



COLLEGE OF THE DALES  
CATALOG 1980-81

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Except for the official distribution of the Catalog, copies may be purchased at the College Bookstore for \$3.00 per copy or \$3.50 if mailed.

## **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:

**Mrs. Virnita McDonald, Chairman, Twentynine Palms. Elected 1977.  
Term expires 1981.**

**Mr. John W. McFadden, Vice-Chairman, Rancho Mirage. Elected  
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**James Pulliam, Dean, High Desert Educational Services**

### **ABOUT THIS CATALOG**

The Coachella Valley Community College District and College of the Desert have made every reasonable effort to determine that everything stated in this 1980-81 Catalog is accurate. Because time and 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.

The District and the College further reserve the right to add, amend, or repeal any of their rules, regulations, policies, and procedures.

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

# **COLLEGE OF THE DESERT**

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

**1980-1981**

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

Cover Photograph by EDWIN T. INGLES  
Dean of Instruction, 1960-1974  
College of the Desert, California

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# ACADEMIC CALENDAR

1980-1981

## FALL, 1980

August	12	Faculty Meetings
August	13,14	Registration and Advising
August	15	Classes Begin
September	1	Holiday - Labor Day
November	10	Holiday - Veterans Day
November	27,28	Holiday - Thanksgiving
December	15-19	Final Examinations
December	19	Fall Semester Ends

SUMMARY OF SCHOOL DAYS FOR FALL SEMESTER 1980: 87 DAYS

August	11
September	21
October	23
November	17
December	15

## SPRING, 1981

January	7,8	Registration and Advising
January	9	Classes Begin
February	13	Holiday - Lincoln's Day
February	16	Holiday - Washington's Day
April	13-17	Spring Vacation
May	15,18-21	Final Examinations
May	21	Spring Semester Ends

SUMMARY OF SCHOOL DAYS FOR SPRING SEMESTER 1981: 88 DAYS

January	16
February	18
March	22
April	17
May	15

TOTAL SCHOOL DAYS FOR YEAR 1980-1981 = 175 DAYS

# 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 places emphasis upon independence of thought and action as essential ingredients of a functioning democracy, and the development of value judgments and self-discipline as the desired product of education.

It is expected of all students that they develop competence in the fundamental processes of reading, writing, speaking, listening, and computation; an appreciation of the scientific method in 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 program 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 responsibility of advisers and counselors.

2. **Catalog:** Examine catalogs of prospective colleges and universities (henceforth, college will be used to refer to both institutions). Study carefully (1) sections covering Admission of Transfer Students, and (2) sections covering all requirements for graduation in a major. Note especially if there are college requirements in Foreign Language or Mathematics. Further, note that finding all requirements often requires 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 the student to attend that college with little more expense than it would be 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 adviser and several instructors well enough so that they can comment adequately on the student's characteristics.

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

8. **Admission Requirements of the Public California Institutions.** Both the University of California (UC) and the California State University and Colleges (CSUC) have the same initial filing period for 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-resident). 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 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 district 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 1979 Fall semester enrollment in the entire Coachella Valley Community College district totaled over 11,000 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, esthetic 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. C

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 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

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

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

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

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

Community Services strives to keep the public abreast of current events, college programs and the continual development of College of the Desert through the use of the public information program.

## AFFIRMATIVE ACTION

College of the Desert adheres to the Title IX, Civil Rights Act of 1964 and the Rehabilitation Act of 1973 and is an Affirmative Action Employer and College. The District will make all employment and enrollment decisions (recruitment, selection, compensation, termination, terms and benefits of employment, etc.) without regard to race, color, religion, sex, national origin, age or marital status.

Reasonable accommodation will be made for disabilities which do not materially affect the applicant's ability to perform the job or to participate in college programs.

The District encourages men/women to apply for/enroll in both traditional and non-traditional programs or position openings.

# 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 prove 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. 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 1980-1981.

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 show evidence of good 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 adviser, 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.
4. Health Services Fee: \$5.00 each semester.

## **REGISTRATION**

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

### **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 mid-October, where the latest information about admission to the California State 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**

1. **Laboratory Fees:** Laboratory fees will be charged as noted in the Schedule of Classes to all students. Refunds for lab fees will not be given after the start of the third week of the semester.

2. **Health Services Fee:** The Coachella Valley Community College District requires that each student, regardless of program or units attempted, pay a \$5.00 Health Services Fee per semester. This mandatory fee for all students is in accordance with the California State Education Code, Section #72246 (Health Fees). This fee is non-refundable after classes begin. Exceptions: Any student who depends exclusively on prayer for healing in accordance with the teaching of a bonafide religious sect, denomination or organization, providing that the student presents documentary evidence of their affiliation, is exempt from paying this fee. Students attending an approved apprenticeship training program are also exempt from this fee.

3. **Tuition Fee for Foreign Country and Out-Of-State Residents:** A tuition fee of \$68.00 per unit, payable at time of registration, or \$2040 maximum per academic year, is charged 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 their initial year of stay in California. No refund after the start of the fourth week. (A full refund is only allowed if requested prior to the beginning of classes-see refund schedule on the following pages of this catalog.)

4. **Additional Fees:** Following the close of group registration procedures, students will be required to pay fees for late registration and 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. There is no refund of "late Fees" or "add and drop" fee at any time.

5. **Associated Student Body Fee:** Students taking 6 units or more are expected to pay an Associated Student Body fee of \$10.00 per semester. The ASCOD fee provides free entry to all varsity athletic events and games and other student activities. Students enrolled in at least one class are eligible to obtain a \$10.00 Student Body card. No refund after the start of the third week of the semester.

#### Refunds

Request for refunds will be accepted at the Office of Admissions and Records. Refunds can be made only upon proper presentation of a C.O.D. receipt and refund application within the prescribed time limits. The Health Service Fee is not refundable after classes begin. Applications for refunds are available at the Admissions and Records counter in the Administration Building lobby.

#### ASCOD Fee and Lab Fees

No refund will be granted after the start of the third (3rd) week of the semester.

The ASCOD fee will be refunded if a student totally withdraws before classes begin or during the first two weeks of the new semester (a request for ASCOD refund must be accompanied by the student's ASCOD card); a lab fee will be refunded if the student drops just the course with the Lab fee. No refund if the student withdraws after the start of the third week.

#### Non-Resident Fees

No refund will be granted after the start of the fourth (4th) week of the semester. Refunds are not available for a reduction of program.

**Tuition:** Refund of the tuition can be made only when the student negotiates a total withdrawal (Non- from the College. The request for refund must be accompanied by the registration receipt.

**Resident Refund** of the basic tuition fee will be made according to the following schedule:

<b>Fees)</b>	-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 after the start of the fourth week.	

**NOTE:** (Non-Resident Tuition) Partial refund will be made when the College cancels a class or the College makes a time change which prevents the student from attending.

#### 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. Students will be dropped from all classes at this time after a warning notice from the Dean of Students. Check-cashing privileges will be revoked for any student who has checks returned by his 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 Health Fee entitles you to accident insurance. This policy covers accidents on campus or campus related activities only. (Athletes engaged in the interscholastic sports have separate coverage.)

## **Voluntary Accident and Sickness Plan**

Students may purchase 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 by the Governing Board of the District. 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** - Nine conveniently located parking lots provide parking for about 1089 cars. Red, Yellow, Yellow and Black curb markings, all No-Parking signs, and Emergency Parking zones shall be observed at all times, day and night. Parking on or in front of ramps is forbidden day and night. Citations will be issued by the Riverside County Sheriff's Office. Motorcycles and motorbikes may be parked in the area reserved for them south of the Dining Hall, north of the Business Building, south of the Swimming Pools, and north of the Nursing Building. Restricted parking (visitor) shall be observed from 7:30 a.m. to 5:15 p.m. Monday through Friday of each school week.

### **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 Coordinator 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 military life is keyed to mobility. In the light of difficulties faced by military personnel SOC colleges make every effort to respond to their special needs by: (1) having admissions policies related to the life conditions of military personnel (2) providing special services, and (3) giving special consideration to military personnel and veterans making application to College of the Desert. The 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 military personnel.

#### **Women's Resources**

Women Student Personnel are available for counseling, advising, and assisting women 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 the secretary of the Counseling Center.

## **AUXILIARY 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 endowment from which interest is used in support of lecture engendering knowledge of, and appreciation for, traditional American ideals and moral spiritual values. Donor: The Rosemary Dwyer Frey Trust.

## SCHOLARSHIPS, AWARD, FINANCIAL AID, GRANTS, and LOANS — Scholarships listed alphabetically.

### **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.

### **Bob Hope Desert Classic Scholarship Fund**

Established January, 1973. Income approximately \$500 annually to vocational students only who: (1) have a 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.

### **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.

### **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.

### **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 their major performing area.

### **Cathedral City Women's Club**

Established 1967. Awarded to a woman student who must have need in field of nursing, education, or music.

### **Chaparral Garden Club**

Established 1973. Awarded to two agriculture students.

### **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.

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

Established May 19, 1963. To be awarded to full-time regular students who will be returning to the College of the Desert as sophomores. Varying amounts to be awarded annually to deserving students.

### **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.

### **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.

### **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.

### **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.

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

Established May 19, 1963. To be awarded to full-time regular students who will be returning to the College of the Desert as sophomores. Varying amounts to be awarded annually to deserving students.

### **Garden Club of the Desert**

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

**Florence P. Hamilton Foundation**

Established 1978. Two \$500 scholarships awarded to students in their third semester of the Nursing Program.

**Alfred and Viola Hart Award**

Established June 22, 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.

**Bob Hope Desert Classic Scholarship Fund**

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

**Indian Wells Garden Club**

Established 1975.

**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.

**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 \$100.00.

**Beatrice Marx Scholarship**

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

**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.

**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.

**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.

**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 Piano student defray their expenses in the College of the Desert Music Department.

**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.

**D. H. Mitchell Perpetual Scholarship Fund**

Established in 1975 as a perpetual fund (\$1,840). Earnings from interest to be awarded to College of the Desert students.

**Negro Academic Scholarship**

Established 1975. Selection made by Negro Academic Scholarship Fund Committee.

**Palm Desert Rotary Club Scholarship Fund**

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

**Palm Desert Woman's Club Scholarship Fund**

Established May 15, 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.

**Palm Springs Desert Retired Teachers**

Established 1976.

**Palm Springs Garden Club**

Established 1973. Awarded to two students with an Oceanography or Horticulture major, and continuing at C.O.D. for second year.

**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.

**Palm Springs Rotary Club**

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

**Mildred Porter Powell Memorial Scholarship in Nursing**

Established 1978. Awarded to five Nursing students, \$500 each. Students must be in third semester of Nursing Program.

**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.

**Riverside County Peace Officers Association**

Established 1976.

**Roadrunner Garden Club**

Established 1972. Awarded to a deserving student in the field of Agriculture showing outstanding scholarship and leadership.

**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.

**Skelton Foundation**

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

**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.

**Helen K. Staley Perpetual Scholarship**

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

**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.

**University Club of the Desert Scholarship Fund**

Established 1976.

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

Established May 1973. Interest earned annually from this fund to be used to help a deserving voice or piano student defray their expenses in the College of the Desert Music Department.

**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.

**Women's Club of the Desert**

Established 1976. Awarded to a returning woman student with mature responsibilities.

**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 \$2,500 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. Payment may be extended for a period of not more than ten years, but will be at a rate of not less than \$30 per month. Applications should be filed by June 1st for the following academic year, and November 1st for the Spring semester.

#### **Supplemental Educational Opportunity Grants**

Students from extremely low-income families may apply for an Educational Opportunity Grant. Such grant will not be less than \$200 and not more than \$1,000, 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 \$2,500 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 average 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 \$2,500 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 they have a financial need and have been admitted into the nursing program by the Nursing Department may borrow up to \$2,500 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.

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 \$2,500 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 cost 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 - Satisfactory**

**D - Passed, Less Than Satisfactory**

**F - Failed**

**W - Withdrawal**

**I - Incomplete**

The designations CR (credit) and NC (no credit) may be used in reporting results of certain courses recommended by the curriculum committee.

## CHANGE IN GRADING PROCEDURE - PERMANENT RECORDS

Permanent records will carry a notation of a student's 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 a penalty grade ("F"). Students enrolled after the Grade Responsibility Date and who do not complete the semester may receive the grade of "F" 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 on the official reporting form reporting the incomplete temporary grade.

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

## 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
F	0	grade point per unit earned

Semester marks with no assigned grade points are as follows: I, CR, NC, and W. Units for F grades are counted in computing grade point averages. Other symbols used are IP (In Progress) and RD (Report Delayed).

## Grade Point Average

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

Course	Units	Grade	Grade Points per unit	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	3	C	2	6
	<u>14</u>		Total grade points	<u>34</u>
Grade point average - Total Grade Points/Total Units				
	2.43		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**

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**

A student is considered to be academically disqualified and making unsatisfactory progress when, (a) they maintain less than a 2.00 GPA for two consecutive semesters, (b) withdraws from one-half or more of their classes for two consecutive semesters, or (c) a combination of one semester of withdrawals and one semester of less than 2.00 GPA. Most disqualifications occur only after the student has attempted at least 15 units.

## **SCHOLARSHIP REPORTS**

Mid-term grades are reported to the students by their instructor after the ninth week of each semester. Students may choose to submit withdrawal forms prior to the last day of the 14th week of instruction (or 75% of a term, whichever is less) to avoid a failing grade in courses in which they are doing unsatisfactory or failing work. Failing students will be referred to advisers for program adjustments when feasible. At the close of each semester, grade reports are available to all students at the Admissions Office.

## **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 adviser 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 adviser 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 they have registered. To become official, any withdrawal from College or withdrawal from a class must be made by application properly completed and filed in the 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) is a mark assigned to students who withdraw after 30% of a term. Students who withdraw after the grade responsibility date are subject to a 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 may drop students who do not appear for the first meeting in order to make room for others who may desire to take the class. If a student is dropped as a "no-show" for non-attendance, it is the student's responsibility to re-register into the class at the admissions office if space is available.

## AUDITING CLASSES

Students may not attend any classes where they are not properly registered. The State of California does not permit auditing at California Community Colleges.

## 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 their four-year Baccalaureate Degree. Academic advisers assigned to students will review the student's progress in the pre-major and determine when these requirements have been met. 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 advisers 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 adviser:
  - 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 in Arts Degree**

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

#### **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 their 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 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.

#### **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 adviser 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 science).

### A. One of the following Biological Sciences:

AgNR	35	- Conservation of Natural Resources (3)
AgPS	2	- Entomology-General and Applied (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	15	- General Microbiology (5)
Bi	21	- Basic Human Anatomy & Physiology (5)

### B. One of the following Physical Sciences:

A	1	- Descriptive Astronomy (3)
A	1L	- Descriptive Astronomy Laboratory (1)
Ch	3	- Introductory General Chemistry (4)
Ch	4	- Fundamentals of Chemistry (4)
G	1	- Physical Geology (3)
G	1L	- Physical Geology Laboratory (1)
G	2	- Historical Geology (4)
G	5	- Environmental Geology (3)
G	10	- Earth Science (3)
G	10L	- Earth Science Laboratory (1)
Met	1	- Descriptive Meteorology (3)
Met	1L	- Descriptive Meteorology Laboratory (1)
Ph	1	- Basic Physics (4)
Ph	2A,B	- General Physics (4-4)

### 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	1A,B	- General Chemistry (5-5)
Ch	10A,B	- Organic Chemistry (5-5)
G	3	- Elementary Mineralogy (4)
Ph	4A,B	- Engineering Physics (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)  
 \*Courses listed below may count in only one area - IID or IIIH:  
 \*Hist 29 - Women in American History (3)  
 \*Hist 31 - Mexican-American History (3)
- E. \*Courses listed below may count in only one area - IIE, IIIE, or IVC:  
 \*Phil 8 - Ancient and Medieval Philosophy (3)  
 \*Phil 9 - Modern and Contemporary Philosophy (3)  
 \*Phil 10 - General Logic (3)  
 \*Phil 11 - Symbolic Logic (3)
- 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 2 - Experimental Psychology (3)  
 Psy 10 - Psychological Aspects of Marriage and 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)  
 \*Courses listed below may count in only one area - IID or IIIH:  
 \*Soc 14 - Minority Groups in the Americas (3)

### AREA III. HUMANITIES (3 courses required)

Students are required to take one course from at least three of the following sections.

- A. ART
- Art 2A,B - History of Art (3)  
 Art 3A - Basic Design and Color (3)  
 Art 10 - Introduction to Art (3)  
 Art 12 - History of Modern Art (3)  
 Art 13 - History of Photography (3)
- 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 35 - Myth and Legend (3)  
 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 and Criticism (3)  
 TA 56 - Theatre Practice (3)

### C. FOREIGN LANGUAGES

Fr	1,2	- Elementary French (5-5)
Fr	1A,B	- Elementary French (3-3)
Fr	3,4	- Intermediate French (4-4)
Fr	8A,B	- French Conversation (3-3)
*Fr	39	- Foreign Literature in Translation: French (3)
*The above course 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	1A,B	- Elementary Italian (3-3)
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	1A,B	- Elementary Spanish (3-3)
Span	3,4	- Intermediate Spanish (4-4)
Span	5,6	- Advanced Spanish (3-3)
Span	8A,B	- Spanish Conversation (3-3)
Span	40A,B	- Spanish for Public Service and 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	3A,B	- History and Literature of Music (3)
Mus	4	- Counterpoint (3)
Mus	9	- Introduction to Contemporary Music (2)
Mus	10	- Introduction to Music (3)
Mus	11A,B	- Survey of Music Literature (3-3)
Mus	12	- Fundamentals of Music (3)
Mus	14A,B,C,D	- Survey of Opera (2-2-2-2)
Mus	15	- Introduction to Music Theory (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 and Medieval Philosophy (3)
Phil	9	- Modern and Contemporary Philosophy (3)
*Phil	10	- General Logic (3)
*Phil	11	- Symbolic Logic (3)
*The above courses may count in only one area - IIE, IIIE or IVC		
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 and Leadership (3)                            |
| Sp | 7   | - Decision Making and 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 and Trigonometry (4)                  |
| C. | *Phil 10  | - General Logic (3)  |
|    | *Phil 11  | - Symbolic Logic (3)   |
|    |   | *The above courses may count in only one area - IIE, IIIE or IVC |
| D. | Math 4  | - Statistical Methods (3)  |
|    | Soc 3   | - Statistical Methods for the Social Sciences (3)                |
| E. | Any Foreign Language Listed under IIIC                                  |  |
|    | The same course may not count in both the Humanities and Basic Courses. |  |
| 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.
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 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: project 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 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 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)

				<b>AGRICULTURE-DIESEL MECHANICS</b>
				<b>NATURAL RESOURCES</b>
x		x	x	Agri-Business
	x	x	x	Agriculture Mechanics
				Country Club Operations
		x		Golf Professional
		x		Superintendent
				Diesel Mechanics
				General
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
				<b>ART</b>
		x	x	Art
				<b>BUSINESS EDUCATION</b>
		x	x	Business Administration
x		x		Data Processing
x				Escrow
x		x		General Business

Certificate      Occupational      Transfer

(1 YEAR) (2 YEAR)

x	x	
x		
x	x	
x		
x	x	

Marketing  
 Medical Transcription  
 Office Technician  
 Real Estate  
 Secretarial Science

**COMMUNICATION**

x
x
x
x
x

English Composition  
 English Literature  
 Journalism  
 Speech  
 Theatre Arts

**ENGLISH AS A SECOND LANGUAGE**

x		
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El Ingles Como Segundo Idioma

**EDUCATION**

x	x	x
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Instructional Aide

**ENGINEERING, ARCHITECTURE AND TECHNOLOGY**

x	x	
x	x	
		x
		x
		x
x	x	
		x
x	x	
		x
		x
		x
x	x	
x	x	
x	x	
		x
x	x	
x	x	

Air Conditioning & Refrigeration  
 Architectural Drafting  
 Architecture  
 Architectural Engineering  
 Architecture - Environmental Design  
 Automotive Technology  
 Construction Engineering  
 Electronics Technology - Electronics  
 Engineering  
 Engineering Technology  
 Industrial Arts Education  
 Industrial Drafting  
 Industrial Supervision  
 Industrial Technology  
 Mathematics  
 Metals Technology  
 Structural Inspection  
 Welding Technology

**FIRE SCIENCE**

x	x	
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Fire Science

**FOREIGN LANGUAGE**

	x	x
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Foreign Language

**HEALTH, PHYSICAL EDUCATION & RECREATION**

x
x

Physical Education  
 Recreation

Certificate	Occupational	Transfer
(1 YEAR)	(2 YEAR)	

x		x
		x
		x
		x
		x
	x	

**HOME ECONOMICS, PRE-SCHOOL EDUCATION, FOOD SERVICES, TEXTILES AND CLOTHING, INTERIOR DESIGN**

Nursery School Education  
 Home Economics  
 Interior Design  
 Fashion Merchandising  
 Fashion Design  
 Custom Sewing and Alterations

**LAW ENFORCEMENT**

x		x
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Law Enforcement

**MUSIC**

		x
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Music

**NURSING AND ALLIED HEALTH**

x		
x		
	x	
	x	x
	x	x
x		

Emergency Medical Technician  
 Medical Assisting  
 Registered Nursing  
 Respiratory Therapy  
 Vocational Nursing

**SCIENCE: BIOLOGICAL AND PHYSICAL**

		x
		x
		x
		x
		x
		x

Medical Technology  
 Pre-Dentistry  
 Pre-Medicine  
 Physical Therapy  
 Optometry  
 X-Ray Technology

**SOCIAL SCIENCE**

		x
		x
		x
		x
		x
		x
		x
		x
		x
		x

Anthropology  
 Economics  
 Geography  
 History  
 Philosophy  
 Political Science  
 Psychology  
 Social Science  
 Sociology

x	x	x	x
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**WORK EXPERIENCE**

# DEPARTMENT INFORMATION

## AGRICULTURE

### ORNAMENTAL HORTICULTURE

### DIESEL MECHANICS-NATURAL RESOURCES

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

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

Please see your departmental adviser for additional information and program planning.

