



COLLEGE OF THE DESERT

Palm Desert Campus
Copper Mountain Campus

CATALOG 1984-1986

COLLEGE OF THE DESERT

A California Public Community College Catalog and Announcement of Classes

1984— 1986

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ACADEMIC CALENDAR

1984 — 1985

FALL, 1984

August	16,17,20	Matriculation
August	21	Classes Begin
September	3	Holiday — Labor Day
November	9	Holiday — Veterans Day
November	22,23,24	Holiday — Thanksgiving
December	17-21	Final Exams
December	21	End of Fall Semester

DAYS OF INSTRUCTION FOR FALL SEMESTER 1984 — 88 DAYS

SPRING, 1985

January	14,16	Matriculation
January	15	Non-Instruction Day (M.L. King Birthday)
January	17	Classes Begin
February	12	Holiday — Lincoln
February	18	Holiday — Washington
April	1-6	Spring Break
May	20-24	Final Exams
May	24	End of Spring Semester

DAYS OF INSTRUCTION FOR SPRING SEMESTER 1985 — 87 DAYS

TOTAL DAYS OF INSTRUCTION FOR 1984 — 1985 = 175 DAYS

NOTICE OF DISCLAIMER

Every reasonable effort has been made to determine that everything stated in this 1984 - 1986 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 and programs offered, together with other matters contained herein, are subject to change without notice by the Administration of the Coachella Valley Community College District or College of the Desert, and in addition, some courses or programs that are offered may have to be cancelled because of insufficient enrollment or because of elimination or reduction in programs or because of any other reason considered sufficient by the College President or Designee.

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

The College of the Desert is committed to non-discrimination in providing equal opportunity for admission, student financing, student-support facilities and activities, and employment regardless of race, religion, sex, age, handicap status or national origin. Further, each course which is reported for state aid is open fully to enrollment and participation to any person who has been admitted to the College and who meets the course prerequisites.

The designated coordinator at the College of the Desert for compliance with Section 504 of the Rehabilitation Act of 1973 for the Handicapped, as amended, is **Ms. Diane Ramirez**. Ms. Ramirez is located in Room 1-K of the Administration Building. The designated coordinator for compliance with Title IX prohibiting discrimination on the basis of sex at College of the Desert is **Dr. C. A. Patterson**, Dean of Instruction, located in Room 1-B of the Administration Building. Dr. Patterson is also the designated Officer for Affirmative Action and Equal Opportunity for the College.

College of the Desert is an EEO/AA Employer and does not discriminate on the basis of sex, race, religion, color, national origin, age, Vietnam era veterans' status or handicapping conditions.

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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:

Virnita McDonald, Chairperson, Twentynine Palms. Elected 1977

Term Expires 1985

Ole J. Nordland, Vice Chairperson, Indio. Elected 1979

Term Expires 1987

Jackie Suitt, Clerk, Palm Springs. Elected 1979

Term Expires 1987

Charles Hayden, Jr., Desert Hot Springs. Elected 1983

Term Expires 1987

John W. McFadden, Rancho Mirage. Elected 1973

Term Expires, 1985

Student Trustee Elected Annually

(see current Schedule of Classes)

OFFICERS OF THE COLLEGE

F. D. Stout, President and District Superintendent

Joseph B. Iantorno, Dean of Student Services

C. A. Patterson, Dean of Instruction

James Pulliam, Dean of High Desert Educational Services

Terrell W. Spears, Dean of Business Services

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 the 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 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 your 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 aid as directed in the admissions brochure or catalog of the college you wish to attend. Apply for the Cal Grant A or B. Applications for the Cal Grant Programs must be mailed by February 9 of the preceding school year. Students applying for financial aid at the University of California, California State Colleges, and most independent colleges in California should apply for the Cal Grant Programs. The application for the Cal Grant Programs must be mailed with the Student Aid Application for California (SAAC). The SAAC form will be used to determine your need for the Cal Grant Programs, as well as other types of financial aid.

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 units 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 freshmen may enter before their junior year if 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, courses when they transfer to independent colleges and universities. Some colleges require a certain number of completed units before considering students as 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.

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 Counseling Office 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."

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 available 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 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 in 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. A complete ESL program is in operation on a daily basis in the Learning Laboratory. 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 diploma. 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 Fred Waring Drive in Palm Desert. The College's first students were received in fall of 1962.

The residents of the Morongo Unified School District, comprised of the communities of Morongo Valley, Yucca Valley, Landers, Joshua Tree, and Twentynine Palms, elected, in 1966, to join the Coachella Valley Community College District. Classes were first offered on the High Desert in the Fall of 1967 at the Twentynine Palms High School to approximately 60 students.

In 1969, the High Desert Campus began renting what had been until then a parochial school, on Sage Avenue in Twentynine Palms. There the College opened a small administrative office and conducted much of its daytime, and part of its evening, academic programs through 1983, by which time the High Desert Campus was serving 3,800 students each semester.

The need for improved educational facilities on the High Desert coincided with a crisis in Community College financing, thus inspiring the citizens of the High Desert communities to take innovative action to raise money for construction of a campus on District-owned land near Copper Mountain, in Joshua Tree. An Auxiliary organization, Friends of Copper Mountain College, was formed in 1982 and became the primary force behind the development effort. Financed mainly with money raised in the Morongo Basin, the first increment of buildings was begun in March, 1983, and completed in the Spring of 1984, thus giving the High Desert communities their first access to local, college-owned facilities. At that time, the High Desert Campus became known as Copper Mountain Campus.

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 Computer Science.

COLLEGE OF THE DESERT FOUNDATION

College of the Desert Foundation is a nonprofit organization created to support and assist the mission, goals, and objectives of the College.

The specific purpose of the organization is to engage in the solicitation, receipt, and administration of property for the benefit of College of the Desert for educational, cultural, and community service purposes.

A Board of Directors oversees the operation of the Foundation which is administered by College staff.

PRESIDENT'S CIRCLE

The primary purpose of the President's Circle is to provide a sounding board of community response and to encourage greater commitment by more individuals.

The President's Circle is composed of concerned citizens who make an annual contribution of \$1,000 or more to the Foundation. A one-time gift of \$10,000 or more entitles a donor to lifetime membership.

The President's Circle both advocates and supports excellence in education. In addition to providing individual support to the College through the Foundation, members of the President's Circle serve as Public Relations Ambassadors for the College.

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 in Palm Desert 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, 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 in groups according to function. The Campus Center Group is composed of three buildings: Administration, Dining Hall, and a Student Center. The Science group comprises in the first phase a Laboratory Building and a Lecture Hall. The Liberal Arts Building is the first of a classroom group which will ultimately house the humanities and social sciences. The Health and Physical Education Group is composed of a gymnasium, a locker shower unit, a shallow pool for swimming, a deep pool for diving, and six tennis courts. There is also a large putting green, a night-lighted football field, a one-quarter mile track, and 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. A residence was located on the site when it was purchased, and it has been converted into a home for the College President.

Copper Mountain Campus' recently completed administrative and classroom facilities are located on Rotary Way in Joshua Tree. In addition, the college continues to lease facilities on the High Desert to provide programs for which the new buildings are not, because of space, configuration, or location, appropriate. In addition, instructional facilities are frequently provided without cost by the U.S. Marine Corps at its Air Ground Combat Center a Twentynine Palms.

TIME AND LOCATION OF CLASSES

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

COMMUNITY SERVICES

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

"Community Services are those efforts provided by Community Colleges as one of their central functions often in cooperation with other community agencies which strive to identify and meet the following needs in the community not met by college credit programs: 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 the College 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, eighteen years of age or older who can profit from instruction, are eligible for admission. For those who are interested, the Developmental Education program provides an alternative way to complete high school graduation requirements. Contact should be made with the Director 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 the College 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.

Admission of Residents of the Coachella Valley Community College District

Students whose residence is in one of the Unified School Districts comprising the Coachella Valley Community College District (Coachella Valley, Desert Center, Desert Sands, Morongo Valley, Palm Springs) are qualified to enroll under the above conditions.

Admission of Students from California Districts not Maintaining a Community College

Students who reside in a School District not affiliated with a Community College are eligible to attend College of the Desert, but must complete a residence statement when applying for admission.

Students Residing in California Districts Maintaining a Community College

Students whose official residence is in another Community College District are permitted to enroll with a release or a permit from the home district. Students 18 years of age or older who move to the Coachella Valley Community District are considered as district residents.

RELEASE POLICY

The Governing Board of College of the Desert and 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 has established the following policy concerning releases which prevail for the school years 1984-86.

1. Students who desire 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. 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.
4. Releases should be applied for in person at the Dean of Student's Office.

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. Schedules provide times and dates of registration procedures. Full-time students are encouraged to take part in testing programs 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

Full-time students 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.

Assessment Tests

The Assessment Test at College of the Desert is a step by step approach to providing guidance and assistance to students in selecting the proper classes to obtain maximum benefits from their college experience. The primary goal of the Assessment Test is to help each student to see his/her strong points and weak points. The most important thing to remember is that no one can "fail" in this program. The results are used to assist the student in choosing the level of reading, writing and math with which the student will feel comfortable. The student is the one that must make the decision on courses to enroll in during any semester. The results are only a guide to help the student make the best choice to be successful at College of the Desert.

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. Satisfactory performance in this work may allow admission to subsequent semesters. Admission on probation is a privilege granted, not a right of the applicant.

REGISTRATION

A schedule of classes is published before each semester and 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.

STUDENT 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 Copper Mountain Campus practice the concept of the "open door" in accepting for admission anyone over 18 years of age who can 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 Services perform an integral, essential and vital function of the overall educational program. One of the most important responsibilities of a comprehensive student services program is to provide every possible aid to each student. To this end, Student Services assist students to achieve understanding of four major areas: 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. Admissions services also provides a record-keeping systems which safeguard the students' academic and personal record.

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 students: 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, usually held in November. On this day, representatives from many California institutions of higher education assemble on the Palm Desert 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 from 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 Class Schedule**. Students may obtain copies of the Schedule during registration or the Office of Admissions. Inquiries regarding grievance procedures should be directed to the Dean of Students or other members of Student Services.

Fees

1. Beginning with the Fall Semester 1984, Tuition Fees for Resident Students are charged as follows:
 - a. \$50 per semester for 7 units or more
 - b. \$5 per unit per semester for 6 units or less
2. 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. Questions relating to the establishment of California residence should be directed to the office of the Dean of Student Services.
3. Drop Fees: Students who "drop" classes after completing initial registration will be charged a fee. There is no refund of "drop" fees at any time.
4. 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 as established by College of the Desert. The college nurse will help secure insurance.
5. Parking Fee: A fee is charged students for each vehicle they plan to drive and park on the College of the Desert campus. There is a charge for Replacement Parking Permits. This is a non-refundable fee.
6. 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.

Refunds

Request for refunds are accepted at the Office of Admissions and Records until the end of the third week of the semester. Refunds can be made only upon proper presentation of a COD receipt and refund application within the prescribed time limits. Applications for refunds are available at the Admissions and Records counter in the Administration Building lobby. If a Refund is due to a student under the College's refund policy and the student received financial aid under any Title IV student financial aid program other than the College work-study program, a portion of the refund

shall be returned to the Title IV program. The amount returned will be proportionate to the amount received. If aid has been received from more than one Title IV program, the refund will be returned to the individual programs proportionate to the amount received.

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.

Returned Checks

A service charge is assessed for any check returned to the College and/or ASCOD or the College Bookstores by a bank. Any student who has not paid for a returned 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.

Each year new clubs are chartered as they are requested by the students. Every club 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 and soccer. The conference includes these colleges: Barstow, Cerro Coso, 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, tennis, track and volleyball.

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

For soccer, College of the Desert is hosted by the Pacific Coast Conference which includes College of the Desert, Grossmont, Imperial Valley, Mira Costa, Palomar, Saddleback, San Diego City, San Diego Mesa and Southwestern.

Accident Insurance

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

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, and part-time and career employment.

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, 5:00 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. Limited food service is also provided at the Copper Mountain Campus.

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

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 Parking Fee and properly display a COD parking sticker. Citations are issued by College Security. Motorcycles and motorbikes may be parked in areas reserved for them. 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 on the Palm Desert Campus 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 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, 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 the major program.
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 Copper Mountain Campus 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, including 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 coursework completed the tour of duty. Upon application, and filing of military papers, the Office of the Registrar will evaluate coursework completed in 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 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.

Noel Birns Outstanding Student Award

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

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.

Reynaldo J. Carreon, Jr., M.D. Perpetual Scholarship Fund

Established 1983. Interest to be awarded annually to deserving students pursuing courses in medicine selected by the Scholarship Committee with special consideration given to Americans of Mexican ancestry. ADN or LVN students to receive primary consideration.

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.

The Federal Managers Association Scholarship Fund, Chapter #195

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

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

Ken Kern Nursing Memorial Fund

Established 1984. To be awarded annually to a Registered Nursing student in the second, third, or fourth semester having financial need.

Leisure Life Scholarship

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

Lawrence T. Little Memorial Scholarship

Recipients to be 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.

Edgar L. McCoubrey Student Loan Fund

Established 1983. Interest-free loans available to vocational students who qualify for financial aid. Students may borrow up to a maximum of \$500. First payments to begin 90 days after leaving College of the Desert or enrolled at College of the Desert less than half-time (less than six units). Loan to be paid in full one year from date of leaving College of the Desert or enrolled less than half-time.

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.

Matteo Monica Memorial Scholarship

Recipients to be determined by the Scholarship Committee.

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.

Grace Shallies Scholarship Fund

Established 1982. To be awarded annually to women entering the business field.

Skelton Foundation

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

Sarah Sompolinski Memorial Scholarship Fund

Established 1983. Interest to be used for award to a graduate nursing student going on to a four-year institution to major as an Oncology Specialist. Award to commence with the 1984-85 school year.

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.

Local Scholarships

Scholarships are available for both continuing and transfer students. Awards will vary from \$50 to \$500. Consideration is given to the applicant's grades, academic potential, activities, college major, and financial need. Applicants must have attended College of the Desert for a minimum of one semester and completed a minimum of 12 units at College of the Desert. Applications are made available in February and must be received by the Student Activities Office not later than March 18.

Cal Grant B and C

Cal Grant B and C are available to community college students. Cal Grant B is intended to aid high-potential students from disadvantaged/low income families. The Cal Grant C provides assistance for vocational training to students from low and middle income families. Applications must be mailed by Feb. 9 of the preceding school year. Further information and applications may be obtained in the Financial Aid Office.

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 Developmental 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). Five percent simple interest starts at the end of a six-month 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.

California Guaranteed Student Loan

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 maximum of \$12,500. 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 the Palm Desert Campus 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. No interest is charged for a period of six (6) months. 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 financial need and have been admitted into the nursing program 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.

Supplemental Educational Opportunity Grants (SEOG)

Needy students may receive this grant that does not have to be repaid. Such grants will not be less than \$200 and not more than \$2,000, depending on the student's need and the availability of SEOG funds. The average grant at College of the Desert is approximately \$400.

Nursing Scholarships

To receive an R.N. Scholarship, a student verify 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 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 form reporting the incomplete temporary grade.

GRADE POINTS

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

Semester grades are assigned grade points as follows:

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

Student's transcript contains 12 or more credit units and/or student's cumulative G.P.A. (not semester G.P.A.) is below 2.0. A student will be removed from ACADEMIC PROBATION when his/her accumulated G.P.A. is 2.0 or higher.

ACADEMIC DISQUALIFICATION

Student's G.P.A. (not semester G.P.A.) is 1.75 or less in each of three consecutive semesters. Students placed on ACADEMIC DISQUALIFICATION are dismissed from the College.

PROGRESS PROBATION

Student's transcript contains 12 or more credit units, and student has received W's (Withdrawals), I's (Incompletes), and NC's (No-credits) in at least 50% of his total transcript units. To calculate the percentage of Non-Progress marks (NC's, I's, and W's) divide the total transcript units by the total number of units for which the student received Non-Progress marks. A student will be removed from PROGRESS PROBATION when his percentage of Non-Progress marks (W, I, NC) drops below 50% of his total transcript units.

PROGRESS DISQUALIFICATION

Student has been on PROGRESS PROBATION for three consecutive semesters. Students placed on PROGRESS DISQUALIFICATION are dismissed from the College.

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 at the College without formal enrollment in them. If you scored high on any, or all, parts of the College assessment test, you might wish to talk to your academic advisor or a counselor about challenging some courses for college credit. 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 in courses approved by and within the guidelines established by the Administration and the Department involved. Application must be made no later than the midpoint of the term.
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, the appropriate department chairperson, 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. Credit awarded under CLEP does not excuse the student from meeting the proficiency requirements in Reading, Writing, and Mathematics.

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 established fees 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.

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 will be charged in excess of two transcripts.

TRANSCRIPT EVALUATION

Requests for evaluation of transcripts may be obtained in the Admissions Office. All requests must be received by the Admissions Office no later than the second Monday in November for the Fall semester and second Monday of April for the Spring semester. A request may be submitted after these dates, but may not be completed by the end of the semester in which it is submitted. All transcripts from other schools and colleges must be on file by these dates.

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.

REQUIREMENTS FOR THE ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES

The Associate in Arts Degree, Associate in Science Degrees, and Certificate of Proficiency are not automatically awarded when the student completes the requirements. Students must file a request in the Admissions Office during the semester in which they are completing the requirements. This request must be received no later than the second Monday of November for the Fall semester and the second Monday of April for the Spring semester. All transcripts from other colleges must be on file by these dates.

Students may be graduated from College of the Desert with the Associate in Arts or the Associate in Science degree upon meeting the following requirements:

- A. Satisfactory completion of 60 units of collegiate work with a C (2.0) grade point average in a curriculum which the District accepts toward the degree. At least 12 units must be earned at College of the Desert.
- B. Major (Minimum of 18 units) - complete one of the degree programs on pages 34 through 72 of the current College of the Desert Catalog.
- C. Completion of the following general education requirements (18 units minimum).
 1. **Natural Sciences** - (3 units minimum) selected from the following courses:
Astronomy 1, 1L; Chemistry 1A, 1B, 3, 4; Meteorology 1; Geography 1; Geology 1, 1L, 2, 5, 10, 10L; Physics 1, 2A, 2B, 4A, 4B; Entomology (AgPS) 2; Anthropology 1; Biology 1A, 1B, 1C, 4, 4L, 15, 21, 22A, 22B; Conservation of Natural Resources (NR 1, 1L); Horticulture (OH 1, 1L); Plant Science (AgPS 5, 5L).
 2. **Social and Behavioral Sciences** (3 units minimum) selected from the following courses:
Anthropology 2, 3; Geography 2, 7; Economics 1, 2; History 1, 17, 18; Political Science 1, 2, 4; Psychology 1, 10, 20, 33; Sociology 1, 2, 10, 14; Journalism 1; Philosophy 13.
 3. **Humanities** (3 units minimum) selected from the following courses:
Art 2A, 2B, 3A, 10, 12, 13; Music 1ABCD, 2ABCD, 3AB, 4, 9, 10, 11AB, 12, 14ABCD, 15, 36, ABCD; Theater Arts 1, 2ABCD, 10AB, 32; English 1B, 3B, 10AB, 11AB, 12AB, 14, 15, 18, 35; Speech 2; Philosophy 6, 7, 12, 13, 14; French 1, 1AB, 2, 3, 4, 8AB, 39; German 1, 2, 3, 4; Italian 1, 1AB, 2, 3, 4, 40AB; Russian 1, 2; Spanish 1, 1AB, 2, 3, 4, 5, 6, 8AB. Humanities 18.

4. **Languages and Rationality** (6 units minimum)
 - a) English Composition (3 units minimum) selected from: English 1A, 3A, 41
 - b) Communication and Analytical Thinking (3 units minimum) selected from: Speech 1, 2, 4AB, 7; Philosophy 10, 11; Sociology 3; Math 1AB, 3, 4, 9, 10; BuCS (Computer Languages and Programming) 74, 75, 76, 81, 83.
5. **Elective** (3 units minimum) selected from Areas 1, 2, 3 or 4 above.

D. Physical Education Activity Requirement

In addition to the above, students must complete one semester of Physical Education activity or course.

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

Reading Competency

All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a reading proficiency at the collegiate level by satisfying one of the following:

1. Achieve the designated score on the approved Coachella Valley Community College reading competency examination.
- or
2. Pass with a grade of "C" or higher one of the following courses:
DERE 20 or DERE 50

Writing Competency

All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a writing proficiency at the collegiate level by satisfying one of the following:

1. Pass with a grade of "C" or higher one of the following courses:
English 1A, English 3A, or English 41
- or
2. Pass the approved competency examination for English 1A, English 3A, or English 41
- or
3. Achieve the designated score on the approved Coachella Valley Community College writing competency examination.

Mathematics Competency

All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a mathematics proficiency at the collegiate level by:

1. Passing with a grade of "C" or better, Math 3, Math 9, or Math 55, or any college mathematics course determined by the Coachella Valley Community College District to be equivalent or higher than Math 3, Math 9, or Math 55.
- or
2. Achieving the designated score on the approved Coachella Valley Community College Mathematics Competency Examination.

Note: Please check with your counselor, academic advisor and/or the catalog supplement for possible changes in AA/AS degree requirements.

GOVERNMENT HISTORY CERTIFICATION

College of the Desert, pursuant to Section 40404 of Title 5 of the California Administrative Code and in accordance with Executive Order 405 from the Office of the Chancellor, California State University (effective date 11/15/82), certifies the following course/examination combinations as meeting the baccalaureate requirements in U.S. History, Constitution and American Ideals at CSUC. It is important to note that certification may take place if and only if an entire history/government combination has been completed.

A student may fulfill the history/government requirement by completion of one of the following from each of the areas below (I and II) - except that no student may meet the requirement by examinations alone.

- I. Historical Development of American Institutions and Ideals
 - A. History 17
 - B. History 18
 - C. Comprehensive Examination: History 17
 - D. Comprehensive Examination: History 18

II. Federal, State and Local Government

A. Political Science 1

B. Comprehensive Examination: Federal, State and Local Governments

SUMMARY: A student who has completed one of the following combinations will be certified as having completed the CSUC requirement.

- | | |
|-------------|-------------|
| (1) IA, IIA | (4) IB, IIB |
| (2) IA, IIB | (5) IC, IIA |
| (3) IB, IIA | (6) ID, IIA |

REQUIREMENT FOR THE LIBERAL STUDIES MAJOR

The Liberal Studies major is designed to provide a student with a board 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 either for students who do not plan to continue formal education beyond College of the Desert, or 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 39 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, also with the approval of the adviser.

REQUIREMENTS FOR STUDENTS WHO PLAN TO TRANSFER TO A BACCALAUREATE DEGREE GRANTING INSTITUTION

Students who plan to transfer to another institution of higher learning, should consult with an adviser/counselor early in their first semester of enrollment at College of the Desert.

The Associate Degree for these students requires completion of substantially all the lower division requirements of the major listed in this catalog and/or in the catalog of the transfer institution at which the student expects to receive the 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.

Students must also complete a minimum of 39 units of General Education as described under General Education Requirements.

ADDITIONAL ASSOCIATE DEGREES

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

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 standard 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, designated as Course Number 48, may be conducted by any department. They are designed to provide an opportunity for students to work in small groups with one or more instructors. The course provides the students an opportunity to participate and interact with their instructors and colleagues to extend their knowledge and understanding of some particular problem or topic within the general scope of departmental offerings which are not contained in scheduled courses. The exact nature of the individual assignments depends upon the nature of the study and topic involved, but all seminar students are expected to complete 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/CLASSES

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

1. **Credit Courses** - Courses numbered 1-99 are credit courses. A credit course is a part of an approved educational program. 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.
3. **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.

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.

CALIFORNIA STATE UNIVERSITIES 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 |
| 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 | 3. Critical Thinking
Speech 7, Eng 1A, 1B, 3A, B
Phil 10 |
| 2. Written Communication
Eng 1A, 3A, B, DERE 1 | |
| B. Physical Universe and Its Life Forms | 9 |
| Select at least one course from each group. At least one course must include a laboratory. | |
| 1. Physical Universe
A 1, 1L*, Chem 1A*, 1B*,
3*, 4*, Met 1*, 1L*
Geog 1, Geol 1, 1L*, 2*, 5, 10,
10L*, Ph 1*, 2A*, 2B*, 4A*, 4B* | 3. Mathematics
Math 1A, 1B, 3, 5, 9,
10, Phil 11, Soc 3
Ph 1, 2AB, 4AB |

2. Life Forms
 AgPS 2*, AgPS 5*, Anth 1, Biol 1A*, 1B*, 1C*
 4, 4L*, 15*, 21*, 22A
 NR 1, 1L*, OH 1, 1L*
 *Denotes courses which include a laboratory.

