medication administration, and application of life-span concepts to care with special attention to the elderly. A credit/no credit grade mark is awarded.

*Prerequisite:* Completion of all General Education courses required in the Nursing Program. Must be a licensed Vocational Nurse in the state of California.

**HS 52  
LVN - ADN TRANSITION II**

1 Unit  
Lecture: 1 hour

This course presents an overview of Nursing 2. Content is directed toward assisting vocational nurses licensed in California to challenge the first course in the Associate Degree Nursing Program. Emphasis is placed on the role of the registered nurse, nursing process, medication administration, and application of life-span concepts to care with special attention to the elderly. A credit/no credit grade mark is awarded.

*Prerequisite:* Completion of all General Education courses required in the Nursing Program. Must be a licensed Vocational Nurse in the state of California.

**HS 61  
MEDICAL TERMINOLOGY**

2 Units  
Lecture: 2 hours

This course introduces medical terminology as used by all health service personnel, including medical doctors, dentists, nurses, respiratory

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therapists, physical therapists, EMTs, medical secretaries and doctors' office assistants.

*Prerequisite: ENG 50*  
Associate Degree Applicable

**HS 62**  
**YOUR LIVING BODY**

3 Units  
Lecture: 3 hours

This course provides a basic overview of body structures and functions, correlated with discussion of the major diseases affecting each of the major systems.

*Prerequisite: ENG 50*  
Associate Degree Applicable

**HS 64**  
**NURSE ASSISTANT**

6 Units  
Lecture: 4 hours  
Laboratory: 6 hours

This course includes basic nursing principles used in the care of clients in long term care facilities. The content addresses the basic needs of clients; concepts of ethics and confidentiality; techniques of communication; reporting and recording of observations and basic assessments; performance of special treatments, procedures, and skills required for client care. Successful completion of the course results in eligibility to take the state-approved test that leads to certification as a nursing assistant.

*Prerequisite: ENG 50*  
Associate Degree Applicable

**HS 65**  
**BASIC PHARMACOLOGY**

3 Units  
Lecture: 3 hours

This course provides an introduction to basic pharmacology. Content covers calculating dosages, using conversion tables, administering medication, and using drug reference materials. The actions, untoward actions, desired and undesired effects of commonly used drugs in the major classifications are presented.

*Prerequisite: HS 62 and MATH 57*  
Associate Degree Applicable

**HS 66**  
**HOME HEALTH AIDE**

2 Units  
Lecture: 1.5 hours  
Laboratory: 1.5 hours

This course expands on the content taught in the nursing assistant course to provide preparation for care of residents in home care settings. Content emphasizes personal care, basic communications, safety, meal planning, and maintaining a healthful environment.

*Prerequisite: HS 64 or California CNA*

**HS 70**  
**INTRODUCTION TO HEALTH SCIENCES**

1 Unit  
Lecture: 1 hour

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

*Advisory: ENG 50*  
Associate Degree Applicable

**HS 81**  
**BASIC ARRHYTHMIAS**

2 Units  
Lecture: 2 hours

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

*Prerequisite: ENG 50*  
Associate Degree Applicable

### HS 82 INTERMEDIATE CARDIAC ARRHYTHMIAS

2 Units  
Lecture: 2 hours

This course is designed for persons with knowledge and skills in basic arrhythmias interested in identifying and analyzing more complex arrhythmias. Emphasis is placed on how premature and escape rhythms affect cardiac output. Concepts associated with Ashman's phenomenon, fixed coupling, and the Action Potential curve's importance to arrhythmia identification and treatment are explored. Drug therapy and treatment to reestablish or maintain normal cardiac output are discussed.

*Prerequisite:* HS 81  
Associate Degree Applicable

### HS 83 ADVANCED EKG: 12 LEAD

2 Units  
Lecture: 2 hours

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

*Prerequisite:* HS 81  
Associate Degree Applicable

### HS 98A-D NURSING SKILLS LAB

½ Unit  
Laboratory: 1.5 hours

This course provides opportunity for practice and mastery of nursing skills necessary for safe patient care. It uses multimedia materials, computers and instructor assistance to improve the skills needed and is directed to students needing review of nursing procedures. A credit/no credit grade mark is awarded.

*Prerequisite:* ENG 50  
*Corequisite:* Enrollment in a Nursing course

### HS 99A-D NURSING SKILLS LAB

1 Unit  
Laboratory: 3 hours

This course provides opportunity for practice and mastery of nursing skills necessary for safe patient care. It uses multimedia materials, computers, and instructor assistance to improve the skills needed and is directed to students needing review of nursing procedures. A credit/no credit grade mark is awarded.

*Prerequisite:* ENG 50  
*Corequisite:* Enrollment in a Nursing course

## NURSING

### N 1 BASIC CONCEPTS IN NURSING PRACTICE

8 Units  
Lecture: 4 hours  
Laboratory: 12 hours

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

*Prerequisite:* ENG 51, MATH 57, one year high school Chemistry with a grade of "C" or better or CH 4  
CSU, Associate Degree Applicable

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

9 Units  
 Lecture: 5 hours  
 Laboratory: 12 hours

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

*Prerequisite:* ENG 1A or 3A, BI 22, PSY 1, and N 1  
 CSU, Associate Degree Applicable

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

9 Units  
 Lecture: 4 hours  
 Laboratory: 15 hours

This course focuses on promoting, maintaining or restoring health of clients with alterations in psychological functioning or during the childbearing process. Previously learned principles of medical surgical nursing are applied. Clinical experience is provided in psychiatric, obstetrical and medical/surgical settings.

*Prerequisite:* BI 23, SOC 1 or 4, and N 2  
*Corequisite:* N 3B  
 CSU, Associate Degree Applicable

**N 3B**  
**ISSUES IN NURSING**

½ Unit  
 Lecture: .5 hour

This course introduces the student to the non-clinical aspects of nursing and discusses professional, credentialing, collective bargaining, nursing organizations, and legal,

ethical and bioethical issues frequently encountered by the new graduate. This course may be used for continuing education credit.

*Prerequisite:* N 2 or equivalent  
*Corequisite:* N 3A  
 CSU, Associate Degree Applicable

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

9 Units  
 Lecture: 4 hours  
 Laboratory: 15 hours

In this course students gain knowledge and experience with clients whose optimum level of wellness is altered by acute and complex conditions. Experience is provided in medical and surgical units of the hospital and in intensive, critical care, geriatric and emergency departments.

*Prerequisite:* N 3A, SP 1 or 4 or 5 or 15, and BI 15  
*Corequisite:* N 4B  
 CSU, Associate Degree Applicable

**N 4B**  
**MANAGEMENT CONCEPTS IN**  
**NURSING**

½ Unit  
 Lecture: .5 hour

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

*Prerequisite:* N 3A and BI 15  
*Corequisite:* N 4A  
 CSU, Associate Degree Applicable

## RESPIRATORY THERAPY

### RT 1 CARDIOPULMONARY PATHOPHYSIOLOGY (formerly RT 57)

3 Units  
Lecture: 3 hours

This course provides a review of the anatomy and physiology of respiratory, cardiovascular, and central nervous system. Also included is a review of medical terminology pertinent to respiratory and cardiovascular disease entities. Clinical and laboratory findings associated with disease and diagnosis are covered. The pathophysiology of the more common dysfunctions of the respiratory system in adult, pediatric and neonatal patients are presented. The course emphasizes the techniques used by the respiratory therapists in the treatment of disease.

*Prerequisite:* BI 21 and BI 21L, acceptance into the Respiratory Therapy Program

*Advisory:* HS 61  
CSU, Associate Degree Applicable

### RT 2 INTRO TO RESPIRATORY THERAPY (formerly RT 51)

8 Units  
Lecture: 4 hours  
Laboratory: 12 hours

This course is designed to introduce the prospective therapist to the field of respiratory care as it applies to adult, pediatric and neonatal patients requiring respiratory care. This course also provides in depth preparation in the areas of oxygen delivery as well as vapor and aerosol therapy to patients. Applied physics of respiratory care is emphasized as it relates to the equipment utilized. Basic nursing skills and respiratory care procedures are completed both in the lab and clinical site.

*Prerequisite:* RT 1  
*Corequisite:* RT 3  
CSU, Associate Degree Applicable

### RT 3 CARDIOPULMONARY PHARMACOLOGY (formerly RT 53)

2 Units  
Lecture: 2 hours

This course provides the student a fundamental understanding of pharmacotherapeutics for adult, pediatric and neonatal patients. The course emphasizes those drug groups that are primarily cardiac or respiratory.

*Prerequisite:* RT 1  
*Corequisite:* RT 2  
CSU, Associate Degree Applicable

### RT 4 ASSISTED VENTILATORY THERAPY (formerly RT 54)

11 Units  
Lecture: 4 hours  
Laboratory: 21 hours

This course provides students with theoretical as well as practical application of methods and principles of providing ventilatory assistance to patients on an intermittent basis. Emphasis is on equipment as it relates to therapeutic application of adult, pediatric and neonatal patients. Alternative methods of breathing assistance are explored and evaluated.

*Prerequisite:* RT 3  
*Advisory:* CH 4  
CSU, Associate Degree Applicable

**RT 5  
CARDIOPULMONARY SPECIAL  
PROCEDURES (formerly RT 55)**

4 Units  
Lecture: 2 hours  
Laboratory: 6 hours

This course provides the student with the opportunity for observation and limited participation in the areas of: cardiopulmonary resuscitation; arterial puncture and arterial catheterization, insertion and placement of Swan-Ganz catheters; cardiac catheterization; cardiac and pulmonary surgery; and CAT Scans, MRI, and other specialized radiologic procedures. The course also provides for interpretation of oxygenation disorders; acid-base imbalances of the respiratory and metabolic systems. The student is trained in the interpretation of arterialized samples and treatments.

*Prerequisite: RT 4*  
CSU, Associate Degree Applicable

**RT 6  
METHODS OF CONTINUOUS  
VENTILATORY SUPPORT  
(formerly RT 56)**

11 Units  
Lecture: 4 hours  
Laboratory: 21 hours

The student develops skills for the coordination of the physiological changes in acid base balance occurring in the artificially ventilated adult, pediatric and neonatal patient with appropriate adjustments of the ventilatory devices. Students relate the adjustments of either ventilatory or arterial blood gas analysis to the pathology of the patient.

*Prerequisite: RT 5*  
CSU, Associate Degree Applicable

**RT 7  
CARDIOPULMONARY FUNCTION  
TESTING AND REHABILITATION**

1½ Units  
Lecture: 1 hour  
Laboratory: 1.5 hours

This course provides the student theoretical and practical aspects of clinical cardiorespiratory testing procedures. Emphasis is on the interpretation of test results as it relates to diagnosis, treatment and rehabilitation of both cardiac and respiratory clients.

*Prerequisite: RT 6*  
*Corequisite: RT 8*  
CSU, Associate Degree Applicable

**RT 8  
ADVANCED RESPIRATORY  
PRACTICUM**

4 Units  
Laboratory: 12 hours

In this course the student develops professional and clinical competency and time management skills in the clinical site. In order to improve proficiency of clinical skills, rotations are provided through all intensive care unit areas, emergency rooms, pulmonary function test lab, home care, floor therapy and out patient therapy.

*Prerequisite: RT 6*  
CSU, Associate Degree Applicable

**RT 9  
RESPIRATORY THERAPY REVIEW  
AND TESTING**

3 Units  
Lecture: 1.5 hours  
Laboratory: 4.5 hours

In this course the student develops test taking skills and critical thinking skills graduates need to prepare for State and National Board exams.

*Prerequisite: RT 6 or equivalent*  
Associate Degree Applicable



**VOCATIONAL NURSING****VN 1  
VOCATIONAL NURSING I**

5 Units  
Lecture: 5 hours

This course introduces concepts related to the role of the vocational nurse, basic legal and ethical considerations, and communication and confidentiality. Using a nursing process format, the basic skills that maintain optimum wellness are presented. A foundation in normal growth and development and nutrition are included and alterations in the function of the musculoskeletal, respiratory, and integumentary systems are introduced.

*Prerequisite: Admission to Program;  
ENG 51*

*Corequisite: VN 1L and HS 65, if HS 65 not  
previously completed*  
Associate Degree Applicable

**VN 1L  
VOCATIONAL NURSING I LAB**

4 Units  
Laboratory: 12 hours

This course provides opportunity for the practice and application of skills needed to meet clients' basic needs and the maintenance of optimum wellness. Students care for clients with common alterations in the function of the musculoskeletal, respiratory, and integumentary systems and clients experiencing surgery. Learning experiences are provided in the on-campus lab and on medical-surgical units of local hospitals. Emphasis is placed on introduction to the nursing process and on client assessment. The grading method is Credit/No Credit.

*Prerequisite: Admission to Program;  
ENG 51*

*Corequisite: VN 1 and HS 65, if HS 65 not  
previously completed*  
Associate Degree Applicable

**VN 2  
VOCATIONAL NURSING II**

9 Units  
Lecture: 9 hours

Building on the concepts presented in VN 1, this course discusses content related to alteration in function of the cardiovascular, endocrine, neurological, gastrointestinal, and genitourinary systems, focusing on nursing skills that maintain or restore optimum wellness. Principles of rehabilitation, death and dying and leadership are also introduced.

*Prerequisite: HS 65, VN 1 and VN 1L*  
*Corequisite: VN 2L and PSY 1, if PSY 1 not  
previously completed*  
Associate Degree Applicable

**VN 2L  
VOCATIONAL NURSING II LAB**

7 Units  
Laboratory: 21 hours

This course provides opportunity to care for clients with alterations in the function of the cardiovascular, endocrine, neurological, gastrointestinal, and genitourinary systems. Students also care for clients who are in rehabilitation. Learning experiences are provided in medical-surgical units of local hospitals and in selected community facilities. Emphasis is placed on the nursing process and on client assessment. The grading method is Credit/No Credit.

*Prerequisite: HS 65, VN 1 and VN 1L*  
*Corequisite: VN 2 and PSY 1, if PSY 1 not  
previously completed*  
Associate Degree Applicable

**VN 3  
VOCATIONAL NURSING III**

9 Units  
Lecture: 9 hours

A continuation of VN I and II, this course introduces concepts of care of clients maintaining health during pregnancy, care of clients experiencing alteration in function of the immunological system and alterations in function related to abnormal cell growth. Focus is on the nursing care of clients with multiple needs resulting from acute alterations in health. Principles of gerontology, supervision, and the role of the vocational nurse are also introduced.

*Prerequisite: VN 2 and VN 2L*  
*Corequisite: VN 3L and PSY 1, if PSY 1 not previously completed*  
Associate Degree Applicable

**VN 3L  
VOCATIONAL NURSING III LAB**

7 Units  
Laboratory: 21 hours

This course provides opportunity to care for clients maintaining health during pregnancy, pediatric clients and for clients with alterations in the function of the immunological system and with alterations related to abnormal cell growth. Experiences are provided which also include the supervision of others, emergency situations, crisis intervention, and caring for clients with multiple needs. Learning experiences are provided in medical-surgical, obstetric, pediatric and special units of local hospitals, long-term care facilities and selected community facilities. Emphasis is on the professional role and evaluation. The grading method is Credit/No Credit.

*Prerequisite: VN 2 and VN 2L*  
*Corequisite: VN 3 and PSY 1, if PSY 1 not previously completed*  
Associate Degree Applicable



## HUMAN SERVICES

This Division is developing certificate and degree programs to serve the needs of our growing college community. Program areas that deal with serving the public at large are under our purview.

Students pursuing a Certificate or Degree in Early Childhood Education should confer with their Faculty Advisor regarding elective choices and State Credential requirements and procedures.

The Drug and Alcohol Abuse Counseling Certificate program opens each Fall semester and the course sequence must be followed.

### EARLY CHILDHOOD EDUCATION

#### ASSOCIATE OF ARTS DEGREE and State of California Site Supervisor Credential preparation

**Courses Required:**

| Dept.                        | No. | Title .....   | Units |
|------------------------------|-----|---|-------|
| ECE                          | 1   | Introduction to Early Childhood Programs .....      | 1     |
| ECE                          | 10A | Child Growth & Development                          | 3     |
| ECE                          | 12  | Child, Family and Community                         | 3     |
| ECE                          | 14  | Early Childhood Principles & Practices .....        | 3     |
| ECE                          | 15  | Early Childhood Laboratory ..                       | 2     |
| ECE                          | 20  | Infant/Toddler Growth & Development .....           | 3     |
| ECE                          | 24  | Administration of Programs for Young Children ..... | 3     |
| ECE                          | 25  | Adv. Admin. of Programs for Young Children .....    | 3     |
| ECE                          | 40A | Creativity in Young Children                        | 2     |
| ECE                          | 40C | Music for Young Children ....                       | 2     |
| ECE                          | 42  | Play, Socialization, Discipline                     | 3     |
| ECE                          | 44  | Child Health & Safety .....                         | 2     |
| Required Core Subtotal ..... |     |   | 30    |

**\*Required COD General Education Courses:**

|           |          |                              |   |
|-----------|----------|------------------------------|---|
| ENG       | 1A       | Composition .....            | 4 |
| NR        | 1        | Consv Naturl Resources ..... | 3 |
| NR        | 1L       | Consv Naturl Res Lab .....   | 1 |
| <b>OR</b> |          |                              |   |
| BI        | 4        | Elements of Biology (3) and  |   |
| BI        | 4L       | Elements of Biology Lab (1)  |   |
| SPAN      | 1        | Elementary Spanish .....     | 5 |
| PS        | 1        | Intro to Government .....    | 3 |
| PSY       | 1        | General Psychology .....     | 3 |
| HIST      | 17 or 18 | U.S. History .....           | 3 |
| MATH      | 40       | Intermed. Algebra .....      | 4 |

General Education Subtotal..... 26

ELECTIVES - Select 4 units from ECE or COD General Education Course List with Advisor approval .....

Core Requirements..... 30

General Education Requirements\* .....

Electives (ECE or General Education) .....

DEGREE TOTAL .....

\*General Education courses required by the State of California for the Site Supervisor Credential.

Note: State of California also requires 350 days of experience working in a child care program to apply for a Site Supervisor Credential.

Advisors: Barnett-PD  
Armstrong/Munsey - CMC

### EARLY CHILDHOOD EDUCATION

#### ASSOCIATE OF ARTS DEGREE with emphasis on transfer preparation (also satisfies Site Supervisor credential requirements)

**Courses Required:**

| Dept. | No. | Title .....                                    | Units |
|-------|-----|--|-------|
| ECE   | 1   | Introduction to Early Childhood Programs ..... | 1     |
| ECE   | 10A | Child Growth & Development                     | 3     |
| ECE   | 12  | Child, Family and Community                    | 3     |

|                              |     |   |    |
|------------------------------|-----|---|----|
| ECE                          | 14  | Early Childhood Principles & Practices .....        | 3  |
| ECE                          | 15  | Early Childhood Laboratory ..                       | 2  |
| ECE                          | 20  | Infant/Toddler Growth & Development .....           | 3  |
| ECE                          | 24  | Administration of Programs for Young Children ..... | 3  |
| ECE                          | 25  | Adv. Admin. of Programs for Young Children .....    | 3  |
| ECE                          | 40A | Creativity in Young Children ..                     |    |
| ECE                          | 40C | Music for Young Children ....                       | 2  |
| ECE                          | 42  | Play, Socialization, Discipline                     | 3  |
| ECE                          | 44  | Child Health & Safety .....                         | 2  |
| Required Core Subtotal ..... |     |   | 30 |

**\*Required General Education Courses:**

|      |          |                               |   |
|------|----------|-------------------------------|---|
| ENG  | 1A       | Composition .....             | 4 |
| BI   | 4        | Elements of Biology .....     | 3 |
| BI   | 4L       | Elements of Biology Lab ..... | 1 |
| SPAN | 1        | Elementary Spanish .....      | 5 |
| PS   | 1        | Intro to Government .....     | 3 |
| PSY  | 1        | General Psychology .....      | 3 |
| PSY  | 3        | Developmental Psychology .... | 3 |
| SOC  | 1        | Intro to Sociology .....      | 3 |
| HIST | 17 or 18 | U.S. History .....            | 3 |
| MATH | 14       | Statistical Methods .....     | 4 |

Required General Education Subtotal ..... 32

Required Core Subtotal ..... 30

Required General Education Subtotal ..... 32

5 Additional General Ed. Courses\*\* ..... 15

**DEGREE TOTAL** ..... 77

Advisors: Barnett-PD  
Armstrong/Munsey - CMC

\*Requirements based on ECE Major transferring to CSUSB. Consult advisor on course selection.

\*\*Admission and General Education Requirements vary depending on transfer institution. Consult advisor and transfer institution catalog for appropriate selection.

Note: State of California also requires 350 days of experience working in a child care program to apply for a Site Supervisor Credential.

## EARLY CHILDHOOD EDUCATION

The following courses fulfill the California State requirement of 12 semester units for fully qualified associate teachers in private nursery schools and child care centers. The State of California also requires 50 days of experience working in a child care program to apply for an Associate Teacher Credential.

### TITLE 22 ASSOCIATE TEACHER CERTIFICATE

#### *Copper Mountain Campus*

**Courses Required :**

| Dept.                          | No. | Title .....                                  | Units     |
|--------------------------------|-----|--|-----------|
| ECE                            | 1   | Intro to Early Childhood Programs .....      | 1         |
| ECE                            | 10A | Child Growth and Development .....           | 3         |
| ECE                            | 12  | Child, Family & Community ..                 | 3         |
| ECE                            | 19  | Children's Language & Literature .....       | 3         |
| ECE                            | 30A | Curriculum Design & Implementation I .....   | 1         |
| ECE                            | 30B | Curriculum Design & Implementation II .....  | 1         |
| ECE                            | 30C | Curriculum Design & Implementation III ..... | 1         |
| <b>CERTIFICATE TOTAL .....</b> |     |  | <b>13</b> |

Advisors: Armstrong/Munsey - CMC

### TITLE 22 ASSOCIATE TEACHER CERTIFICATE

#### *Palm Desert Campus*

**Courses Required:**

| Dept.                          | No. | Title .....                             | Units     |
|--------------------------------|-----|---|-----------|
| ECE                            | 1   | Intro to Early Childhood Programs ..... | 1         |
| ECE                            | 10A | Child Growth & Development              | 3         |
| ECE                            | 12  | Child, Family & Community.              | 3         |
| ECE                            | 40A | Creativity in Young Children            | 2         |
| ECE                            | 42  | Play, Socialization & Discipline .....  | 3         |
| <b>CERTIFICATE TOTAL .....</b> |     |   | <b>12</b> |

Advisor: Barnett-PD

**EARLY CHILDHOOD  
EDUCATION**

**CERTIFICATE  
LICENSED FAMILY CHILD CARE**

Courses Required:

| Dept. | No. | Title                               | Units |
|-------|-----|-------------------------------------|-------|
| ECE   | 10A | Child Growth & Development          | 3     |
| ECE   | 12  | Child, Family and Community         | 3     |
| ECE   | 20  | Infant/Toddler Growth & Development | 3     |
| ECE   | 32  | Child Abuse and Neglect             | 1     |
| ECE   | 45A | Licensed Family Child Care I        | 1     |
| ECE   | 45B | Licensed Family Child Care II       | 1     |

CERTIFICATE TOTAL ..... 12

Advisor: Barnett-PD

Recommended General Education Courses:

|           |    |                             |   |
|-----------|----|-----------------------------|---|
| ENG       | 1A | Composition                 | 4 |
| NR        | 1  | Consv Naturl Resources      | 3 |
| NR        | 1L | Consv Naturl Res Lab        | 1 |
| <b>OR</b> |    |                             |   |
| BI        | 4  | Elements of Biology (3) and |   |
| BI        | 4L | Elements of Biology Lab (1) |   |
| SPAN      | 1  | Elementary Spanish          | 5 |
| PS        | 1  | Intro to Government         | 3 |
| PSY       | 1  | General Psychology          | 3 |

General Education Subtotal ..... 19

Required Core Subtotal ..... 24

CERTIFICATE TOTAL ..... 43

Note: State of California also requires 175 days of experience working in a child care program to apply for a Teacher Credential.

