

COLLEGE OF THE DESERT



CATALOG 1979-1980

COLLEGE OF THE DESERT

**A California Public Community College
Catalog and Announcement of Classes**

1979 - 1980

**College of the Desert
43-500 Monterey Avenue
Palm Desert, California 92260
Telephone: (714) 346-8041**

ACADEMIC CALENDAR

1979-1980

Fall, 1979

August	16,17	Registration and Advising
August	20	Classes Begin
September	3	Holiday - Labor Day
November	12	Holiday - Veterans Day
November	22,23	Holiday - Thanksgiving
December	17-21	Final Examinations
December	21	Fall Semester Ends

SUMMARY OF SCHOOL DAYS FOR FALL SEMESTER 1979: 86 Days

August	10
September	19
October	23
November	19
December	15

Spring, 1980

January	14,15	Registration and Advising
January	16	Classes Begin
February	11	Holiday - Local
February	12	Holiday - Lincoln's Day
February	18	Holiday - Washington's Day
March	31-April 4	Spring Vacation
May	26	Holiday - Memorial Day
May	27-30	Final Examinations
May	30	Spring Semester Ends

SUMMARY OF SCHOOL DAYS FOR SPRING SEMESTER 1980: 89 Days

January	12
February	18
March	21
April	19
May	17

TOTAL SCHOOL DAYS FOR YEAR 1979-1980 = 175 Days

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Board of Trustees

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

- Mr. Raymond R. Rummonds, Chairman, Indio. Elected 1958. Term expires 1979.
Mrs. Virnita McDonald, Vice-Chairman, Twentynine Palms. Elected 1977. Term expires 1981.
Mr. John W. McFadden, Clerk, Rancho Mirage. Elected 1973. Term expires 1981.
Mrs. Susan Marx, Rancho Mirage. Elected 1975. Term Expires 1979.
Mrs. Helen Staley, Palm Springs. Appointed 1961. Term expires 1979.

OFFICERS OF THE COLLEGE

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

ABOUT THIS CATALOG

Because this publication must be prepared well in advance of the period of time it covers, changes in some programs inevitably will occur. Courses as described in this publication are subject to change without notice, and some listed courses are not offered each year. In addition, some courses or programs that are offered may have to be cancelled because of insufficient enrollment or because of elimination or reduction in programs or because of any other reason considered sufficient by the college president or designee.

College of the Desert does not discriminate in admission, access to, treatment or employment in its programs and activities.

GENERAL INFORMATION

PHILOSOPHY

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

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

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

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

COLLEGE CURRICULUM

The College curriculum is organized around four major areas.

1. **Occupational Education** - For those students desiring to complete an occupational curriculum within two years, the College will offer technical training and education in all fields where promise of student enrollment justifies the necessary allocation of resources. Individual courses will be offered on the basis of the same principle in those areas where a full curriculum cannot be justified. In both instances the College's aim will be vocational competence for its student with a corollary competency in citizenship.
2. **Academic Preparation for Advanced Study** - As an integral unit of the California tripartite system of public higher education, the College will provide programs of study providing students the opportunity to prepare for transfer to the four year colleges and universities of the state and nation. The College aspires to do this in such a manner that students may transfer without loss of time or credit.
3. **Developmental Education** - The College will provide developmental programs and courses which will enable students to acquire learning skills necessary for the completion of an educational plan leading to the attainment of the individual's objectives.
4. **Personal Enrichment Education** - The College recognizes the dignity and worth of each individual and will provide courses which will enable students to explore their potential abilities. The primary objective of these courses is to provide the opportunity for students to improve the quality of their lives by enriching and broadening their horizons.

OCCUPATIONAL EDUCATION

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

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

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

ACADEMIC PREPARATION FOR ADVANCED STUDY

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

1. **Tentative Choice.** Make a tentative transfer college choice as early as practicable during College of the Desert career. Catalogs for virtually all California colleges as well as many out-of-state institutions are available in the College of the Desert library. Providing help with career planning is a primary role of advisors and counselors.
2. **Catalog.** Examine catalogs of prospective colleges and universities (henceforth, college will be used to refer to both institutions). Study carefully (1) sections covering Admission of Transfer Students, and (2) sections covering all requirements for graduation in a major. Note especially if there are college requirements in Foreign Language or Mathematics. Further, note that finding all requirements often requires review of the entire catalog. Typically, universities have university graduation requirements, college graduation requirements, and graduation requirements in a major, often listed in widely scattered sections of the catalogs. Many of these requirements must be taken during the freshman and sophomore years. Failure to do so can unduly extend the time required for graduation.
3. **Financial Aids.** Apply for financial aids as indicated in the admission instructions of the catalog of the college. Apply for the California State Scholarship if there is a financial need. Application for the California State Scholarship requires action as early as the middle of October for aid for the following year. The State Scholarship covers tuition and fees up to \$2,700 per year, if there is sufficient need. Students applying for financial aids at the University of California or for most independent colleges in California must apply for the California State Scholarship. Applying and qualifying for the State Scholarship, when a student indicates that he intends to enter an independent California college, can largely equalize the difference in cost to the student between the independent college and a public one. That is to say the scholarship generally provides the financial qualification for that student to attend that college with little more expense than it would be for him to attend a public institution.
4. **General Education Requirements.** Notice that some colleges have a general education requirement markedly different from the College of the Desert pattern. With early and effective planning however, a student can complete all the general education or breadth requirements while at College of the Desert and still graduate from College of the Desert in four semesters.
5. **Application Filing Period.** Check carefully the dates of the application filing period. This is the time between the first date when applications will be received and the deadline. Many colleges have initial filing periods ten months before admission. In all cases, preparation of applications early within the filing period is recommended.
6. **Letters of Recommendation and Rating Forms.** Some independent colleges require letters of recommendation or rating forms. Students should get to know their academic advisor and several instructors well enough so that they can comment adequately on the student's characteristics.
7. **Grade Point Requirements.** Many colleges require higher than a 2.0 (C) grade point average. Study catalogs carefully for all requirements.
8. **Admission Requirements of the Public California Institutions.** Both the University of California (UC) and the California State University and Colleges (CSUC) have the same initial filing period for fall admission. The period for fall entry is the month of November for admission ten months later. Both UC and CSUC require completion of 56 units of transferable courses to enter as a junior. The University of California requires a minimum of a 2.4 grade point average (2.8 or higher for non-residents). The California State University and Colleges require a minimum of a 2.0 grade point average (2.4 or higher for non-residents). Students eligible for UC or CSUC entrance as a freshman may enter before their junior year so long as they maintain a 2.0 grade point average in college work. For clarification of Entry Requirements, consult the transfer college catalog.
9. **Admission to Independent California Colleges.** Students who follow transfer major courses of study find they are given credit for most, if not all, of the courses when they transfer to independent colleges and universities. Some colleges require a certain number of completed units before considering students eligible for transfer. Others do not and will accept students at any time. The requirements are outlined in the respective college catalogs. Catalogs are available in the College of the Desert library or upon request from the independent college's Office of Admissions. Independent colleges invite you to make an appointment with their Office of Admissions in order to discuss your transfer opportunities on a personal basis. Here you can find out which College of the Desert courses most appropriately fulfill requirements at the transfer college.
10. **Transferable Courses** - Course descriptions in this catalog carry a designation code of their acceptance for transfer at the California State University and College system and at the University of California. This acceptance can change annually. Consult the transfer counselor for more detailed information.

Personal Enrichment Education

Plato defined a good education:

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

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

Developmental Education

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

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

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

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

Specifically, instruction is provided in the following areas:

English as a Second Language (ESL)

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

Learning Skills Education

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

Adult High School Completion

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

General Educational Development Test (GED)

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

HISTORY

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

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

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

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

In the fall of 1966 the voters of Morongo Unified School District elected to join the Coachella Valley Community College District. The area comprises the communities of Morongo, Yucca Valley, Joshua Tree, Twentynine Palms, Landers, and Twentynine Palms Marine Base. This portion of the college of the Desert's district has been referred to as the "High Desert Campus."

The Board of Trustees purchased 120 acres on Twentynine Palms Highway between Twentynine Palms and Yucca Valley on which a branch campus is to be built as growth and resources permit.

The 1978 spring semester enrollment in the entire Coachella Valley Community College district totaled over 14,000 individuals.

ACCREDITATION

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

FACILITIES

The campus of the College of the Desert is on a 160 acre tract in Palm Desert at Monterey Avenue and 44th Avenue.

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

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

Other buildings are designed in groups according to function. The Campus Center Group is composed of three buildings: Administration, Dining Hall, and a Student Center. The Science group comprises in the first phase a Laboratory Building and a Lecture Hall. The Liberal Arts Building is the first of a classroom group which will ultimately house the humanities and social sciences. The Health and Physical Education Group is composed of a gymnasium, a locker shower unit, a shallow pool for swimming, a deep pool for diving, and six tennis courts. There is also a large putting green, a night-lighted football field and a one-quarter mile track area with concrete bleachers seating 1000. A baseball field, soccer field, softball field and an archery range complete the physical education and athletic facilities. Three technology buildings house varied laboratory units for courses in trades, technology, agriculture and engineering. A heavy equipment building was completed in time for the 1975 fall semester. An agriculture building, and a related greenhouse and lath house accommodate other classes and laboratories in ornamental horticulture and general agriculture. A Nursing Building was completed in 1968, and a Business Building in 1969. Warehouse and maintenance buildings are located in the campus date garden. In this area also are Temporary Classroom Buildings which house the Learning Laboratory and some aspects of the programs offered by the Music Department. The newly constructed Art Building is located north of the Learning Laboratory and provides large studio spaces for classes in Ceramics, Sculpture, Painting, and Graphics. The Art facility also includes a Photography Laboratory and an outside court for foundry work, forging, and special projects in clay. Off campus facilities have been leased in the Lower Coachella Valley to offer occupational programs. Several buildings in the High Desert have been leased to accommodate both occupational and academic day and evening classes. A residence was located on the site when it was purchased, and it has been converted into a home for the College President and family.

TIME AND LOCATION OF CLASSES

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

LEARNING RESOURCES CENTER

The Learning Resources Center is organized with the philosophical commitment that efficient distribution of information is central to the learning process. Further, there is the realization that we are living in a society which generates new information at an exponential rate and that this information is contained in a variety of print and non-print formats. The central role of the LRC is to provide access to information in the most efficient manner and to insure that the information is timely with respect to the instructional programs. Service to students, faculty, and community is of primary importance.

The LRC consists of the following components; Library, Audiovisual and Broadcast Service Center, Math/Study Skills Lab, Reading Lab and Listening Lab. The Library provides books, periodicals, pamphlets, government documents, and non-print material to support the instructional program. Located on the main floor are the general book, reserve, reference, periodical, microfilm, and non-print collections. Videocassettes and audiocassettes are circulated directly to patrons for use on electronic carrels.

The Audiovisual Broadcast Service Center provides non-print media services to students and faculty. The major emphasis of the Service Center is to supply films and television programs for instructional purposes within the college district, also, it distributes and maintains the attendant equipment for viewing the material. A major function of the Center is processing all film rental orders for the faculty. The Service Center staff consults with faculty, staff, students and community persons interested in utilization, purchase, operation, and maintenance of equipment and related media systems design. The Service Center maintains media production equipment for locally produced instructional material. The Math/Study Skills Lab, Reading Lab and Listening Lab offer support for individualized instruction. These labs specifically support the curriculum in Mathematics, Study Skills, Reading and Foreign Language.

The Learning Resources Center's mission is to increase the availability of information in the learning environment with the intent of broadening the knowledge base in the community and to have this knowledge in turn impact upon the society.

COOPERATIVE WORK EXPERIENCE EDUCATION

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

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

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

1. Be enrolled in a curriculum leading to a Certificate of Achievement and/or an Associate in Arts degree.
2. Complete seven or more units of course work, including Cooperative Work Experience, each semester of participation in the program.
3. Be enrolled concurrently in a one-hour per week, Control Class.
4. Pursue a systematic plan of Cooperative Work Experience Education which includes new or expanded on-the-job learning experiences beyond those accomplished during previous employment.
5. Be employed in a work situation in which these on-the-job learning experiences are capable of being evaluated.
6. Have the approval of the Director of Cooperative Work Experience Education to enroll in the program.

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

COMMUNITY SERVICES

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

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

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

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

AFFIRMATIVE ACTION

College of the Desert adheres to the Title IX, Civil Rights Act of 1964, pertaining to the prohibition of sex discrimination in schools, and is available upon request. All interested persons are encouraged to apply.

ADMISSION INFORMATION

ADMISSION

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

Graduates of Accredited High Schools--High school graduates who can satisfy residence requirements are eligible for admission to College of the Desert and enrollment in any course for which they are qualified. Certain two year curricula have special admission requirements.

Non-Graduates of High School--Non-graduates who are eighteen years of age and who can profit from instruction are eligible for admission to College of the Desert. It is recommended that students who have not had more than a semester lapse between the time of their last attendance at high school and the beginning date of the semester for which they wish to enroll at College of the Desert should contact the Director of Basic Education. A Learning Laboratory program provides an alternative way to complete high school graduation requirements.

Students who complete the High School Proficiency Examination with satisfactory scores may attend College of the Desert.

Selected High School Students--Qualified high school eleventh and twelfth grade students may be admitted for concurrent enrollment at College of the Desert in college transfer or technical courses upon recommendation of the high school principal. Enrollment in the summer session immediately prior to the senior year is open to similarly qualified students. During the regular year, students concurrently enrolled in this manner must maintain a minimum day enrollment in high school. High school students admitted in this category are subject to college regulations and must purchase their own textbooks and supplies.

Admission of residents of the Coachella Valley Community College District

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

Admission of Students from California Districts not Maintaining a Community College

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

Students Residing in California Districts Maintaining a Community College

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

RELEASE POLICY

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

The Board of Trustees of the College of the Desert has established the following policy concerning releases which will prevail for the school years 1979-1980.

1. Students who require a college credit program which is not offered at College of the Desert may be released to attend another California community college.
2. Students may be released to attend any community college in California which will not make a charge to College of the Desert for the attendance of the student.
3. Release forms are available at the Office of the Dean of Students.
4. Students who have been granted a release to attend another community college for one year must re-apply for permission to attend for a second year.
5. Releases should be applied for in person at the Dean of Students' Office, 43-500 Monterey Avenue, Palm Desert, California 92260.

Admission of Out-of-State Students

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

International Students

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

FIRST-TIME ENROLLMENT

Students enrolling at the college for their first term of study are not required to file applications in advance. Prospective students are however encouraged to request class schedules prior to the beginning of new terms (classes begin in mid-August for Fall semester; mid-January for Spring semester; and early June for summer school) which will provide times and dates of registration procedures. Full-time students are encouraged to take part in testing programs (see Placement Examination) and Orientation courses offered prior to the beginning of Fall and Spring semesters. Out-of-state and foreign students should contact the college well ahead of new terms to establish tuition costs. Foreign students must request documents needed for visa entry to the United States at least several months in advance of their planned enrollment.

Transcript of Record

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

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

Placement Examinations

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

Probationary Entrance Program

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

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

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

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

Disqualified Transfer Student Program

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

Probationary Transfer Student Program

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

Expenses

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

1. Board and lodging if not living within commuting distance from their homes.
2. Textbooks, and course supplies are available in the college bookstore estimated at \$200.00 per year.
3. Associated Student membership fee, \$10 each semester. Some laboratory classes require fees of \$5 to \$25.

REGISTRATION

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

Unit Load Limitations

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

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

PROGRAMMING

Selection of a Major

The selection of a major is an indication of the goal toward which the students concentrate their efforts. This goal may be the mastery of a field of knowledge, the foundation for which may be found in the various occupational curricula in the College. A major consists of at least 18 units of credit in a specified field of study.

STUDENT SERVICES

STUDENT PERSONNEL SERVICES

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

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

Student Personnel Services at the Palm Desert and Twentynine Palms campuses perform an integral, essential and vital function of the overall educational program. One of the most important responsibilities of a comprehensive student personnel services program is to provide every possible aid to each student. To this end, the Student Personnel Services assist students to achieve understanding of the four major areas that encompass student services: Admissions, Counseling, Student Affairs, and Special Support Services.

Admissions

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

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

Counseling

A great number of students seek counseling each year for a variety of reasons. In general, they come to the center for reasons of growth or decision making. 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. In counseling, the primary focus is not upon the student's deficits or upon long-term therapy. Emphasis is placed upon assisting students to grow and accept responsibility for their actions.

The counseling service is a fundamental and integral part of the total educational process of the College of the Desert. Recognizing that each student who comes to the community college is unique, the counseling personnel believe their primary responsibility is to the student and to respect individuality, to encourage development and to foster a climate in which individual growth can occur.

Individual growth is characterized by a kind of strength and independence which enables the student to become 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 Student Guidance Center is to promote the personal growth of individuals within society and within the College community. The services provided to students include (1) general counseling, (2) testing, (3) transfer information, (4) placement, (5) career guidance, (6) handicapped consultation and counseling, (7) veterans counseling, (8) tutorial assistance and the Extended Opportunity Program and Services (EOPS).

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

Orientation

Prior to the beginning of the fall and spring semester, a special new-student orientation program is held for all new students. This program is designed to assist the student to:

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

Transfer

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

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

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

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

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

Testing

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

Student Affairs

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

Associated Students

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

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

FEES

There are three types of fees collected by College of the Desert:

1. **Laboratory Fees.** Laboratory fees will be charged as noted in the schedule of classes to all students.
2. **Tuition Fee for Foreign Country and Out-of-State Residents.** A tuition fee of \$53.00 per unit, or \$1560 maximum per academic year, is charged for all students who are from foreign countries, or are residents of the United States but who have not been legal residents of California for one full year. Dependents of military personnel, regardless of residence, are exempt from out-of-state fees for one year.

3. Associated Student Body Fee. Students taking 6 units or more of course work are expected to pay an **Associated Student Body fee** of \$10.00 per semester. The ASCOD fee provides accident insurance and free entry to all varsity games and other student activities. Students enrolled in at least one class are eligible to obtain a \$10 Student Body Card.

Refunds

Request for refunds will be accepted through the third week at the office of Admissions and Records. Refunds can be made only upon proper presentation of a C.O.D. receipt fee card and refund application within the prescribed time limits. Applications for refunds are available at the Admissions and Records counter in the Administration building lobby.

ASCOD Fee and Lab Fees

A full refund will be made if a student totally withdraws before classes begin or during the first two weeks of the new semester; no refund after the start of the third week. Request for ASCOD refund must be accompanied by the student's ASCOD card.

Non-Resident Fees

Tuition: Refund of the tuition can be made only when the student negotiates a total withdrawal from the college. Refunds are not available for a reduction of program. The request for refund must be accompanied by the registration receipt. Refund of the basic tuition fee will be made according to the following schedule:

Before classes begin	100%
Before the end of the 1st week of instruction	75%
Before the end of the 2nd week of instruction	50%
Before the end of the 3rd week of instruction	25%

No refund at the start of the fourth week.

NOTE: Full Refunds will be made when any change is initiated or required by the college at any time during the semester.

Bad Checks

A \$5.00 service charge will be assessed for any check returned to the College and/or ASCOD by a bank. Any student who has not paid for a returned bad check after notification by the Business Office will not be able to receive a transcript, nor will any of his records from the College be processed to any other institution. Within one week if a student has not met his financial obligations, it will be referred to the Dean of Students. Check-cashing privileges will be revoked for any student who has checks returned by a bank more than once.

Student Organizations

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

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

Athletics

College of the Desert is a member of the Desert Athletic Conference which includes the following colleges: Barstow College, Cerro Coso College, College of the Desert, Imperial Valley College, Mira Costa College, Mt. San Jacinto College, Palo Verde College, and Victor Valley College. Some teams also compete in larger host conferences.

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

Accident Insurance

Your ASB (ID card) entitles you to accident insurance. This policy covers accidents on campus or campus related activities only. (Athletes engaged in interscholastic sports have separate coverage.)

Voluntary Accident and Sickness Plan

Students may purchase a supplementary health insurance to cover sickness and hospitalization at minimum costs. (Mandatory for Nursing Program and foreign students.)

Special Support Services

The realization of the "open door" philosophy of the community college has resulted in the enrollment of students from diverse cultural groups, economic levels, and academic abilities. Special support services are provided by College of the Desert as an integral part of a comprehensive student personnel program.

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

Bookstore - The bookstore is operated jointly by the Governing Board and the Associated Students. Profit from its operation is returned to the Student Body treasury. Books and supplies may be purchased at the bookstore. The bookstore is open Monday through Friday 7:45 a.m. until 4:00 p.m., and Monday through Thursday evenings 6:00 until 8:00. The bookstore is open also to non-students.

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

The career information service provides career resource materials that are relevant to students in quest of occupational and career possibilities in a variety of areas. The placement service collects and makes available current sources of off-campus employment opportunities. There are a variety of temporary-permanent jobs available.

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

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

Transportation and Parking -Students are expected to provide their own transportation to and from college. Assistance in securing transportation is available in the Career Center.

Student Parking is permitted in designated areas on campus. The Sheriff's Department will on a regular basis, come through the parking lots and ticket those individuals who do not have the proper parking sticker for reserved parking in the Faculty, Staff, Visitor and Handicapped parking areas. These areas are parking lots 1,2,3, and the front row of 13 and 18. Handicapped and Visitor Parking is on lot 4. The Sheriff's Department will also ticket any automobile that is parked in an area that is not designated for parking. The visitor permits can be obtained from the Office of the Dean of Students on a daily basis. Handicapped permits can be obtained from the office of the Dean of Students on a semester basis and can be renewed as needed.

Animals on Campus

State and local laws prohibit animals on campus at any time. The college asks your cooperation from bringing dogs, cats or horses to the campus. The Humane Society shall be requested to remove strays at owner's expense. Students who violate this law will be subject to disciplinary action. Animal control officers will periodically patrol the campus and remove any animals found.

The Extended Opportunity Program and Services (EOPS)

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

1. The EOPS Program recruits disadvantaged students from the local high schools and the community and provides these students with a Summer Readiness Program to help them prepare for the community college.
2. Students admitted into the program are provided with EOPS Grants in order that these students meet their financial obligations on campus. Two specific grants are provided. Book grants are provided to students each semester and these grants are utilized to purchase the students' required textbooks. The general EOPS Grant is provided so that the EOPS student may pay for other college-related costs.
3. A Peer Tutoring Program is also provided to assist students with learning difficulties. Peer Tutors usually work on a one-to-one basis with students and are recommended by the College of the Desert instructors.
4. EOPS paraprofessional counselors are also utilized for assisting students on campus and for outreach and recruitment purposes.
5. The EOPS Office coordinates four-year EOP representative visitations and makes available EOP transfer information and applications.
6. The EOPS Office provides bilingual counseling to the general student body.

EOPS applications are available in the EOPS Office which is located in the Student Center. The EOPS Program encourages students from disadvantaged backgrounds to apply for the program.

Handicapped Students

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

Special guidance classes are available to the handicapped student and are listed under Developmental Education (see catalog descriptions). A Special Education Lab is staffed with a Learning Disability Specialist whom is available for qualified students in need of individualized instruction and/or special methodology paralleling regular courses. A program for the Developmentally Disabled Adult is also provided by the college at an off-campus site. Special physical activity is available to the handicapped as well. All interested individuals are urged to contact the Counselor for the Handicapped for guidance or the Director of Handicap Programs and Services for further information.

Health Services

The College maintains a Student Health Center with a professional nurse on duty daily to provide health consultation. First aid,

screening for vision and hearing, and general health services. A physician is available on a referral basis five days a week. Appointments are scheduled through the Health Services office. The Student Health Center is located in the Administration Building in the East wing. Student insurance for sickness and accidents is available through the Health Services office.

Office of Veterans' Affairs

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

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

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

Veterans Course Requirements

1. Course numbers 100 or above are not acceptable for Veterans Benefits.
2. Veterans taking Work Experience classes must take 51 percent of their total unit load in on-campus classes. Work Experience classes are not considered on-campus classes. The Veterans Administration will not pay benefits for General Work Experience. Vocational Work Experience may be taken as elective units as allowed by your major. Transfer students are ineligible for Work Experience.
3. Any veteran who has accumulated 40 or more units and wishes to continue in attendance at College of the Desert is required to see the Veteran's Coordinator.
4. Veterans may receive benefits when repeating courses in which a grade of F was received, if the course is a prerequisite to another course or is required for graduation or transfer. Notify the Veterans Affairs Office of any course you wish to repeat.

Servicemen's 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 Servicemen's Opportunity Colleges (SOC).

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

Project Ahead Program

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

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

Special consideration is always given returning veterans and servicemen.

Women's Resources

An Advisory Committee for Women has been established at College of the Desert this year. It is comprised of members from the faculty, staff, and student body. The function of this Committee is to assess the community as regards the needs and education of women in our Community College District. Women are available for counseling, advising, and assistance to the students at College of the Desert. If you have concerns regarding re-entry into college, first college experience, personal questions, or questions in general that you would prefer discussing with a woman, contact any member of the Committee through the secretary of the Student Development Center. The Committee welcomes input and encourages you to express your needs to them; to better serve you.

AUXILLARY FUNDS

DONALD H. AND CATHERINE MITCHELL PERPETUAL LIBRARY FUND established 1977. Earnings from principal sum of \$13,000 shall be used for the support of the Donald H. Mitchell Library as determined by the Board of Trustees.

THE NATT McDOUGALL, JR. MEMORIAL "UNDER THE STARS" LECTURES: Established April 1, 1974. A \$20,000 is endowment from which interest is used in support of lectures engendering knowledge of, and appreciation for, traditional American ideals and moral and spiritual values. Donor: The Rosemary Dwyer Frey Trust.

SCHOLARSHIPS, AWARDS, FINANCIAL AID, GRANTS, and LOANS

Scholarships listed chronologically by date established.

Palm Desert Rotary Club Scholarship Fund

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

Faculty Women's Club of College of the Desert

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

Palm Desert Woman's Club Scholarship Fund

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

Alfred and Viola Hart Award

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

Palm Springs Rotary Club

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

Garden Club of the Desert

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

Rancho Mirage Woman's Club Scholarship

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

Soroptimist Club of Palm Desert Scholarship

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

California Nurses' Association District No. 34

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

Bank of America Community College Awards

Established 1966. Local and state competition based on scholarship, college activities, community service, and a written application. \$150 local winner; \$2,500 state winner.

Shadow Mountain Palette Club, Inc. Scholarship

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

California Congress of Parents and Teachers, Inc. Patient Nursing Scholarship Fund Established Fall, 1968. Awarded to a second year student in the Registered Nurse Program. The student shall assume obligation to serve in the nursing field in California for one year upon graduating.

Palm Springs National Bank Scholarship Fund

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

Skelton Foundation

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

Women's Auxiliary of the Desert Hospital Scholarship Fund

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

Eisenhower Medical Center Auxiliary A.D.N. Scholarship Fund

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

Pearl McCallum McManus Scholarship Fund

Earnings of approximately \$2,500 annually from sale of property given by the McCallum Desert Foundation, established by Mrs. McManus in her will. To be awarded to deserving vocational students beginning in 1972.

Peter A. Marx Memorial Scholarship Fund

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

Thomas Arthur Davis Memorial Scholarship Fund

Established September, 1972. Two scholarships of \$400 each to be awarded annually to worthy students in financial need. Donors: Parents, Charles and Athor Davis.

Jerry Codekas Memorial Scholarship Fund

Established November, 1972. Approximately \$50 in interest earnings from \$1,100. Awarded yearly to a student who transfers from College of the Desert to a four-year institution.

Dr. Peter William Dykema Memorial Scholarship Fund

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

College of the Desert French Scholarship

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

Bob Hope Desert Classic Scholarship Fund

Established January, 1973. Income approximately \$500 annually to vocational students only who: (1) have record of good citizenship, (2) can demonstrate financial need, and (3) meet adequate scholastic achievement as specified by the Scholarship Committee.

Border Patrol Wives' Scholarship Fund

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

F.X. McDonald, Jr. - Vin Riley Music Scholarship Fund

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

Velma McCall Perpetual Scholarship

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

Roy C. and Velma C. McCall Scholarship

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

Roy Mallery Art Scholarship

Established in 1974, in honor of Roy Mallery, Chairperson of the Art Department of the College of the Desert. \$75.00 awarded annually to a deserving art student.

Hugh Stephens, M.D. Scholarship Fund

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

The Ray Marshall Vocational Scholarship in Natural Resources

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

Beatrice Marx Scholarship

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

Negro Academic Scholarship

Selection made by Negro Academic Scholarship Fund Committee.

Riverside County Peace Officers Association**Indian Wells Garden Club****Palm Springs-Desert Retired Teachers****D.H. Mitchell Perpetual Scholarship Fund**

Donald H. Mitchell Perpetual Scholarship Fund: (\$1840). Established 1975 as a perpetual fund. Earnings from interest to be awarded to College of the Desert students.

Helen K. Staley Perpetual Scholarship

Helen K. Staley Perpetual Scholarship Fund. Established 1975 as a perpetual fund. Earnings from interest of approximately \$75 annually to be awarded to College of the Desert students.

Stacey Carpenter Memorial Scholarship Fund

It was the wish of his parents that this money be kept to grant financial assistance to a music major with organ as his/her major performing area.

Scholarships and Grants

Applications will be available in January and must be received by the Student Services Office of College of the Desert not later than March 1st. Awards will vary from \$50 to \$400. Consideration is given to the applicant's grades, academic potential, activities, college major, and financial need when awarding scholarships.

State Scholarships and Grants

Scholarships, College Opportunity Grants, and Occupational Opportunity Grants are available to community college students.

Information and applications may be obtained at the Financial Aids Office at the college or any high school counseling office in California.

Basic Educational Opportunity Grant Program

Information and applications available at the Financial Aids Office. All high school counseling offices have these applications also. For all programs of financial assistance, you must complete an application for Financial Aid (FAF Financial Aid Form). This application is available at all high school counseling offices as well as the College Financial Aids Office.

Short-Term Emergency Loans

Emergency Loans are available on a short-term basis to students in need of immediate, temporary financial assistance. The following restrictions generally exist: (1) loans will not be made to first year (freshman) students. Exceptions may be made when the applicant has a firm commitment for money to be received in the future. Example: Veterans' Benefits, approved Financial Aid Scholarships, Federally Insured Loans, (2) the loan applicant must be a full-time student (12 units or full-time in Adult Basic Education), (3) student must be a member of the Associated Student Body. The loans are intended to enable a student to meet emergency expenses and must be repaid within thirty days. Emergency expenses are primarily for books, school fees, and living expenses. These emergency loan funds are available to responsible and worthy students who are in temporary need of financial assistance for educational purposes while attending College of the Desert. Short-term (no-interest) loans in amounts up to \$50 will be made.

Long Term Loans

National Direct Student Loans

Under this program, eligible students may borrow up to a maximum of \$2500 for the first two years of college. This total must include all previous loans received under the National Defense Student Loan Program. No interest is charged until nine months after the borrower ceases to be at least a half-time student (6 units minimum each semester at College of the Desert). Three percent simple interest starts at the end of a nine-months grace period with the first payment due one month later. Payments may be extended for a period of not more than ten years, but will be at a rate of not less than \$30 a month. Applications should be filed by June 1st for the following academic year, and November 15 for the spring semester.

Supplemental Educational Opportunity Grants

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

Federally Insured Student Loans

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

Registered Nursing Student Loans

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

Nursing Scholarships

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

Grants

Economic Opportunity Grants

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

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

College Work-Study Program

Eligible students who can demonstrate that earnings from employment are necessary in order to meet the costs of attending college, are placed in various departments and divisions of the Coachella Valley Community College District. Various job skills are especially in demand. Applicants from low-income families will be given preference in employment. Applications should be filed by June 1st for the following academic year, November 15 for the spring semester, and May 1st for summer session.

ACADEMIC INFORMATION

ACADEMIC REGULATIONS COMMITTEE

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

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

CLASSIFICATION OF STUDENTS

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

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

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

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

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

Special: A student who is not a candidate for transfer or graduation.

UNIT OF CREDIT

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

GRADING SYSTEM

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

A Excellent

B Good

C Fair

D Passed

F Failed

W - Withdrawal

WF - Withdrawal Failing

I - Incomplete

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

CHANGE IN GRADING PROCEDURE - PERMANENT RECORDS

Beginning with transcript records in Fall 1978, permanent records will carry a notation of all classes by a student that reflect his active enrollment at the beginning of the fourth week of classes. Students will be assigned a grade for all active classes as of that date and unless proper drop procedures are initiated, the student can receive penalty grades ("W" or "WF") for those sections in which they incur an unofficial withdrawal. Students enrolled after the Grade Responsibility Date and who do not complete the semester may receive the grade of "WF" unless there are extenuating circumstances such as accident, hospitalization, or other conditions beyond the control of the student.

INCOMPLETE POLICY

Incomplete (I) - Is a temporary grade assigned in cases where the instructor determines that for compelling reasons a student has been unable to complete course requirements by the designated ending date of the course.

Upon receipt of an incomplete the student shall complete a written agreement with the instructor stipulating the conditions of course completion. The instructor and student shall each retain a copy. The incomplete must be made up before the end of the following semester to receive credit. Incompletes not made up during this time will be changed to the grade of F, unless otherwise specified by the instructor of record.

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

Grade W indicates approved withdrawal from a course.

GRADE POINTS

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

Semester grades are assigned grade points as follows:

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

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

GRADE POINT AVERAGE

The grade point average (GPA) is computed by dividing all units attempted into all grade points received. Courses in which a grade of "P" or "W" is received are not counted as units attempted. The following example illustrates the grade point average calculation.

Course	Units	Grade	Grade Points per unit	Grade Points
Eng 51	3	C	2	6
PE	2	A	4	8
PE 20	1	B	3	3
Health 1	2	D	1	2
AgNR 35	3	B	3	9
DE 314	(2)	B	No grade points	(non-credit class)
History 1	<u>3</u>	C	2	<u>6</u>
	14		Total grade points	34

Grade point average - Total Grade Points/Total Units
34/14

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."

ACADEMIC PROBATION

A student is considered to be academically disqualified and making unsatisfactory progress when, (a) he maintains less than a 2.00 GPA for two consecutive semesters, (b) withdraws from one-half or more classes for two consecutive semesters, or (c) a combination of one semester of withdrawals and one semester of less than 2.00 GPA.

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

Students on probation are subject to the following restriction:

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

DISQUALIFICATION

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

A student is considered to be academically disqualified and making unsatisfactory progress when, (a) he maintains less than a 2.00 GPA for two consecutive semesters, (b) withdraws from one-half or more of his classes for two consecutive semesters, or (c) a combination of one semester of withdrawals and one semester of less than 2.00 GPA.

DEFICIENCY TOLERANCES

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

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

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

SCHOLARSHIP REPORTS

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

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 Students. Absence due to illness must be verified by a medical doctor.

CREDIT BY EXAMINATION

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

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

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

Credit is given for a 50th percentile or higher score on the General Exams of CLEP (College Level Exam Program) to a maximum of 30 semester units in general education areas. Credit awarded is reduced if the student has prior college credit in general education courses.

For an A.C.T. score of the 93rd percentile or higher, students receive course credit and grade for English 3A.

REPETITION OF COURSES

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

REPEATING COURSES - DUPLICATE ENROLLMENT

The College cannot permit re-enrollment in classes in which the student has prior credit and received a satisfactory grade of "C" or better. Students may not enroll in duplicate courses in the same semester. For example, students may not enroll in multiple sections of the same course. If a duplicate or repeated enrollment is evident, the College reserves the right to drop the student immediately from the extra course or courses.

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 will be required to pay fees for late registration and for changes in their program. Students who initiate late registration will be assessed \$2.00 if their enrollment is for semester-length classes. Initial registration in "short-term" classes will not require a late fee until one week after the beginning date of the short-term class. Students who "drop" or "add" semester length classes after completing initial registration will be charged a \$1.00 fee for a program change - either singular or multiple changes.

Students are expected to plan their schedule carefully with the aid and approval of the advisor and then to make a vigorous endeavor to maintain it throughout the semester. The student must attend all classes in which originally enrolled until the requested change is officially authorized. To be official, all program changes must be filed by the student in the Registrar's Office. Full-time students must present to their advisers all requests for changes of program. Part-time students may transact these changes at the Information Window in the Administration Building. Program changes must be filed at the Registrar's Office before they can be processed and become a part of the student's official registration records.

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

Unofficial Withdrawal

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

Withdrawal Policy

Withdrawal (W) - Represents student withdrawal without penalty. This must be done within the first half of the course. Students enrolled after the 4th week of the course will receive a final grade. The grade (W) is not computed in G.P.A. calculations but it does appear on official transcripts.

Withdrawal passing (W) and withdrawal failing (WF) are final grade designations assigned to students who withdraw after the mid-point of the course. Students who withdraw after the grade responsibility date are subject to the WF grade unless there are extenuating circumstances beyond the control of the student, example; accident, hospitalization.

TRANSCRIPT

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

STUDENT CONDUCT

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

STUDENT RESPONSIBILITY

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

CLASS ATTENDANCE

A student is expected to attend all sessions of the classes registered for. It is the student's responsibility to contact instructors regarding any absence incurred. Unexcused absences in excess of the number of units for the class may result in the instructor dropping the student from the class. The acceptance of an excuse for absence other than illness or official leave of absence is at the discretion of the individual instructor. When absences are excused due to personal illness or 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 satisfaction of the standards for the course.

ATTENDANCE AT FIRST CLASS

It is extremely important for a student to attend the first class meeting after registration, since instructors will drop students who do not appear for the first meeting in order to make room for others who may desire to take the class.

AUDITING CLASSES

Students may not attend any classes where they are not properly registered.

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 Students as soon as possible requesting a leave to be away from classes. Brief leaves also may be issued upon recommendation of the Student Health Service in case of illness. Requests for a Brief Leave of Absence may be filed with the Office of the Dean of Students.

GRADUATION REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

Students should request a formal evaluation of their progress toward degree requirements prior to their final semester of attendance. Deadline for evaluation requests is February 15th for those contemplating graduation within the school year.

The Associate in Arts Degree may be earned by completing either A or B following, plus C, D, E, and F.

A. The Transfer Program (Pre-Major)

Complete both 1 and 2 below:

1. Complete substantially all the lower division requirements of the major listed in the catalog of the transfer institution at which the student expects to receive his four-year baccalaureate degree. Academic advisors assigned to students will review the student's progress in the pre-major and determine when these requirements have been met. A minimum of a 2.00 cumulative G.P.A. is required in the courses included in the pre-major field.
2. Complete a minimum of 40 units of General Education as described under General Education Requirements.

B. The Occupational Program (Major)

Complete both 1 and 2 below:

1. Complete a minimum of 18 units of the required sequence of courses in an occupational curriculum. Academic advisors assigned to students will review the student's progress and determine when these requirements have been met. A minimum of a 2.00 cumulative G.P.A. is required in the courses included in the Occupational curriculum.
2. Complete 15 units of General Education which shall include at least one course in each of the following areas with the approval of the advisor:
 - a. Natural Sciences
 - b. Social Sciences
 - c. Humanities
 - d. Learning Skills:

Learning Skills includes one required English course from the following lists: Eng. 1A, Eng. 3A, Eng. 50, Eng. 51. Although one course must be English, other courses listed A to C below... (or change a, b, c "below" to 1, 2, 3).

- a. Any courses listed under AREA IV BASIC SUBJECTS.
- b. English 41 - Technical & Scientific Report Writing (3), English 50 - Basic Writing Skills (3), English 51 - Language Arts (3).
- c. All mathematics courses listed in the catalog.

C. Physical Education Activity Requirement

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

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

D. Unit Requirement

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

E. Scholarship Requirement

A cumulative grade point average of not less than 2.00 (C average) is required for graduation. Also, a grade point average of not less than 2.00 (C average) must be earned in the subjects taken in the area of the student's major.

F. Residence Requirement

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

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

G. Additional Associate of Arts Degree

An additional Associate in Arts Degree may be earned if the student completes a minimum of 12 units 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.

H. Liberal Studies Major

The Liberal Studies major was formerly called the General Education major. It is designed to provide a student with a broad foundation in the liberal arts and sciences in studies broader than those traditionally presented within one discipline. This major allows the student to explore in different areas while making progress toward the A.A. degree. It is appropriate for the student who does not plan to continue his/her formal education beyond College of the Desert. It also is appropriate for the student who intends to transfer to a four year college or university in the equivalent upper division major. If a student is interested in teaching at the elementary school level, this program represents one effective way to prepare.

The major consists of 40 unit general education pattern required of all transfer students. For the transfer program major, the balance of the sixty units is chosen from transferable courses, with the approval of the advisor. For the non-transfer major, the balance of the sixty units can be selected from any credit courses; again with the approval of the advisor.

I. Pre-Professional Transfer Programs

Pre-professional transfer programs prepare a student for a profession which requires a four year college degree (bachelor's degree) or higher degree before entrance into the occupation. These programs contain some courses which provide for the general requirements of the transfer college and some courses basic to the needed occupational skills.

Among the programs are the following: Pre-dentistry, Pre-law, Pre-medicine, Pre-nursing, Pre-occupational therapy, Pre-optometry, Pre-pharmacy, Pre-physical therapy, Social welfare, Teaching, Pre-veterinary medicine.

The specific courses to be taken at College of the Desert in these programs can be determined by conferring with the advisor assigned. The catalog of the transfer college should be studied for all courses required for graduation. For unlisted pre-professional programs, confer with the Transfer Counselor.

GENERAL EDUCATION REQUIREMENTS FOR THE CALIFORNIA STATE UNIVERSITY & COLLEGES

Students who wish to be certified by this College as having completed the General Education Requirements for the California State University and Colleges must have completed courses according to the pattern indicated below. Completion of this 40 unit pattern fulfills the General Education Requirement for the College of the Desert Associate in Arts Degree for the transfer major. Note; the University of California campuses have individual General Education breadth requirements in most cases quite different from this pattern. There are courses in this list which do not transfer to the University of California.

Procedure: Select courses to follow the pattern indicated in each of the four areas. Additionally, take enough additional courses from any of the areas to bring the unit total to 40.

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

A. One of the following Biological Sciences:

AgNr 35-Conservation of Natural Resources (3)
Bi 1A General Biology - Principles (5)
Bi 1B General Biology - General Zoology (5)
Bi 1C General Biology - General Botany (5)
Bi 4 Elements of Biology (3)
Bi 4L Elements of Biology Laboratory (1)

Bi 5 - General Botany (4)
Bi 8 - Animal Biology (4)
Bi 13 - Plant Biology (4)
Bi 15 - General Microbiology (4)
Bi 21 - Basic Human Anatomy & Physiology (5)

B. One of the following PHYSICAL SCIENCES:

- A1-Descriptive Astronomy (3)
- Ch3-Introductory General Chemistry (4)
- Ch 4-Fundamentals of Chemistry (4)
- G 1-Physical Geology (4)
- G 2-Historical Geology (4)
- G 10-Earth Science (3)
- G 10L-Earth Science Laboratory (1)
- Met 1-Descriptive Meteorology (3)
- Met*1L-Descriptive Meteorology (1)
- Ph 1-Basic Physics (4)
- Ph 4AB-Engineering Physics (5-5)

C. SPECIAL OPTIONS: Ordinarily apply only to pre-majors and pre-professionals

- Bi 15-General Microbiology (3)
- Bi 16-General Microbiology Supplemental Lab (1)
- Bi 22A-Human Anatomy (4)
- Bi 22B-Human Physiology (5)
- Ch 1AB-General Chemistry (5-5)
- G 3-Elementary Mineralogy (4)
- Ph 2AB-General Physics (4-4)
- Ch 10AB-Organic Chemistry (5-5)

AREA II. SOCIAL SCIENCES (3 courses required)

- A. Anth 1 - Human Evolution: Introduction to Physical Anthropology (3)
Anth 2 - Cultural Anthropology (3)
Anth 3 - Introduction to Archaeology (3)
- B. Econ 1 - Principles of Economics (3)
Econ 2 - Principles of Economics (3)
Econ 3 - Current Economic Problems (3)
- C. Geog 1 - Physical Geography (3)
Geog 2 - Cultural Geography (3)
Geog 7 - Regional Geography (3)
- D. Hist 1 - History of Western Civilization (3)
Hist 2 - History of Western Civilization (3)
Hist 17 - United States History (3)
Hist 18 - United States History (3)
Hist 28 - Minority Groups in the Americas (3)
(May count in only one area - II D or II H)
Hist 29 - Women in American History (3)
- E. Phil 8 - Ancient and Medieval Philosophy (3)
Phil 9 - Modern and Contemporary Philosophy (3)
Phil 10 - General Logic (3)
Phil 11 - Symbolic Logic (3)
(May count in only one area - II E, III E, or IV C)
- F. PS 1 - Introduction to Government (3)
PS 2 - Introduction to Comparative Government (3)
PS 4 - Introduction to International Relations (3)
- G. Psy 1 - General Psychology (3)
Psy 3 - Experimental Psychology (3)
Psy 10 Psychological Aspects of Marriage & Family (3)
Psy 33 - Personal and Social Adjustment (3)
- H. Soc 1 - Introductory Sociology (3)
Soc 2 - Sociological Analysis Social Problems (3)
Soc 10 - Marriage and Family -A Sociological Approach (3)
Soc 14 - Minority Groups in the Americas (3)
(May count in only one area - II D or II H)

AREA III. HUMANITIES (3 courses required)

(Students must take one from at least three of the following sections)

A. ART

Art 2A,B - History of Art (3-3)
Art 3A - Basic Design and Color (3)
Art 10 - Introduction to Art (3)
Art 12 - Survey of Modern Art (3)
Art 13 - Survey of Photography (3)
Art 18 - Introduction of Art and Music (2)

B. COMMUNICATION

Eng 10A,B - American Literature (3)
Eng 11A,B - Survey of English Literature (3-3)
Eng 12A - World Literature I (3)
Eng 12B - World Literature II (3)
Eng 14 - Shakespeare (3)
Eng 16 - Literature of the Desert (3)
Eng 18 - Introduction to Poetry (3)
Eng 30 - The Bible as Literature (3)
Eng 39 - Foreign Literature in Translation : French (3)
(May count in only one area - III B or III C)
J 1 - Introduction to Mass Communications (3)
TA 1 - Introduction to Theatre (3)
TA 2A,B - Acting (3-3)
TA 10A,B - Dramatic Literature (3-3)
TA 12A,B - History of the Theatre (3-3)
TA 32 - The Motion Picture : History & Criticism (3)
TA 56 - Theatre Practice (3)

C. FOREIGN LANGUAGES

Fr 1, 2 - Elementary French (5-5)
Fr 3, 4 - Intermediate French (4-4)
Fr 8A,B - French Conversation (3-3)
Fr 39 - Foreign Literature in Translation: French (3)
(May count in only one area - III B or III C)
Fr 71A,B,C,D - Basic Spoken French (3-3-3-3)
Ger 1, 2 - Elementary German (5-5)
Ger 3, 4 - Intermediate German (4-4)
Ger 71A,B,C,D - Basic Spoken German (3-3-3-3)
Ital 1, 2 - Elementary Italian (5-5)
Ital 3, 4 - Intermediate Italian (4-4)
Ital 40A,B - Survey of Italian Civilization (3-3)
Ital 71A,B,C,D - Basic Spoken Italian (3-3-3-3)
Rus 1, 2 - Elementary Russian (5-5)
Rus 71A,B,C,D - Basic Spoken Russian (3-3-3-3)
Span 1, 2 - Elementary Spanish (5-5)
Span 3, 4 - Intermediate Spanish (4-4)
Span 5, 6 - Advanced Spanish (3-3)
Span 8A,B - Spanish Conversation (3-3)
Span 40 A,B - Spanish for Public Service &
Professional Personnel (3-3)
Span 50A,B - Spanish for the Allied Medical Professions (2-2)
Span 71A,B,C,D - Basic Spoken Spanish (3-3-3-3)

D. MUSIC

Mus 1A,B,C,D - Musicianship (3-3-3-3)
Mus 2A,B,C,D - Harmony (2-2-2-2)
Mus 4 - Counterpoint (3)
Mus 9 - Introduction to Contemporary Music (2)
Mus 10 - Introduction to Music (3)
Mus 12 - Fundamentals of Music (3)

Mus 14 A, B, C, D Survey of Opera (2-2-2-2)
Mus 18 - Introduction to Art and Music (2)
Mus 36A,B,C,D - Opera Workshop (2-2-2-2)

E. PHILOSOPHY

Phil 6 - Introduction to Philosophy (3)
Phil 7 - Introduction to Philosophy (3)
Phil 8 - Ancient & Medieval Philosophy (3)
Phil 9 - Modern and Contemporary Philosophy (3)
Phil 10 - General Logic (3)
Phil 11 - Symbolic Logic (3)
(May count in only one area - II E, III E, or IV C)
Phil 12 - Religions of the World (3)
Phil 13 - Perspectives on Death and Dying (3)
Phil 14 - Introduction to Ethics (3)

AREA IV. BASIC SUBJECTS (Select three courses, one of which must be English and one Speech

- A. Eng. 1A - Composition and Reading (4)
Eng 1B - Literature and Composition (4)
Eng 3A - Freshman Composition I (3)
Eng 3B - Freshman Composition II (3)
Sp 1 - Introduction to Human Communication (3)

Sp 2 - Oral Interpretation of Literature (3)
Sp 4A - Public Speaking (3)
Sp 4B - Group Discussion & Leadership (3)
Sp 7 - Decision Making & Advocacy (3)
- B. Math 1A,B - Analytic Geometry & Calculus (4-4)
Math 2A - Analytic Geometry & Calculus (4)
Math 2C - Ordinary Differential Equations (3)
Math 3 - Introduction to Mathematics (3)
Math 5 - Trigonometry (3)
Math 10 - College Algebra (3)
Math 12 - Advanced College Algebra & Trigonometry (4)
- C. Phil 10 - General Logic (3)
Phil 11 - Symbolic Logic (3)
(May count in only one area - II E, III E, or IV C)
- D. Math 4 - Statistical Methods (3)
- E. Any Foreign Language Listed under III C.
(A course may not count in both requirements, however.)
- F. LR 1 - Reading Improvement (2)

CLASSIFICATION AND NUMBERING OF COURSES

There are two types of courses 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. The credit awarded by College of the Desert for completion of the course 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 and Colleges, or an accredited independent college or university.

Courses 1-49 are largely applicable toward baccalaureate degrees. Some courses numbered from 50-99 are selectively approved for transfer by the two state public systems.

2. **Non-Credit Courses** - Courses numbered 100 and above are designed for adults who are not candidates for graduation 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.

CREDIT VALUE

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

PREREQUISITES

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

SCHEDULE OF CLASSES

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

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

INDIVIDUAL STUDY PROJECT (1-3)

Available to students carrying six or more units.

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

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

ACADEMIC RENEWAL POLICY

1. A student may petition to have units and credits for all courses taken during one semester of college work eliminated from the computation of his/her cumulative grade point average.
2. Under extenuating circumstances a second semester consecutive with the first semester may be considered under the same regulations.
Extenuating circumstances include but are not limited to situations beyond the control of the student, such as illness or injury to the student, death or illness in the family. The student must supply documented evidence of all extenuating circumstances.
3. If the petition for academic renewal is granted, the permanent record of the student will be annotated so that it is evident to all users of the record that no units for work taken during the semester(s) covered by academic renewal, even if satisfactory, will apply toward graduation or other educational objectives. All courses, units, and grades shall remain legible on the permanent record to insure a true and complete academic record of the students' 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 Academic Regulations 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 is not reflective of his/her current academic ability, and
 - b. that the student is enrolled in a defined educational program.

EVIDENCE of current academic ability 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. There must be at least 12 months between the end of the most recent academic renewal semester and the date of the request for academic renewal.
 3. The student may request academic renewal only once.
 4. The request for academic renewal shall be directed to the Dean of Student Personnel Services.

DEPARTMENTAL SEMINAR (1-3)

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

Seminars are an excellent means of recruiting the active and retired personnel resources in the community to work with faculty and students to extend depth, imagination, and applicability to the programs of instruction.

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

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

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

DEGREE AND CERTIFICATE INFORMATION

A.A. Degree

Certificate

Occupational

Transfer

(1 YEAR) 2 (YEAR)

AGRICULTURE-DIESEL MECHANICS NATURAL RESOURCES

x

x

x

x

x

x

Agri-Business

Agriculture Mechanics

Country Club Operations

Golf Professional

Superintendent

Diesel Mechanics:

General

x

x

x	x	x		Heavy Equipment Maintenance and Operations
x	x	x		Truck Maintenance and Operations
	x	x		General Agriculture
		x	x	Landscape Engineering
		x	x	Natural Resources
		x		Nursery Management
x	x	x	x	Ornamental Horticulture
		x	x	Parks & Recreation
		x	x	Plant Science
		x		Turfgrass Management
			x	Veterinary Science
				ART
		x	x	Art
				BUSINESS EDUCATION
x		x		Accounting
x		x	x	Business Administration
x		x		Data Processing
x				Escrow
x		x		General Business
	x	x		Hotel/Motel Management
x		x		Marketing
x				Medical Transcription
x		x		Office Technician
x				Real Estate
x		x		Secretarial Science
				COMMUNICATION
			x	English Composition
			x	English Literature
			x	Journalism
			x	Speech
			x	Theatre Arts
				ENGLISH AS A SECOND LANGUAGE
x				El Ingles Como Segundo Idioma
				EDUCATION
x		x	x	Instructional Aide
				ENGINEERING, ARCHITECTURE AND TECHNOLOGY
x		x		Air Conditioning & Refrigeration
x		x		Architectural Drafting
			x	Architecture
			x	Architectural Engineering
			x	Architecture - Environmental Design
x		x		Automotive Technology
		x		Automotive Technology/Apprenticeship
			x	Construction Engineering
x		x		Appliance Service/Management
x		x		Electronics Technology - Electronics

			x	Engineering
			x	Engineering Technology
			x	Industrial Arts Education
x	x			Industrial Drafting
x	x			Industrial Supervision
x	x			Industrial Technology
			x	Mathematics
x	x			Metals Technology
x	x			Structural Inspection
x	x			Welding Technology
				FIRE SCIENCE
x	x			Fire Science
				FOREIGN LANGUAGE
	x		x	Foreign Language
				HEALTH, PHYSICAL EDUCATION & RECREATION
			x	Physical Education
			x	Recreation
				HOME ECONOMICS, PRE-SCHOOL EDUCATION AND FOOD SERVICES
x	x		x	Nursery School Education
	x		x	Home Economics
	x			Interior Design
	x			Fashion Merchandising
	x			Fashion Design
	x			Custom Sewing and Alterations
				LAW ENFORCEMENT
x	x		x	Law Enforcement
				MUSIC
			x	Music
				NURSING AND ALLIED HEALTH
x				Emergency Medical Technician
x	x			Medical Assisting
	x		x	Registered Nursing
	x		x	Respiratory Therapy
x				Vocational Nursing
				PRE-COLLEGE EDUCATION
				BIOLOGICAL AND PHYSICAL SCIENCE
			x	Medical Technology
			x	Pre-Dentistry
			x	Pre-Medicine
			x	Physical Therapy
			x	Optometry
			x	X-Ray Technology
				SOCIAL SCIENCE
			x	Anthropology
			x	Economics
			x	Geography
			x	History
			x	Philosophy
			x	Political Science
			x	Psychology
			x	Social Science
			x	Sociology
x	x	x	x	WORK EXPERIENCE

DEPARTMENT INFORMATION

AGRICULTURE

DIESEL MECHANICS- NATURAL RESOURCES

The program in Agriculture-Diesel Mechanics-Natural Resources at College of the Desert is designed to serve both occupational and transfer students. Many courses primarily serve the students who wish to go immediately into an occupation after graduation. The courses are designed to provide practical experience for each major offered to fit the needs of the community.