C. Arts, Literature, Philosophy and Foreign Language

9

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

- | | |
|--|---|
| <p>1. Fine Arts
 Art 2A, B, 3A, 10, 12, 13,
 HUM 18
 Music 1ABCD, 2ABCD, 3AB, 4
 9, 10, 11AB, 12, 14ABCD,
 15, 36ABCD
 TA 1, 2ABCD, 10AB, 69ABCD</p> <p>2. Literature
 Eng 1B, 10A, 10B, 11A, 11B
 12A, 12B, 14, 15, 16, 18,
 31, 32, 35,
 Sp 2, TA 69AB, TA 1</p> | <p>3. Philosophy
 Phil 6, 7, 12, 13, 14,
 eng 35</p> <p>4. Foreign Language
 Fr 1, 1A, 1B, 2, 3, 4, 8A
 8B, 39,
 German 1, 2
 Ital 1, 1A, 1B, 2, 3, 4, 40A
 Span 1, 1A, 1B, 2, 3, 4
 5, 6, 8A, 8B</p> <p>5. The Development of Cultures
 Art 3A, TA 2ABCD,
 Phil 6, 7, 12, 13, 14</p> |
|--|---|

D. Social, Political and Economic Institutions

9

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

- | | |
|---|---|
| <p>1. Social Institutions
 Hist 1, 17, 18
 J 1, Phil 12, Pol Sci 1, 2, 4
 Psy 10, 20, Soc 1, 2, 10, 14
 Psy 10, 20, Soc 1, 2, 10, 14</p> <p>2. Political Institutions
 Hist 1, 17, 18
 Pol Sci 1, 2, 4
 Psy 10, Soc 14</p> <p>3. Economic Institutions
 Econ 1, 2, Hist 1, 17, 18</p> | <p>4. Contemporary
 Econ 1, 2, Hist 2
 Geog 2, 7
 J 1, Pol Sci 2, 4
 Soc 1, 14</p> <p>5. Historical
 Hist 1, 2, 17, 18
 Anth 3</p> <p>6. Western and Non-Western Context
 Geog 2, 7, Anth 2</p> |
|---|---|

E. Lifelong Understanding and Self Development

3

- 1.

DEGREE AND CERTIFICATE INFORMATION

COLLEGE OF THE DESERT

MAJOR PROGRAMS AT COLLEGE OF THE DESERT

Major	Certificate	Degree
Administration of Justice		A.A.
Agriculture, Diesel Mechanics, Natural Resources		
Agri-Business		
Includes Computer Use		A.S.
Agriculture, General		A.S.
Agricultural Mechanics	X	A.S.
Diesel Mechanics	X	
Natural Resources	X	A.S.
Including preparation for:		
Forestry		
Wildlife Management		
Environmental Sciences		
Parks & Recreation		
Ornamental Horticulture	X	A.S.
Including preparation for:		
General Horticulture		
Landscape Design/Contracting		
Landscape Engineering		
Nursery Management		
Turfgrass Management	X	A.S.
Plant Science		A.S.
Including preparation for:		
Crop Production		
Soil Science		
Pest Management		
Art		A.A.
Business Education		
Supervision & Management	X	A.A.
Business Administration (CMC)		A.A.
Data Processing/Computer Science (CMC)	X	A.A.
Real Estate/Escrow (CMC)	X	A.A.
General Business (CMC)		A.A.
Medical Transcription	X	
Office Technician (CMC Certificate only)	X	A.A.
Secretarial Science (CMC)		A.A.
Economics (CMC)		A.A.
Word/Information Processing	X	A.A.
Communication		
English Composition/Literature		A.A.
Journalism		A.A.
Speech		A.A.
Theater Arts		A.A.
Developmental Education		
Education		
Instructional Aide (CMC only)	X	A.A.

Engineering, Architecture and Technology		
Air Conditioning & Refrigeration	X	A.S.
Architectural Drafting	X	A.S.
Architectural or Construction Engineering	X	A.S.
Architectural - Environmental Design	X	A.S.
Automotive Technology (CMC)	X	A.S.
Electronics Engineering Technology	X	A.S.
Engineering	X	A.S.
Engineering Technology	X	A.S.
Environmental Resources	X	A.S.
Industrial Drafting	X	A.S.
General Drafting	X	A.S.
Industrial Arts Education		A.S.
Mathematics		A.S.
Metals Technology	X	A.S.
Structural Inspection	X	A.S.
Welding Technology (CMC - Certificate only)	X	A.S.
Fire Science (CMC only)	X	A.S.
Foreign Language		A.A.
Health, Physical Education and Recreation		
Physical Education		A.A.
Recreation		A.A.
Home Economics		
Custom Sewing & Alterations	X	
Fashion Design		A.A.
Fashion Merchandising		A.A.
Home Economics		A.A.
Interior Design		A.A.
Nursing School Education (CMC)	X	A.A.
Dietetic Technician (with Orange Coast College)		A.A.
Liberal Studies (CMC)		A.A.
Music		A.A.
Nursing & Allied Health		
Vocational Nursing (VN)	X	A.S.
Medical Assisting (CMC)	X	A.S.
Associate Degree Nursing (ADN) (CMC)		A.S.
Respiratory Therapy		A.S.
Science: Biological & Physical		
Biology		A.S.
Chemistry		A.S.
Geology		A.S.
Physics		A.S.
Social Science		
Anthropology		A.A.
Geography		A.A.
History		A.A.
Philosophy		A.A.
Political Science		A.A.
Psychology		A.A.
Social Science (CMC)		A.A.
Sociology		A.A.

Note: CMC refers to programs and majors offered at the Copper Mountain Campus.

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 - CMC

Preparation for Employment and 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 18

General Education Subtotal 18

(See General Education Requirements)

DEGREE TOTAL 60

Adviser: Mills

Miller/Rogers - CMC

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	15	Traffic Accident Investigations	3
AJ	5	Community Relations	3	AJ	16	Narcotics Control	3
ELECTIVES				AJ	19	Peace Officers Arrest and Firearms	3
AJ	6	Principles of Investigations	3	AJ	20	Peace Officers Reserve - Module B - Level II	2
AJ	7	Criminal Substantive Law	3	AJ	22	Police Supervision (2 semesters, 3 units each)	3
AJ	8	Concepts of Enforcement Services	3	Department Subtotal			24
AJ	9	Traffic Control	3	See General Education Requirements			
AJ	10	Fundamentals of Crime and Delinquency	3	General Education Subtotal			39
AJ	11	Firearms	1	DEGREE TOTAL			63
AJ	12	Defensive Tactics	1	Adviser: Mills			
AJ	13	Institutional Field Services	3	Miller/Rogers - CMC			
AJ	14	Crime Scene and Laboratory Techniques	3				

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:

AGRI—BUSINESS

Includes computer use

AGRICULTURE, GENERAL

AGRICULTURAL MECHANICS

DIESEL MECHANICS

NATURAL RESOURCES

Including preparation for:

Forestry

Wildlife Management

Environmental Sciences

Parks and Recreation

ORNAMENTAL HORTICULTURE

Including preparation for:

General Horticulture

Landscape Design/Contract

Landscape Engineering

Nursery Management

TURFGRASS MANAGEMENT

PLANT SCIENCE

Including preparation for:

Crop Production

Soil Science

Pest Management

AGRI-BUSINESS			
Occupational A.S. Degree			
Courses Required:			
Dept.	No.	Title	Units
AGBU	5	Microcomputer Applications	3
AGBU	7	Ag Database Management	2
AGBU	11	Management Records	3
AGBU	59A	Ag Experience	2
AGPS	1	Soil & Plant Nutrition	3
ECON	1	Principles of Economics	3
Department Subtotal			16
Department Electives (with advisor approval):			18
Elective (with advisor approval):			8
General Education (confer with advisor):			18
To Include:			
AGBU	55	Ag Math or Equivalent	3
DEGREE TOTAL			60
Adviser: Smith/Waters			

AGRI-BUSINESS			
Transfer A.S. Degree			
Courses Required:			
Dept.	No.	Title	Units
AGBU	5	Microcomputer Applications	3
AGBU	7	Database Management	2
AGBU	11	Management Records	3
AGBU	59A	Ag Experience	2
AGPS	1	Soil & Plant Nutrition	3
ECON	1	Principles of Economics	3
BUMA	20A	Business Law	3
Department Subtotal			19
Department Electives (with advisor approval):			14
General Education: (confer with advisor for courses recommended by transfer institution of your choice):			27
DEGREE TOTAL			60
Adviser: Smith/Waters			

AGRICULTURE, GENERAL			
Occupational A.S. Degree			
Courses Required: 32 units to be chosen from the following (with approval of advisor):			
Dept.	No.	Title	Units
AGBU	5	Microcomputer Applications	3
AGBU	7	Ag Database Management	2
AGBU	11	Management Records	3
AGBU	59A	Ag Experience	2
AGEG	16	Basic Mechanical Skills	2
AGEG	43	Tractor Operations	3
AGEG	47	Basic Surveying	2
AGPS	1	Soils and Plant Nutrition	3
AGPS	2	Entomology-Gen & Applied	3
AGPS	22	Vegetable Crops and/or	2
AGPS	26	Fruit Production	3

AGPS	28	Crop Science Lab	2
AGPS	30	Ag Chem Application/Safety	3
OH	1	Horticulture	3
OH	1L	Horticulture Lab	1
Department Subtotal			32
Elective (with advisor approval):			10
General Education (confer with advisor):			18
To include:			
AGBU	55	Ag Math or Equivalent	3
NR	1	Conserv Natural Resources	3
DEGREE TOTAL			60
Adviser: Walker/Waters			

AGRICULTURAL MECHANICS			
Certificate Program			
Courses Required:			
Dept.	No.	Title	Units
AGEG	16	Basic Mechanical Skills	2
AGEG	28A	Basic Welding	2
AGEG	28B	Intermediate Welding	2
AGEG	43	Tractor Operations	3
AGEG	47	Basic Surveying	2
AGEG	91	Basic Hydraulics	2
DM	71	Car/Light Truck Diesel	2
AUTO	11	Automotive Principles	2
OH	46	Landscape Irrig. Systems	3
AGBU	5	Microcomputer Applications	3
AGBU	11	Management Records	3
AGBU	59A	Ag Experience	2
AGPS	30	Ag Chem Application/Safety	3
Department Subtotal			31
CERTIFICATE TOTAL			31
Advisors: Smith/Waters			

AGRICULTURAL MECHANICS			
Occupational A.S. Degree			
Courses Required:			
Dept.	No.	Title	Units
AGEG	16	Mechanical Skills	2
AGEG	28A	Basic Welding	2
AGEG	28B	Intermediate Welding	2
AGEG	43	Tractor Operations	3
AGEG	47	Basic Surveying	2
AGEG	91	Basic Hydraulics	2
DM	71	Car/Light Truck Diesel	2
AUTO	11	Automotive Principles	2
OH	46	Landscape Irrig. System	3
AGBU	5	Microcomputer Applications	3
AGBU	11	Management Records	3
AGBU	59A	Ag Experience	2
AGPS	30	Ag Chem Application/Safety	3
Department Subtotal			31
Department Electives (with advisor approval):			11
General Education (with advisor approval):			18
To include:			

AGBU	55	Ag Math or Equivalent	3
NR	1	Conserv Natural Resources	3

DEGREE TOTAL 60

Advisors: Smith/Waters

AGRICULTURAL MECHANICS

Transfer A.S. Degree

Courses Required:

Dept.	No.	Title	Units
AGEG	16	Mechanical Skills	2
AGEG	28A	Basic Welding	2
AGEG	43	Tractor Operations	3
AGEG	47	Basic Surveying	2
AGEG	91	Basic Hydraulics	2
DM	71	Car/Light Truck Diesel	2
AGBU	5	Microcomputer Applications	3
AGBU	59A	Ag Experience	2
AGPS	1	Soils & Plant Nutrition	3

Department Subtotal 21

Department Electives
(with advisor approval): 0-12

General Education
(with advisor approval): 28-40

To include:

AGBU	55	Ag Math or Equivalent	3
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DEGREE TOTAL 60

Advisors: Smith/Waters

DIESEL MECHANICS

Certificate program

Courses Required:

Dept.	No.	Title	Units
DM	61	Diesel Mechanics I	2
DM	62	Diesel Mechanics II	5
DM	60	Tractor & Equipment Chassis	4
DM	65	Diesel Engine Accessories	2
DM	71	Car & Light Truck Diesel	2
AGEG	16	Basic Mechanical Skills	2
AGEG	28A	Basic Welding	2
AGEG	28B	Intermediate Welding	2
AGEG	43	Tractor Operation	3
AGEG	91	Basic Hydraulics	2
AGBU	59	Ag Experience	2
AUTO	11	Automotive Principles I	2

CERTIFICATE TOTAL 30

Advisors: Smith/Waters/Dilger

NATURAL RESOURCES

Certificate Program

Courses Required: 30 units to be chosen from the following (with advisor approval):

Dept.	No.	Title	Units
NR	1	Conservation of Natural Resources	3

NR	1L	Cons Natural Resources Lab	1
NR	2	Introduction to Forestry	3
NR	2L	Intro to Forestry Lab	1
NR	3	Intro to Wildlife Mgmt	3
NR	3L	Intro to Wildlife Mgmt Lab	1
NR		Field/Work Experience	3
AGBU	5	Microcomputer Applications	3
AGBU	11	Management Records	3
AGBU	59A	Ag Experience	2
AGEG	16	Basic Mechanical Skills	2
AGEG	43	Tractor Operations	3
AGEG	47	Basic Surveying	2
AGPS	1	Soils & Plant Nutrition	3
AGPS	2	Entomology- Gen & Applied	3
AGPS	30	Ag Chem Application/Safety	3
OH	20	Landscape Construction	3

DEGREE TOTAL 30

Asviser: Walker

NATURAL RESOURCES

Occupational A.S. Degree

Courses Required - 28 units to chosen from the following (with advisor approval):

Dept.	No.	Title	Units
NR	1	Conservation of Natural Resources	3
NR	1L	Cons Natural Resources Lab	1
NR	2	Introduction to Forestry	3
NR	2L	Intro to Forestry Lab	1
NR	3	Intro to Wildlife Mgmt	3
NR	3L	Intro to Wildlife Mgmt Lab	1
NR		Field/Work Experience	3
AGBU	5	Microcomputer Applications	3
AGBU	11	Management Records	3
AGBU	59A	Ag Experience	2
AGEG	16	Basic Mechanical Skills	2
AGEG	43	Tractor Operations	3
AGEG	47	Basic Surveying	2
AGPS	1	Soils & Plant Nutrition	3
AGPS	2	Entomology- Gen & Applied	3
AGPS	30	Ag Chem Application/Safety	3
OH	20	Landscape Construction	3

Department Subtotal 28

Electives (with advisor approval): 14

General Education Requirements
(with advisor approval) 18

To include:

AGBU	55	Ag Math OR Equivalent	3
OH	1	Horticulture	3

DEGREE TOTAL 60

Advisor: Walker

**NATURAL RESOURCES
PARK TECHNICIAN OPTION
Occupational A.S.**

Designed primarily for students enrolled at the Copper Mountain Campus or evening students at Palm Desert.

Courses Required: 24 units to be chosen from the following (with advisor approval):

Dept.	No.	Title	Units
NR	1	Conservation of Natural Resources	3
NR	1L	Cons Natural Resources Lab	1
NR	2	Intro to Forestry	3
NR	2L	Intro to Forestry Lab	1
NR	3	Intro to Wildlife Mgmt	3
NR	3L	Intro to Wildlife Mgmt Lab	1
NR	48	Native Plants	1
AGBU	5	Microcomputer Applications	3
AGPS	1	Soils and Plant Nutrition	3
AGPS	2	Entomology- Gen & Applied	3
OH	8	Park & Landscape Mgmt	3
OH	41	Native Plants of Calif	1
BI	4	Elements of Biology	3
BI	4L	Elements of Biology Lab	1
G	5	Environmental Geology	3
G	5L	Environmental Geology Lab	1
G	10	Earth Science	3
G	10L	Earth Science Lab	1
RE	3	Outdoor Recreation	3

Department Subtotal 24

Electives: 18 units (with Natural Resources Advisor approval): 18

General Education Requirements (confer with advisor) 18

DEGREE TOTAL 60

Advisors: Walker / Moon -CMC

**NATURAL RESOURCES
Transfer A.S.**

Courses Required for:
NATURAL RESOURCES or ENVIRONMENTAL SCIENCES

Dept.	No.	Title	Units
NR	1	Conservation of Natural Resources	3
NR	1L	Cons Natural Resources Lab	1
Bi	1A	General Biology	5
Bi	1B	General Zoology OR	5
Bi	1C	General Botany	5
Ch	1A	General Chemistry OR	5
Ch	3	Intro General Chemistry	4
G	1	Physical Geology	3
G	1L	Physical Geology Lab OR	1
G	5	Environmental Geology	3
G	5L	Environmental Geology Lab	1
Math	9	Intermediate Algebra	4
			26

**NATURAL RESOURCES - Department Electives:
18 units to be chosen from the following (with advisor approval):**

(For Environmental Sciences additional courses, see Science Department listing.)

NR	2	Introduction to Forestry	3
NR	2L	Intro to Forestry Lab	1
NR	3	Intro to Wildlife Mgmt	3
NR	3L	Intro to Wildlife Mgmt Lab	1
AGBU	5	Microcomputer Applications	3
AGBU	7	Ag Database Management	2
AGBU	59A	Ag Experience	2
AGEG	47	Basic Surveying	2
AGPS	1	Soils and Plant Nutrition	3
AGPS	2	Entomology- Gen & Applied	3
AJ	17	Wildlife Law Enforcement	3

Department Subtotal: 18

General Education: 16
(confer with advisor)

DEGREE TOTAL 60

Advisor: Walker

**ORNAMENTAL HORTICULTURE
Certificate Program**

Courses Required:

Dept.	No.	Title	Units
OH	1	Horticulture	3
OH	1L	Horticulture Lab	1
OH	5	Plant Identification	3
OH	9	Landscape Planning/Design	3
OH	20	Landscape Construction	3
OH	46	Landscape Irrig. System	3
AGPS	1	Soil and Plant Nutrition	3
AGBU	11	Management Records	3
AGBU	59A	Ag Experience	2
AGEG	16	Basic Mechanical Skills	2

Department Subtotal 26

Department Electives (with advisor approval): 4-6

CERTIFICATION TOTAL 30-32

Advisor: Watling

**ORNAMENTAL HORTICULTURE
Occupational A.S. Degree**

Courses Required:

Dept.	No.	Title	Units
OH	1	Horticulture	3
OH	1L	Horticulture Lab	1
OH	5	Plant Identification	3
OH	9	Landscape Planning/Design	3
OH	20	Landscape Construction	3
OH	46	Landscape Irrig. Systems	3
AGPS	1	Soils & Plant Nutrition	3
AGPS	2	Entomology	3

AGBU 11	Management Records	3
AGBU 59A	Ag Experience	2
AGEG 16	Basic Mechanical Skills	2
AGEG 43	Tractor Operations	3

Department Subtotal 32

Electives: 10 units to be chosen from the following (with advisor approval):

OH 4	Turfgrass Management	3
OH 5	Plant Identification	3
OH 10	Advanced Landscape Design	3
OH 41	Native Plants	1
AGBU 5	Microcomputer Applications	3
AGEG 47	Basic Surveying	2
AGPS 30	Ag Chem Application/Safety	3
ART 3A	Basic Design & Color	3
ARCH 1	Fund. of Architecture	3

General Education Requirements (with advisor approval) 18

To Include:

AGBU 55	Ag Math OR Equivalent	3
NR 1	Cons. Natural Resources	3

DEGREE TOTAL 60

Advisor: Watling

ORNAMENTAL HORTICULTURE

Transfer A.S. Degree

Courses Required:

Dept.	No.	Title	Units
OH 1		Horticulture	3
OH 1L		Horticulture Lab	1
OH 5		Plant Identification	3
OH 9		Landscape Planning/Design	3
OH 46		Landscape Irrigation System	3
AGPS 1		Soils & Plant Nutrition	3
AGPS 2		Entomology-Gen & Applied	3
AGBU 59A		Ag Experience	2

Department Subtotal 21

Department Electives (with advisor approval): 9

General Education (confer with advisor for courses recommended by transfer institution of your choice): 30

DEGREE TOTAL 60

Advisor: Watling

TURFGRASS MANAGEMENT

Certificate Program

Courses Required:

Dept.	No.	Title	Units
OH 1		Horticulture	3

OH 1L	Horticulture Lab	3
OH 4	Turfgrass Management	3
OH 20	Landscape Construction	3
OH 46	Landscape Irrig. Systems	3
AGPS 1	Soils	3
AGPS 2	Entomology-Gen & Applied	3
AGPS 30	Ag Chem Application/Safety	3
AGEG 28A	Basic Welding	3
AGEG 16	Basic Mechanical Skills	2
AGEG 43	Tractor Operations	3
AGBU 59A	Ag Experience	2
Department Subtotal		32

CERTIFICATE TOTAL 32

Advisor: Watling

TURFGRASS MANAGEMENT

Occupational A.S. Degree

Courses Required:

Dept.	No.	Title	Units
OH 1		Horticulture	3
OH 1L		Horticulture	3
OH 4		Turfgrass Management	3
OH 20		Landscape Construction	3
OH 46		Landscape Irrig. Systems	3
AGPS 1		Soils	3
AGPS 2		Entomology-Gen & Applied	3
AGPS 30		Ag Chem Application/Safety	3
AGEG 16		Basic Mechanical Skills	2
AGEG 43		Tractor Operations	3
AGEG 47		Basic Surveying	3
AGBU 59A		Ag Experience	2

Department Subtotal 32

Department Electives:

(with advisor approval): 10

General Education

(with advisor approval): 18

To include:

AGBU 55	Ag Math or Equivalent	3
NR 1	Conserv Natural Resources	3

DEGREE TOTAL 60

Advisor: Watling

PLANT SCIENCE:

Occupational A.S. Degree

Courses Required:

Dept.	No.	Title	Units
AGPS 1		Soils & Plant Nutrition	3
AGPS 2		Entomology-Gen & Applied	2
AGPS 22		Vegetable Crops and/or	2
AGPS 26		Fruit Production	3
AGPS 28		Crop Science Lab	2
AGPS 30		Ag Chem Application/Safety	3
OH 1		Horticulture	3
OH 1L		Horticulture Lab	1

AGBU 5	Microcomputer Applications	3
AGBU 11	Management Records	3
AGBU 59A	Ag Experience	2
AGEG 16	Basic Mechanical Skills	2
AGEG 43	Tractor Operations	3
AGEG 47	Basic Surveying	2

Department Subtotal		31
Department Electives (with advisor approval):		11
General Education (with advisor approval):		18
To include:		
AGBU 55	Ag Math or Equivalent	3
NR 1	Conserv Natural Resources	3

DEGREE TOTAL 60
 Advisor: Walker/Waters

PLANT SCIENCE
 Transfer A.S. Degree

Courses Required: 18 units to be chosen from the following (with advisor approval):

Dept.	No.	Title	Units
ACPS 1		Soils & Plant Nutrition	3
AGPS 2		Entomology-Gen & Applied	3
AGPS 22		Vegetable Crops	2
AGPS 26		Fruit Production	3
AGPS 28		Crop Science Lab	2
AGPS 30		Ag Chem Application/Safety	3
OH 1		Horticulture	3
OH 1L		Horticulture Lab	1
AGBU 5		Microcomputer Applications	3
AGBU 11		Management Records	3
AGBU 59A		Ag Experience	2
AGEG 43		Tractor Operations	3

Department Subtotal 18
 Department Electives:
 (with advisor approval) 8

General Education (confer with advisor for courses recommended by transfer institution of your choice): 34

DEGREE TOTAL 60
 Advisor: Walker/Waters

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 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
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
Elective Subtotal	1
General Education Subtotal	39
DEGREE TOTAL	60

Advisor: Najarian
 CMC - 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
BuCS	73	Intro. to Comp. Sc.	3
BuCS	73L	Intro. to Comp. Sc.	1
BuMa	20A	Business Law	3
BuMa	30	Business Communications	3
Econ	1	Principles of Economics	3
Econ	2	Principles of Economics	3
Math	4	Statistical Methods	3
Math	20	Mathematics for Business Analysis	3

Areas of Concentration in Upper Division:

Accounting Administration	Management Insurance
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
DEGREE TOTAL	60

Adviser: Harrison/Post
Watson/Miller/Rogers - CMC

Preparation for AA DEGREE in COMPUTER SCIENCE

Dept.	No.	Title	Units
BuCS	73	Introduction to Computer Science	3
BuCS	81	Basic Language Programming	3

BuCS	73L	Introduction to Computer Science Lab	1
BuCS	71	Computer Literacy or AgBu 5	2
BuCS	80	Computer Systems and Procedures	3
BuCS	76	Cobol Programming	3
BuCS	83	Advanced Cobol Programming	3
BuAc	66	Fortran Programming	3
BuAc	66	Accounting Records and Procedures I or Accounting I	3
		Major	24
		General Education	18
		General Electives	18
		AA Computer Science	60

Adviser: Gallegos/Palmer - CMC

Preparation for Employment and CERTIFICATE PROGRAM in - COMPUTER SCIENCE

Dept.	No.	Title	Units
BuCS	73	Introduction to Computer Science	3
BuCS	81	Basic Language Programming	3
BuCS	73L	Introduction to Computer Science	1
BuCS	71	Computer Literacy or AgBu 5	2
BuCS	80	Computer Systems and Procedures	3
BuCS	76	Cobol Programming	3
BuCS	83	Advanced Cobol Programming	3
BuCS	75	Fortran Programming	3
BuAc	66	Accounting Records and Procedures I or Accounting I	3
BuAc	1	Electives in Business and/or computers	6
		Certificate in Computer Science	30

Adviser: Gallegos/Palmer - CMC

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
Watson/Miller - CMC

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
BuCS	73	Intro. to Comp. Sc.	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 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

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 - CMC

Preparation for Employment and Certificate Program in SUPERVISION AND MANAGEMENT

Courses Required:

Dept.	No.	Title	Units
BuSM	91	Elements of Supervision	2
BuSM	92	Psychology for Supervision	2
BuSM	93	Human Relations	2
BuSM	94	Communications I for Supervisors	2

Department Electives 8

To be selected from other supervision classes offered. (Eight (8) classes at two (2) units each for a total of 16 units).

