



# **COLLEGE OF THE DESERT**

**Palm Desert Campus  
Copper Mountain Campus**

## **CATALOG 1987-1988**

# **COLLEGE OF THE DESERT**

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

**1987 — 1988**

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**Cover Photo by C.J. Moreau**

# ACADEMIC CALENDAR

## 1987 — 1988

### FALL 1987

September	8	Tuesday, Classes Begin
November	11	Wednesday, Veterans Day-Holiday
November	26,27	Thursday, Friday - Thanksgiving Day - Holiday
December	21 to	
January	1, 1988	CHRISTMAS BREAK
January	11-15	Monday to Friday, Final Exams
January	15	Friday, End of Fall Semester

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**SEMESTER BREAK:            JANUARY 16 TO JANUARY 24, 1988**

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### SPRING 1988

January	25	Monday, Classes Begin
February	12	Friday, Lincoln's Birthday - Holiday
February	15	Monday, Washington's Birthday - Holiday
March	28 to	
April	1	Monday to Friday, Spring Break
May	30	Monday, Memorial Day - Holiday
May	24-31	Tuesday to Tuesday, Final Exams (except for May 30)
May	31	Tuesday, End of Spring Semester
May	31	Tuesday, Spring Graduation

### NOTICE OF DISCLAIMER

Every reasonable effort has been made to determine that everything stated in this 1987 - 1988 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.

### AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/TITLE IX

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 **Dr. Diane Ramirez**. Dr. Ramirez is located in Room 1-M 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 Ms. Jacquelyn Weiss, Director of Personnel, located in Room 4E of the Administration Building. Ms. Weiss 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, Vietman 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:

**Charles Hayden, Jr., Chairman, Desert Hot Spring. Elected 1983**

**Term Expires 1987**

**J. John Anderholt, Vice Chairman, Rancho Mirage. Elected 1985**

**Term Expires 1989**

**Ray House, Indio. Elected 1985**

**Term Expires, 1987**

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

**Term Expires 1989**

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

**Term Expires 1987**

**Student Trustee Elected Annually**

**(see current Schedule of Classes)**

## **OFFICERS OF THE COLLEGE**

**David A. George, President and District Superintendent**

**Dorothy Bray, Vice President, Educational Services,**

**Albert J. Graftsky Jr., Vice President, Administrative Services**

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

# GENERAL INFORMATION

## COACHELLA VALLEY COMMUNITY COLLEGE DISTRICT MISSION AND GOALS STATEMENT

### **Mission Statement**

Challenged by a diverse, growing, and energetic community dedicated to lifelong learning, the CVCCD will be the center for comprehensive educational opportunities for instruction in Academic Transfer, Vocational/Occupational, Developmental Education, and Community Services programs and will stimulate its constituents by promoting cultural exchange, encourage the examination and development of ideas through a balanced social forum, and provide an environment for growth of the individual and the community.

### **Goals**

#### **ACADEMIC TRANSFER**

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

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

#### **BASIC SKILLS**

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

#### **COMMUNITY SERVICES**

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

#### **MARKETING**

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

#### **OCCUPATIONAL/VOCATIONAL EDUCATION**

To meet the changing economic, technological, and environmental needs of the community, the CVCCD will identify regional employment training needs and provide degree and certificate programs which prepare students for these career opportunities. These programs will train, retrain, and upgrade student career skills through existing occupational/vocational and general education programs as well as partnerships and contractual education with the private sector and public agencies.

#### **ORGANIZATION**

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

#### **PLANNING**

The CVCCD must establish within its organizational structure a planned, systematic procedure designed to encourage and facilitate the creation of innovative programs and the expansion of existing programs.

#### **RESOURCES**

The CVCCD believes that all resources aid the District in fulfilling the Mission of providing comprehensive educational opportunities to the community and that all resource allocation must be tied to existing or newly developed programs compatible with the approved Mission Statement.

Further, the District is dedicated to the principle that all resources are reciprocal and that we must be accountable to our constituents in demonstrating the results of acquired resources.

Resource allocations must reflect our commitment to equal opportunity so that all citizens have access to their benefits.

## COLLEGE CURRICULUM

The College curriculum is organized around four major areas.

**1. 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.

**2. 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.

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

**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.

### 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 Aid:** 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.

## **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 diplomas. Credit may be granted for military service, for service school attended, work experience, and credit earned in the ninth grade or higher, except physical education.

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

Another function of the high school diploma program is to prepare students to pass the GED test, which many businesses and governmental agencies accept in lieu of the high school diploma. The GED test can be taken Monday, Tuesday, Wednesday from 1:00 - 3:00 pm in room LM2.

### **TUTORIAL PROGRAM**

To help College of the Desert students enjoy success in their classes, tutoring is available to those enrolled who are experiencing difficulties in specific courses. Handicapped Program students are provided mobility assistants, note-takers, and readers through the Tutorial Program.

## **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.

## **PERSONAL ENRICHMENT/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.

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 them any 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.

## **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.

## **HISTORY**

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

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

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

The Board and a limited administrative staff spent three years studying community College education, and planning curriculum, buildings, and policies before contracts were let in the Summer of 1961 for actual construction of the initial nine buildings on the 160 acre site at Monterey Avenue and 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 1972, the High Desert Campus began renting what had been until then a parochial school, on Sage Avenue in Twentynine Palms. The first increment of buildings was 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**

The College of the Desert Foundation is a non-profit organization whose primary purpose is to provide financial support from the private sector to help underwrite programs and facilities at the college which cannot be funded through public sources. The Foundation Board and committee membership is composed of volunteers who work with college staff to support specific needs, present and future, of the college.

Donations to the College of the Desert Foundation may be designated to a particular department or project or for the greatest current need.

## **PRESIDENT'S CIRCLE**

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

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

Other categories of membership include the Dean's Committee for those who make a donation of \$500 and the Professor's Club for a gift of \$100 or more per year.

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

Members serve as goodwill ambassadors and organize special events for the college. Membership dues have been set at \$20 per year or \$250 for a life membership.

## **FRIENDS OF COPPER MOUNTAIN COLLEGE**

The "Friends" is a COD Auxiliary dedicated to raising funds for development of the Copper Mountain Campus. This group has been largely responsible for construction of Phase I of the campus at Joshua Tree. The Auxiliary continues to solicit funds for further development.

## **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 some categories of specialized instruction.

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 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 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' 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 at Twentynine Palms.

## **CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**

Beginning Fall Semester, 1986 California State University, San Bernardino, will maintain temporary facilities on the C.O.D. campus for the housing of its programs offered in The Coachella Valley.

### **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.

### **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.

**Select High School Students**—Non-High School Graduates under 18 years of age 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. An approval form, available through local schools, 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.

### **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. Non-resident tuition fees will be charged.

### **International Students**

International students are welcome at College of the Desert. To be admitted, international students must apply well in advance of the semester in which they plan to enroll. A \$100.00 application fee is charged and is applied to the non-resident tuition at the time of registration. This fee is **NON-REFUNDABLE**. Students must demonstrate by examination their proficiency in English to profit from college credit classes. Students who need instruction in English may study the English as a Second Language courses in the Department of Developmental Education. International students wishing to transfer to College of the Desert from other U.S. Institutions are expected to complete one semester of satisfactory course work at the U.S. college or university admitting them. International students are required to show evidence of Medical-Surgical insurance coverage or purchase student insurance. Non-resident tuition fees will be charged.

## **FIRST-TIME ENROLLMENT**

Prospective students are 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 Admissions Office. 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.

### **WHO MUST TAKE THE TESTS?**

New students who fall within any one or more of the four groups listed below must take the test:

1. Students pursuing an A.A. or A.S. Degree at College of the Desert.
2. Students planning to transfer to a four year college or university.
3. Students pursuing a certificate program at College of the Desert.
4. Students enrolled in English, Math and/or Reading or any course(s) which has English, Math and/or Reading prerequisites at College of the Desert.

The test takes approximately 2 hours to complete. Test scoring results and interpretation are given immediately.

The test includes three standardized tests, a three-part student self-assessment section.

### **Disqualified Transfer Student Program**

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

### **Probationary Transfer 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.

### Fees

1. Beginning with the Fall Semester 1984, Enrollment Fees for Resident Students are charged as follows:
  - a. \$50 per semester for 6 units or more
  - b. \$5 per unit per semester for 5 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 registration will be charged a fee beginning with the third week of instruction. 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.

### 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 from (Non- the College. The request for refund must be accompanied by the registration receipt. Refund Resident of the basic tuition fee is made according to the following schedule if the student submits a Fees) 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.

### 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. Students enrolled in Health Occupation Programs which require contact with patients in a clinical environment shall be required to pay necessary fees for liability insurance against malpractice claims.

### 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.

### **Returned Checks**

A service charge of Ten Dollars (\$10.00) will be assessed for any check returned to the College or the College Bookstore 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.

### **Unit Load Limitations**

A normal class load is considered to be 12-17 units plus an activity class in physical education. Students working full time are encouraged to carry a reduced load. Students with advanced standing, and having a "C" average or better are permitted to enroll in 19 units plus physical education.

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

## **STUDENT SERVICES**

To satisfy the educational needs of all the people within the College District, College of the Desert and the Copper Mountain Campus provide an "open door" admitting anyone 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 identifies and accepts all qualified students for enrollment in College of the Desert. Admissions services also provides record-keeping to safeguard students' academic and personal records.

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 Counseling Office for reasons of personal growth or decision making. Students come for help in such areas as making vocational choices, dealing with study problems, developing social and interpersonal skills, growing in greater self-understanding and solving personal problems. In counseling, the primary focus is not upon the student's deficits or upon long-term therapy. Emphasis is placed upon assisting students to grow and accept responsibility for their actions.

The counseling service is a fundamental and integral part of the total educational process of 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 Counseling Office is to promote personal growth of individuals within society and within the College community. The services provided to students include (1) general counseling, (2) college orientation, (3) transfer information, (4) testing, (5) placement and career guidance, (6) the Extended Opportunities Program and Services (EOPS), (7) handicapped consultation and counseling, (8) veterans counseling.

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

## **Transfer**

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.

As in other phases of student development services, counselors serve as a community resource for transfer information. Contact Counseling Office for additional information.

## **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 and 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. Contact Counseling Office for cost information.

## **The Extended Opportunity Programs 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. Special physical activity is available to the handicapped as well. The State Department of Rehabilitation also offers services to aid students who have physical, emotional, or other disabilities which handicap them in obtaining employment. All interested individuals are urged to contact the Counselor for the Handicapped for guidance or the Coordinator of Handicap Programs and Services for further information.

### **Veterans and Veterans' Dependents**

All veterans and veterans' dependents have access to the Veterans' Program at College of the Desert. The main objective of the program is fulfilling veterans and dependents needs.

Supplementing these goals C.O.D. provides the following: an outreach program which appraises the veteran and dependent's needs and informs them about education most suited to their educational and career goals; assistance in enrollment and career advisement; provides tutoring and returning of basic educational skills; and counseling services which benefit the veterans and dependents on campus and in the community. The Veterans' Secretary helps to speed the certification process of V.A. educational benefits and advocates for veterans and dependents with VA. difficulties.

The College is approved by the Veterans Administration to certify for benefits veterans and dependents who are working toward an Associate in Arts or Associate in Science Degree program under Chapter 34 (Vietnam Era Veterans), Chapter 32 (Post Vietnam Era Veterans), Chapter 30 (New GI Bill), Chapter 31 (Vocational Rehabilitation), Chapter 35 (Veterans' Dependents) and Chapter 106 (Selected Reserve). The College is also approved by the California Department of Veterans Affairs for the attendance of veterans' dependents (Cal-Vet).

### **Veterans' Program Course Requirements**

1. Course numbers 100 or above are not acceptable for veterans' benefits.
2. Veterans and dependents must declare a major and follow a program leading to completion of an A.A./A.S. degree.
3. Any veteran or dependent receiving V.A. benefits who has accumulated 40 or more units and wishes to continue receiving V.A. benefits at College of the Desert must have an A.A./A.S. degree evaluation before they can be certified for benefits.
4. Veterans and dependents may receive V.A. benefits when repeating a course in which a grade of "F" was received if the course is a prerequisite to a required course, is required for graduation or transfer. Veterans and dependents may receive V.A. benefits when repeating a course in which a grade of "D" was received, if the catalog states that a grade of "C" or better is required and the course is a prerequisite to a required course, is required for graduation or transfer.
5. Additional information about V.A. Benefits and program requirements may be obtained from the Veterans' Office in the Administration Building Room 5.

### **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.

### **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 Student Senate 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 Student Senate has adopted rules and regulations which provides for a governing body that reflects the interests of the entire student population. This government is made up of representatives from academic departments.

### **Student Rights and Responsibilities**

All members of the College of the Desert faculty and staff have a primary mission of helping students to make progress toward a degree or credential. Nevertheless, each student is individually responsible for meeting all college requirements and deadlines, as presented in this publication (College catalog) and any other announcements of the college or department in which he/she is enrolled.

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

Information regarding student rights and responsibilities and grievance procedures can be found in the "Statement of Student Rights, Responsibilities, and Student Grievance Procedures," copies of which are available in the office of the Dean of Students, located in the Administration Building on campus. This information is also located in the back of the College Schedule of Classes.

### **Special Support Services**

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 in 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 College of the Desert Bookstore, located in the Student Center Building, carries new and used course textbooks, a wide variety of essential classroom and student supplies, general-interest paperbacks, reference books and many other campus-oriented items such as backpacks, apparel, art supplies, and greeting cards. The Bookstore is open Monday through Thursday 7:45 a.m. until 4:00 p.m. and 5:00 p.m. to 8:00 p.m.; Fridays 7:45 a.m. to 3:00 p.m. The Bookstore is open also to non-students.

### **Career Resource Materials**

As part of the Counseling 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.

### **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.

### **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 Club Council which meets regularly to discuss activities, projects and problems pertaining to its members.

### **Athletics**

College of the Desert is a member of the Southern California Athletic Conference. The conference includes these colleges: Antelope Valley, Barstow, Cerro Coso, Chaffey, College of the Desert, East Los Angeles, Los Angeles City, Los Angeles Harbor, Los Angeles Mission, Los Angeles Southwest, Los Angeles Trade Tech, Los Angeles Valley, Marymount, Mt. San Jacinto, Rio Hondo, San Bernardino Valley, Victor Valley, and West Los Angeles. The conference includes competition in basketball, baseball, cross country, football, golf, softball, tennis, track and field, and volleyball.

### **Health Services**

The College maintains a Student Health Center with a professional nurse on duty daily to provide health education and consultation, first aid, vision screening and general health services. A physician is available on a referral basis four days a week. Appointments are scheduled through the Health Services office. The student Health Center on the Palm Desert Campus is located in the Administration Building in the east wing. Student insurance for sickness and accidents is available through the Health Services office.

**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 in 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 10:30 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.

**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.

**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.

## **AUXILIARY FUNDS**

### **DONALD H. AND CATHERINE MITCHELL PERPETUAL LIBRARY FUND**

Established 1977. Earnings from principal sum of \$13,000 shall be used for the support of the Donald H. Mitchell Library as determined by the Board of Trustees.

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

Established April 1, 1974. An initial contribution of \$20,000 to be used in support of lectures engendering knowledge of, and appreciation for, traditional American ideals and moral spiritual values. Donor: The Rosemary Dwyer Frey Trust.

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

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

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

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

Established in 1980. Interest to be used for award to a deserving student as determined by the Scholarship Committee.

### **Border Patrol Wives Scholarship Fund**

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

### **California Congress of Parents and Teachers, Inc. Patient Nursing Scholarship Fund**

Established Fall, 1968. Awarded to a second year student in the registered Nurse Program. The student shall assume obligation to serve in the Nursing Field in California for one year upon graduating.

### **California Nurses' Association District No. 34**

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

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

It was the wish of his parent that this money be kept to grant financial assistance to a Music major with organ as the 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 Alumni Association Scholarship**

Established Spring, 1983. Twenty-five scholarships to be awarded at \$250.00 per year. Awarded to outstanding full-time COD students returning to COD as sophomores, COD students transferring to four year colleges and high school seniors in the COD district planning to attend COD. Recipients to be determined by the Scholarship Committee.

### **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, American 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**

Established 1982. Recipient 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.

**Pearl McCallum McManus Scholarship Fund**

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

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

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

**Matteo Monica Memorial Scholarship**

Established 1981. Recipients to be determined by the Scholarship Committee.

**Negro Academic Scholarship**

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

**Casey Merrill Scholarship**

Established Spring, 1984. \$1,000 award yearly, by this New York Giants professional football player, to student athletes continuing their education and athletic career at a four year institution.

**Nursing Scholarships**

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

**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 January. Students must be citizens or permanent residents.

**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 the date established by the Student Aid Commission. 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.

**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.

**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 Loan****Perkins Loan (Formally National Direct Student Loan)**

Under this program, eligible students may borrow up to a maximum of \$4,500 who has not completed two academic years of study towards a Bachelor's Degree, or \$9,000 for a student who has completed two academic years of study for a Bachelor's Degree but has not received the degree. The principle and interest are repaid in equal or graduated installments beginning nine months after the student ceases to be enrolled at least half-time student and ending ten years and nine months after such date. Applications should be filed by June 1st for the following academic year or November 15th for the Spring Semester.

**California Guaranteed Student Loan**

Enrolled students are eligible to apply for a California Guaranteed Student Loan. Under this program, the student may borrow up to \$2,625 per year if the student is enrolled on at least a half-time basis

and who has not successfully completed the first or second year of an under-graduate program as determined by the school. For students who the school determines have successfully completed the first and second year of an undergraduate program, but who has not successfully completed the undergraduate program may borrow up \$4,000 per academic year. Applications are obtained 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.

#### **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**

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

### **CLASSIFICATION OF STUDENTS**

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

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

**Post-Graduate:** A student who has 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 fewer than 12 credit units.

### **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 or major. 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 degree programs and work in such courses is not applicable toward graduation. Non-Credit courses, except for those in Developmental Education are not listed in this catalog, but will be printed in the Schedule of Classes and distributed throughout the district several weeks before the opening of classes each semester.

3. Community Services classes (numbered in the 500's) 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 state are intended to insure that the student will have sufficient preparation to assure a reasonable chance of success in the course.

## UNIT OF CREDIT

The term "unit of credit" is a measure of time and study devoted to a course. Each hour of regular class 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.

## 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-Evaluation Symbols — The following non-evaluation symbols may appear on official college transcripts:

- I -Incomplete
- IP -In Progress
- RD-Report Delayed
- W -Withdrawal

### INCOMPLETE

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

An incomplete is issued only upon mutual agreement between the instructor and the student. The instructor and the student will agree upon course work and/or other requirements necessary for the removal of the incomplete mark and the grade to be assigned, as well as the grade to which the incomplete will default if the requirements are not met.

The INCOMPLETE GRADE FORM, issued only to instructors, is available in the office of Continuing Education/Community Services. In addition to the terms of agreement as outlined in the previous paragraph, this form will contain the student's signature and the instructor's signature. The student and the instructor will each retain a copy of this agreement. A third copy will be kept on file with the instructor's permanent record.

For credit to be granted, the incomplete must be made up before the end of the following semester. In unusual circumstances the student may petition the instructor for a one-semester extension.

### IN PROGRESS

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

### REPORT DELAYED

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

### WITHDRAWAL

Withdrawal (W) is a mark assigned to students who withdraw after 30 percent, or the fourth week of the term (whichever is less), and prior to 60 percent of the term. Students who withdraw after the 60 percent point in a term are assigned a grade. If there are extenuating, documented circumstances such as an accident, hospitalization, or other conditions beyond the student's control, the student may petition to receive a "W." Title 5, **California Administrative Code**, Section 55758, reads: "Withdrawal after the end of the fourteenth week (or 75 percent of a term, whichever is less) when the district has authorized such withdrawal in extenuating circumstances, after consultation with appropriate faculty, shall be recorded as a "W."

## GRADING PROCEDURE - PERMANENT RECORDS

Permanent records indicate 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 may receive a penalty grade (F). Students enrolled after Grade Responsibility Date who do not complete the semester may receive a letter grade unless there are extenuating, documented circumstances such as an accident, hospitalization, or other conditions beyond the student's control.

## GRADES - CHANGES

All grades become a part of the student's permanent records. No changes shall occur except as provided by Title 5, **California Administrative Code**, Section 51308: "In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with Section 51306 of this chapter. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record."

The instructor of record has the right to issue a letter grade to a student. Once a grade has been given, that grade is **final** except as indicated in the preceding paragraph.

## GRADES—CHANNELS OF APPEAL

1. The student shall first attempt to solve the problem with the instructor involved.
2. If no solution is reached with step 1, the department chairperson shall be consulted.
3. If the problem is not solved with steps 1 and 2, the student will submit in writing to the Registrar all pertinent information concerning the dispute 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 Registrar, the department chairperson, and one additional faculty member from a department not involved in the dispute.
4. The decision of the committee may be appealed to the Vice-President of the Educational Services.
5. The decision of the Vice-President may be appealed to the President of the College.
6. Following a decision by the President, the student also has the option of further appeal to the Board of Trustees. The decision of the Trustees is final.

## GRADE CHANGE PROCEDURE

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

1. The instructor of record for the class has the right to issue a letter grade to a student. Once a grade has been given, that grade is **final**.
2. A change of grade can be made in **only one of two ways**:
  - (1) **Incomplete:** (Section 51306)

### DEFINITION

**INCOMPLETE:** Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term shall result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" must be made up no later than one semester following the end of the term in which it was assigned.

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

The District Board shall provide a process whereby a student may petition for a time extension due to unusual circumstances.

(See the attached Incomplete Form)

Instructors may pick up these forms in the Continuing Education/Community Service Office.

- (2) Grade Change (Section 51308)
  - (a) In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in ac-

cordance with Section 51306 of this chapter. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record.

- (b) The District Board shall adopt and publish procedures and regulations pertaining to the repetition of courses for which standard work has been recorded in accordance with subdivision (f) of Section 55002, and Sections 51315 and 51316. When grade changes are made in accordance with these Sections, appropriate annotations of any courses repeated shall be entered on the student's permanent academic record in such manner that all work remains legible, insuring a true and complete academic history.

(See attached Change of Grade form for sample. Instructors may pick up these forms in the Admissions & Records Office)

3. The person in charge of the Admissions and Records Office shall approve **all** Change of Grade and Incomplete Grade forms based upon the Grading Policy adopted by the Board of Trustees.
4. All requests for Grade Changes that do not adhere to the Grading Policy shall be returned to the instructor submitting the request.

## GRADE 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."

## ADMISSION, PROBATION, DISMISSAL, AND READMISSION

Admission, probation, dismissal, and readmission policies and procedures are designed to assist students in making progress toward realistic academic, career, and personal goals. Admission to designated instructional programs, as identified by the college, is conditional until complete official transcripts have been received from institutions attended previously.

### STANDARDS FOR PROBATION

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

A student who has enrolled in a total of at least twelve (12) semester units, as shown by the official academic record, shall be placed on **progress probation** when the percent of all units in which the student has enrolled and for which entries of "W," "I," and "NC" are recorded reaches or exceeds 50 percent.

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

### NOTIFICATION OF PROBATION

The college shall make a reasonable effort to notify a student subject to probation at or near the beginning of the semester in which the probation will take effect but, in any case, no later than the start of the fall semester. As a condition of continuing enrollment, a student placed on probation is to receive individual counseling, including the regulation of his or her academic program. Each student shall also receive any other support services to help him or her overcome any academic difficulties. Prior to registration, a student on probation must have counselor-advisor approval of his or her educational program.

### REMOVAL FROM PROBATION

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

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

### STANDARDS FOR DISMISSAL

A student on **academic probation** shall be subject to dismissal if in each of three consecutive semesters the student's cumulative grade average is below 1.75 in all units attempted which were graded according to the established district grading scale.

A student on **progress probation** shall be subject to dismissal if the percent of units in which the student has been enrolled for which entries of "W," "I," and "NC" are recorded in at least three consecutive semesters reaches or exceeds 50 percent.

### NOTIFICATION OF DISMISSAL

The college shall make a reasonable effort to notify a student subject to dismissal at or near the beginning of the semester in which the dismissal will take effect but no later than the start of the fall semester. A student subject to dismissal has the right of appeal. An exception to dismissal may be made in the event of extreme and unusual circumstances that can be supported by evidence provided by the student. Requests for appeal shall be submitted to the Registrar.

### READMISSION

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

### 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 are beyond the control of the student and may include but are not limited to situations 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 student's college courses.
4. A student may repeat work taken during academic renewal semester(s) only if such repetition is necessary to allow normal progression toward an acceptable educational objective.
5. A student must include all work, including academic renewal semester(s), in the computation of the cumulative GPA toward any honors program.
6. No part of the regulation and procedures shall conflict with:
  - a. Education Code, Section 76224, pertaining to the finality of grades assigned by instructors, and
  - b. Chapter 2.5 of Division of Title 5 (commencing with Section 59020) pertaining to the retention and destruction of records, and particularly Section 59023 (d), relating to the permanency of certain student records.
7. The registrar shall maintain records of all actions taken under this regulation and a yearly review of this regulation shall be made by the Academic Regulations Committee.

## REQUEST FOR ACADEMIC RENEWAL

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

## 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

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

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

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

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

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

The PETITION FOR CREDIT BY EXAMINATION is available in the Registrar's Office. This petition must be approved by the midpoint of the semester, and the examination must be given prior to the last day of the final examination period.

A maximum of 30 semester units of credit is given to the general exams of the CLEP (College Level Examination Program) with scores at the 50th percentile or higher. Credit awarded is reduced if the student has previous college credit in general education courses. CLEP credit does not excuse the student from meeting proficiency requirements in reading, writing, and mathematics.

### **INDIVIDUAL STUDY PROJECTS (1-3 units)**

Available to students carrying six or more units.

This course can be taken in any subject area and is designed as course number 49 A, B, C (1, 2, & 3 units respectively); 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 the course of study. 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.

### **DEPARTMENTAL SEMINAR (1-3)**

Departmental Seminars, designated as Course Number 48 A, B, C (1, 2, & 3 units respectively) may be conducted by any department. They are designed to provide an opportunity for students to work in small groups with one or more instructors. The course provides the students an opportunity to participate and interact with their instructors and colleagues to extend their knowledge and understanding of some particular problem or topic within the general scope of departmental offerings which are not contained in scheduled courses. The exact nature of the individual assignments depends upon the nature of the study and topic involved, but all seminar students are expected to complete at least one of the following: a project, field study, survey, written report, and/or term paper.

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

A maximum of six 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.

### **REPETITION OF COURSES**

A student who receives a grade of D, F, or W may repeat the course one time 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 for which the student has prior credit and received a satisfactory grade of "C" or better. 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 who "drop" classes after completing initial registration are charged.

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 Admissions Office.

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 ADMISSIONS OFFICE otherwise the student may receive a grade of F for all courses enrolled in. Instructors cannot drop students from their classes.

## **TRANSCRIPT**

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

## **TRANSCRIPT EVALUATION**

Associate in Arts Degree, Associate in Science Degree and Certificate of Proficiency are not automatically awarded when a student completes the requirements. The student must file a request for evaluation in the Admissions Office at least one semester prior to their intended graduation. At least 30 units must have been completed before an evaluation can be initiated. (12 units completed for a certificate evaluation). All transcripts from other colleges must be on file at the Admissions Office prior to filing a request for evaluation. All lower-division work previously earned at other accredited institutions will be included when computing the cumulative GPA for a degree from COD. Once it has been determined that a student is eligible for graduation, an "Intent to Graduate" form must be completed. The deadline to receive this form is the first Monday in November for the Fall Semester and the first Monday in April for the Spring Semester.

## **FOREIGN TRANSCRIPT EVALUATIONS**

Students who enter COD, have earned university/college credits in foreign countries, and believe they have completed courses comparable to those offered at the College of the Desert, will need to come to the Admissions Office and pick up an Application for Credentials Evaluation Statement. The student will submit the application and appropriate records/transcripts to:

International Education Research Foundation, Inc., P.O. Box 24040, Los Angeles, California 90024 (213) 475-2133, with the request that the completed evaluation statement with subject breakdown, GPA, and grades be mailed directly to: Registrar, College of the Desert, 43-500 Monterey Avenue, Palm Desert, California 92260 or Copper Mountain Campus, P.O. Box 1398, Joshua Tree, California 92252.

## **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 that assumption. If, however, the student should be guilty of unbecoming conduct or should neglect academic duties, the College authorities will take such action as 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.

### **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 at the Office of Admissions. Inquiries regarding grievance procedures should be directed to the Dean of Students or other members of the Counseling Office staff.

## **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.

## 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. 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 standards for the course.

## AUDITING CLASSES

The Coachella Valley Community College District does not allow student auditing of classes.

## LEAVES OF ABSENCE

Students who have a need to withdraw for a short time, but who wish to retain their status in classes and resume work before the end of the current semester, should apply for a "Brief Leave of Absence," which expires on a definite date. If students must depart suddenly, as in a family emergency, they should write the Dean of 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.

## PHYSICAL EDUCATION REQUIREMENT

Enrollment in a Physical Education activity or course is required in each of the first two semesters in which a student is enrolled in nine units or more.

## 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 for evaluation" at least one semester prior to their intended graduation and an "Intent to Graduate" request in the Admissions Office during the semester in which they are completing the requirements. These requests must be received no later than the first Monday of November for the Fall semester and the first 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, Chemistry 1A, 1B, 3, 4; Meteorology 1; Geography 1; Geology 1, 2, 5, 10, 10L; Physics 1, 2A, 2B, 4A, 4B; Entomology (AgPS) 2; Anthropology 1; Biology 1A, 1B, 1C, 4, 11, 15, 22, 23; Conservation of Natural Resources (NR) 1; Horticulture (OH) 1; Plant Science (AgPS) 5.
  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; MC 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, 16, 18, 31, 32, 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, 5, 7; Philosophy 10, 11; Sociology 3; Math 1AB, 3, 4, 9, 10; BuCS (Computer Languages and Programming) 74, 75, 76, 81.