Advisor: Barnett-PD

**EARLY CHILDHOOD  
EDUCATION**

**TEACHER CERTIFICATE and  
preparation for State Credential**

Core Courses Required:

| Dept. | No. | Title                                  | Units |
|-------|-----|--|-------|
| ECE   | 1   | Intro to Early Childhood Programs      | 1     |
| ECE   | 10A | Child Growth & Development             | 3     |
| ECE   | 12  | Child, Family & Community              | 3     |
| ECE   | 14  | Early Childhood Principles & Practices | 3     |
| ECE   | 15  | Early Childhood Laboratory             | 2     |
| ECE   | 20  | Infant/Toddler Growth & Development    | 3     |
| ECE   | 40A | Creativity in Young Children           | 2     |
| ECE   | 40C | Music for Young Children               | 2     |
| ECE   | 42  | Play, Socialization, Discipline        | 3     |
| ECE   | 44  | Child Health & Safety                  | 2     |

Required Core Subtotal ..... 24

**EARLY CHILDHOOD  
EDUCATION**

**MASTER TEACHER CERTIFICATE  
and preparation for State Credential**

Core Courses Required:

| Dept. | No. | Title                                  | Units |
|-------|-----|--|-------|
| ECE   | 1   | Intro to Early Childhood Programs      | 1     |
| ECE   | 10A | Child Growth & Development             | 3     |
| ECE   | 12  | Child, Family & Community              | 3     |
| ECE   | 14  | Early Childhood Principles & Practices | 3     |
| ECE   | 15  | Early Childhood Laboratory             | 2     |
| ECE   | 20  | Infant/Toddler Growth & Development    | 3     |
| ECE   | 23  | The Mentor Teacher                     | 2     |
| ECE   | 40A | Creativity in Young Children           | 2     |
| ECE   | 40C | Music for Young Children               | 2     |
| ECE   | 42  | Play, Socialization, Discipline        | 3     |
| ECE   | 44  | Child Health & Safety                  | 2     |

Selected ECE specialization courses ..... 6

Required Core Subtotal ..... **32**

**Recommended General Education Courses:**

|           |    |                              |   |
|-----------|----|------------------------------|---|
| ENG       | 1A | Composition .....            | 4 |
| NR        | 1  | Consv Naturl Resources ..... | 3 |
| NR        | 1L | Consv Naturl Res Lab .....   | 1 |
| <b>OR</b> |    |                              |   |
| BI        | 4  | Elements of Biology (3) and  |   |
| BI        | 4L | Elements of Biology Lab (1)  |   |
| SPAN      | 1  | Elementary Spanish .....     | 5 |
| PS        | 1  | Intro to Government .....    | 3 |
| PSY       | 1  | General Psychology .....     | 3 |

|                                  |           |
|----------------------------------|-----------|
| General Education Subtotal ..... | 19        |
| Required Core Subtotal .....     | <u>32</u> |
| <b>CERTIFICATE TOTAL .....</b>   | <b>51</b> |

Note: State of California also requires 350 days of experience working in a child care program to apply for a Master Teacher Credential.

Advisor: Barnett-PD

**HUMAN SERVICES  
ALCOHOL/DRUG STUDIES  
ASSOCIATE OF ARTS DEGREE  
and employment preparation**

**Core Courses Required:**

| Dept. | No. | Title .....                            | Units |
|-------|-----|--|-------|
| HSAD  | 1   | Intro to Alcohol/Drug Studies .        | 3     |
| HSC   | 2   | Intro/Human Svcs Counseling            | 3     |
| HSAD  | 4   | Personal/Professnl Growth .....        | 2     |
| HSAD  | 20  | Biomedical-Pharmacology ....           | 3     |
| HSAD  | 22  | Case Management .....                  | 3     |
| HSAD  | 24  | Law & Ethics .....                     | 3     |
| HSAD  | 30  | Indiv/Group Family<br>Counseling ..... | 3     |
| HSAD  | 32A | Supervised Practicum I .....           | 2     |
| HSAD  | 33A | Supervised Internship I .....          | 3     |
| HSAD  | 34  | Dual Diagnosis .....                   | 2     |
| HSAD  | 32B | Supervised Practicum II .....          | 2     |
| HSAD  | 33B | Supervised Internship II .....         | 3     |

|                                  |           |
|----------------------------------|-----------|
| Required Subtotal .....          | 32        |
| Program Electives .....          | 14-15     |
| (with Advisor approval)          |           |
| General Education Subtotal ..... | <u>18</u> |

**DEGREE TOTAL .....** 64-65

Advisor: Saddington

**HUMAN SERVICES  
ALCOHOL/DRUG STUDIES  
CERTIFICATE  
and employment preparation**

**Courses Required:**

| Dept. | No. | Title .....                            | Units |
|-------|-----|--|-------|
| HSAD  | 1   | Intro to Alcohol/Drug Studies          | 3     |
| HSC   | 2   | Intro/Human Svcs Counseling            | 3     |
| HSAD  | 4   | Personal/Professional Growth           | 2     |
| HSAD  | 20  | Biomedical Pharmacology .....          | 3     |
| HSAD  | 22  | Case Management .....                  | 3     |
| HSAD  | 24  | Law & Ethics .....                     | 3     |
| HSAD  | 30  | Indiv/Group Family<br>Counseling ..... | 3     |
| HSAD  | 32A | Supervised Practicum I .....           | 2     |
| HSAD  | 33A | Supervised Internship I .....          | 3     |
| HSAD  | 34  | Dual Diagnosis .....                   | 2     |
| HSAD  | 32B | Supervised Practicum II .....          | 2     |
| HSAD  | 33B | Supervised Internship II .....         | 3     |

**CERTIFICATE TOTAL .....** 32

Advisor: Saddington



## HUMAN SERVICES

### COURSE DESCRIPTIONS

#### EARLY CHILDHOOD EDUCATION (ECE)

##### ECE 1 INTRODUCTION TO EARLY CHILDHOOD PROGRAMS

1 Unit  
Lecture: 1 hour

This course provides an overview of the field of child development/early childhood education, including the history and philosophy of early childhood programs, exploration of the various types of programs, and the job potential for students. Students will be required to visit and report on five different types of programs in the community.

*Prerequisite: ENG 50*  
Associate Degree Applicable

##### ECE 10A CHILD GROWTH AND DEVELOPMENT

3 Units  
Lecture: 3 hours

This course studies the developing child with emphasis on the physical, social, psychological, and intellectual growth from conception through five years of age. It includes the major theories of emotional, social, physical and cognitive development. It is the basic introductory course for all Early Childhood Education majors, and is required for teacher licensing in private centers, and for a California Children's Center Permit.

*Prerequisite: ENG 50*  
CSU, UC, Associate Degree Applicable

##### ECE 10B CHILD DEVELOPMENT: SCHOOL AGE & ADOLESCENCE (AGES 6-18)

3 Units  
Lecture: 3 hours

This course studies the developing child with emphasis on the physical, social, psychological, and intellectual growth from six years of age through adolescence. Identification of the key concepts, comparison of theoretical perspective, application of empirical generalizations, and analysis of major issues for this age group is of primary concern for this course.

*Prerequisite: ECE 10A*  
CSU, UC, Associate Degree Applicable

##### ECE 12 CHILD, FAMILY AND COMMUNITY

3 Units  
Lecture: 3 hours

This course studies the influence of contemporary family and cultural patterns on young children. Emphasis will be placed on establishing effective school-parent relationships through conferences and parent meetings. Community resources and agencies that strengthen families will be examined. This course is required by the California State Department of Social Services for teachers and directors.

*Prerequisite: ECE 10A with a grade of "C" or better, or concurrent enrollment*  
CSU, Associate Degree Applicable

##### ECE 14 EARLY CHILDHOOD PRINCIPLES & PRACTICES

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course explores the basic techniques of working with young children, including: promoting self-esteem; creativity; self-discipline; development of physical and cognitive skills; and planning appropriate curriculum.

*Prerequisite: ECE 10A, ECE 12, and ECE 42*  
CSU, Associate Degree Applicable

**ECE 15  
EARLY CHILDHOOD LABORATORY**

2 Units  
Laboratory: 6 hours

Under supervision at the Child Development Center, the student participates in all classroom activities. The student's experience includes implementation and supervision of curriculum activities, teaching a group of children, curriculum planning and staff supervision. Students access own professional competence and progress and write a resume while developing a plan for future employment and growth. Students also develop interview skills.

*Prerequisite: ECE 14 or concurrent enrollment*  
CSU, Associate Degree Applicable

**ECE 16  
PARENTING THE CHILD UNDER SIX**

1 Unit  
Lecture: 1 hour

This course explores parent-child interaction patterns. Students examine age-appropriate behaviors, problem behaviors, observation and communication strategies.

Associate Degree Applicable

**ECE 19  
CHILDREN'S LANGUAGE AND  
LITERATURE**

3 Units  
Lecture: 3 hours

This course is to help teachers build language opportunities into every curriculum area; to explore methods of fostering language skills of the young child; and introduce prereading experiences. It includes the study of children's literature, standards for evaluating books and computer software, techniques of story telling and puppetry.

*Prerequisite: ECE 10A with a grade of "C" or better*

CSU, Associate Degree Applicable

**ECE 20  
INFANT/TODDLER  
GROWTH AND DEVELOPMENT**

3 Units  
Lecture: 3 hours

This course studies the process of human development from conception through age two as determined by heredity, society and human interaction with implication for child guidance. Prenatal development and the birth process are emphasized. Observation of a neonate, infant and toddler are required.

*Prerequisite: ECE 10A with a grade of "C" or better*

CSU, Associate Degree Applicable

**ECE 21  
INFANT/TODDLER ENVIRONMENTS**

2 Units  
Lecture: 2 hours

This course prepares students to develop an infant and/or toddler curriculum including design of a developmentally appropriate learning environment. It explains the philosophies and methods currently in practice. It will emphasize teacher competencies necessary for working with children in these stages.

*Prerequisite: ECE 10A or ECE 20 with a grade of "C" or better*  
Associate Degree Applicable

**ECE 22  
NUTRITION/MENU PLANNING FOR  
CHILDREN**

1 Unit  
Lecture: 1 hour

This course explores the importance and value of nutrition in programs for young children. Students will understand and devise ways of teaching basic concepts, be able to evaluate activities and construct appropriate materials for young children. Planning and preparation of parent educational materials with an emphasis on nutritious meals and snacks for children will also be included. Basic menus for children's programs will be identified.

*Prerequisite: ECE 10A with a grade of "C" or better*

CSU, Associate Degree Applicable



**ECE 23  
THE MENTOR TEACHER**

2 Units  
Lecture: 2 hours

Methods and principles of supervising adults who are student teachers, assistants or volunteers in early childhood classrooms. Emphasis is on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents and other staff.

*Prerequisite: ECE 14*  
CSU, Associate Degree Applicable

**ECE 24  
ADMINISTRATION OF PROGRAMS  
FOR YOUNG CHILDREN**

3 Units  
Lecture: 3 hours

This course examines the requirements for the administration of programs for young children including private and publicly funded day care centers and preschool programs, emphasizing business procedures. It is required by the State Department of Social Services for directors of private preschools and child care programs.

*Prerequisite: ECE 10A with a grade of "C" or better; completion of 9 units in ECE*  
CSU, Associate Degree Applicable

**ECE 25  
ADVANCED ADMINISTRATION  
PROGRAMS FOR YOUNG CHILDREN**

3 Units  
Lecture: 3 hours

This course provides an advanced level of administrative and managerial knowledge needed to operate a child care center as a successful business. Emphasis will be on personnel management procedures.

*Prerequisite: ECE 24 with a grade of "C" or better; completion of 12 units in ECE*  
CSU, Associate Degree Applicable

**ECE 26  
MUSIC & MOVEMENT ACTIVITIES  
FOR THE SCHOOL AGE CHILD**

2 Units  
Lecture: 2 hours

This course explores the importance and meaning of music and movement for the school age child. It emphasizes listening skills, singing, movement education, creating instruments, and playing the autoharp.

*Prerequisite: ECE 10B with a grade of "C" or better*  
Associate Degree Applicable

**ECE 30A  
EARLY CHILDHOOD CURRICULUM  
DESIGN AND IMPLEMENTATION -  
Part I**

1 Unit  
Lecture: 1 hour

This course is a study of curriculum development for early childhood programs. Included will be the relationship of child development principles to curriculum design and organization, daily routine and room arrangement. Understanding how children develop language, representation and social skills is emphasized.

*Prerequisite: ECE 10A with a grade of "C" or better*  
CSU, Associate Degree Applicable

**ECE 30B  
EARLY CHILDHOOD CURRICULUM  
DESIGN AND IMPLEMENTATION -  
Part II**

1 Unit  
Lecture: 1 hour

This course is an intermediate level study of curriculum development for early childhood programs. Included will be developmentally appropriate strategies for worktime, circle time and writing lesson plans. Understanding how children develop number and logical reasoning skills are emphasized.

*Prerequisite: ECE 30A with a grade of "C" or better*  
CSU, Associate Degree Applicable

**ECE 30C**  
**EARLY CHILDHOOD CURRICULUM**  
**DESIGN AND IMPLEMENTATION -**  
**Part III**

1 Unit  
Lecture: 1 hour

This course is an advanced level study of curriculum development of early childhood programs. Included are developmentally appropriate strategies for small group time and outside time. Assessment of young children and understanding how children develop concepts of space and time are emphasized. Music and movement activities for young children will also be included.

*Prerequisite: ECE 30A with a grade of "C" or better*  
CSU, Associate Degree Applicable

**ECE 32**  
**CHILD ABUSE AND NEGLECT**

1 Unit  
Lecture: 1 hour

This course examines physical abuse and neglect, emotional abuse and neglect, and sexual abuse of children. Emphasis is on how the classroom teacher, foster parents, and members of the general public can prevent, detect and intervene in cases of child abuse.

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

**ECE 33**  
**SURVEY OF SPECIAL EDUCATION**

3 Units  
Lecture: 3 hours

This course provides an introduction to special education in the public schools. Legal aspects, assessment, placement and examination of all the disabilities served in the public school and child care setting will be examined. The role of child care professionals and paraprofessionals in the field of special education is emphasized.

*Prerequisite: ECE 10A with a grade of "C" or better*  
CSU, Associate Degree Applicable

**ECE 35A**  
**UNDERSTANDING THE EMOTION-**  
**ALLY HANDICAPPED CHILD**

1 Unit  
Lecture: 1 hour

This course studies specific characteristics of children suffering from emotional disabilities as a result of cultural, environmental factors or organic causes. The psycho-education treatment and curriculum consideration is analyzed.

*Prerequisite: ECE 10A and PSY 1 or PSY 3 with grades of "C" or better*  
Associate Degree Applicable

**ECE 35B**  
**UNDERSTANDING THE LEARNING**  
**DISABLED CHILD**

1 Unit  
Lecture: 1 hour

This course studies specific characteristics of children suffering from learning handicaps. The laws regarding placement, diagnosis, assessment techniques, and methods for remediation are analyzed.

*Prerequisite: ECE 10A and PSY 1 or PSY 3 with grades of "C" or better*  
Associate Degree Applicable

**ECE 35C**  
**UNDERSTANDING THE DEVELOP-**  
**MENTALLY DISABLED CHILD**

1 Unit  
Lecture: 1 hour

This course studies the different types of children in the developmentally disabled population. The current laws, curriculum, treatment methods and family involvement techniques are included.

*Prerequisite: ECE 10A and PSY 1 or PSY 3 with grades of "C" or better*  
Associate Degree Applicable



**ECE 35D  
WORKING WITH THE PHYSICALLY  
HANDICAPPED CHILD**

1 Unit  
Lecture: 1 hour

This course studies the physical handicaps of children and the characteristics of those handicaps. Emphasis is placed on the understanding, main-streaming and the responsibilities of the classroom teacher, parents and the specialist.

*Prerequisite: ECE 10A and PSY 1 or PSY 3  
with grades of "C" or better*  
Associate Degree Applicable

**ECE 40A  
CREATIVITY  
IN YOUNG CHILDREN**

2 Units  
Lecture: 2 hours

This course emphasizes materials and techniques in teaching creative activities to young children. Developing creativity will be emphasized. Various sensory modalities are explored as a sensory-motor environment is developed for the young child.

*Prerequisite: ECE 10A with a grade of "C"  
or better, or concurrent enrollment*  
CSU, Associate Degree Applicable

**ECE 40B  
MOVEMENT ACTIVITIES  
FOR YOUNG CHILDREN**

2 Units  
Lecture: 2 hours

This course emphasizes movement activities designed to develop gross and fine motor skills and increase self-confidence in young children.

*Prerequisite: ECE 10A with a grade of "C"  
or better, or concurrent enrollment*  
CSU, Associate Degree Applicable

**ECE 40C  
MUSIC FOR YOUNG CHILDREN**

2 Units  
Lecture: 2 hours

This course emphasizes the development of curriculum ideas for using music to develop listening ability, rhythm dancing, singing, identifications of instruments and pitch. Teaching techniques and materials appropriate to the growth and development of young children are explored.

*Prerequisite: ECE 10A with a grade of "C"  
or better, or concurrent enrollment*  
CSU, Associate Degree Applicable

**ECE 40D  
SCIENCE AND NUMBER CONCEPTS  
FOR YOUNG CHILDREN**

2 Units  
Lecture: 2 hours

This course explores the development of curriculum ideas for teaching our environment and conservation of natural resources to young children. Included will be the sequence of mathematical concepts appropriate to different stages of development.

*Prerequisite: ECE 10A with a grade of "C"  
or better, or concurrent enrollment*  
CSU, Associate Degree Applicable

**ECE 42  
PLAY, SOCIALIZATION AND  
DISCIPLINE**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course explores the applications of developmental theory for designing early childhood settings, for understanding and guiding child behavior, and for communicating and interacting with young children. Included will be a discussion of behavior problems and methods of self-discipline, criteria modification and positive reinforcement techniques, and principles of play actions in relation to the socialization used for directed experiences in working with children in a child development setting.

*Prerequisite: ECE 10A with a grade of "C"  
or better, or concurrent enrollment*  
CSU, Associate Degree Applicable

**ECE 43A,B  
PARENT EDUCATION AND  
PARTICIPATION**

1½ Units  
Lecture: 1 hour  
Laboratory: 1.5 hours

These courses are designed to provide parents with the opportunity to learn and practice positive child rearing strategies in a laboratory setting with their own children. Class participants are encouraged to bring their children, ages 1-6, with them to class. ECE 43A emphasizes physical and cognitive development of young children along with discipline strategies that encourage responsible behavior. ECE 43B emphasizes social and emotional development of young children and strategies that support effective communication.

Associate Degree Applicable

**ECE 44  
CHILD HEALTH AND SAFETY**

2 Units  
Lecture: 2 hours

This course provides information on the physical and mental health of children in an early childhood educational setting. The course includes CPR, safety standards, sanitation principles, and community health resources.

*Prerequisite: ECE 10A with a grade of "C" or better*  
CSU, Associate Degree Applicable

**ECE 45A  
LICENSED FAMILY CHILD CARE I**

1 Unit  
Lecture: 1 hour

This course prepares students to integrate basic principles of child development in establishing a quality child care program within a family home environment. How to set up a recordkeeping system and files for each child will be emphasized. Information about good health and nutrition practices and adult CPR certification is included.

Associate Degree Applicable

**ECE 45B  
LICENSED FAMILY CHILD CARE II**

1 Unit  
Lecture: 1 hour

This course prepares students to integrate basic principles of child development in establishing a quality child care program within a family home environment. Understanding of the strengths and limitations of 0 to 6 year old children is emphasized along with requirements for age-appropriate curriculum. Fire safety procedures, earthquake preparedness and infant/child CPR will be included.

Associate Degree Applicable

**ECE 60  
KEEPING CHILDREN SAFE**

1½ Units  
Lecture: 1.5 hours

This course enables providers of childcare for infants through school age children to develop the skills necessary to provide a safe indoor and outdoor environment, to respond to emergencies appropriately, and to help children develop safety habits.

*Advisory: Eligibility for ENG 51*  
CSU, Associate Degree Applicable

**ECE 61  
PROMOTING GOOD HEALTH AND  
NUTRITION IN CHILDREN**

1½ Units  
Lecture: 1.5 hours

This course enables providers of childcare for infants through school age children to develop a healthy indoor and outdoor environment, to teach children to practice healthful activities, and to develop a reporting process for child abuse and neglect.

*Advisory: Eligibility for ENG 51*  
CSU, Associate Degree Applicable



**ECE 62**  
**CREATING A LEARNING**  
**ENVIRONMENT FOR CHILDREN**

1½ Units  
 Lecture: 1.5 hours

This course enables providers of childcare for infants through school age children to acquire the skills necessary to encourage play and exploration, to select and arrange appropriate materials and equipment that foster growth and learning, and to plan schedules and routines appropriate to the ages of the children.

*Advisory: Eligibility for ENG 51*  
 CSU, Associate Degree Applicable

**ECE 63**  
**PROMOTING PHYSICAL**  
**DEVELOPMENT IN CHILDREN**

1½ Units  
 Lecture: 1.5 hours

This course enables providers of childcare for infants through school age children to reinforce and encourage children's physical development and to select the appropriate equipment and activities for gross and fine motor development.

*Advisory: Eligibility for ENG 51*  
 CSU, Associate Degree Applicable

**ECE 64**  
**PROMOTING COGNITIVE**  
**DEVELOPMENT IN CHILDREN**

1½ Units  
 Lecture: 1.5 hours

This course enables providers of childcare for infants through school age children to develop the skills necessary to provide opportunities for children to use their senses to explore, interact, build confidence, and develop a cognitive frame of reference.

*Advisory: Eligibility for ENG 51*  
 CSU, Associate Degree Applicable

**ECE 65**  
**ENCOURAGING COMMUNICATION**  
**IN CHILDREN**

1½ Units  
 Lecture: 1.5 hours

This course enables providers of childcare for infants through school age children to interact with children in ways to encourage them to communicate their thoughts and feelings to others.

*Advisory: Eligibility for ENG 51*  
 CSU, Associate Degree Applicable

**ECE 66**  
**PROMOTING CREATIVITY**  
**IN CHILDREN**

1½ Units  
 Lecture: 1.5 hours

This course enables providers of childcare for infants through school age children to encourage children to use imagination and thinking skills by providing experiences which promote creative expression.

*Advisory: Eligibility for ENG 51*  
 CSU, Associate Degree Applicable

**ECE 67**  
**BUILDING SELF-ESTEEM**  
**IN CHILDREN**

1½ Units  
 Lecture: 1.5 hours

This course enables providers of childcare for infants through school age children to build a positive relationship with each child. Providers learn how to help children understand and appreciate their self worth and feel successful and competent.

*Advisory: Eligibility for ENG 51*  
 CSU, Associate Degree Applicable

**ECE 68**  
**PROMOTING SOCIAL**  
**DEVELOPMENT IN CHILDREN**

1½ Units  
 Lecture: 1.5 hours

This course enables providers of childcare for infants through school age children to understand children's social development and to teach children appropriate negotiation skills as well as how to enjoy people in their lives.

*Advisory: Eligibility for ENG 51*  
CSU, Associate Degree Applicable

**ECE 69**  
**PROVIDING POSITIVE GUIDANCE**  
**TO CHILDREN**

1½ Units  
Lecture: 1.5 hours

This course enables providers of childcare for infants through school age children to use positive methods to guide and help children express their feelings in an acceptable manner and to encourage the development of self-discipline.

*Advisory: Eligibility for ENG 51*  
CSU, Associate Degree Applicable

**ECE 71**  
**WORKING WITH FAMILIES**

1 Unit  
Lecture: 1 hour

This course enables providers of childcare who work with families the necessary information and skills to communicate effectively, encourage parental participation in their setting, and help families respond appropriately to their child's behavior.

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

**ECE 72**  
**BEING A CLASSROOM MANAGER**

1 Unit  
Lecture: 1 hour

This course enables providers of childcare to develop a systematic approach to managing all aspects of a quality childcare program.

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

**ECE 73**  
**MAINTAINING A COMMITMENT**  
**TO PROFESSIONALISM IN THE**  
**CLASSROOM**

1 Unit  
Lecture: 1 hour

This course provides providers of childcare to understand the importance of professionalism in child care and recognize that each person is a member of a team which provides an important service.

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

**HUMAN SERVICES**  
**ALCOHOL/DRUG STUDIES**

**HSAD 1**  
**INTRODUCTION TO ALCOHOL/**  
**DRUG STUDIES**

3 Units  
Lecture: 3 hours

This is a survey course that examines, interprets and evaluates the significant terms and definitions used in the study of drugs, addiction and alcoholism as a family affair. It looks at the causes and consequences of alcohol/drug use and abuse (i.e. psychological, sociological, physiological, economic, and political), as well as the myths, images and stereotypes of substance abuse and substance users, and finally it examines the modalities utilized in education, prevention, intervention, treatment, recovery, and relapse. This is the basic prerequisite for the Alcohol/Drug Studies Certificate.

*Prerequisite: ENG 50*  
CSU, Associate Degree Applicable

**HSAD 4**  
**PERSONAL AND PROFESSIONAL**  
**GROWTH**

2 Units  
Lecture: 2 hours

This course covers the professional aspects of alcohol and drug counseling as a career. It deals with such problematic areas as burnout, recovery, certification and credential

requirements, professional associations and personal and professional growth. It introduces problems and possible solutions that will be thematic in many courses in this program. This is a required course for the Alcohol/Drug Certificate.