TOTAL UNITS 24

Adviser: Immenhausen

Preparation for Employment and A.A. Degree Program in SUPERVISION AND MANAGEMENT

Courses Required:

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

BuSM 71	Safety Management	2
Department Subtotal		22
Elective Subtotal		23
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
BuOA	75	WP-Microcomputer Applications or/	2
BuOA	76	WP/IBM Displaywriter or/	1
BuOA	78	WP/CPT	1
BuOA	53	Medical Secretarial Procedures	4
BuOA	64	Records Management	2
BuOA	51A, B,C	Intermediate Typewriting	1-3
BuOA	52A, B,C	Advanced Typewriting	1-3
BuOA	57	Machine Transcription	2
BuOA	71	Business English	3
BuOA	61	Medical Terminology	2
MA	65	The Health Worker & The Law	2
N	48	Pharmacology Seminar	2
Bi	35	Basic Human Health Sciences	3
WEV	95	Work Experience	1-4
Experience		1-4	
TOTAL UNITS		23-30	

Recommended Electives:

Bi	4	Elements of Biology	
Bi	15	General Microbiology	
Bi	22B	Human Physiology	
BuOA	55	WP-IBM Electronic 75 Typewriter	
BuOA	72	Proofreading	
BuOA	74	Word Processing Concepts	
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

BuOA	63	Office and Secretarial Procedures	4
BuOA	64	Records Management	2
BuOA	79	Machine Calculation	2
BuOA	51A, B,C	Intermediate Typewriting A,B,C	3
BuOA	52A, B,C	Advanced Typewriting A,B,C	3
BuOA	71	Business English	3

RECOMMENDED ELECTIVES:

BuCS	71	Computer Literacy	2
BuMA	20A	Business Law OR	3
BuMA	20B	Business Law	3
BuMA	72	Business Mathematics	3
BuOA	74	Word Processing Concepts	3
BuOA	75	WP/Microcomputer Applications	2
BuOA	76	WP/IBM Displaywriter	1
BuOA	78	WP/CPT	1
BuOA	57	Machine Transcription	2
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 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
BuOA	63	Office and Secretarial Procedures	4
BuOA	64	Records Management	2
BuOA	79	Machine Calculation	2
BuOA	51A, B,C	Intermediate Typewriting A,B,C	3
BuOA	52A, B,C	Advanced Typewriting A,B,C	3
BuOA	71	Business English	3
Department Subtotal			27

RECOMMENDED ELECTIVES:

BuCS	71	Computer Literacy	2
BuMA	20A	Business Law OR	3
BuMA	20B	Business Law	3
BuOA	57	Machine Transcription	2
BuOA	74	Word Processing Concepts	3
BuOA	75	WP/Microcomputer Applications	2
BuOA	76	WP/IBM Displaywriter	1
BuOA	78	WP/CPT	1
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 - CMC		

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 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
BuOA	60B	Intermediate Stenography (Shorthand)	4

BuOA	61	Advanced Stenography (Shorthand)	4
BuOP	63	Office and Secretarial Procedures	4
BuOA	64	Records Management	2
BuMa	30	Business Communications	3
BuOA	51A,	B,C Intermediate Typewriting	3
BuOA	52A,	B,C Advanced Typewriting	3
BuOA	57	Machine Transcription	2
BuOA	71	Business English	3
BuOA	79	Machine Calculation	2

TOTAL UNITS 34

Recommended Electives:

BuCS	71	Computer Literacy	1
BuMa	20A	Business Law OR	3
BuMa	20B	Business Law	3
BuOA	74	Word Processing Concepts	3
BuOA	75	WP/Microcomputer Applications	2
BuOA	76	WP/IBM Displaywriter	1
BuOA	78	WP/CPT	1
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 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
BuOA	60B	Intermediate Stenography (Shorthand)	4
BuOA	61	Advanced Stenography (Shorthand)	4
BuOA	63	Office and Secretarial Procedures	4
BuOA	64	Records Management	2
BuMa	30	Business Communications	3
BuMa	72	Business Mathematics	3
BuOA	51A,	B,C Intermediate Typewriting	3
BuOA	52A,	B,C Advanced Typewriting	3
BuOA	57	Machine Transcription	2
BuOA	71	Business English	3
BuOA	79	Machine Calculation	2

Department Subtotal 34

Recommended Electives:

BuCS	71	Computer Literacy	1
BuMa	20A	Business Law OR	3
BuMa	20B	Business Law	3
BuOA	74	Word Processing Concepts	3

BuOA 75	WP/Microcomputer Applications	2
BuOA 76	WP/IBM Displaywriter	1
BuOA 78	WP/CPT	1
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 - CMC		

NOTE: If Competency Requirements are met, Business Math and Business English Requirements can be waived in the Secretarial Science A.A. Degree program.

Preparation for Employment and A.A. Degree Program in WORD/INFORMATION PROCESSING

Required Courses:

Dept.	No.	Title	Units
BuOA	51A,		
	B,C	Intermediate Typewriting A,B,C	3
BuOA	57	Machine Transcription	2
BuOA	63	Office and Secretarial Procedures	4
BuOA	64	Records Management	2
BuOA	71	Business English	3
BuOA	72	Proofreading	1
BuOA	74	Word Processing Concepts	3
BuAC	71	Computer Literacy OR	2
BuAC	73	Introduction to Computer Science	3-4
BuMA	30	Business Communications	3
A minimum of 5 units from the following:			
BuOA	55	Word Processing/IBM Electronic75	1
BuOA	73	Word Processing/IBM Mag Card II	1
BuOA	75	WordProcessing/ Microcomputer Applications	2
BuOA	76	Word Processing/IBM Displaywriter (Basic)	1
BuOA	77	Word Processing/IBM Displaywriter (Intermediate and Advanced)	1
BuOA	78	Word Processing/CPT	1

Department Subtotal 29

RECOMMENDED ELECTIVES

BuAC 66	Accounting Records and Procedures	3
BuMA 10	Introduction to Business	3
BuMA 20A	Business Law	3
BuMA 72	Business Mathematics	3
BuOA 52A,		
	B,C Advanced Typewriting A,B,C	3

BuOA 60A	Beginning Stenography (Shorthand)	4
BuOP 71	Machine Calculation	2
AgBu 5	Microcomputer Applications	3
Econ 1	Principles of Economics	3
Elective Subtotal		13
See General Education Requirements		
General Education Subtotal		18
DEGREE TOTAL		60
Adviser: Roche Watson - CMC		

Preparation for Employment and Certificate Program in WORD/INFORMATION PROCESSING
Required Courses:

Dept.	No.	Title	Units
BuOA	51A		
	B,C	Intermediate Typewriting A,B,C	3
BuOA	57	Machine Transcription	2
BuOA	63	Office/Secretarial Procedures	4
BuOA	64	Records Management	2
BuOA	71	Business English	3
BuOA	72	Proofreading	1
BuOA	74	Word Processing Concepts	3
BuAC	71	Computer Literacy OR	2
BuAC	73	Introduction to Computer Science	3-4
BuMA	30	Business Communications	3
A minimum of 5 units from the following:			
BuOA	55	Word Processing/IBM Electronic75	1
BuOA	73	Word Processing/IBM Mag Card II	1
BuOA	75	Word Processing/ Microcomputer Applications	2
BuOA	76	Word Processing/IBM Displaywriter (Basic)	1
BuOA	77	Word Processing/IBM Displaywriter (Intermediate and Advanced)	1
BuOA	78	Word Processing/CPT	1
AgBu	5	Microcomputer Applications	3
TOTAL UNITS REQUIRED FOR CERTIFICATE			29
Adviser: Roche Watson - CMC			

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	Composition/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
J	10	Magazine Article Writing	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

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

Adviser: English Staff

Dohman/Hopkins - CMC

*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	4A,B	Newspaper Production	2-3
J	60	Phototypesetting	3

An additional 6 to 7 units shall be selected from English, Speech, Advertising, Photography, Economics, and TV broadcasting classes, Political Science, and radio

Department Subtotal	21
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	Composition/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

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 - CMC

*May be counted toward General Education Requirements

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

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

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

Courses Required:

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

Electives:

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

*Sp	2	Oral Interpretation of Literature	3
Sp	3	Voice and Diction	3
Sp*	4A	Public Speaking	3
Sp*	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	22A	Play Production	3
TA	9A	Stagecraft	3
*TA	3A	Advanced Acting	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 II) 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. Adult Special Education is also available with emphasis on programs for Developmentally Disabled and Learning Disabled.

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. Arrangements to take the GED Test are to be made in LM II. 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 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 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-CMC

Preparation for Employment and 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			19
See General Education Requirements			
General Education Subtotal			18
DEGREE TOTAL			60

Adviser: Jordan
Miller/Rogers-CMC

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 occupa-

tional 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
Stln	53	Study of Electrical Codes	3
Stln	54	Study of Mechanical and Plumbing Codes	3
Eng	41	Technical & Scientific Report Writing	3
TOTAL UNITS			42

Adviser: Marzicola

Preparation for Employment and 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
Stln	53	Study of Electrical Codes	3
Stln	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
DEGREE TOTAL	60
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
DEGREE TOTAL	61-64
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
 DEGREE TOTAL 60
 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/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
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 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; 70B; 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; 70B; 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-CMC

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 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-CMC

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	28	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-CMC

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
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
See General Education Requirements			
General Education Subtotal			24
DEGREE TOTAL			69

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)	
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
See General Education Requirements			
General Education Subtotal			29
DEGREE TOTAL			58
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 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 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
NR	1	Conservation of Natural Resources	3
	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 Conditioning 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 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

Preparation for Employment and Certificate Program in METALS TECHNOLOGY

Courses Required:

Dept.	No.	Title	Units
Dra	1	Technical Drafting I OR	3

Dra	53	Machine Blueprint Reading	2
Elec	30	Introduction to Electronics	3
Math	55	Technical Mathematics	3
Mtl	21	Industrial Machine Shop Proc.	2
Mtl	26	Hot Metals Fabrication Proc.	2
Mtl	27	Industrial Sheet Metal Proc.	2
Mtl	52	Technical Machine Shop II	3
Mtl	53	Technical Machine Shop III	3
Mtl	54	Technical Machine Shop IV	3
Weld	28A	Industrial Welding Proc. I	2
Weld	28B	Industrial Welding Proc. II	2
Weld	35	Gas-Shielded Welding	2
TOTAL UNITS			29-30
Adviser: Crow			

Preparation for Employment and 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			

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			

Preparation for Employment and 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			

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: Miller/Rogers-CMC			

Preparation for Employment and 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
Elec	30	Introduction to Electronics	3
Math	55	Technical Mathematics	3
Mtl	21	Industrial Machine Shop Processes	2

Mtl	27	Industrial Sheet Metal Processes	2
Sup	82	Industrial Purchasing	2
Department Subtotal			25-26
Elective Subtotal			19-20
See General Education Requirements			

General Education Subtotal (Include Eng 50 - Basic Writing Skills)	15
DEGREE TOTAL	60
Adviser: Oney/Waters Miller/Rogers-CMC	

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	3
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 - CMC

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
EMT	84	Emergency Medical Technician	5
Department Subtotal			18
Elective Subtotal			27
See General Education Requirements			

General Education Subtotal 15
DEGREE TOTAL 60

Adviser: Pell
Miller/Rogers - CMC

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: See pages 130-134 for Foreign Language course descriptions.....	Units
Major Foreign Language 1-2	10
Major Foreign Language 3-4	8
A Second Foreign Language 1-2.....	10

Foreign Language study has become more and more mandatory or restrictive as an institutional graduation requirement. Colleges and universities 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	A,B Sports Officiating	4
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			24-26
See General Education Requirements			
General Education Subtotal			39
DEGREE TOTAL			63-65
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
HE	1	Personal and Community Health	3
PE	1	First Aid and Safety	3
PE	2A,B		
		Sports Officiating	4
PE	8	Introduction to Health & Physical Education	3
		Beginning Instrument (1 class)	1
PE	23	Sr. Life Saving	2
Department Subtotal			20-22
Elective Subtotal			4
See General Education Requirements			
General Education Subtotal			39
DEGREE TOTAL			63-65
Adviser: Garcia			

HOME ECONOMICS

General Information

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

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

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

Majors Currently Offered:

General Home Economics-Transfer
 General Home Economics-Occupational
 Nursery School Education
 Nutrition Care:
 Dietetic Technician
 (with Orange Coast College)
 Fashion Design
 Interior Design
 Fashion Merchandising

Certificates Currently Offered:

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

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

Dept.	No.	Title	Units
HEC	1	Consumer Survival	3
HETC	33	Textiles: Fibers & Fabrics	3
HEC	11	Basic Principles and Techniques of Food Preparation	3
HEC	12	Meal Management and Hospitality	3
HEC	13	General Nutrition	3
HEID	1	Design of Interiors I	4
HETC	1	Clothing Construction I	2
Psy	10	Marriage and Family	3
Department Subtotal			27
Total Elective Units			18
See General Education Requirements			
General Education Subtotal			15
DEGREE TOTAL			60

Adviser: Roberts, C.

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

Dept.	No.	Title	Units
Choose 15 units from the following classes:			
HEC	1	Consumer Survival	3
HEC	11	Basic Principles and Techniques of 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
Psy	10	Marriage and Family	3
Department Subtotal			33
Elective Subtotal			12
General Education Subtotal			15
DEGREE TOTAL			60

Adviser: Roberts, C.

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

Adviser: Lawson, E.

Preparation for Employment and 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
HEID	54	Materials Estimation	2
BuDE	22	Retailing	3
Total Elective Units			6
DEGREE TOTAL			60
Adviser: Lawson, E.			

Preparation for Employment and 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
Total Major Units			23
See General Education Requirements			
General Education Subtotal			15
RECOMMENDED ELECTIVES			
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			22
DEGREE TOTAL			60
Adviser: Lawson, E.			

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

Courses Required:			
Dept.	No.	Title	Units
HEID	1	Design of Interiors I	4
HEID	2	Design of Interiors II	4
HEID	10	Environmental Design: Space Planning	3
HEID	11	Environmental Design: Lighting	3
HEID	12	Environmental Design: Kitchen Planning	3
HEID	13	Environmental Design: Color Theory & Materials	3
HEID	20	History of Architecture	3
HEID	26	History of Furniture: French to Victorian	3
HEID	27	History of Furniture: Victorian to Modern	3
HEID	30	Business Practice for Interior Designers	2
HETC	33	Textiles: Fibers & Fabrics	3
HEID	53	Materials Estimation	2
	2A	History of Art	3
Art	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

Courses Required:			
Dept.	No.	Title	Units
HEPR	61	Child Development	3
Soc	10	Marriage & Family	3
6 Units from the following classes:			
HEPR	62	Pre-School Learning: Methods & Materials	3
HEPR	66	Parent Education - Observation Participation	3
HEPR	71A	Pre-School Art	3
HEPR	71B	Pre-School 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
Director's Certificate Total Units			15

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

Adviser: Roberts, C.

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

Courses Required:

Dept.	No.	Title	Units
HE	1	Personal & Community Health	2
HEPR	61	Child Development	3
HEPR	62	Pre-School Learning: Methods & Materials	3
HEPR	66	Parent Education - Observation Participation	3
HEPR	71A	Pre-School Art	3
HEPR	71B	Pre-School 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
PE	1	First Aid & Safety	2
Psy	10	Marriage & Family	3
WEV	95	Work Experience	4
Department Subtotal			38
Elective Subtotal			7
See General Education Requirements			
General Education Subtotal			15
DEGREE TOTAL			60

Adviser: Roberts, C.

ORANGE COAST COLLEGE AND COLLEGE OF THE DESERT NUTRITION CARE DIETETIC TECHNICIAN ASSOCIATE DEGREE.

The completion of 67 units, including the 54 units required with a 2.0 grade average, qualifies the student for an Associate Degree with a major in **Nutrition Care: Dietetic Technician** from Orange Coast College.

Dept.	No.	Title	Units
Bio	21	Anatomy & Physiology	5
HEC	13	General Nutrition	3
HEFS	71	Meal Cost	2
HEFS	62	Sanitation, Safety & Equip.	3
NC	100	*Intro to Dietetic Tech	3
HEFS	75	Supervision & Training Tech	3
AH	62	Human Diseases	2
NC	175	*Health Care Field Experience	3
HEC	14	Therapeutic Diets	3
MA	61	Medical Terminology	2
HEC	11	Basic Prin/Tech Food	3
HEPR	61	Child Development	3
Ch	4	Fundamentals of Chem	4
NC	280	*Intermediate Nutrition Care	2
NC	281	*Clinical Experience	2
Sp	1	Intro to Human Communication	3
AH	71	Perspectives in Health Care	1
Soc	1	Intro Sociology	3
NC	285	*Advanced Nutrition Care	2
NC	286	*Clinical Experience	2

Subtotal	54
General Education Requirements	14
Minimum Requirements Units	67

*Taken at Orange Coast

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, Graphics, and Instructional Services. 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. Instructional Services provides typing, communications, and mail service for faculty.

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.

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 has 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	40-48	Music Performance A,B C,D (2 units per semester)	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	40-48	Music Performance	
Mus	50	Piano Pedagogy	
Mus	51	Arranging	
Mus	52	Church Music	
Mus	53	Folk Music	
Mus	54	Music for Classroom Teacher	
Mus	55	Singers' Diction	
Mus	56	Community Chorus—Women	
Mus	57	Community Chorus—Men	
Mus	60	Class Organ	
Mus	70	Intro to Commercial Music	
Mus	71	Jazz Ensemble	
Mus	72	Celebration/Production	
Mus	73	Celebration/Choreography	
Mus	74	Celebration/Vocal	
Mus	75	Recording Techniques	
Mus	76	Production Dance	
Mus	80-88	**Music Performance	
Department Subtotal Transfer Program			45
General Education Requirements			39
DEGREE TOTAL			84

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 National Council Licensure Examination (NCLEX) 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, under the direction of a Licensed Physician and/or a Registered Nurse, 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.
9. Work under the direction of a Licensed Physician and/or Registered 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 of California, Inland Counties Emergency Medical Authority (ICEMA) approved.

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 of California and ICEMA for emergency care.

This program meets all criteria of the State of California and ICEMA 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 and the State of California Licensure Board. 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
Hospital Unit Secretary
Lab Assistant
Operating Room Technician
E.K.G. Technician
X-Ray Assistant

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

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
N	61	Basic Pharmacology	2

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 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
BuOA	64	Records Management	2
BuOA	50A	Beginning Typewriting	1
BuOA	51A	Intermediate Typewriting	1
BuOA	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	1A	English	4
		Elective Humanity OR Social Science	3
PE		P.E.	1

DEGREE TOTAL

64

Adviser: Katz

CMC - Katz

REQUIREMENT TESTS: SFTAA, NELSON-DENNY

Preparation for Employment and 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	1A	Composition	4
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.	1

See Brochure for Admission Requirements

DEGREE TOTAL

69

Adviser: Katz/Muchnik

CMC - Rogers/Katz

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 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	RT	53	Cardiopulmonary Pharmacology	2
VN	2L	Vocational Nursing II Lab	7	RT	54	Assisted Ventilatory Therapy	11
HEC	13	General Nutrition	3	RT	55	Cardiopulmonary Special Procedure	4
VN	3	Vocational Nursing III	8	RT	56	Methods of Continuous Ventilatory Support	11
VN	3L	Vocational Nursing III Lab	7	RT	57	Cardiopulmonary Pathophysiology	3
Eng	1A	Composition	4	RT	58	Cardiopulmonary Function Testing and Rehabilitation	7
Psy	33	Personal and Social Adjustments	3	RT	59	Respiratory Therapy Trends Composition	3-5
Bi	21	Basic Human Anatomy and Physiology	5	Bi	22A	Human Anatomy	4
		Elective Humanity	3	Bi	22B	Human Physiology	5
		Elective in General Education	3	Bi	15	Microbiology	4
DEGREE TOTAL			68	Ph	1	Basic Physics	4
Adviser: Katz				Ch	4	Fundamentals of Chemistry	4
CMC-Rogers/Katz				Psy	1	General Psychology	3
REQUIREMENT TESTS: SFTAA, NELSON-DENNY, SCAT				PE		P.E.	1
						Humanity (Elective)	3
Preparation for Employment and A.S. Degree Program in RESPIRATORY THERAPY				DEGREE TOTAL			79-81
Courses Required:				Adviser: Ciastko			
Dept.	No.	Title	Units	REQUIREMENT TESTS: SFTAA, NELSON-DENNY, SCAT			
RT	51	Introduction to Respiratory Therapy	8				

SCIENCES - BIOLOGICAL, CHEMICAL AND PHYSICAL

The Science Department has available a broad offering of courses in the Biological, Chemical 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 and Chemistry 1A and 1B to establish a strong foundation prior to transfer. Majors in Biological Science and Pharmacy should also complete Biology 1C.

Preparation for Transfer to a Four-Year College and/or A.S. Degree in BIOLOGY, PREPROFESSIONAL (includes, BIOLOGY, ZOOLOGY, BOTANY, PREMEDICINE, PREDEPARTMENT, 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
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
DEGREE TOTAL	62

*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 Pre-dentistry

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

Burrage - Biology, Entomology, Parasitology, Zoology

Salter - Biology

White - CMC, 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)

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

Department Subtotal 36-38

General Education Subtotal 40

DEGREE TOTAL 76-78

*See Adviser

Adviser: Bird

White-CMC

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	5L	Environmental Geology Lab	1
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

25-26

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 COURSES

3-6

G	1	Physical Geology	3
G	1L	Physical Geology Lab I	1
G	5	Environmental Geology	3
G	5L	Environmental Geology Lab I	1
G	2	Historical Geology	4
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 Geography	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	1	Physical Geology OR	3
G	1L	Physical Geology Lab	1
G	5	Environmental Geology OR	3
G	5L	Environmental Geology Lab	1
G	10	Earth Science OR	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
TOTAL			22-23

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	1
G	1L	Physical Geology Lab I	4
G	2	Historical Geology	4
G	3	Elementary Mineralogy	4

Consult above course descriptions for prerequisites.