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

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

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

Agri-Business		Landscape Engineering
Agricultural Mechanics	Natural Resources (including Forestry & Wildlife Management)	
Country Club Operations (2 options)		Nursery Management
1. Golf Professional		
2. Superintendent		
Diesel Mechanics (3 Options)		Ornamental Horticulture
1. General		
2. Heavy equipment Maintenance and Operations		
3. Truck Maintenance and Operations General Agriculture.		
Parks and Recreation		Plant Science
Plant Science		Turfgrass Management
		Veterinary Science

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

Courses Required:

Dept.	No.	Title	Units
AgBU	11	Management Records	3
AgBU	15	Concepts of Modern Agriculture	3
AgPS	1	Soils and Plant Nutrition	3
AgPS	20	Field Crops	3
AgPS	26	Fruit Production	3
AgPS	27	Economic Entomology	3
AgEG	16	Basic Mechanical Skills	2
BuMa	20A	Business Law	3
Econ	1	Principles of Economics	3
Department Subtotal			26
Elective Subtotal (Confer with Adviser)			19
See C.O.D. General Education Requirements			
General Education Subtotal			15
DEGREE TOTAL			60

Adviser: Smith/Waters

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

Courses Required:

Dept.	No.	Title	Units
AgEg	16	Basic Mechanical Skills	2
AgNR	35	Conservation of Natural Resources	3
AgPS	1	Soils and Plant Nutrition	3
BuMa	20A	Business Law	3
BuAc	1	Accounting	4
Department Subtotal			15
Department Electives (Confer with adviser)			5
General Education: Confer with adviser for General Education courses recommended by transfer college of your choice.			
See C.O.D. General Education Requirements			
General Education Subtotal			40
DEGREE TOTAL			60

Adviser: Smith/Waters

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

Courses Required:

Dept.	No.	Title	Units
AgBu	11	Management Records	3
AgBu	20	Public Relations	3
AgCC	1	Intro. to Country Club Operations	3
AgCC	2	Pro Shop Operations	3
AgCC	3	Professional Methods of Teaching Golf	2
AgOH	4	Turfgrass Management	3
AgOH	74	Landscape and Nursery Management	3
BuDe	23	Fundamentals of Sales	3
BuDe	25	Advertising	3
BuDe	55	Retail Merchandising	3
Tech	91	Elements of Supervision	2
Department Subtotal			31
Elective Subtotal			14
See C.O.D. General Education Requirements			
General Education Subtotal			15
DEGREE TOTAL			60

Adviser: Waters

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

Courses Required:

Dept.	No.	Title	Units
AgBu	11	Management Records	3
AgBu	20	Public Relations	3
AgCC	1	Intro. to Country Club Operations	3
AgCC	2	Pro-Shop Operations	3
AgEg	47	Basic Surveying	2
AgOH	4	Turfgrass Management	3
AgOH	5A	Ornamental Plant Identification & Materials	3
AgOH	8	Park and Landscape Management	3
AgOH	9	Landscape Plan and Design	3
AgOH	46	Landscape Irrigation Systems	3
AgOH	48	Landscape Equipment	3
BuMa	20A	Business Law	3
Department Subtotal			35

Recommended Electives:

AgEg	16	Basic Mechanical Skills	2
AgEg	40	Agricultural Engineering Construction	3
AgEg	43	Tractor Operations	3
BuDe	23	Fundamental of Sales	3
TSup	91	Elements of Supervision	2
AgOH	6	Horticulture Practices	3
Elective Subtotal			10
See C.O.D. General Education Requirements			
General Education Subtotal			15
DEGREE TOTAL			60

Adviser: Watling

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

Courses Required:

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

3.0 Grade Point Average Required

Adviser: Dilger/Smith/Waters

Preparation for Employment and Certificate Program in DIESEL MECHANICS - ONE YEAR CERTIFICATE

(HEAVY EQUIPMENT MAINTENANCE & OPERATIONS OPTION)

Courses Required:

Dept.	No.	Title	Units
AgDM	61	Diesel Mechanics I	4
AgDM	62	Diesel Mechanics II	4
AgDM	65	Diesel Mechanics Accessories	4
AgEg	16	Basic Mechanical Skills	2
AgEg	43	Tractor Operations	3
AgEg	47	Basic Surveying	2
AgEg	90	Heavy Equipment Operation and Maintenance	3
AgEg	91	Basic Hydraulics	2
AgEg	92	Hydraulic Systems Maintenance and Repair	3
AgW	28	Industrial Welding Processes	2
AgW	35	Gas Shielded Welding	2
Total Units			31

3.0 Grade Point Average Required

Advisers: Dilger/Smith/Waters

Preparation for Employment and Certificate Program in DIESEL MECHANICS, TWO YEAR CERTIFICATE

(HEAVY EQUIPMENT MAINTENANCE & OPERATION OPTION)

Courses Required:

Dept.	No.	Title	Units
AgDM	60	Tractor and Equipment Chassis	4
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	63	Diesel III	4
AgDM	64	Diesel IV	4
AgDM	65	Diesel Engine Accessories	4

AgDM	70	Special Problems	3
AgDM	75	Diesel Shop Supervision	2
AgEg	16	Basic Mechanical Skills	2
AgDM	35	Heavy Duty Automatic and Power Shift Transmission	3
AgEg	43	Tractor Operation	3
AgEg	47	Basic Surveying	2
AgEg	90	Heavy Equipment Operation and Maintenance	3
AgEg	91	Basic Hydraulics	2
AgEg	92	Hydraulic System Maintenance and Repair	3
AgW	28	Industrial Welding Processes	2
AgW	35	Gas Shielded Welding	2
AgBu	11	Management/Records	3
TM	21	Industrial Machine Shop Practices	2
Department Subtotal			56
Electives			10
Total Units			66

3.0 Grade Point Average Required

Adviser: Dilger/Smith/Waters

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

Courses Required:

Dept.	No.	Title	Units
AgEG	90	Heavy Equipment	3
AgDM	25	Truck Chassis	4
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	65	Diesel Engine Accessories	4
AgEg	16	Basic Mechanical Skills	2
AgEg	43	Tractor Operations	3
AgEg	91	Basic Hydraulics	2
AgW	28	Industrial Welding Processes	2
TM	21	Industrial Machine Shop Pract.	2
Total Units			30

3.0 Grade Point Average Required

Adviser: Dilger/Smith/Waters

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

Courses Required:

Dept.	No.	Title	Units
AgDM	20	Truck Operation & Maintenance	4
AgDM	25	Truck Chassis	4
AgDM	60	Tractor and Equipment Chassis	4
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	63	Diesel III	4
AgDM	64	Diesel IV	4
AgDM	65	Diesel Engine Accessories	4
AgDM	70	Special Problems	3
AgDM	75-77	Diesel Shop Supervision	2
AgEg	16	Basic Mechanical Skills	2
AgDM	35	Heavy Duty Automatic and Power Shift Transmission	3
AgEg	43	Tractor Operation	3
AgEg	47	Basic Surveying	2
AgEg	90	Heavy Equipment Operation and Maintenance	3
AgEg	91	Basic Hydraulics	2
AgEg	92	Hydraulic System Maintenance and Repair	3
AgW	28	Welding Industrial Processes	2
AgW	35	Gas Shielded Welding	2
AgBu	11	Management/Records	3
Total Units			62

3.0 Grade Point Average Required

Adviser: Dilger/Smith/Waters

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

Courses Required:

Dept.	No.	Title	Units
AgDM	60	Tractor and Equipment Chassis	4
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	63	Diesel III	4
AgDM	65	Diesel Engine Accessories	4
AgDM	70	Special Problems	3
AgEg	16	Basic Mechanical Skills	2
AgEg	43	Tractor Operations	3
AgEg	47	Basic Surveying	2
AgEg	90	Heavy Equipment Operations and Maintenance	3
AgEg	91	Basic Hydraulics	2
AgEg	92	Hydraulic System Maintenance and Repair	3
TWeld	28	Welding Industrial Practices	2
AgBu	11	Management Records	3
Department Subtotal			43

Electives: (4 units to be selected from the following)

AgDM	25	Truck Chassis	4
AgDM	64	Diesel IV	4
AgDM	75	Diesel Shop Supervision	2
AgEg	35	Heavy Duty Automatic and Power Shift Transmissions	2
TWeld	35	Gas Shielded Welding	2
TMtl	21	Industrial Machine Shop Processes	2
Elective Subtotal			4

See C.O.D. General Education Requirements

General Education Subtotal			15
DEGREE TOTAL			62

Adviser: Dilger/Smith/Waters

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

Courses Required:

Dept.	No.	Title	Units
AgEg	16	Basic Mechanical Skills	2
AgDM	20	Truck Operations	4
AgDM	21	Advanced Truck Operations	2
AgDM	23	Commercial Vehicle Operation	2
AgDM	25	Truck Chassis	4
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	63	Diesel III	4
AgDM	64	Diesel IV	4
AgDM	65	Diesel Engine Accessories	4
AgDM	70	Special Problems	3
AgDM	35	Heavy Duty Automatic Power Shift	
	A,B	Transmissions	2-2
AgEg	43	Tractor Operations	3
AgEg	47	Basic Surveying	2
AgEg	90	Heavy Equipment Operations	
		Maintenance	3
AgEg	91	Basic Hydraulics	2
TWeld	28	Welding Industrial Processes	2
TWeld	35	Gas Shielded Welding	2
AgBu	11	Management Records	3
AgDM	75	Diesel Shop Supervision	2
Total Units			60

3.0 Grade Point Average Required

Advisers: Dilger/Smith/Waters

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

Courses Required:

Dept.	No.	Title	Units
AgBu	11	Management Records	3
AgDM	16	Basic Mechanical Skills	2
AgDM	20	Truck Operation & Maintenance	4
AgDM	21	Advanced Truck Operations	2
AgDM	25	Truck Chassis	4
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	63	Diesel III	4
AgDM	65	Diesel Engine Accessories	4
AgDM	70	Special Problems	1-3
AgEg	43	Tractor Operations	3
AgEg	90	Heavy Equipment Operations and	
		Maintenance	3
AgEg	91	Basic Hydraulics	2
TWeld	28	Welding Industrial Processes	2
AgDM	75	Diesel Shop Supervision	2
Department Subtotal			46
See C.O.D. General Education Requirements			
General Education Subtotal			15
DEGREE TOTAL			61

Adviser: Dilger/Smith/Waters

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

Courses Required:

Dept.	No.	Title	Units
AgAS	30	General Animal Husbandry	3
AgBu	11	Management Records	3
AgBu	15	Concepts of Modern Agriculture	3
AgEg	16	Basic Mechanical Skills	2
AgEg	43	Tractor Operations	3
AgEg	44	Agricultural Equipment	3
AgEg	47	Basic Surveying	2
AgEg	45	Irrigation and Drainage	3
AgPS	1	Soils and Plant Nutrition	3
AgPS	20	Field Crops	3
AgPS	26	Fruit Production	3
AgPS	27	Economic Entomology	3
AgPS	30	Agricultural Chemical Application	3
		and Safety	
Department Subtotal			37
Departmental Electives-Confer with adviser			
Elective Subtotal			8
See C.O.D. General Education Requirements			
General Education Subtotal			15
DEGREE TOTAL			60

Adviser: Waters/Walker

Preparation for Employment and Occupational A.A. Degree
 Program in **LANDSCAPE ENGINEERING**

Courses Required:

Dept.	No.	Title	Units
AgEg	40	Agricultural Engineering Construction	3
AgEg	16	Basic Mechanical Skills	2
AgOH	4	Turf Grass Management	3
AgOH	5A/B	Ornamental Plant Identification &	
		Materials	3
AgOH	6	Horticultural Practices	3
AgOH	9	Landscape Planning and Design	3
AgOH	15	Nursery Sales and Management	3
AgOH	46	Landscape Irrigation Systems	3
AgEg	47	Basic Surveying	2
AgOH	20	Landscape Construction	3
AgOH	48	Landscape Equipment	3
Department Subtotal			31
Electives: (13 units to be selected from the following)			
AgPS	27	Economic Entomology	3
AgBu	11	Management Records	3
AgBu	59	Agricultural Experience Program	1
AgOH	8	Park and Landscape Management	3
AgPS	30	Agricultural Chemical Application &	
		Safety	3
WEV	95	Work Experience	1-4
Elective Subtotal			14
See C.O.D. General Education Requirements			
General Education Subtotal			15
DEGREE TOTAL			60

Adviser: Watling

Preparation for Employment and Certificate Program in
AGRICULTURAL MECHANICS - (TWO YEAR)

Courses Required:

Dept.	No.	Title	Units
AgEg	16	Basic Mechanical Skills	2
AgEg	40	Agri-Engineering Construction	3
AgEg	43	Tractor Operations	3
AgEg	44	Agricultural Equipment	3
AgEg	47	Basic Surveying	2
AgEg	91	Basic Hydraulics	2
AgDM	25	Tractor Chassis	4
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	63	Diesel III	4
AgDM	64	Diesel IV	4
AgDM	65	Diesel Engine Accessories	4
TWeld	28	Welding Industrial Processes	2
AgBu	11	Management Records	3

Department Subtotal

44

Electives (13 units to be selected from the following)

AgEg	35AB	Heavy Duty Automatic and Power Shift Transmission	4
AgEg	45	Irrigation and Drainage	3
AgEg	70	Special Problems	3
AgEg	90	Heavy Equipment Operation and Maintenance	3
AgEg	92	Hydraulic System Maintenance and Repair	3
AgDM	20	Truck Operation and Maintenance	4
AgDM	25	Truck Chassis	4
TWeld	35	Gas Shielded Welding	2
TMtrl	21	Industrial Machine Shop Processes	2
AgPS	30	Agric. Chemical Application and Safety	3

Elective Subtotal

13

Open Electives

5

DEGREE TOTAL

62

Adviser: Dilger/Smith/Waters

Preparation for Employment and Occupation A.A. Degree
 Program in **AGRICULTURAL MECHANICS**

Courses Required:

Dept.	No.	Title	Units
AgEg	16	Basic Mechanical Skills	2
AgEg	40	Agri-Engineering Construction	3
AgEg	43	Tractor Operations	3
AgEg	44	Agricultural Equipment	3
AgEg	45	Irrigation and Drainage	3
AgEg	47	Basic Surveying	2
AgEg	91	Basic Hydraulics	2
AgDM	25	Tractor Chassis	4
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	63	Diesel III	4
AgDM	64	Diesel IV	4
AgDM	65	Diesel Engine Accessories	4
AgW	28	Welding Industrial Processes	2
AgBu	11	Management Records	3

Department Subtotal

47

See C.O.D. General Education Requirements

General Education Subtotal

15

DEGREE TOTAL

62

Adviser: Dilger/Smith/Waters

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

Courses Required:

Dept.	No.	Title	Units
AgBu	11	Management Records	3
AgEg	16	Basic Mechanical Skills	2
AgEg	40	Agricultural Engineering Construction	3
AgOH	20	Landscape Construction	3
AgEg	43	Tractor Operations - OR	3
AgOH	48	Landscape Equipment	3
AgEg	47	Basic Surveying	2
AgNR	35	Conservation of Natural Resources	3
AgNR	36	Introduction to Forestry	3
AgNR	37	Introduction to Wildlife Management	3
AgOH	8	Park and Landscape Management	3
AgPS	1	Soils and Plant Nutrition	3
AgPS	27	Economic Entomology	3

Department Subtotal

31

Electives 15 units-Recommended: (Confer with adviser)

AgDM	20	Truck Operation and Maintenance	4
AgNR	36L	Introduction to Forestry Lab	1
AgNR	37L	Introduction to Wildlife Lab	1
LE	71	Wildlife Law Enforcement	3
AgOH	6	Horticultural Practices	3
AgPS	10	Environmental Gardening	3
AgPS	30	Agricultural Chemical Application & Safety	3

Electives Subtotal

15

See C.O.D. General Education Requirements

General Education Subtotal

15

DEGREE TOTAL

61

Adviser: Walker

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

Courses Required:

Dept.	No.	Title	Units
AgNR	35	Conservation of Natural Resources	3
AgNR	36	Introduction to Forestry	3
AgNR	37	Introduction to Wildlife Management	3
AgPS	1	Soils and Plant Nutrition	3
AgPS	27	Economic Entomology	3

Department Electives: Confer with Adviser

5

Department Subtotal

20

General Education: Confer with adviser for General Education courses recommended by transfer college of your choice.

General Education Subtotal

40

DEGREE TOTAL

60

Adviser: Walker

Preparation for Employment and Occupational A.A. Degree in
NURSERY MANAGEMENT

Courses Required:

Dept.	No.	Title	Units
AgPS	1	Soils and Plant Nutrition	3
AgEg	16	Basic Mechanical Skills	2
AgOH	5A/B	Plant and Material Identification	3
AgOH	6	Horticultural Practices	3
AgOH	9	Landscape Planning and Design	3
AgOH	13	Floral Design	3
AgOH	15	Nursery Sales and Management	3
AgOH	46	Landscape Irrigation Systems	3
AgBu	11	Management Records	3
BuMa	20A	Business Law - OR -	3
BuDE	21	Marketing	3
AgOH	20	Landscape Construction	3
Department Subtotal			32

Electives: (16 units to be selected from the following)

AgOH	48	Landscape Equipment	3
AgOH	8	Park and Landscape Management	3
AgEg	47	Basic Surveying	2
AgBu	59	Agricultural Experience	1
AgPS	30	Agric. Chemical Application and Safety	3
AgPS	27	Economic Entomology	3
WEV	95	Work Experience	1-4

Elective Subtotal 16

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Adviser: Watling

Preparation for Employment and Certificate Program in
ORNAMENTAL HORTICULTURE (ONE YEAR)

Courses Required:

Dept.	No.	Title	Units
AgOH	5A	Ornamental Plant and Material Identification	3
AgOH	6	Horticulture Practices	3
AgOH	8	Park and Landscape Management	3
AgOH	9	Landscape and Plant Design	3
AgOH	15	Nursery Sales and Management	3
AgPS	1	Soils and Plant Nutrition	3
AgBu	11	Management Records	2
AgEg	16	Basic Mechanical Skills	2
AgOH	20	Landscape Construction	3

Electives: 5 units

TOTAL UNITS 30

Adviser: Watling

Preparation for Employment and Occupational A.A. Degree
 Program in **ORNAMENTAL HORTICULTURE**

Courses Required:

Dept.	No.	Title	Units
AgPs	1	Soils and Plant Nutrition	3

AgOH	5A/B	Plant and Material Ident.	3
AgOH	6	Horticultural Practices	3
AgOH	9	Landscape Design & Planning	3
AgBu	11	Management Records	3
AgEg	16	Basic Mechanical Skills	2
AgOH	46	Landscape Irrigation Systems	3
AgOH	15	Nursery Sales & Management	3
AgOH	4	Turfgrass Management	3
AgPS	27	Economic Entomology	3
AgOH	20	Landscape Construction	3

Department Subtotal 32

Electives: (13 units to be approved by adviser)

Electives Subtotal 13

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Adviser: Watling

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

Courses Required:

Dept.	No.	Title	Units
AgEg	16	Basic Mechanical Skills	2
AgEg	40	Agricultural Engineering Constr. OR	
AgOH	20	Landscape Construction	3
AgEg	43	Tractor Operations OR	
AgOH	48	Landscape Equipment	3
AgOH	46	Landscape Irrigation Systems	3
AgOH	4	Turf Grass Management	3
AgOH	5A/B	Ornamental Plant Ident. and Materials	3
AgOH	8	Park and Landscape Management	3
AgOH	9	Landscape Design	3
AgPS	1	Soils and Plant Nutrition	3
AgPS	27	Economic Entomology	3
RE	1	Recreation Leadership OR	
PE	1	First Aid and Safety	2

Department Subtotal 31

Electives: (16 units to be selected from the following)

AgNR	36	Introduction to Forestry	3
AgNR	37	Introduction to Wildlife Management	3
AgEg	47	Basic Surveying	2
AgBu	11	Management Records	3
AgOH	6	Horticulture Practices	3
AgBu	59	Agriculture Experience	1
RE	4	Techniques of Backpacking	3
AgPS	30	Agricultural Chemical Application & Safety	3

Elective Subtotal 16

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 62

Adviser: Walker/Watling

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

Courses Required:

Dept.	No.	Title	Units
AgPS	1	Soil and Plant Nutrition	3
AgPS	20	Field Crops	3
AgPS	26	Fruit Production	3
AgPS	27	Economic Entomology	3
AgEg	16	Basic mechanical Skills	2
AgEg	40	Agricultural Engineering Construction	3
AgEg	43	Tractor Operations	3
AgEg	45	Irrigation and Drainage	3
AgEg	47	Basic Surveying	2
AgBu	11	Management Records	3
AgPS	30	Agricultural Chemical Application & Safety	3
Department Subtotal			31
Elective Subtotal (Confer with adviser)			17
See C.O.D. General Education Requirements			
General Education Subtotal			15
DEGREE TOTAL			63

Adviser: Waters/Walker

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

Courses Required:

Dept.	No.	Title	Units
AgBu	11	Management Records	3
AgEg	16	Basic Mechanical Skills	2
AgEg	43	Tractor Operations	3
AgEg	44	Agricultural Equipment OR	
AgEg	45	Irrigation and Drainage	3
AgPS	1	Soils and Plant Nutrition	3
AgPS	20	Field Crops	3
AgPS	26	Fruit Production	3
AgPS	27	Economic Entomology	3
AgPS	30	Agricultural Chemical Application & Safety	3
Department Subtotal			26
See C.O.D. General Education Requirements			
General Education: Confer with adviser for General Education courses recommended by transfer college of your choice.			
General Education Subtotal			40
DEGREE TOTAL			66

Adviser: Waters/Walker

Preparation for Employment and Occupational A.A. Degree Program in TURFGRASS MANAGEMENT

Courses Required:

Dept.	No.	Title	Units
AgPS	1	Soils and Plant Nutrition	3
AgOH	4	Turfgrass Management	3
AgOH	5A/B	Plant and Material Identification	3
AgOH	9	Landscape Design and Planning	3
AgPS	27	Economic Entomology	3

AgEg	40	Agricultural Engineering Const. OR	3
AgEg	16	Basic Mechanical Skills	2
AgEg	43	Tractor Operations	3
AgOH	46	Landscape Irrigation Systems	3
AgOH	48	Landscape Equipment	3

Department Subtotal 27

Electives: (21 units to be selected from the following)

AgBu	11	Management Records	3
AgEg	47	Basic Surveying	2
AgOH	6	Horticultural Practices	3
AgOH	8	Park and Landscape Management	3
AgBu	59	Agriculture Experience Program	1
AgCC	1	Intro. to Country Club Operations	3
AgCC	2	Pro Shop Operation	3
AgPS	30	Agric. Chemical Application & Safety	3
AgEg	90	Heavy Equipment Operation & Maint.	3
AgOH	20	Landscape Construction	3
WEV	95	Work Experience/Agric. Horticulture	1-4

Elective Subtotal 21

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 63

Adviser: Watling

ART

The Art Department of the College of the Desert offers a variety of courses to allow for individual interest. Since art majors at this college, however, usually transfer to a four-year school, the course offerings here generally coincide with the lower division courses of other institutions. A student wishing to major in Art should first confer with an adviser to discuss career and transfer plans in order that specific requirements can be met.

Preparation for Employment and Occupational A.A. Degree Program in ART

Courses Required:

Dept.	No.	Title	Units
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The courses required for an Occupational A.A. Degree in Art are the same as those required for the Transfer Program.

See C.O.D. General Education Requirements

General Education Subtotal	40
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DEGREE TOTAL	60
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Adviser: Najarian

Adviser: Hi Desert - Miller/Rogers

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

Courses Required:

Dept.	No.	Title	Units
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Art	1A/C	Drawing/Composition	2
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Art	3A	Basic Design/Color	3
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Any one of the following courses in painting:

Art	6A	Painting (Water Color)	2
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Art	6B	Painting (Oil)	2(2)
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Art	6C	Painting (Acrylic)	2
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Any two of the following courses in art history:

Art	2A	Art	
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Art	2A	Art History	3
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Art	2B	Art History	3(6)
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Art	12	Survey of Modern Art	3
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In addition to the above courses, an art major is required to take 7 units of electives in art to complete a minimum of 20 units.

Note: Introduction to Art (Art 10) is designed for the non-art major. It may not be applied toward the 20 units needed for a major in art, nor may it be used in the area of Humanities. Introduction to Art credits can be applied toward bringing General Education units up to a required total of 40.

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

General Education Subtotal	40
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DEGREE TOTAL	60
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Adviser: Najarian

Adviser: Hi Desert - Miller/Rogers

BUSINESS

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

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

Occupational curricula are designed to prepare students, in two years or less, to enter a vocational field and successfully pursue an occupation. Students having such occupational goals should follow suggested curricula listed on pages following "Courses of Instruction" in this department section. Included in the suggested curricula are the core business courses basic to each occupational program. Students should consult their advisers to determine additional courses, within and outside the Business Department, which are most appropriate to individual objectives.

NOTE: Industrial Supervision Courses are listed under the Architecture, Engineering and Technology Department.

Preparation for Employment and Certificate Program in BUSINESS ADMINISTRATION

Courses Required:

Dept.	No.	Title	Units
BuAc	1	Accounting	3
BuAc	2	Accounting	3
BuMa	20A,B	Business Law	3-3
Econ	1	Principles of Economics	3
Econ	2	Principles of Economics	3

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

Accounting	Agri/Business
Banking	Investment
Business Law	Hotel/Motel Management
Data Processing	Marketing
Economics	Management
Finance	Mathematics
Home Economics	Real Estate
Insurance	Office Occupations
Work Experience*	
*8 Units Maximum	
Total Units	27

Adviser: Harrison/Post
Adviser: Miller/Rogers - Hi Desert

Department Subtotal	18
Elective Subtotal	27
See C.O.D. General Education Requirements	
General Education Subtotal	15
DEGREE TOTAL	60
Adviser: Harrison/Post	
Adviser: Miller/Rogers - Hi Desert	

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

Courses Required:

Dept.	No.	Title	Units
18 Units from among the following:			
BuAc	1	Accounting	3
BuAc	2	Accounting	3
BuAc	73	Fundamentals of Data Processing	3
BuAc	73L	Fundamentals of Data Processing Lab	1
BuMa	20A	Business Law	3
BuMa	30	Business Communications	3
Econ	1	Principles of Economics	3
Econ	2	Principles of Economics	3
Math	4	Statistical Methods	3
Math	20	Mathematics for Business Analysis	3

Areas of Concentration in Upper Division:

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

To be taken in sophomore year if area of concentration is

Accounting or Finance	
Department Subtotal	18
Elective Subtotal	2

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

Courses Required:

Dept.	No.	Title	Units
BuAc	1	Accounting	3
BuAc	2	Accounting	3
Econ	1	Principles of Economics	3
Econ	2	Principles of Economics	3
BuMa	20A,B	Business Law	3-3

See C.O.D. General Education Requirements

General Education Subtotal	40
DEGREE TOTAL	60

Adviser: Harrison/Post
 Adviser: Miller/Rogers - Hi Desert*

Preparation for Employment and Certificate Program in DATA PROCESSING

Courses Required:

Dept.	No.	Title	Units
BuAc	1	Accounting OR	3
BuAc	66	Accounting Records and Procedures	3
BuAc	73	Fundamentals of Data Processing	3
BuAc	73L	Fundamentals of Data Processing Lab	1

Electives:

BuAc	74	RPG Programming*	3
BuAc	75	FORTTRAN Programming*	3
BuAc	76	COBOL Programming*	3
BuAc	77	Symbolic Language Processing	3
BuAc	78	Data Processing Systems*	3
BuAc	79	Data Processing Project*	2
BuAc	80	Business Systems and Procedures*	3
WEV	95	Work Experience - Data Processing	8

*These courses are offered subject to demand.

Total Units 27

Adviser: McKell

Preparation for Employment and Occupational A.A. Degree Program in DATA PROCESSING

Courses Required:

Dept.	No.	Title	Units
BuAc	1	Accounting OR	3
BuAc	66	Accounting Records and Procedures	3
BuAc	73	Fundamentals of Data Processing	3
BuAc	73L	Fundamentals of Data Processing Lab	1

Department Subtotal 25

Electives: (Recommended)

BuAc	74	RPG Programming*	3
BuAc	75	FORTTRAN Programming*	3
BuAc	76	COBOL Programming*	3
BuAc	77	Symbolic Language Processing*	3
BuAc	78	Data Processing Systems*	3
BuAc	79	Data Processing Project*	2
BuAc	80	Business Systems and Procedures*	3

*These courses are offered subject to demand.

Elective Subtotal 29

See C.O.D. General Education Requirement

General Education Subtotal 15

DEGREE TOTAL **62**

Adviser: McKell

Preparation for Employment and Certificate Program in ESCROW

Courses Required:

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

*May be waived by adviser on basis of demonstrated proficiency.

RECOMMENDED ELECTIVES:

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

TOTAL UNITS **24**

Adviser: Pivar

Adviser: Miller/Douglas - Hi Desert

Preparation for Employment and Certificate Program in GENERAL BUSINESS

Courses Required:

Dept.	No.	Title	Units
BuAc	1	Accounting OR	3
BuAc	66	Accounting Records and Procedures	3
Econ	1	Principles of Economics OR	3
Econ	2	Principles of Economics OR	3
Econ	3	Current Economic Problems	3

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

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

*8 Units Maximum

Total Units 27

Adviser: Harrison/Post

Adviser: Miller/Douglas - Hi Desert

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

Courses Required:

Dept.	No.	Title	Units
BuAc	1	Accounting OR	3
BuAc	66	Accounting Records and Procedures	3
Econ	1	Principles of Economics OR	3
Econ	2	Principles of Economics OR	3
Econ	3	Current Economic Problems	3

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

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

Department Subtotal	18
See C.O.D. General Education Requirements	27
General Education Subtotal	15
DEGREE TOTAL	60

Adviser: Harrison/Post
Adviser: Miller/Douglas - Hi Desert

Preparation for Transfer to a Four-Year College and/or A.A. Degree in **GENERAL BUSINESS**
(See Business Administration)

Preparation for Employment and Certificate Program in **HOTEL/MOTEL MANAGEMENT**

Courses Required:

Dept.	No.	Title	Units
H/M	50	Introduction to Hotel and Motel Operation	1
H/M	65	Front Office Procedure and Night Audit	3
H/M	54	Supervisory Housekeeping	2
H/M	55	Restaurant Management	3
H/M	56	Hotel/Motel Accounting	3
H/M	61	Hotel/Motel Advertising Sales and Promotion	3
H/M	63	Hotel/Motel Operations	3
H/M	64	Hotel/Motel Personnel	3
TOTAL UNITS			21

Adviser: Post

Preparation for Employment and Occupational A.A. Degree Program in **HOTEL/MOTEL MANAGEMENT**

Courses Required:

Dept.	No.	Title	Units
H/M	50	Introduction to Hotel and Motel Operation	1
H/M	65	Front Office Procedure and Night Audit	3
H/M	54	Supervisory Housekeeping	2
H/M	55	Restaurant Management	3
H/M	56	Hotel/Motel Accounting	3
H/M	61	Hotel/Motel Advertising Sales and Promotion	3

H/M	63	Hotel/Motel Operations	3
H/M	64	Hotel/Motel Personnel	3

Department Subtotal	21
Elective Subtotal	24
See C.O.D. General Education Requirements	
General Education Subtotal	15
DEGREE TOTAL	60

Adviser: Post

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

Courses Required:

Dept.	No.	Title	Units
BuDE	21	Marketing	3
BuDE	22	Retailing	3
BuDE	23	Fundamentals of Sales	3
BuDE	25	Advertising	3
Econ	1	Principles of Economics OR	3
Econ	2	Principles of Economics OR	3
Econ	3	Current Economic Problems	3

Department Subtotal	18
Elective Subtotal	27

See C.O.D. General Education Requirements

General Education Subtotal	15
DEGREE TOTAL	60

Adviser: Post

Adviser: McDonnell - Hi Desert

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

Courses Required:

Dept.	No.	Title	Units
BuDE	21	Marketing	3
BuDE	22	Retailing	3
BuDE	23	Fundamentals of Sales	3
BuDE	25	Advertising	3
Econ	1	Principles of Economics OR	3
Econ	2	Principles of Economics OR	3
Econ	3	Current Economic Problems	3
WEG	94	Work Experience OR	1-4
WEV	95	Work Experience	1-4

RECOMMENDED ELECTIVES:

BuMa	30	Business Communications	3
BuMa	10	Introduction to Business	3
BuAc	1	Accounting OR	3
BuAc	66	Accounting Records & Procedures	3
Math	4	Statistical Methods	3
BuAc	73	Fundamentals of Data Processing	3
BuDe	55	Retail Merchandising	3
BuDe	56	Merchandise Analysis	3
BuMa	20A	Business Law	3
BuMa	20B	Business Law	3
TOTAL UNITS			27

Adviser: Post

Adviser: McDonnell - Hi Desert

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

Courses Required:

NOTE: If interested in a transfer program in **MARKETING**, please consult **BUSINESS ADMINISTRATION** pre-major and the Business Administration adviser.

	Units
Department Subtotal	20
See C.O.D. General Education Requirements	
General Education Subtotal	40
DEGREE TOTAL	60
Adviser: Post	
Adviser: McDonnell - Hi Desert	

Preparation for Employment and Certificate Program in **MEDICAL TRANSCRIPTION**, an option of the **SECRETARIAL SCIENCE** Program. The Medical Transcription Program is comprised entirely of courses incorporated within existing approved programs at College of the Desert.

Requirements for the Certificate

Dept.	No.	Title	Units
BuOP	53	Medical Secretarial Procedures	4
BuOP	64	Records Management	2
BuSS	50B	Intermediate Typewriting	2
BuSS	51	Advanced Typewriting And/Or	2
BuSS	52	Executive Typewriting	3
BuSS	57	Machine Transcription	2
BuSS	71	Business English	3
Ma	61	Medical Terminology	2
Ma	65	The Health Worker & The Law	1
N	62	Pharmacology for Nurses	2
Bi	21	Basic Human Anatomy and Physiology	5
WEV	95	Work Experience	1-4

ELECTIVES

Bi	1-A	General Biology
Bi	15	General Microbiology
Bi	22B	Human Physiology
Bi	35	Basic Human Health Sciences
Chem4		Fundamentals of Chemistry

Adviser: Gallegos

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

Requirements for the Certificate:

Dept.	No.	Title	Units
BuAC	1	Accounting OR	3
BuAC	66	Accounting Records and Procedures	3
BuMa	30	Business Communications	3
BuOP	63	Office and Secretarial Procedures	4
BuOP	64	Records Management	2
BuSS	50B	Intermediate Typewriting	2

BuSS	51	Advanced Typewriting OR	2
BuSS	52	Executive Typewriting	3
BuSS	57	Machine Transcription	2
BuOP	58	Communications - PBX, PABX, Telephone	1
BuSS	71	Business English	3
		Electives*	5
		TOTAL	27

*Electives must be selected from the following courses with the consent of the adviser.

BuAC	72A	Keypunch Operations	1
BuMa	20A	Business Law OR	3
	20B	Business Law	3
Econ	1A	Principles of Economics OR	3
	1B	Principles of Economics OR	3
BuMa	9	Consumer Survival and Personal Finance	3
BuMa	72	Business Mathematics	3
BuOP	54	Duplicating Processes	2
BuOP	71	Machine Calculation	2
BuOP	72	MT/ST (Magnetic Tape/Selectric Typewriter)	1
WEG	94	Work Experience OR	1-3
WEV	95	Work Experience	1-4

Adviser: Roche

Adviser: Watson - Hi Desert

Preparation for Employment and Occupational A.A. Degree Program in **OFFICE TECHNICIAN**

Major Requirements:

Dept.	No.	Title	Units
BuAC	1	Accounting OR	3
BuAC	66	Accounting Records and Procedures	3
BuOP	63	Office and Secretarial Procedures	4
BuOP	64	Records Management	2
BuMa	30	Business Communications	3
BuMa	72	Business Mathematics	3
BuSS	50B	Intermediate Typewriting	2
BuSS	51	Advanced Typewriting OR	2
BuSS	52	Executive Typewriting	3
BuSS	57	Machine Transcription	2
BuOP	58	Communications - PBX, PABX, Telephone	1
BuSS	71	Business English	3

Electives*

*Electives must be selected from the following courses with the consent of the adviser.

BuAC	72A	Keypunch Operations	1
BuMa	20A	Business Law OR	3
	20B	Business Law	3
Econ	1A	Principles of Economics OR	3
	1B	Principles of Economics OR	3

BuMa	9	Consumer Survival and Personal Finance	3
BuOP	54	Duplicating Processes	2
BuOP	71	Machine Calculation	2
BuOP	72	MT/ST (Magnetic Tape/Selectric Typewriter)	1
WEG	94	Work Experience OR	1-3
WEV	95	Work Experience	1-4

See C.O.D. General Education Requirements

Adviser: Roche
Adviser: Watson - Hi Desert

Preparation for Employment and Certificate Program in REAL ESTATE

Courses Required:

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

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

Recommended Electives:

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

TOTAL UNITS 27

Adviser: Pivar

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

(Minimum of 20 units from among the following)

Courses Required:

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

*May be waived by adviser on basis of demonstrated proficiency.

RECOMMENDED ELECTIVES 5

Other Real Estate and Escrow courses
Other related Business Courses including Work Experience

Total needed for degree 60

Adviser: Pivar

Preparation for Employment and Certificate Program in SECRETARIAL SCIENCE

Requirements for the Certificate:

Dept.	No.	Title	Units
BuAc	1	Accounting OR	3
BuAc	66	Accounting Records and Procedures	3

BuSS	60B	Intermediate Stenography (Shorthand)	4
BuSS	61	Advanced Stenography (Shorthand)	4
BuOP	63	Office and Secretarial Procedures	4
BuOP	64	Records Management	2
BuMa	30	Business Communications	3
BuSS	50B	Intermediate Typewriting	2
BuSS	51	Advanced Typewriting OR	2
BuSS	52	Executive Typewriting	3
BuSS	57	Machine Transcription	2
BuOP	58	Communications - PBX, PABX, Telephone	1
BuSS	71	Business English	3
Electives*			30

*Electives must be selected from the following courses with consent of the adviser.

BuAc	72	Keypunch Operations	1
BuMa	20A	Business Law OR	3
	20B	Business Law	3
Econ	1A	Principles of Economics OR	3
	1B	Principles of Economics OR	3
BuMa	9	Consumer Survival	3
BuMa	72	Business Mathematics	3
BuOP	54	Duplicating Processes	2
BuOP	71	Machine Calculation	2
BuOP	72	MT/ST (Magnetic Tape/Selectric Typewriter)	1
WEG	94	Work Experience OR	1-3
WEV	95	Work Experience	1-4

Adviser: Gallegos

Adviser: Watson - Hi Desert

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

Requirements for the Certificate:

Dept.	No.	Title	Units
BuAc	1	Accounting OR	3
BuAc	66	Accounting Records and Procedures	3
BuSS	60B	Intermediate Stenography (Shorthand)	4
BuSS	61	Advanced Stenography (Shorthand)	4
BuOP	63	Office and Secretarial Procedures	4
BuOP	64	Records Management	2
BuMa	30	Business Communications	3
BuMa	72	Business Mathematics	3
BuSS	50B	Intermediate Typewriting	2
BuSS	51	Advanced Typewriting OR	2
BuSS	52	Executive Typewriting	3
BuSS	57	Machine Transcription	2
BuOP	58	Communications - PBX, PABX, Telephone	1
BuSS	71	Business English	3
Electives*			34

*Electives must be selected from the following courses with the consent of the adviser.

BuAc	72	Keypunch Operations	1
BuMa	20A	Business Law OR	3
	20B	Business Law	3

Econ	1A	Principles of Economics OR	3	WEG	94	Work Experience OR	1-3
	1B	Principles of Economics OR	3	WEV	95	Work Experience	1-4
BuMa	9	Consumer Survival	3	See C.O.D. General Education Requirements			15
BuOP	54	Duplicating Processes	2	Adviser: Gallegos			
BuOP	71	Machine Calculation	2	Adviser: Watson - Hi Desert			
BuOP	72	MT/ST (Magnetic Tape/Selectric Typewriter)	1				

COMMUNICATION

Including English, Journalism, Radio-Television Speech and Theatre Arts

The Department of Communication offers exciting, enriching educational opportunities for the transfer program, the occupational program, and the Continuing Education program. There are complementary sub-divisions of Language, Literature, Speech, Journalism, Theatre Arts, and Radio-Television.

Language is vital to Man's most important achievements. Literature depicts man's never-ending search for truth. Both the written and the spoken word must be utilized for humans to achieve their goals.

The Department offers a wide range of courses to help the student reach these goals. There are courses in journalism, theatre arts, and radio-television so the student may begin to develop his or her occupational and professional careers.

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

See C.O.D. General Education Requirements

Courses Required:

Dept.	No.	Title	Units
*Eng	1A	Composition/Reading	4
*Eng	1B	Literature/Composition	4
*Sp	1	Introduction to Human Communication - OR -	3
*Sp	4A	Public Speaking	3

Two courses from the following:

*Eng	5A	Creative Writing	3
*J	3A	News Reporting	3
R/TV	50	Radio & Television Writing	3
TA	20	Playwriting	3

At least two courses from the following:

*Eng	10A,B	American Literature	3-3
*Eng	11A,B	Survey of English Literature	3-3
*Eng	12A,B	World Literature I & II	3-3
*Eng	14	Shakespeare	3
*Eng	16	Literature of the Desert	3
*Eng	18	Introduction to Poetry	3
*Eng	30	The Bible as Literature	3
*Sp	4A	Public Speaking	3
*Sp	7	Decision Making and Advocacy	3
*TA	10A,B	Dramatic Literature	3-3

Department Subtotal 20

General Education Subtotal 40

DEGREE TOTAL 60

Adviser: English staff

Adviser: Dohman/Hopkins - Hi Desert

*May be counted toward General Education Requirements

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

Courses Required:

Dept.	No.	Title	Units
*J	1	Introduction to Mass Communications	3
J	3A	News Reporting	3
J	3B	Advanced Reporting	3
J	4A,B	Newspaper Production	2-3
J	60	Phototypesetting	3

An additional 4 to 6 units shall be selected from English, Speech, Advertising, Photography, Economics or Political Science classes.

Department Subtotal 20

See C.O.D. General Education Requirements

General Education Subtotal 40

DEGREE TOTAL 60

Adviser: Wilson

*May be counted toward General Education Requirements

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

Courses Required:

Dept.	No.	Title	Units
*Eng	1A	Composition and Reading	4
*Eng	1B	Literature Composition	4
*Eng	10A,B	American Literature OR	3-3
*Eng	11A,B	Survey of English Literature	3-3
*Sp	1	Introduction to Human Communication OR	3
*Sp	4A	Public Speaking	3

Four courses from the following:

Eng	5A	Creative Writing	3
*Eng	12A,B	World Literature I and II	3-3
*Eng	14	Shakespeare	3
*Eng	16	Literature of the Desert	3
*Eng	30	The Bible as Literature	3
*Sp	2	Oral Interpretation of Literature	3
*TA	10A,B	Dramatic Literature	3-3
*TA	30	Film Appreciation	3

It is suggested that the student elect one semester of Western Civilization for a General Education Requirement.

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

General Education Subtotal 40

DEGREE TOTAL 60

Adviser: English Staff

Adviser: Dohman/Hopkins - Hi Desert

*May be counted toward General Education Requirements

Preparation for Transfer to a Four-Year College and/or A.A. Degree in RADIO-TELEVISION BROADCASTING

The college offers a few courses in Radio-Television broadcasting each year. However, at the present time it does not offer a sufficient number of courses to qualify a student for an A.A. Degree. Students interested in Radio-Television news should consider an A.A. Degree in Journalism. Students interested in acting or directing careers in television should consider an A.A. Degree in Theatre Arts.

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

Courses Required:

Dept.	No.	Title	Units
*Sp	1	Intro to Human Communication	3
*Sp	4B	Group Discussion	3

Electives:

A minimum of nine units to be selected from the following:

Sp*	2	Oral Interpretation of Literature	3
Sp	3	Voice and Diction	3
Sp*	4A	Public Speaking	3
Sp	6	Forensic Workshop	1-2
Sp*	7	Decision Making and Advocacy	3
Sp	20	Communication in Organizations	3

A minimum of five units to be selected from cognate areas of the Communication and/or Social Sciences Departments.

These are determined in conference with the Speech adviser.

Department Subtotal 20

General Education Subtotal 40

See C.O.D. General Education Requirements

DEGREE TOTAL 60

Adviser: Crites

*May be counted toward General Education requirements

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

Courses Required:

Dept.	No.	Title	Units
*TA	1	Introduction to Theatre	3
*TA	2A	Acting	3
TA	3A	Advanced Acting/Production Workshop	2
TA	9A	Stagecraft	2
*TA	12A,B	History of the Theatre	3
Electives			6-9

Electives to be determined in conference with adviser from English, Radio-Television, or Speech.

Department Subtotal 20

See C.O.D. General Education Requirements

General Education Subtotal 40

DEGREE TOTAL 60

Adviser: Nicholson

*May be counted toward General Education Requirements

DEVELOPMENTAL EDUCATION

An integral part of the course offerings at College of the Desert available to the residents of the Coachella Valley are the basic skills courses offered by Developmental Education. Located on the Library Mezzanine (LM 4) in the center of the campus, Developmental Education makes it possible for adult students to complete courses in several fundamental skill areas. Most 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.

As essential portion of the Department's courses are in Adult Basic Education and are centered around the learning skills normally acquired in grades 1-8 with the emphasis on developing reading, writing and mathematics skills.

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

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

EDUCATION

For the student seeking a California Teaching Credential, a degree in Education or **Teaching does not exist.**

A prospective elementary school teacher could pre-major in Liberal Studies at the community college level in preparation for a Multiple Subjects Instruction credential.

A prospective secondary school teacher should pre-major in a subject normally taught in secondary schools in preparation for a Single-Subject Instruction credential.

Upon transferring from the community college, the prospective teacher must affiliate with a four-year institution which has a teacher education program accredited by the California Commission for Teacher Preparation and Licensing.

The Instructional Aide Program at the College of the Desert is designed for the student wishing to earn a Certificate or Occupational A.A. Degree in INSTRUCTIONAL AIDE.

Preparation for Certificate in INSTRUCTIONAL AIDE

Courses Required:

Dept.	No.	Title	Units
IA	51	Introduction to Instructional Aide Training	3
IA	53	Audio-Visual and Instructional Machines and Materials	2
IA	54	Playground (Supervision and Skills)	2
IA	55	Language Arts for Instructional Aides	3
IA	56	Creative Arts	3
IA	57	Community and School Relations	2
IA	59	Methods and Materials in a Single Subject Area	2
IA	60	Children's Growth and Learning in the Elementary School	3
TOTAL UNITS			20

Adviser: Welty

Adviser: Miller/Rogers-High Desert

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

Courses Required:

Dept.	No.	Title	Units
IA	51	Introduction to Instructional Aide Training	3
IA	53	Audio-Visual and Instructional Machines and Materials	2
IA	54	Playground (Supervision and Skills)	2
IA	55	Language Arts for Instructional Aides	3
IA	56	Creative Arts	3
IA	57	Community and School Relations	2
IA	59	Methods and Materials in a Single Subject Area	2
IA	60	Children's Growth and Learning in the Elementary School	3
IA	62	Survey of Special Education	3

Department Subtotal	23	IA	53	Audio-Visual and Instructional Machines and Materials	2
Elective Subtotal	22	IA	54	Playground (Supervision and Skills)	2
See C.O.D. General Education Requirements		IA	55	Language Arts for Instructional Aides	3
		IA	56	Creative Arts	3
		IA	57	Community and School Relations	2
General Education Subtotal	15	IA	59	Methods and Materials in a Single Subject Area	2
DEGREE TOTAL	60	IA	60	Children's Growth and Learning in the Elementary School	3

Adviser: Welty

Adviser: Miller/Rogers-High Desert

Department Subtotal 20

See C.O.D. General Education Requirements

Preparation for A. A. Degree in INSTRUCTIONAL AIDE

General Education Subtotal 40

Courses Required:

DEGREE TOTAL 60

Dept.	No.	Title	Units
IA	51	Introduction to Instructional Aide Training	3

Adviser: Welty

Adviser: Miller/Rogers-High Desert

ENGINEERING ARCHITECTURE AND TECHNOLOGY

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

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

Preparation for Employment and Certificate Program in
ARCHITECTURAL DRAFTING

Preparation for Employment and Occupational A.A. Degree
Program in ARCHITECTURAL DRAFTING

Courses Required:

Courses Required:

Dept.	No.	Title	Units	Dept.	No.	Title	Units
Arch	1	Fund. of Architectural Design	3	Arch	1	Fundamentals of Architectural Design	3
Arch	2	Building Materials	3	Arch	2	Building Materials	3
Arch	3A	Architectural Detailing I	3	Arch	3A	Architectural Detailing I	3
Arch	3B	Architectural Detailing II	3	Arch	3B	Architectural Detailing II	3
Arch	3C	Architectural Detailing III	3	Arch	3C	Architectural Detailing III	3
Arch	5	Perspective, Shades and Shadows	2	Arch	5	Perspective, Shades & Shadows	2
Arch	6	Architectural Delineation	2	Arch	6	Architectural Delineation	2
AgOH	9	Landscape Planning & Design	3	AgOH	9	Landscape Planning & Design	3
Arch	12	Construction Estimating	2	Arch	12	Construction Estimating	2
Arch	51	Architectural Office Practice	2	Arch	51	Architectural Office Practice	2
Engr	2	Surveying	2	Engr	2	Surveying	2
Engr	4	Descriptive Geometry	2	Engr	4	Descriptive Geometry	2
Math	5	Trigonometry	3	StIn	52	Uniform Bldg. Code & Ordinance	3
StIn	52	Uniform Building Code & Ordinance	3	Math	5	Trigonometry	3
Eng	41	Technical & Scientific Report Writing	3	Eng	41	Technical & Scientific Report Writing	3

TOTAL UNITS 39

Department Subtotal 39

Adviser: Marzicola

Elective Subtotal 6

See C.O.D. General Education Requirements

Department Subtotal 29

General Education Subtotal 15

See C.O.D. General Education Requirements

DEGREE TOTAL 60

General Education Subtotal 31

Adviser: Marzicola

DEGREE TOTAL 60

Preparation for Transfer to a Four-Year College and/or A.A. Degree in ARCHITECTURE, ARCHITECTURAL ENGINEERING OR CONSTRUCTION ENGINEERING

Adviser: Marzicola

Courses Required:

Dept.	No.	Title	Units
Arch	1	Fund. of Architectural Design	3
Arch	2	Building Materials	3
Arch	3A	Architectural Detailing I	3
Arch	5	Perspective, Shades & Shadows	2
Arch	6	Architectural Delineation	2
Engr	2	Surveying	2
Engr	4	Descriptive Geometry	2
Math	1A	Calculus w/Analytic Geometry	4
Math	1B	Calculus w/Analytic Geometry	4
Phy	4A	Engineering Physics	5
Phy	4B	Engineering Physics	5
Phy	5	Computer Programming I (recommended)	3

Department Subtotal 35-38

See C.O.D. General Education Requirements

General Education Subtotal 26

DEGREE TOTAL 61-64

Adviser: Marzicola

Preparation for Transfer to a Four-Year College and/or A.A. Degree in ARCHITECTURE - ENVIRONMENTAL DESIGN

Courses Required:

Dept.	No.	Title	Units
Arch	1	Fund. of Architectural Design	3
Arch	4A	Environment: Home	2
Arch	4B	Environment: Urban	2
Arch	5	Perspective, Shades & Shadows	2
Arch	6	Architectural Delineation	2
Engr	2	Surveying	2
Engr	4	Descriptive Geometry	2
Math	5	Trigonometry	3
Math	10	College Algebra	3
Phy	2A	General Physics	4
Phy	2B	General Physics	4

Preparation for Employment and Certificate Program in AIR CONDITIONING AND REFRIGERATION

Courses Required:

Dept.	No.	Title	Units
AC	60	Intro. to Air Cond. & Refrig.	3
AC	61	Fund. of Air Cond. & Refrig.	3
AC	62A	Advanced Air Conditioning	3
AC	62B	Advanced Refrigeration	3
AC	63	Air Conditioning Equipment	2
AC	64	Refrigeration Equipment	2
AC	65	Air Distribution	2
AC	66	Psychrometrics and Hydronics	2
AC	67A	System Control Devices I	2
AC	68	Systems Design	2
AC	69	Cost Estimation for Air Cond.	1
Elec	30	Intro. to Electronics	3
Math	55	Technical Mathematics	3
Mtl	27	Ind. Sheet Metal Processes	2
ASM	51B	Laundry Equipment II - OR	3
Auto	60	Automotive Acc. & Air Cond.	2

TOTAL UNITS 35-36

Adviser: Hamilton/Usher

Preparation for Employment and Occupational A.A. Degree Program in AIR CONDITIONING AND REFRIGERATION-SALES AND APPLICATIONS SPECIALIZATION

Courses Required:

Dept.	No.	Title	Units
AC	60	Intro. to Air Cond. & Refrig.	3
AC	63	Air Conditioning Equipment	2
AC	64	Refrigeration Equipment	2
AC	65	Air Distribution	2
AC	68	Systems Design	2
AC	69	Cost Estimation for Air Cond.	1
Math	55	Technical Mathematics	3
Eng	41	Technical and Scientific Report Writing	3
Department Subtotal			18

Technical Electives - Select minimum of 12 units from:

AC	61	Fund. of Air Cond. & Refrig.	3
AC	62A	Advanced Air Conditioning	3
AC	62B	Advanced Refrigeration	3
AC	66	Psychrometrics & Hydronics	2
AC	67A	System Control Devices I	2
AC	67B	System Control Devices II	3
ASM	51A	Laundry Equipment I	3
ASM	51B	Laundry Equipment II	3
Elec	30	Intro. to Electronics	3

Elective Subtotal 12-15

Business Electives - Select minimum of 12 units from courses in Accounting, Advertising, Business Law, Economics, or Salesmanship.