*Prerequisite: ENG 50*  
CSU, Associate Degree Applicable

### **HSAD 20 BIOMEDICAL-PHARMACOLOGY**

3 Units  
Lecture: 3 hours

This course investigates the effects of alcohol and drugs on human behavior. Models and biomedical principles of the disease process and treatment are presented. Interpretations and evaluations of the strategies utilized in recovery by various treatment modalities are studied. This is a required course for the Alcohol/Drug Studies Certificate.

*Prerequisite: HSAD 1*  
CSU, Associate Degree Applicable

### **HSAD 22 CASE MANAGEMENT**

3 Units  
Lecture: 3 hours

This course presents case management from the initial intake and assessment of an individual, to recovery planning, record keeping, aftercare, follow-up and referral. This is a required course for the Alcohol/Drug Studies Certificate.

*Corequisite: HSAD 1*  
CSU, Associate Degree Applicable

### **HSAD 24 LAW/ETHICS: COMMUNITY RESPONSES**

3 Units  
Lecture: 3 hours

This course is the study, interpretation, and practice of legal/ethical responsibilities and liabilities encountered when providing and utilizing Human Services. Special focus is placed on privileged relationships, counseling,

and confidentiality. It also deals with community agencies responsible for outreach education and referrals. This is a required course for the Alcohol/Drug Certificate.

*Corequisite: HSAD 1*  
CSU, Associate Degree Applicable

### **HSAD 30 INDIVIDUAL, GROUP, AND FAMILY COUNSELING**

3 Units  
Lecture: 3 hours

This is a survey course that addresses the differences and similarities of individual and group counseling with special emphasis on the functional alcohol/drug family situations. It traces the development of individual and group counseling and explores its dynamics. It will interpret and assess the impact on individuals and on their relationships. In addition, it will interpret and assess the impact on society and on its institutions. Practical strategies and experiential exercises will be utilized. Skills development in counseling the family unit will be addressed. This course is a prerequisite for all supervised field work. This is a required course for the Alcohol/Drug Certificate.

*Prerequisite: ENG 50*  
CSU, Associate Degree Applicable

### **HSAD 32A ALCOHOL/DRUG: SUPERVISED PRACTICUM I**

2 Units  
Lecture: 2 hours

This course gives direction, interpretation, guidance and evaluation to assist the student in making the transition from the college to job placement via the Supervised Internship I (HSAD 33A). Values, knowledge and skills applied in the practical setting are essential to professional dependency counseling. Special attention is given to individual, group, and family approaches to counseling. This is a required course for the Alcohol/Drug Studies Certificate.

*Prerequisite: 6 HSAD/HSC core courses*  
*Corequisite: HSAD 33A*  
CSU, Associate Degree Applicable

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**HSAD 32B  
ALCOHOL/DRUG:  
SUPERVISED PRACTICUM II**

2 Units  
Lecture: 2 hours

This course concludes the work begun in Supervised Practicum I (HSAD 32A). This is a required course for the Alcohol/Drug Studies Certificate.

*Prerequisite: 6 HSAD/HSC core courses*  
*Corequisite: HSAD 33B*  
CSU, Associate Degree Applicable

**HSAD 33A  
ALCOHOL/DRUG:  
SUPERVISED INTERNSHIP I**

3 Units  
Weekly: 9 hours

This course is a supervised field work internship that actively involves students at a supervised chemical dependency service site. Students apply and integrate the values, knowledge and skills learned in the classroom through direct, hands-on experience in the area of chemical dependency counseling. Special attention is given to individual, group and family counseling. This is a required course for the Alcohol/Drug Studies Certificate.

*Prerequisite: 6 HSAD/HSC core courses*  
*Corequisite: HSAD 32A*  
CSU, Associate Degree Applicable

**HSAD 33B  
ALCOHOL/DRUG:  
SUPERVISED INTERNSHIP II**

3 Units  
Weekly: 9 hours

This course concludes the field work begun in Supervised Internship I (HSAD 33A). This is a required course for the Alcohol/Drug Studies Certificate.

*Prerequisite: 6 HSAD/HSC core courses*  
*Corequisite: HSAD 32B*  
CSU, Associate Degree Applicable

**HSAD 34  
DUAL DIAGNOSIS**

2 Units  
Lecture: 2 hours

This course prepares the student to meet the challenge to mental health workers and substance abuse counselors in dealing together with clients who have psychiatric disorders coexisting with drug dependency. The focus is on the diagnosis, assessment, treatment and aftercare of such clients. This is a required course for the Alcohol/Drug Studies Certificate.

*Prerequisite: ENG 50*  
CSU, Associate Degree Applicable

**HUMAN SERVICES  
COUNSELING**

**HSC 2  
INTRODUCTION TO HUMAN  
SERVICES COUNSELING**

3 Units  
Lecture: 3 hours

This is an intensive, exploratory, communication/counseling course that introduces the student to the principles, strategies and practices of helping skills as useful tools. Through the use of problem solving simulation, the student will learn how to support coping skills in a client. This is a required course for the Alcohol/Drug Studies Certificate.

*Prerequisite: ENG 50*  
CSU, Associate Degree Applicable



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## HUMANITIES

### COURSE DESCRIPTIONS

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#### HUM 1 CRITICAL ANALYSIS

3 Units  
Lecture: 3 hours

Emphasis is placed on knowledge and appreciation of traditional and alternate modes of thinking. Attention is given to a variety of cultural approaches to critical thought. Analytical thinking is applied to such areas as: science, the arts, religion, and business.

*Prerequisite: Eligibility for ENG 1A*  
CSU, UC, Associate Degree Applicable

#### HUM 5A HUMANITY AND THE NATURAL ENVIRONMENT

3 Units  
Lecture: 3 hours

Students examine issues affecting the natural environment at local, regional and global levels. Selected topics are explored and discussions are led by a faculty team from the Fine Arts, Humanities and the Social, Physical and Life Sciences. Opportunities are provided to examine interrelated issues as they occur in community settings.

*Prerequisite: ENG 51*  
CSU, UC, Associate Degree Applicable

#### HUM 5B HUMANITY AND THE SOCIAL- CULTURAL ENVIRONMENTS

3 Units  
Lecture: 3 hours

Students examine issues affecting the cultural and social environments at local, regional and global levels. Selected topics are explored and discussions are led by a faculty team from the Fine Arts, Humanities and the Social, Physical and Life Sciences. Opportunities are provided to examine interrelated issues as they occur in community settings.

*Prerequisite: ENG 51*  
CSU, UC, Associate Degree Applicable

#### HUM 8 MUSIC OF MULTICULTURAL AMERICA

3 Units  
Lecture: 3 hours

This course is a comparative and integrative study of the multicultural musical styles of the United States. It includes the musics of Native Americans, European Americans, African Americans, Chicano/Latino Americans, and Asian Americans, from their historical roots to the present. There will be analysis of musical traditions from a technical and a cultural perspective; and sequential development of listening and descriptive skills through a variety of media including films, recordings, computer-assisted instruction. (Also listed as, and equivalent to, MUS 8.)

*Advisory: ENG 50*  
CSU, Associate Degree Applicable

#### HUM 18 INTRODUCTION TO ART & MUSIC

3 Units  
Lecture: 3 hours

Students examine parallels in ideas and organizational methods found in art and music of the Western World. A comparison is made of major developments of styles with an emphasis on the roles of the visual and aural arts in society from the Middle Ages to the present.

*Prerequisite: ENG 50*  
CSU, UC, Associate Degree Applicable

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## LIBERAL ARTS

The Associate Degree in Liberal Arts is earned by completing 60 transferable units, including the CSU General Education course pattern or the IGETC. Students must meet competency requirements in reading, English and math, as well as the PE activity requirement for graduation. Liberal Arts majors should schedule an appointment with a Counselor for academic advisement.

## LIBERAL STUDIES

Students who are transferring into a baccalaureate program in Liberal Studies in preparation for a Multiple Subjects Teaching Credential should schedule an appointment with a Counselor for academic advisement.

The Liberal Studies major provides a diversified undergraduate program study with a balance of studies among the language arts; biological, earth and physical sciences; social and behavioral sciences; and the humanities and fine arts. Liberal Studies degree programs offered by the California State Universities are approved by the Commission on Teacher Credentialing as a baccalaureate waiver program for entry into a Multiple Subjects Credential program.

With early planning and advisement, it is possible to earn an A.A. degree in Liberal Arts from C.O.D. while completing the pre-credential transfer program of study.

## MATHEMATICS

### MATHEMATICS

#### ASSOCIATE OF SCIENCE DEGREE with emphasis on transfer preparation

Courses Required:

| Dept. | No. | Title | Units |
|-------|-----|-------|-------|
|-------|-----|-------|-------|

|      |    |                                |   |
|------|----|--------------------------------|---|
| MATH | 1A | Calculus w/Analytic Geometry.. | 5 |
|------|----|--------------------------------|---|

|      |    |                                |   |
|------|----|--------------------------------|---|
| MATH | 1B | Calculus w/Analytic Geometry.. | 5 |
|------|----|--------------------------------|---|

|      |    |                                |   |
|------|----|--------------------------------|---|
| MATH | 2A | Calculus w/Analytic Geometry.. | 5 |
|------|----|--------------------------------|---|

|      |    |                      |   |
|------|----|----------------------|---|
| MATH | 2B | Linear Algebra ..... | 4 |
|------|----|----------------------|---|

AND/OR

|      |    |                                |   |
|------|----|--------------------------------|---|
| MATH | 2C | Ordinary Differential Equa.(4) | 4 |
|------|----|--------------------------------|---|

|    |    |                           |   |
|----|----|---------------------------|---|
| PH | 4A | Engineering Physics ..... | 5 |
|----|----|---------------------------|---|

|    |    |                           |   |
|----|----|---------------------------|---|
| PH | 4B | Engineering Physics ..... | 5 |
|----|----|---------------------------|---|

|    |   |                         |  |
|----|---|-------------------------|--|
| PH | 5 | Computer Programming I: |  |
|----|---|-------------------------|--|

|  |  |                                      |   |
|--|--|--------------------------------------|---|
|  |  | C++ for Sciences & Engineering ..... | 3 |
|--|--|--------------------------------------|---|

|    |    |                          |  |
|----|----|--------------------------|--|
| OR | CS | 89 C++ Programming I (3) |  |
|----|----|--------------------------|--|

|                         |    |
|-------------------------|----|
| Required Subtotal ..... | 32 |
|-------------------------|----|

|                                |  |
|--------------------------------|--|
| General Education Requirements |  |
|--------------------------------|--|

|                             |    |
|-----------------------------|----|
| (confer with advisor) ..... | 33 |
|-----------------------------|----|

|                    |    |
|--------------------|----|
| DEGREE TOTAL ..... | 65 |
|--------------------|----|

Advisors: K. Dostal, S. Dostal, Hagopian,  
Matthews, Patterson, Romer, Tabor - PD  
Green - CMC

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## MATHEMATICS

### COURSE DESCRIPTIONS

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#### **MATH 1A** **CALCULUS WITH ANALYTIC** **GEOMETRY** **(CAN MATH 18)**

5 Units  
Lecture: 5 hours

This course includes a brief review of algebraic functions and coordinate geometry along with limits, derivatives, and differentials of algebraic, rational trigonometric functions. Additional topics will include applications of the derivative, the indefinite integral and an introduction to the definite integral.

*Prerequisite: Eligibility for ENG 51 and 4 years of high school mathematics including Trigonometry and Geometry with a grade of B or better in 4th year, or equivalent; or MATH 12; or MATH 10 and MATH 5*  
CSU, UC, Associate Degree Applicable

#### **MATH 1B** **CALCULUS WITH ANALYTIC** **GEOMETRY** **(CAN MATH 20)**

5 Units  
Lecture: 5 hours

This course includes the definite integral: areas, volumes, moments, applications to physics, transcendental functions, techniques of integration, improper integrals, conic sections, hyperbolic functions, polar coordinates, vectors and parametric equations.

*Prerequisite: MATH 1A with a grade of C or better, or equivalent*  
CSU, UC, Associate Degree Applicable

#### **MATH 2A** **CALCULUS WITH ANALYTIC** **GEOMETRY** **(CAN MATH 22)**

5 Units  
Lecture: 5 hours

This course includes solid analytic geometry, vector algebra in 3 dimensions, partial

derivatives, line integrals, multiple integrals, vector field theory, functions defined by integrals and infinite series.

*Prerequisite: MATH 1A and MATH 1B with grades of C or better, or equivalent*  
CSU, UC, Associate Degree Applicable

#### **MATH 2B** **LINEAR ALGEBRA**

4 Units  
Lecture: 4 hours

This course is a standard introductory course in linear algebra. Topics will include vectors in  $R^n$ , matrices and systems of linear equations, determinants, vector spaces, linear independence, linear transformations, eigenvalues, eigenvectors, and diagonalization of certain quadratic forms.

*Prerequisite: MATH 1B with a grade of C or better*  
CSU, UC, Associate Degree Applicable

#### **MATH 2C** **ORDINARY DIFFERENTIAL** **EQUATIONS**

4 Units  
Lecture: 4 hours

This is a standard introductory course in differential equations including: first, second and higher order; simultaneous, linear, homogeneous differential equations; solutions by power series; Laplace transform; Fourier series; and application.

*Prerequisite: MATH 1B with a grade of C or better*  
CSU, UC, Associate Degree Applicable

#### **MATH 5** **TRIGONOMETRY** **(CAN MATH 8)**

3 Units  
Lecture: 3 hours

This is a theoretical approach to the study of the trigonometric functions with emphasis upon circular functions, trigonometric identities, trigonometric equations, graphical methods,

inverse functions, vectors and applications, complex numbers and solving triangles with applications.

*Prerequisite: MATH 30 and MATH 40 with grades of C or better and second year algebra in high school within the past three years*  
 CSU, Associate Degree Applicable

**MATH 10**  
**COLLEGE ALGEBRA**  
**(CAN MATH 10)**

4 Units  
 Lecture: 4 hours

This is a function oriented course including a review of algebra, function notation, function terminology and graphs. Polynomial, rational, exponential and logarithmic functions are studied. Additional topics may include systems of equations, conics, summation notation and the binomial theorem.

*Prerequisite: MATH 40 with a grade of C or better; or Algebra I and II and Geometry in high school, or equivalent*  
 CSU, UC, Associate Degree Applicable

**MATH 12**  
**PRE-CALCULUS ANALYSIS**  
**(CAN MATH 16)**

5 Units  
 Lecture: 5 hours

This is a functions-oriented pre-calculus course including the analysis, graphing, and applications of the polynomial, rational, exponential, logarithmic, trigonometric, and inverse trigonometric functions. Additional topics will include the real and complex number system, an algebraic review and systems of equations.

*Prerequisite: MATH 40 and MATH 30 with grades of C or better, or 4 years of high school math including second year Algebra & 1 year of Geometry with grades of "C" or better*  
 CSU, UC, Associate Degree Applicable

**MATH 13**  
**LIBERAL ARTS MATHEMATICS**

4 Units  
 Lecture: 4 hours

This course is designed for the non-science liberal arts major. Survey topics may include the concept of proof (deduction and induction), probability and statistics, game theory, linear programming, geometry and computers.

*Prerequisite: MATH 40 with a grade of C or better, or equivalent; eligibility for ENG 1A*  
 CSU, Associate Degree Applicable

**MATH 14**  
**STATISTICAL METHODS**  
**(CAN STAT 2)**

4 Units  
 Lecture: 4 hours

This course will study topics from both descriptive and inferential statistics including: histograms, frequency polygons, measures of central tendency and dispersion probability, binomial and normal distributions, estimation and hypothesis testing, and regression and correlation analysis.

*Prerequisite: MATH 40 with a grade of "C" or better; ENG 51*  
 CSU, UC, Associate Degree Applicable

**MATH 30**  
**PLANE GEOMETRY**

3 Units  
 Lecture: 3 hours

This course includes fundamentals of plane geometry, including topics in solid and coordinate geometry, developed by both inductive and deductive processes.

*Prerequisites: MATH 50 or one year high school Algebra*  
 Associate Degree Applicable

**MATH 40**  
**INTERMEDIATE ALGEBRA**

4 Units  
Lecture: 4 hours

This course offers a brief review and expansion of the topics of Math 50; concentrating on functions, exponents and radicals; quadratic equations; systems of linear and quadratic equations; and conic sections.

*Prerequisite: MATH 50 or one year high school Algebra with a grade of "C" or better within last 3 years, or equivalent Associate Degree Applicable*

**MATH 50**  
**ELEMENTARY ALGEBRA**

4 Units  
Lecture: 4 hours

This course includes the basic properties of integers, rational numbers, and real numbers; polynomial arithmetic, simple functions and graphing; solving of linear and second degree equations, and gives an introduction to inequalities.

*Prerequisite: MATH 57 with a grade of "C" or better or equivalent*

**MATH 56**  
**INTRODUCTORY TECHNICAL**  
**MATHEMATICS FOR ELECTRONICS**

2 Units  
Lecture: 2 hours

This is a basic mathematics course with emphasis on skills needed in electronics. It includes fractions, decimals, percentage, signed numbers, scientific notation, algebraic operations, the metric system as used in electronics; graphing, and trigonometric principles.

*Prerequisite: Eligibility for MATH 50 and.. RDG 51 Associate Degree Applicable*

**MATH 57**  
**COLLEGE ARITHMETIC**

3 Units  
Lecture: 3 hours  
Laboratory: 1.5 hours

This course provides an understanding of and competency in the basic operations of elementary arithmetic. Topics include adding, subtracting, multiplying and dividing whole numbers, decimals and fractions. Other topics include: ratios and proportions, percent, the metric system and basic algebraic problem solving.

*Advisory: RDG 50*

**MATH 60A**  
**INTRODUCTION TO THE**  
**GRAPHING CALCULATOR**

1 Unit  
Lecture: 1 hour

This course explores the link between the graphing calculator and mathematics. Students are guided through exploration of topics in Algebra using the graphing calculator. This course prepares students to competently employ the graphing calculator in future mathematics courses. Students may choose the credit/no credit grading option.

*Advisory: ENG 50 or equivalent; MATH 50 or equivalent*

**MATH 61**  
**MATH ANXIETY REDUCTION**

1 Unit  
Lecture: 1 hour

This is a comprehensive, multifaceted course to aid students in math-anxiety reduction and ease re-entry into a Math program. Topics include reduction of internal psychological stumbling blocks, confidence building, visualization, learning-style enhancement, and effective study and test-taking skills. Students receive a credit/no credit grade mark.

*Advisory: ENG 50 or equivalent*

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*COD Golf & Turfgrass Management students and faculty*

**MATHEMATICS SUPPLEMENTAL  
LAB**

**MATH 97A-D ½ Unit**  
Laboratory: 1.5 hours

**MATH 98A-D 1 Unit**  
Laboratory: 3 hours

Mathematics Supplemental Laboratory is an open entry/open exit environment which provides opportunities to develop mathematical skills, notation, and language for students enrolled in MATH 30, MATH 40 or MATH 50. Emphasis is on the one-to-one tutorial, computer assisted instruction, and audio visual aids.

*Prerequisite: MATH 57*

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**MUSIC**

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The Music Department curriculum is primarily directed toward the transfer major, since the principal utilization of these courses is by these students.

The Department offerings divide themselves into three categories:

1. Required and elective courses for the Music Major.
2. Music performance organizations open to both major and non-major.
3. General Education courses in the Arts and Humanities primarily directed toward the non-major.

Persons planning to major in music should confer with an advisor within the department before selecting courses toward that major.

**MUSIC****ASSOCIATE OF ARTS DEGREE  
with emphasis on transfer preparation****Courses Required (42 units):**

| Dept.  | No.   | Title                  | Units |
|--|-------|------------------------|-------|
| MUS  | 1A    | Musicianship           | 3     |
| MUS  | 1B    | Musicianship           | 3     |
| MUS  | 1C    | Musicianship           | 3     |
| MUS  | 1D    | Musicianship           | 3     |
| MUS  | 2A    | Harmony                | 3     |
| MUS  | 2B    | Harmony                | 3     |
| MUS  | 2C    | Harmony                | 3     |
| MUS  | 2D    | Harmony                | 3     |
| MUS  | 3A    | History & Lit of Music | 3     |
| MUS  | 3B    | History & Lit of Music | 3     |
| or MUS 11A Survey of Music Lit (3) and<br>MUS 11B Survey of MusicLit (3) |       |                        |       |
| MUS  | 40-48 | Music Performance      | 8     |
| A,B,C,D (2 units per semester)   |       |                        |       |

Four units of Performance Organization  
chosen from the following courses: ..... 4

|     |    |                               |  |
|-----|----|-------------------------------|--|
| MUS | 31 | College Orchestra             |  |
| MUS | 32 | College Chorus                |  |
| MUS | 33 | Symphonic Band                |  |
| MUS | 34 | Vocal Ensemble                |  |
| MUS | 35 | Instrumental Chamber Ensemble |  |
| MUS | 71 | Jazz Ensemble                 |  |

Suggested elective courses:

|     |        |                     |  |
|-----|--------|---------------------|--|
| MUS | 14     | Survey of Opera     |  |
| MUS | 21     | Class Piano         |  |
| MUS | 22     | Class Voice         |  |
| MUS | 28     | Piano Ensemble      |  |
| MUS | 39     | Class Guitar        |  |
| MUS | 50     | Piano Pedagogy      |  |
| MUS | 55     | Singers' Diction    |  |
| MUS | 78     | Computers and Music |  |
| MUS | 81- 88 | **Music Performance |  |

|                                   |              |
|-----------------------------------|--------------|
| Required Subtotal                 | 42           |
| General Education (Option 1 or 2) | 34-43        |
| Physical Education Activities     | 2            |
| <b>DEGREE TOTAL</b>               | <b>78-87</b> |

Advisors: J. Norman, D. Romano

\*\*May receive no transfer recognition at  
four year universities.

Note: Music majors are required to attend  
all student recitals.

**MUSIC****COURSE DESCRIPTIONS****MUS 1A-D  
MUSICIANSHIP**

3 Units  
Lecture: 3 hours  
Laboratory: 2 hours

This is the basic course in the development of skills in ear training and sight singing designed for the music major. This course is correlated with MUS 2A,B,C,D.

CSU, UC, Associate Degree Applicable

**MUS 2A-D  
HARMONY**

3 Units  
Lecture: 3 hours

This course is the study of the harmonization of figured bass and of given and original melodies; including triads, passing and auxiliary tones, seventh chords, and modulations.

*Corequisite: MUS 1A-D*

CSU, UC, Associate Degree Applicable

**MUS 3A,B  
HISTORY & LITERATURE OF MUSIC**

3 Units  
Lecture: 3 hours

This course is designed for the music major who has completed one year of Music Theory. A chronological study of history and literature from the earliest times to the present day will be studied. Representative readings and papers will be required.

*Prerequisite: MUS 1A,B; MUS 2A,B*  
CSU, UC, Associate Degree Applicable

**MUS 8  
MUSIC OF MULTICULTURAL  
AMERICA**

3 Units  
Lecture: 3 hours

This course is a comparative and integrative

study of the multicultural musical styles of the United States. It includes the musics of Native Americans, European Americans, African Americans, Chicano/Latino Americans, and Asian Americans, from their historical roots to the present. There will be analysis of musical traditions from a technical and a cultural perspective; and sequential development of listening and descriptive skills through a variety of media including films, recordings, computer-assisted instruction. (Also listed as, and equivalent to, HUM 8)

*Advisory: ENG 50*

CSU, Associate Degree Applicable

**MUS 10  
INTRODUCTION TO MUSIC**

3 Units  
Lecture: 3 hours

This course is designed for the general college student and non-music major. It is a general survey of the development of music with emphasis on the esthetic, formal and historical factors, correlated with parallel movements in the other arts.

*Prerequisite: ENG 50*

CSU, UC, Associate Degree Applicable

**MUS 11A,B  
SURVEY OF MUSIC LITERATURE**

3 Units  
Lecture: 3 hours

This course is designed for the music major. It is comprised of a study of representative musical master works and their background. In conjunction with material being studied, students will be required to attend designated concerts.

*Prerequisite: ENG 50*

CSU, UC, Associate Degree Applicable

**MUS 12  
FUNDAMENTALS OF MUSIC**

3 Units  
Lecture: 3 hours

This course is designed for the general college

student and prospective elementary teachers. It covers the study of the basic fundamentals of music: lines and spaces, notes and note values, meter, time signatures, modes, major and minor scales, key signatures, intervals and chords. Note: No UC credit if taken after MUS 15.

CSU, UC, Associate Degree Applicable

**MUS 14A-D  
SURVEY OF OPERA**

2 Units  
Lecture: 2 hours

This course is a critical study of representative operas. Selections will be made from works being performed locally, on radio, television and recordings.

CSU, UC, Associate Degree Applicable

**MUS 15  
INTRODUCTION TO MUSIC  
THEORY**

2 Units  
Lecture: 2 hours

This course is a study of chord voicing, simple chord progression and melodic structure. A strong emphasis will be placed upon sight singing, ear training and keyboard proficiency. Note: MUS 12 must be taken before MUS 15 for UC credit.