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

#### Agriculture

1. General
2. Agri-Business
3. Agricultural Mechanics
4. Plant Science
5. Veterinary Science

#### Diesel Mechanics

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

#### Natural Resources

Including preparation for:  
Forestry  
Wildlife Management

#### Ornamental Horticulture

1. General
2. Landscape Engineering
3. Nursery Management
4. Parks and Recreation
5. Turfgrass Management
6. Country Club Operations

#### Preparation for Employment and Occupational A.A. Degree Program in AGRIBUSINESS

##### 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	2	Entomology-General & Applied	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 AGRIBUSINESS 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	8	Park and Landscape 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	30	Landscape Equipment	3
BuMa	20A	Business Law	3

Department Subtotal

Recommended Electives:

AgEg	16	Basic Mechanical Skills
AgEg	40	Agricultural Engineering Construction
AgEg	43	Tractor Operations
BuDe	23	Fundamental of Sales
TSup	91	Elements of Supervision
AgOH	6	Horticulture Practices

Elective Subtotal

See C.O.D. General Education Requirements

General Education Subtotal

DEGREE TOTAL

Adviser: Watling

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

Courses Required:

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

Total Units

3.0 Grade Point Average Required

Adviser: Dilger/Smith/Waters

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

(HEAVY EQUIPMENT MAINTENANCE & OPERATIONS OPTION)

Courses Required:

Dept.	No.	Title	Units
AgDM	61	Diesel Mechanics I	3
AgDM	62	Diesel Mechanics II	3
AgDM	65	Diesel Mechanics Accessories	3
AgEg	16	Basic Mechanical Skills	3
AgEg	43	Tractor Operations	3
AgEg	47	Basic Surveying	2
AgEg	90	Heavy Equipment Operation and Maintenance	3
AgEg	91	Basic Hydraulics	3

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, 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 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 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 Programs	3
AgDM	35	Heavy Duty Automatic A,B Power Shift 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	
AgDM	75	Diesel Shop Supervision	

Total Units

3.0 Grade Point Average Required

Advisers: Dilger/Smith/Waters

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

Courses Required:

Dept.	No.	Title	Units
AgBu	11	Management Records	
AgDM	16	Basic Mechanical Skills	
AgDM	20	Truck Operation & Maintenance	
AgDM	21	Advanced Truck Operations	
AgDM	25	Truck Chassis	
AgDM	61	Diesel I	
AgDM	62	Diesel II	
AgDM	63	Diesel III	
AgDM	65	Diesel Engine Accessories	
AgDM	70	Special Problems	
AgEg	43	Tractor Operations	
AgEg	90	Heavy Equipment Operations and Maintenance	
AgEg	91	Basic Hydraulics	
TWeld	28	Welding Industrial Processes	
AgDM	75	Diesel Shop Supervision	

Department Subtotal

See C.O.D. General Education Requirements

General Education Subtotal

DEGREE TOTAL

Adviser: Dilger/Smith/Waters

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

Courses Required:

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

Department Subtotal	37
Departmental Electives-confer with adviser	
Elective Subtotal	8
See C.O.D. General Education Requirements	
General Education Subtotal	15
<b>DEGREE TOTAL</b>	<b>60</b>

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	5	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	30	Landscape Equipment	3
Department Subtotal			31

Electives: (13 units to be selected from the following)

AgPS	2	Entomology-General & Applied	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
<b>DEGREE TOTAL</b>	<b>60</b>

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	35	Heavy Duty Automatic and AB 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
TMtl	21	Industrial Machine Shop Processes	2
AgPS	30	Agric. Chemical Application and Safety	3

Elective Subtotal	13
Open Electives	5
<b>DEGREE TOTAL</b>	<b>62</b>

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
<b>DEGREE TOTAL</b>			<b>62</b>

Adviser: Dilger/Smith/Waters

Preparation for Employment and Occupational A.A. Degree Program 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
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	30	Landscape Equipment	3
AgEg	47	Basic Surveying	2
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)

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
<b>DEGREE TOTAL</b>			<b>61</b>

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
AgPS	2	Entomology-General & Applied

Department Electives: (confer with adviser)

Department Subtotal 2

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

General Education Subtotal 4

**DEGREE TOTAL 6**

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	5	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 3

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

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

Elective Subtotal 1

See C.O.D. General Education Requirements

General Education Subtotal 1

**DEGREE TOTAL 6**

Adviser: Watling

Preparation for Employment and Certification 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	5	Plant and Material Ident.	3
AgOH	A,B	Horticultural Practices	3
AgOH	6	Landscape Design & Planning	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	2	Entomology-General & Applied	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	3
AgOH	20	Landscape Construction	3
AgEg	43	Tractor Operations OR	3

AgOH	30	Landscape Equipment	3
AgOH	46	Landscape Irrigation Systems	3
AgOH	4	Turf Grass Management	3
AgOH	5	Ornamental Plant Ident.	3
AgOH	A,B	and Materials	3
AgOH	8	Park and Landscape Management	3
AgOH	9	Landscape Design	3
AgPS	1	Soils and Plant Nutrition	3
AgPS	2	Entomology-General & Applied	3
RE	1	Recreation Leadership OR	2
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

Park Technician Option of the Natural Resources Program-Designed primarily for students enrolled at the High Desert Campus or evening students at Palm Desert.

Preparation for Employment and Occupational A.A. Degree in PARK TECHNICIAN OPTION OF THE NATURAL RESOURCES PROGRAM

Courses Required:

Dept.	No.	Title	Units
AgNR	35	Conservation of Natural Resources	3
AgNR	36	Intro to Forestry	3
AgNR	37	Intro to Wildlife Management	$\frac{3}{9}$

Electives: (12 units must be selected from the following)

AgNR	37L	Intro to Wildlife Management Lab	1
AgNR	36L	Intro to Forestry Lab	1
AgOH	8	Park and Landscape Management	3
AgPS	1	Soils and Plant Nutrition	3

AgPS	2	Entomology-General and Applied	3
Bi	4	Biology or equivalent	3-4
G	10	Earth Science or Physical Geology	3-4
RE	3	Outdoor Recreation	3
Electives (approved by Natural Resources adviser)			24
General Education			<u>15</u>
DEGREE TOTAL			60
Adviser: Walker, D. Moon, B. - High Desert			

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	2	Entomology-General & Applied	3
AgPS	30	Agricultural Chemical Application & Safety	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
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
AgPS	1	Soils and Plant Nutrition	3
AgPS	20	Field Crops	3
AgPS	26	Fruit Production	3
AgPS	2	Entomology-General & Applied	3
AgPS	30	Agricultural Chemical Application & Safety	3
AgBu	11	Management Records	3
AgEg	16	Basic Mechanical Skills	2
AgEg	43	Tractor Operations	3
AgEg	44	Agricultural Equipment OR	3
AgEg	45	Irrigation and Drainage	3

Department Subtotal	21
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	4
DEGREE TOTAL	6
Adviser: Waters/Walker	
Preparation for Employment and Occupational A.A. Degree Program in TURF GRASS MANAGEMENT	

Courses Required:

Dept.	No.	Title	Units
AgPS	1	Soils and Plant Nutrition	
AgOH	4	Turf grass Management	
AgOH	5	Plant and Material Identification	
AgOH	9	Landscape Design and Planning	
AgPS	2	Entomology-General & Applied	
AgEg	40	Agricultural Engineering Const. OR	
AgEg	16	Basic Mechanical Skills	
AgEg	43	Tractor Operations	
AgOH	46	Landscape Irrigation Systems	
AgOH	48	Landscape Equipment	
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 many Art Majors transfer to four-year schools, the course offerings at this college 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. If students intend to transfer to a specific four-year college after attending the College of the Desert, they should take into account future requirements when planning a program.

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

Art	2A	Art History	3
Art	2B	Art History	3
Art	12	History of Modern Art	3

Courses Required:

Dept. No. Title Units

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

DEGREE TOTAL 60

Adviser: Najarian

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

Art 1A Drawing/Composition OR 2

1C Drawing/Composition 2

Art 3A Basic Design/Color 3

Any two of the following courses in Art History:

Any one of the following courses in painting:

Art 6A Painting (Water Color) 2

Art 6B Painting (Oil) 2

Art 6C Painting (Acrylic) 2

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

See C.O.D. General Education Requirements

General Education Subtotal 40

DEGREE TOTAL 60

Adviser: Najarian

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 Occupational  
A.A. Degree Program in BUSINESS ADMINIS-  
TRATION

Dept.	No.	Title	Units
BuAc	1	Accounting	3
BuAc	2	Accounting	3
Econ	1	Principles of Economics	3

Courses Required:

Econ	2	Principles of Economics	3
BuMa	20	A,B Business Law	3-3
Department Subtotal			18
Elective Subtotal			27
See C.O.D. General Education Requirements			
General Education Subtotal			15
DEGREE TOTAL			60

Adviser: Harrison/Post  
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 Administration	Management 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
See C.O.D. General Education Requirements			
General Education Subtotal			40
DEGREE TOTAL			60

Adviser: Harrison/Post  
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
BuAc	73	Fundamentals of Data Processing
BuAc	73L	Fundamentals of Data Processing Lab

Electives:

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

\*These courses are offered subject to demand.

Total Units 2

Adviser: McKell

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

Courses Required:

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

Department Subtotal 2

Electives: (Recommended)

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

\*These courses are offered subject to demand.

Elective Subtotal 2

See C.O.D. General Education Requirement

General Education Subtotal 1

DEGREE TOTAL 6

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  
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  
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 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  
McDonnell - Hi Desert

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  
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
<b>DEGREE TOTAL</b>	<b>60</b>

Adviser: Post  
 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	1-3
BuSS	51	Advanced Typewriting AND/OR	1-3
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	48	Pharmacology Seminar	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	
Chem	4	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	1-3
BuSS	51	Advanced Typewriting OR	1-3
BuSS	52	Executive Typewriting	3

BuSS	57	Machine Transcription
BuOP	58	Communications - PBX, PABX, Telephone
BuSS	71	Business English

**Electives\***

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

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

Adviser: Roche  
 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	
BuAc	66	Accounting Records and Procedures	
BuOP	63	Office and Secretarial Procedures	
BuOP	64	Records Management	
BuMa	30	Business Communications	
BuMa	72	Business Mathematics	
BuSS	50B	Intermediate Typewriting	1-3
BuSS	51	Advanced Typewriting OR	1-3
BuSS	52	Executive Typewriting	
BuSS	57	Machine Transcription	
BuOP	58	Communications - PBX, PABX, Telephone	
BuSS	71	Business English	

**Electives\***

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

BuAc	72A	Keypunch Operations
BuMa	20A	Business Law OR
BuMa	20B	Business Law
Econ	1	Principles of Economics OR
Econ	2	Principles of Economics OR
BuMa	9	Consumer Survival and Personal Finance
BuOP	54	Duplicating Processes
BuOP	71	Machine Calculation
BuOP	72	MT/ST (Magnetic Tape/Selectric Typewriter)

WEG 94 Work Experience OR 1-3  
 WEV 95 Work Experience 1-4

See C.O.D. General Education Requirements

Adviser: Roche  
 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	1-3
BuSS	51	Advanced Typewriting OR	1-3
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 consent of the adviser.

BuAc	72	Keypunch Operations	1
BuMa	20A	Business Law OR	3
BuMa	20B	Business Law	3
Econ	1	Principles of Economics OR	3
Econ	1	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  
 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	1-3
BuSS	52	Executive Typewriting	1-3
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	72	Keypunch Operations	1
BuMa	20A	Business Law OR	3
BuMa	20B	Business Law	3
Econ	1	Principles of Economics OR	3
Econ	2	Principles of Economics OR	3
BuMa	9	Consumer Survival	3
BuOP	54	Duplicating Processes	2

BuOP	71	Machine Calculation	
BuOP	72	MT/ST (Magnetic Tape/Selectric Typewriter)	
WEG	94	Work Experience OR	1
WEV	95	Work Experience	1
See C.O.D. General Education Requirements			
Adviser: Gallegos			
Watson - Hi Desert			

# 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 our most important achievements. Literature depicts our 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 their occupational and professional careers.

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

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	10		
	A,B	American Literature	3-3
*Eng	11		
	A,B	Survey of English Literature	3-3
*Eng	12		
	A,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	10		
	A,B	Dramatic Literature	3-
Department Subtotal			
2			
See C.O.D. General Education Requirements			
General Education Subtotal			
4			
DEGREE TOTAL			
6			

Adviser: English staff  
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	10		
	A,B	American Literature OR	3-3
*Eng	11		
	A,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	12		
	A,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	10		
	A,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  
 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	12		
	A,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.

An 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 17 years of age or older is welcome to begin studies leading to high school graduation. Adults who enter the high school completion program are able to transfer credit received at previous high schools they may have attended, as well as to obtain credit for military service and work experience.

The Department also offers a program to prepare students for the High School Equivalency Test (GED). Many businesses and governmental agencies accept the GED certificate in lieu of the high school diploma. The GED Test is given daily in LM 4, 2:00pm-5:00pm. There is a \$10.00 fee for the GED Test.

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

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
Elective Subtotal			22
See C.O.D. General Education Requirements			
General Education Subtotal			15
<b>DEGREE TOTAL</b>			<b>60</b>

Adviser: Welty  
Miller/Rogers-High Desert

Preparation for A.A. Degree in INSTRU-  
TIONAL 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
Department Subtotal			20
See C.O.D. General Education Requirements			
General Education Subtotal			40
<b>DEGREE TOTAL</b>			<b>60</b>

Adviser: Welty  
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

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	3B	Architectural Detailing II	3
Arch	3C	Architectural Detailing III	3
Arch	5	Perspective, Shades and Shadows	2
Arch	6	Architectural Delineation	2

AgOH	9	Landscape Planning & Design	3
Arch	12	Construction Estimating	2
Arch	51	Architectural Office Practice	2
Engr	2	Surveying	2
Engr	4	Descriptive Geometry	2
Math	5	Trigonometry	3
StIn	52	Uniform Building Code & Ordinance	3
Eng	41	Technical & Scientific Report Writing	3
<b>TOTAL UNITS</b>			<b>39</b>

Adviser: Marzicola

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

**Courses Required:**

Dept.	No.	Title	Units
Arch	1	Fundamentals of Architectural Design	3
Arch	2	Building Materials	3
Arch	3A	Architectural Detailing I	3
Arch	3B	Architectural Detailing II	3
Arch	3C	Architectural Detailing III	3
Arch	5	Perspective, Shades & Shadows	2
Arch	6	Architectural Delineation	2
AgOH	9	Landscape Planning & Design	3
Arch	12	Construction Estimating	2
Arch	51	Architectural Office Practice	2
Engr	2	Surveying	2
Engr	4	Descriptive Geometry	2
StIn	52	Uniform Bldg. Code & Ordinance	3
Math	5	Trigonometry	3
Eng	41	Technical & Scientific Report Writing	3
<b>Department Subtotal</b>			<b>39</b>
<b>Elective Subtotal</b>			<b>6</b>
See C.O.D. General Education Requirements			
<b>General Education Subtotal</b>			<b>15</b>
<b>DEGREE TOTAL</b>			<b>60</b>

Adviser: Marzicola

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

**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
Arch	6	Architectural Delineation
Engr	2	Surveying
Engr	4	Descriptive Geometry
Math	1A	Calculus w/Analytic Geometry
Math	1B	Calculus w/Analytic Geometry
Phy	4A	Engineering Physics
Phy	4B	Engineering Physics
Phy	5	Computer Programming I (recommended)

Department Subtotal

35-

See C.O.D. General Education Requirements

General Education Subtotal

**DEGREE TOTAL**

61-

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	3
Arch	4B	Environment: Urban	3
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	3
Phy	2B	General Physics	3

Department Subtotal

See C.O.D. General Education Requirements

General Education Subtotal

**DEGREE TOTAL**

Adviser: Marzicola

**Preparation for Employment and Certification Program in AIR CONDITIONING AND REFRIGERATION**

**Courses Required:**

Dept.	No.	Title	Units
AC	60	Intro to Air Conditioning and Refrigeration	3
AC	61	Fund. of Air Conditioning and Refrigeration	3
AC	62A	Advanced Air Conditioning	3
AC	62B	Advanced Refrigeration	3
AC	67A	Systems Control Devices I	3

AC	67B	Systems Control Devices II	3
Math	55	Technical Math or equivalent	3

Select a minimum of 3 to 4 units from the following:

AC	63	Air Conditioning Equipment	2
AC	64	Refrigeration Equipment	2
AC	65	Air Distribution	2
AC	68	Air Conditioning Systems Design	2
EnRe	60	Solar Tech I	3
EnRe	61	Solar Tech II	3
Mtl	27	Industrial Sheet Metal	2

Department Subtotal 24-25

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	3
AC	67B	System Control Devices 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 Fundamentals of Sales.

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	3

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
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 19

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 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  
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  
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

DEGREE TOTAL

Adviser: Oney/Tamulonis  
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)	
Elec	42	Electronic Circuit Analysis II (AC Circuits)	
Elec	43	Electronic Circuit Analysis III (Devices)	
Elec	44	Electronic Circuit Analysis IV (Devices & Circuits)	
Dra	10	Electronic Drafting	
Mtl	27	Industrial Sheet Metal Processes	
Math	5	Trigonometry	
Math	10	College Algebra	
Phy	2A	General Physics	
Phy	2B	General Physics	
Phy	5	Computer Programming	
Math	6	Calculus for Engineering Technology	
Eng	41	Technical and Scientific Report Writing	

Select one course from the following:

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

Department Subtotal

Elective Subtotal 3

See C.O.D. General Education Requirements

General Education Subtotal

DEGREE TOTAL 60-

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)	
Elec	42	Electronic Circuit Analysis II (AC Circuits)	
Elec	43	Electronic Circuit Analysis III (Devices)	
Elec	44	Electronic Circuit Analysis IV (Devices & Circuits)	

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

Miller/Rogers-High Desert

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: Shenman

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
Engr	4	Descriptive Geometry	2
Engr	11	Engineering Statics	3
Engr	12	Properties of Materials	3
Elec	1	Electric Circuits I Manufacturing Processes (State University only) (Elective)	3

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 45-48

See C.O.D. General Education Requirements

General Education Subtotal 24

DEGREE TOTAL 69-71

Adviser: Sheneman

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 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 29-32

See C.O.D. General Education Requirements

General Education Subtotal 29

DEGREE TOTAL 58-61

Adviser: Sheneman

Preparation for Employment and Certificate Program in GENERAL DRAFTING.

Courses Required:

Dept.	No.	Title	Units
Dra	1	Technical Drafting I	3
Dra	2	Technical Drafting II	3
Dra	10	Electronic Drafting	1
Arch	3A	Architectural Detailing I	3
Arch	3B	Architectural Detailing II	3
Arch	5	Perspective Shades and Shadows	2

Engr	2	Surveying	3
Math	55	Technical Mathematics	2
<b>TOTAL UNITS</b>			<b>20</b>

Adviser: Scuro, M.

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

Courses Required:

Dept.	No.	Title	Units
Dra	1	Technical Drafting I	3
Dra	2	Technical Drafting II	3
Dra	1C	Electronic Drafting	1
Arch	3A	Architectural Detailing I	3
Arch	3B	Architectural Detailing II	3
Arch	5	Perspective Shades and Shadows	2
Engr	2	Surveying	3
Engr	4	Descriptive Geometry	2
Elec	30	Intro. to Electronics	3
Eng	41	Technical and Scientific Report Writing	3
Mtl	21	Industrial Machine Shop Procedures	2
Math	5	Trigonometry	3
Math	55	Technical Mathematics	2

Department Subtotal 33

Elective Subtotal 12

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Adviser: Scuro, M.

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 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

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)	3
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)	3
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)	3
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
Sup	71	Safety Management	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
Sup	71		Safety Management
Department Subtotal			26
Elective Subtotal			19

See C.O.D. General Education Requirements

General Education Subtotal	15
<b>DEGREE TOTAL</b>	<b>60</b>

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
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
<b>TOTAL UNITS</b>			<b>31</b>

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
<b>DEGREE TOTAL</b>			<b>60</b>
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
<b>DEGREE TOTAL</b>	<b>60</b>

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
Stln	50	Intro to Structural Inspection	3
Stln	51	Structural Print Reading and Cost Est.	3
Stln	52	Uniform Building Code and Ordinances	3
Stln	53	Office Procedures & Field Inspection	3

Stln	54	Mechanical, Plumbing and Electrical Inspection	3
Stln	55	Basic Soil Technology	3
Stln	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
Stln	50	Intro. to Structural Inspection	3
Stln	51	Plan Checking for Inspectors	3
Stln	52	Uniform Building Code and Ordinances	3
Stln	53	Office Procedures & Field Inspection	3
Stln	54	Mechanical, Plumbing and Electrical Asphalt	3
Stln	55	Basic Soil Technology	3
Stln	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

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	63	Welding II	3

TOTAL UNITS 9

Adviser: Craig

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

Courses Required:

Dept.	No.	Title	Units
Weld	28A	Industrial Welding Proc. I	2

Weld	28B	Industrial Welding Proc. II	2	Mtl	27	Industrial Sheet Metal Processes	2
Weld	28C	Industrial Welding Proc. III	2				
Weld	63	Welding II	2	Sup	82	Industrial Purchasing	2
Weld	64	Oxygen-Acetylene Welding	3				
Dra	1	Technical Drafting I (Recommended) OR	3			Department Subtotal	25-26
Dra	53	Machine Blueprint Reading (Recommended)	2			Elective Subtotal	19-20
Elec	30	Introduction to Electronics	3			See C.O.D. General Education Requirements	
Math	55	Technical Mathematics	3			General Education Subtotal	15
Mtl	21	Industrial Machine Shop Processes	2			(Include Eng 50 - Basic Writing Skills)	
						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 in 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
FS	87	Aircraft Crash and Rescue	3

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

Adviser: Kroonen

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

## FOREIGN LANGUAGES

Students enrolled in Language 1, 1A, 1B, 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. Upper division institutions may accept only one of the courses in transfer; either the original or the repeated course. 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
Etomology 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 .....	68
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 in Arts Degree at College of the Desert, or transfer to a four-year college or university. Required Activity Courses are also listed under Courses of Instruction.