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 two semesters of Physical Education activity or courses.

**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 RDG 60 - Intermediate Reading

**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

**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

## **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. Students must file an "Intent to earn Certificate" in the Admissions Office during the semester in which they are completing the requirements. 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 determined by the department adviser.

### **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, (subject to maximum enrollments), 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 maximum of 39 of the 48 units may be taken at College of the Desert. The remaining 9 semester units must be earned at the institution granting the bachelor's degree.

Applicable College of the Desert courses:

### A. COMMUNICATION IN ENGLISH LANGUAGE & CRITICAL THINKING. (9 units min.)

Select 1 course from each of 3 groups. English 1A, 3A, or 41 required.

#### 1. Oral Communication

SP	1	Intro. to HUM COMM (3)
SP	2	Oral Interpret of Lit (3)
SP	4	Public Speaking (3)
SP	5	GP Discuss & Ldrship (3)
SP	15	Intercultural Comm (3)

#### 2. Written Communication

ENG	1A	Composition (4)
ENG	1C	Adv Comp (3)
ENG	3A	Freshman Comp 1 (3)
ENG	41	Tech & Science Report Writing (3)

#### 3. Critical Thinking

SP	7	Decis. Mkg & Advoc (3)
PHIL	10	General Logic (3)
PHIL	11	Symbolic Logic (3)
HUM	1	Alt Meth Crit Analysis (3)

### B. PHYSICAL UNIVERSE & LIFE FORMS. (9 Unit Min.) 1 course from each group. **One course must include laboratory.**

#### 1. Physical Universe

A	1	Descriptive Astron (3)
A	1L	Descript Astron Lab (1)
CH	1A	General Chem (5)
CH	1B	General Chem (5)
CH	3A	Intro Gen Chem (4)
CH	3B	Intro Gen Chem (4)
CH	4	Fund of Chem (4)
MET	1	Descrip Meteorology (3)
MET	1L	Descrip Meteorology Lab (1)
GEOG	1	Physical Geography (3)
G	1	Physical Geology (3)
G	1L	Physical Geol Lab (1)
G	2	Historical Geol (4)
G	5	Environmental Geol (3)
G	5L	Environmental Geol Lab (1)
G	10	Earth Science (3)
G	10L	Earth Science (1)
PH	1	Basic Physics (4)
PH	2A	General Physics (4)
PH	2B	General Physics (4)
PH	4A	Engineering Physics (5)
PH	4B	Engineering Physics (5)

#### 2. Life Forms

AGPS	2	Entomology, Gen & Applied (4)
AGPS	5	Plant Science (3)
AGPS	5L	Plant Science Lab (1)
ANTH	1	Human Evolution (3)
BI	1A	Gen Biology, Prin (5)
BI	1B	Gen Biology, Zool (5)
BI	1C	Gen Biology, Botany (5)
BI	4	Elements of Biol (3)
BI	4L	Elements of Biol Lab (1)
BI	11	Fund of Ecology (3)
BI	15	Gen Microbiology (5)
BI	22	Human Anatomy (4)
BI	23	Human Phys. (5)
NR	1	Conserv of Natural Resources (3)
NR	1L	Conserv of Natural Resources Lab (1)
OH	1	Horticulture (3)
OH	1L	Horticulture Lab (1)

#### 3. Mathematics

MATH	1A	Calc W/Anal Geom (4)
MATH	1B	Calc W/Anal Geom (4)
MATH	5	Trigonometry (3)
MATH	9	Inter Algebra (4)
MATH	10	College Algebra (4)

**C. HUMANITIES - ARTS, LITERATURE, PHILOSOPHY & FOREIGN LANGUAGE.** (9 units min.) 1 course from **each of three different groups**

**1. Fine Arts**

ART	2A	Hist of Art (3)
ART	2B	Hist of Art (3)
ART	3A	Basic Design & Color (3)
ART	10	Intro to Art (3)
ART	12	Hist of Modern Art (3)
ART	13	Hist of Photography (3)
HUM	18	Intro to Art & Music (3)
MUS	3A	Hist & Lit of Music (3)
MUS	3B	Hist & Lit of Music (3)
MUS	9	Intro to Contemp Mus (2)
MUS	10	Intro to Music (3)
MUS	11A	Survey of Music Lit (3)
MUS	11B	Survey of Music Lit (3)
MUS	12	Fund of Music (3)
MUS	14A	Survey of Opera (2)
MUS	14B	Survey of Opera (2)
MUS	14C	Survey of Opera (2)
MUS	14D	Survey of Opera (2)
TA	1	Intro to Theatre (3)
TA	2AB	Acting (3) (3)
TA	2CD	Acting (3) (3)
TA	8A	Theater Graphics (3)
ARCH	6	Architect Delineation (2)

**2. Literature**

ENG	1B	Comp & Lit (3)
ENG	3B	Freshman Comp II (3)
ENG	10A	Amer Lit (3)
ENG	10B	Amer Lit (3)
ENG	11A	Serv of Eng Lit (3)
ENG	11B	Surv of Eng Lit (3)
ENG	12A	World Lit I (3)
ENG	12B	World Lit II (3)
ENG	14	Shakespeare (3)
ENG	15	The Short Story (3)
ENG	16	Lit of the Desert (3)
ENG	18	Intro to Poetry (3)
ENG	31	Bible Lit-Old Test (3)
ENG	32	Bible Lit-New Test (3)
ENG	35	Myth & Legend (3)
SP	2	Oral Inter of Lit (3)
TA	1	Intro to Theatre (3)
TA	69A	Dramatic Lit (3)
TA	69B	Dramatic Lit (3)

**3. Philosophy**

PHIL	6	Intro to Philosophy (3)
PHIL	7	Intro to Philosophy (3)
PHIL	8	Ancient/Medieval Phil (3)
PHIL	9	Mod & Contemp Phil (3)
PHIL	12	Religions of World (3)
PHIL	13	Perspec Death/Dying (3)
PHIL	14	Intro to Ethics (3)
ENG	31	Bible as Lit Old Test. (3)
ENG	32	Bible as Lit New Test. (3)
ENG	35	Myth & Legend (3)

**4. Foreign Language**

FR	1	Elem French (5)
FR	1AB	Elem French (3) (3)
FR	2	Elem French (5)
FR	3,4	Inter French (4) (4)
FR	8AB	French Conver (3) (3)
GER	1,2	Elem German (5) (5)
GER	1AB	Elem German (3) (3)
ITAL	1	Elem Italian (5)
ITAL	1AB	Elem Italian (3) (3)
ITAL	2	Elem Italian (5)
ITAL	3,4	Inter Italian (4) (4)
SPAN	1	Elem Spanish (5)
SPAN	1AB	Elem Spanish (3) (3)
SPAN	2	Elem Spanish (5)
SPAN	3,4	Inter Spanish (4) (4)
SPAN	5,6	Advanced Spanish (3) (3)
SPAN	8AB	Span Conver. (3) (3)

**5. The Development of Cultures**

ART	3A	Basic Design/Color (3)
MC	1	Mass Media in Amer. Culture (3)
TA	2AB	Acting (3) (3)
TA	2CD	Acting (3) (3)
TA	8A	Theater Graphics (3)
PHIL	6	Intro to Phil (3)
PHIL	12	Religions of World (3)
PHIL	13	Perspec Death/Dying (3)
PHIL	14	Intro to Ethics (3)

**D. Social, Political and Economics Institutions.**

(9 Units Min.) 1 course from **each of three different groups**. NOTE: The "American Institutions" requirement may be satisfied by taking **either Hist 17 or 18, plus PS 1**.

**1. Social Institutions**

ANTH	2	Cultural Anthropology (3)
HIST	1	Hist Western Civ (3)
HIST	2	Hist Western Civ (3)
HIST	17	U.S. History (3)
HIST	18	U.S. History (3)
MC	1	Mass Media in Amer. Culture (3)
PHIL	12	Religions of World (3)
PS	1	Intro Govt (3)
PS	2	Intro Comparative Govt (3)
PS	4	Intro International Rel (3)
PSY	10	Psy Aspects Marriage/Fam (3)
PSY	20	Understanding & Aid Youth (3)
SOC	1	Intro Sociology (3)
SOC	2	Soc Analysis/Social Prob (3)
SOC	10	Marriage/Famil-Soc Approach (3)
SOC	14	Minority GPS in Americas (3)

**2. Political Institutions**

HIST	1	Hist Western Civ (3)
HIST	2	Hist Western Civ (3)
HIST	17	U.S. Hist (3)
HIST	18	U.S. Hist (3)
PS	1	Intro Govt (3)
PS	2	Intro Comparative Govt (3)
PS	4	Intro International Relations (3)
PSY	20	Understanding & Aid Youth (3)
SOC	14	Minority GPS in Americas (3)

**3. Economics Institutions**

ECON	1	Prin of Economics (3)
ECON	2	Prin of Economics (3)
HIST	1	Hist Western Civ (3)
HIST	2	Hist Western Civ (3)
HIST	17	U.S. Hist (3)
HIST	18	U.S. Hist (3)

**4. Contemporary Institutions**

ECON	1	Prin of Economics (3)
ECON	2	Prin of Economics (3)
HIST	2	Hist Western Civ (3)
GEOG	2	Cultural Geography (3)
GEOG	7	Regional Geography (3)
MC	1	Mass Media in Amer. Culture (3)
PS	2	Intro Comparative Govt (3)
PS	4	Intro International Rel (3)
SOC	1	Intro Sociology (3)
SOC	2	Soc Analysis/Soc Problems (3)
SOC	14	Minority GPS in Americas (3)

**5. Historical Institutions**

HIST	1	Hist Western Civ (3)
HIST	2	Hist Western Civ (3)
HIST	17	U.S. History (3)
HIST	18	U.S. History (3)
ANTH	3	Intro to Archeology (3)

**6. Western & Non-Western Context**

GEOG	2	Cultural Geography (3)
GEOG	7	Regional Geography (3)
ANTH	2	Cultural Anthropology (3)
ANTH	3	Intro To Archeology (3)

**E. Lifelong Understanding and Self-Development (3 Units Min.)**

HE	1	Personal and Community Health(3)
PHIL	13	Perspec Death/Dying (3)
PSY	1	General Psychology (3)
PSY	3	Develop Psychology (3)
PSY	10	Psy Aspects Marriage/Family (3)
PSY	20	Under. & Aid. Youth (3)
PSY	33	Personal/Social Adjustment (3)
SOC	10	Marriage/Family - Soc Approach (3)
SOC	14	Minority GPS in Americas (3)

Please see page 31 for GOVERNMENT/HISTORY CERTIFICATION.

# DEGREE AND CERTIFICATE INFORMATION

## COLLEGE OF THE DESERT

### MAJOR PROGRAMS AT COLLEGE OF THE DESERT

Major	Certificate	Degree
<b>Administration of Justice</b>		A.S.
<b>Agriculture, Diesel Mechanics,</b>		
<b>Natural Resources</b>		
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		
<b>Art</b>		A.A.
<b>Business Education</b>		
Banking and Finance		A.A.
Business Administration (CMC)		A.A.
Computer Science (CMC)	X	A.A.
Economics		A.A.
General Business (CMC)		A.A.
Hotel/Motel Management	X	
Medical Transcription	X	
Office Technician (CMC Certificate only)	X	A.A.
Real Estate/Escrow	X	A.A.
Restaurant Management	X	A.A.
Secretarial Science (CMC)		A.A.
Supervision & Management	X	A.A.
Word/Information Processing	X	A.A.
<b>Communication</b>		
Communication		A.A.
English/Composition		A.A.
English/Literature		A.A.
Journalism		A.A.
Mass Communication		A.A.
Speech		A.A.
Theater Arts		A.A.

<b>Developmental Education</b>		
<b>Education</b>		
Instructional Aide (CMC only)	X	A.A.
<b>Engineering, Architecture and Technology</b>		
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.
Building Inspection Technology	X	A.S.
Electronics Engineering Technology	X	A.S.
Engineering Technology	X	A.S.
General Drafting	X	A.S.
Industrial Technology - Construction		A.S.
Mathematics		A.S.
Welding Technology (CMC - Certificate only)	X	A.S.
<b>Fire Science (CMC only)</b>	X	A.S.
<b>Foreign Language</b>		A.A.
<b>Health, Physical Education and Recreation</b>		
Physical Education		A.A.
Recreation		A.A.
<b>Home Economics</b>		
Custom Sewing & Alterations	X	
Fashion Design		A.A.
Fashion Merchandising		A.A.
Home Economics		A.A.
Interior Design		A.A.
Nursery School Education (CMC)	X	A.A.
Dietetic Technician (with Orange Coast College)		A.A.
<b>Liberal Studies (CMC)</b>		A.A.
<b>Music</b>		A.A.
<b>Nursing &amp; Allied Health</b>		
Emergency Medical Technician	X	
Vocational Nursing (VN)	X	A.S.
Medical Assisting (CMC)	X	A.S.
Associate Degree Nursing (ADN) (CMC)		A.S.
Respiratory Therapy		A.S.
<b>Science: Biological &amp; Physical</b>		
Biology		A.S.
Chemistry		A.S.
Geology		A.S.
Physics		A.S.
<b>Social Science</b>		
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
<b>ELECTIVES</b>			
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)	
<b>DEGREE TOTAL</b>	<b>60</b>

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
<b>ELECTIVES</b>				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	<b>DEGREE TOTAL</b>			<b>63</b>
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 adviser approval):			14
General Education: (confer with adviser for			27
courses recommended by transfer institution			
of your choice):			—

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  
 Advisers: 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  
 Advisers: 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

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

Adviser: Walker

**NATURAL RESOURCES**

Occupational A.S. Degree

Courses Required - 28 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

Department Subtotal 28

Electives (with advisor approval): 14

General Education Requirements 18

(with advisor approval)

To include:

AGBU 55 Ag Math OR Equivalent 3

OH 1 Horticulture 3

DEGREE TOTAL 60

Adviser: 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 18

(confer with advisor)

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: 18

(confer with advisor)

DEGREE TOTAL 62

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 18

(with advisor approval)

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

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**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

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**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

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**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

# 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.

The California Sculpture Center is an outgrowth of the sculpture curriculum of the college art department. Students will have the opportunity to work with master craftsmen to produce limited edition casting designed by nationally known sculptors. While working, the students will also be creating their own original works of art.

Interested students should contact the California Sculpture Center for information.

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

Adviser: Najarian

CMC - Miller/Rogers

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# 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.

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**A.A. Degree in BANKING & FINANCE**

**Required Core Courses:**

Dept.	No.	Title	Units
BuFi	69	Principles of Bank Operations	3
BuFi	74	Money and Banking	3
Econ	01	Principles of Economics	3
BuMa	72	Business Mathematics	3
BuMa	20B	Business Law	3
BuAc	01	Accounting I	3
BuCS	73	Introduction to Computer Science	3
BuCS	73L	Introduction to Computer Science Lab	1
BuMa	30	Business Communications	3
BuMa	01	Principles of Management OR	
BuFi	71	Bank Management	3
BuDE	21	Marketing	3

			31
Required Business Electives			11-13
General Education			18
<b>DEGREE TOTAL</b>			<b>60-62</b>

**Recommended Electives**

Select 11-13 units from the following:

BuAc	02	Accounting II	3
BuAc	10	Computer Accounting	3
BuFi	68	Financial Statement Analysis	3
BuFi	70	Installment Credit	3
BuFi	96	Principles of Investment	3
BuRE	81	Principles of Real Estate	3
BuRE	82	Real Estate Economics	3
BuRE	85	Real Estate Finance	3
BuRE	90	Escrow Procedures I	3
Econ	02	Principles of Economics	3
BuDE	23	Fundamentals of Sales	3
BuCS	70	Computer Business Applications	3
BuSM	92	Psychology of Supervisors	2
BuSM	93	Human Relations	2

Advisor: Gallegos/Watson -CMC

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

**Courses Required:**

Dept.	No.	Title	Units
BuAc	01	Accounting	3
BuAc	02	Accounting	3
BuCS	73	Intro. to Comp. Sc.	3
BuCS	73L	Intro. to Comp. Sc. Lab	1
BuMa	03	Statistical Methods for Business & Economics	3
BuMa	20A	Business Law <b>OR</b>	
BuMa	22	Legal Environment of Business	3
BuMa	30	Business Communications	3
Econ	01	Principles of Economics	3
Econ	02	Principles of Economics	3

<b>Total Business Courses</b>			<b>25</b>
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**RECOMMENDED BUSINESS ELECTIVES:**

BuAC	10	Computer Accounting <b>OR</b>	2
BuAC	11	Automated Accounting Practice Set	1
BuCS	71	Computer Literacy	2
Areas of Concentration for Transfer to Upper Division:			
Accounting		Management	
Administration		Marketing	
Economics		Insurance	
Finance		Real Estate	
Information Systems		Employee Relations	
Introduction to Business		Human Resources	
General Education Requirements:			39
<b>DEGREE TOTAL:</b>			<b>64</b>
Advisors: Harrison/Post Watson/Miller/Rogers (CMC)			

**Preparation for TRANSFER to a FOUR YEAR COLLEGE and/or A.A. DEGREE in COMPUTER SCIENCE**

**Transfer Courses:**

Dept.	No.	Title	Units
BuCS	73	Introduction to Computer Science	3
BuCS	73L	Introduction to Computer Science Lab	1
BuCS	75	Fortran OR	
Ph	05	Computer Programming I	3
BuCS	76	Cobol Programming	3
BuCS	81	Basic Language Programming	3
BuCS	85	Introduction to Pascal	3
BuCS	87	Assembler Language	3
Math	2A	Calculus with Analytic Geometry	4

<b>Total Transfer Courses</b>			<b>23</b>
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\*General Education Requirements 39

**TRANSFER TOTAL 62**

\*Students should take the following courses to satisfy both major and general education requirements:

Math	1A	Calculus with Analytic Geometry	4
Math	1B	Calculus with Analytic Geometry	4
**Ph	4A	Engineering Physics	5
**Ph	4B	Engineering Physics	5

\*\*Note to Students: Physics requirements vary from institution to institution; please consult a counselor.

Advisors: Gallegos/Penaflor (CMC)

Preparation for AA DEGREE in COMPUTER SCIENCE

Required Courses:

Dept.	No.	Title	Units
BuCS	71	Computer Literacy OR	2
BuCS	70	Computer Business Applications	3
BuCS	73	Introduction to Computer Science	3
BuCS	73L	Introduction to Computer Science Lab	1
BuCS	80	Systems Analysis & Design	3
BuCS	82	Systems Analysis & Design Practical	3
BuCS	81	Basic Language Programming	3
BuCS	84	Advanced Basic Programming	3
BuCS	76	Cobol Programming	3
BuCS	83	Advanced Cobol Programming	3
BuCS	75	Fortran Programming	3
BuAC	66	Accounting Records & Procedures OR	3
BuAc	01	Accounting I	3
—	—	Electives in Business and/or Computer Science	3
Total Required Courses			33-34

Additional Electives 8-9

General Education Requirements 18

DEGREE TOTAL 60

Recommended Electives:

BuCS	74	RPG Programming	3
BuAc	10	Computer Accounting	3

Advisors: Gallegos/Penaflor (CMC)

Preparation for Employment & Certificate Program in COMPUTER SCIENCE

Required Courses:

Dept.	No.	Title	Units
BuCS	71	Computer Literacy OR	2
BuCS	70	Computer Business Applications	3
BuCS	73	Introduction to Computer Science	3
BuCS	73L	Introduction to Computer Science Lab	1
BuCS	81	Basic Language Programming	3
BuCS	80	Systems Analysis & Design	3
BuCS	82	Systems Analysis & Design Practical	3
BuCS	76	Cobol Programming	3
BuCS	83	Advanced Cobol Programming	3
BuCS	75	Fortran Programming	3
BuCS	66	Accounting Records & Procedures OR	3
BuAc	01	Accounting I	3
—	—	Electives in Business and/or Computer Science	3
			30-31

Recommended Electives

BuCS	74	RPG Programming	3
BuAc	10	Computer Accounting	3

Advisors: Gallegos/Penaflor (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	Introduction to Computer Science	3
BuCS	73L	Introduction to Computer Science Lab	1
BuMa	20A	Business Law OR	3
BuMa	22	Legal Environment of Business	3
Econ	1	Principles of Economics	3
Econ	2	Principles of Economics	3
BuMa	3	Statistical Methods for Business & Economics OR	3
Soc	3	Statistical Methods Social Sciences OR	3
Math	4	Statistical Methods	4

Departmental Subtotal 22-23

General Education Requirements 39

DEGREE TOTAL 61-62

Adviser: Post

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/Rogers (CMC)

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

Required Core Courses:

Dept.	No.	Title	Units
BuAc	01	Accounting I OR	3
BuAc	66	Accounting Records and Procedures	3

BuAc	10	Computer Accounting	<b>OR</b>	2
BuAc	11	Automated Accounting Practice Set		1
Econ	01	Principles of Economics	<b>OR</b>	
Econ	02	Principles of Economics		3
BuMa	10	Intro. to Business		
BuCS	71	Computer Literacy		2
BuMa	30	Business Communications		3
BuMa	72	Business Mathematics		3
				—
				19-20
Recommended Business Electives				21-22
General Education Requirements				18
DEGREE TOTAL				60

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

Accounting	Agri/Business
Banking	Investment
Business Law	Hotel/Motel Management
Computer Science	Marketing
Word/Information Processing	Management
Economics/	Real Estate
Finance	Mathematics
Insurance/	Restaurant Management
Office Occupations	Secretarial Science

Adviser: Harrison/Post

Watson/Miller/Rogers (CMC)

Preparation for Employment and A.A. Degree Program in GOLF MANAGEMENT

Required Courses:

Dept.	No.	Title	Units
AgCC	01	Country Club Operations	3
AgPS	5&5L	Plant Science and Lab	4
BuAC	01	Accounting I	3
BuMA	01	Principles of Management	3
BuMA	24	Human Relations	2
BuMA	25	Golf Shop Operations	1
HeFS	28	Food and Beverage Operations	3
PE	29	Methods of Teaching Golf	2
PE	30	Short Game and Putting	2
PE	32	Teaching Lab	2
PE	34	Club Design and Repair	2
PE	36	Fund and Rules of Golf	2
		Golf Car Maintenance	2
		Golf Course Management and Design	3
			—
			34

Department Subtotal:

RECOMMENDED ELECTIVES:

AgBU	05	Microcomputer Applications	3
AgPS	01	Soils and Plant Nutrition	3
AgPS	30	Agricultural Chemical Application Safety	3
BuCS	70	Computer Business Applications	2
BuCS	71	Computer Literacy	2
BuDE	21	Marketing and Sales	3

BuDE	55	Retail Merchandising	3
BuMA	10	Introduction to Business	3
BuMA	20A	Business Law	3
BuMA	22	Legal Environment of Business	3
BuMA	30	Business Communications	3
BuSM	82	Purchasing	2
Econ	01	Economics I	3
OH	04	Turfgrass Management	3
OH	08	Park and Landscape Management	3
OH	09	Landscape Planning and Design	3
OH	20	Landscape Construction	3
OH	30	Landscape Equipment	3
OH	46	Landscape Irrigation Systems	3
OH	84	Theory of Turfgrass Management	2
PE	86	Tennis	1
Rec	01	Rec Leadership	2
Rec	02	Field Internship (Rec Field Work), replacing PE 35	1-2

Elective Subtotal: 8-11

See General Education Requirements

General Education Subtotal: 18

DEGREE TOTAL 60-63

Advisor: Manzoni

Preparation for Employment and Certificate Program in HOTEL/MOTEL MANAGEMENT

Required Courses:

Dept.	No.	Title	Units
BuAc	01	Accounting I	3
BuCS	73	Introduction to Computer Science	3
BuCS	73L	Introduction to Computer Science Lab	1
BuMa	30	Business Communications	3
BuHM	50	Introduction to the Hospitality Industry	3
BuHM	56	Hospitality Management Accounting	3
BuHM	60	Hotel/Motel Law <b>OR</b>	
BuMa	22	Legal Environment of Business	3
BuHM	61	Hospitality Sales & Promotion	3
BuHM	66	Hospitality Industry Practicum	3
BuHM	68	Property Maintenance Management	3
BuHM	67	Hospitality Industry Organization & Management <b>OR</b>	
BuMa	01	Principles of Management	3
BuHm	64	Hotel/Motel Personnel Management <b>OR</b>	
HEFS	13	Personnel Management and Labor Relations	3
BuDE	21	Marketing	3
HEFS	01	Sanitation, Safety and Equipment	3
BuSM	93	Human Relations	2
AJ	23	Survey of Security	3
BuHM	95	Cooperative Work Experience and/or Field Work Experience	2-4

BuHM	63	Hotel/Motel Operations	3
BuHM	54	Supervisory Housekeeping	2
BuHM	65	Front Office Procedures	3
BuHM	55	Restaurant Operations & Management	3
			—
<b>Total Major Courses</b>			<b>58-60</b>

Preparation for Employment and Certificate 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	51	Intermediate Typewriting	3
BuOA	52	Advanced Typewriting	3
BuOA	53	Medical Secretarial Procedures	<b>OR</b>
BuOA	63	Office and Secretarial Procedures	4
BuOA	57	Machine Transcription	2
BuOA	61	Medical Terminology	2
BuOA	64	Records Management	2
BuOA	71	Business English	3
BuOA	72	Proofreading	1
BuOA	75	Word Processing/Microcomputer Applications	<b>OR</b> 2
BuOA	76A	Word Processing/IBM Display-writer (Basic)	<b>OR</b> 1
BuOA	76B	Word Processing/CPT	<b>OR</b> 1
BuOA	76C	Word Processing/IBM PC	1
MA	65	The Health Worker and The Law	3
N	61	Basic Pharmacology	2
Bi	21	Basic Human Anatomy and Physiology	<b>OR</b> 5
Bi	22A	Human Anatomy	4
WEV	95	Work Experience	<b>OR</b> 1-4
		Experience	1-4
			—

**TOTAL UNITS:** 31-36

Advisor: Gallegos

Preparation for Employment and Certificate Program in OFFICE TECHNICIAN

**Required Courses:**

Dept.	No.	Title	Units
BuAC	1	Accounting	<b>OR</b>
BuAC	66	Accounting Records and Procedures	3
BuMA	30	Business Communications	3
BuMA	72	Business Mathematics	3
BuOA	51	Intermediate Typewriting	3
BuOA	63	Office and Secretarial Procedures	4
BuOA	64	Records Management	2
BuOA	71	Business English	3
BuOA	72	Proofreading	1

BuOA	79	Machine Calculation	2
<b>Department Subtotal:</b>			<b>24</b>

**RECOMMENDED ELECTIVES:**

BuCS	70	Computer Business Application	2
BuCS	71	Computer Literacy	2
BuOA	52	Advanced Typewriting	3
BuOA	57	Machine Transcription	2
BuOA	74	Word Processing Concepts	3
BuOA	75	Word Processing/Micro-computer Applications	2
BuOA	76A	Word Processing/IBM Display-writer (Basic)	1
BuOA	76B	Word Processing/IBM CPT	1
BuOA	76C	Word Processing/IBM PC	1
BuOA	76D	Word Processing/IBM Display-writer (Intermediate and Advanced)	1
BuOA	76E	Word Processing/CPT (Intermediate and Advanced)	1
BuOA	95C	Work Experience	<b>OR</b> 1-3
BuOA	95D	Work Experience	1-4

**TOTAL UNITS REQUIRED FOR CERTIFICATE** 27

Advisor: Roche  
Watson (CMC)

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

**Required Courses:**

Dept.	No.	Title	Units
BuAC	1	Accounting	<b>OR</b>
BuAC	66	Accounting Records and Procedures	3
BuMA	30	Business Communications	3
BuMA	72	Business Mathematics	3
BuOA	51	Intermediate Typewriting	3
BuOA	63	Office and Secretarial Procedures	4
BuOA	64	Records Management	2
BuOA	71	Business English	3
BuOA	72	Proofreading	1
BuOA	79	Machine Calculation	2

**Department Subtotal:** 24

**RECOMMENDED ELECTIVES:**

BuCS	70	Computer Business Applications	2
BuCS	71	Computer Literacy	2
BuMA	20A	Business Law	<b>OR</b>
BuMA	20B	Business Law	<b>OR</b>
BuMA	22	Legal Environment of Business	3
BuOA	52	Advanced Typewriting	3
BuOA	57	Machine Transcription	2
BuOA	74	Word Processing Concepts	3
BuOA	75	Word Processing/Microcomputer Applications	2
BuOA	76A	Word Processing/IBM Display-writer (BASIC)	1
BuOA	76B	Word Processing/CPT	1

BuOA	76C	Word Processing/IBM PC	1
BuOA	76D	Word Processing/IBM Display-writer (Intermediate and Advanced)	1
BuOA	76E	Word Processing/CPT (Intermediate and Advanced)	1
BuOA	95C	Work Experience <b>OR</b>	1-3
BuOA	95D	Work Experience	1-4
Elective Subtotal:			18
See General Education Requirements			
General Education Subtotal:			18
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	82	Real Estate Economics	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
BuRE	90	Escrow I	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 30

TOTAL UNITS:	30
Adviser: Pivar	

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

Courses Required:			
Dept.	No.	Title	Units
BuRE	81	Principles of Real Estate*	3
BuRE	82	Real Estate Economics	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
BuRE	90	Escrow I	3

\*May be waived by Advisor on basis of demonstrated proficiency.

