



# **COLLEGE OF THE DESERT**

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

**1982 — 1984**

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# ACADEMIC CALENDAR

## 1982 — 1983

### FALL, 1982

August	30	Orientation for New Students
August	31	
September	1,2	Registration (Gym)
September	6	Holiday — Labor Day
September	7	Classes Begin
November	11	Holiday — Veterans Day
November	25,26	Holiday — Thanksgiving
December	23-	
January	2	Christmas Break
January	3	Classes Resume
January	13-19	Final Exams

SUMMARY OF SCHOOL DAYS FOR FALL SEMESTER 1982 — 87 DAYS

### SPRING, 1983

February	1,2,3	Registration (Gym)
February	4	Classes Begin
February	11	Holiday — Lincoln's Birthday
February	21	Holiday — Washington's Birthday
March	28-	
April	1	Spring Break
May	30	Holiday — Memorial Day
June	13-17	Final Exams

SUMMARY OF SCHOOL DAYS FOR SPRING SEMESTER 1983 — 88 DAYS

TOTAL SCHOOL DAYS FOR YEAR 1982 — 1983 = 175 DAYS

## TITLE IX AND SECTION 504 REGULATIONS

The policies of Coachella Valley Community College District affirm both the Title IX and Section 504 regulations. It is the practice of the District not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. The District is also committed to providing equal opportunities for persons with handicaps, as defined by Section 504 of the Rehabilitation Act of 1973, in all educational programs and activities conducted by College of the Desert and the High Desert Campus. Therefore, no student or staff member enrolled in or employed by the District is to be subjected to discrimination or sexual harassment as defined by Title IX Title VII and Section 504.

Inquiries regarding compliance with Title IX and Section 504 regulations, or inquiries regarding grievance procedures under these regulations should be directed to the Dean of Instruction.

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# **Board of Trustees**

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

**Mr. Ole J. Nordland, Chairman, Indio. Elected 1979**

**Term Expires 1983**

**Mr. John D. Stiles, Jr. Vice-Chairman, Palm Springs. Elected 1979**

**Term Expires 1983**

**Mrs. Virnita McDonald, Clerk, Twentynine Palms. Elected 1977**

**Term Expires 1985**

**Mr. John W. McFadden, Rancho Mirage, Elected 1973**

**Term Expires, 1985**

**Mrs. Jackie Suitt, Palm Springs, Elected 1979**

**Term Expires 1983**

**Mrs. Kay Barton, Student Trustee, Elected 1982**

**Term Expires 1983**

## **OFFICERS OF THE COLLEGE**

**F. D. Stout, President and District Superintendent**

**Joseph B. Iantorno, Dean of Student Services**

**C. A. Patterson, Dean of Instructional Services**

**James Pulliam, Dean, High Desert Educational Services**

**Terrell W. Spears, Dean of Business 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 the 1982—1984 Catalog is accurate. Because this publication must be prepared well in advance of the period of time it covers, changes in some programs inevitably will occur. Courses 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, of elimination or reduction in programs, 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.

# 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 judgements 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 offers technical training and education in all fields where promise of student enrollment justifies the necessary allocation of resources. Individual courses are 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 is 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 provides programs of study providing students the opportunity to prepare for transfer to the four year colleges and universities of the state and nation. The College aspires to do this in such a manner that students may transfer without loss of time or credit.
3. **Developmental Education** - The College provides developmental programs and courses which enable students to acquire learning skills necessary for the completion of an educational plan leading to the attainment of the individual's objectives.
4. **Personal Enrichment Education** - The College recognizes the dignity and worth of each individual and provides courses which will enable students to explore their potential abilities. The primary objective of these courses is to provide the opportunity for students to improve the quality of their lives by enriching and broadening their horizons.

## 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 degree required courses); or (b) an Associate degree. Refresher courses are also offered, as well as courses in which new and/or upgraded skills are required to take advantage of employment opportunities.

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

The College offers a comprehensive program for community residents. See list of certificate programs and Associate 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 important that the students engage in careful, long range planning. In general, the student planning to transfer should follow the procedure outlined below:

**1. Tentative Choice:** Make a tentative transfer college choice as early as practicable during College of the Desert career. Catalogs for most California colleges as well as many out-of-state colleges are available in the College of the Desert Library.

**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. Finding all requirements often requires a review of the entire catalog. Typically, universities have university-wide graduation requirements, college graduation requirements, and graduation requirements in a major. These are often listed in different 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 directed in the admission instructions of the catalog. 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. 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. The scholarship generally provides the financial qualification for the students to attend that college with little more expense than it would be to attend a public institution.

**4. General Education Requirements:** With early and effective planning, a student should be able to complete all the general education or breadth requirements while at College of the Desert and still graduate in four semesters.

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

**6. Letters of Recommendation and Rating Forms:** Some independent colleges require letters of recommendation or rating forms. Students should get to know their academic adviser and instructors well enough so that they can comment accurately on the student's characteristics.

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

**8. Admission Requirements of the Public California Institutions:** Both the University of California (UC) and the California State University and Colleges (CSUC) have the same initial filing period for fall admission. The period for fall entry is the month of November for admission ten months later. Both UC and CSUC require completion of 56 units of transferable courses to enter as a junior. The University of California requires a minimum of a 2.4 grade point average (2.8 or higher for non-residents). The California State University and Colleges require a minimum of a 2.0 grade point average (2.4 or higher for non-residents). Students eligible for UC or CSUC entrance as freshman may enter before their junior year so long as they maintain a 2.0 or better 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 course 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 accept students at any time. Admission 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 encourage students to make an appointment with their Office of Admissions in order to discuss 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 becoming increasingly 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.

Recognizing the role of the community college in the area of developmental education, College of the Desert makes 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. Also, the college provides full-time programs in Learning Skills Education, English as a Second Language, Adult High School Completion, Special Education, and Preparation for the General Education Development Test (GED).

Utilizing the facilities of the College's Learning Laboratory, many courses are offered on a year-round, open-entry, open-exit basis. Admission of students occurs on a daily basis and no prior educational background is required. In addition to regular class offerings, emphasis is placed on individualized student learning, counseling services, and tutorial assistance.

Specifically, instruction is provided in the following areas:

#### **STUDY SKILLS**

Through the Study Skills Lab, located LM 2, several programs and courses are offered which are designed to help students gain necessary study skills. Seminars, mini-courses, and individualized study programs are offered each semester which cover such topics as: (1) how to take notes, (2) how to take tests, (3) improving memory and concentration, (4) how to study, (5) organizing time, and (6) reducing test anxiety,

#### **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 main campus. Students of varied educational backgrounds and from different parts of the world are regular participants in this program. 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. Individual and group learning opportunities are offered students with particular emphasis in Reading, Writing, Mathematics, and Communication skills.

#### **ADULT HIGH SCHOOL COMPLETION**

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

#### **GENERAL EDUCATIONAL DEVELOPMENT TEST (GED)**

Another function of the 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. The GED test can be taken each afternoon.

## **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. Only 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 fall of 1962.

After the residents of the Morongo Basin in the High Desert elected, in 1966 to join the Coachella Valley Community College District, the College began offering courses and programs in that area, which includes the communities of Morongo Valley, Yucca Valley, Landers, Joshua Tree, and Twentynine Palms. Operating from leased and donated facilities, the High Desert Campus reaches more than 3,000 students each semester, with a wide range of occupational, pre-transfer, and developmental education offerings.

The District's largest High Desert facility is at 6785 Sage Avenue, Twentynine Palms. There the College conducts much of its daytime, and part of its evening, academic program, and administers the entire High Desert operation.

In Twentynine Palms, the Campus leases other buildings, which house the Automotive, Welding, and Upholstery technologies and part of the Art program.

The Campus also rents classrooms at the two Morongo Basin high schools, and at the recreation centers in several of the communities. Instructional facilities are frequently provided without charge by the Marine Corps, aboard its Twentynine Palms Combat Center, and by local fire districts.

Close cooperation with the National Park Service's Joshua Tree National Monument, the Hi-Desert Medical Center, and the Marine Corps has enabled the Center to expand its offerings in such specialized fields as Conservation of Natural Resources, Nursing and Medical Assisting, and Information Processing.

Plans are under way to construct a permanent campus near Copper Mountain, between Yucca Valley and Twentynine Palms. An auxiliary organization, Friends of Copper Mountain College, is engaged in raising funds to reach that goal.

The 1981-82 enrollment in the Coachella Valley Community College district totaled over 11,000 individuals.

## **ACCREDITATION**

College of the Desert is accredited by the Western Association of Schools and Colleges, which is the official accrediting agency for this region. Accreditation was reaffirmed during the fall of the 1981-1982 academic year. College of the Desert's next five-year review is to be conducted before June 30, 1987.

## **FACILITIES**

The majority of 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 in time may justify specialized buildings.

The Library, designed to occupy the focal center of the campus, and thus was planned in size, esthetics, and function to justify that location. This building was completed in 1966 and dedicated to Donald H. Mitchell, a founding trustee of the college.

Other buildings are designed to 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 tract with concrete bleachers which seat up to 1000 people. 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. The recently constructed Art Building is located at the north end of the campus and provides large studio spaces for classes in Ceramics, Sculpture, Painting, and Graphics. The Art facility also includes a Photography Laboratory and an outside court for foundry work, forging, and special projects in clay. Off campus facilities are leased in the Lower Coachella Valley to offer occupational programs. Several buildings in the High Desert are 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**

College of the Desert and the High Desert Campus offer classes from early morning until late night, Monday through Saturday. Classes are offered at off-campus locations throughout the district as those offered on the Palm Desert and Twenty-Nine Palms campuses. Please consult the most recent or current College of the Desert or High Desert Campus Schedule of Classes for specific information as to class offerings, times, and locations.

## **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 member 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, a student must:

1. Be enrolled in a curriculum leading to a Certificate of Achievement and/or an Associate 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 unit Control Class, Principles of Career Planning (new students only).
4. Pursue a systematic plan of Cooperative Work Experience Education which includes new or expanded on-the-job learning experiences beyond those accomplished during previous employment.
5. Be employed in a work situation in which these on-the-job learning experiences are capable of being evaluated.
6. Have the approval of the Director of Cooperative Work Experience Education to enroll in the program.

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

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 makes 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 accommodations are made for persons with physical handicaps. Reasonable accommodation is 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/or enroll in both traditional and non-traditional programs or position openings.

# **ADMISSION INFORMATION**

## **ADMISSION**

The following persons are eligible for admission:

**Graduates of Accredited High Schools**—High school graduates 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 or older who can profit from instruction are eligible for admission to College of the Desert. For those who are interested, the Developmental Education program provides an alternative way to complete high school graduation requirements. Contact should be made with the Chairperson of the Department of Developmental Education.

Students who complete the High School Proficiency Examination with satisfactory scores may attend College of the Desert. A copy of the Certificate of Proficiency is required.

**Selected High School Student**—High-school juniors and seniors may be admitted to College of the Desert on a part-time basis upon the recommendation of the high school principal and consent of the parents. Students enrolled in this manner must maintain a minimum day enrollment in high school. A "Vesey" form must be filled out prior to registration. If the student is using the course for high school credit, they must submit a request to the registrar's office at the end of the semester.

### **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 for application for admission.

### **Students Residing in California Districts Maintaining a Community College**

Students whose official residence is in another Community College District are not permitted to enroll in College of the Desert until a release or a permit from the home district has been received. Students over 18 years of age or older who move their legal residence to the Coachella Valley Community District are considered as district residents.

## **RELEASE POLICY**

The Governing Board of 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 another California Community College.

The Board of Trustees of College of the Desert has established the following policy concerning releases which prevail for the school years 1982-84.

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 a second year.
5. Releases should be applied for in person at the Dean of Student's 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 may apply well in advance of the semester in which they plan to enroll, 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 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 September 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 international students should contact the college well ahead of new terms to establish tuition costs and eligibility for admission.

### **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**

Entering freshmen are encouraged to take college placement tests prior to registration. The scores of these tests are used in advising 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 units 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, may be guided into an individualized probationary entrance program designed to meet their particular needs. Counselors are available to help students put together their individual programs.

The counselors, with assistance from instructors, evaluate periodically the progress of probationary 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 are charged a tuition fee, the amount of which is 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 per year.
3. Associated Student membership fee, \$10 each semester.
4. Health Services Fee: The Coachella Valley Community College District requires that each student, regardless of program or units attempted, pay a \$7.50 Health Services Fee per semester.
5. Materials Fees: Courses offered may include a materials fee to cover the cost of instructional materials provided students and used by students.
6. Parking Fees: For students to park their vehicles on the College of the Desert campus. They must pay a \$10 Parking Fee and properly display a COD parking sticker.

## **REGISTRATION**

A time schedule of classes is published before each semester which contains carefully planned registration procedures.

#### **Unit Load Limitations**

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

Students wishing to obtain a variance from the above limitations may petition their academic adviser.

## **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 and the High Desert campus 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 are directed toward the development of the student.

Student Personnel Services at the Palm Desert and High Desert 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 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 Student Guidance 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 the 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 College of the Desert. Recognizing that each student who comes to the Community College is unique, counseling personnel believe their primary responsibility is to the student and to respect their 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 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 Opportunities Program and Services (EOPS).

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

### Orientation

Prior to the beginning of the Fall and Spring semesters, a special orientation program is held for new students. This program is designed to assist the student to:

1. Understand the role of the Community College.
2. Recognize the difficulties that may be encountered during the initial weeks of college.
3. Become aware of the Counseling Department's services and other programs and services on campus.
4. Understand information regarding the college catalog, courses, certificates, Associate of Arts and Associate of Science degrees and transfer requirements.

5. Receive assistance in deciding which courses to take in order to achieve their educational objectives.
6. Meet advisers, counselors, and program directors.
7. Meet with Student Government officers and tour the campus.
8. Pre-Register for classes.

### **Transfer**

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

The latest information about admission to the California State Colleges and Universities is made available through the Counseling Department.

Another activity to promote knowledge about four-year colleges is College and University Day, on College of the Desert campus 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 the 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 during the day that the college is in session.

### **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.

### **Tutorial**

To help the College of the Desert students enjoy success in their college experience, tutorial services are available to currently enrolled COD students who are experiencing difficulties with their classes. Mobility assistance and reading assistance are also provided for Handicapped Program students via the Tutorial Program.

### **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**

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

The Associated Students has adopted a constitution which provides for a governing body that reflects the interests 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.

### **Grievance Procedures for Students**

Grievance procedures for matters pertaining to students are listed in the **College of the Desert Roadrunner Student Handbook**. Students may obtain copies of the Handbook during registration or the Office of Student Activities which is located in the Student Services Center. Inquiries regarding grievance procedures should be directed to the Dean of Students or other members of Student Services.

### **Fees**

1. Materials fees are charged as noted in the Schedule of Classes for all students. Refunds are not 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 \$7.50 Health Services Fee per semester, which is utilized for accident insurance. This mandatory 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 his or her 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, based on the average cost of instruction which is payable at time of registration, is charged all students who have not been legal residents of California for one full year. Active military personnel and their dependents, regardless of residence, are exempt from out-of-state fees for their initial year of stay in California.

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 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 fee for a program change - either singular or multiple changes. There is no refund of "late fees" or "add and drop" fees 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 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 Student Body card. No refund after the start of the third week of the semester.

6. Insurance: International Student - College Policy #5102 requires each international student enrolled at the college to secure and maintain at their own expense, an accident and illness insurance coverage. At the beginning of each college year, the student must show evidence of coverage before enrollment. The college nurse will help secure insurance and will verify coverage.

7. Parking Fee: A \$10 fee is charged students for each vehicle they plan to drive and park on the College of the Desert campus. Replacement Parking Permits cost \$10. This is a non-refundable fee.

Health Occupations Programs - College Policy #5101 requires each student enrolled in Health Occupation programs which require patient contact for the development of specific skills to secure and maintain at their own expense accident and illness insurance coverage and insurance coverage against liability for malpractice. At the beginning of each semester, students must show evidence of coverage for that semester with the college nurse.

#### **Refunds**

Request for refunds are accepted at the Office of Admissions and Records. Refunds can be made only upon proper presentation of a COD 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 Materials Fees**

Refunds are not granted after the start of the third (3rd) week of the semester.

The ASCOD fee is 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). Materials fees are refunded if a student drops a class with a fee.

#### **Non-Resident Tuition Fees**

No refund is 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 is made according to the following schedule if the student Fees) submits a written request:

-before the first day of scheduled class .....	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%

NOTE: (Non-resident Tuition) Partial refunds are made when the College cancels a class or the College makes a time change which prevents the student from attending.

#### **Bad Checks**

A service charge is assessed for any check returned to the College and/or ASCOD or the College Bookstore 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 or her records from the College be processed to any other institution. Within one week, if a student has not met his or

her financial obligations, he or she may be dropped from all classes. Check-cashing privileges may be revoked for any student who has checks returned by his or her bank more than once.

### **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 ten 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 Inland Valley Athletic Conference. Except for football, the conference includes these colleges: Chaffey, Citrus, College of the Desert, East Los Angeles, Glendale, Mt. San Jacinto, Rio Hondo, Riverside City, San Bernardino Valley and Victor Valley. The conference includes competition in basketball, baseball, cross-country, golf, softball, soccer, tennis, track, and volleyball.

For football, College of the Desert is a member of the Foothill Conference which includes Antelope Valley, College of the Desert, Imperial Valley, Mira Costa, Mt. San Jacinto, and San Bernardino.

### **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 supplementary health insurance to cover sickness and hospitalization at minimum costs. Supplementary health insurance is mandatory for nursing students and international students.

### **Special Support Services**

The realization of the "open door" philosophy of the Community College has resulted in 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 Resource Materials** - As part of the Student Guidance Service Department, career information is maintained to provide information and to assist students in making and achieving career decisions.

The career information service provides career resource materials for students in a variety of occupational and career areas.

**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 Counseling 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 the students.

**Transportation and Parking** - Conveniently located parking lots provide parking for students and visitors vehicles. Red, Yellow, Yellow and Black curb markings, all No-Parking signs, and Emergency Parking zones are to be observed at all times, day and night. Parking on or in front of ramps is forbidden day and night. For students to park the campus parking lots, they must pay a \$10 Parking Fee and properly display a COD parking sticker. Citations are issued by the Riverside County Sheriff's Office and/or College of the Desert. 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) is in effect from 7:30 a.m. to 5:15 p.m. Monday through Friday of each school week.

Handicapped parking (Blue curb marking) must be observed both day and evening. Handicapped permits are obtained from the Office of the Handicapped Counselor (located in the Student Center) on a semester basis and can be renewed as needed.

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

### **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 strives to provide 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 out-reach 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 (Spanish and English languages) counseling to the general student body.
7. The C.A.R.E. (Cooperative Agencies Resources for Education) Program initiated during the Fall 1980 semester encourages financially needy single parents to enroll at College of the Desert and provides counseling, financial aid and child care assistance.

### **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 those who qualify. The Library and Diesel Mechanics buildings are the only two-story buildings on campus. 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 who 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 veterans' needs.

Supplementing these goals, the Office of Veterans' Affairs offers: an outreach program which appraises the veterans' 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. The Veterans' Office helps to speed the certification process and advocates for veterans with V.A. difficulties. The Office maintains contact with school and community services and assists veterans with financial aid and housing. It provides placement service for the veteran during enrollment, and upon completion of educational goals and 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 enroll for a total of seven (7) or more units of course work including Work Experience. Work Experience classes are not considered on-campus classes. The Veterans' Administration does not pay benefits for General Work Experience. Vocational Work Experience may be taken as elective units as allowed by your major.
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 Veterans' 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. An initial contribution of \$20,000 to be used in support of lectures engendering knowledge of, and appreciation for, traditional American ideals and moral spiritual values. Donor: The Rosemary Dwyer Frey Trust.

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

### **Associated Students of College of the Desert**

Awarded to members of the Student Body to honor outstanding academic ability.

### **Eugenie Mayer Bolz Family Foundation**

Established in 1980. Interest to be used for award to a deserving student as determined 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.

### **Stacy Carpenter Memorial Scholarship Fund**

It was the wish of his parent that this money be kept to grant financial assistance to a Music major with organ as their major performing area.

### **Chaparral Garden Club**

Established 1973. Awarded to two agriculture students.

### **Shirley Clark Memorial Scholarship Fund**

Established in 1979. Interest to be used for award to a deserving student as determined by the Scholarship Committee.

### **Jerry Codekas Memorial Scholarship Fund**

Established November, 1972. Approximately \$50 in interest earnings from \$1,000. 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 \$500 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 faculty and Mrs. Helen Dengler, donor.

**Greenberg Student Nurses Assistance**

Interest to be used for award to a deserving nursing student as determined by the Scholarship Committee.

**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 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. Awarded to deserving students in the horticulture or agriculture field

**Leisure Life Scholarship**

Interest to be used for award to a deserving student as determined by the Scholarship Committee.

**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.

**Alice Marble Scholarship**

Interest to be used for award to a deserving student as determined by the Scholarship Committee.

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

**Peral 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.

**Edna H. O'Reilly Memorial Scholarship**

Interest to be used for award to a deserving student as determined by the Scholarship 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 Garden Club**

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

**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.

**Ed Rafferty Memorial Scholarship Fund**

Established October 1978. Awarded to a deserving student in turf management.

**Riverside County Peace Officers Association**

Established 1976. Awarded to Law Enforcement Major.

**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 (c) have a financial need for the scholarship.

**Skelton Foundation**

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

**Noel Birns Outstanding Student Award**

Established 1977. To be awarded annually to outstanding student athletes.

**The Federal Managers Association Scholarship Fund, Chapter #195**

Established 1982. A \$250 scholarship awarded on an annual basis.

**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.

**Maude Stoner**

Established June 2, 1980. Interest to be awarded annually to a student in the Music Department specializing in piano.

**University Club of the Desert Scholarship Fund**

Established 1976. Interest to be awarded to deserving students as determined by The Scholarship Committee.

**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 Auxillary 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 (Pell Grant)**

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. 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 \$3,000 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 six months after the borrower ceases to be at least a half-time student (6 units minimum each semester at College of the Desert). Five percent simple interest starts at the end of a six-months grace period with the first payment due one month later. Payments may be extended for a period of not more than ten years, but will be at a rate of not less than \$30 a month. Applications should be filed by June 1st for the following academic year, and November 15 for the Spring semester.

#### **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 8-10 week delay before receipt of the loan. Checks will be available in the Financial Aids Office at College of the Desert after the student has enrolled. The student should be aware that the various lenders may limit loans to less than \$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, students 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 six 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**

To receive an R.N. Scholarship, a student must have a high financial need. A scholarship will not be less than \$200 or more than \$2,000, depending on funds available. The funds received must be matched with at least an equal amount of Registered Nursing Loan.

High need is defined as not being able to contribute at least 50% of their need from their income.

#### **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 student 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.

## 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:

SYMBOL	DEFINITION	GRADE POINT
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (at least satisfactory-units awarded not counted in G.P.A.)	
NC	No Credit (less than satisfactory, or failing-units not counted in G.P.A.)	

**Non-Evaluations Symbols** — The following non-evaluations symbols may appear on official college transcripts:

I -Incomplete

IP In progress

RD-Report Delayed

W -Withdrawal

## GRADING PROCEDURE - PERMANENT RECORDS

Permanent records carry a notation of a student's active enrollment at the beginning of the fourth week of classes. Students will be listed for final grade reporting 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.

## GRADES—CHANNELS OF APPEAL

- A. The student shall first attempt to solve the problem with the instructor involved.
- B. The Department Chairperson shall be consulted following Step A, above.
- C. If steps A and B fail to yield a solution, the student will submit all pertinent information involving the dispute in writing to the Dean of Students, and request a formal hearing. A committee shall be formed to hear both sides of the issue and render a decision. The committee will consist of the following: the Dean of Students, the Dean of Instruction, one other member of the College administrative staff, a department chairperson and one additional faculty member. The last two named will be from departments not concerned in the grievance.
- D. The decision of the committee may be appealed to the College president for a decision.
- E. Following a decision by the President, the student also has the option of further appeal to the Board of Trustees. The decision rendered by the Trustees is final.

## 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 listed on the official reporting form reporting the incomplete temporary grade.

## 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	<u>3</u>	C	2	<u>6</u>
	14		Total grade points	34
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**

Students are considered to be academically disqualified and making unsatisfactory progress when, (a) they maintain less than a 2.00 GPA for three 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 12 units.

## **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 courses 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 1A.

## **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 are required to pay fees for late registration and for changes in their program. Students who "drop" or "add" semester length classes after completing initial registration are 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.

Students are held accountable for every course for which they have registered. To become official, any withdrawal from College or withdrawal from a class must be made by application properly completed and filed in the Registrar's Office; otherwise the student may receive a grade of F for all courses enrolled in. Students should not assume or expect their instructors to drop them from their classes.

### **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.

### **Withdrawal Policy**

Withdrawal (W) is a mark assigned to students who withdraw after 30% of a term and prior to 50% of the term. Students who withdraw after 50% of a term are assigned a grade of "F" unless there are extenuating circumstances beyond the control of the student, example: accident, hospitalization.

## **TRANSCRIPT**

An official transcript of a 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. 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 must 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 the 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: One course must be chosen from Eng. 1A, Eng. 50 or Eng. 51. Other courses may be:

- a. Any courses listed under AREA IV BASIC SUBJECTS.
- b. English 41 may be used as the 5th course to meet General Education requirements.
- 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 total 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 science in studies broader than those traditionally presented within one discipline. This major allows the student to explore in different areas while making progress toward the A.A. Degree. It is appropriate for the student who does not plan to continue his or her formal education beyond College of the Desert. It also is appropriate for the student who intends to transfer to a four year college or university in the equivalent upper division major. If a student is interested in teaching at the elementary school level, this program represents one effective way to prepare.

The major consists of a 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-transferable major, the balance of the sixty units may 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: Dentistry, Law, Medicine, Nursing, Occupational Therapy, Optometry, Pharmacy, Physical Therapy, Social Welfare, Teaching, 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.

## **ASSOCIATE IN SCIENCE DEGREE**

Beginning with the Fall Semester of 1981, the Board of Trustees has authorized the awarding of the Associate in Science Degree in those majors which require extensive course work in Science or Mathematics and in some science-related occupational programs. Students continuing in the Fall of 1981 and later terms who were enrolled prior to Fall 1981, will normally qualify for the A.S. Degree in those majors described above. Students can receive only the one degree in a major field.

## **A CERTIFICATE OF PROFICIENCY**

A Certificate of Proficiency may be awarded to a student who has completed a required sequence of courses in an occupational field. The certificate requires fewer than 60 units of college work as indicated in departmental listings elsewhere in this catalog. At least six (6) units in the certificate field shall be completed in residence at College of the Desert. A minimum of a "C" average shall be maintained in all courses required for the certificate. All courses shall be approved by the department adviser.

In the case of an additional certificate(s) in a related field, the student will be required to take a minimum of six (6) units of additional course work in the department of the additional certificate(s) as determined by the department adviser.

## **INDIVIDUAL STUDY PROJECTS**

Available to students carrying six or more units.

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

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

## **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 are 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 Registrar.

### **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 their instructors and colleagues to extend their knowledge and understanding of some particular problem or topic within the general scope of edge and understanding of some particular problem or topic within the general scope of departmental offerings which are not contained in scheduled courses. The exact nature of the individual assignments depends upon the nature of the study and topic involved, but all seminar students are expected to complete one or more, but are not limited to the following: a project, field study, survey, written report, and/or term paper.

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

A maximum of six units of seminar are accepted for the A.A. or A.S. Degree.

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

### **CLASSIFICATION AND NUMBERING OF COURSES**

There are three 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 students 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.

## **COLLEGE OF THE DESERT COMMUNITY SERVICES SUMMER OFFERINGS 1982**

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

### **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 enrollment is insufficient. The Schedule of Classes each semester is the official list of courses offered.

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

## 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 State Universities 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 or the Associate in Science 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. (Effective in Fall 1981, the State Universities and Colleges now limit their recognition of General Education credit to a maximum of 39 units earned at Community Colleges. Students planning General Education Courses in excess of these limitations should consult carefully with Academic Advisers.)

## CALIFORNIA STATE UNIVERSITY AND COLLEGES GENERAL EDUCATION CERTIFICATION COURSE PATTERN

Each candidate for the bachelor's degree from a CSUC institution is required to complete a pattern of general education courses which total a minimum of 48 semester units. A student may take a maximum of 39 of the 48 units at College of the Desert toward meeting the general education requirement. Of the remaining units, 9 semester units must be upper division and must be earned at the institution granting the degree.

The following College of the Desert courses meet this pattern:

SEMESTER UNITS (MINIMUM)

### A. COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING 9 units

Select at least one course from each of the three groups. Eng 1A or 3A is required.

1. Oral Communication  
Speech 1, 2, 4A, or 4B
2. Written Communication  
Eng 1A, Eng 3A, Engl 3B, DERE 1
3. Critical Thinking  
Speech 7, Eng 1B, Phil 10

### B. PHYSICAL UNIVERSE AND ITS LIFE FORMS 9 units

Select at least one course from each group. At least one course must include a laboratory.

1. Physical Universe  
A 1, A 1L\*, Chem 1A\*, Chem 1B\*, Chem 3\*, Chem 4\*, Met 1\*, Met 1L\*, Geog 1, Geol 1, 1L\*, 2\*, 5, 10, 10L\*, Ph 1\*, 2A\*, 2B\*, 4A\*, 4B\*
2. Life Forms  
AgPS 2\*, Anth 1, Biol 1A\*, Biol 1B\*, 1C\*, Biol 4, 4L\*, Biol 15\*, Biol 16L\*, Biol 21\*, Biol 22A\*, Biol 22B\*, NR 1, 1L\* OH 1, 1L\*
3. Mathematics  
Math 1A, 1B, 3, 5, 9, 10, 12, Phil 11, Soc 3

\*Denotes courses which include a laboratory.

**C. ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGE****9 units**

Select at least one course from each of three different groups.

1. Fine Arts  
Art 2A, 2B, 3A, 10, 12, 13, 18  
Music 1A, 1B, 1C, 1D, 2A, 2B, 2C, 2D, 3A, 3B, 4, 9, 10, 11A, 11B, 12, 14A, B, C, D, 15, 18, 36 A, B, C, D, TA 1, 2A, 2B, 10A, 10B, 12A, 32, 56
2. Literature  
Eng 1B, 10A, 10B, 11A, 11B, 12A, 12B, Eng 14, 15, 16, 18, 30, 35, Sp 2  
Fr. 39, Sp2, TA 10A, 10B
3. Philosophy  
Phil 6, 7, 8, 9, 12, 13, 14  
Eng 30, 35
4. Foreign Language  
Fr 1, 1A, 1B, 2, 3, 4, 8A, 8B, 39  
German 1, 2, 3, 4  
Ital 1, 1A, 1B, 2, 3, 4, 40A, 40B  
Russ 1, 2  
Span 1, 1A, 1B, 2, 3, 4, 5, 6, 8A, 8B
5. The Development of Cultures  
Art 3A, TA 2A, 2B, 56

**D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS****9 units**

Select at least one course from each of four different groups.

1. Social Institutions  
Hist 1, 17, 18, 20, 27, 29, 31, J 1, Phil 12  
Pol Sci 1, 2, 4, 30  
Psych 10, 20  
Soc 1, 2, 10, 12, 14
2. Political Institutions  
Hist 1, 17, 18, 20, 27  
Pol Sci 1, 2, 4, 30
3. Economic Institutions  
Econ 1, 2, 3  
Hist 1, 17, 18, 20
4. Contemporary  
Econ 1, 2, 3  
Hist 2, 22A, 22B, 29, 31  
Anth 2, 3, Geog 2, 7, J 1, Soc 1
5. Historical  
Hist 2, 22A, 22B, 29, 31, Anth 3
6. Western and Non-Western Context  
Geog 2, 7, Anth 2

**E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT****3 units**

1. Phil 13, Psych 1, 10, 33

**\*CROSS - LISTED COURSES**

The following requirements are to be met by students pursuing the transfer Associate Degree at College of the Desert:

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

A. One of the following Biological Sciences:

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	11	- Fundamentals of Ecology (3)
Bi	15	- General Microbiology (4)
Bi	21	- Basic Human Anatomy & Physiology (5)
NR	1	- Conservation of Natural Resources (3)

- NR 1L - Conservation of Natural Resources Laboratory (1)  
 OH 1 - Horticulture (3)  
 OH 1L - Horticulture Lab (1)
- B. One of the following Physical Sciences:
- A 1 - Descriptive Astronomy (3)  
 A 1L - Descriptive Astronomy Laboratory (1)  
 Ch 3A - Introductory General Chemistry (4)  
 Ch 3B - 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 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 - Woman 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)
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	1B	- Introduction to Literature (3)
Eng	10A,B	- American Literature (3-3)
Eng	11A,B	- Survey of English Literature (3-3)
Eng	12A	- World Literature (3-3)
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 Communication (3)
Fr	1	- Foreign Literature in Translation: French (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	30A,B,C,D	- Film Appreciation
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-IIIB or IIIC		
Ger	1,2	- Elementary German (5-5)
Ger	3,4	- Intermediate German (4-4)
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)
Rus	1,2	- Elementary Russian (5-5)
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)

**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 (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 4 - Statistical Methods (3)  
 Math 5 - Trigonometry (3)  
 Math 9 - Intermediate Algebra (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. 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. DERE 1 - Reading Improvement (2)

## DEGREE AND CERTIFICATE INFORMATION

Certificate                      Occupational Transfer

(1 YEAR) (2 YEAR)

A.S.

**ADMINISTRATION OF JUSTICE  
AGRICULTURE and DIESEL MECHANICS  
NATURAL RESOURCES**

x

x

A.S.

A.S.

Agri-Business

A.S.

A.S.

Agriculture Mechanics

Diesel Mechanics

x

x

General

x

x

A.S.