Business Subtotal 12-15

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Adviser: Hamilton

Preparation for Employment and Occupational A.A. Degree Program in AIR CONDITIONING AND REFRIGERATION - SERVICE SPECIALIZATION

Courses Required:

Dept.	No.	Title	Units
AC	60	Intro. to Air Cond. & Refrig.	3
AC	61	Fund. of Air Cond. & Refrig.	3
AC	62A	Advanced Air Conditioning	3
AC	62B	Advanced Refrigeration	3
AC	67A	System Control Devices I	2

Select a minimum of 4 units from the following:

AC	63	Air Conditioning Equipment	2
AC	64	Refrigeration Equipment	2
AC	65	Air Distribution	2
AC	66	Psychrometrics & Hydronics	2
AC	67B	System Control Devices II	3
AC	68	Systems Design	2
AC	69	Cost Estimation for Air Cond.	1
ASM	51A	Laundry Equipment I	3
ASM	51B	Laundry Equipment II	3
Auto	60	Automotive Acc. & Air Cond.	2
Elec	30	Intro. to Electronics	3
Math	55	Technical Mathematics	3
Mtl	27	Ind. Sheet Metal Processes	2
Eng	41	Technical and Scientific Report Writing	3

Department Subtotal 18

Technical Electives - 27 units selected from above optional list and/or:

Arch	48	Architectural Blueprint Reading	3
Weld	28A	Ind. Welding Processes I	2
Weld	65	Brazing	2
Elective Subtotal			27

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Adviser: Hamilton

Preparation for Employment and Certificate Program in APPLIANCE SERVICE/MANAGEMENT

CERTIFICATE I - TECHNICIAN

Courses Required:

Dept.	No.	Title	Units
ASM	50	Introduction to Appliance Service Management	2
ASM	51A	Laundry Equipment I - Automatic Washers	3
ASM	51B	Laundry Equipment II - Automatic Dryers	3
ASM	53	Kitchen Products I	3
Elec	30	Introduction to Electronics	3
Math	55	Technical Mathematics	3
AC	60	Introduction to Air Conditioning & Refrigeration	3
Eng	41	Technical & Scientific Report Writing	3
TOTAL UNITS			23

Adviser: Usher

Preparation for Employment and Certificate Program in APPLIANCE SERVICE/MANAGEMENT

CERTIFICATE II - MANAGEMENT

Courses Required:

Dept.	No.	Title	Units
ASM	61	Kitchen Products II	3
ASM	62	Major Appliance Business Management	2
AC	61	Fundamentals of Air Conditioning & Refrig.	3
AC	67A	System Control Devices I	2

Sup	91	Elements of Supervision	2
Sup	92	Psychology for Supervisors	2
Sup	93	Human Relations	2
BuAc	66	Accounting Records & Procedures	3
TOTAL UNITS			19

Adviser: Usher

Preparation for Employment and Occupational A.A. Degree Program in APPLIANCE SERVICE/MANAGEMENT

Courses Required:

Dept.	No.	Title	Units
ASM	50	Introduction to Appliance Service Management	2
ASM	51A	Laundry Equipment I - Automatic Washers	3
ASM	51B	Laundry Equipment II - Automatic Dryers	3
ASM	53	Kitchen Products I	3
ASM	61	Kitchen Products II	3
ASM	62	Major Appliance Business Management	2
AC	60	Introduction to Air Conditioning & Refrigeration	3
AC	61	Fundamentals of Air Conditioning & Refrigeration	3
AC	67A	System Control Devices I	2
Elec	30	Introduction to Electronics	3
Math	55	Technical Mathematics	3
Eng	41	Technical and Scientific Report Writing	3
Sup	91	Elements of Supervision	2
Sup	92	Psychology for Supervisors	2
Sup	93	Human Relations	2
BuAc	66	Accounting Records and Procedures	3

Department Subtotal 42

Elective Subtotal 3

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Adviser: Usher

Preparation for Employment and Certificate Program in AUTOMOTIVE TECHNOLOGY - BRAKES AND CHASSIS

Courses Required:

Dept.	No.	Title	Units
Auto	11	Automotive Principles I	2
Auto	12	Automotive Brake Systems	2

Auto	13	Automotive Suspensions	2
Auto	64	Automatic Transmissions	2
Auto	65	Standard Transmissions and Drive Trains	2
Auto	66	License Preparation-Brakes Class A	2

Work Experience and/or Laboratory Classes

12

TOTAL UNITS

24

Adviser: Oney/Tamulonis

Adviser: DaShiell-High Desert

Preparation for Employment and Certificate Program in AUTOMOTIVE TECHNOLOGY-ELECTRICAL and TUNE-UP

Courses Required:

Dept.	No.	Title	Units
Auto	11	Automotive Principles I	2
Auto	14	Automotive Electricity and License Preparation	2
Auto	60	Automotive Air Conditioning and Accessories	2
Auto	61	Automotive Fuel, Cooling, and Lubricating Systems	2
Auto	62	Automotive Tune-Up	2
Auto	67	Emission Control License Preparation Class A	2

Work Experience and/or Laboratory Classes

12

TOTAL UNITS

24

Adviser: Oney/Tamulonis

Adviser: DaShiell-High Desert

Preparation for Employment and Occupational A.A. Degree Program in AUTOMOTIVE TECHNOLOGY

Courses Required:

Dept.	No.	Title	Units
Auto	11	Automotive Principles	2
Auto	12	Automotive Brake Systems	2
Auto	13	Automotive Suspensions	2
Auto	14	Automotive Electricity and License Preparation	2
Auto	60	Automotive Air Conditioning and Accessories	2
Auto	61	Automotive Fuel, Cooling, and Lubricating Systems	2

Auto	62	Automotive Tune-Up	2
Auto	63	Engine Rebuilding	2
Auto	64	Automatic Transmissions	2
Auto	65	Standard Transmissions and Drive Trains	2
Auto	66	License Preparation-Brakes Class A	2
Auto	67	Emission Control License Preparation Class A	2
Auto	71-74	Work Experience and/or Laboratory Classes	12
Math		Elective (Algebra or Above)	3

Department Subtotal	39
Elective Subtotal	6
See C.O.D. General Education Requirements	
General Education Subtotal	15
DEGREE TOTAL	60

Adviser: Oney/Tamulonis
Adviser: DaShiell-High Desert

Preparation for Employment and Occupational A.A. Degree Program in AUTOMOTIVE TECHNOLOGY- APPRENTICESHIP

Courses Required:

Dept.	No.	Title	Units
AuAp	11	Automotive Principles	2
AuAp	12	Automotive Brake Systems	2
AuAp	13	Automotive Suspensions	2
AuAp	14	Automotive Electricity and License Preparation	2
AuAp	60	Automotive Air Conditioning and Accessories	2
AuAp	61	Automotive Fuel, Cooling, and Lubricating Systems	2
AuAp	62	Automotive Tune-Up	2
AuAp	63	Engine Rebuilding	2
AuAp	64	Automatic Transmissions	2
AuAp	65	Standard Transmissions and Drive Trains	2
AuAp	66	License Preparation-Brakes Class A	2
AuAp	67	Emission Control License Preparation Class A	2
AuAp	68		
	A,B		
	C,D		
	E,F		
	G,H	Niase Test Preparation	8
WEV	95	Work Experience	12
Math		Elective (Algebra or Above)	3
Department Subtotal			47

See C.O.D. General Education Requirements

General Education Subtotal	15
DEGREE TOTAL	62

Adviser: Oney/Tamulonis
Adviser: DaShiell-High Desert

Preparation for Transfer to a Four-Year College and/or A.A. Degree in ELECTRONIC ENGINEERING TECHNOLOGY

Dept.	No.	Title	Units
Elec	41	Electronic Circuit Analysis I (DC Circuits)	4
Elec	42	Electronic Circuit Analysis II (AC Circuits)	4
Elec	43	Electronic Circuit Analysis III (Devices)	4
Elec	44	Electronic Circuit Analysis IV (Devices & Circuits)	4
Dra	10	Electronic Drafting	1
Mtl	27	Industrial Sheet Metal Processes	2
Math	5	Trigonometry	3
Math	10	College Algebra	3
Phy	2A	General Physics	4
Phy	2B	General Physics	4
Phy	5	Computer Programming	3
Math	6	Calculus for Engineering Technology	3
Eng	41	Technical and Scientific Report Writing	3

Select one course from the following:

BuAc	1	Accounting	3
Ch	3	Introductory General Chemistry	4
Econ	1	Principles of Economics	3
Math	4	Statistical Methods	3

Department Subtotal	42
Elective Subtotal	3.4
See C.O.D. General Education Requirements	
General Education Subtotal	15
DEGREE TOTAL	60-61

Adviser: Sheneman

Preparation for Employment and Occupational A.A. Degree Program in ELECTRONICS ENGINEERING TECHNOLOGY

Courses Required:

Dept.	No.	Title	Units
Elec	41	Electronic Circuit Analysis I (DC Circuits)	4
Elec	42	Electronic Circuit Analysis II (AC Circuits)	4
Elec	43	Electronic Circuit Analysis III (Devices)	4

Elec	44	Electronic Circuit Analysis IV (Devices & Circuits)	4
Dra	10	Electronic Drafting	1
Mtl	27	Industrial Sheet Metal Processes	2
Math	5	Trigonometry	3
Math	10	College Algebra	3
Phy	2A	General Physics	4
Phy	2B	General Physics	4
Eng	41	Technical & Scientific Report Writing	3
Math	6	Calculus for Engr/Technology	3
Phy	5	Computer Programming I (Recommended)	3
Department Subtotal			42
Elective Subtotal			3

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Adviser: Sheneman

Adviser: Miller/Rogers-High Desert

Engr	4	Descriptive Geometry	2
Engr	11	Engineering Statics	3
Engr	12	Properties of Materials	3
Elec	1	Electric Circuits I	3
Manufacturing Processes (State University only) (Elective)			2
Ch	1A	General Chemistry	5
Phy	4A	Engineering Physics	5
Phy	4B	Engineering Physics	5
Math	1A	Calculus w/Analytic Geometry	4
Math	1B	Calculus w/Analytic Geometry	4
Math	2A	Calculus w/Analytic Geometry	4
Math	2C	Ordinary Differential Equations	3
Phy	5	Computer Programming I (Recommended)	3

Department Subtotal 45-47

See C.O.D. General Education Requirements

General Education Subtotal 24

DEGREE TOTAL 69-71

Adviser: Sheneman

**Preparation for Employment and Certificate Program in
ELECTRONICS TECHNOLOGY**

Courses Required:

Dept.	No.	Title	Units
Elec	41	Electronic Circuit Analysis I (DC Circuits)	4
Elec	42	Electronic Circuit Analysis II (AC Circuits)	4
Elec	43	Electronic Circuit Analysis III (Devices)	4
Elec	44	Electronic Circuit Analysis IV (Devices & Circuits)	4
Dra	10	Electronic Drafting	1
Mtl	27	Industrial Sheet Metal Processes	2
Math	5	Trigonometry	3
Math	10	College Algebra	3
Phy	2A	General Physics	4
Phy	2B	General Physics	4
TOTAL UNITS			33

Adviser: Sheneman

Adviser: Miller/Rogers-High Desert

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

Courses Required:

Dept.	No.	Title	Units
Engr	2	Surveying (Civil Engr. only)	2
Engr	3	Engineering Graphics	2

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

Courses Required:

Dept.	No.	Title	Units
Engr	3	Engineering Graphics	2
Engr	4	Descriptive Geometry	2
Manufacturing Processes (Elective)			2
Elec	1	Electric Circuits I	3
Ch	1A	General Chemistry	5
Phy	2A	General Physics	4
Phy	2B	General Physics	4
Math	5	Trigonometry	3
Math	10	College Algebra	3
Eng	41	Technical & Scientific Report Writing	3
Phy	5	Computer Programming I (Recommended)	3

Department Subtotal 31

See C.O.D. General Education Requirements

General Education Subtotal 29

DEGREE TOTAL 60

Adviser: Sheneman

Preparation for Employment and Certificate Program in
INDUSTRIAL DRAFTING

Courses Required:

Dept.	No.	Title	Units
Dra	1	Technical Drafting I	3
Dra	2	Technical Drafting II	3
Dra	51	Mechanisms	3
Dra	52	Elements of Machine Design	3
Arch	5	Perspective, Shades & Shadows	2
Engr	4	Descriptive Geometry	2
Elec	30	Introduction to Electronics	3
Mtl	21	Industrial Machine Shop Proc.	2
Mtl	26	Hot Metals Fabricating Proc.	2
Mtl	27	Industrial Sheet Metal Proc.	2
Weld	28A	Industrial Welding Proc. I	2
Math	5	Trigonometry	3

TOTAL UNITS 30

Adviser: Scuro

Preparation for Employment and Occupational A.A. Degree
Program in INDUSTRIAL DRAFTING

Courses Required:

Dept.	No.	Title	Units
Dra	1	Technical Drafting I	3
Dra	2	Technical Drafting II	3
Dra	51	Mechanisms	3
Dra	52	Elements of Machine Design	3
Arch	5	Perspective, Shades & Shadows	2
Engr	4	Descriptive Geometry	2
Elec	30	Introduction to Electronics	3
Mtl	21	Industrial Machine Shop Proc.	2
Mtl	26	Hot Metals Fabricating Proc.	2
Mtl	27	Industrial Sheet Metal Proc.	2
Weld	28A	Industrial Welding Proc. I	2
Math	5	Trigonometry	3
Eng	41	Technical & Scientific Report Writing	3

Department Subtotal 33

Elective Subtotal 12

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Adviser: Scuro

Preparation for Transfer to a Four-Year College and/or A.A.
Degree in INDUSTRIAL ARTS EDUCATION

Courses Required:

Dept.	No.	Title	Units
Auto	11	Automotive Principles I	2
Elec	30	Introduction to Electronics	3
Dra	1	Technical Drafting I	3
Dra	2	Technical Drafting 2	3
Mtl	21	Industrial Machine Shop Proc.	2
Mtl	26	Hot Metals Fabrication Proc.	2
Mtl	27	Industrial Sheet Metal Proc.	2
Weld	28A	Industrial Welding Proc. I	2
Weld	28B	Industrial Welding Proc. II	2

Department Subtotal 21

See C.O.D. General Education Requirements

General Education Subtotal 40

DEGREE TOTAL 61

Adviser: Frederick

Preparation for Transfer to a Four-Year College and/or A.A.
Degree in INDUSTRIAL TECHNOLOGY- CONSTRUCTION

Courses Required:

Dept.	No.	Title	Units
Arch	2	Building Materials	3
Arch	3A	Architectural Detailing I	3
Arch	12	Construction Estimating	2
Engr	2	Surveying	2
Engr	4	Descriptive Geometry	2
StIn	52	Uniform Building Code and Ordinances	3
BuAc	1	Accounting	3
Ch	1A	General Chemistry	5
Math	10	College Algebra	3
Math	1A	Calculus w/Analytic Geometry	4
Phy	2A	General Physics	4
Phy	2B	General Physics	4
Eng	41	Technical & Scientific Report Writing	3
Phy	5	Computer Programming I (Recommended)	

Department Subtotal 41

See C.O.D. General Education Requirements

General Education Subtotal 28

DEGREE TOTAL 69

Adviser: Marzicola

Preparation for Transfer to a Four-Year College and/or A.A. Degree in INDUSTRIAL TECHNOLOGY — ELECTRONICS

Courses Required:

Dept.	No.	Title	Units
Elec	41	Electronic Circuit Analysis I (DC Circuits)	4
Elec	42	Electronic Circuit Analysis II (AC Circuits)	4
Elec	43	Electronic Circuit Analysis III (Devices)	4
Dra	10	Electronic Drafting	1
Mtl	27	Industrial Sheet Metal Proc.	2
BuAc	1	Accounting	3
Ch	1A	General Chemistry	5
Math	10	College Algebra	3
Math	1A	Calculus w/Analytic Geometry	4
Phy	2A	General Physics	4
Phy	2B	General Physics	4
Eng	41	Technical & Scientific Report Writing	3
Phy	5	Computer Programming I (Recommended)	

Department Subtotal 41

See C.O.D. General Education Requirements

General Education Subtotal 28

DEGREE TOTAL 69

Adviser: Sheneman

Preparation for Transfer to a Four-Year College and/or A.A. Degree in INDUSTRIAL TECHNOLOGY MANUFACTURING PROCESSES

Courses Required:

Dept.	No.	Title	Units
Elec	30	Introduction to Electronics	3
Engr	4	Descriptive Geometry	2
Dra	1	Technical Drafting I	3
Dra	2	Technical Drafting II	3
Mtl	21	Ind. Machine Shop Proc.	2
Mtl	52	Technical Machine Shop II	3
BuAc	1	Accounting	3
Ch	1A	General Chemistry	5
Math	10	College Algebra	3
Math	1A	Calculus w/Analytic Geometry	4
Phy	2A	General Physics	4
Phy	2B	General Physics	4
Eng	41	Technical & Scientific Report Writing	3
Phy	5	Computer Programming I (Recommended)	

Department Subtotal 42

See C.O.D. General Education Requirements

General Education Subtotal 28

DEGREE TOTAL 70

Adviser: Crow

Preparation for Employment and Certificate Program in INDUSTRIAL SUPERVISION

Courses Required:

Dept.	No.	Title	Units
Sup	81	Quality Control	2
Sup	82	Industrial Purchasing	2
Sup	83	Developing Employees Through Training	2
Sup	84	Job Analysis for Wage Admin.	2
Sup	91	Elements of Supervision	2
Sup	92	Psychology for Supervisors	2
Sup	93	Human Relations	2
Sup	94	Communications I for Supervisors	2
Sup	95	Communications II for Supervisors	2
Sup	96	Labor-Management Relations	2
Sup	97	Industrial Organization Patterns & Management	2
Sup	98	Work Simplification	2
Sup	99	Cost Control for Supervisors	2
Sup	70	Affirmative Action for Supv. (May be substituted for any one of the above)	2

TOTAL UNITS 26

Adviser: Immenhausen

Preparation for Employment and Occupational A.A. Degree Program in INDUSTRIAL SUPERVISION

Courses Required:

Dept.	No.	Title	Units
Sup	81	Quality Control	2
Sup	82	Industrial Purchasing	2
Sup	83	Developing Employees through Training	2
Sup	84	Job Analysis for Wage Admin.	2
Sup	91	Elements of Supervision	2
Sup	92	Psychology for Supervisors	2
Sup	93	Human Relations	2
Sup	94	Communications I for Supervisors	2
Sup	95	Communications II for Supervisors	2
Sup	96	Labor-Management Relations	2
Sup	97	Industrial Organization Patterns & Management	2
Sup	98	Work Simplification	2

Sup	99	Cost Control for Supervisors	2
Sup	70	Affirmative Action for Supv. (May be substituted for any one of the above)	2
Department Subtotal			26
Elective Subtotal			19
See C.O.D. General Education Requirements			
General Education Subtotal			15
DEGREE TOTAL			60

Adviser: Immenhausen

Preparation for Employment and Certificate Program in INDUSTRIAL TECHNOLOGY

Courses Required:

Dept.	No.	Title	Units
Auto	11	Automotive Principles I	2
Auto	12	Automotive Brake Systems	2
Elec	41	Electronic Circuit Analysis I (DC Circuits)	4
Elec	42	Electronic Circuit Analysis II (AC Circuits)	4
Dra	1	Technical Drafting I	3
Dra	2	Technical Drafting II	3
Mtl	21	Industrial Machine Shop Proc.	2
Mtl	26	Hot Metals Fabrication Proc.2	2
Mtl	27	Industrial Sheet Metal Proc.	2
Weld	28A	Industrial Welding Proc. I	2
Weld	28B	Industrial Welding Proc. II	2
Math	55	Technical Mathematics	3
TOTAL UNITS			31

Adviser: Crow

Preparation for Employment and Occupational A.A. Degree Program in INDUSTRIAL TECHNOLOGY

Courses Required:

Dept.	No.	Title	Units
Auto	11	Automotive Principles I	2
Auto	12	Automotive Brake Systems	2
Elec	41	Electronic Circuit Analysis I (DC Circuits)	4
Elec	42	Electronic Circuit Analysis II (AC Circuits)	4
Dra	1	Technical Drafting I	3

Dra	2	Technical Drafting II	3
Mtl	21	Industrial Machine Shop Proc.	2
Mtl	26	Hot Metals Fabrication Proc.	2
Mtl	27	Industrial Sheet Metal Proc.	2
Weld	28A	Industrial Welding Proc. I	2
Weld	28B	Industrial Welding Proc. II	2
Math	55	Technical Mathematics	3
Eng	41	Technical & Scientific Report Writing	3

Department Subtotal			34
Elective Subtotal			11
See C.O.D. General Education Requirements			
General Education Subtotal			15
DEGREE TOTAL			60

Adviser: Crow

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

Courses Required:

Dept.	No.	Title	Units
Math	1A	Calculus w/Analytic Geometry	4
Math	1B	Calculus w/Analytic Geometry	4
Math	2A	Calculus w/Analytic Geometry	4
Math	2C	Ordinary Differential Equations	3
Phy	4A	Engineering Physics	5
Phy	4B	Engineering Physics	5
Phy	5	Computer Programming I	3
Engr	4	Descriptive Geometry (Recommended)	2
Department Subtotal			28

See C.O.D. General Education Requirements

General Education Subtotal			32
DEGREE TOTAL			60

Adviser: Wachter

Preparation for Employment and Certificate Program in METALS TECHNOLOGY

Courses Required:

Dept.	No.	Title	Units
Dra	1	Technical Drafting I - OR -	3
Dra	53	Machine Blueprint Reading	2
Elec	30	Introduction to Electronics	3

Math	55	Technical Mathematics	3
Mtl	21	Industrial Machine Shop Proc.	2
Mtl	26	Hot Metals Fabrication Proc.	2
Mtl	27	Industrial Sheet Metal Proc.	2
Mtl	52	Technical Machine Shop II	3
Mtl	53	Technical Machine Shop III	3
Mtl	54	Technical Machine Shop IV	3
Weld	28A	Industrial Welding Proc. I	2
Weld	28B	Industrial Welding Proc. II	2
Weld	35	Gas-shielded Welding	2

TOTAL UNITS 29-30

Adviser: Crow

Preparation for Employment and Occupational A.A. Degree Program in METALS TECHNOLOGY

Courses Required:

Dept.	No.	Title	Units
Dra	1	Technical Drafting I - OR -	3
Dra	53	Machine Blueprint Reading	2
Elec	30	Introduction to Electronics	3
Math	55	Technical Mathematics	3
Mtl	21	Industrial Machine Shop Proc.	2
Mtl	26	Hot Metals Fabrication Proc.	2
Mtl	27	Industrial Sheet Metal Proc.	2
Mtl	52	Technical Machine Shop II	3
Mtl	53	Technical Machine Shop III	3
Mtl	54	Technical Machine Shop IV	3
Eng	41	Technical & Scientific Report Writing	3
Weld	28A	Industrial Welding Proc. I	2
Weld	28B	Industrial Welding Proc. II	2
Weld	35	Gas-shielded Welding	2

Department Subtotal 32-33

Elective Subtotal 12-13

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Adviser: Crow

Preparation for Employment and Certificate Program in STRUCTURAL INSPECTION

Courses Required:

Dept.	No.	Title	Units
StIn	50	Intro to Structural Inspection	3
StIn	51	Structural Print Reading and Cost Est.	3
StIn	52	Uniform Building Code and Ordinances	3

StIn	53	Office Procedures & Field Inspection	3
StIn	54	Mechanical, Plumbing and Electrical Inspection	3
StIn	55	Basic Soil Technology	3
StIn	56	Portland Cement, Concrete and Asphalt	3
Math	55	Technical Mathematics	3
Eng	41	Technical & Scientific Report Writing	3

TOTAL UNITS 27

Adviser: Marzicola

Preparation for Employment and Occupational A.A. Degree Program in STRUCTURAL INSPECTION

Courses Required:

Dept.	No.	Title	Units
StIn	50	Intro. to Structural Inspection	3
StIn	51	Structural Print Reading and Cost Est.	3
StIn	52	Uniform Building Code and Ordinances	3
StIn	53	Office Procedures & Field Inspection	3
StIn	54	Mechanical, Plumbing and Electrical Asphalt	3
StIn	55	Basic Soil Technology	3
StIn	56	Portland Cement, Concrete and Asphalt	3
Math	55	Technical Mathematics	3
Eng	41	Technical & Scientific Report Writing	3

Department Subtotal 27

Elective Subtotal 18

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Adviser: Marzicola

Preparation for Employment and Certificate Program in WELDING TECHNOLOGY

Courses Required:

Dept.	No.	Title	Units
Weld	28A	Industrial Welding Proc. I	2
Weld	28B	Industrial Welding Proc. II	2
Weld	28C	Industrial Welding Proc. III	2
Weld	35	Gas-shielded Welding	3
Weld	63	Welding II	3
Weld	64	Oxygen-Acetylene Welding	3
Weld	65	Brazing	2
Dra	1	Technical Drafting I (Recommended)	

Dra	53	Machine Blueprint Reading (Recommended)	2
Elec	30	Introduction to Electronics	3
Math	55	Technical Mathematics	3
Mtl	21	Industrial Machine Shop Processes	2
Mtl	27	Industrial Sheet Metal Processes	2
Sup	82	Industrial Purchasing	2

TOTAL UNITS 31-32

Adviser: Craig

Preparation for Employment and Occupational A.A. Degree Program in WELDING TECHNOLOGY

Courses Required:

Dept.	No.	Title	Units
Weld	28A	Industrial Welding Processes I	2
Weld	28B	Industrial Welding Processes II	2
Weld	28C	Industrial Welding Processes III	2

Weld	63	Welding II	2
Weld	64	Oxygen-Acetylene Welding	3
Dra	1	Technical Drafting I (Recommended)	3
		-OR-	
Dra	53	Machine Blueprint Reading (Recommended)	2
Elec	30	Introduction to Electronics	3
Math	55	Technical Mathematics	3
Mtl	21	Industrial Machine Shop Processes	2
Mtl	27	Industrial Sheet Metal Processes	2
Sup	82	Industrial Purchasing	2

Department Subtotal 25-26

Elective Subtotal 19-20

See C.O.D. General Education Requirements

General Education Subtotal (Include Eng 50 - Basic Writing Skills) 15

DEGREE TOTAL 60

Adviser: Craig

FIRE SCIENCE

College of the Desert offers courses in the Fire Science field that will count toward a certificate or Associate of Arts Degree. These courses are designed for students that plan to transfer to a four-year institution, gain employment in the Fire Science field, or as a refresher for those currently employed in some area of Fire Science.

Preparation for Employment and Certificate Program in FIRE SCIENCE

Courses Required:

Dept.	No.	Title	Units
FS	52	Introduction to Fire Suppression	3
FS	53	Fundamentals of Fire Prevention	3
FS	54	Fire Fighting Tactics and Strategy	3
FS	55	Hazardous Materials I	3
FS	56	Fire Protection Equipment and Systems	3
FS	57	Related Codes and Ordinances	3
FS	58	Fire Hydraulics	3
FS	59	Building Construction for Fire Protection	3
FS	60	Fire Company Organization and Management	3

FS	61	Fire Apparatus and Equipment	3
FS	62	Rescue Practices	3
FS	63A	Fire Service Principles & Proc. I	1
FS	63B	Fire Service Principles & Proc. II	1
FS	63C	Fire Service Principles & Proc. III	1
FS	63D	Fire Service Principles & Proc. IV	1
FS	63E	Fire Service Principles & Proc. IV Driver Training	1
FS	64A	Fire Control I	1
FS	64B	Fire Control II	1
FS	65A	Pump Operation	1
FS	66	Arson Investigation	3

TOTAL UNITS - 24 units to be taken from the listed courses

Adviser: Kroonen

Adviser: Miller/Rogers - Hi Desert

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

Courses Required:

Dept.	No.	Title	Units
FS	52	Introduction to Fire Suppression	3
FS	53	Fundamentals of Fire Prevention	3
FS	54	Fire Fighting Tactics and Strategy	3
FS	55	Hazardous Materials I	3
FS	56	Fire Protection Equipment and Systems	3
FS	57	Related Codes and Ordinances	3
FS	58	Fire Hydraulics	3
FS	59	Building Construction for Fire Protection	3
FS	60	Fire Company Organization and Management	3
FS	61	Fire Apparatus and Equipment	3
FS	62	Rescue Practices	3
FS	63A	Fire Service Principles and Proc. I	1
FS	63B	Fire Service Principles and Proc. II	1

FS	63C	Fire Service Principles and Proc. III	1
FS	63D	Fire Service Principles and Proc. IV	1
FS	63E	Fire Service Principles and Proc. IV	1
		Driver Training	1
FS	64A	Fire Control I	1
FS	64B	Fire Control II	1
FS	65A	Pump Operation	1
FS	66	Arson Investigation	3
Department Subtotal			20
Elective Subtotal			21
See C.O.D. General Education Requirements			
General Education Subtotal			15
DEGREE TOTAL			60
Adviser: Kroonen			
Adviser: Miller/Rogers - Hi Desert			

FOREIGN LANGUAGES

Students enrolled in Language 1, 2 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. The first two years of work in a foreign language in high school is generally considered to be equivalent to one semester in college; each successive year in a foreign language in high school is equal to one additional semester in college. Units earned in the Basic Spoken Foreign Language series 71A,B,C,D are eligible for transfer as humanities electives in the California State University and Colleges system and are baccalaureate degree applicable; however, they are not intended as a substitute for the traditional language courses to meet the language requirement where specified, but can be subject to evaluation on an individual basis.

Any student who feels qualified to take a more advanced course than indicated in his prior work will be encouraged to do so upon examination or by recommendation of the instructor.

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

Courses Required:	Units
Major Foreign Language 1-2	10
Major Foreign Language 3-4	8
A Second Foreign Language 1-2	10

Though foreign language study has become less mandatory or restrictive as an institutional graduation requirement, all colleges and universities usually consider it essential that any student receiving the Bachelor of Arts Degree have at least some knowledge of the language and civilization of other cultures. We are living in a very fluid Jet Age...Don't be a PEOPLE TO PEOPLE linguistic cripple...know something! Don't be an "American nothing."

Foreign languages are required or strongly recommended in the following career majors by selective four-year colleges and departments of the University of California campuses: (Students who are planning to transfer to a four-year institution should consult their respective catalogs for more specific information).

A.B. in all majors	History
U.C. Davis	Linguistic
Astronomy	Music
Art History	Natural Sciences
Anthropology	Mathematics

Bacteriology	Occupational Therapy
Bilingual Education	Physical Therapy
Botany	Paleontology
Child Development	Physics
Chicano Studies	Philosophy
Chemistry	Police Science
Comparative Literature	Political Science
Comparative Cultures	Pre-Dentistry
College of Fine Arts	Pre-Medicine
Dental Hygiene	Pre-Veterinary Medicine
English	Psychology
Etymology and Parasitology	Recreation
Economics	Social Sciences
Genetics	Theatre Arts (UCLA)
Geology	Zoology
Geography	
Humanities	
Hispanic Civilization	
Laboratory Technology & Microbiology	
Projected Foreign Language Pre-Major	

Subtotal	28
See C.O.D. General Education Requirements	
General Education Subtotal	40
DEGREE TOTAL	60

Adviser: Deti

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 of 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.

Preparation for Transfer to a Four-Year College and/or A.A. Degree in PHYSICAL EDUCATION				RE 1 Recreation Leadership	2
				RE 2A-B	
				C-D Recreation Field Work	2-4
Courses Required:				Department Subtotal	21-23
Dept.	No.	Title	Units	See C.O.D. General Education Requirements	
HE	1	Personal & Community Health	2	General Education Subtotal	40
PE	2A-B	Sports Officiating	2-2		
PE	4	Professional Skill Analysis	2	DEGREE TOTAL	61-63
PE	5A	Foundations of Coaching	3		
PE	8	Introduction to Health & Physical Ed.	2	Adviser: Marman	
PE	40-97	Physical Education Activity	4		

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

Courses Required:

Dept.	No.	Title	Units		
PE	8	Introduction to Health & Physical Education			2
		Beginning Instrument (1 class)			1
				Department Subtotal	18-20
				Elective Subtotal	5
RE	1	Recreation Leadership	2	See C.O.D. General Education Requirements	
RE	2A-B	Recreation Field Work	2-4		
		C-D		General Education Subtotal	40
RE	3	Outdoor Recreation	3		
HE	1	Personal and Community Health	2	DEGREE TOTAL	63-65
PE	1	First Aid and Safety	2		
PE	2A-B	Sports Officiating	4	Adviser: Garcia	

HOME ECONOMICS

General Information

The Home Economics Department has developed vocational programs in order to better serve the career and manpower needs of the Coachella Valley. We welcome you to our department and are ready to assist you in scheduling learning experiences that will enable you to reach your career goal and fulfill your human potential in life.

While at College of the Desert, we invite you to join our student chapter of California Home Economics Association. Our club helps create career awareness, leadership training, and articulation with other schools.

We are looking forward to having you as a member of our club and a major in our department. Please see your adviser for additional information.

Majors Currently Offered:

General Home Economics-Transfer
General Home Economics-Occupational
Nursery School Education
Fashion Design
Interior Design
Fashion Merchandising

Majors Being Developed Are:

Culinary Arts: Baking and Chef Training
Dietetic-Technician School Food Service Manager, Level II and III

Certificates Currently Offered:

Custom Sewing & Alterations
Nursery School Education: Teacher's Certificate, Director's Certificate

Certificates Being Developed Are:

Dietetic-Technician School
Food Service Manager, Level I and Assistant, Level II and III

Preparation for Employment and Certificate Program in
CUSTOM SEWING AND ALTERATIONS

Courses Required:

Dept.	No.	Title	Units		
BuDE	22	Retailing	3	HEc 50	Sewing on Special Fabrics 2
HEc	23	Textiles: Fibers & Fabrics	3	HEc 51	Wardrobe & Fashion Coord. 2
HEc	42	Advanced Clothing Construction	2	HEc 52	Clothing Accessories & Millinery 2
HEc	43	Women's & Girls' Stretch Knits	2	HEc 55	Alterations 2
HEc	44	Men's & Boys' Stretch Knits	2	HEc 57	Commercial Sewing Techniques I 2
HEc	45	Custom Tailoring	2	HEc 58	Commercial Sewing Techniques II 2
HEc	46	Fashion Design - Flat Pattern I	2	WEV 95	Work Experience 2
HEc	48	Fashion Design - Flat Pattern II	2		
				Department Subtotals	32
				Total Units Required for Certificate	32
				Adviser: Mrs. Lawson	

Preparation for Employment and Occupational A.A. Degree Program in FASHION DESIGN

Courses Required:

Dept.	No.	Title	Units
HEc	23	Textiles: Fibers & Fabrics	3
HEc	38	Fashion Illustration	2
HEc	39	Historic Costume	3
HEc	42	Advanced Clothing Construction	2
HEc	45	Custom Tailoring	2
HEc	46	Fashion Design - Flat Pattern I	2
HEc	48	Fashion Design - Flat Pattern II	2
HEc	49	Individual Study Project	1
HEc	50	Sewing on Special Fabrics	2
HEc	51	Wardrobe & Fashion Coordination	2
HEc	57	Commercial Sewing Techniques I	2
HEc	58	Commercial Sewing Techniques II	2
WEV	95	Work Experience	4
Department Subtotal			29
Elective Subtotal			16
See C.O.D. General Education Requirements			
General Education Subtotal			15
DEGREE TOTAL			60

Adviser: Mrs. Lawson

Preparation for Employment and Occupational A.A. Degree Program in FASHION MERCHANDISING

Courses Required:

Dept.	No.	Title	Units
BuDE	25	Advertising	3
BuDE	55	Retail Merchandising	3
HEc	23	Textiles: Fibers & Fabrics	3
HEc	36	Intro. to Fashion Careers	2
HEc	38	Fashion Illustration	2
HEc	39	Historic Costume	3
HEc	49	Individual Study Project	1
HEc	51	Wardrobe & Fashion Coordinating	2
Math	53	Fundamentals of Mathematics	3
WEV	95	Work Experience	4
Department Subtotal			26
Elective Subtotal			19
See C.O.D. General Education Requirements			
General Education Subtotal			15
DEGREE TOTAL			60

Adviser: Mrs. Lawson

Preparation for Employment and Occupational A.A. Degree Program in HOME ECONOMICS

Courses Required:

Dept.	No.	Title	Units
HEc	1	Consumer Survival	3
HEc	3	Household Maintenance & Equipment	2
HEc	11	Foods & Nutrition	3
HEc	12	Meal Management & Hospitality	3
HEc	13	General Nutrition	3
HEc	21	Design of Interiors	2
HEc	40	Beginning Clothing Construction	2
HEPR	61	Child Development	3
Soc	10	Marriage & Family	3
Department Subtotal			22
Elective Subtotal			23
See C.O.D. General Education Requirements			
General Education Subtotal			15
DEGREE TOTAL			60

Adviser: Mrs. Roberts

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

Courses Required:

Dept	No.	Title	Units
Choose 15 units from the following classes:			
HEc	1	Consumer Survival	3
HEc	11	Foods & Nutrition	3
HEc	12	Meal Management Hospitality	3
HEc	13	General Nutrition	3
HEc	21	Design of Interiors	2
HEc	23	Textiles: Fibers & Fabrics	3
HEc	40	Beginning Clothing Construction	2
HEc	41	Intermediate Clothing Construction	2
HEc	42	Advanced Clothing Construction	2
HEc	51	Wardrobe & Fashion Coordination	2
HEPR	61	Child Development	3
Soc	10	Marriage & Family	3
Department Subtotal			15
See C.O.D. General Education Requirements			
General Education Subtotal			45
DEGREE TOTAL			60

Adviser: Mrs. Roberts

Preparation for Employment and Occupational A.A. Degree Program in INTERIOR DESIGN

Courses Required:

Dept.	No.	Title	Units
Arch	5	Perspective, Shades & Shadows	2
Arch	48	Arch. Print Reading & Drafting	3
Art	2A	History of Art	3
Art	3A	Basic Design/Color	3
BuDE	55	Retail Merchandising	3
HEc	1	Consumer Survival	3
HEc	3	Household Maintenance & Equipment	2
HEc	21	Design of Interiors	2
HEc	22	Furniture: Styles/Finishes	3
HEc	23	Textiles: Fibers & Fabrics	3
HEc	27	Slip Covering	2
HEc	28	Drapery & Curtains	2
HEc	49	Individual Study Project	1
Up	41	Upholstery	2
WEV	95	Work Experience	6

Department Subtotal 40

Elective Subtotal 5

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Adviser: Mrs. Lawson

Preparation for Employment and Certificate Program in NURSERY SCHOOL EDUCATION

Courses Required:

Dept.	No.	Title	Units
HEPR	61	Child Development	3
Soc	10	Marriage & Family	3

6 Units from the following classes:

HEPR	62	Pre-School Learning: Methods & Materials	3
HEPR	66	Parent Education - Observation Participation	3
HEPR	71A	Pre-School Art	3
HEPR	71B	Pre-School Sensorimotor	3
HEPR	71C	Pre-School Music	3
HEPR	71D	Pre-School Science	3
HEPR	71E	Pre-School Language Arts	3
HEPR	72	Play & Socialization	3

*Teacher Certificate Total Units 12

HEPR	70	Nursery School Administration	3
Director's Certificate Total Units			15

*Note: This certificate for public and private nursery school personnel is required by State Health Department.

Adviser: Mrs. Roberts

Preparation for Employment and Occupational A.A. Degree Program in NURSERY SCHOOL EDUCATION

Courses Required:

Dept.	No.	Title	Units
HE	1	Personal & Community Health	2
HEPR	61	Child Development	3
HEPR	62	Pre-School Learning: Methods & Materials	3
HEPR	66	Parent Education - Observation Participation	3
HEPR	71A	Pre-School Art	3
HEPR	71B	Pre-School Sensorimotor	3
HEPR	71C	Pre-School Music	3
HEPR	71D	Pre-School Science	3
HEPR	71E	Pre-School Language Arts	3
HEPR	72	Play & Socialization	3
PE	1	First Aid & Safety	2
Soc	10	Marriage & Family	3
WEV	95	Work Experience	4

Department Subtotal 38

Elective Subtotal 7

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Adviser: Mrs. Roberts

LAW ENFORCEMENT

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

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

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

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

Preparation for Employment and Certificate Program in LAW ENFORCEMENT

Courses Required:

Dept.	No.	Title	Units
LE	51	Introduction to Law Enforcement	3
LE	52	Criminal Law	3
LE	53	Criminal Evidence	3
LE	54	Administration of Justice	3
LE	55	Criminal Investigation	3
LE	56	Patrol Procedures	3
LE	57	Traffic Control	3
LE	58	Juvenile Procedures	3
LE	59	Firearms	1
LE	60	Defensive Tactics	1
LE	63	Police-Community Relations	3

First Aid Course(card acceptable but no units allowed)

Students desiring careers in LAW ENFORCEMENT may elect the above job entry-oriented program for possible employment with a local, state, or federal law enforcement agency. There are certain minimum physical and good moral character requirements for peace officers. Students may obtain additional information from the Law Enforcement staff.

TOTAL UNITS (with Department Chairperson's approval) 27-29

Adviser: Mills

Adviser: Miller/Rogers - High Desert

Preparation for Employment and Occupational A.A. Degree in LAW ENFORCEMENT

Courses Required:

Dept.	No.	Title	Units
LE	51	Introduction to Law Enforcement	3
LE	52	Criminal Law	3
LE	53	Criminal Evidence	3
LE	54	Administration of Justice	3
LE	63	Police-Community Relations	3

ELECTIVES

LE	55	Criminal Investigation	3
LE	56	Patrol Procedures	3
LE	57	Traffic Control	3
LE	58	Juvenile Procedures	3
LE	59	Firearms	1
LE	60	Defensive Tactics	1
LE	64A,BS	Supervisory Personnel Development (2 semesters, 3 units each)	3
LE	65	Traffic Accident Investigation	3
LE	66	Constitutional Law for Police	3
LE	67	Collection/Preservation of Evidence & Crime Scene Recording	3
LE	68	Narcotic Control	3
LE	70	Introduction to Correction	3
LE	71	Wildlife Law Enforcement	3
LE	77	Criminal Substantive Law	3

Department Subtotal	20
Elective Subtotal	25

See C.O.D. General Education Requirements	
General Education Subtotal	15
DEGREE TOTAL	60

Adviser: Mills

Adviser: Miller/Rogers - High Desert

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

Courses Required:

Dept.	No.	Title	Units
LE	51	Introduction to Law Enforcement	3
LE	52	Criminal Law	3
LE	53	Criminal Evidence	3
LE	54	Administration of Justice	3
LE	63	Police-Community Relations	3

ELECTIVES

LE	55	Criminal Investigation	3
LE	56	Patrol Procedures	3

LE	57	Traffic Control	3	LE	70	Introduction to Correction	3
LE	58	Juvenile Procedures	3	LE	77	Criminal Substantive Law	3
LE	59	Firearms	1				
LE	60	Defensive Tactics	1			Department Subtotal	20
LE	64A,BS	Supervisory Personnel Development (2 semesters, 3 units each)	3			See C.O.D. General Education Requirements	
LE	65	Traffic Accident Investigation	3			General Education Subtotal	40
LE	66	Constitutional Law for Police	3			DEGREE TOTAL	60
LE	67	Collection/Preservation of Evidence & Crime Scene Recording	3			Adviser: Mills	
LE	68	Narcotic Control	3			Adviser: Miller/Rogers - High Desert	

LEARNING RESOURCE CENTER

The Learning Resource Center is organized with the philosophical commitment that efficient distribution of information is central to the learning process. Further, there is the realization that we are living in a society which generates new information at an exponential rate and that this information is contained in a variety of print and non-print formats. The central role of the LRC is to provide access to information in the most efficient manner and to insure that the information is timely with respect to the instructional programs. Service to students, faculty, and community is of primary importance.

The LRC consists of the following components: Library, Audiovisual and Broadcast Service Center, Math/Study Skills Lab, Reading Lab and Listening Lab. The Library provides books, periodicals, pamphlets, government documents, and non-print material to support the instructional program. Located on the main floor are the general book, reserve, reference, periodical, microfilm, and non-print collections. Videocassettes and audiocassettes are circulated directly to patrons for use on electronic carrels.

The Audiovisual Broadcast Service Center provides non-print media services to students and faculty. The major emphasis of the Service Center is to supply films and television programs for instructional purposes within the college district. Also, the Center distributes and maintains the attendant equipment for viewing the material. A major function of the Center is processing all film rental orders for the faculty. The Service Center staff consults with faculty, staff, students, and community persons interested in utilization, purchase, operation, and maintenance of equipment and related media systems design. The Service Center maintains media production equipment for locally produced instructional material.

The Math/Study Skills Lab, Reading Lab and Listening Lab offer support for individualized instruction. These labs specifically support the curriculum in Mathematics, Study Skills, Reading and Foreign Language.

The Learning Resource Center's mission is to increase the availability of information in the learning environment with the intent of broadening the knowledge base in the community and to have this knowledge in turn impact upon the society.

LIBERAL STUDIES

The Liberal Studies major was formerly called the General Education major. It is designed to provide a student with a broad foundation in the liberal arts and sciences in studies broader than those traditionally presented within one discipline. This major allows the student to explore in different areas while making progress toward the A.A. degree. It is appropriate for the student who does not plan to continue his/her formal education beyond College of the Desert. It also is appropriate for the student who intends to transfer to a four year college or university in the equivalent upper division major. If a student is interested in teaching at the elementary school level, this program represents one effective way to prepare.

The major consists of 40 units general education pattern required of all transfer students. For the transfer program major, the balance of the sixty units is chosen from transferable courses, with the approval of the adviser. For the non-transfer major, the balance of the sixty units can be selected from any credit courses; again with the approval of the adviser.

MUSIC

The Music Department curriculum is primarily directed toward the transfer major, since the principal utilization of these courses is by these students. The Department's offerings divide themselves into three categories:

1. Required and elective courses for the music major.
2. Music performance organizations open to both major and non-major.
3. Humanities courses primarily directed to the non-major.

Persons planning to major in music should confer with an advisor within the department before selecting courses toward that major.

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

Courses Required:

Dept.	No.	Title	Units
Mus	1A,B	Musicianship	12
	C,D		
Mus	2A,B	Harmony	8
	C,D		
Mus	4	Counterpoint	3
Mus	11A,B	Survey of Music Literature	6
Mus	40-48		
		Music Performance (one course chose from elected performance area) (Music 40-48A,B,C,D)	8

*Music Performance 41 ABCD and Music Performance 48ABCD require concurrent enrollment in Accompanying 61ABCD.

Four units of Performance Organization chosen from the following courses:

Mus 27, 30-35ABCD	4
Department Subtotal	41
See C.O.D. General Education Requirements	
General Education Subtotal	40
DEGREE TOTAL	81
Adviser: Norman	

NURSING AND ALLIED HEALTH

The Nursing and Allied Health Department offers two programs in nursing leading to California licensure as well as a Respiratory Therapy program and a cluster of Medical Assisting Programs.

The Associate of Arts in Nursing program may be completed in two academic years and will qualify the student for admission to the examination for licensure as a registered nurse.

The Vocational Nursing program will qualify the student for admission to the examination for licensure as a vocational nurse.

Advanced placement may be possible for students transferring from other nursing programs. Transcripts should be submitted for evaluation.

Vocational nurses successfully challenging the first year of the Associate Degree Program and meeting all other qualifications as listed in the brochure will be admitted at the third semester level on a space available basis. Vocational nurses selecting the thirty unit option must be licensed in the State of California. These nurses must complete 10 units of Science to include Microbiology and Physiology, and 20 units of Nursing.

Diploma school graduates licensed in California may receive 30 units of nursing credit and complete 30 units in general education requirements (with a minimum of 12 units in residency at College of the Desert) for an Associate in Arts in Nursing.

Special arrangements may be made to assist nurses licensed in another state or country to fulfill deficiencies through challenge examinations in order to qualify for examination for California licensure. The examinations may also be taken by Registered Nurses for the purpose of self evaluation. Contact an advisor in the Nursing and Allied Health Department for further information.

ASSOCIATE DEGREE NURSING PROGRAM PHILOSOPHY

The Associate Degree Nursing Program functions within the philosophical framework of College of the Desert.

We, the Faculty, believe that learning is the individual, essentially self-paced activity of the learner interacting with the total environment. Utilization of educational principles and the problem solving process result in a change of behavior in the learner. The teacher acts as motivator, facilitator and resource person using a theoretical balance between humanistic and behavioral principles throughout the teaching-learning process.

We believe that nursing is a process, and in utilizing this process, nurses associate with individuals to achieve and maintain an optimal level of wellness throughout the life span. The role of the practitioner is rapidly changing as nursing emerges as a profession concerned with the health consumer in a variety of settings and situations.

We believe that nursing education provides for upward and lateral mobility. Through providing client centered care, the student becomes competent in the skills necessary for the use of the nursing process. Associate degree education in the community college prepares the technical nurse practitioner to use the nursing process in giving health care to clients. The technical nurse functions in diverse community health agencies, but primarily in acute and long term care facilities. A balance of general education and nursing courses increases the depth and broadens the scope of knowledge required for assuring quality health care delivery.

ASSOCIATE DEGREE NURSING PROGRAM OBJECTIVES

At the completion of the program the student will:

Assess significant and subtle changes in appearance and behavior of the client and act on these to promote optimal wellness and/or provide comfort and dignity.

Demonstrate the use of authoritative sources of information in selecting scientific principles for planning, implementing and evaluating nursing care to assure quality of health care delivery.

Demonstrate the utilization of intra-agency and community resources for meeting health needs of the client.

Interact with members of the health team to mutually plan for the physical and psychosocial needs of the client.

Administer medications and treatments with competency to promote and maximize anticipated therapeutic results and to minimize untoward effects.

Manipulate the environment to promote the safety and comfort of the client.

Teach clients and their families to manage their health and maximize their quality of life.

Practice as a health consumer advocate within the statute of limitations of the California Nurse Practice Act.

Seek and take active part in continuing education for professional and personal growth.

Define and describe the heritage and future trends of the nursing profession related to professional standards and self goals.

PHILOSOPHY OF VOCATIONAL NURSING PROGRAM

The Vocational Nursing Program functions within the framework of the College of the Desert philosophy.

We, the faculty, believe the vocational nurse, who functions under the direction of a registered professional nurse, technical nurse or physician, is an essential member of the nursing care team.

We believe that the Vocational Nursing Program may serve either as a segment in the career ladder or as a terminal program in nursing.

We believe that learning is an activity of the learner and progresses from simple to complex concepts.

OBJECTIVES OF VOCATIONAL NURSING PROGRAM

At the completion of the program the graduate will:

1. Make nursing assessments of the patient and report and record this information.
2. Use appropriate sources of information in planning and evaluating nursing care of the patient.
3. Utilize community resources for meeting health needs of the patient.
4. Function as a member of the Health Care team in meeting the needs of the patient.
5. Administer medications and treatments with understanding of therapeutic results.
6. Recognize situations which constitute a potential danger in the nursing environment and eliminate or minimize the hazard.
7. Use opportunities for health teaching to patients and their families.
8. Seek continued professional and personal growth as a nurse and as a citizen.

MEDICAL ASSISTING PROGRAM

This program is a cluster of Medical Assisting Occupations including all of the following:

Nursing Assistant
Hospital Unit Secretary
Lab Assistant
Operating Room Technician
E.K.G. Technician
X-Ray Assistant
Doctors Office Nurse
Clinic Nurse

Students may enter the program at any time during the semester depending upon their skills and experience, and stop at any point where they may obtain employment in the occupation of their choice.

After the initial semester training in basic nursing procedures, communication skills, and hospital ethics, students are placed in a specialized department of the hospital to work with hospital personnel. This cooperation between the hospitals and College of the Desert is essential for the success of the program.

A Certificate of Completion is awarded upon the satisfactory completion of any aspect of the program and the area of specialty recorded. An Associate in Arts degree is available but not required in Medical Assisting.

EMERGENCY MEDICAL TECHNICIAN

The Emergency Medical Technician Program prepares individuals to recognize illnesses and injury symptoms and to provide legal permissible emergency treatment set forth by the standards of the State Department of Public Health.

The curriculum consists of classroom instruction, demonstrations, practical drills, and written examination. Emergency room observation and training are required as well as emergency ambulance or rescue calls.

Upon completion of the program the student will receive a certificate that is valid for two years and which meets the requirements of the State Department of Public Health for emergency care.

This program meets all criteria of the State Department of Public Health for the Emergency Medical Technician I.

RESPIRATORY THERAPY PROGRAM

PHILOSOPHY

The field of respiratory therapy is relatively new but firmly established as a viable and necessary component of total patient care. The 24 month respiratory therapy program at College of the Desert prepares the individual to sit the national registry exam of the National Board of Respiratory Therapy. The faculty of the program provide motivation and resource to the individual so that true learning may be accomplished.

The program further provides a sound technical base from which the student can have the educational advantage of upward and lateral mobility.

Respiratory therapy is the health science that deals primarily with the evaluation and treatment of the cardiac and respiratory systems. The practitioner in respiratory therapy must deal with all age groups of patients from the neonates through the geriatrics. As such the individual must be physically and emotionally capable of dealing within the realm of the inter-personal with the patient and the patient's family.

Many cardiorespiratory patients are severely disabled by their inability to breathe normally. It is thus necessary to treat these individuals through a health care team. The therapist is only one member of the team and must have the ability to interact and communicate on a professional level with the other team members.

It is the desire of the Respiratory Therapy program at College of the Desert to prepare respiratory therapists who are not only competent in the application of respiratory therapy procedures but also capable of delivering humanistic patient care. It is to this goal that the curriculum is designed and it is to this goal that candidates will be selected for the program.

RESPIRATORY THERAPY PROGRAM

OBJECTIVES

Upon completion of the Respiratory Therapy Curriculum the student will:

1. Provide competent cardiorespiratory therapy to all patients requiring breathing assistance.
2. Test the cardiorespiratory function of patients for the purpose of diagnosis and assessment.
3. Assist patients in pulmonary rehabilitation programs.
4. Provide assistance to the physician as concerns assessment of the cardiorespiratory health of patients.
5. Practice as an integral member of the health care team, remaining within the guidelines of the American Association.

Preparation for Employment and Certificate Program in
MEDICAL ASSISTING

MEDICAL ASSISTING I

Dept.	No.	Title	Units
MA	61	Medical Terminology	2
MA	65	Health Worker and the Law	1
MA	66	Medical Assisting I	4
MA	66L	Medical Assisting I Lab	5

Certificate given upon satisfactory completion of the above courses is: Nursing Assistant Certificate

MEDICAL ASSISTING II

MA	67	Medical Assisting II	5
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MA	67L	Medical Assisting II Lab	5
MA	63	Medical Insurance & Records	3
BuSS	50A	Beginning Typewriting	2

Certificate given upon satisfactory completion of the above courses are: Laboratory Assistant and EKG Technician

MEDICAL ASSISTING III

MA	68	Medical Assisting III	5
WEV	96	Medical Assisting III Lab, Work Experience	8
Psy	33	Personal and Social Adjustment	3

Certificate given upon satisfactory completion of all of the above courses is: Medical Assistant, Doctor's Office

Preparation for A.A. Degree in MEDICAL ASSISTING:

MA	65	Health Worker and the Law	1
MA	66	Medical Assisting I	4
MA	66L	Medical Assisting I Lab	5
MA	67	Medical Assisting II	5
MA	67L	Medical Assisting II Lab	5
MA	68	Medical Assisting III	5
WEV	96	Medical Assisting III Lab, Work Experience	8
MA	61	Medical Terminology	2
Span	50A	Spanish for Allied Medical Professions	3
BuAc	66	Accounting Records & Procedures	3
BuOp	64	Records Management	2
BuSS	50A	Beginning Typewriting	2
BuSS	50B	Intermediate Typewriting	2
BuSS	57	Machine Transcription	2
MA	63	Medical Insurance and Records	3
Bi	35	Basic Human Health Sciences	3
Psy	33	Personal and Social Adjustment	3
Psy	10	Psychological Aspects of Marriage and Family	3
Eng	51	Contemporary Communication Skills	3
PE	20	P.E. Activity (Nurses) (If under 21 yrs.)	2

DEGREE TOTAL 64

Adviser: Marshall

Adviser: High Desert-Marshall

REQUIREMENT TESTS: ACT, CMM, NELSON-DENNY

Preparation for A.A. Degree in REGISTERED NURSING

(Graduates eligible for Licensing Examination in California)

Courses Required:

Dept.	No.	Title	Units
Bi	22A	Human Anatomy	4
Bi	22B	Human Physiology	5
Bi	15	General Microbiology	4
Psy	1	General Psychology	3
Soc	1	Introductory Sociology	3
Eng		English	3
Sp		Speech	3
		Humanity (Elective)	3
N	5	Nursing Fundamentals I	9
N	6	Nursing Fundamentals II	9
N	7	Nursing Fundamentals III	10
N	8	Nursing Fundamentals IV	10
PE	20	P.E. Activity (Nurses) (If under 21 yrs.)	2

See Brochure for Admission Requirements

DEGREE TOTAL 66

Adviser: Katz

Preparation for Program in VOCATIONAL NURSING

(Graduates eligible for Licensing Examination in California)

Courses Required:

Dept.	No.	Title	Units
VN	1	Vocational Nursing I	15

VN	2	Vocational Nursing II	15
VN	3	Vocational Nursing III	15
PE	20	P.E. Activity (Nurses) (If under 21 yrs.)	2
See Brochure for Admission Requirements			
TOTAL UNITS			45

Adviser: Katz/Kelly

Preparation for Employment and Occupational A.A. Degree Program in RESPIRATORY THERAPY

Courses Required:

Dept.	No.	Title	Units
RT	51	Introduction to Respiratory Therapy	4
RT	52	Medical Gas and Aerosol Therapy	7
RT	53	Cardiopulmonary Pharmacology	2
RT	54	Assisted Ventilatory Therapy	11
RT	55	Cardiopulmonary Special Procedure	4
RT	56	Methods of Continuous Ventilatory Support	11
RT	57	Cardiopulmonary Pathophysiology	3
RT	58	Cardiopulmonary Function Testing and Rehabilitation	7
RT	59	Respiratory Therapy Seminar	3
PE	20	P.E. Activity (Nurses) (If under 21 yrs.)	2

Department Subtotal 54

Other Required Courses:

Eng	3A	Freshman Composition I	3
Bi	22A	Human Anatomy	4
Bi	22B	Human Physiology	5
Bi	15	Microbiology	4
Ph	1	Basic Physics	4
Psy	1	General Psychology	3

Electives:

Humanity 3

DEGREE TOTAL 80

Adviser: Engdahl

SCIENCES - BIOLOGICAL AND PHYSICAL

The Science Department has available a broad offering of courses in the Biological and Physical Disciplines. The aim of the department 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.