RECOMMENDED ELECTIVES 5

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

TOTAL UNITS:	60
Adviser: Pivar	

Preparation for Employment and Certificate Program in RESTAURANT MANAGEMENT

Required Courses:			
Dept.	No.	Title	Units
BuAC	01	Accounting I	3
BuCS	73	Introduction to Computer Science	3
BuCS	73L	Introduction to Computer Science Lab	1
BuMa	30	Business Communications	3
BuHM	50	Introduction to the Hospitality Industry	3
BuHM	56	Hospitality Management Accounting	3
BuHM	61	Hospitality Sales & Promotion	3
BuHm	66	Hospitality Industry Practicum	3
BuHM	67	Hospitality Industry Organization & Management <b>OR</b>	
BuMa	01	Principles of Management	3
BuHM	64	Hotel/Motel Personnel Management <b>OR</b>	
HEFS	13	Personnel Management &	
BuDE	21	Labor Relations	3
HEFS	01	Marketing	3
BuSM	93	Sanitation, Safety & Equipment	3
BuHM	95	Human Relations	2
BuHM	55	Cooperative Work Experience and/or Field Work Experience	2-4
HEFS	02	Restaurant Operations Management	2
HEFS	10	Kitchen Operation Management Food Procurement & Cost Control	4
HEFS	28	Beverage Management	4
BuMA	22	Legal Environment of Business	3

Total Major Courses 54-56

Preparation for Employment and Certificate Program in SECRETARIAL SCIENCE

Required Courses:			
Dept.	No.	Title	Units
BuAC	1	Accounting <b>OR</b>	
BuAC	66	Accounting Records and Procedures	3
BuMA	30	Business Communications	3
BuOA	51	Intermediate Typewriting	3
BuOA	57	Machine Transcription	2
BuOA	60B	Intermediate Stenography (Shorthand)	4
BuOA	63	Office and Scretarial Procedures	4
BuOA	64	Records Management	2
BuOA	71	Business English	3
BuOA	72	Proofreading	1
BuOA	79	Machine Calculation	2

Department Subtotal: 27

RECOMMENDED ELECTIVES:

BuCS	70	Computer Business Application	2
BuCS	71	Computer Literacy	2
BuMA	20A	Business Law <b>OR</b>	
BuMA	20B	Business Law <b>OR</b>	
BuMA	22	Legal Environment of Business	3
BuMA	72	Business Mathematics	3
BuOA	52	Advanced Typewriting	3
BuOA	61	Advanced Stenography (Shorthand)	4
BuOA	72	Business Mathematics	3
BuOA	74	Word Processing Concepts	3
BuOA	75	Word Processing/Microcomputer Applications	2
BuOA	76A	Word Processing/IBM Display-writer (Basic)	1
BuOA	76B	Word Processing/IBM CPT	1
BuOA	76C	Word Processing/IBM PC	1
BuOA	76D	Word Processing/IBM Display-writer (Intermediate and Advanced)	1
BuOA	76E	Word Processing/CPT (Intermediate and Advanced)	1
BuOA	95C	Work Experience <b>OR</b>	1-3
BuOA	95D	Work Experience	1-4

BuOA	61	Advanced Stenography (Shorthand)	4
BuOA	74	Word Processing Concepts	3
BuOA	75	Word Processing/Microcomputer Applications	2
BuOA	76A	Word Processing/IBM Display-writer (Basic)	1
BuOA	76B	Word Processing/CPT	1
BuOA	76C	Word Processing/IBM PC	1
BuOA	76D	Word Processing/IBM Display-writer (Intermediate and Advanced)	1
BuOA	76E	Word Processing/CPT (Intermediate and Advanced)	1
	95C	Work Experience <b>OR</b>	1-3
BuOA	95D	Work Experience	1-4
BuOA			—
Elective Subtotal:			15
See General Education Requirements			
General Education Subtotal:			18
DEGREE TOTAL			60
Adviser: Gallegos			
Watson - 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 Supervisors	2
BuSM	93	Human Relations	2
BuSM	94	Communications I for Supervisors	2

Department Electives

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	70	Affirmative Action for Supervisors	2
BuSM	81	Quality Assurance	2
BuSM	82	Purchasing	2
BuSM	83	Developing Employees Through Training	2
BuSM	84	Job Analysis for Wage Administration	2
BuSM	91	Elements of Supervision	2
BuSM	92	Psychology for Supervisors	2
	93	Human Relations	2
BuSM	94	Communications I for Supervisors	2

TOTAL UNITS REQUIRED FOR CERTIFICATE: 34

Adviser: Gallegos  
Watson (CMC)

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

Required Courses:

Dept.	No.	Title	Units
BuAC	1	Accounting <b>OR</b>	
BuAC	66	Accounting Records and Procedures	3
BuMA	30	Business Communications	3
BuOA	51	Intermediate Typewriting	3
BuOA	57	Machine Transcription	2
BuOA	60B	Intermediate Stenography (Shorthand)	4
BuOA	63	Office and Secretarial Procedures	4
BuOA	64	Records Management	2
BuOA	71	Business English	3
BuOA	72	Proofreading	1
BuOA	79	Machine Calculation	2

Department Subtotal: 27

RECOMMENDED ELECTIVES:

BuCS	70	Computer Business Applications	2
BuCS	71	Computer Literacy	2
BuMA	20A	Business Law <b>OR</b>	
BuMA	20B	Business Law <b>OR</b>	
BuMA	22	Legal Environment of Business	3
BuMA	72	Business Mathematics	3
BuOA	52	Advanced Typewriting	3

BuSM	95	Communications II for Supervisors	2
BuSM	96	Labor-Management Relations	2
BuSM	97	Organization Patterns & Management	2
BuSM	98	Work Simplification	2
	99	Cost Control for Supervisors	2

Four (4) units from the following may be substituted for any two (2) of the above courses:

BuSM	71	Safety Management	2
BuMA	01	Principles of Management	3
BuMA	10	Introduction to Business	3
BuDE	21	Marketing	3

Department Subtotal	28
Elective Subtotal	14
See General Education Requirements	
General Education Subtotal	18
<b>DEGREE TOTAL</b>	<b>60</b>

Adviser: Immenhausen

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

Required Courses:

Dept.	No.	Title	Units
BuOA	51	Intermediate Typewriting	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 <b>OR</b>	2
BuAC	73	Introduction to Computer Science	3
BuAC	73L	Introduction to Computer Science Lab	1

A minimum of 5 units from the following:

BuOA	75	Word Processing/Microcomputer Applications	2
BuOA	76A	Word Processing/IBM Display-writer (Basic)	1
BuOA	76B	Word Processing/CPT	1
BuOA	76C	Word Processing/IBM PC	1
BuOA	76D	Word Processing/IBM Display-writer (Intermediate and Advanced)	1
BuOA	76E	Word Processing/CPT (Intermediate and Advanced)	1

Department Subtotal:	26
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RECOMMENDED ELECTIVES:

BuAC	66	Accounting Records and Procedures	3
BuCS	70	Computer Business Applications	2
BuMA	10	Introduction to Business	3
BuMA	20A	Business Law OR	
BuMA	22	Legal Environment of Business	3
BuMA	30	Business Communications	3
BuMA	72	Business Mathematics	3
BuOA	52	Advanced Typewriting	3
BuOA	60A	Beginning Stenography (Shorthand)	4

BuOP	79	Machine Calculation	2
Elective Subtotal:			16

See General Education Requirements

General Education Subtotal:	18
<b>DEGREE TOTAL:</b>	<b>60</b>

Adviser: Roche  
Watson - CMC

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

Dept.	No.	Title	Units
BuOA	51	Intermediate Typewriting	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 <b>OR</b>	2
BuAC	73	Introduction to Computer Science	3
BuAC	73L	Introduction to Computer Science Lab	1
BuMA	30	Business Communications	3

A minimum of 5 units from the following:

BuOA	75	Word Processing/Microcomputer Applications	2
BuOA	76A	Word Processing/IBM Display-writer (Basic)	1
BuOA	76B	Word Processing/CPT	1
BuOA	76C	Word Processing/IBM PC	1
BuOA	76D	Word Processing/IBM Display-writer (Intermediate and Advanced)	1
BuOA	76E	Word Processing/CPT (Intermediate and Advanced)	1

<b>TOTAL UNITS</b>	
<b>REQUIRED FOR CERTIFICATE:</b>	<b>29</b>

Adviser: Roche  
Watson - CMC

# COMMUNICATION

## Including Communication, 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 Communication, 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, Mass Communication, Theatre Arts, and Radio-Television so students may begin to develop their occupational and professional careers.

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

A minimum of 21 units of study distributed as follows:

Basic courses required of all Communication Majors:

Eng	*1A	Composition OR	4
	*3A	Freshman Comp.	3
	*1B	Literature & Composition	3
Sp	*1	Intro to Human Communication	3
	*7	Decision Making and Advocacy	3
MC	*1	Mass Media in American Culture	3
TOTAL			15/16

Plus **one** course from each of the following:

Sp	*4	Public Speaking	
		or	
Sp	*5	Group Discussion	3
		or	
Sp	20	Communication in Organizations	
		or	
MC	3	Introduction to Broadcasting	

### AND

Eng. 5A	or 5B	Creative Writing	
		or	
Eng.	1C	Advanced Composition	
		or	
Eng.	41	Technical Report Reading and Writing	3
		or	
J	3A	News Reporting and Writing	
		or	
J	10	Magazine Article Writing	
		or	
R-TV	5	Radio and Television Writing	
TOTAL			21/22

\* = May be counted toward General Education requirement. (Students applying any of the Communication Basic courses to their general education package will make up an equivalent number of units by additional study in the major, chosen in consultation with an advisor from the Communication Department.)

Possible areas of emphasis:

Writing	(Communication/Writing)
Literature	(Communication/Literature)
Speech	(Communication/Speech)
Journalism	(Communication/Journalism)
Mass Communication	(Communication/Mass Comm.)

Minimum total of units for Communication Major	=	21/22
General Education total	=	39
TOTAL		<u>63/64</u>

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	4	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	4	Public Speaking	3
*Sp	7	Decision Making and Advocacy	3
*TA	69	A,B Dramatic Literature	3

It is suggested that the student elect MC1 - Mass Media in American Culture - for a General Education requirement.

Department Subtotal	22
See General Education Requirements	
General Education Subtotal	39
DEGREE TOTAL	61

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 ENGLISH/LITERATURE

Courses Required:

Dept.	No.	Title	Units
*Eng	1A	Composition	4
*Eng	1B	Composition/Literature	3
*Eng	10A	American Literature OR	3
	10B	American Literature OR	3
*Eng	11A	Survey of English Literature OR	3
	11B	Survey of English Literature	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	15	The Short Story	3
*Eng	16	Literature of the Desert	3
*Eng	31	The Old Testament	3
*Eng	32	The New Testament	3
*Eng	35	Myth and Legend	3
*Sp	2	Oral Interpretation of Literature	3
*TA	69	A,B Dramatic Literature	3

It is suggested that the student elect one semester of Western Civilization and MC 1 for a General Education Requirement.

Department Subtotal	25
See General Education Requirements	
General Education Subtotal	39
DEGREE TOTAL	64

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
*MC	1	Introduction to Mass Communications	3
J	3A	News Reporting	3
J	4A,B	Newspaper Production	2-3
J	6	Phototypesetting	3

An additional 6 to 7 units shall be selected in consultation with the Journalism advisor.

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 MASS COMMUNICATION

Courses Required:

Dept.	No.	Title	Units
*MC	1	Introduction to Mass Communication	3
MC	2	Writing for the Mass Media	3

Five courses from the following:

MC	3	Introduction to Broadcasting	3
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MC	4	Introduction to Media Advertising	3
MC	5	Introduction to Public Relations	3
J	3A	News Reporting and Writing	3
J	4A	Newspaper Production	3
J	4B	Advanced Newspaper Production & Editing	3
J	6	Introduction to Computerized Typesetting	3
J	7	Introduction to Photojournalism	3
J	10	Magazine Article Writing	3
R-TV	2	Radio and Television Announcing	3
R-TV	3A	Radio Production	3
R-TV	3B	Advanced Radio Production	3
R-TV	4A	Television Production	3
R-TV	4B	Advanced Television Production	3
R-TV	5	Radio Television Writing	3
Department Subtotal			21
It is suggested that the student elect Humanities 1 - Applied Critical Reasoning - and MC 1 - Mass Media in American Culture - for General Education requirements.			
General Education Subtotal			39
DEGREE TOTAL			60
Adviser: Wilson			

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.

It is suggested that the student elect MC 1 - Mass Media in American Culture - for a General Education requirement.

Department Subtotal 21/23

See General Education Requirements

General Education Subtotal 39

DEGREE TOTAL 60/62

Adviser: Nicholson

\*May be counted toward General Education Requirements

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	5	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	15	Intercultural Communication	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/Hopkins (CMC)

\*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, TECHNOLOGY, AND MATHEMATICS

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

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

Preparation for Employment and Certificate Program in ARCHITECTURAL DRAFTING

Courses Required:

Dept.	No.	Title	Units
Arch	1	Fund. of Architectural Design	3
Arch	2	Building Materials	3
Arch	3A	Architectural Detailing I	3
Arch	3B	Architectural Detailing II	3
Arch	3C	Architectural Detailing III	3
Arch	5	Perspective, Shades and Shadows	2
Arch	6	Architectural Delineation	2
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: Usher

6	Landscape Planning & Design	3
OH	9	Design
Arch	12	Construction Estimating
Arch	51	Architectural Office Practice
Arch	2	Surveying
Engr	4	Descriptive Geometry
Engr	53	Study of Electrical Codes
Stln	54	Study of Mechanical and Plumbing Codes
Stln		
Math	5	Trigonometry
Eng	41	Technical & Scientific Report Writing
Department Subtotal		42
Elective Subtotal		3
See General Education Requirements		
General Education Subtotal		15
DEGREE TOTAL		60
Adviser: Usher		

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: Usher			

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: Usher			

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; ACR 70B; ACR 70C; Lab	(minimum)	3

Technical Electives (26 units)

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

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

Eng	41/	Tech. Rep. 41 Technical and Scientific Report Writing	3
Department Subtotal			45
General Education Requirements			18
			63

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: 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: 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			3
See General Education Requirements			
General Education Subtotal			18
DEGREE TOTAL			60

Adviser: Tamulonis  
DaShiell-CMC

Preparation for Employment and Certificate Program in BUILDING INSPECTION TECHNOLOGY

Courses Required:

Dept.	No.	Title	Units
StIn	51	Introduction of Building Codes and Ordinances	3
StIn	52	Plan Checking and Related Math for Inspectors	3
StIn	53	Study of Electrical Codes	3
StIn	54	Study of Mechanical and Plumbing Codes	3
StIn	55	Basic Soil Technology	3
StIn	56	Portland Cement, Concrete and Asphalt	3
TOTAL UNITS			18

Adviser: Usher

Preparation for Employment and A.S. Degree Program in BUILDING INSPECTION TECHNOLOGY

Courses Required:

Dept.	No.	Title	Units
StIn	51	Introduction of Building Codes and Ordinances	3
StIn	52	Plan Checking and Related Math for Inspectors	3
StIn	53	Study of Electrical Codes	3
StIn	54	Study of Mechanical and Plumbing Codes	3

StIn	55	Basic Soil Technology	3
StIn	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			18
DEGREE TOTAL			60

Adviser: Marzicola

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: Usher

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: Usher

Miller/Rogers-CMC

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
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See General Education Requirements

General Education Subtotal	29
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DEGREE TOTAL	58
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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			

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			9
See General Education Requirements			
General Education Subtotal			18
DEGREE TOTAL			60
Adviser: Scuro			

Preparation for A.S. Degree in INDUSTRIAL TECHNOLOGY-CONSTRUCTION

Courses Required:			
Dept.	No.	Title	Units
Arch	3A	Building Materials	3
Arch	12	Architectural Detailing I II III 3-3-3	3
Engr	2	Construction Estimating	2
Engr	4	Surveying	2
Stln	52	Descriptive Geometry Uniform Building Code and	2
BuAc	1	Ordinances	3
Ch	1A	Accounting	3
Math	10	General Chemistry	5
Math	1A	College Algebra	3
		Calculus w/Analytic	
Phy	2A	Geometry	4
Phy	2B	General Physics	4
Eng	41	General Physics	4
		Technical & Scientific	
Phy	5	Report Writing	3
		Computer Programming I (Recommended)	3
Department Subtotal			42
See General Education Requirements			

General Education Subtotal	18
DEGREE TOTAL	60
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, Dostal, Stakkestad			

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.S. 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	(Include Eng 50 - Basic Writing Skills)	
Elective Subtotal	16-17	DEGREE TOTAL	60
See General Education Requirements		Adviser: Usher/Waters	
General Education Subtotal	18	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. The approved list of courses include those accredited by the California Fire Service Training and Educational system for State Board of Fire Science certification.

Preparation for Employment and Certificate Program in FIRE SCIENCE

Select 27 Units from the following:

Courses Required:

Dept.	No.	Title	Units
FS	52	Intro to Fire Suppression	3
FS	53	Fund of Fire Prevention	3
FS	54	Fire Fight Tactics & Strategy	3
FS	55	Hazardous Materials I	3
FS	58	Fire Hydraulics	3
FS	61	Fire Apparatus & Equipment	3

ELECTIVES:

FS	56	Fire Protection Equip & Systems	3
FS	57	Related Codes and Ordinances	3
FS	59	Building Construction for Fire Prevention	3
FS	60	Fire Company Organization and Management	3
FS	62	Rescue Practices	3
FS	63A	Fire Service Prin & Proc I	1
FS	63B	Fire Service Prin & Proc II	1
FS	63C	Fire Service Prin & Proc III	1
FS	63D	Fire Service Prin & Proc IV	1
FS	63E	Fire Service Prin & Proc IV (Driver Training)	1
FS	64A	Fire Control I	1
FS	64B	Fire Control II	1
FS	65	Pump Operation	1
FS	79	Managing Fire Services	3
FS	80	Fire Investigation	3
FS	81	Driver Operator I	2
FS	87	Aircraft Crash and Rescue	3
FS	88	Fire Investigation 1A	2
FS	89	Fire Prevention 1A	2
FS	90	Fire Prevention 1B	2

FS	91	Fire Command 1A	2
FS	92	Fire Management (Supervision)	2
FS	93	Fire Instructor 1A	2
FS	94	Fire Instructor 1B	2
EMT	84	Emergency Medical Technician	5
Department Total			27
CERTIFICATE TOTAL			27
Adviser: Pell			
Miller/Rogers - CMC			

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

Courses Required:

Dept.	No.	Title	Units
FS	52	Intro to Fire Suppression	3
FS	53	Fund of Fire Prevention	3
FS	54	Fire Fight Tactics & Strategy	3
FS	55	Hazardous Materials I	3
FS	58	Fire Hydraulics	3
FS	61	Fire Apparatus & Equipment	3

ELECTIVES:

FS	56	Fire Protection Equip & Systems	3
FS	57	Related Codes and Ordinances	3
FS	59	Building Construction for Fire Prevention	3
FS	60	Fire Company Organization and Management	3
FS	62	Rescue Practices	3
FS	63A	Fire Service Prin & Proc I	1
FS	63B	Fire Service Prin & Proc II	1
FS	63C	Fire Service Prin & Proc III	1

FS	63D Fire Service Prin & Proc IV	1	FS	92 Fire Command 1A	2
	63E Fire Service Prin & Proc IV		FS	93 Fire Management (Supervision)	2
FS	64A (Driver Training)	1	FS	94 Fire Instructor 1A	2
FS	64B Fire Control I	1	FS	84 Fire Instructor 1B	2
FS	65 Fire Control II	1	EMT	Emergency Medical Technician	5
FS	79 Pump Operation	1		Department Subtotal	24
FS	80 Managing Fire Services	2		Elective Subtotal	18
FS	81 Fire Investigation	3		See General Education Requirements	
FS	87 Driver Operator I	2		General Education Subtotal	18
FS	88 Aircraft Crash and Resuce	3		DEGREE TOTAL	60
FS	89 Fire Investigation 1A	2		Adviser: Pell	
FS	90 Fire Prevention 1A	2		Miller/Rogers - CMC	
FS	91 Fire Prevention 1B	2			

## 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	English
U.C. Davis	Etymology and Parasitology
Astronomy	Economics
Art History	Genetics
Anthropology	Geology
Bacteriology	Geography
Bilingual Education	Hispanic Civilization
Botany	History
Child Development	Humanities
Chicano Studies	Laboratory Technology & Microbiology
Chemistry	Linguistic
Comparative Literature	Music
Comparative Cultures	Natural Sciences
College of Fine Arts	Mathematics
Dental Hygiene	Occupational Therapy

Physical Therapy  
 Paleontology  
 Physics  
 Philosophy  
 Police Science  
 Political Science  
 Pre-Dentistry  
 Pre-Medicine

Pre-Veterinary Medicine  
 Projected Foreign Language Pre-Major  
 Psychology  
 Recreation  
 Social Sciences  
 Theatre Arts (UCLA)  
 Zoology

Subtotal .....	28
See General Education Requirements	
General Education Subtotal .....	40
<b>DEGREE TOTAL .....</b>	<b>60</b>

	<u>French</u>	<u>German</u>	<u>Italian</u>	<u>Spanish</u>
Advisers:	Attoun Deti	Deti	Sottile	Deti Escudero 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	2-3

Department Subtotal 24-26

See General Education Requirements

General Education Subtotal 39

**DEGREE TOTAL 63-64**

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
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 Musical Instrument (1 class)	2
PE	23	Sr. Life Saving	2

Department Subtotal 20-22

See General Education Requirements

General Education Subtotal 39

**DEGREE TOTAL 63-64**

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			15
See General Education Requirements			
General Education Subtotal			18
DEGREE TOTAL			60
Adviser: Roberts			

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

#### Courses Required:

Dept.	No.	Title	Units
Choose 15 units from the following classes:			
HEc	1	Consumer Survival	3
HEc	11	Basic Principles and Techniques of Food Preparation	3
HEc	12	Meal Management 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			

### 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 18

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			3
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	13	Environmental Design: Color, Ehtory & 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
HEID	31	Portfolio Preparation	2
HETC	33	Textiles: Fiber and Filaments	3
HEID	53	Materials Estimation	2
Art	2A	History of Art	3
Arch	11	Architecture Blueprint Reading	3
Department Subtotal			44

See General Education Requirements

General Education Subtotal 18

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
PSY	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, & Discipline	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: Lawson/Miller/Rogers (CMC)

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

Courses Required:

Dept.	No.	Title	Units
HEPR	61	Child Development	3
HEPR	62	Pre-School Learning: Methods & Materials	3
HEPR	65	Child Health & Nutrition	3
HEPR	66	Parent Education - Observation Participation	3
HEPR	67	Children Family and Community	3
HEPR	70	Nursery School Administration	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, & Discipline	3
PE	1	First Aid & Safety	2
HEPR	95	Work Experience	4
Department Subtotal			38
Electives			4
See General Education Requirements			
General Education Subtotal			18
DEGREE TOTAL			60
Adviser: Lawson/Miller/Rogers (CMC)			

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.

## LIBERAL STUDIES MAJOR

The Liberal Studies major is designed to provide a student with a broad foundation in the liberal arts and sciences in studies broader than those traditionally included within one discipline. This major allows the student to explore 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. Please note that this major is articulated with the upper division Liberal Studies Program at California State University, San Bernardino, and may lead to the Bachelor's Degree from CSUSB.

# 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 as a registered nurse in the State of California.

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 in order to qualify for examination for California licensure.*

## COLLEGE OF THE DESERT NURSING AND ALLIED HEALTH DEPARTMENT ASSOCIATE DEGREE NURSING PROGRAM

### PHILOSOPHY

#### **Philosophy of Nursing and Man:**

The Nursing Program is in harmony with the philosophy of College of the Desert by providing students with *career education for entry level or upgraded vocational opportunities as a technical level registered nurse*.

The philosophy of the Nursing Program is predicated on the belief that nursing is an everchanging profession which responds to the client and the culturally diverse society it serves.

Nursing faculty conceptualizes clients as integrated physiological, psychological, interpersonal, spiritual and sexual individuals moving through the developmental stages of the life cycle. The client is viewed as an integral part of planning and decision making related to health care.

Nursing uses an holistic approach that directly or indirectly assists clients of all ages in achieving/maintaining an optimum level of wellness on the *health-illness continuum*. *Nursing process is used to systematically identify, diagnose and treat client response to actual or potential health problems/needs throughout the life cycle.*

The practice of nursing includes knowledge of nursing, arts, sciences and humanities. Nursing is a profession that focuses on the wellness and illness of the client, families and community.

In clinical practice, nursing focuses on the total needs of the client, and assists, facilitates and problem-solves, using available technology to the advantage of both the client and the nurse.

Associate Degree nursing education prepares the technical practitioner to competently use the nursing process in providing health care as a staff nurse in a variety of health care settings, including acute and long-term care hospitals.

The conceptual framework used in the Associate Degree Nursing Program at College of the Desert is based on eight unifying concepts. These concepts are woven throughout all courses in the nursing curriculum. These concepts are also the main educational strands which define, describe and explain the simple and complex interrelationships among the client, wellness, illness, the environment and nursing. The eight concepts are:

1. Wellness-Illness Continuum
2. Life Cycle
3. Nursing Process
4. Basic Human Needs
5. Body Systems/Disease Process
6. Interpersonal Communication
7. Stress and Adaptation
8. Roles of the Nurse

In addition to providing a systematic logical method of the study of nursing, these concepts and theories link the program philosophy and conceptual framework with level objectives and clinical learning experiences throughout the nursing curriculum.

#### **Philosophy of Learning and Nursing Education**

The faculty believe that the ability to learn, motivation to learn and responsibility to learn are essentially the self-paced activities of the learner interacting with the total environment.

The faculty also believe that program objectives and competencies can be achieved through a variety of learning strategies. Any combination of self-directed study, classroom case study and experiential learning that assists the student in attaining the competencies established by nursing faculty is considered appropriate.

The instructors serve as professional role models, facilitators and resource persons. The nursing faculty assists the students individually and collectively to learn problem solving and technical/procedural skills used to provide safe, competent and accountable client care using the nursing process.

#### **OBJECTIVES**

At the completion of the program, the student will:

1. 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.
2. 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.
3. Demonstrate the utilization of intra-agency and community resources for meeting health needs of the client.
4. Interact with members of the health team to mutually plan for the physical and psychosocial needs of the client.
5. Administer medications and treatments and carry out other nursing procedures with competency to promote safety and maximize anticipated therapeutic results.
6. Manipulate the environment to promote the safety and comfort of the client.
7. Teach clients and their families to manage their health problems in a manner which will maximize their quality of life.
8. Practice nursing within the provisions and limitations of the California Nurse Practice Act and according to the American Nurses Association. *Code for Nurses.*
9. Seek and take active part in continuing education for professional and personal growth.
10. Define and describe the heritage and future trends of the nursing profession related to professional standards and self goals.
11. Utilize an 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.

We believe that learning is an activity of the student, the learning rate varies with the individual and that learning 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 not less than eighty hours of classroom and laboratory instruction and also an additional twenty-four hour ambulance module. The ambulance module includes eight hours of instruction in ambulance operations and procedures, eight hours of supervised clinical experience in a general acute care hospital and eight hours supervised instruction on an operational ambulance.

Upon completion of the course, 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. An EMT Refresher course is offered for certificate renewal when needed for an extension of the two years.

This program meets all criteria of the State of California and ICEMA for the Emergency Medical Technician-I training.

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

## COLLEGE OF THE DESERT NURSING AND ALLIED HEALTH DEPARTMENT MEDICAL ASSISTING PROGRAM

Course Requirements for a Certificate of Completion:

### MEDICAL ASSISTING I

Dept.	No.	Title	Units
AH	70	Intro to Health Sciences	1
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
BuOA	50	Beginning Typewriting	3

Certificate given upon satisfactory completion of MA 66 and MA 66L courses is a 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	3

Certificate of proficiency given upon satisfactory completion verifying that the student has specialized in 5 modules in the ancillary areas of the hospital

### MEDICAL ASSISTING III

MA	68	Medical Assisting III	5
MA	96	Medical Assisting III, Lab Work Experience	8
BuOA	57	Machine Transcription	2

Certificate of proficiency given upon satisfactory completion verifying back and front office experience.

Preparation for Employment and A.S. Degree in MEDICAL ASSISTING

AH	70	Intro to Health Sciences	1
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 Lab II	5
MA	68	Medical Assisting III	5
MA	96	Medical Assisting III Lab, Work Experience	8
MA	61	Medical Terminology	2
BuOA	64	Records Management	2
BuOA	50	Beginning Typewriting	3
BuOA	57	Machine Transcription	2
N	61	Basic Pharmacology	3
MA	63	Medical Insurance and Records	3

Department Subtotal	50
See general education requirements for graduation	22
<b>DEGREE TOTAL</b>	<b>72</b>

Adviser: Katz/Housley  
CMC - Rogers

**REQUIREMENT TESTS: SFTAA, NELSON-DENNY**

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

(Graduates eligible for Registered Nurse Licensing Examination in California)

Prerequisites: AH 70 Intro to Health Sciences 1 Unit  
 Chemistry 4 4 Units  
 (or 1 year High School Chemistry with a grade of "C" or better)

Courses Required:

Dept.	No.	Title	Units
Bi	22	Human Anatomy or A&P I	4
Bi	23	Human Physiology or A&P II	5 or 4
Bi	15	General Microbiology	5 or 4
Psy	1	General Psychology	3
Soc	1	Introductory Sociology	3
Eng	1A	Composition	4 or 3
Sp	1 or 5	Speech	3
		Humanity - See General Education Requirements for graduation	3
Math	9	Intermediate Algebra or equivalent	4 or 3
PE			
N	5	Nursing Fundamentals I	8
N	6	Nursing Fundamentals II	8
N	7	Nursing Fundamentals III	10
N	8	Nursing Fundamentals IV	10

DEGREE TOTAL 67  
 Adviser: Katz/Murrell  
 CMC - Rogers

Preparation for Employment and Certificate Program in VOCATIONAL NURSING

(Graduates eligible for Licensing Examination in California)

Prerequisite: AH 70 - Intro to Health Sciences

Courses Required:

Dept.	No.	Title	Units
VN	1	Vocational Nursing I	8
VN	1L	Vocational Nursing I Lab	6
N	61	Basic Pharmacology	3
VN	2	Vocational Nursing II	7
VN	2L	Vocational Nursing II Lab	5
HEC	13	General Nutrition	3
VN	3	Vocational Nursing III	8
VN	3L	Vocational Nursing III Lab	7
PSY	1	General Psychology	3

See Brochure for Admission Requirements  
 TOTAL UNITS 54  
 Adviser: Katz

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
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
Department Subtotal			47
General Education			25
DEGREE TOTAL			72

Adviser: Katz  
 CMC-Rogers  
 REQUIREMENT TESTS: SFTAA, NELSON-DENNY, SCAT

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

Courses Required:

Prerequisite: AH 70 Intro to Health Sciences

Dept.	No.	Title	Units
RT	51	Introduction to Respiratory Therapy	8
RT	53	Cardiopulmonary Pharmacology	2
RT	54	Assisted Ventilatory Therapy	11
RT	55	Cardiopulmonary Special Procedure	4
RT	56	Methods of Continuous Ventilatory Support	11
RT	57	Cardiopulmonary Pathophysiology	3
RT	58	Cardiopulmonary Function Testing and Rehabilitation	7
RT	59	Respiratory Therapy Trends	3
Eng		Composition	3-5
Bi	22A	Human Anatomy	4
Bi	22B	Human Physiology	5
Bi	15	Microbiology	5
Ph	1	Basic Physics	4
Ch	4	Fundamentals of Chemistry	4
Psy	1	General Psychology	3
PE		P.E.	1
		Humanity (Elective)	3
Math	9	Intermediate Algebra or equivalent	3

DEGREE TOTAL 82-84  
 Adviser: Ciastko  
 REQUIREMENT TESTS: SFTAA, NELSON-DENNY, SCAT

# 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, PREDENTISTRY, PREPHARMACY, PREVETERINARY MEDICINE, MICROBIOLOGY, ENTOMOLOGY, PARASITOLOGY, BIOLOGICAL OCEANOGRAPHY)

Courses Required: (Based on minimum prior preparation)\*

Dept.	No.	Title	Units
Ch	1A	General Chemistry	5
Ch	1B	General Chemistry	5
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

Tracey - Premedicine and Predentistry

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: Tracey

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

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	1B	General Chemistry	5
Phy	4A	Engineering Physics	5
Phy	4B	Engineering Physics	5
Phy	5	Computer Programming I (Recommended)	3

Consult course descriptions of above courses for prerequisites.