Heavy Equipment Maintenance and Operations

x

x

A.S.

Truck Maintenance and Operations

x

A.S.

General Agriculture

A.S.

A.S.

Landscape Engineering

A.S.

A.S.

Natural Resources

A.S.

Park Technician

A.S.

Nursery Management

x

x

A.S.

A.S.

Ornamental Horticulture

A.S.

A.S.

Parks & Recreation

A.S.

A.S.

Plant Science

A.S.

Turfgrass Management

A.S.

Veterinary Science

**ART**

A.A.

A.A.

Art

**BUSINESS EDUCATION**

x

A.A.

A.A.

Business Administration

x

A.A.

Data Processing

x

A.A.

Escrow

x

A.A.

General Business

x

A.A.

Marketing

x

A.A.

Medical Transcription

x

A.A.

Office Technician

x

A.A.

Real Estate

x

A.A.

Secretarial Science

Medical Transcription

**COMMUNICATION**

A.A.

English Composition

A.A.

English Literature

A.A.

Journalism

A.A.

Speech

A.A.

Theatre Arts

Certificate Occupational Transfer

(1 YEAR) (2 YEAR)

x	A.A.	A.A.	Instructional Aide
			<b>ENGLISH AS A SECOND LANGUAGE</b>
x			El Inglés Como Segundo Idioma
			<b>ENGINEERING, ARCHITECTURE AND TECHNOLOGY</b>
x		A.S.	Air Conditioning & Refrigeration
x		A.S.	Architectural Drafting
		A.S.	Architectural Engineering or Construction Engineering
		A.S.	Architecture - Environmental Design
x	A.A.		Automotive Technology
x		A.S.	Electronics Engineering Technology
		A.S.	Engineering
		A.S.	Engineering Technology
x		A.S.	Environmental Resources (Solar)
x	A.A.		Industrial Drafting
x	A.A.		General Drafting
x	A.A.		Industrial Supervision
x	A.A.		Industrial Arts Education
		A.S.	Mathematics
x	A.A.		Metals Technology
x	A.A.		Structural Inspection
x	A.A.		Welding Technology
			<b>FIRE SCIENCE</b>
x	A.S.		Fire Science
			<b>FOREIGN LANGUAGE</b>
		A.A.	Foreign Language
			<b>HEALTH, PHYSICAL EDUCATION &amp; RECREATION</b>
		A.A.	Physical Education
		A.A.	Recreation
			<b>HOME ECONOMICS, NURSERY SCHOOL EDUCATION, FOOD SERVICES, TEXTILES AND CLOTHING, INTERIOR DESIGN</b>
x	A.A.		Nursery School Education
	A.A.	A.A.	Home Economics
	A.A.		Interior Design
	A.A.		Fashion Merchandising
	A.A.		Fashion Design
x			Custom Sewing and Alterations
			<b>LIBERAL STUDIES</b>
		A.A.	Liberal Studies
			<b>MUSIC</b>
		A.A.	Music

Certificate                      Occupational Transfer

(1 YEAR) (2 YEAR)

x	
x	A.S.
x	A.S.

- NURSING AND ALLIED HEALTH**
- Emergency Medical Technician
- Medical Assisting
- A.S. Registered Nursing
- A.S. Respiratory Therapy
- Vocational Nursing
- SCIENCE: BIOLOGICAL AND PHYSICAL**
- A.S. Biology
- A.S. Chemistry
- A.S. Geology
- A.S. Physics
- A.S. Pre-Veterinarian
- SOCIAL SCIENCE**
- A.A. Anthropology
- A.A. Economics
- A.A. Geography
- A.A. History
- A.A. Philosophy
- A.A. Political Science
- A.A. Psychology
- A.A. Social Science
- A.A. Sociology

## DEPARTMENT INFORMATION

### ADMINISTRATION OF JUSTICE

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

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

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

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

Preparation for Employment and Certificate Program in Administration of Justice.

Courses Required:

Dept.	No.	Title	Units
AJ	1	Introduction to Administration of Justice	3
AJ	2	Criminal Law	3
AJ	3	Legal Aspects of Evidence	3
AJ	4	Principles of Procedure of the Justice System	3
AJ	5	Community Relations	3
AJ	6	Principles of Investigation	3
AJ	8	Concepts of Enforcement Services	3
AJ	9	Traffic Control	3
AJ	10	Fundamentals of Crime and Delinquency	3
AJ	11	Firearms	1
AJ	12	Defensive Tactics	1

TOTAL UNITS (With Department Chairperson's Approval) 27-29

Adviser: Mills  
Miller/Rogers - High Desert

Preparation for Employment and Occupational A.S. Degree in Administration of Justice.

Courses Required:

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

ELECTIVES

AJ	6	Principles of Investigation	3
AJ	7	Criminal Substantive Law	3
AJ	8	Concepts of Enforcement Services	3
AJ	9	Traffic Control	3
AJ	10	Fundamentals of Crime and Delinquency	3
AJ	11	Firearms	1
AJ	12	Defensive Tactics	1
AJ	13	Institutional Field Services	3
AJ	14	Crime Scene and Laboratory Techniques	3
AJ	15	Traffic Accident Investigation	3
AJ	16	Narcotics Control	3
AJ	17	Wildlife Law Enforcement	3
AJ	18	Constitutional Law for Police	3
AJ	19	Peace Officers Arrest and Firearms	3
AJ	20	Peace Officers Reserve - Module B - Level II	2

AJ 22 Police Supervision (2 A,B, semesters, 3 units each) 3

Department Subtotal	24
Elective Subtotal	21
General Education Subtotal (See General Education Requirements)	15
<b>DEGREE TOTAL</b>	<b>60</b>

Adviser: Mills  
Miller/Rogers - High Desert

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

Courses Required:

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

ELECTIVES

AJ	6	Principles of Investigations	3
AJ	7	Criminal Substantive Law	3
AJ	8	Concepts of Enforcement Services	3
AJ	9	Traffic Control	3
AJ	10	Fundamentals of Crime and Delinquency	3
AJ	11	Firearms	1
AJ	12	Defensive Tactics	1
AJ	13	Institutional Field Services	3
AJ	14	Crime Scene and Laboratory Techniques	3
AJ	15	Traffic Accident Investigations	3
AJ	16	Narcotics Control	3
AJ	19	Peace Officers Arrest and Firearms	3
AJ	20	Peace Officers Reserve - Module B - Level II	2
AJ	22	Police Supervision (2 semesters, 3 units each)	3

Department Subtotal	24
See General Education Requirements	
General Education Subtotal	40
<b>DEGREE TOTAL</b>	<b>64</b>

Adviser: Mills  
Miller/Rogers - High Desert

# 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 Science 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.S. Degree Program in AGRI-BUSINESS

#### Courses Required:

Dept.	No.	Title	Units
AgBu	11	Management Records	3
AgBu	15	Concepts of Modern Agriculture	3
AgPS	1	Soils and Plant Nutrition	3
AgPS	20	Field Crops	3
AgPS	26	Fruit Production	3
AgPS	2	Entomology-General & Applied	3
AgEG	16	Basic Mechanical Skills	2
BuMa	20A	Basic Law	3
Econ	1	Principles of Economics	3
Department Subtotal			26
Elective Subtotal (confer with adviser)			19
See General Education Requirements			
General Education Subtotal			15
<b>DEGREE TOTAL</b>			<b>60</b>
Adviser: Smith/Waters			

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

#### Courses Required:

Dept.	No.	Title	Units
AgEg	16	Basic Mechanical Skills	2
NR	1	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 General Education Requirements			
General Education Subtotal			40
<b>DEGREE TOTAL</b>			<b>60</b>
Adviser: Smith/Waters			

Preparation for Employment and Occupational A.S. 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
CC	1	Intro. to Country Club Operations	3
CC	2	Pro-Shop Operations	3
CC	3	Professional Methods of Teaching Golf	2
OH	4	Turfgrass Management	3
OH	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 General Education Requirements			
General Education Subtotal			15
DEGREE TOTAL			60
Adviser: Waters			

Preparation for Employment and Occupational A.S. 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
CC	1	Intro. to Country Club Operations	3
CC	2	Pro-Shop Operations	3
AgEg	47	Basic Surveying	2
OH	4	Turfgrass Management	3
OH	5A	Ornamental Plant Identification & Materials	3
OH	8	Park and Landscape Management	3
OH	9	Landscape Plan and Design	3
OH	46	Landscape Irrigation Systems	3
OH	30	Landscape Equipment	3
BuMa	20A	Business Law	3
Department Subtotal			35
Recommended Electives:			
AgEg	16	Basic Mechanical Skills	2
AgEg	40	Agricultural Engineering Construction	3
AgEg	43	Tractor Operations	3
BuDe	23	Fundamental of Sales	3
TSup	91	Elements of Supervision	2

OH	1	Horticulture	3
OH	1L	Horticulture Lab	1

Elective Subtotal			10
See General Education Requirements			
General Education Subtotal			15
DEGREE TOTAL			60
Adviser: Watling			

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

Courses Required:

Dept.	No.	Title	Units
DM	61	Diesel Mechanics I	2
DM	62	Diesel Mechanics II	5
DM	64	Diesel Mechanics IV	4
DM	65	Diesel Engine Accessories	2
DM	60	Tractor & Equipment Chassis	4
DM	16E	Mechanical Skills	10
AgEg	43	Tractor Operations	3
AgEg	91	Basic Hydraulics	2
		Career Development Seminar	1
		Diesel Mechanics Elective	1
Total Units			36

3.0 Grade Point Average Required

Adviser: Dilger/Smith/Waters

Preparation for Employment and Certificate Program in DIESEL MECHANICS - ONE YEAR CERTIFICATE (HEAVY EQUIPMENT MAINTENANCE & OPERATIONS OPTION)

Courses Required:

Dept.	No.	Title	Units
DM	61	Diesel Mechanics I	2
DM	62	Diesel Mechanics II	5
DM	65	Diesel Mechanics Accessories	4
AgEg	16	Basic Mechanical Skills	2
AgEg	43	Tractor Operations	3
AgEg	47	Basic Surveying	2
AgEg	90	Heavy Equipment Operation and Maintenance	3
AgEg	91	Basic Hydraulics	2
AgEg	92	Hydraulic Systems Maintenance and Repair	3
TWeld	28	Industrial Welding Procedures	2
TWeld	35	Gas Shielded Welding	2
Total Units			30

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
DM	60	Tractor and Equipment Chasis	4
DM	61	Diesel I	4
DM	62	Diesel II	4
DM	63	Diesel III	4
DM	64	Diesel IV	4
DM	65	Diesel Engine Accessories	4
DM	70	Special Problems	3
DM	75	Diesel Shop Supervision	2
AgEg	16	Basic Mechanical Skills	2
DM	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
TWeld	28	Industrial Welding Processes	2
TWeld	35	Gas Shielded Welding	2
AgBu	11	Management/Records	3
TMtl	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
DM	61	Diesel Mechanics I	2
DM	62	Diesel Mechanics II	5
DM	64	Diesel Mechanics IV	4
DM	65	Diesel Engine Accessories	2
DM	60	Tractor & Equipment Chassis	4
DM	25	Truck Chassis	4
DM	35A	Heavy Duty Automatic Power & B Shift Transmissions	2 + 2
DM	70	Special Problems and/or	
DM	75	Diesel Shop Supervision	4
DM	16E	Mechanical Skills	10
AgEg	43	Tractor Operations	3
AgEg	47	Basic Surveying	2
AgEg	91	Basic Hydraulics	2
AgEg	92	Hydraulic Systems Maintenance and Repair	3
AgBu	5	Microcomputer Applications	3
AgBu	11	Career Development Seminar	1
		Diesel Mechanics Electives	6

Elective

3

Total Units

65

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
DM	25	Truck Chassis	4
DM	61	Diesel I	4
DM	62	Diesel II	4
DM	65	Diesel Engine Accessories	4
AgEg	16	Basic Mechanical Skills	2
AgEg	43	Tractor Operations	3
AgEg	91	Basic Hydraulics	2
AgEg	28	Industrial Welding Processes	2
TWeld	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.S. Degree Program in DIESEL MECHANICS (HEAVY EQUIPMENT MAINTENANCE AND OPERATIONS OPTION)

Courses Required:

Dept.	No.	Title	Units
DM	60	Tractor and Equipment Chassis	4
DM	61	Diesel I	4
DM	62	Diesel II	4
DM	63	Diesel III	4
DM	65	Diesel Engine Accessories	4
AgEg	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	2
TWeld	28	Welding Industrial Practices	3
AgBu	11	Management Records	2

Department Subtotal

43

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

DM	25	Truck Chassis	4
DM	64	Diesel IV	4
DM	75	Diesel Shop Supervision	2
AgEg	35	Heavy Duty Automatic and Power Shift Transmissions	2

	35	Gas Shielded Welding	2
TWeld	21	Industrial Machine Shop	
TMtl		Processes	2
Elective Subtotal			4
See 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
DM	20	Truck Operations	4
DM	21	Advanced Truck Operations	2
DM	23	Commerical Vehicle Operation	2
DM	25	Truck Chassis	4
DM	61	Diesel I	4
DM	62	Diesel II	4
DM	63	Diesel III	4
DM	64	Diesel IV	4
DM	70	Diesel Engine Accessories	4
DM	35	Special Programs	3
DM	A,B	Heavy Duty Automatic	
	43	Power Shift Transmissions	2-2
AgEg	47	Tractor Operations	3
AgEg	90	Basic Surveying	2
AgEg		Heavy Equipment	
AgEg	91	Operations Maintenance	3
	28	Basic Hydraulics	2
AgEg	35	Welding Industrial Processes	2
TWeld	11	Gas Shielded Welding	2
TWeld	75	Management Records	3
AgBu		Diesel Shop Supervision	2
DM			

Total Units 60

3.0 Grade Point Average Required

Advisers: Dilger/Smith/Waters

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

Courses Required:

Dept.	No.	Title	Units
AgBu	11	Management Records	3
DM	16	Basic Mechanical Skills	2
DM	20	Truck Operation & Maintenance	4
DM	21	Advanced Truck Operations	2
DM	25	Truck Chassis	4
DM	61	Diesel I	4
DM	62	Diesel II	4
DM	63	Diesel III	4

DM	65	Diesel Engine Accessories	4
DM	70	Special Problems	1-3
AgEg	43	Tractor Operations	3
AgEg	90	Heavy Equipment Operations and Maintenance	3
AgEg	91	Basic Hydraulics	2
TWeld	28	Welding Industrial Processes	2
DM	75	Diesel Shop Supervision	2
Department Subtotal			46

See General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 61

Adviser: Dilger/Smith/Waters

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

Courses Required:

Dept.	No.	Title	Units
AgAS	30	General Animal Husbandry	3
AgBu	11	Management Records	3
AgBu	15	Concepts of Modern Agriculture	3
AgEg	16	Basic Mechanical Skills	2
AgEg	43	Tractor Operations	3
AgEg	44	Agricultural Equipment	3
AgEg	47	Basic Surveying	2
AgEg	45	Irrigation and Drainage	3
AgPS	1	Soils and Plant Nutrition	3
AgPS	20	Field Crops	3
AgPS	26	Fruit Production	3
AgPS	2	Entomology-General & Applied	3
AgPS	30	Agricultural Chemical Application and Safety	3

Department Subtotal 37

Departmental Electives-confer with adviser

Elective Subtotal 8

See General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Adviser: Waters/Walker

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

Courses Required:

Dept.	No.	Title	Units
AgEg	16	Basic Mechanical Skills	2
AgEg	40	Agricultural Engineering Construction	3
OH	1	Horticulture	3
OH	1L	Horticulture Lab	1
OH	4	Turf Grass Management	3
OH	5	Ornamental Plant Identification & Materials	3

OH	9	Landscape Planning and Design	3
OH	15	Nursery Sales and Mangement	3
OH	20	Landscape Construction	3
OH	30	Landscape Equipment	3
OH	46	Landscape Irrigation Systems	3
AgEg	47	Basic Surveying	2

Department Subtotal 31

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

AgBu	11	Management Records	3
AgBu	59	Agricultural Experience Program	1
OH	8	Park and Landscape Management	3
AgPS	2	Entomology-General & Applied	3
AgPS	30	Agricultural Chemical Application & Safety	3
WEV	95	Work Experience	1-4

Elective Subtotal 14

See General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Adviser: Watling

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

Courses Required:

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

Departmental Subtotal 44

Electives (13 units to be selected from the following)

AgEg	35	Heavy Duty Automatic and Power Shift Transmission	4
AgEg	45	Irrigation and Drainage	3
AgEg	70	Special Problems	3
AgEg	90	Heavy Equipment Operation and Maintenance	3

AgEg	92	Hydraulic System Maintenance and Repair	3
DM	20	Truck Operation and Maintenance	4
DM	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

DEGREE TOTAL 62

Adviser: Dilger/Smith/Waters

Preparation for Employment and Occupation A.S. 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
DM	25	Tractor Chassis	4
DM	61	Diesel I	4
DM	62	Diesel II	4
DM	63	Diesel III	4
DM	64	Diesel IV	4
DM	65	Diesel Engine Accessories	2
TWeld	28	Welding Industrial Processes	2
AgBu	11	Management Records	3

Department Subtotal 47

See General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 62

Adviser: Dilger/Smith/Waters

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

Courses Required:

Dept.	No.	Title	Units
NR	1	Conservation of Natural Resources	3
NR	2	Introduction to Forestry	3
NR	3	Introduction to Wildlife Management	3
AgBu	11	Management Records	3
AgEg	16	Basic Mechanical Skills	2
AgEg	40	Agricultural Engineering Construction OR	3
OH	20	Landscape Construction	3
AgEg	43	Tractor Operations - OR	3
OH	30	Landscape Equipment	3

AgEg	47	Basic Surveying	2
Oh	8	Park and Landscape Management	3
AgPS	1	Soils and Plant Nutrition	3
AgPS	2	Entomology General & Applied	3

Department Subtotal 31

Electives 15 units-Recommended: (confer with adviser)

NR	1L	Consv. Natrl. Resources Lab	1
NR	2L	Introduction to Forestry Lab	1
NE	3L	Introduction to Wildlife Lab	1
AJ	17	Wildlife Law Enforcement	3
OH	1	Horticulture	3
OH	1L	Horticultural Lab	1
AgPS	10	Environmental Gardening	3
AgPS	30	Agricultural Chemical Application & Safety	3

Electives Subtotal 15

See General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 61

Adviser: Walker

**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.S. Degree in PARK TECHNICIAN OPTION OF THE NATURAL RESOURCES PROGRAM**

**Courses Required:**

Dept.	No.	Title	Units
NR	1	Conservation of Natural Resources	3
	2	Intro to Forestry	3
	3	Intro to Wildlife Management	3
			9

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

NR	1	Conservation Natrl. Resources	3
NR	1L	Conservation Natrl. Resrcs. Lab	1
NR	2	Intro to Forestry	3
NR	3	Introduction to Wildlife Mngmt.	3
NR	3L	Introduction to Wildlife Mngmt. Lab	1
OH	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	
	10L	Geology	3-4
RE	3	Outdoor Recreation	3
Electives (approved by Natural Resources adviser)			24
General Education			15

DEGREE TOTAL 60

Adviser: Walker, D./Moon, B. - High Desert

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

**Courses Required for ENVIRONMENTAL SCIENCES OR NATURAL RESOURCES:**

Dept	No.	Title	Units
Bi	1A	General Biology - Principles	5
Bi	1B	General Zoology OR	5
Bi	1C	General Botany	5
Ch	1A	General Chemistry OR	5
	3	Intro. General Chem	4
Ch	1	Physical Geology OR	3
G	5	Environmental Geology	3
G	1L	Physical Geology	
G		(can take with G5)	1
	1	Conservation of Natural Resources	3
NR			
NR	1L	Conservation of Natural Resources Lab	1
Math	9	Intermediate Algebra	3

25-26

**NATURAL RESOURCES - 20-25 Additional Units to be chosen from the following (confer with adviser):**

(See Environmental Sciences additional courses in Science Department listing.)

Dept.	No.	Title	Units
NR	2	Introduction to Forestry	3
NR	2L	Introduction to Forestry Lab	1
NR	3	Introduction to Wildlife Management	3
NR			
NR	1	Introduction to Wildlife Management Lab	1
AsPS	2	Soils and Plant Nutrition	3
AgPS		Entomology - General and Applied	3
AgEg	47	Applied	3
AgEg	8	Basic Surveying	2
Ch		Park and Landscape Management	3

**AGRICULTURE DEPARTMENT ELECTIVES (confer with adviser) 0-9**

Aj	17	Wildlife Law Enforcement	3
Bi	1B	General Zoology	5
Bi	1C	General Botany	5
Bi	11	Fundamentals of Ecology	3
Oh	1A-	General Chemistry	5-10
	1B		

COMPUTER COURSE(S)		3-6
Econ	1 Principles of Economics	3
Geog	1 Physical Geography	3
G	1 Physical Geology	3
G	5 Environmental Geology	3
Math	4 Statistical Methods	3
Math	10 College Algebra	3
Math	1A Calculus with Analytic Geometry	3
PH	2A General Physics	4
For other course selections confer with advisor		
TOTAL		20-23
General Education Electives		12-19

DEGREE TOTAL 60 Minimum  
 Adviser: Walker

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

Courses Required for INTERDEPARTMENTAL  
 ENVIRONMENTAL STUDIES:

Dept.	No.	Title	Units
G	5	Environmental Geology OR	3
G		Physical Geology	3
G	1	Physical Geology Lab	
	1L	(can take with G5) OR	1
G		Earth Science	3
G	10	Earth Science Lab	1
Bi	10L	General Biology -	
	1A	Principles OR	5
BI		Fundamentals of Ecology OR	3
BI	11	Elements of Biology	3
BI	4	Elements of Biology Lab	
	4L	(can take with Bi 11)	4
Ch		Introductory General Chemistry	
	3	OR	4
CH		Fundamentals of Chemistry	4
Nr	4	Conservation of Natural Resources	3
NR		Conservation of Natural Resources Lab	1
Geog		Physical Geography	3
Math	1	Intermediate Algebra OR	3
Math	9	College Algebra	3
	10		
TOTAL			22-23

INTERDEPARTMENTAL ENVIRONMENTAL  
 STUDIES: 24 to 26 additional units to be  
 chosen from the following (confer with  
 advisor):

Dept.	No.	Title	Units
NR	2	Intro to Forestry	3
NR	2L	Intro to Forestry Lab	1
NR	3	Intro to Wildlife Management	3
NR	3L	Intro to Wildlife Management Lab	1
AgPS	1	Lab	1

AgPS	2	Soils and Plant Nutrition	3
AgPS	10	Entomology	3
AgPS	10A	Environmental Gardening	2
AgPS	10B	Environmental Gardening Lab	1
OH	1	Environmental Gardening Lab	1
OH	1L	Horticulture	3
Geog	2	Horticulture Lab	1
G	1,2	Cultural Geography	3
	5,10	Geology Elective(s)	3-8
Met	1		
Met	1L	Descriptive Meteorology	3
PS	1	Descriptive Meteorology Lab Intro to Government	1 3

ARCHITECTURE ELECTIVE(S)		2-6
ENERGY RESOURCE ELECTIVE		3-4
DWT	71 Water Supply & Treatment	3
HEc	1 Consumer Survival	3
Math	4 Statistics	3
Math	10 College Algebra	3
BIOLOGY ELECTIVE(S)		3-8
COMPUTER COURSES		3-6
SPEECH ELECTIVE		3
Econ	1 Principles of Economics	3
Econ	3 Current Economic Problems	3

For other course selections confer with advisor  
 24-26  
 General Education Electives 11-14  
 DEGREE TOTAL 60 Minimum  
 Adviser: Meyer, Walker

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

Courses Required:

Dept.	No.	Title	Units
AgPS	1	Soils and Plant Nutrition	3
AgEg	16	Basic Mechanical Skills	2
OH	5	Plant and Material Identifi- cation	3
OH	1	Horticulture	3
OH	1L	Horticultural Lab	1
OH	9	Landscape Planning and Design	3
OH	13	Floral Design	3
OH	15	Nursery Sales and Management	3
OH	46	Landscape Irrigation Systems	3
AgBu	11	Management Records	3
BuMa	20A	Business Law - OR -	3
BuDE	21	Marketing	3
OH	20	Landscape Construction	3

Department Subtotal 32  
 Electives: (16 units to be selected from the fol-  
 lowing)  
 OH 30 Landscape Equipment 3  
 OH 8 Park and Landscape  
 Management 3

AgEg	47	Basic Surveying	2
AgBu	59	Agricultural Experience	1
AgPS	30	Agric. Chemical Application and Safety	3
AgPS	2	Entomology-General & Applied	3
WEV	95	Work Experience	1-4

Elective Subtotal			16
See General Education Requirements			
General Education Subtotal			15
DEGREE TOTAL			60
Adviser: Watling			

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

Courses Required:			
Dept.	No.	Title	Units
OH	1	Horticulture	3
OH	1L	Horticulture Lab	1
OH	5A	Ornamental Plant and Material Identification	3
OH	8	Park and Landscape Management	3
OH	9	Landscape and Plant Design	3
OH	15	Nursery Sales and Management	3
AgPS	1	Soils and Plant Nutrition	3
AgBu	11	Management Records	2
AgEg	16	Basic Mechanical Skills	2
OH	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
OH	5	Plant and Material Ident.	
	A,B		3
OH	1	Horticulture	3
OH	1L	Horticulture Lab	1
AgOH	9	Landscape Design & Planning	3
AgBu	11	Management Records	3
AgEg	16	Basic Mechanical Skills	2
OH	46	Landscape Irrigation Systems	3
OH	15	Nursery Sales & Management	3
OH	4	Turfgrass Management	3
AgPS	2	Entomology-General & Applied	3
OH	20	Landscape Construction	3
Department	Subtotal		33

Electives: (13 units to be approved by adviser)			
Electives Subtotal			12
See General Education Requirements			
General Education Subtotal			15
DEGREE TOTAL			60
Adviser: Watling			

Preparation for Employment and Occupational A.S. 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
OH	20	Landscape Construction	3
AgEg	43	Tractor Operations OR	3
OH	30	Landscape Equipment	3
OH	46	Landscape Irrigation Systems	3
OH	4	Turf Grass Management	3
OH	5	Ornamental Plant Ident.	
	A,B,	and Materials	3
OH	8	Park and Landscape Management	3
OH	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)			

AgEg	47	Basic Surveying	2
AgBu	11	Management Records	3
NR	1	Conservation Natrl. Resources	3
NR	1L	Conservation Natrl. Resrcs. Lab	1
NR	2	Introduction to Forestry	3
NR	3	Introduction to Wildlife Mngmt.	3
NR	3L	Introduction to Wildlife Mngmt. Lab	1
OH	1	Horticulture	3
OH	1L	Horticulture Lab	1
AgBu	59	Agriculture Experience	1
AgPS	30	Agricultural Chemical Application & Safety	3

Elective Subtotal			16
See General Education Requirements			
General Education Subtotal			15
DEGREE TOTAL			62
Adviser: Walker/Watling			

Preparation for Transfer to a Four-Year College and/or A.S. 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 26

See General Education Requirements

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

General Education Subtotal 40

DEGREE TOTAL 66

Adviser: Waters/Walker

#### Preparation for Employment and Occupational A.S. Degree Program in TURF GRASS MANAGEMENT

Courses Required:			
Dept.	No.	Title	Units
AgPS	1	Soils and Plant Nutrition	3
OH	4	Turf Grass Management	3
OH	5	Plant and Material Identification	3
OH	9	Landscape Design and Planning	3
AgPS	2	Entomology-General & Applied	3
AgEg	40	Agricultural Engineering Const. OR	3
AgEg	16	Basic Mechanical Skills	2
AgEg	43	Tractor Operations	3
OH	46	Landscape Irrigation Systems	3
OH	48	Landscape Equipment	3
Department Subtotal			27
Electives: (21 units to be selected from the following)			
AgBu	11	Management Records	3

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

Elective Subtotal 21

See General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 63

Adviser: Watling

#### Preparation for Employment and Occupational A.S. 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 General Education Requirements			
General Education Subtotal			15
DEGREE TOTAL			63
Adviser: Waters/Walker			

## 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

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 General Education Requirements

General Education Subtotal	40
<b>DEGREE TOTAL</b>	<b>60</b>

Adviser: Najarian

High 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:

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

Any one of the following courses in painting:

Art	21A	Painting (Water Color)	2
Art	23A	Painting (Oil)	2
Art	25A	Painting (Acrylic)	2

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. Introduction to Art credits, however, may be applied toward bringing General Education units up to a required total of 40.

Department Subtotal	20
See General Education Requirements	
General Education Subtotal	40
<b>DEGREE TOTAL</b>	<b>60</b>

Adviser: Najarian

High 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.

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

Courses Required:

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

Areas of Concentration in Upper Division:

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

To be taken in sophomore year if area of concentration is Accounting or Finance.

Department Subtotal	18
Elective Subtotal	2
See General Education Requirements	
General Education Subtotal	40
<b>DEGREE TOTAL</b>	<b>60</b>

Adviser: Harrison/Post

Miller/Rogers - High Desert

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 - High Desert

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 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 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 General Education Requirements 27

General Education Subtotal 15

DEGREE TOTAL 60

Adviser: Harrison/Post

Miller/Douglas - High 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 - High 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 General Education Requirements		
General Education Subtotal		15
<b>DEGREE TOTAL</b>		<b>60</b>

Adviser: Post

McDonnell - High 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 General Education Requirements	
General Education Subtotal	40
<b>DEGREE TOTAL</b>	<b>60</b>

Adviser: Post

McDonnell - High Desert

Preparation for Employment and Certificate Program in **INDUSTRIAL SUPERVISION**

Courses Required:

Dept.	No.	Title	Units
BuS	82	Industrial Purchasing	2
BuS	91	Elements of Supervision	2
BuS	92	Psychology for Supervision	2
BuS	93	Human Relations	2
BuS	94	Communications I for Supervisors	2
BuS	99	Cost Control for Supervisors	2
Department Electives			12
To be selected from other supervision classes offered. (Six (6) classes at two (2) units each for a total of 12 units).			
<b>TOTAL UNITS</b>			<b>24</b>

Adviser: Immenhausen

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

Courses Required:

Dept.	No.	Title	Units
BuS	81	Quality Control	2
BuS	82	Industrial Purchasing	2
BuS	83	Developing Employees Through Training	2
BuS	84	Job Analysis for Wage Admin.	2
BuS	91	Elements of Supervision	2

BuS	92	Psychology for Supervisors	2
BuS	93	Human Relations	2
BuS	94	Communications I for Supervisors	2
BuS	95	Communications II for Supervisors	2
BuS	96	Labor-Management Relations	2
BuS	97	Industrial Organization Patterns & Management	2
BuS	98	Work Simplification	2
BuS	99	Cost Control for Supervisors	2
BuS	70	Affirmative Action for Supv. (May be substituted for any one of the above)	2
BuS	71	Safety Management	2

Department Subtotal

26

Elective Subtotal

19

See General Education Requirements

General Education Subtotal

15

**DEGREE TOTAL**

**60**

Adviser: Immenhausen

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
BuOP	73	Mag Card II	1
BuSS	51A,	B,C Intermediate Typewriting	1-3
BuSS	52A,	B,C Advanced Typewriting	1-3
BuSS	57	Machine Transcription	2
BuSS	71	Business English	3
MA	61	Medical Terminology	2
MA	65	The Health Worker & The Law	2
N	48	Pharmacology Seminar	2
Bi	21	Basic Human Anatomy and Physiology	5
WEV	95	Work Experience	1-4
<b>TOTAL UNITS</b>			<b>30-33</b>

Recommended 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

Required Courses:

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

RECOMMENDED ELECTIVES:

BuAC	72A	Keypunch Operations	1
BuMA	20A	Business Law OR	3
BuMA	20B	Business Law	3
BuMA	72	Business Mathematics	3
BuOP	73	Mag Card II Typewriter	1
BuSS	57	Machine Transcription	2
Econ	1A	Principles of Economics OR	3
Econ	1B	Principles of Economics	3
WEG	94	Work Experience OR	1-3
WEV	95	Work Experience	1-4

TOTAL UNITS REQUIRED FOR CERTIFICATE 27

Adviser: Roche  
Watson - High Desert

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

Required Courses:

Dept.	No.	Title	Units
BuAC	1	Accounting OR	3
BuAC	66	Accounting Records and Procedures	3
BuMA	30	Business Communications	3
BuMA	72	Business Mathematics	3
BuOP	58	Communications - PBX, PABX, Telephone	1
BuOP	63	Office and Secretarial Procedures	4
BuOP	64	Records Management	2
BuOP	71	Machine Calculation	2
BuSS	51A, B,C	Intermediate Typewriting A,B,C	3
BuSS	52A, B,C	Advanced Typewriting A,B,C	3
BuSS	71	Business English	3
Department		Subtotal	27

RECOMMENDED ELECTIVES:

BuAC	72A	Keypunch Operations	1
BuMA	20A	Business Law OR	3
BuMA	20B	Business Law	3
BuOP	73	Mag Card II Typewriter	1
BuSS	57	Machine Transcription	2
Econ	1A	Principles of Economics OR	3
Econ	1B	Principles of Economics	3
WEG	94	Work Experience OR	1-3
WEV	95	Work Experience	1-4

Elective Subtotal 18

See General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Adviser: Roche  
Watson - High 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	51A,	B,C Intermediate Typewriting	3
BuSS	52A,	B,C Advanced Typewriting	3
BuSS	57	Machine Transcription	2
BuOP	58	Communications - PBX, PABX, Telephone	1
BuSS	71	Business English	3
BuOP	71	Machine Calculation	2
<b>TOTAL UNITS</b>			<b>34</b>

Recommended Electives:

BuOP	73	Mag Card II	1
BuAc	72	Keypunch Operations	1
BuMa	20A	Business Law OR	3
BuMa	20B	Business Law	3
Econ	1	Principles of Economics	3
BuMa	72	Business Mathematics	3
WEG	94	Work Experience OR	1-3
WEV	95	Work Experience	1-4

Adviser: Gallegos

Watson - High 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	51A,	B,C Intermediate Typewriting	2
BuSS	52A,	B,C Advanced Typewriting	3
BuSS	57	Machine Transcription	2
BuOP	58	Communications - PBX, PABX, Telephone	1
BuSS	71	Business English	3
BuOP	71	Machine Calculation	2
<b>Department Subtotal</b>			<b>34</b>

Recommended Electives:

BuOP	73	Mag Card II	1
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
WEG	94	Work Experience OR	1-3
WEV	95	Work Experience	1-4

Elective Subtotal 12  
See General Education Requirements 15

**DEGREE TOTAL 60**

Adviser: Gallegos

Watson - High Desert

## COMMUNICATION

### Including English, Journalism, Radio-Television, Reading, 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	4
*Eng	1B	Introduction/Literature	3
*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	31	The Old Testament	3
Eng	32	The New Testament	3
Eng	35	Myth and Legend	3
*Sp	4A	Public Speaking	3
*Sp	7	Decision Making and Advocacy	3
*TA	10		
	A,B	Dramatic Literature	3-3

Department Subtotal	21
See General Education Requirements	
General Education Subtotal	39
DEGREE TOTAL	60

Adviser: English Staff

Dohman/Hopkins - High 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	21
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See General Education Requirements

General Education Subtotal	39
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	4
*Eng	1B	Introduction/Literature	3
*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	31	The Old Testament	3
Eng	32	The New Testament	3
Eng	35	Myth and Legend	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	21
See General Education Requirements	
General Education Subtotal	39
DEGREE TOTAL	60

Adviser: English Staff

Dohman/Hopkins - High 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 Jour-

nalism. 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	21
General Education Subtotal	39

See 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 23

See General Education Requirements

General Education Subtotal 39

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 and academic 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. Many classes and programs are open-entry, open-exit, thereby allowing students to register at any time during the school year. Classes are held day and evening and at both on campus and off campus locations.