BIOLOGICAL SCIENCES

Students majoring in Biological Science, Medicine, Pharmacy, Dentistry, or Allied Fields should complete Biology 1A and 1B to establish a strong foundation prior to transfer. Majors in Biological Science and Pharmacy should also complete Biology 1C. General Education students wishing to complete a science requirement should complete Biology 4, Biology 4 Laboratory, or Biology 1A, 1B or 1C as preferred.

Preparation for Transfer to a Four-Year College and/or A.A. Degree in BIOLOGY, PREPROFESSIONAL (includes, BIOLOGY, ZOOLOGY, BOTANY, PREMEDICINE, PREDEPARTMENT, PREPHARMACY, PREVETERINARY MEDICINE, BACTERIOLOGY, MICROBIOLOGY, ENTOMOLOGY, PARASITOLOGY, BIOLOGICAL OCEANOGRAPHY)

Courses Required: (Based on minimum prior preparation)*

Dept.	No.	Title	Units
Ch	1A	General Chemistry	5
Ch	1B	General Chemistry	5
Phy	2A	General Physics	4
Phy	2B	General Physics	4
Math	1A	Calculus/Analytic Geometry	4
Bi	1A	General Biology - Principles	5
Bi	1B	General Zoology	5
Bi	1C	General Botany	5

(Consult catalog of transfer institution for specific requirements)

Consult course descriptions for prerequisites

Department Subtotal	37
See C.O.D. General Education Requirements	
General Education Subtotal	40
DEGREE TOTAL	77

***IMPORTANT NOTE:** The student must see Adviser 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 Bi 1A, and 1B to establish a strong formation prior to transfer. Majors in Biological Science and Pharmacy should also complete Bi 1C.

Advisers:

Bender - Bacteriology, Microbiology, Nursing, Veterans
 Bird - Premedicine and Pre-dentistry
 Bowie - Botany, Pre-pharmacy, Pre-veterinary Medicine
 Burrage - Biology, Entomology, Parasitology, Zoology
 Salter - Biology
 White - Hi Desert, All Fields

Preparation for Transfer to a Four-Year College and/or A.A. Degree in CHEMISTRY (Includes BIO-CHEMISTRY)

Courses Required:

Dept.	No.	Title	Units
Ch	1A	General Chemistry	5
Ch	1B	General Chemistry	5
Math	1A	Calculus w/Analytic Geometry	4
Math	1B	Calculus w/Analytic Geometry	4
Phy	2A	General Physics	4
Phy	2B	General Physics - OR -	4
Phy	4A	Engineering Physics	5
Phy	4B	Engineering Physics	5

(Physics selection depends on requirements of transfer institution)

Ch	10A	Organic Chemistry	5
Ch	10B	Organic Chemistry	5

If Organic Chemistry is not offered then:

Bi	1A	General Biology	5
Bi	1B	General Zoology	5

Department Subtotal **34-38**

Pre-Med, Chemistry and Biochemistry Majors should take Bi 1A and Bi 1B in addition to Organic Chemistry.

General Education Subtotal **40**

DEGREE TOTAL 74-78

*See Adviser

Adviser: Bird
 Adviser: White - Hi Desert

Preparation for Transfer to a Four-Year College and/or A.A. Degree in GEOLOGY (includes EARTH SCIENCE*, PALEONTOLOGY, PHYSICAL OCEANOGRAPHY)

Courses Required:

Dept.	No.	Title	Units
Ch	1A	General Chemistry	5
Ch	1B	General Chemistry	5
Phy	2A	General Physics	4
Phy	2B	General Physics - OR -	4
Phy	4A	Engineering Physics	5
Phy	4B	Engineering Physics	5

(Physics requirement depends on transfer institution.)

Bi	1A	General Biology	5
Bi	1B	General Zoology	5
Math	1A	Calculus/Analytic Geometry	4
Math	1B	Calculus/Analytic Geometry	4
G	1	Physical Geology	4
G	2	Historical Geology	4
G	3	Elementary Mineralogy	4

Consult above course descriptions for prerequisites.

*Should add Astronomy 2.

Department Subtotal 52

See C.O.D. General Education Requirements

General Education Subtotal 40

DEGREE TOTAL 70-78

Adviser: Meyer

Adviser: White - Hi Desert

Consult with adviser before embarking on program.

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

Courses Required:

Dept.	No.	Title	Units
Math	1A	Calculus with Analytic Geometry	4
Math	1B	Calculus with Analytic Geometry	4
Math	2A	Calculus with Analytic Geometry	4
Math	2C	Differential Equations	4
Ch	1A	General Chemistry	5
Ch	1B	General Chemistry	5
Phy	4A	Engineering Physics	5
Phy	4B	Engineering Physics	5
Phy	5	Computer Programming I (Recommended)	3

Consult course descriptions of above courses for prerequisites.

Department Subtotal 36-39

See C.O.D. General Education Requirements

General Education Subtotal 40

DEGREE TOTAL 68-71

Adviser: Grannan

Adviser: Lee - Hi Desert

SOCIAL SCIENCES

Instruction in the Social Sciences at College of the Desert includes the following subject areas: Anthropology, Economics, Geography, History, Philosophy, Political Science, Psychology, Sociology, and Social Science (General). Students majoring in these fields are usually preparing to transfer to a four-year college to complete their major. A few, not desiring a bachelor's degree, will upon receiving an Associate in Arts degree in a social science, work as a paraprofessional in their chosen field.

Listed elsewhere in this Catalog and in the Schedule of Classes are the faculty advisers in each of these subject areas.

Once a student has decided upon a major, the student should confer with the appropriate adviser in planning a course of study. It is also advisable that the college from which the student plans to get a bachelor's degree be selected early in order to coordinate graduation requirements for the A.A. degree and the B.S. degree.

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

Courses Required:

Dept.	No.	Title	Units
Anth	1	Physical Anthropology	3
Anth	2	Cultural Anthropology	3
Anth	3	Intro. to Archaeology	3
Subtotal			9

General Education Requirement

A. Natural Sciences (2 courses including one lab; one course must be physical and one must be biological science. Consult with adviser. Approximately 7 units.)

B. Humanities (3 courses, one from three of the following five sections: Art, Communication, Foreign Language, Music, or Philosophy. Consult with adviser. Approximately 9 units.)

C. Basic Subjects (3 courses, one must be English and one must be Speech. Consult with adviser. Approximately 10 units.)

Approximate Subtotal 26

Additional Elective Courses

25 additional units needed to complete the 60 unit total required for graduation and/or transfer eligibility; consult with adviser but the following are recommended:

PS	1	Introduction to Government	3
Soc	3	Statistical Methods	3
Soc	14	Minorities in the Americas	3
Hist	1	Western Civilization	3
Hist	2	Western Civilization	3
Geog	1	Physical Geography	3
Geog	2	Cultural Geography	3
Geog	7	Regional Geography	3
PE		Any two activity courses	2

Subtotal 26

DEGREE TOTAL 60

Adviser: S. R. McWilliams

Preparation for transfer to a Four-Year College and/or A.A. Degree in ECONOMICS

Courses Required:

Dept.	No.	Title	Units
BuAc	1	Accounting	3
BuAc	2	Accounting	3
BuAc	73	Fundamentals Data Processing	3
BuMa	20A	Business Law	3
Econ	1	Principles of Economics	3
Econ	2	Principles of Economics	3
Soc	3	Statistical Methods Social Sciences	3
Math	20	Mathematics Business Analysis	3

Departmental Subtotal 24

See C.O.D. General Education Requirements

General Education Subtotal 29

See adviser for additional recommended courses to complete 60 unit requirement for graduation.

DEGREE TOTAL 60

Adviser: McKell

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

Courses Required:

Dept.	No.	Title	Units
Geog	1	Physical Geography	3
Geog	2	Cultural Geography	3
Geog	7	Regional Geography	3

Subtotal 9

General Education Requirement

A. Natural Sciences (2 courses including one lab; one course must be physical, the other biological science. Consult with adviser. Approximately 7 units.)

B. Humanities (3 courses, one from three of the following five sections: Art, Communication, Foreign Language, Music, or Philosophy. Consult with adviser. Approximately 9 units.)

C. Basic Subjects (3 courses, one must be English and one speech. Consult adviser. Approximately 10 units.)

Approximate Subtotal 26

Additional Elective Courses

25 additional units needed to complete the 60 unit total required for graduation and/or transfer eligibility; consult with adviser but the following are recommended:

PS	1	Introduction to Government	3
Hist	1	Western Civilization	3
Hist	2	Western Civilization	3
Econ	1	Principles of Economics	3
Anth	1	Physical Anthropology	3
Anth	2	Cultural Anthropology	3
Anth	3	Intro to Archaeology	3
Soc	3	Statistical Methods	3
PE		Any two activity courses	2

Subtotal 26

DEGREE TOTAL 60

Adviser S. R. McWilliams

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

Courses Required:

Dept.	No.	Title	Units
Hist	1	History Western Civilization	3
Hist	2	History Western Civilization	3
Hist	17	United States History	3
Hist	18	United States History	3
Anth	1	Introduction Physical Anthropology	3
Phil	10	General Logic	3
PS	1	Introduction to Government	3

Department Subtotal 21

See C.O.D. General Education Requirements

General Education Subtotal 20

See adviser for additional recommended courses to complete 60 unit graduation requirement.

DEGREE TOTAL 60

Adviser: McDermott

Adviser: Dean-Hi Desert

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

Courses Required:

Dept.	No.	Title	Units
PS	1	Introduction to Government	3

PS	2	Intro. to Comparative Governments	3
	OR		
PS	4	Intro. to International Relations	3

With the assistance of your academic adviser, select additional social science courses to complete a minimum of 20 units in the social sciences.

Department Subtotal	20
See C.O.D. General Education Requirements for graduation	
General Education Subtotal	40
DEGREE TOTAL	60

Advisers: McFadyen/Thu
Adviser: Merritt-Hi Desert

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

Courses Required:

Dept.	No.	Title	Units
PS	1	Introduction to Government	3
Hist	1	Western Civilization	3
Anth	1	Physical Anthropology	3
Psy	1	General Psychology	3
Econ	1	Principles of Economics	3
Hist	18	United States History	3
Phil	6	Introduction to Philosophy	3

Department Subtotal	21
See C.O.D. General Education Requirements	
General Education Subtotal	23
See adviser for additional recommended courses to complete 60 unit requirement for graduation.	
DEGREE TOTAL	60

Adviser: Nunan

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

Courses Required:

Dept.	No.	Title	Units
Psy	1	General Psychology	3
Psy	2	Experimental Psychology	3
Soc	1	Introduction to Sociology	3
Bi	1A	General Biology	5
Bi	1B	General Biology	5
Soc	3	Statistical Methods Social Science	3
Math	10	College Algebra	3

Department Subtotal	25
See C.O.D. General Education Requirements	
General Education Subtotal	25
See adviser for additional recommended courses to complete 60 unit requirement for graduation.	
DEGREE TOTAL	60

Advisers: Thorness/Hedquist

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

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/Social Analysis	3
Soc	3	Statistical Methods Social Sciences	3
Hist	28	Minorities in the Americas	3
Psy	1	General Psychology	3

Department Subtotal	21
See C.O.D. General Education Requirements	
General Education Subtotal	23
See adviser for additional recommended courses to complete 60 unit requirement for graduation.	
DEGREE TOTAL	60

Adviser: Bolanos

COOPERATIVE WORK EXPERIENCE EDUCATION

Cooperative Work Experience Education is a "real world" approach to Career Planning and/or Career Improvement where the student is provided an opportunity to have classwork relate directly to on-the-job work experience. In this program the entire community serves as a laboratory where local business experts serve as instructors and millions of dollars worth of equipment is used by participating students.

When guidelines and responsibilities are met, units of college credit are granted students that work with employers who are participating in the program. Students that plan to continue their education will find that College of the Desert Work Experience units will transfer to California State Universities and University System (the actual number of units accepted will be determined by the receiving institution). Cooperative Work Experience Education units will count toward elective unit requirements in occupational, transfer, or Associate of Arts Degree programs.

ANNOUNCEMENT OF COURSES

The courses on the following pages are alphabetically arranged by subject matter. Prerequisites indicate the College of the Desert course which should be taken prior to enrollment in a given course. (In A,B,C,D sequences, A is usually prerequisite to B, etc.) Students who have had training or experience which they feel is equivalent to a prerequisite course may enroll in the course level appropriate with their experience. Concerns about placement should be discussed with the Department Chairperson.

CLASSIFICATION AND NUMBERING OF COURSES

There are two types of courses 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. The credit awarded by College of the Desert for completion of the course 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 and Colleges, or an accredited independent college or university. Courses 1-49 are largely applicable toward baccalaureate degrees. Some courses numbered from 50-99 are selectively approved for transfer by the two state public systems.

2. **Non-Credit Courses** - Courses numbered 100 and above are designed for adults who are not candidates for graduation 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.

Where applicable, transferability of listed courses is designated by boldface symbols.

CSUC - transfers to all campuses of the California State University and College system; these courses may be used for admission purposes.

UC - transfers to all University of California campuses, to California State University and College campuses, and to most other four-year colleges.

As new courses are added or changes are made in current courses, transfer credit recognition may not be applicable until the University System has adopted these changes.

COURSES OF INSTRUCTION AGRICULTURE

AGRICULTURE-ANIMAL SCIENCE (AgAS)

AgAS 30 CSUC, UC

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: None

GENERAL ANIMAL HUSBANDRY

Survey of sources of the world's supply of animals and their products; distribution and factors influencing domestic animals in the United States; selection, breeding, feeding, and management of cattle, sheep, and swine on California farms; breed characteristics and origin of the important breeds.

AgAS 32 CSUC

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: None

ELEMENTS OF HORSE PRODUCTION

An introductory course to acquaint the student with the field of horse production, breeds, and types of horses, feeding, judging, unsoundness, diseases, and different uses of horses.

AGRICULTURE-BUSINESS (AgBu)

AgBu 10 CSUC, UC

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: None

ELEMENTS OF AGRICULTURE ECONOMICS

A consideration of factors of production, basic economic laws and farm prices, farm organization and management, marketing, facilities, and state and federal farm programs affecting the farmers' economic position.

AgBu 11 CSUC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

AgBu 12 CSUC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

AgBu 15 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

AgBu 20 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

AgBu 25 CSUC
3 Units
Lecture: 1 hour
Laboratory: 6 hours
Prerequisite: None

AgBu 59 A,B,C,D
1-3 Units
1 Unit-1 hour lecture
2 Units-6 hours laboratory
3 Units-9 hours laboratory
Prerequisite: None

AgBu 61
1 Unit
Lecture: 1 hour
Prerequisite: None

AgBu 70 A,B,C
1-3 Units
1 Unit-3 hours laboratory
2 Units: 6 hours laboratory
3 Units: 9 hours laboratory
Prerequisite: None

MANAGEMENT RECORDS

A study of accounting, types of business records and income taxes as a tool for improving management efficiency.

FARM MANAGEMENT

Background of California agriculture. Application of principles of farm organization work simplification, and measurement of earnings in determining production deficiency. There will be on-the-spot study and reorganization of a given farm. A term paper will be required.

CONCEPTS OF MODERN AGRICULTURE

Plant science, animal science, soils and the relationships of the three. Basic examples of plant and animal production including Ornamental Horticulture.

PUBLIC RELATIONS

Media and methods used in public relations activities by agriculture, business, education, industry, recreation and service organizations. Survey of media used, techniques commonly employed, and planning of effective programs.

AGRICULTURE DISPLAYS AND EXHIBITS

Evaluate, design and construct displays and exhibits to promote agriculture and agricultural products and procedures.

AGRICULTURAL EXPERIENCE PROGRAM

Practical experience program required of all agricultural students, either through a "self-owned" program or a "placement" program with an approved farmer or businessman. Records required of each student. Consideration of enterprise problems. Student is responsible for his own program, but will be guided by instructor in selection and operation of the program.

FARM SUPERVISION

Designed to train farm foremen, superintendents, and crew leaders to understand and use principles of good supervision, maintain effective relationships with workers; handle personnel and relationship problems as they occur; instruct new and inexperienced workers in how to perform farm jobs; and analyze and break down jobs to determine time and labor saving shortcuts.

SPECIAL PROBLEMS

Supervised practices in agricultural production processing and management activities.

AGRICULTURE-COUNTRY CLUB OPERATIONS (AgCC)

AgCC 1 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

INTRODUCTION TO COUNTRY CLUB OPERATIONS

A survey course designed to acquaint students with career opportunities in recreational, hospitality, and service oriented industries. Emphasis will be placed, but not limited to, public and private country clubs. The course will be highlighted by field trips and speakers from the various service oriented industries.

AgCC 2
3 Units
Lecture: 3 hours
Prerequisite: None

PRO SHOP OPERATION

Primarily for students who are planning a career as golf professionals. It will cover every phase of the golf shop operation, including, merchandising, club care, minor club repair, junior golf, school teams, tournament play, and club house operation. It will also include some outside golf course maintenance in conjunction with the greens superintendent.

AgCC 3
2 Units
Lecture: 2 hours
Prerequisite: None

PROFESSIONAL METHODS OF TEACHING GOLF

This course is designed to help the student understand the following: 1. The attitude that a teaching Pro needs in order to deal successfully with the public in regard to the world of golf. 2. The total golf swing will be carefully examined to help the prospective Pro understand the aspects of teaching. This class is primarily a theory class, however, there will be a portion of some classes that will take place in a lab setting.

AGRICULTURE-DIESEL MECHANICS (AgDM)

AgDM 20 CSUC
4 Units
Lecture: 2 hours
Laboratory: 6 hours
Prerequisite: AgEg 43

TRUCK OPERATION AND MAINTENANCE

A study of the regulatory codes applicable to the truck operation, types and application of trucking equipment, load characteristics and loading. Experience in servicing, maintaining and operating trucks, truck-tractors, trailers and semi-trailers.

AgDM 21 CSUC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: AgDM 20

ADVANCED TRUCK OPERATIONS

Advanced course in Truck Operations covering state and federal required equipment and driver records, load securing regulations; Federal Department of Transportation, Motor Carrier Safety regulations and driver skill requirements. Includes skill course and on-road driving experience.

AgDM 23 CSUC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

COMMERCIAL VEHICLE OPERATIONS

Commercial vehicle registration and title transfer requirement and procedures; Board of Equalization fuel use regulations, permits and records; Public Utility Commission and Interstate Commerce Commission regulations and authorizations, and testing.

AgDM 25
4 Units
Lecture: 2 hours
Laboratory: 6 hours
Prerequisite: None

TRUCK CHASSIS

This course covers the function, design, specifications of truck chassis components and gives live shop experience in inspection, service, adjustments, repair, rebuilding and installation of components for various classes of truck chassis, including axles, brakes, clutches, differentials, drive lines, frames, power dividers, steering, suspension, tires, transfer cases, transmissions, and wheels. Trailers and semi-trailers as an integral part of the complete unit are also studied.

AgDM 35A,B
2-2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

HEAVY DUTY AUTOMATIC POWER SHIFT TRANSMISSIONS

Covers the principles of operation, troubleshooting maintenance, and complete overhaul of heavy duty automatic and power shift transmissions.

AgDM 60
4 Units
Lecture: 2 hours
Laboratory: 6 hours
Prerequisite: None

TRACTOR AND EQUIPMENT CHASSIS

Study of design and servicing tractor and equipment, chassis, clutches, transmissions, differentials, final drives, tracks, power take-offs, chain and belt drives, drive lines, bearings, and gears.

AgDM 61 CSUC
4 Units
Lecture: 2 hours
Laboratory: 6 hours
Prerequisite: None

DIESEL MECHANICS I

Diesel engine theory, operation and maintenance. Includes horsepower determinations, micro-measuring, maintenance, preventative maintenance, storage, trouble-shooting, and tune-up.

AgDM 62 CSUC
4 Units
Lecture: 2 hours
Laboratory: 6 hours
Prerequisite: DM 61

DIESEL MECHANICS II

Two-cycle diesel engine overhaul. Includes cleaning, inspecting, measuring, servicing, rebuilding, and replacing engine components.

AgDM 63 CSUC
4 Units
Lecture: 2 hours
Laboratory: 6 hours
Prerequisite: DM 61

DIESEL MECHANICS III

Four-cycle diesel engine overhaul. Includes cleaning, inspecting, measuring, servicing, rebuilding, and replacing engine components.

AgDM 64 CSUC
4 Units
Lecture: 2 hours
Laboratory: 6 hours
Prerequisite: DM 61

AgDM 65 CSUC
4 Units
Lecture: 2 hours
Laboratory: 6 hours
Prerequisite: DM 61

AgDM 66 A,B
2-2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: DM 61

AgDM 67 A,B
2-2 Units
Lecture: 1 hour
Laboratory: 3 hours

AgDM 69
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: Automotive
Principles or Diesel Mechanics I

AgDM 70A,B,C
1 Unit-3 hours laboratory
2 Units-6 hours laboratory
3 Units 9 hours laboratory
Prerequisite: None

AgDM 75
2 Units
Laboratory: 6 hours
Prerequisite: None

AGRICULTURE-ENGINEERING (AgEg)

AgEg 16 CSUC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

AgEg 30 CSUC
1 Unit
Lecture: 1 hour
Prerequisite: None

AgEg 30L CSUC
1-3 Units
Laboratory: 3-9 hours
Prerequisite: Concurrent Enrollment
in AgEg 30

AgEg 40 CSUC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

DIESEL MECHANICS IV

Diesel Air, fuel, and governors. The course includes the servicing and overhaul of injection pumps, injectors, blowers, turbo-changers, governors, and advanced tune-up and trouble-shooting.

DIESEL ENGINE ACCESSORIES

Includes the servicing of diesel engine accessories such as hydraulics, engine brakes, pumps, air compressors, tractor air conditioners, and electrical systems.

DIESEL AIR AND FUEL SYSTEMS

Refer to DM 64; covers same course content as DM 64, but because of hours involved, course has been structured for 2 semesters to accommodate evening students.

FOUR-CYCLE DIESEL ENGINE REPAIR

Refer to DM 63; covers same course content as AgDM 63, but because of hours involved, course has been structured for 2 semesters to accommodate evening students.

AUTOMOTIVE DIESEL FUEL SYSTEMS

Automotive Diesel Fuel Systems covers the maintenance, preventative maintenance, trouble-shooting, repair, and overhaul of light automotive types of fuel injection equipment.

SPECIAL PROBLEMS

A laboratory course for advanced agricultural engineering students. Students will receive a wide variety of repair and maintenance jobs to be completed on an individualized basis.

DIESEL SHOP SUPERVISION

Diesel Shop Supervision helps develop leadership characteristics by giving advanced students experience in group control, informal instruction, direct supervision of work and evaluation of employee performance.

BASIC MECHANICAL SKILLS

Study of principles, practices and materials used in mechanics and application of same under actual shop conditions.

AGRICULTURAL EQUIPMENT PROJECT DESIGN

Construction and modification of equipment related to various agricultural enterprises.

AGRICULTURAL EQUIPMENT PROJECT CONSTRUCTION

Construction and modification of equipment related to various agricultural enterprises.

AGRICULTURAL ENGINEERING CONSTRUCTION

Study and practice in the selection and use of farm structural and mechanical equipment. Includes farm wiring, carpentry, painting, metal work and welding, and blueprint reading.

AgEg 42 CSUC
3 Units
Lecture: 1 hour
Laboratory: 6 hours
Prerequisite: None

AGRICULTURAL AND INDUSTRIAL POWER

Principles and applications of internal combustion engines. Tune-up and trouble-shooting gasoline and diesel engines. Power transmission devices.

AgEg 43 CSUC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

TRACTOR OPERATIONS

The selection, operation, service, maintenance, adjustment, handling, and minor repair of wheel and track type tractors.

AgEg 44 CSUC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

AGRICULTURAL EQUIPMENT

Operation, selection, adjustment, servicing, and care of seedbed preparation equipment, fertilizer distributor, cultivators, and other equipment used in the area. Actual repair, maintenance, and operation of equipment will be done during the laboratory periods.

AgEg 45 CSUC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

IRRIGATION AND DRAINAGE

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

AgEg 47 CSUC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

BASIC SURVEYING

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

AgEg 70 A,B,C
1 Unit-3 hours laboratory
2 Units-6 hours laboratory
3 Units-9 hours laboratory
Prerequisite: None

SPECIAL PROBLEMS

A laboratory course for advanced agricultural engineering students. Students will receive a wide variety of repair and maintenance jobs to be completed on an individual basis.

AgEg 90 CSUC
3 Units
Lecture: 1 hour
Laboratory: 6 hours
Prerequisite: None

HEAVY EQUIPMENT OPERATION AND MAINTENANCE

Selection, operation, service, adjustment of heavy equipment (dozers, carryalls, trucks, cranes, backhoes, etc.)

AgEg 91 CSUC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

BASIC HYDRAULICS

Familiarization with theory, application, and component parts of hydraulic systems.

AgEg 92 CSUC
3 Units
Lecture: 1 hour
Laboratory: 6 hours
Prerequisite: None

HYDRAULIC SYSTEMS MAINTENANCE AND REPAIR

A continuance of Basic Hydraulics including advanced practices in maintaining and repair of hydraulic systems.

AGRICULTURE-NATURAL RESOURCES (AgNR)

AgNR 35 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

CONSERVATION OF NATURAL RESOURCES

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

AgNR 36 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

INTRODUCTION TO FORESTRY

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

AgNR 36L CSUC, UC
1 Unit
Laboratory: 3 hours
Prerequisite: Prior or concurrent enrollment in AgNR 36.

AgNR 37 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

AgNR 37L CSUC, UC
1 Unit
Laboratory: 3 hours
Prerequisite: Concurrent or prior enrollment in AgNR 37

Note: For Wildlife Law Enforcement see Law Enforcement (LE)

AGRICULTURE-ORNAMENTAL HORTICULTURE (AgOH)

AgOH 4 CSUC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

AgOH 5A CSUC, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

AgOH 5B CSUC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

AgOH 6 CSUC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

AgOH 7 CSUC, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

AgOH 8 CSUC, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

AgOH 9 CSUC, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

INTRODUCTION TO FORESTRY LAB

A lab designed to supplement the Introduction to Forestry course and provide students with field experience in forestry. Areas of study include: fire prevention and suppression, forest measurement, timber harvesting and processing, tree identification, reforestation, and job opportunities. Saturday field trips will be required.

INTRODUCTION TO WILDLIFE MANAGEMENT

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

INTRODUCTION TO WILDLIFE MANAGEMENT LABORATORY

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

TURF GRASS MANAGEMENT

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

ORNAMENTAL PLANT IDENTIFICATION AND MATERIALS

Identification, growth habits, culture, and ornamental use of house plants, vines, ground-covers, annuals, perennials, small shrubs adapted to the climates of the central valleys of California. Saturday field lab will be required each semester.

ORNAMENTAL PLANT IDENTIFICATION AND MATERIALS

Identification, growth habits, culture and use of larger shrubs and trees adapted to the climates of the central valleys of California. Saturday field lab each semester will be required.

HORTICULTURAL PRACTICES

A general course in ornamental horticulture with emphasis on nursery operation. Including nursery structures and layout, seeding, transplanting, potting, balling, canning, fertilizing, pest control, plant diseases, and abnormalities. Propagating and planting mediums, their preparation and use. The use and maintenance of the common tools and equipment.

HOME NURSERY PRACTICES

Study and application of horticulture principles and practices applicable to the home owner and retail nurseryman. Includes plant science, landscape design, plant identification and and legal information pertinent to home landscaping.

PARK AND LANDSCAPE MANAGEMENT

Designed to bring about an understanding of skills and knowledge of the various areas of the plant installation and maintenance fields; to develop proficiency in those skills necessary for the student to qualify as a technician in this area. Special interest will be directed through the Agriculture 8 course to provide specific skills in such areas as Forestry, City Parks, Highway Maintenance, and State Parks.

LANDSCAPE PLANNING AND DESIGN

Designed for students interested in the planning and designing of landscaped areas. Emphasis will be placed upon the location of lawns, trees, shrubs, walks, drive ways, patios, planters, and other landscape structures for home and park landscaping.

AgOH 13 CSUC

3 Units
 Lecture: 2 hours
 Laboratory: 3 hours
 Prerequisite: None

AgOH 15 CSUC

3 Units
 Lecture: 1 hour
 Laboratory: 6 hours
 Prerequisite: AgOH 6, AgOH 9

AgOH 17 CSUC

3 Units
 Lecture: 2 hours
 Laboratory: 3 hours
 Prerequisite: AgOH 6, AgOH 72

AgOH 20 CSUC

3 Units
 Lecture: 1 hour
 Laboratory: 6 hours
 Prerequisite: AgEg 40,43,47, AgOH 4, 5A or 5B, AgOH 6,9,46,48,74, &

AgOH 41

1 Unit
 Lecture: 1 hour
 Prerequisite: None

AgOH 42

1 Unit
 Lecture: 1 hour
 Prerequisite: AgOH 41 or equivalent knowledge.

AgOH 43

1 Unit
 Lecture: 1 hour
 Prerequisite: AgOH 41 or equivalent knowledge

AgOH 46 CSUC

3 Units
 Lecture: 2 hours
 Laboratory: 3 hours
 Prerequisite: None

AgOH 48 CSUC

3 Units
 Lecture: 2 hours
 Laboratory: 3 hours
 Prerequisite: None

AgOH 64 CSUC

2 Units
 Lecture: 2 hours
 Prerequisite: None

FLORAL DESIGN

A course designed to introduce the student to the floral industry. Includes the basic skills and design principles used in corsages and flower arrangements. Emphasis will be placed on the basic kinds of corsages, floral arrangements, and the most common flowers and related materials used in decorating the home.

NURSERY SALES AND MANAGEMENT

Designed for the sophomore student majoring in Ornamental Horticulture who plans to enter the retail nursery business. He will organize the nursery for retail sales, talk to prospective customers, and be prepared to answer any questions pertaining to landscaping of the home with plants, trees, shrubs, ground covers, flowers, and house plants that will grow in our area. The student will be assigned to work in blocks of 3 hours to help facilitate sale of surplus plants grown in the college nursery.

FLORACULTURE AND GREENHOUSE MANAGEMENT

This course is designed to bring about an understanding of skills and knowledge of the various areas of the flower production and greenhouse management fields; to develop proficiency in those skills necessary for the student to qualify as a knowledgeable and efficient individual in this area. Covers specialized skills in areas such as greenhouse and flower production enclosure, construction and marketing aspects of the wholesale and retail business, and the propagation and production of cut flowers and bedding plants.

LANDSCAPE CONSTRUCTION

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

NATIVE PLANTS OF CALIFORNIA

This course is designed to introduce students to the native plants of California. Field trips required.

LANDSCAPING WITH NATIVE CALIFORNIA PLANTS

The course is an introduction to landscaping uses of native plants emphasizing coastal, mountain resort, and desert landscapes. Field trips required.

INTERPRETING NATIVE PLANTS OF CALIFORNIA

A course designed for natural resource majors or others who would profit from knowing native plant uses, ecology and conservation problems. Field trips required.

LANDSCAPE IRRIGATION SYSTEMS

Designed to cover the principles of sprinkler system design, installation, and maintenance. Will include practical experience in installing and maintaining clocks and remote control valves. Main emphasis will be on automatic electric sprinkler systems. Soil moisture sensing devices, sprinkler specifications and uniformity coefficients are covered.

LANDSCAPE EQUIPMENT

Principles and practices in the maintenance, operation and selection of equipment and power units used in the horticultural field.

LANDSCAPE NURSERY SALESMANSHIP

Designed for the retail nursery employee and/or those interested in entering the Nursery industry. Emphasis will be placed on the nursery industry, how plants grow, naming of plants, soils, fertilizers, plant pest problems, landscape design, salesmanship, display selling, laws pertaining to nursery stock, and plant identification. This course is planned to facilitate the student with sufficient skills and knowledge to pass an examination given by the California Association of Nurserymen for certification as a C.A.N. Nurseryman.

AgOH 70 A,B,C,
1 Unit-3 hours laboratory
2 Units-6 hours laboratory
3 Units-9 hours laboratory
Prerequisite: None

AgOH 72 CSUC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

AgOH 74 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

AgOH 84
2 Units
Lecture: 2 hours
Prerequisite: None

AgOH 85A
1 Unit
Lecture: 1 hour
Prerequisite: None

AgOH 86 CSUC
2 Units
Lecture: 2 hours
Prerequisite: None

AgOH 88
2 Units
Lecture: 2 hours
Prerequisite: None

SPECIAL PROBLEMS

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.

ORNAMENTAL PLANT IDENTIFICATION

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

LANDSCAPE AND NURSERY MANAGEMENT

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

THEORY OF TURF GRASS MANAGEMENT

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

PARK AND LANDSCAPE MAINTENANCE

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

THEORY OF LANDSCAPE IRRIGATION SYSTEMS

Designed to cover the principles of sprinkler system design, installation, and maintenance. Will include installing and maintaining clocks and remote control valves. Main emphasis will be on automatic electric sprinkler systems. Soil moisture and sensing devices, sprinkler specification and uniformity coefficients.

THEORY OF PARK AND LANDSCAPE MANAGEMENT

Course is designed to bring about an understanding of skills and knowledge of the various areas of the plant installation and maintenance fields: to develop proficiency in those skills necessary for the student to qualify as a technician in this area. Special interest will be directed to provide specific skills in such areas as Forestry, City Parks, Highway Maintenance, and State Parks.

AGRICULTURE-PLANT SCIENCE (AgPS)

AgPS 1 CSUC, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

AgPS 10 CSUC
2 Units
Lecture: 2 hours
Prerequisite: None

AgPS 10AL CSUC
1 Unit
Laboratory: 3 hours
Prerequisite: Completion or concurrent enrollment in AgPS10.

SOILS AND PLANT NUTRITION

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

ENVIRONMENTAL GARDENING

Fundamentals of growing vegetables, flowers and herbaceous perennials, ornamental shrubs and trees, and fruit trees organically and inorganically. Equipment, soil preparation, plant propagation, fertilizers, irrigation, pest control, and pruning will be covered. Plant structure, growth, and classification is included. The role of plants in the environment and their relationship to man will be emphasized.

ENVIRONMENTAL GARDENING LABORATORY

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

AgPS 10BL CSUC

1 Unit
 Laboratory: 3 hours
 Prerequisite: Completion or concurrent enrollment in AgPS 10.

AgPS 20 CSUC

3 Units
 Lecture: 2 hours
 Laboratory: 3 hours
 Prerequisite: None

AgPS 21 CSUC

2 Units
 Lecture: 2 hours
 Prerequisite: None

AgPS 23 CSUC

3 Units
 Lecture: 2 hours
 Laboratory: 3 hours
 Prerequisite: None

AgPS 25 CSUC, UC

3 Units
 Lecture: 2 hours
 Laboratory: 3 hours
 Prerequisite: None

AgPS 26 CSUC

3 Units
 Lecture: 2 hours
 Laboratory: 3 hours
 Prerequisite: None

AgPS 27 CSUC, UC

3 Units
 Lecture: 2 hours
 Laboratory: 3 hours
 Prerequisite: None

AgPS 30 CSUC

3 Units
 Lecture: 2 hours
 Laboratory: 3 hours
 Prerequisite: None

AgPS 60

3 Units
 Lecture: 2 hours
 Laboratory: 3 hours
 Prerequisite: None

AgPS 61

1 Unit
 Lecture: 1 hour
 Prerequisite: None

AgPS 62

1 Unit
 Lecture: 1 hour
 Prerequisite: None

ENVIRONMENTAL GARDENING LABORATORY

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

FIELD CROPS

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

BEEKEEPING

Care, management, and manipulation of bees. The practical application of principles for effective establishment and maintenance of apiaries. Pollination and value of bees to agriculture. Recognition and control of bee diseases. Laws and regulations pertaining to beekeeping.

VITICULTURE

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

CITRUS AND DATE CULTURE

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

FRUIT PRODUCTION

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

ECONOMIC ENTOMOLOGY

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

AGRICULTURAL CHEMICAL APPLICATION AND SAFETY

Learn the proper and safe methods of applying agricultural chemicals. Measure areas to be treated, calculate the amount of material needed, follow proper mixing procedures, choose the appropriate application method and equipment, calibrate and operate application equipment efficiently and safely, service equipment before and after use. Study laws regulating the use of agricultural chemicals.

BASIC AGRICULTURAL SCIENCE

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

BASIC APPLIED SOIL MANAGEMENT

Fundamentals of soil-plant interrelations including classification use and management to maximize both conservation and production.

BASIC APPLIED FERTILIZERS

Fundamentals of plant nutrient requirements including soil and plant tissue analysis, fertilizer materials, production, application and usage.

AgPS 63
1 Unit
Lecture: 1 hour
Prerequisite: None

AgPS 71
1 Unit
Lecture: 1 hour
Prerequisite: Concurrent enrollment
in AgPS 1

AgPS 80 CSUC
2 Units
Lecture: 2 hours
Prerequisite: None

ART 1A CSUC, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

ART 1B CSUC, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

ART 1C CSUC, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: ART 1A or equivalent

ART 2A CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

ART 2B CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

ART 3A CSUC, UC
3 Units
Lecture: 2 hours
Laboratory: 4 hours
Prerequisite: None

ART 3B CSUC, UC
3 Units
Lecture: 2 hours
Laboratory: 4 hours
Prerequisite: None

ART 4 CSUC, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

BASIC APPLIED IRRIGATION

Fundamentals of soil, water and plant relationships, including water quality, measurement, methods of application determining plant requirements and drainage.

SOILS DISCUSSION (OPTIONAL)

An optional course designed to compliment AgPS 1.
Subjects covered in Soils/Plant Nutrition lecture and lab will be discussed in more detail.

HOME GARDENING

Fundamentals of organic and inorganic vegetable gardening with supplemental lectures on related aspects of home gardening (houseplants, herbs, lawns, flowers, and landscaping techniques). Garden planning, equipment, soil preparation, plant propagation, fertilizers, pest control, pruning, composting and harvesting will be covered.

ART

DRAWING AND COMPOSITION

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

LIFE DRAWING

A study of the human figure from the model. This course includes the study of anatomy and the human body as a design source.

DRAWING AND COMPOSITION

An advanced study in techniques with pencil, pen and ink, and charcoal. Problems allow for personal expression of individuals.

HISTORY OF ART

A survey course in the art of the ancient world. Lectures and slides are used in the study of architecture, sculpture, and painting of early civilizations. This survey includes the works of Prehistoric and Primitive people as well as the art of the Ancient Near East, Aegean, Greek, Etruscan, Roman, Early Christian, and Byzantine cultures.

HISTORY OF ART

A survey of the art of the Western World. Lectures and slides are used in the study of the architecture, painting, and sculpture of our western culture. Time periods include Medieval, Romanesque, Gothic, Renaissance, Baroque, Rococo, and the Eighteenth Century.

BASIC DESIGN AND COLOR

A beginning course in the study of visual elements and organizational principles. This course explores the expressive potentials of shape, texture, line, space, and color, and provides the student with experience in problem solving and organization on a two-dimensional surface.

THREE-DIMENSIONAL DESIGN

An investigation of factors determining the designs of both the utilitarian and non-utilitarian objects formed by man. This course includes studies of mass, volume, space, and shape. Materials are studied through projects in construction, modeling, and casting.

LETTERING

The study of letter types and their use in design and layout. This course provides experiences with lettering pens, brushes, and the silk screen process.

ART 6A CSUC, UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

ART 6B CSUC, UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

ART 6C CSUC, UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

ART 7A CSUC, UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

ART 7B CSUC, UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: 7A

ART 7C CSUC, UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisites: 7A and 7B

ART 8 CSUC, UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

ART 9A CSUC, UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

ART 9B CSUC, UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

ART 10 CSUC, UC

3 Units

Lecture: 3 hours

Prerequisite: None

ART 11A CSUC, UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

PAINTING (WATER COLOR)

A study of water color techniques and their use in painting.

PAINTING (OIL)

A basic course in oil painting with emphasis on problems concerning organization, form, and space.

PAINTING (ACRYLIC)

This course includes experimental studies in color mixing and general techniques in handling acrylics and some of the newer materials used in contemporary painting.

CERAMICS

Basic fundamentals in forming and decorating pottery. This course includes work in modeling, wheel throwing, glazing, and firing.

CERAMICS

Advanced work in pottery, including loading and firing of kilns and experimental work in testing of clays and glazes.

CERAMICS

An advanced course in Ceramics that allows for in-depth experiences in areas of special interest.

ADVERTISING ART

A study in design in advertising. This course provides experiences in problems relating to print media advertising, package design, graphic design, and production methods.

PRINTMAKING

A study of basic hand processes in the making of prints. Class work includes emphasis on attaining competence in techniques of relief and serigraphy. Drawing skills are needed.

PRINTMAKING

A study of basic hand processes in the making of prints. Class work includes emphasis on attaining competence in the techniques of planography and intaglio, with experience in a variety of materials and a view toward individual experimentation. Drawing skills are needed.

INTRODUCTION TO ART

An introduction to some of the problems, materials, processes, and social forces that help shape our visual world. Emphasis is placed on understanding factors involved in planning, organizing, and making a work of art.

SCULPTURE

A basic course in sculpture. Students explore the three dimensional form with a variety of materials and techniques, including additive, subtractive, and manipulative processes.

ART 11B CSUC, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: 11A

ART 12 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

ART 13 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

ART 14A CSUC, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

ART 14B CSUC, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: ART 14A

ART 17A CSUC, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

ART 17B CSUC, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: 17A

ART 18 CSUC, UC
2 Units
Lecture: 2 hours
Prerequisite: None

ART 19A CSUC, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

ART 19B CSUC, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: 19A

ART 80A UC
1 Unit
Laboratory: 3 hours
Prerequisite: None

ART 81A UC
1 Unit
Laboratory: 3 hours
Prerequisite: None

SCULPTURE

Advanced problems in sculpture; provides experience in casting and welding in addition to advanced work in selected materials.

SURVEY OF MODERN ART

A survey of the development of modern art from its beginnings at the start of the nineteenth century to the present time. Illustrated lectures on painting, sculpture, and architecture include movements such as: Romanticism, Realism, Impressionism, Cubism, Surrealism, and Abstract Expressionism.

SURVEY OF PHOTOGRAPHY

This course includes the development of photography and the history of photographic images with an emphasis on the aesthetic concerns of photographers who have used their medium as a fine art.

PHOTOGRAPHY

This course provides the student with instruction in the operation of cameras, the development of film, and the use of related dark room equipment. The emphasis of this beginning course is on the technical aspects of photography.

PHOTOGRAPHY

Advanced laboratory work with an emphasis on color photography.

ORIENTAL BRUSH PAINTING

Provides students with a background in, and survey of classical Oriental painting. Students are introduced to materials, forms, methods, principles, classifications, and history of brush painting.

ORIENTAL BRUSH PAINTING

Advanced work in Oriental brush painting.

INTRODUCTION TO ART AND MUSIC

Introduction to Art and Music is an investigation of elements and ideas that are common to both disciplines. Comparative studies of organizational factors, styles, and major movements will be made. This course must be taken concurrently with Music 18.

JEWELRY

A basic course in jewelry. Students will explore a variety of materials and techniques used in the creation of jewelry. History, design concepts, craftsmanship and technical information relating to this art form will be emphasized.

JEWELRY

A course in the creation of cast and fabricated jewelry. Students use sand, centrifugal, and vacuum casting processes in addition to other techniques of forming. Materials in this course include copper, bronze, and silver.

PAINTING WORKSHOP

The course offers a basic study in the fundamentals of composition and painting techniques. Emphasis is placed on the development of painting skills and appreciation through painting experience, library research, demonstration and lecture.

BASIC DRAWING I

A 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.

ART 82A UC
1 Unit
Laboratory: 3 hours
Prerequisite: None

ART 83 UC
1 Unit
Laboratory: 3 hours
Prerequisite: None

ART 93 UC
1 Unit
Laboratory: 3 hours
Prerequisite: None

CRAFTS 92A UC
1 Unit
Laboratory: 3 hours
Prerequisite: None

BASIC DRAWING II

This basic course provides the student with an opportunity to study composition and the expressive use of line, space, texture, and shape.

LANDSCAPE PAINTING

The course is designed to provide the student with an opportunity to explore a subject from nature's landscape, using oil, watercolor, and mixed media.

CRAFTS - ALL MEDIA

The application of basic concepts of design relative to multi-dimensional crafts. Projects may include fabric construction and decoration, jewelry and leather construction, and concentrated study and exploration in any crafts area offered and approved by the instructor as an assigned project basis.

JEWELRY

A beginning course in jewelry fabrication. Student will explore a variety of materials and techniques used in the creation of jewelry.

BUSINESS

BUSINESS-ACCOUNTING (BuAc)

BuAc 1 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

PRINCIPLES OF ACCOUNTING (Financial Acct.)

Principles and practices of the double accrual accounting system through the complete accounting cycle. Includes accounting for service and merchandising enterprises with special emphasis on receivables, payables, inventories, plant asset depreciation methods, internal controls, payroll, sub-systems, adjusting, closing, reversing entries and financial reporting.

BuAc 2 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: BuAc 1

PRINCIPLES OF ACCOUNTING (Financial Acct.)

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

BuAc 60
1/2 Unit (3 week course)
Lecture: 3 hours
Prerequisite: None

SALES AND CUSTOMER ACCOUNTING

See departmental adviser.

BuAc 61
1/2 Unit (3 week course)
Lecture: 3 hours
Prerequisite: None

PURCHASES AND VENDOR ACCOUNTING

See departmental adviser.

BuAc 62
1/2 Unit (3 week course)
Lecture: 3 hours
Prerequisite: None

PAYROLL AND PAYROLL TAX ACCOUNTING

See departmental adviser.

BuAc 63
1 Unit (6 week course)
Lecture: 3 hours
Prerequisite: None

PREPARATION OF INDIVIDUAL TAX RETURNS

See departmental adviser.

BuAc 64
1/2 Unit (3 week course)
Lecture: 3 hours
Prerequisite: None

CASH ACCOUNTING AND CONTROL

See departmental adviser.

BuAc 66 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

ACCOUNTING RECORDS AND PROCEDURES I

An introductory course designed to acquaint the student with basic financial records and procedures used in business. Coverage includes sales records, purchase records, cash records and bank reconciliations, payroll records and computation of pay, sales and tax records; miscellaneous records involving the use of percentage in determining discounts, depreciation, simple and compound interest and financial statements ratios.

BuAc 67 CSUC
3 Units
Lecture: 3 hours
Prerequisite: BuAc 66

ACCOUNTING RECORDS AND PROCEDURES II

A continuation of Accounting Records and Procedures emphasizing the accounting for purchases and sales; inventories; prepayments, assets; and related reports and statements.

BuAc 68 CSUC
3 Units
Lecture: 3 hours
Prerequisite: BuAc 67

ACCOUNTING RECORDS AND PROCEDURES III

A continuation of Accounting Records and Procedures related to the corporate environment emphasizing financing through stock issuance, retained earnings and corporate bonds; and an introduction to specialized accounting systems including branch operations, vouchers and cost accounting.

BuAc 72 A,B
1-1 Units
Laboratory: 3 hours
Prerequisite: Ability to type a minimum of 40 words per minute.

KEYPUNCH OPERATIONS

Training in setting up and operating the card punch machine to include punch card coding; design and use of program cards, and methods and practice in verification of punched information. This class is open entry, open-exit.

BuAc 73 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

FUNDAMENTALS OF DATA PROCESSING

An introduction to data processing procedures with emphasis on business applications. The study of the characteristics, purposes and functions of data processing equipment to include all phases of the data processing cycle. Special emphasis is placed on computer programming techniques to include flow charting and one or more high level languages such as COBOL, FORTRAN, BASIC, or RPG. Students will be required to demonstrate proficiency in the use of one of these high level languages by writing, debugging, and documenting several programs based on simple business applications.

BuAc 73L CSUC, UC
1 Unit
Laboratory: 3 hours
Prerequisite: Concurrent enrollment in BuAc 73

FUNDAMENTALS OF DATA PROCESSING LABORATORY

Practical application of accounting and data processing principles by actual use of the available computer configurations. Students will write business programs in FORTRAN, RPG, etc. They will run and debug the programs as necessary.

BuAc 74 CSUC
3 Units
Lecture: 3 hours
Laboratory: 1 hour
Prerequisite: BuAc 73, or concurrent enrollment

RPG PROGRAMMING

High level programming language. Students will learn to write, test, and debug programs employing RPG.

BuAc 75 CSUC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: BuAc 73, or concurrent enrollment

FORTRAN PROGRAMMING

An introduction to the use of the computer in problem solving using the high level FORTRAN language. Students will write, test, and debug programs applicable to several disciplines.

BuAc 76 CSUC
3 Units
Lecture: 3 hours
Laboratory: 1 hour
Prerequisite: BuAc 73

COBOL PROGRAMMING

Advanced programming techniques utilizing a high level programming language applicable to the digital computing equipment. Students will flow chart, write, test, debug, and document programs in COBOL.

BuAc 77 CSUC
3 Units
Lecture: 3 hours
Laboratory: 1 hour
Prerequisite: BuAc 73

SYMBOLIC LANGUAGE PROCESSING

Programming techniques emphasizing the machine-oriented language as opposed to problem-oriented languages such as RPG, FORTRAN, and COBOL. Students will write symbolic language programs in Basic Assembler language; test, debug, and document business applications.

BuAc 78 CSUC
3 Units
Lecture: 3 hours
Prerequisites: BuAc 73
and at least 2 computer
languages

BuAc 79
2 Units
Laboratory: 6 hours
Prerequisite: BuAc 78
and 2 computer languages

BuAc 80 CSUC
3 Units
Lecture: 3 hours
Prerequisites: BuAc 1
and BuAc 73

BuAc 99
3 Units
Lecture: 3 hours
Prerequisites: BuAc 1
and BuAc 2

BUSINESS—DISTRIBUTIVE EDUCATION (BuDE)

BuDE 21 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

BuDE 22 CSUC
3 Units
Lecture: 3 hours
Prerequisites: None

BuDE 23 CSUC
3 Units
Lecture: 3 hours
Prerequisites: None

BuDE 25 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

BuDE 55 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

BuDE 56 CSUC
3 Units
Lecture: 3 hours
Prerequisites: None

BANKING AND FINANCE (BuFi)

BuFi 69 CSUC
3 Units
Lecture: 3 hours
Prerequisites: None

DATA PROCESSING SYSTEMS

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

DATA PROCESSING PROJECT

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

BUSINESS SYSTEMS AND PROCEDURES

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

INCOME TAX ACCOUNTING

Provision of the Internal Revenue Code applicable to the preparation and filling of individual, partnership, estate, trust and corporate returns. Procedures for reporting and accounting for refunds, deficiency assessments, and other administrative practices.

MARKETING

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

RETAILING

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

FUNDAMENTALS OF SALES

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

ADVERTISING

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

RETAIL MERCHANDISING

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

MERCHANDISE ANALYSIS

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

PRINCIPLES OF BANK OPERATION

Course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement.

BuFi 70
3 Units
Lecture: 3 hours
Prerequisites: BuAc 1
and BuAc 2

INSTALLMENT CREDIT

Techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of an installment credit operation will be carefully scrutinized to be certain that the most efficient methods are employed. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.

BuFi 71
3 Units
Lecture: 3 hours
Prerequisite: None

BANK MANAGEMENT

Designed to aid in developing managerial ability through the increased understanding of the problems confronting bank managers. To provide the student with a new perspective and a new concept of the duties and responsibilities of management. The student will be given management principles and instructions on how to apply them.

BuFi 96 CSUC
3 Units
Lecture: 3 hours
Prerequisites: None

PRINCIPLES OF INVESTMENT

Investment principles, methods, and institutions, including a consideration of the income, safety, and control features of investment securities. Sources of and demand for investment capital, determination of investment policy, and operations of security markets.

BUSINESS-HOTEL/MOTEL MANAGEMENT (BuHM)

BuHM 50
1 Unit
Lecture: 1 hour
Prerequisites: None

INTRODUCTION TO HOTEL AND MOTEL OPERATION

An orientation to the hospitality industry, its size and scope, career opportunities, the nature of the market served, kinds of establishments and how these are organized and managed.

BuHM 52
3 Units
Lecture: 3 hours
Prerequisites: None

SMALL HOTEL AND MOTEL MANAGEMENT

Designed to acquaint the owner and/or operator of small hotels and motels with the fundamentals of accounting, law, insurance, taxes, payroll records, advertising, and sales promotion.

BuHM 54
2 Units
Lecture: 2 hours
Prerequisites: None

SUPERVISORY HOUSEKEEPING

An introductory course in the fundamentals of housekeeping management, stressing employee training, record keeping and executive responsibilities. The organization of the department is covered, work methods, equipment, cleaning materials and procedures, room design and safety.

BuHM 55
3 Units
Lecture: 3 hours
Prerequisite: None

RESTAURANT MANAGEMENT

A course covering the fundamentals of the food service operation. Design, layout, purchasing, receiving and storage, cost controls, and merchandising are areas covered.

BuHM 56
3 Units
Lecture: 3 hours
Prerequisites: BuAc 1A

HOTEL AND MOTEL ACCOUNTING

A study of the accounting systems used by hotels with a typical chart of accounts. Internal controls used in accounting for revenue. The preparation and interpretation of financial statements and supporting schedules. The preparation of management reports.

BuHM 61
3 Units
Lecture: 3 hours
Prerequisites: None

HOTEL AND MOTEL ADVERTISING, SALES AND PROMOTION

Areas to be covered include: Sales and Promotion, Sales Communications, Advertising and Public Relations, and Marketing.

BuHM 63
3 Units
Lecture: 3 hours
Prerequisites: HM-56, HM-61

HOTEL AND MOTEL OPERATIONS

A study of responsibility of the motel-hotel or motor inn supervisory and management staff. Emphasis on front-of-the-house aspects in the areas of promotion, advertising, insurance, labor-management relations, ethics, and legal aspects of hotel operations.

BuHM 64
3 Units
Lecture: 3 hours
Prerequisites: None

HOTEL AND MOTEL PERSONNEL MANAGEMENT

A course in the management of people in the hotel and restaurant field, designed for both managers and supervisors. Stress is placed on resolving human problems so that management's and employees' goals are brought in close harmony.

BuHM 65
3 Units
Lecture: 3 hours
Prerequisites: None

FRONT OFFICE PROCEDURE AND NIGHT AUDIT

Essential routines of the front office to all other departments of the house. Registration, sales, credit, and emergency procedures are covered. Handling of correspondence relating to reservations and inquiries, rules and regulations. Duties and standards of front office personnel. Ethics and general problems encountered in serving the public. Duties and re-

sponsibilities of the night auditor or accounting clerk. Instruction is given in the audit of the guest accounts and preparation of the transcripts and reports. Continuation of practice in the use of the front office machines.

BUSINESS-MANAGEMENT (BuMa)

BuMa 10 CSUC
3 Units
Lecture: 3 hours
Prerequisites: None

INTRODUCTION TO BUSINESS

Study of the formation, structure, functions, objectives, and ethics of contemporary American business enterprises. Significance of the small business organization and the role of large business organizations, and practices for the development of managerial personnel. Recommended for candidates for the Associate in Arts in Business.

BuMa 11 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

PERSONAL FINANCE

Study of individual and family consumer problems and management of resources through planned use of these resources for present living and future security. Stresses the uses of credit, latest consumer protection laws, investments and definition of real income.

BuMa 20A CSUC, UC
3 Units
Lecture: 3 hours
Prerequisites: None

BUSINESS LAW

Study of law in its relation to business with special emphasis on the social forces and the law, the law of contracts, agency and employment, personal property and bailments, sales and secured sales.

BuMa 20B CSUC, UC
3 Units
Lecture: 3 hours
Prerequisites: None

BUSINESS LAW

Study of law in its relation to business with special emphasis on the law of negotiable instruments (promissory notes, checks, bank drafts, and bills of exchange). Suretyship and guaranty, insurance, partnerships, corporations, real property, wills, and trusts, bankruptcy, labor law, and government regulation of business.