*Prerequisite: MUS 12 or equivalent*

CSU, UC, Associate Degree Applicable

**MUS 21A-D  
CLASS PIANO**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course focuses on the fundamentals of piano technique, tone production, rhythm, sight reading, interpretation and keyboard facility. Students are placed in the appropriate section according to their ability from beginning to advanced I and advanced II.

*Prerequisite: Must be taken in sequence*

CSU, UC, Associate Degree Applicable



**MUS 22A-D**  
**CLASS VOICE**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course teaches fundamental techniques of solo and ensemble singing. Problems of tone production, breathing, diction, repertoire, and song interpretation are addressed.

CSU, UC, Associate Degree Applicable

**MUS 23A-D**  
**STRINGED INSTRUMENTS**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course combines class and laboratory study of orchestral stringed instruments. It is designed for those who expect to teach in the public schools. Basic techniques will be studied for violin, viola, cello and string bass.

CSU, UC, Associate Degree Applicable

**MUS 24A-D**  
**BRASS & WOODWIND**  
**INSTRUMENTS**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course includes class and laboratory study of orchestral wind instruments. It is designed for those who expect to teach in the public schools. Basic technique on trumpet, French horn, tuba, clarinet, oboe, bassoon, flute, and saxophone will be studied.

*Prerequisite: Basic knowledge of music (treble and bass clef, notation, key signatures)*  
CSU, UC, Associate Degree Applicable

**MUS 25A-D**  
**CLASS PERCUSSION**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course includes the fundamentals of snare

drum technique and basics of counting. It is designed for non-music majors with no background in reading music or the playing of percussion instruments.

CSU, UC, Associate Degree Applicable

**MUS 28A-D**  
**PIANO ENSEMBLE**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

This course provides ensemble training for pianists. Public performance in a student recital is required each semester. Repertoire includes literature from all periods written for two pianos, one piano-four hands, two pianos-eight hands, and piano concertos.

*Prerequisite: Approval of instructor*  
CSU, UC, Associate Degree Applicable

**MUS 31A-D**  
**COLLEGE ORCHESTRA**

1 Unit  
Laboratory: 4 hours rehearsal each week

This course comprises the study and performance of concert orchestra literature. Participation in public performances is required.

*Prerequisite: Ability to play an orchestral instrument at medium to advanced level as determined by the conductor*  
CSU, UC, Associate Degree Applicable

**MUS 32A-D**  
**COLLEGE CHORUS**

1 Unit  
Laboratory: 3 hours rehearsal each week

This course includes the study and performance of either one large scale work or a program of representative choral works; public performance is required. Three hours of rehearsal will be required each week, as well as attendance at 12 on-campus concerts.

CSU, UC, Associate Degree Applicable

**MUS 33A-D  
SYMPHONIC BAND**

1 Unit  
Laboratory: 4 hours rehearsal each week

This course is a combination laboratory and performance organization dedicated to acquaint the student with a wide variety of symphonic band musical literature, composers and soloists.

*Prerequisite: Audition is required to determine if student is eligible for enrollment*  
CSU, UC, Associate Degree Applicable

**MUS 34A-D  
VOCAL ENSEMBLE**

1 Unit  
Laboratory: 4 hours rehearsal each week

This course provides students with an opportunity to study and perform music written for small vocal ensembles; rehearsals and public performances are required.

*Prerequisite: Audition is required to determine if student is eligible for enrollment*  
CSU, UC, Associate Degree Applicable

**MUS 35A-D  
INSTRUMENTAL CHAMBER  
ENSEMBLE**

1 Unit  
Laboratory: 4 hours rehearsal each week

This course involves the development of musicianship through the organization of various chamber music groups to study and perform the representative works in music literature. Four hours rehearsal is required each week, as well as preparation of recitals.

*Prerequisite: Audition is required to determine if student is eligible for enrollment*  
CSU, UC, Associate Degree Applicable

**MUS 36A-D  
OPERA WORKSHOP**

2 Units  
Laboratory: 6 hours

This course provides students with opportunities to study musical, dramatic, and language techniques in opera through the

performance of representative scenes and acts, and or participation in college performances.

CSU, UC, Associate Degree Applicable

**MUS 37A-D  
INSTRUMENTAL ENSEMBLE  
(CHAMBER)**

1 Unit  
Laboratory: 4 hours rehearsal each week

Students in this course develop musicianship by performing chamber music of various periods and styles. Performance before the public is required.

*Prerequisite: Audition is required to determine if student is eligible for enrollment*  
CSU, UC, Associate Degree Applicable

**MUS 38A-D  
GUITAR ENSEMBLE**

1 Unit  
Laboratory: 3 hours

The course requires three hours of laboratory per week. The student will acquire experience in performing music for multiple guitars, both original music as well as transcriptions; working under a conductor in an ensemble situation; interpretation and performance practices in music for the classical guitar. It is open to persons with a background in classical techniques on guitar.

*Corequisite: MUS 48 - Guitar Performance*  
CSU, UC, Associate Degree Applicable

**MUS 39A-D  
CLASS GUITAR**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course covers the fundamentals of guitar technique, with emphasis on right and left hand positioning, fingering and control. Musical examples from the classical repertoire as well as popular song accompaniment will be covered.

CSU, UC, Associate Degree Applicable

**MUS 41A-D**  
**MUSIC PERFORMANCE - PIANO**

2 Units  
Lecture: 2 hours  
Laboratory: .5 hour

This course is designed to instruct music majors whose area of emphasis is piano performance. A public performance in a student recital is required each semester. The repertoire will include literature from all periods.

*Prerequisite: Audition is required to determine college major performance standing*  
CSU, UC, Associate Degree Applicable

**MUS 42A-D**  
**MUSIC PERFORMANCE - STRINGS**

2 Units  
Lecture: 2 hours  
Laboratory: .5 hour

This course is designed for those students wishing to continue education on violin, viola, violoncello and string bass, who are majoring or minoring in string music. Students participate in a 2-hour class where they are encouraged to play for the class, either as soloist or in ensembles. A half-hour lab is also scheduled for each student with the instructor to work on individual problems and develop individual repertoire. Recital attendance, performance in recital and at juries is required.

*Prerequisite: MUS 59A-D or equivalent*  
CSU, UC, Associate Degree Applicable

**MUS 43A-D**  
**MUSIC PERFORMANCE - WOODWINDS**

2 Units  
Lecture: 2 hours  
Laboratory: .5 hour

This course is designed to instruct music majors whose area of emphasis is woodwind performance. A public performance in a student recital is required each semester. The repertoire will include literature from all periods.

*Prerequisite: Audition is required to determine college major performance standing*  
CSU, UC, Associate Degree Applicable

**MUS 44A-D**  
**MUSIC PERFORMANCE - BRASSES**

2 Units  
Lecture: 2 hours  
Laboratory: .5 hour

This course is designed for students majoring or minoring in brass instruments, including trumpet, French horn, trombone or tuba. In addition to solo or ensemble performances in recital, students work on individual problems and develop repertoire in a scheduled weekly laboratory period with the instructor. Recital attendance, performance in recital and at juries is required.

*Prerequisite: Audition is required to determine college major performance standing*  
CSU, UC, Associate Degree Applicable

**MUS 45A-D**  
**MUSIC PERFORMANCE - PERCUSSION**

2 Units  
Lecture: 2 hours  
Laboratory: .5 hour

This course is designed to instruct music majors whose area of emphasis is percussion performance. A public performance in a student recital is required each semester. The repertoire will include literature from all periods.

*Prerequisite: Audition is required to determine college major performance standing*  
CSU, UC, Associate Degree Applicable

**MUS 46A-D**  
**MUSIC PERFORMANCE - ORGAN**

2 Units  
Lecture: 2 hours  
Laboratory: .5 hour

This course is designed to instruct music majors whose area of emphasis is organ performance. A public performance in a student recital is required each semester. The repertoire will include literature from all periods.

*Prerequisite: Audition is required to determine college major performance standing*  
CSU, UC, Associate Degree Applicable

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**MUS 47A-D**  
**MUSIC PERFORMANCE - VOICE**

2 Units  
Lecture: 2 hours  
Laboratory: .5 hour

This course is designed to instruct music majors whose area of emphasis is voice performance. Public performance in a student recital each semester is required. The repertoire will include literature from all periods.

*Prerequisite: Audition is required to determine college major performance standing*  
CSU, UC, Associate Degree Applicable

**MUS 48A-D**  
**MUSIC PERFORMANCE - GUITAR**

2 Units  
Lecture: 2 hours  
Laboratory: .5 hour

This course is designed to instruct music majors whose area of emphasis is guitar performance. A public performance in a student recital is required each semester. The repertoire will include literature from all periods.

*Prerequisite: Audition is required to determine college major performance standing*  
CSU, UC, Associate Degree Applicable

**MUS 55A,B**  
**SINGERS DICTION**

3 Units  
Lecture: 1 hour  
Laboratory: 6 hours

This course is designed to enable the singer to acquire the necessary skills for utilization in vowel and consonant formation. These skills will be applied to the languages of: (1) English, (2) Latin, (3) German, (4) French, (5) Italian and emphasis will be on pronunciation through the International Phonetic Alphabet. Concurrent enrollment in one of the above languages is recommended but not required.

*Prerequisite: Enrollment in MUS 47A-D, or have completed some private instruction in voice*  
CSU, UC, Associate Degree Applicable

**MUS 59A-D**  
**INTERMEDIATE STRINGED INSTRUMENTS**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course is designed for those who have completed Stringed Instruments (MUS 23A-D) or who have had from one to two years string instruction. It is designed to advance the students playing ability between Beginning Strings and Music Performance, to prepare the student for more advanced level performance in both solo and group playing.

*Prerequisite: MUS 23A-D or equivalent*  
CSU, UC, Associate Degree Applicable

**MUS 61A-D**  
**ACCOMPANYING (Piano)**

2 Units  
Lecture: 2 hours  
Laboratory: 2 hours

This course involves the study and performance of piano accompaniment for instrumentalists, vocalists, and ensembles. Participation in rehearsals, recitals, juries, and concerts is required.

*Prerequisite: Audition is required to determine if student is eligible for enrollment*  
CSU, UC, Associate Degree Applicable

**MUS 62A-D**  
**PERCUSSION ENSEMBLE**

1 Unit  
Laboratory: 4 hours

In this course the student will study and perform literature originally written for any grouping of percussion instruments.

*Prerequisite: Audition is required to determine if student is eligible for enrollment*  
CSU, UC, Associate Degree Applicable

**MUS 71A-D  
JAZZ ENSEMBLE**

1 Unit  
Laboratory: 4 hours rehearsal each week

This course is a combination laboratory and performance organization designed to acquaint the student with a wide variety of jazz and swing compositions, arrangers and soloists.

*Prerequisite: Audition is required to determine if student is eligible for enrollment*  
CSU, UC, Associate Degree Applicable

**MUS 75A-D  
RECORDING TECHNIQUES**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course includes the study and performance of specifically prepared musical arrangements designed for recording purposes, the technique of multiple recording, click track recording, overdubbing and microphone usage. The application of these skills to the field of commercials and jingles will also be included. Open to instrumental and vocal students.

*Prerequisite: Audition is required to determine if student is eligible for enrollment*  
CSU, Associate Degree Applicable

**MUS 78A-D  
COMPUTERS AND MUSIC**

2 Units  
Lecture: 2 hours  
Laboratory: 1 hour

This course is designed to explore the history, theory and practice of Electronic Music and the development of MIDI (Musical Instrument Digital Interface). Students will have "hands-on" experience in the use of synthesizers, rhythm composers, computers and computer music software. Students will compose and arrange original compositions and work with existing repertoire through the medium of electronic music techniques.

*Prerequisite: Background in music and basic knowledge of keyboard desirable*  
CSU, Associate Degree Applicable

**MUS 81A-D  
MUSIC PERFORMANCE - PIANO**

2 Units  
Lecture: 2 hours

This course provides training for pianists; consideration upon technical and musical proficiency; repertoire to include literature from all periods.

*Prerequisite: Basic fundamentals of technique and instructor approval*  
CSU, UC, Associate Degree Applicable

**MUS 82A-D  
MUSIC PERFORMANCE - STRINGS**

2 Units  
Lecture: 2 hours

This course is designed for those students wishing to continue education on violin, viola, violoncello, or string bass. Students are encouraged to play for the class, either as soloist or in ensembles. A half-hour lab is also scheduled for each student with the instructor to work on individual problems and develop individual repertoire.

*Prerequisite: MUS 59 or equivalent*  
CSU, UC, Associate Degree Applicable

**MUS 83A-D  
MUSIC PERFORMANCE -  
WOODWINDS**

2 Units  
Lecture: 2 hours

This course is designed to provide training for woodwind instrumentalists with emphasis upon performance. Repertoire will be selected for technical proficiency from the wealth of woodwind literature of all periods.

*Prerequisite: Suitable knowledge of and ability on a woodwind instrument*  
CSU, UC, Associate Degree Applicable

**MUS 84A-D  
MUSIC PERFORMANCE - BRASSES**

2 Units  
Lecture: 2 hours

This course is designed to provide training for

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brass instrumentalists with emphasis upon performance. Repertoire will be selected for technical proficiency from the wealth of brass literature of all periods.

*Prerequisite: Suitable knowledge of and ability on a brass instrument*  
 CSU, UC, Associate Degree Applicable

**MUS 85A-D**  
**MUSIC PERFORMANCE -**  
**PERCUSSION**

2 Units  
 Lecture: 2 hours

This course is designed to provide training for percussion instrumentalists with emphasis upon performance. Repertoire will be selected for technical proficiency from the wealth of percussion literature of all periods.

*Prerequisite: Suitable knowledge of and ability on a percussion instrument*  
 CSU, UC, Associate Degree Applicable

**MUS 86A-D**  
**MUSIC PERFORMANCE - ORGAN**

2 Units  
 Lecture: 2 hours

This course includes knowledge of basic organ registration. It also includes the study of organ techniques and literature chosen from four centuries of repertoire for the instrument. Public performance is encouraged but not required.

CSU, UC, Associate Degree Applicable

**MUS 87A-D**  
**MUSIC PERFORMANCE - VOICE**

2 Units  
 Lecture: 2 hours

This course is designed to provide training for students interested in developing a background and understanding of the art of singing. Public performance is encouraged each semester. Repertoire will include literature that suits the vocal needs and capabilities of each student.

CSU, UC, Associate Degree Applicable

**MUS 88A-D**  
**MUSIC PERFORMANCE - GUITAR**

2 Units  
 Lecture: 2 hours

This course is designed to provide training for guitar instrumentalists with emphasis upon performance. Repertoire will be selected for technical proficiency from the wealth of guitar literature of all periods.

*Prerequisite: Suitable knowledge of and ability on a guitar*  
 CSU, UC, Associate Degree Applicable

**MUS 89A-D**  
**STAGE BAND**

1 Unit  
 Laboratory: 3 hours

This course is designed as a popular, modern music performing group for a variety of school and community related activities and functions.

*Prerequisite: Ability to perform level III - IV swing music*  
 CSU, UC, Associate Degree Applicable

**MUS 90A-D**  
**WIND ENSEMBLE**

1 Unit  
 Laboratory: 3 hours

This course provides in-depth instruction in wind instrument techniques and small group performance. Unlike the Symphonic Band at large, it will deal primarily with dynamics of musical expression for woodwind, brass and percussion instruments.

*Prerequisite: Ability to perform level III and IV musical selections*  
 CSU, UC, Associate Degree Applicable

**MUS 95A-D  
ADVANCED VOCAL ENSEMBLE**

1 Unit  
Laboratory: 3 hours

This course provides an opportunity for advanced study and performances of music literature for small vocal ensembles. Public performances are required.

*Prerequisite:* MUS 34D  
CSU, UC, Associate Degree Applicable

**MUS 96A-D  
ADVANCED OPERA WORKSHOP**

2 Units  
Laboratory: 6 hours

Students in this course participate in all non-orchestral aspects of an operatic production, ranging from performance to publicity. Participation in rehearsals staging, set designing, costuming, and acquisition of props and public performances are required.

CSU, UC, Associate Degree Applicable

*Fine Arts Students' Ceramic Sale*

**MUS 97A-D  
VOCAL PERFORMANCE SEMINAR**

2 Units  
Lecture: 2 hours

This course is designed to provide advanced instruction in stage performance techniques for vocalists. Repertoire will be selected from legitimate musical theatre, classical song literature, opera, and oratorio. Students are required to perform in class and in a final recital.

*Prerequisite:* MUS 87A-D  
*Corequisite:* Private Study  
CSU, UC, Associate Degree Applicable

**MUS 98A-D  
ADVANCED VOCAL PERFORMANCE SEMINAR**

2 Units  
Lecture: 2 hours

This course provides advanced instruction in stage performance techniques for vocalists. Repertoire are selected from legitimate musical theatre, classical song literature, opera and oratorio. Students in this class are required to perform in class and recital.

*Prerequisite:* MUS 97A-D  
CSU, UC, Associate Degree Applicable



## NUTRITION

### NUTRITION CARE: DIETETIC TECHNICIAN

Chaffey College and College of the Desert articulated  
ASSOCIATE OF ARTS DEGREE  
and employment preparation

Students complete articulated classes at COD and field work through Chaffey College. The Chaffey College program is approved by the American Dietetic Association. This program prepares students to take the ADA Registration Examination for Dietetic Technicians. Graduates from this program are qualified to be employed by acute care and rehabilitation hospitals, as well as by community agencies that provide education in nutrition.

Courses Required:

| Dept.                                | No.  | Title .....                                  | Units |
|--------------------------------------|------|--|-------|
| BI                                   | 21   | Anatomy & Physiology .....                   | 3     |
| BI                                   | 21L  | Anatomy & Physiology Lab ..                  | 1     |
| BUMA                                 | 1    | Principles of Management .....               | 3     |
| HEC                                  | 13   | General Nutrition .....                      | 3     |
| HEC                                  | 14   | Therapeutic Diets .....                      | 3     |
| *FSM                                 | 421  | Nutrition Care .....                         | 2     |
| *FSM                                 | 423  | Advanced Nutrition Care .....                | 2     |
| *FSM                                 | 460C | Food Service Mgmt .....                      | 1     |
| *FSM                                 | 460D | Food Service Mgmt .....                      | 1     |
| *FSM                                 | 490  | Clinical Field Exp. Seminar 1-1<br>(2 times) | 1-1   |
| BUAC                                 | 7    | Hospital & Medical Acctg. ....               | 3     |
| CART                                 | 35   | Operations Management .....                  | 4     |
| CART                                 | 3    | Principles of Cooking .....                  | 5     |
| CART                                 | 1    | Sanitation & Safety .....                    | 3     |
| CART                                 | 10   | Food Procurement<br>& Cost Control .....     | 3     |
| CART                                 | 11   | Menu Planning .....                          | 3     |
| Required Subtotal .....              |      |  | 42    |
| General Education Requirements ..... |      |  | 18    |
| DEGREE TOTAL .....                   |      |  | 60    |

\*Taken at Chaffey College

Advisor: D. Walker

## NUTRITION

### COURSE DESCRIPTIONS

#### HEC 13 GENERAL NUTRITION (CAN HEC 2)

3 Units  
Lecture: 3 hours

This course is a study of the chemical composition of foods and their utilization by the body. Emphasis on practical problems of nutrition and relationship of adequate diet to physical and mental health is covered.

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

#### HEC 14 THERAPEUTIC DIETS

3 Units  
Lecture: 3 hours

This course is a topical introduction to nutritional analysis, menu planning and preparation of special diets, including low calorie, low fat, low carbohydrate, sodium restricted and diabetic. It is suitable for students in nursing, or geriatrics, dietetic and/or those with dietary problems.

*Prerequisite: HEC 13 with a grade of C or better*  
Associate Degree Applicable



## SCIENCES

### BIOLOGICAL, CHEMICAL AND PHYSICAL

The Division of Science and Mathematics has available a broad offering of courses in the Biological, Chemical and Physical Disciplines. The aim of the division is to provide instruction to a large number of general students as well as those with a goal of majoring in science. To this end, courses for the non-Science Major are transferable to other institutions for General Education Requirements. Courses designed for Science Majors parallel content, level of instruction and units found in University Systems. The department also offers a complete sequence of science courses leading to a nursing program and related paramedical qualifications.

#### BIOLOGY, PRE-PROFESSIONAL

(INCLUDES BIOLOGY, ZOOLOGY, BOTANY, PREMEDICINE, PRE-DENTISTRY, PREPHARMACY, PRE-VETERINARY MEDICINE, MICROBIOLOGY, ENTOMOLOGY, PARASITOLOGY, BIOLOGICAL OCEANOGRAPHY)

#### ASSOCIATE OF SCIENCE DEGREE with emphasis on transfer preparation

Courses Required: (Based on minimum prior preparation)\*

| Dept.   | No. | Title                        | Units     |
|---|-----|------------------------------|-----------|
| CH  | 1A  | General Chemistry            | 5         |
| CH  | 1B  | General Chemistry            | 5         |
| PH  | 2A  | College Physics              | 4         |
| PH  | 2B  | College Physics              | 4         |
| MATH  | 1A  | Calc w/Analytic Geometry     | 5         |
| MATH  | 1B  | Calc w/Analytic Geometry     | 5         |
| BI  | 1A  | General Biology - Principles | 5         |
| BI  | 1B  | General Zoology              | 5         |
| BI  | 1C  | General Botany               | 5         |
| Required Subtotal                                       |     |                              | 39        |
| General Education Requirements<br>(confer with advisor) |     |                              | <u>25</u> |
| DEGREE TOTAL  |     |                              | 62        |

(Consult catalog of transfer institution for specific requirements). Consult course descriptions for prerequisites.

**\*IMPORTANT NOTE:** The student must see an advisor depending on proposed career, as some courses listed above are not required. Thus, the total units will vary depending on the individual student's career objective and prior preparation. Students majoring in Biological Science, Medicine, Pharmacy, Dentistry, or allied fields should complete Biology 1A and 1B and Chemistry 1A and 1B to establish a strong foundation prior to transfer. Majors in Biological Science and Pharmacy should also complete Biology 1C.

Advisors:

Bowie: Botany, Pre-pharmacy,  
Pre-veterinary Medicine

Burrage: Biology, Zoology

Salter: Biology

Cosby/White - CMC:

Biology

Mason: Physics

Totten: Bacteriology, Microbiology,  
Pre-medicine, Pre-dentistry,  
Pre-optometry

Tracey: Bacteriology, Chemistry,  
Microbiology, Nursing,  
Pre-medicine, Pre-dentistry

### CHEMISTRY

(INCLUDES BIO-CHEMISTRY)

#### ASSOCIATE OF SCIENCE DEGREE with emphasis on transfer preparation

Courses Required:

| Dept.   | No.  | Title                         | Units |
|---|------|-------------------------------|-------|
| CH  | 1A   | General Chemistry             | 5     |
| CH  | 1B   | General Chemistry             | 5     |
| MATH  | 1A   | Calculus w/Analytic Geometry  | 5     |
| MATH  | 1B   | Calculus w/Analytic Geometry  | 5     |
| PH  | 2A,B | College Physics               | 8     |
| OR  | PH   | 4A,B Engineering Physics (10) |       |
| (Physics selection depends on requirements of transfer institution) |      |                               |       |
| BI  | 1A   | General Biology               | 5     |
| BI  | 1B   | General Zoology               | 5     |

|   |              |
|---|--------------|
| Required Subtotal .....                 | 38-40        |
| General Education (Option 1 or 2) ..... | 34-43        |
| Physical Education Activities .....     | 2            |
| <b>DEGREE TOTAL</b> .....               | <b>74-85</b> |

Advisors: Tracey, White-CMC

## ENVIRONMENTAL SCIENCES OR NATURAL RESOURCES

ASSOCIATE OF SCIENCE DEGREE  
with emphasis on transfer preparation

Courses Required:

| Dept. | No. | Title .....                     | Units |
|-------|-----|---------------------------------|-------|
| BI    | 1A  | General Biology - Principles .. | 5     |
| BI    | 1B  | General Zoology .....           | 5     |
| OR    | BI  | 1C General Botany (5)           |       |
| CH    | 1A  | General Chemistry .....         | 5     |
| OR    | CH  | 3 Intro. General Chem (4)       |       |
| G     | 1   | Physical Geology .....          | 3     |
| OR    | G   | 5 Environmental Geology (3)     |       |
| G     | 1L  | Physical Geology Lab .....      | 1     |
| OR    | G   | 5L Environmental Geol. Lab (1)  |       |
| NR    | 1   | Conserv of Natural Resources    | 3     |
| NR    | 1L  | Conserv of Natural Res Lab ..   | 1     |
| MATH  | 40  | Intermediate Algebra .....      | 4     |

Required Subtotal .....