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 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 for Teacher Preparation and Licensing.

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

Preparation for Certificate in INSTRUCTIONAL AIDE

Courses Required:

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

Adviser: Jordan

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 General Education Requirements			
General Education Subtotal			15
DEGREE TOTAL			60
Adviser: Jordan			
Miller/Rogers-High Desert			

Preparation for A.A. Degree 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
Department Subtotal			20
See General Education Requirements			
General Education Subtotal			40
DEGREE TOTAL			60
Adviser: Jordan			
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 occu-

pational 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
OH	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	53	Study of Electrical Codes	3
StIn	54	Study of Mechanical and Plumbing Codes	3
Eng	41	Technical & Scientific Report Writing	3
<b>TOTAL UNITS</b>			<b>42</b>

Adviser: Marzicola

**Preparation for Employment and Occupational A.S. 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
OH	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	53	Study of Electrical Codes	3
StIn	54	Study of Mechanical and Plumbing Codes	3
Math	5	Trigonometry	3
Eng	41	Technical & Scientific Report Writing	3
Department	Subtotal		42

Elective Subtotal	3
See General Education Requirements	
General Education Subtotal	15
<b>DEGREE TOTAL</b>	<b>60</b>
Adviser: Marzicola	

**Preparation for Transfer to a Four-Year College and/or A.S. 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	2
Arch	6	Architectural Delineation	2
Engr	2	Surveying	2
Engr	4	Descriptive Geometry	2
Math	1A	Calculus w/Analytic Geometry	4
Math	1B	Calculus w/Analytic Geometry	4
Phy	4A	Engineering Physics	5
Phy	4B	Engineering Physics	5
Phy	5	Computer Programming I (recommended)	3

Department Subtotal	35-38
See General Education Requirements	
General Education Subtotal	26
<b>DEGREE TOTAL</b>	<b>61-64</b>
Adviser: Marzicola	

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

Courses Required:

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

Department Subtotal	29
See General Education Requirements	
General Education Subtotal	31
<b>DEGREE TOTAL</b>	<b>60</b>
Adviser: Marzicola	

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

**Courses Required:**

Dept.	No.	Title	Units
ACR	60	Air Conditioning/ Refrigeration I	3
ACR	61	Air Conditioning/ Refrigeration II	3
ACR	62	Air Conditioning III	3
ACR	63	Refrigeration IV	3
ACR	64	Air Conditioning/ Refrigeration Electricity I	2
ACR	65	Air Conditioning/ Refrigeration Electricity II	2
ACR	70A	Air Conditioning/ Refrigeration Lab I	1
ACR	70C	Air Conditioning/ (one semester) Refrigeration Electricity Lab (one semester)	1

Select a minimum of 6 units from the following:

ACR	66	Air Conditioning Load Estimating	1
ACR	67	Refrigeration Load Estimating	1
ACR	68	Air Distribution System Design	1
ACR	69	Air Conditioning/ Refrigeration Cost Estimating	1
ACR	70A	Air Conditioning/ Refrigeration Lab I	1
ACR	70B	Air Conditioning/ Refrigeration Lab II	1
ACR	70C	Air Conditioning/ Refrigeration Electricity Lab	1
ACR	71	Heat Pumps	1
Metals	27	Industrial Sheet Metal Processes	2
Elec	30	Introduction to Electronics	3
Math	55	Technical Mathematics (or equivalent)	3
DAR	50	Domestic Appliance Repair I	3
DAR	51	Domestic Appliance Repair II	3
EnRe	60	Solar Technology I	3
EnRe	61	Solar Technology II	3
Auto	60	Automotive Air Conditioning & Accessories	2

**TOTAL UNITS** 24

Adviser: Hamilton/Usher

**Preparation for Employment and Occupational A.S. Degree Program in AIR CONDITIONING AND REFRIGERATION**

**Required Courses (19 units)**

Dept.	No.	Title	Units
ACR	60	Air Cond./Refrig. I	3
ACR	61	Air Cond./Refrig. II	3
ACR	62	Air Conditioning III	3
ACR	63	Refrigeration IV	3
ACR	64	Air Cond./Refrig. Electricity I	2
ACR	65	Air Cond./Refrig. Electricity II	2
ACR	70A; ACR 70B; ACR 70C; Lab	(minimum)	3

**Technical Electives (26 units)**

(Selection of courses from the following list is recommended)—up to 12 units of Work Experience is acceptable with permission of advisor.

ACR	66	Air Cond. Load Estimating	1
ACR	67	Refrig. Load Estimating	1
ACR	68	Air Distribution System Design	1
ACR	69	Air Cond./Refrig. Cost Estimating	1
ACR	70A; ACR 70B; ACR 70C; Lab	(maximum)	3
Metals	27	Ind. Sheet Metal Processes	2
Elec	30	Basic Electronics	3
Math	55	Technical Math.	3
DAR	50	Domestic Appl. Repair I	3
DAR	51	Domestic Appl. Repair II	3
EnRe	60	Solar Technology I	3
EnRe	61	Solar Technology II	3
Arch	11	Arch. Blueprint Reading	3
Arch	15	Passive Solar Arch.	3
Eng	41/	Tech. Rep. 41 Technical and Scientific Report Writing	3

Department Subtotal 45

General Education Requirements (15)

60

Advisers: Hamilton/Usher

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

**Courses Required:**

Dept.	No.	Title	Units
Auto	11	Automotive Principles I	2
Auto	12	Automotive Brake Systems	2
Auto	13	Automotive Suspensions	2
Auto	64	Automatic Transmissions	2
Auto	65	Standard Transmissions and Drive Trains	2
Auto	66	License Preparation-Brakes Class A	2
		Work Experience and/or Laboratory Classes	12

TOTAL UNITS 24

Adviser: Oney/Tamulonis  
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 TuneUp	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 General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Adviser: Oney/Tamulonis  
DaShiell-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: Sheneman  
Miller/Rogers-High Desert

Preparation for Transfer to a Four-Year College and/or an A.S. Degree in Electronic Engineering Technology

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

Department Subtotal 42

\*General Education 20

Degree Total 62

\*16 of the 20 semester hours in general education must be from natural science, social science,

humanities and basic subjects. Of the basic subjects, one course must be English 1A. No more than 3 units in the major academic discipline may be counted towards meeting a general education requirement.

It is recommended that one or more courses be selected from the following:

BuAc	Accounting	3
Ch 3	Intro. to General Chemistry	3
Econ 1	Principles of Economics	3
Math 4	Statistical Methods	3

Students who wish to be certified by this college as having completed the general education requirements for the California State University, see General Education Requirements.

Adviser: Sheneman  
Miller/Rogers-High Desert

**Preparation for Transfer to a Four-Year College and/or A.S. 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	3
		Manufacturing Processes (State University only) (Elective)	
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 General Education Requirements			
General Education Subtotal			24
DEGREE TOTAL			69-71

Adviser: Sheneman/Marzicola

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

Courses Required:

Dept.	No.	Title	Units
Engr	3	Engineering Graphics	2
Engr	4	Descriptive Geometry	2

**Manufacturing Processes (Elective)**

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 General Education Requirements

General Education Subtotal 29

DEGREE TOTAL 58-61

Adviser: Sheneman/Marzicola

**Preparation for Employment and Certificate Program in Environmental Resources (Solar)**

Dept.	No.	Title	Units
Arch	13	Introduction to Solar Energy	3
Arch	2	Building Materials	3
EnRe	60	Solar Technology I	3
EnRe	61	Solar Technology II	3
ACR	64	Air Conditioning/ Refrigeration Electricity I	2
ACR	66	Air Conditioning Load Estimation	1
ACR	68	Air Conditioning Air Distribution	1
Math	55	Technical Mathematics	1
Elec	30	Introduction to Electronics	3
ACR	70	Air Conditioning/ Refrigeration Lab	2
TOTAL UNITS			24

Advisers: Hamilton/Marzicola/Usher

**Preparation for Employment and Occupational A.S. Degree Program in Environmental Resources (Solar)**

Dept.	No.	Title	Units
Arch	13	Introduction to Solar Energy	3
Arch	2	Building Materials	3
EnRe	60	Solar Technology I	3
EnPe	61	Solar Technology II	3
ACR	64	Air Conditioning/ Refrigeration Electricity I	2
ACR	66	Air Conditioning Load Estimation	1
ACR	68	Air Conditioning Air Distribution	1
Math	55	Technical Mathematics	3
Elec	30	Introduction to Electronics	3
ACR	70	Air Conditioning/ Refrigeration Lab	2

Technical Electives (16 Units)

Selections of courses from the following list is recommended—up to 12 units of Work Experience is acceptable with permission of adviser.

ACR	69	Cost Estimation	1
ACR	65	Air Conditioning/ Refrigeration Electricity II	2
ACR	60	Air Conditioning/ Refrigeration I	3
ACR	61	Air Conditioning/ Refrigeration II	3
ACR	62	Air Conditioning III	3
ACR	71	Absorption Refrigeration	3
Arch	11	Architectural Blue Print Reading	3
Arch	15	Passive Solar Architecture	3
Mtl	27	Industrial Sheet Metal Practices	2
Department Subtotal			40
Electives Subtotal			5
General Education			15
DEGREE TOTAL			60

Advisers: Hamilton/Marzicola/Usher

Preparation for Employment and Occupational A.S. Degree Program in ENVIRONMENTAL TECHNOLOGY:

Courses Required:

Dept.	No.	Title	Units
Eng	41	Technical and Scientific Report Writing	3
Ch	4	Fundamentals of Chemistry OR	4
Ch	3	Introductory General Chemistry	4
G	5	Environmental Geology	3
NR	47	Basic Surveying	2
	1	Conservation of Natural Resources	3
NR	1L	Conservation of Natural Resources Lab	1
TOTAL			17

ENVIRONMENTAL TECHNOLOGY: 28-31

Additional Units to be chosen from the following (Confer with Advisor):

Dept.	No.	Title	Units
Math	55	Technical Mathematics OR	3
Engr	4	Descriptive Geometry	2
Arch	2	Building Materials	3
Arch	3A	Architectural Detailing I	3
Arch	3C	Architectural Detailing III	3
Arch	15	Passive Solar Design	3
EnRe	72	Alternative Energy Sources	3
EnRe	60	Solar Energy Tech I	3
EnRe	70A	Solar Energy Tech Lab A	1
EnRe	61	Solar Energy Tech II	3
EnRe	70A	Solar Energy Tech Lab B	1
Elec	30	Introduction to Electronics	3
AC	60	Introduction to Air Condi- tioning and Refrigeration	3

Computer Course(s)	3-6
Elective(s) (Confer with advisor)	3-9
	28-31
General Education Electives	12-15
DEGREE TOTAL	60 Minimum

Adviser: Usher

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
TOTAL UNITS			20

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 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, and 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, and 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 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 General Education Requirements	
General Education Subtotal	40
DEGREE TOTAL	61
Adviser: Oney, J. Scuro, M.	

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
Stln	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 General Education Requirements			
General Education Subtotal			28
DEGREE TOTAL			69
Adviser: Marzicola			

Preparation for Transfer to a Four-Year College and/or A.S. 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 General Education Requirements			
General Education Subtotal			32
DEGREE TOTAL			60

Adviser: Wachter

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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

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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 General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Adviser: Crow

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Preparation for Employment and Certificate Program in STRUCTURAL INSPECTION

Courses Required:

Dept.	No.	Title	Units
Stln	51	Introduction of Building Codes and Ordinances	3

Stln	52	Plan Checking and Related Math for Inspectors	3
Stln	53	Study of Electrical Codes	3
Stln	54	Study of Mechanical and Plumbing Codes	3
Stln	55	Basic Soil Technology	3
Stln	56	Portland Cement, Concrete and Asphalt	3

TOTAL UNITS 18

Adviser: Marzicola

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

Courses Required:

Dept.	No.	Title	Units
Stln	51	Introduction of Building Codes and Ordinances	3
Stln	52	Plan Checking and Related Math for Inspectors	3
Stln	53	Study of Electrical Codes	3
Stln	54	Study of Mechanical and Plumbing Codes	3
Stln	55	Basic Soil Technology	3
Stln	56	Portland Cement, Concrete and Asphalt	3

Department Subtotal 18

Department Elective Subtotal 27

Recommended from the following areas: Air Conditioning, Architecture, Energy Resources, Engineering and/or Mathematics

General Education Subtotal 15

DEGREE TOTAL 60

Adviser: Marzicola

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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

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

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	2
Weld	64	Oxygen-Acetylene Welding	3
Dra	1	Technical Drafting I (Recommended) OR	3

Dra	53	Machine Blueprint Reading (Recommended)	2	Department Subtotal	25-26
Elec	30	Introduction to Electronics	3	Elective Subtotal	19-20
Math	55	Technical Mathematics	3	See General Education Requirements	
Mtl	21	Industrial Machine Shop Processes	2	General Education Subtotal	15
Mtl	27	Industrial Sheet Metal Processes	2	(Include Eng 50 - Basic Writing Skills)	
Sup	82	Industrial Purchasing	2	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 Science Degree. These courses are designed for students that plan to transfer to a four-year institution, gain employment in the Fire Science field, or as a refresher for those currently employed in some area of Fire Science.

### Preparation for Employment and Certificate Program in FIRE SCIENCE

Select 24 Units from the following:

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 Prevention	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
EMT	79	Managing Fire Services	3
FS	80	Fire Investigation	
FS	84	Emergency Medical Technician	5
FS	87	Aircraft Crash and Rescue	3

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

Adviser: Pell

### Miller/Rogers - High Desert

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

18 Units Required from the following courses:

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	79	Managing Fire Services	3	See General Education Requirements	
EMT	84	Emergency Medical Technician	5	General Education Subtotal	15
Department Subtotal			18	DEGREE TOTAL	60
Elective Subtotal			27	Adviser: Pell	
				Miller/Rogers - High 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.

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	Humanities
U.C. Davis	Laboratory Technology & Microbiology
Astronomy	Linguistic
Art History	Music
Anthropology	Natural Sciences
Bacteriology	Mathematics
Bilingual Education	Occupational Therapy
Botany	Physical Therapy
Child Development	Paleontology
Chicano Studies	Physics
Chemistry	Philosophy
Comparative Literature	Police Science
Comparative Cultures	Political Science
College of Fine Arts	Pre-Dentistry
Dental Hygiene	Pre-Medicine
English	Pre-Veterinary Medicine
Etymology and Parasitology	Projected Foreign Language Pre-Major
Economics	Psychology
Genetics	Recreation
Geology	Social Sciences
Geography	Theatre Arts (UCLA)
Hispanic Civilization	Zoology
History	
Subtotal	28
See General Education Requirements	
General Education Subtotal	40
DEGREE TOTAL	60

	<u>French</u>	<u>German</u>	<u>Italian</u>	<u>Spanish</u>
Advisers:	Attoun Deti	Deti	Sottile	Deti Esudero Sottile

## 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	3
PE	1	First Aid and Safety	3
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	3
PE	23	Sr. Life Saving	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 26-28

See General Education Requirements

General Education Subtotal 40

DEGREE TOTAL 66-68

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	3
PE	1	First Aid and Safety	3
PE	2A,B		
		Sports Officiating	2-2
PE	8	Introduction to Health & Physical Education	3
		Beginning Instrument (1 class)	1
PE	23	Sr. Life Saving	2

Department Subtotal 23-25

Elective Subtotal 3

See General Education Requirements

General Education Subtotal 40

DEGREE TOTAL 66-68

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

### Certificates Currently Offered:

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

### Certificates Being Developed Are:

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

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

##### Courses Required:

Dept.	No.	Title	Units
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
Department Total			38
Total Units Required for Certificate			38

#### Preparation for Employment and Occupational A.A. Degree Program 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
See General Education Requirements			
General Education Subtotal			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	Fundamental of Math	3
Total Elective Units			6
DEGREE TOTAL			60
Adviser: Lawson, E.			

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

See General Education Requirements	
General Education Subtotal	15
<b>RECOMMENDED ELECTIVES</b>	
HETC 1 Clothing Construction I	2
HETC 2 Clothing Construction II	2
HETC 3 Clothing Construction III	2
HETC 51 Alterations	2
BuDE 23 Fundamentals of Sales	3
Art 14A Photography	2
Total Elective Units	19
<b>DEGREE TOTAL</b>	<b>60</b>
Adviser: Lawson, E.	

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

<b>Courses Required:</b>	
Dept. No. Title	Units
HEC 1 Consumer Survival	3
HETC 33 Textiles: Fibers & Fabrics	3
HEC 11 Basic Food Preparation	3
HEC 12 Meal Management and Hospitality	3
HEC 13 General Nutrition	3
HEID 1 Design of Interiors I	4
HEPR 1 Clothing Construction I	2
Soc 61 Child Development	3
10 Marriage and Family	3
Department Subtotal	27
Total Elective Units	18
See General Education Requirements	
General Education Subtotal	15
<b>DEGREE TOTAL</b>	<b>60</b>
Adviser: Roberts, C.	

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

<b>Courses Required:</b>	
Dept. No. Title	Units
Choose 15 units from the following classes:	
HEC 1 Consumer Survival	3
HEC 11 Basic Food Preparation	3
HEC 12 Meal Management and Hospitality	3
HEC 13 General Nutrition	3
HEID 1 Design of Interiors I	4
HETC 33 Textiles: Fibers & Fabrics	3
HETC 1 Clothing Construction I	2
HETC 2 Clothing Construction II	2
HETC 3 Clothing Construction III	2
HETC 31 Fashion, Clothing & Society	2
HEPR 61 Child Development	3
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

<b>Courses Required:</b>	
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
See General Education Requirements	
General Education Subtotal	15
Total Units Required for an A.A. Degree	62
Adviser: Lawson, E.	

Preparation for Employment and Certificate Program in NURSERY SCHOOL EDUCATION

<b>Courses Required:</b>	
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 Sensory-Motor	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	HEPR 66	Parent Education - Observation Participation	3
Director's Certificate Total Units		15	HEPR 71A	Pre-School Art	3
*Note: This certificate for public and private Nursery School Personnel is required by the State Health Department.					
Adviser: Roberts, C.					
<hr/>					
Preparation for Employment and Occupational A.A. Degree Program in NURSERY SCHOOL EDUCATION					
Courses Required:					
Dept.	No.	Title	Units	Department Subtotal	38
HE	1	Personal & Community Health	2	Elective Subtotal	7
HEPR	61	Child Development	3	See General Education Requirements	
HEPR	62	Pre-School Learning: Methods & Materials	3	General Education Subtotal	15
				DEGREE TOTAL	60
				Adviser: Roberts, C.	

## 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/Television Center, and Graphics. 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/Television Center provides non-print media services to students and faculty. The major emphasis of the AV/TV Center is to supply films and television programs for instruction purposes within the college district. Also, it distributes and maintains the necessary equipment for viewing the material. A major function of the Center is processing all film rental orders for members throughout the college district. The AV/TV Center staff consults with faculty, staff, students and community members interested in utilization, purchase, operation, and maintenance of equipment for locally produced instructional material. Graphics produces and assists in the planning of original visuals for instructional purposes.

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 allow the student to explore in different areas while making progress toward the A.A. Degree. It is appropriate for the student who does not plan to continue his or her formal education beyond College of the Desert. It also is appropriate for the student who intends to transfer to a four-year college or university in the equivalent upper division major. If a student is interested in teaching at the elementary school level, this program represents one effective way to prepare.

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

# MUSIC

The Music Department curriculum is primarily directed toward the transfer major, since the principal utilization of these courses is by these students. The Department now has new offerings in the area of *Commercial Music* which have shown considerable significance in acquainting students with the required expertise for this field.

The Department offerings divide themselves into four 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.
4. Courses pertaining to Commercial Music.

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	1	Musicianship	12
Mus	2	Harmony	12

6 units to be chosen from the following 3A,B History & Literature of Music or 11A,B Survey of Music Literature. 6

Mus	3	History & Lit/Music	
Mus	11	Survey of Music Lit.	
Mus	4	Counterpoint	3
Mus	48	A,B	
		C,D Music Performance	8

Four units of Performance Organization chosen from the following courses: 4

Mus 27,	Womens Ensemble	
Mus 30,	Male Chorus	
Mus 31,	College Orchestra	
Mus 32,	College Chorus	
Mus 33,	Symphonic Band	
Mus 34,	Vocal Ensemble	
Mus 35,	Chamber Ensemble	
Mus 71,	Jazz Ensemble	
Subtotal		45

Mus 61 \*Accompanying  
\*Required of all enrolled in Music Performance 41 and 46 ABCD.

Mus 99 \*Recital Attendance  
\*Required of all enrolled in Music Performance 40-48 ABCD.

Suggested elective courses:

Mus	14	Survey of Opera
Mus	15	Introduction to Music Theory

Mus	21	Class Piano
Mus	22	Class Voice
Mus	28	Piano Ensemble
Mus	39	Class Guitar
Mus	40-	Music Performance
Mus	48	
Mus	50	Piano Pedagogy
Mus	51	Arranging
Mus	52	Church Music
Mus	53	Folk Music
	54	Music for Classroom Teacher
Mus	55	Singers' Diction
	56	Community Chorus—Women
Mus	57	Community Chorus—Men
Mus	60	Class Organ
	70	Intro to Commercial Music
Mus	71	Jazz Ensemble
Mus	72	Celebration/Production
Mus	73	Celebration/Choregraphy
Mus	74	Celebration/Vocal
Mus	75	Recording Techniques
	76	Production Dance
	80-	**Music Performance
	88	

Department Subtotal Transfer Program	45
General Education Requirements	32
<b>DEGREE TOTAL</b>	<b>77</b>

Adviser: Norman

\*Music Performance 41A,B,C,D and 46A,B,C,D require concurrent enrollment in Accompanying 61A,B,C,D

\*\*May receive no transfer recognition to four year universities.

# NURSING AND ALLIED HEALTH

The Nursing and Allied Health Department offers two programs in nursing; The Associate in Science Degree in Nursing and the Vocational Nursing Programs in addition to Respiratory Therapy and Medical Assisting Programs.

The Associate in Science Degree in Nursing Program, in addition to admitting generic students, enrolls applicants through a consortium agreement with Mount San Jacinto College, Hemet and Palo Verde College, Blythe. Students in the consortium groups obtain clinical experience at their respective local health agencies, and attend nursing theory classes at College of the Desert. Biological Sciences and General Education courses are transferred from the consortium colleges to College of the Desert and students receive their nursing degree from College of the Desert.

The purpose of the Associate in Science Degree in Nursing is to prepare the student to function at a beginning technical nurse level in acute and long term care facilities and selected community health care agencies. At the successful completion of the program, the student is eligible to take the State Board Test Pool examination for licensure in the State of California as a registered nurse.

The Vocational Nursing Program prepares men and women for first level nursing positions as contributing members of the health care team. At successful completion of the program, the student is eligible to write the California examination for licensure as a vocational nurse.

Advanced placement may be possible for students transferring from related health care fields. Transcripts should be submitted for evaluation.

Vocational nurses successfully challenging the first year of the Associate in Science Degree in Nursing 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, in addition to 20 units of Nursing in the last two semesters of the Program.

Diploma school registered nurse 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 Science Degree.

Special arrangements may be made to assist nurses licensed in another state or country to fulfill deficiencies through independent study in order to qualify for examination for California licensure. Achievement examinations may be taken to determine proficiency for the purpose of self-evaluation for students and/or practicing nurses.

## **ASSOCIATE IN SCIENCE DEGREE IN 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 results 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. The student becomes competent in the skills necessary to provide client centered care through 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 IN SCIENCE DEGREE IN NURSING PROGRAM OBJECTIVES**

At the completion of the program, the student will:

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

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

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

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

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

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

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

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

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

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

Utilize a holistic approach in applying the nursing process to client care specifically in regard to cultural, socio-economic, spiritual, sexual and maturational factors.

## **PHILOSOPHY OF VOCATIONAL NURSING PROGRAM**

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

## **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 visible 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.

# 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 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	Doctor's Office Nurse
Hospital Unit Secretary	Clinic Nurse
Lab Assistant	Pharmacy Aide
Operating Room Technician	Central Service Assistant
E.K.G. Technician	Physical Therapy Assistant
X-Ray Assistant	

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	2
MA	66	Medical Assisting I	4
MA	66L	Medical Assisting I Lab	5
BuSS	50A	Beginning Typewriting	1

Certificate given upon satisfactory completion

of the above course is: Nursing Assistant Certificate.

### MEDICAL ASSISTING II

MA	67	Medical Assisting II	5
MA	67L	Medical Assisting II Lab	5
MA	63	Medical Insurance and Records	3

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.S. Degree in MEDICAL ASSISTING**

MA	65	Health Worker and the Law	2
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
BuOP	64	Records Management	2
BuSS	50A	Beginning Typewriting	1
BuSS	51A	Intermediate Typewriting	1
BuSS	57	Machine Transcription	2
N	61	Basic Pharmacology	2
MA	63	Medical Insurance and Records	3
Bi	35	Basic Human Health Sciences	3
Psy	33	Personal and Social Adjustment	3
Eng	50- 51	English	3-5
		Elective Humanity OR Social Science	3
PE		P.E. Activity (if under 21 yrs.)	2
<b>DEGREE TOTAL</b>			<b>62-64</b>

Adviser: Marshall/Katz

High Desert-Marshall/Katz

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

**Preparation for Employment and Occupational A.S. Degree in REGISTERED NURSING**

(Graduates eligible for Registered Nurse Licensing Examination in California)

Prerequisite: Chemistry

**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		Composition	3-5
Sp		Speech	3
		Humanity (Elective)	3

**Elective (Humanity OR**

		Social Science)	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 67-71**

Adviser: Katz/Muchnik

Rogers/Katz-High Desert

**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	8
VN	1L	Vocational Nursing I Lab	7
N	61	Basic Pharmacology	2
VN	2	Vocational Nursing II	8
VN	2L	Vocational Nursing II Lab	7
HEC	13	General Nutrition	3
VN	3	Vocational Nursing III	8
VN	3L	Vocational Nursing III Lab	7

See Brochure for Admission Requirements

**TOTAL UNITS 50**

Adviser: Katz/Kelly

**Preparation for Employment and Occupational A.S. Degree in VOCATIONAL NURSING**

Dept.	No.	Title	Units
VN	1	Vocational Nursing I	8
VN	1L	Vocational Nursing I Lab	7
N	61	Basic Pharmacology	2
VN	2	Vocational Nursing II	8
VN	2L	Vocational Nursing II Lab	7
HEC	13	General Nutrition	3
VN	3	Vocational Nursing III	8
VN	3L	Vocational Nursing III Lab	7
Eng	33	Composition	3
Psy		Personal and Social Adjustments	3
Bi		Basic Human Anatomy and Physiology	5
		Elective Humanity	3
		Elective in General Education	3

**DEGREE TOTAL 67**

Adviser: Marshall/Katz

High Desert-Rogers/Marshall/Katz

**REQUIREMENT TESTS: SFTAA, NELSON-DENNY, SCAT AND 16 P.F.**

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

**Courses Required:**

Dept.	No.	Title	Units			Testing and Rehabilitation	7
RT	51	Introduction to Respiratory Therapy	8	RT	59	Respiratory Therapy Trends	3
RT	53	Cardiopulmonary Pharmacology	2	Eng		Composition	3-5
RT	54	Assisted Ventilatory Therapy	11	Bi	22A	Human Anatomy	4
RT	55	Cardiopulmonary Special Procedure	4	Bi	22B	Human Physiology	5
RT	56	Methods of Continuous Ventilatory Support	11	Bi	15	Microbiology	4
RT	57	Cardiopulmonary Pathophysiology	3	Ph	1	Basic Physics	4
RT	58	Cardiopulmonary Function		Psy	1	General Psychology	3
				PE		P.E. Activity (if under 21 yrs.)	2
						Humanity (Elective)	3
						<b>DEGREE TOTAL</b>	<b>75-77</b>
						Adviser: Ciastko	

## SCIENCES - BIOLOGICAL, CHEMICAL AND PHYSICAL

The Science Department has available a broad offering of courses in the Biological and Physical Disciplines. The aim of the department is to provide instruction to a large number of general students as well as those with a goal of majoring in science. To this end, courses for the non-Science Major are transferable to other institutions for General Education Requirements. Courses designed for Science Majors parallel content, level of instruction and units found in University Systems. The department also offers a complete sequence of science courses leading to a nursing program and related paramedical qualifications.

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.S. Degree in BIOLOGY, PREPROFESSIONAL (includes, BIOLOGY, ZOOLOGY, BOTANY, PREMEDICINE, PREDENTISTRY, PREPHARMACY, PREVETERINARY MEDICINE, 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
Ch	10		
	A,B	Organic Chemistry	5-5
Phy	2A	General Physics	4
Phy	2B	General Physics	4
Math	1A,	Calculus w/Analytic	
	B	Geometry	4-4
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	25
<b>DEGREE TOTAL</b>	<b>62</b>

\*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 foundation prior to transfer. Majors in Biological Science and Pharmacy should also complete Bi 1C.

Advisers:

Bender - Bacteriology, Microbiology, Nursing, Veterans

Bird - Premedicine and Predeontology

Bowie - Botany, Pre-pharmacy, Pre-veterinary Medicine

Burrage - Biology, Entomology, Parasitology, Zoology

Salter - Biology

White - High Desert, All Fields

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

Preparation for Transfer to a Four-Year College and/or A.S. Degree in ENVIRONMENTAL SCIENCES OR NATURAL RESOURCES.

Courses Required for ENVIRONMENTAL SCIENCES OR NATURAL RESOURCES:

Dept.	No.	Title	Units
Bi	1A	General Biology - Principles	5
Bi	1B	General Zoology OR	5
Bi	1C	General Botany	5
Ch	1A	General Chemistry OR	5
Ch	3	Intro. General Chem	4
G	1	Physical Geology OR	3
G	5	Environmental Geology	3
G	1L	Physical Geology Lab (can take with G5)	1
NR	1	Conservation of Natural Resources	3
NR	1L	Conservation of Natural Resources Lab	1
Math	9	Intermediate Algebra	3

ENVIRONMENTAL SCIENCES: 20 to 25

Additional Units to be chosen from the following (Confer with Adviser):

(See Natural Resources additional courses in Agriculture Department)

Dept.	No.	Title	Units
Bi	1B	General Zoology	5
Bi	1C	General Botany	5
Bi	11	Fundamentals of Ecology	3
Ph	2A	General Physics	4
PH	2B	General Physics OR	4
PH	4A	Engineering Physics	5
PH	4B	Engineering Physics	5
Math	4	Statistical Methods	3
Math	10	College Algebra	3
Math	1A	Calculus with Analytic Geometry	4
Math	1B	Calculus with Analytic Geometry	4

COMPUTER COURSE(S)

G	1	Physical Geology	3
G	5	Environmental Geology	3
G	2	Historical Geology	4
Ch	10A	Organic Chemistry	5
Ch	10B	Organic Chemistry	5
Met	1	Descriptive Meteorology	3
Met	1L	Descriptive Meteorology Lab	1
AgPS	1	Soils and Plant Nutrition	3
AgPS	2	Entomology - General & Applied	3
NR	2	Intro to Forestry	3
NR	2L	Intro to Forestry Lab	2
NR	3	Intro to Wildlife Management	3
NR	3L	Intro to Wildlife Management Lab	1
Econ	1	Principles of Economics	3
Geog	1	Physical Geology	3

For other course selections confer with advisor 20-25

General Education Electives 12-18

DEGREE TOTAL 60 Minimum

Adviser: Meyer  
Walker

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

Courses Required for INTERDEPARTMENTAL ENVIRONMENTAL STUDIES:

Dept.	No.	Title	Units
G	5	Environmental Geology OR	3
G	1	Physical Geology	3
G	1L	Physical Geology Lab (can take with G5) OR	1
G	10	Earth Science	3
G	10L	Earth Science Lab	1
Bi	1A	General Biology - Principles OR	5
Bi	11	Fundamentals of Ecology OR	3
Bi	4	Elements of Biology	3

Bi	4L	Elements of Biology Lab (can take with Bi 11)	4
Ch	3	Introductory General Chemistry OR	4
Ch	4	Fundamentals of Chemistry	4
NR	4	Conservation of Natural Resources	3
NR	1L	Conservation of Natural Resources Lab	1
Geog	1	Physical Geography	3
Math	9	Intermediate Algebra OR	3
Math	10	College Algebra	3
<b>TOTAL</b>			<b>22-23</b>

**INTERDEPARTMENTAL ENVIRONMENTAL STUDIES:** 24 to 26 additional units to be chosen from the following (confer with adviser):

Dept.	No.	Title	Units
NR	2	Intro to Forestry	3
NR	2L	Intro to Forestry Lab	1
NR	3	Intro to Wildlife Management	3
NR	3L	Intro to Wildlife Management Lab	1
AgPS	1	Soils and Plant Nutrition	3
AgPS	2	Entomology	3
AgPS	10	Environmental Gardening	2
AgPS	10A	Environmental Gardening Lab	1
AgPS	10B	Environmental Gardening Lab	1
OH	1	Horticulture	3
OH	1L	Horticulture Lab	1
Geog	1	Cultural Geography	3
G	1,2, 5,10	Geology Elective(s)	3-8
Met	1	Descriptive Meteorology	3
Met	1L	Descriptive Meteorology Lab	1
PS	1	Intro to Government	3

ARCHITECTURE ELECTIVE(S) 2-6

ENERGY RESOURCE ELECTIVE 3-4

DWT	71	Water Supply & Treatment	3
HEc	1	Consumer Survival	3
Math	4	Statistics	3
Math	10	College Algebra	3

BIOLOGY ELECTIVE(S) 3-8

COMPUTER COURSES 3-6

SPEECH ELECTIVE 3

Econ	1	Principles of Economics	3
Econ	3	Current Economic Problems	3

For other course selections confer with adviser 24-26

General Education Electives 11-14

**DEGREE TOTAL 60 Minimum**

Adviser: Meyer, Walker

Preparation for Transfer to a Four-Year College and/or A.S. 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 (Recommended)	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 1

Department Subtotal 43-45

See General Education Requirements

General Education Subtotal 25

**DEGREE TOTAL 68-70**

Adviser: Meyer

White-High Desert

Consult with adviser before embarking on program.