BuMa 30 CSUC
3 Units
Lecture: 3 hours
Prerequisites: None

BUSINESS COMMUNICATIONS

Principles of effective writing applied to business and industrial matters such as purchasing, credit, collections, inquiries, adjustments, applications, human relations, and the presentation of reports. Drill on business English principles, oral communication, and building a business vocabulary.

BuMa 31
3 Units
Lecture: 3 hours
Prerequisites: None

FOREIGN TRADE

Differences in identifying and exploring marketing opportunities abroad. Study of buying and selling export-import shipments, freight forwarders, financing, credits, collections, procedures and documents.

BuMa 51 A,B,C
1-1-1 Units
Lecture: 1 hour
Prerequisites: None

SMALL BUSINESS MANAGEMENT

An understandable and accurate body of knowledge pertaining to the organization, financing and managing of a small business by presenting an overview of the small business environment together with an explanation of financial statements and through use in effective decision making by small firm managers.

BuMa 72 CSUC
3 Units
Lecture: 3 hours
Prerequisites: None

BUSINESS MATHEMATICS

Review of fundamentals of mathematics necessary for competent participation in business: decimals, fractions, percentage, trade discounts, interest, payrolls, insurance, and taxes.

BuMa 88 CSUC
3 Units
Lecture: 3 hours
Prerequisites: None

PRINCIPLES OF INSURANCE

Survey of general insurance principles, including history, ethics, economics, and types of insurance; state regulations, agency and brokerage contracts.

BUSINESS-OFFICE PROCEDURES (BuOP)

BuOP 53 CSUC
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisites: BuSS 50
or equivalent.

MEDICAL SECRETARIAL PROCEDURES

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

BuOP 54 CSUC
2 Units
Lecture: 2 hours
Laboratory: 1 hour
Prerequisites: BuSS 50A

DUPLICATING PROCESSES

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

BuOP 55
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisites: BuSS 50B or
ability to type 45 wpm.

LEGAL SECRETARIAL PROCEDURES

Designed for students who plan to pursue a legal secretarial career. Emphasis will be placed on the procedures followed in a law office and the preparation, dictation, and typing of legal documents. Legal secretarial ethics, vocabulary, and simulated legal office activities will also be included.

BuOP 58
1 Unit (9 week course)
Lecture: 2 hours
Laboratory: 1 hour
Prerequisites: None

COMMUNICATIONS-PBX, PABX, AND TELEPHONE

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

BuOP 63 CSUC
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisites: BuSS 50B,
or ability to type 45 wpm.

OFFICE AND SECRETARIAL PROCEDURES

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

BuOP 64 CSUC
2 Units
Lecture: 2 hours
Prerequisites: None

RECORDS MANAGEMENT

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

BuOP 65 CSUC
3 Units
Lecture: 3 hours
Prerequisites: None

MEDICAL INSURANCE AND RECORDS

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

BuOP 71 CSUC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisites: None

MACHINE CALCULATION

The study of the principles of machine computation and the applications of mathematics in the modern office through practice in the operation of adding-listing machines, printing calculators, key-driven and rotary calculators, and electronic calculators; the study of machine characteristics, the comparative advantages and special methods for use with the various kinds of machines.

BuOP 72
1 Unit
Laboratory: 3 hours
Prerequisites: Ability to
type a minimum of 40 wpm.

MT/ST (MAGNETIC TAPE/SELECTRIC TYPEWRITER)

(This class is open-entry, open-exit). Hands-on training and experience in the use of the MT/ST Model VI (Magnetic Tape/Selectric Typewriter), a basic magnetic keyboard training device.

BUSINESS-REAL ESTATE (BuRE)

BuRE 81 CSUC
3 Units
Lecture: 3 hours
Prerequisites: None

PRINCIPLES OF REAL ESTATE

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

BuRE 82 CSUC
3 Units
Lecture: 3 hours
Prerequisites: BuRE 81

REAL ESTATE ECONOMICS

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.

BuRE 83A CSUC
3 Units
Lecture: 3 hours
Prerequisites: BuRE 81

BuRE 83B
1 Unit
Lecture: 1 hour
Prerequisites: None

BuRE 83C
3 Units
Lecture: 3 hours
Prerequisite: None

BuRE 84
3 Units
Lecture: 3 hours
Prerequisite: BuRE 81

BuRE 85 CSUC
3 Units
Lecture: 3 hours
Prerequisite: BuRE 81

BuRE 86 CSUC
3 Units
Lecture: 3 hours
Prerequisite: BuRE 81

BuRE 87 CSUC
3 Units
Lecture: 3 hours
Prerequisite: Active Real Estate Broker's License, or Contractor's B-1 license, or 2 years experience Real Estate

BuRE 89 CSUC
3 Units
Lecture: 3 hours
Prerequisite: BuRE 83 or 84

BuRE 90
3 Units
Lecture: 3 hours
Prerequisite: None

BuRE 91
3 Units
Lecture: 3 hours
Prerequisite: BuRE 90

BuRE 92 CSUC
3 Units
Lecture: 3 hours
Prerequisite: BuRE 91

REAL ESTATE PRACTICE

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

REAL ESTATE SALES

A practical course covering in detail canvassing, listing, qualifying buyers, showings, offers and counteroffers, telephone solicitations, advertising, and special sales conditions.

REAL ESTATE ETHICS

This course goes beyond legal responsibilities of licensees which are the bare minimum standard of acceptable behavior. To explore the meaning and application of ethics. The following areas of responsibility are covered: a. Responsibility to Principal. b. Responsibility to Buyer. c. Responsibility to General Public. d. Responsibility to other Licensees. e. Responsibility to Broker or Salesperson with your office. f. Responsibility in Advertising.

LEGAL ASPECTS OF REAL ESTATE

Study of the laws of California as related to real estate; property acquisitions, transfer, and ownership; interest in property. Kinds of tenancy, estate and Federal courts, land contracts, liens, restrictions, landlord and tenant, agency, probate, and taxes. The licensing of salesmen and brokers, and laws relating to the real estate profession.

REAL ESTATE FINANCE

Study of the sources and supply of mortgage funds; construction loans and permanent financing for residential and income properties, and procedures for FHA and VA loans, interest rates, terms, mortgages, and mechanics liens. The significance of appraising.

PRINCIPLES OF APPRAISING

Study of principles, methods, and techniques for the appraisal of single and multiple dwellings, commercial-business properties, and farm properties. Determination of values for loan and insurance purposes, and implications for brokers and salesmen.

REAL ESTATE SUBDIVISION AND DEVELOPMENT

Instruction in the location of vacant, unimproved land, and in conjunction with good business practices, outline the proper procedures for developing the raw land into its most economical value.

REAL ESTATE EXCHANGES AND TAXATION

Basic course inaugurating real estate brokers in the fundamentals of real estate exchanges and taxation. Theory and current practices with public reaction for the building of estates. Income tax advantages and trends are planned, analyzed, and executed. Case studies, actual exchanges, and multiple escrows are discussed in a group-study workshop.

ESCROW PROCEDURES I

Basic course intended to explain the methods and techniques of escrow procedure for various types of business transactions with emphasis on real estate. Particular attention is given to legal and ethical responsibilities of persons engaged in escrow work.

ESCROW PROCEDURES II

Advanced escrow covering the more unusual and difficult types of escrows. Emphasis on real estate with some personal property, and bulk sales also covered.

ESCROW PROCEDURES III

Further study of the more unusual and difficult types of escrows with particular attention to those escrows wherein conflict or dispute arises. Case problem approach.

BuRE 94
3 Units
Lecture: 3 hours
Prerequisite: None

PROPERTY MANAGEMENT

Basic course covering accepted principles of Professional Property Management. Major areas covered include evaluation of Investment Properties, Neighborhood Survey, Collection of Rentals, Maintenance and Repairs, Merchandising Rental Space, Insurance, Management, Accounting, and Landlord-Tenant relationship.

BUSINESS-SECRETARIAL SCIENCE (BuSS)

BuSS 50A
2 Units
Lecture: 1 hour
Laboratory: 4 hours
Prerequisite: None

BEGINNING TYPEWRITING

Students with one year of high school typewriting or the ability to type 35 wpm should enroll in BuSS 50B.

Mastery of the keyboard and operation of the typewriter. Rules for centering, fundamentals of letter writing, tabulation, manuscript typing, and development of minimum speed of 35 wpm.

BuSS 50B CSUC
2 Units
Lecture: 1 hour
Laboratory: 4 hours
Prerequisite: BuSS 50A
or equivalent.

INTERMEDIATE TYPEWRITING

Correct techniques in the operation of the typewriter; speed and accuracy in typing letters, business forms, tabulation problems, and manuscripts.

BuSS 51 CSUC
2 Units
Lecture: 1 hour
Laboratory: 4 hours
Prerequisite: BuSS 50B
or equivalent.

ADVANCED TYPEWRITING

A course designed for students who have reached a speed of 50 wpm. A study of correspondence, tables and forms, manuscripts, and additional skill building.

BuSS 52 CSUC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: Completion
of BuSS 51 or minimum
speed of 50 wpm.

EXECUTIVE TYPEWRITING

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

BuSS 57 CSUC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Completion
of, or concurrent enroll-
ment in BuSS 71, or satis-
factory performance on
Business English profic-
iency test, or consent of
instructor. Ability to
type 45 wpm.

MACHINE TRANSCRIPTION

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

BuSS 59A,B,C,D
3-3-3-3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

MACHINE SHORTHAND

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

BuSS 60A CSUC

4 Units

Lecture: 3 hours

Laboratory: 3 hours

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

BuSS 60B CSUC

4 Units

Lecture: 3 hours

Laboratory: 3 hours

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

BuSS 61 CSUC

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: BuSS 60B or equivalent; BuSS 71 or concurrent enrollment, or satisfactory performance on Business English proficiency test, ability to type 45 wpm.

BuSS 62 CSUC

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Ability to take dictation at 110 wpm; type 55 wpm.

BuSS 67 CSUC

3 Units

Lecture: 3 hours

Laboratory: 2 hours

Prerequisite: BuSS 61

BuSS 68 CSUC

3 Units

Lecture: 3 hours

Laboratory: 2 hours

Prerequisite: Beginning and Intermediate Stenography, or two years of high school shorthand

BuSS 71

3 Units

Lecture: 3 hours

Prerequisite: None

BEGINNING STENOGRAPHY (SHORTHAND)

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

INTERMEDIATE STENOGRAPHY (SHORTHAND)

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

ADVANCED STENOGRAPHY (SHORTHAND)

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

EXECUTIVE STENOGRAPHY (SHORTHAND)

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

LEGAL STENOGRAPHY (SHORTHAND)

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

SPECIALIZED STENOGRAPHY-MEDICAL (SHORTHAND)

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

BUSINESS ENGLISH

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

COMMUNICATION

ENGLISH (Eng)

Eng 1A CSUC, UC
4 Units
Lecture: 4 hours
Prerequisite: Satisfactory achievement on verbal and written portions of college entrance test or English 50 with Grade of P, C or better

Eng 1B CSUC, UC
4 Units
Lecture: 4 hours
Prerequisite: Eng 1A or equivalent.

Eng 3A CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: Passing of the English Placement Examination.

Eng 3B CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: Eng 3A

Eng 5A CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for entrance in Eng 1A

Eng 5B CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: Eng 5A

Eng 10A,B CSUC, UC
3-3 Units
Lecture: 3 hours
Prerequisite: Sophomore standing. Eng 1A-B or equivalent.

Eng 11A,B CSUC, UC
3-3 Units
Lecture: 3 hours
Prerequisite: Sophomore standing. Eng 1A-B or equivalent.

Eng 12A CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: Eng 1A-B or equivalent

COMPOSITION AND READING

The course is designed to provide the student with opportunities to develop college level writing skills and reading experiences.

LITERATURE AND COMPOSITION

Students will have the opportunity to increase their enjoyment and appreciation of literature, through experiencing works of fiction, drama, and poetry, and interpreting these works in written composition.

FRESHMAN COMPOSITION I

A first course in composition for freshman college students who have passed the English Placement Examination. Emphasis is on selection of materials, organization, communication, and evaluation of expository writing. Eight thousand words of writing required.

FRESHMAN COMPOSITION II

A second course in college composition. Emphasis is on critical analysis of selected literary masterpieces, the writing of critical essays, and library research papers. Eight thousand words of writing required.

CREATIVE WRITING

A course designed to introduce students to the perceptions, skills and techniques of all forms of creative writing.

ADVANCED CREATIVE WRITING

An advanced course designed to enable students to refine their creative writing skills in their chosen genre.

AMERICAN LITERATURE

Study of representative American writers from the first settlements to 1830 (first semester) and from 1830-present (second semester). Each semester course may be taken independently of the other.

SURVEY OF ENGLISH LITERATURE

Study of the development of English literature from *Boewulf* through eighteenth century (first semester) and from 1800-present (second semester). Each semester course may be taken independently of the other.

WORLD LITERATURE I

A survey of selected works in translation which have influenced Western thought, from Homer through the Renaissance, to 1660. Classics are studied for their artistic merit and their contribution to modern thought.

Eng 12B CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: Eng. 1A-B
or equivalent.

Eng 14 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

Eng 16 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

Eng 18 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisites: English 1A
and 1B

Eng 20
1 Unit
Lecture: 1 hour
Prerequisite: Enrollment in a course
which requires a research paper.

Eng 30 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

Eng 41 CSUC
3 Units
Lecture: 3 hours
Prerequisite: High School English

Eng 50
5 Units
Lecture: 5 hours
Prerequisite: None

Eng 51
3 Units
Lecture: 3 hours
Prerequisite: None

Eng 52
3 Units
Lecture: 3 hours
Prerequisite: None

JOURNALISM

J 1 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

WORLD LITERATURE II

A survey of selected works in translation which have influenced Western thought, from 1660 to the present. Classics are studied for their artistic merit and their contribution to modern thought. May be taken independently from World Literature I.

SHAKESPEARE

Reading of Shakespeare's poetry, histories, comedies, and selected tragedies.

LITERATURE OF THE DESERT

A study of non-fiction and fiction written about the desert, inspired by the desert, and by authors living in the desert, with emphasis on the desert literature of the southwestern United States. The course includes an introduction to the desert environment and to man's relation to the desert. Field trips may be required.

INTRODUCTION TO POETRY

A course introducing the student to the techniques and directions of English and American poetry by the examination of poetry in its historical context, and by discussion and criticism of poetry. Students will also be encouraged to display their creativity in the composition of their own poems.

RESEARCH PAPER

Training in proper preparation and writing of a research paper including instruction on research, techniques, style and format.

THE BIBLE AS LITERATURE

A survey of the Bible from a literary and philosophical point of view. Also introducing the great personalities, events, and developmental character of this unique literature.

TECHNICAL AND SCIENTIFIC REPORT WRITING

The written report as used in industrial, technical, and scientific professions. Emphasis placed on collecting, organizing, presenting, and evaluating materials.

BASIC WRITING SKILLS

A course designed for students who need special training in basic writing skills to ensure competence in standard college English courses. Non-transferable, credit applicable to A.A. degree only. Students may choose the option of a Pass/Not Pass grading system.

CONTEMPORARY COMMUNICATION SKILLS

An English course designed to satisfy the language needs of community college students who do not wish to transfer to a 4-year institution. The course emphasizes basic communication skill, vocabulary improvement, and critical evaluation of the contemporary mass media. The course offers credit for graduation but not for transfer.

INTRODUCTION TO SHORT FICTION

A study of the short story and the short novel to encourage appreciation of the value of reading literature. The improvement of writing and speaking skills through the written and oral discussion of themes and ideas as they relate to contemporary life.

INTRODUCTION TO MASS COMMUNICATIONS

An introduction to the influence and contribution of the Press in American Society. Major emphasis is placed on the role of mass communications; history and growth of print and electronic journalism, and an analysis of the current problems and criticisms of the American mass media.

J 3A CSUC, UC

3 Units

Lecture: 3 hours

Prerequisites: Eligibility for English 1A. Ability to type is recommended.

J 3B CSUC, UC

3 Units

Lecture: 3 hours

Prerequisite: C or better in Journalism 3A

J 4A,B CSUC, UC

2-3 Units

Lecture: 1 hour

Laboratory: 3 to 6 hours

Prerequisites: J 3A News Reporting

J 60 CSUC

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: Typing

J 70

2 Units

Lecture: 2 hours

Prerequisite: None

RADIO-TELEVISION

RTV-1 CSUC, UC

3 Units

Lecture: 3 hours

Prerequisite: None

RTV-3

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: None

RTV-4 CSUC

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: None

RTV-50 CSUC, UC

3 Units

Lecture: 3 hours

Prerequisite: English 51

RTV-54 CSUC

2 Units

Lecture: 1 hour

Laboratory: 3 hours production

Prerequisite: None

RTV-57

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: RTV-4

NEWS REPORTING

A beginning newswriting course to provide instruction and practice in the fundamentals of news reporting. Concentration is on news, including interviewing techniques; organization and structure of news stories, and the language and style of journalism.

ADVANCED REPORTING

Interpretative newswriting with emphasis on specialized reporting. Students are given intensive practice to refine reporting techniques; given an exposure to a variety of news reporting assignments in the community, and introduced to the techniques of feature and editorial writing.

NEWSPAPER PRODUCTION

A lecture and laboratory class which provides practical experiences in the various editorial positions on the school newspaper.

INTRODUCTION TO PHOTOTYPESETTING

Designed to teach the basic fundamentals of photo composition. Emphasis is on cold type-setting keyboard and computer unit operation, typographic design, and newspaper paste-up.

PUBLIC RELATIONS

An overview of the public relations field with a practical approach to the handling, planning, procedure, and promotion of public relations campaigns.

INTRODUCTION TO BROADCASTING

This course will acquaint the student with the basic phases of radio and television broadcasting through a survey of its history, philosophy, legal aspects, networks, government regulations, programming, production, sales and engineering operations. Open to all students seeking a background in the radio-television industry.

RADIO PRODUCTION

An introduction to the techniques, procedures, equipment and devices required to produce radio programs. Actual program production experience will be provided.

TELEVISION PRODUCTION

An introduction to the techniques, procedures, equipment, and devices required to produce television programs. Actual program production experience will be gained through student operation of the campus television studio.

RADIO AND TELEVISION WRITING

Training is given in analysis and preparation of commercials, dramas, program formats, public service announcements, news, musical introductions, discussion programs, special events, talks, and interviews. Scripts may be performed by production classes.

RADIO AND TELEVISION ANNOUNCING

This course offers microphone and on-camera announcing techniques and style for newscasts, commercial delivery, public service programs, sports, panel shows, classical and popular musical introductions, interviews and dramatic productions.

ADVANCED TELEVISION PRODUCTION

An advanced course in the techniques, procedures, equipment, and devices required to produce television programs. Actual program production experience will be gained.

RTV-80A,B,C,D UC

2-4 Units

Laboratory: 3 hours for each unit of credit.

Prerequisite: RTV-4 or 57

TELEVISION PRODUCTION WORKSHOP

A course utilizing student participation in all facets of television production, such as acting, directing, writing, camera and technical operations. Some programs produced by students may be seen on local outlets.

SPEECH (Sp)

Sp 1 CSUC, UC

3 Units

Lecture: 3 hours

Prerequisite: None

INTRODUCTION TO HUMAN COMMUNICATION

The class is designed to increase awareness of the role and contributions of communication to human interaction. Specific focus is given to models of communication and their effects, development of empathy and increasing message awareness.

Sp 2 CSUC, UC

3 Units

Lecture: 3 hours

Prerequisite: None

ORAL INTERPRETATION OF LITERATURE

Provides students with an interesting way to improve their oral reading. Both prose and poetry are studied. Students who are reticent about getting up before a group find that their self-confidence grows. A Readers Theatre production (reading from scripts) provides the basis for an oral final examination. The course makes the reading of literature aloud enjoyable.

Sp 3 CSUC, UC

3 Units

Lecture: 3 hours

Laboratory: 1 hour

Prerequisite: None

VOICE AND DICTION

Emphasis is placed on correct breathing as a foundation for good (speaking) voice production. All the vowel, diphthong and consonant sounds are taught by means of the International Phonetic Alphabet. Variety and quality of vocal production are achieved through the practice in class and in the laboratory of (speaking) voice exercises. The course is recommended for all students who wish to improve their spoken English, for foreign students desirous of learning better spoken English, and for students majoring in Theatre Arts who need to acquire better diction and vocal skills.

Sp 4A CSUC, UC

3 Units

Lecture: 3 hours

Prerequisite: None

PUBLIC SPEAKING

Study and practice of the essentials of public speaking and the forms of public address. Emphasis is placed on invention, organization, and oral style.

Sp 4B CSUC, UC

3 Units

Lecture: 3 hours

Prerequisite: None

GROUP DISCUSSION AND LEADERSHIP

An examination of principles, practices, and procedures in formal and informal deliberation. Emphasis on leadership functions and techniques of cooperative problem solving.

Sp 6 CSUC, UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

FORENSIC WORKSHOP

A lecture-laboratory course training students for inter-collegiate speech tournaments and other speech activities. Designed to equip the student for proficiency in debate, extemporaneous speaking, persuasive speaking, interpretation, and impromptu speech activities.

Sp 7 CSUC, UC

3 Units

Lecture: 3 hours

Prerequisite: None

DECISION MAKING AND ADVOCACY

Designed to acquaint the student with rational decision making as a process. Stress will be placed on the structure of argument and upon achieving competency in decision making and advocacy of the ideas in a variety of situations. Study of persuasive films and commercials will be included.

Sp 20 CSUC

3 Units

Lecture: 3 hours

Prerequisite: None

COMMUNICATION IN ORGANIZATIONS

This course will acquaint the student with the process of communication in relation to business, governmental and educational organizations. Special emphasis will be given to methods of identifying, and reacting to communication problems.

THEATRE ARTS (TA)

TA 1 CSUC, UC

3 Units

Lecture: 3 hours

Prerequisite: None

INTRODUCTION TO THEATRE

A general survey of the theory and practice of theatre art from the beginning to the present time. The elements of drama; historic structures of the theatre; characteristic types of plays; the contribution of the director, actors, designers; contemporary production techniques.

TA 2A,B CSUC, UC

3-3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: None

TA 3A,B,C,D CSUC, UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

TA 5A,B,C,D CSUC, UC

1-4 Units

Laboratory: 3 hours for each unit of credit

Prerequisite: Enrollment by audition

TA 7 CSUC, UC

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: None

TA 9A,B CSUC, UC

2-2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

TA 10A,B CSUC, UC

3-3 Units

Lecture: 3 hours

Prerequisite: None

TA 12A,B CSUC, UC

3-3 Units

Lecture: 3 hours

Prerequisite: None

TA 15A,B CSUC, UC

2-2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

TA 16 CSUC, UC

3 Units

Lecture: 2 hours

Laboratory: 3 hours

TA 20 CSUC, UC

3 Units

Lecture: 3 hours

Prerequisite: None

TA 30 CSUC

3 Units

Lecture: 3 hours

Prerequisite: None

TA 32 CSUC

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: None

ACTING

First semester: Development of individual insights, skills, and disciplines in the presentation of dramatic material to an audience. Second semester: Intensive application of acting techniques through study and performance of selected scenes involving problems of style in a wide range of dramatic materials.

ADVANCED ACTING: PRODUCTION WORKSHOP

A course permitting progressive participation and instruction in play production and acting. One to two units of credit may be earned in a semester. This course may be repeated to accumulate not more than four units. Class is organized as a producing unit to present plays and one act programs.

PLAY PRODUCTION

A course designed to expose the student to the methods and execution of a fully mounted play production. Includes exposure to both technical and acting areas, depending on student interest. Detailed script and character analysis. Emphasis on rehearsal techniques. May be repeated for a total of six units.

DIRECTING

The theory and practice of play directing; script analysis; casting procedures; style and production considerations; rehearsal techniques; directional methods of composition, movement, business, and rhythm in staging drama.

STAGECRAFT

Theory and practice of the procedures employed in the principal areas of play production including the building, painting, and manipulation of stage scenery; scene design, lighting, costume and make-up developed in a production book. Demonstrations and laboratory experience. May be repeated once for credit.

DRAMATIC LITERATURE

A study of masterworks of theatre from the Greek Classic period to the present. First semester: Aeschylus to Ibsen. Second semester: Ibsen to present.

HISTORY OF THE THEATRE

A study of the theatre from primitive times to the present together with an analysis of representative plays. Special attention will be given to the theatre as a mirror of social and cultural background of various countries and periods in which it is studied. First semester: Primitive times through Shakespeare. Second semester: Eighteenth century to the present. Second semester may be taken without taking first semester.

THEATRE MAKEUP

A course designed to introduce the student to the basic principles of the art and technique of theatrical makeup.

SCENE DESIGN

Introduction to the principles of scene design and training in basic graphics skills. Experimentation with new technology for the theatre.

PLAY WRITING

Practice in writing the one-act play. The scenario, dialogue, aspects of characterization, development of scenes. Study of exemplary plays and criticism of the original scripts. Production procedures.

FILM APPRECIATION

An introduction to the art of the film designed to increase the student's understanding and appreciation. The course consists of viewing and discussing representative feature films of various countries and types from the silent films to the present.

THE MOTION PICTURE: HISTORY AND CRITICISM

The development of the motion picture, with study of its form as feature film and documentary. Consideration of theory, technique, aesthetics, experimentation, and social implications, illustrated by screen examples.

TA 40 CSUC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

THEATRE COSTUMING

A course structured to expose the student to the principles of design and construction of theatrical costumes. Includes the selection of costume designs, and the construction of these designs for specific theatre productions. May be repeated once for credit.

TA 56 CSUC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

THEATRE PRACTICE

Practical introductory experience in Children's Theatre, Community Theatre, Recreational Theatre, Religious Drama, and Experimental Theatre developed through lectures, reading, group discussion, laboratory hours and, supervised practice.

DEVELOPMENTAL EDUCATION

An integral part of the course offerings at College of the Desert available to the residents of the Coachella Valley are the basic skills courses offered by Developmental Education. Located on the Library Mezzanine (LM 4) in the center of the campus, Developmental Education makes it possible for adult students to complete courses in several fundamental skill areas. Most 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.

As essential portion of the Department's courses are in Adult Basic Education and are centered around the learning skills normally acquired in grades 1-8 with the emphasis on developing reading, writing and mathematics skills.

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

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

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

DEVELOPMENTAL EDUCATION

Dept.	Number		Dept.	Number	
DE	320 A-E	Fund of English	DE	356 A-B	Pencil Sketching
DE	322 A-G	Adv Fund of English	DE	358 A-B	Art in Literature
DE	324 A-B	High School Rdg	DE	364 A-D	GED Test Preparation
DE	326 A-B	U.S. Modern World	DE	366 A-B	Civil Service Prep
DE	328 A-B	Prac Amer Govmnt	DE	368 A-B	Beginning Typing
DE	330 A-B	CA Court System	DE	370 A-B	Filing Techniques
DE	332 A-B	World Cultures	DE	372 A-B	Switchboard Operation
DE	334 A-B	U.S. Citizenship	DE	374 A-B	Office Machines
DE	336 A-B	World Geography	DE	376 A-D	Advanced Typing
DE	338 A	Geog & History of CA	DE	378 P	Personal Psychology
DE	340 B	Geog & History of CV	DE	380	Child Growth & Devel
DE	342 A-C	Prac Basic Math	DE	382 A-E	Auto Mechanics
DE	344 A-C	Consumer Math	DE	384 A-D	Office Procedures
DE	346 A-B	High School Algebra	DE	386 A-B	Business Law
DE	348 A-B	General Science	DE	388 A-B	Anthropology
DE	350 A-C	Life Science	DE	390 A-B	Consumer Education
DE	352 A-B	Gen Elem Astronomy	DE	392 A-B	Adv High School Rdg
DE	354 A-B	Physical Health			

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

Dept.	Number	Course Title
ESL	394 A	Basic English as a Second Language
ESL	394 B	Intermediate English as a Second Language
ESL	394 C	Advanced English as a Second Language

EL INGLES COMO SEGUNDO IDIOMA

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

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

Dept.	Numero	Titulo del Curso
ESL	394 A	Inglés básico como segundo idioma
ESL	394 B	Inglés intermedio como segundo idioma
ESL	394 C	Inglés avanzado como segundo idioma

ADULT SPECIAL EDUCATION AND GUIDANCE

Developmental Education also offers a range of courses and programs in special education and guidance. The following is a list of courses in these areas.

DE 71 A,B CSUC
2-2 Units
Lecture: 2 hours
Laboratory: 1 hour
Prerequisite: None

SIGN LANGUAGE

This course provides an introduction to the finger-spelled alphabet, to basic sign vocabulary, and to commonly used signs. It is designed to give basic conversational skills in the language commonly employed among deaf people in the United States.

DE 77 A,B CSUC
1-1 Units
Lecture: 1 hour
Laboratory: 1 hour
Prerequisite: None

H(earing) I(mpaired) SIGN LANGUAGE

This course, which provides an introduction to the fingerspelling alphabet, commonly used signs, and basic vocabulary, is especially designed to develop conversational skill among individuals who already suffer a hearing impairment.

DE 81 A,B CSUC
1-1 Unit
Lecture: 1 hour
Laboratory: 1 hour

LIP READING

This is a beginning class sequence to provide instruction in the interpreting of a speaker's words by studying his/her lip movements. The class will be especially beneficial for persons with a hearing impairment.

DE 87 A,B CSUC
1-1 Unit
Lecture: 1 hour
Laboratory: 1 hour

H(earing) I(mpaired) LIP READING

A class to provide instruction in the interpreting of an individual's speech by studying lip movement. The class will assist hearing impaired persons who would benefit from smaller classes and more individualized instruction.

Dept. Number

DE	304 A	Adult Special Education Lab	DE	316	Dev Disabeled FETCH Center
DE	360 A	Dev Math Level I			Basic Living Skills
DE	360 B	Dev Math Level II			Basic Living & Behav Work Skills
DE	362 A	Dev Reading Level I			Basic Living & Behav Com Skills
DE	362 B	Dev Reading Level II			

GUIDANCE

Guid 40A CSUC
2 Units
Lecture: 2 hours
Prerequisite: None

PERSONAL ASSESSMENT FOR THE HANDICAPPED

An exploration of the individual needs and goals of the physically handicapped including the college experience, guidance, counseling, supportive services and job placement. Emphasis will be on information dissemination and self-assessment.

Guid 40B CSUC
2 Units
Lecture: 2 hours
Prerequisite: None

EMPLOYMENT FOR THE HANDICAPPED

Emphasis is on the fundamentals of employment and the process of developing goals for future employment of the handicapped.

Guid 40C CSUC
2 Units
Lecture: 2 hours
Prerequisite: Psy 40A
and 40B.

Guid 50
1 Unit
Lecture: 4 hours
Prerequisite: None

Guid 51A
2 Units
Lecture: 2 hours
Prerequisite: None

Guid 51B CSUC
2 Units
Lecture: 2 hours
Prerequisite: Guid 51A

Guid 54
1 Unit
Lecture: 4 hours
Prerequisite: None

Guid 55
1 Unit
Lecture: 4 hours
Prerequisite: None

Guid 60 CSUC
1 Unit
Lecture: 2 hours
Prerequisite: Required of all full-time
beginning freshmen.

Guid 62
1 Unit
Lecture: 1 hour
Prerequisite: None

Ed 1 CSUC, UC
2 Units
Lecture: 2 hours
Prerequisite: None

INSTRUCTIONAL AIDE

IA 51
3 Units
Lecture: 3 hours
Prerequisite: None

SEMINAR FOR HANDICAPPED STUDENTS

A seminar directed to the personal and social development of handicapped students. In group discussions emphasis will be on current issues, laws, and general information as regards the handicapped individual. A major paper or project will be required.

CAREER EXPLORATION

A five week group guidance class to assist the student in short and long term educational and occupational goals. Administration and evaluation of vocational and personality testing to be followed by individual counseling interviews.

PEER COUNSELING TECHNIQUES

This is a course for students who wish to develop effective techniques for counseling their peers; to gain accurate and more extensive knowledge of the opportunities available to C.O.D. students; and become informed of referral sources and procedures for guiding peers toward additional counseling and advising.

PEER COUNSELING TECHNIQUES

This course is implemented for students who wish to continue to develop and apply effective peer counseling techniques; to update knowledge of opportunities available to C.O.D. students and share this knowledge with new C.O.D. students; to update knowledge of referral sources and procedures for guiding peers toward additional counseling and advising.

APPLIED STUDY SKILLS

A five week review of study habits and their application to college material. Emphasis is placed on notetaking, remembering, listening, outlining, report writing, preparing for examinations and taking examinations. May be taken for credit only one time.

PERSONAL SAFETY AND DEFENSE

A five week course designed as a practical guide for all who wish to develop the precautions and skills necessary for the safety of their property and person.

ORIENTATION TO COLLEGE

A group guidance program designed to assist the student in undertaking collegiate work and aiding in preparing an educational program leading to a choice of vocation or profession. Administration and evaluation of vocational and personality tests to be followed by individual counseling interviews.

SEMINAR FOR TUTORS

Weekly one-hour seminar sessions intended to assist student tutors in developing effective tutoring techniques. Group discussions will include: factors which cause learning problems; the basis for academic success; student potential; judging student's progress; sharing successful techniques and methods; and assistance in solving tutoring problems.

EDUCATION

INTRODUCTION TO EDUCATION

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

INTRODUCTION TO INSTRUCTIONAL AIDE TRAINING

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

IA 53 CSUC
2 Units
Lecture: 2 hours
Prerequisite: None

AUDIO-VISUAL AND INSTR'CTIONAL MACHINES AND MATERIALS
Study and practice in the use of projectors (all types), teaching machines, tape recorders, bulletin boards, language masters, listening centers, record players, picture and resource files, bulletin boards (handwriting on board), and chart making.

IA 54
2 Units
Lecture: 2 hours
Prerequisite: None

PLAYGROUND (SUPERVISION AND SKILLS)
Study of some of the elements of playground supervision, including first aid, safety, games and rules, noon-hour supervision, skills and activities, and legal aspects.

IA 55 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

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

IA 56 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

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

IA 57
2 Units
Lecture: 2 hours
Prerequisite: None

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

IA 59
2 Units
Lecture: 2 hours
Prerequisite: None

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

IA 60 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

CHILDREN'S GROWTH AND LEARNING IN THE ELEMENTARY SCHOOL
Designed to assist the aide in understanding children's growth patterns and their learning characteristics in the elementary school.

IA 61
3 Units
Lecture: 3 hours
Prerequisite: None

BILINGUAL EDUCATION FOR INSTRUCTIONAL AIDES
Familiarize paraprofessionals with the laws and education code directly related to bilingual education, and to help aides in using techniques in English as a Second Language, maintenance of a primary language, and using parallel curriculum courses.

IA 62
3 Units
Lecture: 3 hours
Prerequisite: None

SURVEY OF SPECIAL EDUCATION
The study of the role of the aide in special education. The course includes current federal and state legislation as regarding to special educational rights. The student should acquire an awareness and understanding of children in special education programs and the importance of the role of the special education aide.

NURSERY SCHOOL

NS 50A-B CSUC
3-3 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: None

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

ARCHITECTURE, ENGINEERING AND TECHNOLOGY

ARCHITECTURE

Arch 1 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

FUNDAMENTALS OF ARCHITECTURAL DESIGN
Introduction to the field of architecture as a profession and to the design process as a basis for architectural analysis. Emphasis given to orientation to architecture. Includes critique of Man's environment. Studies in line, area, color, and textures in two and three dimensions.

Arch 2 CSUC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

Arch 3A CSUC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisites: Arch 2

Arch 3B
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: Arch 3A

Arch 3C
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: Arch 3A or 3B

Arch 4A CSUC, UC
2 Units
Lecture: 2 hours
Prerequisite: None

Arch 4B CSUC, UC
2 Units
Lecture: 2 hours
Prerequisite: None

Arch 5 CSUC, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

Arch 6 CSUC, UC
2 Units
Laboratory: 6 hours
Prerequisite: Arch 1

Arch 12
2 Units
Lecture: 2 hours
Prerequisite: None

Arch 13 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

Arch 48
3 Units
Lecture: 3 hours
Prerequisite: None

Arch 51
2 Units
Lecture: 2 hours
Prerequisite: None

BUILDING MATERIALS

Applications of building materials, structural composition of buildings. Includes fabrication of structural details and testing of construction materials with actual testing equipment.

ARCHITECTURAL DETAILING I

Typical details and basic information for wood frame structures.

ARCHITECTURAL DETAILING II

Working drawings for wood frame structures. Includes applications of specifications.

ARCHITECTURAL DETAILING III

Working drawings for masonry steel frame structures. Includes applications of specifications.

ENVIRONMENT: HOME

Lectures and discussions concerning the nature of home environmental design. Includes designing a residence and building a model.

ENVIRONMENT: URBAN

Lectures and discussions concerning the nature of Man's urban environment as it relates to urban design. Includes historical study of urban development and actual neighborhood planning.

PERSPECTIVE, SHADES, AND SHADOWS

Basic techniques used in architectural graphic communication. Applications of mechanical and freehand perspectives plus shades and shadows.

ARCHITECTURAL DELINEATION

Two and three dimensional representations emphasizing original expression. Includes architectural presentations in pencil, ink, and water color.

CONSTRUCTION ESTIMATING

Methods used in estimating costs and quantities involved in materials, equipment, and labor.

INTRODUCTION TO SOLAR ENERGY

Principles of solar energy collection for heating, cooling, and power generation. Explores the sun - earth relationship. Includes heat transfer systems, principles of the heat pump, and energy storage systems. Involves examples of solar structures and complete systems in schematic form.

ARCHITECTURAL BLUEPRINT READING

Basic information for reading blueprints and presentation drawings. Includes basic drafting.

ARCHITECTURAL OFFICE PRACTICES

Projects in professional practices, job development, office administration, contracts, legalities, and product information.

TECHNOLOGY

AERONAUTICS

Aero 81
3 Units
Lecture: 3 hours
Prerequisite: None

Aero 82
3 Units
Lecture: 3 hours
Prerequisite: Aero 81

AIR CONDITIONING & REFRIGERATION

AC 60 CSUC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

AC 61 CSUC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: AC 60

AC 62A CSUC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: AC 61

AC 62B CSUC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: AC 61

AC 63 CSUC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: AC 60

AC 64
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: AC 60
(AC 61 recommended.)

AC 65
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: AC 61

AC 66
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: AC 61

BASIC AVIATION

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

AVIATION INSTRUMENTS

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

INTRODUCTION TO AIR CONDITIONING AND REFRIGERATION

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

FUNDAMENTALS OF AIR CONDITIONING AND REFRIGERATION

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

ADVANCED AIR CONDITIONING

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

ADVANCED REFRIGERATION

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

AIR CONDITIONING EQUIPMENT

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

REFRIGERATION EQUIPMENT

Selection and application of refrigeration equipment utilized for storage of food, materials, or equipment at temperatures below 10 C or 50 F. Includes load estimating, selection, installation, piping, maintenance, and economic factors involved.

AIR DISTRIBUTION

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

PSYCHROMETRICS AND HYDRONICS

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

AC 67A
2 Units
Lecture: 2 hours
Prerequisite: None

SYSTEM CONTROL DEVICES I

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

AC 67B
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: AC 60 and AC 67A

SYSTEM CONTROL DEVICES II

A continuation of AC 67A. Emphasizes induction motor operation and circuitry, control circuit development, sensing circuits, timer operations, alarm circuits, protection control systems, pneumatic controls, and solid state systems. Includes trouble-shooting and adjustment.

AC 68 CSUC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: AC 67A and mechanical drafting ability.

SYSTEMS DESIGN

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

AC 69
1 Unit
Lecture: 1 hour
Prerequisite: AC 68

COST ESTIMATION FOR AIR CONDITIONING

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

APPLIANCE SERVICE MANAGEMENT

ASM 50
2 Units
Lecture: 2 hours
Prerequisite: None

INTRODUCTION TO MAJOR APPLIANCE SERVICE/MANAGEMENT

A survey of the major appliance servicing and management industry. Includes: appliance business organization, product information, general safety techniques, equipment requirements, and appliance business management procedures. An introductory course for the student preparing to enter the appliance servicing field as a technician and who later desires to become a manager.

ASM 51A
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: ASM 50 & Elec 30

LAUNDRY EQUIPMENT I-AUTOMATIC WASHERS

Theory and practice in the diagnosis and repair of major brands of automatic washers. Emphasizes machine laundry principles, trouble-shooting, maintenance, and service techniques. Laboratory work organized to approximate actual appliance shop conditions.

ASM 51B
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: ASM 50 & Elec 30

LAUNDRY EQUIPMENT II-AUTOMATIC DRYERS

Theory and practice in the diagnosis and repair of major brands of automatic dryers. Includes gas and electric types. Emphasizes machine drying principles, trouble-shooting, venting, installation, maintenance, and service techniques.

ASM 53
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: ASM 50 & Elec 30

KITCHEN PRODUCTS I-DISHWASHERS, RANGES, COMPACTORS AND DISPOSERS

Basic principles of operation of dishwashers, ranges, trash compactors, and automatic disposers. Emphasizes the manufacturers' differences, installation, trouble-shooting maintenance, and servicing of major brands. Laboratory is organized to approximate actual appliance industry conditions.

ASM 61
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: ASM 53

KITCHEN PRODUCTS II-MICROWAVE OVENS

Basic principles of operation of microwave ovens. Emphasizes manufacturers' differences, installations, trouble-shooting, maintenance and servicing. Attention is given to the safety factors involved in the use and servicing of microwave ovens.

ASM 62
2 Units
Lecture: 2 hours
Prerequisite: ASM 50

MAJOR APPLIANCE BUSINESS MANAGEMENT

Includes a survey of the appliance servicing industry. Emphasizes management concepts, productivity control, labor and parts pricing, essential financial statements, inventory control, and customer relations guidelines.

AUTOMOTIVE AND POWER

Auto 11 CSUC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

AUTOMOTIVE PRINCIPLES I

Provides fundamental and basic knowledge of the internal combustion engine and its systems. This will also include fundamentals of the electrical and fuel systems and basic mathematics related to the automobile.

Auto 12 CSUC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

AUTOMOTIVE BRAKE SYSTEMS

Operating principles, design, repair, and diagnosis of automotive brake systems on domestic and foreign cars.

Auto 13 CSUC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

AUTOMOTIVE SUSPENSIONS

Theory and practical experience in wheel alignment, balancing, front end suspension, and steering systems.

Auto 14 CSUC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

AUTOMOTIVE ELECTRICITY AND LICENSE PREPARATION

Study of electrical systems, starters, generators, voltage regulators, lighting systems, trouble diagnosis, testing operations, and maintenance. Light adjusting license preparation is covered.

Auto 60

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

AUTOMOTIVE ACCESSORIES AND AIR CONDITIONING

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

Auto 61

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

AUTOMOTIVE FUEL, COOLING, AND LUBRICATION

A study of automotive gasoline and diesel fuel systems, cooling and lubrication. Covers diagnosis, application, and servicing.

Auto 62 CSUC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: Auto 14

AUTOMOTIVE TUNE-UP

Operating principles, design and repair procedures of auto electrical ignition systems. Demonstrations and lectures using testing equipment, oscilloscopes, and exhaust analyzers for diagnosis.

Auto 63

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: Auto 11

ENGINE REBUILDING

Instruction in automotive gasoline and diesel engine reconditioning methods and procedures, which includes practice in cylinder boring, wrist pin fitting, rod aligning, valve seat grinding, disassembly and assembly.

Auto 64

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

AUTOMATIC TRANSMISSIONS

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

Auto 65

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

STANDARD TRANSMISSIONS AND DRIVE TRAINS

Principles and repair of power trains, clutches, three and four speed synchromesh transmissions, overdrives, drive line and rear axles.

Auto 66
2 Units
Lecture: 2 hours
Prerequisite: Experience in the field or equivalent coursework.

Auto 67
2 Units
Lecture: 2 hours
Prerequisite: Experience in the field or equivalent coursework.

Auto 68
1 Unit
Lecture: 1 hour
Prerequisite: None

Auto 69
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

Auto 71
1 Unit
Laboratory: 3 hours
Prerequisite: Enrollment in at least 2 automotive courses.

Auto 72
2 Units
Laboratory: 6 hours
Prerequisite: Enrollment in at least 2 automotive courses.

Auto 73
3 Units
Laboratory: 9 hours
Prerequisite: Enrollment in at least 2 automotive courses.

Auto 74
4 Units
Laboratory: 12 hours
Prerequisite: Enrollment in at least 2 automotive courses.

Auto 76
1 Unit
Lecture: 1 hour
Laboratory: 2 hours
Prerequisite: None

Auto 77
1 Unit
Lecture: 1 hour
Laboratory: 2 hours
Prerequisite: None

LICENSE PREPARATION BRAKES CLASS A

A review of brake systems in preparation for the state test which is required for the completion of the Brake and Chassis Certificate.

EMISSION CONTROL LICENSE PREPARATION

Study of emission control systems and state regulations dealing with licensing installers.

NIASE TEST PREPARATION

A review of basic principles and procedures for taking the National Institute of Automotive Service Excellence Test.

SMALL ENGINES

The theory and operating principles of small two-cycle and four-cycle engines. Practical work in testing, repairing, and operating engines such as power lawn mowers, motorcycles, and outboard motors.

AUTOMOTIVE LABORATORY

Concurrent enrollment in at least two automotive courses for a minimum of four units. Laboratory is used to gain experience on line vehicles. Enrollment in work experience can be substituted for this course with approval of advisers.

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AUTOMOTIVE MECHANICS FOR CONSUMERS

Course designed with the consumer in mind. Covers basic principles and maintenance of the automobile.

MOTORCYCLE REPAIR I

Course consists of theory and practical shop work in the tuning, repair, and maintenance of motorcycles (two and four cycle engines).

Auto 78
1 Unit
Lecture: 1 hour
Laboratory: 2 hours
Prerequisite: None

MOTORCYCLE REPAIR II

Continuation of Motorcycle Repair I with expansion into engine repairs and transmission work.

AUTO APPRENTICESHIP

AuAp 11
2 Units
Lecture: 2 hours
Prerequisite: None

AUTOMOTIVE PRINCIPLES I

Provides fundamental and basic knowledge of the internal combustion engine and its systems. This will also include fundamentals of the electrical and fuel systems and basic mathematics related to the automobile.

AuAp 12
2 Units
Lecture: 2 hours
Prerequisite: None

AUTOMOTIVE BRAKE SYSTEMS

Operating principles, design, repair, and diagnosis of automotive brake systems on domestic and foreign cars.

AuAp 13
2 Units
Lecture: 2 hours
Prerequisite: None

AUTOMOTIVE SUSPENSIONS

Theory of automotive wheel alignment, balancing, front end suspension, and steering systems.

AuAp 14
2 Units
Lecture: 2 hours
Prerequisite: None

AUTOMOTIVE ELECTRICITY & LICENSE PREPARATION

Study of electrical systems, starters, generators, voltage regulators, lighting systems, trouble diagnosis, testing operations, and maintenance. Light adjusting license preparation is covered.

AuAp 60
2 Units
Lecture: 2 hours
Prerequisite: None

AUTOMOTIVE ACCESSORIES AND AIR CONDITIONING

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

AuAp 61
2 Units
Lecture: 2 hours
Prerequisite: None

AUTOMOTIVE FUEL, COOLING, AND LUBRICATION

A study of fuel systems, carburetion, and ignitions. Covers diagnosis and applications.

AuAp 62
2 Units
Lecture: 2 hours
Prerequisite: AuAp 14

AUTOMOTIVE TUNE-UP

Operating principles, design and repair procedures of auto electrical ignition systems. Demonstrations and lectures using testing equipment, oscilloscopes, and exhaust analyzers for diagnosis.

AuAp 63
2 Units
Lecture: 2 hours
Prerequisite: AuAp 11

ENGINE REBUILDING

Instruction in proper engine reconditioning methods and procedures, which includes practice in cylinder boring, wrist pin fitting, rod aligning, valve seat grinding, disassembly and assembly.

AuAp 64
2 Units
Lecture: 2 hours
Prerequisite: None

AUTOMATIC TRANSMISSIONS

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

AuAp 65
2 Units
Lecture: 2 hours
Prerequisite: None

STANDARD TRANSMISSIONS AND DRIVE TRAINS

Principles and repair of power trains, clutches, three and four speed synchromesh transmission, overdrives, drive line, and rear axles.

AuAp 66
2 Units
Lecture: 2 hours
Prerequisite: None

LICENSE PREPARATION - BRAKES CLASS A

A review of brake systems in preparation for the state test which is required for the completion of the Brake and Chassis Certificate.

AuAp 67
2 Units
Lecture: 2 hours
Prerequisite: AuAp 61 and AuAp 62

EMISSION CONTROL LICENSE PREPARATION

Study of emission control systems and state regulations dealing with licensing installers.

AuAp 68, A,B,C,D,E,F,G,H
1-1-1-1-1-1-1 Units
Lecture: 1 hour
Prerequisite: None

NIASE TEST PREPARATION

A review of basic principles and procedures for taking the National Institute of Automotive Service Excellence Test.

ELECTRONICS

Elec 1 CSUC

3 Units
Lecture: 3 hours
Laboratory: 1 hour
Prerequisite: Math 1B, Physics 4B, or equivalent.

Elec 30 CSUC

3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

Elec 41 CSUC

4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: High School Algebra or Math 50 or Math 55. High school electricity or equivalent recommended.

Elec 42 CSUC

4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: Electronics 41. Trigonometry recommended.

Elec 43 CSUC

4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: Electronics 42

Elec 44 CSUC

4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: Electronics 43

Elec 53A

3 Units
Lecture: 3 hours
Prerequisite: None

ELECTRIC CIRCUITS I

Circuit analysis techniques. Kirchoff's Laws, network theorems, nodal analysis, electric and magnetic circuits, instruments, transformers, rotating machines, and resonance. Selected theoretical concepts are reinforced through laboratory procedures. Course designed for engineering majors.

INTRODUCTION TO ELECTRONICS

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

ELECTRONIC CIRCUIT ANALYSIS I (DC CIRCUITS)

A study of fundamentals of electricity and direct current circuits in series, parallel, and complex circuit configurations. Covers electrical energy sources, atomic and sub-atomic structures, power, work, Ohm's and Kirchoff's Laws, and DC network theorems. Includes magnetic circuits, electro-magnetic induction, electrical fields, capacitance, and electrical measuring instruments. Theoretical concepts are reinforced through laboratory procedures.

ELECTRONIC CIRCUIT ANALYSIS II (AC CIRCUITS)

A detailed study of alternating current theory and application. Stresses the topics of electrical power systems, reactance, impedance, susceptance, conductance, coupled circuits, non-sinusoidal waves, transformers, filters, attenuators, pads, and alternating current network theorems. Solutions to alternating current circuits emphasize the use of complex algebra and trigonometry. Laboratory procedures are used to reinforce theoretical concepts.

ELECTRONIC CIRCUIT ANALYSIS III (FUNDAMENTALS OF ELECTRONIC)

A behavioral and analytical study of various semiconductor and vacuum tube devices. Course designed to present a background in device structure and application in basic circuitry. The operation of each device is illustrated in a typical application circuit. Calculations concerning the devices feature both graphical and numerical concepts. Includes vacuum diodes, triodes, tetrodes, pentodes, beam power tubes, and special tubes. Investigates the behavior of such semiconductor devices as SCR's, FET's, tunnel diodes, zener diodes, and four layer devices. Photo-conductors and light-emitting diodes are included. Laboratory procedures are used to reinforce theoretical concepts and the fundamentals of basic design are introduced.

ELECTRONIC CIRCUIT ANALYSIS IV (APPLIED ELECTRONICS: DEVICES AND CIRCUITS)

The study of semiconductors and vacuum tubes in useful circuit amplifiers, feedback oscillators, multivibrators, power supplies, and integrated circuits. Included also are control and logic circuits, and special purpose amplifying circuits. Emphasis on the design of new circuits as well as trouble-shooting analyzed mathematically by algebraic processes. Each circuit design includes visual evaluation techniques and procedures through the use of voltmeter and oscilloscope. Practical application of circuitry as related to radio, television, communications, medical, and industrial electronics, and digital computer systems.

FCC RADIOTELEPHONE THEORY I (1st Class License Review)

Course is the first of two designed to prepare individuals to pass the Federal Communications Commission examination for the First Class Radiotelephone License. Includes review of basic electrical and electronic theory, receivers, transmitters, antennas, and related topics.

Elec 53B
3 Units
Lecture: 3 hours
Prerequisite: Electronics 53A or possession of Second Class License

Elec 54 CSUC
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: Electronics 43

Elec 55
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: Electronics 54

Elec 56A
1 Unit
Lecture: 1 hour
Laboratory: 1 hour
Prerequisite: Arithmetic capability

Elec 56B
1 Unit
Lecture: 1 hour
Laboratory: 1 hour
Prerequisite: Electronics 56 A or equivalent.

Elec 60
2 Units
Lecture: 2 hours
Prerequisite: None

Elec 80
2 Units
Lecture: 2 hours
Prerequisite: Experience in the field recommended.

Elec 81
2 Units
Lecture: 2 hours
Prerequisite: Electronics 80

ENGINEERING

Engr 2 CSUC, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Math 5 or equivalent.

Engr 3 CSUC, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Math 51 and either high school mechanical drawing or Engr.4

FCC RADIOTELEPHONE THEORY II (ADVANCED LICENSE REVIEW)

Course is the second of two designed to prepare individuals to pass the Federal Communications Commission examination for the First Class Radiotelephone license. Includes review of AC theory, resonance, oscillators, amplifiers, amplifier circuits, AM transmitters, FM transmitters, TV transmitters, antennas, transmission lines, and related topics.

ELECTRONICS COMMUNICATIONS

A study of communications electronic circuits. Concerns the transmission and reception of electromagnetic energy. Includes amplitude, frequency, phase, and pulse modulation and demodulation. Transmission lines, antennas, wave propagation, multiplex, and other forms of transmission are included. Emphasizes typical communication transmitters and receivers; their basic principles of operation, typical currents, and circuit analysis. Pertinent data relating to FCC licensing is included.

SPECIAL ELECTRONIC CIRCUITS

Examines principles and circuits employed in broad-casting and closed-circuit television systems. The circuits investigated feature solid state equipment. Treats basic principles of monochrome and color cameras and receivers. Includes basic television systems, scanning systems, synchronizing generators, encoders, switching systems, and video tape recording principles.

AMATEUR (HAM) RADIO I

Investigates the overall area of amateur radio in terms of logic, laws, and licensing. Also includes technical presentations covering electronics theory and applications in specialized concepts of DC and AC current, semi-conductors, power supplies, tubes, transistors, audio amplifiers, transducers, and microphones as each applies to amateur radio.

AMATEUR (HAM) RADIO II

Continuation of Electronics 56A. Includes oscillators, transmitters, modulation, antennas, and receivers. Also studies FCC Rules and Regulations and investigates sample FCC type examinations.

ELECTRICAL SAFETY FOR NURSES

Includes explanations of physiological monitoring systems in use in medical practice. Instruction is offered in basic electrical theory along with electric current processing by monitoring oscilloscopes and test equipment. Emphasis is placed on patient and operator safety.

TELEVISION THEORY I

A general study of television receiver circuits. Includes RF tuners, IF and video amplifiers, band pass amplifiers, high and low level demodulators, black and white picture tubes, regulated high voltage and low voltage power supplies. Emphasizes special testing equipment and current field technology.

TELEVISION THEORY II

A general study of television receiver circuits. Includes RF tuners, IF and video amplifiers, band pass amplifiers, high and low level demodulators, color picture tubes, regulated high voltage and low voltage power supplies. Emphasizes special testing equipment and current field technology.

SURVEYING

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

ENGINEERING GRAPHICS

Pictorial sketching, orthogonal principles, precision dimensions, tolerancing. Computations through the construction of functional scales, nomography, empirical equations and graphical calculus.

Engr 4 CSUC, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

DESCRIPTIVE GEOMETRY

Solution of drafting room problems by graphical methods; space relationships of points, lines, planes, and solids. Includes developments, intersections, vector diagrams and force systems.

Engr 11 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: Physics 4A

ENGINEERING STATICS

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

Engr 12 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisites: Chemistry 1A, Physics 4A

PROPERTIES OF MATERIALS

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

GENERAL

TGen 10 CSUC
2 Units
Lecture: 2 hours
Prerequisite: None

CONCEPTS OF MODERN TECHNOLOGY

Course designed to acquaint students with the place of technology in the present economy. An introduction to the fundamental operations and processes involved in the automotive, construction, metals, electronic communications, and related industries. Emphasizes the function of technology in contemporary ecology.