## ENVIRONMENTAL SCIENCES

20 to 25 additional units to be chosen from  
the following (confer with Advisor):

| Dept. | No. | Title .....                   | Units |
|-------|-----|-------------------------------|-------|
| BI    | 1B  | General Zoology .....         | 5     |
| BI    | 1C  | General Botany .....          | 5     |
| PH    | 2A  | College Physics .....         | 4     |
| PH    | 2B  | College Physics .....         | 4     |
| OR    | PH  | 4A Engineering Physics (5)    |       |
|       | PH  | 4B Engineering Physics (5)    |       |
| MATH  | 14  | Statistical Methods .....     | 4     |
| MATH  | 10  | College Algebra .....         | 4     |
| MATH  | 1A  | Calculus w/ Analytic Geometry | 5     |
| MATH  | 1B  | Calculus w/Analytic Geometry  | 5     |
| G     | 1   | Physical Geology .....        | 3     |
| G     | 1L  | Physical Geology Lab I .....  | 1     |

|                        |    |                                 |     |
|------------------------|----|---------------------------------|-----|
| G                      | 5  | Environmental Geology .....     | 3   |
| G                      | 5L | Environmental Geology Lab I     | 1   |
| G                      | 2  | Historical Geology .....        | 4   |
| AGPS                   | 1  | Soils and Plant Nutrition ..... | 4   |
| AGPS                   | 2  | Entomology - Gen. & Applied     | 3   |
| NR                     | 2  | Intro to Forestry .....         | 3   |
| NR                     | 3  | Intro to Wildlife Management    | 3   |
| ECON                   | 1  | Principles of Macroeconomics    | 3   |
| GEOG                   | 1  | Physical Geography .....        | 3   |
| Computer courses ..... |    |                                 | 3-6 |

For other course selections confer with advisor

|   |              |
|---|--------------|
| Required Subtotal .....                                       | *26-27       |
| Elective Subtotal .....                                       | 20-25        |
| General Education Requirements<br>(confer with advisor) ..... | 14-18        |
| <b>DEGREE TOTAL</b> .....                                     | <b>60-70</b> |

Advisors: Meyer, Walker

## NATURAL RESOURCES

(See additional courses for Natural  
Resources under *Agriculture Degree  
Programs*)

## INTERDEPARTMENTAL ENVIRONMENTAL STUDIES

ASSOCIATE OF SCIENCE DEGREE  
with emphasis on transfer preparation

Courses Required:

| Dept. | No. | Title .....  | Units |
|-------|-----|--|-------|
| G     | 1   | Physical Geology .....   | 3     |
| G     | 1L  | Physical Geology Lab .....                                       | 1     |
| OR    | G   | 5 Environmental Geology (3)<br>& G 5L Environ. Geology Lab (1)   |       |
| OR    | G   | 10 Earth Science (3)<br>& G 10L Earth Science Lab (1)            |       |
| BI    | 1A  | General Biology - Principles..                                   | 5     |
| OR    | BI  | 4 Elements of Biology (3)<br>& BI 4L Elements of Biology Lab (1) |       |
| CH    | 3   | Intro General Chemistry .....                                    | 4     |
| OR    | CH  | 4 Fund. of Chemistry (4)   |       |
| NR    | 1   | Conserv of Natural Resources                                     | 3     |
| NR    | 1L  | Conserv of Natural Res Lab ..                                    | 1     |

Continued on next page .....

|                   |                    |       |
|-------------------|--------------------|-------|
| GEOG 1            | Physical Geography | 3     |
| MATH 10           | College Algebra    | 4     |
| Required Subtotal |                    | 23-24 |

A minimum of 26 additional units to be chosen from the following (confer with Advisor):

|                          |                              |     |
|--------------------------|------------------------------|-----|
| NR 2                     | Intro to Forestry            | 3   |
| NR 3                     | Intro to Wildlife Management | 3   |
| AGPS 1                   | Soils and Plant Nutrition    | 4   |
| AGPS 2                   | Entomology                   | 3   |
| OH 1                     | Horticulture                 | 3   |
| OH 1L                    | Horticulture Lab             | 1   |
| GEOG 1                   | Cultural Geography           | 3   |
| G 1,2,5,10               | Geology Elective(s)          | 3-8 |
| PS 1                     | Intro to Government          | 3   |
| MATH 14                  | Statistical Methods          | 4   |
| ECON 1                   | Principles of Macroeconomics | 3   |
| Architecture Elective(s) |                              | 2-6 |
| Energy Resource Elective |                              | 3-4 |
| Biology Elective(s)      |                              | 3-8 |
| Computer Courses         |                              | 3-6 |
| Speech Elective          |                              | 3   |

|   |  |       |
|---|--|-------|
| Required Subtotal                                       |  | 23-24 |
| Elective Subtotal                                       |  | 26-28 |
| General Education Requirements<br>(confer with advisor) |  | 11-14 |
| DEGREE TOTAL  |  | 60-66 |

Advisors: Meyer, Walker

### GEOLOGY

(INCLUDES EARTH SCIENCE,  
PALEONTOLOGY,  
PHYSICAL OCEANOGRAPHY)

#### ASSOCIATE OF SCIENCE DEGREE with emphasis on transfer preparation

Courses Required:

| Dept. | No.   | Title                   | Units |
|-------|-------|-------------------------|-------|
| CH    | 1A    | General Chemistry       | 5     |
| CH    | 1B    | General Chemistry       | 5     |
| PH    | 2A    | College Physics         | 4     |
| PH    | 2B    | College Physics         | 4     |
| OR    | PH 4A | Engineering Physics (5) |       |
|       | PH 4B | Engineering Physics (5) |       |

(Physics requirement depends on transfer institution.)

|         |                          |                               |   |
|---------|--------------------------|-------------------------------|---|
| BI      | 1A                       | General Biology               | 5 |
| BI      | 1B                       | General Zoology               | 5 |
| BI      | 1C                       | Gen. Botany (recommended) (5) |   |
| MATH 1A | Calculus w/Analytic Geom |                               | 5 |
| MATH 1B | Calculus w/Analytic Geom |                               | 5 |
| G       | 1                        | Physical Geology              | 3 |
| G       | 1L                       | Physical Geology Lab I        | 1 |
| G       | 2                        | Historical Geology            | 4 |
| G       | 3                        | Elementary Mineralogy         | 4 |

Consult course descriptions for prerequisites.

|   |  |       |
|---|--|-------|
| Required Subtotal                                       |  | 46-50 |
| General Education Requirements<br>(confer with advisor) |  | 20-25 |

|              |  |       |
|--------------|--|-------|
| DEGREE TOTAL |  | 66-71 |
|--------------|--|-------|

Advisors: Meyer, White-CMC  
(Consult with an advisor before embarking on program.)

### PHYSICS

#### ASSOCIATE OF SCIENCE DEGREE with emphasis on transfer preparation

Courses Required:

| Dept.         | No.                      | Title                  | Units |
|---------------|--------------------------|------------------------|-------|
| MATH 1A       | Calculus w/Analytic Geom |                        | 5     |
| MATH 1B       | Calculus w/Analytic Geom |                        | 5     |
| MATH 2A       | Calculus w/Analytic Geom |                        | 5     |
| MATH 2C       | Differential Equations   |                        | 4     |
| CH            | 1A                       | General Chemistry      | 5     |
| CH            | 1B                       | General Chemistry      | 5     |
| PH            | 4A                       | Engineering Physics    | 5     |
| PH            | 4B                       | Engineering Physics    | 5     |
| PH            | 5                        | Computer Programming I | 3     |
| (recommended) |                          |                        |       |

Consult course descriptions for prerequisites.

|   |  |       |
|---|--|-------|
| Required Subtotal                                       |  | 39-42 |
| General Education Requirements<br>(confer with advisor) |  | 25    |

|              |  |       |
|--------------|--|-------|
| DEGREE TOTAL |  | 64-67 |
|--------------|--|-------|

Advisor: Mason

**SCIENCES**

**COURSE DESCRIPTIONS**

**ASTRONOMY**

**A 1  
DESCRIPTIVE ASTRONOMY**

3 Units  
Lecture: 3 hours

This course is an introductory survey of planetary, stellar and galactic astronomy, designed for students not majoring in science. It reviews research techniques, current knowledge and theory about the planets, stars, galaxies, and the age and origin of the universe.

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

**A 1L  
DESCRIPTIVE ASTRONOMY LAB**

1 Unit  
Laboratory: 3 hours

This is an introductory laboratory course featuring practical use of the telescope, an introduction to the geography of the sky, and applications of astronomical methods involving projects performed by the student.

*Corequisite: A1 or prior completion*  
CSU, UC, Associate Degree Applicable

**A 51  
INTRODUCTION TO ASTRONOMY**

1 Unit  
Lecture: 1 hour

This course is a survey of modern astronomy and space science with an emphasis on the place of humanity in the universe and the possibility of life on other worlds. Some of the topics discussed will be: modern research instruments and techniques, exploding galaxies, quasars, pulsars, black holes, the manned space program, and the beginning and end of the universe.

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

**BIOLOGY**

**BI 1A  
GENERAL BIOLOGY - PRINCIPLES**

5 Units  
Lecture: 4 hours  
Laboratory: 3 hours

This course is a survey of biological concepts and functions including biological chemistry, origin of life, cell structure and function, energy production and utilization, mitosis and embryology, basic tissues, organ systems, integrative mechanisms, reproduction and genetics, adaptation and population biology.

Note: This course is primarily designed for students pursuing careers in science, pre-professional and other allied health fields requiring a strong foundation in biology. BI 1A is typically followed by BI 1B (Zoology) or BI 1C (Botany) where one full year of biology is required.

*Prerequisite: A full year of high school Biology or BI 4 and 4L, and eligibility for ENG 1A and MATH 50*  
CSU, UC, Associate Degree Applicable

**BI 1B  
BIOLOGY OF ORGANISMS**

5 Units  
Lecture: 3 hours  
Laboratory: 6 hours

This course covers identification, classification, phylogeny, comparative embryology, morphology, physiology, ecology, behavior, etc., at the animal organismic level. Laboratory experiments, dissections, and identification give practical study.

Note: This course meets requirements of science, pre-professional, and all other majors requiring one year of biology. It also meets the biological sciences general education requirement.

*Prerequisite: BI 1A or BI 4 and BI 4L*  
CSU, UC, Associate Degree Applicable

**BI 1C**  
**GENERAL BIOLOGY - BOTANY**

5 Units  
 Lecture: 4 hours  
 Laboratory: 3 hours

This course is a survey of biological functions, and includes a broad study of diversity in plant structure, function, and classifications. Emphasis is placed on algae, fungi, flowering plants and their ecological significance.

Note: The course is designed primarily for biology, science, and pre-professional and all other majors where a strong foundation in biology is required. Partially meets the requirements of students needing one year of biology.

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

**BI 4**  
**ELEMENTS OF BIOLOGY**

3 Units  
 Lecture: 3 hours

This course is designed to acquaint non-majors with fundamental concepts and principles of biology and background information in the physical sciences.

Note: BI 4 and BI 4L meet the Biological Science General Education requirement. This course does not meet the requirements for biological science majors. BI 4 is offered for those individuals with little or no background in the biological sciences.

*Prerequisite: ENG 51 with a grade of C or better, or equivalent*  
 CSU, UC, Associate Degree Applicable

**BI 4L**  
**ELEMENTS OF BIOLOGY**  
**LABORATORY**

1 Unit  
 Laboratory: 3 hours

This course provides supplementary laboratory experience for those students enrolled in BI 4.

Critical practical studies in biological principles are emphasized.

Note: BI 4 and BI 4L meet the Biological Science General Education requirement. This course does not meet the requirements for biological science majors. BI 4L is offered for those individuals with little or no background in the biological sciences.

*Prerequisite: ENG 51 with a grade of C or better, or equivalent*

*Corequisite: BI 4*  
 CSU, UC, Associate Degree Applicable

**BI 10**  
**WOMEN'S HEALTH**

3 Units  
 Lecture: 3 hours

A study of current issues and practices related to women's health. Emphasis is placed on female anatomy and physiology relative to changes which occur in a women's body from youth to old age and the specific aspects of health and disease related to these changes. This course is designed to provide information to make the student medically and scientifically knowledgeable about women's health issues and to be an "informed consumer" of medical information and practices concerning today's female.

*Prerequisite: ENG 51 with a grade of C or better*  
 Associate Degree Applicable

**BI 15**  
**GENERAL MICROBIOLOGY**

5 Units  
 Lecture: 4 hours  
 Laboratory: 3 hours

This course is a comprehensive study of the microbial world. It is designed to develop an appreciation and understanding of microorganisms and their relationship to humans and their environment. A knowledge of the principles of microbiology and their practical applications is stressed. Subject matter includes: medical microbiology, microbial physiology, microbial genetics, and

industrial microbiology. The laboratory experience explores the development of current methods, techniques, and skills necessary to culture, propagate and identify microorganisms.

*Prerequisite:* CH 4 or equivalent, ENG 51, and MATH 50 with a grade of C or better

*Advisory:* BI 22 and BI 23 are strongly recommended

CSU, UC, Associate Degree Applicable

### **BI 21 ELEMENTARY HUMAN ANATOMY AND PHYSIOLOGY**

3 Units

Lecture: 3 hours

This is a course in the structure and functions of human body systems, and fundamental principles of biology demonstrable in human beings.

Note: BI 21 and BI 21L meet the Biological Science General Education requirement and are recommended to those wishing a 'human' approach to satisfying this requirement.

*Prerequisite:* ENG 51 with a grade of C or better

CSU, UC, Associate Degree Applicable

### **BI 21L ELEMENTARY HUMAN ANATOMY AND PHYSIOLOGY LABORATORY**

1 Unit

Laboratory: 3 hours

This course is the companion laboratory course to BI 21, offering a practical approach to the structure and functions of human body systems. Practical consideration will also be given to fundamental biological principles demonstrable in human beings. Dissections, experiments, and demonstrations will be employed.

Note: BI 21 and BI 21L meet the Biological Science General Education requirement and are recommended to those wishing a 'human' approach to satisfying this requirement.

*Corequisite:* BI 21 or prior completion  
CSU, UC, Associate Degree Applicable

### **BI 22 HUMAN ANATOMY (CAN BIOL 10)**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course involves both the gross and microscopic anatomical study of tissues and organ systems of the human body. Laboratory study of histology slides, skeletons, cadavers and/or non-human mammals is undertaken. Directed dissections of laboratory specimens are required.

Note: This course is designed for Health Sciences students, and satisfies the Biological Science General Education requirements. It is not recommended for pre-medical or pre-dental students who must take BI 1A and BI 1B.

*Prerequisite:* ENG 51 and MATH 50

*Advisory:* One year of high school biology or BI 21 and BI 21L are strongly recommended

CSU, UC, Associate Degree Applicable

### **BI 23 HUMAN PHYSIOLOGY**

5 Units

Lecture: 4 hours

Laboratory: 3 hours

This course is a survey of normal and some abnormal functions of the integumental, skeletal, muscular, circulatory, respiratory, digestive, urogenital, sensory, nervous, and endocrine systems.

Note: This course is a prerequisite for many of the Health Sciences majors, or it may be used to satisfy a General Education Life Science requirement. Pre-medical, pre-dental, and pre-veterinarian majors are advised to take the BI 1A and BI 1B sequence rather than BI 22 and BI 23.

*Prerequisite:* CH 4 and BI 22

CSU, UC, Associate Degree Applicable

## CHEMISTRY

### CH 1A,B GENERAL CHEMISTRY (CAN CHEM SEQ A)

5 Units  
Lecture: 3 hours  
Laboratory: 6 hours

This is a two semester course that covers the basic principles and concepts of chemistry, with emphasis on chemical calculations. Inorganic chemistry is stressed, and the material includes a discussion of atomic structure, chemical bonding, molecules, reaction types, thermodynamics, equilibria, and a more detailed study of the chemistry of selected elements. There is a brief introduction to organic, biological, and radiation chemistry. The laboratory part of the course complements the lectures, and covers qualitative analysis.

Note: This course is designed for pre-professional, science, and engineering major transfer students.

*Prerequisite: One year high school chemistry, or CH 3 or CH 4 with a grade of C or better; ENG 51 and MATH 40; CH 1A with a grade of C or better is required for CH 1B*  
CSU, UC, Associate Degree Applicable

### CH 3 INTRODUCTORY GENERAL CHEMISTRY

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This course is a study of the basic principles of inorganic chemistry for students who have not completed high school chemistry. Topics covered include an introduction to atomic theory and chemical calculations.

Note: This course satisfies the prerequisite for Ch 1A. It is designed for students seeking chemistry beyond this level or for General Education requirements.

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

### CH 4 FUNDAMENTALS OF CHEMISTRY

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This course is a survey of basic principles of inorganic, organic and bio-organic chemistry presented on a level for the general student.

Note: This course satisfies the chemistry requirement for RN and Respiratory Therapy students, and is transferable as a physical science with laboratory.

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

### CH 5 BIO-ORGANIC CHEMISTRY

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This course is a survey of organic and biological chemistry with an emphasis on the health sciences. It covers the major functional groups of organic and biologically active molecules and their interrelationships.

Note: This course is suitable for Health Sciences students who are required to take one year of chemistry. As such, it is taken in sequence after CH 3 or CH 4.

*Prerequisite: ENG 51 and MATH 50; CH 1A, CH 1B, CH 3, or CH 4 with a grade of C or better*  
CSU, UC, Associate Degree Applicable

### CH 10A,B ORGANIC CHEMISTRY

5 Units  
Lecture: 3 hours  
Laboratory: 6 hours

This course is a two semester sequence covering the basic principles and concepts of organic chemistry. An in-depth study is made of the bonding of carbon, stereochemistry and the reactivity of the various functional groups. Reaction mechanisms of aliphatic and aromatic

compounds are discussed in detail. An introduction is made to biochemical compounds. It is designed for chemistry, biology and pre-professional majors.

*Prerequisite for CH 10A: CH 1B*  
*Prerequisite for CH 10B: CH 10A*  
 CSU, UC, Associate Degree Applicable

## GEOLOGY

### G 1 PHYSICAL GEOLOGY (CAN GEOL 2 for G 1 and G 1L)

3 Units  
 Lecture: 3 hours

This course includes the study of the origin and composition of rocks and minerals; landscape development by water, ice, and wind; earthquakes; the earth's interior; the nature of mountains and their development; the drift of continental and oceanic plates; and environmental aspects of geology.

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

### G 1L PHYSICAL GEOLOGY LABORATORY (CAN GEOL 2 for G 1 and G 1L)

1 Unit  
 Laboratory: 3 hours

This course is a practical application in the laboratory and on field trips of aspects of the Physical Geology subject areas. Field trips will emphasize local geology and lab work will emphasize practical study of minerals and rocks and investigation of various geologic features on topographic maps.

*Corequisite: G 1 or prior completion*  
 CSU, UC, Associate Degree Applicable

### G 2 HISTORICAL GEOLOGY

4 Units  
 Lecture: 3 hours  
 Laboratory: 3 hours

This course investigates the formation and evolution of the Earth, including its oceans, atmosphere, and life; as traced mainly through the rock and fossil records. Included is the history of the science of geology. Basic geologic principles will be briefly reviewed.

*Prerequisite: G 1 or G 10 with a grade of C or better*  
 CSU, UC, Associate Degree Applicable

### G 5 ENVIRONMENTAL GEOLOGY

3 Units  
 Lecture: 3 hours

This course investigates: natural hazards such as floods, landslides, earthquakes, and volcanic activity to minimize effects on persons and property; landscape for site selection, land-use planning and environmental impact analysis; earth materials, such as minerals, soil, rocks, and water to determine potential use for resources, and for waste disposal, and to assess the need for conservation practices.

Note: This course is suggested for students in any major which deals with human interactions with the physical environment such as architecture, engineering, environmental studies, city planning, natural resources, geology, and geography. Physical Geology Lab may be taken to accompany this course.

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

### G 5L ENVIRONMENTAL GEOLOGY LABORATORY

1 Unit  
 Laboratory: 3 hours

This laboratory course supplements the Environmental Geology lecture (G 5). Field trips are required. It satisfies the laboratory portion of the Physical Science section of the General Education Laboratory requirement.

*Corequisite: G 5 or prior completion*  
 CSU, UC, Associate Degree Applicable



**G 6****GEOLOGY OF CALIFORNIA**

3 Units

Lecture: 3 hours

This course presents the physical and historical geology of the natural provinces of California. The mineral deposits, stratigraphic and rock units, tectonic structures, fossils, geomorphology, and environmental issues within each province are examined. One or more field trips are conducted.

*Advisory: ENG 51 and MATH 57*

CSU, UC, Associate Degree Applicable

**G 7****INTRODUCTION TO GEOLOGY**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course is a general survey of the fields of physical and historical geology. It is designed to give a broad general understanding and appreciation of the composition, structure, geologic processes, origin, and development of the Earth and its inhabitants. The laboratory portion provides hands-on experience with minerals, rocks, fossils, topographic maps, geologic maps, and structure sections. One required all-day field trip provides an opportunity to directly experience local physical and historical geology.

*Advisory: ENG 51 and MATH 57*

CSU, UC, Associate Degree Applicable

**G 8****GEOLOGY OF NATIONAL PARKS AND MONUMENTS**

3 Units

Lecture: 3 hours

This course provides a survey of the physical and historical geology of National Parks and Monuments, particularly those in the western states, to illustrate the geologic evolution of the regions in which these parks occur. Surface shaping processes such as volcanism,

plutonism, deformation, sedimentation, glaciation, and fluvial activity are studied, using slides and other visual materials. Optional field trip(s) may be conducted.

*Advisory: ENG 51 and MATH 57*

CSU, Associate Degree Applicable

**G 10****EARTH SCIENCE**

3 Units

Lecture: 3 hours

This course surveys and integrates the Earth Sciences of Geology, Meteorology, Oceanography, and Astronomy to bring into perspective the uniqueness of our planet, the interrelationships of its systems, and the impact of man upon these systems. Various aspects of geologic science constitute approximately 70 percent of course.

*Prerequisite: Eligibility for ENG 51 and MATH 50*

CSU, UC, Associate Degree Applicable

**G 10L****EARTH SCIENCE LABORATORY**

1 Unit

Laboratory: 3 hours

This course is a practical application in the laboratory and on field trips of aspects of the Earth Science subject areas; particularly those concentrating on the geologic sciences. Field trips will emphasize local geology, and lab work will emphasize practical study of minerals and rocks, and investigation of various geologic features on topographic and geologic maps.

*Corequisite: G 10 or prior completion*

CSU, UC, Associate Degree Applicable

**PHYSICS****PH 1  
BASIC PHYSICS**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This course is an introduction to basic physical concepts, theories, and principles with emphasis on their practical application to the health sciences. A minimum of mathematics is used in presenting the subject matter.

Note: This course is designed for students in the health science fields, and for those students in general education who need to satisfy a laboratory requirement in the physical sciences.

*Prerequisite: MATH 50 with a grade of "C" or better; eligibility for ENG 51*  
CSU, UC, Associate Degree Applicable

**PH 2A,B  
COLLEGE PHYSICS  
(CAN PHYS SEQ A)**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This is the non-calculus physics course. Physics 2A covers mechanics, heat, and wave motion. Physics 2B covers electricity, magnetism, optics, and atomic and nuclear physics.

Note: This course satisfies the physics requirement for pre-professional and biology students.

*Prerequisite: MATH 40 with a grade of "C" or better; eligibility for ENG 51*  
CSU, UC, Associate Degree Applicable

**PH 4A,B  
ENGINEERING PHYSICS**

5 Units  
Lecture: 4 hours  
Laboratory: 3 hours

This is a two semester sequence of courses required of students who plan to major in physics, chemistry, mathematics, engineering, or architecture. This sequence of courses covers mechanics, heat, wave motion, electricity, and magnetism.

*Prerequisites: MATH 1A with a grade of "C" or better; eligibility for ENG 51*  
CSU, UC, Associate Degree Applicable

**PH 5  
COMPUTER PROGRAMMING I:  
CC++ FOR THE SCIENCES AND  
ENGINEERING**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course is an introduction to the use of CC++ for the solution of problems in the physical sciences and engineering through the structured implementation of algorithms on digital computers. The course emphasizes good programming principles and the development of substantial programs. It introduces the use of computer-based software development tools and systems. The course includes numerical methods such as histogramming, Monte-Carlo Methods for modeling experiments, statistical analysis, curve fitting, and numerical algorithms.

*Prerequisite: MATH 10 or MATH 12;  
ENG 50*  
CSU, UC, Associate Degree Applicable

## SOCIAL SCIENCES

Instruction in the Social Sciences at College of the Desert includes the following subject areas: Anthropology, Geography, History, Philosophy, Political Science, Psychology, Sociology, and Social Science (General). Students majoring in these fields are usually preparing to transfer to a four-year college to complete their major. A few, not desiring a Bachelor's Degree, will, upon receiving an Associate in Arts Degree in a Social Science, work as a paraprofessional in their chosen field.