Department Subtotal 36-39

See General Education Requirements

General Education Subtotal 25

DEGREE TOTAL 71-74

Adviser: Grannan

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 Ag-  
 riculture 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
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
<b>TOTAL</b>			<b>22-23</b>

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

Dept.	No.	Title	Units
NR	2	Intro to Forestry	3
NR	2L	Intro to Forestry Lab	1
NR	3	Intro to Wildlife Management	3
NR	3L	Intro to Wildlife Management Lab	1
AgPS	1	Soils and Plant Nutrition	3
AgPS	2	Entomology	3
AgPS	10	Environmental Gardening	2
AgPS	10A	Environmental Gardening Lab	1
AgPS	10B	Environmental Gardening Lab	1
OH	1	Horticulture	3
OH	1L	Horticulture Lab	1
Geog	1	Cultural Geography	3
G	1,2, 5,10	Geology Elective(s)	3-8
Met	1	Descriptive Meteorology	3
Met	1L	Descriptive Meteorology Lab	1
PS	1	Intro to Government	3
ARCHITECTURE ELECTIVE(S)			2-6
ENERGY RESOURCE ELECTIVE			3-4
DWT	71	Water Supply & Treatment	3
HEc	1	Consumer Survival	3
Math	4	Statistics	3

# 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 39

### Recommended Courses:

12 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	1

Subtotal 12

DEGREE TOTAL 60

Adviser: 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			39

### Recommended Courses:

12 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	1

Subtotal 12

DEGREE TOTAL 60

Adviser: 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 39

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

DEGREE TOTAL 64

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 39

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 39

DEGREE TOTAL 60

Adviser: Bolanos

# COOPERATIVE WORK EXPERIENCE EDUCATION

Cooperative Work Experience Education is a "real world" approach to Career Planning and/or Career Improvement where the student is provided an opportunity to have classwork relate directly to on-the-job Work Experience. In this program the entire community serves as a laboratory where local business experts serve as instructors and millions of dollars worth of equipment 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 UC  
3 Units  
Lecture: 3 hours

### 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 UC  
3 Units  
Lecture: 3 hours

### 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 UC  
3 Units  
Lecture: 3 hours

### 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 CSU UC  
3 Units  
Lecture: 3 hours

### 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 CSU  
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 CSU  
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 CSU  
3 Units  
Lecture: 3 hours

### 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.

<p>AJ 9 CSU 3 Units Lecture: 3 hours</p>	<p><b>TRAFFIC CONTROL</b> 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.</p>
<p>AJ 10 CSU 3 Units Lecture: 3 hours Prerequisite: AJ 1 and AJ 2 recommended</p>	<p><b>FUNDAMENTALS OF CRIME &amp; DELINQUENCY</b> 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.</p>
<p>AJ 11 A,B,C,D CSU 1 Unit Lecture: ¾ hour Laboratory: ¾ hour</p>	<p><b>FIREARMS</b> 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.</p>
<p>AJ 12 CSU 1 Unit Lecture: ¾ hour Laboratory: ¾ hour</p>	<p><b>DEFENSIVE TACTICS</b> Fundamental methods protection against persons armed with dangerous and deadly weapons, handcuffing and restraint of prisoners and the mentally ill.</p>
<p>AJ 13 CSU 3 Units Lecture: 3 hours Prerequisite: AJ 1, and AJ 2 recommended.</p>	<p><b>INSTITUTIONAL FIELD SERVICES</b> 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>
<p>AJ 14 CSU 3 Units Lecture: 3 hours Prerequisite: AJ 1, AJ 2 and AJ 6 recommended.</p>	<p><b>CRIME SCENE AND LABORATORY TECHNIQUES</b> 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 CSU 3 Units Lecture: 3 hours Prerequisite: AJ 2, AJ 6 and AJ 9 recommended.</p>	<p><b>TRAFFIC ACCIDENT INVESTIGATION</b> 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 CSU 3 Units Lecture: 3 hours</p>	<p><b>NARCOTICS CONTROL</b> 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 CSU 3 Units Lecture: 3 hours</p>	<p><b>WILDLIFE LAW ENFORCEMENT</b> 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>

AJ 18 CSU  
3 Units  
Lecture: 3 hours  
Prerequisite: AJ 2,  
AJ 3 and AJ 7 recom-  
mended.

#### CONSTITUTIONAL LAW FOR POLICE

Analysis of constitutional provisions and court decisions. Specific topics include History of the United States Constitution, Freedom of Speech, Press and Assembly, Authority to Detain and Arrest, Search and Seizure, Wire-tapping, Eavesdropping and Visual Surveillance, Interrogations and Confessions, Self-incriminations, Assistance of Counsel, Multiple Prosecutions, Right to Fair Trial and Civil Rights.

AJ 19 CSU  
3 Units  
Lecture: 3 hours

#### PEACE OFFICER ARREST/FIREARMS

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

AJ 20 CSU  
3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisite: AJ 19  
recommended

#### PEACE OFFICERS RESERVE/LEVEL II

This course provides training required by Penal Code Section 832 for reserve officers in First Aid, CPR, role of the back-up officer, officer's survival, weaponless defense, traffic control, crime scene procedures and communications.

AJ 21 A,B,C,D CSU  
2 Units  
Lecture: 20 to 40  
hours  
Prerequisite: Employ-  
ment in a Law  
Enforcement  
Agency

#### ADVANCED OFFICER'S COURSE

Field application of recent legislation and court decisions. Techniques of case investigations and reporting, evidence handling and processing. Interpersonal relationships and communications.

AJ 22 A,B CSU  
3 Units  
Lecture: 3 hours  
Prerequisite: Employ-  
ment with Law En-  
forcement Agency

#### POLICE SUPERVISION

A two-semester course covering the duties and responsibilities of the police supervisor. The first semester is directed to the supervisor's relationship to management, leadership, morale and discipline, communications principles and performance evaluation. Second semester covers the practical aspects of the supervisory training function.

AJ 23  
3 Units  
Lecture: 3 hours  
Laboratory: 0

#### SURVEY OF SECURITY

This is an in-depth study and analysis of modern security techniques as applied to loss prevention in industry and retailing, with special emphasis on Restaurants, Hotel, Motels and Clubs. Administrative organization, guard service, personnel, physical security, and emergency planning are among the topics considered.

## AGRICULTURE

### AGRI-BUSINESS (AgBu)

AgBu 5 CSU  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

#### MICROCOMPUTER APPLICATIONS

This hands-on course is designed to introduce students to microcomputers and basic computer concepts. Emphasis is placed on applications including; word processing, electronic spreadsheets, database management, graphics, educational programs, telecommunications and introductory programming. Also, evaluating, selecting, and purchasing hardware and software will be discussed.

AgBu 7 CSU  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: AgBu 5  
or equivalent

#### ADVANCED MICROCOMPUTER APPLICATIONS

This course enables students to obtain in-depth experience with database management, electronic spreadsheet and telecommunication programs on microcomputers.

AgBu 10 CSU, UC  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

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

#### MANAGEMENT RECORDS

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

AgBu 25 CSU  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours

#### AGRICULTURE DISPLAYS AND EXHIBITS

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

AgBu 55  
3 Units  
Lecture: 3 hours  
Laboratory: 0

#### 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 CSU  
1-3 Units  
1 Unit-1 hour lecture  
2 Units-6 hours laboratory  
3 Units-9 hours laboratory

#### 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 CSU  
1-3 Units  
1 Unit-3 hours laboratory  
2 Units-6 hours laboratory  
3 Units-9 hours laboratory

#### SPECIAL PROBLEMS

Supervised practices in agricultural production processing and management activities.

### DIESEL MECHANICS (DM)

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

#### DIESEL TRUCK REPAIR

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

DM 60  
4 Units  
Lecture: 2 hours  
Laboratory: 6 hours

#### 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 CSU  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

#### DIESEL MECHANICS I

Diesel engine theory, operation and maintenance. Includes horsepower determinations, maintenance, preventative maintenance, storage, troubleshooting, and tune-up.

DM 62 CSU  
5 Units  
Lecture: 2 hours  
Laboratory: 3 hours

#### DIESEL MECHANICS II

Two-cycle diesel engine overhaul. Includes cleaning, inspection, measuring, servicing, rebuilding, and replacing engine components.

DM 65 CSU  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

#### DIESEL ENGINE ACCESSORIES

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

<p>DM 68 2 Units Lecture: 1 hour Laboratory: 3 hours</p>	<p><b>LIGHT DUTY DIESEL ENGINES (SC-CR/NC)</b> The troubleshooting, tune-up, servicing and rebuilding of fuel injection systems.</p>
<p>DM 69 3 Units Lecture: 2 hours Laboratory: 3 hours Prerequisite: Automotive Principles or Diesel Mechanics I</p>	<p><b>AUTOMOTIVE DIESEL FUEL SYSTEMS</b> Automotive Diesel Fuel Systems covers the maintenance, preventative maintenance, troubleshooting, repair, and overhaul of light automotive types of fuel injection equipment.</p>
<p>DM 70 A,B,C 1 Unit-3 hours laboratory 2 Units-6 hours laboratory 3 Units-hours laboratory</p>	<p><b>SPECIAL PROBLEMS</b> 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.</p>
<p>DM 71 CSU 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisites: Auto 11</p>	<p><b>PASSENGER CAR AND LIGHT TRUCK DIESEL</b> Covers operation, maintenance, preventative maintenance, troubleshooting, repair, tune-up of diesel engines used in automobiles and light trucks.</p>
<p>DM 72 CSU 4 Units Lecture: 2 hours Laboratory: 6 hours Prerequisites: Basic knowledge of Detroit Diesel</p>	<p><b>2 CYCLE DIESEL MECHANICS</b> The course includes cleaning, inspecting, measuring, servicing, rebuilding, and replacing engine components.</p>
<p>DM 73 1 Unit Lecture: ½ hour Laboratory: 1½ hours Prerequisite: Basic knowledge of Detroit Diesel.</p>	<p><b>TUNE-UP PROCEDURES-DETROIT DIESEL 53 AND 71 SERIES ENGINES</b> 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.</p>
<p>DM 75 2 Units Laboratory: 6 hours</p>	<p><b>DIESEL SHOP SUPERVISION</b> 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.</p>

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

<p>AgEg 16 CSU 2 Units Lecture: 1 hour Laboratory: 3 hours</p>	<p><b>BASIC MECHANICAL SKILLS</b> Study of principles, practices and materials used in mechanics and application of same under actual shop conditions.</p>
<p>AgEg 28 A CSU 2 Units Lecture: 1 hour Laboratory: 3 hours</p>	<p><b>BASIC WELDING</b> 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.</p>
<p>AgEg 28 B CSU 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisites: AgEg 28 A</p>	<p><b>INTERMEDIATE WELDING</b> 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.</p>

AgEg 40 CSU  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

AgEg 42 CSU, UC  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours

AgEg 43 CSU, UC  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

AgEg 47 CSU  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

AgEg 70 A,B,C  
1 Unit-3 hours  
laboratory  
2 Units-6 hours  
laboratory  
3 Units-9 hours labo-  
ratory

AgEg 91 CSU  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

AgEg 92 CSU  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours

## NATURAL RESOURCES (NR)

NR 1 CSU, UC  
3 Units  
Lecture: 3 hours  
Laboratory: 0

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

NR 2 CSU, UC  
3 Units  
Lecture: 3 hours

### AGRICULTURAL ENGINEERING CONSTRUCTION

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

### AGRICULTURAL AND INDUSTRIAL POWER

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

### TRACTOR OPERATIONS

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

### BASIC SURVEYING

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

### SPECIAL PROBLEMS

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

### 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.

### 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.

### 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.

### 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 CSU, UC**

1 Unit

Laboratory: 3 hours

Prerequisite: Prior or concurrent enrollment in NR 2.

**INTRODUCTION TO FORESTRY LAB**

A lab designed to supplement the Introduction to Forestry course and provide students with field experience in forestry. Areas of study include: fire prevention and suppression, forest measurement, timber harvesting and processing, tree identification, reforestation, and job opportunities. Saturday field trips will be required.

**NR 3 CSU, UC**

3 Units

Lecture: 3 hours

**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 CSU**

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 CSU**

3 Units

Lecture: 3 hours

Laboratory: 0

**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 CSU, UC**

3 Units

Lecture: 3 hours

**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 CSU, UC**

1 Unit

Laboratory: 3 hours

**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 CSU**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

**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 CSU, UC**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

**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 CSU**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

**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.

<p>OH 8 CSU 3 Units Lecture: 2 hours Laboratory: 3 hours</p>	<p><b>PARK AND LANDSCAPE MANAGEMENT</b> 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.</p>
<p>OH 9 CSU, UC 3 Units Lecture: 2 hours Laboratory: 3 hours</p>	<p><b>LANDSCAPE PLANNING AND DESIGN</b> 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.</p>
<p>OH 10 CSU 3 Units Lecture: 2 hours Laboratory: 3 hours Prerequisites: OH 9 or equivalent knowledge</p>	<p><b>ADVANCED LANDSCAPE DESIGN</b> 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.</p>
<p>OH 15 CSU 3 Units Lecture: 1 hour Laboratory: 6 hours Prerequisite: OH 1, OH 9</p>	<p><b>NURSERY SALES AND MANAGEMENT</b> 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.</p>
<p>OH 17 CSU 3 Units Lecture: 2 hours Laboratory: 3 hours Prerequisite: OH 1</p>	<p><b>FLORACULTURE AND GREENHOUSE MANAGEMENT</b> 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.</p>
<p>OH 20 CSU 3 Units Lecture: 1 hour Laboratory: 6 hours Prerequisite: OH 1</p>	<p><b>LANDSCAPE CONSTRUCTION</b> 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.</p>
<p>OH 30 CSU 3 Units Lecture: 2 hours Laboratory: 3 hours</p>	<p><b>LANDSCAPE EQUIPMENT</b> Principles and practices in the maintenance, operation and selection of equipment and power units used in the horticultural field.</p>
<p>OH 31 CSU 2 Units Lecture: 1 hour Laboratory: 3 hours</p>	<p><b>LANDSCAPE EQUIPMENT REPAIR (SC-CR/NC)</b> Principles and practices in the maintenance adjustments and selection of equipment and power units used in the horticultural field.</p>
<p>OH 32 2 Units Lecture: 1 hour Laboratory: 3 hours</p>	<p><b>LANDSCAPE ENGINE MAINTENANCE AND REPAIR</b> 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.</p>

OH 41 1 Unit Lecture: 1 hour	NATIVE PLANTS OF CALIFORNIA (SC-CR/NC) This course is designed to introduce students to the native plants of California. Field trips required.
OH 42 1 Unit Lecture: 1 hour Prerequisite: OH 41 or equivalent knowledge.	LANDSCAPING WITH NATIVE CALIFORNIA PLANTS The course is an introduction to landscaping uses of native plants emphasizing coastal, mountain resort, and desert landscapes. Field trips required.
OH 43 1 Unit Lecture: 1 hour Prerequisite: OH 41 or equivalent knowledge.	INTERPRETING NATIVE PLANTS OF CALIFORNIA A course designed for natural resource majors or others who would profit from knowing native plant uses, ecology and conservation problems. Field trips required.
OH 46 CSU 3 Units Lecture: 2 hours Laboratory: 3 hours	LANDSCAPE IRRIGATION SYSTEMS Designed to cover the principles of sprinkler system design, installation, and maintenance. Will include practical experience in installing and maintaining clocks and remote control valves. Main emphasis will be on automatic electric sprinkler systems. Soil moisture sensing devices, sprinkler specifications and uniformity coefficients are covered.
OH 70 A,B,C 1 Unit-3 hours laboratory 2 Units-6 hours laboratory 3 Units-9 hours laboratory	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.
OH 84 CSU 2 Units Lecture: 2 hours	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.
OH 86 CSU 2 Units Lecture: 2 hours	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.
OH 88 CSU 2 Units Lecture: 2 hours	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 CSU, UC 3 Units Lecture: 2 hours Laboratory: 3 hours	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 4 Units Laboratory: 3 hours Lecture: 3 hours	ENTOMOLOGY-GENERAL AND APPLIED This course is a study of insects including: classification, structure, life histories, ecology, economic importance, and control. Collection required. Suggested for Biological Science General Education Requirements.

<p>AgPS 5 CSU 3 Units Lecture: 3 hours Laboratory: 0</p>	<p><b>PLANT SCIENCE</b> 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.</p>
<p>AgPS 5L UC 1 Unit Laboratory: 3 hours Prerequisite: Concurrent enrollment in AgPS 5 or prior completion.</p>	<p><b>PLANT SCIENCE LAB</b> This course is intended to expose students to practical and theoretical aspects of AgPS 5 laboratory 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, leverage, graftage, cuttings, pruning, planting, and pest control.</p>
<p>AgPS 20 CSU 3 Units Lecture: 2 hours Laboratory: 3 hours</p>	<p><b>FIELD CROPS</b> Field crops common to locality. Study of representative crops; cultural sequence and related factors; marketing, cost analysis and risk. Environmental relationships, moisture, temperature, general weather influence. Relation of local crops to national crop economy. Field trips.</p>
<p>AgPS 21 CSU 2 Units Lecture: 2 hours</p>	<p><b>BEEKEEPING</b> Care, management, and manipulation of bees. The practical application of principles for effective establishment and maintenance of apiaries. Pollination and value of bees to agriculture. Recognition and control of bee diseases. Laws and regulations pertaining to beekeeping.</p>
<p>AgPs 22 CSU 2 Units Lecture: 2 hours Laboratory: None</p>	<p><b>VEGETABLE CROP PRODUCTION</b> 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.</p>
<p>AgPS 26 CSU 3 Units Lecture: 2 hours Laboratory: 3 hours</p>	<p><b>FRUIT PRODUCTION</b> A study of characteristics, areas of production, suitable varieties, uses, and adaptations. Planting, training, production, practices, and propagation of the important deciduous and subtropical fruit crops including such crops as citrus, dates, grapes, peaches and others.</p>
<p>AgPs 28A-D CSU 2 Units Lecture: 0 Laboratory: 6 hours Prerequisites: Completion or current enrollment in AgPS 20, 22, or 26</p>	<p><b>CROP SCIENCE LAB</b> 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.</p>
<p>AgPS 30 CSU 3 Units Lecture: 2 hours Laboratory: 3 hours</p>	<p><b>AGRICULTURAL CHEMICAL APPLICATION AND SAFETY</b> Learn the proper and safe methods of applying agricultural chemicals. Measure areas to be treated, calculate the amount of material needed. Follow proper mixing procedures, choose the appropriate application method and equipment, calibrate and operate application equipment efficiently and safely, service equipment before and after use. Study laws regulating the use of agricultural chemicals.</p>
<p>AgPS 71 CSU 1 Unit Lecture: 1 hour Prerequisite: Concurrent enrollment in AgPS 1</p>	<p><b>SOILS DISCUSSION (OPTIONAL)</b> An optional course designed to compliment AgPS 1. Subjects covered in Soils/Plant Nutrition lecture and lab will be discussed in more detail.</p>

# ART

ART 1A CSU, UC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

## DRAWING AND COMPOSITION

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

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

## DRAWING AND COMPOSITION

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

ART 2A CSU, UC  
3 Units  
Lecture: 3 hours

## HISTORY OF ART

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

ART 2B CSU, UC  
3 Units  
Lecture: 3 hours

## HISTORY OF ART

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

ART 3A CSU, UC  
3 Units  
Lecture: 2 hours  
Laboratory: 4 hours

## BASIC DESIGN AND COLOR

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

ART 3B CSU, UC  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

## THREE-DIMENSIONAL DESIGN

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

ART 5A,B,C,D CSU,  
UC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

## LIFE DRAWING

A study of the human figure from the model. This course includes the study of anatomy and the human body as a design source.

ART 7A CSU, UC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

## CERAMICS

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

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

## CERAMICS

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

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

## CERAMICS

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

ART 7D CSU, 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 CSU**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours
- ART 8 CSU**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours
- ART 9A CSU, UC**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours
- ART 9B CSU, UC**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours
- ART 10 CSU, UC**  
3 Units  
Lecture: 3 hours
- ART 11A CSU, UC**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours
- ART 11B CSU, UC**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: 11A
- ART 11C CSU, UC**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: 11B
- ART 11D CSU, UC**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: 11C
- ART 12 CSU, UC**  
3 Units  
Lecture: 3 hours
- ART 13 CSU, UC**  
3 Units  
Lecture: 3 hours
- ART 17A CSU, UC**  
2 Units  
Lecture: 2 hours  
Laboratory: 2 hours
- CLAY FOR TEACHERS**  
This course offers students a basic understanding of ceramic processes with a special emphasis on hand-building techniques. Class work will be directed toward the needs of classroom teachers, recreation specialists, and persons working with youth organizations.
- ADVERTISING ART**  
A study in design in advertising. This course provides experiences in problems relating to print media advertising, package design, graphic design, and production methods.
- PRINTMAKING**  
A study of basic hand processes in the making prints. Class work includes emphasis on attaining competence in techniques of relief and serigraphy. Drawing skills are needed.
- ETCHING AND LITHOGRAPHY**  
In this beginning course in printmaking, intaglio processes include dry-point, etching, aquatint, and soft ground. Lithography will include the preparation and printing of images from litho stones.
- INTRODUCTION TO ART**  
An introduction to some of the problems, techniques, and social forces that shape and reflect our visual world. Emphasis is placed on the gaining of insights and the development of understanding with regard to the planning, organizing, and the making of a work of art.
- SCULPTURE**  
A basic course in sculpture. Students explore the three dimensional form with a variety of materials and techniques, including additive, subtractive, and manipulative processes.
- SCULPTURE**  
In this course students use additive processes to make sculpture and are provided with experiences in mold making.
- SCULPTURE**  
Students in this course receive individualized work project assignments in the subtractive method in the creation of sculptural forms. Contemporary as well as traditional aesthetic approaches will be utilized.
- SCULPTURE**  
Students in this course receive advanced individualized instruction in the lost wax process of bronze casting with special studies in the history of sculpture.
- 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.
- 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.
- 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 CSU, UC  
2 Units  
Lecture: 2 hours  
Laboratory: 2 hours  
Prerequisite: Art 17A

ART 17C CSU, UC  
2 Units  
Lecture: 2 hours  
Laboratory: 2 hours  
Prerequisite: Art 17B

ART 17D CSU, UC  
2 Units  
Lecture: 2 hours  
Laboratory: 2 hours  
Prerequisite: Art 17C

ART 18A  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

ART 20A  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

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

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

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

ART 30A CSU, UC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

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

ORIENTAL BRUSH PAINTING  
Advanced work in Oriental brush painting.

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 Tang, Sung, Yuan, Ming, and Ching Dynasties.

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

PAPERMAKING  
This is a basic course in two and three dimensional papermaking. Students will explore methods of making different types of paper pulp into finished sculptural pieces or into surfaces on which to draw, paint, or print.

CERAMIC SCULPTURE  
This course is an introduction to the fundamental elements of ceramic sculpture technique. This course will teach the student to finish the modeling clay with the kiln firing process.

PAINTING/WATER COLOR  
A study of water color techniques and their use in painting.

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

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

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.

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.

<p>ART 30C CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisites: Art 30 B</p>	<p>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.</p>
<p>ART 30D CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisites: Art 30 C</p>	<p>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.</p>
<p>ART 32A CSU 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: Art 30A or equivalent.</p>	<p>PHOTOGRAPHY I/COLOR Advanced laboratory work with an emphasis on color photography.</p>
<p>ART 32B CSU 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: Art 32A</p>	<p>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.</p>
<p>ART 50 A,B,C,D,E UC A = 1 Unit B = 2 Units C = 3 Units D = 4 Units E = 5 Units Units and lecture/lab format will vary according to the specific course being offered</p>	<p>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 subtitles and descriptions placed in the Class Schedule at the time they are offered.</p>
<p>ART 80A,B,C,D 1-1-1-1 Unit Laboratory: 3 hours</p>	<p>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.</p>
<p>ART 81A,B,C,D 1-1-1-1 Unit Laboratory: 3 hours</p>	<p>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.</p>
<p>ART 82A,B,C,D 1-1-1-1 Unit Laboratory: 3 hours</p>	<p>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.</p>
<p>ART 83A,B,C,D 1-1-1-1 Unit Laboratory: 3 hours</p>	<p>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.</p>

# BUSINESS

## BUSINESS-ACCOUNTING (BuAc)

BuAc 1 CSU, UC  
3 Units  
Lecture: 3 hours

### 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 CSU, 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 3 CSU  
3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisite: Completion of BuAc 1

### GOVERNMENTAL ACCOUNTING I

This course focuses on principles of fund accounting for governmental units; problems of budgeting, appropriations, accounting for revenues and expenditures; and encumbrances.

BuAc 010 CSU  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: BuAc 1 or BuAc 66

### COMPUTER ACCOUNTING

This is an introductory course in the processing of accounting data on the microcomputer. Students will learn to record or process transactions in the following major accounting systems: General Ledger, Accounts Receivable, Accounts Payable, Depreciation, and Payroll. Course work will prepare students for actual situations using up-to-date equipment.

BuAc 011 CSU  
1 Unit  
Lecture: 0  
Laboratory: 3  
Prerequisite: Accounting I or Concurrent enrollment in Accounting

### AUTOMATED ACCOUNTING PRACTICE SET

The automated accounting practice set is a semester long accounting problem. Students are required to complete this problem using the micro computers.

BuAc 66 CSU  
3 Units  
Lecture: 3 hours

### 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 69A  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: BuCS 69's to be taken in letter sequence

### MICROCOMPUTER OFFICE I

This is an introductory course targeted toward maximizing the productivity of students who use microcomputers as a word processor in a business office environment. The course will focus on a specific word processing utility can best be employed in the office. Particular emphasis will be applied toward practical application with maximum time devoted to hands-on exercises and practical, personalized uses.

BuCS 69B  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: BuCS 69's to be taken in letter sequence

### MICROCOMPUTER OFFICE II

This is an introductory course targeted toward maximizing the productivity of students who use microcomputers as a DBase manager in a business office environment. The course will focus on a specific data base system utility and how this utility can best be employed in the office. Particular emphasis will be applied toward practical application with maximum time devoted to hands-on exercises and practical, personalized uses.