Department Subtotal			43-45
See General Education Requirements			
General Education Subtotal			25
DEGREE TOTAL			68-70

Adviser: Meyer
White-CMC
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-CMC			

Preparation for Transfer to a Four-Year College and/or A.A. Degree in PHILOSOPHY			
Courses Required:			
Dept.	No.	Title	Units
Phil	6	Introduction to Philosophy	3
Phil	10	General Logic	3
Hist	1	History Western Civilization	3
Hist	2	History Western Civilization	3
Anth	2	Cultural Anthropology	3
Psy	1	General Psychology	3
Soc	3	Statistical Methods for the Social Science	3
Department Subtotal			21
See General Education Requirements for Graduation			
General Education Subtotal			39
DEGREE TOTAL			60
Adviser: Flatt			

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
DEGREE TOTAL			60
Adviser: McFadyen Merritt-CMC			

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
Soc	1	Introduction to Sociology	3
Bi	1A	General Biology	5
Bi	1B	General Zoology	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			39
See adviser for additional recommended courses to complete 60 unit requirement for graduation.			
DEGREE TOTAL			60
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.			
DEGREE TOTAL			60
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

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.

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, and 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.

<p>AJ 14 CSUC 3 Units Lecture: 3 hours Prerequisite: AJ 1, AJ 2 and AJ 6 recom- mended.</p>	<p>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.</p>
<p>AJ 15 CSUC 3 Units Lecture: 3 hours Prerequisite: AJ 2, AJ 6 and AJ 9 recom- mended.</p>	<p>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.</p>
<p>AJ 16 CSUC 3 Units Lecture: 3 hours Prerequisite: None</p>	<p>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.</p>
<p>AJ 17 CSUC 3 Units Lecture: 3 hours Prerequisite: None</p>	<p>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.</p>
<p>AJ 18 CSUC 3 Units Lecture: 3 hours Prerequisite: AJ 2, AJ 3 and AJ 7 recom- mended.</p>	<p>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.</p>
<p>AJ 19 CSUC 3 Units Lecture: 3 hours Prerequisite: None</p>	<p>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.</p>
<p>AJ 20 CSUC 2 Units Lecture: 2 hours Prerequisite: AJ 19</p>	<p>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.</p>
<p>AJ 21 A,B,C,D CSUC 1 to 2 Units Lecture: 20 to 40 hours Prerequisite: Employ- ment in a Law Enforcement Agency</p>	<p>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.</p>
<p>AJ 22 A,B CSUC - Units Lecture: 3 hours Prerequisite: Employ- ment with Law Enforcement Agency</p>	<p>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.</p>

AGRICULTURE

AGRI-BUSINESS (AgBu)

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

MICROCOMPUTER 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 7 CSUC, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: AgBu 5

AGRICULTURAL DATABASE MANAGEMENT

This course allows students to design and utilize a database management structure in their field of agriculture, which will enhance and expedite record keeping.

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 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 55 CSUC, UC
3 Units
Lecture: 3 hours
Laboratory: 0
Prerequisite: None

AG MATH

Practical mathematical calculations and computation to meet the needs of Agriculture students. Course includes production and management related problems in fractions, decimals, percentages, metric systems, ratios, algebra, trigonometric and geometric functions. Fulfills A.S. degree competency math requirement for all Agriculture Department majors.

AgBu 59 A,B,C CSUC
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 CSUC
1-3 Units
1 Unit-3 hours laboratory
2 Units-6 hours laboratory
3 Units-9 hours laboratory
Prerequisites: None

SPECIAL PROBLEMS

Supervised practices in agricultural production processing and management activities.

DIESEL MECHANICS (DM)

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 45 CSUC

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 CSUC

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 CSUC

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 CSUC

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 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 68 CSUC

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 CSUC

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 CSUC

1 Unit-3 hours
laboratory

2 Units-6 hours labo-
ratory

3 Units-hours labo-
ratory

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.

DM 71 CSUC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisites: Auto 11

PASSENGER CAR AND LIGHT TRUCK DIESEL

Covers operation, maintenance, preventative maintenance, troubleshooting, repair, tune-up of diesel engines used in automobiles and light trucks.

DM 72 CSUC

4 Units
 Lecture: 2 hours
 Laboratory: 6 hours
 Prerequisites: Basic knowledge of Detroit Diesel

2 CYCLE DIESEL MECHANICS

The course includes cleaning, inspecting, measuring, servicing, rebuilding, and replacing engine components.

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 CSUC

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 28 A CSUC

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

BASIC WELDING

Basic instruction and practice in oxy-acetylene welding and cutting and arc welding. Includes study of welding safety, welding equipment, welding rod, weld joints and position, and metal identification and properties.

AgEg 28 B CSUC

2 Units
 Lecture: 1 hour
 Laboratory: 3 hours
 Prerequisites: AgEg 28 A

INTERMEDIATE WELDING

Advanced oxy-acetylene and arc welding techniques including joint design and preparation, electrode selection, and weld evaluation. Course is designed for intermediate and advanced students. This course may be repeated for credit.

AgEg 40 CSUC

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

AGRICULTURAL ENGINEERING CONSTRUCTION

Study and practice in the selection and use of farm structural and mechanical equipment. Includes farm wiring, carpentry, painting, metal work and welding, and blueprint reading.

AgEg 42 CSUC, UC

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

AGRICULTURAL AND INDUSTRIAL POWER

Principles and applications of internal combustion engines. Tune-up and troubleshooting gasoline and diesel engines. Power transmission devices.

AgEg 43 CSUC

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

TRACTOR OPERATIONS

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

AgEg 47 CSUC

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

BASIC SURVEYING

Use and care of surveying instruments, fundamental surveying methods, field practice in measuring, staking, turning, note taking, and cut and fill maps on a plane.

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

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

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

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.

BASIC HYDRAULICS

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

HYDRAULIC SYSTEMS MAINTENANCE AND REPAIR

A continuance of Basic Hydraulics including advanced practices in maintaining and repair of hydraulic systems.

NATURAL RESOURCES (NR)

NR 1 CSUC, UC
3 Units
Lecture: 3 hours
Laboratory: 0
Prerequisites: None

CONSERVATION OF NATURAL RESOURCES

A study of general ecological principles including: biological energy relationships, elemental cycles, population dynamics, limiting factors, life zones, communities, and natural resources measurements. Environmental issues are covered from an ecological perspective and include such topics as: water quality, air pollution, energy resources, toxic chemicals, solid waste, and human population growth. Emphasis is placed on the effects of environmental problems on all living organisms and the role of human beings in reducing their impact on this planet. 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 enroll-
ment 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.

NR 30 CSUC
3 Units
Lecture: 3 hours
Laboratory: 0
Prerequisites: None

DESERT WILDLIFE
An introduction to the wildlife of the North American deserts. Includes the identification, life histories, and ecology of the major species.

Note: For Wildlife Law Enforcement see Administration of Justice (AJ 17)

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 mericloneing. 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 5B CSUC, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

ORNAMENTAL PLANT IDENTIFICATION AND MATERIALS
Identification, growth habits, culture and use of larger shrubs and trees adapted to the climates of the central valleys of California. Saturday field lab each semester will be required.

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 10 CSUC, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisites: OH 9
or equivalent
knowledge

ADVANCED LANDSCAPE DESIGN

This course is an investigation of human relationships to natural forces, forms and features. Analysis of site and client variables, organization of spaces, visual aspects of plan arrangement, circulation, structures in the landscape and microclimate manipulation are considered in depth. The class may be repeated for credit.

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 CSUC
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 CSUC
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 CSUC
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 CSUC
1 Unit
Lecture: 1 hour
Prerequisite: OH 41
or equivalent
knowledge.

OH 46 CSUC, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

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

OH 84 CSUC
2 Units
Lecture: 2 hours
Prerequisite: None

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

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

INTERPRETING NATIVE PLANTS OF CALIFORNIA

A course designed for natural resource majors or others who would profit from knowing native plant uses, ecology and conservation problems. Field trips required.

LANDSCAPE IRRIGATION SYSTEMS

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

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.

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 5 CSUC
3 Units
Lecture: 3 hours
Laboratory: 0
Prerequisite: None

PLANT SCIENCE

This course covers two broad areas; the structures and functions of plants and their manipulation for the null hypothesis, hypothesis testing, publication and replication. The basic principles and vocabulary of plant anatomy and physiology are then treated, followed by units on plant growth and development, taxonomy, photosynthesis and respiration, propagation, water relations, soils, mineral nutrition, arboriculture, and pest control. Suggested for Biological Science General Education Requirements.

AgPS 5L CSUC
1 Unit
Lecture: 0
Laboratory: 3 hours
Prerequisite: None

PLANT SCIENCE LAB

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

AgPS 20 CSUC, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

FIELD CROPS

Field crops common to locality. Study of representative crops; cultural sequence and related factors; marketing, cost analysis and risk. Environmental relationships, moisture, temperature, general weather influence. Relation of local crops to national crop economy. Field trips.

AgPS 21 CSUC
2 Units
Lecture: 2 hours
Prerequisite: None

BEEKEEPING

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

AgPs 22 CSUC, UC
2 Units
Lecture: 2 hours
Laboratory: None
Prerequisites: None

VEGETABLE CROP PRODUCTION

Culture of vegetables for market and home. Importance, varieties, cultural practices, environmental relationships, harvesting, storing and marketing of the major cool and warm season vegetables. Emphasis is placed on the Coachella Valley vegetable crops.

AgPS 26 CSUC, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

FRUIT PRODUCTION

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

AgPs 28A-D CSUC,
UC
2 Units
Lecture: 0
Laboratory: 6 hours
Prerequisites:
Completion or
current enrollment in
AgPS 20, 22, or 26

CROP SCIENCE LAB

These labs are designed to supplement the crop production classes (Vegetable, Fruit, and/or Field crops). Student application of Production techniques on college-operated acreage. An experimental plot will be assigned to each student.

AgPS 30 CSUC, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

AGRICULTURAL CHEMICAL APPLICATION AND SAFETY

Learn the proper and safe methods of applying agricultural chemicals. Measure areas to be treated, calculate the amount of material needed. Follow proper mixing procedures, choose the appropriate application method and equipment, calibrate and operate application equipment efficiently and safely, service equipment before and after use. Study laws regulating the use of agricultural chemicals.

AgPS 71
1 Unit
Lecture: 1 hour
Prerequisite: Concurrent enrollment in AgPS 1

SOILS DISCUSSION (OPTIONAL)

An optional course designed to compliment AgPS 1. Subjects covered in Soils/Plant Nutrition lecture and lab will be discussed in more detail.

ART

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

ART 1C CSUC, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: ART 1A
or equivalent

ART 2A CUSC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

ART 2B CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

ART 3A CUSC, UC
3 Units
Lecture: 2 hours
Laboratory: 4 hours
Prerequisites: None

ART 3B CSUC, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

**ART 5A,B,C,D CSUC,
UC**
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

ART 7A CSUC, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

ART 7B CSUC, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: 7A

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

DRAWING AND COMPOSITION

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

DRAWING AND COMPOSITION

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

HISTORY OF ART

A survey course in the art of the ancient world. Lectures and slides are used in the study of architecture, sculpture, and painting of early civilizations. This survey includes the works of Prehistoric and Primitive people as well as the art of the Ancient Near East, Aegean, Greek, Etruscan, Roman, Early Christian, and Byzantine cultures.

HISTORY OF ART

A survey of the art of the Western World. Lectures and slides are used in the study of the architecture, painting, and sculpture of our western culture. Time periods include Medieval, Romanesque, Gothic, Renaissance, Baroque, Rococo, and the Eighteenth Century.

BASIC DESIGN AND COLOR

A beginning course in the study of visual elements and organizational principles. This course explores the expressive potentials of shape, texture, line, space, and color, and provides the student with experience in problem solving and organization on a two-dimensional surface.

THREE-DIMENSIONAL DESIGN

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

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.

CERAMICS

Basic fundamentals in forming and decorating pottery. This course includes work in modeling, wheel throwing, glazing and firing.

CERAMICS

Advanced work in pottery, including loading and firing of kilns and experimental work in testing clays and glazes.

CERAMICS

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

- ART 7D CSUC, UC**
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: 7C
- CERAMICS**
This course permits the advanced student of Ceramics to continue the study of problems explored in earlier courses. Special emphasis is given to the areas of glaze formulation, kiln construction, and firing. Each student enrolled in this course is required to exhibit selected works in an on-campus exhibition.
- ART 7E CSUC**
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None
- 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.
- ART 8 CSUC, UC**
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None
- ADVERTISING ART**
A study in design in advertising. This course provides experiences in problems relating to print media advertising, package design, graphic design, and production methods.
- ART 9A CSUC, UC**
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None
- PRINTMAKING**
A study of basic hand processes in the making prints. Class work includes emphasis on attaining competence in techniques of relief and serigraphy. Drawing skills are needed.
- ART 9B CSUC, UC**
2 Units
Lecture: 1 hour
Laboratory: 3 hours
- 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.
- ART 10 CSUC, UC**
3 Units
Lecture: 3 hours
Prerequisite: None
- 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.
- ART 11A CSUC, UC**
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None
- SCULPTURE**
A basic course in sculpture. Students explore the three dimensional form with a variety of materials and techniques, including additive, subtractive, and manipulative processes.
- ART 11B CSUC, UC**
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: 11A
- SCULPTURE**
In this course students use additive processes to make sculpture and are provided with experiences in mold making.
- ART 11C CSUC, UC**
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: 11B
- SCULPTURE**
Students in this course receive individualized work project assignments in the subtractive method in the creation of sculptural forms. Contemporary as well as traditional aesthetic approaches will be utilized.
- ART 11D CSUC, UC**
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: 11C
- SCULPTURE**
Students in this course receive advanced individualized instruction in the lost wax process of bronze casting with special studies in the history of sculpture.
- ART 12 CSUC, UC**
3 Units
Lecture: 3 hours
Prerequisite: None
- HISTORY OF MODERN ART**
A survey of the development of modern art from its beginnings at the start of the nineteenth century to the present time. Illustrated lectures on painting, sculpture, and architecture include movements such as: Romanticism, Realism, Impressionism, Cubism, Surrealism, and Abstract Expressionism.

- ART 13 CSUC, UC**
3 Units
Lecture: 3 hours
Prerequisite: None
- HISTORY OF PHOTOGRAPHY**
A history of photography from its beginning in the mid-nineteenth century to the present time. Illustrated lectures on the technology, application and aesthetics of photography as a fine art form will include the significant movements which contributed to the establishment of photography as one of the major forms of art and communication in the twentieth century. Meets the humanities requirement for the general college student. Adds depth to art history for the art major.
- ART 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 21A,B,C,D, CSUC, UC**
2-2-2-2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: To be taken in series alphabetically
- 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 CSUC, UC**
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.
- ART 30C CSUC, UC**
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisites: Art 30B
- ART 30D CSUC, UC**
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisites: Art 30C
- ART 32A CSUC, UC**
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Art 30A or equivalent.
- ART 32B CSUC, UC**
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Art 32A
- ART 50 A,B,C,D,E**
1-3 Units
Units and lecture/lab format will vary according to the specific course being offered
Prerequisites: None
- 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
- PHOTOGRAPHY II/BLACK AND WHITE**
An intermediate lecture-laboratory course designed to both strengthen darkroom 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.
- PHOTOGRAPHY III/BLACK AND WHITE**
This advanced lecture-laboratory course is designed to expand technical darkroom skills and develop a strong aesthetic sensibility to the photographic image. Class format will include studio lighting and flash techniques, archival black and white printing and matting, color theory and alternative printing processes. Students will work in various photographic genres, including the direct reportorial and symbolist approaches to the art.
- PHOTOGRAPHY IV/BLACK AND WHITE**
In this course, students will apply their technical knowledge and aesthetic training to provide a portfolio of twenty archival photographic images organized around a central theme or approach. The class format will include field trips, extensive critiques, demonstrations, and supervised independent work in a gallery space will be required at the end of the semester.
- PHOTOGRAPHY I/COLOR**
Advanced laboratory work with an emphasis on color photography.
- 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.
- SPECIAL STUDIES IN ART**
Special Studies in Art is a title under which a variety of one-time-only courses may be given in response to particular circumstances and needs. The specific subject and content of these courses will be indicated by sub-titles and descriptions placed in the Class Schedule at the time they are offered.
- 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.

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.

BUSINESS — COMPUTER SCIENCE

BuCS 71 CSUC
2 Units
Lecture: 2 hours
Laboratory: 0
Prerequisite: None

COMPUTER LITERACY

This course covers many important aspects of the expanding computing field. Students will become acquainted with hardware and software fundamental 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.

BuCS 72 A,B CSUC
1 Unit
Lecture: 0
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 column), 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.

BuCS 73 CSUC
3 Units
Lecture: 3 hours
Laboratory: 0
Prerequisite: None

INTRODUCTION TO COMPUTER SCIENCE

An introduction to computer science procedures with emphasis on business applications. The study of the characteristics, purposes and functions of computer science equipment to include all phases of the computer cycles. 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.

BuCS 73L CSUC
1 Unit
Lecture: 0
Laboratory: 3 hours
Prerequisite: Concurrent enrollment in BuCS 73; previous completion of BuCS 73.

INTRODUCTION TO COMPUTER SCIENCE LAB

Practical application of accounting and data computer science 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.

BuCS 74 CSUC
3 Units
Lecture: 3 hours
Laboratory: 1 hour
Prerequisite: BuCS 73
or concurrent
enrollment

PRG PROGRAMMING
High level programming language. Students will learn to write, test, and debug programs employing RPG.

BuCS 75 CSUC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: BuCS 73
or concurrent enrollment. Math 50 or equivalent.

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.

BuCS 76 CSUC
3 Units
Lecture: 3 hours
Laboratory: 1 hour
Prerequisite: BuCS 73

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

BuCS 80 CSUC
3 Units
Lecture: 3 hours
Laboratory: 0
Prerequisite: BuCS 1
or BuCS 66 and
BuCS 73

COMPUTER SYSTEMS AND PROCEDURES
Provides a basic understanding of computer systems and procedures in business. Systems covered includes inventory control, cash control, purchases, sales, credit and collection, production control, payroll, and cost control.

BuCS 81 CSUC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisites: BuCS
73 and 73L or AgBu
5

BASIC LANGUAGE PROGRAMMING
This course is designed to instruct students in the techniques and methods for setting up and solving every day problems using the computer language, BASIC. Included in the course will be software, developmental concepts such as BASIC design, code testing and documentation of programs; actual entering and execution of a computer program; and a description of the BASIC language instructions.

BuCS 83 CSUC
3 Units
Lecture: 3 hours
Laboratory: 1 hour
Prerequisite: Complete BuCS 73 and 73L, BuCS 76 with "C" grade or better

ADVANCED COBOL PROGRAMMING
Advanced programming techniques utilizing magnetic tape and magnetic disk to process sequential and indexed sequential files. Student will flow-chart, write, test, debug, and document application programs in COBOL.

BUSINESS-DISTRIBUTIVE EDUCATION (BuDE)

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

MARKETING
The evolution of markets and marketing including market structures, consumer behavior and motivation, marketing functions, channels of distribution, pricing and price policy, and public and private regulation.

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

FUNDAMENTALS OF SALES
The role of selling in the American economy, the evolution of the modern salesperson, consumer behavior and motivation, and the selling process, The salesperson's personal, customer and social responsibilities, and introduction to sales management.

ECONOMICS

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

PRINCIPLES OF ECONOMICS

Introduction to economic theory and analysis with emphasis upon basic concepts, national income determination and fluctuations, business income and organization; labor and industrial relations, role of government in economics, business cycles and forecasting monetary theory and prices and the banking system. Macroeconomics.

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. Microeconomics.

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 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-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 persenting 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 principles, including history, ethics, economics, and types of insurance; state regulations, agency and brokerage contracts.

BuMa 89
1 Unit
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 or interviewing theories and techniques and skill in their application.

BUSINESS-OFFICE ADMINISTRATION (BuOA)

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.

BuOA 50 CSUC
1 Unit
Lecture: 0
Laboratory: 3 hours
Prerequisite: None

BEGINNING TYPEWRITING A
Introduction to the keyboard and development of fundamental skills.

BuOA 50B CSUC
1 Unit
Lecture: 0
Laboratory: 3 hours
Prerequisites: BuOA
50A or knowledge of
keyboard.

BEGINNING TYPEWRITING B
Basic business and personal typewriting - letters, simple tables, enumerations, one-page reports.

BuOA 50C CSUC
1 Unit
Lecture: 0
Laboratory: 3 hours
Prerequisites: BuOA
50B or equivalent.

BEGINNING TYPEWRITING C
Basic typewriting - letters, cards, business forms, manuscripts.

BuOA 51A CSUC
1 Unit
Lecture: 0
Laboratory: 3 hours
Prerequisites: BuOA
50C or equivalent

INTERMEDIATE TYPEWRITING A
Business letters; open, ruled, boxed tables; news releases; manuscripts for publication.

BuOA 51B CSUC
1 Unit
Lecture: 0
Laboratory: 3 hours
Prerequisites: BuOA
51A or equivalent

INTERMEDIATE TYPEWRITING B
Business letters, billing and payroll forms, reports, manuscripts.

BuOA 51C CSUC
1 Unit
Lecture: 0
Laboratory: 3 hours
Prerequisites: BuOA
51B or equivalent.

INTERMEDIATE TYPEWRITING C
Business letters, memorandums, financial statements, legal forms and papers.

BuOA 52A CSUC

1 Unit

Lecture: 0

Laboratory: 3 hours

Prerequisites: BuOA

51C or equivalent

ADVANCED TYPEWRITING A

Business letters, printed forms, correspondence manual.

BuOA 52B CSUC

1 Unit

Lecture: 0

Laboratory: 3 hours

Prerequisites: BuOA

52A or equivalent

ADVANCED TYPEWRITING B

Dictated business letters, memorandums, telegrams, unarranged tables; duplicated and space savers reports; display typing.

BuOA 52C CSUC

1 Unit

Lecture: 0

Laboratory: 3 hours

Prerequisites: BuOA

52B or equivalent

ADVANCED TYPEWRITING C

Secretarial projects; credit follow-up, sales promotion, financial analyses, conference arrangements, employment interview promotion planning, sales management, newsletter, magazine article.

BuOA 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.

BuOA 54

1 Unit

Lecture: ½ hour

Laboratory: 1½ hours

Prerequisites: None

KEYBOARDING

Provides students with the basic keyboarding skills necessary to input information into microcomputers or other electronic terminals.

BuOA 65

1 Unit

Lecture: 0

Laboratory: 3 hours

Prerequisites: comple-

tion of BuOA 51C or equivalent or the ability to type 45 words per minute.

WORD PROCESSING—IBM ELECTRONIC TYPEWRITER 75

In-depth instruction of the basic functions of the IBM Electronic Typewriter 75. Applications, training and practice including: document storage/retrieval, revision, multiple-page documents, repetitive letters, phrases, paragraphs and tabular formats (statistical).

BuOA 60A CSUC

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisites: BuOA

50A or equivalent;

BuOA 71, concurrent

enrollment, or satis-

factory performance

on the Bus. Eng. Pro-

ficiency Test.

BEGINNING STENOGRAPHY (SHORTHAND)

Fundamentals of Gregg Series 90 Shorthand basic principles, brief forms, phrases; dictation speed of 60-70 w.p.m. Introduction to transcription.

BuOA 60B CSUC
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisites: BuOA 60A or equivalent; BuOA 71, or concurrent enrollment, or satisfactory performance on the Business English Proficiency Test.

BuOA 61 CSUC
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisites: BuOA 60B or equivalent; BuOA 71, or concurrent enrollment, or satisfactory performance on the Business English Proficiency Test.