Preparation for Transfer to a Four-Year College and/or A.S. 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	4A	General Chemistry	5
Phy	4B	Engineering Physics	5
Phy	5	Engineering Physics	5
Phy		Computer Programming I (Recommended)	3

Consult course descriptions of above courses for prerequisites.

Department Subtotal 36-39

See General Education Requirements

General Education Subtotal 25  
 DEGREE TOTAL 71-74

Adviser: Grannan

## SOCIAL SCIENCES

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

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/ 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
DEGREE TOTAL			60

Adviser: S.R. McWilliams

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
DEGREE TOTAL			60

Adviser: S. R. McWilliams

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

Courses Required:

Dept.	No.	Title	Units
Hist	1	History Western Civilization	3
Hist	2	History Western Civilization	3
Hist	17	United States History	3
Hist	18	United States History	3
Anth	1	Introduction Physical Anthropology	3
Phil	10	General Logic	3
PS	1	Introduction to Government	3
Department Subtotal			21

See General Education Requirements

General Education Subtotal 20  
 See adviser for additional recommended courses to complete 60 unit graduation requirement.

DEGREE TOTAL 60

Adviser: Thu

Dean-High 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 Government 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 General Education Requirements for graduation.	
General Education Subtotal	40
<b>DEGREE TOTAL</b>	<b>60</b>
Adviser: McFadyen Merritt-High 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
Psy	10	Psychological Aspects of Marriage and the Family	3
Psy	33	Personal and Social Adjustment	3
Soc	3	Statistical Methods Social Science	3

Department Subtotal	25
See General Education Requirements	
General Education Subtotal	25
See adviser for additional recommended courses to complete 60 unit requirement for graduation.	
<b>DEGREE TOTAL</b>	<b>60</b>
Adviser: 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 General Education Requirements	
General Education Subtotal	20
See adviser for additional recommended courses to complete 60 unit requirement for graduation.	
<b>DEGREE TOTAL</b>	<b>60</b>
Adviser: Flatt	

**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
Soc	14	Minorities in the Americas	3
Psy	1	General Psychology	3

Department Subtotal	21
See General Education Requirements	
General Education Subtotal	25
See adviser for additional recommended courses to complete 60 unit requirement for graduation.	
<b>DEGREE TOTAL</b>	<b>60</b>
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 are used by participating students.

When guidelines and requirements are met, units of college credit are granted to students who have worked with employers who are participating in the program. Students who plan to continue their education will find that College of the Desert Work Experience units transfer to California State Universities and University System (the actual number of units accepted are determined by the receiving institution). Cooperative Work Experience Education units count toward elective unit requirements in occupational, transfer, or 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 must be taken prior to enrollment in a given course. (In A,B,C,D sequences, A is usually prerequisite to B, etc.) Students who have had training or experience which they believe is equivalent to a prerequisite course may enroll in the course level appropriate with their experience. Concerns about placement should be discussed with the Department Chairperson.

## CLASSIFICATION AND NUMBERING OF COURSES

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

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 ADMINISTRATION OF JUSTICE

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

**INTRODUCTION TO ADMINISTRATION OF JUSTICE**  
The history and philosophy of administration of justice in America; recapitulation of the system; identifying the various sub-systems, role expectations, and their inter-relationships; theories of crime, punishment, and rehabilitation; ethics, education and training for professionalism in the system.

AJ 2 CSUC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

**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.

AJ 3 CSUC  
3 Units  
Lecture: 3 hours  
Prerequisite: AJ 2 recommended.

**LEGAL ASPECTS OF EVIDENCE**  
Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies.

- AJ 4 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None
- PRINCIPLES & PROCEDURES OF THE JUSTICE SYSTEM**  
An in-depth study of the role and responsibilities of each segment within the Administration of Justice System: law enforcement, judicial, corrections. A past, present and future exposure to sub-system procedures from initial entry to final disposition and the relationship each segment maintains with its system members and the community.
- AJ 5 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None
- COMMUNITY RELATIONS**  
An in-depth survey of the relationship of the Criminal Justice System and the community. Through study and interaction the student will probe the causal and symptomatic aspects of community misunderstanding, lack of cooperation and mistrust. The course examines the concept that community relations develops through a continuing process of interaction between the criminal justice practitioner and the citizen. Emphasis will be directed not only to the character of community relations, but also to methods for understanding how such a relationship is developed, maintained, and may be changed.
- AJ 6 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: AJ 1 and AJ 2 recommended.
- PRINCIPLES OF INVESTIGATIONS**  
The study of basic principles of all types of investigations utilized in the Justice System. Coverage will include human aspects in dealing with the public, specific knowledge necessary for handling crime scenes; interviews, evidence, surveillance, follow-up, technical resources, and case preparation.
- AJ 7 CSUC**  
3 Units:  
Lecture: 3 hours  
Prerequisite: AJ 2 recommended.
- 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.
- AJ 8 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None
- CONCEPTS OF ENFORCEMENT SERVICES**  
Exploration of theories, philosophies, and concepts related to the role expectations of the line enforcement officer. Emphasis is placed upon the patrol, traffic, and public service responsibilities and their relationship to the Administration of Justice system.
- AJ 9 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None
- 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.
- AJ 10 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: AJ 1 and AJ 2 recommended
- FUNDAMENTALS OF CRIME & DELINQUENCY**  
An introduction to major types of criminal behavior, role careers of offenders, factors which contribute to the production of criminality or delinquency; methods used in dealing with offenders in the justice system; the changing roles of law enforcement and judicial, probation, parole and institutions, changes of the law in crime control and treatment processes.
- AJ 11 A,B,C,D CSUC**  
1 Unit  
Lecture: ¾ hour  
Laboratory: ¾ hour  
Prerequisite: None
- 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.
- AJ 12 CSUC**  
1 Unit  
Lecture: ¾ hour  
Laboratory: ¾ hour  
Prerequisite: None
- DEFENSIVE TACTICS**  
Fundamental methods protection against persons armed with dangerous and deadly weapons, handcuffing and restraint of prisoners and the mentally ill.

- AJ 13 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: AJ 1,  
AJ 2 recommended.
- INSTITUTIONAL FIELD SERVICES**  
Philosophy and history of correctional services, a survey of the correctional sub-systems of institutions, by type and function, probation concepts, and parole operations. A discussion of correctional employee responsibilities as applied to offender behavior via supervisory control techniques. Rehabilitation goals as they affect individual and inmate cultural groups in both confined and field settings.
- AJ 14 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: AJ 1,  
AJ 2 and AJ 6 recommended.
- CRIME SCIENCE AND LABORATORY TECHNIQUES**  
Introduction to the field of criminalistics; the role of the laboratory in the Administration of Justice system; degrees and limits of scientific conclusions; introduction to technical equipment; examination of characteristics, properties and means of analyzing categories of physical evidence; familiarization and use of common types of cameras; darkroom techniques and study of fingerprint science is also included.
- AJ 15 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: AJ 2,  
AJ 6 and AJ 9 recommended.
- 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.
- AJ 16 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.
- AJ 17 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; and 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.
- AJ 18 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: AJ 2,  
AJ 3 and AJ 7 recommended.
- 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.
- AJ 19 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None
- 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.
- AJ 20 CSUC**  
2 Units  
Lecture: 2 hours  
Prerequisite: AJ 19
- 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.
- AJ 21 A,B,C,D CSUC**  
1 to 2 Units  
Lecture: 20 to 40 hours  
Prerequisite: Employment in a Law Enforcement Agency
- ADVANCED OFFICER'S COURSE**  
Field application of recent legislation and court decisions. Techniques of case investigations and reporting, evidence handling and processing. Interpersonal relationships and communications.

AJ 22 A,B CSUC  
3 Units  
Lecture: 3 hours  
Prerequisite: Employment with Law Enforcement Agency

#### 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.

## 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 5  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

#### MICROCUMPUTER APPLICATIONS

This course is designed to introduce students to microcomputers and includes their historical development, current capabilities and projected future applications. The impact of computer utilization on individuals and society is discussed as well as personal and commercial applications and programming. Students will work with microcomputers during the laboratory period.

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 59 A,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 labo-  
 ratory  
 3 Units-9 hours  
 laboratory  
 Prerequisites: None

**SPECIAL PROBLEMS**

Supervised practices in agricultural production processing and manage-  
 ment activities.

**AGRICULTURE-COUNTRY CLUB OPERATIONS (AgCC)****CC 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.

**CC 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.

**CC 3**

2 Units  
 Lecture: 2 hours  
 Prerequisite: None

**PROFESSIONAL METHODS OF TEACHING GOLF**

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

**AGRICULTURE-DIESEL MECHANICS (DM)****DM****Mechanical Skills**

16

A	2 Units Lecture: 1 hour	Laboratory: 3 hours	Prerequisite: None
B	4 Units Lecture: 2 hours	Laboratory: 6 hours	Prerequisite: None
C	6 Units Lecture: 3 hours	Laboratory: 9 hours	Prerequisite: None
D	8 Units Lecture: 4 hours	Laboratory: 12 hours	Prerequisite: None
E	10 Units Lecture: 5 hours	Laboratory: 15 hours	Prerequisite: None

A modular competency based job entry course providing theory and practical skill experience. Includes: Shop safety; shop tools and materials selection, use and care; Diesel engine components, systems and accessories identification, functions, cleaning, servicing and failure analysis. Credit will be awarded based on the number of modules satisfactorily completed by the student.

**DM 20 CSUC**

4 Units  
 Lecture: 2 hours  
 Laboratory: 6 hours  
 Prerequisite: AgEg 43

**TRUCK OPERATION AND MAINTENANCE**

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

**DM 21 CSUC**

2 Units  
 Lecture: 1 hour  
 Laboratory: 3 hours  
 Prerequisite: DM 20

**ADVANCED TRUCK OPERATIONS**

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

- DM 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.
- DM 25**  
4 Units  
Lecture: 2 hours  
Laboratory: 6 hours  
Prerequisite: None
- TRUCK CHASSIS**  
This course covers the function, design, specifications of truck chassis components and gives live shop experience in inspection, service, adjustments, repair, rebuilding and installation of components for various classes of truck chassis, including axles, brakes, clutches, differentials, drive lines, frames, power dividers, steering, suspension, tires, transfer cases, transmissions, and wheels. Trailers and semi-trailers as an integral part of the complete unit are also studied.
- DM 35 A,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.
- DM 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.
- DM 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.
- DM 61**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None
- DIESEL MECHANICS I**  
Diesel engine theory, operation and maintenance. Includes horsepower determinations, maintenance, preventative maintenance, storage, troubleshooting, and tune-up.
- DM 62**  
5 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: None
- DIESEL MECHANICS II**  
Two-cycle diesel engine overhaul. Includes cleaning, inspection, measuring, servicing, rebuilding, and replacing engine components.
- DM 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.
- DM 64 CSUC**  
4 Units  
Lecture: 2 hours  
Laboratory: 6 hours  
Prerequisite: DM 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.
- DM 65 CSUC**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None
- DIESEL ENGINE ACCESSORIES**  
Includes the servicing of diesel engine accessories such as hydraulics, pumps, tractor air conditioners, and electrical systems.

DM 66 A,B  
2-2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: DM 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.

DM 67 A,B,  
2-2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: DM 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.

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

#### LIGHT DUTY DIESEL ENGINES (SC-CR/NC)

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

DM 69  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: Automotive 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.

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

#### SPECIAL PROBLEMS

A laboratory course for advanced agricultural engineering students. Students will receive a wide variety of repair and maintenance jobs to be completed on an individualized basis.

#### AGRICULTURE

DM 73  
1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: Basic knowledge of Detroit Diesel.

#### TUNE-UP PROCEDURES-DETROIT DIESEL 53 AND 71 SERIES ENGINES

The course is designed for tune-up and associated adjustments of the Detroit Diesel 53 and 71 series engines, both highway and stationary models. Provides updated training on Diesel emission control regulations and adjustments.

DM 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 30 A,B,C CSUC  
1 Unit-3 hours laboratory  
2 Units-6 hours laboratory  
Prerequisite: Concurrent Enrollment in AgEg 30
- AgEg 40 CSUC  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: None
- AgEg 42 CSUC, UC  
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 81 A-H  
4 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisite: H.S. Diploma or G.E.D.
- 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 and welding, and blueprint reading.
- AGRICULTURAL AND INDUSTRIAL POWER**  
Principles and applications of internal combustion engines. Tune-up and troubleshooting gasoline and diesel engines. Power transmission devices.
- TRACTOR OPERATIONS**  
The selection, operation, service, maintenance, adjustment, handling, and 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.
- SURVEYING PROGRAM**  
Surveying program covering: Surveying terms, maintenance of tools and equipment, measurement of horizontal distances, field communication, and basic drafting as used in the trade. Meets apprenticeship requirements.
- AgEg 81A - Surveying Techniques
  - 81B - Surveying Mathematics
  - 81C - Surveying Practices
  - 81D - Traverse Surveying
  - 81E - Highway Curves
  - 81F - Topographic Surveying
  - 81G - Control Surveying
  - 81H - Land Surveying

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

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

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

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

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

**HYDRAULIC SYSTEMS MAINTENANCE AND REPAIR**  
A continuance of Basic Hydraulics including advanced practices in maintaining and repair of hydraulic systems.

## **AGRICULTURE-NATURAL RESOURCES (NR)**

NR 1 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. Suggested for Biological Science General Education Requirements

NR 1L CSUC, UC  
2 Units  
Laboratory: 3 hours  
Prerequisite:  
Concurrent or prior enrollment in NR 1.

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

NR 2 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.

NR 2L CSUC, UC  
1 Unit  
Laboratory: 3 hours  
Prerequisite: Prior or concurrent enrollment in NR 2.

**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.

NR 3 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.

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

**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 Administration of Justice (AJ 17)

## AGRICULTURE-ORNAMENTAL HORTICULTURE (OH)

OH 1 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

### HORTICULTURE

A basic course in manipulation of plants for human use. Beginning with basic anatomy and physiology of the Angiosperms, on to the principles and practices of plant propagation including: sexual propagation, hybridization and plant improvement, cuttings, layerage, graftage, and mericloning. Water; its behavior in plant and soil systems, mineral content, and quality are covered. Also included are: arboriculture, pest control and fertilization. Suggested for Biological Science General Education Requirements.

OH 1L CSUC, UC  
1 Unit  
Laboratory: 3 hours  
Prerequisite: None

### HORTICULTURE LABORATORY

This course is intended to expose students to practical and theoretical aspects of information found in the lecture. Lab exercises will include but not limited to: microscopic examination of plant tissues, accession and other taxonomic records, osmosis, water potential, fertility diagnosis and correction, seed collection and termination, layerage, graftage, cuttings, pruning, planting, pest control and bonzai. Suggested for Biological Science General Education Requirements.

OH 4 CSUC  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisites: 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.

OH 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 each semester will be required.

OH 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 the various areas of the plant installation and maintenance fields; to develop proficiency in those skills necessary for the student to qualify as a technician in this area. Special interest will be directed through the Agriculture 8 course to provide specific skills in such areas as Forestry, City Parks, Highway Maintenance, and State Parks.

OH 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.

OH 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, floral arrangements, and the most common flowers and related materials used in decorating the home.

OH 15 CSUC  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours  
Prerequisite: OH 1,  
OH 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 will grow in our area. The student will be assigned to work in blocks of 3 hours to help facilitate sale of surplus plants grown in the college nursery.

**OH 17 CSUC**

3 Units  
 Lecture: 2 hours  
 Laboratory: 3 hours  
 Prerequisite: OH 1

**FLORACULTURE AND GREENHOUSE MANAGEMENT**

This course is designed to bring about an understanding of skills and knowledge of various areas of the flower production and greenhouse management fields; to develop proficiency in those skills necessary for the student to qualify as a knowledgeable and efficient individual in this area. Covers specialized skills in areas such as greenhouse and flower production enclosure, construction and marketing aspects of the wholesale and retail business, and the propagation and production of cut flowers and bedding plants.

**OH 20 CSUC**

3 Units  
 Lecture: 1 hour  
 Laboratory: 6 hours  
 Prerequisite: OH 1

**LANDSCAPE CONSTRUCTION**

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

**OH 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.

**OH 31 CSUC**

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

**LANDSCAPE EQUIPMENT REPAIR (SC-CR/NC)**

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

**OH 32**

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

**LANDSCAPE ENGINE MAINTENANCE AND REPAIR**

Landscape engine major overhaul includes ignition service, carburetor service, engine disassemble and assembly, valve refacing, reboring, engine block testing and proper adjustments. The types and proper selection of landscape engines.

**OH 41**

1 Unit  
 Lecture: 1 hour  
 Prerequisite: None

**NATIVE PLANTS OF CALIFORNIA (SC-CR/NC)**

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

**OH 42**

1 Unit  
 Lecture: 1 hour  
 Prerequisite: OH 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.

**OH 43**

1 Unit  
 Lecture: 1 hour  
 Prerequisite: OH 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.

**OH 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.

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

OH 84  
2 Units  
Lecture: 2 hours  
Prerequisite: None

OH 86 CSUC  
2 Units  
Lecture: 2 hours  
Prerequisite: None

OH 88  
2 Units  
Lecture: 2 hours  
Prerequisite: None:

#### SPECIAL PROBLEMS

Supervised placement for experience with nurseries, florists, landscape contractors, golf courses, and other established ornamental horticultural enterprises. Designed to provide experience in the major areas of interest through directed non-reimbursed participation by students majoring in the ornamental horticultural field and closely allied area of employment.

#### 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.

#### THEORY OF LANDSCAPE IRRIGATION SYSTEMS

Designed to cover the principles of sprinkler system design, installation, and maintenance. Will include installing and maintaining clocks and remote control valves. Main emphasis will be on automatic electric sprinkler systems. Soil moisture and sensing devices, sprinkler specification and uniformity coefficients.

#### THEORY OF PARK AND LANDSCAPE MANAGEMENT

Course is designed to bring about an understanding of skills and knowledge of the various areas of the plant installation and maintenance fields: to develop proficiency in those skills necessary for the student to qualify as a technician in this area. Special interest will be directed to provide specific skills in such areas as Forestry, City Parks, Highway Maintenance, and State Parks.

### AGRICULTURE-PLANT SCIENCE (AgPS)

AgPS 1 CSUC, UC  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: None

#### 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, like histories, ecology, economic importance, and control. Insects beneficial or injurious to crops, ornamentals, stored products, domestic animals, and humans. Collection required. Suggested for Biological Science General Education Requirements.

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

#### ENVIRONMENTAL GARDENING (SC-CR/NC)

Fundamentals of growing vegetables, flowers and herbaceous perennials, ornamental shrubs and trees, and fruit trees organically and inorganically. Equipment, soil preparation, plant propagation, fertilizers, irrigation, pest control, and pruning will be covered. Plant structure, growth, and classification is included. The role of plants in the environment and their relationship to man will be emphasized.

### AGRICULTURE

AgPS 10 A  
2 Units  
Laboratory: 6 hours  
Prerequisite:  
Completion of concurrent enrollment in AgPS 10

#### ENVIRONMENTAL GARDENING LAB (SC-CR/NC)

This Lab is designed to supplement environmental gardening theory. Students will carry out projects in growing a variety of cool season plants.

<p>AgPS 10 B 2 Units Laboratory: 6 hours Prerequisite: Completion of concurrent enrollment in AgPS 10</p>	<p><b>ENVIRONMENTAL GARDENING LAB (SC-CR/NC)</b> This Lab is designed to supplement environmental gardening theory. Students will carry out projects in growing a variety of warm season plants.</p>
<p>AgPS 20 CSUC 3 Units Lecture: 2 hours Laboratory: 3 hours Prerequisite: None</p>	<p><b>FIELD CROPS</b> Field crops common to locality. Study of representative crops; cultural sequence and related factors; marketing, cost analysis and risk. Environmental relationships, moisture, temperature, general weather influence. Relation of local crops to national crop economy. Field trips.</p>
<p>AgPS 21 CSUC 2 Units Lecture: 2 hours Prerequisite: None</p>	<p><b>BEEKEEPING</b> Care, management, and manipulation of bees. The practical application of principles for effective establishment and maintenance of apiaries. Pollination and value of bees to agriculture. Recognition and control of bee diseases. Laws and regulations pertaining to beekeeping.</p>
<p>AgPS 26 CSUC 3 Units Lecture: 2 hours Laboratory: 3 hours Prerequisite: None</p>	<p><b>FRUIT PRODUCTION</b> A study of characteristics, areas of production, suitable varieties, uses, and adaptations. Planting, training, production, practices, and propagation of the important deciduous and subtropical fruit crops including such crops as citrus, dates, grapes, peaches and others.</p>
<p>AgPS 30 CSUC 3 Units Lecture: 2 hours Laboratory: 3 hours Prerequisite: None</p>	<p><b>AGRICULTURAL CHEMICAL APPLICATION AND SAFETY</b> Learn the proper and safe methods of applying agricultural chemicals. Measure areas to be treated, calculate the amount of material needed. follow proper mixing procedures, choose the appropriate application method and equipment, calibrate and operate application equipment efficiently and safely, service equipment before and after use. Study laws regulating the use of agricultural chemicals.</p>
<p>AgPS 61 1 Unit Lecture: 1 hour Prerequisite: none</p>	<p><b>BASIC APPLIED SOIL MANAGEMENT</b> Fundamentals of soil-plant interrelations including classification use and management to maximize both conservation and production.</p>
<p>AgPS 62 1 Unit Lecture: 1 hour Prerequisite: None</p>	<p><b>BASIC APPLIED FERTILIZERS</b> Fundamentals of plant nutrient requirements including soil and plant tissue analysis, fertilizer materials, production, application and usage.</p>
<p>AgPS 63 1 Unit Lecture: 1 hour Prerequisite: None</p>	<p><b>BASIC APPLIED IRRIGATION</b> Fundamentals of soil, water and plant relationships, including water quality, measurement, methods of application determining plant requirements and drainage.</p>
<p>AgPS 71 1 Unit Lecture: 1 hour Prerequisite: Concurrent enrollment in AgPS 1</p>	<p><b>SOILS DISCUSSION (OPTIONAL)</b> An optional course designed to compliment AgPS 1. Subjects covered in Soils/Plant Nutrition lecture and lab will be discussed in more detail.</p>
<p>AgPS 80 CSUC 2 Units Lecture: 2 hours Prerequisite: None</p>	<p><b>HOME GARDENING</b> 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.</p>

# 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 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 CUSC, 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  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

## CALLIGRAPHY

This beginning course offers students an opportunity to study letter types and their uses in design and communication. Expressive aspects of calligraphy are explored as students gain proficiency in the use of pen and ink.

ART 5ABCD CSUC,  
UC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
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 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

ART 7D CSUC, UC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: 7C

ART 7E CSUC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

ART 8 CSUC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

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

## ART

ART 9B  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

ART 10 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

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

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

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

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

**CERAMICS**  
An advanced course in Ceramics that allows for in-depth experiences in areas of special interest.

**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.

**CLAY FOR TEACHERS**  
This course offers students a basic understanding of ceramic processes with a special emphasis on hand-building techniques. Class work will be directed toward the needs of classroom teachers, recreation specialists, and persons working with youth organizations.

**ADVERTISING ART**  
A study in design in advertising. This course provides experiences in problems relating to print media advertising, package design, graphic design, and production methods.

**PRINTMAKING**  
A study of basic hand processes in the making prints. Class work includes emphasis on attaining competence in techniques of relief and serigraphy. Drawing skills are needed.

**ETCHING AND LITHOGRAPHY**  
In this beginning course in printmaking, intaglio processes include dry-point, etching, aquatint, and soft ground. Lithography will include the preparation and printing of images from litho stones.

**INTRODUCTION TO ART**  
An introduction to some of the problems, techniques, and social forces that shape and reflect our visual world. Emphasis is placed on the gaining of insights and the development of understanding with regard to the planning, organizing, and the making of a work of art.

**SCULPTURE**  
A basic course in sculpture. Students explore the three dimensional form with a variety of materials and techniques, including additive, subtractive, and manipulative processes.

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

**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.

**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 14 CSUC, UC**  
3 Units  
Lecture: 3 hours  
Prerequisites: None
- ART HISTORY OF MEXICO**  
This course is a survey of Pre-Columbian, Spanish Colonial, and the Modern art of Mexico.
- ART 17A CSUC, UC**  
2 Units  
Lecture: 2 hours  
Laboratory: 2 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: 2 hours  
Laboratory: 2 hours  
Prerequisite: Art 17A
- ORIENTAL BRUSH PAINTING**  
Advanced work in Oriental brush painting.
- ART 17C CSUC, UC**  
2 Units  
Lecture: 2 hours  
Laboratory: 2 hours  
Prerequisite: Art 17B
- 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.
- ART 17D CSUC, UC**  
2 Units  
Lecture: 2 hours  
Laboratory: 2 hours  
Prerequisite: Art 17C
- ORIENTAL BRUSH PAINTING**  
Students in this course receive advanced individualized work assignments in brush painting with special studies in Oriental Art History.
- ART 18 CSUC, UC**  
2 Units  
Lecture: 2 hours  
Prerequisite: None
- 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.
- ART 19A CSUC, UC**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None
- 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.
- ART 19B-C-D CSUC, UC**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: 19A
- 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 experimental silver.

ART 21A,B,C,D,  
CSUC, UC  
2-2-2-2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: To be  
taken in series alpha-  
betically

#### PAINTING/WATER COLOR

A study of water color techniques and their use in painting.

ART 23A,B,C,D,  
CSUC, UC  
2-2-2-2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: to be  
taken in series  
alphabetically.

#### PAINTING/OIL

A basic course in oil painting with emphasis on problems concerning organization, form, and space.

ART 25 A,B,C,D,  
CSUC, UC  
2-2-2-2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: to be  
taken in series  
alphabetically.

#### PAINTING/ACRYLIC

This course includes studies in color mixing and general techniques in handling acrylics and some of the newer materials used in contemporary painting.

ART 30A  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

#### PHOTOGRAPHY I/BLACK AND WHITE

The lecture-laboratory format of this course provides an introduction to the tools, materials, and techniques of black and white photography with an emphasis on composition and the expressive aspects of the medium. Laboratory experiences include processing and printing.

ART 30B  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Art 30A  
or equivalent.

#### PHOTOGRAPHY II/BLACK AND WHITE

An advanced lecture-laboratory course designed to both strengthen dark-room skills and techniques and explore photography as a means of creative expression and communication. Students will gain greater mastery of exposure, lighting, and fine printing techniques as a foundation for aesthetic development in the medium.

ART 32A  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Art 30A  
or equivalent.

#### PHOTOGRAPHY I/COLOR

Advanced laboratory work with an emphasis on color photography.

ART 32B  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite:  
Art 32A

#### PHOTOGRAPHY II/COLOR

This advanced course in color photography is designed to give students an opportunity to expand their range of technical skills. Class work includes color posterization, dye transfer prints, prints from internegatives, and the use of creative filtration.

ART 36  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

#### WEAVING AND FIBER ARTS

This course is designed to introduce the student to a variety of techniques in weaving and fiber arts. The fiber as a medium used for expressive as well as functional purposes will be explored in both two-three dimensional work. Processes of dyeing and printing of fabrics will be offered and projects may range from the making of tapestries to soft sculpture.

ART 38 A  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

#### STAINED GLASS

In this beginning course students develop basic skills in cutting and fabricating colored glass. Lead and copper foil techniques are used.

- ART 38 B**  
2 Units  
Lecture: 2 hour  
Laboratory: 3 hours  
Prerequisite:  
Art 38 A
- ART 38 C**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite:  
Art 38 A and 38 B
- ART 38 D**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite:  
Art 38 A, 38 B, 38 C
- 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
- ART 91A,B,C,D,  
CSUC, UC**  
2-2-2-2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Classes  
to be taken in se-  
quence.
- STAINED GLASS**  
Students in this advanced class in stained glass utilize *their skills* to design and construct more complex works.
- STAINED GLASS**  
This course provides students with an opportunity to further improve their skills and to use techniques that include etching, sandblasting and bending of glass.
- STAINED GLASS**  
This advanced class gives students an opportunity to work with kilns to bend, fuse, stain, and enamel glass.
- PAINTING WORKSHOP**  
This course offers a basic study in the fundamentals of composition and painting techniques. Emphasis is placed on the development of painting skills through painting experience, library research, demonstration and lecture.
- 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**  
This 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.
- CRAFTS-ALL MEDIA**  
The application of basic concepts of design relative to multi-dimensional crafts. Projects may include fabric construction and decoration, jewelry, paper mache, wood work, ceramics, and concentrated study and exploration in any crafts area offered and approved by the instructor as an assigned project.

## BUSINESS

### BUSINESS-ACCOUNTING (BuAc)

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

**ACCOUNTING**  
Basic fundamentals 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 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 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 71 CSUC UC**  
2 Units  
Lecture: 2 hours  
Prerequisites: None

#### **COMPUTER LITERACY**

This course covers many important aspects of the expanding computing field. Students will become acquainted with hardware and software fundamentals, computer languages, and programming logic. They will follow the development of a computer system to solve a typical problem. They will study the computer's role in management decision making and in society at large. The primary course objective is to develop computer literacy.

**BuAc 72 A, B,**  
1-1 Unit  
Laboratory: 3 hours  
Prerequisite:  
Ability to type a  
minimum of 40 WPM

#### **KEY ENTRY OPERATIONS**

Training in setting up and operating of the keypunch (80 columns), key-to-disk, and CRT terminals; design and use of machine programming methods and practice in verification of source material. The class is designed to prepare a student for employment as "Key Entry Trainee" operator. Some word processing will be included in the class.

**BuAc 73 CSUC, UC**  
3 Units  
Lecture: 3 hours  
Prerequisite: BuAc  
73L (optional).

#### **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: Concur-  
rent 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.

<p>BuAc 76 CSUC 3 Units Lecture: 3 hours Laboratory: 1 hour Prerequisite: BuAc 73</p>	<p><b>COBOL PROGRAMMING</b> An introduction to programming digital computers using the high level language COBOL. COBOL is a business oriented language widely used throughout industry. Student will flow chart, write, test, debug and document COBOL programs.</p>
<p>BuAc 99 3 Units Lecture: 3 hours Prerequisites: BuAc 1 and BuAc 2</p>	<p><b>INCOME TAX ACCOUNTING</b> 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.</p>

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

<p>BuDE 21 CSUC 3 Units Lecture: 3 hours Prerequisite: None</p>	<p><b>MARKETING</b> 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.</p>
<p>BuDE 22 CSUC 3 Units Lecture: 3 hours Prerequisite: None</p>	<p><b>RETAILING</b> The nature of retailing and retailing institutions, retail management decisions including trade area evaluation, site selection, store layout, merchandise assortment, pricing and promotion.</p>
<p>BuDE 23 CSUC 3 Units Lecture: 3 hours Prerequisite: None</p>	<p><b>FUNDAMENTALS OF SALES</b> 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.</p>
<p>BuDE 25 CSUC 3 Units Lecture: 3 hours Prerequisite: None</p>	<p><b>ADVERTISING</b> 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.</p>
<p>BuDE 26 1 Unit Lecture: 1 hour Prerequisite: None</p>	<p><b>CAREER SELLING AND SALES PROMOTIONS</b> Designed as a short term course to introduce students to the advantages of selling as a career. Course will include the major requirement for successful selling, types of selling, training required, psychology of selling, and promotion of a product.</p>
<p>BuDE 55 CSUC 3 Units Lecture: 3 hours Prerequisite: None</p>	<p><b>RETAIL MERCHANDISING</b> 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.</p>
<p>BuDE 56 CSUC 3 Units Lecture: 3 hours Prerequisite: None</p>	<p><b>MERCHANDISE ANALYSIS</b> 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.</p>

## **ECONOMICS**

<p>Econ 1 CSUC, UC 3 Units Lecture: 3 hours Prerequisite: None</p>	<p><b>PRINCIPLES OF ECONOMICS</b> Introduction to economic theory and analysis with emphasis upon basic concepts, national income determination and fluctuations, business income and organization; labor and industrial relations, role of government in economics, business cycles and forecasting monetary theory and prices and the banking system.</p>
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Econ 2 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### PRINCIPLES OF ECONOMICS

Introduction to economic theory and analysis with emphasis on fiscal policy and full employment, composition and pricing of national output, pricing of the factors of production and distribution of income, international finance, and current problems in the field of economics.