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

Courses Required:

Dept.	No.	Title	Units
HE	1	Personal & Community Health	2
PE	2	Sports Officiating	2-2
PE	4	Professional Skill Analysis	2
PE	5A	Foundations of Coaching	3
PE	8	Introduction to Health & Physical Education	2
PE	40-97	Physical Education Activity	4
RE	1	Recreation Leadership	2
RE	2A,B,C,D	Recreation Field Work	2-4
Department Subtotal			21-23
See C.O.D. General Education Requirements			
General Education Subtotal			40
DEGREE TOTAL			61-63

Adviser: Marman

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

Courses Required:

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

Adviser: Garcia

# HOME ECONOMICS

## General Information

The Home Economics Department has developed vocational programs in order to better serve the career and occupational 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

### Preparation for Employment and Certificate Program in CUSTOM SEWING AND ALTERATIONS

#### Courses Required:

Dept.	No.	Title	Units
HETC	1	Clothing Construction I	2
HETC	2	Clothing Construction II	2
HETC	3	Clothing Construction III	2
HETC	6	Custom Tailoring	2
HETC	10	Fashion Design: Flat Pattern I	2
HETC	11	Fashion Design: Flat Pattern II	2
HETC	13	Fashion Design: Ready-to-Wear	2
HETC	14	Fashion Design: Designer	2
HETC	15	Fashion Design: Men's Clothing	2
HETC	16	Fashion Design: Children's Clothing	2
HETC	20	Sewing on Special Fabrics: Knits	2
HETC	21	Sewing on Special Fabrics: I	2
HETC	22	Sewing on Special Fabrics: II	2
HETC	31	Fashion, Clothing and Society	2
HETC	33	Textiles: Fibers and Fabrics	3
HETC	51	Alterations	2
BuDE	22	Retailing	3
WEV	95	Vocational Work Experience	2

### 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

Department Total 38

Total Units Required for Certificate 38

Adviser: Lawson, E.

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

The completion of 60 units including 41 units required with a 2.0 grade average qualifies the student for an Associate in Arts Occupational Degree with a major in Fashion Design.

#### Courses Required:

Dept.	No.	Title	Units
HETC	1	Clothing Construction I	2
HETC	2	Clothing Construction II	2
HETC	3	Clothing Construction III	2
HETC	6	Custom Tailoring	2
HETC	10	Fashion Design: Flat Pattern I	2
HETC	11	Fashion Design: Flat Pattern II	2
HETC	13	Fashion Design: Ready-to-Wear	2
HETC	14	Fashion Design: Designer	2
HETC	15	Fashion Design: Men's Clothing	2
HETC	20	Sewing on Special Fabrics: Knits	2
HETC	21	Sewing on Special Fabrics: I	2
HETC	22	Sewing on Special Fabrics: II	2

HETC	30	Historic Costume	3
HETC	31	Fashion, Clothing and Society	2
HETC	32	Introduction to Fashion Careers	2
HETC	33	Textiles: Fibers and Fabrics	3
HETC	49	Individual Study Project	1
HETC	53	Fashion Illustration	2
WEV	95	Vocational Work Experience	4

Total Major Units 41

General Education Suggestions for an A.A. Degree:

Eng	51	Language Arts	3
Eng	1A	Composition & Reading	3
AgNR	35	Conservation of Natural Resources	3
Psy	1	General Psychology	3
Art	3A	Basic Design & Color	3

Total General Education Units 15

**RECOMMENDED ELECTIVES**

HETC	16	Fashion Design: Children's Clothing	2
HETC	51	Alterations	2
HETC	54	Slip Covering, Drapery & Curtains	2
BuDE	22	Retailing	3
Math	53	Fundamentals of Math	3

Total Elective Units 6

Adviser: Lawson, E.

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

The completion of 60 units including the 26 units required with a 2.0 grade average qualified the student for an Associate in Arts Occupational Degree with a major in Fashion Merchandising.

Required Courses:

Dept.	No.	Title	Units
HETC	30	Historic Costume	3
HETC	31	Fashion, Clothing and Society	2
HETC	32	Intro. to Fashion Careers	2
HETC	33	Textiles: Fibers & Fabrics	3
HETC	49	Individual Study Project	1
HETC	53	Fashion Illustration	2
WEV	95	Vocational Work Experience	4
BuDE	25	Advertising	3
BuDE	55	Retail Merchandising	3
Math	53	Fund. of Mathematics	3

Total Major Units 26

General Education Suggestions for an A.A. Degree:

Eng	51	Language Arts	3
Eng	1A	Composition & Reading	3

AgNR 35 Conservation of Natural Resources

Psy 1 General Psychology

Art 3A Basic Design & Color

General Education Subtotal

Suggested Electives (to include P.E. Activity the first two semesters unless exempt)

HETC 1 Clothing Construction I

HETC 2 Clothing Construction II

HETC 3 Clothing Construction III

HETC 51 Alterations

BuDE 23 Fundamentals of Sales

Art 14A Photography

Total Electives

Adviser: Lawson, E.

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

Courses Required:

Dept.	No.	Title
Hec	1	Consumer Survival
HETC	33	Textiles: Fibers & Fabrics
Hec	11	Foods and Nutrition
Hec	12	Meal Management and Hospitality
Hec	13	General Nutrition
HEID	1	Design of Interiors I
HETC	1	Clothing Construction I
HEPR	61	Child Development
Soc	10	Marriage and Family

Department Subtotal

Elective Subtotal

See C.O.D. General Education Requirements

General Education Subtotal

**DEGREE TOTAL**

Adviser: Roberts, C.

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

Courses Required:

Dept.	No.	Title
Choose 15 units from the following classes:		
Hec	1	Consumer Survival
Hec	11	Foods & Nutrition
Hec	12	Meal Management and Hospitality
Hec	13	General Nutrition
HEID	1	Design of Interiors I
HETC	33	Textiles: Fibers & Fabrics
HETC	1	Clothing Construction I
HETC	2	Clothing Construction II
HETC	3	Clothing Construction III
HETC	31	Fashion, Clothing & Society
HEPR	61	Child Development

Soc	10	Marriage and Family	3
Department Subtotal			33
Elective Subtotal			12
General Education Subtotal			15
<b>DEGREE TOTAL</b>			<b>60</b>

Adviser: Roberts, C.

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

Courses Required:

Dept.	No.	Title	Units
HEID	1	Design of Interiors I	4
HEID	2	Design of Interiors II	4
HEID	10	Environmental Design: Space Planning	3
HEID	11	Environmental Design: Lighting	3
HEID	12	Environmental Design: Kitchen Planning	3
HEID	13	Environmental Design: Color Theory & Materials	3
HEID	20	History of Architecture	3
HEID	26	History of Furniture: French to Victorian	3
HEID	27	History of Furniture: Victorian to Modern	3
HEID	30	Business Practice for Interior Designers	2
HETC	33	Textiles: Fibers & Fabrics	3
HETC	53	Slip Covering, Drapery & Curtains	2
Art	2A	History of Art	3
Arch	5	Perspective, Shades & Shadows	2
Arch	11	Architecture Blueprint Reading	3
Department Subtotal			44

C.O.D. General Education Requirements Specific courses listed are recommendations only, unless "required" appears in parentheses.

Eng	51	Language Arts	3
Eng	1A	Composition & Reading	3
AgNR	35	Conservation of Natural Resources	3
PS	30	American Institutions	3
Art	12	History of Modern Art OR	3
Art	2B	History of Art (Required)	3
General Education Requirements Subtotal			15

Total Units Required for an A.A. Degree 62

Students age 21 and under are required to complete two semesters of P.E.

Adviser: Lawson, E.

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
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Director's Certificate Total Units 15

\*Note: This certificate for public and private Nursery School Personnel is required by State Health Department.

Adviser: Roberts, C.

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: Roberts, C.

# 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 12 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 Procedure	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  
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
LE	53	Criminal Evidence
LE	54	Administration of Justice
LE	63	Police-Community Relations

## ELECTIVES

LE	55	Criminal Investigation
LE	56	Patrol Procedures
LE	57	Traffic Control
LE	58	Juvenile Procedures
LE	59	Firearms
LE	60	Defensive Tactics
LE	64	
A,B		Supervisory Personnel Development (2 semesters, 3 units each)
LE	65	Traffic Accident Investigation
LE	66	Constitutional Law for Police
LE	67	Collection/Preservation of Evidence & Crime Scene Recording
LE	68	Narcotic Control
LE	70	Introduction to Correction
LE	71	Wildlife Law Enforcement
LE	73	Peace Officer Arrest & Firearms
LE	74	Peace Officers Reserve Course-Module B-Level II
LE	77	Criminal Substantive Law

Department Subtotal

Elective Subtotal

See C.O.D. General Education Requirements

General Education Subtotal

DEGREE TOTAL

Adviser: Mills  
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	58	Juvenile Procedures	3
LE	59	Firearms	1
LE	60	Defensive Tactics	1
LE	64		
A,B		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	73	Peace Officer Arrest & Firearms	3
LE	74	Peace Officers Reserve Course-Module B-Level II	2
LE	77	Criminal Substantive Law	3
Department Subtotal			20
See C.O.D. General Education Requirements			
General Education Subtotal			40
DEGREE TOTAL			60

Adviser: Mills  
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 materials.

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 their 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 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 adviser 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	11	Survey of Music Literature	6
		A,B	
Mus	15**	Introduction to Music Theory	2
Mus	40	Music Performance	8
		-48* A,B,C,D	
Mus	50**	Piano Pedagogy	2
Mus	51	Arranging	8
		A,B,C,D**	
Mus	52	Church Music	8
		A,B,C,D**	
Mus	53**	Folk Music	2
Mus	54**	Music for Classroom Teacher	3
Mus	55**	Singers' Diction	1

Mus 56 Community Chorus-Women  
A,B,C,D\*\*

Mus 57 Community Chorus-Men  
A,B,C,D\*\*

Mus 70 Introduction to Commercial Music  
A,B\*\*

Mus 80 Music Performance  
-88A,B,C,D\*\*

Four units of Performance Organization chosen from the following courses:

Mus 27, 30-35A,B,C,D

Department Subtotal Transfer Program

See C.O.D. General Education Requirements

General Education Subtotal

DEGREE TOTAL

Adviser: Norman

\*Music Performance 41,81,46,86 require current enrollment in Accompanying 61, C,D

\*\*For A.A. Degree Only

# 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 in 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 30 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 adviser 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 them 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 philosophical framework of College of the Serrano; and as a segment of the career ladder in nursing.

The Nursing faculty, believe Vocational Nurses are an essential part of the health care team in the community. The health care agencies of the community share in the education of Vocational Nursing students recognizing their value as potential employees.

We believe that learning is an activity of the student; and that the learning rate varies with the individual, and material learned progresses from simple to complex.

The graduate will be prepared to function as a member of the health care team, in a variety of situations concerned with quality nursing care.

## **OBJECTIVES OF VOCATIONAL NURSING PROGRAM**

### **OBJECTIVES**

The graduate will be able to:

1. Make nursing observations of clients and their environment, and report and record this information.
2. Use current sources of information in planning and implementing nursing care.
3. Utilize community agencies for meeting health needs of the client.
4. Function as a member of the health care team.
5. Administer medications and treatments with knowledge of therapeutic results.
6. Maintain a safe environment for clients and their family.
7. Initiate health teaching for the client and their family.
8. Continue to seek professional and personal growth as a vocational nurse.

# MEDICAL ASSISTING PROGRAM

## MEDICAL ASSISTING PROGRAM PHILOSOPHY

The Medical Assisting Program is designed to prepare students to give competent, patient-centered care, take accurate EKG's, assist the laboratory technologist, work in the doctor's office and in other allied health areas in beginning positions.

The faculty believe this can best be achieved through implementation of the philosophy of College of the Desert and the Nursing and Allied Health Department.

This program is designed to give the student an opportunity to enrich one's own life, to understand selected scientific principles, to apply technical knowledge and skills and to continue professional and personal growth.

## MEDICAL ASSISTING PROGRAM OBJECTIVES

At the completion of the program the graduate will:

1. Demonstrate technical knowledge concerning basic nursing skills, medical office skills, accounting and insurance, laboratory assistant, X-Ray assistant, EKG technician, unit secretary and operating room technician.
2. Understand medications, treatments, and Medical Terminology for the purpose of assisting the professionals in the Medical Assisting Field.
3. Recognize situations which constitute a potential danger in the nursing, laboratory and office environment and eliminate or minimize the hazard.
4. Demonstrate skills in interpersonal relationships, knowledge in the psychological care of the ill, knowledge of handling the public and maintenance of competence under stress.
5. Work harmoniously as a member of the health team in planning to meet the physical and psychological needs of the client.
6. Utilize intra-agency and community resources for meeting the health needs of the client.

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

Doctor's Office Nurse  
Clinic Nurse  
Pharmacy Aide  
Central Service Assistant  
Physical Therapy Assistant

## 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. (Ambulance)

# 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 for Respiratory Therapy.
6. Seek and take an active role in the continuing education opportunities for respiratory therapy practitioners.
7. Define and implement the future trends within the Respiratory Therapy profession related to professional standards and self-goals.
8. Promote respiratory health through support of environmental air quality standards and zero smoking.

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

BuSS 50A Beginning Typewriting

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

### MEDICAL ASSISTING II

MA	67	Medical Assisting II
MA	67L	Medical Assisting II Lab
MA	63	Medical Insurance and Records

Certificates 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
BuSS	57	Machine Transcription	2

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

**Preparation for Employment and Occupational 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
Eng	51	Contemporary Communication Skills	3
PE		P.E. Activity (if under 21 yrs.)	2
<b>DEGREE TOTAL</b>			<b>61</b>

Adviser: Marshall/Katz

High Desert-Marshall/Katz

**REQUIREMENT TESTS: CMM, NELSON-DENNY AND 16 PF**

**Preparation for Employment and Occupational 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
		Social Science (Elective)	3
N	5	Nursing Fundamentals I	8
N	6	Nursing Fundamentals II	8
N	7	Nursing Fundamentals III	10
N	8	Nursing Fundamentals IV	10
PE		P.E. Activity (if under 21 yrs.)	2

See Brochure for Admission Requirements

**DEGREE TOTAL** 67

Adviser: Katz/Muchnik

**Preparation for Employment and Certificate 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	8
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 Trends	3
PE		P.E. Activity (if under 21 yrs.)	2

**Department Subtotal** 49

**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

DEGREE TOTAL  
3  
Adviser: Engdahl

75

## 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 par-medical 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, PREDENTISTRY, 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 w/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 Predentistry

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  
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
Bi	1C	General Botany	5
Math	1A	Calculus w/Analytic Geometry	4

Math	1B	Calculus w/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 43-45

See C.O.D. General Education Requirements

General Education Subtotal 25

DEGREE TOTAL 68-70

Adviser: Meyer  
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 w/Analytic Geometry	4
Math	1B	Calculus w/Analytic Geometry	4
Math	2A	Calculus w/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 25

DEGREE TOTAL 71-74

Adviser: Grannan  
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
Department Subtotal Requirements			9
General Education Subtotal			25

Recommended Courses:

26 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 for Social Sciences	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
<b>DEGREE TOTAL</b>			<b>60</b>

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
Department Subtotal			9

General Education Subtotal 25

Recommended Courses:

26 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 for Social Sciences	3
PE		Any two activity courses	2
Subtotal			26
<b>DEGREE TOTAL</b>			<b>60</b>

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  
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 OR	3
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  
Merritt-Hi Desert

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 SOCIAL SCIENCE

Courses Required:

Dept.	No.	Title	Units
PS	1	Introduction to Government	3
PS	2	Comparative Government	3
Hist	1	Western Civilization	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 20

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 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 25

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 in 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.
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 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

### **MANAGEMENT RECORDS**

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

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

### **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.

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

### **AGRICULTURE DISPLAYS AND EXHIBITS**

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

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

### **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 merchant. 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.

**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

### **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.

## **AGRICULTRUE-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, type and application of trucking equipment, load characteristics and load limits. 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 requirements for trucking equipment and driver records, load securing regulations; Federal Department of Transportation, Motor Carrier Safety regulations and driver 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 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 45**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

### **DIESEL TRUCK REPAIR**

Study of function, design, and specifications of truck chassis with live shop experiences in inspection, service, adjustments, repair, rebuilding and installation of components for various classes of trucks including power brakes, air systems, drive train components and suspension systems.

### **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: AgDM  
61

#### 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 troubleshooting.

AgDM 65 CSUC  
4 Units  
Lecture: 2 hours  
Laboratory: 6 hours  
Prerequisite: AgDM  
61

#### DIESEL ENGINE ACCESSORIES

Includes the servicing of diesel engine accessories such as hydraulics, engine brakes, pumps, air compressors, tractor air conditioners, and electrical systems.

AgDM 66 A,B  
2-2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: AgDM  
61

#### DIESEL AIR AND FUEL SYSTEMS

Covers same course content as AgDM 64, but because of hours involved, course has been structured for 2 semesters to accommodate evening students.

AgDM 67 A,B  
2-2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: AgDM  
61

#### FOUR-CYCLE DIESEL ENGINE REPAIR

Covers same course content as AgDM 63, but because of hours involved, course has been structured for 2 semesters to accommodate evening students.

AgDM 68  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

#### LIGHT DUTY DIESEL ENGINES

The troubleshooting, tune-up, servicing and rebuilding of fuel injection systems.

AgDM 69  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: Auto-  
motive Principles or  
Diesel Mechanics I

#### AUTOMOTIVE DIESEL FUEL SYSTEMS

Automotive Diesel Fuel Systems covers the maintenance, preventative maintenance, troubleshooting, repair, and overhaul of light automotive types of fuel injection equipment.

AgDM 70A,B,C  
1 Unit-3 hours labora-  
tory  
2 Units-6 hours labora-  
tory  
3 Units-9 hours labora-  
tory  
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 individualized basis.

AgDM 75  
2 Units  
Laboratory: 6 hours  
Prerequisite: None

#### 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.

### **AGRICULTURE-ENGINEERING (AgEg)**

AgEg 16 CSUC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

#### BASIC MECHANICAL SKILLS

Study of principles, practices and materials used in mechanics and application of same under actual shop conditions.

AgEg 30 CSUC  
1 Unit  
Lecture: 1 hour  
Prerequisite: None

#### AGRICULTURAL EQUIPMENT PROJECT DESIGN

Construction and modification of equipment related to various agricultural enterprises.

**AgEg 30A,B,C CSUC**  
1 Unit-3 hours laboratory  
2 Units-6 hours laboratory  
3 Units-9 hours laboratory  
Prerequisite: Concurrent Enrollment in AgEg 30

**AgEg 40 CSUC**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: None

**AgEg 42 CSUC**  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours  
Prerequisite: None

**AgEg 43 CSUC**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: None

**AgEg 44 CSUC**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: None

**AgEg 47 CSUC**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

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

**AgEg 90 CSUC**  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours  
Prerequisite: None

**AgEg 91 CSUC**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

**AgEg 92 CSUC**  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours  
Prerequisite: None

**AGRICULTURAL EQUIPMENT PROJECT DESIGN LABORATORY**  
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 welding, and blueprint reading.

**AGRICULTURAL AND INDUSTRIAL POWER**  
Principles and applications of internal combustion engines. Tune-up troubleshooting gasoline and diesel engines. Power transmission devices.

**TRACTOR OPERATIONS**  
The selection, operation, service, maintenance, adjustment, handling, minor repair of wheel and track type tractors.

**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.

**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.

**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.

**HEAVY EQUIPMENT OPERATION AND MAINTENANCE**  
Selection, operation, service, adjustment of heavy equipment (dozers, graders, rippers, trucks, cranes, backhoes, etc.)

**BASIC HYDRAULICS**  
Familiarization with theory, application, and component parts of hydraulic systems.

**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 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.

### 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.

AgNR 37 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

### 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, people and outdoor recreation. Includes: basic ecological concepts; wildlife habitats and nutrition; fish, bird, and mammal identification; fish and game laws, and career opportunities.

AgNR 37L CSUC, UC  
1 Unit  
Laboratory: 3 hours  
Prerequisite: Concurrent or prior enrollment in AgNR 37

### 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.

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

### 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.

AgOH 5A CSUC, UC  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: None

### 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.

AgOH 5B CSUC  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: None

### 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.

AgOH 6 CSUC  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: None

### 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.

**AgOH 8 CSUC, UC**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: None

#### **PARK AND LANDSCAPE MANAGEMENT**

Designed to bring about an understanding of skills and knowledge of 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 course to provide specific skills in such areas as Forestry, City Parks, Highway Maintenance, and State Parks.

**AgOH 9 CSUC, UC**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: None

#### **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

#### **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, flower arrangements, and the most common flowers and related materials used in decorating the home.

**AgOH 15 CSUC**  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours  
Prerequisite: AgOH 6,  
AgOH 9

#### **NURSERY SALES AND MANAGEMENT**

Designed for the sophomore student majoring in Ornamental Horticulture who plans to enter the retail nursery business. The student 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 houseplants that 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.

**AgOH 17 CSUC**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: AgOH 6,  
AgOH 72

#### **FLORICULTURE 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 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.

**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

#### **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. 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.

**AgOH 30 CSUC**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: None

#### **LANDSCAPE EQUIPMENT**

Principles and practices in the maintenance, operation and selection of equipment and power units used in the horticultural field.

**AgOH 31 CSUC**  
2 Units  
Lecture: 1 hours  
Laboratory: 3 hours  
Prerequisite: None

#### **LANDSCAPE EQUIPMENT REPAIR**

Principles and practices in the maintenance adjustments and selection of equipment and power units used in the horticultural field.

**AgOH 41**  
1 Unit  
Lecture: 1 hour  
Prerequisite: None

#### **NATIVE PLANTS OF CALIFORNIA**

This course is designed to introduce students to the native plants of California. Field trips required.

**AgOH 42**  
1 Unit  
Lecture: 1 hour  
Prerequisite: AgOH 41 or equivalent knowledge.

#### 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.

**AgOH 43**  
1 Unit  
Lecture: 1 hour  
Prerequisite: AgOH 41 or equivalent knowledge.

#### 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.

**AgOH 46 CSUC**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: None

#### 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.

**AgOH 70 A,B,C**  
1 Unit-3 hours laboratory  
2 Units-6 hours laboratory  
3 Units-9 hours laboratory  
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.

**AgOH 84**  
2 Units  
Lecture: 2 hours  
Prerequisite: None

#### 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.

**AgOH 86 CSUC**  
2 Units  
Lecture: 2 hours  
Prerequisite: None

#### 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.

**AgOH 88**  
2 Units  
Lecture: 2 hours  
Prerequisite: None

#### 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

#### 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.

**AgPS 2 CSUC, UC**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: None

#### ENTOMOLOGY-GENERAL AND APPLIED

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 humans. Collection required.