Once a student has decided upon a major, the student should confer with the appropriate advisor in planning a course of study. The Schedule of Classes contains a listing of the faculty advisors in each of these subject areas. It is also advisable that the college from which the student plans to get a Bachelor's Degree be selected early in order to coordinate graduation requirements for the A.A. Degree and the B.S. Degree.

### ANTHROPOLOGY

#### ASSOCIATE OF ARTS DEGREE with emphasis on transfer preparation

Courses Required:

| Dept.                                     | No. | Title                 | Units |
|---|-----|-----------------------|-------|
| ANTH                                      | 1   | Human Evolution       | 3     |
| ANTH                                      | 2   | Cultural Anthropology | 3     |
| ANTH                                      | 3   | Intro. to Archaeology | 3     |
| Required Subtotal                         |     |                       | 9     |
| Elective Subtotal (with advisor approval) |     |                       | 12    |
| General Education (Option 1* or 2)        |     |                       | 34-43 |
| *Transferable Electives (as needed)       |     |                       | 3     |
| Physical Education Activities             |     |                       | 2     |
| DEGREE TOTAL                              |     |                       | 60-66 |

Advisor: McWilliams; Murillo-CMC

## GEOGRAPHY

#### ASSOCIATE OF ARTS DEGREE with emphasis on transfer preparation

Courses Required:

| Dept.                               | No. | Title                   | Units |
|-------------------------------------|-----|-------------------------|-------|
| GEOG                                | 1   | Physical Geography      | 3     |
| GEOG                                | 2   | Cultural Geography      | 3     |
| GEOG                                | 7   | Regional Geography      | 3     |
| GEOG                                | 10  | Geography of California | 3     |
| Required Subtotal                   |     |                         | 12    |
| Elective Subtotal                   |     |                         | 9     |
| General Education (Option 1* or 2)  |     |                         | 34-43 |
| *Transferable Electives (as needed) |     |                         | 3     |
| Physical Education Activities       |     |                         | 2     |
| DEGREE TOTAL                        |     |                         | 60-66 |

Advisor: McWilliams

### HISTORY

#### ASSOCIATE OF ARTS DEGREE with emphasis on transfer preparation

Courses Required:

| Dept.                               | No. | Title                         | Units |
|-------------------------------------|-----|-------------------------------|-------|
| HIST                                | 3   | History of World Civilization | 3     |
| HIST                                | 4   | History of World Civilization | 3     |
| HIST                                | 17  | United States History         | 3     |
| HIST                                | 18  | United States History         | 3     |
| ANTH                                | 1   | Human Evolution               | 3     |
| PHIL                                | 10  | General Logic                 | 3     |
| PS                                  | 1   | Introduction to Government    | 3     |
| Required Subtotal                   |     |                               | 21    |
| General Education (Option 1* or 2)  |     |                               | 34-43 |
| *Transferable Electives (as needed) |     |                               | 3     |
| Physical Education Activities       |     |                               | 2     |
| DEGREE TOTAL                        |     |                               | 60-66 |

Advisor: Thu; Itnyre, Reeske - CMC

## PHILOSOPHY

### ASSOCIATE OF ARTS DEGREE with emphasis on transfer preparation

**Courses Required:**

Choose at least one from the following:

| Dept. | No. | Title  | Units |
|-------|-----|--|-------|
| PHIL  | 6   | Introduction to Philosophy                   | 3     |
| PHIL  | 7   | Introduction to Philosophy                   | 3     |
| PHIL  | 8   | Philosophy from Ancient Times to Renaissance | 3     |
| PHIL  | 9   | Philosophy from Renaissance to Present       | 3     |

Choose one from the following:

|      |    |                |   |
|------|----|----------------|---|
| PHIL | 10 | General Logic  | 3 |
| PHIL | 11 | Symbolic Logic | 3 |

Required of all philosophy pre-majors:

|    |     |                            |   |
|----|-----|----------------------------|---|
| CS | 73  | Intro to Computer Science  | 3 |
| CS | 73L | Intro to Computer Sci. Lab | 1 |

|                                     |              |
|-------------------------------------|--------------|
| Required Subtotal                   | 10           |
| Elective Subtotal                   | 11           |
| General Education (Option 1* or 2)  | 34-43        |
| *Transferable Electives (as needed) | 3            |
| Physical Education Activities       | 2            |
| <b>DEGREE TOTAL</b>                 | <b>60-66</b> |

\*Recommended electives/general education courses:

|      |    |                            |   |
|------|----|----------------------------|---|
| HIST | 3  | History of World Civ.      | 3 |
| HIST | 4  | History of World Civ.      | 3 |
| ANTH | 2  | Cultural Anthropology      | 3 |
| PSY  | 1  | General Psychology         | 3 |
| PHIL | 12 | Religions of the World     | 3 |
| PHIL | 13 | Perspectives Death & Dying | 3 |
| PHIL | 14 | Introduction to Ethics     | 3 |

Advisors: Flatt; Itnyre - CMC

## POLITICAL SCIENCE

### ASSOCIATE OF ARTS DEGREE with emphasis on transfer preparation

**Courses Required:**

| Dept. | No. | Title                | Units |
|-------|-----|----------------------|-------|
| PS    | 1   | Intro. to Government | 3     |

|       |   |                                |     |
|-------|---|--------------------------------|-----|
| PS    | 2 | Intro. to Comparative Gov't    | 3   |
| OR PS | 4 | Intro. to Internat'l Relations | (3) |

With advisor assistance, select additional Social Science courses to complete a minimum of 20 units in the Social Sciences.

|                                     |              |
|-------------------------------------|--------------|
| Required Subtotal                   | 20           |
| General Education (Option 1* or 2)  | 34-43        |
| *Transferable Electives (as needed) | 4            |
| Physical Education Activities       | 2            |
| <b>DEGREE TOTAL</b>                 | <b>60-65</b> |

Advisor: Gudelunas; Reeske - CMC

## PSYCHOLOGY

### ASSOCIATE OF ARTS DEGREE with emphasis on transfer preparation

**Courses Required:**

| Dept.    | No.     | Title                      | Units |
|----------|---------|----------------------------|-------|
| PSY      | 1       | General Psychology         | 3     |
| PSY      | 3       | Developmental Psychology   | 3     |
| SOC      | 1       | Introduction to Sociology  | 3     |
| SOC      | 3       | Fundamentals of Statistics | 3     |
| OR       | MATH 14 | Statistical Methods        | (4)   |
| Subtotal |         |                            | 12-13 |

Choose 11 additional units from the following: (in consultation with advisor)

|          |     |  |    |
|----------|-----|--|----|
| BI       | 1A  | General Biology                              | 5  |
| CS       | 73  | Intro to Computer Science                    | 3  |
| CS       | 73L | Intro Computer Science Lab                   | 1  |
| PSY      | 10  | Psychological Aspects of Marriage and Family | 3  |
| PSY      | 12  | Human Sexuality                              | 3  |
| PSY      | 20  | Adolescent Psychology                        | 3  |
| PSY      | 33  | Personal & Social Adjustment                 | 3  |
| Subtotal |     |  | 11 |

|                                     |       |
|-------------------------------------|-------|
| Required Subtotal                   | 23-24 |
| General Education (Option 1* or 2)  | 34-43 |
| *Transferable Electives (as needed) | 1     |
| Physical Education Activities       | 2     |

|                     |              |
|---------------------|--------------|
| <b>DEGREE TOTAL</b> | <b>60-69</b> |
|---------------------|--------------|

Advisors: Jordan, Mathewson; Gage - CMC

**SOCIAL SCIENCE**

**ASSOCIATE OF ARTS DEGREE**  
with emphasis on transfer preparation

**Courses Required:**

| Dept. | No. | Title .....                     | Units |
|-------|-----|---------------------------------|-------|
| PS    | 1   | Introduction to Government ...  | 3     |
| PS    | 2   | Comparative Government .....    | 3     |
| HIST  | 3   | History of World Civ .....      | 3     |
| PSY   | 1   | General Psychology .....        | 3     |
| ECON  | 1   | Principles of Economics .....   | 3     |
| HIST  | 18  | United States History.....      | 3     |
| PHIL  | 6   | Introduction to Philosophy .... | 3     |

|   |              |
|---|--------------|
| Required Subtotal .....                   | 21           |
| General Education (Option 1* or 2) ....   | 34-43        |
| *Transferable Electives (as needed) ..... | 3            |
| Physical Education Activities .....       | 2            |
| <b>DEGREE TOTAL .....</b>                 | <b>60-66</b> |

Advisors: Flatt; Murillo - CMC

**SOCIOLOGY**

**ASSOCIATE OF ARTS DEGREE**  
with emphasis on transfer preparation

**Courses Required:**

| Dept.   | No. | Title .....                     | Units |
|---------|-----|---------------------------------|-------|
| SOC     | 1   | Introduction to Sociology ..... | 3     |
| ANTH    | 2   | Cultural Anthropology.....      | 3     |
| PHIL    | 10  | General Logic .....             | 3     |
| SOC     | 2   | Social Problems .....           | 3     |
| SOC     | 3   | Fundamentals of Statistics..... | 3     |
| or MATH | 14  | Statistical Methods (4)         |       |
| SOC     | 14  | Minority Groups in Americas     | 3     |
| PSY     | 1   | General Psychology .....        | 3     |

|   |              |
|---|--------------|
| Required Subtotal .....                   | 21-22        |
| General Education (Option 1* or 2) ....   | 34-43        |
| *Transferable Electives (as needed) ..... | 3            |
| Physical Education Activities .....       | 2            |
| <b>DEGREE TOTAL .....</b>                 | <b>60-67</b> |

Advisors: Saddington; Gage - CMC

**SOCIAL SCIENCES**

**COURSE DESCRIPTIONS**

**ANTHROPOLOGY**

**ANTH 1**  
**HUMAN EVOLUTION: INTRO TO**  
**PHYSICAL ANTHROPOLOGY**  
**(CAN ANTH 2)**

3 Units  
Lecture: 3 hours

This course is a study of the origins of humans and their place in nature. Topics emphasized include the mechanisms of biological evolution, the physical form and behavior of the nonhuman primates, the fossil record of early humans and our current racial variability. This course meets the California State Universities and Colleges General Education requirement (Area B#2) for a course on the "Physical Universe and Life Forms".

*Prerequisite: ENG 50*  
CSU, UC, Associate Degree Applicable

**ANTH 2**  
**CULTURAL ANTHROPOLOGY**  
**(CAN ANTH 4)**

3 Units  
Lecture: 3 hours

This course is a topical introduction to the cross-cultural study of human societies. Among the topics discussed are food-getting practices, marriage customs, kinship systems, social organization and supernatural beliefs. Also emphasized are theories of culture and the nature of cultural change.

*Prerequisite: ENG 50*  
CSU, UC, Associate Degree Applicable

**ANTH 3**  
**INTRODUCTION TO ARCHAEOLOGY**  
**(CAN ANTH 6)**

3 Units  
Lecture: 3 hours

This course is an introduction to human

prehistory spanning the period from the earliest toolmakers to the recent past. It seeks both to describe and explain human cultural developments from data collected on all continents. The tools, techniques and methodologies of archaeological investigations are examined and evaluated.

*Prerequisite:* ENG 50  
CSU, UC, Associate Degree Applicable

## GEOGRAPHY

### GEOG 1 PHYSICAL GEOGRAPHY (CAN GEOG 2)

3 Units  
Lecture: 3 hours

This course examines the major features of the natural environment including land, water, air and life forms. The relationship between humans and their natural environment is emphasized, and map-reading skills are developed. This course meets the California State Universities and Colleges General Education requirement (Area B, #1) for a course on the "Physical Universe".

*Prerequisite:* ENG 50  
CSU, UC, Associate Degree Applicable

### GEOG 1L PHYSICAL GEOGRAPHY LABORATORY

1 Unit  
Laboratory: 3 hours

This course introduces the student to the methods and techniques used in the geographic study of the natural environment focusing on the earth's atmosphere, continents, oceans and life forms. The student will observe, record, and analyze information both in class and on field trips in the local environment. Completion of Geography 1 and 1L fulfills the California State Universities and Colleges General Education requirement (Area B, #1) for a laboratory course on the Physical Universe.

*Prerequisite:* Prior or concurrent enrollment in GEOG 1  
CSU, UC, Associate Degree Applicable

### GEOG 2 CULTURAL GEOGRAPHY (CAN GEOG 4)

3 Units  
Lecture: 3 hours

This course focuses on the distribution of and interrelationships between features of humankind's modern cultural environment. Among the topics discussed are world population, forms of livelihood, territoriality, urbanization, and material culture. Emphasis is also placed on the development of map-reading skills.

*Prerequisite:* ENG 50  
CSU, UC, Associate Degree Applicable

### GEOG 7 REGIONAL GEOGRAPHY

3 Units  
Lecture: 3 hours

This course seeks to describe and explain the major cultural characteristics of the earth's diverse geographic regions. Emphasis is placed on the development of regional patterns through time and the processes responsible for the existing patterns. The development of map-reading skills is an essential aspect of this investigation.

*Prerequisite:* ENG 50  
CSU, UC, Associate Degree Applicable

### GEOG 10 GEOGRAPHY OF CALIFORNIA

3 Units  
Lecture: 3 hours

This is a study of the natural and cultural environments of California including its climate, topography, biogeography, economy, urbanization and population diversity. Emphasis is placed on people and the environment, map interpretation and their changes over time. Both topical and regional formats are introduced.

*Advisory:* ENG 50  
CSU, UC, Associate Degree Applicable

## HISTORY

### HIST 3 HISTORY OF WORLD CIVILIZATION (CAN HIST SEQ C for HIST 3 and 4)

3 Units  
Lecture: 3 hours

This course is a broad study of the major elements in history from ancient times to the Renaissance. It is designed to develop understanding of institutions basic to world civilization.

*Advisory: ENG 50*  
CSU, UC, Associate Degree Applicable

### HIST 4 HISTORY OF WORLD CIVILIZATION (CAN HIST SEQ C for HIST 3 and 4)

3 Units  
Lecture: 3 hours

This course is a broad study of the major elements in history from the 16th Century to the present. It is designed to develop understanding of institutions basic to world civilization.

*Advisory: ENG 50*  
CSU, UC, Associate Degree Applicable

### HIST 17 U.S. HISTORY THROUGH RECONSTRUCTION (CAN HIST SEQ B for HIST 17 and 18)

3 Units  
Lecture: 3 hours

This course is a survey of the political and social development of the United States from the discovery of America through the Reconstruction period.

*Prerequisite: ENG 50*  
CSU, UC, Associate Degree Applicable

### HIST 18 U.S. HISTORY FROM RECONSTRUCTION TO PRESENT (CAN HIST SEQ B for HIST 17 and 18)

3 Units  
Lecture: 3 hours

This course is a survey of the political and social development of the United States from the Reconstruction Period to the present.

*Prerequisite: ENG 50*  
CSU, UC, Associate Degree Applicable

## PHILOSOPHY

### PHIL 6 INTRODUCTION TO PHILOSOPHY (CAN PHIL 2)

3 Units  
Lecture: 3 hours

This course surveys the traditional philosophical problems of knowledge, logic, ethics, aesthetics, religion and metaphysics. These problems will be viewed as interrelated dimensions of a struggle to understand the nature and meaning of existence - a struggle which is both collective and individual. Students will confront problems in a way that will stimulate critical thinking and the development of a sound personal philosophy.

*Prerequisite: ENG 50*  
CSU, UC, Associate Degree Applicable

### PHIL 7 INTRODUCTION TO PHILOSOPHY

3 Units  
Lecture: 3 hours

In this course, students are introduced to the practice of philosophy as revealed through analysis of selected original writings of some of the great philosophers themselves. Among the topics about which these philosophers write are the nature and existence of God, free will and determinism, skepticism and knowledge, morality, ethics and society, logical positivism, plain language philosophy and existentialism.

*Prerequisite: ENG 50*  
CSU, UC, Associate Degree Applicable

**PHIL 8  
PHILOSOPHY FROM ANCIENT  
TIMES TO RENAISSANCE**

3 Units  
Lecture: 3 hours

This course is a study of the historical and logical development of the principal assumptions upon which contemporary thought and activity are based. Focus will be on the ideas and their proponents as viewed within their historical contexts from ancient times to the Renaissance. Emphasis will be placed on those ideas which are as relevant to contemporary life and thought as they were in the past.

*Prerequisite: ENG 50*  
CSU, UC, Associate Degree Applicable

**PHIL 9  
PHILOSOPHY  
FROM RENAISSANCE TO PRESENT**

3 Units  
Lecture: 3 hours

This course is a study of the historical and logical development of the principal assumptions upon which contemporary thought and activity are based. Focus will be on the ideas and their proponents as viewed within their historical contexts from the Renaissance to the present. Emphasis will be placed on those ideas which are as relevant to contemporary life and thought as they were in the past.

*Prerequisite: ENG 50*  
CSU, UC, Associate Degree Applicable

**PHIL 10  
GENERAL LOGIC**

3 Units  
Lecture: 3 hours

In this course, students are introduced to both deductive and inductive logic. Stress is placed on the principles of sound argumentation and the identification of common formal and informal fallacies. Also emphasized are statistical reasoning and the scientific method.

*Prerequisite: ENG 1A or 3A, MATH 57*  
CSU, UC, Associate Degree Applicable

**PHIL 11  
SYMBOLIC LOGIC**

3 Units  
Lecture: 3 hours

This course is the study of the methods characteristic of modern formal logic. It includes the symbolic representation of arguments from both truth-functional and predicate logic, the study of validity, the use of truth-tables, truth-trees and other techniques of meaning specification and proof. Computer applications will also be explored.

*Prerequisite: ENG 1A or 3A, MATH 57*  
CSU, UC, Associate Degree Applicable

**PHIL 12  
RELIGIONS OF THE WORLD**

3 Units  
Lecture: 3 hours

This course is an historical introduction to the world's religious philosophies - Hinduism, Jainism, Buddhism, Sikhism, Taoism, Confucianism, Shinto, Zoroastrianism, Judaism, Christianity and Islam - with an examination of their original writings and subsequent commentaries.

*Prerequisite: ENG 50*  
CSU, UC, Associate Degree Applicable

**PHIL 13  
PERSPECTIVES  
ON DEATH AND DYING**

3 Units  
Lecture: 3 hours

In this course, pertinent insights from other cultures, literature, art, law, medicine, psychology, religion and philosophy will be presented, analyzed and critically evaluated. The student will be encouraged to develop an understanding of death and dying as they relate to our knowledge of ourselves and other persons.

*Prerequisite: ENG 50*  
CSU, UC, Associate Degree Applicable



**PHIL 14**  
**INTRODUCTION TO ETHICS**  
**(CAN PHIL 4)**

3 Units  
 Lecture: 3 hours

This course is a systematic examination of the concepts of right and wrong, as traditionally conceived, and the application of moral values and principles to problems of daily life.

*Prerequisite: ENG 50*  
 CSU, UC, Associate Degree Applicable

**PHIL 15**  
**LOGIC, ARGUMENTATION AND**  
**CRITICAL ANALYSIS**

3 Units  
 Lecture: 3 hours

This course provides instruction in logical analysis and synthesis, and the application of these skills to: (1) the critical evaluation of published materials on a wide variety of issues in ethics, politics, religion, science and philosophy; and, (2) the creation of written compositions on these and other similar issues. Both deductive and inductive types of argumentation are studied, including relevant formal and informal fallacies.

*Prerequisite: ENG 1A or 3A with a grade of "C" or better or equivalent*  
 CSU, UC, Associate Degree Applicable

**POLITICAL SCIENCE**

**PS 1**  
**INTRODUCTION TO GOVERNMENT**  
**(CAN GOVT 2)**

3 Units  
 Lecture: 3 hours

This course is an introduction to the principles, organization and politics of the national government of the United States, including a study of State and local government. In considering government at the State level, specific emphasis is given to the government of the State of California. Throughout the course,

current issues in American and State politics are stressed.

*Prerequisite: ENG 50*  
 CSU, UC, Associate Degree Applicable

**PS 2**  
**INTRODUCTION TO**  
**COMPARATIVE GOVERNMENTS**

3 Units  
 Lecture: 3 hours

This course is a comparative study of constitutional principles, governmental institutions and political problems of selected governments. Particular attention is given to the contemporary problems of established and emerging nations.

*Prerequisite: PS 1 or HIST 17 or HIST 18*  
 CSU, UC, Associate Degree Applicable

**PS 4**  
**INTRODUCTION TO**  
**INTERNATIONAL RELATIONS**

3 Units  
 Lecture: 3 hours

This course is an introduction to the nature of political relations among nations, including the basic factors which influence international relations. Emphasis will be placed on an examination of contemporary world politics.

*Prerequisite: PS 1 or HIST 17 or HIST 18*  
 CSU, UC, Associate Degree Applicable

**PS 55A-D**  
**PRINCIPLES OF STUDENT**  
**LEADERSHIP**

2 Units  
 Lecture: 2 hours

Students will study parliamentary procedures, organizational structure and governance models. They will have opportunities to develop leadership skills, including communication, facilitation, problem solving and conflict resolution through small group communication. This course is also listed as STDV 55A-D and SP 55A-D.

*Prerequisite: ENG 50*  
 CSU, Associate Degree Applicable

**PSYCHOLOGY****PSY 1  
GENERAL PSYCHOLOGY  
(CAN PSY 2)**

3 Units  
Lecture: 3 hours

This course is an introduction to facts, principles and theories governing animal and human behavior. Topics include the nervous system, developmental psychology, consciousness, psychotropic drugs, learning, motivation, emotion, abilities, personality, stress and abnormal psychology.

*Prerequisite: ENG 50*  
CSU, UC, Associate Degree Applicable

**PSY 3  
DEVELOPMENTAL PSYCHOLOGY**

3 Units  
Lecture: 3 hours

This is a life span course based on the behavioral patterns found at each level of normal human development, including the interrelationships of psychological, sociological, cognitive, and physical development from birth to senescence. The personal and professional implications of developmental psychology will be discussed. The implications for both personal development and professional practice will be considered.

*Prerequisite: ENG 50*  
CSU, UC, Associate Degree Applicable

**PSY 10  
PSYCHOLOGICAL ASPECTS OF  
MARRIAGE AND FAMILY**

3 Units  
Lecture: 3 hours

This course is designed to develop the student's repertoire of behavioral skills and an understanding of the principles governing successful marriage and family life. Included

are areas such as communication, decision-making, human sexuality, divorce and the single parent, alternative family lifestyles and coping with stress.

*Prerequisite: ENG 50*  
CSU, Associate Degree Applicable

**PSY 12  
HUMAN SEXUALITY**

3 Units  
Lecture: 3 hours

Including both the behavioral and biological aspects of human sexuality, this course introduces the topic through the psychological approach. Further development includes physiological, social, legal, and religious issues as they may be of pressing interest to today's college students. The subjects discussed include values and ethics, gender roles, love and sex, sexual decisions, sexual techniques, sex therapy, contraception, abortion, AIDS and other venereal diseases, homosexuality, prostitution, rape, and sexual harassment.

*Prerequisite: PSY 1*  
CSU, UC, Associate Degree Applicable

**PSY 20  
ADOLESCENT PSYCHOLOGY:  
UNDERSTANDING AND AIDING  
YOUTH**

3 Units  
Lecture: 3 hours

This course is an introduction to both research and theory related to the growth and development of adolescents. Major areas emphasized include physical and psychological growth, adolescents and their families, the influence of peers, youth subcultures, sex roles, sexual behavior, self-image and the impact of society at large. A special emphasis is placed on practical techniques useful to parents and professionals who work with adolescents.

*Prerequisite: ENG 50*  
CSU, Associate Degree Applicable

**PSY 23**  
**PSYCHOLOGY OF WOMEN**

3 Units  
 Lecture: 3 hours

This course presents an overview of the social and personality development of the female. More specifically, the course examines the physiological and psychological differences characteristic of women, as well as those resulting from gender linked cultural values.

*Advisory: ENG 51*  
 CSU, UC, Associate Degree Applicable

**PSY 33**  
**PERSONAL AND SOCIAL ADJUSTMENT**

3 Units  
 Lecture: 3 hours

This course examines the development of normal personality and places emphasis upon the practical problems of adjustment encountered in such areas as school, family, vocation and community. In particular, the course focuses on understanding the causes of frustration and the process of learning adequate methods of coping in problematic situations.

*Prerequisite: PSY 1 or equivalent*  
 CSU, Associate Degree Applicable

**SOCIOLOGY**

**SOC 1**  
**INTRODUCTORY SOCIOLOGY**  
**(CAN SOC 2)**

3 Units  
 Lecture: 3 hours

This course is a survey of the characteristics of social life, the processes of social interaction, and the tools of sociological investigation.

*Prerequisite: ENG 50*  
 CSU, UC, Associate Degree Applicable

**SOC 2**  
**SOCIOLOGICAL ANALYSIS**  
**SOCIAL PROBLEMS**  
**(CAN SOC 4)**

3 Units  
 Lecture: 3 hours

An application of sociological principles and concepts in an analysis of the family, religion, education, minorities, crime and delinquency, urban society, industry, and politics. Special attention will be given to the interpretation of relevant quantitative data.