<p><b>BuCS 69C</b> 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: BuCS 69's to be taken in letter sequence</p>	<p><b>MICROCOMPUTER OFFICE III</b> This is an introductory course targeted toward maximizing the productivity of students who use microcomputers to produce electronic spreadsheets in the office. The course will focus on a specific spreadsheet utility and how this utility can best be employed in the office. Particular emphasis will be applied toward practical application with maximum time devoted to hands-on exercises and practical, personalized uses.</p>
<p><b>BuCS 69D</b> 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: BuCS 69's to be taken in letter sequence</p>	<p><b>MICROCOMPUTER OFFICE IV</b> This is an advanced course targeted toward maximizing the productivity of students who use microcomputers in a fully integrated, business office environment. The course will focus on integrating and interfacing fourth generation utilities presently employed in the office. Particular emphasis will be applied toward practical application with maximum time devoted to hands-on exercises and practical, personalized uses.</p>
<p><b>BuCS 70A</b> 3 Units Lecture: 2 hours Laboratory: 3 hours</p>	<p><b>COMPUTER BUSINESS APPLICATIONS</b> This is an introductory course targeted toward maximizing the productivity of students who work with microcomputers in a business environment. The course will focus on fundamentals of IBM compatible operating systems, data base applications, electronic spreadsheets and word processing. Particular emphasis will be applied toward preparing the student for particular vocational skills demanded in a business environment dominated by microcomputer operation and informational automation.</p>
<p><b>BuCS 70B</b> 3 Units Lecture: 2 hours Laboratory: 3 hours Prerequisite: BuCS 70's to be taken in letter sequence</p>	<p><b>COMPUTER BUSINESS APPLICATIONS</b> This is an intermediate course targeted toward maximizing the productivity of students who work with microcomputers in a business environment. The course will focus on the applications of IBM compatible operating systems, data base applications, electronic spreadsheets and word processing. Particular emphasis will be applied toward preparing the student for particular vocational skills demanded in a business environment dominated by microcomputer operation and informational automation.</p>
<p><b>BuCS 70C</b> 3 Units Lecture: 2 hours Laboratory: 3 hours Prerequisite: BuCS 70's to be taken in letter sequence</p>	<p><b>COMPUTER BUSINESS APPLICATIONS</b> This is an advanced course targeted toward maximizing the productivity of students who work with microcomputers in a business environment. The course will focus on the interfacing of IBM compatible operating systems, data base applications, electronic spreadsheets and word processing. Particular emphasis will be applied toward preparing the student for particular advanced skills demanded in a business environment dominated by microcomputer operation and informational automation.</p>
<p><b>BuCS 71 CSU</b> 2 Units Lecture: 1 hour Laboratory: 3 hours</p>	<p><b>COMPUTER LITERACY</b> This course introduces personal computers and their application. Course includes concepts, application, programming, and the use of utility programs with hands-on operation.</p>
<p><b>BuCS 73 CSU, UC</b> 3 Units Lecture: 3 hours Laboratory: 0</p>	<p><b>INTRO TO COMPUTER SCIENCE</b> This course is an introduction to computers, computer peripherals, and software. It is designed to familiarize students with computer technologies and computer implementations with emphasis on business applications. Available hardware systems and software systems with emphasis on how the two interact are presented. Special emphasis is placed on computer programming techniques, structured programming, structured design, and comparisons between several of the more popular high-level programming languages.</p>
<p><b>BuCS 73L CSU, UC</b> 1 Unit Lecture: 0 Laboratory: 3 hours Prerequisite or concurrent enrollment in BuCS 73 and BuCS 73L</p>	<p><b>INTRO TO COMP. SCI. LAB</b> This course is an introduction to high-level programming language methods with emphasis on structured programming techniques, design and development. Practical applications and hands on experience are utilized. Elementary programming exercises in BASIC will be assigned.</p>

- BuCS 74 CSU, UC**  
3 Units  
Lecture: 3 hours  
Laboratory: 1 hour  
Prerequisite: BuCS 73 and BuCS 73L or concurrent enrollment
- RPG PROGRAMMING**  
High level programming language. Students will learn to write, test, and debug programs employing RPG.
- BuCS 75 CSU, UC**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: BuCS 73 and BuCS 73L or concurrent enrollment. Math 50 or equivalent.
- FORTTRAN 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 CSU, UC**  
3 Units  
Lecture: 3 hours  
Laboratory: 1 hour  
Prerequisite: BuCS 73 and BuCS 73L
- 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 77**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: BuCS 70
- ADVANCED PC BUSINESS APPLICATION**  
This course is an advanced practical application designed to instruct students on techniques used to implement microcomputers in business applications. The course will require students to convert manual operating systems to automated computer systems through the use of industry standard fourth generation computer languages. Students will work with microcomputers and fourth generation computer languages during lab.
- BuCS 80 CSU**  
3 Units  
Lecture: 3 hours  
Laboratory: None  
Prerequisite: BuCS 76 (may enroll concurrently)
- SYSTEMS ANALYSIS AND DESIGN**  
This course is designed to give an overview of the systems development process. Students will learn how to recognize and solve problems, how to design specifications in a structured approach for information systems, and how to learn a process for selecting and evaluating techniques to support information systems. Impacts of advanced technology for systems analysis and characteristics of decision support systems (DSS) and their impact on organizational processes will be discussed.
- BuCS 81 CSU, UC**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisites: BuCS 73 and 73L
- 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 82**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: BuCS 80; BuCS 76 and BuCS 83 (may be enrolled concurrently)
- SYSTEMS ANALYSIS AND DESIGN PRACTICAL**  
Systems Analysis and Design Practical is a semester-long design problem which students will complete using computers and programming solutions. The course is designed to illustrate systems design, implementation and evaluation.
- BuCS 83 CSU, UC**  
3 Units  
Lecture: 3 hours  
Laboratory: 1 hour  
Prerequisite: BuCS 76
- 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.

- BuCS 84 CSU**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: BuCS 81
- ADVANCED BASIC LANGUAGE PROGRAMMING**  
This course is an advanced course in business applications programming for the person with some experience using BASIC. Included is an analysis of sequential file processing methods, advanced input/output techniques, and structured design concepts utilizing GOSUB routines. Major emphasis is placed on writing BASIC programs utilizing the above techniques.
- BuCS 85 CSU**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: BuCS 73 and BuCS 73L
- INTRODUCTION TO PASCAL PROGRAMMING**  
This course is an introduction to the basic techniques required to program in Pascal. The concepts covered include: design of computer programs, data types, input and output techniques, program control, structured types, input and output file types, testing and debugging techniques, functions, and procedures and data structures. Students will be required to design and write Pascal programs.
- BuCS 87 CSU**  
4 Units  
Lecture: 3 hours  
Laboratory: 2 hours  
Prerequisite: BuCS 73 and BuCS 73L
- ASSEMBLER LANGUAGE PROGRAMMING**  
This course is an introduction to the basic principles of assembler language programming, designed for students who already possess a working knowledge of basic computer concepts. The basic programming concepts covered include programming features of assemblers, assembler language instructions, input/output operations, macros, and subroutines. Student will write, test, and debug assembler language programs on personal computers.
- BuCS 88**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours
- APPLE COMPUTER BUSINESS APPLICATIONS**  
This is an entry level course designed to introduce the student, through a hands-on approach to the use of fourth generation microcomputers in a business environment. The course will focus on the fundamentals of electronic spreadsheets, data bases, report generators word processing and their integration. Computer hardware and software evaluation, selection and purchasing will be discussed at length.

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

- BuDE 21 CSU**  
3 Units  
Lecture: 3 hours
- MARKETING**  
The evolution of markets and marketing including market structures, consumer behavior and motivation, marketing functions, channels of distribution, pricing and price policy, and public and private regulation.
- BuDE 22 CSU**  
3 Units  
Lecture: 3 hours  
Laboratory: None
- RETAILING**  
The nature of retailing and retailing institutions; retail management decisions including trade area evaluation, site selection, store layout, merchandise assortment, pricing, and promotion.
- BuDE 23 CSU**  
3 Units  
Lecture: 3 hours
- FUNDAMENTALS OF SALES**  
The role of selling in the American economy, the evolution of the modern salesperson, consumer behavior and motivation, and the selling process, The salesperson's personal, customer and social responsibilities, and introduction to sales management.
- BuDE 25 CSU**  
3 Units  
Lecture Hrs: 3  
Lab Hrs: 0
- ADVERTISING**  
The history and future of advertising; advertising strategy; consumer motivation; preparation of the advertisement including copy and layout; media selection; effects of governmental regulation and public opinion.
- BuDE 26 CSU**  
1 Unit  
Lecture: 1 hour  
Laboratory: None
- CAREER SELLING & SALES PROMOTION**  
Designed as a short term course to introduce students to the advantages of selling as a career. Course will include the major requirements for success selling, types of selling, training required, psychology of selling, and promotion of a product.
- BuDE 55 CSU**  
3 Units  
Lecture: 3 hours  
Laboratory: None
- RETAIL MERCHANDISING**  
A course designed for men and women who wish to train for a buying and selling career in the field of retailing. The student will receive a sound background in basic merchandising practices and procedures. Also, much of the essential knowledge of management will be covered in the classroom. The course will provide some of the information and skills necessary for a successful future in retailing.

BuDE 56 CSU  
3 Units  
Lecture: 3 hours  
Laboratory: None

#### MERCHANDISE ANALYSIS

Analysis and testing of merchandise representative of what is sold in stores. Study will include tracing selected merchandise from raw material to finished product. The history, manufacture, use, care, and technical terminology applied to each product.

### ECONOMICS

Econ 1 CSU, UC  
3 Units  
Lecture: 3 hours

#### 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 CSU, UC  
3 Units  
Lecture: 3 hours

#### 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 CSU  
3 Units  
Lecture: 3 hours

#### 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

#### 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 074  
3 Units  
Lecture: 3 hours  
Laboratory: 0

#### MONEY AND BANKING

This course presents an overview of our monetary system. It is the study of the role played by banking and money in our economy. The needs and controls of our monetary system are explained within the context of banking. Impact of changes in our monetary policy throughout the entire banking system is emphasized. The student will gain a contemporary knowledge of monetary theories and see their practical application with contemporary cases.

BuFi 96 CSU  
3 Units  
Lecture: 3 hours

#### 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**

3 Units  
Lecture: 3 hours  
Laboratory: None

### **INTRODUCTION TO HOSPITALITY INDUSTRY**

The course is a study of the development of the hospitality industry from early inn to present day megahotel; from the family restaurant to the billion-dollar restaurant corporation. It emphasizes the market dynamics of change, market forces, human motivation and innovation, including such topics as computerization, video conferencing, time-sharing, condominium growth, hotels within hotels and hotel security and safety from fires.

### **BuHM 52**

3 Units  
Lecture: 3 hours

### **SMALL HOTEL AND MOTEL MANAGEMENT**

Designed to acquaint the owner and/or operator of small hotels and motels with the fundamentals of accounting, law, insurance, taxes, payroll records, advertising, and sales promotion.

### **BuHM 54 CSU**

3 Units  
Lecture: 3 hours  
Laboratory: None

### **HOTEL/MOTEL MANAGEMENT**

An introductory course in the fundamentals of housekeeping management, stressing employee training, record keeping and executive responsibilities. The organization of the department is covered, work methods, equipment, cleaning materials and procedures, room design and safety.

### **BuHM 55**

3 Units  
Lecture: 3 hours  
Laboratory: None

### **RESTAURANT OPERATIONS AND MANAGEMENT**

This course is the study of the food service industry and the individual service organization within that industry. It is the study of the concepts of management as they apply to food service, including planning, organizing, directing, representing evaluating. The student will gain a contemporary knowledge of the functions of the food service manager in order to improve skills and enhance present abilities.

### **BuHM 56**

3 Units  
Lecture: 3 hours  
Laboratory: None  
Prerequisite: BuAC 01  
or BuAC 66

### **HOSPITALITY MANAGEMENT ACCOUNTING**

This course is designed to cover the comprehensive application of accounting principles to the hospitality industry. It will include accounting practices, financial statements, income/expense accounts and statements, special purpose journals and ledgers. The application of accounting information in making managerial decisions.

### **BuHM 60**

3 Units  
Lecture: 3 hours  
Laboratory: None

### **HOTEL/MOTEL LAW**

This course provides an awareness of the rights and responsibilities that the law grants to and imposes upon a hotelkeeper. The course illustrates the possible consequences of the hotelkeeper's failure to satisfy the legal obligations imposed upon the industry.

### **BuHM 61**

3 Units  
Lecture: 3 hours  
Laboratory: None

### **HOSPITALITY SALES AND PROMOTION**

This course presents a practical understanding of the operating statement and precisely where, how, and why the sales effort fits into the total earnings and profit picture of hospitality operation. Emphasis is on producing business at a profit. The course teaches how to measure and gauge accurately the precise worth of every type of business in advance.

### **BuHM 63**

3 units  
Lecture: 3 hours  
Laboratory: 0 hours

### **HOTEL/MOTEL OPERATIONS**

A study of the responsibility of the motel-hotel or motor inn supervisory and management staff. Emphasis on "front-of-the-house" aspects in the areas of promotion, advertising, insurance, labor-management relations, ethics and legal aspects of hotel operation.

### **BuHM 64**

3 Units  
Lecture: 3 hours  
Laboratory: 0 hours

### **HOTEL/MOTEL PERSONNEL MANAGEMENT**

A course in the management of people in the hotel and restaurant field, designed for both managers and supervisors. Stress is placed on resolving human problems so that management's and employees' goals are brought in close harmony.

**BuHM 65**

3 Units

Lecture: 3 hours

**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.

**BuHM 66**

3 Units

Lecture: 3 Hours

Laboratory: None

Prerequisite: BuHM

50

**HOSPITALITY INDUSTRY PRACTICUM**

Intended for training hospitality industry management, this course includes areas not covered elsewhere in the curricula. By utilizing a case study approach, hospitality business operations will be analyzed as to determine reasons for success or failure. Relevant problems in hospitality management will also be analyzed to seek desired remedies. Included within the course will be field study as well as guest managers who will discuss philosophy and answer questions concerning specific operations.

**BuHM 67**

5 Units

Lecture: 2 hours

Laboratory: 9 hours

**HOTEL/CLUB MAINTENANCE**

This course is designed to familiarize students with the basic skills, techniques, and sources of information necessary to become proficient as Maintenance Technicians in the Hospitality Industry.

**BUSINESS-MANAGEMENT (BuMa)****BuMa 1 CSU**

3 Units

Lecture: 3 hours

Laboratory: 0

**PRINCIPLES OF MANAGEMENT**

This course is the study of organization design, managerial processes, motivational theories, and current management problems. It is a study of the concepts of management in organizations and the role of manager in a technologically oriented society including planning, organizing, staffing, directing and controlling. The student is provided an opportunity to gain a contemporary knowledge in management design to improve managerial skills and ability.

**BuMa 2 CSU**

3 Units

Lecture: 3 hours

Laboratory: 0

Prerequisite: PS 1, Introduction to Government

**INTRODUCTION TO PUBLIC ADMINISTRATION**

This course is an introduction to the study of public administration, including a survey of the major functions, structures-behaviors, processes and problems.

**BuMa 3 CSU**

3 Units

Lecture: 3 hours

Laboratory: 0

Prerequisite: One year of High School Algebra

**STATISTICAL METHODS/BUSINESS & ECONOMICS**

This course is an introduction to the statistical concepts and techniques most frequently used in business and economics. Subject matter includes tabular and graphic presentation of data, measures of central tendency, measures of dispersion, measures of correlation, sampling, confidence intervals and tests of significance. Emphasis is placed upon both the use and interpretation of the preceding.

**BuMa 10 CSU**

3 Units

Lecture: 3 hours

**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 CSU**

3 Units

Lecture: 3 hours

**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.

<p>BuMa 19 3 Units Lecture: 3 hours</p>	<p><b>LAW FOR THE LAYMAN</b> Law and its relationship to the individual and family. Includes principles of family law, family property, ownership, inheritance, wills, probate proceedings, guardianships and conservatorships.</p>
<p>BuMa 20A CSU, UC 3 Units Lecture: 3 hours</p>	<p><b>BUSINESS LAW</b> 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.</p>
<p>BuMa 20B CSU, UC 3 Units Lecture: 3 hours</p>	<p><b>BUSINESS LAW</b> 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.</p>
<p>BuMa 22 CSU 3 Units Lecture: 3 Hours Laboratory: None</p>	<p><b>LEGAL ENVIRONMENT OF BUSINESS</b> This course is a study of the law applicable to business institutions and their operation including the social forces and their effect upon the development of law, sources of law, the agencies for enforcement of the law and court procedures. The student will examine the law in the following areas: contracts, agency, product liability, antitrust, labor relations, consumer protection, securities regulation, computers, environment regulation and energy production.</p>
<p>BuMa 25 1 Unit Lecture: 1 hour Laboratory: 0</p>	<p><b>GOLF SHOP OPERATIONS</b> This course is the study of the principles and techniques involved in managing the modern professional golf shop: selling techniques, psychological factors, merchandise displays. Included are the principles of organizing, financing, and controlling a small business, such as purchasing, pricing, stock control, store layout, policies and security.</p>
<p>BuMa 30 CSU 3 Units Lecture: 3 hours</p>	<p><b>BUSINESS COMMUNICATIONS</b> 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.</p>
<p>BuMa 51 3 Units Lecture: 3 hours Laboratory: 0</p>	<p><b>SMALL BUSINESS MANAGEMENT</b> An understandable and accurate body of knowledge pertaining to the organization, financing and managing of a small business by presenting an overview of the small business environment together with an explanation of financial statements and through use in effective decision making by small firm managers.</p>
<p>BuMa 72 CSU 3 Units Lecture: 3 hours</p>	<p><b>BUSINESS MATHEMATICS</b> Review of fundamentals of mathematics necessary for competent participation in business: decimals, fractions, percentage, trade discounts, interest, payrolls, insurance, and taxes.</p>
<p>BuMa 88 CSU 3 Units Lecture: 3 hours</p>	<p><b>PRINCIPLES OF INSURANCE</b> Survey of general principles, including history, ethics, economics, and types of insurance; state regulations, agency and brokerage contracts.</p>
<p>BuMa 89 1 Units Lecture: 1 hour</p>	<p><b>BASIC CONCEPTS OF UNEMPLOYMENT INSURANCE</b> 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.</p>
<p>BuMa 90 1 Unit Lecture: 1 hour</p>	<p><b>INTERVIEWING TECHNIQUES</b> 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.</p>

## **BUSINESS-OFFICE ADMINISTRATION (BuOA)**

### **BuOA 50**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

### **BEGINNING TYPEWRITING**

*Introduction to the keyboard and development of fundamental skills. Basic business and personal typewriting; letters, tables, cards, memorandums, business forms, reports are included in the curricula. Speed and accuracy skills are also developed.*

### **BuOA 51**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: BuOA 50 or equivalent

### **INTERMEDIATE TYPEWRITING**

*This course includes procedures for using the following: Business letters; memorandums; open, ruled, boxed tables; business reports; billing and payroll forms; display reports (agenda, minutes, itinerary); procedures manual; financial tables; legal documents. Speed and accuracy skills are also developed.*

### **BuOA 52**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: BuOA 51, Intermediate Typewriting, or equivalent.

### **ADVANCED TYPEWRITING**

*This course includes the following: letters, memorandums, tables, records, forms, formal reports. Integrated office projects: insurance, banking, travel, government, energy, electronics, legal, medical. Speed and accuracy skills are also developed.*

### **BuOA 53**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisite: BuOA 51 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 records, office management, bookkeeping as applied to a physicians office, medical law and professional ethics.*

### **BuOA 54**

1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours

### **KEYBOARDING**

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

### **BuOA 56**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisite: BuOA 51 or ability to type 45 wpm.

### **LEGAL SECRETARY PROCEDURES**

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

### **BuOA 57 CSU**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

### **MACHINE TRANSCRIPTION**

*This course develops job-entry level skill in the transcription of mailable documents from a variety of businesses and professions, such as insurance, fashion, entertainment, banking, advertising, travel, real estate, law, and medicine. The course is designed to improve English skills.*

### **BuOA 60A CSU**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisites: BuOA 50A or equivalent; BuOA 71, concurrent enrollment, or satisfactory performance on the Bus. Eng. Proficiency 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.*

<p><b>BuOA 60B CSU</b>  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.</p>	<p><b>INTERMEDIATE STENOGRAPHY (SHORTHAND)</b>  To review and continue development of theory mastery in order to develop speed and accuracy in reading, writing and transcribing shorthand.</p>
<p><b>BuOA 61 CSU</b>  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.</p>	<p><b>ADVANCED STENOGRAPHY (SHORTHAND)</b>  To continue the development of speed in taking dictation and accuracy in transcribing mailable correspondence required for employment. To develop competence in skills such as spelling, punctuation, grammar, typewriting, and business vocabularies.</p>
<p><b>BuOA 63 CSU</b>  4 Unit  Lecture: 3 hour  Laboratory: 3 hours  Prerequisite: BuOA 51 or ability to type 45 wpm.</p>	<p><b>OFFICE AND SECRETARIAL PROCEDURES</b>  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.</p>
<p><b>BuOA 64 CSU</b>  2 Units  Lecture: 2 hours</p>	<p><b>RECORDS MANAGEMENT</b>  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.</p>
<p><b>BuOA 65 CSU</b>  3 Units  Lecture: 3 hours</p>	<p><b>MEDICAL INSURANCE AND RECORDS</b>  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.</p>
<p><b>BuOA 71 CSU</b>  3 Units  Lecture: 3 hours  Laboratory: 0</p>	<p><b>BUSINESS ENGLISH</b>  Required of all entering shorthand students. Basic rules of current English usage needed in the business office. Thorough review of parts of speech, punctuation, capitalization, spelling, and sentence structure.</p>
<p><b>BuOA 72</b>  1 Unit  Lecture: 1 hour  Laboratory: 0  Prerequisites: Ability to type 25 w.p.m. (Recommend BuOA 7, Business English or concurrent enrollment)</p>	<p><b>PROOFREADING</b>  Provides the student with a basic foundation to become an efficient proofreader. Includes the proofreading problems of typing errors, proofreader's marks, format, capitalization, punctuation, spelling, word division, numbers and content.</p>

**BuOA 74 CSU**

3 Units

Lecture: 3 hours

Laboratory: 0

**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.

**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.)

**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.

**BuOA 76A**

1 Unit

Lecture: 0

Laboratory: 3 hours

Prerequisite: Typing rate of 45 wpm

**WORD PROCESSING: IBM DISPLAYWRITER - BASIC**

This course is an introduction to the essential terminology and generic concepts involved in operating any display word processing system. Creating, revision, printing, and storing of one and multi-page documents (letters, memos, tables, reports).

**BuOA 76B**

1 Unit

Lecture: 0

Laboratory: 3 hours

Prerequisite: Ability to type 45 words per minute

**WORD PROCESSING - CPT**

This course covers the basic principles for the operation of the CPT word processor. Emphasis is placed on keyboarding skills, document creation and revision, storage/retrieval techniques, output, and forms. Also included are special equipment functions such as centering, formatting, underscoring, decimal tabs, moves, and repetitive letters.

**BuOA 76C**

1 Unit

Lecture: 0

Laboratory: 3 hours

Prerequisite: Typing speed of 45 wpm

**WORD PROCESSING - IBM PC**

This course is an introduction to microcomputers, covering the major components of a microcomputer system, the operating system command structure, terminology, and printer operations. Operating commands in various applications of routine computer work functions will be used. The major part of the course is using the DisplayWrite 3 word processing software to create, revise, format, print, store and retrieve a variety of documents.

**BuOA 76D**

1 Unit

Lecture: 0 hours

Laboratory: 3 hours

Prerequisite: Typing speed of 45 wpm, IBM Displaywriter (Basic) (BuOA 76A)

**WP/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, repetitive paragraphs with variable information; format changes; justifying documents; duplicating program diskettes.

**BuOA 76E**

1 Unit

Lecture: 0 hours

Laboratory: 3 hours

Prerequisite: Completion of BuOA 76B

**WORD PROCESSOR/CPT INTERMEDIATE/ADVANCED**

Intermediate and Advanced principles are given for the operation of a visual display (CPT) word processor. The course reviews keyboarding skills, document creation and revision, storage/retrieval techniques, output and forms. It also includes special equipment functions such as centering, formatting, underscoring, decimal tabs, moves and repetitive letters, filing, columns and screen sort, keyboard programs, merging text, advanced formatting and control page printing, applications for variable files and filling forms on the CPT.

**BuOA 79**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Completion of BuMA 72, Business Mathematics or equivalent.

#### MACHINE CALCULATION

This course is a study of the principles of machine computation and the applications of mathematics in the modern office through efficient use of the electronic calculator to solve common office problems.

**BuOA 99**  
0 Unit  
Lecture: 0 hours  
Laboratory: 0 hours  
Prerequisite: Concurrent enrollment in BuOA courses requiring laboratory time.

#### OFFICE OCCUPATIONS CENTER LABORATORY

This is a course designed to provide machine usage to students enrolled in BuOA classes with laboratory requirements.

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

**BuRE 1A**  
3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisite: BuRE 81, Principles of Real Estate, or a Real Estate License

#### REAL ESTATE PRACTICUM

This course, intended for the real estate practitioner, provides coverage of important areas not included within broker-required courses. It is consumer-protection oriented with emphasis on ethics, investments and tax effects, current economic factors, updates and reviews on law, contracts and financing, with special emphasis on consumer rights and broker obligations.

**BuRE 1B**  
3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisite: BuRE 81B, Principles of Real Estate, or a Real Estate License

#### REAL ESTATE PRACTICUM II

This course provides an overview of consumer material with special emphasis on requirements and ethics. It is designed to meet the entire Continuing Education requirements of the Department of Real Estate.

**BuRE 81 CSU**  
3 Units  
Lecture: 3 hours

#### 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 CSU**  
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 CSU**  
3 Units  
Lecture: 3 hours  
Prerequisite: BuRE 81

#### REAL ESTATE PRACTICE

Study of real estate as a career, the practical application of the real estate sale cycle, and orientation into specialized selling. The study of the role and functions of the broker and salesperson in the real estate office, the application of advertising techniques, listings and their valuations, locating buyers, property management and leasing. Public relations, personnel policies, and professional ethics.

**BuRE 83B**  
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
- REAL ESTATE ETHICS**  
This course goes beyond legal responsibilities of licensees which are the bare minimum standard of acceptable behavior. To explore the meaning and application of ethics. The following areas of responsibility are covered: a. Responsibility to Principal. b. Responsibility to Buyer. c. Responsibility to General Public. d. Responsibility to other Licensees. e. Responsibility to Broker or Salesperson with your office. f. Responsibility in Advertising.
- BuRE 84 CSU**  
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 CSU**  
3 Units  
Lecture: 3 hours  
Prerequisite: BuRE 81
- REAL ESTATE FINANCE**  
Study of the sources and supply of mortgage funds; construction loans and permanent financing for residential and income properties, and procedures for FHA and VA loans, interest-rates, terms, mortgages, and mechanics liens. The significance of appraising.
- BuRE 86 CSU**  
3 Units  
Lecture: 3 hours  
Prerequisite: BuRE 81
- PRINCIPLES OF APPRAISING**  
Study of principles, methods, and techniques for the appraisal of single and multiple dwellings, commercial-business properties, and farm properties. Determination of values for loan and insurance purposes, and implications for brokers and salespeople.
- BuRE 87 CSU**  
3 Units  
Lecture: 3 hours  
Prerequisite:  
Active Real Estate  
Broker's License, or  
Contractor's B-1  
license, or 2 years  
experience Real  
Estate.
- REAL ESTATE SUBDIVISION AND DEVELOPMENT**  
Instruction in the location of vacant, unimproved land, and in conjunction with good business practices, outline the proper procedures for developing the raw land into its most economical value.
- BuRE 88**  
3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisite: Completion of Real Estate Principles, BuRE 81, or a valid California Real Estate License, or consent of instructor
- REAL ESTATE OFFICE ADMINISTRATION**  
This is an in-depth coverage of the factors to be considered in opening a real estate office, office policy considerations, as well as operational problems and their solutions. It is a real estate brokerage entrepreneurial training program.
- BuRE 89 CSU**  
3 Units  
Lecture: 3 hours  
Prerequisite: BuRE 81 or 84
- EXCHANGE I**  
Basic course inaugurating real estate brokers in the fundamentals of real estate exchanges and taxation. The 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.
- BuRE 90**  
3 Units  
Lecture: 3 hours
- ESCROW PROCEDURES I**  
Basic course intended to explain the methods and techniques of escrow procedure for various types of business transactions with emphasis on real estate. Particular attention is given to legal and ethical responsibilities of persons engaged in escrow work.
- BuRE 91**  
3 Units  
Lecture: 3 hours  
Prerequisite: BuRE 90
- ESCROW PROCEDURES II**  
Advanced escrow covering the more unusual and difficult types of escrows. Emphasis on real estate with some personal property, and bulk sales also covered.

BuRE 92 CSU  
3 Units  
Lecture: 3 hours  
Prerequisite: BuRE 90  
& 91

ESCROW PROCEDURES III  
Further study of the more unusual and difficult types of escrows with particular attention to those escrows wherein conflict or dispute arises. Case problem approach.

BuRE 94  
3 Units  
Lecture: 3 hours

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.

BuRE 96  
3 Units  
Lecture: 3 hours  
Laboratory: 0

REAL ESTATE INVESTMENT EXCHANGE  
The course will investigate in detail the basic aspects of yield analysis, how real estate tax shelters work, how to make tax deferred exchanges, applicable tax laws, and how to buy and sell real estate at a profit.

## **BUSINESS-SUPERVISION AND MANAGEMENT**

BuSM 70  
2 Units  
Lecture: 2 hours

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.

BuSM 71  
2 Units  
Lecture: 2 hours

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

BuSM 81 CSU  
2 Units  
Lecture: 2 hours

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

BuSM 82  
No. of Units 2  
Lecture Hrs: 2

PURCHASING  
This class covers the methods and techniques used in the procurement of materials, products, and supplies in industry.

BuSM 83  
2 Units  
Lecture: 2 hours

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

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

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

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 CSU  
2 Units  
Lecture: 2 hours

**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

**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: BuSM 94

**COMMUNICATION II FOR SUPERVISORS**  
Continuation of Industrial Supervision 94.

BuSM 96  
2 Units  
Lecture: 2 hours

**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 CSU  
2 Units  
Lecture: 2 hours

**ORGANIZATION PATTERNS AND MANAGEMENT**  
Study of the establishment of lines of authority, departmental functions, local policies, general procedures and regulation.

BuSM 98 CSU  
2 Units  
Lecture: 2 hours

**WORK SIMPLIFICATION**  
Discussion of methods of improving job procedures and techniques.

BuSM 99  
No. of Units 2  
Lecture Hrs: 2  
Lab Hrs: 0

**COST CONTROL FOR SUPERVISORS**  
Factors involved in cost control. Emphasis on materials, salvage, waste, time, and quality requirements. Includes a study of the supervisors role in controlling costs.

## COMMUNICATION

### ENGLISH (Eng)

Eng 1A CSU, UC  
4 Units  
Lecture: 4 hours  
Prerequisite:  
Satisfactory  
achievement on  
the COD Assessment  
Test or completion  
of English 50  
or 51 with a  
grade of "C", "CR"  
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 CSU, UC  
3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisite:  
English 1A  
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.