Econ 3 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### CURRENT ECONOMIC PROBLEMS

A survey of topics in contemporary economics: inflation, unemployment, consumer protection movements, economics, power in the economy, economy and ecology, farm problems, international monetary system, and others.

### **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 present 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 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-INDUSTRIAL SUPERVISION

BuS 70  
2 Units  
Lecture: 2 hours  
Prerequisite: None

#### AFFIRMATIVE ACTION FOR SUPERVISORS

Includes the legal basis for affirmative action positions taken by employer and supervisor in terms of 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.

BuS 71  
2 Units  
Lecture: 2 hours  
Prerequisite: None

#### SAFETY MANAGEMENT

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

BuS 81 CSUC  
2 Units  
Lecture: 2 hours  
Prerequisite: None

#### QUALITY CONTROL

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

BuS  
2 Units  
Lecture: 2 hours  
Prerequisite: None

#### INDUSTRIAL PURCHASING

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

BuS 83  
2 Units  
Lecture: 2 hours  
Prerequisite: None

#### DEVELOPING EMPLOYEES THROUGH TRAINING

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

BuS 84  
2 Units  
Lecture: 2 hours  
Prerequisite: None

#### JOB ANALYSIS FOR WAGE ADMINISTRATION

Analysis of job descriptions, specifications, evaluation, and classifications. Local, State and Federal regulations concerning industrial wages.

BuS 91  
2 Units  
Lecture: 2 hours  
Prerequisite: None

#### ELEMENTS OF SUPERVISION

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

BuS 92  
2 Units  
Lecture: 2 hours  
Prerequisite: None

#### PSYCHOLOGY FOR SUPERVISORS

Studies the role of the supervisor in understanding the people with whom he works; emphasizes psychological processes-perceptions, learning, emotions, and attitudes, and personalities.

BuS 93 CSUC  
2 Units  
Lecture: 2 hours  
Prerequisite: None

#### HUMAN RELATIONS

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

BuS 94  
2 Units  
Lecture: 2 hours  
Prerequisite: None

#### COMMUNICATIONS I FOR SUPERVISORS

Oral and written communications designed for supervisors and administrative personnel in industry. Emphasis placed upon individual experiences in speaking and in conference leading.

- BuIS 95**  
2 Units  
Lecture: 2 hours  
Prerequisite: Sup 94  
**COMMUNICATION II FOR SUPERVISORS**  
Continuation of Industrial Supervision 94.
- BuIS 96**  
2 Units  
Lecture: 2 hours  
Prerequisite: None  
**LABOR: MANAGEMENT RELATIONS**  
Extensive work in such areas as union contracts, grievances, and bargaining procedures. Includes a history of the labor movement. Emphasis placed on Federal and State labor enactments.
- BuIS 97 CSUC**  
2 Units  
Lecture: 2 hours  
Prerequisite: None  
**INDUSTRIAL ORGANIZATION PATTERNS AND MANAGEMENT**  
Study of the establishment of lines of authority, departmental functions, local policies, general procedures and regulation.
- BuIS 98 CSUC**  
2 Units  
Lecture: 2 hours  
Prerequisite: None  
**WORK SIMPLIFICATION**  
Discussion of methods of improving job procedures and techniques.
- BuIS 99**  
2 Units  
Lecture: 2 hours  
Prerequisite: None  
**COST CONTROL FOR SUPERVISORS**  
Factors involved in cost control. Emphasis on materials, salvage, waste, time, and quality requirements. Includes a study of the supervisor's role in controlling costs.

## **BUSINESS-MANAGEMENT (BuMa)**

- BuMa 10 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 19**  
3 Units  
Lecture: 3 hours  
Prerequisite: None  
**LAW FOR THE LAYMAN**  
Law and its relationship to the individual and family. Includes principles of family law, family property, ownership, inheritance, wills, probate proceedings, guardianships and conservatorships.
- 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 written reports. Drill on business English principles, oral communication, and building a business vocabulary.
- BuMa 51 A,B,C**  
1-1-1 Units  
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.

BuMa 89  
1 Units  
Lecture: 1 hour  
Prerequisite: None

**BASIC CONCEPTS OF UNEMPLOYMENT INSURANCE**  
Designed for the individual working with the unemployment insurance program as an employer, an employee, or a claimant representative. Includes background information, basic rules and regulations governing the California Unemployment Insurance Program.

BuMa 90  
1 Unit  
Lecture: 1 hour  
Prerequisite: None

**INTERVIEWING TECHNIQUES**  
Class designed to develop basic interviewing skills as used by professionals whose duties include interviewing. Course objectives are knowledge, skills and/or attitudes to be taught. Knowledge of interviewing theories and techniques and skill in their application.

## **BUSINESS-OFFICE PROCEDURES (BuOP)**

BuOP 53 CSUC  
4 Unit  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisites: BuSS 51 A,B,C or equivalent.

**MEDICAL SECRETARIAL PROCEDURES**  
Study and practice of medical office activities including telephone techniques, scheduling and reception of patients, patient records, preparing medical records, written communications, maintaining files, office management, bookkeeping as applied to a physician's office, medical law, and professional ethics.

BuOP 55  
4 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisites: BuSS 51 A,B,C or ability to type 45 wpm.

**LEGAL SECRETARIAL PROCEDURES**  
Designed for students who plan to pursue a legal secretarial career. Emphasis will be placed on the procedures followed in a law office and the preparation, dictation, and typing of legal documents. Legal secretarial ethics, vocabulary, and simulated legal office activities will also be included.

BuOP 58  
1 Unit  
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 51 A,B,C 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, Medical, Medicare, various groups and individual policies, using current Relative Value Studies. Students will receive instruction in reading policies to determine benefits and completing forms from medical records. Same as Medical Assisting 63. May be taken for credit only once.

**BuOP 71 CSUC**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

**MACHINE CALCULATION**  
The study of the principles of machine computation and the applications of mathematics in the modern office through practice in the operation of adding-listing machines, printing calculators, key-driven and rotary calculators, and electronic calculators; the study of machine characteristics, the comparative advantages and special methods for use with the various kinds of machines.

**BuOP 73**  
1 Unit  
Laboratory: 3 hours  
Prerequisite: None

**MAG CARD II TYPEWRITER**  
Hands on training and experience in the basic procedures of the IBM Mag card II Typewriter.

## **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 ethnics.

**BuRE 83B**  
3 Units  
Lecture: 3 hours  
Prerequisites: BuRe 81 or a Real Estate License

**REAL ESTATE LISTINGS AND SALES**  
This is an in-depth practical course covering listing and sales procedures and techniques. Special emphasis will be given to overcoming buyer and owner objections, prospecting, the preparation of presentation materials and closing.

**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 ethnics. 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.

<p><b>BuRE 85 CSUC</b> 3 Units Lecture: 3 hours Prerequisite: BuRE 81</p>	<p><b>REAL ESTATE FINANCE</b> 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.</p>
<p><b>BuRE 86 CSUC</b> 3 Units Lecture: 3 hours Prerequisite: BuRE 81</p>	<p><b>PRINCIPLES OF APPRAISING</b> 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.</p>
<p><b>BuRE 87 CSUC</b> 3 Units Lecture: 3 hours Prerequisite: Active Real Estate Broker's License, or Contractor's B-1 license, or 2 years experience Real Estate.</p>	<p><b>REAL ESTATE SUBDIVISION AND DEVELOPMENT</b> 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.</p>
<p><b>BuRE 89 CSUC</b> 3 Units Lecture: 3 hours Prerequisite: BuRe 83 or 84</p>	<p><b>EXCHANGE I</b> Basic course inaugurating real estate brokers in the fundamentals of real estate exchanges and taxation. Theory and current practices with public reaction for the building of estates. Income tax advantages and trends are planned, analyzed, and executed. Case studies, actual exchanges, and multiple escrows are discussed in a group-study workshop.</p>
<p><b>BuRE 90</b> 3 Units Lecture: 3 hours Prerequisite: None</p>	<p><b>ESCROW PROCEDURES I</b> 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.</p>
<p><b>BuRE 91</b> 3 Units Lecture: 3 hours Prerequisite: BuRe 90</p>	<p><b>ESCROW PROCEDURES II</b> Advanced escrow covering the more unusual and difficult types of escrows. Emphasis on real estate with some personal property, and bulk sales also covered.</p>
<p><b>BuRE 92 CSUC</b> 3 Units Lecture: 3 hours Prerequisite: BuRE 91</p>	<p><b>ESCROW PROCEDURES III</b> Further study of the more unusual and difficult types of escrows with particular attention to those escrows wherein conflict or dispute arises. Case problem approach.</p>
<p><b>BuRE 94</b> 3 Units Lecture: 3 hours Prerequisite: None</p>	<p><b>PROPERTY MANAGEMENT</b> Basic course covering accepted principles of Professional Property Management. Major areas covered include evaluation of Investment Properties, Neighborhood Survey, Collection of Rentals, Maintenance and Repairs, Merchandising Rental Space, Insurance, Management, Accounting, and Landlord-Tenant relationship.</p>

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

### **Individualized Typewriting**

The Business Department offers a self-pacing, flexible-scheduling typewriting program designed for the beginning as well as the experienced typist.

All typewriting courses offered in the Office Occupations Center are open entry/open exit (a student may enroll any time during the semester).

Attendance hours are flexible. The typical student will spend about three hours a week in the Office Occupations Center for each unit of credit. Hours in the Center may be scheduled at the student's convenience. Students enrolled in day typewriting classes are required to attend a 50-minute weekly control class.

After completing one course, the student will receive one unit of credit and may enroll for another unit.

<p><b>BuSS 50A CSUC</b>  1 Unit  Laboratory: 3 hours  Prerequisite: None</p>	<p><b>BEGINNING TYPEWRITING A</b>  Introduction to the keyboard and development of fundamental skills.</p>
<p><b>BuSS 50B CSUC</b>  1 Unit  Laboratory: 3 hours  Prerequisite: BuSS 50A or knowledge of keyboard</p>	<p><b>BEGINNING TYPEWRITING B</b>  Basic business and personal typewriting—letters, simple tables, enumerations, one-page reports.</p>
<p><b>BuSS 50C CSUC</b>  1 Unit  Laboratory: 3 hours  Prerequisite: BuSS 50B or equivalent</p>	<p><b>BEGINNING TYPEWRITING C</b>  Basic typewriting—letters, cards, business forms, manuscripts.</p>
<p><b>BuSS 51A CSUC</b>  1 Unit  Laboratory: 3 hours  Prerequisite: BuSS 50C or equivalent</p>	<p><b>INTERMEDIATE TYPEWRITING A</b>  Business letters; open, ruled, boxed tables; news releases; manuscripts for publication.</p>
<p><b>BuSS 51B CSUC</b>  1 Unit  Laboratory: 3 hours  Prerequisite: BuSS 51A or equivalent</p>	<p><b>INTERMEDIATE TYPEWRITING B</b>  Business letters, billing and payroll forms, reports, manuscripts.</p>
<p><b>BuSS 51C</b>  1 Unit  Laboratory: 3 hours  Prerequisite: BuSS 51B or equivalent</p>	<p><b>INTERMEDIATE TYPEWRITING C</b>  Business letters, memorandums, financial statements, legal forms and papers.</p>
<p><b>BuSS 52A</b>  1 Unit  Laboratory: 3 hours  Prerequisite: BuSS 51C or equivalent</p>	<p><b>ADVANCED TYPEWRITING A</b>  Business letters, printed forms, correspondence manual.</p>
<p><b>BuSS 52B CSUC</b>  1 Unit  Laboratory: 3 hours  Prerequisite: BuSS 52A or equivalent</p>	<p><b>ADVANCED TYPEWRITING B</b>  Dictated business letters, memorandums, telegrams; unarranged tables; duplicated and spacesaver reports; display typing.</p>
<p><b>BuSS 52C CSUC</b>  1 Unit  Laboratory: 3 hours  Prerequisite: BuSS 52B or equivalent</p>	<p><b>ADVANCED TYPEWRITING C</b>  Secretarial projects: credit follow-up, sales promotion, financial analysis, conference arrangements, employment interview promotion planning, sales management, newsletter, magazine article.</p>
<p><b>BuSS 53 CSUC</b>  3 Units  Lecture: 2 hours  Prerequisite: Completion of BuSS 51A, B, C,</p>	<p><b>EXECUTIVE TYPEWRITING</b>  Emphasis is placed on the importance of increasing production through efficient methods and proper organization. Course is designed to enable the typing trainee to develop and integrate all the "backup" skills, knowledge, and techniques into a complete production typewriting skill. Units of instruction: letter composition, editing copy, creating and arranging tables, creating and developing original material.</p>

#### 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.

#### BuSS 60A CSUC

4 Units  
Lecture: 3 hours  
Prerequisite:  
Completion of, or  
concurrent  
enrollment in BuSS  
50A; completion of,  
or concurrent  
enrollment in BuSS  
71, or satisfactory  
performance on the  
Business English  
competency test.

#### BuSS 60B CSUC

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisite:  
BuSS 60A or  
equivalent; BuSS 71  
or concurrent  
enrollment, or  
satisfactory  
performance on  
Business English  
proficiency test, or  
consent of instructor;  
ability to type 35  
wpm.

#### BuSS 61 CSUC

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisite: BuSS  
60B or equivalent;  
BuSS 71, or  
concurrent  
enrollment, or  
satisfactory  
performance on  
Business English  
proficiency test,  
ability to type 45  
wpm.

#### 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.

#### BEGINNING STENOGRAPHY (SHORTHAND)

Fundamentals of Gregg Series 90 shorthand basic principles, brief forms, phrases; dictation speed of 60-70 wpm, introduction to transcription.

#### INTERMEDIATE STENOGRAPHY (SHORTHAND)

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

#### ADVANCED STENOGRAPHY (SHORTHAND)

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

BuSS 71  
3 Units  
Lecture: 3 hours  
Prerequisite: None

**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  
3 Units  
Lecture: 3 hours  
Prerequisite: None.

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.

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.

### COMPOSITION

The course is designed to provide the student with opportunities to develop college level writing skills and reading experiences.

### INTRODUCTION TO LITERATURE

Introduction to the study of literature with critical analysis of selected literature forms.

### FRESHMEN 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.

### 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.

Eng 11A, B CSUC,  
UC

3-3 Units

Lecture: 3 hours

Prerequisite:

Sophomore standing.

Eng 1 A-B or

equivalent.

Eng 12A CSUC, UC

3 Units

Lecture: 3 hours

Prerequisite:

Eng 1 A-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 15

3 Units

Lecture: 3 hours

Prerequisites:

Eligibility for Eng 1A

Eng 16 CSUC, UC

3 Units

Lecture: 3 hours

Prerequisite: None

Eng 18 CSUC, UC

3 Units

Lecture: 3 hours

Prerequisite: English  
1A and 1B

Eng 20

1 Unit

Lecture: 1 hour

Prerequisite:

Enrollment in a  
course which  
requires a research  
paper.

Eng 30 CSUC, UC

3 Units

Lecture: 3 hours

Prerequisite: None

Eng 31 CSUC, US

3 Units

Lecture: 3 hours

Prerequisite: None

## SURVEY OF ENGLISH LITERATURE

Study of the development of English literature from Beowulf 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.

## THE SHORT STORY

A study of the development of the short story as a literary form by American, English, and Continental Writers.

## 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.

## THE BIBLE AS LITERATURE

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

## THE BIBLE AS LITERATURE: THE OLD TESTAMENT

A survey of the Old Testament of the Bible from a literary and philosophical point of view, with attention paid also to other ancient Near Eastern texts, and to the Jewish Apocrypha. The course introduces the great characters and events in the context of the developmental character of this great literature.

English 32 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### THE BIBLE AS LITERATURE: THE NEW TESTAMENT

A survey of the New Testament of the Bible from a literary and philosophical point of view, with attention paid also to the Dead Sea Scrolls material and early Christian writings related to the New Testament. The course pays particular attention to the question of the Historical Jesus and the information of early Christianity.

Eng 35 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### MYTH AND LEGEND

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

Eng 41 CSUC  
3 Units  
Lecture: 3 hours  
Prerequisite:  
Satisfactory  
achievement on  
departments English  
placement test or  
Eng 50 with grade of  
"C" or better

#### 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.

Eng 50  
5 Units  
Lecture: 5 hours  
Prerequisite: None

#### BASIC WRITING SKILLS (SC-CR/NC)

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.

Eng 51  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### 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 offers credit for graduation but not for transfer.

Eng 52  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### INTRODUCTION TO SHORT FICTION

A study of the short story and the short novel to encourage appreciation of the value of reading literature. The improvement of writing and speaking skills through the written and oral discussion of themes and ideas as they relate to contemporary life.

## JOURNALISM

J 1 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### 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 communications; history and growth of print and electronic journalism, and an analysis of the current problems and criticisms of the American mass media.

J 3A CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisites:  
Eligibility for English  
1A. Ability to type is  
recommended.

#### NEWS REPORTING

A beginning newswriting course to provide instruction and practice in the fundamentals of news reporting. Concentration is on news, including interviewing techniques; organization and structure of news stories, and the language and style of journalism.

J 3B CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: C or  
better in Journalism  
3A

#### ADVANCED REPORTING

Interpretative newswriting with emphasis on specialized reporting. Students are given intensive practice to refine reporting techniques; given an exposure to a variety of news reporting assignments in the community, and introduced to the techniques of feature and editorial writing.

**J 4A,B CSUC, UC**  
2-3 Units  
Lecture: 3 to 6  
hours  
Prerequisites: J 3A  
News Reporting

## **NEWSPAPER PRODUCTION**

A lecture and laboratory class which provides practical experiences in the various editorial positions on the school newspaper.

## **COMMUNICATION**

**J 20**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Art  
14A or equivalent.

### **PHOTO-JOURNALISM**

This course is designed to acquaint the student with techniques, theories, and special problems of documentary and magazine photography for illustrative and reportage purposes.

**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 CSUC,  
UC  
2-4 Units  
Laboratory: 3 hours  
for each unit of  
credit.  
Prerequisite: RTV-4  
or 57

## **SPEECH (Sp)**

Sp 1 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

Sp 2 CSUC, US  
3 Units  
Lecture: 3 hours  
Prerequisite: None

Sp 3 CSUC, UC  
3 Units  
Laboratory: 1 hour  
Prerequisite: None

Sp 4A CSUC, UC  
3 Units  
Lecture: 3 hours  
prerequisite: None

Sp 4B CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

Sp 6 CSUC, UC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

Sp 7 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

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

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

## **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.

## **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.

## **ORAL INTERPRETATION OF LITERATURE**

Provides students with an interesting way to improve their oral reading. Both prose and poetry are studied. Students who are reticent about getting up before a group find that their self-confidence grows. A Readers Theatre production (reading from scripts) provides the basis for an oral final examination. The course makes the reading of literature aloud enjoyable.

## **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.

## **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.

## **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.

## **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.

## **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.

## **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.

## **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.

## PERFORMING ARTS

PA 1A,B,C,D

3-3-3-3 Units

Laboratory: 9 hours

### MUSIC THEATRE WORKSHOP

Introduction and execution into staging styles of contemporary music and Broadway musicals. Staging will include music, choreography and acting.

## 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 6 A, B, C

1-3 Units

Laboratory: 3/9  
hours

Prerequisite:

Performance ability  
and by Audition

### THEATRE DANCE

A course designed to expose the student to the methods and execution of dance as it applies directly to a fully mounted musical production. Includes exposure to acting areas, as the director of the actual production sees fit; and both technical and dancing areas, as instructed by the choreographer. Emphasis on rehearsal techniques and "polishing" production dance numbers.

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
- TA 11A,B  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite:  
Stagecraft 9 A
- TA 12A,B CSUC, UC  
3-3 Units  
Lecture: 3 hours  
Prerequisite: None
- TA 15A,B CSUC,UC  
2-2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None
- TA 16 CSUC, UC  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: None
- TA 20 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None
- TA 25A,B,C,D  
Units:  
A-1 C-3  
B-2 D-4  
Laboratory: A-3hrs.  
B-6hrs. C-9hrs.  
D-12hrs.  
Prerequisite: Acting  
2A
- TA 30 A,B,C,D CSUC,  
UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None
- Ta 32 CSUC, UC  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: None
- TA 40 CSUC, UC  
3 Units  
Lecture: 2 hours  
Laboratory: 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.
- THEATRE SOUND  
A course designed to delineate the basic principles of sound and sound equipment. Involves the practical application of theory in conjunction with live theatre productions.
- 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 the first semester.
- THEATRE MAKEUP  
A course designed to introduce the student to the basic principles of the art and technique of theatrical makeup.
- SCENE DESIGN  
Introduction to the principles of scene design and training in basic graphics skills. Experimentation with new technology for the theatre.
- PLAY WRITING  
Practice in writing the one-act play. The scenario, dialogue, aspects of characterization, development of scenes. Study of exemplary plays and criticism of the original scripts. Production procedures.
- STUDIO THEATRE WORKSHOP  
A production course designed to give the student practical experience in directing, acting and producing plays.
- FILM APPRECIATION (SC-CR/NC)  
An introduction to the art of the film designed to increase the student's understanding and appreciation. The course consists of viewing and discussing representative feature films of various countries and types from the silent films to the present.
- THE MOTION PICTURE: HISTORY AND CRITICISM  
The development of the motion picture, with study of its form as feature film and documentary. Consideration of theory, technique, aesthetics, experimentation, and social implication, illustrated by screen examples.
- 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 production. May be repeated once for credit.

TA 56 CSUC, UC  
 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 CA	DE	378 P	Personal Psychology
DE	340 B	Geog & History of CV	DE	380	Child Growth & Devel
DE	342 A-C	Prac Basic Math	DE	382 A-E	Auto Mechanics
DE	344 A-C	Consumer Math	DE	384 A-D	Office Procedures
DE	346 A-B	High School Algebra	DE	386 A-B	Business Law
DE	348 A-B	General Science	DE	368 A-B	Anthropology
DE	350 A-C	Life Science	DE	390 A-B	Consumer Education
DE	352 A-B	Gen Elem Astronomy	DE	392 A-B	Adv High School Rdg
DE	354 A-B	Physical Health			

Also housed in the Learning Laboratory is the English as a Second Language Program. This program, which also operates on a year round, open-entry, open-exit basis, offers instruction at all levels of proficiency for persons who are learning English as a Second Language or foreign language. Students in this program come from all parts of the world. Some come to the classes well educated in their native language, but without previous experience in the study of English. Others come as visa students, while yet others are native born citizens of the United States who have not previously enjoyed the benefits of formal education. All persons 18 years of age and older, regardless of their educational background are welcome to participate in this program.

Dept.	Number	Course Title
ESL	394 A	Basic English as a Second Language
ESL	394 B	Intermediate English as a Second Language
ESL	394 C	Advanced English as a Second Language

# EL INGLÉS 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 estensivo 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 educación formal. Cada persona de 18 años o más, sin tener en cuenta su educación previa, es bienvenida a este programa.

Depto.	Numero	Titulo del Curso
ESL	394 A	Inglés Básico como segundo idioma
ESL	394 B	Inglés intermedio como segunda 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.

### GUIDANCE

#### DEGu 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 disseminating and self-assessment.

#### DEGu 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.

#### DEGu 50

1 Unit

Lecture: 4 hours

Prerequisite: None

#### CAREER EXPLORATION

A 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. Normally offered as a six week course.

#### DEGu 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.

#### DEGu 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.

#### DEGu 65

1 Unit

Lecture: 1 hour

Prerequisite: None

#### RE-ENTRY ORIENTATION

Designed for the person who has been out of school for period of time and wants to return. Lecture and group discussions will center on re-entry needs. A testing program will be followed by group and individual counseling. Normally offered as a six week course.

DEGu 71 CSUC  
2-2 Units  
Lecture: 2 hours  
Laboratory: 2 hours  
Prerequisite: None

DEGu 77 A,B CSUC  
1-1 Units  
Lecture: 1 hour  
Laboratory: 1 hour  
Prerequisite: None

DEGu 81 A,B CSUC  
1-1 Unit  
Lecture: 1 hour  
Laboratory: 1 hour

DEGu 87 A,B CSUC  
1-1 Unit  
Lecture: 1 hour  
Laboratory: 1 hour

#### 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.

#### 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.

#### 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.

#### H(earing I(mpaired) LIP READING

A class to provide instruction in the interpreting of an individual's speech by studying lip movement. The class will assist hearing impaired persons who would benefit from smaller classes and more individualized instruction.

Dept.	No.	Title	DE	316	Dev. Disabled FETCH CENTER
DE	304	Adult Special Education Lab Developmental Drivers Education Developmental Skills of Independent Living Individualized Skills Training Developmental Math Developmental Reading			Basic Living Skills Basic Living & Behavioral Work Skills Basic Living & Behavioral Communication Skills Physical Activity

## READING

DERe 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.

DERe 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.

DERe 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.

**DERe 20**

1 Unit  
Lecture: 1 hours  
Laboratory: 1 hours

**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.

**DERe 45**

1 Unit  
Laboratory: 3 hours  
Prerequisite: Vocabulary level of tenth grade or above as measured by standardized vocabulary tests.

**ADVANCED VOCABULARY**

An advanced course which emphasizes techniques for vocabulary development such as systematic study of word origins, derivations, roots, affixes, and an intensive study of word meanings.

**DERe 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 is placed upon vocabulary development, comprehension, and word analysis skills.

**DERe 51 A,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.

**DERe 55**

2 Units  
Laboratory: 3 hours  
Prerequisite: None

**BASIC VOCABULARY**

A basic course in vocabulary development which includes direct study of work meanings; becoming familiar with the dictionary; analysis of root words, prefixes and suffixes; working with commonly misunderstood sound-alike words and look-alike words. This course is intended to assist students with the meaning, pronunciation, and use of words not present in their reading and writing vocabulary.

**STUDY SKILLS****DESS 54**

1 Unit  
Lecture: 1 hour  
Prerequisite: None

**APPLIED STUDY SKILLS**

A 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. Normally offered as a six week course.

**DESS-B**

0 Units  
Prerequisites: None

**STUDY SKILLS LAB**

This course will provide materials supplementary to an instructor's classroom or laboratory presentation. Additionally, any registered student can utilize lab materials for advancing his/her knowledge or personal growth. Study Skills seminars and Study Skills sessions with individual students are part of this program. Faculty in-service is also a part. A student does not register at formal registration. Registration is completed by Study Skills officials and is open entry.

**DESS-L**

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 texts used exclusively.

## DESS-66

1 Unit

Lecture: 1 hour

Laboratory: 2/3 hour

Prerequisite: None

## LEARNING AND MOTIVATION FOR STUDY

This course is designed to enhance students' learning in college by providing the tools necessary to form successful study habits. A major emphasis throughout is on ways to achieve self-motivation. Content includes note taking; time preparing term papers and reports; analyzing instructory style; decision making related to career and college choices; and relaxation as an aid to learning.

# 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, credential 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 materials 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 applications 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

Arch 11  
3 Units  
Lecture: 3 hours  
Prerequisite: None

Arch 12  
2 Units  
Lecture: 2 hours  
Prerequisite: None

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

Arch 51  
2 Units  
Lecture: 2 hours  
Prerequisite: None

## TECHNOLOGY

### AERONAUTICS

Aero 81  
3 Units  
Lecture: 3 hours  
Prerequisite: None

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

### AIR CONDITIONING & REFRIGERATION

ACR 60  
3 Units  
Lecture: 3 hours  
Prerequisite: None

ACR equipment.

ACR 61  
3 Units  
Lecture: 3 hours  
Prerequisites:  
ACR 60, ACR 64  
Recommended

ACR 62  
3 Units  
Lecture: 3 hours  
Prerequisites:  
ACR 60, 61, 64

ACR 63  
3 Units  
Lecture: 3 hours  
Prerequisites:  
ACR 60, 61, 64

### ARCHITECTURAL DELINEATION

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

### ARCHITECTURAL BLUEPRINT READING

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

### CONSTRUCTION ESTIMATING

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

### INTRODUCTION TO SOLAR ENERGY

Principles of solar energy collection for heating, cooling, and power generation. Explores the sun-earth relationship. Includes heat transfer systems, principles of the heat pump, and energy storage systems. Involves examples of solar structures and complete systems in schematic form.

### ARCHITECTURAL OFFICE PRACTICES

Projects in professional practices, job development, office administration, contracts, legalities, and product information.

### BASIC AVIATION

Civil Air Regulations, meteorology, navigation, theory of flight, general service of aircraft, air traffic control. Meets ground school requirements for CAA private pilot certificate.

### AVIATION INSTRUMENTS

Study and interpretation of the standard aviation instruments used by the private pilot. Includes pressure-activated instruments, gyro instrument, radio, radar, and radio-telephone. Also studies radio navigation charts, arrival and departure charts, atmospheric and global weather charts, and instrument meteorology.

### AIR CONDITION/REFRIGERATION I

Introduces the theory of operation of the basic mechanical refrigeration cycle and its components. Presents basic service procedures and use of specialized service tools and equipment.

### AIR CONDITIONING/REFRIGERATION II

Develops service and trouble-shooting techniques, repair and maintenance procedures for air conditioning and refrigeration equipment using the mechanical cycle. Introduces the absorption refrigeration cycle.

### AIR CONDITIONING III

Study of air conditioning heating and cooling systems to include: service, trouble-shooting and installation procedures; basic load estimating techniques; selection methods; air distribution system design, psychrometric calculations for air conditioning.

### REFRIGERATION IV

Studies commercial refrigeration systems to include: service, trouble-shooting and installation; refrigeration piping sizing and layout; selection methods to satisfy a specific application.

- ACR 64**  
2 Units  
Lecture: 2 hours  
Prerequisite: None
- AIR CONDITIONING/REFRIGERATION ELECTRICITY I**  
Basic alternating current theory; alternating current motor operation and circuits, control circuit components and circuit development. Introduces trouble-shooting procedures for motors and control circuit devices.
- ACR 65**  
2 Units  
Lecture: 2 hours  
Prerequisite: ACR 64
- AIR CONDITIONING/REFRIGERATION ELECTRICITY II**  
A continuation of ACR 64 with emphasis on service and trouble-shooting of motors and control circuits; development of control circuits and wiring techniques. Introduces solid state control circuits and pneumatic control systems.
- ACR 66**  
1 Unit  
Lecture: 1 hour  
Prerequisite: None
- AIR CONDITIONING LOAD ESTIMATING**  
Load estimating techniques for residential and commercial air conditioning applications. Uses ACCA Manual J and Manual N systems. Introduces energy management survey techniques. Solar application and estimating techniques. Normally offered as a six weeks course.
- ACR 67**  
1 Unit  
Lecture: 1 hour  
Prerequisite: None
- REFRIGERATION LOAD ESTIMATING**  
Load estimating techniques for commercial refrigeration. Selection of components and refrigeration piping sizing and layout. Development of preventive maintenance programs. Normally offered as a six weeks course.
- ACR 68**  
1 Unit  
Lecture: 1 hour  
Prerequisite: None
- AIR DISTRIBUTION SYSTEM DESIGN**  
Duct system design and layout for residential and commercial air conditioning applications. Investigates duct system materials, installation and air balancing. Normally offered as a six weeks course.
- ACR 69**  
1 Unit  
Lecture: 1 hour  
Prerequisite: None
- AIR CONDITIONING/REFRIGERATION COST ESTIMATING**  
Introduces cost estimating techniques for new unit installation and unit repair of air conditioning and refrigeration equipment. Utilizes manufacturers' prices, specifications and catalog materials. Normally offered as a six weeks course.
- ACR 70 A**  
1 Unit  
Laboratory: 3 hours  
Prerequisite:  
Concurrent enrollment  
in ACR 60 or ACR 61
- AIR CONDITIONING/REFRIGERATION LAB I**  
Provides basic shop service techniques for servicing and repairing air conditioning and refrigeration equipment. Introduces and develops skills in using tools and test equipment and torches used for high temperature brazing processes.
- ACR 70B**  
1 Unit  
Laboratory: 3 hours  
Prerequisite:  
ACR 60, 70A
- AIR CONDITIONING/REFRIGERATION LAB II**  
Shop experience in trouble-shooting, installation and repair on air conditioning and refrigeration equipment. Designed for the advanced student or those with field experience.
- ACR 70 C**  
1 Unit  
Laboratory: 3 hours  
Prerequisite:  
Concurrent enrollment  
in ACR 64 or ACR 65
- AIR CONDITIONING/REFRIGERATION ELECTRICITY LAB**  
Provides experience in the use of electrical test equipment, circuit wiring, circuit design and trouble-shooting on control circuits and components.
- ACR 71**  
1 Unit  
Lecture: 1 hour  
Prerequisites:  
ACR 60, ACR 64
- HEAT PUMPS**  
Study of the operation, application and service of the heat pump air conditioning system. Explores reverse cycle refrigeration machines, air interchange cycles, water interchange solar assisted systems and special application heat pumps. Course is presented in the six week "mini" course format.

## **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* gasoline engine and diesel 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 regulator, lighting systems, trouble diagnosis, testing operations, and maintenance. Light adjusting license preparation is covered.