*Prerequisite: SOC 1*  
 CSU, UC, Associate Degree Applicable

**SOC 3**  
**FUNDAMENTALS OF STATISTICS**

3 Units  
 Lecture: 3 hours

This course is a study of the fundamental concepts and techniques of statistical analysis which are encountered in all areas of application. Emphasis is placed upon precise mathematical reasoning coupled with a thorough understanding of the rationale underlying the statistical methods employed. It encompasses both descriptive and inferential concepts and techniques, including the mathematical principles of probability theory and their application to parameter estimation and hypothesis testing. Published reports representative of the many ways in which statistical methods/data are employed in support of specific conclusions are examined with respect to both the appropriateness of their use and interpretation.

*Prerequisite: ENG 51, MATH 40 with a grade of "C" or better*  
 CSU, UC, Associate Degree Applicable

## **SOC 4 SOCIOLOGICAL ANALYSIS AND CRITICAL THINKING**

3 Units  
Lecture: 3 hours

This course provides instruction in the principles of critical analysis and the composition of reasoned, written responses to a variety of social issues. These include issues falling within the scope of sociology, anthropology, economics, education, politics, criminology, biology and the physical sciences. Both deductive and inductive forms of reasoning are studied, including common formal and informal fallacies.

*Prerequisite: ENG 1A or ENG 3A and MATH 50 with a grade of "C" or better*  
CSU, UC, Associate Degree Applicable

## **SOC 10 MARRIAGE AND FAMILY: A SOCIOLOGICAL APPROACH**

3 Units  
Lecture: 3 hours

This course is designed to develop the student's repertoire of behavioral skills and an understanding of the principles governing successful marriage and family life. Included are areas such as communication, decision-making, human sexuality, divorce and the single parent, alternative family life styles and coping with stress.

*Prerequisite: SOC 1*  
CSU, Associate Degree Applicable

## **SOC 14 MINORITY GROUPS IN THE AMERICAS**

3 Units  
Lecture: 3 hours

This is a comparative study of Native American, Asian, African, and European groups in the Americas as approached from the perspectives of sociology with particular focus on minority group status in contemporary society.

*Prerequisite: SOC 1*  
CSU, UC, Associate Degree Applicable

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## **STUDENT DEVELOPMENT**

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Student Development programs and courses are designed to prepare students for college experiences, academic achievement, and success in educational and occupational pursuits. Each course is designed to assist groups of students who share either common goals or common difficulties in reaching their goals.

New and re-entering students who might benefit from guidance in time management, study techniques, educational planning, setting realistic goals, changing careers, etc., are able to earn credit and reap personal benefits through Student Development courses.

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## **STUDENT DEVELOPMENT COURSE DESCRIPTIONS**

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### **STDV 49 CAREER DEVELOPMENT**

½ Unit  
Lecture: .5 hour

This course assists students in the process of career decision making. The focus on self assessment and career information provides students with an on-going system for implementation of career goals.

### **STDV 50 SKILL DEVELOPMENT AND EDUCATIONAL DECISION MAKING**

1/5 Unit  
Lecture: .2 hour

This course provides students with information on and understanding of their abilities and skill development, enabling them to make insightful decisions.

**STDV 51A  
COLLEGE SURVIVAL SKILLS**

2 Units  
Lecture: 2 hours

This course helps students develop effective techniques for advising their peers to gain accurate and more extensive knowledge of the opportunities available to COD students. Students learn college survival skills in addition to referral resources. Students also learn skills to serve as peer advisors.

**STDV 52  
RE-ENTRY ORIENTATION**

2 Units  
Lecture: 2 hours

This course assists the re-entry students in developing positive attitudes towards personal growth. Students also learn to make a successful transition to the community college.

**STDV 53  
STRATEGIES FOR COLLEGE  
TRANSFER**

1 Unit  
Lecture: 1 hour

This course provides students with a concrete plan for understanding and succeeding in transferring to a four-year college or university. Topics include the following: identifying long-term educational and career goals, selecting a transfer institution and completing applications for transfer admission.

*Prerequisite: ENG 50*

**STDV 54  
HUMAN POTENTIAL SEMINAR**

1 Unit  
Lecture: 1 hour

This course assists students in improving self-esteem. Students learn specific techniques to overcome self-defeating behaviors. Topics include becoming more self-affirmation, self-motivation, self-determination and learning to be empathetic.

**STDV 55A-D  
PRINCIPLES OF STUDENT  
LEADERSHIP**

2 Units  
Lecture: 2 hours

Students will study parliamentary procedures, organizational structure and governance models. They will have opportunities to develop leadership skills, including communication, facilitation, problem solving and conflict resolution through small group communication. This course is also listed as PS 55A-D and SP 55A-D.

*Prerequisite: ENG 50*  
CSU, Associate Degree Applicable

**STDV 60  
COLLEGE SUCCESS SKILLS**

1 Unit  
Lecture: 1 hour

This course introduces first-time college students to the information and skills necessary for success in college. Course topics include an overview of higher education, college enrollment procedures and policies, student support services, study skills and an introduction to transfer and career development. Students develop realistic educational plans consistent with their educational goals.

**STDV 60A  
ORIENTATION TO COLLEGE**

½ Unit  
Lecture: .5 hour

This is a course to assist the first-time college student. It includes college enrollment procedures, development of basic educational survival skills, help in interpretation of College of the Desert Assessment Test, and help in formulating a realistic long-range educational plan.

**THEATREARTS**

**THEATREARTS**

**ASSOCIATE OF ARTS DEGREE**  
with emphasis on transfer preparation

**Courses Required:**

| Dept.   | No. | Title .....                   | Units        |
|---|-----|-------------------------------|--------------|
| TA  | 1*  | Introduction to Theatre ..... | 3            |
| TA  | 2A* | Acting I .....                | 3            |
| TA  | 22A | Play Production .....         | 3            |
| TA  | 9A  | Stagecraft I .....            | 3            |
| TA  | 3A  | Acting II .....               | 3            |
| *May be counted toward General Education Requirements |     |                               |              |
| Electives (confer with advisor) .....                 |     |                               | 6-9          |
| Required Subtotal .....                               |     |                               | 21-24        |
| General Education (Option 1** or 2) ..                |     |                               | 34-43        |
| **Transferable Electives (as needed) .....            |     |                               | 3            |
| Physical Education Activities .....                   |     |                               | 2            |
| <b>DEGREE TOTAL .....</b>                             |     |                               | <b>60-69</b> |

\*\* MC 1 - Mass Media in American Culture, recommended

Advisor: Nicholson

**THEATRE ARTS**  
**COURSE DESCRIPTIONS**

**DANCE**

**DANC 15**  
**HISTORY OF DANCE**  
3 Units  
Lecture: 3 hours

This survey course examines the chronological development of dance and includes the study of pre-classic through contemporary forms. Representative readings, papers and laboratory projects will be required.

*Prerequisite: ENG 50*  
CSU, UC, Associate Degree Applicable

**THEATRE ARTS**

**TA 1**  
**INTRODUCTION TO THEATRE**

3 Units  
Lecture: 3 hours

This course is designed as a general survey of the theory and practice of theatre art from the beginning to the present time. The study includes the elements of drama; historic structures of the theatre; characteristic types of plays; the contribution of the director, actors, designers; contemporary production techniques.

*Prerequisite: ENG 50*  
CSU, UC, Associate Degree Applicable

**TA 2A-D**  
**ACTING I**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course provides a progression of skill levels by which actors develop awareness of their senses, relationship to the world around them, and responsibilities to the art form. Preliminary exercises begin with examination of the individual's values and feelings and progresses to the translating of these values into characterization.

CSU, UC, Associate Degree Applicable

**TA 3A-D**  
**ACTING II**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course develops actor's artistic skills in character study, script breakdown and styles. Styles to be analyzed and executed include realistic, naturalistic, Shakespearian, Chekhovian, Brechtian, romantic, poetic, and restoration.

*Prerequisite: TA 2A-D or by audition*  
CSU, UC, Associate Degree Applicable

**TA 6A-C  
THEATRE DANCE**

1-3 Units  
Laboratory: 3-9 hours

This course is designed to expose the student to the methods and execution of dance as it applies directly to a fully mounted musical production. It includes exposure to acting areas, as the director of the actual production sees fit; and both technical and dancing areas, as instructed by the choreographer. Emphasis will be placed on rehearsal techniques and "polishing" production dance numbers.

*Prerequisite: Audition is required to determine if student is eligible for enrollment*  
CSU, UC, Associate Degree Applicable

**TA 7A,B  
DIRECTING**

3 Units  
Lecture: 3 hours

This course provides the student with a solid overview of all elements of directing for the theatre. Topics covered include: the theory of play directing, script analysis, casting procedures, style and production considerations, rehearsal techniques, directorial methods of composition, movement, and rhythm in staging drama.

*Prerequisite: TA 2A,B or TA 3A,B or TA 20A,B or consent of instructor*  
CSU, UC, Associate Degree Applicable

**TA 8A,B  
THEATRE GRAPHICS**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course is an exploration of the various visual methods used by scenic costume and lighting designers to communicate their design visions to craftspeople and technicians. Subjects covered will include basic theater concepts, perspective sketching, drafting and color theory through both lectures and laboratory projects.

CSU, UC, Associate Degree Applicable

**TA 9A,B  
STAGECRAFT I**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course offers the student an introduction to the art of stage scenery and theatrical properties. The class deals with the techniques of construction and organizational process, the group dynamic and the understanding of good stage scenery and/or theatrical property. Students are required to apply the skills they learn in actual college productions.

CSU, UC, Associate Degree Applicable

**TA 10A,B  
STAGECRAFT II**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course offers the student an introduction to the art of stage scenery and theatrical properties. The class deals with the techniques of construction and organizational process, the group dynamic, and the understanding of good stage scenery and/or theatrical property. Students are required to apply the skills they learn in actual college productions.

CSU, UC, Associate Degree Applicable

**TA 20A-D  
PLAY PRODUCTION - ACTING**

1 Unit  
Laboratory: 3 hours

This course involves participation in a specific area of acting in a faculty directed stage production. The style and artistic discipline will vary drastically with each production. It is designed to give the student practical application of acting skills and actual performance experience.

CSU, UC, Associate Degree Applicable

**TA 21A-D  
PLAY PRODUCTION - ACTING**

2 Units  
Laboratory: 6 hours

This course involves participation in a specific area of acting in a faculty directed stage production. The style and artistic discipline will vary drastically with each production. It gives the student practical application of acting skills and actual performance experience.

CSU, UC, Associate Degree Applicable

**TA 22A-D  
PLAY PRODUCTION - ACTING**

3 Units  
Laboratory: 9 hours

This course involves participation in a specific area of acting in a faculty directed stage production. The style and artistic discipline will vary drastically with each production. It gives the student practical application of acting skills and actual performance experience.

CSU, UC, Associate Degree Applicable

**TA 23A-D  
PLAY PRODUCTION - ACTING**

4 Units  
Laboratory: 12 hours

This course involves participation in a specific area of acting in a faculty directed stage production. The style and artistic discipline will vary drastically with each production. It gives the student practical application of acting skills and actual performance experience.

CSU, UC, Associate Degree Applicable

**TA 24A-D  
PLAY PRODUCTION - DANCE**

1 Unit  
Laboratory: 3 hours

This course includes practical training in Jazz, Ballet and Modern Dance for stage performance, as well as basic theory and

application of various choreographic techniques. It also includes an arranged laboratory involving participation in theatre-dance productions.

CSU, UC, Associate Degree Applicable

**TA 25A-D  
PLAY PRODUCTION - DANCE**

2 Units  
Laboratory: 6 hours

This course includes practical training in Jazz, Ballet and Modern Dance for stage performance, as well as basic theory and application of various choreographic techniques. It also includes an arranged laboratory involving participation in theatre-dance productions.

CSU, UC, Associate Degree Applicable

**TA 26A-D  
PLAY PRODUCTION - DANCE**

3 Units  
Laboratory: 9 hours

This course includes practical training in Jazz, Ballet and Modern Dance for stage performance, as well as basic theory and application of various choreographic techniques. It also includes an arranged laboratory involving participation in theatre-dance productions.

CSU, UC, Associate Degree Applicable

**TA 27A-D  
PLAY PRODUCTION - DANCE**

4 Units  
Laboratory: 12 hours

This course includes practical training in Jazz, Ballet and Modern Dance for stage performance, as well as basic theory and application of various choreographic techniques. It also includes an arranged laboratory involving participation in theatre-dance productions.

CSU, UC, Associate Degree Applicable



**TA 30A-D  
PLAY PRODUCTION - TECHNICAL**

1 Unit  
Laboratory: 3 hours

This course permits progressive participation and instruction in technical play production. Students will have hands-on experience in execution of technical roles for actual productions, such as sets, props, or scene painting, as well as instruction in the various tools, skills, and techniques used in contemporary theatre. This course may be repeated to accumulate not more than four units.

CSU, UC, Associate Degree Applicable

**TA 31A-D  
PLAY PRODUCTION - TECHNICAL**

2 Units  
Laboratory: 6 hours

This course permits progressive participation and instruction in technical play production. Students will have hands-on experience in execution of technical roles for actual productions, such as sets, props, or scene painting, as well as instruction in the various tools, skills, and techniques used in contemporary theatre. This course may be repeated to accumulate not more than four units.

CSU, UC, Associate Degree Applicable

**TA 32A-D  
PLAY PRODUCTION - TECHNICAL**

3 Units  
Laboratory: 9 hours

This course permits progressive participation and instruction in technical play production. Students will have hands-on experience in execution of technical roles for actual productions, such as sets, props, or scene painting, as well as instruction in the various tools, skills, and techniques used in contemporary theatre. This course may be repeated to accumulate not more than four units.

CSU, UC, Associate Degree Applicable

**TA 33A-D  
PLAY PRODUCTION - TECHNICAL**

4 Units  
Laboratory: 12 hours

This course permits progressive participation and instruction in technical play production. Students will have hands-on experience in execution of technical roles for actual productions, such as sets, props, or scene painting, as well as instruction in the various tools, skills, and techniques used in contemporary theatre. This course may be repeated to accumulate not more than four units.

CSU, UC, Associate Degree Applicable

**TA 40A-D  
THEATRE COSTUMING**

1 Unit  
Laboratory: 3 hours

This course is structured to teach the principles of design and construction of theatrical costume. Requirements include the construction of costumes for specific theatre productions.

CSU, UC, Associate Degree Applicable

**TA 41A-D  
THEATRE COSTUMING**

2 Units  
Laboratory: 6 hours

This course is structured to teach the principles of design and construction of theatrical costume. Requirements include the construction of costumes for specific theatre productions.

CSU, UC, Associate Degree Applicable

**TA 42A-D  
THEATRE COSTUMING**

3 Units  
Laboratory: 9 hours

This course is structured to teach the principles of design and construction of theatrical costume. Requirements include the construction of costumes for specific theatre productions.

CSU, UC, Associate Degree Applicable

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**TA 43A-D  
THEATRE COSTUMING**

4 Units  
Laboratory: 12 hours

This course is structured to teach the principles of design and construction of theatrical costume. Requirements include the construction of costumes for specific theatre productions.

CSU, UC, Associate Degree Applicable

**TA 50A-D  
THEATRE DANCE**

1 Unit  
Laboratory: 3 hours

This course is designed to expose the student to the methods and execution of dance as it applies directly to a fully mounted musical production. It includes exposure to acting areas, as the director of the actual production sees fit; and both technical and dancing areas, as instructed by the choreographer. Emphasis is on rehearsal techniques and "polishing" production dance numbers.

*Prerequisite: Audition is required to determine if student is eligible for enrollment*  
CSU, UC, Associate Degree Applicable

**TA 51A-D  
THEATRE DANCE**

2 Units  
Laboratory: 6 hours

This course is designed to expose the student to the methods and execution of dance as it applies directly to a fully mounted musical production. It includes exposure to acting areas, as the director of the actual production sees fit; and both technical and dancing areas, as instructed by the choreographer. Emphasis is on rehearsal techniques and "polishing" production dance numbers.

*Prerequisite: Audition is required to determine if student is eligible for enrollment*  
CSU, UC, Associate Degree Applicable

**TA 52A-D  
THEATRE DANCE**

3 Units  
Laboratory: 9 hours

This course is designed to expose the student to the methods and execution of dance as it applies directly to a fully mounted musical production. It includes exposure to acting areas, as the director of the actual production sees fit; and both technical and dancing areas, as instructed by the choreographer. Emphasis is on rehearsal techniques and "polishing" production dance numbers.

*Prerequisite: Audition is required to determine if student is eligible for enrollment*  
CSU, UC, Associate Degree Applicable

**TA 53A-D  
THEATRE DANCE**

4 Units  
Laboratory: 12 hours

This course is designed to expose the student to the methods and execution of dance as it applies directly to a fully mounted musical production. It includes exposure to acting areas, as the director of the actual production sees fit; and both technical and dancing areas, as instructed by the choreographer. Emphasis is on rehearsal techniques and "polishing" production dance numbers.

*Prerequisite: Audition is required to determine if student is eligible for enrollment*  
CSU, UC, Associate Degree Applicable

**TA 60A,B  
SCENE DESIGN - BEGINNING**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course is designed to introduce the principles of scenic design and training in basic graphics skills. Experimentation with personal style and creativity will be emphasized. Use of recent technology for scene construction is also examined.

*Prerequisite: TA 9 or instructor's consent*  
CSU, UC, Associate Degree Applicable

**TA 61A,B**  
**SCENE DESIGN - BEGINNING**

3 Units  
 Lecture: 2 hours  
 Laboratory: 3 hours

This course is designed to introduce the principles of scenic design and training in basic graphics skills. Experimentation with personal style and creativity will be emphasized. Use of recent technology for scene construction is also examined.

*Prerequisites: TA 9 or instructor's consent*  
 CSU, UC, Associate Degree Applicable

**TA 62A,B**  
**THEATRE LIGHTING I**

3 Units  
 Lecture: 2 hours  
 Laboratory: 3 hours

This course introduces students to the principles, theories, and practices of stage-lighting design. Course work includes arranged laboratory involving practical application of theory into mainstage and workshop theatre productions.

*Prerequisites: Consent of instructor*  
 CSU, UC, Associate Degree Applicable

**TA 63A,B**  
**THEATRE LIGHTING II**

3 Units  
 Laboratory: 9 hours

This course provides the student with advanced study of theory and applications of stage-lighting design. Course work includes arranged laboratory involving a design project. Under faculty supervision the student will conceive, develop, and execute a light design for a college-sponsored production.

*Prerequisite: TA 62A or B or equivalent*  
 CSU, UC, Associate Degree Applicable

**TA 69A,B**  
**DRAMATIC LITERATURE**

3 Units  
 Lecture: 3 hours

This course is a study of the masterworks of theatre, from the Greek Classic period to the

present. Students will develop skills in the reading and analysis of drama, projecting the imagination, and oral delivery of lines.

*Prerequisite: ENG 50*  
 CSU, UC, Associate Degree Applicable

**TA 70A,B**  
**THEATRE SOUND**

3 Units  
 Lecture: 2 hours  
 Laboratory: 3 hours

This course is designed as an overview of the basic principles of sound design and use of sound equipment. Students will be involved with the practical application of sound theory for theatre productions.

*Prerequisites: TA 9A or instructor's consent*  
 CSU, UC, Associate Degree Applicable

**TA 71A-D**  
**SCENE PAINTING**

1 Unit  
 Laboratory: 3 hours

This course is designed to introduce the student to both the theories and applications of scene painting. Scene painting is the craft which supplies the final application of paint and detailed design concept to a theatrical set. It includes individual student projects as well as participation in college-sponsored theatre productions. This course examines painting techniques and color relationships.

*Prerequisite: TA 9 or instructor's consent*  
 CSU, UC, Associate Degree Applicable

**TA 72A-D**  
**SCENE PAINTING**

2 Units  
 Laboratory: 6 hours

This course is designed to introduce the student to both the theories and applications of scene painting. Scene painting is the craft which supplies the final application of paint and detailed design concept to a theatrical set. It includes individual student projects as well as participation in college-sponsored theatre

productions. This course examines painting techniques and color relationships.

*Prerequisite:* TA 9 or instructor's consent  
CSU, UC, Associate Degree Applicable

### **TA 73A-D SCENE PAINTING**

3 Units  
Laboratory: 9 hours

This course is designed to introduce the student to both the theories and applications of scene painting. Scene painting is the craft which supplies the final application of paint and detailed design concept to a theatrical set. It will include individual student projects as well as participation in college-sponsored theatre productions. This course examines painting techniques and color relationships.

*Prerequisite:* TA 9 or instructor's consent  
CSU, UC, Associate Degree Applicable

### **TA 80A THEATRE MAKE-UP**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course teaches the basic principles and components of theatrical make-up and executes the learned skills in a laboratory atmosphere utilizing current and correct sanitation rules and regulations. Students explore a variety of different technical applications. Students learn facial anatomy and its relationship to make-up color terminology, the relationship of color and how to establish and create a "morgue." Other topics include pre and post production responsibilities of a make-up designer/artist and the different types of theatres and their relationship to the art of make-up.

CSU, UC, Associate Degree Applicable

### **TA 80B THEATRE MAKE-UP**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course teaches technique of eliminating cross contamination in accordance to state

rules and regulations. Students are introduced to special effects including the process of building and creating appliances. The principles of chiaroscuro relating to character analysis are researched. Lighting, color gel, and plots are discussed.

CSU, UC, Associate Degree Applicable

### **TA 80C THEATRE MAKE-UP**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course emphasizes special effects using rubber latex and foam latex. Students are introduced to 3-dimensional make-up, both handpainted and appliance make-up. Students develop appropriate color palettes relating to the color wheel, research color theory of skin tone, character analysis and individual palette, and learn the correct applications in the formation of false teeth.

CSU, UC, Associate Degree Applicable

### **TA 80D THEATRE MAKE-UP**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course specializes in face, body casting, and masks. Students develop individual portfolios, as well as research the fields of camouflage, paramedical make-up, and diversified Ethnic make-up.

CSU, UC, Associate Degree Applicable

### **TA 81A-D CHILDREN'S THEATRE**

1 Unit  
Laboratory: 3 hours

This course is designed to introduce students to the academic and practical techniques involved in performing for young people. All students in the course will be required to participate in some way in the production: lighting, costumes, sets, sound, or acting.

CSU, Associate Degree Applicable

**TA 82A-D  
CHILDREN'S THEATRE**

2 Units  
Laboratory: 6 hours

This course is designed to introduce students to the academic and practical techniques involved in performing for young people. All students in the course will be required to participate in some way in the production: lighting, costumes, sets, sound, or acting.

CSU, Associate Degree Applicable

**TA 83A-D  
CHILDREN'S THEATRE**

3 Units  
Laboratory: 9 hours

This course is designed to introduce students to the academic and practical techniques involved in performing for young people. All students in the course will be required to participate in some way in the production: lighting, costumes, sets, sound, or acting.

CSU, Associate Degree Applicable

**TA 84A-D  
CHILDREN'S THEATRE**

4 Units  
Laboratory: 12 hours

This course is designed to introduce students to the academic and practical techniques involved in theatre productions for young people. A play will be produced by the class and toured through the schools. All students in the course will be required to participate in some way in the production, such as set design and construction, costume design, lighting, and acting.

CSU, Associate Degree Applicable

**TA 90A-D  
MUSICAL THEATRE WORKSHOP**

1 Unit  
Laboratory: 3 hours

This course serves to introduce the staging styles of contemporary music and Broadway

musicals. Students will be exposed to the complete creative concept through execution in all three areas of musical theatre; acting, choreography, and music. Individual coaching is also provided in dance, singing, and acting.

CSU, UC, Associate Degree Applicable

**TA 91A-D  
MUSICAL THEATRE WORKSHOP**

2 Units  
Laboratory: 6 hours

This course serves to introduce the staging styles of contemporary music and Broadway musicals. Students will be exposed to the complete creative concept through execution in all three areas of musical theatre; acting, choreography, and music. Individual coaching is also provided in dance, singing, and acting.

CSU, UC, Associate Degree Applicable

**TA 92A-D  
MUSICAL THEATRE WORKSHOP**

3 Units  
Laboratory: 9 hours

This course serves to introduce the staging styles of contemporary music and Broadway musicals. Students will be exposed to the complete creative concept through execution in all three areas of musical theatre; acting, choreography, and music. Individual coaching is also provided in dance, singing, and acting.