TGen 50
1 unit
Lecture: 1 hour
Prerequisite: None

HISTORY OF STEAM RAILWAYS (OR STEAM POWER)

The development of steam power on railways from earliest times to the demise of steam and its replacement by diesel and electric. Examples of the several types of steam power; their function and application on railways. The sociologic, economic, and geographic effect of railways.

INDUSTRIAL DRAFTING

Dra 1 CSUC
3 units
Lecture: 1 hour
Laboratory: 6 hours
Prerequisite: None

TECHNICAL DRAFTING I

Introductory course including orthogonal and pictorial drawing principles, machine drafting procedures, drafting standards, sections, conventions, auxiliary views. Course designed for Industrial Arts Education majors and technology students.

Dra 2 CSUC
3 Units
Lecture: 1 hour
Laboratory: 6 hours
Prerequisite: Drafting 1

TECHNICAL DRAFTING II

Continuation of Technical Drafting I, involving advanced auxiliary views, detail and assembly drawing, standard, precision, and true position dimensioning, parts usage, and drafting for numerical controls.

Dra 10 CSUC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 and 1/2 hours
Prerequisite: Electronics 42

ELECTRONIC DRAFTING

Construction of component outlines, block diagrams, schematic diagrams, and printed circuit boards.

Dra 51 CSUC
3 Units
Lecture: 1 hour
Laboratory: 6 hours
Prerequisite: Drafting 2, Engineering 4, and at least a B grade in Math 55.

MECHANISMS

Advanced study of mechanical motion involving cams, gears, racks, and linkages; oblique triangle trigonometry solutions pertaining to above.

Dra 52
3 Units
Lecture: 1 hour
Laboratory: 6 hours
Prerequisite: Drafting 51

ELEMENTS OF MACHINE DESIGN

Techniques of design of machine members - lubrication, stress and strain. Includes study of sub-assemblies and assemblies. Emphasizes industrial manufacturing processes.

Dra 53
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

MACHINE BLUEPRINT READING

Reading and interpretation of working prints. Includes view representations, meaning of dimensions, tolerancing, symbology, and surface quality.

INDUSTRIAL SUPERVISION

Sup 70
2 Units
Lecture: 2 hours
Prerequisite: None

AFFIRMATIVE ACTION FOR SUPERVISORS

Includes the legal basis for affirmative action positions taken by employer and supervisor in terms of women and minority employment and advancement rights. Studies techniques involved in conducting affirmative action programs in business and industry.

Sup 81 CSUC
2 Units
Lecture: 2 hours
Prerequisite: None

QUALITY CONTROL

Meaning of quality control. Techniques involved in the application of quality control to the various departments in modern industrial organizations.

Sup 82
2 Units
Lecture: 2 hours
Prerequisite: None

INDUSTRIAL PURCHASING

Methods and techniques used in procurement of materials, products, and supplies in industry.

Sup 83
2 Units
Lecture: 2 hours
Prerequisite: None

DEVELOPING EMPLOYEES THROUGH TRAINING

Methods involved in the introduction of employees to training and in evaluating their progress in it. Techniques of on-the-job instruction. Apprenticeship, technical training, management development, and the use of consultants and advisory committees.

Sup 84
2 Units
Lecture: 2 hours
Prerequisite: None

JOB ANALYSIS FOR WAGE ADMINISTRATION

Analysis of job descriptions, specifications, evaluation, and classifications. Local, State and Federal regulations concerning industrial wages.

Sup 92
2 Units
Lecture: 2 hours
Prerequisite: None

PSYCHOLOGY FOR SUPERVISORS

Studies the role of the supervisor in understanding the people with whom he works; emphasizes psychological processes-perceptions, learning, emotions, attitudes, and personalities.

Sup 93 CSUC
2 Units
Lecture: 2 hours
Prerequisite: None

HUMAN RELATIONS

Study of personnel relations as affected by the application of basic psychological techniques. Emphasis on employer-employee relationships.

Sup 94
2 Units
Lecture: 2 hours
Prerequisite: None

COMMUNICATIONS I FOR SUPERVISORS

Oral and written communications designed for supervisors and administrative personnel in industry. Emphasis placed upon individual experiences in speaking and in conference leading.

Sup 95
2 Units
Lecture: 2 hours
Prerequisite: Sup 94

COMMUNICATION II FOR SUPERVISORS

Continuation of Industrial Supervision 94.

Sup 96
2 Units
Lecture: 2 hours
Prerequisite: None

LABOR—MANAGEMENT RELATIONS

Extensive work in such areas as union contracts, grievances, and bargaining procedures. Includes a history of the labor movement. Emphasis placed on Federal and State labor enactments.

Sup 97 CSUC
2 Units
Lecture: 2 hours
Prerequisite: None

INDUSTRIAL ORGANIZATION PATTERNS AND MANAGEMENT

Study of the establishment of lines of authority, departmental functions, local policies, general procedures and regulations.

Sup 98 CSUC
2 Units
Lecture: 2 hours
Prerequisite: None

WORK SIMPLIFICATION

Discussion of methods of improving job procedures and techniques.

Sup 99
2 Units
Lecture: 2 hours
Prerequisite: None

COST CONTROL FOR SUPERVISORS

Factors involved in cost control. Emphasis on materials, salvage, waste, time, and quality requirements. Includes a study of the supervisor's role in controlling costs.

MATHEMATICS

Math 1A CSUC, UC

4 Units
Lecture: 4 hours
Prerequisite: Four years of high school mathematics, including trigonometry, with minimum grade of B in the fourth year; or Math 12 with a minimum grade of C.

CALCULUS WITH ANALYTIC GEOMETRY

Limits, derivatives, and differentials of algebraic and sine and cosine functions; mean value theorem, indefinite integrals, areas, volumes, moments, and applications to physics.

Math 1B CSUC, UC

4 Units
Lecture: 4 hours
Prerequisite: Math 1A with a minimum grade of C.

CALCULUS WITH ANALYTIC GEOMETRY

Transcendental functions, methods of integration, improper integrals, conic section, hyperbolic functions, polar coordinates, vectors, and parametric equations.

Math 2A CSUC, UC

4 Units
Lecture: 4 hours
Prerequisite: Math 1B with a minimum grade of C.

CALCULUS WITH ANALYTIC GEOMETRY

Solid analytic geometry, vector algebra, partial derivatives, line integrals, multiple integrals, vector field theory, functions defined by integrals and infinite series.

Math 2C CSUC, UC

3 Units
Lecture: 3 hours
Prerequisite: Math 2A with a minimum grade of C.

ORDINARY DIFFERENTIAL EQUATIONS

Differential equations of first, second and higher order; simultaneous, linear, homogeneous equations; solutions by powers series; La Place Transform; applications.

Math 3 CSUC, UC

3 Units
Lecture: 3 hours
Prerequisite: Two years of high school mathematics or equivalent.

INTRODUCTION TO MATHEMATICS

Designed for liberal arts students. Introduction to history of mathematics, famous mathematicians, other number systems, logic, and the relationship of mathematics to the fields of music, art, astronomy, philosophy, etc. Students work problems and are exposed to ideas in mathematics they have not previously encountered.

Math 4 CSUC, UC

3 Units
Lecture: 3 hours
Prerequisite: Knowledge of Elementary Algebra recommended.

STATISTICAL METHODS

Descriptive statistics, histograms, frequency polygons, measures of central tendency, and variability. Elementary probability. The binomial and normal distributions. Estimation and hypothesis testing for population proportions and means.

Math 5 CSUC

3 Units
Lecture: 3 hours
Prerequisites: Plane geometry and 1 1/2 years of high school algebra or Math 51.

TRIGONOMETRY

Course covers plane trigonometry, circular functions, trigonometric functions, identities, complex numbers. Emphasis on trigonometric analysis. Students with one year of high school algebra may enroll in this course concurrently with Math 10.

Math 6 CSUC, UC

3 Units
Lecture: 3 hours
Prerequisites: Math 5, Math 10

CALCULUS FOR ENGINEERING TECHNOLOGY

An introductory course in calculus for the engineering technologist. The calculus is treated as a tool useful in engineering practice. Rigorous and general proofs are avoided when possible and an exhaustive treatment of the exceptional case is omitted.

Math 10 CSUC, UC

3 Units
Lecture: 3 hours
Prerequisite: 1 1/2 years of high school algebra.

COLLEGE ALGEBRA

Course includes exponents, determinants, inequalities, complex numbers, theory of equations, permutations, combinations, and probability.

Math 12 CSUC, UC
4 Units

Lecture: 4 hours

Prerequisites: Math 10 with a minimum grade of C, or 4 years of high school mathematics including trigonometry with a minimum average of C in the four years.

Math 20 CSUC, UC

3 Units

Lecture: 3 hours

Prerequisites: Math 51

Math 30A,B CSUC, UC

3-3 Units

Lecture: 3 hours

Prerequisites: High School algebra and geometry. Math 30A is prerequisite to Math 30B

Math 50

3 Units

Lecture: 3 hours

Prerequisites: None

Math 51 CSUC

3 Units

Lecture: 3 hours

Prerequisites: One year of high school algebra or Math 50.

Math 52

3 Units

Lecture: 3 hours

Prerequisites: High school algebra or Math 50

Math 53

3 Units

Lecture: 3 hours

Laboratory: 2 hours

Prerequisite: None

Math 54A,B CSUC

1-1 Unit

Laboratory: 3-3 hours

Prerequisites: High School Algebra or Math 53.

Math 55 CSUC

3 Units

Lecture: 3 hours

Laboratory: 1 hour

Prerequisites: None

Math 56

2 Units

Lecture: 2 hours

Prerequisite: None

Math 70

1 Unit

Lecture: 1 hour

Prerequisite: None

ADVANCED COLLEGE ALGEBRA AND TRIGONOMETRY

A rigorous pre-calculus course including the analysis of polynomial, logarithmic, exponential, and trigonometric functions and their graphs.

MATHEMATICS FOR BUSINESS ANALYSIS

Course includes compound statements, probability theory, vectors, and matrices with applications to Markov chains; linear programming, theory of games, and finite difference.

MATHEMATICS FOR ELEMENTARY TEACHERS

Designed for the elementary education major. Includes set theory, elementary number theory, congruences, whole numbers, rational numbers, irrational numbers, introduction to logic, algorithms, four fundamental operations of arithmetic. Also involves the real number system, measurement of geometric figures, and probability.

ELEMENTARY ALGEBRA

Includes the basic properties of integers, rational numbers, and real numbers; polynomial arithmetic, simple functions and graphing; solves linear and second degree equations. Gives an introduction to inequalities.

INTERMEDIATE ALGEBRA

An expansion of the topics in Mathematics 50. Emphasizes exponents, functions, radicals, logarithms, and systems of equations. Provides an introduction to determinants.

PLANE GEOMETRY

Fundamentals of plane geometry developed by both inductive and deductive processes.

FUNDAMENTALS OF MATHEMATICS

A review of the fundamentals of mathematics as applied to everyday problems. Required for students who have not achieved a satisfactory score on the entrance examination.

PRACTICAL GEOMETRY

Introduces the student to the elementary properties of basic, plane and solid figures. Measurement of line segments, plane figures, solid figures, and the use of protractor and compass. Also prepares the student for further study in Geometry and Trigonometry.

TECHNICAL MATHEMATICS

Basic mathematics with technical emphasis. Course includes fractions, decimals, ratios, proportion, algebraic operations, fundamentals of geometry, and applied trigonometric principles.

INTRODUCTORY TECHNICAL MATHEMATICS FOR ELECTRONICS

Basic mathematics with emphasis on skills needed in electronics. Course includes fractions, decimals, percentage, signed numbers, scientific notation, algebraic operations, the metric system as used in electronics; graphing, and trigonometric principles.

METRIC SYSTEM

Course includes a brief history of measurement, emphasizes prefixes, abbreviations, and basic metric units; linear, mass, weight, and volume calculations. Covers changing from one metric unit to another.

METALS

Mtl 21 CSUC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

INDUSTRIAL MACHINE SHOP PROCESSES

Study of basic machine shop concepts, tools, and processes. Includes bench work, precision measurement, drill press, lathe, shaper, milling machine, and grinder operations.

Mtl 26 CSUC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

HOT METALS FABRICATION PROCESSES

Forging, patternmaking, foundry, heat treating, and metals testing. Study of metals and alloys and their properties.

Mtl 27 CSUC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

INDUSTRIAL SHEET METAL PROCESSES

Light gauge metal fabrication. Study of materials, tools, equipment, and standard layout, cutting, forming, and joining methods. Includes various methods of sheet metal pattern development.

Mtl 51 CSUC
3 Units
Lecture: 1 hour
Laboratory: 6 hours
Prerequisite: None

TECHNICAL MACHINE SHOP I

Introduction to machine shop. Includes basic concepts, tools, equipment, and operations. Emphasizes bench work, precision measurement, drill press work, tool bit grinding, and lathe work.

Mtl 52 CSUC
3 Units
Lecture: 1 hour
Laboratory: 6 hours
Prerequisite: Mtl 51

TECHNICAL MACHINE SHOP II

Emphasizes additional lathe work, including taper turning, threading, and internal operations. Includes shaper work and elementary milling machine set-ups and operations. Introduction to carbide cutting tools.

Mtl 53
3 Units
Lecture: 1 hour
Laboratory: 6 hours
Prerequisite: Mtl 52

TECHNICAL MACHINE SHOP III

Continuation of milling machine and shaper work. Includes indexing, gear cutting, and cams. Introduction to precision grinding.

Mtl 54
3 Units
Lecture: 1 hour
Laboratory: 6 hours
Prerequisite: Mtl 53

TECHNICAL MACHINE SHOP IV

Advanced precision grinding: surface, cylindrical, and tool and cutter. Study of abrasives, properties of metals, heat treating and hardness testing. Consideration of newer machining processes.

STRUCTURAL INSPECTION

StIn 50
3 Units
Lecture: 3 hours
Prerequisite: None

INTRODUCTION TO STRUCTURAL INSPECTION-BUILDING MATERIALS

Structural plan reading, site layout, principles of engineering, soil mechanics and testing, foundations, concrete construction, pre-stressed concrete, and gunite.

StIn 51
3 Units
Lecture: 3 hours
Prerequisite: StIn 50

BLUEPRINT READING AND COST ESTIMATING FOR INSPECTORS

Blueprint reading, specifications, plan checking, and cost estimating.

StIn 52
3 Units
Lecture: 3 hours
Prerequisites: StIn 50
and StIn 51

UNIFORM BUILDING CODE AND ORDINANCES

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. Includes Uniform Building Code, Earthquake Regulations (Title 21), State Fire Marshall's Code (Title 19) and State Hospital Act (Title 17).

StIn 53
3 Units
Lecture: 3 hours
Prerequisite: StIn 50, 51, 52

OFFICE PROCEDURES AND FIELD INSPECTION

Includes study of required paper work relative to building inspection and safety. Emphasizes procedures involved in field inspection of partially completed and completed structures. Zoning, health, and safety ordinances are reviewed as they pertain to inspection.

StIn 54
3 Units
Lecture: 3 hours
Prerequisite: StIn 50

MECHANICAL, PLUMBING, AND ELECTRICAL INSPECTION

Inspection factors involved in checking air conditioning, refrigeration, and heating systems, energy sources and controls; plumbing fixtures, sanitary systems, electrical wiring and loads, sprinkling and fire protection systems, distribution, signaling, and communication systems.

StIn 55
3 Units
Lecture: 3 hours
Prerequisite: StIn 50

BASIC SOIL TECHNOLOGY

Course includes the basic technology of soils as related to construction; soil classifications, identification, structure and mineralogy. Also covers soils testing, compaction, grading, legal aspects of earthwork and field notes, and reports.

StIn 56
3 Units
Lecture: 3 hours
Prerequisite: StIn 50

PORTLAND CEMENT, CONCRETE, AND ASPHALT

Basic principles in cement, concrete, and asphalt construction technology. Includes aggregates, admixtures, bituminous materials, proportionate mixtures, foundations, and finishing of concrete and asphalt mixtures.

UPHOLSTERY

Up 41
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

UPHOLSTERY I

Includes theory relative to upholstery tools, equipment, materials, types of frame constructions, and furniture design. Extensive practice in the use of basic upholstery hand tools, equipment, and materials in the construction of a project. Laboratory safety is stressed.

Up 50A,B
6-6 Units
Lecture: 4 hours
Laboratory: 8 hours
Prerequisite: None

FUNDAMENTALS OF UPHOLSTERY

Basic instruction and application of upholstery hand tools and sewing machines. Frame repair and reconstruction of upholstered furniture. Includes plastic and vinyl repair of automobile upholstery. One-year program designed to prepare student for professional employment.

WATER TREATMENT

DOMESTIC WATER TREATMENT

DWT 70
3 Units
Lecture: 3 hours
Prerequisite: None

MATHEMATICS FOR WATER TREATMENT

Includes the standard arithmetic, algebraic, geometric, and trigonometric processes involved in mathematical calculations of water treatment. Includes elementary slide rule instruction, basic surveying theory, and map reading.

DWT 71 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

WATER SUPPLY AND TREATMENT

Basic course covering historical development of water quality control practices, water sources, public health aspects of water supply, water chemistry, filtration, corrosion, tastes and odors in water, water bacteriology, and pump operation.

DWT 72
3 Units
Lecture: 3 hours
Prerequisite: None

WATER SUPPLY HYDRAULICS

Course in practical water supply hydraulics with emphasis on type, location, construction, operation, testing and maintenance of wells, pumping stations, and hydro-pneumatic systems; location, operation and maintenance of water storage facilities and distribution systems; water flow meters and recorders; automatic equipment-activating devices and controls; detection of water losses; fire flow requirements.

DWT 73
3 Units
Lecture: 3 hours
Prerequisite: None

CHEMISTRY FOR WATER TREATMENT

Includes study of various chemical treatments of water for purification purposes. Involves analysis of different types of chemical purification problems.

WASTEWATER TREATMENT

WWT 50
3 Units
Lecture: 3 hours
Prerequisite: General Mathematics

MATHEMATICS FOR WASTEWATER TREATMENT

Includes basic operational mathematics expressed in terms used in wastewater treatment plant operations and attendant laboratory procedures.

WWT 51
3 Units
Lecture: 3 hours
Prerequisite: WWT 50

WASTEWATER TREATMENT I

A second course in the wastewater treatment plant operators curriculum, directed particularly towards understanding and solving mathematical formulae of primary and secondary unit operations, including pumps and pumping systems.

WWT 52
3 Units
Lecture: 3 hours
Prerequisite: WWT 51

WASTEWATER TREATMENT II

A continuation of Wastewater Treatment I. Covers preliminary wastewater treatment, primary and secondary sedimentation principles, sludge treatment, anaerobic digestion, stabilization ponds, disinfection, and water reclamation techniques. Course emphasizes activated sludge processes and offers an introduction to trickling filters.

WATER DISTRIBUTION SYSTEMS

WDS 50
3 Units
Lecture: 3 hours
Prerequisite: None

WATER DISTRIBUTION SYSTEM OPERATION I

Course in practical operation of a water distribution system with emphasis on sources of water and water system appurtenances. Includes: meters, services, main lines, reservoirs, wells, pumps, and motors. Safety precautions stressed. Prepares operators for the Grade I examination.

WDS 51
3 Units
Lecture: 3 hours
Prerequisite: None

WATER DISTRIBUTION SYSTEM OPERATION II

Course in practical operation of a water distribution system. Includes water sources, meters, services, main lines, reservoirs, wells, pumps, motors, chemical compositions, maps, applied hydraulics and water flow. Prepares operators for the Grade II examination.

WELDING

Weld 28A CSUC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

INDUSTRIAL WELDING PROCESSES I

General Welding course including oxygen-acetylene welding, brazing, and cutting; arc welding. Includes study of welding machines, joints, positions, weld symbols, base metals identification and metallic properties as they relate to welding.

Weld 28B CSUC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Weld 28A with grade of C or better.

INDUSTRIAL WELDING PROCESSES II

Includes applications of advanced welding techniques in specific assigned positions. Involves joint design and preparation, filler wire selection, and finished weld evaluation. Preparing and testing weld specimens. Course designed to advance students toward welding certification.

Weld 28C CSUC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Successful Completion of Weld. 28A, 28B

INDUSTRIAL WELDING PROCESSES III

Emphasis placed on practical job applications of electric arc, oxygen-acetylene welding, and brazing. Includes experience in tungsten inert gas and metallic inert gas welding. Course designed to offer advanced welding for equipment repair and maintenance. Total job analysis including joint design, materials selection, machine adjustments, and weld evaluation.

Weld 35 CSUC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

GAS-SHIELDED WELDING

Study of Tungsten Inert Gas (TIG) and Metallic Inert Gas (MIG) welding processes, equipment, and techniques. Involves practice in welding mild steel, stainless steel, and aluminum.

Weld 63
2 Units
Laboratory: 6 hours
Prerequisite: Successful completion of Weld. 28A & 28B.

WELDING II

Includes mild-steel welding, welding cast iron, hard surfacing, introduction to pipe welding, and specimen testing.

Weld 64
3 Units
Lecture: 1 hour
Laboratory: 6 hours
Prerequisite: Weld 28A

OXYGEN-ACETYLENE WELDING

Course involves extensive practice in oxy-acetylene welding and cutting techniques. Involves common weld joints-all positions.

Weld 65
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

BRAZING

Study of, and practice in, brazing and braze welding. Emphasizes filler metal and flux selection, flame adjustments, and procedures for various metals. Includes aluminum brazing, copper, and silver soldering.

Weld 66
4 Units
Lecture: 1 hour
Laboratory: 9 hours
Prerequisite: Weld 63

Weld 69 CSUC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

ELECTRICAL ARC WELDING

Additional practice in advanced arc welding techniques. Emphasizes real or "live" jobs where applicable. Includes pipe welding and design and use of welding fixtures.

PRINCIPLES OF OXYGEN AND ACETYLENE WELDING

Study and practice in oxy-acetylene welding and cutting principles and techniques. Involves common weld joints and various welding positions.

FIRE SCIENCES

FIRE SCIENCE

FS 51 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

INTRODUCTION TO FIRE SCIENCE

An introduction to the Fire Service and Fire Protection; career opportunities in fire protection and related fields; history of fire protection; fire loss analysis; public, quasi-public, and private fire protection services; specific fire protection functions; fire chemistry and physics.

FS 52 CSUC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

INTRODUCTION TO FIRE SUPPRESSION

Characteristics and behavior of fire, fire hazard properties of ordinary materials, extinguishing agents, fire suppression organization and equipment, basic fire fighting tactics, public relations as affected by fire suppression. Field trips may be required.

FS 53 CSUC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

FUNDAMENTALS OF FIRE PREVENTION

Organization and function of the fire prevention organization, inspection, surveying mapping procedures, recognition of fire hazards, engineering a solution of the hazard, enforcement of the solution, public relations as affected by fire prevention. Field trips may be required.

FS 54 CSUC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: FS 52, FS 53

FIRE TACTICS AND STRATEGY

Principles of fire control through the utilization of manpower, equipment and extinguishing agents on the fire ground.

FS 55 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

HAZARDOUS MATERIALS I

An introduction to basic fire chemistry and physics. Problems of flammability as encountered by fire fighters when dealing with fuels and oxidizers. Elementary fire fighting practices pertaining to hazardous materials in storage and transit.

FS 56 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

FIRE PROTECTION EQUIPMENT AND SYSTEMS

Portable fire extinguishing equipment, sprinkler systems, protection systems for special hazards, fire alarm and detection systems.

FS 57 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

RELATED CODES AND ORDINANCES

Familiarization with national, state, and local laws and ordinances which influence the field of fire prevention. Field trips may be required.

FS 58 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

FIRE HYDRAULICS

Review of basic mathematics, hydraulic laws and formulas as applied to the fire service, application of formulas and mental calculation to hydraulic problems, water supply problems, underwriters requirements for pumps. Field trips may be required.

FS 59 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

FS 60 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

FS 61 CSUC
3 Units
Lecture: 3 hours
Prerequisite: FS 51

FS 62 CSUC
3 Units
Lecture: 3 hours
Prerequisite: FS 51

FS 63A CSUC
1 Unit
Lecture: 1 hour
Prerequisite: None

FS 63B CSUC
1 Unit
Lecture: 1 hour
Prerequisite: FS 63A

FS 63C CSUC
1 Unit
Lecture: 1 hour
Prerequisite: FS 63A & 63B

FS 63D CSUC
1 Unit
Lecture: 1 hour
Prerequisite: FS 63A,B,C

FS 63E CSUC
1 Unit
Lecture: 1 hour
Prerequisite: FS 63A,B,C,D

FS 64A CSUC
1 Unit
Lecture: 1 hour
Prerequisite: None

FS 64B CSUC
1 Unit
Lecture: 1 hour
Prerequisite: FS 64A

FS 65A CSUC
1 Unit
Lecture: 1 hour
Prerequisite: FS 64A & B

BUILDING CONSTRUCTION FOR FIRE PROTECTION

Fundamentals of building construction as it relates to fire protection. Classification by occupancy and types of construction, with emphasis on fire protection features, including; building equipment, facilities, fire resistive materials and high rise considerations.

FIRE COMPANY ORGANIZATION AND MANAGEMENT

Review of fire department organization, fire company organization, the company officer, personnel administration, the company officer, personnel administration, communications, fire equipment, maintenance, training, fire prevention, fire fighting, company fire fighting capability, records and reports. Field trips may be required.

FIRE APPARATUS AND EQUIPMENT

Driving laws, driving techniques, construction and operations of pumping, engines, ladder trucks, aerial platforms, specialized equipment, and apparatus maintenance.

RESCUE PRACTICES

Rescue problems and techniques; emergency rescue equipment, toxic gasses; chemicals and diseases; radiation hazards; care of victims, including emergency childbirth, respiration and resuscitation, extrication, and other emergency conditions.

FIRE SERVICE PRINCIPLES AND PROCEDURES

An 18-hour course designed to develop an appreciation for the public service aspects of fire department work and of the necessity for discipline, esprit de corps, and training; the ability to use and care for fire service tools, hose, nozzles, and fittings, ladder rescue equipment, and salvage equipment.

FIRE SERVICE PRINCIPLES AND PROCEDURES II

An 18-hour course designed to develop a fundamental knowledge of fire ground operations, an appreciation for comprehensive training and the ability to lay hose with apparatus, to perform above-ground evolutions, and salvage operations.

FIRE SERVICE PRINCIPLES AND PROCEDURES III

An 18-hour course designed to develop a knowledge of fireman's responsibilities in fire prevention, fire investigation, and public relations; the ability to use fire apparatus and equipment to deal with various types of fire and rescue problems.

FIRE SERVICE PRINCIPLES AND PROCEDURES IV

An 18-hour course designed to fulfill a department's specific training need. The course may involve Ladder Truck or Elevated Platform Operations, Salvage Operations, Rescue Operations, Riot Control Operations, Long Pipe Operations, Fire Department Operations in Protected Properties, or any other type of operations in which a fire department may require training based upon local conditions.

FIRE SERVICE PRINCIPLES AND PROCEDURES IV (DRIVE TRAINING)

An 18-hour course designed to properly train fire department personnel who drive emergency apparatus to meet their responsibilities: By lecture on emergency driver responsibility and qualifications, vehicle operational practices, standard driving practices, collision and accident prevention, maintenance schedules, and field training laboratory operations.

FIRE CONTROL I

An 18-hour course designed to develop a knowledge of basic chemistry and the behavior of fire, a basic knowledge of building design and fire protection equipment and systems, and a basic understanding of fire strategy.

FIRE CONTROL II

Continuation of Fire Control I. An 18-hour course designed to develop a knowledge of fire strategy.

PUMP OPERATION I

An 18-hour course designed to develop a knowledge of pumps and pumping principles and practical hydraulics; the ability to drive apparatus safely and to operate pumps.

FS 66 CSUC
3 Units
Lecture: 3 hours
Prerequisite: FS 53 & 57

FS 67
2 Units
Lecture: 2 hours
Prerequisite: Current employment in fire protection and recommendation of employer.

FS 68
2 Units
Lecture: 2 hours
Prerequisite: Current employment in fire protection and recommendation of employer.

FS 69
2 Units
Lecture: 2 hours
Prerequisites: Current employment in fire protection and recommendation of employer.

FS 70
2 Units
Lecture: 2 hours
Prerequisites: Current employment in fire protection and recommendation of employer.

FS 71
2 Units
Lecture: 2 hours
Prerequisites: Current employment in fire protection and recommendation of employer.

FS 72 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

FS 73 CSUC
3 Units
Lecture: 3 hours
Prerequisite: ES 1A or Eng 3A or Eng 50.

FS 74 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

FS 75 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

ARSON INVESTIGATION

Introduction to arson and incendiary, arson laws, and types of incendiary fires. Methods of determining fire cause, recognizing and preserving evidence, interviewing and detaining witnesses. Procedures in handling juveniles, court procedures and giving court testimony.

BUILDING CONSTRUCTION FOR FIRE PROTECTION

A seminar designed to provide experiences for fire service officers with instruction and training responsibilities. Course content includes planning, organizing, conducting and evaluating fire service training activities as they relate to Building Construction for Fire Protection.

THE INSPECTION OF THE COMMUNITY

A seminar designed to provide experiences for fire service officers with instruction and training responsibilities. Course content includes planning, organizing, conducting and evaluating fire service training activities as they relate to Fire Protection Organization.

FIRE PROTECTION ORGANIZATION

A seminar designed to provide experiences for fire service officers with instruction and training responsibilities. Course content includes planning, organizing, conducting and evaluating fire service training activities as they relate to Fire Protection Organization.

DEVELOPING A COMPANY FOR INSPECTION PROGRAM

A seminar designed to provide experiences for fire service officers with instruction and training responsibilities. Course content includes planning, organizing, conducting and evaluating fire service training activities as they relate to Developing a Company for Inspection Program.

PEACE OFFICERS TRAINING

A seminar designed to provide experiences for fire service officers with instruction and training responsibilities. Course content includes planning, organizing, conducting and evaluating fire service training activities as they relate to Peace Officers Training.

HAZARDOUS MATERIALS II

A second semester course in Hazardous Materials covering the identification, handling and fire-fighting practices with explosives, toxic substances, and radioactive materials in storage or in transit.

FIRE SERVICE RECORDS AND REPORTS

The course is designed for all members of the Fire Service in the use of typical records and reports systems. The course covers knowledge and understanding of Fire Department Record Systems. Principles of report writing and application in the area of pre-fire surveys, post-fire reporting, research and planning.

FIRE SERVICE COMMUNICATIONS SYSTEMS

An introduction to the basic fire alarm operator's area of specialized knowledge, duties and performance objectives. A general course on the installation, operation, and testing of fire alarm and communication systems. Designed for Alarm Operators and potential Alarm Operators.

WILD LAND FIRE CONTROL I

A course designed to provide the employed Fireman or Fire Science Major with a fundamental knowledge of the factors affecting wild land fire prevention, fire behavior, and control techniques.

FS 76 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

FIRE VEHICLE MAINTENANCE FOR OPERATORS AND MECHANICS

A survey course in the fundamentals of all vehicle structure. Basic construction of the vehicles, including the main powering systems (fire pumps excluded) and techniques of maintenance.

FS 77 CSUC
2 Units
Lecture: 2 hours
Prerequisite: None

FIRE SERVICE INSTRUCTOR TRAINING

This course provides a variety of methods and techniques for volunteer firemen and fire service personnel. The content will enable them to select, develop, and organize material for in-service program.

FS 78 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

FUNDAMENTALS OF PERSONAL FIRE SAFETY AND EMERGENCY CARE

This course is designed to provide basic skills in assessing fire dangers, handling common fire situations in the home and/or industry, basic Cardio-Pulmonary Resuscitation and Standard First Aid. The student will be able to recognize and correct common fire dangers in the home and/or industry; select and properly use available fire fighting appliances, i.e., fire extinguishers, house lines, etc.; to implement "Operation EDITH" (Exit Drills in the Home); to select, maintain and test fire detection devices; to select and perform fundamental rescue procedures; to perform basic C.P.R. to American Heart/Red Cross standards; to perform the skills necessary for certification for Red Cross Standard First Aid.

FS 86 CSUC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Enrolled in other fire science course or employed as volunteer fireman or woman.

SPECIALIZED RESCUE

The student learns rescue under difficult conditions, such as handling of casualties from upper floors, by ladder slide or rope ladders, or from lower floors of buildings by slide drags and passes, and breaching walls. The student will learn the use of rigging "A" frames and tripods, as well as sliding people from second and third floors of buildings.

FOREIGN LANGUAGES

FRENCH

Fr 1 CSUC, UC
5 Units
Lecture: 5 hours
Laboratory: 1 hour, to be arranged.
Prerequisite: None

ELEMENTARY FRENCH

Fundamental essentials of French grammar and pronunciation; exercises in composition, conversation, and reading. Audio-lingual approach stressed with heavy emphasis on oral proficiency and structure correctness in both speaking and writing skills throughout every aspect of the course.

Fr 2 CSUC, UC
5 Units
Lecture: 5 hours
Laboratory: 1 hour, to be arranged.
Prerequisite: French 1, two years of high school french, or its equivalent.

ELEMENTARY FRENCH

Continuation of French 1

Fr 3 CSUC, UC
4 Units
Lecture: 4 hours
Laboratory: 1 hour, to be arranged.
Prerequisite: French 2, or three years high school french, or its equivalent.

INTERMEDIATE FRENCH

A thorough audio-lingual review of grammatical structure. Advanced composition and some translations introduced with continued reading in literature and culture. The course is designed to reinforce the student's progress in developing writing skills and oral fluency and accuracy in idiomatic usage.

Fr 4 CSUC, UC
4 Units
Lecture: 4 hours
Laboratory: 1 hour, to be arranged.
Prerequisite: French 3, four years high school french, or its equivalent.

INTERMEDIATE FRENCH

Continuation of French 3

Fr 8A,B CSUC, UC
3-3 Units
Lecture: 3 hours
Prerequisites: French 2 or three years of high school French. Recommended to be taken simultaneously with French 3. Courses need not be taken in sequence.

Fr 39 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: Enrolled in or eligible for English 1A or 1B.

Fr 71A,B,C,D CSUC
3-3-3-3 Units
Lecture: 3 hours
Prerequisite: None

Fr 81A,B,C,D
2-2-2-2 Units
Lecture: 1 and 1/2 hours
Laboratory: 1 and 1/2 hours

GERMAN

Ger 1 CSUC, UC
5 Units
Lecture: 5 hours
Laboratory: 1 hour, to be arranged
Prerequisite: None

Ger 2 CSUC, UC
5 Units
Lecture: 5 hours
Laboratory: 1 hour, to be arranged.
Prerequisite: German 1, two years high school German or its equivalent.

Ger 3 CSUC, UC
4 Units
Lecture: 4 hours
Laboratory: 1 hour, to be arranged.
Prerequisite: German 2 three years high school German, or its equivalent.

FRENCH CONVERSATION

Daily contact vocabulary building and practical conversation on everyday topics, current events, student life, social life, and cultural materials. Language Laboratory attendance will be required at the discretion of the instructor.

FOREIGN LITERATURE IN TRANSLATION: FRENCH

Introductory course is designed to capture and to challenge the student to examine some of the concerns of modern man as they are described in French literature of the 19th and 20th centuries. The course introduces the student to the works of a single author or group of authors of classics and literary movements. The course is conducted entirely in English; no knowledge of French is required. However, reading may be done in French or English as desired by the student. Same as English 39. May be taken for credit only once.

BASIC SPOKEN FRENCH

This is a basic spoken French course directed to the traveler tourist guide, travel agent, business person, as well as to the student who is generally interested in learning French for personal and intellectual enrichment. Emphasis is on conversationally-taught grammatical structures and vocabulary-building contextual situations dealing with: travel, transportation, banking, lodging, food, shopping, health and medical services, cultural and recreational activities, and other everyday areas.

FRENCH FOR CONVERSATION AND TRAVEL

An introduction to pronunciation, basic vocabulary of common expressions necessary for the traveler, and a background to the cultural institutions of France and French-speaking countries. Emphasis on travel-oriented topics. Audio-visual aids will illustrate the highlights of the country. No textbook required.

ELEMENTARY GERMAN

Fundamental essentials of German grammar and pronunciation; exercises in composition, conversation, and reading. Audio-lingual approach stressed with heavy emphasis on oral proficiency and structure correctness in both speaking and writing skills throughout every aspect of the course.

ELEMENTARY GERMAN

Continuation of German 1.

INTERMEDIATE GERMAN

A thorough audio-lingual review of grammatical structure. Advanced composition and translations introduced with continued readings in literature and culture. The course is designed to reinforce the student's progress in developing writing skills and oral fluency and accuracy in idiomatic usage.

Ger 4 CSUC, UC
4 Units
Lecture: 4 hours
Laboratory: 1 hour,
to be arranged.
Prerequisite: German 3,
four years high school German
or its equivalent.

Ger 71A,B,C,D CSUC, UC
3-3-3-3 Units
Lecture: 3 hours
Prerequisite: None

ITALIAN

Ital 1 CSUC, UC
5 Units
Lecture: 5 hours
Laboratory: 1 hour,
to be arranged.
Prerequisite: None

Ital 2 CSUC, UC
5 Units
Lecture: 5 hours
Laboratory: 1 hour,
to be arranged.
Prerequisite: Italian 1,
two years high school Italian,
or its equivalent.

Ital 3 CSUC, UC
4 Units
Lecture: 4 hours
Laboratory: 1 hour,
to be arranged.
Prerequisite: Italian 2,
three years high school
Italian, or its equivalent.

Ital 4 CSUC, UC
4 Units
Lecture: 4 hours
Laboratory: 1 hour,
to be arranged.
Prerequisite: Italian 3,
four years high school Italian,
or its equivalent.

Ital 40A,B CSUC, UC
3-3 Units
Lecture: 3 hours
Prerequisite: None

Ital 71A,B,C,D CSUC
3-3-3-3 Units
Lecture: 3 hours
Prerequisite: None

INTERMEDIATE GERMAN

Continuation of German 1.

BASIC SPOKEN GERMAN

Flexible scheduling, number of units will be determined by class lecture hours programmed: An introductory course emphasizing oral practice, structure, pronunciation, and vocabulary development from an everyday practical, situational point of view for students who wish to obtain a speaking knowledge of German for vocational and vocational objectives.

ELEMENTARY ITALIAN

Essentials of Italian speech, grammatical structure and pronunciation, oral practice, exercises in composition, readings on Italian culture and civilization.

ELEMENTARY ITALIAN

Essentials of Italian speech, grammatical structure and pronunciation, oral practice, exercises in composition, readings on Italian culture and civilization.

INTERMEDIATE ITALIAN

A thorough review of the fundamental principles of grammar with a practical application of written and oral exercises to develop fluency in idiomatic usage. Reading in Italian of cultural material, short stories, novels or plays; oral or written reports on outside reading.

INTERMEDIATE ITALIAN

Continuation of Italian 3 with greater emphasis on reading selections from Italian literature.

SURVEY OF ITALIAN CIVILIZATION

An introduction to the Italian people, culture, and civilization through an historical survey of thought, literature, customs, arts and sciences, music, and institutions of Italy. Particular emphasis on acknowledging the universality of the Italian culture and the contribution that the Italian heritage has made to the humanities. 40A covers the period from the 13th century to the 16th century; 40B covers the period from the 17th century to the present. Courses need not be taken in sequence. Conducted in English.

BASIC SPOKEN ITALIAN

This is a basic course in Italian for the traveler and for personal enrichment. It is taught conversationally. Emphasis is placed on phrases and terminology useful to tourists who go to Italy or to other Italian-speaking areas. The course includes the sound system and pronunciation (especially useful for singers), currency, numbers, days, time, everyday expressions needed for transportation, immigration and customs, shopping and banking, auto repairs, telephone, lodging, food, health and medical services, and various contemporary cultural and recreational attractions.

Ital 81A,B,C,D
2-2-2 Units
Lecture: 1 1/2 hours
Laboratory: 1 1/2 hours
Prerequisite: None

RUSSIAN

Rus 1 CSUC, UC
5 Units
Lecture: 5 hours
Laboratory: 1 hour, to be arranged.
Prerequisite: None

Rus 2 CSUC, UC
5 Units
Lecture: 5 hours
Laboratory: 1 hour, to be arranged.
Prerequisite: Russian 1, two years high school Russian, or its equivalent.

Rus 71A,B,C,D CSUC
3-3-3 Units
Lecture: 3 hours
Prerequisite: None

SPANISH

Span 1 CSUC, UC
5 Units
Lecture: 5 hours
Laboratory: 1 hour, to be arranged.
Prerequisite: None

Span 2 CSUC, UC
5 Units
Lecture: 5 hours
Laboratory: 1 hour, to be arranged.
Prerequisite: Spanish 1, two years high school Spanish, or its equivalent.

Span 3 CSUC, UC
4 Units
Lecture: 4 hours
Laboratory: 1 hour, to be arranged.
Prerequisite: Spanish 2, three years of high school Spanish, or its equivalent.

Span 4 CSUC, UC
4 Units
Lecture: 4 hours
Laboratory: 1 hour, to be arranged.
Prerequisite: Spanish 3, or four years high school Spanish, or its equivalent.

ITALIAN FOR CONVERSATION AND TRAVEL

This is a course in Italian taught conversationally for personal enrichment and for the traveler. The course includes the sound system and pronunciation, numbers, currency, time, days, everyday expressions needed for transportation, immigration and customs, shopping and banking, telephone, lodging, food, and other recreational attractions. Audio-visual aids will illustrate the highlight of the country. No textbook required.

ELEMENTARY RUSSIAN

Fundamental essentials of Russian grammar and pronunciation; exercises in composition, conversation, and reading. Audio-lingual approach stressed with heavy emphasis on oral proficiency and correctness in both speaking and writing skills throughout every aspect of the course.

ELEMENTARY RUSSIAN

Continuation of Russian 1.

BASIC SPOKEN RUSSIAN

3 Units each semester. An introductory course in Russian progressing in difficulty from semester to semester emphasizing oral practice, structure, pronunciation, and vocabulary development from an every day practical, situational point of view for students who wish to obtain a speaking knowledge of Russian for avocational and vocational objectives.

ELEMENTARY SPANISH

Fundamental essentials of Spanish grammar and pronunciation; exercises in composition, conversation, and reading. Audio-lingual approach stressed with heavy emphasis on oral proficiency and structure correctness in both speaking and writing skill throughout every aspect of the course.

ELEMENTARY SPANISH

Continuation of Spanish 1.

INTERMEDIATE SPANISH

A thorough audio-lingual review of grammatical structure. Advanced composition and some translations introduced with continued readings in literature and culture. The course is designed to reinforce the student's progress in developing writing skills and oral fluency and accuracy in idiomatic usage.

INTERMEDIATE SPANISH

Continuation of Spanish 3.

Span 5 CSUC
3 Units
Lecture: 3 hours
Prerequisites: Spanish 4 or equivalent. Sophomore standing.

ADVANCED SPANISH

Primarily designed for students of advanced Spanish proficiency and pre-Spanish majors as a transition toward upper division college work. Extensive readings in Spanish literature and culture are stressed with emphasis placed on composition and conversation, requiring intensive use of the Spanish language for enrichment of oral and writing abilities. Course accepted by University of California as equivalent to Spanish 25.

Span 6 CSUC
3 Units
Lecture: 3 hours
Prerequisites: Span 5 or equivalent. Sophomore standing.

ADVANCED SPANISH

Program essentially the same as Spanish 5 with emphasis on Spanish-American literature and culture. Course accepted by University of California as equivalent to Spanish 25.

Span 8A,B CSUC
3-3 Units
Lecture: 3 hours
Prerequisite: Span 2 or three years of high school Spanish. Recommended to be taken simultaneously with Span 3. Course need not be taken in sequence.

SPANISH CONVERSATION

Daily contact vocabulary building and practical conversation on everyday topics, current events, and cultural materials. Language Laboratory attendance will be required at the discretion of the instructor.

Span 40A,B CSUC
3-3 Units
Lecture: 3 hours
Prerequisite: None

SPANISH FOR PUBLIC SERVICE AND PROFESSIONAL PERSONNEL

An intensive vocationally oriented course designed to give all career personnel employed in every aspect of public service and safety, realistic communication-occupational practice in the vocabulary, nomenclature and functional grammar typical of practical daily job contacts with Spanish speaking people.

Span 50A,B CSUC
3-3 Units
Lecture: 3 hours
Prerequisite: 50A for 50B or equivalent

SPANISH FOR THE ALLIED MEDICAL PROFESSIONS

These courses concentrate on the basic, universal structures and vocabulary skills common to all beginning language courses with additional emphasis on the familiarization and mastery of useful expressions, questions and directions pertinent to the needs of the broad social, professional and cultural contacts of all phases of allied medical personnel with Spanish speakers. The primary function of classroom instruction will be individualized communication; adjusted and oriented to suite the particular needs of the individual students and will be reinforced by practical field trips. May be taken for credit only once.

Span 51A,B CSUC
3-3 Units
Lecture: 3 hours
Prerequisite: Span 50A and 50B or equivalent.

ADVANCED SPANISH FOR THE ALLIED MEDICAL PROFESSIONS

Concentration on universal structures and vocabulary skills commonly required for advanced linguistic proficiency focusing on the needs of the medical professions; translations of medical terms; advanced conversation and liaison in communications between medical staff and Spanish speaking patients on a technical, social and cultural basis; general enrichment and fluency in Spanish composition and speech to cope with any situation.

Span 55A,B CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

SPANISH FOR CRIMINAL JUSTICE PERSONNEL

An intensive vocationally oriented course designed to give all career personnel employed in every aspect of criminal justice and/or law enforcement procedures realistic communication-occupational practice in the vocabulary, nomenclature and functional grammar typical of practical daily job contacts and emergency situations involving Spanish-speaking people.

Span 71A,B,C,D CSUC
3-3-3-3 Units
Lecture: 3 hours
Prerequisite: None

BASIC SPOKEN SPANISH

Flexible scheduling, number of units will be determined by class lecture hours programmed. An introductory course emphasizing oral practice, structure, pronunciation, and vocabulary development from an everyday practical, situational point of view for students who wish to obtain a speaking knowledge of Spanish for avocational and vocational objectives.

Span 81A,B,C,D
2-2-2-2 Units
Lecture: 1 1/2 hours
Laboratory: 1 1/2 hours
Prerequisite: None

SPANISH FOR CONVERSATION AND TRAVEL

This is a course in Spanish taught conversationally for personal enrichment and for the traveler. The course includes the sound system and pronunciation, numbers, currency, time, days, everyday expressions needed for transportation, immigration and customs, shopping and banking, telephone, lodging, food and food preparation, and other recreational attractions. Audiovisual aids will illustrate the highlights of the country. No textbook required.

HEALTH, PHYSICAL EDUCATION AND RECREATION

HEALTH EDUCATION

HE 1 CSUC, UC
2 Units
Lecture: 2 hours
Prerequisite: None

PERSONAL AND COMMUNITY HEALTH

Application of facts and attitudes to the maintenance of optimum health for the individual and society; effects of exercise, fatigue, and diet; emotional and mental well-being; drugs, alcohol, and tobacco; disease etiology and disease prevention; human reproduction and family; safety in the modern world.

PHYSICAL EDUCATION

PE 1 CSUC, UC
2 Units
Lecture: 2 hours
Prerequisite: None

FIRST AID AND SAFETY

Theory and practice in immediate and temporary care given in case of accident or sudden illness until services of a physician can be obtained. Complies with American Red Cross requirements. Upon successful completion of this course the student is awarded the Standard Red Cross Certificate. American Heart Association C.P.R. card is also available.

PE 2A CSUC, UC
2 Units
Lecture: 2 hours
Prerequisite: None

SPORTS OFFICIATING

Instruction and practice in officiating skills including rules, duties and conduct. Fall semester: football, basketball, soccer, and volleyball.

PE 2B CSUC, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: PE 2A

SPORTS OFFICIATING

Instruction and practice in officiating skills including rules, duties, conduct, and related skills. Spring semester: baseball, softball, track, and tennis.

PE 4 CSUC, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: PE or
Recreation major or minor

PROFESSIONAL SKILLS ANALYSIS

Evaluation, through testing, of the skills commonly needed by physical educators and recreation leaders. The results of this testing will form the basis for counselling students into classes they should take to improve their competencies.

PE 5A CSUC, UC
3 Units
Lecture: 3 hours
Laboratory: None
Prerequisite: None

FOUNDATIONS OF COACHING

An introduction to the broad spectrum of coaching activities involved in football and basketball. Subject matter to cover preparation, motivation, player selection, evaluation, fundamentals, and strategy.

PE 8 CSUC, UC
2 Units
Lecture: 2 hours
Prerequisite: None

INTRODUCTION TO HEALTH AND PHYSICAL EDUCATION

Introduces the student to the professional field of physical education. Aids the student in seeing the relationship of the physical education profession to past and present day problems in the United States, its present status, professional organizations, literature, and requirements.

PE 23 CSUC, UC
2 Units
Lecture: 1 hour
3 hours Laboratory
Prerequisite: Good swimming ability

PE 24 CSUC, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Red Cross Senior Life Saving Certificate.

PE 25 CSUC, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Student must demonstrate proficient abilities in basic watermanship.

PE 26 CSUC, UC
2 Units
10 hours Laboratory plus performances
Prerequisite: None

RECREATION

RE 1 CSUC, UC
2 Units
Lecture: 2 hours
Prerequisite: None

RE 2A,B,C,D CSUC, UC
1 Unit-RE A,C
Laboratory: 75 hours per semester
2 Units-RE B,D
Laboratory: 150 hours per semester

RE 3 CSUC, UC
3 Units
Lecture: 3 hours
Laboratory: TBA (Field Trips)
Prerequisite: None

RE 4 CSUC, UC
3 Units
Lecture: 3 hours
Laboratory: TBA (Weekend Trips)
Prerequisite: Good Physical Condition

SENIOR LIFESAVING

Practice in performing various swimming strokes and water rescue skills. Upon successful completion of this course the student is awarded a Red Cross Senior Life Saving Certificate and C.P.R. Certificate.

WATER SAFETY INSTRUCTION

Practice in performing and teaching the various strokes and water skills. Upon successful completion of this course the student is awarded a Red Cross Water Safety Instructor's Certificate.

SKIN/SCUBA DIVING

Lecture, instruction and practice in all aspects of skin and scuba diving. Equipment is provided. Students wishing to be certified must complete two ocean dives after conclusion of course.

AQUATIC PERFORMING ARTS

Open to men and women who have the skill, knowledge and/or interest in performing in and/or staging synchronized swimming shows. Swimmers, divers, gymnasts, singers, dancers, seamstresses, announcers, sound technicians, light technicians and wardrobe and make up people are included.

RECREATION LEADERSHIP

A course concerned with (1) leadership of recreation activities, with emphasis on the social development and integration of individuals into group programs, and (2) mechanics of planning, techniques of presentation, and a repertoire of social activities as tools for social recreation.

RECREATION FIELD WORK

Gives practical experience to students who are training for recreation leadership, by providing actual supervised work at various recreation facilities within the Coachella Valley area (senior citizen and adult recreation facilities, teen centers, swimming pools, gymnasiums, school areas, boy's clubs, youth centers, etc.).

OUTDOOR RECREATION

History, development, principle and trends of organized camping, nature and conservation, and outdoor recreation. Activity and field trips, including camping and hiking; practical skills in firecraft, outdoor walking and backpacking, leadership training in camp counseling.

TECHNIQUES OF BACKPACKING

Introduction to the many phases of outdoor living experience; backpacking and wilderness travel; clothing, equipment, food and shelter; safety procedures, survival minimums, outdoor living courtesies, and map and compass, hiking techniques.

ACTIVITIES (Each activity class may be repeated once)

PE 40A,B,C CSUC, UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: None

ARCHERY

Beginning, intermediate and advanced archery. Development of proficiency in shooting, nomenclature of archery, knowledge of etiquette, rules and safety, choosing equipment and practice in tournament rounds.

PE 43A,B,C CSUC, UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: None

PE 44A,B,C CSUC, UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: None

PE 45A,B,C CSUC, UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: None

PE 46A,B,C CSUC, UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: None

PE 48A,B,C CSUC, UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: A light-weight,
multi-speed bicycle.

PE 52A,B,C CSUC, UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: None

PE 53A,B,C CSUC, UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: None

PE 54A,B,C CSUC, UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: None

PE 57A,B,C, CSUC, UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: None

PE 58A,B,C, CSUC, UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: None

PE 59A,B,C, CSUC, UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: None

BADMINTON

Beginning, intermediate and advanced badminton. Instruction and practice in skills, strategies, and rules of the sport.

BASEBALL

Beginning, intermediate and advanced baseball. Instruction and practice in the skills and strategies of the game.

BASKETBALL

Beginning, intermediate and advanced basketball. Instruction and practice in skills, strategies, and officiating of the sport.

BOWLING

Beginning, intermediate and advanced. Emphasis on skills, rules, strategy, and bowling as a carry-over activity.

CYCLING

Beginning, intermediate and advanced. Designed to increase the student's knowledge of skills in cycling; to develop an appreciation of cycling as a lifetime sport, and to be used as a means to develop and maintain muscular and cardiovascular-respiratory fitness.

DANCE, FOLK AND SQUARE

Beginning, intermediate and advanced folk and square dance. Instruction and practice in the figures of square dance, including some instruction in folk dance.

DANCE, MODERN (Jazz)

Beginning, intermediate and advanced modern dance (jazz). Basic techniques and simple choreography forms for the improvement of body mechanics and coordination.

DANCE, SOCIAL

Beginning, intermediate and advanced. Development of proficiency in the basic steps that are fundamental to social ball-room dancing and some simple variations or routines to accompany each utilizing body control, poise and the etiquette associated with social dance.

FENCING

Beginning, intermediate and advanced fencing. Instruction and performance in fencing skills and bodily development pertinent thereto. The use of the foil, the sabre, and the epee.

FIGURE CONTROL AND FITNESS (W)

Beginning, intermediate and advanced. Purpose is to develop and understand how to attain and maintain balanced postures and a body of pleasing proportion through proper exercise.

FLEXIBILITY AND AGILITY

Beginning, intermediate and advanced. Purpose is to develop an understanding of how to attain and maintain balanced postures and a body of pleasing proportion through proper exercise.

PE 62A,B,C, CSUC, UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: None

PE 65,A,B,C,D CSUC, UC
1 Unit
Lecture 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: None

PE 68A,B,C, CSUC, UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: None

PE 71A,B,C CSUC, UC
1 Unit
Lecture: 1 1/2 hours
Laboratory: 1/2 hour
Prerequisite: None

PE 73 CSUC, UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: Must be enrolled in Nursing Program.

PE 74A,B,C CSUC, UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: None

PE 77A,B,C CSUC, UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: None

PE 78A,B,C CSUC, UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: None

PE 79A,B,C CSUC, UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: None

PE 80A,B,C CSUC, UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: None

PE 81A,B,C CSUC, UC
1 Unit
Lecture: 1/2 hour
Prerequisite: Ability To Swim

GOLF
Beginning, intermediate, and advanced golf. Instruction and practice in the skills and strategies of this sport.

HANDICAPPED ACTIVITY
Designed to meet the changing activity needs and desires of handicapped students.

JOGGING AND FITNESS
Beginning, intermediate and advanced. The organization, instruction, and participation in a progressive program of jogging, running, and exercises as applied to health and fitness.

PERSONAL SAFETY AND DEFENSE (W)
Beginning, intermediate and advanced. This course is designed to help women learn how to avoid becoming the victims of a criminal act. It is designed as a practical guide for those who wish to develop the precautions and skills necessary for the safety of their property and persons.

P.E. ACTIVITY (NURSES)
Instruction and participation in exercise, flexibility and various athletic activities.

PHYSICAL FITNESS
Beginning, intermediate and advanced. Instruction and participation in exercise, flexibility and various athletic activities.

SELF-DEFENSE (CO-ED)
Beginning, intermediate and advanced. A basic 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.