ENG 1C CSU UC  
3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisite: English  
1B, 3B or equivalent

**ADVANCED COMPOSITION**  
English 1C is a course in extended expository prose with emphasis on principles of explanation and argument. Selected topics of academic inquiry in the humanities, social and behavioral sciences and natural sciences will be addressed.

Eng 3A CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite:  
Satisfactory  
achievement  
on the COD  
Assessment Test  
or completion of  
English 50 or  
51 with a  
grade of "C",  
"CR" or better.

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

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

Eng 5B CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Eng 5A  
or equivalent

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

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

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

Eng 12B CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite:  
Eng 1A-B or equiva-  
lent.

#### FRESHMAN COMPOSITION I

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

#### 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.

#### 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.

- Eng 14 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Eng. 1A-B  
or equivalent
- Eng 15 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisites: Eng 1A-B  
or equivalent
- Eng 16 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Eng. 1A-B  
or equivalent
- Eng 18 CSU, 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 CSU, UC  
3 Units  
Lecture: 3 hours
- Eng 32 CSU, UC  
3 Units  
Lecture: 3 hours
- Eng 35 CSU, UC  
3 Units  
Lecture: 3 hours
- Eng 41 CSU  
3 Units  
Lecture: 3 hours  
Prerequisite:  
Satisfactory achievement on COD Assessment Test or completion of English 50 or 51 with a grade of "C", "CR" or better.
- 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 formation 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.
- 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 scoring below a predetermined percentile on the COD Assessment Test must successfully complete this course in preparation for English 1A, 3A, or 41

### Eng 51

3 Units

Lecture: 3 hours

Laboratory: 0

Prerequisite: Students scoring below a predetermined percentile on the COD Assessment Test must successfully complete this course in preparation for English 1A, 3A, or 41.

### Eng 53

3 Units

Lecture: 3 hours

Prerequisite: Students must be accepted in the College of the Desert EOP Program.

## JOURNALISM

### J 3A CSU, UC

3 Units

Lecture: 3 hours

Laboratory: 0

### J 4A CSU

3 Units

Lecture: 1 hour

Laboratory: 6 hours

### J 4B CSU

3 Units

Lecture: 1 hour

Laboratory: 6 hours

### J 6 CSU

3 Units

Lecture: 1 hour

Laboratory: 6 hours

### J 7 CSU

3 Units

Lecture: 2 hours

Laboratory: 3 hours

## 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.

## 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.

## 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.

## NEWS REPORTING & WRITING

This is a beginning course in newswriting which provides instruction and practice in the fundamentals of news reporting. This 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 and language of journalism, and journalistic law and ethics.

## NEWSPAPER 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.

## ADV. NEWSPAPER PROD. & EDITING

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. Students will also learn and practice advanced editing skills.

## INTRODUCTION TO COMPUTERIZED TYPESETTING

This course is designed to teach students typesetting which uses Macintosh and IBM personal computers and an Apple Laserwriter. Students will also learn newspaper layout and paste up.

## INTRODUCTION TO PHOTOJOURNALISM

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

J 10  
3 Units  
Lecture: 3 hours  
Laboratory: 0

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 CSU  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours  
Prerequisite: A course in typing or demonstrated 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.

## MASS COMMUNICATION

MC 1  
3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisite: Eligibility for English 1A

MASS MEDIA IN AMERICAN CULTURE  
This course introduces students to the influences and contributions of the mass media in American popular culture. It traces the historical development of western culture and mass communication and focuses upon the interrelationship of the two. This course is designed to enhance student awareness of the impact of the mass media in shaping mass culture.

MC 2 CSU  
3 Units  
Lecture: 3 hours  
Laboratory: 0

WRITING FOR THE MASS MEDIA  
This course is designed to introduce students to the varieties and similarities in writing for the mass media. Students will be introduced to the style and requirements for writing for print, broadcast, advertising, and public relations.

MC 3 CSU  
3 Units  
Lecture: 3 hours  
Laboratory: 0

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 relations, programming, production, sales and engineering operations. Open to all students seeking a background in the radio-television industry.

MC 4 CSU  
3 Units  
Lecture: 3 hours  
Laboratory: 0

INTRODUCTION TO MEDIA ADVERTISING  
This course introduces students to the field of media advertising and the role it plays in American society. Students will be given an historical overview of the field and introduced to advertising layout, design, and sales techniques.

MC 5 CSU  
3 Units  
Lecture: 3 hours  
Laboratory: 0

INTRODUCTION TO PUBLIC RELATIONS  
Overview of the public relations field with a practical approach to the handling, planning, procedure and promotion of public relations campaigns.

## RADIO-TELEVISION

RTV 2 CSU  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

RADIO AND TELEVISION ANNOUNCING  
This course offers microphone announcing techniques and style for newscasts, commercial delivery, public service programs, sports, panel shows, classical and popular musical introductions, interviews and dramatic productions.

RTV 3A CSU  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

RADIO PRODUCTION  
An introduction to radio techniques, procedures, and equipment required for radio broadcasting. Actual program production experiences will be provided.

RTV 3B CSU  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours

ADV. RADIO PRODUCTION  
An advanced course in Radio Production designed to give students practical experience in radio station operation and management.

RTV 4A CSU  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

**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 4B CSU  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours

**ADV. TELEVISION PRODUCTION**  
An advanced course in television production designed to give students practical experiences in television operations and management.

RTV 5 CSU  
3 Units  
Lecture: 3 hours  
Laboratory: 0

**RADIO AND TELEVISION WRITING**  
Training is given in analysis and preparation of news, commercials, public service announcements and drama broadcasts.

## READING

RDG 1 CSU  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite:  
Achievement of a grade equivalent of 11.5 or higher on the Nelson-Denny Reading Test.

**READING IMPROVEMENT**  
This is an accelerated course designed for students who have achieved college level but who wish to improve both rate and flexibility of reading. Admission based on diagnostic test data.

RDG 2  
2 Units  
Lecture: 2 hours  
Laboratory: 0  
Prerequisite: Successful completion of RDG 1, Reading Improvement, or equivalent.

**CRITICAL READING**  
This is a programmed course designed for those students who have achieved college level reading but who wish to improve critical reading of difficult material.

RDG 5  
Lecture: 2 hours  
Laboratory: 3 hours

**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.

RDG 11  
3 Units  
Lecture: 3 hours

**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.

RDG 20  
1 Unit  
Lecture: 1 hour  
Laboratory: 1 hour

**IMPROVING READING RATE AND COMPREHENSION (SPEED READING)**  
This is an accelerated course for the person at or near college reading level who wishes to increase his rate of reading.

- RDG 45**  
1 Unit  
Lecture: 0  
Laboratory: 3 hours  
Prerequisite: Vocabulary level of tenth grade or above as measured by standardized vocabulary tests.
- RDG 50**  
3 Units  
Lecture: 3 hours  
Laboratory: 2 hours  
Prerequisite: Category 2 on reading assessment administered by counseling department.
- RDG 51**  
1 Unit  
Lecture: 0  
Laboratory: 2 hours
- RDG 55**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours
- RDG 60 A, B**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Achievement of a grade equivalent of 9.0 or higher or the Nelson-Denny Reading Test

#### ADVANCED VOCABULARY

This is 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.

#### BASIC READING

This is a course designed for students whose reading skills are below college level as determined by a diagnostic test. Much emphasis is placed upon vocabulary development, comprehension, and word attach skills.

#### SPELLING IMPROVEMENT

This is an individualized instruction course designed to improve spelling skills in three specific areas: Area A - Sound-symbol relationships (phonics) Area B - Spelling rules. Area C - Commonly misspelled words. Admission to a skills area is based on diagnostic test information. Students may register at anytime on an open entry/open-exit basis. A student will earn one unit of credit by studying separate skills areas.

#### BASIC VOCABULARY

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

#### ANALYTICAL READING

This course assists students in the development of the analytical reading skills necessary for interpreting written materials at a level required for meeting the College of the Desert reading proficiency requirement. Successful completion of grade "C" or better is necessary for proficiency certification.

## SPEECH (Sp)

- Sp 1 CSU, UC  
3 Units  
Lecture: 3 hours  
Laboratory: 0

#### INTRODUCTION TO HUMAN COMMUNICATION

This course is a study, using discussion, lecture and practical exercises, of the variables in effective human communication. Specific units cover non-verbal communication, conflict resolution, self disclosure, perception, listening, language and the relation of sex roles and culture to interpersonal communication.

- Sp 2 CSUC, UC  
3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisite: Eligibility for Eng 1A

#### ORAL INTERPRETATION OF LITERATURE

This course provides students with an interesting way to improve their oral reading. Both prose and poetry are studied. A Reader's Theatre production (reading from scripts) provides the basis for an oral final examination.

Sp 3 CSUC, UC  
3 Units  
Laboratory: 1 hour

#### VOICE AND DICTION

Emphasis is placed on correct breathing as a foundation for good (speaking) voice production. All the vowel, diphthong and consonant sounds are taught by means of the International Phonetic Alphabet. Variety and quality of vocal production are achieved through the practice in class and in the laboratory of (speaking) voice exercises. The course is recommended for all students who wish to improve their spoken English, for foreign students desirous of learning better spoken English, and for students majoring in Theatre Arts who need to acquire better diction and vocal skills.

Sp 4 CSU, UC  
3 Units  
Lecture: 3 hours  
Laboratory: 0

#### PUBLIC SPEAKING

Study and practice of the basic techniques of successful public speaking. Emphasis is given to development of an effective personal style of communication with an audience. Informative, expository, persuasive and impromptu forms of speaking are covered. No previous experience is assumed.

Sp 5 CSU, UC  
3 Units  
Lecture: 3 hours  
Laboratory: 0

#### GROUP DISCUSSION

This course includes examination and practice of the basic principles of group interaction. Focus is given to leadership, power, physical environment, conformity, conflict group change and growth.

Sp 7 CSU, UC  
3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisite: Eligibility for Eng 1A

#### DECISION MAKING/ADVOCACY

The course is designed to acquaint the student with the process of rational decision making. The structure of argument and the requirements for achieving competency in decision making and advocacy of ideas in a variety of situations will be emphasized.

Sp 10A CSU  
2 Units  
Lecture: 2 hours  
Prerequisite: Eligibility for Eng 1A

#### INTRODUCTION TO PARLIAMENTARY PROCEDURE

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

Sp 12,A,B CSU  
3 Units  
Lecture: 2.5 hours  
Laboratory: 1.5 hours  
Prerequisite: Completion of Sp 4 with a grade of "A"

#### TEACHING OF PUBLIC COMMUNICATION SKILLS

The course is designed to permit students with high levels of interest and proficiency in public speaking to study both public communication and the teaching of public communication skills. This will be primarily accomplished by students serving as facilitators for a public speaking class. There is intensive work in the critiquing of speeches, group interaction, and preparation of classroom speaking assignments.

Sp 15 CSU, UC  
3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisite: Eligibility for English 1A

#### INTERCULTURAL COMMUNICATION

The course will focus on the intercultural elements of human communication: Perception, Verbal Processes, and Nonverbal Processes.

Sp 20 CSU  
3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisite: Eligibility for English 1A

#### 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 CSU, UC  
3 Units  
Lecture: 3 hours

#### 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,C,D CSU  
3-3-3-3 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 CSU,  
UC  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite:  
Dependent on  
faculty's evaluation  
of the individual's  
level of ability and  
training.

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

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

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

TA 8A, B  
3-3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

TA 9 A,B CSU, UC  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

TA 10A,B CSU, UC  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

#### 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 relationship 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.

#### THEATER GRAPHICS

This course is an exploration of the various visual methods used by scenic costume and lighting designers to communicate their design visions to craftspeople and technicians. Subjects covered will include basic theater concepts, perspective sketching, drafting and color theory through both lectures and projects.

#### 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.

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

#### 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 20A,B,C,D CSU,  
UC  
1 Unit  
Lecture: 0  
Laboratory: 3 hours

#### 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 CSU,  
UC  
2 Units  
Lecture: 0  
Laboratory: 6 hours

#### 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 CSU,  
UC  
3 Units  
Lecture: 0  
Laboratory: 9 hours

#### 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 CSU,  
UC  
4 Units  
Lecture: 0  
Laboratory: 12 hours

#### 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 24 A,B,C,D CSU,  
UC  
1 Unit  
Lecture: 0 hours  
Laboratory: 3 hours  
Prerequisite: Audition  
by Theatre Staff

#### PLAY PRODUCTION, DANCE

Practical training in Jazz, Ballet and Modern Dance for stage performance. Basic theory and applications of various choreographic techniques. Course includes arranged laboratory involving participation in theatre-dance productions.

TA 25A,B,C,D CSU  
2 Units:  
Lecture: 0 hours  
Laboratory: 6 hours  
Prerequisite: Audition  
by Theatre Staff

#### PLAY PRODUCTION, DANCE

Practical training in Jazz, Ballet and Modern Dance for stage performance. Basic theory and application of various choreographic techniques. Course includes arranged laboratory involving participation in theatre-dance productions.

TA 26 A,B,C,D CSU  
3 Units  
Lecture: 0 hours  
Laboratory: 9 hours  
Prerequisite: Audition  
by Theatre Staff

#### PLAY PRODUCTION, DANCE

Practical training in Jazz, Ballet and Modern Dance for stage performance. Basic theory and application of various choreographic techniques. Course includes arranged laboratory involving participation in theatre-dance production.

TA 27 A,B,C,D, CSU  
4-4-4-4 Units  
Lecture: 0 hours  
Laboratory: 12 hours  
Prerequisite: Audition  
by Theatre Staff

#### PLAY PRODUCTION, DANCE

Practical training in Jazz, Ballet and Modern Dance for stage performance. Basic theory and application of various choreographic techniques. Course includes arranged laboratory involving participation in theatre-dance production.

TA 30A,B,C,D CSU,  
UC  
1 Unit  
Lecture: 0  
Laboratory: 3 hours

#### 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 productions.

<p>TA 31A,B,C,D CSU, UC 2 Units Lecture: 0 Laboratory: 6 hours</p>	<p><b>PLAY PRODUCTION - TECHNICAL</b> A course permitting progressive participation and instruction in technical production. Class is organized as a producing unit to present plays and one-act programs.</p>
<p>TA 32A,B,C,D CSU, UC 3 Units Lecture: 0 Laboratory: 9 hours</p>	<p><b>PLAY PRODUCTION - TECHNICAL</b> 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.</p>
<p>TA 33A,B,C,D UC 4 Units Lecture: 0 Laboratory: 12 hours</p>	<p><b>PLAY PRODUCTION - TECHNICAL</b> 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.</p>
<p>TA 40A,B,C,D CSU, UC 1 Unit Lecture: 0 Laboratory: 9 hours</p>	<p><b>THEATRE COSTUMING</b> A course structured to teach the principles of design and construction of theatrical costume. Includes the construction of costumes for specific theatre productions.</p>
<p>TA 41A,B,C,D CSU, UC 2 Units Lecture: 0 Laboratory: 6 hours</p>	<p><b>THEATRE COSTUMING</b> A course structured to teach the principles of design and construction of theatrical costume. Includes the construction of costumes for specific theatre productions.</p>
<p>TA 42A,B,C,D CSU, UC 3 Units Lecture: 0 Laboratory: 9 hours</p>	<p><b>THEATRE COSTUMING</b> A course structured to teach the principles of design and construction of theatrical costume. Includes the construction of costumes for specific theatre productions.</p>
<p>TA 43A,B,C,D CSU, UC 4 Units Lecture: 0 Laboratory: 12 hours</p>	<p><b>THEATRE COSTUMING</b> A course structured to teach the principles of design and construction of theatrical costume. Includes the construction of costumes for specific theatre productions.</p>
<p>TA 50A,B,C,D CSU, UC 1 Unit Lecture: 0 Laboratory: 3 hours Prerequisites: Enrollment by audition</p>	<p><b>THEATRE DANCE</b> 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>
<p>TA 51A,B,C,D CSU, UC 2 Units Lecture: 0 Laboratory: 6 hours Prerequisite: Enrollment by Audition</p>	<p><b>THEATRE DANCE</b> 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>
<p>TA 52A,B,C,D CSU, UC 3 Units Lecture Hrs: 0 Laboratory: 9 hours Prerequisite: Enrollment by audition</p>	<p><b>THEATRE DANCE</b> 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 53A,B,C,D CSU,  
UC  
4 Units  
Lecture Hrs: 0  
Laboratory: 12 hours  
Prerequisites:  
Enrollment by  
audition

TA 60A,B CSU, UC  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

TA 61A,B CSU, UC  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisites: TA 60A  
Scene Design

TA 62 A,B CSU  
3-3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisites: TA 1,  
Introduction to Thea-  
tre, TA 9, Stagecraft  
1, or equivalent

TA 63 A,B CSU  
3 Units  
Laboratory: 9 hours  
Prerequisite: TA 62A  
or B Theatre Lighting  
I or equivalent

TA 69A,B CSU, UC  
3 Units  
Lecture: 3 hours  
Laboratory: 0

TA 70A,B CSU, UC  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisites: Stage  
craft TA 7A,B

TA 71 A,B,C,D CSU  
1 Unit  
Lecture: 0 hours  
Laboratory: 3 hours  
Prerequisite: TA 1, TA  
9

TA 72 A,B,C,D, CSU  
2 Units  
Lecture: 0 hours  
Laboratory: 6 hours  
Prerequisite: TA 1, TA  
9

#### 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.

#### SCENE DESIGN - BEGINNING

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

#### 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.

#### THEATRE LIGHTING I

This course introduces students to the principles, theories, and practices of stage-lighting design. Course work includes arranged laboratory involving practical application of theory into mainstage and workshop theatre productions.

#### THEATRE LIGHTING II

This course provides the student with advanced study of theory and applications of stage-lighting design. Course work includes arranged laboratory involving a design project. Under faculty supervision the student will conceive, develop, and execute a light design for a college-sponsored production.

#### 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.

#### 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.

#### SCENE PAINTING

Basic theory and application of scene painting Course includes both class projects and participating in college-sponsored theatre productions.

#### SCENE PAINTING

Basic theory and application of scene painting. Course includes both class projects and participating in college-sponsored theatre productions.

<p>TA 73 A,B,C,D CSU, UC 3 Units Lecture: 0 hours Laboratory: 9 hours Prerequisite: TA 1, TA 9</p>	<p>SCENE PAINTING Basic theory and application of scene painting. Course includes both class projects and participating in college-sponsored theatre productions.</p>
<p>TA 80A,B,C,D CSU 2 Units Lecture: 1 hour Laboratory: 3 hours</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 CSU 1 Units Lecture: 0 Laboratory: 3 hours</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 CSU 2 Units Lecture: 0 Laboratory: 6 hours</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 CSU 3 Units Lecture: 0 Laboratory: 9 hours</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 CSU 4 Units Lecture: 0 Laboratory: 12 hours</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 CSU, UC 1 Units Lecture: 0 Laboratory: 3 hours</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>
<p>TA 91A,B,C,D CSU, UC 2 Units Lecture: 0 Laboratory: 6 hours</p>	<p>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.</p>
<p>TA 92A,B,C,D CSU, UC 3 Units Lecture: 0 Laboratory: 9 hours</p>	<p>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.</p>
<p>TA 93A,B,C,D CSU, UC 4 Units Lecture: 0 Laboratory: 12 hours</p>	<p>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.</p>

TA 94 A,B,C,D CSU  
1 Unit  
Lecture: 0 hour  
Laboratory: 3 hours  
Prerequisite: TA 91,  
Music Theatre Work-  
shop

#### ADVANCED MUSIC THEATRE

Advanced development and refinement of the theatrical techniques of Musical Theatre including; singing, dancing and acting. Stage presence and performance techniques are stressed. Course includes laboratory involving participation in Musical Theatre productions.

TA 95 A,B,C,D CSU  
2 Units  
Lecture: 0 hour  
Laboratory: 6 hours  
Prerequisite: TA 91,  
Music Theatre Work-  
shop

#### ADVANCED MUSIC THEATRE

Advanced development and refinement of the theatrical techniques of Musical Theatre including; singing, dancing and acting. Stage presence and performance techniques are stressed. Course includes laboratory involving participation in Musical Theatre productions.

TA 96 A,B,C,D CSU  
3 Units  
Lecture: 0 hour  
Laboratory: 9 hours  
Prerequisite: TA 91,  
Music Theatre Work-  
shop

#### ADVANCED MUSIC THEATRE

Advanced development and refinement of the theatrical techniques of Musical Theatre including; singing, dancing and acting. Stage presence and performance techniques are stressed. Course includes laboratory involving participation in Musical Theatre production.

TA 97 A,B,C,D CSU  
4 Units  
Lecture: 0 hour  
Laboratory: 12 hours  
Prerequisite: TA 91,  
Music Theatre Work-  
shop

#### ADVANCED MUSIC THEATRE

Advanced development and refinement of the theatrical techniques of Musical Theatre including; singing, dancing and acting. Stage presence and performance techniques are stressed. Course includes laboratory involving participation in Musical Theatre productions.

## 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	334 A-B	U.S. Citizenship
DE	322 A-C	Adv Fund of English	DE	336 A-B	World Geography
DE	324 A-B	High School Rdg	DE	338 A	Geog & History of CA
DE	326 A-B	U.S. Modern World	DE	340 B	Geog & History of CV
DE	328 A-B	Prac Amer Govmnt	DE	342 A-C	Prac Basic Math
DE	330 A-B	CA Court System	DE	343	Business Applications of Basic Math
DE	332 A-B	World Cultures			

Dept.	Number	
DE	344 A-C	Consumer Math
DE	346 A-B	High School Algebra
DE	348 A-B	General Science
DE	350 A-C	Life Science
DE	352 A-B	Gen Elem Astronomy
DE	354 A-B	Physical Health
DE	356 A-B	Pencil Sketching
DE	358 A-B	Art in Literature
DE	364 A-D	GED Test Preparation
DE	365	Pre-Employment Skills
DE	366 A-B	Civil Service Prep
DE	368 A-B	Beginning Typewriting
DE	370 A-B	Filing Techniques

Dept.	Number	
DE	372 A-B	Switchboard Operation
DE	373	Machine Calculation
DE	374 A-B	Office Machines
DE	376 A-D	Advanced Business Typing
DE	378	Personal Psychology
DE	380	Child Growth & Devel
DE	382 A-E	Auto Mechanics
DE	384 A-D	Office Procedures
DE	386 A-B	Business Law
DE	388 A-B	Anthropology
DE	390 A-B	Consumer Education
DE	392 A-B	Adv High School Rdg

## 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
	394 A	Basic English as a Second Language
	394 B	Intermediate English as a Second Language
	394 C	Advanced English as a Second Language

## EL INGLES COMO SEGUNDO IDIOMA

El departamento de "Developmental Education", Ingles Como Segundo Idioma, ofrece programas de instruccion para todos los niveles de habilidad para las personas que estan estudiando el ingles 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 reunen durante todo el ano y reciben nuevos estudiantes todos los dias. Debe de notarse que el programa continua en el verano sin tomar en cuenta el calendario del ano academico escolar.

Los estudiantes en el programa de Ingles Como Segundo Idioma vienen de todas partes del mundo. Algunos han completado estudio extensivo en su idioma nativo, pero no han estudiado el ingles previamente. Otros vienen con visa de estudiante. Otros son originarios de nuestro pais y antes no han tenido la oportunidad de educacion formal. Cada persona de 18 anos o mas, sin tener en cuenta su educacion previa, es bienvenida a este programa.

Depto.	Numero	Titulo del Curso
	394 A	Ingles basico como segundo idioma
	394 B	Ingles intermedio como segunda idioma
	394 C	Ingles 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 CSU  
2 Units  
Lecture: 2 hours

#### 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 CSU 2 Units Lecture: 2 hours	<b>EMPLOYMENT FOR THE HANDICAPPED</b> 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	<b>CAREER EXPLORATION</b> 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 CSU 2-2 Units Lecture: 2 hours	<b>PEER COUNSELING TECHNIQUES</b> 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 52 1 Unit Lecture: 1 hour	<b>RE-ENTRY ORIENTATION</b> 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 60 1 Unit Lecture: 1 hour Laboratory: None Prerequisite: For first time college students	<b>ORIENTATION TO COLLEGE</b> This is a course to assist the first-time college student. The course will emphasize college enrollment procedures and policies, development of basic educational survival skills, and provide pertinent information both to enable the student to become familiar with general college expectations and to be able to formulate a realistic educational plan.
DEGu 60A ½ Unit Lecture: ½ hour Laboratory: None	<b>ORIENTATION TO COLLEGE</b> This is a course to assist the first-time college student. The course will include college enrollment procedures, development of basic educational survival skills, help in interpretation of College of the Desert Assessment Test, and help in formulating a realistic long-range educational plan.
DEGu 71 A,B CSU 2-2 Units Lecture: 2 hours Laboratory: 2 hours	<b>BEGINNING SIGN LANGUAGE</b> 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 CSU 1-1 Units Lecture: 1 hour Laboratory: 1 hour	<b>H(earing I(mpaired) SIGN LANGUAGE</b> 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 CSU 1-1 Unit Lecture: 1 hour Laboratory: 1 hour	<b>LIP READING</b> 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 CSU 1-1 Unit Lecture: 1 hour Laboratory: 1 hour	<b>H(earing) I(impaired) LIP READING</b> 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.
DEGu 301 0 Units Lecture: 0 Laboratory: 270 hours Prerequisite: Student has a verified disability	<b>ADAPTED COMPUTER ASSESSMENT AND INSTRUCTION</b> Students with verified disabilities will receive personal assessment to evaluate individual functional limitations, skills and abilities for the purpose of selecting appropriate computer technological adaptations. Skills training for personal utilization of the selected adapted technology will be provided.

DEGu 302  
 0 Units  
 Lecture: 0  
 Laboratory: 270 hours  
 Prerequisite: Completion of DEGu 301

ADAPTED WORD PROCESSING FOR DISABLED  
 Students with verified disabilities will be provided individualized training in word processing skills as is specific to the microcomputer and the technological adaptations chosen. Students will be instructed on how to deal with various microcomputers and the availability of programs for regular and adaptive use.

DEGu 303  
 0 Units  
 Lecture: 0  
 Laboratory: 270 hours  
 Prerequisite: Completion of DEGu 302 or verified equivalent

ADAPTED COMPUTER APPLICATIONS  
 Students with various disabilities will implement and utilize their newly acquired skills with personalized adaptive computer technologies to perform tasks required of regular course enrollment(s). Supplemental instruction provided in this class will be to strengthen the individual with disabilities.

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

**STUDY SKILLS**

DESS-A  
 0 Units

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

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

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  
 1 Unit  
 Lecture: 1 hour

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, mindmapping, effective listening, time management, memory, concentration, how to prepare for and take tests, analyzing learning styles, relaxation as an aid to learning, and how to prepare term papers.

# EDUCATION

Ed 1 CSU  
2 Units  
Lecture: 2 hours

## 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

### 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 CSU  
2 Units  
Lecture: 2 hours

### 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

### 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 CSU  
3 Units  
Lecture: 3 hours

### 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 CSU  
3 Units  
Lecture: 3 hours

### CREATIVE ARTS

Study of methods and materials in art, drama, and music.

IA 57  
2 Units  
Lecture: 2 hours

### 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

### 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 CSU  
3 Units  
Lecture: 3 hours

### 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

### 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

### 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.

# ENGINEERING, TECHNOLOGY, AND MATHEMATICS

## ARCHITECTURE

### Arch 1 CSU, UC

3 Units

Lecture: 3 hours

### 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 CSU

3 Units

Lecture: 2 hours

Laboratory: 3 hours

### 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 CSU

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 CSU, UC

2 Units

Lecture: 2 hours

### ENVIRONMENT: HOME

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

### Arch 4B CSU, UC

2 Units

Lecture: 2 hours

### ENVIRONMENT: URBAN

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

### Arch 5 CSU, UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

### PERSPECTIVE, SHADES, AND SHADOWS

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

### Arch 6 CSU, UC

2 Units

Lecture: 1.5 hours

Laboratory: 1.5 hours

Prerequisite: Arch. 1

### ARCHITECTURAL DELINEATION

This course presents two and three-dimensional representations emphasizing original expression. It includes architectural presentation in pencil, ink, and water color.

### Arch 11

3 Units

Lecture: 3 hours

### ARCHITECTURAL BLUEPRINT READING

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

### Arch 12

2 Units

Lecture: 2 hours

### CONSTRUCTION ESTIMATING

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

### Arch 13 CSU

3 Units

Lecture: 3 hours

### INTRODUCTION TO SOLAR ENERGY

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

Arch 51  
2 Units  
Lecture: 2 hours

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

## AIR CONDITIONING & REFRIGERATION

ACR 60  
3 Units  
Lecture: 2½ hours  
Laboratory: 2 hours

AIR CONDITIONING/REFRIGERATION I  
This course introduces the theory of operation of the basic mechanical refrigeration cycle and its components. It presents basic service procedures and use of specialized service tools and instruments. Concurrent enrollment in ACR 64 and ACR 70A is recommended.

ACR 61  
3 Units  
Lecture: 2½ hours  
Laboratory: 2 hours  
Prerequisites:  
ACR 60; ACR 64 is recommended, or equivalent field experience

AIR CONDITIONING/REFRIGERATION II  
This 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.

ACR 62  
3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisites:  
ACR 60, ACR 61, ACR 64, ACR 80A & ACR 80B

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, trouble-shooting and installation; refrigeration piping, sizing and layout; selection methods to satisfy a specific application.

ACR 64  
3 Units  
Lecture: 2½ hours  
Laboratory: 2 hours

AIR CONDITIONING/REFRIGERATION I  
This 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 trouble-shooting of motors and control circuits; development of control circuits and wiring techniques. Introduces solid state control circuits and pneumatic control systems.

ACR 66  
1 Unit  
Lecture: 1 hour

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.