### **Auto 60**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

### **AUTOMOTIVE ACCESSORIES AND AIR CONDITIONING**

Includes physics involved in automotive air conditioning. The refrigerated air conditioning and heating system installation, 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, wrist pin fitting, rod aligning, valve seat grinding, disassembly and assembly.

### **Auto 64**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

### **AUTOMATIC TRANSMISSIONS**

Study of hydraulics as applied to automatic transmissions. Theory, inspection, care, and maintenance of automatic transmissions.

### **Auto 65**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

### **STANDARD TRANSMISSIONS AND DRIVE TRAINS**

Principles and repair of power trains, clutches, three and four speed synchromesh transmissions, overdrives, drive line and rear axles.

### **Auto 66**

2 Units

Lecture: 2 hours

Prerequisite: Experience in the field or equivalent coursework.

### **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, motor cycles, and outboard motors.

Auto 71  
1 Unit  
Laboratory: 3 hours  
Prerequisites: None

#### AUTOMOTIVE LABORATORY 71

Concurrent enrollment in an automotive course or with instructor's approval. Student may enroll in up to 12 units of accumulative Lab 71-74 series, which may apply towards a degree or certificate. These laboratory classes are used to gain experience on line vehicles. Enrollment in work experience can be substituted for laboratory time with the approval of advisers.

Auto 72  
2 Units  
Laboratory: 6 hours  
Prerequisites: None

#### AUTOMOTIVE LABORATORY 72

"See Auto 71 for course description"

Auto 73  
3 Units  
Laboratory: 9 hours  
Prerequisite: None

#### AUTOMOTIVE LABORATORY 73

"See Auto 71 for course description"

Auto 74  
4 Units  
Laboratory: 12 hours  
Prerequisite: None

#### AUTOMOTIVE LABORATORY 74

"See Auto 71 for course description"

Auto 76  
1 Unit  
Lecture: 1 hour  
Laboratory: 2 hours  
Prerequisite: None

#### AUTOMOTIVE MECHANICS FOR CONSUMERS

Course designed with the consumer in mind. Covers basic principles and maintenance of the automobile.

Auto 77  
1 Unit  
Lecture: 1 hour  
Laboratory: 2 hours  
Prerequisite: None

#### MOTORCYCLE REPAIR I

Course consists of theory and practical shop work in the tuning, repair, and maintenance of motorcycles (two and four cycle engines.)

Auto 78  
1 Unit  
Lecture: 1 hour  
Laboratory: 2 hours  
Prerequisite: None

#### MOTORCYCLE REPAIR II

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

### CONTRACTORS LICENSE PREPARATION

CLP 51A  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### CONTRACTORS LICENSE PREPARATION—GENERAL

Review and preparation for contractors state license. Contractor's license law, labor laws, mechanics lien law, employment regulations and supervision, workman's compensation insurance, safety, common business knowledge, mathematics of business, weights and measures, formulas, estimating, and classifications.

## DOMESTIC APPLIANCE REPAIR

DAR 50

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: None

DOMESTIC APPLIANCE REPAIR I

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

DAR 51

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: DAR I

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.

## ELECTRONICS

Elec 1 CSUC

3 Units

Lecture: 3 hours

Laboratory: 1 hour

Prerequisite: Math

1B, Physics 4B, or

Elec 41, 42 or

equivalent.

ELECTRIC CIRCUITS I

Circuit analysis techniques. Kirchoff's Law, 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.

Elec 30 CSUC

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite:

None

INTRODUCTION TO ELECTRONICS

Stresses principles of electric circuit behavior rather than analysis. Covers sources of electricity, power, magnetism, inductance, capacitance, tuned circuits, motors, generators, vacuum tubes, transistors, and basic radio principles. A first course in electricity and electronics designed for the non-electrical student.

Elec 31

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: Elec 20

or equivalent.

INTRODUCTION TO ELECTRONICS II

Continuation of Electronics 30. Provides further study of electric and electronic fundamentals. Course includes component and circuit characteristics and stress application rather than rigorous design and analysis. Use of instruments and component testing. Suitable course for preparation for entry into Electronic Engineering Technology Program or for further study/training in electronic servicing/technician. Open also to non-electronic majors. Appropriate for technical majors.

Elec 41 CSUC

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: High

School Algebra or

Math 50 or Math 55.

High school electric-

ity 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, measuring instruments. Theoretical concepts are reinforced through laboratory procedures.

Elec 42 CSUC

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Elec-

tronics 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: Elec-  
tronics 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 and 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: Elec-  
tronics 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 52**

1 Unit

Lecture: 1 hour

Prerequisite: None

**ELECTRONICS VOCABULARY**

The course is designed to enhance the reading and technical word comprehension when dealing with a vocabulary specifically used in the electronics field.

**Elec 53A**

3 Units

Lecture: 3 hours

Prerequisite: Elec  
41, 42 or equivalent.

**FCC RADIOTELEPHONE OPERATORS LICENSE PREPARATION CLASS II**

Course is designed to assist individuals preparing to take the Federal Communications Commission Second Class Radio-telephone Operator License examination. Includes FCC Operators Rules and Regulations and a review of basic electrical-electronic theory. Emphasis is placed on radio transmission lines, antennas, and pertinent related topics.

**Elec 53B**

3 Units

Lecture: 3 hours

Prerequisite: Elec  
53A or possession  
of Second Class  
FCC License.

**FCC RADIOTELEPHONE OPERATORS LICENSE CLASS II**

Course is designed to assist individuals preparing to take the Federal Communications Commission First Class Radio-telephone Operators License examination. Primary emphasis is placed on the rules and regulations pertinent to the acquisition of a radio transmitting station. The legalities, limitations and responsibilities of the radio transmitting station licensee are stressed.

**Elec 54 CSUC**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Elec-  
tronics 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. Emphasis on 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: Elec-  
tronics 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
- Elec 56B**  
1 Unit  
Lecture: 1 hour  
Laboratory: 1 hour  
Prerequisite: Electronics 56A or equivalent.
- Elec 60**  
2 Units  
Lecture: 2 hours  
Prerequisite: None
- Elec 80**  
2 Units  
Lecture: 2 hours  
Prerequisite: Experience in the field recommended.
- Elec 81**  
2 Units  
Lecture: 2 hours  
Prerequisite: Electronics 80
- AMATEUR (HAM) RADIO I**  
Investigates the overall area of amateur radio in terms of logic, laws, and licensing. Also includes technical presentations covering electronics theory and applications in specialized concepts of DC and AC current, semiconductors, power supplies, tubes, transistors, audio amplifiers, transducers, and microphones as each applies to amateur radio.
- AMATEUR (HAM) RADIO II**  
Continuation of Electronics 56A. Includes oscillators, transmitters, modulation, antennas, and receivers. Also studies FCC Rules and Regulations and investigates sample FCC type examinations.
- ELECTRICAL SAFETY FOR NURSES**  
Includes explanations of physiological monitoring systems in use in medical practice. Instruction is offered in basic electrical theory along with electric current processing by monitoring oscilloscopes and test equipment. Emphasis is placed on patient and operator safety.
- TELEVISION THEORY I**  
A general study of television receiver circuits. Includes RF tuners, IF and video amplifiers, band pass amplifiers, high and low level demodulators, black and white picture tubes, regulated high voltage and low voltage power supplies. Emphasizes special testing equipment and current field technology.
- TELEVISION THEORY II**  
A general study of television receiver circuits. Includes RF tuners, IF and video amplifiers, band pass amplifiers, high and low level demodulators, color picture tubes, regulated high voltage and low voltage power supplies. Emphasizes special testing equipment and current field technology.

## ENERGY RESOURCES

- EnRe 60**  
3 Units  
Lecture: 3 hours  
Prerequisite:
- EnRe 61**  
3 Units  
Lecture: 3 hours  
Prerequisite: EnRe 60.
- EnRe 70A**  
1 Unit  
Laboratory: 3 hours  
Prerequisite: EnRe 60 or 61.
- EnRe 70B**  
1 Unit  
Laboratory: 3 hours  
Prerequisite: EnRe 60 or 61.
- SOLAR TECHNOLOGY I**  
A technical course on the applications of solar energy, specifically in building design. The course will provide knowledge into the construction and applications of solar energy devices, such as flat plate collectors, pool 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.
- SOLAR TECHNOLOGY 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.
- SOLAR TECHNOLOGY LABORATORY A**  
Introduces basic hand and power tools. Gives student practical experience using tools to assemble and operate solar systems. Provides basic skills using tools and test equipment. Explores design and fabrication concepts.
- SOLAR TECHNOLOGY LABORATORY B**  
Shop and field experience in trouble shooting, diagnosis and repair procedures of components and systems. Also provides experience in operating and monitoring of solar 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  
2 Units  
Lecture: 1 1 2 hours  
Laboratory: 1 1 2  
hours  
Prerequisites:  
Electronics 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.

## DISCRIPTIVE 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. Emphasis on 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

## 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.

Math 3 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Two years of high school mathematics or equivalent.

## 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 on industrial manufacturing processes.

## MACHINE BLUEPRINT READING

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

## 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.

## INTRODUCTION TO MATHEMATICS

Designed for liberal arts students. Introduction to history of mathematics, famous mathematicians, other number systems, logic, and the relationship of mathematics to the fields of music, art, astronomy, philosophy, etc. Students work problems and are exposed to ideas in mathematics they have not previously encountered.

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

#### STATISTICAL METHODS

Descriptive statistics, histograms, frequency polygons, measures of central tendency, and variability. Elementary probability. The binomial and normal distributions. Estimation and hypothesis testing for population proportions and means.

Math 5 CSUC  
3 Units  
Lecture: 3 hours  
Prerequisites: Plane Geometry and 1 1 2 years of High School Algebra or Math 51.

#### TRIGONOMETRY

Course covers plane trigonometry, circular functions, trigonometric functions, identities, complex numbers. Emphasis on trigonometric analysis. Students with one year of High School Algebra may enroll in this course concurrently with Math 10.

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

#### CALCULUS FOR ENGINEERING TECHNOLOGY

An introductory course in calculus for the engineering technologist. The calculus is treated as a tool useful in engineering practice. Rigorous and general proofs are avoided when possible and an exhaustive treatment of the exceptional case is omitted.

Math 9 CSUC  
3 Units  
Lecture: 3 hours  
Prerequisite: One year of HS Algebra or Math 50.

#### INTERMEDIATE ALGEBRA

Course emphasized exponents, functions, inequalities, radicals, logarithms, and systems of equations. Provides an introduction to conic sections and determinants.

Math 10 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: 1 1 2 years of High School Algebra or Math 9.

#### COLLEGE ALGEBRA

Course includes exponents, determinants, inequalities, complex numbers, theory of equations, conic sections, exponential and logarithmic functions and equations.

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.

#### ADVANCED COLLEGE ALGEBRA AND TRIGONOMETRY

A rigorous pre-calculus course including the analysis of polynomial, logarithmic, exponential, and trigonometric functions and their graphs.

Math 20 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Math 9.

#### 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.

Math 30A, B CSUC, UC  
3-3 Units  
Lecture: 3 hours  
Prerequisites: High School Algebra and Geometry. Math 30A is prerequisite to Math 30B.

#### 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, logarithms, 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

#### 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.

Math 52  
3 Units  
Lecture: 3 hours  
Prerequisites: High School Algebra or Math 50.

#### PLANE GEOMETRY

Fundamentals of Plane Geometry developed by both inductive and deductive processes.

Math 53  
3 Units  
Lecture: 3 hours  
Laboratory: 2 hours  
Prerequisite: None

#### FUNDAMENTALS OF MATHEMATICS

A review of the fundamentals of mathematics as applied to everyday problems. Provides the background skills in and knowledge of the number system needed to proceed to beginning algebra. Recommended for students who have a gap in their skills or knowledge or who have a fear of mathematics. Also recommended for students who do not achieve a satisfactory score on the placement examination.

Math 54A, B CSUC  
1-1 Unit  
Laboratory: 3-3 hours  
Prerequisites: High School Algebra or Math 53.

#### 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.

Math 55 CSUC  
3 Units  
Lecture: 3 hours  
Laboratory: 1 hour  
Prerequisites: None

#### TECHNICAL MATHEMATICS

Basic mathematics with technical emphasis. Course includes fractions, decimals, ratios, proportion, algebraic operations, fundamentals of geometry, and applied trigonometric principles.

Math 56  
2 Units  
Lecture: 2 hours  
Prerequisite: None

#### 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.

Math 57  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### COLLEGE ARITHMETIC

Designed to give the student an understanding of and a competency in the basic operations of elementary arithmetic. Topics include the standard operations of whole numbers, common and decimal fractions, ratio and proportion, percent, the metric system, signed numbers and basic algebraic problem solving.

Math 70  
1 Unit  
Lecture: 1 hour  
Prerequisite: None

#### METRIC SYSTEM

Course includes a brief history of measurement, emphasized prefixes, abbreviations, and basic metric units; linear, mass, weight, and volume calculations. Covers changing from one metric unit to another.

## METALS

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

#### INDUSTRIAL MACHINE SHOP PROCESSES

Study of basic machine shop concepts, tools, and processes. Includes bench work, precision measurement, drill press, lathe, shaper, milling machine, and grinder operations.

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

#### HOT METALS FABRICATION PROCESSES

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

- Mtl 27 CSUC**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None
- INDUSTRIAL SHEET METAL PROCESSES**  
Light gauge metal fabrication. Study of materials, tools, equipment, and standard layout, cutting, forming, and joining methods. Includes various methods of sheet metal pattern development.
- Mtl 51 CSUC**  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours  
Prerequisite: None
- TECHNICAL MACHINE SHOP I**  
Introduction to machine shop. Includes basic concepts, tools, equipment, and operations. Emphasizes bench work, precision measurement, drill press work, tool bit grinding, and lathe work.
- Mtl 52 CSUC**  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours  
Prerequisite: Mtl 52
- 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.
- Mtl 61**  
1 Unit  
Laboratory: 3 hours  
Prerequisite:  
Enrollment in at least 2 metals courses.
- METALS LABORATORY I**  
Designed to provide additional experience in various metal-working skills. "Live" jobs to be encouraged. Enrollment in work experience can be substituted with approval of adviser. May be repeated for credit.
- Mtl 62**  
2 Units  
Laboratory: 6 hours  
Prerequisite:  
Enrollment in at least 2 metals courses.
- METALS LABORATORY II**  
"See Metals Laboratory I for course description"

## **STRUCTURAL INSPECTION**

- StIn 51**  
3 Units  
Lecture: 3 hours  
Prerequisite: None
- INTRODUCTION OF BUILDING CODES 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 52**  
3 Units  
Lecture: 3 hours  
Prerequisites: None
- PLAN CHECKING AND RELATED MATH FOR INSPECTORS**  
Blueprint reading, specifications, plan checking, cost estimating and related math for inspectors.
- StIn 53**  
3 Units  
Lecture: 3 hours  
Prerequisite: None
- STUDY OF ELECTRICAL CODES**  
Inspection factors involved in checking electrical wiring and loads, energy sources and controls, distribution, signaling and communication systems.
- StIn 54**  
3 Units  
Lecture: 3 hours  
Prerequisite: None
- STUDY OF MECHANICAL AND PLUMBING CODES**  
Inspection factors involved in checking plumbing fixtures, sanitary systems, sprinkling and fire protection systems, air conditioning, refrigeration, and heating systems.

StIn 55  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### 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, reports.

StIn 56  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### PORTLAND CEMENT, CONCRETE, AND ASPHALT

Basic principles in cement, concrete, and asphalt construction technology. Includes aggregates, admixtures, bituminous materials, proportionate mixtures, foundations, and finishing of concrete and asphalt mixtures.

### UPHOLSTERY

Up 41  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

#### UPHOLSTERY I

Includes theory relative to upholstery tools, equipment, materials, types of frame constructions, and furniture design. Extensive practice in the use of basic upholstery hand tools, equipment, and materials in the construction of a project. Laboratory safety is stressed.

Up 42A, B, C  
1-1-1 Unit  
Laboratory: 3 hours  
Prerequisite: Up 42

#### UPHOLSTERY PRACTICE

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

Up 50A, B  
6-6 Units  
Lecture: 4 hours  
Laboratory: 8 hours  
Prerequisite: None

#### FUNDAMENTALS OF UPHOLSTERY

Basic instruction and application of upholstery hand tools and sewing machines. Frame repair and reconstruction of upholstered furniture. Includes plastic and vinyl repair of automobile upholstery. One-year program designed to prepare student for professional employment.

### WATER TREATMENT

#### DOMESTIC WATER TREATMENT

DWT 70  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### MATHEMATICS FOR WATER TREATMENT

Includes the standard arithmetic, algebraic, geometric, and trigonometric processes involved in mathematical calculations of water treatment. Includes elementary slide rule instruction, basic surveying theory, and map reading.

DWT 71 CSUC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### WATER SUPPLY AND TREATMENT

Basic course covering historical development of water quality control practices, water sources, public health aspects of water supply, water chemistry, filtration, corrosion, tastes and odors in water, water bacteriology, and pump operation.

DWT 72  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### WATER SUPPLY HYDRAULICS

Course in practical water supply hydraulics with emphasis on type, location, construction, operation, testing and maintenance of wells, pumping stations, and hydro-pneumatic systems; location, operation and maintenance of water storage facilities and distribution systems; water flow meters and recorders; automatic equipment-activating devices and controls; detection of water losses; fire flow requirements.

DWT 73  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### CHEMISTRY FOR WATER TREATMENT

Includes study of various chemical treatments of water for purification purposes. Involves analysis of different types of chemical purification problems.

### WASTEWATER TREATMENT

WWT 50  
3 Units  
Lecture: 3 hours  
Prerequisite: General Mathematics

#### MATHEMATICS FOR WASTEWATER TREATMENT

Includes basic operational mathematics expressed in terms used in wastewater treatment plant operations and attendant laboratory procedures.

**WWT 51**  
3 Units  
Lecture: 3 hours  
Prerequisite: WWT 50

**WASTEWATER TREATMENT I**  
A second course in the wastewater treatment plant operators curriculum, directed particularly towards understanding and solving mathematical formulae of primary and secondary unit operations, including pumps and pumping systems.

**WWT 52**  
3 Units  
Lecture: 3 hours  
Prerequisite: WWT 51

**WASTEWATER TREATMENT II**  
A continuation of Wastewater Treatment I. Covers preliminary wastewater treatment, primary and secondary sedimentation principles, sludge treatment, anaerobic digestion, stabilization ponds, disinfection, and water reclamation techniques. Course emphasizes activated sludge processes and offers an introduction to trickling filters.

## **WATER DISTRIBUTION SYSTEMS**

**WDS 50**  
3 Units  
Lecture: 3 hours  
Prerequisite: None

**WATER DISTRIBUTION SYSTEM OPERATION I**  
Course in practical operation of 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 35A**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

**GAS-SHIELDED WELDING I**  
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 35B**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Complete Weld 35A with C or better.

**GAS-SHIELDED WELDING II**  
Advanced inert gas-shielded welding leading to FAA aircraft certification welding. Special attention given to joint welding.

Weld 63  
2 Units  
Laboratory: 6 hours  
Prerequisite: Successful completion of Weld 28A & 28B.

Weld 64  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours  
Prerequisite: Weld 28A

Weld 65  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

Weld 66  
4 Units  
Lecture: 1 hour  
Laboratory: 9 hours  
Prerequisite: Weld 63

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

Weld 70  
2 Units  
Lecture: 2 hours  
Prerequisite: None

Weld 80  
1 Unit  
Laboratory: 3 hours  
Prerequisites: Complete 28A with C or better.

**WELDING II**  
Includes mild-steel welding, welding cast iron, hard surfacing, introduction to pipe welding, and specimen testing.

**OXYGEN-ACETYLENE WELDING**  
Course involves extensive practice in oxy-acetylene welding and cutting techniques. Involves common weld joints-all positions.

**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.

**ELECTRICAL ARC WELDING**  
Additional practice in advanced arc welding techniques. Emphasizes real or "live" jobs where applicable. Includes pipe welding and design and use of welding fixtures.

**PRINCIPLES OF OXYGEN AND ACETYLENE WELDING**  
Study and practice in oxy-acetylene welding and cutting principles and techniques. Involves common weld joints and various welding positions.

**BLUEPRINT READING FOR WELDERS**  
Blueprint Reading for Welders is a class designed to teach the basic fundamentals of drawing interpretation as applies to the welding trade. The basic elements of lines, dimensions and notes will be taught to enable the welder to interpret the trade drawings which describes the work he must fabricate.

A laboratory course designed for welding students to gain experience in selecting a specific welding project, sketch and acquire instructor approval, determine needed materials, and fabricating the approved project.

## **FIRE SCIENCES**

### **FIRE SCIENCE**

FS 51 CSUC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

FS 52 CSUC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

FS 53 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 services; specific fire protection functions; fire chemistry and physics.

**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.

**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 SCIENCE**

**FS 55 A, B, C**  
3 Units  
Lecture: 3 hours  
Prerequisite: None

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

**FS 57 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None

**FS 58 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None

**FS 59 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None

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

**FS 61 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: FS 51

**FS 62 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: FS 51

**FS 63A CSUC**  
1 Unit  
Lecture: 1 hour  
Prerequisite: None

**FS 63B CSUC**  
1 Unit  
Lecture: 1 hour  
Prerequisites: FS 63A

**FS 63C CSUC**  
1 Unit  
Lecture: 1 hour  
Prerequisites: FS 63A  
& 63B

**FIRE TACTICS AND STRATEGY**  
Principles of fire control through the utilization of manual equipment and extinguishing agents on the fire ground.

**HAZARDOUS MATERIALS**  
FS 55A, Hazardous Materials - Identification; FS 55B, Hazardous Materials - Incident Control; FS 55C, Hazardous Materials - Documentation

**FIRE PROTECTION EQUIPMENT AND SYSTEMS**  
Portable fire extinguishing equipment, sprinkler systems, protection systems for special hazards, fire alarm and detection systems.

**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.

**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.

**BUILDING CONSTRUCTION FOR FIRE PROTECTION**  
Fundamentals of building construction as it relates to fire protection. Classification by occupancy and types of construction, with emphasis on fire protection features, including; building equipment, facilities, fire resistive materials and high rise considerations.

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

**FIRE APPARATUS AND EQUIPMENT**  
Driving laws, driving techniques, construction and operations of pumping, engines, ladder trucks, aerial platforms, specialized equipment, and apparatus maintenance.

**RESCUE PRACTICES**  
Rescue problems and techniques; emergency rescue equipment, toxic gasses; chemicals and diseases; radiation hazards; care of victims, including emergency childbirth, respiration and resuscitation, extrication, and other emergency conditions.

**FIRE SERVICE PRINCIPLES AND PROCEDURES I**  
An 18-hour course designed to develop an appreciation for the public service aspects of fire department work and of the necessity for discipline, esprit de corps, and training; the ability to use and care for fire service tools, hose, nozzles, and fittings, ladder rescue equipment, and salvage equipment.

**FIRE SERVICE PRINCIPLES AND PROCEDURES II**  
An 18-hour course designed to develop a fundamental knowledge of fire ground operations, an appreciation for comprehensive training and the ability to lay hose with apparatus, to perform above-ground evolutions, and salvage operations.

**FIRE SERVICE PRINCIPLES AND PROCEDURES III**  
An 18-hour course designed to develop a knowledge of fireman's responsibilities in fire prevention, fire investigation, and public relations; the ability to use fire apparatus and equipment to deal with various types of fire and rescue problems.

- FS 63D CSUC  
1 Unit  
Lecture: 1 hour  
Prerequisites: FS 63A, B, C
- FIRE SERVICE PRINCIPLES AND PROCEDURES IV  
An 18-hour course designed to fulfill a department's specific training need. The course may involve Ladder Truck or Elevated Platform Operations, Salvage Operations, Rescue Operations, Riot Control Operation, 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.
- FS 63E CSUC  
1 Unit  
Lecture: 1 hour  
Prerequisites: FS 63A, B, C, D
- FIRE SERVICE PRINCIPLES AND PROCEDURES IV (DRIVE TRAINING)  
An 18-hour course designed to properly train fire department personnel who drive emergency apparatus to meet their responsibilities: By lecture on emergency driver responsibility and qualifications, vehicle operational practices, standard driving practices, collision and accident prevention, maintenance schedules, and field training laboratory operations.
- FS 64A CSUC  
1 Unit  
Lecture: 1 hour  
Prerequisite: None
- FIRE CONTROL I  
An 18-hour course designed to develop a knowledge of basic chemistry and the behavior of fire, a basic knowledge of building design and fire protection equipment and systems, and a basic understanding of fire strategy.
- FS 64B CSUC  
1 Unit  
Lecture: 1 hour  
Prerequisite: FS 64A
- FIRE CONTROL II  
Continuation of Fire Control I. An 18-hour course designed to develop a knowledge of fire strategy.
- FS 65A CSUC  
1 Unit  
Lecture: 1 hour  
Prerequisites: FS 64A & B
- PUMP OPERATION  
An 18-hour course designed to develop a knowledge of pumps and pumping principles and practical hydraulics; the ability to drive apparatus safely and to operate pumps.
- FS 66 CSUC  
3 Units  
Lecture: 3 hours  
Prerequisites: FS 53 & 57
- ARSON INVESTIGATION  
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.
- 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 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
- WILD LAND FIRE CONTROL I**  
A course designed to provide the employed Fire Fighter or Fire Science Major with a fundamental knowledge of the factors affecting wild land fire prevention, fire behavior, and control techniques.
- FS 76 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None
- FIRE VEHICLE MAINTENANCE FOR OPERATORS AND MECHANICS**  
A survey course in the fundamentals of all vehicle structure. Basic construction of the vehicles, including the main powering systems (fire pumps excluded) and techniques of maintenance.
- FS 77 CSUC**  
2 Units  
Lecture: 2 hours  
Prerequisite: None
- FIRE SERVICE INSTRUCTOR TRAINING**  
This course provides a variety of methods and techniques for volunteer fire fighters and fire service personnel. The content will enable them to select, develop, and organize material for in-service program.
- FS 78 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None
- FUNDAMENTALS OF PERSONAL FIRE SAFETY AND EMERGENCY CARE**  
This course is designed to provide basic skills in assessing fire dangers, handling common fire situations in the home and/or industry, basic Cardio-Pulmonary Resuscitation and Standard First Aid. The student will be able to recognize and correct common fire dangers in the home and/or industry; select and properly use available fire fighting appliances, i.e., fire extinguishers, house lines, etc.; to implement "Operation EDITH" (Exit Drills in the Home); to select, maintain and test fire detection devices; to select and perform fundamental rescue procedures; to perform the skills necessary for certification for Red Cross Standard First Aid.

**FS 79 CSUC**

3 Units  
Lecture: 3 hours  
Prerequisite: None

**MANAGING FIRE SCIENCE**

An overview of today's fire service; development of a management prospective, fire prevention and inspection, fire suppression and control, fire ground management skills, arson investigation and the insurance industry, emergency medical services, managing personnel, budgeting and productivity, managing communication systems, managing data, master planning in municipal fire service, and action planning. Use of simulator and field trips may be required.

**F. S. 80**

3 Units  
Lecture: 3 hours  
Prerequisite: None

**FIRE INVESTIGATION**

Fundamentals of investigation; causes, chemistry, and physics of fires; collection and preservation of physical evidence, scientific aids; laws relating to arson; case preparation and report writing.

This course meets the requirements of the California Fire Academy System.

**FS 86 CSUC**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Enrolled in other fire science course or employed as volunteer fireman or woman.

**SPECIALIZED RESCUE**

The student learns rescue under difficult conditions, such as handling of casualties from upper floors, by ladder slide or rope ladders, or from lower floors of buildings by slide drags and passes, and breaching walls. The student will learn the use of rigging "A" frames and tripods, as well as sliding people from second and third floors of buildings.

**FS 87**

3 Units  
Lecture: 3 hours  
Prerequisite: None

**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

**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 correctness in both speaking and writing skills throughout every aspect of the course.

**Fr 1A CSUC, UC**

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

**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.  
Prerequisite: French  
1, two years of high  
School French, or its  
equivalent.

ELEMENTARY FRENCH  
Continuation of French 1.

Fr 3 CSUC, UC  
4 Units  
Lecture: 4 hours  
Laboratory: 1 hour,  
to be arranged.  
Prerequisite: French  
2, or three years  
High School French,  
or its equivalent.

INTERMEDIATE FRENCH  
A thorough audio-lingual review of grammatical structure. Advanced composition and some translations introduced with continued reading in literature and culture. The course is designed to reinforce the student's progress in developing writing skills and oral fluency and accuracy in idiomatic usage.

Fr 4 CSUC, UC  
4 Units  
Lecture: 4 hours  
Laboratory: 1 hour  
to be arranged.  
Prerequisite: French  
3, four years High  
School French, or its  
equivalent.

INTERMEDIATE FRENCH  
Continuation of French 3.

Fr 8A,B CSUC, UC  
3-3 Units  
Lecture: 3 hours  
Prerequisites: French  
2 or three years of  
high school French.  
Recommended to be  
taken simultaneously  
with French 3.  
Courses need not be  
taken in sequence.

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 En-  
glish 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 41A,B,C,D CSUC  
3-3-3-3 Units  
Lecture: 3 hours  
Prerequisite: None  
for 71A only.

BASIC SPOKEN FRENCH

A series of basic courses designed to introduce the student to the fundamental formalities of the French Language emphasizing oral practice, grammatical structure, pronunciation and vocabulary development from an everyday, practical, contextual point of view, especially for those who wish to obtain a writing and speaking knowledge of French for vocational, career and professional objectives. The A, B, C, D designations correspond to a four semester sequence in progressive difficulty and mastery of language skills.

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  
Lectures: 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 41A,B,C,D CSUC,  
UC  
3-3-3-3 Units  
Lecture: 3 hours  
Prerequisite: None  
for 71A only.

## ITALIAN

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

## FRENCH FOR CONVERSATION AND TRAVEL

An introduction to pronunciation, basic vocabulary of common expressions necessary for the traveler, and a background to the cultural institution 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

A series of basic courses designed to introduce the student to the fundamental formalities of the German language emphasizing oral practice, grammatical structure, pronunciation and vocabulary development from an everyday practical contextual point of view; especially for those who wish to obtain a speaking and writing knowledge of German for vocational, career and professional objectives. The A, B, C, D designations correspond to a four semester sequence of progressive difficulty and mastery of language skills.

### ELEMENTARY ITALIAN

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

Ital 1A CSUC, UC

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

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.

Ital 1B CSUC, UC

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

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.

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.

ELEMENTARY ITALIAN

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

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.

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.

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.

INTERMEDIATE ITALIAN

Continuation of Italian 3 with greater emphasis on reading selections from Italian Literature.

Ital 40A,B, CSUC, UC

3-3 Units  
Lecture: 3 hours  
Prerequisite: None

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 41A,B,C,D CSUC

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

BASIC SPOKEN ITALIAN

A series of basic courses designed to introduce the student to the fundamental formalities of the Italian Language emphasizing oral practice, grammatical structure, pronunciation and vocabulary development from an everyday, practical, contextual point of view; especially for those who wish to obtain a speaking and writing knowledge of Italian for vocational, career and professional objectives. The A, B, C, D designations correspond to a four semester sequence in progressive difficulty and mastery of language skills.

Ital 81A,B,C,D  
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 41A,B,C,D CSUC  
3-3-3-3 Units  
Lecture: 3 hours  
Prerequisite: None  
for 71A only.

### BASIC SPOKEN RUSSIAN

A series of basic courses designed to introduce the student to the fundamental formalities of the Russian Language emphasizing oral practice, grammatical structure, pronunciation and vocabulary development from an everyday, practical, contextual point of view, especially for those who wish to obtain a writing and speaking knowledge of Russian for vocational, career and professional objectives. The A, B, C, D designations correspond to a four semester sequence in progressive difficulty and mastery of language skills.

## 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.

Span 3 CSUC, UC  
4 Units  
Lecture: 4 hours  
Laboratory: 1 hour,  
to be arranged.  
Prerequisite: Spanish  
2, three years of  
High School Spanish,  
or its equivalent.

Span 4 CSUC, UC  
4 Units  
Lecture: 4 hours  
Laboratory: 1 hour,  
to be arranged.  
Prerequisite: Spanish  
3, or four years High  
School Spanish, or  
its equivalent.

Span 5 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisites: Spanish  
4 or equivalent.  
Sophomore standing.

Span 6 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisites: Span 5  
or equivalent. Soph-  
omore Standing.

Span 8A,B CSUC, UC  
3-3 Units  
Lecture: 3 hours  
Prerequisite: Span 2  
or three years of high  
School Spanish. Rec-  
ommended to be  
taken simultaneously  
with Span 3. Course  
need not be taken in  
sequence.

Span 40A,B CSUC  
3-3 Units  
Lecture: 3 hours  
Prerequisite: None

ELEMENTARY SPANISH  
Continuation of Spanish 1.

INTERMEDIATE SPANISH  
A thorough audio-lingual review of grammatical structure. Advanced com-  
position and some translations introduced with continued readings in lit-  
erature and culture. The course is designed to reinforce the student's  
progress in developing writing skills and oral fluency and accuracy in idi-  
omatic usage.

INTERMEDIATE SPANISH  
Continuation of Spanish 3.

ADVANCED SPANISH  
Primarily designed for students of advanced Spanish proficiency and pre-  
Spanish majors as a transition toward upper division college work. Exten-  
sive 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 ac-  
cepted by University of California as equivalent to Spanish 25.

ADVANCED SPANISH  
Program essentially the same as Spanish 5 with emphasis on Spanish-  
American Literature and Culture. Course accepted by University of Cali-  
fornia as equivalent to Spanish 25.

SPANISH CONVERSATION  
Daily contact vocabulary building and practical conversation on everyday  
topics, current events, and cultural materials. Language Laboratory attend-  
ance will be required at the discretion of the instructor.