SELF-DEFENSE (KARATE)
Beginning, intermediate and advanced. A basic introduction to self-defense karate that will emphasize physical conditioning, sport, self-defense, aesthetic appreciation of form and motion, and philosophy.

SOCCER-TOUCH FOOTBALL
Beginning, intermediate and advanced. Instruction and practice in the skills and strategies of these two sports.

SOFTBALL (CO-ED)
Beginning, intermediate and advanced. Instruction and practice in the skills and strategies of the sport.

SPRINGBOARD DIVING
Beginning, intermediate and advanced. Instruction and practice in performing the five groups of competitive dives, body mechanics, and judging.

PE 82A,B,C CSUC, UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: Beginning-None
Intermediate-Elementary Skills
Advanced-Intermediate Skills

PE 83A,B,C CSUC, UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: None

PE 86A,B,C CSUC, UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: None

PE 87A,B,C CSUC, UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: None

PE 88A,B,C CSUC, UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: None

PE 91A,B,C CSUC, UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: None

PE 93 A,B,C CSUC UC
1 Units
Lecture: 1/2 hour
Laboratory: 1 1/2 hour
Prerequisite: None

PE 94 A,B,C CSUC UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: Moderate swimming
ability.

PE 96A,B,C CSUC UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: None

PE 97A,B,C CSUC, UC
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite: None

SWIMMING

Beginning, intermediate, and advanced swimming. Instruction and practice in the various swimming techniques.

SYNCHRONIZED SWIMMING

Beginning intermediate and advanced synchronized swimming. Instruction in aquatic art skills, composition, and choreography.

TENNIS

Beginning, intermediate, and advanced tennis. Instruction and practice in skills, strategies, and officiating of the sport.

TRACK AND FIELD (CO-ED)

Beginning, intermediate and advanced instruction and practice in various techniques of the events in the sport.

TUMBLING AND GYMNASTICS

Beginning, intermediate and advanced. Fundamentals in the use of the parallel bars, horizontal bar, pommel horse, balance beam, tumbling, vaulting and floor exercise.

VOLLEYBALL

Beginning, intermediate and advanced volleyball. Instruction and practice in skills, strategies, and officiating of the sport.

WATER EXERCISES

Beginning, intermediate and advanced. Emphasis is on increasing physical fitness through vigorous exercises in the water. Pool is only 4 feet deep. You do not need to know how to swim.

WATER POLO

Beginning, intermediate and advanced. Instruction and practice in skills, strategies, and officiating of the sport.

WEIGHT TRAINING

Beginning, intermediate and advanced. Emphasis upon increasing physical fitness through use of weights and vigorous activities.

WRESTLING

Beginning, intermediate and advanced. Instruction and practice in wrestling skills, strategies, maneuvers and officiating.

VARSITY SPORTS

VS 11A,B CSUC, UC
2 Units
10 hours plus games
Prerequisite: Tryouts

VS 14A,B,C,D CSUC, UC
1 Unit
10 hours plus games
Prerequisite: Tryouts

VS 15A,B CSUC
2 Units
10 hours plus matches
Prerequisite: Tryouts

VS 22A,B CSUC, UC
2 Units
10 hours plus meets
Prerequisite: Tryouts

VS 23A,B CSUC, UC
2 Units
10 hours plus meets
Prerequisite: Tryouts

VS 33A,B CSUC, UC
2 Units
10 hours plus games
Prerequisites: Tryouts

VS 40A,B CSUC, UC
2 Units
10 hours plus matches
Prerequisites: Tryouts

VS 53A,B CSUC, UC
2 Units
10 hours plus games
Prerequisite: Tryouts

VS 57A,B CSUC, UC
2 Units
10 hours plus games
Prerequisite: Tryouts

VS 64A,B CSUC, UC
2 Units
10 hours plus matches
Prerequisites: Tryouts

VS 65A,B CSUC, UC
2 Units
10 hours plus matches
Prerequisite: Tryouts

VS 68A,B CSUC, UC
2 Units
10 hours plus meets
Prerequisites: Tryouts

VARSITY BASEBALL (M)
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

VARSITY BASKETBALL (M)
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

VARSITY BASKETBALL (W)
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

VARSITY CROSS COUNTRY (M)
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

VARSITY CROSS COUNTRY (W)
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

VARSITY FOOTBALL (M)
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

VARSITY GOLF
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

VARSITY SOCCER (M)
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

VARSITY SOFTBALL (W)
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

VARSITY TENNIS (M)
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

VARSITY TENNIS (W)
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

VARSITY TRACK
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

VS 74A,B CSUC, UC
2 Units
10 hours plus matches
Prerequisite: Tryouts

VARSITY VOLLEYBALL (W)
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

HOME ECONOMICS

HEc 1 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

CONSUMER SURVIVAL

Study of individual and family consumer problems and management of resources through planned use of these resources for present living and future security.

HEc 2
2 Units
Lecture: 1 and 1/2 hours
Laboratory: 1 and 1/2 hours
Prerequisite: None

MANAGING FOR EFFECTIVE LIVING

A study and application of the abilities, skills and attitudes needed in the modern home as the center of family living, in relationship to foods, clothing, housing, transportation and management of time, energy and money.

HEc 3
2 Units
Lecture: 1 and 1/2 hours
Laboratory: 1 and 1/2 hours
Prerequisite: None

HOUSEHOLD MAINTENANCE AND EQUIPMENT

Principles, underlying operation and construction of household equipment, processes and supplies involved in using and caring for equipment, recent developments, estimation of cost, and simple maintenance.

HEc 4 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

CONSUMER HEALTH RESOURCES

Provides an awareness of sound consumer health principles and community resources in both public and voluntary and private sectors. This is to include practical and preventative methods as well as available community resources aimed at a healthier family unit.

HEc 5 CSUC
2 Units
Lecture: 1 and 1/2 hours
Laboratory: 1 and 1/2 hours
Prerequisite: None

PERSONAL IMPROVEMENT

Complete course in personality development, wardrobe planning, makeup, hair styles personal hygiene, physical fitness, social manners and ethics, and leadership training. Information on how to be at your best at all times. Open to men and women.

HEc 6
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Concurrent Enrollment in HEc 1.

COMMUNITY CONSUMER EDUCATION

A course in which students will accompany the instructor by mobile van into the college community to present consumer education. Students will help with demonstrations, child care and audio-visual presentations.

HEc 7
2 Units
Lecture: 1 and 1/2 hours
Laboratory: 1 and 1/2 hours
Prerequisite: None

ELEMENTS OF ENTERTAINING

This course includes planning of menus, decorations, invitations, and service for teas, buffets, barbeques, formal dinners, picnics, brunches, parties and many other special occasions. Students will plan and prepare for all aspects of each event, including the serving of the foods from the menu prepared in class.

HEc 8
1 Unit
Lecture: 1 hour
Prerequisite: None

MICROWAVE COOKING

Covers basic cooking principles and operation and maintenance of microwave ovens. Emphasis will be on instructor demonstrations with food samples and recipes.

HEc 10
2 Units
Lecture: 2 hours
Prerequisite: None

ONE-PARENT FAMILIES

Consumer oriented course to meet the social, physical, financial and psychological and emotional needs of one-parent families. Includes budgeting management of time, home maintenance, nutrition, counseling, testing, rap sessions, clothing maintenance, and other experiences which enable the family to meet present needs and plan for the future.

HEc 11 CSUC, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

HEc 12 CSUC, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: HEc 11.

HEc 13 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

HEc 14
2 Units
Lecture: 2 hours
Prerequisite: none

HEc 15
2 Units
Lecture: 1 and 1/2 hours
Laboratory: 1 and 1/2 hours
Prerequisite: None

HEc 16
2 Units
Lecture: 1 and 1/2 hours
Laboratory: 1 and 1/2 hours

HEc 17
2 Units
Lecture: 1 and 1/2 hours
Laboratory: 1 and 1/2 hours
Prerequisite: None

HEc 18 CSUC, UC
2 Units
Lecture: 1 and 1/2 hours
Laboratory: 1 and 1/2 hours
Prerequisite: None

HEc 19
2 Units
Lecture: 1 and 1/2 hours
Laboratory: 1 and 1/2 hours
Prerequisite: None

HEc 20
2 Units
Lecture: 1 1/2 hours
Laboratory: 1 1/2 hours

HEc 21 CSUC, UC
2 Units
Lecture: 1 and 1/2 hours
Laboratory: 1 and 1/2 hours
Prerequisite: None

HEc 22 CSUC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

FOODS AND NUTRITION

Principles of human nutrition. Methods of selecting, storing, preparing, and serving foods.

MEAL MANAGEMENT AND HOSPITALITY

Meal planning preparation, and service of complete meals for families with emphasis on cultural and nutritional aspects and the management of time, energy, and money.

GENERAL NUTRITION

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.

THERAPUTIC DIETS

Nutritional analysis, menu planning and preparation of special diets, including low calorie, low fat, low carbohydrate, sodium restricted and diabetic. This course is suitable for students in nursing or geriatrics, dietetics and/or those with dietary problems.

MEN'S BASIC COOKING

Food selection and preparation with emphasis on meeting nutritional needs for body building and physical fitness: management of time, equipment, and money in planning, preparing and serving breakfasts, lunches, dinners and snacks.

FAMILY NUTRITION AND MENU PLANNING

Planning and preparing menus to meet individual and family nutrition needs from infancy to older adults. The principles of nutrition, food purchase, to include consumer protection agencies and time saving methods of food preparation.

DIETS AND FOODS FOR OLDER ADULTS

Planning and preparing daily menus to meet the changing dietary needs and incomes of older adults. Help will be given to those who need special diets.

HEALTH FOOD COOKING

Designed to review basic nutrition, preparation of foods from natural ingredients, consumer awareness of health food quackery; to give students experience in preparing "complete" proteins from legumes, nuts, grains, and dairy products. Included is special unit on nutritious snacks and beverages.

INTERNATIONAL GOURMET COOKING

Preparation of full-course dinners from countries around the world. Demonstration and preparation of appetizers, soups, salads, entrees, side dishes, desserts, and beverages. Compares cultural and socio-economic factors.

1000 CALORIE-A-DAY COOKING

Students will learn to plan and prepare nutritionally balanced full-day menus of 1000 calories. Selection of low calorie foods and recipe modifications will be featured. During the lab, students will prepare and sample recipes from the day's menus.

DESIGN OF INTERIORS

Application, using samples and drawings, which combines principles and elements of design with knowledge of textiles and furniture in coordinating the total interior.

FURNITURE: STYLES AND FINISHES

Historical look at period furniture and finishes. Practical experience in the care and refinishing of fine woods, antiquing, lacquering, and faux finishes.

HEc 23 CSUC, UC
3 Units
Lecture: 2 and 1/2 hours
Laboratory: 1 and 1/2 hours
Prerequisite: None

HEc 27
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

HEc 28
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

HEc 35
2 Units
Lecture: 1 and 1/2
Laboratory: 1 and 1/2 hours
Prerequisite: None

HEc 36
2 Units
Lecture: 2 hours
Prerequisite: None

HEc 37
2 Units
Lecture: 1 and 1/2 hours
Laboratory: 1 and 1/2 hours
Prerequisite: HEc 41

HEc 38
2 Units
Lecture: 1 and 1/2 hours
Laboratory: 1 and 1/2 hours
Prerequisite: None

HEc 39 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

HEc 40 CSUC, UC
2 Units
Lecture: 1 and 1/2 hours
Laboratory: 1 and 1/2 hours
Prerequisite: None

HEc 41 CSUC, UC
2 Units
Lecture: 1 and 1/2 hours
Laboratory: 1 and 1/2 hours
Prerequisite: HEc 40

HEc 42 CSUC
2 Units
Lecture: 1 and 1/2 hours
Laboratory: 1 and 1/2 hours
Prerequisite: HEc 41.

TEXTILES: FIBER AND FILAMENTS

Study of the sources and characteristics of natural fibers and synthetic filaments used in the manufacture of fabrics for clothing and home furnishings, and the durability, care and maintenance of these textiles.

SLIPCOVERS

Practice in design and making slipcovers on both home and power machines. Includes estimating, lining fabric and color selection, care and maintenance of pillows, chairs and couches and various finishing techniques.

DRAPERIES AND CURTAINS

This is a course in the design, making and installation of various window treatments, including blinds, shutters, beads, pinch pleat, cafe, priscilla, and sheers and panels. Experiences will be given in sampling, installation and wholesale buying with applications to home and commercial interiors.

BASIC PATTERN DEVELOPMENT

Adjustment of a basic commercial pattern: blouse, skirt, pants: and its construction through individual measuring techniques.

INTRODUCTION TO FASHION CAREERS

Introduction to the Fashion Careers through the study of design, production, distribution and promotion of apparel and accessories for women's and men's wear. Considers: training and education, job availability, wages, fringe benefits and lifestyles.

MEN'S FASHION DESIGN AND CONSTRUCTION

Basic techniques of designing, measuring, fitting of men's clothes, including sportswear, suits and shirts.

FASHION ILLUSTRATION

Instructions in methods of fashion sketching through the study of body proportions and detail.

HISTORIC COSTUME

Development of costume from ancient to modern times, with consideration of historic, social and economic settings.

BEGINNING CLOTHING CONSTRUCTION

Basic construction techniques as applied to the individual garments with emphasis on design quality and construction compatibility. Includes evaluation of equipment and sewing notions.

INTERMEDIATE CLOTHING CONSTRUCTION

Principles of fitting and pattern alteration as applied to the individual garments, with emphasis on the fabrics used, the fabric construction and finishes in relation to use, serviceability and care.

ADVANCED CLOTHING CONSTRUCTION

Comparative study and investigation of fabrics and designs. Construction of garments utilizing basic principles and couture techniques in construction, including some elementary flat patterns.

HEc 43
2 Units
Lecture: 1 and 1/2 hours
Laboratory: 1 and 1/2 hours
Prerequisite: HEc 41

HEc 44
2 Units
Lecture: 1 and 1/2 hours
Laboratory: 1 and 1/2 hours
Prerequisite: HEc 41

HEc 45
2 Units
Lecture: 1 & 1/2 hours
Laboratory: 1 & 1/2 hour
Prerequisite: HEc 42.

HEc 46
2 Units
Lecture: 1 & 1/2 hours
Laboratory: 1 & 1/2 hours
Prerequisite: HEc 41

HEc 48
2 Units
Lecture: 1 & 1/2 hours
Laboratory: 1 & 1/2 hours
Prerequisite: HEc 41 and Hec 46

HEc 50
2 Units
Lecture: 1 & 1/2 hours
Laboratory: 1 & 1/2 hours
Prerequisite: HEc 41

HEc 51 CSUC
2 Units
Lecture: 2 hours
Prerequisite: None

HEc 52
2 Units
Lecture: 1 & 1/2 hours
Laboratory: 1 & 1/2 hours
Prerequisite: Hec 41.

HEc 55
2 Units
Lecture: 1 & 1/2 hours
Laboratory: 1 & 1/2 hours
Prerequisite: HEc 42 and Hec 45

HEc 57
2 Units
Lecture: 1 & 1/2 hours
Laboratory: 1 & 1/2 hours
Prerequisite: HEc 41

HEc 58
2 Units
Lecture: 1 & 1/2 hours
Laboratory: 1 & 1/2 hours
Prerequisite: HEc 57

HEc 59
1 Unit
Laboratory: 3 hours
Prerequisite: None

WOMEN'S AND GIRLS' STRETCH KNITS

Selecting, styling, and constructing clothing appropriate for women and girls in knit fabrics. Quick and easy methods of making clothing are stressed.

MEN'S AND BOYS' STRETCH KNITS

Selecting, styling and constructing clothing for men and boys in knit and woven fabrics. Experience in analyzing and selecting ready-made clothing.

CUSTOM TAILORING

Basic techniques of tailoring are used in the construction of a coat or jacket. Underlining, interlining, shaping lapels and collars, pressing, and finishing methods including topstitching. Pockets and buttonholes are emphasized.

FASHION DESIGN: FLAT PATTERN I

Application of the principles of dress design to the construction of patterns by flat pattern method. Emphasis is placed on the development and use of a basic sloper, concluding in a finished garment developed through the media of flat pattern.

FASHION DESIGN: FLAT PATTERN II

Application of advance principles of dress design to the construction of patterns by flat pattern method. Advanced pattern drafting techniques and design problems studied, concluding in the construction of two finished garments developed through the media of flat pattern.

SEWING ON SPECIAL FABRICS

Comparative study and investigation of unusual fabrics, evaluation of the special sewing techniques required by the fabric. Fur, suede, fake fur, chiffon, velvet, lace, taffeta, vinyl and other fabrics will be studied.

WARDROBE AND FASHION COORDINATING

A study of factors which influence one's personal appearance; grooming, color and design in wardrobe selection and building; buying practices and modeling.

CLOTHING ACCESSORIES AND MILLINERY

Selecting, styling and constructing of accessories. Hats, scarves, pocketbooks are emphasized including the use of braid and bands, fringe, lace and ruffles, feathers, and fur, beading, stitchery and applique.

ALTERATIONS

Methods and practice in solving alteration problems of ready-to-wear clothing for customer satisfaction.

COMMERCIAL SEWING TECHNIQUES I

Comparative study of construction methods used by manufacturers of ready-to-wear: in depth exploration of techniques that minimize or eliminate hand sewing. Edification and utilization of professional equipment.

COMMERCIAL SEWING TECHNIQUES II

Comparative study of construction methods used by manufacturers of ready-to-wear: in depth exploration of advanced techniques that minimize or eliminate hand sewing. Edification and utilization of professional equipment.

SEWING WITH TODAY'S FABRICS

Pattern development and selection, sewing, and fitting techniques for stretch knits and other new fabrics.

FOOD SERVICE

HEFS 50

3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

INTRODUCTION TO FOOD SERVICE

Covers career opportunities, job descriptions, laws, equipment and tools, measuring and weighing techniques, service areas, basic principles of food preparation and nutrition. Prerequisite to entering a degree program. May be challenged by manipulative and written examination for those with food service experience.

HEFS 62

3 Units
Lecture: 3 hours
Prerequisite: None

SANITATION, SAFETY AND EQUIPMENT

A survey of personal cleanliness: sanitary practices in food preparation; cause, control, and investigation of illnesses caused by food contamination; dishwashing, storage, and refrigeration; sanitation of kitchen and equipment; cleansing materials; garbage and refuse disposal; safety precautions and training for accident prevention. Proper sanitation of equipment and development of techniques to keep equipment in good repair.

HEFS 63

2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

PRINCIPLES OF FOOD PREPARATION

This course includes the basic understanding of the principles of food preparation. Laboratory sessions: practice in the preparation of small quantities of food demonstrating these principles, and also provides the foundation of knowledge, skills and attitudes for job functioning in food service establishments.

HEFS 64

3 Units
Lecture: 1 hour
Laboratory: 6 hours
Prerequisite: None

QUANTITY FOOD PREPARATION

This is a class quantity food preparation, with emphasis on recipe standardization and effective utilization of equipment and time. Included will be production of salads, soups, sandwiches, beverages, entrees, vegetables and desserts.

HEFS 70

2 Units
Lecture: 2 hours
Prerequisite: None

TYPE "A" MENU PLANNING

Will acquaint school lunch workers with the requirements of the Type "A" program. Instruction will be given in lunch planning, state requirements in reporting protein factors, and authorized substitutions. Class participants will learn the factor value of various foods and their importance in the nutrition pattern of the Type "A" lunch. Included will be instruction in the use of state report forms.

HEFS 72

2 Units
Lecture: 2 hours
Prerequisite: None

PRINCIPLES OF BASIC FOOD PREPARATION

A study of basic foods: Metrics in measuring in weights and volume, can sizes, pan sizes, vocabulary, temperature, new equipment, kitchen design and sanitation practices in general food handling. Micro-wave cooking.

HEFS 74 CSUC

3 Units
Lecture: 3 hours
Prerequisite: None

FOOD SERVICE ORIENTATION AND WORK ORGANIZATION

The course provides career orientation to the food service industry. Lectures and demonstrations illustrate principles of motion economy related to the work areas of receiving, storage, preparation and service.

HEFS 75

3 Units
Lecture: 3 hours
Prerequisite: None

SUPERVISION AND TRAINING TECHNIQUES

Study of procedures and problems met by food service operations in developing personnel programs and desirable labor management relationships. Includes the responsibility of selection, placement, orientation, training, counseling, rating and promotion of employees.

HEFS 81

2 Units
Lecture: 2 hours
Prerequisite: None

NUTRITION FOR SCHOOL FOOD SERVICE

A study of dietary needs of children and youth: the role of proteins, fats, carbohydrates, minerals, and vitamins in nutrition: factors to be considered in developing good food habits.

PRESCHOOL EDUCATION

HEPR 61 CSUC, UC

3 Units
Lecture: 3 hours
Prerequisite: None

CHILD DEVELOPMENT

Study of the physical, social psychological, and intellectual growth and development of children, and the significance of environmental influences such as the family, schools, and community.

HEPR 62

3 Units
Lecture: 3 hours
Prerequisite: None

PRESCHOOL LEARNING: METHODS AND MATERIALS

Basic course in curriculum development, including individualized learning centers, open classrooms, behavioral objectives, equipment and supply purchase plans, and theories of learning in relation to teaching techniques.

HEPR 65
2 Units
Lecture: 1 & 1/2 hours
Laboratory: 1 & 1/2 hours
Prerequisite: None

NUTRITION AND MENU PREPARATION FOR NURSERY SCHOOL
Basic nutrition involving carbohydrates, fats, proteins, vitamins, and minerals in relation to the minimum daily requirements for the preschool child. Includes menu planning and food preparation for nursery school personnel.

HEPR 66
2 Units
Lecture: 2 hours
Prerequisite: None

PARENT EDUCATION, OBSERVATION AND PARTICIPATION
A course which gives guidelines for parenting skills, teaches how to observe children objectively and gives techniques for getting parents involved with the nursery school program. For both parents and nursery school personnel.

HEPR 70 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

NURSERY SCHOOL ADMINISTRATION
Administrative and management techniques including record keeping, scheduling, job descriptions, personnel recruitment, selection, supervision and evaluation, budgeting, system analysis, curriculum development, physical layout, equipment and supply purchases. Stresses interpersonal communications, skills, and the total planning and policy making.

HEPR 71A
3 Units
Lecture: 3 hours
Prerequisite: None

PRESCHOOL EDUCATION: ART
Philosophy, principles, and implementation of art experiences for the preschool child. Card file of recipes and personal notebook and file of art and craft experiences.

HEPR 71B CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

PRESCHOOL EDUCATION: SENSORIMOTOR
Curriculum ideas for developing the senses. Hearing, smelling, seeing, feeling, and testing. Encourages observation and perceptiveness in children. Course covers activities for large and small muscle development, hand and eye coordination, physical activities related to readiness, manual dexterity, and physical and sensory coordination.

HEPR 71C
3 Units
Lecture: 3 hours
Prerequisite: None

PRESCHOOL MUSIC
Curriculum ideas for developing listening ability, rhythm, dancing, singing, theory, identification of instruments, pitch. All styles and types of music will be experienced. Techniques will be given on how to make your own instruments, where to buy supplies and developing a purchasing plan for radio, records, tape recorder.

HEPR 71D
3 Units
Lecture: 3 hours
Prerequisite: None

PRESCHOOL SCIENCE
Curriculum ideas on our environment, conservation of natural resources. Includes information about oceans, trees, earth, animals, humans, plants. Also includes chemistry, physics, math, atmosphere, astronomy and pollution. Gives techniques of how to do experiments and where to get supplies, books and equipment.

HEPR 71E
3 Units
Lecture: 3 hours
Prerequisite: None

LANGUAGE ARTS FOR THE PRESCHOOL CHILDREN
Theories and application of speech and language development and reading readiness. Develops an awareness of various communication methods.

LAW ENFORCEMENT

LE 51 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None, Field trips, interviews and reports required.

INTRODUCTION TO LAW ENFORCEMENT
An overview of the administration of criminal justice in the United States, the impact of crime upon society, the development and function of law enforcement in the United States and California Relationships between Federal, state, county, and city administration of criminal justice, law enforcement career opportunities, and career information.

LE 52 CSUC
3 Units
Lecture: 3 hours
Prerequisite: Law Enforcement 51;
Field Trips required.

CRIMINAL LAW
History and sources of criminal law. Examination and discussion of the California Penal Code. Welfare and Institutions Code, and related codes containing criminal statutes. Review and discussion of "elements of crimes" as applied to specific offenses against person, property, or peace; the place of municipal and county ordinances in law enforcement.

LE 53 CSUC

3 Units

Lecture: 3 hours

Prerequisite: Law Enforcement 51;

Field Trips may be required.

LE 54 CSUC

3 Units

Lecture: 3 hours

Prerequisite: Law Enforcement 51

LE 55 CSUC

3 Units

Lecture: 3 hours

Prerequisite: Law Enforcement 51;

Field Trips may be required.

LE 56 CSUC

3 Units

Lecture: 3 hours

Prerequisite: Law Enforcement 51;

Field trips may be required.

LE 57 CSUC

3 Units

Lecture: 3 hours

Prerequisite: Law Enforcement 51;

Field trips may be required.

LE 58 CSUC

3 Units

Lecture: 3 hours

Prerequisite: LE 51; Field trips may be required.

LE 59 CSUC

1 Unit (9 week course)

Lecture: 1 1/2 hours

Laboratory: 1 1/2 hours

Prerequisite: LE 51

LE 60

1 Unit (9 week course)

Lecture: 1 1/2 hours

Laboratory: 1 1/2 hours

Prerequisite: LE 51

LE 62

1 Unit

Laboratory: 3 hours

Prerequisite: None

LE 63 CSUC

3 Units

Lecture: 3 hours

Prerequisite: None

CRIMINAL EVIDENCE

Rules of defining evidence and its admissibility in court actions. Discussion of the relevancy, materiality, and competence of evidence. Examination of the "Hearsay" Rule and the exceptions thereto, opinion evidence, and the problems arising in the use of physical evidence in court. Comprehensive review of prosecution and defense practices in criminal trials.

ADMINISTRATION OF JUSTICE

A composite course for the working peace officer, dealing with the basic essential of knowledge and job performance. Includes laws and ordinances, practical and legal aspects of law enforcement, field techniques; reports and record procedures, community problems in crime prevention and control. Inter-relationships of law enforcement agencies, juvenile laws and procedures.

CRIMINAL INVESTIGATION

Problems involved in the investigation of specific offenses with emphasis upon felonies. Sources of information, occupation with related agencies: review of investigative procedures as applicable to the specific crime.

PATROL PROCEDURES

The purpose and methods of beat patrol, the identification of police hazards and effective techniques to cope with them. Observation of persons, places and incidents, the operation of emergency vehicles. Field note-taking, the preparation of adequate reports; the proceeding of routine complaints, beat sector, zone, and post duties.

TRAFFIC CONTROL

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

JUVENILE PROCEDURES

The place of the juvenile in the community, legislation prescribing the special treatment of juveniles, and related agencies interested in children. A study of crimes committed upon or by minors, investigation of such crimes and the relationship of the officer to the juvenile and the parents. Survey of various codes relating to juveniles.

FIREARMS

Elementary use of all types of firearms including safety, range techniques, and etiquette. Basic fundamentals of firing with actual use of firearms. Lectures on firearms topics, safety, nomenclature, use, and laws relating to firearms.

DEFENSIVE TACTICS

Fundamental methods of protection against persons armed with dangerous and deadly weapons, handcuffing and restraint of prisoners and the mentally ill.

MOB AND RIOT CONTROL

Prevention and control of mobs and riots. Behavioral patterns of crowds. Physical and psychological characteristics of riotous groups and individuals within the groups. Study of the peace officer's role in mob or riot control. Planning and organization of police operations in riot suppression and control. Motivational forces at work when riots occur.

POLICE COMMUNITY RELATIONS

A course covering the role of modern police in metropolitan communities and urban cities. Intended for police science students and the general public, especially teachers, city employees, ministers, and others who are interested in the relationship between community welfare and law enforcement.

LE 64A,B CSUC
3-3 Units
Lecture: 3 hours
Prerequisite: None

LE 65 CSUC
3 Units
Lecture: 3 hours
Prerequisite: LE 57

LE 66 CSUC
3 Units
Lecture: 3 hours plus a seminar.
Prerequisite: LE 52

LE 67 CSUC
3 Units
Lecture: 3 hours
Prerequisite: LE 55

LE 68 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

LE 69A,B,C,D CSUC
2-2-2-2 Units
Lecture: 2 hours
Prerequisite: Completion of the basic course as required by the California Commission on Peace Officer Standards and Training.

LE 70 CSUC
3 Units
Lecture: 3 hours
Prerequisite: LE 51

LE 71 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

LE 73 CSUC
3 Units
Lecture: 3 hours
Prerequisite: Employment or service in an agency requiring Peace Officer Status.

LE 77 CSUC
3 Units
Lecture: 3 hours
Prerequisite: LE 52

POLICE SUPERVISION

A two-semester course covering the duties and responsibilities of the police supervisor. The first semester is directed to the supervisor's relationship to management, leadership, morale and discipline, communications principles and performance evaluation. Second semester covers the practical aspects of the supervisory training function.

TRAFFIC ACCIDENT INVESTIGATION

The purposes of Traffic Accident Investigation, control of the accident scene, practical methods of investigation, determining the cause, determining speed from skid marks, accident report writing, investigative authority, laws requiring reporting accidents, prosecution of violators, and testifying in court.

CONSTITUTIONAL LAW FOR POLICE

Analysis of Constitutional provisions and court decisions. Specific topics include History of the United States Constitution, Freedom of Speech, Press and Assembly, Authority to Detain and Arrest, Search and Seizure, Wire-tapping, Eavesdropping and Visual Surveillance, Interrogations and Confessions, Self-incriminations, Assistance of Counsel, Multiple Prosecutions, Right to Fair Trial and Civil Rights.

COLLECTION AND PRESERVATION OF EVIDENCE AND CRIME SCENE RECORDING

Techniques in the collection, preservation, analysis, and interpretation of physical evidence: footprints, tool marks, hair, blood, fibers, stains, handwriting, explosives and ballistics. Includes crime scene searches, recording, and photography.

NARCOTICS CONTROL

Laws relating to narcotics and dangerous drugs. Procedures and problems in investigations and control of violations. Identification and effects of narcotics and dangerous drugs. Procedures in case preparation and presentation in court.

ADVANCED OFFICER'S COURSE

Field application of recent legislation and Court Decisions. Techniques of case investigation and reporting, evidence handling and processing. Interpersonal relationships and communications.

INTRODUCTION TO CORRECTIONS

An introductory study of the entire field of corrections. The correctional process in probation, institutions, and parole. A survey of corrections careers. Corrections theories.

WILDLIFE LAW ENFORCEMENT

The development and function of wildlife law enforcement in the United States and California; the relationship between federal, state, county, and city law enforcement; an overview of federal and state wildlife laws and regulations; importance of law enforcement as a management tool in protecting, conserving, and perpetuating the wildlife resources of California. Duties and responsibilities, educational, physical, and professional qualifications of wildlife law enforcement officers. Law enforcement procedures, court systems, fines, and forfeitures. Hunter Safety Programs, public responsibility for wildlife law enforcement, preservation of environment, and the conservation of wildlife.

PEACE OFFICER ARREST AND FIREARMS COURSE

Provides training required by 832 P.C. for peace officers, in Ethics, Law of Arrest, Search and Seizure, and Methods of Arrest.

CRIMINAL SUBSTANTIVE LAW

An in-depth study of the substantive laws commonly encountered by the municipal, county, or state police officer or investigator, or other criminal justice employees. The scope of the course includes misdemeanor and felony, violations of the criminal statutes, and will provide an understanding of California codified law, and an overview of case decisions.

LEARNING RESOURCES

LR 1 CSUC

2 Units

Lecture: 2 hours

Laboratory: 2 hours

Prerequisite: Achievement of College equivalent on a standardized reading test.

LR 2

2 Units

Lecture: 2 hours

Prerequisite: Successful completion of LR 1 Reading Improvement.

LR 11

3 Units

Lecture: 3 hours

Prerequisite: None

LR 20

1 Unit

Lecture: 1 hour

Laboratory: 1 hour

LR 50

3 Units

Lecture: 3 hours

Laboratory: 2 hours

Prerequisite: None

LR 51A,B,C

1-1-1 Unit

Laboratory: 2 hours

Prerequisite: None

LR B

0 Units

Prerequisite: None

READING IMPROVEMENT (SPEED READING)

An accelerated course designed for those students who have achieved college level but who wish to improve both rate and reading and flexibility of reading. Admission based on diagnostic test data.

CRITICAL READING

A program for those students who achieved college level reading in Reading Improvement but who wish to improve critical reading of difficult material.

TEACHING CHILDREN TO READ

A course designed to provide information about teaching of reading. The course includes instruction in teaching phonics, word analysis, vocabulary and comprehension. A survey of reading methods will be included with extensive instruction in the understanding and use of the language experience approach. A second aspect of the course will be that each person will receive practical experience by working with a school-age child on an individual basis. Parents who take the course are encouraged to work with their own children in a tutoring situation.

IMPROVING READING RATE AND COMPREHENSION (Speed Reading)

An accelerated course for the person at or near college reading level who wishes to increase his rate of reading and comprehensive skills.

READING TECHNIQUES

A course designed for those students whose reading skills are below college level. Admittance on the basis of diagnostic test. Much emphasis is placed upon vocabulary development, comprehension, and word analysis skills.

SPELLING IMPROVEMENT

An individualized instruction course designed to improve spelling skills in three specific areas:

A. Sound-symbol relationship (phonics)

B. Spelling Rules

C. Commonly misspelled words

Admission to a skills area based on diagnostic test information. Students may register at any time on an open entry/open exit basis. A student will earn one unit of credit upon successfully completing a skill area. The course may be repeated for credit by studying a separate skill area.

STUDY SKILLS LABORATORY

A laboratory designed to give students an opportunity to improve in the fundamentals and various college subjects, i.e., mathematics, science, social science and study habits. Teaching machines and programmed texts used exclusively.

MUSIC

Mus 1A,B,C,D CSUC, UC

3-3-3-3 Units

Lecture: 3 hours

Laboratory: 2 hours

Prerequisite: Concurrent enrollment in 2A,B,C,D.

MUSICIANSHIP

Ear training, sight singing, dictation and keyboard harmony correlated with corresponding course 2A,B,C,D.

Mus 2A,B,C,D UC
2-2-2-2 Units
Lecture: 2 hours
Prerequisite: Concurrent enrollment in 1A,B,C,D.

Mus 4 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: Mus 1A,B, 2A,B.

Mus 9 CSUC, UC
2 Units
Lecture: 2 hours

Mus 10 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

Mus 11A,B CSUC, UC
3-3 Units
Lecture: 3 hours
Prerequisite: None

Mus 12 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

Mus 14A,B,C,D CSUC, UC
2 Units
Lecture: 2 hours
Prerequisite: None

Mus 18 CSUC, UC
2 Units
Lecture: 2 hours
Prerequisite: Must be taken concurrently with Art 18.

Mus 21A,B,C,D CSUC, UC
1-1-1-1 Units
Lecture: 1 hour
Laboratory: 1 hour
Prerequisite: None

Mus 22A,B,C,D CSUC, UC
1-1-1-1 Units
Lecture: 1 hour
Laboratory: 1 hour
Prerequisite: None

Mus 23A,B,C,D CSUC, UC
1-1-1-1 Units
Lecture: 2 hours
Laboratory: 1 hour
Prerequisite: None

Mus 24A,B,C,D CSUC, UC
1-1-1-1 Units
Lecture: 1 hour
Laboratory: 1 hour
Prerequisite: None

HARMONY

The harmonization of figured bass and of given and original melodies: includes triads, passing and auxiliary tones, seventh chords and modulations.

COUNTERPOINT

Writing of tonal counterpoint is the goal of this course. The student will complete original examples of 2- and 3-part counterpoint. Analytical work includes the study of contrapuntal music of various stylistic periods.

INTRODUCTION TO CONTEMPORARY MUSIC

A study of the development of compositional techniques from late nineteenth century to present through the study of representative master works.

INTRODUCTION TO MUSIC

Designed for the general college student and non-major in music. A general survey of the development of music with emphasis on the aesthetic, formal and historical factors, correlated with parallel movements in other arts.

SURVEY OF MUSIC LITERATURE

Designed for the music major. The study of representative musical masterworks and their background. Attendance at on-campus concerts required.

FUNDAMENTALS OF MUSIC

May not be applied toward a major in music. Designed for the general student and prospective elementary teacher. Includes ear training, singing, music reading, elementary harmony, transposition, and conducting.

SURVEY OF OPERA

A critical study of representative operas, selection to be made from works being performed locally, on radio and television.

INTRODUCTION TO ART AND MUSIC

Introduction to Art and Music is an investigation of elements and ideas that are common to both disciplines. Comparative studies of organizational factors, styles and major movements will be made. This course must be taken concurrently with Art 18.

CLASS PIANO

Fundamentals of piano technique, tone production, rhythm, sight reading, interpretation, and keyboard facility. Open to the beginner or advanced student, place in appropriate course according to ability.

CLASS VOICE

Fundamental techniques of solo and ensemble singing. Problems of tone production, breathing, diction, repertoire, and song interpretation.

STRINGED INSTRUMENTS

Class and laboratory study of orchestral stringed instruments. Class designed for those who expect to teach in the public schools. Basic technique on violin, viola, cello, and bass.

BRASS AND WOODWIND INSTRUMENTS

Class and laboratory study of orchestral wind instruments. Class designed for those who expect to teach in the public schools. Basic technique on trumpet, French horn, tuba, clarinet, oboe, bassoon, flute, and saxophone.

Mus 25A,B,C,D CSUC, UC
1-1-1-1 Units
Lecture: 1 hour
Laboratory: 1 hour
Prerequisite: None

Mus 26A,B,C,D CSUC, UC
1-1-1-1 Units
Lecture: 1 hour
Laboratory: 1 hour
Prerequisite: Ability to read and understand musical terms.

Mus 27A,B,C,D CSUC, UC
1-1-1-1 Units
Laboratory: 3 hours
Prerequisite: Concurrent enrollment in Mus 32.

Mus 28A,B,C,D CSUC, UC
1-1-1-1 Units
Lecture: 1 hour
Laboratory: 1 hour
Prerequisite: Demonstrated piano proficiency.

Mus 29A,B,C,D CSUC, UC
1-1-1-1 Units
Laboratory: 4 hours
Prerequisite: None

Mus 30A,B,C,D CSUC, UC
1-1-1-1 Units
3 hours rehearsal each week.
Prerequisite: None

Mus 31A,B,C,D CSUC, UC
1-1-1-1 Units
4 hours rehearsal each week.
Prerequisite: None

Mus 32A,B,C,D CSUC, UC
1-1-1-1 Units
3 hours rehearsal each week.
Prerequisite: None

Mus 33A,B,C,D CSUC, UC
1-1-1-1 Units
4 hours rehearsal each week.
Prerequisite: High school playing experience.

Mus 34A,B,C,D CSUC, UC
1-1-1-1 Units
4 hours rehearsal each week.
Prerequisite: Vocal reading ability.

CLASS PERCUSSION

Fundamentals of snare drum technique and basics of counting. Designed for non-music majors with no background in reading music and the playing of percussion instruments.

CLASS HARP

Structured primarily for beginners. Special Lyon-Healy "Troubadur" Model Harp will be used. One hour of private harp practice required daily. Participation in ensemble (two or more harps) required. Participation in Student Recital at end of school term required.

WOMEN'S ENSEMBLE

Study and performance of music literature for women's ensembles; rehearsals and public performances required.

PIANO ENSEMBLE

Designed to provide ensemble training for pianists. Public performance in student recital each semester. Repertoire to include literature from all periods written for two pianos, one piano four hands, two pianos eight hands, and piano concertos.

COLLEGIUM MUSICUM

Advanced training in selection, preparation, and performance of vocal and instrumental ensemble music of different style periods, with emphasis on historically correct performance practices. A maximum of 4 units may be applied toward the A.A. degree.

MALE CHORUS

The study and performance of music literature for male chorus, ensemble, and quartet. Occasional extra rehearsals and public performances required.

COLLEGE ORCHESTRA

The study and performance of concert orchestra literature. Participation in public performance required.

COLLEGE CHORUS

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

SYMPHONIC BAND

Study and performance of standard literature for concert band; participation in public concerts and festivals required.

VOCAL ENSEMBLE

Study and performance of music literature for small vocal ensembles; rehearsals and public performances required.

Mus 35A,B,C,D CSUC, UC
1-1-1-1 Units
1-1-1-1 Units
1-1-1-1 Units
1-1-1-1 Units
4 hours rehearsal each week.
Prerequisite: Ability to perform on one or more instruments.

Mus 36A,B,C,D CSUC, UC
2-2-2-2 Units
Laboratory: 6 hours
Prerequisite: Must take course in sequence.

Mus 37A,B,C,D CSUC, UC
1-1-1-1 Units
4 hours rehearsal each week.
Prerequisite: Ability to perform on one or more instruments.

Mus 38A,B,C,D CSUC, UC
1-1-1-1 Units
Laboratory: 3 hours
Prerequisite: concurrent enrollment in Guitar Performance.

Mus 39A,B,C,D CSUC
1-1-1-1 Units
Lecture: 1 hour
Laboratory: 1 hour
Prerequisite: None

Mus 40A,B,C,D CSUC, UC
2 Units each course
Lecture: 2 hours

CHAMBER ENSEMBLE
BRASS ENSEMBLE
WOODWIND ENSEMBLE
STUDIO GROUP
The development of musicianship through the performance of music in the popular and jazz medium. Public performance required.

OPERA WORKSHOP
The study of musical, dramatic, and language techniques in opera through the performance of representative scenes and acts or participation in collegiate performances. Extra rehearsals and public performances required.

CHAMBER MUSIC
Development of musicianship through the performance of music of various periods and styles. Public performance required.

GUITAR ENSEMBLE
Experience in performing music for multiple guitars, both original music as well as transcriptions; working under a conductor in an ensemble situation; interpretation and performance practices in music for the classical guitar. Open to persons with a background in classical techniques on guitar.

CLASS GUITAR
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.

MUSIC PERFORMANCE
Designed to provide training for vocalists or instrumentalists; consideration upon technical proficiency. Public performance in student recital each semester. Repertoire to include literature from all periods.

a. Concurrent enrollment in one of the music performance series: (Mus 40 thru 47 all CSUC & UC)

40 Harpischord - Prerequisite: Concurrent enrollment in Mus 61 A,B,C,D Accompanying
41 Piano - Prerequisite: Concurrent enrollment in Mus 61 A,B,C,D Accompanying
42 Strings
43 Woodwinds
44 Brasses
45 Percussion
46 Organ - Prerequisite: Concurrent enrollment in Mus 61 A,B,C,D Accompanying
47 Voice
48 Guitar

b. Minimum of one-half hour laboratory each week predicated upon a minimum of 5 hours practice.

c. Jury examination at the end of the semester involving the student and the music staff of College of the Desert.

d. Attendance at on-campus concerts.

Mus 50 CSUC, UC
2 Units
Lecture: 2 hours
Prerequisite: None

PIANO PEDAGOGY
The educational psychology for teaching music, including methods and materials. Recommended for all students whose future plans include some piano teaching. Includes some observation and supervised teaching of children in private and class lessons. Open to beginners and advanced students.

Mus 51A,B,C,D CSUC, UC
2-2-2-2 Units
Lecture: 2 hours
Prerequisite: Basic knowledge of Harmony

ARRANGING
Scoring for vocal and instrumental groups of all types.

Mus 52A,B,C,D CSUC, UC
2-2-2 Units
Lecture: 2 hours
Prerequisite: None

Mus 53 CSUC, UC
2 Units
Lecture: 2 hours
Prerequisite: None

Mus 54 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

Mus 55 CSUC, UC
1 Unit
Lecture: 1 hour
Laboratory: 2 hours
Prerequisite: Enrollment
in Mus 47A,B,C,D, 147 or have
completed some private
instruction in voice.

Mus 61A,B,C,D CSUC, UC
2-2-2 Units
Lecture: 2 hours
Laboratory: 2 hours
Prerequisite: Audition.

CHURCH MUSIC

Study of the music of the church, its history and meaning, and practical application of this material in present-day church services.

FOLK MUSIC

A study of elementary guitar as applied to western and popular music. Basic right-hand fingering and elementary chord formations, as well as an introduction to the reading of music, will be studied.

MUSIC FOR CLASSROOM TEACHER

Designed to provide music skills for classroom teachers to teach music to elementary students in their classroom. The course will include fundamental music study, the use of autoharps, recorder and various rhythm and melody instruments. The use of the singing voice and simple accompaniments will be studied. The practical application of the State Elementary Music Series and other literature will be examined.

SINGERS' DICTION

Designed to give the singer the necessary tools in vowel and consonant formation of the following languages: (1) English (2) Latin (3) German (4) French (5) Italian. Emphasis will be placed on pronunciation through the International Phonetic Alphabet. Concurrent enrollment in one of the above languages is recommended but not required.

ACCOMPANYING

The study and performance of keyboard accompaniments for instrumentalists, vocalists, and ensembles. Participation in rehearsals, recitals, juries, and concerts required.

NURSING AND ALLIED HEALTH

N 5 CSUC
4 Units
Lecture: 4 hours
Prerequisite: Acceptance
into Nursing Program;
Chemistry

N 5L CSUC
5 Units
Laboratory: 15 hours
Prerequisite: Acceptance
into Nursing Program;

N 6 CSUC
4 Units
Lecture: 4 hours
Prerequisites: Nursing 5, Nursing 5L,
and Biology 22A

N 6L CSUC
5 Units
Laboratory: 15 hours
Prerequisites: Nursing 5, Nursing 5L,
and Biology 22A

N 7 CSUC
5 Units
Lecture: 5 hours
Prerequisites: Nursing 6, Nursing 6L,
Biology 22A, and Biology 22B

NURSING FUNDAMENTALS I

Introduces the student to basic nursing concepts including communication and observation skills, hygienic care, medical and surgical asepsis and administration of medications. Prenatal care and normal growth and development from birth through senescence are included in this course.

NURSING FUNDAMENTALS I LAB

Laboratory experiences include communication and observation skills, hygienic care, medical and surgical asepsis, administration of medications, and antepartal and neonatal care. Local hospitals, clinics and other community agencies are utilized for clinical experiences.

NURSING FUNDAMENTALS II

Concepts from previous courses are applied to patients with selected health problems such as diabetes, heart, respiratory, gastrointestinal diseases, urological problems, and fluid and electrolyte disturbances. Pre and post-operative nursing care, and the needs of the patient in a crisis situation are introduced in this course.

NURSING FUNDAMENTALS II LAB

All appropriate community resources including general hospitals are utilized for clinical experiences relating to the nursing care of patients with diabetes, heart, respiratory, gastrointestinal urinary diseases and fluid and electrolyte disturbances. Pre and post-operative nursing care and the care of the patient in a crisis situation are included in the clinical setting.

NURSING FUNDAMENTAL III

Building on previous courses, the student is presented with additional health problems such as cancer, urological, orthopedic, and neurological diseases, and learns the modifications in nursing care required to meet the unique needs of the mentally ill, maternity patient and the neonate. Legal aspects of nursing and trends in nursing practice are explored.

N 7L CSUC**5 Units****Laboratory: 15 hours****Prerequisites: Nursing 6, and Nursing 6L, Biology 22A and 22B****NURSING FUNDAMENTALS III LAB**

Nursing care of patients with oncological, urological, orthopedic, neurological diseases, and mental illness is practice in the appropriate clinical and acute care facilities. Nursing care of the maternity patient and the neonate is included.

N 8 CSUC**5 Units****Lecture: 5 hours****Prerequisites: Nursing 7, Nursing 7L, and Biology 15****NURSING FUNDAMENTALS IV**

Involves the application of previously learned concepts to patients with more complex and critical conditions including cardiac, respiratory, endocrine problems and emergency situations. Care of the aged patient and those with selected sensory problems are presented in this course. The student is introduced to community health and to the leadership role of the nurse. Advanced legal aspects and trends in nursing and preparation for employment are presented.

N 8L CSUC**5 Units****Laboratory: 15 hours****Prerequisites: Nursing 7, Nursing 7L, and Biology 15****NURSING FUNDAMENTALS IV LAB**

Clinical experience is given in the specialty areas of the acute hospital, skilled nursing and rehabilitation facilities, and community health agencies to allow the student to care for patients with cardiac, respiratory, endocrine problems, and emergency situations. Care of the aged patient and those with selected sensory problems are practiced in this course. Team leading experience is also practiced. Community health nursing is observed in various agencies. Legal aspects of nursing, and nursing ethics are incorporated in clinical practice.

N 20**3 Units****Lecture: 3 hours****Prerequisite: None****INTRODUCTION TO AUDIOLOGY**

Introduces the student to the field of audiology and the problems encountered by the hearing handicapped and partially fulfills the state requirements necessary for registration as a school audometrist.

N 21**3 Units****Lecture: 3 hours****Prerequisite: None****HEARING CONSERVATION**

Familiarizes the students with legislation governing hearing testing in schools and industry and offers supervised practice in performing hearing tests.

N 22**3 Units****Lecture: 3 hours****Laboratory: 1 hour****Prerequisite: Nursing Fundamentals****NURSING UPDATE**

Course explores the newer techniques and trends in patient care with emphasis on the psychosocial and biological sciences as a foundation.

N 31 CSUC**2 Units****Lecture: 2 hours****Prerequisite: None****GERIATRIC NURSING**

This course is designed to provide the nursing student, registered nurse, or licensed vocational nurse with current information on the assessment and nursing care of the aged patient in the hospital, the long-term care facility, and the home. Content will focus on perspectives of the aged, physical and psychosocial characteristics, maintenance of health, resource options for care, death and loss, and effective nursing strategies. Guest lecturers will participate. Lecture discussion and small group format will be utilized.

N 40 CSUC**3 Units****Lecture: 3 hours****Prerequisite: None****CRISIS INTERVENTION**

Course is didactic and experiential in nature, emphasizing knowledge and skills in Crisis Intervention. This course will be helpful to persons of various disciplines who may find themselves in a position to intervene with individuals in an emotional crisis situation.

N 62**2 Units****Lecture: 2 hours****Prerequisite: R.N. or L.V.N.****PHARMACOLOGY FOR NURSES**

This course is designed for registered and licensed vocational nurses desiring to update and expand their knowledge of pharmacology. Course content includes recent drug legislation, newer methods of calculating dosage, action, uses, and untoward effects of newer drugs in all classifications and current problems such as tetragenic drugs, drug abuse and poisoning. Emphasis will be on the interrelationship between the medication and the physiological, psychological, sociological characteristics and pathological condition of the client. A group problem solving approach will be used in studying the nurse's role in medication therapy.

VOCATIONAL NURSING

VN 1

15 Units

Lecture: 8.5 hours

Laboratory: 21 hours

Prerequisite: Acceptance into VN Program

VN 2

15 Units

Lecture: 8.5 hours

Laboratory: 21 hours

Prerequisite: VN 1

VN 3

15 Units

Lecture: 8.5 hours

Laboratory: 21 hours

Prerequisite: VN 2

VOCATIONAL NURSING I

An introduction to Vocational Nursing; ethics, communicating with patients, and hygienic care of patients. A basic understanding of human anatomy and physiology, dietary needs of people, community resources for health maintenance, and the preparation and administration of oral medications.

VOCATIONAL NURSING 2

Includes the body response to illness, pre and post-operative nursing care, emergency and disaster, and nursing care of patients with diseases of one or more body systems. Nursing care of the mother and/or child, and pharmacology.

VOCATIONAL NURSING 3

This 10 week course includes maintenance of homeostasis, care of patients with cardiac problems, respiratory problems, crisis intervention, and term leading. Continuing education, Vocational Nursing Organizations, and occupational fields for nurses are explored.

MEDICAL ASSISTING

MA 61

2 Units

Lecture: 2 hours

Prerequisite: None

MEDICAL TERMINOLOGY

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

MA 63

3 Units

Lecture: 3 hours

Prerequisite: None

MEDICAL INSURANCE AND RECORDS

A course for those interested in medical office employment. Includes study of all phases of medical insurance--Worker's Compensation, Medi-Cal, Medicare, various groups and individual policies using current Relative Value Studies. Students will receive instruction in reading policies to determine benefits and in completing claim forms from medical records.

MA 65

1 Unit

Lecture: 1 hour

Prerequisite: None

THE HEALTH WORKER AND THE LAW

The student will gain an understanding of nursing and medical practice acts, legal relationship of the health worker with the patient and physician. Relationship of the health worker and the physician in practicing and providing standards of care and practices related to patient care. Responsibility of the health worker and the professional liability and the civic duties related to the allied health fields.

MA 66

4 Units

Lecture: 4 hours

Prerequisite: Acceptance into MA Program and concurrent enrollment in MA 66L

MEDICAL ASSISTING I - NURSING ASSISTANT

Students in this course will learn communication skills, basic nursing procedures, basic human structure and function, personal hygiene and nutritional aspects of patient care.

MA 66L

5 Units

Laboratory: 15 hours

Prerequisite: Acceptance into MA Program and concurrent enrollment in MA 66

MEDICAL ASSISTING I LAB - NURSING ASSISTANT LAB

Students in this laboratory course will learn practical skills in chronic and acute nursing skills, communication and hygienic care. Laboratory experiences include care of patients in local hospitals and extended care facilities. The completion of MA I will enable a student to be employed in an acute or chronic care facility and have a Home Health Care Certificate.

MA 67

5 Units

Lecture: 5 hours

Prerequisite: MA 66 & MA 66L with concurrent enrollment in MA 67L

MEDICAL ASSISTING II

Consists of advanced communication skills specific to diagnostic areas. Basic pharmacology and principles and functions of diagnostic tests. Students completing this semester will be eligible for employment as Unit Secretary; Lab assistant, X-ray assistant, EKG technician, Pharmacy assistant, and Central Service assistant.

MA 67L

5 Units

Laboratory: 15 hours

Prerequisite: MA 66 and MA 66L

MEDICAL ASSISTING II LAB

Laboratory experiences will occur in hospital specialty areas such as Unit Secretary, EKG, Pharmacy, Central Services, Laboratory, X-Ray, and the Operating Room.

MA 68
5 Units
Lecture: 5 hours
Prerequisite: MA 67, MA 67L, BuOP 53, BuOP 64, BuOP 65.

MEDICAL ASSISTING III
Theory presentation includes group dynamics, mental health principles, community needs and resources, and specialty procedures; specific to medical office practice.

WEV 96
8 Units
Laboratory: 24 hours
Corequisite: MA 68

MEDICAL ASSISTING III LAB
Clinical experience is given in the students' area of choice--such as--operating room, doctors' office or clinic.

EMERGENCY MEDICAL TECHNICIAN

EMT 83
2 Units
Lecture: 8 hours each week for 4 weeks. (Short term course)
Prerequisite: None

EMERGENCY MEDICAL ASSISTANT
General overview of Emergency Medical Services meeting training requirements of State Department of Health for Public Safety Employees as prescribed by law.

EMT 84
6 Units
Lecture: 5 hours
Laboratory: 3 hours
Prerequisite: None

EMERGENCY MEDICAL TECHNICIAN I
Covers all techniques of emergency medical care including basic life support measures and extraction of victims from scene of accident. Course contains 80 hours of lecture and 25 hours of supervised instruction in hospital emergency rooms, and 12 hours of practical field drills and simulated ambulance and rescue emergencies. This program approved by California State Department of Health's Criteria.

EMT 85
2 Units
Lecture: 2 hours
Prerequisite: EMT Certificate

EMERGENCY MEDICAL TECHNICIAN REFRESHER COURSE
This is a 32-hour refresher course for EMT I personnel for re-certification. Contains information on new EMT procedures and techniques, and refresher on cardio-pulmonary resuscitation, and emergency room. Final exam required for re-certification.

EMT 86
15 Units
Lecture: 9 hours
Laboratory: 18 hours
Prerequisites: EMT 84 and acceptance into program through testing and screening.

EMERGENCY MEDICAL TECHNICIAN II MOBILE INTENSIVE CARE PARAMEDIC
Offered with approval of County Health Officer hours to be arranged. Designed to present and provide a supervised practicum in specialized techniques needed for life-threatening emergency care. Emphasis on recognition of signs of imminent death, and performance of appropriate actions required to restore and/or maintain life until medical assistance is available. Includes the transportation aspect of emergency care, from the scene of the accident to a hospital intensive care unit.