<p>ACR 67 1 Unit Lecture: 1 hour</p>	<p><b>REFRIGERATION LOAD ESTIMATING</b> 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.</p>
<p>ACR 68 1 Unit Lecture: 1 hour</p>	<p><b>AIR DISTRIBUTION SYSTEM DESIGN</b> 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.</p>
<p>ACR 69 1 Unit Lecture: 1 hour</p>	<p><b>AIR CONDITIONING/REFRIGERATION COST ESTIMATING</b> 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.</p>
<p>ACR 70 A,B,C 1 Unit Lecture: 0 Laboratory: 3 hours Concurrent or previous enrollment in ACR lecture classes</p>	<p><b>AIR CONDITIONING/REFRIGERATION LAB</b> The course provides shop experience in troubleshooting; installation and repair of air conditioning and refrigeration equipment.</p>
<p>ACR 71 2 Unit Lecture: 2 hours Laboratory: 0 Prerequisite: ACR 60, ACR 64, ACR 61 and ACR 65 recommended</p>	<p><b>HEAT PUMPS</b> 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.</p>
<p>ACR 072 2 Units Lecture: 2 hours Laboratory: 0 Prerequisite: ACR 60,61,64,65</p>	<p><b>AIR CONDITIONING/REFRIGERATIONS</b> <i>Continuing study of the electrical circuits and components found in modern air conditioning and refrigeration equipment. Includes advanced diagnostic techniques, circuit design, solid state and pneumatic control systems.</i></p>

## **AUTOMOTIVE AND POWER**

<p>Auto 11 CSU 2 Units Lecture: 1 hour Laboratory: 3 hours</p>	<p><b>AUTOMOTIVE PRINCIPLES I</b> 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.</p>
<p>Auto 12 CSU 2 Units Lecture: 1 hour Laboratory: 3 hours</p>	<p><b>AUTOMOTIVE BRAKE SYSTEMS</b> Operating principles, design, repair, and diagnosis of automotive brake systems on domestic and foreign cars.</p>
<p>Auto 13 CSU 2 Units Lecture: 1 hour Laboratory: 3 hours</p>	<p><b>AUTOMOTIVE SUSPENSIONS</b> <i>Theory and practical experience in wheel alignment, balancing, front end suspension, and steering systems.</i></p>
<p>Auto 14 CSU 2 Units Lecture: 1 hour Laboratory: 3 hours</p>	<p><b>AUTOMOTIVE ELECTRICITY AND LICENSE PREPARATION</b> Study of electrical systems, starters, generators, voltage regulator, lighting systems, trouble diagnosis, testing operations, and maintenance. Light adjusting license preparation is covered.</p>
<p>Auto 15 3 Units Lecture: 2 hours Lab: 3 hours</p>	<p><b>BRAKES AND SUSPENSION</b> This course is a study in the operating principles, design, repair and diagnosis of automotive brake systems on domestic and foreign cars, as well as the theory and practical experience in wheel alignment, balancing, suspension, and steering systems.</p>

Auto 16 3 Units Lecture: 2 hours Laboratory: 3 hours Prerequisite: Auto 11 or equivalent	<b>TUNE UP/ELECTRICAL SYSTEMS</b> This course is a study of electrical systems, starters, generators, voltage regulators, lighting systems and ignition systems. It incorporates operating principles, trouble diagnosis, testing operations and maintenance procedures using the latest equipment and techniques.
Auto 60 2 Units Lecture: 1 hour Laboratory: 3 hours	<b>AUTOMOTIVE ACCESSORIES AND AIR CONDITIONING</b> Includes physics involved in automotive air conditioning. The refrigerated air conditioning and heating system installation, troubleshooting, and servicing.
Auto 61 2 Units Lecture: 1 hour Laboratory: 3 hours	<b>AUTOMOTIVE TUNE-UP (ELECTRICAL IGNITION SYSTEMS)</b> Operating principles, design and repair procedures of auto/electrical/ignition systems. Demonstrations and lectures using testing equipment, oscilloscopes, and exhaust analyzers for diagnosis.
Auto 62 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: Auto 61 should be taken first.	<b>AUTOMOTIVE TUNE-UP II (FUEL SYSTEMS-GASOLINE/DIESEL)</b> A study of automotive gasoline and diesel fuel systems, cooling, and lubrication. Covers diagnosis, application, and servicing.
Auto 63 2 Units Lecture: 1 hour Laboratory: 3 hours	<b>ENGINE REBUILDING</b> 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	<b>AUTOMATIC TRANSMISSIONS</b> 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	<b>STANDARD TRANSMISSIONS AND DRIVE TRAINS</b> 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.	<b>LICENSE PREPARATION BRAKES CLASS A</b> 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.	<b>EMISSION CONTROL LICENSE PREPARATION</b> Study of emission control systems and state regulations dealing with licensing installers.
Auto 68 1 Unit Lecture: 1 hour	<b>NIASE TEST PREPARATION</b> 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	<b>SMALL ENGINES</b> 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.

#### 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 74 A-C  
4 Units  
Lecture: 0  
Laboratory: 12 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.

## **BUILDING INSPECTION TECHNOLOGY**

BIT 10  
3 Units  
Lecture: 3 hours  
Laboratory: None

#### INTRODUCTION TO THE UBC

This course is a study of building codes and ordinances of Federal, State and local governments relative to construction and safety considerations of public and private structures. Checking of building plans and specifications. Includes Uniform Building Code, Earthquake Regulations (Title 21), State Fire Marshal's Code (Title 19), and State Hospital Act (Title 17).

BIT 11  
3 Units  
Lecture: 3 hours  
Laboratory: None

#### PLAN CHECK NONSTRUCTURAL

An introductory-level course of instruction in nonstructural plan reading and plan review. Develops an understanding of construction drawing and the application of building code provisions to drawings and specifications. The student will gain an understanding of the building code as it pertains to the construction, use and occupancy of buildings, the health and safety aspects of codes as well as fire and life safety.

## ELECTRONICS

### Elec 1 CSU

3 Units  
Lecture: 3 hours  
Laboratory: 1 hour  
Prerequisite: Math 1B, Physics 4B, or Elec 41, 42 or equivalent.

### Elec 30 CSU

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

### Elec 31 CSU

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisite: Elec 30

### Elec 41 CSU

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 CSU

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisite: Electronics 41. Trigonometry recommended

### Elec 43 CSU

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisite: Electronics 42

### Elec 44 CSU

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

### 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

This is a first course in electricity and electronics which stresses principles of electric circuit behavior rather than analysis. It covers sources of electricity, power magnetism, inductance, capacitance, tuned circuits, motors, generators, vacuum tubes, transistors, and basic radio principles.

### INTRODUCTION TO ELECTRONICS II

It provides further study of electric and electronic fundamentals. This course includes component and circuit characteristics and stresses application rather than rigorous design and analysis. Use of instruments and component testing is also covered.

### 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, sinusoidal waves, transformers, filters, attenuators, pads, and alternating current network theorems. Solutions to alternating current circuits emphasize the use of complex algebra and trigonometry in conjunction with the slide rule. Laboratory procedures are used to reinforce theoretical concepts.

### 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.

### 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

#### ELECTRONICS VOCABULARY

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

Elec 53  
1 Unit  
Lecture: 1 hour  
Laboratory: 0  
Prerequisite: Successful completion of Department Assessment Test or Electronics 52

#### ELECTRONIC VOCABULARY-ADVANCED

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

### ENERGY RESOURCES

EnRe 60  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

#### 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

#### 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 CSU, 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 CSU, 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 CSU, UC  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

**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 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Physics 4A

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

Engr 12 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisites: Chemistry 1A, Physics 4A

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

## **INDUSTRIAL DRAFTING**

Dra 1 CSU  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours

**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 CSU  
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  
Prerequisite: Electronics 42

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

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

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

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

**ELEMENTS OF MACHINE DESIGN**  
Techniques of design of machine members; lubrication, stress and strain. Includes study of sub-assemblies and assemblies. Emphasizes on industrial manufacturing processes.

Dra 53  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

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

# MATHEMATICS

## Math 1A CSU, UC

4 Units  
Lecture: 4 hours  
Prerequisite: Four years of High School Mathematics, including Trigonometry, with minimum grade of B in the fourth year; or equivalent.

## CALCULUS WITH ANALYTIC GEOMETRY

Limits, derivatives, and differentials of algebraic and sine and cosine functions; mean value theorem, indefinite integrals, areas, volumes, moments, and applications to physics.

## Math 1B CSU, UC

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

## CALCULUS WITH ANALYTIC GEOMETRY

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

## Math 2A CSU, UC

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

## CALCULUS WITH ANALYTIC GEOMETRY

Solid analytic geometry, vector algebra, partial derivatives, line integrals, multiple integrals, vector field theory, functions defined by integrals and infinite series.

## Math 2C CSU, UC

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

## ORDINARY DIFFERENTIAL EQUATIONS

Differential equations of first, second and higher order; simultaneous, linear, homogeneous equations; solutions by powers series; La Place Transform; applications.

## Math 3 CSU

3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisite: Two years of High School Mathematics including one year of Algebra and one year of Geometry.

## 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 CSU, UC

3 Units  
Lecture: 3 hours  
Prerequisite: Knowledge of Elementary Algebra recommended.

## STATISTICAL METHODS

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

## Math 5 CSU

3 Units  
Lecture: 3 hours  
Prerequisites: Plane Geometry and 1½ years of High School Algebra or Math 59.

## TRIGONOMETRY

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

**Math 6 CSU, UC**

3 Units

Lecture: 3 hours

Prerequisites: Math 5,  
Math 10

**Math 9 CSU**

4 Units

Lecture: 4 hours

Laboratory: None

Prerequisite: Math 50  
or 1 year each H.S.  
Algebra and Geome-  
try.

**Math 10 CSU, UC**

4 Units

Lecture: 4 hours

Laboratory: None

Prerequisite: Math 9  
or 2 years of H.S. Al-  
gebra and 1 year H.S.  
Geometry.

**Math 12**

5 Units

Lecture: 5 hours

Laboratory: 0

Prerequisite: Math 9  
with a minimum  
grade of "C", or suc-  
cessful completion of  
four years of high  
school mathematics

**Math 20 CSU, UC**

3 Units

Lecture: 3 hours

Prerequisite: Math 9.

**Math 50**

4 Units

Lecture: 4 hours

Laboratory: None

Prerequisite: Math 57,  
or passing score on  
the appropriate Math  
Placement Exam, or 1  
year High School  
Math.

**Math 52**

3 Units

Lecture: 3 hours

Prerequisites: High  
School Algebra or  
Math 50.

**Math 53**

3 Units

Lecture: 3 hours

Laboratory: 2 hours

**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**

This course emphasizes exponents, functions, radicals, logarithms, and system of equations. It provides an introduction to determinants.

**COLLEGE ALGEBRA**

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

**PRE-CALCULUS ANALYSIS**

This is a functions-oriented pre-calculus course including the analysis, graphing, and applications of polynomial, rational polynomial, exponential, logarithmic, trigonometric, and inverse trigonometric functions. Additional topics, including the real and complex number systems, an algebraic review systems of equations, sequences and series and topics in graphing are presented.

**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**

This course includes the basic properties of integers, rational numbers, and real numbers; polynomial arithmetic, simple functions and graphing; solves linear and second degree equations, and 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 CSU  
1-1 Unit  
Laboratory: 3-3 hours  
Prerequisites: High School Algebra or Math 53.

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

Math 55 CSU  
3 Units  
Lecture: 3 hours  
Laboratory: 1 hour

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

Math 56  
2 Units  
Lecture: 2 hours

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

Math 57  
3 Units  
Lecture: 3 hours  
Laboratory: None

**COLLEGE ARITHMETIC**  
This course is 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 CSU  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

**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. Not open to Metals Tech Majors.

Mtl 26 CSU  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

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

Mtl 27 CSU  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

**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 CSU  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours

**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 CSU  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours  
Prerequisite: Mtl 51

**TECHNICAL MACHINE SHOP II**  
Emphasizes additional lathe work, including taper turning, threading, and internal operations. Includes shaper work and elementary milling machine set-ups and operations. Introduction to carbide cutting tools.

Mtl 53  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours  
Prerequisite: Mtl 52

**TECHNICAL MACHINE SHOP III**  
Continuation of milling machine and shaper work. Includes indexing, gear cutting, and cams. Introduction to precision grinding.

Mtl 54  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours  
Prerequisite: Mtl 53

**TECHNICAL MACHINE SHOP IV**  
Advanced precision grinding: surface, cylindrical, and tool and cutter. Study of abrasives, properties of metals, heat treating and hardness testing. Consideration of newer machining processes.

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.

## **WELDING**

Weld 28A CSU  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

**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 CSU  
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 CSU  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisites: Successful completion of Weld 28A, 28B

**INDUSTRIAL WELDING PROCESSES III**  
Emphasis placed on practical job applications of electric arc, oxygen-acetylene welding, and brazing. Includes experience in tungsten inert gas and metallic inert gas welding. Course designed to offer advanced welding for equipment repair and maintenance. Total job analysis including joint design, materials selection, machine adjustments, and weld evaluation.

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

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

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

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

## **FIRE SCIENCE**

### **FIRE SCIENCE**

FS 51 CSU  
3 Units  
Lecture: 3 hours

**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.

<p>FS 52 CSU 3 Units Lecture: 3 hours</p>	<p><b>INTRODUCTION TO FIRE SUPPRESSION</b> 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.</p>
<p>FS 53 CSU 3 Units Lecture: 3 hours</p>	<p><b>FUNDAMENTALS OF FIRE PREVENTION</b> 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.</p>
<p>FS 54 CSU 3 Units Lecture: 3 hours</p>	<p><b>FIRE TACTICS AND STRATEGY</b> Principles of fire control through the utilization of manual equipment and extinguishing agents on the fire ground.</p>
<p>FS 55 A, B, C 3 Units Lecture: 3 hours</p>	<p><b>HAZARDOUS MATERIALS</b> FS 55A, Hazardous Materials - Identification; FS 55B, Hazardous Materials - Incident Control; FS 55C, Hazardous Materials - Documentation</p>
<p>FS 56 CSU 3 Units Lecture: 3 hours</p>	<p><b>FIRE PROTECTION EQUIPMENT AND SYSTEMS</b> Portable fire extinguishing equipment, sprinkler systems, protection systems for special hazards, fire alarm and detection systems.</p>
<p>FS 57 CSU 3 Units Lecture: 3 hours</p>	<p><b>RELATED CODES AND ORDINANCES</b> Familiarization with national, state, and local laws and ordinances which influence the field of fire prevention. Field trips may be required.</p>
<p>FS 58 CSU 3 Units Lecture: 3 hours</p>	<p><b>FIRE HYDRAULICS</b> Review of basic mathematics, hydraulic laws and formulas as applied to the fire service, application of formulas and mental calculation to hydraulic problems, water supply problems, underwriters requirements for pumps. Field trips may be required.</p>
<p>FS 59 CSU 3 Units Lecture: 3 hours</p>	<p><b>BUILDING CONSTRUCTION FOR FIRE PROTECTION</b> 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.</p>
<p>FS 60 CSU 3 Units Lecture: 3 hours</p>	<p><b>FIRE COMPANY ORGANIZATION AND MANAGEMENT</b> Review of fire department organization, fire company organization, the company officer, personnel administration, communications, fire equipment, maintenance, training, fire prevention, fire fighting, company fire fighting capability, records and reports. Field trips may be required.</p>
<p>FS 61 CSU 3 Units Lecture: 3 hours</p>	<p><b>FIRE APPARATUS AND EQUIPMENT</b> Driving laws, driving techniques, construction and operations of pumping, engines, ladder trucks, aerial platforms, specialized equipment, and apparatus maintenance.</p>
<p>FS 62 CSU 3 Units Lecture: 3 hours Prerequisite: FS 51</p>	<p><b>RESCUE PRACTICES</b> Rescue problems and techniques; emergency rescue equipment, toxic gasses; chemicals and diseases; radiation hazards; care of victims, including emergency childbirth, respiration and resuscitation, extrication, and other emergency conditions.</p>
<p>FS 63A CSU 1 Unit Lecture: 1 hour</p>	<p><b>FIRE SERVICE PRINCIPLES AND PROCEDURES I</b> An 18-hour course designed to develop an appreciation for the public service aspects of fire department work and of the necessity for discipline, esprit de corps, and training; the ability to use and care for fire service tools, hose, nozzles, and fittings, ladder rescue equipment, and salvage equipment.</p>
<p>FS 63B CSU 1 Unit Lecture: 1 hour Prerequisites: FS 63A</p>	<p><b>FIRE SERVICE PRINCIPLES AND PROCEDURES II</b> An 18-hour course designed to develop a fundamental knowledge of fire ground operations, an appreciation for comprehensive training and the ability to lay hose with apparatus, to perform above-ground evolutions, and salvage operations.</p>

FS 63C CSU  
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 CSU  
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 CSU  
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 CSU  
1 Unit  
Lecture: 1 hour

#### FIRE CONTROL I

An 18-hour course designed to develop a knowledge of basic chemistry and the behavior of fire, a basic knowledge of building design and fire protection equipment and systems, and a basic understanding of fire strategy.

FS 64B CSU  
1 Unit  
Lecture: 1 hour  
Prerequisite: FS 64A

#### FIRE CONTROL II

Continuation of Fire Control I. An 18-hour course designed to develop a knowledge of fire strategy.

FS 65 CSU  
1 Unit  
Lecture: 1 hour  
Laboratory: 0

#### PUMP OPERATIONS

This is a course designed to develop a knowledge of pumps and pumping principles and practical hydraulics; the ability to drive apparatus safely and to operate pumps.

FS 67  
2 Units  
Lecture: 2 hours  
Prerequisites: Current employment in fire protection and recommendation of employer.

#### BUILDING CONSTRUCTION FOR FIRE PROTECTION

A seminar designed to provide experiences for fire service officers with instruction and training responsibilities. Course content includes planning, organizing, conducting and evaluating fire service training, activities as they relate to Building Construction for Fire Protection.

FS 68  
2 Units  
Lecture: 2 hours  
Prerequisites: Current employment in fire protection and recommendation of employer.

#### THE INSPECTION OF THE COMMUNITY

A seminar designed to provide experiences for fire service officers with instruction and training responsibilities. Course content includes planning, organizing, conducting and evaluating fire service training activities as they relate to Fire Protection Organization.

FS 69  
2 Units  
Lecture: 2 hours  
Prerequisites: Current employment in fire protection and recommendation of employer.

#### FIRE PROTECTION ORGANIZATION

A seminar designed to provide experiences for fire service officers with instruction and training responsibilities. Course content includes planning, organizing, conducting evaluating fire service training activities as they relate to Fire Protection Organization.

- FS 70  
2 Units  
Lecture: 2 hours  
Prerequisites: Current employment in fire protection and recommendation of employer.
- DEVELOPING A COMPANY FOR INSPECTION PROGRAM  
A seminar designed to provide experiences for fire service officers with instruction and training responsibilities. Course content includes planning, organizing, conducting and evaluating fire service training activities as they relate to developing a company for an inspection program.
- FS 71  
2 Units  
Lecture: 2 hours  
Prerequisites: Current employment in fire protection and recommendation of employer.
- PEACE OFFICERS TRAINING  
A seminar designed to provide experiences for fire service officers with instruction and training responsibilities. Course content includes planning, organizing, conducting and evaluating fire service training activities as they relate to Peace Officers Training.
- FS 72 CSU  
3 Units  
Lecture: 3 hours
- HAZARDOUS MATERIALS II  
A second semester course in Hazardous Materials covering the identification, handling and fire-fighting practices with explosives, toxic substances, and radioactive materials in storage or in transit.
- FS 73 CSU  
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 CSU  
3 Units  
Lecture: 3 hours
- 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 CSU  
3 Units  
Lecture: 3 hours
- 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 CSU  
3 Units  
Lecture: 3 hours
- 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 CSU  
2 Units  
Lecture: 2 hours
- 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 CSU  
3 Units  
Lecture: 3 hours
- 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.

<p>FS 79 CSU 3 Units Lecture: 3 hours</p>	<p><b>MANAGING FIRE SERVICES</b> 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.</p>
<p>FS 80 3 Units Lecture: 3 hours</p>	<p><b>FIRE INVESTIGATION</b> 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.</p>
<p>FS 81 CSU 2 Units Lecture: 2 hours Laboratory 0</p>	<p><b>DRIVER OPERATOR I</b> The specialized study that emphasizes driver responsibilities, vehicle laws, and defensive driving techniques, preparing a vehicle and apparatus for operation, interpret gauge readings, proper apparatus and equipment maintenance, and to apply their knowledge through driving demonstrations. The additional study of the proper pump operations, water supply, calculate engine and nozzle pressure, pressure regulators and to operate single and multiple hose lines at drafts and hydrants.</p>
<p>FS 86 CSU 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: Enrolled in other fire science course or employed as volunteer fireman or woman.</p>	<p><b>SPECIALIZED RESCUE</b> 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.</p>
<p>FS 87 3 Units Lecture: 3 hours</p>	<p><b>AIRCRAFT CRASH AND RESCUE</b> 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.</p>
<p>FS 88 CSU 2 Units Lecture: 2 hours</p>	<p><b>FIRE INVESTIGATION I</b> The study of the national arson problem and factor affecting it; responsibilities relating to fire investigation; ethical and unethical conduct; fire investigation empowerment.</p>
<p>FS 89 CSU 2 Units Lecture: 2 hours</p>	<p><b>FIRE PREVENTION 1A</b> The study of specific fire protection practices, recommended practices and regulations as it pertains to compressed and liquified gases, toxic materials, radioactive substances, explosives, building materials, codes, and the general prevention of private home and public building fires.</p>
<p>FS 91 CSU 2 Units Lecture: 2 hours</p>	<p><b>FIRE COMMAND 1A</b> The course study emphasizes the managerial and decision making skills necessary for those first in officers at a fire scene. Key topics include: Emergency scene management; fire behavior; fire ground resources; tactics and strategy; and fire ground simulation scenarios.</p>
<p>FS 92 CSU 2 Units Lecture: 2 hours</p>	<p><b>FIRE MANAGEMENT (Supervision)</b> This fundamental course study emphasizes such key concepts as: Supervision and management; decision making for supervisors; leadership styles and techniques; development of policies and procedures; time management; stress management; and personnel appraisal and counseling guidelines.</p>

FS 93 CSU  
2 Units  
Lecture: 2 hours

#### FIRE INSTRUCTOR 1A

This is the first of a two course Fire Science Instructor series accredited by the State Board of Fire Services. Topics include: Occupational analysis; course outlines; concepts of learning; levels of instruction; behavioral objectives; psychology of learning and includes students teaching demonstrations.

FS 94 CSU  
2 Units  
Lecture: 2 hours

#### FIRE INSTRUCTION 1B

This is the 2nd of a two course Fire Instruction accredited by the State Board of Fire Services and meets the requirements for a part-time FS teaching credential. Topics include: Course outlines; lesson plans; levels of instruction; testing and measurement; test planning; evaluation includes student teaching demonstrations.

## FOREIGN LANGUAGES

### FRENCH

Fr 1 CSU, UC  
5 Units  
Lecture: 5 hours  
Laboratory: 1 hour, to be arranged.

#### 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 CSU, UC  
3 Units  
Lecture: 3 hours  
Laboratory: 1 hour to be arranged

#### 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 CSU, 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 CSU, 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 CSU, UC  
4 Units  
Lecture: 4 hours  
Laboratory: 1 hour, to be arranged.  
Prerequisite: French 2, or three years of 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 CSU, UC  
4 Units  
Lecture: 4 hours  
Laboratory: 1 hour  
to be arranged.  
Prerequisite: French  
3, four years High  
School French, or its  
equivalent.

Fr 8A,B CSU, 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 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Enrolled  
in or eligible for En-  
glish 1A or 1B

FR 41A,B,C,D CSU  
3-3-3-3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisites: Re-  
quired for 41 B,C,D

## GERMAN

Ger 1 CSU, UC  
5 Units  
Lectues: 5 hours  
Laboratory: 1 hour to  
be arranged

Ger 1 A,B CSU, UC  
3-3 Units  
Lecture: 3 hours  
Laboratory: 1 hour  
Prerequisite: German  
1A; none; German  
1B, German 1A or  
equivalent

Ger 2 CSU, UC  
5 Units  
Lecture: 5 hours  
Laboratory: 1 hour,  
to be arranged.  
Prerequisite: German  
1, two years High  
School German or its  
equivalent.

INTERMEDIATE FRENCH  
Continuation of French 3.

## 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; excercises 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

This is exactly the same course as described in German 1 with the exception that correspondingly less materials are covered: German 1A covers approximately the first half of the work in German 1, and German 1B covers approximately the second half of the work in German 1. For the year the student earns the maximum 6 units.

## ELEMENTARY GERMAN

Continuation of German 1.

Ger 41A,B,C,D CSU  
3-3-3-3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisites: Re-  
quired for 41 B,C,D

#### 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 CSU, UC  
5 Units  
Lecture: 5 hours  
Laboratory: 1 hour, to  
be arranged.

#### ELEMENTARY ITALIAN

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

Ital 1A CSU, UC  
3 Units  
Lecture: 3 hours  
Laboratory: 1 hour to  
be arranged.

#### ELEMENTARY ITALIAN

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

Ital 1B CSU, UC  
3 Units  
Lecture: 3 hours  
Laboratory: 1 hour to  
be arranged.  
Prerequisite: Italian  
1A or equivalent.

#### ELEMENTARY ITALIAN

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

Ital 2 CSU, UC  
5 Units  
Lecture: 5 hours  
Laboratory: 1 hour,  
to be arranged.  
Prerequisite: Italian  
1, two years High  
School Italian, or its  
equivalent.

#### ELEMENTARY ITALIAN

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

Ital 3 CSU, UC  
4 Units  
Lecture: 4 hours  
Laboratory: 1 hour,  
to be arranged.  
Prerequisite: Italian  
2, three years High  
School Italian, or its  
equivalent.

#### INTERMEDIATE ITALIAN

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

Ital 4 CSU, UC  
4 Units  
Lecture: 4 hours  
Laboratory: 1 hour,  
to be arranged.  
Prerequisite: Italian  
3, four years High  
School Italian or its  
equivalent.

#### INTERMEDIATE ITALIAN

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

Ital 40A,B, CSU, UC  
3-3 Units  
Lecture: 3 hours

#### 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 CSU  
3-3-3-3 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 CSU, UC  
5 Units  
Lecture: 5 hours  
Laboratory: 1 hour, to  
be arranged.

#### 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,B CSU, UC  
3-3 Units  
Lecture: 3 hours  
Laboratory: 1 hour to  
be arranged.

#### 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 2 CSU, 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 CSU, 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 CSU, 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 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisites: Spanish 4 or equivalent.  
Sophomore standing.

#### ADVANCED SPANISH

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

Span 6 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisites: Span 5 or equivalent. Sophomore Standing.

#### ADVANCED SPANISH

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

Span 8A,B CSU, 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.

#### SPANISH CONVERSATION

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

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

#### 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.

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

#### SPANISH FOR THE ALLIED MEDICAL PROFESSIONS

This course concentrates on the basic, universal structures and vocabulary skills common to all beginning language courses with additional emphasis on the familiarization and mastery of useful expressions, questions and directions pertinent to the needs of the broad social, professional and cultural contacts of all phases of allied medical personnel with Spanish speakers. The primary function of classroom instruction will be individualized communication; adjusted and oriented to suit the particular needs of the individual students and will be reinforced by practical field trips. Recommended for R.N. License Renewal, Provider #00284.

## HEALTH, PHYSICAL EDUCATION AND RECREATION

### HEALTH EDUCATION

HE 1 CSU, UC  
3 Units  
Lecture: 3 hours

#### 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 CSU, UC

3 Units

Lecture: 3 hours

### 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 CSU, UC

2 Units

Lecture: 2 hours

### 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 CSU, UC

2 Units

Lecture: 2 hours

### SPORTS OFFICIATING

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

### PE 5A CSU, UC

3 Units

Lecture: 3 hours

### 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 CSU, UC

3 Units

Lecture: 3 hours

### 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 10

2 Units

Lecture: 1½ hours

Laboratory: 1½ hours

### RAPE PREVENTION/DEFENSE (W)

This course is designed to help women learn how to avoid becoming the victims of a criminal act and as a practical guide for those who wish to develop the precautions and skills necessary for the safety of their property and persons.

### PE 15

2 Units

Lecture: 1 hour

Laboratory: 3 hours

### INTRODUCTION TO CHOREOGRAPHY

This course is an introduction to the fundamental elements of choreography and their practical application.

### PE 23 CSU, 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 CSU, UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: Red Cross Senior Life Saving Certificate.

### WATER SAFETY INSTRUCTION

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

### PE 29

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: Admission to Golf Management Degree Program

### METHODS OF TEACHING GOLF

Methods of teaching golf including practical experience in teaching and analysis of the swing, including correcting of errors.

**PE 30**  
1 Unit  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Admission to Golf Management Degree Program and also the completion of PE 36 and PE 39 with a grade of C or better

#### SHORT GAME AND PUTTING

The techniques used to develop an effective short game and putting stroke are taught in this class.

**PE 34**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Admission to Golf Program

#### GOLF CLUB DESIGN AND REPAIR

This course is a study of the design and manufacture of golf clubs, and golf repair theory and practice, with laboratory experience in a golf club repair shop.

**PE 36**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Admission to Golf Management Degree Program

#### FUNDAMENTALS AND RULES OF GOLF

A step-by-step introduction to basic golf fundamentals and rules, and how they are applied.

**PE 50 A,B,C CSU, UC**  
1-1-1 Unit  
Lecture: ¼ hour  
Laboratory: 1¼ hours

#### DANCE, MODERN

This course includes beginning, intermediate and advanced instruction in modern dance techniques as a vehicle for creating original movement.

**PE 51 A,B,C CSU, UC**  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours

#### DANCE, AEROBIC

This course is designed to teach students the principles, techniques and practices of fundamental movements used in rhythmic activities and exercise conditioning, with special emphasis on aerobics.

**PE 52 A,B,C CSU, UC**  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours

#### DANCE, AEROBIC (Soft)

This course is designed for the beginning, intermediate and advanced soft aerobics student. The student will learn the principles, techniques and practices of fundamental movements used in rhythmic activities and exercise conditioning, with special emphasis on non-impact aerobics.