**AgPS 10 CSUC**

2 Units

Lecture: 2 hours

Prerequisite: None

**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, 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.

**AgPS 10A CSUC**

1 Unit

Laboratory: 3 hours

Prerequisite: Completion or concurrent enrollment in AgPS10.

**ENVIRONMENTAL GARDENING LABORATORY**

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

**AgPS 10B CSUC**

1 Unit

Laboratory: 3 hours

Prerequisite: Completion or concurrent enrollment in AgPS 10.

**ENVIRONMENTAL GARDENING LABORATORY**

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

**AgPS 20 CSUC**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: None

**FIELD CROPS**

Field crops common to locality. Study of representative crops; cultivation 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.

**AgPS 21 CSUC**

2 Units

Lecture: 2 hours

Prerequisite: None

**BEEKEEPING**

Care, management, and manipulation of bees. The practical application of principles for effective establishment and maintenance of apiaries. Production and value of bees to agriculture. Recognition and control of bee diseases. Laws and regulations pertaining to beekeeping.

**AgPS 26 CSUC**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: None

**FRUIT PRODUCTION**

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

**AgPS 30 CSUC**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: None

**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 regulating the use of agricultural chemicals.

**AgPS 61**

1 Unit

Lecture: 1 hour

Prerequisite: None

**BASIC APPLIED SOIL MANAGEMENT**

Fundamentals of soil-plant interrelations including classification and soil management to maximize both conservation and production.

**AgPS 62**

1 Unit

Lecture: 1 hour

Prerequisite: None

**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

**BASIC APPLIED IRRIGATION**

Fundamentals of soil, water and plant relationships, including water quality, measurement, methods of application determining plant requirements and drainage.

**AgPS 71**

1 Unit

Lecture: 1 hour

Prerequisite: Concurrent enrollment in AgPS 1

**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.

**AgPS 80 CSUC**

2 Units

Lecture: 2 hours

Prerequisite: None

**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

**ART 1A CSUC, UC**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

**DRAWING AND COMPOSITION**

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

**ART 1B CSUC, UC**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

**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.

**ART 1C CSUC, UC**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: ART 1A or equivalent

**DRAWING AND COMPOSITION**

An advanced study in techniques with pencil, pen and ink, and charcoal. Problems allow for personal expression of individuals.

**ART 2A CSUC, UC**

3 Units

Lecture: 3 hours

Prerequisite: None

**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.

**ART 2B CSUC, UC**

3 Units

Lecture: 3 hours

Prerequisite: None

**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.

**ART 3A CUSC, UC**

3 Units

Lecture: 2 hours

Laboratory: 4 hours

Prerequisites: None

**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.

**ART 3B CSUC, UC**

3 Units

Lecture: 2 hours

Laboratory: 4 hours

Prerequisite: None

**THREE-DIMENSIONAL DESIGN**

An investigation of factors determining the designs of both the utilitarian and non-utilitarian objects formed by people. This course includes studies of mass, volume, space, and shape. Materials are studied through projects in construction, modeling, and casting.

**ART 4 CSUC, UC**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

**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
- PAINTING (WATER COLOR)**  
A study of water color techniques and their use in painting.
- ART 6B CSUC, UC**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None
- PAINTING (OIL)**  
A basic course in oil painting with emphasis on problems concerning organization, form, and space.
- ART 6C CSUC, UC**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None
- 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.
- ART 7A CSUC, UC**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None
- CERAMICS**  
Basic fundamentals in forming and decorating pottery. This course includes work in modeling, wheel throwing, glazing and firing.
- ART 7B CSUC, UC**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: 7A
- CERAMICS**  
Advanced work in pottery, including loading and firing of kilns and experimental work in testing clays and glazes.
- ART 7C CSUC, UC**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: 7B
- CERAMICS**  
An advanced course in Ceramics that allows for in-depth experiences in areas of special interest.
- ART 7D CSUC, UC**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: 7C
- CERAMICS**  
This course permits the advanced student of Ceramics to continue the study of problems explored in earlier courses. Special emphasis is given to the areas of glaze formulation, kiln construction, and firing. Each student enrolled in this course is required to exhibit selected works in an on-campus exhibition.
- ART 8 CSUC**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None
- 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.
- ART 9A CSUC, UC**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None
- 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.
- ART 9B CSUC, UC**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None
- 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.
- ART 10 CSUC, UC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None
- 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.

ART 11A CSUC, UC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

#### 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

#### SCULPTURE

In this course students use additive processes to make sculpture and are provided with experiences in mold making.

ART 11C CSUC, UC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: 11B

#### SCULPTURE

Students in this course receive individualized work project assignments in the subtractive method in the creation of sculptural forms. Contemporary as well as traditional aesthetic approaches will be utilized.

ART 11D CSUC, UC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: 11C

#### SCULPTURE

Students in this course receive advanced individualized instruction in the lost wax process of bronze casting with special studies in the history of sculpture.

ART 12 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### HISTORY 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.

ART 13 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### HISTORY OF PHOTOGRAPHY

A history of photography from its beginning in the mid-nineteenth century to the present time. Illustrated lectures on the technology, application and aesthetics of photography as a fine art form will include the significant movements which contributed to the establishment of photography as one of the major forms of art and communication in the twentieth century. Meets the humanities requirement for the general college student. Adds depth to art history for the art major.

ART 14A CSUC, UC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

#### 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.

ART 14B CSUC, UC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite:  
ART 14A

#### PHOTOGRAPHY

Advanced laboratory work with an emphasis on color photography.

ART 17A CSUC, UC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

#### 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.

ART 17B CSUC, UC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: 17A

#### ORIENTAL BRUSH PAINTING

Advanced work in Oriental brush painting.

**ART 17C CSUC, UC**  
2 Units

Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: 17B

**ART 17D CSUC, UC**  
2 Units

Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: 17C

**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,B,C,D UC**  
1-1-1-1 Unit

Laboratory: 3 hours  
Prerequisite: None

**ART 81A,B,C,D UC**  
1-1-1-1 Unit

Laboratory: 3 hours  
Prerequisite: None

**ART 82A,B,C,D UC**  
1-1-1-1 Unit

Laboratory: 3 hours  
Prerequisite: None

**ART 83A,B,C,D UC**  
1-1-1-1 Unit

Laboratory: 3 hours  
Prerequisite: None

**ART 92A,B,C,D UC**  
1-1-1-1 Unit

Laboratory: 3 hours  
Prerequisite: None

### **ORIENTAL BRUSH PAINTING**

This course offers advanced techniques in Oriental brush painting with emphasis on landscape painting and painting of the human figure. Lectures on the history of Oriental painting include the art of China during the T'ang, Sung, Yuan, Ming, and Ch'ing Dynasties.

### **ORIENTAL BRUSH PAINTING**

Students in this course receive advanced individualized work assignments in brush painting with special studies in Oriental Art History.

### **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 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.

### **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.

### **JEWELRY WORKSHOP**

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

### **ACCOUNTING I**

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

BuAc 2 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: BuAc 1

## ACCOUNTING II

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  
½ Unit (3 week course)  
Lecture: 3 hours  
Prerequisite: None

## SALES AND CUSTOMER ACCOUNTING

See departmental adviser.

BuAc 61  
½ Unit (3 week course)  
Lecture: 3 hours  
Prerequisite: None

## PURCHASES AND VENDOR ACCOUNTING

See departmental adviser.

BuAc 62  
½ 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  
½ 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 67

## 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 72A,B  
1-1 Unit  
Laboratory: 3 hours  
Prerequisite: Ability to type a minimum of 40wpm.

## KEYPUNCH OPERATIONS

Training in setting up and operating of the keypunch (80 column and 96 column), key-to-disk, and CRT machines; design and use of machine programming; methods and practice in verification of information (punched and stored). Some lab sites may be off campus. The class is Open-Entry, Open-Exit and designed to prepare a student for employment as "Key-Entry Trainee" operator.

**BuAc 73 CSUC, UC**  
3 Units  
Lecture: 3 hours  
Prerequisite: BuAc 73L must be taken concurrently.

#### 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

An introduction to programming digital computers using the high level language COBOL. COBOL is a business oriented language widely used throughout industry. Students will flow chart, write, test, debug and document COBOL programs.

**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.

#### 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.

**BuAc 79**  
2 Units  
Laboratory: 6 hours  
Prerequisite: BuAc 78 and 2 computer languages.

#### 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.

**BuAc 80 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisites: BuAc 1 and BuAc 73

#### 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.

**BuAc 82 CSUC**  
3 Units  
Lecture: 3 hours  
Laboratory: 1 hour  
Prerequisite: BuAc 76

#### ADVANCED COBOL PROGRAMMING

Advanced COBOL programming techniques and features to program digital computers. Students will flowchart, write, test, debug, and document programs in COBOL, to solve advanced problems similar to those found in real situations.

**BuAc 99**  
3 Units  
Lecture: 3 hours  
Prerequisites: BuAc 1  
and BuAc 2

#### INCOME TAX ACCOUNTING

Provision of the Internal Revenue Code applicable to the preparation and filing of individual, partnership, estate, trust and corporate returns. Procedures for reporting and accounting for refunds, deficiency assessments, and other administrative practices.

### **BUSINESS—DISTRIBUTIVE EDUCATION (BuDE)**

**BuDE 21 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### 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.

**BuDE 22 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### RETAILING

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

**BuDE 23 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### 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.

**BuDE 25 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### 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.

**BuDE 55 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### 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.

**BuDE 56 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### 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.

### **BANKING AND FINANCE (BuFi)**

**BuFi 68**  
3 Units  
Lecture: 3 hours  
Prerequisite: BuAc 1  
and BuAc 2 or equivalent

#### FINANCIAL STATEMENT ANALYSIS

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

**BuFi 69 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### 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

Prerequisite: 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

Prerequisite: 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

Prerequisite: 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

Prerequisite: 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 covers: 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

Prerequisite: 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

Prerequisite: 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: BuHM-56, BuHM-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

Prerequisite: 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  
 Prerequisite: 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 responsibilities 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)**

**BuMa10 CSUC**  
 3 Units  
 Lecture: 3 hours  
 Prerequisite: 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  
 Prerequisite: 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  
 Prerequisite: 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  
 Prerequisite: 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  
 Prerequisite: 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 Unit  
 Lecture: 1 hour  
 Prerequisite: 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  
 Prerequisite: 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  
 Prerequisite: 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, preparation of 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: 1 hour  
Laboratory: 3 hours  
Prerequisite: 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 preparation, dictation, and typing of legal documents. Legal secretarial ethics, vocabulary, and simulated legal office activities will also be included.

### **BuOP 58**

1 Unit  
Lecture: 1 hour  
Laboratory: ½ hour  
Prerequisite: 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.

### **BuOP 63 CSUC**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisites: BuSS 50B, or ability to type 45 wpm, BuOP 64, BuSS 71.

### **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  
Prerequisite: 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  
Prerequisite: 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, Medicare, Cal, Medicare, various groups and individual policies, using current Relative Value Studies. Students will receive instruction in reading policies, 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  
Prerequisite: None

### **MACHINE CALCULATION**

The study of the principles of machine computation and the application 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, 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) basic magnetic keyboard training device.

## **BUSINESS-REAL ESTATE (BuRE)**

- BuRE 81 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: 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 salesperson.
- 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  
Prerequisite: BuRE 81  
**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 salesperson 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.
- BuRE 83B**  
1 Unit  
Lecture: 1 hour  
Prerequisite: None  
**REAL ESTATE SALES**  
A practical course covering in detail; canvassing, listing, qualifying buyers, showings, offers and counteroffers, telephone solicitations, advertising, and special sales conditions.
- BuRE 83C**  
3 Units  
Lecture: 3 hours  
Prerequisite: None  
**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.
- BuRE 84**  
3 Units  
Lecture: 3 hours  
Prerequisite: BuRE 81  
**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 salespeople and brokers, and laws relating to the real estate profession.
- BuRE 85 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: BuRE 81  
**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.
- BuRE 86 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: BuRE 81  
**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 salespeople.
- 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.  
**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.

**BuRE 89 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: BuRe 83  
or 84

#### **REAL ESTATE EXCHANGES AND TAXATION**

Basic course inaugurating real estate brokers in the fundamentals of estate exchanges and taxation. Theory and current practices with practical application for the building of estates. Income tax advantages and trends are planned, analyzed, and executed. Case studies, actual exchanges, and title escrows are discussed in a group-study workshop.

**BuRE 90**  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### **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.

**BuRE 91**  
3 Units  
Lecture: 3 hours  
Prerequisite: BuRe 90

#### **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.

**BuRE 92 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: BuRE 91

#### **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. 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 Investments, Properties, Neighborhood Survey, Collection of Rentals, Maintenance, Repairs, Merchandising Rental Space, Insurance, Management, Accounting, and Landlord-Tenant relationship.

### **BUSINESS-SECRETARIAL SCIENCE (BuSS)**

**BuSS 50A**  
1-3 Units  
Laboratory: 3-9 hours  
Prerequisite: None

#### **BEGINNING TYPEWRITING**

Students with one year of high school typewriting or the ability to type 20 wpm should enroll in BuSS 50B. Mastery of the keyboard with touch typing technique. Rules for centering, fundamentals of personal and business letters, forms, tabulation, and manuscript typing. Recommended for college students. Flexible hours.

**BuSS 50B CSUC**  
1-3 Units  
Laboratory: 3-9 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. Flexible hours.

**BuSS 51 CSUC**  
1-3 Units  
Laboratory: 3-9 hours  
Prerequisite: BuSS  
50B or equivalent

#### **ADVANCE TYPEWRITING**

Designed for students who can type 50 wpm. Organizing letters and reports from selected business occupations, statistics, manuscripts, rough drafts, and additional skill building. Flexible hours.

**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 documents, creating and developing original material.

**BuSS 57 CSUC**

2 Units  
 Lecture: 1 hour  
 Laboratory: 3 hours  
 Prerequisite: Completion of, or concurrent enrollment in BuSS 71, or satisfactory performance on Business English proficiency test, or consent of instructor.  
 Ability to type 45 wpm.

**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. Students may specialize in legal or medical transcription.

**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.

**BEGINNING STENOGRAPHY (SHORTHAND)**

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

**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.

**INTERMEDIATE STENOGRAPHY (SHORTHAND)**

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

**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.

**ADVANCED STENOGRAPHY (SHORTHAND)**

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

**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

**EXECUTIVE STENOGRAPHY (SHORTHAND)**

Course offers continued practice on work building principles and autotyping of high frequency phrases, words and high-speed shorthand. 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 Special 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 dept's English placement test or English 50 with Grade of "C", or better. All students must pass the Dept. Reading Examination

**Eng 1B CSUC, UC**

4 Units

Lecture: 4 hours

Prerequisite: Eng 1A or equivalent.

**Eng 3A CSUC, UC**

3 Units

Lecture: 3 hours

Prerequisite: Satisfactory achievement on verbal and written portions of placement test or completion of English 50 with grade "C", or better.

**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, poetry, and interpreting these works in written composition.

**FRESHMAN COMPOSITION I**

A first course in composition. Emphasis is on selection of materials, organization, communication and evaluation of expository writing. Eight thousand words of writing required.

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.

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.

#### 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.

#### 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 a person'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.

Eng 30 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

Eng 35 CSUC  
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

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

## THE BIBLE AS LITERATURE

A survey of the Bible from a literary and philosophical point of view, introducing the great personalities, events, and developmental characteristics of this unique literature.

## MYTH AND LEGEND

An introduction to the mythological-legendary literature from various world cultures, with emphasis on the classical mythology of Greece, Rome, and with special reference to Judeo-Christian, Oriental, North European and American Indian mythologies.

## 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 earns 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 they relate to contemporary life.

## INTRODUCTION TO MASS COMMUNICATION

An introduction to the influence and contribution of the Press in American Society. Major emphasis is placed on the role of mass communication, the history and growth of print and electronic journalism, and an analysis of the current problems and criticisms of the American mass media.

## 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 language and style of journalism.

## ADVANCED REPORTING

Interpretative newswriting with emphasis on specialized reporting. Students are given intensive practice to refine reporting techniques; given 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 various editorial positions on the school newspaper.

**J 60 CSUC**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: Typing

#### **INTRODUCTION TO PHOTOTYPESETTING**

Designed to teach the basic fundamentals of photo composition. Emphasis is on cold typesetting keyboard and computer unit operation, typographic design, and newspaper pasteup.

**J 70**  
2 Units  
Lecture: 2 hours  
Prerequisite: None

#### **PUBLIC RELATIONS**

An overview of the public relations field with a practical approach to the handling, planning, procedure, and promotion of public relations campaigns.

### **RADIO-TELEVISION**

**RTV-1 CSUC, UC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### **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.

**RTV-3**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: None

#### **RADIO PRODUCTION**

An introduction to the techniques, procedures, equipment and devices required to produce radio programs. Actual program production experience will be provided.

**RTV-4 CSUC**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: None

#### **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.

**RTV-50 CSUC, UC**  
3 Units  
Lecture: 3 hours  
Prerequisite: English 51

#### **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.

**RTV-54 CSUC**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours production  
Prerequisite: None

#### **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.

**RTV-57**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: RTV-4

#### **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 Reader 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 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 10A CSUC  
2 Units  
Lecture: 2 hours  
Prerequisite: None

#### INTRODUCTION TO PARLIAMENTARY PROCEDURE

This course will acquaint the student with the process of parliamentary procedure in the conduct of business meetings for business, social, governmental and educational organizations.

Sp 10B CSUC  
2 Units  
Lecture: 2 hours  
Prerequisite: None

#### ADVANCED PARLIAMENTARY PROCEDURE

This course is designed for the advanced student who has some fundamental knowledge of parliamentary procedure, particularly those persons who now act as presiding officers in assemblies or committees.

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

#### 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.

TA 3A,B,C,D CSUC, UC  
2 Units  
Lecture: 1 hours  
Laboratory: 3 hours  
Prerequisite: None

#### 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.

TA 5A,B,C,D CSUC, UC  
1-4 Units  
Laboratory: 3 hours  
for each unit of  
credit.  
Prerequisite: Enrollment  
by audition.

#### 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.

TA 7 CSUC, UC  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: None

#### 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.

TA 9A,B CSUC, UC  
2-2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

#### 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.

TA 10A,B CSUC, UC  
3-3 Units  
Lecture: 3 hours  
Prerequisite: None

#### 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.

TA 12A,B CSUC, UC  
3-3 Units  
Lecture: 3 hours  
Prerequisite: None

#### 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.

TA 15A,B CSUC, UC  
2-2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

#### THEATRE MAKEUP

A course designed to introduce the student to the basic principles of the art and technique of theatrical makeup.

TA 16 CSUC, UC  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: None

#### SCENE DESIGN

Introduction to the principles of scene design and training in basic graphics skills. Experimentation with new technology for the theatre.

TA 20 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### 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.

TA 30 CSUC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### 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.

TA 32 CSUC  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: None

#### 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.

TA40 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.

An 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.

The Department also offers a program to prepare students for the High School Equivalency Test (GED). Many businesses and governmental agencies accept the GED certificate in lieu of the high school diploma. The GED Test is given daily in LM 4, 2:00pm-5:00pm. There is a \$10.00 fee for the GED Test.

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 Calif.	DE	378 P	Personal Psychology

DE	340 B	Geog & History of CV
DE	342 A-C	Prac Basic Math
DE	344 A-C	Consumer Math
DE	346 A-B	High School Algebra
DE	348 A-B	General Science
DE	350 A-C	Life Science
DE	352 A-B	Gen Elem Astronomy
DE	354 A-B	Physical Health

DE	380	Child Growth & Devel
DE	382 A-E	Auto Mechanics
DE	384 A-D	Office Procedures
DE	386 A-B	Business Law
DE	388 A-B	Anthropology
DE	390 A-B	Consumer Education
DE	392 A-B	Adv High School Rdg

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 para todos los niveles de habilidad para las personas que están estudiando el inglés como lengua extranjera o segundo idioma. Se encuentra en el Laboratorio de Aprendizaje del Colegio del Desierto, y las clases que se ofrecen en este departamento se reúnen durante todo el año y reciben nuevos estudiantes todos los días. Debe de notarse que el programa continúa en el verano sin tomar en cuenta el 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. Otros son originarios de nuestro país y antes no han tenido la oportunidad de una educación formal. Cada persona de 18 años o más, sin tener en cuenta su educación previa, es bienvenida a este programa.

Depto.	Número	Título 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 CSUC

2-2 Units  
Lecture: 2 hours  
Laboratory: 2 hours  
Prerequisite: None

### BEGINNING 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(hearing) 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. No. Title

DE 304 Adult Special Education Lab  
Developmental Drivers  
Education  
Developmental Skills of  
Independent Living  
Individualized Skills Training  
Developmental Math  
Developmental Reading

DE 316 Dev. Disabled FETCH  
CENTER  
Basic Living Skills  
Basic Living & Behavioral  
Work Skills  
Basic Living & Behavioral  
Communication Skills  
Physical Activity

## 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 handicapped including 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 50  
1 Unit  
Lecture: 4 hours  
Prerequisite: None

#### 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.

Guid 51A CSUC  
2 Units  
Lecture: 2 hours  
Prerequisite: None

#### 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.

Guid 51B CSUC  
2 Units  
Lecture: 2 hours  
Prerequisite: Guid  
51A

#### 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.

Guid 54  
1 Unit  
Lecture: 4 hours  
Prerequisite: None

#### 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.

Guid 60 CSUC  
1 Unit  
Lecture: 2 hours  
Prerequisite: Required of all full-time beginning freshmen.

#### 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.

# EDUCATION

Ed 1 CSUC, UC

2 Units

Lecture: 2 hours

Prerequisite: None

## 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.

## INSTRUCTIONAL AIDE

IA 51

3 Units

Lecture: 3 hours

Prerequisite: None

## 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 INSTRUCTIONAL 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.

# 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 our 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

### BUILDING MATERIALS

Applications of building materials, structural composition of buildings. Includes fabrication of structural details and testing of construction material with actual testing equipment.

Arch 3A CSUC

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisites: Arch 2

### ARCHITECTURAL DETAILING I

Typical details and basic information for wood frame structures.

Arch 3B

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: Arch 3A

### ARCHITECTURAL DETAILING II

Working drawing for wood frame structures. Includes applications of specifications.