SPANISH FOR PUBLIC SERVICE AND PROFESSIONAL PERSONNEL  
An intensive vocationally oriented course designed to give all career per-  
sonnel 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 Span-  
ish speaking people.

Span 50A,B CSUC  
3-3 Units  
Lecture: 3 hours  
Prerequisite: Span  
50A for Span 50B or  
equivalent

#### 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.

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

#### ADVANCED SPANISH FOR THE ALLIED MEDICAL PROFESSIONS

Concentration on universal structures and vocabulary skills commonly required for advanced linguistic proficiency focusing on the needs of the medical professions; translations of medical terms; advanced conversation and liaison in communications between medical staff and Spanish speaking patients on a technical, social and cultural basis; general enrichment and fluency in Spanish composition and speech to cope with any situation.

Span 41A,B,C,D CSUC  
3-3-3-3 Units  
Lecture: 3 hours  
Prerequisite: None  
for 71A only

#### BASIC SPOKEN SPANISH

A series of basic courses designed to introduce the student to the fundamental formalities of the Spanish language emphasizing oral practice, grammatical structure, pronunciation and vocabulary development from an everyday practical contextual point of view; especially for those who wish to obtain a speaking and writing knowledge of Spanish for vocational, career and professional objectives. The A, B, C, D designations correspond to a four semester sequence of progressive difficulty and mastery of language skills.

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

#### SPANISH FOR CONVERSATION AND TRAVEL

This is a course in Spanish taught conversationally for personal enrichment and for the traveler. The course includes the sound system and pronunciation, numbers, currency, time, days, everyday expressions needed for transportation, immigration and customs, shopping and banking, telephone, lodging, food and food preparation, and other recreational attractions. Audiovisual aids will illustrate the highlights of the country. No textbook required.

## HEALTH, PHYSICAL EDUCATION AND RECREATION

### HEALTH EDUCATION

HE 1 CSUC, UC  
3 Units  
Lecture: 3 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  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### FIRST AID AND SAFETY

Theory and practice in immediate and temporary care given in case of accident or sudden illness, until service of a physician can be obtained. Complies with American Red Cross requirements. Upon successful completion of the course, the student is awarded the Standard Red Cross Certificate and C.P.R. (cardio, pulmonary, resuscitation) card.

PE 2A CSUC, UC  
2 Units  
Lecture: 2 hours  
Prerequisite: None

PE 2B CSUC, UC  
2 Units  
Lecture: 2 hours  
Prerequisite: None

PE 5A CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

PE 8 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

PE 23 CSUC, UC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Good swimming ability.

PE 24 CSUC, UC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Red Cross Senior Life Saving Certificate.

PE 25 CSUC, UC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Student must demonstrate proficient abilities in basic watermanship.

PE 26A, B,C,D CSUC, CU  
2-2-2-2 Units  
Laboratory: 10 hours plus performances  
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.

#### SPORTS OFFICIATING

Instruction and practice in officiating skills including rules, duties, conduct, and related skills. Spring semester; baseball, softball, track, and tennis.

#### FOUNDATIONS OF COACHING

An introduction to the board spectrum of coaching activities involved in football and basketball. Subject matter to cover preparation, motivation, player selection, evaluation, fundamentals, and strategy.

#### INTRODUCTION TO HEALTH AND PHYSICAL EDUCATION

This course 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, requirements. Includes evaluation, through testing, of the skills commonly needed by professional physical educators and recreation leaders. The results of this testing will form the basis for counseling students in classes they should take to improve their competencies.

#### SENIOR LIFESAVING

Practice in performing various swimming strokes and water rescue skills. Upon successful completion of this course the student is awarded a Red Cross Senior Life Saving Certificate and C.P.R. Certificate.

#### WATER SAFETY INSTRUCTION

Practice in performing and teaching the various strokes and water skills. Upon successful completion of this course the student is awarded a Red Cross Water Safety Instructor's Certificate.

#### SKIN/SCUBA DIVING

Lecture instruction and practice in all aspects of skin and scuba diving. Equipment is provided. Students wishing to be certified must complete two ocean dives after conclusion of course.

#### AQUATIC PERFORMING ARTS

Open to men and women who have the skill, knowledge and/or interest in performing in and/or staging synchronized swimming shows. Swimmers, divers, gymnasts, singers, dancers, seamstresses, announcers, sound technicians, light technicians and wardrobe and make up people are included.

### RECREATION

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 intergration 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,  
CU

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,  
CU

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,  
CU

1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None

PE 46A,B,C CSUC,  
CU

1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None

PE 50A,B,C CSUC,  
CU

1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: A light-  
weight, multi-speed  
bicycle.

## **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 badminton. Instruction and practice in skills strategies, and rules of the sport.

## **BASEBALL**

Beginning, intermediate and advanced baseball. Instruction and practice in the skills and strategies of the game.

## **BASKETBALL**

Beginning, intermediate and advanced basketball. Instruction and practice in skills, strategies, and officiating of the sport.

## **BOWLING**

Beginning, intermediate and advanced. Emphasis on skills, rules, strategy, and bowling as a carry-over activity.

## **CYCLING**

Beginning, intermediate and advanced. Designed to increase the student's knowledge of skills in cycling; to develop an appreciation of cycling as a lifetime sport, and to be used as a means to develop and maintain muscular and cardiovascular-respiratory fitness.

PE 51A,B,C  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None

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

PE 53A,B,C CSUC,UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None

Pe 54A,B,C CSUC,  
UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None

PE 55A,B,C CSUC,  
UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None

PE 56A,B,C  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None

PE 57A,B,C CSUC, UC  
UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None

PE 58A,B,C CSUC,  
UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None

PE 59A,B,C CSUC,  
UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None

PE 62A,B,C CSUC,  
UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory 1½ hours  
Prerequisite: None

DANCE, AEROBIC  
Beginning, intermediate and advanced aerobic dance. Principles, techniques and practices of fundamental movements used in rhythmic activities, basic dance and exercise conditioning, with special emphasis on aerobics.

DANCE, FOLK AND SQUARE  
Beginning, intermediate and advanced folk and square dance. Instruction and practice in the figures of square dance, including some instruction in folk dance.

DANCE MODERN (Jazz)  
Beginning, intermediate and advanced modern dance (jazz). Basic techniques and simple choreography forms for the improvement of body mechanics and coordination.

DANCE, SOCIAL  
Beginning, intermediate and advanced. Development of proficiency in the basic steps that are fundamental to social ball-room dancing and some simple variations or routines to accompany each utilizing body control, poise and the etiquette associated with social dance.

DANCE, TAP  
Beginning, intermediate and advanced tap dance. Basic tap dance steps and simple choreography forms for the improvement of coordination.

DANCE, BALLET  
Beginning, intermediate and advanced ballet. Ballet technique, vocabulary, history, current events, and appreciation of Ballet as an art form.

FENCING  
Beginning, intermediate and advanced fencing. Instruction and performance in fencing skills and bodily development pertinent thereto. The use of the foil, the sabre, and the epee.

FIGURE CONTROL AND FITNESS (W)  
Beginning, intermediate and advanced. Purpose is to develop and understand how to attain and maintain balanced postures and a body of pleasing proportion through proper exercise.

FLEXIBILITY AND AGILITY  
Beginning, intermediate and advanced 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.

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 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 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: Must be physically handi-  
capped.

#### 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 exercise as applied to health and fitness.

PE 71A,B,C CSUC,  
UC  
1-1-1 Unit  
Lecture: 1½ hours  
Laboratory: ½ hour  
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 precautions and skills necessary for the safety of their property and persons.

PE 73 CSUC, UC  
1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: Must be enrolled in Nursing Program.

#### P.E. ACTIVITY (NURSES)

Instruction and participation in exercise, flexibility and various athletic activities.

PE 74A,B,C CSUC,  
UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None

#### PHYSICAL FITNESS

Beginning, intermediate and advanced. Instruction and participation in exercise, flexibility and various athletic activities.

PE 75A,B,C  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None

#### RACQUETBALL

Beginning, intermediate and advanced racquetball. Instruction and practice in the skills and strategies of the sport.

PE 77A,B,C CSUC,  
UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None

#### 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.

PE 78A,B,C CSUC,  
UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None

#### 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.

- PE 79A,B,C CSUC,  
UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: None
- PE 80A,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: Begin-  
ning-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
- 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
- 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.
- 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, vaulting and floor exercise.
- VOLLEYBALL**  
Beginning, intermediate and advanced volleyball. Instruction and practice in skills, strategies, and officiating of the sport.

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

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

## **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.

## **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.

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

**VARSITY SOCCER (M)**  
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

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

**VARSITY SOFTBALL (W)**  
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

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

**VARSITY TENNIS (M)**  
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

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

**VARSITY TENNIS (W)**  
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

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

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

VS 70A,B CSUC, UC  
2-2 Units  
10 hours plus meets  
Prerequisite: Tryouts

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

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

**VARSITY VOLLEYBALL (W)**  
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

## HOME ECONOMICS

HEc 1 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

**CONSUMER SURVIVAL**  
Study of individual and family consumer problems and management of resources through planned use of these resources for present living and future security.

HEc 2  
2 Units  
Lecture: 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  
2 Units  
Lecture: 2 hours  
Prerequisite: None

**NEW AGE (WO)man**  
An overview of women in today's world. A look at her personal, physical, spiritual, social, communal and financial potential.

- 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, barbecues, 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**  
3 Units  
Lecture: 3 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 nutrition 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 income 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

#### INTERNATIONAL VEGETARIAN COOKING

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

HEc 19A  
2 Units  
Lecture: 1½ hours  
Laboratory: 1½ hours  
Prerequisite: None

#### INTERNATIONAL GOURMET COOKING 1

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, prepare ahead 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 2A 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 2A 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 hour  
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**  
The design and construction of clothing suitable for children ages 6 months to 12 years, will be taught. The class will study trends in the children's clothing market and translate the current ideas into design for the home sewer.
- 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
- 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.
- HETC 32**  
2 Units  
Lecture: 2 hours  
Prerequisite: None
- 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.
- HETC 33 CSUC, UC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None
- 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.
- HETC 51**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None
- ALTERATIONS**  
Methods and practice in solving alteration problems of ready-to-wear clothing for customer satisfaction.

- HETC 52**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None
- BASIC PATTERN DEVELOPMENT**  
Adjustment of a basic commercial pattern: blouse, skirt, pants, and its construction through individual measuring techniques.
- HETC 53**  
2 Units  
Lecture: 1½ hours  
Laboratory: 1½ hours  
Prerequisite: None
- FASHION ILLUSTRATION**  
Instructions in methods of fashion sketching through the study of body proportions and detail.
- HETC 54**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None
- 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.
- HETC 55**  
2 Units  
Lecture: 1½ hours  
Laboratory: 1½ hours  
Prerequisite: None
- 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.
- HETC 56**  
1 Unit  
Laboratory: 3 hours  
Prerequisite: None
- SEWING WITH TODAY'S FABRICS**  
Pattern development and selection, sewing, and fitting techniques for stretch knits and other new fabrics.
- HETC 57**  
2 Units  
Lecture: 1½ hours  
Laboratory: 1½ hours  
Prerequisite: None
- STITCHED AND STUFFED ART**  
Techniques for developing stitched and stuffed art forms will be explored. The use of the sewing machine for finishing details will be stressed.
- HETC 58**  
2 Units  
Lecture: 1½ hours  
Laboratory: 1½ hours  
Prerequisite: None
- SOFT SCULPTURE AND TOY MAKING**  
Principles of developing patterns for soft sculpture (dolls and toys) will be covered. Construction, stuffing techniques and finishing details will be emphasized.
- HETC 59**  
2 Units  
Lecture: 1 hour  
Prerequisite: None
- THE ELEGANT SHIRT: DESIGN AND SEW**  
Design and construction techniques for "In Fashion" pretty blouses and the elegant shirt are explored.
- HETC 60**  
1 Unit  
Lecture: 1 hour  
Prerequisite: None
- PROFESSIONAL SEWING SECRETS**  
Professional construction techniques as used in better ready-to-wear are explained with easy to follow directions for a lined suit with a blouse.
- HETC 61**  
1 Unit  
Lecture: 1 hour  
Prerequisite: 1 hour
- SEWING ON ULTRASUEDE**  
Design and construction techniques for sewing on ultrasuede will be explored.
- HETC 62**  
1 Unit  
Lecture: 1 hour  
Prerequisite: None
- DESIGN SEWING FOR SPRING**  
A look at today's Spring fashions and how the home sewer can copy them. The design and construction of these fashions will be explored.

**HETC 64**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: None

**CUSTOM DRESS FORM**  
Construction of personalized dress forms which will duplicate the student's body contour, bone structure and posture.

## **INTERIOR DESIGN**

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

**DESIGN OF INTERIORS I**  
Design of interior environments; emphasizing interrelationships between interior space, architectural form and human factors in design.

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

**DESIGN OF INTERIORS II**  
Advanced interior design and space planning problems emphasizing relationships between the built environment and human factors in design.

**HEID 10**  
3 Units  
Lecture: 3 hours  
Prerequisite: None

**ENVIRONMENTAL DESIGN: SPACE PLANNING**  
This course deals with elementary drafting, and includes measuring problems and furniture arrangement with the use of templates. Skills are developed in quick sketching of furniture and proportions of interiors.

**HEID 11**  
3 Units  
Lecture: 3 hours  
Prerequisites: None

**ENVIRONMENTAL DESIGN: LIGHTING**  
Study of lighting design principles and application to enrich our environment. Includes exploration of color and illumination, task/ambient lighting, energy conservation, codes, illumination calculations, fixture schedules, lighting techniques and layout. The class covers the lighting topics required on the professional qualifying examinations for those entering the interior design field.

**HEID 12**  
3 Units  
Lecture: 3 hours  
Prerequisites: None

**ENVIRONMENTAL DESIGN: KITCHEN PLANNING**  
Study of kitchen designs; detail planning of cabinet interiors and storage areas by floor plan and wall elevations; design of the island, open-plan, closed, mini, gourmet, and family room-kitchens; styles from country, formal, traditional, contemporary kitchens will be studied.

**HEID 13**  
3 Units  
Lecture: 3 hours  
Prerequisite: None

**ENVIRONMENTAL DESIGN: COLOR THEORY AND MATERIALS**  
A course designed to develop and refine the skills of color materials selections as a necessary tool for the related fields of interior design, architecture, fashion design, textile design, color consultation and environmental design.

**HEID 20**  
3 Units  
Lecture: 3 hours  
Prerequisites: None

**HISTORY OF ARCHITECTURAL DESIGN**  
A survey and analysis of the major architectural styles and designs of the world. Emphasis will be placed on design problems.

**HEID 25**  
3 Units  
Lecture: 3 hours  
Prerequisite: None

**HISTORY OF FURNITURE: ANTIQUITIES TO THE FRENCH PERIOD**  
A survey course of the furniture styles, from antiquities to the French period, dealing with concepts related to materials, design implications and historical significance.

**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 27**  
3 Units  
Lecture: 3 hours  
Prerequisite: None

**HISTORY OF FURNITURE: VICTORIAN TO MODERN**  
A survey course of the furniture styles, from Victorian Times to today, 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*.

HEID 54  
2 Units  
Lecture: 2 hours  
Prerequisite: None

MATERIALS ESTIMATION  
Practice in estimating fabric linings and color selection of draperies, curtains and slip covers. The course includes the designing knowledge of construction 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.

## 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.

HEFS 90  
2 Units  
Lecture: 1½ hours  
Laboratory: 1½ hours  
Prerequisite: None

#### PROFESSIONAL COOKING AT HOME

Various techniques of professional chefs will be applied to home cooking with concentration on fine cuisine prepared with speed and eye appeal.

### 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: SENSORY-MOTOR

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.

HEPR 72  
3 Units  
Lecture: 3 hours  
Prerequisite: None

PRESCHOOL PLAY AND SOCIALIZATION  
History, theory; an application of principles of play actions in relations to the socialization process of child development. Includes dramatic play and made believe creative expression, construction, movement and indoor and outdoor activities, criteria and suggestions for physical facilities, equipment and supplies for these activities.

## MUSIC

Mus 1A,B,C,D CSUC,  
CU  
3-3-3-3Units  
Lecture: 3 hours  
Laboratory: 2 hours  
Prerequisite: Concurrent enrollment in Mus 2A, B,C,D

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

Mus 2A,B,C,D CSUC,  
CU  
3-3-3-3 Units  
Lecture: 3 hours  
Prerequisite: concurrent enrollment in Mus 1A,C,D.

HARMONY  
The harmonization of figured bass and of given and original melodies; includes triads, passing and auxiliary tones, seventh chords, modulations.

Mus 3A,B CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

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.

Mus 4 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Mus 1A,B, 2A,B.

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.

Mus 9 CSUC, UC  
2 Units  
Lecture: 2 hours  
Prerequisite: None

INTRODUCTION TO CONTEMPORARY MUSIC  
A study of the development of compositional techniques from late nineteenth century to present through the study of representative master works.

Mus 10 CSUC, UC  
3 Units  
Lecture: 3 Hours  
Prerequisite: None

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.

Mus 11A,B CSUC, UC  
3-3 Units  
Lecture: 3 hours  
Prerequisite: None

SURVEY OF MUSIC LITERATURE  
Designed to acquaint the music major with the music of Western Civilization and the stylistic periods from which it comes. This course precedes History of Music. Emphasis is placed on listening and reading musical scores.

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

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.

- 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
- 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 under-  
stand musical terms.
- 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 keyboard 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, placed in appropriate course according to ability.
- CLASS VOICE**  
Fundamental techniques of solo and ensemble singing. Problems of tone production, breathing, diction, repertoire, and song interpretation.
- STRINGED INSTRUMENTS**  
Class and laboratory study of orchestral stringed instruments. Class designed for those who expect to teach in the public schools. Basic technique on violin, viola, cello, and bass.
- BRASS AND WOODWIND INSTRUMENTS**  
Class and laboratory study of orchestral wind instruments. Class designed for those who expect to teach in the public schools. Basic technique on trumpet, French horn, tuba, clarinet, oboe, bassoon, flute, and saxophone.
- CLASS PERCUSSION**  
Fundamentals of snare drum technique and basics of counting. Designed for non-music majors with no background in reading music and the playing of percussion instruments.
- CLASS HARP**  
Structured primarily for beginners. Special Lyon-Healy "Troubadur" Model Harp will be used. One hour of private harp practice required daily. Participation in ensemble (two or more harps) required. Participation in Student Recital at end of school term required.

Mus 27A,B, C,D  
CSUC, UC  
1-1-1-1 Units  
Laboratory: 3 hours  
Prerequisite: Concurrent enrollment in Mus 32.

Mus 28A,B,C,D  
CSUC, UC  
1-1-1-1 Units  
Lecture: 1 hour  
Laboratory: 1 hour  
Prerequisite: Demonstrated piano proficiency.

Mus 29A,B,C,D  
CSUC, UC  
1-1-1-1 Units  
Laboratory: 4 hours  
Prerequisite: None

Mus 30A,B,C,D  
CSUC, UC  
1-1-1-1 Units  
3 hours rehearsal each week.  
Prerequisite: None.

Mus 31A,B,C,D  
CSUC, UC  
1-1-1-1 Units  
4 hours rehearsal each week.  
Prerequisite: None.

Mus 32A,B,C,D  
CSUC, UC  
1-1-1-1 Units  
3 hours rehearsal each week.  
Prerequisite: None.

Mus 33A,B,C,D  
CSUC, UC  
1-1-1-1 Units  
4 hours rehearsal each week.  
Prerequisite: High school playing experience.

Mus 34A,B,C,D  
CSUC, UC  
1-1-1-1 Units  
4 hours rehearsal each week.  
Prerequisite: Vocal reading ability.

#### WOMEN'S ENSEMBLE

Study and performance of music literature for women's ensembles; rehearsals and public performances required.

#### PIANO ENSEMBLE

Designed to provide ensemble for pianists. Public performance in student recital each semester. Repertoire to include literature from all periods written for two pianos, one piano four hands, two pianos eight hands, and piano concertos.

#### COLLEGIUM MUSICUM

Advanced training in selection, preparation, and performance of vocal and instrumental ensemble music of different style periods, with emphasis on historically correct performance practices. A maximum of 4 units may be applied toward the A.A. degree.

#### MALE CHORUS

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

#### COLLEGE ORCHESTRA

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

#### COLLEGE CHORUS

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

#### SYMPHONIC BAND

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

#### VOCAL ENSEMBLE

Study and performance of music literature for small vocal ensembles; rehearsals and public performances required.

Mus 35A,B,C,D  
CSUC, UC  
1-1-1-1 Unit  
4 hours rehearsal  
each week.  
Prerequisite: Ability  
to perform on one or  
more instruments.

Mus 36A,B,C,D  
CSUC, UC  
2-2-2-2 Units  
Laboratory: 6 hours  
Prerequisite: Must  
take course in se-  
quence.

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 Units  
Lecture: 2 hours  
Prerequisite: Concu-  
rent enrollment in  
Mus 99.

CHAMBER ENSEMBLE  
The development of musicianship through the performance of ensemble music in various styles and periods with emphasis on performance practices. Public, performance required.

OPERA WORKSHOP  
The study of musical, dramatic, and language techniques in opera through the performance of representative scenes and acts or participation in collegiate performances. Extra rehearsals and public performances required.

CHAMBER MUSIC  
Development of musicianship through the performance of music of various periods and styles. Public performance required.

GUITAR ENSEMBLE  
Experience in performing music for multiple guitars, both original music as well as transcriptions; working under a conductor in an ensemble situation; interpretation and performance practices in music for the classical guitar. Open to persons with a background in classical techniques on guitar.

CLASS GUITAR  
Fundamentals of guitar technique, with emphasis on right and left hand positioning, fingering and control. Musical examples from the classical repertoire as well as popular song accompaniment will be covered.

MUSIC PERFORMANCE  
Designed to provide training for vocalists or instrumentalists; consideration upon technical proficiency. Public performance in student recital each semester. Repertoire to include literature from all periods.

- a. Concurrent enrollment in one of the music performance series: (Mus 40 thru 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 a minimum of 5 hours practice.
- c. Jury examination at the end of the semester involving the student and the music staff of College of the Desert.
- d. Attendance at on-campus concerts.

- Mus 50 CSUC**  
2 Units  
Lecture: 2 hours  
Prerequisite: None
- Mus 51A,B,C,D CSUC**  
2-2-2-2 Units  
Lecture: 2 hours  
Prerequisite: Basic knowledge of Harmony
- Mus 52A,B,C,D CSUC**  
2-2-2-2 Units  
Lecture: 2 hours  
Prerequisite: None
- Mus 53 CSUC**  
2 Units  
Lecture: 2 hours  
Prerequisite: None
- Mus 54 CSUC**  
3 Units  
Lecture: 3 hours  
Prerequisite: None
- 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.
- Mus 56 A,B,C,D**  
1-1-1-1 Unit  
Laboratory: 3 hours  
Prerequisite: None
- Mus 57 A,B,C,D**  
1-1-1-1 Unit  
Laboratory: 3 hours  
Prerequisite: None
- 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.
- 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.
- ARRANGING**  
Scoring for vocal and instrumental groups of all types.
- CHURCH MUSIC**  
Study of the music of the church, its history and meaning, and practical application of this material in present-day church services.
- FOLK MUSIC**  
A study of elementary guitar as applied to western and popular music. Basic right-hand fingering and elementary chord formations, as well as an introduction to the reading of music, will be studied.
- MUSIC FOR CLASSROOM TEACHER**  
Designed to provide music skills for classroom teachers to teach music to elementary students in their classroom. The course will include fundamental music study, the use of autoharps, recorder and various rhythm and melody instruments. The use of the singing voice and simple accompaniments will be studied. The practical application of the State Elementary Music Series and other literature will be examined.
- SINGERS' DICTION**  
Designed to give the singer the necessary tools in vowel and consonant formation of the following languages: (1)English (2)Latin (3)German (4)French (5)Italian. Emphasis will be placed on pronunciation through the International Phonetic Alphabet. Concurrent enrollment in one of the above languages is recommended but not required.
- COMMUNITY CHORUS-WOMEN**  
The study and performance of works originally written and/or arranged for women's voices.
- COMMUNITY CHORUS-MEN**  
The study and performance of works originally written and/or arranged for men's voices.
- BRASS ENSEMBLE**  
The development of musicianship through the performance of traditional brass music in various styles and periods. Includes study of interpretation and performance practices. 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.
- Mus 60A,B,C,D**  
 1-1-1-1 Units  
 Lecture: 1 hour  
 Laboratory: 1 hour  
 Prerequisite: None
- Mus 61A,B,C,D** CSUC  
 2-2-2-2 Units  
 Lecture: 2 hours  
 Laboratory: 2 hours  
 Prerequisite: Audi-  
 tion.
- Mus 62A,B,C,D** CSUC  
 1-1-1-1 Units  
 Laboratory: 4 hours  
 Prerequisites: None
- Mus 70 A,B**  
 2-2 Units  
 Lecture: 2 hours  
 Prerequisite: None
- 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 72A,B,C,D**  
 2-2-2-2 Units  
 Lecture: 1 hour  
 Laboratory: 3 hours  
 Prerequisite: None
- Mus 73A,B,C,D**  
 2-2-2-2 Units  
 Lecture: 1 hour  
 Laboratory: 3 hours  
 Prerequisite: None
- Mus 74A,B,C,D**  
 2-2-2-2 Units  
 Lecture: 1 hour  
 Laboratory: 3 hours  
 Prerequisite: None
- Mus 75**  
 2 Units  
 Lecture: 2 hours  
 Laboratory: 1 hour  
 Prerequisite: None
- WOODWIND ENSEMBLE**  
 The development of musicianship through the performance of woodwind ensemble music. Includes study of various styles and periods including interpretation and performance practices. Public performance required.
- CLASS ORGAN**  
 Fundamentals of organ technique and registration. Practical application in performance of simple compositions and accompaniments of various types.
- ACCOMPANYING**  
 The study and performance of keyboard accompaniments for instrumentalists, vocalists, and ensembles. Participation in rehearsals, recitals, juries, and concerts required.
- PERCUSSION ENSEMBLE**  
 Study and performance of literature originally written for any grouping of percussion instruments.
- 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.
- JAZZ ENSEMBLE**  
 The development of musicianship through the performance of music in the popular and jazz medium. Public performance required.
- CELEBRATION/PRODUCTION**  
 The study and performance of an original musical show to be presented in public performance. Members of this group will assist in the development and implementation of show ideas and all necessary activities related to producing each show. Required concurrent enrollment in Mus 73A,B,C,D and 74A,B,C,D.
- CELEBRATION/CHOREOGRAPHY**  
 The study and performance of various dancing techniques and choreography related to the production of an original musical show. Public performance required. Required concurrent enrollment in MUS 72A,B,C,D and 74A,B,C,D.
- CELEBRATION/VOCAL**  
 The study and performance of vocal techniques and arrangements written specifically for an original musical show. Public performance required. Required enrollment in Mus 72A,B,C,D and 73A,B,C,D.
- RECORDING TECHNIQUES**  
 The study and performance of specially prepared musical arrangements, designed for recording purposes. The techniques of multiple recording, click track recording, over-dubbing and microphone usage will be studied. Application to the field of commercials and jingles will be included. Open to both instrumental and vocal students.

Mus 76A,B,C,D  
2-2-2-2 Units  
Lecture: 2 hours  
Laboratory: 1 hour  
Prerequisite: None

#### PRODUCTION/DANCE

A course designed for the students who wish to participate in future Music Department productions, by giving them training in the movements that pertain to musical comedy staging, jazz and tap dancing.

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

#### MUSIC PERFORMANCE

Designed to provide training for vocalist or instrumentalists who do not desire 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

81 Piano

82 Strings

83 Woodwinds

84 Brasses

85 Percussion

86 Organ

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.

Mus 99

#### 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 Music Performance series 40A,B,C,D through 48A,B,C,D.

1 Unit

Lecture: 1 hour

Laboratory: 1 hour

Prerequisite: Mus

40A,B,C,D through

48A,B,C,D, Mus

80A,B,C,D, through

88A,B,C,D.

## PERFORMING ARTS

PA 1A,B,C,D

#### MUSIC THEATRE WORKSHOP

Introduction and execution into staging styles of contemporary music and Broadway musicals. Staging will include music, choreography and acting.

3-3-3-3 Units

Laboratory: 9 hours

Prerequisite: None

# NURSING AND ALLIED HEALTH

N 5 CSUC

#### NURSING FUNDAMENTALS I

Introduces the student to the components of the nursing process. Basic assessment and intervention concepts such as communication and observation techniques, hygienic care, medical and surgical asepsis and administration of medications are presented. Normal growth and development from birth through senescence and parameters for measurement of level of wellness are included in this course, with an awareness of cultural diversities.

4 Units

Lecture: 4 hours

Prerequisite: Ch 4 or

HS Chemistry, Ac-

ceptance into

Nursing Program

N 5L CSUC

#### NURSING FUNDAMENTALS I LABORATORY

Includes experience in applying the nursing process as the approach to basic client care. The students gain skill observational and communication techniques, hygienic measures, medication administration and provision of medical and surgical asepsis in care to clients of all ages and cultures. Learning experiences are provided in acute care agencies, newborn nursery, day care centers and extended care facilities.

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: NS,  
N5L Bi22A

**NURSING FUNDAMENTALS II**

Prepares the student to apply the nursing process to the care of clients with selected health problems such as diabetes, chronic cardiopulmonary conditions, gastrointestinal and urological diseases and fluid and electrolyte disturbances. Pre or post operative care and the needs of the person in a crisis situation are introduced in this course.

**N 6L CSUC**

4 Units

Laboratory: 12 hours  
Prerequisites: N5,  
NSL, Bi22A

**NURSING FUNDAMENTALS II LABORATORY**

Provides for learning to utilize the nursing process in caring for clients with diabetes, chronic cardiac and respiratory conditions, gastrointestinal and urological diseases and fluid and electrolyte disturbance as well as those in crisis situations. Students are assigned to client care in medical, surgical and operating units of acute care agencies.

**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, complex health problems such as oncological, neurological and chronic diseases and learns modifications in nursing care required to meet the needs of the mentally ill, maternity patient and the neonate and the orthopedic patient. Cultural diversities, as well as the legal aspects of nursing 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, chronic, neurological diseases and mental illness is practiced in appropriate clinical and acute care facilities. Nursing care of maternity patients and the neonate is included. Cultural diversities related to patient care are explored throughout the semester.

**N 8 CSUC**

5 Units

Lecture: 5 hours  
Prerequisites: N7,  
N7L, and Bi15

**NURSING FUNDAMENTALS IV**

Involves the utilization of the nursing process as an approach to the study of more complex and critical health problems such as cardiopulmonary, hepatic, renal and endocrine conditions and to emergency situations. The special needs of children and the aged are studied. The student is introduced to community health concepts and to the leadership role of the nurse.

**N 8L CSUC**

5 Units

Laboratory: 15 hours  
Prerequisites: N7,  
N7L, and Bi15

**NURSING FUNDAMENTALS IV LABORATORY**

The student extends use of the nursing process to include the care of groups of clients and those in critical care areas of the acute hospital with cardiopulmonary, renal, hepatic and endocrine problems and in emergency situations. Experience is obtained in the care of children and geriatric clients and those persons requiring continued care by community skilled nursing and rehabilitation agencies. Consideration of legal and ethical aspects of nursing is inherent in each clinical assignment.

**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 audiometrist.

**N 21**

3 Units

Lecture: 3 hours  
Prerequisite: None

**HEARING CONSERVATION**

Familiarizes the students with legislature 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**

Courses explores the newer techniques and trends in patient care with emphasis on the psychosocial and biological sciences as a foundation.

N 31  
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 61  
2 Units  
Lecture: 2 hours  
Prerequisite: None

#### BASIC PHARMACOLOGY

This course is designed for office nurses, medical assistants, medical transcribers, record clerks, medical insurance billers, and others, as an introductory course in pharmacology as used by these persons in health services. Students will receive instruction in math as needed for calculating dosage, action, uses, and desired effects of selected commonly used drugs in major classifications relating to specific illnesses and body systems. How to use the **Physicians Desk Reference** and other official drug references will be incorporated.

N 62  
2 Units  
Lecture: 2 hours  
Prerequisite: R.N. or  
L.V.N.

#### PHARMACOLOGY FOR NURSES

This course is designed for registered and licensed vocational nurses desiring to update and expand their knowledge of pharmacology. Course content includes recent drug legislation, newer methods of calculating dosage, action, uses, and untoward effects of newer drugs in all classifications and current problems such as tetragenic drugs, drug abuse and poisoning. Emphasis will be on the interrelationship between the medication and the physiological, psychological, sociological characteristics and pathological condition of the client. A group problem solving approach will be used in studying the nurse's role in medication therapy.

### VOCATIONAL NURSING

VN 1  
8 Units  
Lecture: 8.5 hours  
Prerequisite: Acceptance into VN Program  
Co-Requisite: VN 1L

#### VOCATIONAL NURSING I

This course includes an introduction to Vocational Nursing ethics, communication skills, hygienic care and delegated therapeutic measures for clients. A beginning emphasis on geriatrics is introduced. A basic study of anatomy and physiology, community resources for health maintenance, diseases of body systems, dietary needs and introductory pharmacology will be presented.

VN 1L  
7 Units  
Laboratory: 21 Hours  
Co-Requisite: VN I

#### VOCATIONAL NURSING I LAB

Nursing care of clients with basic nursing needs and emphasis upon caring for the elderly in the convalescent hospitals occurs early in the course. Learning experiences are planned to develop beginning nursing care of clients with diseases of body systems, dietary needs along with preparation and administration of medications.

VN 2  
8 Units  
Lecture: 8.5 hours  
Laboratory: 21 hours  
Prerequisite: VN I,  
VN II Lab

#### VOCATIONAL NURSING II

The student is presented with a study of the body's response to illness, nursing care of clients with diseases of body systems, and pre and post-operative nursing care.