BuOA 63 CSUC
4 Unit
Lecture: 3 hour
Laboratory: 3 hours
Prerequisite: BuOA 51 ABC or ability to type 45 w.p.m., BuOA 64, BuOA 71

BuOA 64 CSUC
2 Unit
Lecture: 2 hours
Prerequisite: None

BuOA 65 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

BuOA 71 CSUC
3 Units
Lecture: 3 hours
Laboratory: 0
Prerequisite: None

BuOA 72
1 Unit
Lecture: 1hour
Laboratory: 0
Prerequisites: Ability to type 25 w.p.m. (Recommend BuOA 7.; Business English or concurrent enrollment)

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, type-writing, and business vocabularies.

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 and in preparation for the business world.

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.

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.

BUSINESS ENGLISH

Required of all entering shorthand students. Basic rules of current English usage needed in the business office. Thorough review of parts of speech, punctuation, capitization, spelling, and sentence structure.

PROOFREADING

Provides the student with a basic foundation to become an efficient proofreader. Includes the proofreading problems of typing errors, proof-reader's marks, format, capitalization, punctuation, spelling, word division, numbers and content.

BuOA 73

1 Unit

Lecture: 0

Laboratory: 3 hours

Prerequisites: Typing rate of 45 w.p.m.

(Recommended BuOA 74, Word Processing Concepts or concurrent enrollment.)

BuOA 74 CSUC

3 Units

Lecture: 3 hours

Laboratory: 0

Prerequisites: Typing rate of 45 w.p.m.

(Recommend BuOA 74, Word Processing Concepts or concurrent enrollment.)

BuOA 75

2 Units

Lecture: 1 hour

Laboratory: 3

Prerequisites: Completion of BuOA 50C or equivalent and the ability to type 35 w.p.m. (Recommend

BuOA 74 or concurrent enrollment.)

BuOA 76

1 Unit

Lecture: 0

Laboratory: 3

Prerequisites: Typing rate of 45 w.p.m.

(Recommend BuOA 74, Word Processing Concepts or concurrent enrollment.)

BuOA 77

1 Unit

Lecture: 0

Laboratory: 3 hours

Prerequisites: Typing rate of 45 w.p.m.;

BuOA 76, IBM Displaywriter (Basic) or equivalent

BuOA 78

1 Unit

Lecture: 0

Laboratory: 3 hours

Prerequisites: Completion of BuOA 51C or equivalent or the ability to type 45 w.p.m. (Recommend

BuOA 74 or concurrent enrollment)

MAG CARD II

Basic procedures in operating the IBM Mag Card II. Includes recording, revising and playing back documents; indented and tabulated materials; multiple-page documents; scanning; alternate memory.

WORD PROCESSING CONCEPTS

An overview of the word/information processing industry. Includes the relationship of word processing to other information systems; development, justification, and components of word processing; input, output, reproduction, and distribution—the four phases of word processing; procedures manuals; future trends; career opportunities.

WORD PROCESSING—MICROCOMPUTER APPLICATIONS

This course is designed to introduce students to microcomputers through word processing concepts and procedures. The four phase of word/information processing—input, output, reprographics, and related procedures to include dictation, keyboarding, editing, and revising documents, manipulating data, and printing, reproducing, and telecommunicating documents.

WORD PROCESSING: IBM DISPLAYWRITER (BASIC)

Introduction to the basic word processing operations common to all systems. Familiarization with the basic functions of the IBM Displaywriter system. Includes creating, revising and printing letters, one-page and multi-page documents; verifying spelling.

WORD PROCESSING: IBM DISPLAYWRITER (INTERMEDIATE & ADVANCED)

Intermediate and advanced functions of the IBM Displaywriter system. Includes creating and revising tables and text columns; making recurring changes in a document; creating form letters with stored variable information, format changes; justifying documents; duplicating program diskettes.

WORD PROCESSING — CPT

Basic principles are given for the operation of a visual display (CPT) word processor. The course emphasizes keyboarding skills, document creation and revision, storage/retrieval techniques, output and forms. It also includes special equipment functions such as centering, formatting, underlining, decimal tabs, moves, and repetitive letters.

BuOA 79 CSUC
2 Units
Lecture: 1 hour
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 printing and electronic calculators; the study of machine characteristics, the comparative advantages and special methods for use with the various kinds of machines.

BuOA 99
0 Credit
Lecture: 1 hour
Laboratory: 0
Prerequisites: None

OFFICE OCCUPATIONS CENTER CONTROL CLASS

A course designed to control and advise all students enrolled in a class assigned to the Office Occupations Center facility. Students enrolled in typewriting courses are placed in proper class according to skill level. Attendance gathering and class progress reports are also included in the course.

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.

BuRE 85 CSUC
3 Units
Lecture: 3 hours
Prerequisite: BuRE 81

REAL ESTATE FINANCE

Study of the sources and supply of mortgage funds; construction loans and permanent financing for residential and income properties, and procedures for FHA and VA loans, interest-rates, terms, mortgages, and mechanics liens. The significance of appraising.

<p>BuRE 86 CSUC 3 Units Lecture: 3 hours Prerequisite: BuRE 81</p>	<p>PRINCIPLES OF APPRAISING Study of principles, methods, and techniques for the appraisal of single and multiple dwellings, commercial-business properties, and farm properties. Determination of values for loan and insurance purposes, and implications for brokers and salespeople.</p>
<p>BuRE 87 CSUC 3 Units Lecture: 3 hours Prerequisite: Active Real Estate Broker's License, or Contractor's B-1 license, or 2 years experience Real Estate.</p>	<p>REAL ESTATE SUBDIVISION AND DEVELOPMENT Instruction in the location of vacant, unimproved land, and in conjunction with good business practices, outline the proper procedures for developing the raw land into its most economical value.</p>
<p>BuRE 89 CSUC 3 Units Lecture: 3 hours Prerequisite: BuRe 83 or 84</p>	<p>EXCHANGE I 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>BuRE 90 3 Units Lecture: 3 hours Prerequisite: None</p>	<p>ESCROW PROCEDURES I Basic course intended to explain the methods and techniques of escrow procedure for various types of business transactions with emphasis on real estate. Particular attention is given to legal and ethical responsibilities of persons engaged in escrow work.</p>
<p>BuRE 91 3 Units Lecture: 3 hours Prerequisite: BuRe 90</p>	<p>ESCROW PROCEDURES II Advanced escrow covering the more unusual and difficult types of escrows. Emphasis on real estate with some personal property, and bulk sales also covered.</p>
<p>BuRE 92 CSUC 3 Units Lecture: 3 hours Prerequisite: BuRE 91</p>	<p>ESCROW PROCEDURES III Further study of the more unusual and difficult types of escrows with particular attention to those escrows wherein conflict or dispute arises. Case problem approach.</p>
<p>BuRE 94 3 Units Lecture: 3 hours Prerequisite: None</p>	<p>PROPERTY MANAGEMENT Basic course covering accepted principles of Professional Property Management. Major areas covered include evaluation of Investment Properties, Neighborhood Survey, Collection of Rentals, Maintenance and Repairs, Merchandising Rental Space, Insurance, Management, Accounting, and Landlord-Tenant relationship.</p>

BUSINESS-SUPERVISION AND MANAGEMENT

<p>BuSM 70 2 Units Lecture: 2 hours Prerequisite: None</p>	<p>AFFIRMATIVE ACTION FOR SUPERVISORS Includes the legal basis for affirmative action positions taken by employer and supervisor in terms of women and minority employment and advancement rights. Studies techniques involved in conducting affirmative action programs in business and industry.</p>
<p>BuSM 71 2 Units Lecture: 2 hours Prerequisite: None</p>	<p>SAFETY MANAGEMENT Basic principles of accident prevention operating and implementing safety programs under Occupational Safety and Health Act (OSHA).</p>
<p>BuSM 81 CSUC 2 Units Lecture: 2 hours Prerequisite: None</p>	<p>QUALITY ASSURANCE Meaning of quality control. Techniques involved in the application of quality control to the various departments in modern industrial organizations.</p>

BuSM 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.

BuSM 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.

BuSM 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 relations, production control and promotion practices.

BuSM 92
2 Units
Lecture: 2 hours
Prerequisite: None

PSYCHOLOGY FOR SUPERVISORS

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

BuSM 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.

BuSM 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.

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

COMMUNICATION II FOR SUPERVISORS

Continuation of Industrial Supervision 94.

BuSM 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.

BuSM 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.

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

WORK SIMPLIFICATION

Discussion of methods of improving job procedures and techniques.

COMMUNICATION

ENGLISH (Eng)

Eng 1A CSUC, UC
4 Units
Lecture: 4 hours
Prerequisite:
Satisfactory
achievement on
the Communication
Department
Placement
Test or completing
Eng. 50 or 51 with a
grade of "C" or
"Pass" or better

COMPOSITION

English 1A is a freshman course in composition requiring 8,000 to 10,000 words and including descriptive, narrative, expository, persuasive and research writing.

Eng 1B CSUC, UC
3 Units
Lecture: 3 hours
Laboratory: 0
Prerequisite:
English 1A
or equivalent

Eng 3A CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite:
Satisfactory
achievement on
the Communication
Department Place-
ment Test or
completing Eng. 50
or 51 with a grade
"C" or better.

Eng 3B CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: Eng 3A
or equivalent

Eng 5A CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
entrance in Eng 1A

Eng 5B CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: Eng 5A

Eng 10A, B CSUC, UC
3-3 Units
Lecture: 3 hours
Prerequisite:
Sophomore standing.
Eng 1A-B or
equivalent.

Eng 11A, B CSUC,
UC
3-3 Units
Lecture: 3 hours
Prerequisite:
Sophomore standing.
Eng 1 A-B or
equivalent.

Eng 12A CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite:
Eng 1 A-B or
equivalent.

COMPOSITION AND LITERATURE

This course in college composition emphasizes analysis of selected literary works and the writing of critical essays. Eight thousand words of writing are required.

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.

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.

- 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: Eng. 1A-
B
or equivalent
- Eng 15
3 Units
Lecture: 3 hours
Prerequisites: Eng 1A-
B
or equivalent
- Eng 16 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: Eng. 1A-
B
or equivalent
- Eng 18 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: English
1A and 1B or
equivalent
- Eng 20
1 Unit
Lecture: 1 hour
Prerequisite:
Enrollment in a
course which
requires a research
paper.
- Eng 31 CSUC, US
3 Units
Lecture: 3 hours
Prerequisite: None
- Eng 32 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None
- Eng 35 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None
- WORLD LITERATURE II**
A survey of selected works in translation which have influenced Western thought, from 1660 to the present. Classics are studied for their artistic merit and their contribution to modern thought. May be taken independently from World Literature I.
- SHAKESPEARE**
Reading of Shakespeare's poetry, histories, comedies, and selected tragedies.
- 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: 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.
- 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.
- 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

Department's English

Placement Test or

Eng 50 or Eng. 51

with grade of

"C" or better

TECHNICAL AND REPORT READING AND WRITING

This course offers instruction in reading and writing reports as used in industrial and technical professions with emphasis on collecting, evaluating, organizing, and presenting materials.

Eng 50

5 Units

Lecture: 5 hours

Laboratory: 0

Prerequisite: Students

falling below a

predetermined per-

centile in language

skills on the place-

ment test will

be required to take

this course in

preparation for Eng.

1A, 3A, and 41

BASIC WRITING SKILLS

This course is designed for students who need special training in basic writing skills to prepare them for 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. The course is non-transferable. It is an elective credit to AA/AS degree only. It is designed to prepare students for subsequent writing courses that are required for AA/AS Degree.

Eng 51

3 Units

Lecture: 3 hours

Laboratory: 0

Prerequisite: Students

falling below a pre-

determined percentile

in language skills

on the Placement

Test will be required

to take this course

in preparation

for Eng. 1A, 3A, and

41.

WRITING SKILLS REVIEW

The purpose of the course is to provide the student with a review of composing skills and with opportunities to practice these skills in writing assignments. The course is non-transferable. Elective credit to AA/AS Degree only. It is designed to prepare students for subsequent writing courses that are required for an AA/AS degree.

Eng 53

3 Units

Lecture: 3 hours

Prerequisite: Students

must be accepted in

the College of the De-

sert EOP Program.

LANGUAGE ARTS - EOP

The purpose of the course is to provide the EOP student with a review of language skills and with opportunities to practice these skills in writing assignments. The course is non-transferable and is designed to prepare students for subsequent writing courses.

JOURNALISM

J 1 CSUC, UC

3 Units

Lecture: 3 hours

Laboratory: 0

Prerequisite: Range II

or better on English

Proficiency Test

INTRO TO MASS COMM

This course introduces students to the influences and contributions of the mass media in modern society. The focus is upon the form, content and consequences of mass communication with special emphasis placed upon developing an awareness of the significant impact the mass media have on our culture.

J 3A CSUC, UC
3 Units
Lecture: 3 hours
Laboratory: 0
Prerequisites:
Eligibility for English
1A. Ability to type is
recommended.

NEWS REPORTING

This is a beginning course in news writing which provides instruction and practice in the fundamentals of news reporting. The course concentrates on news writing with an introduction into feature writing. Included in the course are such topics as interviewing, story organization and structure, the style of language of journalism, and journalistic law and ethics.

J 4A CSUC, UC
3 Units
Lecture: 1 hour
Laboratory: 6 hours
Prerequisite: Journal-
ism 3A

NEWS PRODUCTION

This is a lecture and laboratory course which provides practical experiences working on the staff of a college newspaper. The experiences include both editorial and production work.

J 4B CSCU
3 Units
Lecture: 1 hour
Laboratory: 6 hours
Prerequisite: Journal-
ism 3A
and Journalism 4A

NEWS PRODUCTION

This is an advanced lecture and laboratory course which provides practical experience working in editorial leadership positions on the college newspaper. Both editorial and production experiences are provided.

J 10 CSCU
3 Units
Lecture: 3 hours
Laboratory: 0
Prerequisites: None

MAGAZINE ARTICLE WRITING

A beginning writing course to provide instruction and practice in magazine article writing and a knowledge of current magazine markets. Concentrates on researching, interviewing, organizing, writing and style.

J 60 CSCU
3 Units
Lecture: 1 hour
Laboratory: 6 hours
Prerequisite: A course
in typing or demon-
strated ability to
type a minimum of
30 WPM.

PHOTOTYPESETTING

This course is designed to teach the basic fundamentals of phototypesetting. An emphasis is placed upon cold typesetting with experience given in newspaper design and pasteup. In addition, students are taught to operate video display terminals and phototypesetters.

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: Eligibility
for entrance
to Eng. 1A

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.

SPEECH (Sp)

- Sp 1 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 1A
- Sp 2 CSUC, US
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 1A
- Sp 3 CSUC, UC
3 Units
Laboratory: 1 hour
Prerequisite: None
- Sp 4A CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 1A
- Sp 4B CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 1A
- Sp 7 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 1A
- Sp 10A CSUC
2 Units
Lecture: 2 hours
Prerequisite: Eligibility for Eng 1A
- Sp 20 CSUC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng. 1A

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.

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.

COMMUNICATION IN ORGANIZATIONS

This course will acquaint the student with the process of communication in relation to business, governmental and educational organizations. Special emphasis will be given to methods of identifying, and reacting to communication problems.

THEATRE ARTS (TA)

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

INTRODUCTION TO THEATRE

A general survey of the theory and practice of theatre art from the beginning to the present time. The elements of drama; historic structures of the theatre; characteristic types of plays; the contribution of the director, actors, designers; contemporary production techniques.

TA 2A,B CSUC, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: Depend-
ent on faculty's
evaluation of the
individual's level of
ability and training.

TA 3A,B,C,D CSUC,
UC
3 Units
Lecture: 1 hours
Laboratory: 3 hours
Prerequisite:
Dependent on
faculty's evaluation
of the individual's
level of ability and
training.

TA 6 A, B, C
1-3 Units
Laboratory: 3/9
hours
Prerequisite:
Performance ability and
by Audition

TA 7 CSUC, UC
3 Units
Lecture: 3 hours
Laboratory: 0 hours
Prerequisite: Acting
1A or 1B; Play Pro-
duction or equivalent

TA 7B CSUC, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisites: TA 7A

TA 9 A,B CSUC, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisites: None

TA 10A,B CSUC, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None

TA 11A,B
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite:
Stagecraft 9 A

ACTING I

A course designed to exhibit a progression of skill levels which establish the actor's awareness of himself, his relationship to the world around him, and his responsibilities to the skills and craftsmanship of the art form. Preliminary exploration begins with the examination of the individual's values and feelings and extends to one's awareness of the motivating forces within society. The culmination is derived from the specific techniques available to the artist to express his own truthfulness in relation to human behavior and audience response.

ACTING II

A course which develops the actor's artistic skills creating an awareness of the many styles involved in theatrical presentation. Specific studies will be tailored to the levels of accomplishment of the actors involved. Styles to be analyzed and executed include realistic, naturalistic, Shakespearian, Chekhovian, Brechtian, romantic, poetic, and restoration.

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.

DIRECTING

The theory of play directing; script analysis; casting procedures; style and production considerations; rehearsal techniques; directorial methods of composition, movement, business, and rhythm in staging drama.

DIRECTING

The practice of play directing; script analysis; casting procedures, styles and production considerations; rehearsal techniques; directorial methods of composition, movement, business and rhythm in staging drama.

STAGECRAFT I

A class designed to offer the student an introduction to the art of stage scenery and theatrical properties. The class deals with the techniques of construction, the organizational process, the group dynamic and understanding of good stage scenery and/or theatrical property. Students are required to apply the skills they learn in actual college productions.

STAGECRAFT II

A class designed to offer the student an introduction to the art of stage lighting and theatre sound. The class deals with the techniques of implementing a light design, understanding of light and sound equipment, the organizational process, the group dynamic required and an understanding of what constitutes good theatre lighting and sound. Students are required to exhibit their skill in participation in College productions.

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.

- TA 15A,B CSUC,UC
2-2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None
- THEATRE MAKEUP
A course designed to introduce the student to the basic principles of the art and technique of theatrical makeup.
- TA 20A,B,C,D CUSC, UC
1 Unit
Lecture: 0
Laboratory: 3 hours
Prerequisites: None
- PLAY PRODUCTION - ACTING
A course involving participation in a specific area of acting in a faculty directed main stage production. The style and artistic disciplines will vary with each production.
- TA 21A,B,C,D CSUC, UC
2 Units
Lecture: 0
Laboratory: 6 hours
Prerequisite: None
- PLAY PRODUCTION - ACTING
A course involving participation in specific area of acting in a faculty directed main stage production. The style and artistic disciplines will vary with each production.
- TA 22A,B,C,D CSUC, UC
3 Units
Lecture: 0
Laboratory: 9 hours
Prerequisites: None
- PLAY PRODUCTION - ACTING
A course involving participation in a specific area of acting in a faculty directed main stage production. The style and artistic disciplines will vary with each production.
- TA 23A,B,C,D CSUC, UC
4 Units
Lecture: 0
Laboratory: 12 hours
Prerequisites: None
- PLAY PRODUCTION - ACTING
A course involving participation in a specific area of acting in a faculty directed main stage production. The style and artistic disciplines will vary drastically with each production.
- 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
- STUDIO THEATRE WORKSHOP
A production course designed to give the student practical experience in directing, acting and producing plays.
- TA 30A,B,C,D CSUC, UC
1 Unit
Lecture: 0
Laboratory: 3 hours
Prerequisites: None
- PLAY PRODUCTION - TECHNICAL
A course permitting progressive participation and instruction in technical play production. Class is organized as a producing unit to present plays and one-act programs.
- TA 31A,B,C,D CSUC, UC
2 Units
Lecture: 0
Laboratory: 6 hours
Prerequisites: None
- PLAY PRODUCTION - TECHNICAL
A course permitting progressive participation and instruction in technical production. Class is organized as a producing unit to present plays and one-act programs.
- TA 32A,B,C,D CSUC, UC
3 Units
Lecture: 0
Laboratory: 9 hours
Prerequisites: None
- PLAY PRODUCTION - TECHNICAL
A course permitting progressive participation and instruction in technical play production. Class is organized as a producing unit to present plays and one-act programs.

- TA 33A,B,C,D
4 Units
Lecture: 0
Laboratory: 12 hours
Prerequisites: None
- TA 40A,B,C,D CSUC, UC
1 Unit
Lecture: 0
Laboratory: 9 hours
Prerequisites: None
- TA 41A,B,C,D CSUC, UC
2 Units
Lecture: 0
Laboratory: 6 hours
Prerequisites: None
- TA 42A,B,C,D CSUC, UC
3 Units
Lecture: 0
Laboratory: 9 hours
Prerequisites: None
- TA 43A,B,C,D CSUC, UC
4 Units
Lecture: 0
Laboratory: 12 hours
Prerequisites: None
- TA 50A,B,C,D CSUC, UC
1 Unit
Lecture: 0
Laboratory: 3 hours
Prerequisites:
Enrollment by audition
- TA 51A,B,C,D CSUC, UC
2 Units
Lecture: 0
Laboratory: 6 hours
Prerequisites:
- TA 52A,B,C,D CSUC, UC
3 Units
Lecture Hrs: 0
Laboratory: 9 hours
Prerequisite:
Enrollment by audition
- TA 53A,B,C,D CSUC, UC
4 Units
Lecture Hrs: 0
Laboratory: 12 hours
Prerequisites:
Enrollment by audition
- PLAY PRODUCTION - TECHNICAL
A course permitting progressive participation and instruction in technical play production. Class is organized as a producing unit to present plays and one-act programs.
- THEATRE COSTUMING
A course structured to teach the principles of design and construction of theatrical costume. Includes the construction of costumes for specific theatre productions.
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- 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.
- 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.
- 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.
- 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.

<p>TA 60A,B CSUC, UC 3 Units Lecture: 2 hours Laboratory: 3 hours Prerequisites: None</p>	<p>SCENE DESIGN - BEGINNING Introduction to the principles of scene design and training in basic graphics skills. Experimentation with new technology for the theatre.</p>
<p>TA 61A,B CSUC, UC 3 Units Lecture: 2 hours Laboratory: 3 hours Prerequisites: TA 60A Scene Design</p>	<p>SCENE DESIGN - ADVANCED A class in advanced scene design technique. A class designed to acquaint the scene design student with further knowledge in his/her art. A class in which the student will work with more complicated scripts, facilities and concert and in this way broaden his/her knowledge of scene design.</p>
<p>TA 69A,B CSUC, UC 3 Units Lecture: 3 hours Laboratory: 0 Prerequisites: None</p>	<p>DRAMATIC LITERATURE A study of the masterworks of theatre from the Greek Classic period to the present. First semester: Aeschylus to Ibsen. Second semester: Ibsen to the present.</p>
<p>TA 70A,B CSUC, UC 3 Units Lecture: 2 hours Laboratory: 3 hours Prerequisites: Stage craft TA 7A,B</p>	<p>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.</p>
<p>TA 80A,B,C,D CSUC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisites:None</p>	<p>THEATRE MAKEUP A course designed to introduce the student to the basic principles of the art and technique of makeup.</p>
<p>TA 81A,B,C,D CSUC 1 Units Lecture: 0 Laboratory: 3 hours Prerequisites: None</p>	<p>CHILDREN'S THEATRE A course designed to introduce the student to the academic and practical techniques involved in theatre productions for young people. A play will be produced by the class and toured through the schools. All students in the course will be required to participate in some way in the production, such as set design and construction, costume design, lighting and acting.</p>
<p>TA 82A,B,C,D CSUC 2 Units Lecture: 0 Laboratory: 6 hours Prerequisites: None</p>	<p>CHILDREN'S THEATRE A course designed to introduce the student to the academic and practical techniques involved in theatre productions for young people. A play will be produced by the class and toured through the schools. All students in the course will be required to participate in some way in the production, such as set design and construction, costume design, lighting, and acting.</p>
<p>TA 83A,B,C,D CSUC 3 Units Lecture: 0 Laboratory: 9 hours Prerequisites: None</p>	<p>CHILDREN'S THEATRE A course designed to introduce the student to the academic and practical techniques involved in theatre productions for young people. A play will be produced by the class and toured through the schools. All students in the course will be required to participate in some way in the production, such as set design and construction, costume design, lighting, and acting.</p>
<p>TA 84A,B,C,D CSUC 4 Units Lecture: 0 Laboratory: 12 hours Prerequisites: None</p>	<p>CHILDREN'S THEATRE A course designed to introduce the student to the academic and practical techniques involved in theatre productions for young people. A play will be produced by the class and toured through the schools. All students in the course will be required to participate in some way in the production, such as set design and construction costume design, lighting, and acting.</p>
<p>TA 90A,B,C,D CSUC, UC 1 Units Lecture: 0 Laboratory: 3 hours Prerequisites: None</p>	<p>MUSICAL THEATRE WORKSHOP Introduction and execution into staging styles of contemporary music and Broadway musicals. Staging will include music, choreography and acting.</p>

TA 91A,B,C,D CSUC,
UC

2 Units

Lecture: 0

Laboratory: 6 hours

Prerequisites: None

TA 92A,B,C,D CSUC,
UC

3 Units

Lecture: 0

Laboratory: 9 hours

Prerequisites: None

TA 93A,B,C,D CSUC,
UC

4 Units

Lecture: 0

Laboratory: 12 hours

Prerequisites: None

MUSICAL THEATRE WORKSHOP

An intermediate exploration of style and the execution of staging in contemporary music and Broadway musicals. Staging will include music, choreography and acting.