Arch 3C

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: Arch 3A or 3B

### ARCHITECTURAL DETAILING III

Working drawings for masonry steel frame structures. Includes application of specifications.

Arch 4A CSUC, UC

2 Units

Lecture: 2 hours

Prerequisite: None

### ENVIRONMENT: HOME

Lectures and discussions concerning the nature of home environmental design. Includes designing a residence and building a model.

Arch 4B CSUC, UC

2 Units

Lecture: 2 hours

Prerequisite: None

### ENVIRONMENT: URBAN

Lectures and discussions concerning the nature of urban environment as it relates to urban design. Includes historical study of urban development and actual neighborhood planning.

Arch 5 CSUC, UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

### PERSPECTIVE, SHADES, AND SHADOWS

Basic techniques used in architectural graphic communication. Applications of mechanical and freehand perspectives plus shades and shadows.

Arch 6 CSUC, UC

2 Units

Laboratory: 6 hours

Prerequisite: Arch 1

### ARCHITECTURAL DELINEATION

Two and three dimensional representations emphasizing original expression. Includes architectural presentations in pencil, ink, and water color.

Arch 11

3 Units

Lecture: 3 hours

Prerequisite: None

### ARCHITECTURAL BLUEPRINT READING

Basic information for reading blueprints and presentation drawings. Includes basic drafting.

Arch 12

2 Units

Lecture: 2 hours

Prerequisite: None

### CONSTRUCTION ESTIMATING

Methods used in estimating cost and quantities involved in materials, equipment and labor.

Arch 13 CSUC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### 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.

Arch 51  
2 Units  
Lecture: 2 hours  
Prerequisite: None

#### 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

#### 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.

Aero 82  
3 Units  
Lecture: 3 hours  
Prerequisite: Aero 81

#### 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.

#### AIR CONDITIONING & REFRIGERATION

AC 60 CSUC  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: None

#### 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.

AC 61 CSUC  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: AC 60

#### 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 troubleshooting of electrical components and the mechanical cycle.

AC 62A CSUC  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: AC 61

#### ADVANCED AIR CONDITIONING

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

AC 62B CSUC  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: AC 61

#### ADVANCED REFRIGERATION

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

AC 63 CSUC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: AC 60

#### 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.

AC 64  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: AC 60  
(AC 61 recommended.)

#### 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.

**AC 65**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: AC 61

#### **AIR DISTRIBUTION**

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

**AC 66**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: AC 61

#### **PSYCHROMETRICS AND HYDRONICS**

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

**AC 67A**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: None  
Suggest AC 60 be taken concurrently.

#### **SYSTEM CONTROL DEVICES I**

Basic alternating current, air conditioning motor operation and circuit control circuit development, sensing circuits, timer operations alarm circuits, protection control systems. Introduces troubleshooting techniques for electric motor circuits and control circuits.

**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 solenoid state systems. Includes troubleshooting and adjustment.

**AC 68**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: AC 60, AC 63, AC 65, AC 67A.

#### **SYSTEMS DESIGN**

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

**AC 69**  
1 Unit  
Lecture: 1 hour  
Prerequisite: AC 60

#### **COST ESTIMATION FOR AIR CONDITIONING**

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

## **AUTOMOTIVE AND POWER**

**Auto 11 CSUC**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 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.

**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 and justing 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, troubleshooting, 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, writs 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.
- 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.
- Auto 67**  
2 Units  
Lecture: 2 hours  
Prerequisite: Experience in the field or equivalent coursework.
- EMISSION CONTROL LICENSE PREPARATION**  
Study of emission control systems and state regulations dealing with licensing installers.
- Auto 68**  
1 Unit  
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.
- Auto 69**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None
- 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.
- Auto 71**  
1 Unit  
Laboratory: 3 hours  
Prerequisite: Enrollment in at least 2 automotive courses.
- AUTOMOTIVE LABORATORY I**  
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. May be repeated for credit.

**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

**Auto 78**

1 Unit

Lecture: 1 hour

Laboratory: 2 hours

Prerequisite: None

**DOMESTIC APPLIANCE REPAIR****DAR 50**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: None

**DAR 51**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: DAR I

**ELECTRONICS****Elec 1 CSUC**

3 Units

Lecture: 3 hours

Laboratory: 1 hour

Prerequisite: Math 1B, Physics 4B, or Elec 41, 42 or equivalent.

**Elec 30 CSUC**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: None

**AUTOMOTIVE LABORATORY II**

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. May be repeated for credit.

**AUTOMOTIVE LABORATORY III**

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. May be repeated for credit.

**AUTOMOTIVE LABORATORY IV**

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. May be repeated for credit.

**AUTOMOTIVE MECHANICS FOR CONSUMERS**

Course designed with the consumer in mind. Covers basic principles of 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).

**MOTORCYCLE REPAIR II**

Continuation of Motorcycle Repair I with expansion into engine repair and transmission work.

**DOMESTIC APPLIANCE REPAIR I**

Theory and practice of basic appliance components, functions, and systems. Covers most major domestic appliances, not including heating, conditioning or refrigeration. Basic troubleshooting and component placement.

**DOMESTIC APPLIANCE REPAIR II**

Theory and practice of major appliances, heating, air conditioning and refrigeration. Accessories such as ice makers, self-cleaning ovens, automatic control circuits, troubleshooting and repair procedures.

**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, tuning circuits, motors, generators, vacuum tubes, transistors, and basic radio principles. A first course in electricity and electronics designed for non-electrical student.

**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.

**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.

**Elec 42 CSUC**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Electronics 41. Trigonometry recommended.

**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.

**Elec 43 CSUC**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Electronics 42

**ELECTRONIC CIRCUIT ANALYSIS III (FUNDAMENTALS OF ELECTRONICS)**

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.

**Elec 44 CSUC**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Electronics 43

**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 troubleshooting 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.

**Elec 53A**

3 Units

Lecture: 3 hours

Prerequisite: None

**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

**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.

**Elec 54 CSUC**

4 Units  
 Lecture: 3 hours  
 Laboratory: 3 hours  
 Prerequisite: Electronics 43

**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.

**Elec 55**

4 Units  
 Lecture: 3 hours  
 Laboratory: 3 hours  
 Prerequisite: Electronics 54

**SPECIAL ELECTRONIC CIRCUITS**

Examines principles and circuits employed in broadcasting and closed circuit television systems. The circuits investigated feature solid state equipment. Treats basic principles of monochrome and color cameras and receivers. Includes basic television systems, scanning systems, synchronizing generators, encoders, switching systems, and video tape recording principles.

**Elec 56A**

1 Unit  
 Lecture: 1 hour  
 Laboratory: 1 hour  
 Prerequisite: Arithmetic capability

**AMATEUR (HAM) RADIO I**

Investigates the overall area of amateur radio in terms of logic, laws, and licensing. Also includes technical presentations covering electronic theory and applications in specialized concepts of DC and AC current, semi-conductors, power supplies, tubes, transistors, audio amplifier transducers, and microphones as each applies to amateur radio.

**Elec 56B**

1 Unit  
 Lecture: 1 hour  
 Laboratory: 1 hour  
 Prerequisite: Electronics 56A or equivalent.

**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.

**Elec 60**

2 Units  
 Lecture: 2 hours  
 Prerequisite: None

**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.

**Elec 80**

2 Units  
 Lecture: 2 hours  
 Prerequisite: Experience in the field recommended.

**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.

**Elec 81**

2 Units  
 Lecture: 2 hours  
 Prerequisite: Electronics 80

**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.

**ENERGY RESOURCES****EnRe 60**

3 Units  
 Lecture: 2 hours  
 Laboratory: 3 hours  
 Prerequisite: Arch 13 or permission of the instructor.

**SOLAR ENERGY TECH I**

A technical course on the applications of solar energy, specifically building design. The course will provide knowledge into the construction and applications of solar energy devices, such as flat plate collectors, parabolic heaters, parabolic reflectors, and south facing windows. The path of the sun throughout the day and the year, the heating and cooling requirements of houses, the efficiency, application, installation and cost of various available solar energy devices will be taught.

**EnRe 61**

3 Units  
 Lecture: 2 hours  
 Laboratory: 3 hours  
 Prerequisite: EnRe 60 and Arch 13 or permission of the instructor.

**SOLAR ENERGY TECH II**

Designed to demonstrate the practicality of solar energy for use in heating water, air or other mediums and reuse of these mediums. Course will explore methods, designs and installations of solar energy systems as well as maintenance and service of these systems.

## 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.

Engr 4 CSUC, UC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

Engr 11 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Physics  
4A

Engr 12 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisites: Chem-  
istry 1A, Physics 4A

## GENERAL

TGen 10 CSUC  
2 Units  
Lecture: 2 hours  
Prerequisite: None

## INDUSTRIAL DRAFTING

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

Dra 2 CSUC  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours  
Prerequisite: Drafting  
1

Dra 10 CSUC  
1 Unit  
Lecture: ½ hour  
Laboratory: 1 and ½  
hours  
Prerequisite: Elec-  
tronics 42

## 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.

## DESCRIPTIVE GEOMETRY

Solution of drafting problems by graphical methods; space relationships of points, lines, planes, and solids. Includes developments, intersections, vector diagrams and force systems.

## 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.

## 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.

## 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.

## 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.

## 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.

## 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.

**Dra 52**  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours  
Prerequisite: Drafting 51

**Dra 53**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

## **INDUSTRIAL SUPERVISION**

**Sup 70**  
2 Units  
Lecture: 2 hours  
Prerequisite: None

**Sup 71**  
2 Units  
Lecture: 2 hours  
Prerequisite: None

**Sup 81 CSUC**  
2 Units  
Lecture: 2 hours  
Prerequisite: None

**Sup 82**  
2 Units  
Lecture: 2 hours  
Prerequisite: None

**Sup 83**  
2 Units  
Lecture: 2 hours  
Prerequisite: None

**Sup 84**  
2 Units  
Lecture: 2 hours  
Prerequisite: None

**Sup 91**  
2 Units  
Lecture: 2 hours  
Prerequisite: None

**Sup 92**  
2 Units  
Lecture: 2 hours  
Prerequisite: None

**MECHANISMS**  
Advanced study of mechanical motion involving cams, gears, racks, and linkages; oblique triangle trigonometry solutions pertaining to above.

**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.

**MACHINE BLUEPRINT READING**  
Reading and interpretation of working prints. Includes view representations, meaning of dimensions, tolerancing, symbology, and surface quality.

**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.

**SAFETY MANAGEMENT**  
Basic principles of accident prevention operating and implementing safety programs under Occupational Safety and Health Act (OSHA).

**QUALITY CONTROL**  
Meaning of quality control. Techniques involved in the application of quality control to the various departments in modern industrial organizations.

**INDUSTRIAL PURCHASING**  
Methods and techniques used in procurement of materials, products, and supplies in industry.

**DEVELOPING EMPLOYEES THROUGH TRAINING**  
Methods involved in the introduction of employees to training and evaluating their progress in it. Techniques of on-the-job instruction. Apprenticeship, technical training, management development, and the use of consultants and advisory committees.

**JOB ANALYSIS FOR WAGE ADMINISTRATION**  
Analysis of job descriptions, specifications, evaluation, and classification. Local, State and Federal regulations concerning industrial wages.

**ELEMENTS OF SUPERVISION**  
Basic course covering the responsibilities of the industrial supervisor. Major topics include organization, public relations, human relations, training, management-employee relations, production control and promotion practices.

**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

Sup 94  
2 Units  
Lecture: 2 hours  
Prerequisite: None

Sup 95  
2 Units  
Lecture: 2 hours  
Prerequisite: Sup 94

Sup 96  
2 Units  
Lecture: 2 hours  
Prerequisite: None

Sup 97 CSUC  
2 Units  
Lecture: 2 hours  
Prerequisite: None

Sup 98 CSUC  
2 Units  
Lecture: 2 hours  
Prerequisite: None

Sup 99  
2 Units  
Lecture: 2 hours  
Prerequisite: None

## **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 or equivalent with a minimum grade of C.

Math 1B CSUC, UC  
4 Units  
Lecture: 4 hours  
Prerequisite: Math 1A with a minimum grade of C.

Math 2A CSUC, UC  
4 Units  
Lecture: 4 hours  
Prerequisite: Math 1B with a minimum grade of C.

Math 2C CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Math 2A with a minimum grade of C.

## **HUMAN RELATIONS**

Study of personnel relations as affected by the application of basic psychological techniques. Emphasis on employer-employee relationships.

## **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.

## **COMMUNICATION II FOR SUPERVISORS**

Continuation of Industrial Supervision 94.

## **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.

## **INDUSTRIAL ORGANIZATION PATTERNS AND MANAGEMENT**

Study of the establishment of lines of authority, departmental functions, local policies, general procedures and regulations.

## **WORK SIMPLIFICATION**

Discussion of methods of improving job procedures and techniques.

## **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.

## **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.

## **CALCULUS WITH ANALYTIC GEOMETRY**

Transcendental functions, methods of integration, improper integrals, conic section, hyperbolic functions, polar coordinates, vectors, and parametric equations.

## **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.

## **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.

**Math 4 CSUC, UC**  
3 Units  
Lecture: 3 hours  
Prerequisite: Knowledge of Elementary Algebra recommended.

**Math 5 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisites: Plane Geometry and 1½ years of High School Algebra or Math 51.

**Math 6 CSUC, UC**  
3 Units  
Lecture: 3 hours  
Prerequisites: Math 5, Math 10

**Math 10 CSUC, UC**  
3 Units  
Lecture: 3 hours  
Prerequisite: 1½ years of High School Algebra.

**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.

### **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.

### **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.

### **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.

### **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.

### **COLLEGE ALGEBRA**

Course includes exponents, determinants, inequalities, complex numbers, theory of equations, permutations, combinations, and probability.

### **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.

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

## **METALS**

Mtl 21 CSUC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

Mtl 26 CSUC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

Mtl 27 CSUC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

## **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.

## **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.

## **HOT METALS FABRICATION PROCESSES**

*Forging, patternmaking, foundry, heat treating, and metals testing.* Study of metals and alloys and their properties.

## **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

**PLAN CHECKING 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  
Prerequisites: 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

### **UP 42A,B,C**

1-1-1 Unit

Laboratory: 3 hours

Prerequisite: UP 42

### **Up 50A,B**

6-6 Units

Lecture: 4 hours

Laboratory: 8 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.

### **UPHOLSTERY PRACTICE**

Designed for the student who wishes to obtain additional practical experience and to develop further manipulative skills in upholstery.

### **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 formulæ 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

Prerequisites: 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

### **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.

**Weld 69 CSUC**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

**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: 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: 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: 3 hours  
Prerequisite: None

**FIRE TACTICS AND STRATEGY**  
Principles of fire control through the utilization of manual 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

**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.

**FS 60 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None

**FIRE COMPANY ORGANIZATION AND MANAGEMENT**  
Review of fire department organization, fire company organization, the company officer, personnel administration, communications, fire equipment, maintenance, training, fire prevention, fire fighting, company fire fighting capability, records and reports. Field trips may be required.

<p><b>FS 61 CSUC</b> 3 Units Lecture: 3 hours Prerequisite: FS 51</p>	<p><b>FIRE APPARATUS AND EQUIPMENT</b> Driving laws, driving techniques, construction and operations of pumping, engines, ladder trucks, aerial platforms, specialized equipment, and apparatus maintenance.</p>
<p><b>FS 62 CSUC</b> 3 Units Lecture: 3 hours Prerequisite: FS 51</p>	<p><b>RESCUE PRACTICES</b> 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.</p>
<p><b>FS 63A CSUC</b> 1 Unit Lecture: 1 hour Prerequisite: None</p>	<p><b>FIRE SERVICE PRINCIPLES AND PROCEDURES I</b> 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.</p>
<p><b>FS 63B CSUC</b> 1 Unit Lecture: 1 hour Prerequisites: FS 63A</p>	<p><b>FIRE SERVICE PRINCIPLES AND PROCEDURES II</b> An 18-hour course designed to develop a fundamental knowledge of fire ground operations, an appreciation for comprehensive training and the ability to lay hose with apparatus, to perform above-ground evolutions, and salvage operations.</p>
<p><b>FS 63C CSUC</b> 1 Unit Lecture: 1 hour Prerequisites: FS 63A &amp; 63B</p>	<p><b>FIRE SERVICE PRINCIPLES AND PROCEDURES III</b> 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.</p>
<p><b>FS 63D CSUC</b> 1 Unit Lecture: 1 hour Prerequisites: FS 63A,B,C</p>	<p><b>FIRE SERVICE PRINCIPLES AND PROCEDURES IV</b> 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.</p>
<p><b>FS 63E CSUC</b> 1 Unit Lecture: 1 hour Prerequisites: FS 63A,B,C,D</p>	<p><b>FIRE SERVICE PRINCIPLES AND PROCEDURES IV (DRIVE TRAINING)</b> 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.</p>
<p><b>FS 64A CSUC</b> 1 Unit Lecture: 1 hour Prerequisite: None</p>	<p><b>FIRE CONTROL I</b> 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.</p>
<p><b>FS 64B CSUC</b> 1 Unit Lecture: 1 hour Prerequisite: FS 64A</p>	<p><b>FIRE CONTROL II</b> Continuation of Fire Control I. An 18-hour course designed to develop a knowledge of fire strategy.</p>
<p><b>FS 65A CSUC</b> 1 Unit Lecture: 1 hour Prerequisites: FS 64A &amp; B</p>	<p><b>PUMP OPERATION I</b> 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.</p>
<p><b>FS 66 CSUC</b> 3 Units Lecture: 3 hours Prerequisites: FS 53 &amp; 57</p>	<p><b>ARSON INVESTIGATION</b> Introduction to arson and incendiarism, arson laws, and types of incendiary fires. Methods of determining fire cause, recognizing and preserving evidence, interviewing and detaining witnesses. Procedures in handling juveniles, court procedures and giving court testimony.</p>

- FS 67**  
2 Units  
Lecture: 2 hours  
Prerequisites: Current employment in fire protection and recommendation of employer.
- 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.
- FS 68**  
2 Units  
Lecture: 2 hours  
Prerequisites: Current employment in fire protection and recommendation of employer.
- 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.
- FS 69**  
2 Units  
Lecture: 2 hours  
Prerequisites: Current employment in fire protection and recommendation of employer.
- 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.
- FS 70**  
2 Units  
Lecture: 2 hours  
Prerequisites: Current employment in fire protection and recommendation of employer.
- 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 an inspection program.
- FS 71**  
2 Units  
Lecture: 2 hours  
Prerequisites: Current employment in fire protection and recommendation of employer.
- 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.
- FS 72 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None
- 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.
- FS 73 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: ES 1A or Eng 3A or Eng 50.
- 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.
- FS 74 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None
- 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.

**FS 75 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None

**FS 76 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None

**FS 77 CSUC**  
2 Units  
Lecture: 2 hours  
Prerequisite: None

**FS 78 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None

**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.

**FS 87**  
3 Units  
Lecture: 3 hours  
Prerequisite: None

**WILD LAND FIRE CONTROL I**  
A course designed to provide the employed Fire Fighter or Fire Scientist Major with a fundamental knowledge of the factors affecting wild land fire prevention, fire behavior, and control techniques.

**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.

**FIRE SERVICE INSTRUCTOR TRAINING**  
This course provides a variety of methods and techniques for volunteer fire fighters and fire service personnel. The content will enable them to select, develop, and organize material for in-service program.

**FUNDAMENTALS OF PERSONAL FIRE SAFETY AND EMERGENCY CARE**  
This course is designed to provide basic skills in assessing fire danger, 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" (Exercises 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.

**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.

**AIRCRAFT CRASH AND RESCUE**  
This course will cover the basics in regard to the history and development of aircraft fire protection, aircraft types, engines and systems, specialized fire fighting and rescue apparatus, protective clothing, extinguishing agents, armament and explosive cargo, nuclear weapons, aircraft fire and rescue communications, pre-incident planning, airfield operations, familiarization of airport and surrounding areas, fire department training, fire prevention during fueling operations, aircraft fire fighting and rescue procedures, types of aircraft incidents, fighting aircraft fires and post incident operations.

## FOREIGN LANGUAGES

### FRENCH

**Fr 1 CSUC, UC**  
5 Units  
Lecture: 5 hours  
Laboratory: 1 hour, to be arranged.  
Prerequisite: None

**Fr 1A CSUC, UC**  
3 Units  
Lecture: 3 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.

**ELEMENTARY FRENCH**  
Exactly the same course as Elementary French 1, with the exception that correspondingly less materials are covered; French 1A is the equivalent of approximately the first half of the semester's work in French 1.

Fr 1B CSUC, UC

3 Units

Lecture: 3 hours

Laboratory: 1 hour to be arranged

Prerequisite: French 1A or equivalent.

ELEMENTARY FRENCH

Exactly the same course as Elementary French 1, with the exception that correspondingly less materials are covered; French 1B is the equivalent of approximately the second half of the semester's work of French 1.

Fr 2 CSUC, UC

5 Units

Lecture: 5 hours

Laboratory: 1 hour, to be arranged.

Prerequisites: 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.

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.

Fr 39 CSUC, UC

3 Units

Lecture: 3 hours

Prerequisite: Enrolled in or eligible for English 1A or 1B.

FOREIGN LITERATURE IN TRANSLATION: FRENCH

Introductory course is designed to capture and to challenge the student to examine some of the concerns of modern people 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. May be taken for credit only once.

Fr 71A,B,C,D CSUC  
3-3-3-3 Units  
Lecture: 3 hours  
Prerequisite: None  
for 71A only.

Fr 81A,B,C,D  
2-2-2-2 Units  
Lecture: 1 and ½  
hours  
Laboratory: 1 and ½  
hours  
Prerequisite: None  
for 81A only.

## 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.

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  
for 71A only.

## BASIC SPOKEN FRENCH

A course directed to the student who is interested in learning French for personal and intellectual enrichment, in order to converse on general topics with other French-speaking people. Emphasis is on conversational structures, pronunciation, and vocabulary development, focusing on practical, situational, cultural and recreational activities; i.e., traveling, lodging, dining, etc.

## 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. Audiovisual 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.

## INTERMEDIATE GERMAN

Continuation of German 3.

## 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.

## ITALIAN

### Ital 1 CSUC, UC

5 Units

Lecture: 5 hours

Laboratory: 1 hour, to be arranged.