CSU, UC, Associate Degree Applicable

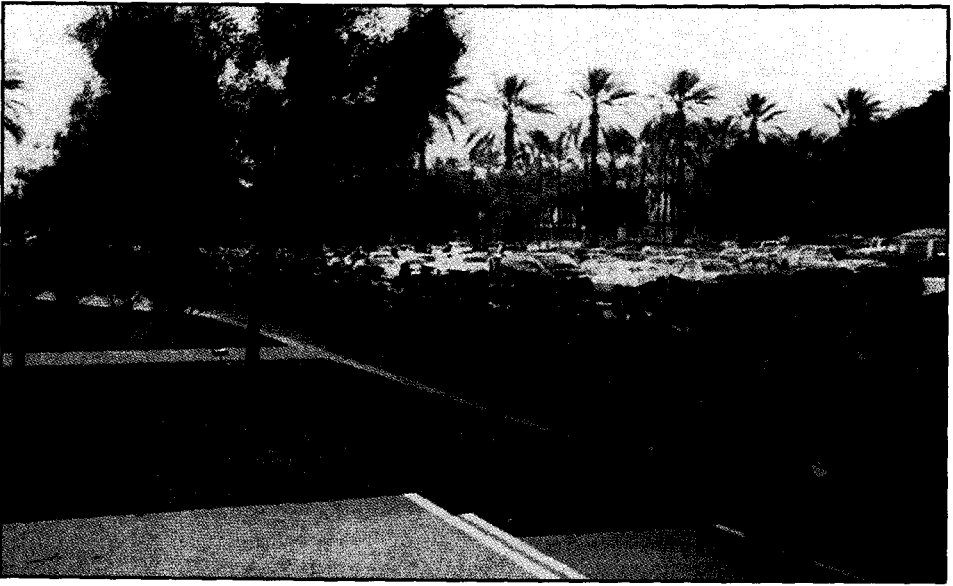
**TA 93A-D  
MUSICAL THEATRE WORKSHOP**

4 Units  
Laboratory: 12 hours

This course serves to introduce the staging styles of contemporary music and Broadway musicals. Students will be exposed to the complete creative concept through execution in all three areas of musical theatre; acting, choreography, and music. Individual coaching is also provided in dance, singing, and acting.

CSU, UC, Associate Degree Applicable

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**TA 94A-D  
ADVANCED MUSICAL THEATRE**

1 Unit  
Laboratory: 3 hours

This course provides the student with advanced development and refinement of the theatrical techniques of Musical Theatre including; singing, dancing and acting. Stage presence and performance techniques are stressed. It includes participation in Musical Theatre productions.

*Prerequisite: TA 91 or instructor's consent*  
CSU, UC, Associate Degree Applicable

**TA 95A-D  
ADVANCED MUSICAL THEATRE**

2 Units  
Laboratory: 6 hours

This course provides the student with advanced development and refinement of the theatrical techniques of Musical Theatre including; singing, dancing and acting. Stage presence and performance techniques are stressed. It includes participation in Musical Theatre productions.

*Prerequisite: TA 91 or instructor's consent*  
CSU, UC, Associate Degree Applicable

**TA 96A-D  
ADVANCED MUSICAL THEATRE**

3 Units  
Laboratory: 9 hours

This course provides the student with advanced development and refinement of the theatrical techniques of Musical Theatre including; singing, dancing and acting. Stage presence and performance techniques are stressed. It includes participation in Musical Theatre productions.

*Prerequisite: TA 91 or instructor's consent*  
CSU, UC, Associate Degree Applicable

**TA 97A-D  
ADVANCED MUSICAL THEATRE**

4 Units  
Laboratory: 12 hours

This course provides the student with advanced development and refinement of the theatrical techniques of Musical Theatre including; singing, dancing and acting. Stage presence and performance techniques are stressed. It includes participation in Musical Theatre productions.

*Prerequisite: TA 91 or instructor's consent*  
CSU, UC, Associate Degree Applicable

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## WORK EXPERIENCE

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### Cooperative Work Experience Education

Cooperative Work Experience Education is an important component of the education and training that students receive at College of the Desert. The purpose of the Cooperative Work Experience Education program is to familiarize students with the real world of work and enable them to integrate their classroom learning with a real work environment. This linking of the theoretical with the practical will effectively prepare and develop the Co-op participants for the world of work and make them experienced employees.

The Co-op program also offers students an opportunity to earn college credit for participation in a (paid or unpaid) work or job training activity that hones and enhances their general work or occupational skills. Furthermore, Co-op opens the door for COD students to gain exposure, training and contacts in industries, businesses, and non-profit organizations for future employment.

Those who participate in Co-op may earn up to three (3) units of college credit per semester and up to a maximum of six (6) units of college credit for satisfactory completion of either General or Occupational Work Experience course requirements. College credit is awarded on the basis of successful completion of the pre-established objectives of the individual student and the required number of hours of work.

Students may utilize their present work sites for improving skills or choose job placement assistance in another area through the Co-op Office. Certain volunteer training activities may also qualify for college credit through Co-op provided that meaningful objectives are set and accomplished.

The following are the benefits and experiences that students can gain through participation in Co-op:

- Work/practical experience
- Practical training opportunity to apply classroom learning on the job
- Valuable contacts for employment
- Valuable opportunity to hone interpersonal, intrapersonal and communication skills
- College credit and compensation while engaged in Cooperative Education
- Opportunity to discover individual interests and capabilities
- Opportunity to familiarize with the state of the art technology, equipment and current practices
- Orientation to a dynamic world of work
- By earning college credit, progress toward graduation
- Transferable college credit

Co-op participants are required to complete 75 hours of a paid activity or 60 hours of unpaid volunteer work, plus completion of the objectives, in order to receive one unit of college credit.

The Cooperative Work Experience Education consists of two types of programs: General Work Experience Education and Occupational Work Experience Education. Students may earn up to a maximum of 6 units of college credit for one type of work experience and up to a maximum of 12 units of college credit for satisfactory completion of both combined.

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## General Cooperative Work Experience Education

Students may participate in Co-op General Work Experience before declaring a major or working in their major areas of study. Students may earn up to a maximum of six (6) units of college credit for the satisfactory completion of this program.

a) Under the **alternate plan**, the Co-op work experience need not be directly related to an educational goal. This plan is designed to offer students the opportunity to attend school and work alternately. No other classes need to be taken that semester to receive credit for work experience. A maximum of six semester units of credit may be earned.

b) Under the **parallel plan**, students may earn credit at the rate of one to three units per semester, for a maximum of six units of college credit. This plan is designed to offer students the opportunity to attend classes and earn college credit for concurrent learning on the job. This Co-op work experience need not be directly related to an educational goal.

## Occupational Cooperative Work Experience Education

This program is offered for students who are enrolled in occupational programs to engage in Cooperative Work Experience relating to their occupational goals. Students may earn up to a maximum of six (6) units of college credit upon satisfactory completion of this program.

a) Under the **alternate plan**, a maximum of six (6) units of college credit may be earned. This plan is designed to offer students the opportunity to attend school and work alternately. No other classes

need to be taken that semester to receive credit for work experience.

b) Under the **parallel plan**, students may earn credit at the rate of one to four units per semester, for a maximum of six (6) units. This plan is designed to offer students the opportunity to attend classes and earn college credit for concurrent learning on the job.

## Co-op Eligibility

In order to be eligible for Cooperative Education, students must:

- 1) Be enrolled as a College of the Desert student
- 2) Spend at least five (5) hours a week at a training site. (Note: CalWORKs participants are required to fulfill the state/county work requirements.)
- 3) Pursue a planned program of Cooperative Education which includes new or expanded responsibilities or learning opportunities beyond those of previous employment and training.

More information is available through the COD Co-op Office, (760) 773-2508. The office is open Monday through Friday from 8:30 a.m. to 5:00 p.m.

See next page for Work Experience course descriptions.



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## WORK EXPERIENCE

### COURSE DESCRIPTIONS

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#### **WEG 94 CAREER DEVELOPMENT PRINCIPLES**

1 Unit  
Lecture: 1 hour

This course assists students with basic methods of career decision making. Students learn techniques to become productive employees and to explore their career potential through self-assessment and career information.

#### **WEG 95A-C WORK EXPERIENCE, GENERAL**

1-3 Units  
Lecture: 1-3 hours

This work experience course of supervised employment is designed to assist students to acquire desirable work habits, attitudes and skills so as to enable them to become productive employees. This course also provides students with career awareness for jobs. The course may serve as a preparatory program for later participation in vocational work experience. Credit may be accrued at the rate of one to three units per semester, for a maximum of six units. This type of work experience is available to students whose jobs are not related to their college major.

*Corequisite: Must be enrolled in 7 or more units of credit including work experience*

#### **WEV 94 CAREER PLANNING PRINCIPLES**

1 Unit  
Lecture: 1 hour

This course assists students with basic strategies for successful employment. Students explore their career potential through self-assessment and career information. Strategies to enhance students' employment success include job search, completing applications, preparing resumes, and interview techniques.

#### **WEV 95A-D WORK EXPERIENCE, VOCATIONAL**

1-4 Units  
Lecture: 1-4 hours

This vocational work experience course of supervised employment is designed to assist students to acquire desirable work habits, attitudes and skills so as to enable them to become productive employees. This course also provides students with career awareness for jobs and may be required as an internship in a vocational program of study. Credit may be accrued at the rate of one to four units per semester for a maximum of six units. This type of work experience is available to students who are either volunteers or employees in vocational fields related to their college majors.

*Corequisite: Must be enrolled in 7 or more units of credit including work experience*

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MinnesotaB.S. 1961, Moorhead State University,  
Minnesota

M.A. 1962, University of South Dakota

**GEORGE P. TIELSCH (1994)**

Professor of Administration of Justice

A.A. 1957, El Camino College, California

B.S. 1960, California State College,  
Los AngelesM.S. 1970, California State University,  
Long BeachM.P.A. 1975, University of Puget Sound,  
WashingtonPh.D. 1977, Claremont Graduate School,  
California**LESLIE TODD (1995)**

Associate Professor of Nursing

A.D.N. 1976, Los Angeles Valley College

B.A. 1972, California State University,  
NorthridgeM.P.H. 1975, California State University,  
Northridge**MARY K. (CHRIS) TOTTEN (1994)**

Professor of Biology

B.S. 1981, Western New England College,  
MassachusettsM.A. 1983, Mount Holyoke College,  
Massachusetts**RODERICK SCOTT TRACEY (1984)**

Professor of Chemistry

B.S. 1969, University of London, England

Ph.D. 1974, University of North Carolina

**FREDERICK VESCIAL, JR. (1995)**Assistant Professor of English as a Second  
Language and Adult Basic Education

B.A. 1987, University of California, Irvine

B.A. 1991, University of California, Irvine

M.A. 1993, Monterey Institute of  
International Studies**JOYCE WADE-MALTAIS (1966)**

Professor of English and Speech

B.A. 1954, Wilmington College, Ohio

M.A. 1956, Ohio State University

Diploma in Audio-Visual Aids, 1964,  
University of London, England

Ph.D. 1981, University of California, Riverside

DOUGLAS J. WALKER (1971)

Professor of Agriculture & Natural Resources  
Division Chair, Applied Sciences  
A.A. 1963, Bakersfield College, California  
B.S. 1966, University of California, Davis  
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MICHAEL WATLING (1977)

Professor of Ornamental Horticulture

FLOYD L. WATSON (1974)

Professor of Business  
Copper Mountain Campus  
B.S. 1966, California State University, Long  
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Counselor, EOPS/CARE Programs  
A.A. 1968, College of the Desert  
B.A. 1976, University of California,  
Riverside  
M.A. 1980, California State University,  
San Bernardino

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Director of Personnel  
B.A. 1967, Arizona State University, Tempe

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Professor of English and Composition  
B.A. 1973, Stetson University, Florida  
M.A. 1978, California State University,  
Fullerton

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Director of Admissions and Records  
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A.A. 1966, Skagit Valley College, Washington  
B.S. 1982, City University, Washington  
M.B.A. 1984, Western Washington University

CHAR WHITAKER (1991)

Coordinator, Library Services, Palm Desert  
B.A. 1968, San Francisco State University  
M.A. 1971, San Jose State University  
M.L.S. 1988, San Jose State University

JOHN E. WHITE (1973)

Professor of Mathematics and Science,  
Copper Mountain Campus  
B.S. 1961, Roosevelt University, Chicago  
M.S. 1966, Illinois Wesley University



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# FACULTY EMERITI

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LaVONNE ABRUZZI (1987-1998)

Associate Professor of Nursing  
B.S.N. 1961, Jamestown College, North Dakota  
M.A. 1996, California State University, San Bernardino

JOHN A. ANELLO (1980-1987)

Professor Emeritus, Music  
B.A. 1950, Montclair State College, N.J.  
M.A. 1967, Trenton State College, N.J.  
Ed.D. 1972, Brigham Young University, Utah

ARTHUR W. BENDER (1969-1994)

Professor Emeritus, Microbiology  
B.S. 1956, Bowling Green State University, Ohio  
M.S.Ed. 1961, University of Toledo, Ohio  
M.S. 1967, Virginia State College

HAROLD L. BIRD, JR. (1974-1984)

Professor Emeritus, Chemistry  
B.S. 1943, Rutgers University, New Jersey  
M.S. 1949, Purdue University, Indiana  
Ph.D. 1974, University of Arizona

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A.A. 1967, College of the Desert  
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M.A. 1970, University of California, Riverside

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M.S. 1955, University of Oregon  
Ed.D. 1964, University of Oregon

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Professor Emeritus, Engineering  
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EDGAR L. De FOREST (1962-1978)

Professor Emeritus, English and Speech  
Theatre Arts Diploma, 1937, Leland Powers School of Theatre, Massachusetts  
B.S. 1940, Boston University, Massachusetts  
M.A. 1941, University of Southern California  
Ed.D. 1955, Columbia University, New York

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Professor Emeritus, English  
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M.A. 1956, University of Minnesota

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M.A. 1969, University of California, Los Angeles  
Ph.D. 1974, University of California, Los Angeles

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B.A. 1951, University of Redlands  
M.A. 1963, Syracuse University, New York

LAWRENCE FREDERICK (1962-1981)

Professor Emeritus, Mathematics  
B.S. 1942, Pennsylvania State University  
M.S. 1948, Iowa State University  
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Professor Emeritus, Drafting and Interior  
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B.S. 1962, University of Tennessee

M.S. 1987, University of Tennessee

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Professor Emeritus, English

A.B. 1926, Washington University

A.M. 1928, Washington University

Ph.D. 1940, Cornell University, New York

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A.A. 1956, Diablo Valley Jr. College,  
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B.A. 1959, Sacramento State College

M.A. 1965, Sacramento State College

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Dean Emeritus, Student Services and  
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B.S. 1958, Brigham Young University, Utah

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B.A. 1953, Westmar College, Iowa

M.A. 1970, Claremont Graduate School,  
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M. Div. 1975, Luther Seminary, Minnesota

Th.D. 1978, School of Theology,  
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B.A. 1950, Drury College, Missouri

M.A. 1972, Adams State College, Colorado

Ph.D. 1973, University of Oklahoma

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**MARIAN M. KATZ (1967-1992)**

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Professor Emeritus, Nursing

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B.A. 1942, Augustana College, South Dakota  
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Professor Emeritus, Political Science  
B.A. 1944, University of Colorado  
M.A. 1945, University of Colorado  
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M.A. 1963, George Washington University, District of Columbia

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M.S. 1939, University of Colorado  
Ph.D. 1947, University of Colorado

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M.A. 1947, Columbia University, New York  
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B.S. 1964, Loyola University, Chicago  
M.S. 1967, Loyola University, Chicago

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M.Ed. 1972, Bowling Green State University,  
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Professor Emeritus, Nursing  
Coordinator Emeritus, Student Health Service  
B.A. 1967, Sacramento State College  
M.A. 1971, Sacramento State College

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B.S.E.E. 1949, The American Institute of  
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Berkeley  
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M.A. 1969, California State College, Los  
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**CHRISTINE J. TOMLINSON (1976-1982)**  
Professor Emeritus, Music  
A.A. 1941, Springfield College, Illinois  
B.M. 1972, Redlands University, California  
M.M. 1975, Redlands University, California

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Librarian Emeritus  
B.A. 1953, Ottawa University, Kansas  
M.S. 1956, Kansas State Teachers College,  
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**KENNETH A. WATERS (1968-1991)**  
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B.S. 1959, California State Polytechnic  
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University, San Luis Obispo

**DON A. WELTY (1965-1980)**  
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B.A. 1954, Arizona State University  
M.A. 1956, Arizona State University

**FRANCES De LONG WILSON (1969-1984)**  
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A.B. 1946, University of California, Berkeley

**STAN Le ROY WILSON (1967-1994)**  
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A.A. 1955, Modesto Junior College,  
California  
A.B. 1958, California State University, Fresno  
M.A. 1966, California State College, Stanislaus  
Ed.D. 1973, University of Southern  
California

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## ***FACULTY EMERITI IN MEMORIAM***

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**MARION BLONDIS (1965-1976)**

Professor Emeritus, Nursing  
A.B. 1958, San Francisco State College  
M.A. 1970, United States International  
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**DAN A. BURKE (1966-1985)**

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Education  
B.A. 1961, Arizona State University  
M.A. 1964, Northern Arizona University

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Ed.D. 1957, University of Southern  
California

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Media Specialist Emeritus  
B.A. 1956, San Jose State University,  
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M.A. 1957, San Francisco State University,  
California

**ROY C. McCALL (1959-1973)**

Professor Emeritus  
Past President, College of the Desert  
Past Superintendent, Coachella Valley  
Community College District  
A.B. 1930, University of Redlands, California  
M.A. 1931, University of Iowa  
Ph.D. 1936, University of Iowa

**KATHLEEN MUCHNIK (1972-1987)**

Associate Professor Emeritus, Nursing  
Assistant Chairperson, Nursing and Allied  
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B.S. 1971, Fairleigh Dickinson University,  
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M.A. 1975, Azusa Pacific College, California

**STEPHEN SIMONSEN (1979-1997)**

Professor Emeritus, Communication  
A.A. 1974, Chaffey College, California  
B.A. 1976, Pomona College, California  
M.A. 1978, California State Polytechnic  
University, Pomona  
M.A. 1979, California State Polytechnic  
University, Pomona  
Ph.D. 1988, University of California,  
Riverside

**FREDERICK THON (1962-1974)**

Professor Emeritus, Drama  
A.B. 1931, Harvard University  
M.F.A. 1940, Yale University School of  
Drama, Connecticut

**RAYMOND L. TRAYNOR (1974-1987)**

Professor Emeritus, Developmental  
Education  
Copper Mountain Campus  
B.A. 1946, Creighton University, Nebraska  
M.A. 1966, San Francisco State University

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## DESERT COMMUNITY COLLEGE DISTRICT POLICY STATEMENTS

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For complete policy procedures, refer to policies manual in the Admissions and Records or Counseling offices.

### **5001 Admission of International Students with F-1 or M-1 Status**

The District, to enrich and diversify the institutional environment, admits a limited number of international students who meet specific criteria. (Page 26)

### **5002 Evaluation and acceptance of transfer courses, units, and grades**

The District evaluates and accepts transfer courses, units and grades in an equitable manner in accordance with the standards of the Western Association of Schools and Colleges Accrediting Association. (Page 61)

### **5003 Catalog requirements under which a student graduates**

The District requires students to satisfy catalog graduation requirements based on time of entrance, time of attendance and time of graduation. The District authorizes course substitutions under specific circumstances. (Page 62)

### **5004 Student Classification for Matriculation**

The District classifies students for matriculation services and requirements based on student goal(s) and academic level. (Page 33)

### **5005 Admission of Special Students**

The District allows K-12 students to enroll based on student readiness, and approval of school officials and parent(s). (Page 25)

### **5006 Admission of Special Students to Summer Sessions**

The District allows K-12 students to enroll in summer session(s) based on lack of opportunity to enroll in equivalent course at school of attendance, student readiness and approval of school officials and parent(s). (Page 25)

### **5007 Early Admission/Special Students/Full Student Status**

The District allows early admission for special students with regular student status based on student readiness, approval of the governing board of the school district in which the student is enrolled and consent of the parent(s). (Page 25)

### **5008 Matriculation Services**

The District has a matriculation process to ensure students are provided with the information and services to set and realize educational goals. (Page 33)

### **5009 Course Repetition, Substandard Grades**

The Districts permits students who have earned grades of "D", "F", and/or "NC" to repeat these courses. (Page 54)

### **5010 Course Repetition, Satisfactory Grades**

The District permits students to repeat a course or courses with grade(s) of "C", "B", "A", or "CR" when a lapse in time, change in course content, or need to upgrade skills justifies the repetition. (Page 54)

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**5011  
Student Exemptions for Matriculation**

The District exempts students from participation in specific components of the Matriculation process based on student's declared educational goal. (Page 33)

**5012  
Student Assessment for Placement**

The District has a multi-measure assessment program to ensure that appropriate educational support services and opportunities are provided for students. (Page 27)

**5013  
Student Grade Responsibility**

The District allows students to withdraw from classes without penalty until the last day of the fourteenth week or seventy-fifth percent point of a semester or session, whichever is less. (Page 50)

**5014  
Catalog, Period of Time in Effect**

The District catalog is valid from July 1 through June 30. This is for the purpose of degree/certificate programs, advising students, etc. (Page 7)

**5015  
Student Counseling/Advisement Program**

The District provides academic advisement/counseling for all students. Academic advisement/counseling is required for matriculated students once per semester. (Page 34)

**5016  
Computer Software Copyright Compliance**

All District employees, students, and guests shall adhere to computer software copyright statutes when on district-owned or controlled property or when participating in officially approved or sanctioned district activities.

**5017  
Student Orientation**

The District provides timely and comprehensive orientation programs. Orientation is for new students classified as matriculated, and available to all students. (Page 33)

**5018  
Student Code of Academic Integrity**

The District assumes the responsibility for fostering student academic integrity by considering cheating, fabrication, facilitating academic dishonesty and plagiarism to be serious student offenses.

**5019  
Graduation, Student Honors**

The District recognizes academic accomplishment by awarding associate degrees with Highest Honors, High Honors, and Academic Distinction designations. (Page 52)

**5020  
Ownership of Literary Works, Including Computer Software**

The District recognizes that faculty, administrators, staff and students who produce literary works including software are considered to be the copyright owners, unless the person was hired or commissioned by the District to produce literary works or software as part of the duties of the job.

**5021  
Enrollment, Student Holds**

The District may prevent students from enrolling in classes who are on Academic and/or Progress Disqualification or Conduct Suspension and Expulsion. (Pages 41, 53)

**5022  
Student Grievance Policy**

The District has established a student grievance procedure to ensure fair and equitable treatment for students who feel they have been unfairly treated. (Page 42)

**5022 Addendum  
Grade Grievance Procedure**

The District has established a Grade Grievance Procedure for students who feel they have received unfair final grades resulting from mistake, bad faith, or incompetency. (Page 51).

**5023  
Credit for Advanced Placement  
Examinations**

The District grants credit toward its degrees for completion of examinations of the Advanced Placement Program of the College Board with minimum acceptable scores. (Page 57)

**5024  
Records, Student Holds**

The District places holds on student records, including transcripts, grades, enrollment verifications and diplomas, for monies owed to the college. (Page 29)

**5025  
Prerequisites, Corequisites, Advisories,  
and Other Limitations on Enrollment**

The Desert Community College District recognizes the importance of prerequisites, corequisites, and advisories on recommended preparation in maintaining academic standards while at the same time recognizing that these prerequisites, corequisites, and advisories are not intended to constitute unjustifiable obstacles to student access and success. The District has a process for the establishing, reviewing, and challenging of prerequisites, corequisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practices. (Pages 46, 80)

**5026  
Students' Rights and Responsibilities**

The Desert Community College District is committed to serving all students who can profit from its instructional programs to ensure equal opportunity and access, and to provide necessary services for establishing and successfully achieving educational goals, provided the student exercises his or her responsibilities. (Page 41)

**5027  
Sexual Assault Policy**

The District, to the fullest extent possible, ensures that students, faculty and staff who are victims of sexual assault committed on or upon the grounds of, or upon off-campus grounds or facilities maintained by the District shall receive treatment and information to deal with the assault. If on-campus treatment facilities are unavailable, the written procedures may provide for referrals to local community treatment centers. Sexual assault includes, but is not limited to rape, sodomy, oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault. (Page 23)

**5028  
Articulation Agreements**

The Desert Community College District will maintain formal cooperative agreements with school districts existing within its district and with colleges and universities to which DCCD students may transfer. These articulation agreements may authorize the district to enter into agreements exemplified by but not limited to the following:

1. where students may earn credit at one institution while attending another,
  2. which may eliminate requirements which cause students to duplicate prior coursework,
  3. which may guarantee acceptance of coursework previously taken, and
  4. which may assure preferential placement.
-

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**DESERT COMMUNITY COLLEGE DISTRICT**

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**College of the Desert**

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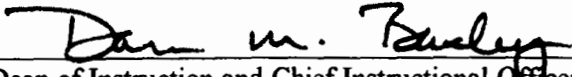
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