MUSICAL THEATRE WORKSHOP

A continuing exploration of style and the execution of staging in contemporary music and Broadway musicals for the theatre student. Staging will include music, choreography and acting.

MUSICAL THEATRE WORKSHOP

An advanced study of style and execution of staging in contemporary music and Broadway musicals for the theatre student. Staging will include music, choreography, and acting.

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 II) 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. Arrangements for taking the GED Test are to be made in LM II. There is a \$10.00 fee for the GED Test.

ADULT HIGH SCHOOL DIPLOMA

The following courses are available for high school credit:

Dept.	Number		Dept.	Number	
DE	320 A-E	Fund of English	DE	356 A-B	Pencil Sketching
DE	322 A-G	Adv Fund of English	DE	358 A-B	Art in Literature
DE	324 A-B	High School Rdg	DE	364 A-D	GED Test Preparation
DE	326 A-B	U.S. Modern World	DE	366 A-B	Civil Service Prep
DE	328 A-B	Prac Amer Govmnt	DE	368 A-B	Beginning Typing
DE	330 A-B	CA Court System	DE	370 A-B	Filing Techniques
DE	332 A-B	World Cultures	DE	372 A-B	Switchboard Operation
DE	334 A-B	U.S. Citizenship	DE	374 A-B	Office Machines
DE	336 A-B	World Geography	DE	376 A-D	Advanced Typing
DE	338 A	Geog & History of CA	DE	378 P	Personal Psychology
DE	340 B	Geog & History of CV	DE	380	Child Growth & Devel
DE	342 A-C	Prac Basic Math	DE	382 A-E	Auto Mechanics
DE	344 A-C	Consumer Math	DE	384 A-D	Office Procedures
DE	346 A-B	High School Algebra	DE	386 A-B	Business Law
DE	348 A-B	General Science	DE	388 A-B	Anthropology
DE	350 A-C	Life Science	DE	390 A-B	Consumer Education

DE 352 A-B Gen Elem Astronomy
DE 354 A-B Physical Health

DE 392 A-B Adv High School Rdg

ENGLISH AS A SECOND LANGUAGE

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

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

EL INGLES COMO SEGUNDO IDIOMA

El departamento de "Developmental Education", Inglés Como Segundo Idioma, ofrece programas de instrucción para todos los niveles de habilidad para las personas que están estudiando el inglés como lengua extranjera o segundo idioma. Se encuentra en el Laboratorio de Aprendizaje del Colegio del Desierto, y las clases que se ofrecen en este departamento se reúnen durante todo el año y reciben nuevos estudiantes todos los días. Debe de notarse que el programa continúa en el verano sin tomar en cuenta el calendario del año académico escolar.

Los estudiantes en el programa de Inglés Como Segundo Idioma vienen de todas partes del mundo. Algunos han completado estudio extensivo en su idioma nativo, pero no han estudiado el inglés previamente. Otros vienen con visa de estudiante. Otros son originarios de nuestro país y antes no han tenido la oportunidad de 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,B CSUC
2-2 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 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

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.

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

H(earing I(mpaired) SIGN LANGUAGE

This course, which provides an introduction to the fingerspelling alphabet, commonly used signs, and basic vocabulary, is especially designed to develop conversational skill among individuals who already suffer a hearing impairment.

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

LIP READING

This is a beginning class sequence to provide instruction in the interpreting of a speaker's words by studying his/her lip movements. The class will be especially beneficial for persons with a hearing impairment.

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

H(earing) I(impaired) LIP READING

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

Dept.	No.	Title
DE	304	Adult Special Education Lab Developmental Drivers Education Developmental Skills of Independent Living Individualized Skills Training Developmental Math Developmental Reading

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

DERe 1 CSUC
2 Units
Lecture: 2 hours
Laboratory: 2 hours
Prerequisite:
Achievement of Col-
lege 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: Success-
ful completion of LR
1 Reading Improve-
ment.

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 5**
Lecture: 2 hours
Laboratory: 3 hours
Prerequisites: None
- HOW TO TEACH READING**
Students are provided a survey of the principal approaches to teaching reading: sight, language experience, phonics, linguistic, basal reader and multisensory. Emphasis is on learning to match the proper reading approach to the learner. Practical experience is gained by performing field work with a semiliterate or nonliterate student.
- 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-A**
0 Units
Prerequisites: None
- STUDY SKILLS SEMINARS**
These one hour seminars are designed to demonstrate and provide practical experience in effective study strategies. Among the topics covered are notetaking, mindmapping, memory and concentration, how to take tests, relaxed learning, analyzing course demands, how to prepare for essay and objective tests, and other topics as the need appears.

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 in LM2 by Study Skills officials and is open entry.

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-66 CSUC
1 Unit
Lecture: 1 hour
Laboratory: 2/3 hour
Prerequisite: None

HIGH PERFORMANCE LEARNING

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

Arch 5 CSUC, UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

Arch 6 CSUC, UC

2 Units

Laboratory: 6 hours

Prerequisite: Arch 1

Arch 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

AIR CONDITIONING & REFRIGERATION

ACR 60

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisites: Concurrent enrollment in ACR 64 & ACR 70 A is recommended.

ACR 61

3 Units

Lecture: 2½ hours

Laboratory: 2 hours

Prerequisites: ACR 60; ACR 64 recommended or equivalent field experience

ACR 62

3 Units

Lecture: 3 hours

Laboratory: 0

Prerequisites: ACR 60, ACR 61, ACR 64, ACR 80A & ACR 80B

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.

PERSPECTIVE, SHADES, AND SHADOWS

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

ARCHITECTURAL DELINEATION

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

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.

AIR CONDITIONING/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 instruments. Concurrent enrollment in ACR 64 and ACR 70A is recommended.

AIR CONDITIONING/REFRIGERATION II

The course develops service and troubleshooting techniques, repair and maintenance procedures for air conditioning and refrigeration equipment using the mechanical refrigeration cycle. It introduces the absorption cycle of refrigeration and includes practical laboratory experience.

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.

- ACR 63**
3 Units
Lecture: 3 hours
Prerequisites:
ACR 60, 61, 64, 70
A,B
- REFRIGERATION IV**
Studies commercial refrigeration systems to include: service, troubleshooting and installation; refrigeration piping, sizing and layout; selection methods to satisfy a specific application.
- ACR 64**
3 Units
Lecture: 2½ hours
Laboratory: 2 hours
Prerequisite: None
- AIR CONDITIONING/REFRIGERATION ELECTRICITY I**
The course presents basic alternating current theory; alternating current motor operation and circuits, control circuit components and circuit development. It introduces troubleshooting procedures for motors and control circuit devices and includes practical laboratory work.
- ACR 65**
2 Units
Lecture: 2 hours
Laboratory: 0
Prerequisites: Concurrent or previous enrollment in ACR 70C, ACR 64
- AIR CONDITIONING/REFRIGERATION ELECTRICITY II**
A continuation of ACR 64 with emphasis on service and troubleshooting 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
Lecture: 0
Laboratory: 3 hours
Prerequisite: ACR 60; concurrent enrollment in ACR non-lab classes
- AIR CONDITIONING/REFRIGERATION LAB I**
The course provides shop experience in troubleshooting; installation and repair of air conditioning and refrigeration equipment.
- ACR 70 B**
1 Unit
Lecture: 0
Laboratory: 3 hours
Prerequisite:
ACR 60; concurrent enrollment in ACR non-lab classes
- AIR CONDITIONING/REFRIGERATION LAB II**
The course provides shop experience in troubleshooting; installation and repair of air conditioning and refrigeration equipment.

ACR 70 C
1 Unit
Lecture: 0
Laboratory: 3 hours
Prerequisite: ACR 60;
concurrent enrollment
in ACR non-Lab
courses

ACR 71
2 Unit
Lecture: 2 hours
Laboratory: 0
Prerequisite:
ACR 60; ACR 64;
ACR 61 and ACR 65
recommended

AUTOMOTIVE AND POWER

Auto 11 CSUC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

Auto 12 CSUC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

Auto 13 CSUC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

Auto 14 CSUC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

Auto 60
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

Auto 61
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

Auto 62
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None
recommended. Auto
61 should be taken
first.

AIR CONDITIONING/REFRIGERATION LAB III
The course provides shop experience in troubleshooting; installation and repair of air conditioning and refrigeration equipment.

HEAT PUMPS
The course presents a study of the operation, application and service of the heat pump air conditioning system. It explores reverse cycle refrigeration machines, air interchange cycles, water interchange cycles, solar assisted systems and special application heat pump.

AUTOMOTIVE PRINCIPLES I
Provides fundamental and basic knowledge of internal combustion gasoline and diesel engines and systems. This will include fundamentals of the electrical and fuel systems and basic mathematics related to the automobile.

AUTOMOTIVE BRAKE SYSTEMS
Operating principles, design, repair, and diagnosis of automotive brake systems on domestic and foreign cars.

AUTOMOTIVE SUSPENSIONS
Theory and practical experience in wheel alignment, balancing, front end suspension, and steering systems.

AUTOMOTIVE ELECTRICITY AND LICENSE PREPARATION
Study of electrical systems, starters, generators, voltage regulator, lighting systems, trouble diagnosis, testing operations, and maintenance. Light adj-justing license preparation is covered.

AUTOMOTIVE ACCESSORIES AND AIR CONDITIONING
Includes physics involved in automotive air conditioning. The refrigerated air conditioning and heating system installation, troubleshooting, and servicing.

AUTOMOTIVE TUNE-UP (ELECTRICAL IGNITION SYSTEMS)
Operating principles, design and repair procedures of auto/electrical/ignition systems. Demonstrations and lectures using testing equipment, oscil-loscopes, and exhaust analyzers for diagnosis.

AUTOMOTIVE TUNE-UP II (FUEL SYSTEMS-GASOLINE/DIESEL)
A study of automotive gasoline and diesel fuel systems, cooling, and lu-brication. Covers diagnosis, application, and servicing.

- Auto 63**
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None
- 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 A-L**
1 Unit
Lecture: 0
Laboratory: 3 hours
Prerequisites: Current enrollment and/or successful completion of any other automotive courses.
- AUTOMOTIVE LABORATORY**
Laboratory is used to gain experience on line vehicles. Enrollment in work experience can be substituted for this course with the approval of advisers. May be repeated for credit.
- Auto 72 A-F**
2 Units
Lecture: 0
Laboratory: 6 hours
Prerequisites: Current enrollment and/or successful completion of any other automotive courses.
- AUTOMOTIVE LABORATORY**
Laboratory is used to gain experience on line vehicles. Enrollment in work experience can be substituted for this course with the approval of advisers. May be repeated for credit.

Auto 73 A-D

3 Units

Lecture: 0

Laboratory: 9 hours

Prerequisites: Current enrollment and/or successful completion of any other automotive courses.

Auto 74 A-C

4 Units

Lecture: 0

Laboratory: 12 hours

Prerequisites: Current enrollment and/or successful completion of any other automotive courses.

ELECTRONICS

Elec 1 CSUC

3 Units

Lecture: 3 hours

Laboratory: 1 hour

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

Elec 30 CSUC

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: None

Elec 31

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: Elec 30 or equivalent.

Elec 41 CSUC

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: High School Algebra or Math 50 or Math 55. High school electricity or equivalent recommended.

Elec 42 CSUC

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Electronics 41. Trigonometry recommended

AUTOMOTIVE LABORATORY

Laboratory is used to gain experience on line vehicles. Enrollment in work experience can be substituted for this course with the approval of advisers. May be repeated for credit.

AUTOMOTIVE LABORATORY

Laboratory is used to gain experience on line vehicles. Enrollment in work experience can be substituted for this course with the approval of advisers. May be repeated for credit.

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.

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.

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.

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.

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.

ENERGY RESOURCES**EnRe 60**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisites: None

SOLAR TECHNOLOGY I

This is 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.

EnRe 60A

3 Units

Lecture: 3 hours

Laboratory: 0

Prerequisites: None

SOLAR TECHNOLOGY 1A

This is 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.

EnRe 61

3 Units

Lecture: 3 hours

Prerequisite: EnRe 60.

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.

EnRe 70A

1 Unit

Laboratory: 3 hours

Prerequisite: EnRe 60
or 61.**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.

EnRe 70B

1 Unit

Laboratory: 3 hours

Prerequisite: EnRe 60
or 61.

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.

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.

Engr 3 CSUC, UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: Math 59
and either High
School Mechanical
Drawing or Engr 4.

ENGINEERING GRAPHICS

Pictorial sketching, orthogonal principles, precision dimensions, tolerancing. Computations through the construction of functional scales, nomography, empirical equations and graphical calculus.

Engr 4 CSUC, UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: None

DESCRIPTIVE GEOMETRY

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

Engr 11 CSUC, UC

2 Units

Lecture: 3 hours

Prerequisite: Physics
4A

ENGINEERING STATICS

Two and three-dimensional force systems. Includes equilibrium conditions, frames, dry friction. Graphical methods and the diagram as an aid to problem solutions.

Engr 12 CSUC, UC

3 Units

Lecture: 3 hours

Prerequisites: Chem-
istry 1A, Physics 4A

PROPERTIES OF MATERIALS

Atomic and molecular structures and micro-structures of engineering materials. Mechanical, thermal, electrical, corrosive, and radiation properties. Includes materials testing and sample preparation.

INDUSTRIAL DRAFTING

Dra 1 CSUC

3 Units

Lecture: 1 hour

Laboratory: 6 hours

Prerequisite: None

TECHNICAL DRAFTING I

Introductory course including orthogonal and pictorial drawing principles, machine drafting procedures, drafting standards, sections, conventions, auxiliary views. Course designed for Industrial Arts Education majors and technology students.

Dra 2 CSUC

3 Units

Lecture: 1 hour

Laboratory: 6 hours

Prerequisite: Drafting
1

TECHNICAL DRAFTING II

Continuation of Technical Drafting I, involving advanced auxiliary views, detail and assembly drawing, standard, precision, and true position dimensioning, parts usage, and drafting for numerical controls.

Dra 10

2 Units

Lecture: 1 1 2 hours

Laboratory: 1 1 2

hours

Prerequisites:
Electronics 42

ELECTRONIC DRAFTING

Construction of component outlines, block diagrams, schematic diagrams, and printed circuit boards.

Dra 51 CSUC
3 Units
Lecture: 1 hour
Laboratory: 6 hours
Prerequisite: Drafting
2, Engineering 4, and
at least a B grade in
Math 55.

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, includ-
ing trigonometry,
with minimum grade
of B in the fourth
year; or equivalent.

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
3 Units
Lecture: 3 hours
Laboratory: 0
Prerequisite: Two
years of high school
mathematics includ-
ing one year of alge-
bra and one year of
geometry.

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.

LIBERAL ARTS MATHEMATICS

The course is designed for non-science liberal arts majors. Algebra, number theory, geometry, set theory, probability and analysis and the ideas and methods are involved. It fulfills the math proficiency requirements for AA/AS degrees.

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

Math 5 CSUC
3 Units
Lecture: 3 hours
Prerequisites: Plane Geometry and 1 1 2 years of High School Algebra or Math 59.

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

Math 9 CSUC
4 Units
Lecture: 4 hours
Laboratory: 0
Prerequisite: Two years of high school mathematics including one year of algebra and one year of geometry.

Math 10 CSUC
4 Units
Lecture: 4 hours
Laboratory: 0
Prerequisite: 1½ years of high school algebra.

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

Math 50
4 Units
Lecture: 4 hours
Laboratory: 0
Prerequisite: None

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

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

STATISTICAL METHODS

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

TRIGONOMETRY

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

CALCULUS FOR ENGINEERING TECHNOLOGY

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

INTERMEDIATE ALGEBRA

The course emphasizes exponents, functions, inequalities, complex numbers, theory of equations, conic sections, exponential and logarithmic functions and equations.

COLLEGE ALGEBRA

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

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.

ELEMENTARY ALGEBRA

The course includes the basic properties of integers, rational numbers, and real numbers; polynomial arithmetic, simple functions and graphing; solves linear and second degree equations. It gives an introduction to inequalities.

PLANE GEOMETRY

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

FUNDAMENTALS OF MATHEMATICS

A review of the fundamentals of mathematics as applied to everyday problems. 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.

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

Math 56
2 Units
Lecture: 2 hours
Prerequisite: None

Math 57
3 Units
Lecture: 3 hours
Prerequisite: None

PRACTICAL GEOMETRY

Introduces the student to the elementary properties of basic, plane and solid figures. Measurement of line segments, plane figures, solid figures, and the use of protractor and compass. Also prepares the student for further study in Geometry and Trigonometry.

TECHNICAL MATHEMATICS

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

INTRODUCTORY TECHNICAL MATHEMATICS FOR ELECTRONICS

Basic mathematics with emphasis on skills needed in electronics. Course includes fractions, decimals, percentage, signed numbers, scientific notation, algebraic operations, the metric system as used in electronics; graphing, and trigonometric principles.

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.

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
Lecture: 0
Laboratory: 3 hours
Prerequisite: Previous or concurrent enrollment in metal courses.

METALS LABORATORY I
The course 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 advisor. This course may be repeated for credit. Student may accumulate up to 8 units in Metals 61-62.

Mtl 62
2 Units
Lecture: 0
Laboratory: 2 hours
Prerequisite: Previous or concurrent enrollment in metals courses.

METALS LABORATORY II
This course designed to provide additional experience in various metal working skills. "Live" jobs are encouraged. Enrollment in work experience may be substituted with approval of advisor. This course may be repeated for credit. Student may accumulate up to 8 units in Metals 61-62.

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.

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: Math 53
or 57

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

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

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.

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.

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

FS 54 CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

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

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.

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.

FS 58 CSUC 3 Units Lecture: 3 hours Prerequisite: None	FIRE HYDRAULICS Review of basic mathematics, hydraulic laws and formulas as applied to the fire service, applicaiton of formulas and mental calculation to hydraulic problems, water supply problems, underwriters requirements for pumps. Field trips may be required.
FS 59 CSUC 3 Units Lecture: 3 hours Prerequisite: None	BUILDING CONSTRUCTION FOR FIRE PROTECTION Fundamentals of building construction as it relates to fire protection. Classification by occupancy and types of construction, with emphasis on fire protection features, including; building equipment, facilities, fire resistive materials and high rise considerations.
FS 60 CSUC 3 Units Lecture: 3 hours Prerequisite: None	FIRE COMPANY ORGANIZATION AND MANAGEMENT Review of fire department organization, fire company organization, the company officer, personnel administration, communications, fire equipment, maintenance, training, fire prevention, fire fighting, company fire fighting capability, records and reports. Field trips may be required.
FS 61 CSUC 3 Units Lecture: 3 hours Prerequisite: FS 51	FIRE APPARATUS AND EQUIPMENT Driving laws, driving techniques, construction and operations of pumping, engines, ladder trucks, aerial platforms, specialized equipment, and apparatus maintenance.
FS 62 CSUC 3 Units Lecture: 3 hours Prerequisite: FS 51	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.
FS 63A CSUC 1 Unit Lecture: 1 hour Prerequisite: None	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.
FS 63B CSUC 1 Unit Lecture: 1 hour Prerequisites: FS 63A	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.
FS 63C CSUC 1 Unit Lecture: 1 hour Prerequisites: FS 63A & 63B	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.

<p>FS 64B CSUC 1 Unit Lecture: 1 hour Prerequisite: FS 64A</p>	<p>FIRE CONTROL II Continuation of Fire Control I. An 18-hour course designed to develop a knowledge of fire strategy.</p>
<p>FS 65A CSUC 1 Unit Lecture: 1 hour Prerequisites: FS 64A & B</p>	<p>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.</p>
<p>FS 66 CSUC 3 Units Lecture: 3 hours Prerequisites: FS 53 & 57</p>	<p>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.</p>
<p>FS 67 2 Units Lecture: 2 hours Prerequisites: Current employment in fire protection and recommendation of employer.</p>	<p>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.</p>
<p>FS 68 2 Units Lecture: 2 hours Prerequisites: Current employment in fire protection and recommendation of employer.</p>	<p>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.</p>
<p>FS 69 2 Units Lecture: 2 hours Prerequisites: Current employment in fire protection and recommendation of employer.</p>	<p>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.</p>
<p>FS 70 2 Units Lecture: 2 hours Prerequisites: Current employment in fire protection and recommendation of employer.</p>	<p>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.</p>
<p>FS 71 2 Units Lecture: 2 hours Prerequisites: Current employment in fire protection and recommendation of employer.</p>	<p>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.</p>
<p>FS 72 CSUC 3 Units Lecture: 3 hours Prerequisite: None</p>	<p>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.</p>

- FS 73 CSUC**
3 Units
Lecture: 3 hours
Prerequisite: Eng. 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 perspective, 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.
- FS 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.

Fr 39 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: Enrolled in or eligible for English 1A or 1B

FR 41A,B,C,D CSUC
3 Units
Lecture: 3 hours
Laboratory: 0
Prerequisites: Required for 41 B,C,D

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 41A,B,C,D CSUC
3 Units
Lecture: 3 hours
Laboratory: 0
Prerequisites: Required for 41 B,C,D

FRENCH CONVERSATION

Daily contact vocabulary building and practical conversation on everyday topics, current events, student life, social life, and cultural materials. Language Laboratory attendance will be required at the discretion of the instructor.

FOREIGN LITERATURE IN TRANSLATION: FRENCH

Introductory course is designed to capture and to challenge the student to examine some of the concerns of modern 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.

BASIC 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 every day, 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.

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.

BASIC 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 every day 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.

ITALIAN

Ital 1 CSUC, UC

5 Units

Lecture: 5 hours

Laboratory: 1 hour, to be arranged.

Prerequisite: None

Ital 1A CSUC, UC

3 Units

Lecture: 3 hours

Laboratory: 1 hour to be arranged.

Prerequisite: None

Ital 1B CSUC, UC

3 Units

Lecture: 3 hours

Laboratory: 1 hour to be arranged.

Prerequisite: Italian 1A or equivalent.

Ital 2 CSUC, UC

5 Units

Lecture: 5 hours

Laboratory: 1 hour, to be arranged.

Prerequisite: Italian 1, two years High School Italian, or its equivalent.

Ital 3 CSUC, UC

4 Units

Lecture: 4 hours

Laboratory: 1 hour, to be arranged.

Prerequisite: Italian 2, three years High School Italian, or its equivalent.

Ital 4 CSUC, UC

4 Units

Lecture: 4 hours

Laboratory: 1 hour, to be arranged.

Prerequisite: Italian 3, four years high school Italian or its equivalent.

Ital 40A,B, CSUC, UC

3-3 Units

Lecture: 3 hours

Prerequisite: None

ELEMENTARY ITALIAN

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

ELEMENTARY ITALIAN

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

ELEMENTARY ITALIAN

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

ELEMENTARY ITALIAN

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

INTERMEDIATE ITALIAN

A thorough review of the fundamental principles of grammar with a practical application of written and oral exercises to develop fluency in idiomatic usage. Reading in Italian of cultural material, short stories, novels or plays; oral or written reports on outside reading.

INTERMEDIATE ITALIAN

Continuation of Italian 3 with greater emphasis on reading selections from Italian Literature.