Prerequisite: None

### Ital 1A CSUC, UC

3 Units

Lecture: 3 hours

Laboratory: 1 hour to be arranged.

Prerequisite: None

### Ital 1B CSUC, UC

3 Units

Lecture: 3 hours

Laboratory: 1 hour to be arranged.

Prerequisite: Italian 1A or equivalent.

### 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

### ELEMENTARY ITALIAN

Essentials of Italian speech, grammatical structure and pronunciation, oral practice, exercises in composition, readings on Italian culture and civilization.

### ELEMENTARY ITALIAN

Exactly the same course as Elementary Italian 1, with the exception that correspondingly less materials are covered; Italian 1A is the equivalent of approximately the first half of the semester's work of Italian 1.

### ELEMENTARY ITALIAN

Exactly the same course as Elementary Italian 1, with the exception that correspondingly less materials are covered; Italian 1B is the equivalent of approximately the second half of the semester's work of Italian 1.

### 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.

Ital 71A,B,C,D CSUC  
3-3-3-3 Units  
Lecture: 3 hours  
Prerequisite: None  
for 71A only.

#### BASIC SPOKEN ITALIAN

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 Italian for avocational and vocational objectives.

Ital 81A,B,C,D

2-2-2-2 Units  
Lecture: 1½ hours  
Laboratory: 1½ hours  
Prerequisite: None  
for 81A only.

#### 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. Audiovisual aids will illustrate the highlights of the country. No textbook required.

## RUSSIAN

Rus 1 CSUC, UC  
5 Units

Lecture: 5 hours  
Laboratory: 1 hour, to  
be arranged.  
Prerequisite: None

#### 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.

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.

#### ELEMENTARY RUSSIAN

Continuation of Russian 1.

Rus 71A,B,C,D CSUC  
3-3-3-3 Units

Lecture: 3 hours  
Prerequisite: None  
for 71A only.

#### BASIC SPOKEN RUSSIAN

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.

## SPANISH

Span 1 CSUC, UC  
5 Units

Lecture: 5 hours  
Laboratory: 1 hour, to  
be arranged.  
Prerequisite: None

#### 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.

Span 1A CSUC, UC  
3 Units

Lecture: 3 hours  
Laboratory: 1 hour to  
be arranged.  
Prerequisite: None

#### ELEMENTARY SPANISH

Exactly the same course as Elementary Spanish 1 with the exception that correspondingly less materials are covered; Spanish 1A is the equivalent of approximately the first half of the semester's work in Spanish 1.

Span 1B CSUC, UC  
3 Units

Lecture: 3 hours  
Laboratory: 1 hour to  
be arranged.  
Prerequisite: Span 1A  
or equivalent.

#### ELEMENTARY SPANISH

Exactly the same course as Elementary Spanish 1 with the exception that correspondingly less materials are covered; Spanish 1B is the equivalent of approximately the second half of the semester's work in Spanish 1.

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.

**ELEMENTARY SPANISH**  
Continuation of Spanish 1.

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.

**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.

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.

**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: Span  
50A for Span 50B or  
equivalent

Span 51A,B CSUC  
3-3 Units  
Lecture: 3 hours  
Prerequisite: Span  
50A and 50B or  
equivalent.

Span 71A,B,C,D CSUC  
3-3-3-3 Units  
Lecture: 3 hours  
Prerequisite: None  
for 71A only.

Span 81A,B,C,D  
2-2-2-2 Units  
Lecture: 1½ hours  
Laboratory: 1½ hours  
Prerequisite: None  
for 81A only.

#### SPANISH FOR THE ALLIED MEDICAL PROFESSIONS

This course concentrates 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 suit the particular needs of the individual students and will be reinforced by practical field trips. May be taken for credit only once.

#### ADVANCED SPANISH FOR THE ALLIED MEDICAL PROFESSIONS

Concentration on universal structures and vocabulary skills common required for advanced linguistic proficiency focusing on the needs of the medical professions; translations of medical terms; advanced conversational 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.

#### 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.

#### 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 recreation 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, and related skills. Fall semester: football, basketball, soccer, and volleyball.

**PE 2B CSUC, UC**

2 Units  
Lecture: 2 hours  
Prerequisite: None

**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 counseling students into classes they should take to improve their competencies.

**PE 5A CSUC, UC**

3 Units  
Lecture: 3 hours  
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  
Laboratory: 3 hours  
Prerequisite: Good swimming ability.

**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.

**PE 24 CSUC, UC**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Red Cross Senior Life Saving 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.

**PE 25 CSUC, UC**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Student must demonstrate proficient abilities in basic watermanship.

**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.

**PE 26A,B,C,D CSUC, UC**

2-2-2-2 Units  
Laboratory: 10 hours plus performances  
Prerequisite: None

**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****RE 1 CSUC, UC**

2 Units  
Lecture: 2 hours  
Prerequisite: None

**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.

RE 2A,B,C,D CSUC, UC  
1-1 Unit RE A,C  
Laboratory: 75 hours  
per semester  
2-2 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

### **ACTIVITIES (Each activity class may be repeated once)**

PE 40A,B,C CSUC, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None

PE 43A,B,C CSUC, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None

PE 44A,B,C CSUC, UC  
1-1-1 Unit  
Lecture: ½ Hour  
Laboratory 1½ hours  
Prerequisite: None

PE 45A,B,C CSUC, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None

PE 46A,B,C CSUC, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None

PE 50A,B,C CSUC, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: A light-  
weight, multi-speed  
bicycle.

PE 52A,B,C CSUC, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None

### **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 and girl'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; map and compass; hiking techniques.

### **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.

### **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, strategies 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.

- PE 53A,B,C CSUC, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None
- DANCE MODERN (Jazz)**  
Beginning, intermediate and advanced modern dance (jazz). Basic techniques and simple choreography forms for the improvement of body mechanics and coordination.
- PE 54A,B,C CSUC, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None
- 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.
- PE 55A,B,C CSUC UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None
- DANCE, TAP**  
Beginning, intermediate and advanced tap dance. Basic tap dance steps and simple choreography forms for the improvement of coordination.
- PE 57A,B,C CSUC, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None
- 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.
- PE 58A,B,C CSUC, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None
- 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.
- PE 59A,B,C CSUC, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None
- FLEXIBILITY AND AGILITY**  
Beginning, intermediate and advanced flexibility and agility. This class provides and encourages fitness and neuro-muscular development, increases the flexibility and quickness of those involved or participating in competitive sports, thus improving performance and reducing injuries.
- PE 62A,B,C CSUC, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory 1½ hours  
Prerequisite: None
- GOLF**  
Beginning, intermediate, and advanced golf. Instruction and practice in the skills and strategies of this sport.
- PE 65A,B,C,D CSUC,  
UC  
1-1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None
- HANDICAPPED ACTIVITY**  
Designed to meet the changing activity needs and desires of handicapped students.
- PE 66A,B,C,D CSUC,  
UC  
1-1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: Must be physically handicapped.
- HANDICAPPED AQUATIC ACTIVITY**  
This course meets in the four foot pool allowing the students to stand while exercising and learning swimming skills. A pool lift is available for wheelchair students.
- PE 68A,B,C CSUC, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None
- 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.

**PE 71A,B,C CSUC, UC**

1-1-1 Unit

Lecture: 1½ hours

Laboratory: ½ hour

Prerequisite: None

**PE 73 CSUC, UC**

1 Unit

Lecture: ½ hour

Laboratory: 1½ hours

Prerequisite: Must be enrolled in Nursing Program.

**PE 74A,B,C CSUC, UC**

1-1-1 Unit

Lecture: ½ hour

Laboratory: 1½ hours

Prerequisite: None

**PE 77A,B,C CSUC, UC**

1-1-1 Unit

Lecture: ½ hour

Laboratory: 1½ hours

Prerequisite: None

**PE 78A,B,C CSUC, UC**

1-1-1 Unit

Lecture: ½ hour

Laboratory: 1½ hours

Prerequisite: None

**PE 79A,B,C CSUC, UC**

1-1-1 Unit

Lecture: ½ hour

Laboratory: 1½ hours

Prerequisite: None

**PE80A,B,C CSUC, UC**

1-1-1 Unit

Lecture: ½ hour

Laboratory: 1½ hours

Prerequisite: None

**PE 81A,B,C CSUC, UC**

1-1-1 Unit

Lecture: ½ hour

Laboratory: 1½ hours

Prerequisite: Ability to swim.

**PE 82A,B,C CSUC, UC**

1-1-1 Unit

Lecture: ½ hour

Laboratory: 1½ hours

Prerequisite: Beginning-None  
Intermediate  
Elementary Skills  
Advanced  
Intermediate Skills

**PE 83A,B,C CSUC, UC**

1-1-1 Unit

Lecture: ½ hour

Laboratory: 1½ hours

Prerequisite: None

**RAPE PREVENTION 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 precautionary measures 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 self-defense/karate. Self-defense/karate emphasizes 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.

**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.

PE 86A,B,C CSUC, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None

PE 87A,B,C CSUC, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None

PE 88A,B,C CSUC, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None

PE 91A,B,C CSUC, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None

PE 93 A,B,C CSUC UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None

PE 94 A,B,C CSUC UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: Moderate swimming ability

PE 96A,B,C CSUC UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None

PE 97A,B,C CSUC, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None

## **VARSITY SPORTS**

VS 11A,B CSUC, UC  
2-2 Units  
10 hours plus games  
Prerequisite: Tryouts

VS 14A,B,C,D CSUC,  
UC  
1-1-1-1 Unit  
10 hours plus games  
Prerequisite: Tryouts

VS 15A,B CSUC, UC  
2-2 Units  
10 hours plus games  
Prerequisite: Tryouts

### **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. Instruction in the use of the parallel bars, horizontal bar, pommel horse, balance beam and tumbling, valuting 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 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.

VS 22A,B CSUC, UC  
2-2 Units  
10 hours plus meets  
Prerequisite: Tryouts

VS 23A,B CSUC, UC  
2-2 Units  
10 hours plus meets  
Prerequisite: Tryouts

VS 33A,B CSUC, UC  
2-2 Units  
10 hours plus games  
Prerequisites: Tryouts

VS 40A,B CSUC, UC  
2-2 Units  
10 hours plus  
matches  
Prerequisites: Tryouts

VS 53A,B CSUC, UC  
2-2 Units  
10 hours plus games  
Prerequisite: Tryouts

VS 57A,B CSUC, UC  
2-2 Units  
10 hours plus games  
Prerequisite: Tryouts

VS 64A,B CSUC, UC  
2-2 Units  
10 hours plus  
matches  
Prerequisites: Tryouts

VS 65A,B CSUC, UC  
2-2 Units  
10 hours plus  
matches  
Prerequisites: Tryouts

VS 68A,B CSUC, UC  
2-2 Units  
10 hours plus meets  
Prerequisites: Tryouts

VS 74A,B CSUC, UC  
2-2 Units  
10 hours plus  
matches  
Prerequisite: Tryouts

**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 AND FIELD (M & W)**  
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

**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 resources through planned use of these resources for present living and future security.

HEc 2  
2 Units  
Lecture: 1½ hours  
Laboratory: 1½ 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: 1½ hours  
Laboratory: 1½ 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: 1½ hours  
Laboratory: 1½ hours  
Prerequisite: None
- PERSONAL IMPROVEMENT**  
Complete course in personality development, wardrobe planning, make-up, 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; 1½ hours  
Laboratory: 1½ 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, 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
- FOODS AND NUTRITION**  
Principles of human nutrition. Methods of selecting, storing, preparing, and serving foods.
- HEc 12 CSUC, UC**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: HEc 11.
- 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.
- HEc 13 CSUC, UC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None
- 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.
- HEc 14**  
2 Units  
Lecture: 2 hours  
Prerequisite: None
- THERAPEUTIC 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.

**HEc 15**

2 Units

Lecture: 1½ hours

Laboratory: 1½ hours

Prerequisite: None

**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.

**HEc 16**

2 Units

Lecture: 1½ hours

Laboratory: 1½ hours

**FAMILY NUTRITION AND MENU PLANNING**

Planning and preparing menus to meet individual and family nutritional needs from infancy to older adults. The class will include: principles of nutrition, food purchasing, time saving methods of preparation and a look at the consumer protection agencies.

**HEc 17**

2 Units

Lecture: 1½ hours

Laboratory: 1½ hours

Prerequisite: None

**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.

**HEc 18 CSUC, UC**

2 Units

Lecture: 1½ hours

Laboratory: 1½ hours

Prerequisite: None

**HEALTH FOOD COOKING**

Designed to review basic nutrition, preparation of foods from natural ingredients, consumer awareness of health food quackery; to give student experience in preparing "complete" proteins from legumes, nuts, grains, and dairy products. Included is special unit on nutritious snacks and beverages.

**HEc 19A**

2 Units

Lecture: 1½ hours

Laboratory: 1½ hours

Prerequisite: None

**INTERNATIONAL GOURMET COOKING I**

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.

**HEc 19B**

2 Units

Lecture: 1½ hours

Laboratory: 1½ hours

Prerequisite: None

**INTERNATIONAL GOURMET COOKING II**

An overview of representative gourmet cuisine including preparations of full-course menus from countries around the world. Menus will be typical of the countries studied with emphasis on American adoption, preparation techniques, nutritional soundness and aesthetic presentation.

**HEc 20**

2 Units

Lecture: 1½ hours

Laboratory: 1½ hours

**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.

**TEXTILE AND CLOTHING****HETC 1A,B,C,D CSUC, UC**

2-2-2-2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

**CLOTHING CONSTRUCTION I**

Basic construction techniques as applied to the individual garments with emphasis on design quality and construction compatibility. Includes evaluation of equipment and sewing notions. (Only two units can be applied toward an A.A. Degree. CSUC & UC are acceptable to 1A only.)

**HETC 2A,B,C,D CSUC, UC**

2-2-2-2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

**CLOTHING CONSTRUCTION II**

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. (Only two units can be applied toward an A.A. Degree. CSUC & UC are acceptable to 1A only.)

**HETC 3A,B,C,D CSUC, UC**

2-2-2-2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

**CLOTHING CONSTRUCTION III**

Comparative study and investigation of fabrics and designs. Construction of garments utilizing basic principles and couture techniques in construction, including some elementary flat patterns. Only two units can be applied toward an A.A. Degree. CSUC & UC are acceptable to 1A only.

- HETC 6**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None
- 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 top-stitching. Pockets and buttonholes are emphasized.
- HETC 10**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None
- 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 development through the media of flat pattern.
- HETC 11**  
2 Units  
Lecture: 1 hours  
Laboratory: 3 hours  
Prerequisite: None
- 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.
- HETC 13**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None
- FASHION DESIGN: READY-TO-WEAR**  
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.
- HETC 14**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None
- FASHION DESIGN: DESIGNER**  
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.
- HETC 15**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None
- FASHION DESIGN: MEN'S CLOTHING**  
Selecting, styling and constructing clothing for men and boys in knit and woven fabrics. Experience in analyzing and selecting ready-made clothing.
- HETC 16**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None
- FASHION DESIGN: CHILDREN'S CLOTHING**  
Selecting, styling and constructing clothing for children in knit and woven fabrics. Experience in analyzing and selecting ready-made clothing.
- HETC 20**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None
- SEWING ON SPECIAL FABRICS: KNITS**  
Selecting, styling and constructing clothing appropriate for women and girls in knit fabrics. Quick and easy methods of making clothing are stressed.
- HETC 21**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None
- SEWING ON SPECIAL FABRICS: I**  
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.
- HETC 22**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None
- SEWING ON SPECIAL FABRICS: II**  
Continuations of the comparative study and investigation of unusual fabrics, evaluation of the special sewing techniques required by the fabric.
- HETC 30 CSUC, UC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None
- HISTORIC COSTUME**  
Development of costume from ancient to modern times, with consideration of historic, social and economic settings.

**HETC 31 CSUC**  
2 Units  
Lecture: 2 hours  
Prerequisite: None

**HETC 32**  
2 Units  
Lecture: 2 hours  
Prerequisite: None

**HETC 33 CSUC, UC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None

**HETC 51**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

**HETC 52**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

**HETC 53**  
2 Units  
Lecture: 1½ hours  
Laboratory: 1½ hours  
Prerequisite: None

**HETC 54**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

**HETC 55**  
2 Units  
Lecture: 1½ hours  
Laboratory: 1½ hours  
Prerequisite: None

**HETC 56**  
1 Unit  
Laboratory: 3 hours  
Prerequisite: None

## **INTERIOR DESIGN**

**HEID 1 CSUC, UC**  
4 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisite: None

**HEID 2 CSUC, UC**  
4 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisite: HEID 1

## **FASHION-CLOTHING AND SOCIETY**

Social, economic and psychological forces which underlie fashion and affect both the consumer and the clothing market are studied. Aesthetic, personal and managerial factors applied to the selection of clothing for individuals and family members are covered.

## **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.

## **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.

## **ALTERATIONS**

Methods and practice in solving alteration problems of ready-to-wear clothing for customer satisfaction.

## **BASIC PATTERN DEVELOPMENT**

Adjustment of a basic commercial pattern: blouse, skirt, pants, and its construction through individual measuring techniques.

## **FASHION ILLUSTRATION**

Instructions in methods of fashion sketching through the study of body proportions and detail.

## **SLIPCOVERS, DRAPERIES AND CURTAINS**

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. The course also includes 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.

## **BASICS FOR THE BEGINNING SEWER**

Basic information for the student who has had limited, if any, sewing experience. The skills needed to complete a garment, evaluate and use equipment, sewing notions and the sewing machine, are stressed.

## **SEWING WITH TODAY'S FABRICS**

Pattern development and selection, sewing, and fitting techniques for stretch knits and other new fabrics.

## **DESIGN OF INTERIORS I**

Design of interior environments; emphasizing interrelationships between interior space, architectural form and human factors in design.

## **DESIGN OF INTERIORS II**

Advanced interior design and space planning problems emphasizing relationships between the built environment and human factors in design.

HEID 26  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### HISTORY OF FURNITURE: FRENCH TO VICTORIAN

A survey course of the furniture styles, from French to Victorian times, dealing with concepts related to materials, design implications and historical significance.

HEID 30  
2 Units  
Lecture: 2 hours  
Prerequisite: None

#### BUSINESS PRACTICE FOR INTERIOR DESIGNERS

A practical course in the special problems peculiar to the interior design profession, including buying and credit. Working with the client, fees and fee structures.

HEID 51 CSUC  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: None

#### 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.

### 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 in 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: 1½ hours  
Laboratory: 1½ 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 tasting. 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, earth, animals, humans, plants, trees. 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 En-  
forcement 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 En-  
forcement 51;  
Field Trips may be  
required.

**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.

**LE 54 CSUC**

3 Units

Lecture: 3 hours

Prerequisite: Law En-  
forcement 51

**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.

**LE 55 CSUC**

3 Units

Lecture: 3 hours

Prerequisite: Law En-  
forcement 51;  
Field Trips may be  
required.

**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.

**LE 56 CSUC**

3 Units

Lecture: 3 hours

Prerequisite: Law En-  
forcement 51;  
Field trips may be  
required.

**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 processing of routine complaints, beat sector, zone, and post duties.

**LE 57 CSUC**

3 Units

Lecture: 3 hours

Prerequisite: Law En-  
forcement 51;  
Field trips may be  
required.

**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.

**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: 1½ hours

Laboratory: 1½ hours

Prerequisite: LE 51

**LE 60**1 Unit (9 week  
course)

Lecture: 1½ hours

Laboratory: 1½ hours

Prerequisite: LE 51

**LE 62**

1 Unit

Laboratory: 3 hours

Prerequisite: None

**LE 63 CSUC**

3 Units

Lecture: 3 hours

Prerequisite: None

**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

**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.

**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.

**LE 68 CSUC**

3 Units  
Lecture: 3 hours  
Prerequisite: None

**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.

**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.

**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.

**LE 70 CSUC**

3 Units  
Lecture: 3 hours  
Prerequisite: LE 51

**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.

**LE 71 CSUC**

3 Units  
Lecture: 3 hours  
Prerequisite: None

**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.

**LE 73 CSUC**

3 Units  
Lecture: 3 hours  
Prerequisite: Employment or service in an agency requiring Peace Officer Status.

**PEACE OFFICER ARREST AND FIREARMS**

Provides training required by 832 P.C. for peace officers, in Ethics, Law of Arrest, Search and Seizure, Methods of Arrest, and Firearms.

**LE 74**

2 Units  
Lecture: 2½ hours  
Prerequisite: LE 73

**PEACE OFFICERS RESERVE - MODULE B - LEVEL II**

Provides training required by Penal Code Section 832 for Reserve Peace Officers, in First Aid, CPR, role of the back-up officer, officers survival, weaponless defense, traffic control, crime scene procedures and communications.

**LE 77 CSUC**

3 Units  
Lecture: 3 hours  
Prerequisite: LE 52

**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.

## 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.

## LR 2

2 Units

Lecture: 2 hours

Prerequisite: Successful completion of LR 1 Reading Improvement.

## 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.

## LR 11

3 Units

Lecture: 3 hours

Prerequisite: None

## 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.

## LR 20

1 Unit

Lecture: 1 hour

Laboratory: 1 hour

## 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.

## LR 50

3 Units

Lecture: 3 hours

Laboratory: 2 hours

Prerequisite: None

## READING TECHNIQUES

A course designed for those students whose reading skills are below college level. Admittance on the basis of diagnostic test. Much emphasis placed upon vocabulary development, comprehension, and word analysis skills.

## LR 51A,B,C

1-1-1 Unit

Laboratory: 2 hours

Prerequisite: None

## 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.

## LR B

0 Units

Prerequisite: None

## 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 text used exclusively.

# MUSIC

Mus 1A,B,C,D CSUC,  
UC

3-3-3-3 Units

Lecture: 3 hours

Laboratory: 2 hours

Prerequisite: Concur-  
rent enrollment in  
2A,B,C,D

Mus 2A,B,C,D UC

2-2-2-2 Units

Lecture: 2 hours

Prerequisite: Concur-  
rent enrollment in  
1A,B,C,D.

Mus 3A,B CSUC, UC

3 Units

Lecture: 3 hours

Prerequisite: None

Mus 4 CSUC, UC

3 Units

Lecture: 3 hours

Prerequisite: Mus  
1A,B, 2A,B.