VN 2L  
7 Units  
Laboratory: 21 hours  
Prerequisites: VN I,  
VN II  
Co-Requisite: VN II

#### VOCATIONAL NURSING II LAB

Nursing care of clients in the acute care facility with diseases of various body systems and pre and postoperative care of clients are assigned as the nursing theory is concurrently being presented in the classroom.

VN 3  
8 Units  
Lecture: 8.5 hours  
Laboratory: 21 hours  
Prerequisite: VN 2

### VOCATIONAL NURSING III

This course introduces advanced cardiac and respiratory problems, maintenance of homeostasis, crisis intervention, emergency and disaster nursing, obstetrics, nursing and pediatrics. Continuing education, vocational nursing organizations and occupational fields for nurses are explored.

VN 3L  
7 Units  
Laboratory: 21 hours  
Prerequisite: VN II  
VN III  
Co-Requisite: VN III

### VOCATIONAL NURSING III LAB

Nursing care of clients with advanced cardiac and respiratory problems, crisis intervention, emergency and disaster nursing, care of mothers, newborns, infants and children is practiced in the appropriate clinical units.

## 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, Medical, Medicare, various groups and individual policies using current Relative Value Studies. Students will receive instruction in reading policies to determine benefits and in completing claim forms from medical records.

MA 65  
2 Units  
Lecture: 2 hours  
Prerequisite: None

### THE HEALTH WORKER AND THE LAW

The course will cover nursing and medical practice acts, legal relationships 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 are related to patient care.

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, to include geriatric nursing.

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  
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 an accident. The course contains 80 hours of lecture, 16 hours of supervised instruction in hospital emergency rooms and 6 hours simulated ambulance and rescue emergencies. This program is approved by Inland Counties Emergency Medical Authority (ICEMA).

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. It contains information on new EMT techniques and procedures, refresher for cardiopulmonary resuscitation and emergency room care. Four hours will be spent in the emergency room or mobile intensive care unit and 28 hours of classroom instruction will be presented. A final exam is 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 over-all 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 a fundamental understanding of pharmacotherapy. From this established base the course will then emphasize particularly those drug groups which are primarily cardiac or respiratory in effect.

**RT 54 CSUC**

10 Units

Lecture: 3 hours

Laboratory: 21 hours

Prerequisite: RT 51,  
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 as 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 ability to coordinate the physiological changes in acid base balance occurring in the artificially ventilated patient with the appropriate adjustments of the ventilatory devices. The students will relate the adjustments of either ventilatory or electrolyte therapy to the pathology of the patient. In the lab and clinical areas the design of equipment will be related to the pathophysiology of the disease process. The students will spend their clinical time in critical care areas.

**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 finding associated with disease diagnosis. It will present the particular pathophysiology of the more common dysfunctions 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 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 51  
1 Unit  
Lecture: 4 hours per week for 4 weeks.  
Prerequisites: Chem 4 or High School Chem with grade C or better

AH 52  
1 Unit  
Lecture: 4 hours per week for 4 weeks  
Chem 4 or High School Chem with Grade C or better.

AH 54  
3 Units  
Lecture: 3 hours  
Prerequisite: None

AH 56  
3 Units  
Lecture: 3 hours  
Prerequisite: None

AH 57  
3 Units  
Lecture: 3 hours  
Prerequisite: None

AH 60  
2 Units  
Lecture: 2 hours  
Prerequisite: None

AH 65  
3 Units  
Lecture: 3 hours  
Prerequisite: None

LVN-ADN TRANSITION I  
This course is an overview of Nursing Fundamentals I. Its content is directed toward assisting eligible Vocational nurses, Psychiatric Technicians and Corpsmen to successfully challenge N5 and N5L of the Associate Degree Nursing Program.

LVN-ADN TRANSITION II  
This course is an overview of Nursing Fundamentals II. Its content is directed toward assisting eligible Vocational Nurses to successfully challenge N6 and N6L of the Associate Degree Nursing Program.

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.

DRUGS/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.

TEENAGE ALCOHOL/DRUG ABUSE REHABILITATION  
This course will show the formation process of the teenage alcoholic-drug abuser with emphasis given to the obsessive-compulsive aspect of the personality. An in-depth look at the recovery process is offered showing how self-defeating behavior is transformed into self-fulfilling behavior. The concerns of both the parents of the alcoholic teen and children of the alcoholic parent as well as professionals dealing with youth will be discussed. Emphasis will be given to prevention techniques.

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.

MANAGEMENT PRINCIPLES IN NURSING  
Provides an opportunity to discuss and apply the key concepts of management: Planning, organizing, directing, and evaluating as they relate to patient care. Writing operational nursing care plans utilizing these principles and to use these concepts in their daily work schedule. The course gives opportunities to plan, organize and direct the nursing care load at a given shift. Open to all nursing staff and other professional and para-professionals.

## SCIENCES-BIOLOGICAL, CHEMICAL 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 ILCSUC, 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, physics, physiology and structure of the cell; mitosis, differentiation, tissues, organs, organ-systems; integrative mechanisms; reproduction and genetics; adaptation and population biology. An integrated biology course designed primarily for the needs of majors, minors, pre-med, pre-dental, pre-vet, paramedical students, and all other allied fields of study where a strong foundation of Biology is required. Biology 1A is required of students needing ONE (1) year of Biology. The rest of this requirement can be met by taking Biology 1B and/or 1C, according to preferences.

### Bi 1B CSUC, UC

5 Units

Lecture: 3 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 ZOOLOGY

A survey of biological functions including: origin of life, chemistry, physics, physiology and structure of the cell; mitosis, differentiation, tissues, organs, organ-systems, integrative mechanisms; reproduction and genetics; adaptation and population biology as seen in animal organizations. An introduction to zoology, emphasizing identification, classification, morphology, physiology, parasitology, behavior, 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, physics, physiology and structure of the cell; mitosis, differentiation, tissues, organs, organ-systems; integrative mechanisms; reproduction and genetics; adaptation and population biology as seen in plant organizations. A broad survey of diversity in plant structure, function and classifications. Emphasis on algae, fungi and flowering plants. The ecology of plants and human needs will be considered. Designed primarily for biology and science majors, pre-veterinary medicine, pre-medicine, pre-pharmacy, forestry, agricultural plant science, wildlife management, and all other allied fields of study where a strong foundation of Biology is required. Partially meets the 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 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 must take Bi 1A, and/or 1B, 1C. Bi 4 meets the Biological Science General Education requirements.

**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, or taking, Bi 4 and Bi 11, 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 must take Bi 1A, and/or 1B, 1C. Bi 4L meets the Biological Science Laboratory General Education requirements.

**Bi 10A,B,C CSUC, UC**

1 Unit-5 hrs. Laboratory  
2 Units-10 hrs. Laboratory  
Prerequisite: Bi 1A, 1B, 1C, 15, or 16L dependent on area of special studies; (grade of "B" or better recommended.)

**SPECIAL STUDIES IN BIOLOGY**

Experience in biological-chemical reagent preparation, chemical stockroom procedures, instrumentation techniques organization and presentation of biological science laboratories.

**Bi 11 CSUC**

3 Units  
Lecture: 3 hours  
Prerequisite: None

**FUNDAMENTALS OF ECOLOGY**

A study of the inter-relationships of people and their environment, emphasis on ecological principles of biology, physical habitats and environments of organisms, behavioral adaptations, navigation, orientation, biological clocks, population, competition, and aggression in animals. Does not meet the Biological Sciences requirement for Science and Allied Fields majors or those requiring One (1) year of Biology. Such students must take Bi 1A, and/or Bi 1B, 1C. Bi 11 meets the Biological Science General Education requirements.

**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 science.

**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, Ch 4 and Bi 15 recommended.

**INTRODUCTION TO IMMUNOLOGY**

A study of basic principles, problems and theories concerning the immunological behavior 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.

Bi 22A CSUC, UC  
4 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisite: Biology 4 and 4L recommended.

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)

Bi 35  
3 Units  
Lecture: 3 hours  
Prerequisite: None

Bi 51 UC  
2 Units  
Lecture: 2 hours  
Prerequisite: None

Bi 53 UC  
1 Unit  
Lecture: 1 hour  
Prerequisite: None

## BASIC HUMAN ANATOMY AND PHYSIOLOGY

A comprehensive and integrated course of structure and function of the systems of the human body, with special consideration to the skeleto-musculo-neuro systems. This course is designed primarily for LVN's, Medical Assisting Cluster, Physical Education Majors, and General Education students. Not recommended for RN's, Respiratory Therapy, or X-Ray Technology.

## HUMAN ANATOMY

A survey of the form and structure of the major organ-systems of the human body including the integumental, skeletal, muscular, circulatory, digestive, respiratory, urogenital, sensory, nervous and endocrine systems. The cat is used for laboratory comparative mammalian dissection. This course is designed primarily for RN's, Respiratory Therapy, X-Ray Technology, Physical Therapists and other Paramedical Sciences.

## HUMAN PHYSIOLOGY

A survey of the normal functions of the major organ-systems of the human body including the integumental, skeletal, muscular, circulatory, digestive, respiratory, urogenital, sensory, nervous, and endocrine systems. This course is designed primarily for the RN's Respiratory Therapy, X-Ray Technology, Physical Therapists and other Paramedical Sciences.

## BASIC HUMAN HEALTH SCIENCES

A comprehensive and integrated course of basic concepts in 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, and Paramedical Sciences.

## HUMAN 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.

## ANIMAL BEHAVIOR

A general overview of the several determinants of animal behavior, with discussion of behavioral patterns and types in various animal groups.

# CHEMICAL SCIENCES

## CHEMISTRY

Ch 1A,B CSUC, UC  
5-5 Units  
Lecture: 3 hours  
Laboratory: 6 hours  
Prerequisites: One year of high school chemistry (grade of C or better), or Ch 3 (grade of C or better) and a proficiency in mathematics. A grade of C or better in Ch 1A is a prerequisite for Ch 1B.

## 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 1B laboratory consists, primarily, of qualitative and quantitative analysis with introduction to some instrumental methods. This course is designed for pre-professional, science, and engineering major transfer students, and is prerequisite for all advanced chemistry courses.

Ch 3 CSUC, UC  
4 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisite: One  
year of H.S. Algebra  
is  
recommended.

Ch 3B CSUC, UC  
4 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisite: Com-  
pletion of Chem  
3A with a grade of  
"C"  
or better.

Ch 4 CSUC, UC  
4 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisite: High  
school chemistry de-  
sirable.

Ch 10A, B CSUC, UC  
5-5 Units  
Lecture: 3 hours  
Laboratory: 6 hours  
Prerequisite: Chem  
18

Ch 15A,B CSUC, UC  
1-2 Units  
Laboratory: 3 to 6  
hours  
Prerequisite: Chem  
1A with a Grade A  
or B.

#### 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.

#### INTRODUCTORY GENERAL CHEMISTRY

A continued study of the basic principles of chemistry with emphasis on calculations and problem solving. The laboratory is based on individual student work centering on techniques of data taking and its evaluation. Fundamental instrument techniques will be introduced.

#### FUNDAMENTALS OF CHEMISTRY

A survey of some basic principles of inorganic, organic and biochemis-  
try presented on a level for the general student. This course is specifi-  
cally recommended for the entrance requirements for nursing and other  
allied health services, but is acceptable for meeting the general educa-  
tion requirements in the Physical Sciences.

#### ORGANIC CHEMISTRY

Chemistry of the organic compounds of carbon with emphasis on struc-  
ture, nomenclature, synthesis, mechanisms, stereochemistry, and physi-  
cal properties. The laboratory includes organic techniques, methods of  
preparation, isolation, purification, and analysis by wet and instrumen-  
tal 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 proce-  
dures, and advanced instrumentation techniques.

## PHYSICAL SCIENCES

### GEOLOGY

G 1 CSUC UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

G 1L CSUC UC  
1 Unit  
Laboratory: 3 hours  
Prerequisite: Prior or  
concurrent enroll-  
ment in G1.

#### PHYSICAL GEOLOGY

The study of the origin and composition of rocks and minerals; land-  
scape development by water, ice, and wind; earthquakes; the earth's in-  
terior; the nature of mountains and their development; the drift of con-  
tinental 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 illum-  
inate lecture material.

G 2 CSUC UC

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: None

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 con-

currently). HS

chemistry may also

be accepted. Offered

alternate Spring se-

mesters.

ELEMENTARY MINERALOGY

A study of structure (crystallography), properties, associations, and origins of minerals. Blowpipe analysis 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 is included as a part of the course.

G 54 UC  
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 Methods of prospecting and surface indications of underlying minerals. Discussions of secondary enrichment zones of ore deposits; ores produced by weathering, and concentrations in placers. The origins of fossil fuels and non-metallic minerals.

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  
2 Units  
Lecture: 2 hours  
Prerequisite: None

#### WEATHER AND CLIMATE

A basic investigation into the processes which make weather; how they are produced, how we can identify them and how they affect us. An introduction into forecasting methods and climatology will also be included.

## PHYSICS

### Ph 1 CSUC, UC

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Math 50.

### Ph 2A,B CSUC, UC

4-4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: C grade or better in Math 51.

Ph 2A is a prerequisite for Ph 2B.

### Ph 4A,B CSUC, UC

5-5 Units

Lecture: 4 hours

Laboratory: 4 hours

Prerequisites: C grade or better in Math

1A, or concurrent enrollment in Math 1A. Ph 4A is a prerequisite for Ph 4B.

### Ph 5 CSUC, UC

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: C grade or better in Math 1A or equivalent.

### Ph 6 CSUC, UC

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: Physics 5

### 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

#### Anth 2 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.

### 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.

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.

### GEOGRAPHY

Geog 1 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### 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.

Geog 2 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### CULTURAL GEOGRAPHY

A study of the distribution of human cultures. Topics include world population, settlement types, forms of livelihood, territorial systems, the question of environmental influences on human behavior, and the extent of human impact on the natural environment.

Geog 7 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### REGIONAL GEOGRAPHY

Describes the major human characteristics of the earth's diverse geographic regions, and examines the processes which have given rise to the present world pattern. Recommended as the initial course of study in the geography sequence.

### HISTORY

Hist 1 CSUC UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### HISTORY OF WESTERN CIVILIZATION

A broad study of the major elements in the Western heritage from ancient times to the Renaissance. Designed to develop the student's understanding of institutions basic to Western civilization.

Hist 2 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### HISTORY OF WESTERN CIVILIZATION

A broad study of the major elements in the Western heritage from the Renaissance to the present. Designed to develop the student's understanding of institutions basic to Western civilization.

Hist 17 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### UNITED STATES HISTORY

A survey of the political and social development of the United States from the discovery of America to the Reconstruction Period.

Hist 18 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### UNITED STATES HISTORY

A survey of the political and social development of the United States from the Reconstruction Period to the present.

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

#### HISTORY OF CALIFORNIA

A general survey of the history of the Pacific coast with major emphasis on cultural, economics, and social development of California.

Hist 22A CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### BLACK HISTORY

A survey of the origins of Black Americans, African culture, the migration of Africans to America, life under slavery, and the struggle for freedom. The course includes abolitionist literature, emancipation of the slaves and life during the Reconstruction Period.

Hist 22B CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### BLACK HISTORY

A survey of the history of Black Americans after the Reconstruction Period. Black literature, musicians, artists and scientists are studied. Included in the course are the recent struggles against discrimination and for civil rights. The course concludes with a study of the changing nature of present Black American culture.

Hist 27 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### HISTORY OF MEXICO

A survey of the history of Mexico from pre-Columbian times to the present, with emphasis on bettering the student's understanding of our important neighbor.

Hist 29 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### WOMEN IN AMERICAN HISTORY

A survey of the political, social, economic, and intellectual history of women in the United States from colonial times to the present. Emphasis on the social and cultural developments and results of the feminist movement in the nineteenth and twentieth centuries.

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 and 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: None

#### 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

#### PSYCHOLOGICAL ASPECTS OF MARRIAGE AND FAMILY

This course is designed to develop the student's repertoire of behavioral skills and intellectual understanding of the principles governing successful marriage and family life. Included are areas such as communication, decision-making and coping with stress.

Psy 20, CSUC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

#### UNDERSTANDING AND AIDING YOUTH

An introduction to the problems of children and teenagers with special emphasis on practical techniques in assisting parents and youth workers in working with them. This course considers the major areas of influence on youth including the home, school, peers and society.

Psy 33 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Psy 1

#### PERSONAL AND SOCIAL ADJUSTMENT

The development of the normal personality, with practical emphasis on problems of adjustments in such areas as school, family, vocation, and community. Focus will be on understanding the causes of frustration and the process of learning adequate methods of coping with situations.

## SOCIOLOGY

Soc 1 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

Soc 2 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Sociology 1

Soc 3 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

Soc 10 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

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

Soc 14 CSUC, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: None

### INTRODUCTORY SOCIOLOGY

Survey of the characteristics of social life, the processes of social interaction, and the tools of sociological investigation.

### 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.

### 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.

### MARRIAGE AND FAMILY-A SOCIOLOGICAL APPROACH

A study of the modern family with emphasis on personal adjustment, courtship, marriage, parenthood, and family administration.

### MEXICAN-AMERICAN CULTURE

A survey of the cultural, economic, sociological, intellectual, and political history of Mexican-Americans from their origins to and including present life in the United States. Special emphasis is given to the contributions and problems of the Mexican-American in California and the Southwest.

### MINORITY GROUPS IN THE AMERICAS

The comparative study of Native American, Oriental, African, and European groups in the Americas as approached from the perspectives of history and the Social Sciences with emphasis on the sociological aspects of contemporary minority groups in the United States.

## WORK EXPERIENCE

### WEG 94 CSUC

Units 1-3  
Prerequisite: Must enroll for a total of 7 or more units of course work including Working Experience.  
The individual must also be concurrently enrolled in the one-hour per week CONTROL CLASS.

### 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 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.

WEV 95A,B,C,D

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.

VOCATIONAL

Credit for Vocational Work Experience may be earned at the rate of from one to four units per semester, earning a maximum total of sixteen credits. One unit credit is allowed for each five hours per week, two units for ten hours, three units for fifteen hours, and four units for twenty hours. Students accepted into the Vocational Work Experience program may receive both pay from the employer and college credit for their work. Vocational Work Experience requires that the student be employed in an occupation related to his college major.

WEV 95

PRINCIPLES OF CAREER PLANNING

A study of methods of getting along in the world of work. Includes writing job applications, resumes, and methods and techniques of interviewing. This course will cover preparation and organization of on-the-job learning objectives and an orientation to the Work Experience program.

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.

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

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

FRANKLIN YTRO ATTOUN (1967)

Professor of French and Spanish

B.S. 1966, University of Missouri

M.A. 1967, University of Missouri

BARBARA ANNE BOLANOS (1971)

Associate Professor of Sociology

A.A. 1967, College of the Desert, California

B.A. 1969, California State College, San Bernardino

M.A. 1970, University of California, Riverside

JENNIFER LOU BECK (1980)

Assistant Professor of Nursing, High Desert Campus

B.S. 1972, University of Missouri

M.S. 1976, California State University, Los Angeles

PAUL D. BOWIE (1970)

Associate Professor of Biology, Botany

B.S. 1966, University of Redlands, California

M.S. 1970, University of Arizona

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

DAN A. BURKE (1966)

Associate Professor of Developmental Education

B.A. 1961, Arizona State University

M.A. 1964, Northern Arizona University

- HENRY J. BURNETT (1976)**  
 Director, Learning Resources  
 B.S. 1970, Indiana University  
 M.S. 1973, Indiana University
- BRYAN R. BURRAGE (1973)**  
 Professor of Biology, Anatomy, Zoology  
 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)**  
 Associate 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)**  
 Associate Professor of Nursing  
 A.A. 1969, College of the Desert, California
- THOMAS CIASTKO (1981)**  
 Assistant Professor, Respiratory Therapy  
 Director, Respiratory Therapy Program  
 A.S. 1970, Chicago City College, Illinois
- 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)**  
 Director of Student Activities and Financial  
 Aids  
 A.A. 1959, Riverside City College, California  
 A.B. 1962, California State College, Long  
 Beach  
 M.A. 1964, California State College, Long  
 Beach
- JOHN D. CRAIG (1972)**  
 Professor of Engineering, High Desert  
 Campus  
 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)**  
 Professor of Industrial Technology  
 B.S. 1954, New Mexico Western College  
 M.A. 1961, New Mexico Western College
- MARGARET ANN CURRLIN (1975)**  
 Associate Professor 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)**  
 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 G. DOHMAN (1969)**  
 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

- ROBERT F. ESCUDERO (1974)**  
 Professor of 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)**  
 Associate 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
- CHARLES B. FLATT (1964)**  
 Professor Sociology, and Philosophy  
 Chairperson, Social Sciences  
 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, CaliCalifornia  
 M.A. 1957, San Francisco State University, California
- 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  
 Chairperson, Communication  
 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  
 B.S. 1952, University of Wisconsin  
 M.S. 1973, Shippensburg State College, Pennsylvania
- 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 and Support Services  
 B.S. 1958, Brigham Young University, Utah  
 M.A. 1960, Arizona State University
- TERRY GREEN (1978)**  
 Director, Developmental Education  
 B.A. 1972, University of California, Riverside  
 M.A. 1977, University of California, Riverside
- JAMES W. HAMILTON (1972)**  
 Associate 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)**  
 Professor of Business  
 A.A. 1951, Pasadena City College, California  
 B.A. 1956, Pasadena City College, California, Los Angeles  
 M.S. 1960, University of Southern California, Los Angeles  
 Ed.D. 1981 United States International University, California
- 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)**  
Assistant Professor of Developmental Education, High Desert Campus  
Director, Developmental Education, High Desert Campus  
B.A. 1964, University of California, Riverside  
M.A. 1976, California State College, San Bernardino
- JOSEPH B. IANTORNO (1974)**  
Dean of Students  
B.A. 1952, California State College, Long Beach  
M.A. 1953, California State College, Long Beach  
Ed.D. 1969, University of Southern California, Los Angeles
- RICHARD L. IMMENHAUSEN (1966)**  
Associate Professor of Industrial Technology  
B.S. 1955, Carthage College, Wisconsin  
M.A. 1962, Sacramento State University, California
- ROBERT B. JORDAN (1966)**  
Counselor  
B.S. 1962, New Mexico State University  
M.A. 1964, New Mexico State University
- MARIAN M. KATZ (1967)**  
Associate Professor of Nursing  
Director, Nursing and Allied Health  
B.S.N. 1956, Walla Walla College, Washington  
M.A. 1960, Walla Walla College, Washington
- DORIS F. KELLY (1973)**  
Assistant Professor of Nursing
- AUSTIN F. KILIAN (1970)**  
Professor of Art  
B.A. 1942, Augustana College, South Dakota  
M.F.A. 1949, University of Iowa
- WILLIAM A. KOHL (1976)**  
Associate Professor of Art  
B.A. 1962, Illinois Wesleyan University  
M.F.A. 1965, University of Michigan
- WILLIAM R. KROONEN (1969)**  
Instructional Administration  
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)**  
Associate Professor of Home Economics  
Chairperson, Home Economics  
B.S. 1962, University of Tennessee, Knoxville
- JAN B. LAWSON (1970)**  
Associate Professor of English  
B.A. 1954, University of Rhode Island  
M.A. 1970, University of Tennessee, Knoxville
- ELIZABETH LOWRIE (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 and 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, Counselor  
B.A. 1963, Baylor University, Texas  
M.S. 1968, University of Southern California, Los Angeles
- JOHN W. MARZICOLA (1972)**  
Associate 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)**  
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 Center  
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)**  
 Professor of Business  
 Chairperson, Business  
 B.A. 1959, University of California, Berkley  
 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)**  
 Director, Admissions and Records Services  
 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)**  
 Associate Professor of History, High Desert  
 Campus  
 B.A. 1956, Westmar College, Iowa  
 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, 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 Administration of Justice  
 Chairperson, Administration of Justice  
 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)**  
 Associate Professor of Nursing  
 Assistant Chairperson, Nursing and Allied  
 Health  
 B.S. 1971, Fairleigh Dickinson University, New  
 Jersey  
 M.A. 1975, Azusa Pacific College, California
- ROBBIE C. MURRELL (1981)**  
 Assistant Professor of Nursing  
 B.S.N. 1963, California State College, Los  
 Angeles  
 M.S.N. 1973, University of California, San  
 Francisco
- 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)**  
 Associate 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
- 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  
 B.S. 1962, New Mexico Western University  
 M.A. 1970, California State College, Long  
 Beach

- ROSEMARY ORTEGA (1972)  
Associate Professor of Development Education  
B.A. 1971, San Diego State College,  
California
- REYNALDO F. ORTIZ (1978)  
Assistant Professor, Developmental Education  
B.A. 1971, University of San Francisco,  
California  
M.A. 1981, California State College,  
San Bernardino
- 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
- JIM R. PELL (1981)  
Instructional Administration  
B.S. 1961, Northern Arizona University  
M.A. 1963, Northern Arizona University  
Ph.D. 1974, 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)  
Professor of Business Education  
A.A. 1967, College of the Desert, California  
B.S. 1972, California State University,  
Hayward  
M.B.A. 1973, California State University,  
Hayward  
J.D. 1981, University of Laverne, California
- JAMES T. PULLIAM (1970)  
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)  
Coordinator of Handicapped Programs &  
Services; Counselor  
B.F.A. 1967, Ohio State University  
M.A. 1971, California State University, Los  
Angeles
- LANCE READ (1964)  
Professor of Developmental  
Education  
A.B. 1951, University of California, Los  
Angeles  
M.Ed. 1958, University of California, Los  
Angeles
- WILLIAM M. REESKE (1969)  
Professor of Developmental Education,  
High Desert Campus  
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)  
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 Computer Services  
B.S. 1963, New Mexico Highlands University  
M.S. 1964, New Mexico Highlands University
- 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
- PATTI COVEY SCHNURE (1980)  
Assistant Professor of Special Education  
B.S. 1978, Keene State College, New  
Hampshire  
M.A. 1980, California State College, San  
Bernardino

- LOUISE K. SCHULZ (1970)  
Associate Professor of Health, Physical Education and Recreation  
Assistant Director of Athletics  
B.S. 1959, State University of New York,  
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)  
Associate Professor of Engineering and Technology  
B.S. 1967, California State College, Pennsylvania  
M.A. 1977, Azusa Pacific College, California
- 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
- GWENDOLYN JEAN SMITH (1980)  
Associate Professor of Nursing  
B.A. 1942, Hunter College, New York  
M.N. 1946, Case Western Reserve University, Ohio  
M.S. 1976, California Polytechnic State University
- DOMENICO SOTTILE (1969)  
Professor of Italian and Spanish  
B.A. 1963, University of California, Los Angeles  
M.A. 1969, San Diego State University, California
- TERRELL W. SPEARS (1982)  
Dean of Business Services  
A.A. 1959, San Bernardino Valley College  
B.A. 1970, California State College, San Bernardino  
M.B.A. 1977, Southern Illinois University, Edwardsville
- 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 D. TAMULONIS (1971)  
Associate Professor of Automotive Technology  
A.A. 1971, Mt. San Jacinto Junior College, California
- DONALD D. THOMPSON (1965)  
Professor of Physical Education  
A.A. 1953, Pasadena City College, California  
B.A. 1958, California State College, Los Angeles  
M.A. 1969, California State College, Los Angeles
- NORMAN THU (1975)  
Professor of Political Science  
B.A. 1961, Moorhead State University, Minnesota  
B.S. 1961, Moorhead State University, Minnesota  
M.S. 1962, University of South Dakota
- RAYMOND L. TRAYNOR (1974)  
Associate Professor of Developmental Education, High Desert Campus  
B.A. 1946, Creighton University, Nebraska  
M.A. 1966, San Francisco State University, California
- BRUCE USHER (1971)  
Associate Professor of Technology  
Chairperson, Engineering and 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)  
Professor of English and Speech  
B.A. 1954, Wilmington College, Ohio  
M.A. 1956, Ohio State University  
Diploma in Audio-Visual Aids, 1964, University of London, England  
Ph.D. 1981, University of California, Riverside
- DOUGLAS J. WALKER (1971)  
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)**

Assistant Professor of Ornamental Horticulture

**FLOYD L. WATSON (1974)**

Associate Professor of Business, High Desert  
Campus

B.S. 1966, California State University, Long  
Beach

M.A. 1972, Northern Arizona University

**JOHN E. WHITE (1973)**

Associate Professor of Mathematics and  
Science,

High Desert Campus

B.S. 1961, Roosevelt University, Chicago

M.S. 1966, Illinois Wesley University

**FRANCES De LONG WILSON (1969)**

Associate Professor of Developmental  
Education

A.B. 1946, *University of California, Berkeley*

**STAN LeROY WILSON (1967)**

Professor of Journalism

A.A. 1955, Modesto Junior College, California

A.B. 1958, California State University, Fresno

M.A. 1966, California State College,  
Stanislaus

Ed.D. 1973, University of Southern California,  
Los Angeles

**EUGENE ZIMMERMAN (1973)**

Professor of Developmental  
Education

B.S. 1953, Springfield College, Massachusetts

M.A. 1973, Chapman College, California

Ph.D. 1981, University of California,  
Riverside

#### **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 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*

**M. W. ELLERBROEK (1961)**

Professor Emeritus,

Past 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

**L. CAROLYN FISHER**

Professor Emeritus, Counseling

B.A. 1951, University of Redlands

M.A. 1963, Syracuse University, New York

**LAWRENCE FREDERICK (1962)**

Professor Emeritus Mathematics

B.S. 1942, Pennsylvania State University

M.S. 1948, Iowa State University

Ed.D. 1955, University of Missouri

**LEANORA R. FURR (1962)**

Professor Emeritus English

A.B. 1926, Washington University

A.M. 1928, Washington University

Ph.D. 1940, Cornell University, New York

**ROBERT M. GRIFFIN (1966)**

Professor Emeritus Special Education

A.B. 1935, University of the Pacific,  
California

M.A. 1939, University of California, Berkeley

Ph.D. 1943, University of California, Berkeley

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Professor Emeritus

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## 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, free legal service and discounts in the community.

### ASSOCIATE ARTS DEGREE - A.A. AND ASSOCIATE SCIENCE DEGREE - A.S.

A degree awarded by a community college upon satisfactory completion of an organized program of 60-64 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. and A.S. Degree for 60-64 semester units of college work.

## **CONTINUING EDUCATION**

All off-campus (credit and non-credit) classes plus all classes offered at the campus after 4:30 p.m. and on Saturday.

## **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. and A.S. Degree.

## **DEVELOPMENTAL EDUCATION**

A college department offering open-entry, open-exit basic courses for adults in reading, writing and mathematical skills and in English as a Second Language. Also provides for earning a high school diploma by those 18 or over.

## **DISQUALIFICATION (Dismissed)**

Academic dismissal from the College.

## **ELECTIVE (Course)**

A course selected by the student that is not required for general education or for the major field of study.

## **EOPS**

Extended Opportunity Program and Services. Enrolls disadvantaged students and provides them with financial assistance and educational support services such as tutoring.

## **EXTENDED DAY**

Regular college classes offered between 4:30 p.m. and 10:30 p.m.

## **FINANCIAL AIDS**

Program designed to assist students in meeting educational expenses.

## **GED**

The General Education Development test. A high school equivalency test for those 18 or over. Offered by the Developmental Education department.

## **GENERAL EDUCATION REQUIREMENTS**

(Also called breadth requirements or Liberal Arts Requirements)

A specific group of courses required of all students in college for receipt of the Associate Degree: designed to broaden the student's education.

## **GRADE POINTS**

A numerical value assigned to each unit of college letter grades. For example: A4, B3, C2, D1, F0, grade points. These Points are used in computing your grade point average.

## **GRADE POINT AVERAGE (GPA)**

The quotient determined by dividing total grade points by the number of units attempted.

## **GUIDANCE**

Individualization and personalization of the educational process. It includes analysis, information, orientation, counseling, placement and follow-up.

## **HANDICAPPED PROGRAMS AND SERVICES**

Enabling services to assist handicapped students in equitable educational opportunities and in special programs; available to those students who qualify. A partial list of the conditions that are provided for in the program includes blind or partially sighted, deaf or hard of hearing, orthopedically handicapped, wheelchair students, epileptic, diabetic, arthritic, respiratory-cardiac disorders, and others.

**INCOMPLETE GRADE**

A grade of "I" received for not completing all required work in a certain course. Must be made up by end of the following semester or the "I" grade may become a failing grade.

**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 Learning Resources Center consists of several components: The Library, Audiovisual/Television center, Graphics and Language 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. and A.S. Degree. Can be used for Adult Diploma credit.

**OCCUPATIONAL COURSES**

Courses designed to enhance a student's employability skills. The College of the Desert catalog entry indicates which courses are transferable.

**OCCUPATIONAL MAJOR**

A major primarily intended to prepare students for immediate employment after community college attendance.

**PETITION**

A student request for reconsideration due to unusual circumstances, generally originates at the Registrar's Office

**PLACEMENT OFFICE**

College service primarily concerned with assisting students in college to find part-time and full-time work.

**PLACEMENT TEST (Admission Test)**

Tests required prior to admission; used along with high school grade point average to assist students to select the most appropriate classes (not an entrance test).

**PRIVACY ACT**

The "Family Educational Rights and Privacy Act" regulations protect the privacy of students and their college records. Any currently enrolled or former student has the right of access to all his/her records maintained by the college.

**PROBATION**

A trial period, usually one quarter or semester, in which the student must improve his/her academic achievement to avoid being dismissed from college, or to meet graduation requirements. At the end of any semester, a student who has failed to achieve a 2.0 GPA may be placed on probation. Excessive "W" grades can also result in probation status.

**QUARTER SYSTEM**

System in which four terms cover the calendar year. 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 September; 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 student 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 and A.S. 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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