SURVEY OF ITALIAN CIVILIZATION

An introduction to the Italian people, culture, and civilization through an historical survey of thought, literature, customs, arts and sciences, music, and institutions of Italy. Particular emphasis on acknowledging the universality of the Italian culture and the contribution that the Italian heritage has made to the humanities. 40A covers the period from the 13th century to the 16th century; 40B covers the period from the 17th century to the present. Courses need not be taken in sequence. Conducted in English.

Ital 41 A,B,C,D CSUC

3 Units

Lecture: 3 hours

Laboratory: 0

Prerequisites: Re-
quired for 41 B,C,D**BASIC 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 every day 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.

SPANISH**Span 1 CSUC, UC**

5 Units

Lecture: 5 hours

Laboratory: 1 hour, to
be arranged.

Prerequisite: None

ELEMENTARY SPANISH

Fundamental essentials of Spanish grammar and pronunciation; exercises in composition, conversation, and reading. Audio-lingual approach stressed with heavy emphasis on oral proficiency and structure correctness in both speaking and writing skill throughout every aspect of the course.

Span 1A CSUC, UC

3 Units

Lecture: 3 hours

Laboratory: 1 hour to
be arranged.

Prerequisite: None

ELEMENTARY SPANISH

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

Span 1B CSUC, UC

3 Units

Lecture: 3 hours

Laboratory: 1 hour to
be arranged.Prerequisite: Span 1A
or equivalent.**ELEMENTARY SPANISH**

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

Span 2 CSUC, UC

5 Units

Lecture: 5 hours

Laboratory: 1 hour,
to be arranged.Prerequisite: Spanish
1, two years High
School Spanish, or
its equivalent.**ELEMENTARY SPANISH**

Continuation of Spanish 1.

Span 3 CSUC, UC

4 Units

Lecture: 4 hours

Laboratory: 1 hour,
to be arranged.Prerequisite: Spanish
2, three years of
High School Spanish,
or its equivalent.**INTERMEDIATE SPANISH**

A thorough audio-lingual review of grammatical structure. Advanced composition and some translations introduced with continued readings in literature and culture. The course is designed to reinforce the student's progress in developing writing skills and oral fluency and accuracy in idiomatic usage.

Span 4 CSUC, UC

4 Units

Lecture: 4 hours

Laboratory: 1 hour,
to be arranged.Prerequisite: Spanish
3, or four years High
School Spanish, or
its equivalent.**INTERMEDIATE SPANISH**

Continuation of Spanish 3.

Span 5 CSUC, 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. Sophomore Standing.

Span 8A,B CSUC, UC
3-3 Units
Lecture: 3 hours
Prerequisite: Span 2 or three years of high School Spanish. Recommended to be taken simultaneously with Span 3. Course need not be taken in sequence.

Span 41 A,B,C,D
CSUC
3 Units
Lecture: 3 hours
Laboratory: 0
Prerequisites:
Required for 41
B,C,D

Span 50A,B CSUC
3-3 Units
Lecture: 3 hours
Prerequisite: Span 50A for Span 50B or equivalent

ADVANCED SPANISH

Primarily designed for students of advanced Spanish proficiency and pre-Spanish majors as a transition toward upper division college work. Extensive readings in Spanish Literature and Culture are stressed with emphasis placed on composition and conversation, requiring intensive use of the Spanish language for enrichment of oral and writing abilities. Course accepted by University of California as equivalent to Spanish 25.

ADVANCED SPANISH

Program essentially the same as Spanish 5 with emphasis on Spanish-American Literature and Culture. Course accepted by University of California as equivalent to Spanish 25.

SPANISH CONVERSATION

Daily contact vocabulary building and practical conversation on everyday topics, current events, and cultural materials. Language Laboratory attendance will be required at the discretion of the instructor.

BASIC 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 every day 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.

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. Recommended for R.N. License Renewal, Provider #00284.

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

SPORTS OFFICIATING

Instruction and practice in officiating skills including rules, duties and conduct, and related skills. Fall semester: football, basketball, soccer, and volleyball.

PE 2B CSUC, UC

2 Units

Lecture: 2 hours

Prerequisite: None

SPORTS OFFICIATING

Instruction and practice in officiating skills including rules, duties, conduct, and related skills. Spring semester; baseball, softball, track, and tennis.

PE 5A CSUC, UC

3 Units

Lecture: 3 hours

Prerequisite: None

FOUNDATIONS OF COACHING

An introduction to the broad spectrum of coaching activities involved in football and basketball. Subject matter to cover preparation, motivation, player selection, evaluation, fundamentals, and strategy.

PE 8 CSUC, UC

3 Units

Lecture: 3 hours

Prerequisite: None

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.

PE 23 CSUC, UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: Good swimming ability.

SENIOR LIFESAVING

Practice in performing various swimming strokes and water rescue skills. Upon successful completion of this course the student is awarded a Red Cross Senior Life Saving Certificate and C.P.R. Certificate.

PE 24 CSUC, UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: Red Cross Senior Life Saving Certificate.

WATER SAFETY INSTRUCTION

Practice in performing and teaching the various strokes and water skills. Upon successful completion of this course the student is awarded a Red Cross Water Safety Instructor's Certificate.

RECREATION

RE 1 CSUC, UC

2 Units

Lecture: 2 hours

Prerequisite: None

RECREATION LEADERSHIP

A course concerned with (1) leadership of recreation activities, with emphasis on the social development and integration of individuals into group programs, and (2) mechanics of planning, techniques of presentation, and a repertoire of social activities as tools for social recreation.

RE 2A,B,C,D CSUC, UC

1-1 Unit RE A,C

Laboratory: 75 hours

Per semester

2-2 Units RE B,D

Laboratory: 150 hours per semester

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.).

ACTIVITIES (The "C" section of each activity class may be repeated once)

**PE 40A,B,C CSUC,
UC**

1-1-1 Unit
Lecture: ½ hour
Laboratory: 1½ hours
Prerequisite: None

ARCHERY

Beginning, intermediate and advanced badminton. Instruction and practice in skills strategies, and rules of the sport.

**PE 44A,B,C CSUC,
UC**

1-1-1 Unit
Lecture: ½ hour
Laboratory 1½ hours
Prerequisite: None

BASEBALL

Beginning, intermediate and advanced baseball. Instruction and practice in the skills and strategies of the game.

**PE 45A,B,C CSUC,
UC**

1-1-1 Unit
Lecture: ½ hour
Laboratory: 1½ hours
Prerequisite: None

BASKETBALL

Beginning, intermediate and advanced basketball. Instruction and practice in skills, strategies, and officiating of the sport.

PE 53A,B,C CSUC, UC

1-1-1 Unit
Lecture: ½ hour
Laboratory: 1½ hours
Prerequisite: None

DANCE MODERN (Jazz)

Beginning, intermediate and advanced modern dance (jazz). Basic techniques and simple choreography forms for the improvement of body mechanics and coordination.

PE 55A,B,C CSUC, UC

1-1-1 Unit
Lecture: ½ hour
Laboratory: 1½ hours
Prerequisite: None

DANCE, TAP

Beginning, intermediate and advanced tap dance. Basic tap dance steps and simple choreography forms for the improvement of coordination.

PE 56A,B,C CSUC, UC

1-1-1 Unit
Lecture: ½ hour
Laboratory: 1½ hours
Prerequisite: None

DANCE, BALLET

Beginning, intermediate and advanced ballet. Ballet technique, vocabulary, history, current events, and appreciation of Ballet as an art form.

PE 57A,B,C CSUC, UC

1-1-1 Unit
Lecture: ½ hour
Laboratory: 1½ hours
Prerequisite: None

FENCING

Beginning, intermediate and advanced fencing. Instruction and performance in fencing skills and bodily development pertinent thereto. The use of the foil, the sabre, and the epee.

PE 59A,B,C CSUC, UC

1-1-1 Unit
Lecture: ½ hour
Laboratory: 1½ hours
Prerequisite: None

FLEXIBILITY AND AGILITY

Beginning, intermediate and advanced flexibility and agility. This class provides and encourages fitness and neuro-muscular development, increases the flexibility and quickness of those involved or participating in competitive sports, thus improving performance and reducing injuries.

PE 62A,B,C CSUC, UC

1-1-1 Unit
Lecture: ½ hour
Laboratory 1½ hours
Prerequisite: None

GOLF

Beginning, intermediate, and advanced golf. Instruction and practice in the skills and strategies of this sport.

**PE 65A,B,C,D CSUC,
UC**

1-1-1-1 Unit
Lecture: ½ hour
Laboratory: 1½ hours
Prerequisite: None

HANDICAPPED ACTIVITY

Designed to meet the changing activity needs and desires of handicapped students.

- PE 66A,B,C,D CSUC, UC
1-1-1 Unit
Lecture: ½ hour
Laboratory: 1½ hours
Prerequisite: Must be physically handicapped.
- PE 68A,B,C CSUC, UC
1-1-1 Unit
Lecture: ½ hour
Laboratory: 1½ hours
Prerequisite: None
- PE 71A,B,C CSUC, UC
1-1-1 Unit
Lecture: 1½ hours
Laboratory: ½ hour
Prerequisite: None
- PE 74A,B,C CSUC, UC
1-1-1 Unit
Lecture: ½ hour
Laboratory: 1½ hours
Prerequisite: None
- PE 75A,B,C CSUC, UC
1-1-1 Unit
Lecture: ½ hour
Laboratory: 1½ hours
Prerequisite: None
- PE 77A,B,C CSUC, UC
1-1-1 Unit
Lecture: ½ hour
Laboratory: 1½ hours
Prerequisite: None
- PE 78A,B,C CSUC, UC
1-1-1 Unit
Lecture: ½ hour
Laboratory: 1½ hours
Prerequisite: None
- PE 79A,B,C CSUC, UC
1-1-1 Unit
Lecture: ½ hour
Laboratory: 1½ hours
Prerequisite: None
- PE 80A,B,C CSUC, UC
1-1-1 Unit
Lecture: ½ hour
Laboratory: 1½ hours
Prerequisite: None
- PE 82A,B,C CSUC, UC
1-1-1 Unit
Lecture: ½ hour
Laboratory: 1½ hours
Prerequisite: Beginning-None
Intermediate
Elementary Skills
Advanced
Intermediate Skills
- 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.
- 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.
- 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.
- PHYSICAL FITNESS**
Beginning, intermediate and advanced. Instruction and participation in exercise, flexibility and various athletic activities.
- RACQUETBALL**
Beginning, intermediate and advanced racquetball. Instruction and practice in the skills and strategies of the sport.
- SELF-DEFENSE (CO-ED)**
Beginning, intermediate and advanced. A basic introduction to practical street self-defense. Various aspects of the combined arts that will be emphasized include: history and philosophy of Asian fighting arts, nature of self-defense (origin-development-function), common sense self-defense precautionary measures, psychology, physical conditioning, women and special problems, and aesthetic appreciation of form and motion.
- SELF-DEFENSE (KARATE)**
Beginning, intermediate and advanced self-defense/karate. Self-defense/karate emphasizes physical conditioning, sport, self-defense, aesthetic appreciation of form and motion, and philosophy.
- SOCCER-TOUCH FOOTBALL**
Beginning, intermediate and advanced. Instruction and practice in the skills and strategies of these two sports.
- SOFTBALL (CO-ED)**
Beginning intermediate and advanced. Instruction and practice in the skills and strategies of the sport.
- SWIMMING**
Beginning, intermediate, and advanced swimming. Instruction and practice in the various swimming techniques.

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

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

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

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

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

PE 96A,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

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.

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.

WEIGHT TRAINING

Beginning, intermediate and advanced. Emphasis upon increasing physical fitness through use of weights and vigorous activities.

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.

- VS 40A,B CSUC, UC
2-2 Units
10 hours plus matches
Prerequisites: Tryouts
- VS 53A,B CSUC, UC
2-2 Units
10 hours plus games
Prerequisite: Tryouts
- VS 57A, B CSUC, UC
2-2 Units
10 hours plus games
Prerequisite: Tryouts
- VS 64A,B CSUC, UC
2-2 Units
10 hours plus matches
Prerequisites: Tryouts
- VS 65A,B CSUC, UC
2-2 Units
10 hours plus matches
Prerequisites: Tryouts
- VS 68A,B (M) CSUC, UC
2 Units
Lecture: 0
Laboratory: 10 hours plus meets
Prerequisites: Tryouts
- VS 69A,B (M) CSUC, UC
2 Units
Lecture: 0
Laboratory: 10 hours plus meets
Prerequisites: Tryouts
- VS 70A,B CSUC, UC
2 Units
10 hours plus meets
Prerequisite: Tryouts
- VS 74A,B CSUC, UC
2-2 Units
10 hours plus matches
Prerequisite: Tryouts
- VARSITY GOLF**
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.
- VARSITY SOCCER (M)**
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.
- VARSITY SOFTBALL (W)**
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.
- VARSITY TENNIS (M)**
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.
- VARSITY TENNIS (W)**
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.
- VARSITY TRACK & FIELD (M)**
This is an intercollegiate competition for student athletes who demonstrate a high degree of skill and interest for track and field.
- VARSITY TRACK & FIELD (W)**
This is an intercollegiate competition for student athletes who demonstrate a high degree of skill and interest for track and field.
- VARSITY TRACK AND FIELD (W)**
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.
- VARSITY VOLLEYBALL (W)**
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

HOME ECONOMICS

- HEc 1 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None
- HEc 2
2 Units
Lecture: 1½ hours
Laboratory: 1½ 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.
- 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, barbeques, formal dinners, picnics, brunches, parties and many other special occasions. Students will plan and prepare for all aspects of each event, including the serving of the foods from the menu prepared in class.
- HEc 8**
1 Unit
Lecture: 1 hour
Prerequisite: None
- MICROWAVE COOKING**
Covers basic cooking principles, operation and maintenance of microwave ovens. Emphasis will be on instructor demonstrations with food samples and recipes.
- HEc 10**
2 Units
Lecture: 2 hours
Prerequisite: None
- ONE-PARENT FAMILIES**
Consumer oriented course to meet the social, physical, financial and psychological and emotional needs of one-parent families. Includes budgeting management of time, home maintenance, nutrition, counseling, testing, rap sessions, clothing maintenance, and other experiences which enable the family to meet present needs and plan for the future.
- HEc 11 CSUC, UC**
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: None
- BASIC PRINCIPLES AND TECHNIQUES OF FOOD PREPARATION**
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 18A,B**
2 Units
Lecture: 1½ hours
Laboratory: 1½ hours
Prerequisite: None
- CUISINES OF THE WORLD**
Cuisines of the World will be presented including foods, equipment, and tableware used in the preparation and service of international menus. Vegetarian and low calorie versions of recipes and tasting sessions will be provided during the lecture demonstration and student participation course.
- A. **European** - Includes cuisine of England, France, Germany, Austria, Switzerland, Italy, Yugoslavia, Greece, Hungary, Spain, Portugal, Sweden, and Denmark.
- B. **Eastern and South American** - Includes cuisines of China, Japan, Thailand, Korea, Hawaii, India, Pakistan, Morocco, Lebanon, Russia, Central America, South America, and the Caribbean.
- 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.

FOOD SERVICE

- HEFS 52**
9 Units
Lecture: 2.5
Laboratory: 19.5
Prerequisite: None
- BASIC CHEF'S TRAINING**
This course is designed to provide students with foundation knowledge and skills to enable them to enter the restaurant field as a Chef's Apprentice.
- 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 71
2 Units
Lecture: 2 hours
Laboratory: 0
Prerequisites: None

HEFS 75
3 Units
Lecture: 3 hours
Prerequisite: None

TEXTILE AND CLOTHING

**HETC 1A,B,C,D CSUC
UC**
2-2-2-2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

**HETC 2A,B,C,D
CSUC, UC**
2-2-2-2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

**HETC 3A,B,C,D
CSUC, UC**
2-2-2-2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

HETC 6
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

HETC 10
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

HETC 11
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

HETC 13
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

HETC 14
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

MEALS, MONEY AND THE MARKET PLACE
Planning for preparation and serving of low, moderate, and liberal cost meals appropriate for a variety of occasions. Trends in spending for all income levels, guides for managing the food dollar, information on standards for selection of foods and consumer protection included.

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.

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.)

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.)

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.

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.

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.

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.

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.

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, UC**
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 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 57
2 Units
Lecture: 1½ hours
Laboratory: 1½ hours
Prerequisite: None

HETC 58
2 Units
Lecture: 1½ hours
Laboratory: 1½ hours
Prerequisite: None

HETC 59
1 Unit
Lecture: 1 hour
Prerequisite: None

HETC 60
1 Unit
Lecture: 1 hour
Prerequisite: None

HETC 61
1 Unit
Lecture: 1 hour
Prerequisite: 1 hour

HETC 62
1 Unit
Lecture: 1 hour
Prerequisite: None

HETC 64
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: None

INTERIOR DESIGN

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

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

HEID 10
3 Units
Lecture: 3 hours
Prerequisite: None

HEID 11
3 Units
Lecture: 3 hours
Prerequisites: 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.

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.

THE ELEGANT SHIRT: DESIGN AND SEW
Design and construction techniques for "In Fashion" pretty blouses and the elegant shirt are explored.

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.

SEWING ON ULTRASUEDE
Design and construction techniques for sewing on ultrasuede will be explored.

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.

CUSTOM DRESS FORM
Construction of personalized dress forms which will duplicate the student's body contour, bone structure and posture.

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

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

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.

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 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.

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, UC

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, UC

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 make believe creative expression, construction, movement and indoor and outdoor activities, criteria and suggestions for physical facilities, equipment and supplies for these activities.

HUMANITIES

HUM 18 CSUC, UC

3 Units

Lecture: 3 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 majors movements will be made.

MUSIC

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

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, UC
3-3-3-3 Units
Lecture: 3 hours
Prerequisite: concurrent enrollment in Mus 1A,B,C,D.
- Mus 3A,B CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None
- Mus 4 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: Mus 1A,B, 2A,B.
- Mus 9 CSUC, UC
2 Units
Lecture: 2 hours
Prerequisite: None
- Mus 10 CSUC, UC
3 Units
Lecture: 3 Hours
Prerequisite: None
- Mus 11A,B CSUC, UC
3-3 Units
Lecture: 3 hours
Prerequisite: None
- Mus 12 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None
- Mus 14A,B, C,D CSUC, UC
2 Units
Lecture: 2 hours
Prerequisite: None
- Mus 15 CSUC, UC
2 Units
Lecture: 2 hours
Prerequisite: Mus 12 or equivalent
- 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
- HARMONY**
The harmonization of figured bass and of given and original melodies; includes triads, passing and auxiliary tones, seventh chords, modulations.
- HISTORY AND LITERATURE OF MUSIC**
Designed for the music major who has completed one year of Music Theory. A chronological study of history and literature from the earliest times to the present day will be studied and representative readings and papers will be required.
- COUNTERPOINT**
Writing of tonal counterpoint is the goal of this course. The student will complete original examples of 2-and 3-part counterpoint. Analytical work includes the study of contrapuntal music of various stylistic periods.
- INTRODUCTION TO CONTEMPORARY MUSIC**
A study of the development of compositional techniques from late nineteenth century to present through the study of representative master works.
- INTRODUCTION TO MUSIC**
Designed for the general college student and non-major in music. A general survey of the development of music with emphasis on the aesthetic, formal and historical factors, correlated with parallel movements in other arts.
- SURVEY OF MUSIC LITERATURE**
Designed 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.
- FUNDAMENTALS OF MUSIC**
May not be applied toward a major in music. Designed for the general student and prospective elementary teacher. Includes ear training, singing, music reading, elementary harmony, transposition, and conducting.
- SURVEY OF OPERA**
A critical study of representative operas, selection to be made from works being performed locally, on radio and television.
- INTRODUCTION TO MUSIC THEORY**
A study of chord voicing, simple chord progression and melodic structure. A strong emphasis will be placed upon sight singing, ear training and keyboard proficiency.
- 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.

Mus 23A,B,C,D

CSUC, UC

1-1-1 Units

Lecture: 1 hour

Laboratory: 1 hour

Prerequisite: None

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.

Mus 24A,B,C,D

CSUC, UC

1-1-1 Units

Lecture: 1 hour

Laboratory: 1 hour

Prerequisite: None

BRASS AND WOODWIND INSTRUMENTS

Class and laboratory study of orchestral wind instruments. Class designed for those who expect to teach in the public schools. Basic technique on trumpet, French horn, tuba, clarinet, oboe, bassoon, flute, and saxophone.

Mus 25A,B,C,D

CSUC, UC

1-1-1 Units

Lecture: 1 hour

Laboratory: 1 hour

Prerequisite: None

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.

Mus 27A,B, C,D

CSUC, UC

1-1-1 Units

Laboratory: 3 hours

Prerequisite: Concurrent enrollment in Mus 32.

WOMEN'S ENSEMBLE

Study and performance of music literature for women's ensembles; rehearsals and public performances required.

Mus 28A,B,C,D

CSUC, UC

1-1-1 Units

Lecture: 1 hour

Laboratory: 1 hour

Prerequisite: Demonstrated piano proficiency.

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.

Mus 30A,B,C,D

CSUC, UC

1-1-1 Units

3 hours rehearsal each week.

Prerequisite: None.

MALE CHORUS

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

Mus 31A,B,C,D

CSUC, UC

1-1-1 Units

4 hours rehearsal each week.

Prerequisite: None.

COLLEGE ORCHESTRA

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

Mus 32A,B,C,D

CSUC, UC

1-1-1 Units

3 hours rehearsal each week.

Prerequisite: None.

COLLEGE CHORUS

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

Mus 33A,B,C,D

CSUC, UC

1-1-1 Units

4 hours rehearsal each week.

Prerequisite: High school playing experience.

SYMPHONIC BAND

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

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

1-1-1-1 Units
4 hours rehearsal
each week.

Prerequisite: Vocal
reading ability.

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-
48A,B,C,D

CSUC, UC
2-2-2-2 Units
Lecture: 2 hours
Prerequisite: Concu-
rent enrollment in
Mus 99.

VOCAL ENSEMBLE

Study and performance of music literature for small vocal ensembles; re-
hearsals and public performances required.

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 var-
ious 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 situ-
ation; 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; technical
proficiency commensurate with college level major work is required. Pub-
lic performance in student recital each semester. Repertoire to include lit-
erature 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

PIANO PEDAGOGY

The educational psychology for teaching piano, including methods and materials. Recommended for all students whose future plans include some piano teaching. Includes some observation and supervised teaching of children in private and class lessons. Open to beginners and advanced students.

Mus 51A,B,C,D CSUC

2-2-2-2 Units

Lecture: 2 hours

Prerequisite: Basic knowledge of Harmony

ARRANGING

Writing arrangements of music for vocal and instrumental groups of all types.

Mus 52A,B,C,D CSUC

2-2-2-2 Units

Lecture: 2 hours

Prerequisite: None

CHURCH MUSIC

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

Mus 53 CSUC

2 Units

Lecture: 2 hours

Prerequisite: None

FOLK MUSIC

A study of elementary guitar as applied to western and popular music. Basic right-hand fingering and elementary chord formations, as well as an introduction to the reading of music, will be studied.

Mus 55 CSUC

1 Unit

Lecture: 1 hour

Laboratory: 2 hours

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

SINGERS' DICTION

Designed to give the singer the necessary tools in vowel and consonant formation of the following languages: (1)English (2)Latin (3)German (4)French (5)Italian. Emphasis will be placed on pronunciation through the International Phonetic Alphabet. Concurrent enrollment in one of the above languages is recommended but not required.

Mus 56A,B,C,D

1-1-1-1 Unit

Laboratory: 3 hours

Prerequisite: None

COMMUNITY CHORUS-WOMEN

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

Mus 57A,B,C,D

1-1-1-1 Unit

Laboratory: 3 hours

Prerequisite: None

COMMUNITY CHORUS-MEN

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

Mus 58A,B,C,D

CSUC, UC

1-1-1-1 Unit

4 hours rehearsal each week.

Prerequisite: Ability to perform on one or more instruments.

BRASS ENSEMBLE

The development of musicianship through the performance of traditional brass music in various styles and periods. Includes study of interpretation and performance practices. Public Performance required.

- 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: Audition.
- 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
- Mus 76A,B,C,D**
2-2-2-2 Units
Lecture: 2 hours
Laboratory: 1 hour
Prerequisite: None
- 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.
- 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 -
88A,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

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.

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.