Mus 9 CSUC, UC

2 Units

Lecture: 2 hours

Prerequisite: None

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 15 CSUC, UC

2 Units

Lecture: 2 hours

Prerequisite: Mus 12  
or equivalent

## MUSICIANSHIP

Ear training, sight singing, dictation and keyboard harmony correlated with corresponding course 2A,B,C,D.

## HARMONY

The study of melodic and harmonic writing and figured bass realization. Models are drawn from 17th century literature through the chromatic harmony of late 19th century. Analysis of binary and ternary forms and song forms will be stressed, drawing from student repertoire whenever possible.

## HISTORY AND LITERATURE OF MUSIC

Designed for the music major who has completed one year of Music Theory. A chronological study of history and literature from the earliest times to the present day will be studied and representative readings and papers will be required.

## 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 nine-teenth 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 master-works 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 MUSIC THEORY

A study of chord voicing, simple chord progression and melodic structure. A strong emphasis will be placed upon sight singing, ear training and key-board proficiency.

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: 1 hour  
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

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.

#### 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 of trumpet, French horn, tuba, clarinet, oboe, bassoon, flute, and saxophone.

#### 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 "Troubadour" 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.

**Mus 29A,B,C,D CSUC,  
UC**

1-1-1-1 Units  
Laboratory: 4 hours  
Prerequisite: None

**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.

**Mus 30A,B,C,D CSUC,  
UC**

1-1-1-1 Units  
3 hours rehearsal  
each week.  
Prerequisite: None.

**MALE CHORUS**

The study and performance of music literature for male chorus, ensemble, and quartet. Occasional extra rehearsals and public performances required.

**Mus 31A,B,C,D CSUC,  
UC**

1-1-1-1 Units  
4 hours rehearsal  
each week.  
Prerequisite: None.

**COLLEGE ORCHESTRA**

The study and performance of concert orchestra literature. Participation in public performance required.

**Mus 32A,B,C,D CSUC,  
UC**

1-1-1-1 Units  
3 hours rehearsal  
each week.  
Prerequisite: None

**COLLEGE CHORUS**

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

**Mus 33A,B,C,D CSUC,  
UC**

1-1-1-1 Units  
4 hours rehearsal  
each week.  
Prerequisite: High  
school playing experi-  
ence.

**SYMPHONIC BAND**

Study and performance of standard literature for concert band; participation in public concerts and festivals required.

**Mus 34A,B,C,D CSUC,  
UC**

1-1-1-1 Units  
4 hours rehearsal  
each week.  
Prerequisite: Vocal  
reading ability.

**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 Unit  
4 hours rehearsal  
each week.  
Prerequisite: Ability  
to perform on one or  
more instruments.

**CHAMBER ENSEMBLE**

The development of musicianship through the performance of music in the popular and jazz medium. Public performance required.

**Mus 36A,B,C,D CSUC,  
UC**

2-2-2-2 Units  
Laboratory: 6 hours  
Prerequisite: Must  
take course in se-  
quence.

**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.

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: concu-  
rent 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

2-2-2-2 each course

Lecture: 2 hours

## 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 48 all CSUC & UC)

40 Harpsichord - 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 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

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,

2-2-2-2 Units

Lecture: 2 hours

Prerequisite: Basic  
knowledge of Har-  
mony

## ARRANGING

Scoring for vocal and instrumental groups of all types.

Mus 52A,B,C,D CSUC

2-2-2-2 Units

Lecture: 2 hours

Prerequisite: None

## CHURCH MUSIC

Study of the music of the church, its history and meaning, and practical application of this material in present-day church services.

**Mus 53 CSUC**

2 Units

Lecture: 2 hours

Prerequisite: None

**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.

**Mus 54 CSUC**

3 Units

Lecture: 3 hours

Prerequisite: None

**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.

**Mus 55 CSUC**

1 Unit

Lecture: 1 hour

Laboratory: 2 hours

Prerequisite: Enrollment in Mus 47A, B, C, D, or have completed some private instruction in voice.

**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.

**Mus 56 A,B,C,D**

1-1-1-1 Unit

Laboratory: 3 hours

Prerequisite: None

**COMMUNITY CHORUS-WOMEN**

The study and performance of works originally written and/or arranged for women's voices.

**Mus 57 A,B,C,D**

1-1-1-1 Unit

Laboratory: 3 hours

Prerequisite: None

**COMMUNITY CHORUS-MEN**

The study and performance of works originally written and/or arranged for men's voices.

**Mus 58A,B,C,D CSUC,  
UC**

1-1-1-1 Unit

4 hours rehearsal  
each week.

Prerequisite: Ability to perform on one or more instruments.

**BRASS ENSEMBLE**

The development of musicianship through the performance of music in the popular and jazz medium. Public performance required.

**Mus 59A,B,C,D CSUC,  
UC**

1-1-1-1 Unit

4 hours rehearsal  
each week.

Prerequisite: Ability to perform on one or more instruments.

**WOODWIND ENSEMBLE**

The development of musicianship through the performance of music in the popular and jazz medium. Public performance required.

**Mus 61A,B,C,D CSUC,**

2-2-2-2 Units

Lecture: 2 hours

Laboratory: 2 hours

Prerequisite: Audition.

**ACCOMPANYING**

The study and performance of keyboard accompaniments for instrumentalists, vocalists, and ensembles. Participation in rehearsals, recitals, juries, and concerts required.

**Mus 70 A,B**

2-2 Units

Lecture: 2 hours

Prerequisite: None

**INTRODUCTION TO COMMERCIAL MUSIC**

Introduction to the career opportunities related to music. Participants in the course will explore the many varied options available to the person interested in earning a living in some aspect of the music field. The course will consist of lectures, discussions, guest professional lecturers, field trips, readings and observation.

Mus 71A,B,C,D CSUC,  
UC

1-1-1-1 Unit  
4 hours rehearsal  
each week.  
Prerequisite: Ability  
to perform on one or  
more instruments.

Mus 80 A,B,C,D  
2-2-2-2 Units each  
course  
Lecture: 2-2-2-2  
hours each course  
Prerequisite:

Mus 99  
1 Unit  
Lecture: 1 hour  
Laboratory: 1 hour  
Prerequisite: Mus  
40A,B,C,D through  
48A,B,C,D.

#### JAZZ ENSEMBLE

The development of musicianship through the performance of music in the popular and jazz medium. Public performance required.

#### MUSIC PERFORMANCE

Designed to provide training for vocalist or instrumentalists who do not have a degree or for whom there is no requirement for transfer credit. Repertoire will be chosen from literature idiomatic to the performance area. Public performance in student recital encouraged but not required.

- 80 Harpsichord-Prerequisite: Concurrent enrollment in Mus 61 A,B,C,D Accompanying  
81 Piano-Prerequisite: Concurrent enrollment in Mus 61 A,B,C,D Accompanying  
82 Strings  
83 Woodwinds  
84 Brasses  
85 Percussion  
86 Organ-Prerequisite: Concurrent enrollment in Mus 61 A,B,C,D Accompanying  
87 Voice  
88 Guitar  
a. Minimum of one-half hour laboratory each week predicated upon a minimum of 5 hours practice.  
b. Attendance at on-campus concerts.

#### RECITAL ATTENDANCE

Designed to provide those students registered in Music Performance with an opportunity to perform each semester in a formal recital atmosphere. The students will also observe and evaluate the problems involved in modern musical performance. Attendance of five on-campus concerts is required. Student must be concurrently enrolled in a Music Performance series 40 through 48.

## NURSING AND ALLIED HEALTH

N 5 CSUC  
4 Units  
Lecture: 4 hours  
Prerequisite: Ch 4 or  
HS Chemistry, Ac-  
ceptance into Nursing  
Program

N 5L CSUC  
4 Units  
Laboratory: 12 hours  
Prerequisite: Ch 4 or  
HS Chemistry, Ac-  
ceptance into Nursing  
Program

N 6 CSUC  
4 Units  
Lecture: 4 hours  
Prerequisites: N5, N5L  
Bi22A

#### 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 LABORATORY

Laboratory experiences include communication and observation skills, hygienic care, medical and surgical asepsis and administration of medications. Antepartal and newborn nursery care are practiced in local hospitals and physicians' offices. Care of the preschooler is observed in nursery school.

#### NURSING FUNDAMENTALS II

Concepts from previous courses are applied to patients with selected health problems such as; diabetes, heart, respiratory, gastrointestinal diseases, urological problems, fluid and electrolyte disturbances. Pre and postoperative care and the needs of the patient in a crisis situation are introduced in this course.

**N 6L CSUC**

4 Units  
 Laboratory: 12 hours  
 Prerequisites: N5,  
 N5L, Bi22A

**NURSING FUNDAMENTALS II LABORATORY**

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.

**N 7 CSUC**

5 Units  
 Lecture: 5 hours  
 Prerequisites: N6,  
 N6L, Bi22A, Bi22B

**NURSING FUNDAMENTALS III**

Building upon previous courses, the student is presented with additional health problems such as cancer, 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: N6,  
 N6L, Bi22A, Bi22B

**NURSING FUNDAMENTALS III LABORATORY**

Nursing care of the patient with oncological, orthopedic, neurological diseases and mental illness is practiced in appropriate clinical and acute care facilities. Nursing care of maternity patients and 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 LABORATORY**

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 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 designed to update and expand their knowledge of pharmacology. Course content includes recent drug legislation, newer methods of calculation, 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 of a 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

### 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 medications.

VN 2

15 Units

Lecture: 8.5 hours

Laboratory: 21 hours

Prerequisite: VN 1

### VOCATIONAL NURSING II

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.

VN 3

15 Units

Lecture: 8.5 hours

Laboratory: 21 hours

Prerequisite: VN 2

### VOCATIONAL NURSING III

This course includes maintenance of homeostasis, care of patients with cardiac problems, respiratory problems, crisis intervention, and team 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, Medicare, Medicaid, 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, 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 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.

**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  
Co-requisite: 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**  
5 Units  
Lecture: 5 hours  
Laboratory: 2 hours  
Prerequisite: None

#### **EMERGENCY MEDICAL TECHNICIAN I**

Covers all techniques of emergency medical care including basic life support measures and extraction of victims at the scene of accident. Course contains 80 hours of lecture and 24 hours of supervised instruction in hospital emergency rooms, 8 hours of practical field drills and 6 hours of simulated ambulance 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

8 Units

Lecture: 4 hours

Laboratory: 12 hours

Prerequisite: Acceptance into Respiratory Therapy Program

### 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 53 CSUC

2 Units

Lecture: 2 hours

Prerequisite: RT 51

### CARDIOPULMONARY PHARMACOLOGY

Cardiopulmonary pharmacology is designed to provide the student with 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, 53 and Bi22A

### 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 it relates to therapeutic application. Alternative methods of breathing assistance will be explored and evaluated.

### RT 55 CSUC

4 Units

Lecture: 2 hours

Laboratory: 6 hours

Prerequisite: RT 51, 53, 54 and Bi 22B

### 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.

### RT 56 CSUC

11 Units

Lecture: 4 hours

Laboratory: 21 hours

Prerequisite: RT 51, 53, 54 and 55

### 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 device. 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.

### RT 57 CSUC

3 Units

Lecture: 3 hours

Prerequisite: RT 51, 53, 54, 55 and Bi 15.

### CARDIOPULMONARY PATHOPHYSIOLOGY

This course will provide the student with terminology pertinent to syndromes, disease entities and clinical or laboratory findings 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.

### RT 58 CSUC

7 Units

Lecture: 3 hours

Laboratory: 12 hours

Prerequisite: RT 51, 53, 54, 55, 56 and 57.

### 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.

## RT 59 CSUC

3 Units

Lecture: 3 hours

Prerequisite: RT 51,  
53,54,55,56,57.

## RESPIRATORY THERAPY TRENDS AND ISSUES

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.

## ALLIED HEALTH

### AH 50

2 Units

Lecture: 2 hours

Prerequisite: None

### 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.

### AH 54

3 Units

Lecture: 3 hours

Prerequisite: None

### CRISIS INTERVENTION

Course emphasizes knowledge and skills in crisis intervention. It is helpful to persons of various disciplines who may find themselves in a position to intervene with individuals in an emotional crisis.

### AH 56

2 Units

Lecture: 2 hours

Prerequisite: None

### DRUGS AND ALCOHOL IN AMERICAN SOCIETY

A course designed to help students realize the scope of substance abuse in American society, and to gain an appreciation for the historic and cultural forces which tend to encourage that abuse.

### AH 60

2 Units

Lecture: 2 hours

Prerequisite: None

### 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 1CSUC, UC

1 Unit

Laboratory: 3 hours

Prerequisites: Previous or concurrent enrollment in Astronomy 1 is recommended.

### 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.

### A 51 UC

1 Unit

Lecture: 1 hour

Prerequisite: None

### 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, human travel to the moon and planets in our solar system, and the beginning and end of the universe will also be discussed.

## BIOLOGY

### Bi 1A CSUC, UC

5 Units

Lecture: 4 hours

Laboratory: 3 hours

Prerequisite: High School Biology suggested with a minimum grade of "C"

### GENERAL BIOLOGY - PRINCIPLES

A survey of biological functions including: origin of life; chemistry, physiology and structure of the cell; mitosis, differentiation, tissues, organs, organ-systems; integrative mechanisms; reproduction and genetic adaptation and population biology. An integrated biology course designed primarily for the needs of majors, minors, pre-med, pre-dental, pre-veterinary 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.

### 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.

### GENERAL BIOLOGY - GENERAL ZOOLOGY

A survey of biological functions including: origin of life, chemistry, physiology and structure of the cell; mitosis, differentiation, tissues, organs, organ-systems; integrative mechanisms; reproduction and genetic adaptation and population biology as seen in animal organizations. An introduction to zoology, emphasizing 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.

### 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.

### GENERAL BIOLOGY - GENERAL BOTANY

A survey of biological functions including: origin of life, chemistry, physiology and structure of the cell; mitosis, differentiation, tissues, organs, organ-systems; integrative mechanisms; reproduction and genetic 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 requirements of students needing one (1) year of Biology.

### Bi 4 CSUC, UC

3 Units

Lecture: 3 hours

Prerequisite: None

### 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.

### Bi 4L CSUC, UC

1 Unit

Laboratory: 3 hours

Prerequisite: Assumes previous or current enrollment in Bi 4.

### 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 10A,B,C CSUC, UC

1 Unit-5 hrs. laboratory

2 Units-10 hrs. laboratory

3 Units-15 hrs. laboratory

Prerequisite: None

### SPECIAL STUDIES IN BIOLOGY

Experience in biological-chemical reagent preparation, chemical stockroom procedures, instrumentation techniques organization and presentation

**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).

**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.

**Bi 16L CSUC, UC**

1 Unit

Laboratory: 3 hours

Prerequisite: General Microbiology

**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.

**Bi 18**

2 Units

Lecture: 2 hours

Prerequisite: Bi 4, 4L and Ch 4 and Bi 15 recommended.

**INTRODUCTION TO IMMUNOLOGY**

A study of basic principles, problems and theories concerning the immunological behaviour of humans; 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.

**Bi 21 CSUC, UC**

5 Units

Lecture: 4 hours

Laboratory: 3 hours

Prerequisite: High school chemistry or Chemistry 4 recommended.

**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.

**Bi 22A CSUC, UC**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Biology 4 and 4L recommended.

**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, UC**

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)

**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.

**Bi 35**

3 Units

Lecture: 3 hours

Prerequisite: None

**BASIC HUMAN HEALTH SCIENCES**

A comprehensive and integrated course of basic concepts in physics, chemistry, microbiology, 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.

**Bi 51 UC**

1 Unit

Lecture: 1 hour

Prerequisite: None

**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.

**Bi 53 UC**

1 Unit

Lecture: 1 hour

Prerequisite: None

**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

Prerequisite: 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.

Ch3 CSUC, UC

4 Units

Lecture: 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

Ch 15A,B CSUC, UC

1-2 Units

Laboratory: 3 to 6 hours

Prerequisite: Chem 1A with a Grade A or B.

## GEOLOGY

G 1 CSUC UC

3 Units

Lecture: 3 hours

Prerequisite: None

G 1I. CSUC UC

1 Unit

Laboratory: 3 hours

Prerequisite: Prior or concurrent enrollment in G1.

## GENERAL CHEMISTRY

A study of the general principles and concepts of chemistry with emphasis on chemical calculations. Inorganic chemistry is emphasized with brief introduction to organic chemistry and biochemistry. The Chemistry 1 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 a 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. (Offered only upon sufficient demand.)

## SPECIAL STUDIES IN CHEMISTRY

Experience in chemical reagent preparation, chemical stockroom procedures, and advanced instrumentation techniques.

## PHYSICAL GEOLOGY

The study of the origin and composition of rocks and minerals; landscape development by water, ice, and wind; earthquakes; the earth's interior; the nature of mountains and their development; the drift of continents and oceanic crustal plates; and environmental aspects of geology. Suggested for physical science General Education Requirement.

## PHYSICAL GEOLOGY LABORATORY (OPTIONAL)

Practical application in the laboratory and on field trips of aspects of the Physical Geology subject areas listed above to reinforce and illuminate lecture material.

**G 2 CSUC UC**

4 Units  
 Lecture: 3 hours  
 Laboratory: 3 hours  
 Prerequisite: None  
 Offered alternate Fall semesters only.

**HISTORICAL GEOLOGY**

The study of the formation and evolution of the earth including its oceans, atmosphere and life, as traced mainly through the rock and fossil records. Included is the study of the history of the science of geology. Basic geologic principles will be briefly reviewed.

**G 3 CSUC UC**

4 Units  
 Lecture: 2 hours  
 Laboratory: 6 hours  
 Prerequisites: G1 or G10, with at least a grade of B and a course in chemistry (may be taken concurrently). HS chemistry may also be accepted. Offered alternate Spring semesters.

**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.

**G 5 CSUC UC**

3 Units  
 Lecture: 3 hours  
 Prerequisite: None

**ENVIRONMENTAL GEOLOGY**

A study of: (a.) Natural hazards such as floods, landslides, earthquakes, and volcanic activity to minimize effects on persons and property; (b.) Landscape for site selection, land-use, planning, and environmental impact analysis; (c.) Earth materials (such as minerals, soil, rocks, and water) to determine potential use for resources and for waste disposal and to assess the need for conservation practices. This course is recommended for students in any major which deals with human interactions with the physical environment such as architecture, engineering, environmental studies including city planning, natural resources, geology, and geography and is suggested for the physical science General Education Requirement.

**G 10 CSUC, UC**

3 Units  
 Lecture: 3 hours  
 Prerequisite: None

**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.

**G 10L CSUC, UC**

1 Unit  
 Laboratory: 3 hours  
 Prerequisite: Previous or concurrent enrollment in Geology 10.

**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.

**G 51**

1 Unit  
 Lecture: 1 hour  
 Prerequisite: None

**THE STUDY OF PREHISTORIC LIFE**

Methods and conditions of fossilization, causes of extinction, fossil usage in the scientific world. Consideration of "living fossils", fossil evidence supporting modern theories of continental drift. Discussion of development and evolution of life throughout the ages.

**G 52 UC**

2 Units  
 Lecture: 2 hours  
 Prerequisite: None

**DESERT LANDSCAPES**

A survey of the landscapes and geology the south-western deserts with emphasis on the local area. Field trips will be conducted.

G 53 UC  
2 Units  
Lecture: 2 hours  
Prerequisite: None

#### 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 included as a part of the course.

G 54  
2 Units  
Lecture: 2 hours  
Prerequisite: None

#### GEOLOGY AND MAN

A study of the action of the geologic environment on humans and their works (for example: floods, volcanic eruptions, earthquakes, landslides) and, conversely, the actions of modern people on the earth (for example: mining for energy and mineral resources, soil erosion, dams and water supplies, and pollutants in the environment). In addition to problems facing everyone, local problem areas will be described.

G 55A  
1 Unit  
Lecture: 1 hour  
Prerequisite: None

#### 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.

G 55B  
1 Unit  
Lecture: 1 hour  
Prerequisite: 55A

#### EXPLORING FOR VALUABLE MINERALS

Application of field geology as it applies to prospecting.

G 56  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

#### MINERAL DEPOSITS AND PROSPECTING

The study of ore minerals, their origins, concentrations, and relationships to rock types. Methods of prospecting and surface indications of underlying minerals. Discussions of secondary enrichment zones of ore deposits produced by weathering, and concentrations in placers. The origin of fossil fuels and non-metallic minerals.

G 57 UC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

#### 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.

G 71 UC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

#### 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

#### 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.

Met 1L CSUC, UC  
1 Unit  
Laboratory: 3 hours  
Prerequisite: Previous or concurrent enrollment in Meteorology 1.

#### DESCRIPTIVE METEOROLOGY LABORATORY

Practical study of instruments and methods for the study and recording of weather and the reading and plotting of weather maps.

Met 51 UC  
1 Unit  
Lecture: 1 hour  
Prerequisite: None

#### 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

### Ph1 CSUC, UC

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Math 50.

Elementary Algebra is strongly recommended.

### Ph 2A,B CSUC, UC

4-4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: 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.

### Ph5 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

### 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.

### 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

### HUMAN EVOLUTION

The study of the origin of humans and their place in nature. Emphasizes the physical form and behaviour of the non-human primates: apes, monkeys, and prosimians. Identifies and interprets the fossil record of early humans, the current racial variability of humans and the mechanisms of evolution.

### Anth 2 CSUC, UC

3 Units

Lecture: 3 hours

Prerequisite: None

### 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.

### Anth 3 CSUC, UC

3 Units

Lecture: 3 hours

Prerequisite: None

### 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

Econ 3 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

## **GEOGRAPHY**

Geog 1 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

Geog 2 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

Geog 7 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

## **HISTORY**

Hist 1 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

Hist 2 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

Hist 17 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

Hist 18 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

Hist 20 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 cycle, and organization; labor and industrial relations, role of government in economics, business cycles and forecasting monetary theory and price 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.

### **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.

### **PHYSICAL GEOGRAPHY**

A study of the main features of our physical world: mountains, plains, rivers, lakes, oceans, deserts, rainforests, and others. Identifies the fundamental arrangement of these features in North and South America, Africa, Eurasia, Australia, and Oceania. Introduces the basic tools of geographic description and research.

### **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.

### **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 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.

### **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.

### **UNITED STATES HISTORY**

A survey of the political and social development of the United States from the discovery of America to the Reconstruction Period.