RESPIRATORY THERAPY

RT 51 CSUC
4 Units
Lecture: 2 hours
Laboratory: 6 hours
Prerequisite: Acceptance into the R.T. Curriculum

INTRODUCTION TO RESPIRATORY THERAPY
This course is designed to introduce the prospective therapist to an overall view of the field of Respiratory Therapy and the duties a graduate will perform. It will also provide an orientation to respiratory care equipment. The course will emphasize the anatomy and physiology of the respiratory system in relation to treatment. The course will also introduce the student to medical terminology and concepts and provide the basis of ethical professional behavior necessary for acceptable patient care.

RT 52 CSUC
8 Units
Lecture: 4 hours
Laboratory: 12 hours
Prerequisite: RT 51
Corequisite: Ph 1

MEDICAL GAS AND AEROSOL THERAPY
This course will provide the individual with an in depth preparation in the areas of maintenance oxygen delivery to patients as well as vapor and aerosol therapy. The physical principles of gases and aerosols will be emphasized as they relate to delivery of the therapeutic agent. This includes dynamics of the equipment and the airways. Both laboratory & clinical experience will provide the student with opportunities for practical applications.

RT 53 CSUC
2 Units
Lecture: 2 hours
Prerequisite: RT 51

CARDIOPULMONARY PHARMACOLOGY
Cardiopulmonary pharmacology is designed to provide the student with a fundamental understanding of pharmacotherapy. From this established base the course will then emphasize particularly those drug groups which are primarily cardiac or respiratory in effect.

RT 54 CSUC
10 Units
Lecture: 3 hours
Laboratory: 21 hours
Prerequisite: RT 51, 52, 53 and Bi 22A

RT 55 CSUC
4 Units
Lecture: 2 hours
Laboratory: 6 hours
Prerequisite: RT 51, 52, 53, 54 and Bi 22B

RT 56 CSUC
11 Units
Lecture: 4 hours
Laboratory: 21 hours
Prerequisite: RT 51,52,53,54 and 55

RT 57 CSUC
3 Units
Lecture: 3 hours
Prerequisite: RT 51,52,53,54,55 and Bi 15.

RT 58 CSUC
7 Units
Lecture: 3 hours
Laboratory: 12 hours
Prerequisite: RT 51,52,53,54,55,56 and 57.

RT 59 CSUC
3 Units
Lecture: 3 hours
Prerequisite: RT 51,52,53,54,55,56, and 57.

ALLIED HEALTH

AH 50
2 Units
Lecture: 2 hours
Prerequisite: None

AH 60
2 Units
Lecture: 2 hours
Prerequisite: None

ASSISTED VENTILATORY THERAPY

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

CARDIOPULMONARY SPECIAL PROCEDURES

This course will provide the student with the opportunity for observation and some degree of participation in the areas of; (1) Cardiopulmonary resuscitation (2) bronchoscopy (3) intubation and tracheostomy (4) arterial puncture and arterial catheterization (5) Swan Ganz and left and right cardiac catheterization. The theoretical component of the course will stress anatomy and physiology as it applies to these particular areas of therapy. The equipment necessary to perform the procedures and for observation of actual patient procedures.

METHODS OF CONTINUOUS VENTILATORY SUPPORT

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

CARDIOPULMONARY PATHOPHYSIOLOGY

This course will provide the student with terminology pertinent to syndromes, disease entities and clinical or laboratory finding associated with disease diagnosis. It will present the particular pathophysiology of the more common dysfunction of the lung. It will demonstrate the correlation of the pathogenic organism or other causative factor to the development of dysfunction. The course will emphasize the techniques used by the Respiratory therapist in the diagnosis and treatment of disease.

CARDIOPULMONARY FUNCTION TESTING & REHABILITATION

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

RESPIRATORY THERAPY SEMINAR

This course will provide the student with the opportunity to explore an area of respiratory care that is particularly interesting or significant to his future goals. The student, together with the instructor, will map out a plan of action for the semester from one of the following areas; (1) education (2) management (3) research (4) therapy. Goals for the plan of action will be set by the student and instructor with assessment of student achievement related to goal accomplishment.

PSYCHO-SOCIAL ASPECTS OF PATIENT CARE IN CONVALESCENT HOSPITALS

Instruction will include the psycho-social aspects of long term care; a general overview of health care systems, methods of working with geriatric and other patients; interviewing skills, discharge planning and use of community resources.

THE LATER YEARS: ACCENT ON HEALTH

The survey of topics designed primarily to meet the needs of retired or soon-to-be retired persons in the management of stress and the maintenance of health. Content will focus on available health-related resources, socio-economic considerations, health care systems, and new laws affecting the elderly.

SCIENCES-BIOLOGICAL AND PHYSICAL

ASTRONOMY

A 1 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

DESCRIPTIVE ASTRONOMY

An introductory survey of planetary, stellar, and galactic astronomy designed primarily for students not majoring in one of the sciences. This non-mathematical course reviews research techniques, current knowledge and theory about the planets, stars, galaxies, and the age and origin of the universe.

A 1L UC

1 Unit

Laboratory: 3 hours

Prerequisite: Previous or concurrent enrollment in Astronomy 1 is recommended.

A 51 UC

1 Unit

Lecture: 1 hour

Prerequisite: None

BIOLOGY

Bi 1A CSUC, UC

5 Units

Lecture: 4 hours

Laboratory: 3 hours

Prerequisite: High School Biology suggested with a minimum grade of "C"

Bi 1B CSUC, UC

5 Units

Lecture: 3 hours

Laboratory: 6 hours

Prerequisite: A college course in science (with laboratory) with a minimum grade of "C". May be taken concurrently with Bi 1A.

Bi 1C CSUC, UC

5 Units

Lecture: 4 hours

Laboratory: 3 hours

Prerequisite: A college course in science (with laboratory) with a minimum grade of "C". May be taken concurrently with Bi 1A.

Bi 4 CSUC, UC

3 Units

Lecture: 3 hours

Prerequisite: None

Bi 4L CSUC, UC

1 Unit

Laboratory: 3 hours

Prerequisite: Assumes previous or current enrollment in Bi 4.

DESCRIPTIVE ASTRONOMY LABORATORY

An introductory laboratory course featuring practical use of the telescope, introduction to the geography of the sky, and practical applications of astronomical methods by use of simple projects performed by the student.

INTRODUCTION TO ASTRONOMY

A survey of modern astronomy and space science, with emphasis on the place of the individual in the universe, and the possibility of life on other worlds. Modern instruments, research techniques, exploding galaxies, quasars, pulsars, black holes, the space program, manned travel to the moon and planets in our solar system, and the beginning and end of the universe will also be discussed.

GENERAL BIOLOGY - PRINCIPLES

A survey of biological functions including: origin of life; chemistry, physics, physiology and structure of the cell; mitosis, differentiation, tissues, organs, organ-systems; integrative mechanisms; reproduction and genetics; adaptation and population biology. An integrated biology course designed primarily for the needs of majors, minors, pre-med, pre-dent, pre-vet, paramedical students, and all other allied fields of study where a strong foundation of Biology is required. Biology 1A is required of students needing ONE(1) year of Biology. The rest of this requirement can be met by taking Biology 1B and/or 1C, according to preferences.

GENERAL BIOLOGY - GENERAL ZOOLOGY

A survey of biological functions including: origin of life, chemistry, physics, physiology and structure of the cell; mitosis, differentiation, tissues, organs, organ-systems; integrative mechanisms; reproduction and genetics; adaptation and population biology as seen in animal organizations. An introduction to zoology, emphasising identification, classification, morphology, physiology, parasitology, behaviour, ecology, and phylogenetic development of invertebrates and vertebrates. Laboratory dissections, experiments, identification, and field studies. Designed primarily for biology and science majors, preveterinary medicine, pre-medicine, pre-pharmacy, pre-dentistry, forestry animal management, wildlife management, and all other allied fields of study where a strong foundation of Biology is required. Partially meets the requirement of students needing ONE (1) year of Biology.

GENERAL BIOLOGY - GENERAL BOTANY

A survey of biological functions including: origin of life, chemistry, physics, physiology and structure of the cell; mitosis, differentiation, tissues, organs, organ-systems; integrative mechanisms; reproduction and genetics; adaptation and population biology as seen in plant organizations. A broad survey of diversity in plant structure, function and classifications. Emphasis on algae, fungi and flowering plants. The ecology of plants and human needs will be considered. Designed primarily for biology and science majors, pre-veterinary medicine, pre-medicine, pre-pharmacy, forestry, agricultural plant science, wildlife management, and all other allied fields of study where a strong foundation of Biology is required. Partially meets the requirement of students needing ONE (1) year of Biology.

ELEMENTS OF BIOLOGY

A course without prerequisite to acquaint the student with the fundamental principles of biology and their background in the basic physical sciences. This is a beginning course for those with no biological background or as a refresher for those who wish to excel in subsequent biology courses. Does not meet the Biological Sciences requirement for Science and Allied Fields majors or those requiring ONE (1) year of Biology. Such students should take Bi 1A, and/or Bi 1B, 1C.

ELEMENTS OF BIOLOGY LABORATORY (OPTIONAL)

Provides supplementary laboratory experience for those having taken Biology 4, and emphasizes practical experiments and techniques in the principles of biology. Does not meet the Biological Sciences requirement for Science and Allied Fields majors or those requiring ONE (1) year of Biology. Such students should take Bi 1A, and or Bi 1B, 1C.

Bi 5 CSUC, UC
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: Biology 1A and 1B.

Bi 8 CSUC, UC
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: None (not open for credit to biology majors)

Bi 9
2 Units
Lecture: 2 hours
Prerequisite: None

Bi 10 CSUC, UC
1-3 Units
Laboratory: 5-15 hours
Prerequisite: None

Bi 13 CSUC, UC
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: None

Bi 15 CSUC, UC
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: Ch 4, (or 1 full year high school chemistry within past 3 years with grade of C or better).

Bi 16L CSUC, UC
1 Unit
Laboratory: 3 hours
Prerequisite: General Microbiology

Bi 18
2 Units
Lecture: 2 hours
Prerequisite: Bi 4, 4L and Ch 4 and Bi 15 recommended.

Bi 21 CSUC, UC
5 Units
Lecture: 4 hours
Laboratory: 3 hours
Prerequisite: High school chemistry or Chemistry 4 recommended.

Bi 22A CSUC, UC
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: Biology 4 and 4L recommended.

GENERAL BOTANY

A broad survey of diversity in plant structure, function and classification. Emphasis on algae, fungi and flowering plants. The ecology of plants and human needs will be considered. Recommended for biology majors and agriculture plant science majors.

ANIMAL BIOLOGY

A study of the impact and relation of other animals on man, their uses, natural history and potential. Considers the various animal types, their structure, physiology, ecology, behaviour, evolution, genetics, and parasitology. Meets General Education Requirements.

HEALTH SCIENCE SURVEY

An enrichment course for premedical students, centered around guest lectures from the medical community who will present a series of lecture discussions on their expertise (pathology, neurology, endocrinology, cardiology, chemo-therapy, obstetrics, orthopedics, urology and other health fields).

SPECIAL STUDIES IN BIOLOGY

Experience in biological-chemical reagent preparation, chemical stockroom procedures, instrumentation techniques organization and presentation of laboratory procedures.

PLANT BIOLOGY

An introduction to the evolution of plants, the ecology of plant systems, plant phylogeny, plant identification and plant pathology. Meets General Education Requirements.

GENERAL MICROBIOLOGY

An introduction to the study of microorganisms emphasizing an appreciation and understanding of microbial life. The course is designed to develop a practical knowledge of the principles of microbiology. Laboratory emphasis is directed toward the development of techniques and skills used to culture, propagate, and identify microorganisms. Recommended for those students interested in health sciences.

GENERAL MICROBIOLOGY SUPPLEMENTAL LAB

The Supplemental Microbiology Laboratory is designed to further develop depth of understanding and laboratory skills established in General Microbiology 15. Emphasis is placed on medical microbiology.

INTRODUCTION TO IMMUNOLOGY

A study of basic principles, problems and theories concerning the immunological behaviour of man; includes modes of infection, the disease state and the immune response. This course is designed for the Vocational Health Sciences; also an enrichment course for the Paramedical Sciences.

BASIC HUMAN ANATOMY AND PHYSIOLOGY

A comprehensive and integrated course of structure and function of the systems of the human body, with special consideration to the skeleto-musculo-neuro systems. This course is designed primarily for LVN's Medical Assisting Cluster, Physical Education Majors, and General Education students. Not recommended for RN's, Respiratory Therapy, or X-Ray Technology.

HUMAN ANATOMY

A survey of the form and structure of the major organ-systems of the human body including the integumental, skeletal, muscular, circulatory, digestive, respiratory, urogenital, sensory, nervous and endocrine systems. The cat is used for laboratory comparative mammalian dissection. This course is designed primarily for the RN's, Respiratory Therapy, X-Ray Technology, Physical Therapists and other Paramedical Sciences.

Bi 22B CSUC

5 Units
 Lecture: 4 hours
 Laboratory: 3 hours
 Prerequisites: Bi 22A and Ch 4, (or 1 full year high school chemistry within past 3 years with grade of C or better)

Bi 35

3 Units
 Lecture: 3 hours
 Prerequisite: None

Bi 51 UC

1 Unit
 Lecture: 1 hour
 Prerequisite: None

Bi 52 UC

1 Unit
 Lecture: 1 hour
 Prerequisite: None

Bi 53 UC

1 Unit
 Lecture: 1 hour
 Prerequisite: None

HUMAN PHYSIOLOGY

A survey of the normal functions of the major organ-systems of the human body including the integumental, skeletal, muscular, circulatory, digestive, respiratory, urogenital, sensory, nervous, and endocrine systems. This course is designed primarily for the RN's, Respiratory Therapy, X-Ray Technology, Physical Therapists and other Paramedical Sciences.

BASIC HUMAN HEALTH SCIENCES

A comprehensive and integrated course of basic concepts in chemistry, micro-biology, anatomy, and physiology as they relate to the structure and function of the systems of the human body. This course is designed for LVN's and Medical-Assisting Groups, not recommended for RN's, Respiratory; X-Ray Technology, etc.

FAMILY GENETICS

An introduction to gene function, simple hereditary mechanisms, probability, and pedigree analysis. Topics include hereditary diseases, genetic counseling, cancer, eugenics, and the dangers of radioactive contamination.

REPTILES AND AMPHIBIANS

A general overview of reptiles and amphibians of the world.

ANIMAL BEHAVIOUR

A general overview of the several determinants of animal behaviour, with discussion of behavioural patterns and types in various animal groups.

PHYSICAL SCIENCES

CHEMISTRY

Ch 1A,B CSUC, UC

5-5 Units
 Lecture: 3 hours
 Laboratory: 6 hours
 Prerequisites: One year of high school chemistry (grade of C or better), or Ch 3 (grade of C or better) and a proficiency in mathematics. A passing grade in Ch 1A is a prerequisite for Ch 1B.

Ch 3 CSUC, UC

4 Units
 Lecture: 3 hours
 Laboratory: 3 hours
 Prerequisite: One year of high school algebra is recommended.

Ch 4 CSUC, UC

4 Units
 Lecture: 3 hours
 Laboratory: 3 hours
 Prerequisite: High school chemistry desirable.

Ch 10A,B CSUC, UC

5-5 Units
 Lecture: 3 hours
 Laboratory: 6 hours
 Prerequisite: Chem 1B

GENERAL CHEMISTRY

A study of the general principles and concepts of chemistry with emphasis on chemical calculations. Inorganic chemistry is emphasized with brief introductions to organic chemistry and biochemistry. The Chemistry 1B laboratory consists, primarily, of qualitative and quantitative analyses with introduction to some instrumental methods. This course is designed for pre-professional, science, and engineering major transfer students, and is prerequisite for all advanced chemistry courses.

INTRODUCTORY GENERAL CHEMISTRY

A study of the basic principles of inorganic chemistry for those students who do not have the high school chemistry prerequisite as preparation for Chemistry 1A.

FUNDAMENTALS OF CHEMISTRY

A survey of some basic principles of inorganic, organic and biochemistry presented on a level for the general student. This course is specifically recommended for the entrance requirements for nursing and other allied health services, but is acceptable for meeting the general education requirements in the Physical Sciences.

ORGANIC CHEMISTRY

Chemistry of the organic compounds of carbon with emphasis on structure, nomenclature, synthesis, mechanisms, stereochemistry, and physical properties. The laboratory includes organic techniques, methods of preparation, isolation, purification, and analysis by wet and instrumental methods. This course is designed for science majors and all others requiring one year of organic chemistry.

Ch 15A,B CSUC, UC
1-2 Units
Laboratory: 3 to 6 hours
Prerequisite: Chem 1A with a
Grade A or B.

SPECIAL STUDIES IN CHEMISTRY

Experience in chemical reagent preparation, chemical stockroom procedures, and advanced instrumentation techniques.

GEOLOGY

G 1 CSUC, UC
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: None

G 2 CSUC, UC
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: Geology 1 or 10 with at least a grade of B. Offered fall semester only.

G 3 CSUC, UC
4 Units
Lecture: 2 hours
Laboratory: 6 hours
Prerequisites: G 1 or 10, with at least a grade of B and a course in chemistry (may be taken concurrently.) High school chemistry may also be accepted. Offered alternate spring semesters only.

G 10 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

G 10L CSUC, UC
1 Unit
Laboratory: 3 hours
Prerequisite: Previous or concurrent enrollment in Geology 10.

G 51 UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

G 52 UC
2 Units
Lecture: 2 hours
Prerequisite: None

G 53 UC
2 Units
Lecture: 2 hours
Prerequisite: None

PHYSICAL GEOLOGY

The study of the composition and origin of rocks and minerals, landscape development, earthquakes, the earth's interior, the nature of mountains and their development, and the drift of continental and oceanic crustal plates. Suggested for physical science General Education Requirement.

HISTORICAL GEOLOGY

The study of the formation and evolution of the earth including oceans and atmosphere, and its life, as traced largely through the rock and fossil records. Included is the study of the history of the science of geology.

ELEMENTARY MINERALOGY

A study of structure (crystallography), properties, associations, and origins of minerals. Blowpipe analyses and related chemical tests are used in addition to physical means for mineral identification.

EARTH SCIENCE

A survey and integration of the earth sciences of Geology, Geophysics, Meteorology, and Oceanography, with aspects of Lunar and Planetary Science and Biology to bring into perspective the uniqueness of our planet, the interrelationships of its systems, and the impact of man upon these systems. Suggested for physical science General Education requirement. May be taken with or without laboratory.

EARTH SCIENCE LABORATORY (OPTIONAL)

Practical application in the laboratory and on field trips of aspects of the Earth Science subject areas listed above to reinforce and illuminate lecture material.

THE STUDY OF PREHISTORIC LIFE

A brief survey of the origin of life and its evolution through time. Inter-relationships between evolution of life and that of the earth itself will be emphasized.

DESERT LANDSCAPES

A survey of the landscapes and geology of the south-western deserts with emphasis on the local area. Field trips will be conducted.

GEOLOGY OF CALIFORNIA

The study of the various geologic provinces of the state, evolution of the state through geologic time, fault systems like the San Andreas and the earthquakes they produce, energy and non-energy resources, and environmental aspects. A basic foundation in the science of geology is included as a part of the course.

G 54 UC
1 Unit
Lecture: 1 hour
Prerequisite: None

G 55A
1 Unit
Lecture: 2 hours
Prerequisite: None

G 55B
1 Unit
Lecture: 1 hour
Prerequisite: 55A

G 56
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

G 57 UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

G 71 UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

ENVIRONMENTAL GEOLOGY

A study of the action of the geologic environment on man and his works (for example: floods, volcanic eruptions, earthquakes) and, conversely, the actions of modern man on the earth (for example: mining for energy and mineral resources, dams and water supplies, and pollutants in the environment). In addition to problems facing everyone, local problem areas will be discussed. At least one field trip will be required.

EXPLORING FOR VALUABLE MINERALS

Course is designed to enable the student to better understand what has taken place on earth. A study of rock forming minerals, rock identification, basic prospecting, study of compass and its use, map and mapping principles, assaying base metals with the gold pan, where to prospect, and how to stake a claim.

EXPLORING FOR VALUABLE MINERALS

Course offers College of the Desert students an opportunity to receive instruction in the application of field geology as it applies to prospecting.

MINERAL DEPOSITS AND PROSPECTING

The study of ore minerals, their origins, concentrations, and relationship to rock types. Methods of prospecting and surface indications of underlying minerals. Discussions of secondary enrichment zones of ore deposits; ores produced by weathering, and concentrations in placers. The origins of fossil fuels and non-metallic minerals.

THE STUDY OF EARTHQUAKES

Introductory series on earthquakes, defines immediate causes, delineates earthquake belts, explains why California is earthquake prone. Reviews earthquake history, and its continental drift and plate tectonics. Discusses related phenomena such as tidal waves, measurement of destructive power and earthquake prediction.

GEOLOGY OF THE NATIONAL PARKS

The study of the geologic processes which have shaped the present landscape of the earth, with specific attention given to the various United States National Parks, and the relationship of geology to the changing environment.

METEOROLOGY

Met 1 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

Met 1L CSUC, UC
1 Unit
Laboratory: 3 hours
Prerequisite: Previous or concurrent enrollment in Meteorology 1.

Met 51 UC
1 Unit
Lecture: 1 hour
Prerequisite: None

DESCRIPTIVE METEOROLOGY

Elementary survey of the causes and distribution of weather and climate. An understanding of weather phenomena. The reading of weather maps. Modern techniques of studying weather phenomena. May be taken with or without laboratory.

DESCRIPTIVE METEOROLOGY LABORATORY

Practical study of instruments and methods for the study and recording of weather and the reading and plotting of weather maps.

WEATHER AND CLIMATE

A basic survey course investigating why weather occurs, how it is produced, and how it may be predicted. Climate (weather patterns over periods of time) will be investigated. The emphasis will be on the local area and its surroundings.

PHYSICS

Ph 1 CSUC, UC
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: Math 50. Elementary Algebra is strongly recommended.

BASIC PHYSICS

An introduction to basic physical concepts, theories, and principles with emphasis on their practical application to the health sciences; using the minimum mathematics that is necessary. The course is designed for students in the health science fields, and for those students in general education who need a laboratory requirement in the physical sciences.

Ph 2A,B CSUC, UC
4-4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisites: Proficiency in mathematics.

Ph 4A,B CSUC, UC
5-5 Units
Lecture: 4 hours
Laboratory: 3 hours
Prerequisites: C grade or better in Math 1A, or concurrent enrollment in Math 1A.

Ph 5 CSUC, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: C grade or better in Math 1A or equivalent.

Ph 6 CSUC, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: Physics 5

GENERAL PHYSICS

This is the non-calculus physics course. It satisfies the physics requirement for pre-medical, pre-dental and biology students. Physics 2A: Mechanics, heat and sound; 2B: Electricity, magnetism and optics.

ENGINEERING PHYSICS

This two semester sequence is required of students who plan to major in physics, chemistry, architecture and engineering. Physics 4A covers mechanics, heat and wave phenomena. Physics 4B covers electricity, magnetism and optics.

COMPUTER PROGRAMMING I

An introductory course in the programming of digital computers for scientific and engineering problems.

COMPUTER PROGRAMMING II

An extension of Physics 5 with greater complexity of problems.

SOCIAL SCIENCES

ANTHROPOLOGY

Anth 1 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

Anth 2 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

Anth 3 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

AN INTRODUCTION TO PHYSICAL ANTHROPOLOGY

The study of the origin of man and his place in nature. Emphasized the physical form and behavior of the non-human primates: apes, monkeys, and prosimians. Identifies and interprets the fossil record of early man, the current racial variability of mankind, and the mechanisms of evolution.

CULTURAL ANTHROPOLOGY

A survey of the existing human cultures ranging from primitive peoples to modern societies. Compares food-getting practices, marriage customs, kinship systems, social organization, and supernatural beliefs from around the world. Focuses on case studies of the Bambuti, Tiv, Siriono, and Kung Bushmen cultures.

INTRODUCTION TO ARCHEOLOGY

An introduction to the study of extinct human cultures. Examines the techniques used in archeological discovery and in the interpretation of artifacts. Outlines the fundamental developments in human culture throughout prehistoric time. Includes local archeological studies, but does not emphasize technical training in field work.

ECONOMICS

Econ 1 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

Econ 2 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

PRINCIPLES OF ECONOMICS

Introduction to economic theory and analysis with emphasis upon basic concepts, national income determination and fluctuations, business income and organization; labor and industrial relations, role of government in economics, business cycles and forecasting monetary theory and prices and the banking system.

PRINCIPLES OF ECONOMICS

Introduction to economic theory and analysis with emphasis on fiscal policy and full employment, composition and pricing of national output, pricing of the factors of production and distribution of income, international finance, and current problems in the field of economics.

Econ 3 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

CURRENT ECONOMIC PROBLEMS

A survey of topics in contemporary economics: inflation, unemployment, consumer protection movements, economics, power in the economy, economy and ecology, farm problems, international monetary system, and others.

GEOGRAPHY

Geog 1 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

PHYSICAL GEOGRAPHY

A study of the main features of man's physical world: mountains, plains, rivers, lakes, oceans, deserts, rain-forests, and others. Identifies the fundamental arrangement of these features in North and South America, Africa, Eurasia, Australia, and Oceania. Introduces the basic tools of geographic description and research.

Geog 2 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

CULTURAL GEOGRAPHY

A study of the distribution of human cultures. Topics include world population, settlement types, forms of livelihood, territorial systems, the question of environmental influences on human behavior, and the extent of human impact on the natural environment.

Geog 7 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

REGIONAL GEOGRAPHY

Describes the major human characteristics of the earth's diverse geographic regions, and examines the processes which have given rise to the present world pattern. Recommended as the initial course of study in the geography sequence.

HISTORY

Hist 1 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

HISTORY OF WESTERN CIVILIZATION

A broad study of the major elements in the Western heritage from ancient times to the Renaissance. Designed to develop the student's understanding of institutions basic to Western civilization.

Hist 2 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

HISTORY OF WESTERN CIVILIZATION

A broad study of the major elements in the Western heritage from the Renaissance to the present. Designed to develop the student's understanding of institutions basic to Western civilization.

Hist 17 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

UNITED STATES HISTORY

A survey of the political and social development of the United States from the discovery of America to the Reconstruction Period.

Hist 18 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

UNITED STATES HISTORY

A survey of the political and social development of the United States from the Reconstruction Period to the present.

Hist 20 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

HISTORY OF CALIFORNIA

A general survey of the history of the Pacific coast with major emphasis on cultural, economics, and social development of California.

Hist 22A CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

BLACK HISTORY

A survey of the origins of Black Americans, African culture, the migration of Africans to America, life under slavery, and the struggle for freedom. The course includes abolitionist literature, emancipation of the slaves and life during the Reconstruction Period.

Hist 22B CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

BLACK HISTORY

A survey of the history of Black Americans after the Reconstruction Period. Black literature, musicians, artists and scientists are studied. Included in the course are the recent struggles against discrimination and for civil rights. The course concludes with a study of the changing nature of present Black American culture.

Hist 27 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

HISTORY OF MEXICO

A survey of the history of Mexico from pre-Columbian times to the present, with emphasis on bettering the student's understanding of our important neighbor.

Hist 29 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

WOMEN IN AMERICAN HISTORY

A survey of the political, social, economic, and intellectual history of women in the United States from colonial times to the present. Emphasis on the social and cultural developments and results of the feminist movement in the nineteenth and twentieth centuries.

PHILOSOPHY

Phil 6 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

INTRODUCTION TO PHILOSOPHY

A critical approach to the problems of philosophy involving the student in intellectual situations that provokes reflection and expression, and stimulate a concern for the critical techniques essential to developing a sound personal philosophy.

Phil 7 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

INTRODUCTION TO PHILOSOPHY

An introduction to the practice of philosophy and to the search for meaning as seen in the work of the great philosophers, with an attempt to relate their contribution to the contemporary situation.

Phil 8 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

ANCIENT AND MEDIEVAL PHILOSOPHY

A study of the historical and logical development of the principal assumptions upon which contemporary thought and activity are based with specific reference to the major of these ideas in ancient and medieval times.

Phil 9 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

MODERN AND CONTEMPORARY PHILOSOPHY

A study of the historical and logical development of the principal assumptions upon which contemporary thought and activity are based, including major proponents of these ideas. This course encompasses philosophy from the renaissance to the present.

Phil 10 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

GENERAL LOGIC

An introductory course in creative and critical thinking, with particular application to problem solving and decision making. Fallacies in argument, devices of persuasion, propaganda, deductive and inductive reasoning, elementary probability are examined, as well as the subjective factors in thinking, emotion, prejudice, cultural influence, value systems, the self-concept and the like.

Phil 11 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

SYMBOLIC LOGIC

An elementary course in logic for the person who has some understanding of an appreciation for the scientific method. It combines practical ideas useful for the criticism of reasoning, technical ideas of modern logic (use of symbols to present complicated ideas and arguments), including the use of truth tables, indirect and conditional proofs within the theory of truth functions and quantification.

Phil 12 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

RELIGIONS OF THE WORLD

An introduction to the great ideas of the world's major religions: Hinduism, Jainism, Buddhism, Sikhism, Taoism, Confucianism, Shinto, Zoroastrianism, Judaism, Christianity and Islam. An attempt to understand the development of these religions from a cultural and historical perspective and to move beyond our own appreciation of the struggles of other peoples to find meaning and purpose in life.

Phil 13 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

PERSPECTIVES ON DEATH AND DYING

Pertinent insights from other cultures, from literature, art, law, medicine, psychology, religion and philosophy will be presented, upon which one may build an understanding of death and dying as they relate to our knowledge of ourselves and other persons.

Phil 14 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

INTRODUCTION TO ETHICS

A systematic examination of the concepts of right and wrong as traditionally conceived and the application of moral values and principles to problems of daily life. The philosophy of conduct as related to contemporary moral issues.

POLITICAL SCIENCE

PS 1 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

INTRODUCTION TO GOVERNMENT

An introduction to the principles, organization, functions, and politics of the national government of the United States, including a study of state and local government. Emphasis on current issues in American politics.

PS 2 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: Political Science 1

INTRODUCTION TO COMPARATIVE GOVERNMENT
A comparative study of consitutional principles, governmental institutions, and political problems of selected governments. Particular attention to contemporary problems of Great Britain, France, West Germany, and the Soviet Union.

PS 4 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

INTRODUCTION TO INTERNATIONAL RELATIONS
An introduction to the nature of political relations among nations, the basic factors which influence international relations. Emphasis on an examination of contemporary world politics.

PS 30 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

AMERICAN INSTITUTIONS
A survey of America's heritage in history and government. Includes a study of the Federal Constitution and United States History. Satisfies the College of the Desert requirement for the A.A. degree.

PSYCHOLOGY

Psy 1 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

GENERAL PSYCHOLOGY
Introduction to facts and principles governing human behavior. Topics include methods of observation and experimentation, human development, learning, intelligence, psychological foundations, perception, motivation, emotion, personality adjustment, and social behavior.

Psy 2 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: Psy 1

EXPERIMENTAL PSYCHOLOGY
A methodology course designed to introduce the beginning student to the fundamentals of research with behavior. Selected experiments requiring minimal apparatus will be taken from the areas of statistics, learning developmental, physiological, abnormal, and clinical psychology.

Psy 10 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

PSYCHOLOGICAL ASPECTS OF MARRIAGE AND FAMILY
This course is designed to develop the student's repertoire of behavioral skills and intellectual understanding of the principles governing successful marriage and family life. Included are areas such as communication, decision-making and coping with stress.

Psy 20, CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

UNDERSTANDING AND AIDING YOUTH
An introduction to the problems of children and teenagers with special emphasis on practical techniques in assisting parents and youth workers in working with them. This course considers the major areas of influence on youth including the home, school, peers and society.

Psy 33 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: Psy 1

PERSONAL AND SOCIAL ADJUSTMENT
The development of the normal personality, with practical emphasis on problems of adjustments in such areas as school, family, vocation, and community. Focus will be on understanding the causes of frustration and the process of learning adequate methods of coping with situations.

SOCIOLOGY

Soc 1 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

INTRODUCTORY SOCIOLOGY
Survey of the characteristics of social life, the processes of social interaction, and the tools of sociological investigation.

Soc 2 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: Sociology 1

SOCIOLOGICAL ANALYSIS SOCIAL PROBLEMS
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.

Soc 3 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

STATISTICAL METHODS FOR THE SOCIAL SCIENCES
Descriptive statistics, histograms, frequency polygons, measures of central tendency, and variability. Elementary probability. The binomial and normal distributions. Estimation and hypothesis testing for population proportions and means.

Soc 10 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

Soc 12 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

Soc 14 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

MARRIAGE AND FAMILY-A SOCIOLOGICAL APPROACH

A study of the modern family with emphasis on personal adjustment, courtship, marriage, parenthood, and family administration.

MEXICAN-AMERICAN CULTURE

A survey of the cultural, economic, sociological, intellectual, and political history of Mexican-Americans from their origins to and including present life in the United States. Special emphasis is given to the contributions and problems of the Mexican-American in California and the Southwest.

MINORITY GROUPS IN THE AMERICAS

The comparative study of Native American, Oriental, African, and European groups in the Americas as approached from the perspectives of history and the Social Sciences with emphasis on the sociological aspects of contemporary minority groups in the United States.

WORK EXPERIENCE

WEG 94

Units 1-3

Prerequisite: Must enroll for a total of 8 or more units of course work including Work Experience. The individual must also be concurrently enrolled in the one-hour per week CONTROL CLASS.

WEV 95

Units 1-4

Prerequisite: Must enroll for a total of 8 or more units of course work including Work Experience. The individual must also be concurrently enrolled in the one-hour per week CONTROL CLASS.

WEV 96

Units 1-8

Prerequisite: 1. Must complete 12 units prior to taking this course. 2. The occupation must parallel student's major.

GENERAL

Credit for General Work Experience may be accrued at the rate of from one to three units per semester, with a maximum total of six credit units. One unit credit is allowed for each five hours of work per week, two units for ten hours, and three units for fifteen hours. Students accepted into the General Work Experience Education program may receive both pay from the employer and college credit for their work. This form of work experience is open to the student whose job is not related to his college major.

VOCATIONAL

Credit for Vocational Work Experience may be earned at the rate of from one to four units per semester, earning a maximum total of sixteen credits. One unit credit is allowed for each five hours per week, two units for ten hours, three units for fifteen hours, and four units for twenty hours. Students accepted into the Vocational Work Experience program may receive both pay from the employer and college credit for their work. Vocational Work Experience requires that the student be employed in an occupation related to his college major.

ALTERNATE SEMESTER PROGRAM

The Alternate Plan type of cooperative work experience education is designed to offer students opportunities to attend college full-time one semester and work full-time the following semester. Under this plan, on-the-job experience must be related directly to students' educational goals. Up to eight units of cooperative work experience education may be earned by a student and students may not be enrolled in more than one other course. Students may not transfer from the alternate plan to another plan or vice versa without having completed 12 units in between plans.

Areas of Vocational Work Experience include:

Agriculture

Business (AgBu)
Diesel Mechanics (DM)
Natural Resources (NR)
Ornamental Horticulture (OH)

Business

Accounting (BuAc)
Distributive Education (BuDE)
Hotel/Motel (BuHM)
Management (BuMa)
Office Procedures (BuOP)
Real Estate (BuRE)
Restaurant Management (BuHM)
Secretarial Science (BuSS)

Diesel Mechanics (DM)

Engineering (Engr)

Fire Science (FS)

Instructional Aides (IA)

Law Enforcement (LE)

Nursing

Medical Assisting (MA)
Vocational Nursing (VN)
Respiratory Therapy (RT)

Physical Education (PE)

Psychology (PSY)

Recreation Education (RE)

Sociology (Soc)

Technology

Air Conditioning (AC)
Automotives (Auto)
Electronics (Elec)

Welding (Weld)

ANNOUNCEMENT OF FACULTY

FRANKLIN YTRO ATTOUN (1967)
Associate Professor of French and Spanish
B.S. 1966, University of Missouri
M.A. 1967, University of Missouri

ROSE BARRY (1979)
Assistant Professor of Nursing
BSN 1975 Ohio State University
MSN 1976 Ohio State University

ARTHUR W. BENDER (1969)
Associate Professor of Microbiology, Anatomy and Physiology
Chairperson, Sciences
B.S. 1956, Bowling Green State University, Ohio
M.S. Ed. 1961, University of Toledo, Ohio
M.S. 1967, Virginia State College

HAROLD L. BIRD, JR. (1974)
Professor of Chemistry
B.S. 1943, Rutgers University, New Jersey
M.S. 1949, Purdue University, Indiana
Ph.D. 1974, University of Arizona

BARBARA ANNE BOLANOS (1971)
Associate Professor of Sociology
A.A. 1967, College of the Desert, California
B.A. 1969, San Bernardino State College, California
M.A. 1970, University of California, Riverside

PAUL D. BOWIE (1970)
Associate Professor of Biology
B.S. 1966, University of Redlands, California
M.S. 1970, University of Arizona

DAN A BURKE (1966)
Associate Professor of Learning Resources
B.A. 1961, Arizona State University
M.A. 1964, Northern Arizona University

HENRY J. BURNETT (1976)
Coordinator, Learning Resources
B.S. 1970, Indiana University
M.S. 1973, Indiana University

BRYAN R. BURRAGE (1973)
Professor of Biology
A.B. 1956, University of Kansas
M.S. 1966, San Diego State University, California
Ph.D. 1972, University of Stellenbosch, Cape Province, Republic of South Africa

RAY BUTCHER (1976)
Assistant Professor of Health, Physical Education & Recreation
Assistant Director of Athletics
B.S. 1962, Utah State University
M.S. 1962, Utah State University

FAYE R. CASTILLEJA (1972)
Instructor of Nursing
A.A. 1969, College of the Desert, California

JOHN R. COEFIELD (1963)
Professor of Health, Physical Education & Recreation
B.S. 1952, Slippery Rock State College of Pennsylvania
M.S. 1955, University of Oregon
Ed.D. 1964, University of Oregon

LUIS CORONA (1975)
Coordinator of Student Activities and Financial Aids
A.A. 1959, Riverside City College, California
A.B. 1962, California State College, Long Beach
M.A. 1964, California State College, Long Beach

JOHN D. CRAIG (1972)
Assistant Professor of Engineering
A.A. 1975, College of the Desert, California

LYNN CRAWFORD (1977)
Assistant Professor of Nursing
B.S.N. 1965, Adelphi University, New York
M.S.N. 1970, Adelphi University, New York

BUFORD CRITES (1976)
Associate Professor of Speech & Forensics
B.S. 1970, Southwest Missouri State University
M.S. 1971, Illinois State University

HAROLD CROW (1962)
Associate Professor of Industrial Technology
B.S. 1954, New Mexico Western College
M.A. 1961, New Mexico Western College

MARGARET ANN CURRLIN (1975)
Instructor of Developmental Education
B.A. 1939, University of Arizona

LARRY MARK DASHIELL (1974)
Assistant Professor of Auto Mechanics, High Desert Campus
A.A. 1966, Laney College, California
B.A. 1974, California Polytechnic State University, San Luis Obispo
M.A. 1975, California Polytechnic State University, San Luis Obispo

RITA RAMIREZ DEAN (1973)
Associate Professor of History, High Desert Campus
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Diploma, 1954 Ecole Supérieure des Professeurs de Français l'Étranger, University of Paris

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B.A. 1966, New Mexico Highlands University
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M.A. 1973, New Mexico Highlands University

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Ed.D. 1957, University of Southern California

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M. A. 1958, University of Denver, Colorado

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M. A. 1969, University of California, Los Angeles
Ph. D. 1974, University of California, Los Angeles

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M. A. 1973, San Diego State University, California

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M. A. 1959, University of Idaho

WENDELL C. FORD (1965)
Media Specialist
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M. A. 1957, San Francisco State University, California

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M. S. 1948, Iowa State University
Ed. D. 1955, University of Missouri

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M. A. 1966, Northern Arizona University

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M. A. 1965, Sacramento State College, California

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B. A. 1972, University of California, Santa Barbara
M. A. 1974, San Francisco State University, California

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B. A. 1970, Augsburg College, Minnesota
M. Ed. 1975, University of North Dakota

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Director of Business/Institutional Services,
High Desert Campus
Coordinator, Work Experience, High Desert Campus
B. S. 1952, University of Wisconsin
M. S. 1973, Shippensburg State College, Pennsylvania

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Professor of Philosophy and Religion
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D. D. 1956, West Virginia Wesleyan
STB 1942, Boston University, Mass.
S.T.M. 1952, Boston University, Mass.
Ph. D. 1965, Boston University, Mass.

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B. A. 1959, University of California, Riverside
M. A. 1973, University of California, Riverside

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Director of Guidance
B. S. 1958, Brigham Young University, Utah
M. A. 1960, Arizona State University

TERRY GREEN (1978)
Coordinator, Developmental Education
B. A. 1972, University of California, Riverside
M. A. 1977, University of California, Riverside

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Assistant Professor of Engineering

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Associate Professor of English
B. A. 1953, Westmar College, Iowa
M. Div. 1975, Luther Seminary, Minnesota
M. A. 1970, Claremont Graduate School, California
Th. D. 1978, School of Theology, Claremont, California

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B. A. 1956, University of Southern California, Los Angeles
M. S. 1960, University of Southern California, Los Angeles

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Associate Professor of Nursing
B. S. 1960, University of Washington
M. A. 1976, Azusa Pacific College, California

- FRANCIS JENE HEDQUIST (1970)**
 Professor of Psychology
 B. A. 1959, University of Utah
 M. A. 1961, University of Utah
 Ph. D. 1967, Brigham Young University, Utah
- DEAN W. HOOVER (1973)**
 Professor of Reading
 B. A. 1950, Drury College, Missouri
 M. A. 1972, Adams State College of Colorado
 Ph. D. 1973, University of Oklahoma
- JAMES H. HOPKINS (1970)**
 Associate Professor of English, High Desert Campus
 B. S. 1960, New Mexico Western College
 M. A. 1964, Western New Mexico University
- JAMES M. HOPP (1974)**
 Assistant Professor of English
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 C. Phil. 1973, University of California, San Diego
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 Assistant Professor of Developmental Education,
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 B. A. 1964, University of California, Riverside
 M. A. 1976, California State College, San Bernardino
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 Dean of Students
 B. A. 1952, California State College, Long Beach
 M. A. 1953, California State College, Long Beach
 Ed. D. 1969, University of Southern California, Los Angeles
- RICHARD I. IMMENHAUSEN (1966)**
 Associate Professor of Industrial Technology
 B. S. 1955, Carthage College, Wisconsin
 M. A. 1962, Sacramento State University, California
- ROBERT B. JORDAN (1966)**
 Coordinator, Community Services
 B. S. 1962, New Mexico State University
 M. A. 1964, New Mexico State University
- MARIAN M. KATZ (1967)**
 Associate Professor of Nursing
 Coordinator, Nursing and Allied Health
 B. S. N. 1956 Walla Walla College, Washington
 M. A. 1960, Walla Walla College, Washington
- DORIS F. KELLY (1973)**
 Instructor in Nursing
- AUSTIN F. KILIAN (1970)**
 Associate Professor of Art
 B. A. 1942, Augustana College, South Dakota
 M.F.A. 1949, University of Iowa
- JAMES C. KNEEBONE (1969)**
 Assistant Professor of Music
 B. M. 1961, Kansas State College at Pittsburg, Kansas
 M. S. 1962, Kansas State College at Pittsburg, Kansas
- WILLIAM A KOHL (1976)**
 Assistant Professor of Art
 B. A. 1962, Illinois Wesleyan University
 M.F.A. 1965, University of Michigan
- WILLIAM R. KROONEN (1969)**
 Coordinator of Occupational Education
 A. A. 1958, University of California, Riverside
 B.A. 1960, University of California, Riverside
 M.A. 1966, University of New Mexico
 Ed. D. 1974, University of Southern California, Riverside
- ELIZABETH B. LAWSON (1977)**
 Instructor in Home Economics
 Chairperson, Home Economics
 B. S. 1962, University of Tennessee, Knoxville
- JAN B. LAWSON (1970)**
 Assistant Professor of English
 B. A. 1954, University of Rhode Island
 M. A. 1970, University of Tennessee, Knoxville
- MARIAN T. LEE (1973)**
 Associate Professor of Mathematics, High Desert Campus
 B.A. 1938, University of California, Los Angeles
 M.S. 1941, University of Southern California
- ELIZABETH LOPEZ (1979)**
 Assistant Professor of Nursing
 BSN 1962 Walla Walla College, Washington
 MSN 1969 U.C., San Francisco
- JOHN L. MARMAN (1969)**
 Associate Professor of Health, Physical Education & Recreation
 Chairperson, Health, Physical Education & Recreation
 Director of Athletics
 B.S. 1963, Midland College, Texas
 M. Ed. 1964, University of Arizona
- BETTY JO MARSHALL (1968)**
 Assistant Professor of Nursing
 B.A. 1975, Pepperdine University, California
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- ELEANOR MARTIN (1977)**
 Tutorial Specialist
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 M.S. 1968, University of Southern California, Los Angeles
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 Assistant Professor of Mathematics
 B.S.M.E. 1967, University of Southern California, Los Angeles
 M.S.M.E. 1972, University of Southern California, Los Angeles
- ASHLEY T. McDERMOTT (1964)**
 Assistant Professor of Astronomy and History
 B.A. 1961, San Diego State College, California
 M.A. 1967, San Francisco State College, California
- KENNETH HAROLD McDONNELL (1975)**
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- BARBARA M. McFADYEN (1965)**
 Professor of Political Science
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 M.A. 1945, University of Denver, Colorado
 M.A. 1957, University of Denver, Colorado
 Ph.D. 1965, University of Colorado

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Associate Professor of Business
Chairperson, Business
B.A. 1959, University of California, Berkley
M.A. 1963, George Washington University, District of Columbia

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Registrar
B.S. 1950, Grove City College, Pennsylvania
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Professor of Music
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M. Ed. 1958, University of California, Los Angeles
- WILLIAM M. REESKE (1969)**
Director, Cooperative Work Experience Program
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B.A. 1957, Los Angeles State College, California
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A.A. 1969, Columbia Basin College, Washington
B.A. 1971, Walla Walla College, Washington
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- BETTY LOU ROCHE (1970)**
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B.S. 1947, Oklahoma State University
M.S. 1949, Oklahoma State University
- RICHARD C. ROGERS (1973)**
Counselor, High Desert Campus
B.S. 1966, University of New Mexico
M.A. 1970, Western New Mexico University
- BRETT ROMER (1964)**
Director of Data Processing Services
B.S. 1963, New Mexico Highlands University
M.S. 1964, New Mexico, Highlands University
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B.S. 1956, Boston University, Massachusetts
M.S. 1959, Boston University, Massachusetts
- DAVID WILSON SALTER (1976)**
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B.S. 1964, University of Nevada
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M.A. 1977, Azusa Pacific College, California
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- GEORGE SMITH, JR. (1973)**
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- DOMENICO SOTTILE (1969)**
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- F.D. STOUT (1964)**
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Diploma in Audio-Visual Aids, 1964, University of London, England

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A.B. 1958, California State University, Fresno
M.A. 1966, California State College, Stanislaus
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M. A. 1978, California State University, Fullerton

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B.S. 1953, Springfield College, Massachusetts
M.A. 1973, Chapman College, California

FACULTY EMERITI

MARION BLONDIS (1965)
Professor Emeritus Nursing
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M.A. 1970, United States International University, California

EDGAR L. De FOREST (1962)
Professor Emeritus English and Speech
Theatre Arts Diploma, 1937, Leland Powers School of the Theatre, Boston, Mass.
B.S. 1940, Boston University, Massachusetts
M.A. 1941, University of Southern California, Los Angeles
Ed.D. 1955, Columbia University, New York

LEANORA R. FURR (1962)
Professor Emeritus English
A.B. 1926, Washington University
A.M. 1928, Washington University
Ph.D. 1940, Cornell University, New York

ROBERT M. GRIFFIN (1966)
Professor Emeritus Special Education
A.B. 1935, University of the Pacific, California
M.A. 1939, University of California, Berkeley
Ph.D. 1943, University of California, Berkeley

EDWIN T. INGLES (1960)
Professor Emeritus
Past Dean of Instruction, College of the Desert, California
A.B. 1929, Pacific University, Oregon
M.A. 1935, University of Oregon
Ed.D. 1947, University of Oregon

ROY C. McCALL (1959-1973)
Professor Emeritus
Past President, College of the Desert, California
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

WILBUR D. RANKIN (1964)
Professor Emeritus Science
B.S. 1925, University of California, Berkeley
M.S. 1927, University of California, Berkeley

FREDERICK THON (1962)
Professor Emeritus Drama
A.B. 1931, Harvard University
M.F.A. 1940, Yale University School of Drama, Conn.

GLOSSARY

ACCREDITATION

A satisfactory evaluation of a college (or other institution) by an association of colleges or by professional agencies.

ACT

The American College Testing Program tests divided into separately scored sections in English, Mathematics, Social Science and Natural Science. Used as a placement test at College of the Desert in conjunction with the Nelson-Denny Reading Test.

ADMISSIONS AND RECORDS

The office and staff that accounts and certifies each student's legal record in the college and is the source of the college's legal statistical data.

ASCOD CARD

Associated Students membership card entitling student to free or discounted admission to many campus events, plus accident insurance for on-campus injuries.

ASSOCIATED ARTS DEGREE - A.A.

A degree awarded by a community college upon satisfactory completion of an organized program of 60-64 units.

ATHLETICS

College of the Desert is a member of the Desert Athletic Conference. The college participates in the following sports for men; baseball, basketball, cross-country, football, golf, soccer, tennis and track: for women; basketball, cross-country, soccer, softball, tennis, and volleyball.

BACHELOR'S DEGREES (B.A., A.B., B.S.)

A degree awarded by a four-year college or university upon satisfactory completion of 120 or more semester units in an organized program of studies.

CERTIFICATE

Awarded to those who complete a required sequence of courses in some occupational majors, requiring less than 60 units of college work and no General Education Requirements.

COLLEGE CATALOG

A bulletin issued by a college outlining the course offerings and descriptions, majors, admission requirements, regulations, etc. The legal document of the institution.

COMMUNITY COLLEGE (Also called Junior College or City College)

A college which offers two years of college and awards the A.A. Degree for 60-64 semester units of college work.

CONTINUING EDUCATION

All off-campus (credit and non-credit) classes plus all classes offered at the campus after 4:30 p.m. and on Saturday.

COOPERATIVE WORK EXPERIENCE EDUCATION

Class credit for paid work off-campus. Requires formal reporting by the employer and the College on a definite schedule. Not the same as Work-Study.

COUNSELING

Helping a student to develop self-understanding and educational and career plans.

CREDIT COURSES

Courses numbered 1-99, applicable toward the A.A. Degree.

DISQUALIFICATION (Dismissed)

Academic dismissal from the College.

ELECTIVE (Course)

A course selected by the student that is not required for general education or for the major field of study.

EOPS

Extended Opportunity Program and Services. Enrolls disadvantaged students and provides them with financial assistance and educational support services such as tutoring.

EXTENDED DAY

Regular college classes offered between 4:30 p.m. and 10:30 p.m.

FINANCIAL AIDS

Program designed to assist students in meeting educational expenses.

GENERAL EDUCATION REQUIREMENTS

(Also called breadth requirements or Liberal Arts Requirements)

A Specific group of courses required of all students in college for receipt of the Associate Degree: designed to broaden the student's education.

GRADE POINTS

A numerical value assigned to each unit of college letter grades. For example: A4, B3, C2, D1, F0, grade points. These points are used in computing your grade point average.

GRADE POINT AVERAGE (GPA)

The quotient determined by dividing total grade points by the number of units attempted.

GUIDANCE

Individualization and personalization of the educational process. It includes analysis, information, orientation, counseling, placement and follow-up.

HANDICAPPED PROGRAMS AND SERVICES

Enabling services to assist handicapped students in equitable educational opportunities and in special programs: available to those students who qualify. A partial list of the conditions that are provided for in the program includes blind or partially sighted, deaf or hard of hearing, orthopedically handicapped, wheelchair students, epileptic, diabetic, arthritic, respiratory cardiac disorders, and others.

INCOMPLETE GRADE

A grade of "I" received for not completing all required work in a certain course. Must be made up by end of the following semester or the "I" grade will become a failing grade (F).

LABORATORY

A room or rooms appropriately equipped and used for scientific experimentation and research. A course may include a lecture session and a laboratory or seminar, requiring students to register for each.

LEARNING LAB

The facility, located in TC 1, which houses the Department of Developmental Education, including programs in English as a Second Language, Adult Basic Education, High School completion, GED preparation, and citizenship training.

LOWER DIVISION

Refers to students or courses at the Freshman or Sophomore level of college. A group or series of courses designed to provide intensive education or training in a specialized area. See occupational major and transfer major.

NELSON-DENNY READING TEST

A test of reading speed and comprehension used as an aid to placement in classes. The score represents grade level placement.

NON-CREDIT COURSES

Courses numbered 100 and above. Do not apply toward the A.A. Degree. Can be used for Adult Diploma credit.

OCCUPATIONAL COURSES

Courses designed to enhance student's employability skills. Such courses transfer if they are included in the University of California or the California State University and College lists maintained in the Guidance Center.

OCCUPATIONAL MAJOR

A major primarily intended to prepare students for immediate employment after community college attendance.

PETITION

A student request for reconsideration due to unusual circumstances, generally originates at the Registrar's Office.

PLACEMENT OFFICE

College service primarily concerned with assisting students in college to find part-time and full-time work.

PLACEMENT TEST (Admission Test)

Tests required prior to admission; used along with high school grade point average to assist students to select the most appropriate classes (not an entrance test).

PRIVACY ACT

The "Family Educational Rights and Privacy Act" regulations protect the privacy of students and their college records. Any currently enrolled or former student has the right of access to all his/her records maintained by the college.

PROBATION

A trial period, usually one quarter or semester, in which the student must improve his/her academic achievement to avoid being dismissed from college, or to meet graduation requirements. At the end of any semester, a student who has failed to achieve a 2.0 GPA is placed on probation. Excessive "W" grades can also result in probation status.

QUARTER SYSTEM

System in which four terms cover the calendar year. These quarters constitute the work of the academic year.

PREREQUISITE

A requirement that must be met before enrolling in a particular course, usually an entrance test score, a prior course, or sophomore standing.

REGISTRATION

The process of being accepted and enrolled in classes.

SCHEDULE OF CLASSES

A booklet giving the name, units, time, day, room and/or place, and instructor of all classes held.

SEMESTER

One-half of the academic year. The Fall semester begins in August; Spring semester in January; each is generally 17 and 1/2 weeks duration.

STUDENT PERSONNEL SERVICES

Provided under the direction of the Dean of Students; includes Admission and Records, Career Guidance, EOPS, Financial Aids, Guidance and Counseling, Handicapped Programs and Services - Health Services, Job Placement, Peer Counseling, Student Government and Activities, Transfer Counseling, Tutoring Services, and Veterans' Affairs.

TBA

To be arranged. Generally used in seminar type classes to indicate that the time of the class meeting will be arranged at a time mutually convenient to the student enrolled and the instructor involved.

TRANSCRIPT

An official list of all courses taken by a student at a college or university, showing the final grade received for each course.

TRANSFER COLLEGE (Transfer Institution)

A college or university which offers two years of upper division and usually lower division work too. It may award the Bachelor's, Master's, and Doctor's Degrees. A few colleges or universities offer only upper division and graduate work.

TRANSFER COURSES

A major for students planning to transfer to a four-year college where the major will be completed.

UNIT

Semester Unit: Generally one hour per week for about 17 weeks. Quarter Unit: Generally one hour per week for 12 weeks. A number which indicates the amount of college credit given to a course. (60-64 units are required for the A.A. Degree)

UPPER DIVISION

Refers to students or courses at the Junior and Senior level of four year colleges and universities.

WORK STUDY

A combined federal/local financial aid program for qualified students who work on campus assisting the staff for fifteen hours each week. Not the same as Cooperative Work Experience Education.

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