NURSING AND ALLIED HEALTH

N-5 CSUC

8 Units
Lecture: 4 hours
Laboratory: 12 hours
Prerequisites:
Chem. 4 or one year
of High School
Chemistry and ac-
ceptance into the
Nursing Program

NURSING FUNDAMENTALS I

Introduce the student to the components of the nursing process. In lecture and clinical, basic assessment and intervention concepts such as commu-
nication 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.

N-6 CSUC

8 Units
Lecture: 4 hours
Laboratory: 12 hours
Prerequisites: N-5,
Bi22A

NURSING FUNDAMENTALS II

Prepares the student to utilize the nursing process in caring for adults and
children with conditions such as diabetes, chronic cardiac, respiratory,
gastrointestinal and urological. Pre and post operative care, fluid and
electrolyte and the needs of the person in a crisis situation are imple-
mented throughout the semester. Students are assigned client care in
medical, surgical and operating units of acute care agencies.

N-7 CSUC

10 Units
Lecture: 5 hours
Laboratory: 15 hours
Prerequisites: N6,
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 or-
thopedic patient. Cultural diversities, as well as the legal aspects of nurs-
ing are explored.

N-8 CSUC

10 Units

Lecture: 5 hours

Laboratory: 15 hours

Prerequisites: N-7 and
Bi 15**NURSING FUNDAMENTALS IV**

This course utilizes the nursing process as the approach to study of the care of clients with complex multi-system health problems and in emergency situations. The special needs of children are studied. The student is introduced to community health concepts and to the leadership role of the nurse. During the laboratory sessions the student cares for small groups of clients and those in specialized critical care areas of the general hospital. Consideration of legal and ethical aspects of nursing is inherent in each classroom and clinical session.

N 61

2 Units

Lecture: 2 hours

Laboratory: 0

Prerequisites: None

BASIC PHARMACOLOGY

This course is designed for vocational nursing students, office nurses, medical assistants, medical transcribers, record clerks, medical insurance billers, and others as an introduction to pharmacology. Instruction will be given in mathematics as needed for calculating dosages, reading conversion tables and other special precautions in administering medications. Actions, untoward actions of drug combinations, uses, desired and undesired effects, restrictions or limitations in giving medications for selected commonly used drugs in major classifications will be presented. How to use the PDR 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.

N 63

3 Units

Lecture: 3 hours

Laboratory: 0

Prerequisites: None

NURSING IMPLICATIONS IN PHARMACOLOGY

Nursing decisions are based on comprehension of pharmacological concepts and principles with emphasis being placed on clinical application of drugs to ensure rational and optimal care of patients.

VOCATIONAL NURSING**VN 1**

8 Units

Lecture: 8.5 hours

Prerequisite: Accep-

tance into VN Pro-

gram

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

VN 3
8 Units
Lecture: 8.5 hours
Laboratory: 21 hours
Prerequisite: VN 2

VN 3L
7 Units
Laboratory: 21 hours
Prerequisite: VN II
VN III
Co-Requisite: VN III

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.

VOCATIONAL NURSING III
This course introduces advanced cardiac and respiratory problems, maintenance of homeostasis, crisis intervention, emergency and disaster nursing, obstetrics and pediatrics. Continuing education, vocational nursing organizations and occupational fields for nurses are explored.

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

MA 63
3 Units
Lecture: 3 hours
Prerequisite: None

MA 65
2 Units
Lecture: 2 hours
Prerequisite: None

MA 66
4 Units
Lecture: 4 hours
Prerequisite: Acceptance into MA Program and concurrent enrollment in MA 66L

MA 66L
5 Units
Laboratory: 15 hours
Prerequisite: Acceptance into MA Program and concurrent enrollment in MA 66

MA 67
5 Units
Lecture: 5 hours
Prerequisite: MA 66 & MA 66L with concurrent enrollment in MA 67L

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.

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.

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.

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.

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.

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.

MA 96
8 Units
Laboratory: 24 hours
Co-requisite: MA 68

MEDICAL ASSISTING III LAB
Clinical experience is given in the students' area of choice, such as, operating room, doctors' office or clinic.

EMERGENCY MEDICAL TECHNICIAN

EMT 83
2 Units
Lecture: 8 hours each
week for 4 weeks.
(Short term course)
Prerequisite: None

EMERGENCY MEDICAL ASSISTANT
General overview of Emergency Medical Services meeting training requirements of State Department of Health for Public Safety Employees as prescribed by law.

EMT 84
5 Units
Lecture: 5 hours
Laboratory: Ambulance Module
24 hrs.
Prerequisite: None

EMERGENCY MEDICAL TECHNICIAN I (AMBULANCE)
Covers all techniques of emergency medical care including basic life support measures, extraction of victims at the scene of an accident and an ambulance module. The course contains a minimum of 80 hours of lecture and laboratory instruction; 8 hours of instruction in ambulance operations and procedures, 8 hours simulated ambulance experience and 8 hours supervised instruction in the hospital emergency room. This program is approved by Inland Counties Emergency Medical Authority (ICEMA).

EMT 85
2 Units
Lecture: 2 hours
Laboratory: 0
Prerequisite: EMT
Certificate

EMERGENCY MEDICAL TECHNICIAN REFRESHER COURSE
This is a refresher course for EMT I personnel for recertification. The recertification shall be for the same type of (EMT or EMT-IA) certificate as applicants' prior certificate. It contains information on new EMT techniques and procedures, refresher for cardiopulmonary resuscitation and both a written and skills competency examination.

EMT 86
17 Units
Lecture: 17 hours
Laboratory: 0
Prerequisites:
High School Graduate or G.E.D., E.M.T. I-A Certificate and CPR Certificate Acceptance into program through testing and screening.

MOBILE INTENSIVE CARE—PARAMEDIC
This course is designed to expand the Emergency Medical Technician's knowledge of pre-hospital emergency care in a variety of medical, surgical, obstetric, psychiatric and trauma conditions with development of paramedic skills and concepts in the laboratory setting. Both ICEMA and National Registry of Emergency Medical Technician's guidelines for paramedics are included.

EMT 86L
3 Units
Lecture: 0
Laboratory: 9 hours
Prerequisite:
Co-requisite:
concurrent enrollment
in EMT 86

PARAMEDIC CLINIC LABORATORY
Application of skills and emergency medical theory to the care of individuals in base station hospitals is covered in this clinical laboratory course. During this time, the schedule will vary and the student may need to work evenings and /or nights.

EMT 87

9 Units

Lecture: 0

Laboratory: 29 hours

Prerequisite:

Minimum of grade

"C" in EMT 86 and

EMT86L

PARAMEDIC FIELD INTERNSHIP

Application of emergency medical skills, theory and concepts are practical in a field setting with a certified paramedic unit. The schedule is usually a 24 hour shift (56 hour per week) which conforms to the working hours of the training agency. Field experience: 528 hours total.

RESPIRATORY THERAPY**RT 51 CSUC**

8 Units

Lecture: 4 hours

Laboratory: 12 hours

Prerequisite: Acceptance into Respiratory Therapy Program

INTRODUCTION TO RESPIRATORY THERAPY

This course is designed to introduce the prospective therapist to an overall view of the field of Respiratory Therapy and the duties a graduate will perform. It will also provide an orientation to respiratory care equipment. The course will emphasize the anatomy and physiology of the respiratory system in relation to treatment. The course will also introduce the student to medical terminology and concepts and provide the basis of ethical professional behavior necessary for acceptable patient care.

RT 53 CSUC

2 Units

Lecture: 2 hours

Prerequisite: RT 51

CARDIOPULMONARY PHARMACOLOGY

Cardiopulmonary pharmacology is designed to provide the student with 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.**RT 59 CSUC**

3 Units

Lecture: 3 hours

Prerequisite: RT 51,

53, 54, 55, 56, 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.

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 51**

1 Unit

Lecture: 4 hours per

week for 4 weeks.

Prerequisites: Chem

4 or High School

Chem with grade C

or better; Bi22A

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.

AH 52

1 Unit

Lecture: 4 hours per

week for 4 weeks.

Prerequisite:

Chem 4 or High

School Chem with

Grade C or better; Bi

22A; Bi 22B; Bi15

recommended

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.

AH 62

2 Units

Lecture: 2 hours

Laboratory: 0

Prerequisite: None

HUMAN DISEASES

The study of human disease processes and major illnesses affecting each body system. Includes etiology, signs and symptoms, methods of diagnosis and treatment of each disease.

AH 64

1 Unit

Lecture: 1 hour

Laboratory: 0

Prerequisite: None

PERSPECTIVES IN HEALTH

This course is designed to familiarize the student with the social, economic, and political aspects of health care as it applies to his/her life as a health care professional, a health care consumer, a voter and a taxpayer.

AH 70

1 Unit

Lecture: 1 hour

Laboratory: 0

Prerequisite: None

INTRO TO NURSING

This course is a prerequisite for all students entering the LVN, MA, RN or RT Programs offered at College of the Desert. The course is designed to provide the students interested in Nursing and Allied Health programs with detailed information about program requirements and career objectives. Special screening tests for entry to the programs will be given during the course.

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 1 LCSUC, 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: 6 hours
Prerequisite: A college course in science (with laboratory) with a minimum grade of "C". May be taken concurrently with Bio. 1A.

GENERAL BIOLOGY - GENERAL ZOOLOGY

An introduction to zoology, emphasizing identification, classification, morphology, physiology, parasitology, behavior, ecology, adaptation and phylogenetic development of invertebrates and vertebrates. Laboratory dissections, experiments, identification, and field studies. Designed primarily for biology and science majors, pre-veterinary 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. Attendance on field trips is required.

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

Lecture: 0

Laboratory: 3 hours

Prerequisite: Current enrollment in Bi 4.

ELEMENTS OF BIOLOGY LABORATORY (OPTIONAL)

Provides supplementary laboratory experience for those having taken, or taking, Biology 4 and Biology 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 Biology 1A, and/or 1B, 1C, Bio 4L meeting the Biological Science Laboratory General Education requirements. Attendance on field trips is required.

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

Laboratory: 0

Prerequisites: None

FUNDAMENTALS OF ECOLOGY

A study of the interrelationships 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. There is no Bio. 11 field trips. Those desiring some field work should also enroll for Bio. 4L. Bio. 11 is designed for the non-major desiring an ecological approach to the basics of Biology.

Bi 15 CSUC, UC
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: Ch 4,
(or 1 full year high
school chemistry
within
past 3 years with
grade of C or better).

Bi 21 CSUC, UC
5 Units
Lecture: 4 hours
Laboratory: 3 hours
Prerequisite: High
school chemistry or
Chemistry 4 recom-
mended.

Bi 22A CSUC, UC
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: Biology
1B is recom-
mended.

Bi 22B CSUC, UC
5 Units
Lecture: 4 hours
Laboratory: 3 hours
Prerequisites:
Biology 22A and
Chemistry 4, (or high
school chemistry
within past (3) years
with a grade of "C"
or better).

Bi 35
3 Units
Lecture: 3 hours
Prerequisite: None

Bi 53 UC
1 Unit
Lecture: 1 hour
Prerequisite: None

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.

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

Biology 22A is a general course in human anatomy, with consideration of the general properties and concepts of living systems. Comparative dissection study of mammalian forms with cadavers, is an integral part of the course. (Biology 22A) is a required course in certain Allied Health Programs). It is not recommended for pre-medical pre-vet, and pre-dental students are advised to take Biology 1A, 1B, 1C sequence rather than 22A and 22B.

HUMAN PHYSIOLOGY

This is a survey of the normal and abnormal functions of the integumental, skeletal, muscular, circulatory, digestive, respiratory, urogenital, sensory, nervous, and endocrine systems in humans. (This course is a required prerequisite for many of the Allied Health programs or it may be used to satisfy a general education life science requirement). (Pre-med, pre-dentistry and pre-vet majors are advised to take the Biology 1A, 1B, 1C, sequence rather than the 22A and 22B).

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.

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 pro-

ficiency in mathe-

matics. A grade of

C or better in Ch

1A is a prerequisite

for Ch 1B.

Ch 3A 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 15A,B CSUC, UC

1-2 Units

Laboratory: 3 to 6

hours

Prerequisite: Chem

1A with a Grade A or

B.

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.

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 biochemistry presented on a level for the general student. This course is specifically recommended for the entrance requirements for nursing and other allied health services, but is acceptable for meeting the general education requirements in the Physical Sciences.

SPECIAL STUDIES IN CHEMISTRY

Experience in chemical reagent preparation, chemical stockroom procedures, and advanced instrumentation techniques.

PHYSICAL SCIENCES

GEOLOGY

G 1 CSUC UC

3 Units

Lecture: 3 hours

Prerequisite: None

PHYSICAL GEOLOGY

The study of the origin and composition of rocks and minerals; landscape development by water, ice, and wind; earthquakes; the earth's interior; the nature of mountains and their development; the drift of continental and oceanic crustal plates; and environmental aspects of geology. Suggested for physical science General Education Requirement.

G 1L CSUC UC

1 Unit

Laboratory: 3 hours

Prerequisite: Prior or concurrent enrollment in G1.

PHYSICAL GEOLOGY LABORATORY (OPTIONAL)

Practical application in the laboratory and on field trips of aspects of the Physical Geology subject areas listed above. Field trips will emphasize local geology and lab work will emphasize practical study of minerals and rocks and investigation of various geologic features on topographic maps.

G 2 CSUC UC

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Geology 1 and 1L or G10 and G 10L with a grade of "B".

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 history of the science of geology. 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 in each and a course in chemistry (may be taken concurrently). HS chemistry may also be accepted. Offered alternate Spring semesters.

ELEMENTARY MINERALOGY

A study of structure (crystallography), properties, associations, and origins of minerals. Blowpipe analysis and related chemical tests are used in addition to physical means for mineral identification.

G 5 CSUC UC

1 Unit

Lecture: 3 hours

Prerequisite: None

ENVIRONMENTAL GEOLOGY

A study of: (a.) Natural hazards such as floods, landslides, earthquakes, and volcanic activity for the purpose of minimizing of their effects on persons and property; (b.) Landscape for site selection, land-use, planning, and environmental impact analysis; (c.) Earth materials (such as minerals, soils, rocks, and water) to determine resource use, waste disposal potential, and conservation practice need. 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. Suggested for the physical science General Education Requirement. Offered Fall semesters.

G 5L CSUC, UC

1 Unit

Lecture: 0

Laboratory: 3 hours

Prerequisite: Prior concurrent enrollment in G 5

ENVIRONMENTAL GEOLOGY LABORATORY

This course is designed to provide practical application in the laboratory and on field trips into most aspects of environment geology described in environment geology lecture (See description for that class). This course is designed to supplement and compliment the lecture and is recommended for satisfaction of the laboratory portion of the physical section of the General Education Requirement. Offered Fall semesters.

G 10 CSUC, UC

3 Units

Lecture: 3 hours

Prerequisite: None

EARTH SCIENCE

A survey and integration of the Earth Sciences of Geology, Meteorology, Oceanography, and Astronomy to bring into perspective the uniqueness of our planet, the interrelationships of its systems, and the impact of man upon these systems. Suggested for physical science General Education requirement.

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.

METEOROLOGY

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

Met 1L CSUC, UC
1 Unit
Laboratory: 3 hours
Prerequisite: Previous or concurrent enrollment in Meteorology 1.

PHYSICS

Ph 1 CSUC, UC
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: Math 9
50.

Ph 2A,B CSUC, UC
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: C grade or better in Math 9
Ph 2A is a prerequisite for Ph 2B.

Ph 4A,B CSUC, UC
5 Units
Lecture: 4 hours
Laboratory: 3 hours
Prerequisites: C grade or better in Math 1A; Ph 4A is a prerequisite for Ph 4B.

Ph5 CSUC, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: C grade or better in Math 1A or equivalent.

Ph 6 CSUC, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: Physics 5

DESCRIPTIVE METEOROLOGY

Elementary survey of the causes and distribution of weather and climate. An understanding of weather phenomena. The reading of weather maps. Modern techniques of studying weather phenomena. May be taken with or without laboratory.

DESCRIPTIVE METEOROLOGY LABORATORY

Practical study of instruments and methods for the study and recording of weather and the reading and plotting of weather maps.

BASIC PHYSICS

An introduction to basic physical concepts, theories, and principles with emphasis on their practical application to the health sciences; using the minimum mathematics that is necessary. The course is designed for students in the health science fields, and for those students in general education who need a laboratory requirement in the physical sciences.

GENERAL PHYSICS

This is the non-calculus physics course. It satisfies the physics requirement for pre-medical, pre-dental and biology students. Physics 2A Mechanics, Heat and Sound; 2B: Electricity, Magnetism and Optics.

ENGINEERING PHYSICS

This two semester sequence is required of students who plan to major in physics, chemistry, architecture and engineering. Physics 4A covers mechanics, heat and wave phenomena. Physics 4B covers electricity, magnetism and optics.

COMPUTER PROGRAMMING I

An introductory course in the programming of digital computers for scientific and engineering problems.

COMPUTER PROGRAMMING II

An extension of Physics 5 with greater complexity of problems.

SOCIAL SCIENCES

ANTHROPOLOGY

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

HUMAN EVOLUTION

The study of the origin of humans and their place in nature. Emphasizes the physical form and behaviour of the non-human primates: apes, monkeys, and prosimians. Identifies and interprets the fossil record of early humans, the current racial variability of humans and the mechanisms of evolution.

Anth 2 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

CULTURAL ANTHROPOLOGY

A survey of the existing human cultures ranging from primitive peoples to modern societies. Compares food-getting practices, marriage customs, kinship systems, social organization, and supernatural beliefs from around the world.

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.

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 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.

PSYCHOLOGY

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

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

Psy 3 CSUC
3 Units
Lecture: 3 hours
Laboratory: 0
Prerequisites: None

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

Psy 20, CSUC
3 Units
Lecture: 3 hours
Prerequisite: None

Psy 33 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: Psy 1

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: One year of high school algebra or equivalent

Soc 10 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.

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.

DEVELOPMENTAL PSYCHOLOGY

A life span course based on the behavioral patterns found at each level of normal human development including the interrelationships of psychological, sociological, cognitive, and physical development from birth to senescence. The personal and professional implications of developmental psychology will be discussed. The implication for both personal development and professional practice will be discussed.

PSYCHOLOGICAL ASPECTS OF MARRIAGE AND FAMILY

This course is designed to develop the student's repertoire of behavioral skills and intellectual understanding of the principles governing successful marriage and family life. Included are areas such as communication, decision-making and coping with stress.

UNDERSTANDING AND AIDING YOUTH

An introduction to the problems of children and teenagers with special emphasis on practical techniques in assisting parents and youth workers in working with them. This course considers the major areas of influence on youth including the home, school, peers and society.

PERSONAL AND SOCIAL ADJUSTMENT

The development of the normal personality, with practical emphasis on problems of adjustments in such areas as school, family, vocation, and community. Focus will be on understanding the causes of frustration and the process of learning adequate methods of coping with situations.

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.

Soc 14 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: None

MINORITY GROUPS IN THE AMERICAS

The comparative study of Native American, Oriental, African, and European groups in the Americas as approached from the perspectives of history and the Social Sciences with emphasis on the sociological aspects of contemporary minority groups in the United States.

WORK EXPERIENCE

WEG 94 CSUC

Units 1-3

Prerequisite: Must enroll for a total of 7 or more units of course work including

Working Experience.

The individual must also be concurrently enrolled in the one-hour per week CONTROL CLASS.

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.

WEV 95

WE 97

No Units

Lecture: 0

Laboratory: 1 hour

Prerequisites: None

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.

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.

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.

WORK EXPERIENCE CONTROL CLASS

Sessions assist students in preparing Performance Objectives for Work Experience Program and provide opportunity for coordinator to monitor progress in that program. Discussions center on job-related problems and on preparation for job change and/ or advancement. No grade.

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, Utah

FRANKLIN YTRO ATTOUN (1967)

Professor of French and Spanish
B.S. 1966, University of Missouri
M.A. 1967, University of Missouri

ARTHUR W. BENDER (1969)

Associate Professor of Microbiology
Chairperson, Sciences
B.S. 1956, Bowling Green State University,
Ohio
M.S.Ed. 1961, University of Toledo, Ohio
M.S. 1967, Virginia State College

HAROLD L. BIRD, JR. (1974)

Professor of Chemistry
B.S. 1943, Rutgers University, New Jersey
M.S. 1949, Purdue University, Indiana
Ph.D. 1974, University of Arizona

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Associate Professor of Sociology
A.A. 1967, College of the Desert, California
B.A. 1969, California State College, San
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PAUL D. BOWIE (1970)

Associate Professor of Biology, Botany
B.S. 1966, University of Redlands, California
M.S. 1970, University of Arizona

DAN A. BURKE (1966)

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
Ed.D. 1983, 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)

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
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THOMAS CIASTKO (1981)

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Director, Respiratory Therapy Program
A.S. 1970, Chicago City College, Illinois

JOHN R. COEFIELD (1963)

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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)

Associate Dean, Student Support Services
A.A. 1959, Riverside City College, California
A.B. 1962, California State College, Long
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M.A. 1964, California State College, Long
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Riverside

LYNN CRAWFORD (1977)

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M.S.N. 1970, Adelphi University, New York

BUFORD CRITES (1976)

Associate Professor of Speech
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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)**
Associate Professor of Auto Mechanics,
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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,
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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 Supérieure des
Professeurs de Français l'Étranger, University of
Paris
- MARCELINO DIAZ, JR. (1972)**
Coordinator EOPS, Counselor
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)**
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B.S. 1953, Winona State College, Minnesota
M.A. 1956, University of Minnesota
- ROBERT F. ESCUDERO (1974)**
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M.A. 1969, University of California, Los
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Ph.D. 1974, University of California, Los
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- RON R. EVANS (1972)**
Associate Professor of Art
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- VERA B. FISSETTE (1983)**
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M.A. 1965, College of Economics,
Czechoslovakia
B.A. 1973, Chapman College, California
M.A. 1976, Chapman College, California
- CHARLES B. FLATT (1964)**
Professor Sociology, and Philosophy
Chairperson, Social Sciences
B.A. 1958, Pasadena College, California
M.A. 1959, University of Idaho
- CHARLOTTE FLORES (1982)**
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B.A. 1980, California State College,
San Bernardino
- WENDELL C. FORD (1965)**
Media Specialist
B.A. 1956, San Jose State University, California
M.A. 1957, San Francisco State University,
California
- JOSEPHINE GUERENA GALLEGOS (1967)**
Chairperson, Business, Professor of
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- FRANK J. GARCIA (1968)**
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California
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- DOUGLAS RICHARD GARRISON (1974)**
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Pennsylvania
- RALPH T. GRANNAN (1973)**
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CHARLES RONALD GREEN (1966)
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B.A. 1953, Westmar College, Iowa
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M. Div. 1975, Luther Seminary, Minnesota
Th.D. 1978, School of Theology, Claremont, California

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AUSTIN F. KILIAN (1970)
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- JOHN L. MARMAN (1969)
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- JOHN W. MARZICOLA (1972)
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B.S.M.E. 1967, University of Southern
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- ASHLEY T. McDERMOTT (1964)
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California
- 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
B.A. 1959, University of California, Berkeley
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- DONNA JOY McLAIN (1968)
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Santa Barbara
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- JAMES A. MILLS (1973)
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B.S. 1971, Fairleigh Dickinson University, New Jersey
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- ROBBIE C. MURRELL (1981)**
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- HOVAK NAJARIAN (1966)**
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B.S. 1952, Bob Jones University, South Carolina
M.A. 1957, Columbia University, New York
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- 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)**
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 Developmental Education
B.A. 1971, San Diego State College, California
- REYNALDO F. ORTIZ (1978)**
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- CHARLES R. PALMER (1969)**
Associate Dean, Continuing Education/Community Services, Copper Mountain 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)**
Associate Dean, Applied Sciences
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
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- SAMUEL HART PLUMER (1975)**
Counselor for the Handicapped
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- RICHARD W. POST (1974)**
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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, Copper Mountain Campus
B.A. 1963, University of Redlands
M.A. 1966, Chico State College, California
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- GOPALACHARI RAMAN (1983)**
Health Services/Student Services Coordinator
B.S. 1956, University of Madras, India
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M.B.A. 1976, Western New England College, Massachusetts
- DIANE NORTHROP RAMIREZ (1974)**
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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 units or more.

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 Instructional Services.

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 units or more 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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