### **UNITED STATES HISTORY**

A survey of the political and social development of the United States from the Reconstruction Period to the present.

### **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.

Hist 31 CSUC UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### MEXICAN-AMERICAN HISTORY

A general study of Mexican-American history and culture in the United States. Using readings and knowledgeable Mexican-American speakers the course will examine and interpret the economic, social, political, religious and cultural development of Mexican-American society in the United States particularly in the Southwest. The course will stress past and contemporary events and issues affecting Mexican-Americans.

## 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 stimulates 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 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 constitutional principles, governmental institutions, and political problems of selected governments. Particular attention to contemporary problems of Great Britain, France, West Germany, and the Soviet Union.

PS 4 CSUC, UC  
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.

### 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

Psy 20, CSUC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

Psy 33 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Psy 1

### 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.

### 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.

### 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, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

### STATISTICAL METHODS FOR THE SOCIAL SCIENCES

An introduction to the statistical concepts and techniques most frequently used in the Social Sciences—specifically; sociology, psychology, history, anthropology, economics/business, political science, geography and education. Subject matter includes tabular and graphic presentation of data, measures of central tendency, measures of dispersion, measures of correlation, sampling, confidence intervals and both parametric and non-parametric tests of significance. Emphasis is placed upon both the use and interpretation of the preceding.

Soc 10 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.

Soc 12 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

### 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.

Soc 14 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

### 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 CSUC

Units 1-3

Prerequisite: Must enroll for a total of 7 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 CSUC, UC

Units 1-4

Prerequisite: Must enroll for a total of 7 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 CSUC, UC

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 credit units. 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.

# ANNOUNCEMENT OF FACULTY

## JOHN A. ANELLO (1980)

Associate Professor of Music  
B.A. 1950, Montclair State College, N.J.  
M.A. 1967, Trenton State College, N.J.  
Ed.D. 1972, Brigham Young University, Provo, Utah

## FRANKLIN YTRO ATTOUN (1967)

Associate Professor of French and Spanish  
B.S. 1966, University of Missouri  
M.A. 1967, University of Missouri

## ARTHUR W. BENDER (1969)

Associate Professor of Microbiology  
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, Botany  
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, Anatomy  
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. 1967, 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

PATTI SUZANNE COVEY (1980)  
Instructor in Special Education  
B.S. 1978, Keene State College, New Hampshire

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  
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  
B.A. 1965, Chapman College, California  
M.A. 1971, Chapman College, California

DANIEL V. DETI (1962)  
Associate Professor of French and Spanish  
Chairperson, Foreign Language  
B.A. 1945, University of Wyoming  
M.A. 1951, Middlebury College, Vermont  
Diploma, 1954 Ecole Superieure des  
Professeurs de Francais l'Etranger, University of  
Paris

MARCELINO DIAZ, JR. (1972)  
Counselor, EOPS Coordinator  
B.A. 1966, New Mexico Highlands University  
M.A. 1969, New Mexico Highlands University  
M.A. 1973, New Mexico Highlands University

PAUL HERMAN DILGER (1971)  
Associate Professor of Agriculture Mechanics  
A.A. 1963, Los Angeles Valley Community  
College  
B.S. 1968, University of California, Davis  
M.S. 1975, California State Polytechnic  
University, San Luis Obispo

WALLACE F. DOHMAN (1969)  
Associate Professor of English, High Desert  
Campus  
B.S. 1953, Winona State College, Minnesota  
M.A. 1956, University of Minnesota

CLAUDIA EBERLY (1973)  
Assistant Professor of Nursing  
B.S. 1972, Indiana University of Pennsylvania  
M.A. 1976, California State University, Long  
Beach

- M. W. ELLERBROEK (1961)**  
Dean of Business Services  
A.B. 1947, University of Redlands, California  
M.A. 1953, Claremont Graduate School, California  
Ed.D. 1957, University of Southern California
- HENRY K. ENG (1965)**  
Assistant Librarian  
B.S. 1950, University of Colorado  
M.A. 1958, University of Denver, Colorado
- ROBERT F. ESCUDERO (1976)**  
Associate Professor in Spanish  
A.B. 1968, University of California, Los Angeles  
M.A. 1969, University of California, Los Angeles  
Ph.D. 1974, University of California, Los Angeles
- RON R. EVANS (1972)**  
Assistant Professor of Arts  
A.A. College of the Desert, California  
B.A. 1968, San Diego State University, California  
M.A. 1973, San Diego State University, California
- L. CAROLYN FISHER (1963)**  
Counselor  
B.A. 1951, University of Redlands, California  
M.A. 1963, Syracuse University, New York
- CHARLES B. FLATT (1964)**  
Associate Professor Sociology, and Philosophy  
B.A. 1958, Pasadena College, California  
M.A. 1959, University of Idaho
- WENDELL C. FORD (1965)**  
Media Specialist  
B.A. 1956, San Jose State University, California  
M.A. 1957, San Francisco State University, California
- LAWRENCE FREDERICK (1962)**  
Professor of Industrial Technology  
B.S. 1942, Pennsylvania State University  
M.S. 1948, Iowa State University  
Ed.D. 1955, University of Missouri
- JOSEPHINE GUERENA GALLEGOS (1967)**  
Associate Professor of Business  
B.S. 1961, Arizona State College  
M.A. 1966, Northern Arizona University
- FRANK J. GARCIA (1968)**  
Associate Professor of Health, Physical Education and Recreation  
A.A. 1956, Diablo Valley Jr. College, California  
B.A. 1959, Sacramento State College, California  
M.A. 1965, Sacramento State College, California
- DOUGLAS RICHARD GARRISON (1974)**  
Assistant Professor of English  
B.A. 1972, University of California, Santa Barbara  
M.A. 1974, San Francisco State University, California
- RICHARD OWEN GILLICK (1975)**  
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
- GEORGE D. GOODWIN (1962)**  
Professor of Philosophy and Religion  
A.B. 1939, West Virginia Wesleyan  
D.D. 1956, West Virginia Wesleyan  
S.T.B. 1942, Boston University, Mass.  
S.T.M. 1952, Boston University, Mass.  
Ph.D. 1965, Boston University, Mass.
- RALPH T. GRANNAN (1973)**  
Associate Professor of Physics  
B.A. 1959, University of California, Riverside  
M.A. 1973, University of California, Riverside
- CHARLES RONALD GREEN (1966)**  
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
- JAMES W. HAMILTON (1972)**  
Assistant Professor of Engineering
- EUGENE KENNETH HANSON (1969)**  
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
- DONALD J. HARRISON (1971)**  
Associate Professor of Business  
A.A. 1951, Pasadena City College, California  
B.A. 1956, University of Southern California, Los Angeles  
M.S. 1960, University of Southern California, Los Angeles
- BEVERLY A. HARTNETT (1968)**  
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)  
Associate Professor of English  
B.A. 1967, University of Redlands, California  
C. Phil. 1973, University of California, San  
Diego

CLARK EDWARD HOWARD (1975)  
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Education, High Desert Campus  
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Bernardino

JOSEPH B. IANTORNO (1974)  
Dean of Students  
B.A. 1952, California State College, Long Beach  
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Ed.D. 1969, University of Southern California,  
Los Angeles

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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

ELIZABETH BAILEY 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  
B.S.N. 1962, Walla Walla College, Washington  
M.S.N. 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)  
Associate Professor of Nursing  
B.A. 1975, Pepperdine University, California  
M.A. 1977, California State University, Long  
Beach

ELEANOR MARTIN (1977)  
Tutorial Specialist

B.A. 1963, Baylor University, Texas  
M.S. 1968, University of Southern California,  
Los Angeles

**JOHN W. MARZICOLA (1972)**  
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)**  
Associate Professor of Business, High Desert  
Campus  
B.S. 1954, University of Southern California, Los  
Angeles  
J.D. 1965, Southwestern University, Los Angeles

**BARBARA M. McFADYEN (1965)**  
Professor of Political Science  
B.A. 1944, University of Denver, Colorado  
M.A. 1945, University of Denver, Colorado  
M.A. 1957, University of Denver, Colorado  
Ph.D. 1965, University of Colorado

**MARTIN McKELL (1965)**  
Associate Professor of Business  
Chairperson, Business  
B.A. 1959, University of California, Berkeley  
M.A. 1963, George Washington University,  
District of Columbia

**DONNA JOY McLAIN (1968)**  
Associate Professor of Health, Physical  
Education & Recreation  
B.S. 1958, Northern Illinois University  
M.A. 1963, California State University, Long  
Beach

**JOHN ROLLAND McMILLAN (1967)**  
Registrar  
B.S. 1950, Grove City College, Pennsylvania  
M.A. 1964, Arizona State University  
Ph.D. 1970, Arizona State University

**STEVEN R. McWILLIAMS (1967)**  
Associate Professor of Geography  
B.A. 1961, University of Colorado  
M.A. 1966, University of Oregon

**MERLE E. MERRITT (1970)**  
Assistant Professor of History, High Desert  
Campus  
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M.A. 1964, University of South Dakota

**GEORGE L. MEYER (1969)**  
Associate Professor of Geology  
B.A. 1961, University of California at Santa  
Barbara  
M.A. 1967, University of California at Santa  
Barbara

**ALFRED D. MILLER (1971)**  
Director of Student Services, High Desert  
Campus  
B.A. 1958, University of Northern Iowa  
M.A. 1960, University of Northern Iowa

**JAMES A. MILLS (1973)**  
Professor of Law  
Chairperson, Law Enforcement  
B.A. 1943, Erskine College, South Carolina  
J.D. 1949, University of South Carolina

**MATTHEW MONICA, JR. (1973)**  
Coordinator, Veterans Program  
A.A. 1968, College of the Desert, Palm Desert,  
California  
B.A. 1970, California State University,  
Northridge  
M.A. 1971, California State University,  
Northridge

**KATHLEEN MUCHNIK (1972)**  
Assistant Professor of Nursing  
Assistant Chairperson, Nursing & Allied Health  
B.S. 1971, Fairleigh Dickinson University, New  
Jersey  
M.A. 1975, Azusa Pacific College, California

**DONNA LEE MULVEY (1971)**  
Assistant Professor of Music  
B.A. 1969, University of California, Irvine  
M.A. 1970, University of California, Riverside

**HOVAK NAJARIAN (1966)**  
Professor of Art  
Chairperson, Art  
B.S. 1952, Bob Jones University, South Carolina  
M.A. 1957, Columbia University, New York  
Ed.D. 1979, Columbia University, New York

**TERRY NORMAN NICHOLSON (1974)**  
Assistant Professor of Theatre Arts  
B.A. 1968, San Francisco State University,  
California  
M.A. 1969, San Francisco State University,  
California

**JOHN L. NORMAN (1962)**  
Professor of Music  
Chairperson, Music  
B.A. 1950, Northeastern State College,  
Oklahoma  
M.M. 1957, University of Oklahoma  
Ph.D. 1968, Michigan State University

- SEAMUS NUNAN (1962)**  
 Professor of History  
 Chairperson, Social Sciences  
 B.S. 1941, New York University  
 M.A. 1947, Columbia University, New York  
 Ed.D. 1958, University of Southern California, Los Angeles
- BETTY J. OEDING (1967)**  
 Associate Professor of Nursing  
 B.S. 1964, Loyola University, Chicago, Illinois  
 M.S. 1967, Loyola University, Chicago, Illinois
- JAMES C. ONEY (1970)**  
 Associate Professor of Industrial Technology  
 Chairperson, Engineering and Technology  
 B.S. 1962, New Mexico Western University  
 M.A. 1970, California State College, Long Beach
- ROSEMARY ORTEGA (1972)**  
 Instructor, Development Education  
 B.A. 1971, San Diego State College, California
- REYNALDO F. ORTIZ (1978)**  
 Instructor, Developmental Education  
 B.A. 1971, University of San Francisco, California
- CHARLES R. PALMER (1969)**  
 Director, Continuing Education/Community Services, High Desert Campus  
 B.S. 1957, California State College, Pennsylvania  
 M.A. 1959, West Virginia University
- C.A. PATTERSON (1974)**  
 Dean of Instruction  
 B.S. 1957, Illinois State University  
 M.S.T. 1965, University of Arizona  
 Ph.D. 1971, Arizona State University
- WILLIAM H. PIVAR (1971)**  
 Professor of Business  
 B.S. 1953, University of Wisconsin  
 J.D. 1965, University of Wisconsin
- SAMUEL HART PLUMER (1975)**  
 Counselor for the Handicapped  
 B.S. 1943, Ohio State University  
 M.Ed. 1972, Bowling Green State University, Ohio
- RICHARD W. POST (1974)**  
 Associate Professor of Business Education  
 A.A. 1961, College of the Desert, California  
 B.S. 1972, California State University, Hayward  
 M.B.A. 1973, California State University, Hayward
- JAMES T. PULLIAM (1970)**  
 Dean of Educational Services, High Desert Campus
- B.A. 1963, University of Redlands**  
**M.A. 1966, Chico State College, California**  
**M.A. 1971, Chapman College, California**
- DIANE NORTHROP RAMIREZ (1974)**  
 Director of Handicapped Programs & Services;  
 Counselor  
 B.F.A. 1967, Ohio State University  
 M.A. 1971, California State University, Los Angeles
- LANCE READ (1964)**  
 Counselor  
 A.B. 1951, University of California, Los Angeles  
 M. Ed. 1958, University of California, Los Angeles
- WILLIAM M. REESKE (1969)**  
 Director, Cooperative Work Experience Program  
 A.A. 1951, Mt. San Antonio College, California  
 B.A. 1957, Los Angeles State College, California  
 M.A. 1965, California State University, Los Angeles
- COLEEN R. ROBERTS (1974)**  
 Assistant Professor of Home Economics  
 A.A. 1969, Columbia Basin College, Washington  
 B.A. 1971, Walla Walla College, Washington  
 M. Admin. 1976, University of California, Riverside
- BETTY LOU ROCHE (1970)**  
 Associate Professor of Business  
 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
- BARBARA P. ROTH (1971)**  
 Associate Professor of Nursing  
 B.S. 1956, Boston College, Massachusetts  
 M.S. 1959, Boston University, Massachusetts
- DAVID WILSON SALTER (1976)**  
 Professor of Biology  
 B.S. 1964, University of Nevada  
 M.S. 1966, University of Nevada  
 Ph.D. 1970, University of Arizona
- LOUISE K. SCHULZ (1970)**  
 Assistant Director of Athletics  
 Associate Professor of Health, Physical

**Education & Recreation**

B.S. 1959, State University of New York,  
Cortland  
M.A. 1961, University of Maryland, College  
Park

**RHODA G. SCHWANKE (1973)**

Coordinator, Student Health Service  
B.A. 1967, Sacramento State College, California  
M.A. 1971, Sacramento State College,  
California

**MICHAEL SCURO (1977)**

Assistant Professor of Engineering and  
Technology  
B.S. 1967, California State College, Pennsylvania  
M.A. 1977, Azusa Pacific College, California

**PERRY J. SHENEMAN (1970)**

Associate Professor of Industrial Technology  
B.S.E.E. 1949, The American Institute of  
Engineering, Chicago, Ill.  
M.S.E. 1967, Colorado State University

**GWENDOLYN JEAN SMITH (1980)**

Assistant Professor in Nursing  
B.A. 1942, Hunter College, New York  
M.N. 1946, Case Western Reserve University,  
Ohio  
M.S. 1976, California Polytechnic State  
University

**GEORGE SMITH, JR. (1973)**

Associate Professor of Agriculture  
B.A. 1950, Chico State College, California  
M.S. 1976, California State Polytechnic  
University, San Luis Obispo

**DOMENICO SOTTILE (1969)**

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B.A. 1963, University of California, Los Angeles  
M.A. 1969, San Diego State University,  
California

**F.D. STOUT (1964)**

President, College of the Desert, California  
Superintendent, Coachella Valley Community  
College District  
B.S. 1947, New Mexico State University  
M.A. 1957, Eastern New Mexico University  
Ed.D. 1962, University of New Mexico

**JOHN C. TAMULONIS (1971)**

Assistant Professor of Automotive Technology  
A.A. 1971, Mt. San Jacinto Junior College,  
California

**DONALD D. THOMPSON (1965)**

Associate Professor of Physical Education  
A.A. 1953, Pasadena City College, California

B.A. 1958, California State College, Los Angeles  
M.A. 1969, California State College, Los  
Angeles

**JAMES EDWARD THORNESS (1969)**

Professor of Psychology and Philosophy  
B.A. 1955, Chadron State College, Nebraska  
Th.M. 1959, Iliff School of Theology, Colorado  
M.A. 1962, Syracuse University, New York  
Ed.D. 1966, Syracuse University, New York

**NORMAN THU (1975)**

Assistant Professor of Political Science  
B.A. 1961, Moorhead State University,  
Minnesota  
B.S. 1961, Moorhead State University,  
Minnesota  
M.S. 1962, University of South Dakota

**CHRISTINE J. TOMLINSON (1976)**

Assistant Professor of Organ, Accompanying &  
Music Theory  
A.A. 1941, Springfield College, Illinois  
B.M. 1972, Redlands University, California  
M.M. 1975, Redlands University, California

**RAYMOND L. TRAYNOR (1974)**

Assistant Professor of English, High Desert  
B.A. 1946, Creighton University, Nebraska  
M.A. 1966, San Francisco State University,  
California

**BRUCE USHER (1971)**

Assistant Professor of Technology  
A.A. 1973, College of the Desert, California

**DANIEL WACHTER (1962)**

Professor of Mathematics  
A.B. 1947, Montclair State College, New Jersey  
M.A. 1948, Montclair State College, New Jersey

**JOYCE WADE-MALTAIS (1966)**

Associate Professor of English and Speech  
B.A. 1954, Wilmington College, Ohio  
M.A. 1956, Ohio State University  
Diploma in Audio-Visual Aids, 1964, University  
of London, England

**DOUGLAS J. WALKER (1971)**

Associate Professor of Agriculture and Natural  
Resources  
Chairperson, Agriculture  
A.A. 1963, Bakersfield College, California  
B.S. 1966, University of California, Davis  
M.S. 1969, University of California, Davis

**HARRY WALTHALL (1962)**

Librarian  
B.A. 1953, Ottawa University, Kansas  
M.S. 1956, Kansas State Teachers College,  
Emporia

**KENNETH A. WATERS (1968)**

Associate Professor of Agriculture and  
Mechanics

B.S. 1959, California Polytechnic State  
University, San Luis Obispo  
M.A. 1970, California Polytechnic State  
University, San Luis Obispo

**MICHAEL WATLING (1977)**

Instructor of Ornamental Horticulture

**FLOYD L. WATSON (1974)**

Assistant Professor of Business, High Desert  
Campus

B.S. 1966, California State University, Long  
Beach  
M.A. 1972, Northern Arizona University

**DON A. WELTY (1965)**

Coordinator Continuing Education  
B.A. 1954, Arizona State University  
M.A. 1956, Arizona State University

**JOHN E. WHITE (1973)**

Assistant Professor of Mathematics & Science,  
High Desert Campus  
B.S. 1961, Roosevelt University, Chicago  
M.S. 1966, Illinois Wesley University

**FRANCES De LONG WILSON (1969)**

Instructor, Developmental Education  
A.B. 1946, University of California, Berkely

**STAN LeROY WILSON (1967)**

Professor of Journalism  
Chairperson, Communication Department  
A.A. 1955, Modesto Junior College, California  
A.B. 1958, California State University, Fresno  
M.A. 1966, California State College, Stanislaus  
Ed. D. 1973, University of Southern California,  
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**EUGENE ZIMMERMAN (1973)**

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Education  
B.S. 1953, Springfield College, Massachusetts  
M.A. 1973, Chapman College, California

#### **FACULTY EMERITI**

**MARION BLONDIS (1965)**

Professor Emeritus Nursing  
A.B. 1958, San Francisco State College,

California

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, Berkley  
Ph.D. 1943, University of California, Berkley

**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, Berkley  
M.S. 1927, University of California, Berkley

**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.

## **ADVISER**

Ordinarily an instructor who is a specialist in the student's major field. Available to help in matters relating to a student's educational objectives such as providing help in selecting courses.

## **ASCOD CARD**

Associated Students membership card entitling student to free or discounted admission to many campus events, plus accident insurance for on-campus injuries.

## **ASSOCIATE 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. Presents information needed by prospective students, faculty and staff and advisers. 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.

## **DEVELOPMENTAL EDUCATION**

A college department offering open-entry, open-exit basic courses for adults in reading, writing and mathematical skills and in English as a Second Language. Also provides for earning a high school diploma by those 18 or over.

## **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.

**FOPS**

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.

**GED**

The General Educational Development test. A high school equivalency test for those 18 or over. Offered by the Developmental Education department.

**GENERAL EDUCATION REQUIREMENTS**

(Also called breadth requirements or Liberal Arts Requirements)

A specific group of courses required of all students in college for receipt of the Associate Degree: designed to broaden the student's education.

**GRADE POINTS**

A numerical value assigned to each unit of college letter grades. For example: 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 a grade 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 RESOURCES**

The college department that offers courses in reading improvement, spelling, and study skills in various college subjects. The Learning Resources Center consists of several components where these courses and other services are offered. These are the Library, Audiovisual and Broadcast Service Center, Listening Lab, Reading Lab, and Study Skills Lab.

**LOWER DIVISION**

Refers to students or courses at the Freshman or Sophomore level of college. A group or series of courses designed to provide intensive education or training in a specialized area. See occupational major and transfer major.

**MAJOR**

A subject of college study chosen as a field of specialization. For example; agriculture, electronics technology, history, nursing.

**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 a student's employability skills. The College of the Desert catalog entry indicates which courses are transferable.

### **OCCUPATIONAL MAJOR**

A major primarily intended to prepare students for immediate employment after community college 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 student 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.

### **STUDY SKILLS LAB**

The work area located in Library Mezzanine #2 where teaching machines and programmed materials are available in some of the fundamentals and in many college subjects.

### **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**

Courses for students planning to transfer to a four-year college/university. Courses transferable to the California State University and Colleges are indicated by "CSUC" and those transferable to the University of California are indicated by "UC" next to the course number in this catalog.

**TUTORING**

A service offered by arrangement in the Guidance Center to currently enrolled College of the Desert students. Students receive help in studying a specific course where they are having difficulty.

**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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