## RECREATION

**RE 1 CSU, UC**  
2 Units  
Lecture: 2 hours

#### 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 CSU, 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 CSU, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours

### **ARCHERY**

This course includes beginning, intermediate and advanced instruction and practice in the skills, strategies and rules of archery.

PE 43 A,B,C CSU, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours

### **BADMINTON**

This course includes beginning, intermediate and advanced instruction and practice in the skills, strategies and rules of badminton.

PE 44A,B,C CSU, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory 1½ hours

### **BASEBALL**

This course includes beginning, intermediate and advanced instruction and practice in the skills and strategies of baseball.

PE 45A,B,C CSU, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours

### **BASKETBALL**

This course includes beginning, intermediate and advanced instruction and practice in skills, strategies, and officiating of basketball.

PE 51 A,B,C CSU, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours

### **DANCE AEROBIC**

This course includes beginning, intermediate and advanced instruction in principles, techniques and practices of fundamental movements used in rhythmic activities, basic dance, and exercise conditioning, with special emphasis on aerobics.

PE 53A,B,C CSU, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours

### **DANCE MODERN (Jazz)**

This course includes beginning, intermediate and advanced instruction in the basic techniques and simple choreography forms of modern dance (jazz) for the improvement of body mechanics and coordination.

PE 55A,B,C CSU, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours

### **DANCE, TAP**

This course includes beginning, intermediate and advanced instruction in basic tap dance steps and simple choreography forms for the improvement of coordination.

PE 56A,B,C CSU, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours

### **DANCE, BALLET**

This course includes beginning, intermediate and advanced instruction in ballet technique, vocabulary, history, current events, and appreciation of ballet as an art form.

PE 57A,B,C CSU, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours

### **FENCING**

This course includes beginning, intermediate and advanced instruction and performance in fencing skills and bodily development pertinent thereto including the use of the foil, the sabre, and the epee.

PE 59A,B,C CSU, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours

### **FLEXIBILITY AND AGILITY**

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

PE 62A,B,C CSU, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory 1½ hours

### **GOLF**

This course includes beginning, intermediate and advanced golf instruction and practice in the skills and strategies of golf.

- PE 63A,B,C, CSU, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: Must be physically handicapped
- PE 64A,B,C CSU, UC  
1-1-1 Unit  
Lecture: ½  
Laboratory: 1½ hours  
Prerequisite: Must be physically handicapped
- PE 65A,B,C CSU, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours
- PE 66A,B,C CSU, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: Must be physically handicapped.
- PE 68A,B,C CSU, UC  
1-1-1 Unit  
Lecture: ½  
Laboratory: 1½ hours
- PE 74A,B,C CSU, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½hours
- PE 75A,B,C CSU, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours
- PE 77A,B,C CSU, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours
- PE 78A,B,C CSU, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours
- PE 79A,B,C CSU, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours
- HANDICAPPED ARCHERY**  
Beginning, intermediate and advanced archery for the handicapped offers instruction in development of shooting skills; knowledge of etiquette, rules, safety and tackle; and practice in tournament rounds. This course is modified to meet each individual's particular needs.
- HANDICAPPED TENNIS**  
Beginning, intermediate and advanced tennis for the handicapped offers instruction and practice in modified skills, strategies and officiating of the sport to meet each individuals particular needs.
- HANDICAPPED ACTIVITY**  
This course is designed to meet the changing activity needs and desires of handicapped students.
- 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 SPEEDWALKING**  
Beginning, intermediate and advanced jogging and speedwalking offers instruction and participation in a progressive program of jogging and speedwalking as applied to health and fitness.
- PHYSICAL FITNESS**  
Beginning, intermediate and advanced physical fitness offers instruction and participation in exercise, flexibility and various athletic activities.
- RACQUETBALL**  
This course includes beginning, intermediate and advanced instruction and practice in the skills and strategies of racquetball.
- SELF-DEFENSE (CO-ED)**  
Beginning, intermediate and advanced self-defense is 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 emphasizes physical conditioning, sport, self-defense, aesthetic appreciation of form and motion, and philosophy.
- SOCCER-TOUCH FOOTBALL**  
This course offers beginning, intermediate and advanced instruction and practice in the skills and strategies of soccer-touch football.

PE 80A,B,C CSU, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours

PE 82A,B,C CSU, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours  
Prerequisite: Beginning-None  
Intermediate  
ElementarySkills  
Advanced  
Intermediate Skills

PE 86A,B,C CSU, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours

PE 87A,B,C CSU, UC  
1-1-1 Unit  
Lecture:½ hour  
Laboratory: 1½ hours

PE 88A,B,C CSU, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours

PE 91A,B,C CSU, UC  
1-1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours

PE 93 A,B,C CSU,  
UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours

PE 96A,B,C CSU, UC  
1-1-1 Unit  
Lecture: ½ hour  
Laboratory: 1½ hours

## **VARSITY SPORTS**

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

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

VS 15A,B,C,D CSU, UC  
1-1-1-1 Units  
5 hours plus games  
Prerequisite: Tryouts

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

## **SOFTBALL (CO-ED)**

This course offers beginning, intermediate and advanced instruction and practice in skills, strategies and rules of softball.

## **SWIMMING**

This course offers beginning, intermediate, and advanced instruction and practice in the various swimming techniques.

## **TENNIS**

This course offers beginning, intermediate and advanced instruction and practice in skills, strategies, and officiating of tennis.

## **TRACK AND FIELD (CO-ED)**

This course offers beginning, intermediate and advanced instruction and practice in various techniques of events in track and field.

## **TUMBLING AND GYMNASTICS**

Beginning, intermediate and advanced tumbling and gymnastics includes instruction in the use of the parallel bars, pommel horse, horizontal bar, balance beam, and tumbling, vaulting and floor exercise.

## **VOLLEYBALL**

This course offers beginning, intermediate and advanced instruction and practice skills, strategies, and officiating of volleyball.

## **WATER EXERCISES**

Beginning, intermediate and advanced water exercises emphasises increasing physical fitness through vigorous exercises in the water. The pool is only 4 feet deep. You do not need to know how to swim.

## **WEIGHT TRAINING**

This course offers beginning, intermediate and advanced instruction emphasizing 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.

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

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

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

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

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

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

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

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

VS 69A,B CSU,  
UC  
2 Units  
10 hours plus meets  
Prerequisites: Tryouts

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

**VARSITY CROSS COUNTRY (W)**  
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

**VARSITY FOOTBALL (M)**  
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

**VARSITY GOLF**  
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

**VARSITY SOCCER (M)**  
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

**VARSITY SOFTBALL (W)**  
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

**VARSITY TENNIS (M)**  
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

**VARSITY TENNIS (W)**  
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

**VARSITY TRACK & FIELD (M)**  
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest for track and field.

**VARSITY TRACK & FIELD (W)**  
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest for track and field.

**VARSITY VOLLEYBALL (W)**  
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

## HOME ECONOMICS

HEc 1 CSU  
3 Units  
Lecture: 3 hours

**CONSUMER SURVIVAL**  
Study of individual and family consumer problems and management of resources through planned use of these resources for present living and future security.

HEc 2  
2 Units  
Lecture: 1½ hours  
Laboratory: 1½ hours

**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.

<p>HEc 3 2 Units Lecture: 1½ hours Laboratory: 1½ hours</p>	<p><b>HOUSEHOLD MAINTENANCE AND EQUIPMENT</b> 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.</p>
<p>HEc 4 CSU, UC 3 Units Lecture: 3 hours</p>	<p><b>CONSUMER HEALTH RESOURCES</b> 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.</p>
<p>HEc 5 2 Units Lecture: 2 hours</p>	<p><b>NEW AGE (WO)man</b> An overview of women in today's world. A look at her personal, physical, spiritual, social, communal and financial potential.</p>
<p>HEc 6 2 Units Lecture: 1 hour Laboratory, 3 hours Prerequisite: Concurrent Enrollment in HEc 1.</p>	<p><b>COMMUNITY CONSUMER EDUCATION</b> 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.</p>
<p>HEc 7 2 Units Lecture: 1½ hours Laboratory: 1½ hours</p>	<p><b>ELEMENTS OF ENTERTAINING</b> This course includes planning of menus, decorations, invitations, and service for teas, buffets, barbecues, formal dinners, picnics, brunches, parties and many other special occasions. Students will plan and prepare for all aspects of each event, including the serving of the foods from the menu prepared in class.</p>
<p>HEc 8 1 Unit Lecture: 1 hour</p>	<p><b>MICROWAVE COOKING</b> Covers basic cooking principles, operation and maintenance of microwave ovens. Emphasis will be on instructor demonstrations with food samples and recipes.</p>
<p>HEc 10 2 Units Lecture: 2 hours</p>	<p><b>ONE-PARENT FAMILIES</b> 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.</p>
<p>HEc 11 CSU 3 Units Lecture: 2 hours Laboratory: 3 hours</p>	<p><b>BASIC PRINCIPLES AND TECHNIQUES OF FOOD PREPARATION</b> Principles of human nutrition. Methods of selecting, storing, preparing, and serving foods.</p>
<p>HEc 12 CSU 3 Units Lecture: 2 hours Laboratory: 3 hours Prerequisite: HEc 11.</p>	<p><b>MEAL MANAGEMENT AND HOSPITALITY</b> 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.</p>
<p>HEc 13 CSU, UC 3 Units Lecture: 3 hours</p>	<p><b>GENERAL NUTRITION</b> 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.</p>
<p>HEc 14 3 Units Lecture: 3 hours</p>	<p><b>THERAPEUTIC DIETS</b> 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.</p>
<p>HEc 15 2 Units Lecture: 1½ hours Laboratory: 1½ hours</p>	<p><b>BASIC COOKING</b> 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.</p>

<p>HEc 16 2 Units Lecture: 1½ hours Laboratory: 1½ hours</p>	<p><b>FAMILY NUTRITION AND MENU PLANNING</b> 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.</p>
<p>HEc 17 2 Units Lecture: 1½ hours Laboratory: 1½ hours</p>	<p><b>DIETS AND FOODS FOR OLDER ADULTS</b> 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.</p>
<p>HEc 18A,B 2 Units Lecture: 1½ hours Laboratory: 1½ hours</p>	<p><b>CUISINES OF THE WORLD</b> 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.</p> <p>A. <b>European</b> - Includes cuisine of England, France, Germany, Austria, Switzerland, Italy, Yugoslavia, Greece, Hungary, Spain, Portugal, Sweden, and Denmark.</p> <p>B. <b>Eastern and South American</b> - Includes cuisines of China, Japan, Thailand, Korea, Hawaii, India, Pakistan, Morocco, Lebanon, Russia, Central America, South America, and the Caribbean.</p>
<p>HEc 19A 2 Units Lecture: 1½ hours Laboratory: 1½ hours</p>	<p><b>INTERNATIONAL GOURMET COOKING I</b> 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.</p>
<p>HEc 19B 2 Units Lecture: 1½ hours Laboratory: 1½ hours</p>	<p><b>INTERNATIONAL GOURMET COOKING II</b> 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.</p>
<p>HEc 20 2 Units Lecture: 1½ hours Laboratory: 1½ hours</p>	<p><b>1000 CALORIE-A-DAY COOKING</b> 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.</p>
<p><b>FOOD SERVICE</b></p>	
<p>HEFS 1 CSU 3 Units Lecture: 3 hours Laboratory: 0</p>	<p><b>SANITATION, SAFETY AND EQUIPMENT</b> This course includes the basic principles of sanitation and safety and the application of these principles to a food service operation. Emphasis will be placed on the worker's responsibilities in maintaining high standards of these principles.</p>
<p>HEFS 2 CSU 2 Units Lecture: 1½ hours Laboratory: 1½ Prerequisite: Acceptance into Chef's Training Program.</p>	<p><b>KITCHEN OPERATIONS</b> This class will provide the Trainee with a knowledge of the basic principles of work organization and its application to the work process in food service. Job positions at all levels will be discussed, including education and experience requirements, personal qualifications, job responsibilities and future opportunities. Emphasis will be placed on handling the equipment in a commercial kitchen efficiently, effectively and safely.</p>
<p>HEFS 3 3 Units Lecture: 1½ Laboratory: 4½</p>	<p><b>PRINCIPLES OF FOOD PREPARATION</b> This course provides the Trainee with the basic understanding of the principles of food preparation. Emphasis will be placed on food preparation terms, use of weights, measures and equivalents; food chemistry and physical changes in the preparation of foods.</p>
<p>HEFS 4 CSU 15 Units Lecture: 6 hours Laboratory: 29 hours</p>	<p><b>CHEF TRAINING I</b> Course is divided into 4 Blocks: Block 1 Principles of Cooking Block 2 Principles of Cooking Block 3 Operations and Storeroom Management Block 4 Principles of Baking</p>

- HEFS 5 CSU**  
15 Units  
Lecture: 6 hours  
Laboratory: 29 hours
- HEFS 8 CSU**  
4 Units  
Lecture: 4 hours  
Laboratory: 0  
Prerequisite: Acceptance into Chef's Training Program
- HEFS 16 CSU**  
6 Units  
Lecture: 3 hours  
Laboratory: 9 hours  
Prerequisite: Acceptance into Chef's Training Program
- HEFS 25**  
3 Units  
Lecture: 1½  
Laboratory: 4½
- HEFS 30**  
3 Units  
Lecture: 1½  
Laboratory: 4½
- HEFS 41**  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours
- HEFS 52 A-F**  
6 Units taken in 1 unit blocks  
Lecture: .5  
Laboratory: 1.5
- HEFS 53 A,B,C,D**  
3 Units  
Lecture: 1.5 hour  
Laboratory: 4.5 hours
- HEFS 62**  
3 Units  
Lecture: 3 hours
- HEFS 71**  
2 Units  
Lecture: 2 hours  
Laboratory: 0
- HEFS 75**  
3 Units  
Lecture: 3 hours
- CHEF TRAINING II**  
Course is divided into 4 Blocks:  
Block 5 Garde Manger (Basic)  
Block 6 Garde Manger (Basic)  
Block 7 Kitchen Operations  
Block 8 Baking (Advanced)
- DINING SERVICE SYSTEMS**  
This course will provide the foundation knowledge of the different dining services used throughout the world. The course emphasis will be on policy, procedures and controls in the purchasing of restaurant merchandise and supplies including equipment and serveware.
- INTRODUCTION TO GOURMET CLASSIC COOKING**  
This course is designed to provide the Chef Trainee with foundation knowledge and skill to enable them to prepare full-course dinners in the traditional way.
- BREAKFAST PRODUCTION**  
This course includes the important phases of breakfast cookery including meats, fish, potatoes, grits, various batters, eggs, including the preparation of fruits and other products served for breakfast.
- LINE COOKING**  
This course is an introduction to a large segment of the restaurant/food service industry. Fast foods, limited menu restaurants, and cafeteria operations will be examined. Emphasis will be placed on production operations.
- FOOD SERVICE PRACTICUM**  
This course places the Food Service trainee in a production kitchen working under the guidance of a Chef/teacher. The trainee will work in various types of service situations.
- BASIC CHEFS TRAINING**  
A course is designed to provide students with foundation knowledge and skills to enable them to enter the restaurant field as a Chef's Apprentice.
- BASIC CHEF 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.
- 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.
- 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.

HEFS 310A  
0 Units  
Lecture: 6 hours per week  
Laboratory: 280 hours

#### CHEF'S TRAINING I

Instruction will prepare student to enter the food service industry as a Chef's Apprentice. Areas of instruction include principles of cooking and baking; culinary terminology, safety and sanitization. Preparation of sauces, soups and various cooking methods will be taught.

HEFS 310B  
0 Units  
Lecture: 0  
Laboratory: 280 hours

#### CHEF'S TRAINING II

Instruction will prepare students to enter the food service industry with competencies in garde manger, kitchen operations, baking, breakfast preparations as well as vegetable, fruit buffet garnishing and salad bar preparation.

## INTERIOR DESIGN

HEID 1 CSU, UC  
4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

#### DESIGN OF INTERIORS I

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

HEID 2 CSU  
4 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisite: HEID 1

#### DESIGN OF INTERIORS II

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

HEID 10  
3 Units  
Lecture: 3 hours

#### ENVIRONMENTAL DESIGN: SPACE PLANNING

This course deals with elementary drafting, and includes measuring problems and furniture arrangement with the use of templates. Skills are developed in quick sketching of furniture and proportions of interiors.

HEID 11  
3 Units  
Lecture: 3 hours

#### 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

#### 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

#### 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

#### 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

#### 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

#### 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  
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  
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 31  
2 Units  
Lecture: 1.5 hours  
Laboratory: 1.5 hours  
PORTFOLIO PREPARATION  
This course is designed to refine the graphic skills of a student so they can develop a six piece professional portfolio. Emphasis will be placed on professional layout, graphics, conventions and techniques as related to the interior design field.
- HEID 54  
2 Units  
Lecture: 2 hours  
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.

## NURSERY SCHOOL EDUCATION

- HEPR 50  
3 Units  
Lecture: 3 hours  
Laboratory: 0  
METHODS & MATERIALS FOR DAY CARE PROVIDERS  
This class will provide guidelines for developing a day care facility in the home. Emphasis will be placed on equipment and supplies needs, proper environmental influences, learning centers, health and safety standards, and record keeping.
- HEPR 61 CSU, UC  
3 Units  
Lecture: 3 hours  
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  
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  
3 Units  
Lecture: 3 hours  
Laboratory: 0  
CHILD HEALTH SAFETY NUTRITION  
This course is designed for teachers, parents, and child care providers of preschool children. It provides information on physical and mental health, community health resources, safety, sanitation and personal hygiene principles of nutrition and menu planning and disaster preparedness.
- HEPR 66  
3 Units  
Lecture: 3 hours  
Laboratory: 0  
PARENT EDUCATION AND PARTICIPATION  
This course will emphasize getting the parents participation in their child's education. Topics covered include: developmental observation and evaluation, and techniques for developing parent newsletters, advisory committees, rap centers, home visits and Parent/Teacher conferences. Community Resources available to parent and teachers will also be discussed.
- HEPR 67  
3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisite: HEPR 61 with a grade of "C" or higher  
CHILDREN, FAMILY AND COMMUNITY  
Patterns of family living and implications for the care and education of children within the greater community are studied in this course. Emphasis is placed on the process of social integration of children.
- HEPR 70 CSU  
3 Units  
Lecture: 3 hours  
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.

<p>HEPR 71A 3 Units Lecture: 3 hours</p>	<p><b>PRESCHOOL EDUCATION: ART</b> 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.</p>
<p>HEPR 71B CSU 3 Units Lecture: 3 hours</p>	<p><b>PRESCHOOL EDUCATION: SENSORY-MOTOR</b> 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.</p>
<p>HEPR 71C 3 Units Lecture: 3 hours</p>	<p><b>PRESCHOOL MUSIC</b> 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.</p>
<p>HEPR 71D 3 Units Lecture: 3 hours</p>	<p><b>PRESCHOOL SCIENCE</b> 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.</p>
<p>HEPR 71E 3 Units Lecture: 3 hours</p>	<p><b>LANGUAGE ARTS FOR THE PRESCHOOL CHILDREN</b> Theories and application of speech and language development and reading readiness. Develops an awareness of various communication methods.</p>
<p>HEPR 72 CSU 3 Units Lecture: 3 hours Laboratory: 0</p>	<p><b>PLAY, SOCIALIZATION AND DISCIPLINE</b> History, theory and application of principles of play actions in relation 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. Includes discussions of behavior problems and methods of self-discipline, criteria modification and positive reinforcement. Includes discussion of behavior problems and methods of self-discipline, criteria modification &amp; positive reinforcement.</p>
<p>HEPR 75 3 Units Lecture: 3 hours</p>	<p><b>CHILD CARE OCCUPATIONS</b> This course is intended to provide students with training for Preschool Teacher through cooperative efforts of classroom instruction and work experience field training in local preschools and nursery schools.</p>
<p>HEPR 80 3 Units Lecture: 3 hours Laboratory: 0</p>	<p><b>GIFTED AND TALENTED CHILD</b> The goal of this class is to explore ways of challenging and nurturing giftedness and creativity in children. Parents and teachers will develop practical strategies and a personal notebook of ideas, projects, and programs.</p>

## TEXTILE AND CLOTHING

<p>HETC 1A,B,C,D CSU UC 2-2-2-2 Units Lecture: 1 hour Laboratory: 3 hours</p>	<p><b>CLOTHING CONSTRUCTION I</b> 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 &amp; UC are acceptable to 1A only.)</p>
<p>HETC 2A,B,C,D CSU, UC 2-2-2-2 Units Lecture: 1 hour Laboratory: 3 hours</p>	<p><b>CLOTHING CONSTRUCTION II</b> 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&amp; UC are acceptable to 2A only.)</p>
<p>HETC 3A,B,C,D CSU, UC 2-2-2-2 Units Lecture: 1 hour Laboratory: 3 hours</p>	<p><b>CLOTHING CONSTRUCTION III</b> 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 &amp; UC are acceptable to 2A only.</p>

HETC 6 2 Units Lecture: 1 hour Laboratory: 3 hours	<b>CUSTOM TAILORING</b> Basic techniques of tailoring are used in the construction of a coat or jacket. Underlining, interlining, shaping lapels and collars, pressing, and finishing methods including top-stitching. Pockets and buttonholes are emphasized.
HETC 10 2 Units Lecture: 1 hour Laboratory: 3 hours	<b>FASHION DESIGN: FLAT PATTERN I</b> Application of the principles of dress design to the construction of patterns by flat pattern method. Emphasis is placed on the development and use of a basic sloper, concluding in a finished garment development through the media of flat pattern.
HETC 11 2 Units Lecture: 1 hours Laboratory: 3 hours	<b>FASHION DESIGN: FLAT PATTERN II</b> Application of advance principles of dress design to the construction of patterns by flat pattern method. Advanced pattern drafting techniques and design problems studied, concluding in the construction of two finished garments developed through the media of flat pattern.
HETC 13 2 Units Lecture: 1 hour Laboratory: 3 hours	<b>FASHION DESIGN: READY-TO-WEAR</b> Comparative study of construction methods used by manufacturers of ready-to-wear; in depth exploration of techniques that minimize or eliminate hand sewing. Edification and utilization of professional equipment.
HETC 14 2 Units Lecture: 1 hour Laboratory: 3 hours	<b>FASHION DESIGN: DESIGNER</b> 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	<b>FASHION DESIGN: MEN'S CLOTHING</b> 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	<b>FASHION DESIGN: CHILDREN'S CLOTHING</b> 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	<b>SEWING ON SPECIAL FABRICS: KNITS</b> 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	<b>SEWING ON SPECIAL FABRICS: I</b> 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	<b>SEWING ON SPECIAL FABRICS: II</b> Continuations of the comparative study and investigation of unusual fabrics, evaluation of the special sewing techniques required by the fabric.
HETC 30 CSU 3 Units Lecture: 3 hours	<b>HISTORIC COSTUME</b> Development of costume from ancient to modern times, with consideration of historic, social and economic settings.
HETC 31 CSU, UC 2 Units Lecture: 2 hours	<b>FASHION-CLOTHING AND SOCIETY</b> 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	<b>INTRODUCTION TO FASHION CAREERS</b> 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 CSU, UC  
3 Units  
Lecture: 3 hours

HETC 51  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

HETC 52  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

HETC 55  
2 Units  
Lecture: 1½ hours  
Laboratory: 1½ hours

HETC 57  
2 Units  
Lecture: 1½ hours  
Laboratory: 1½ hours

HETC 58  
2 Units  
Lecture: 1½ hours  
Laboratory: 1½ hours

HETC 59  
1 Unit  
Lecture: 1 hour

HETC 60  
1 Unit  
Lecture: 1 hour

HETC 61  
1 Unit  
Lecture: 1 hour

HETC 62  
1 Unit  
Lecture: 1 hour

HETC 64  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

#### TEXTILES: FIBER AND FILAMENTS

Study of the sources and characteristics of natural fibers and synthetic filaments used in the manufacture of fabrics for clothing and home furnishings; and the durability, care and maintenance of these textiles.

#### ALTERATIONS

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

#### BASIC PATTERN DEVELOPMENT

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

#### 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.

#### 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 pattern 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.

## HUMANITIES

HUM 1 CSU, UC  
3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisite: Eligibility for Eng. 1A

#### ALTERNATIVE METHODS OF CRITICAL ANALYSIS

Emphasis is placed on knowledge and appreciation of traditional and alternate modes of thinking. Attention is given to a variety of cultural approaches to critical thought. Analytical thinking is applied to such areas as: science, the arts, religion, and business.

HUM 18 CSU, UC  
3 Units  
Lecture: 3 hours

#### 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 CSU,  
UC  
3-3-3-3Units  
Lecture: 3 hours  
Laboratory: 2 hours  
Prerequisite: Concur-  
rent enrollment in  
Mus 2A, B,C,D

Mus 2A,B,C,D CSU,  
UC  
3-3-3-3 Units  
Lecture: 3 hours  
Prerequisite: concu-  
rent enrollment in  
Mus 1A,B,C,D.

Mus 3A,B CSU, UC  
3-3 Units  
Lecture: 3 hours

Mus 4 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Mus  
1A,B, 2A,B.

Mus 9 CSU, UC  
2 Units  
Lecture: 2 hours

Mus 10 CSU, UC  
3 Units  
Lecture: 3 Hours

Mus 11A,B CSU, UC  
3-3 Units  
Lecture: 3 hours

Mus 12 CSU, UC  
3 Units  
Lecture: 3 hours

Mus 14A,B, C,D  
CSU, UC  
2-2-2-2 Units  
Lecture: 2 hours

Mus 15 CSU, UC  
2 Units  
Lecture: 2 hours  
Prerequisite: Mus 12  
or equivalent

Mus 21A,B,C,D  
CSU, UC  
2-2-2-2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

## MUSICIANSHIP

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

## 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 nine-teenth century to present through the study of representative master works.

## INTRODUCTION TO MUSIC

Designed for the general college student and non-major in music. A general survey of the development of music with emphasis on the aesthetic, formal and historical factors, correlated with parallel movements in other arts.

## SURVEY OF MUSIC LITERATURE

Designed 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 beginners or advanced students, placed in appropriate course according to ability.

Mus 22A,B,C,D,  
CSU, UC  
2-2-2-2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

**CLASS VOICE**  
Fundamental techniques of solo and ensemble singing. Problems of tone production, breathing, diction, repertoire, and song interpretation.

Mus 23A,B,C,D  
CSU, UC  
2-2-2-2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

**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  
CSU, UC  
2-2-2-2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

**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  
CSU, UC  
2-2-2-2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

**CLASS PERCUSSION**  
Fundamentals of snare drum technique and basic of counting. Designed for non-music majors with no background in reading music and the playing of percussion instruments.

Mus 26A,B,C,D  
2-2-2-2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Ability to read music and understand musical terms unless excused from these abilities by instructor, in which case they must be acquired during the course. Ability to play the piano is extremely helpful, but not required.

**CLASS HARP**  
Structured primarily for beginners. Special Lyon-Healy "Troubador" Model Harp will be used. One hour of private harp practice required daily. Participation in ensemble (two or more harps) required. Participation in Student Recital at end of school term required.

Mus 27A,B, C,D  
CSU, UC  
1-1-1-1 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  
CSU, UC  
1-1-1-1 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  
CSU, UC  
1-1-1-1 Units  
3 hours rehearsal each week.

**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  
CSU, UC  
1-1-1-1 Units  
4 hours rehearsal  
each week.
- Mus 32A,B,C,D  
CSU, UC  
1-1-1-1 Units  
3 hours rehearsal  
each week.
- Mus 33A,B,C,D  
CSU, UC  
1-1-1-1 Units  
4 hours rehearsal  
each week.  
Prerequisite: High  
school playing  
experience.
- Mus 34A,B,C,D  
CSU, UC  
1-1-1-1 Units  
4 hours rehearsal  
each week.  
Prerequisite: Vocal  
reading ability.
- Mus 35A,B,C,D  
CSU, 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  
CSU, UC  
2-2-2-2 Units  
Laboratory: 6 hours  
Prerequisite: Must  
take course in se-  
quence.
- Mus 37A,B,C,D  
CSU, 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  
CSU, UC  
1-1-1-1 Units  
Laboratory: 3 hours  
Prerequisite: concu-  
rent enrollment in  
Guitar Performance.
- COLLEGE ORCHESTRA**  
The study and performance of concert orchestra literature. Participation in public performance required.
- COLLEGE CHORUS**  
Study and performance of either one large-scale work or a program of representative choral works; public performance required.
- SYMPHONIC BAND**  
Study and performance of standard literature for concert band; participation in public concerts and festivals required.
- VOCAL ENSEMBLE**  
Study and performance of music literature for small vocal ensembles; rehearsals and public performances required.
- CHAMBER ENSEMBLE**  
The development of musicianship through the performance of ensemble music in various styles and periods with emphasis on performance practices. Public performance required.
- OPERA WORKSHOP**  
The study of musical, dramatic, and language techniques in opera through the performance of representative scenes and acts or participation in collegiate performances. Extra rehearsals and public performances required.
- CHAMBER MUSIC**  
Development of musicianship through the performance of music of various periods and styles. Public performance required.
- GITAR ENSEMBLE**  
Experience in performing music for multiple guitars, both original music as well as transcriptions; working under a conductor in an ensemble situation; interpretation and performance practices in music for the classical guitar. Open to persons with a background in classical techniques on guitar.

Mus 39A,B,C,D CSU,  
UC  
2-2-2-2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

#### 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.

Mus 40A,B,C,D-  
48A,B,C,D  
CSU, UC  
2-2-2-2 Units  
Lecture: 2 hours  
Prerequisite: Concurrent enrollment in Mus 99.

#### MUSIC PERFORMANCE

Designed to provide training for vocalists or instrumentalists; technical proficiency commensurate with college level major work is required. Public performance in student recital each semester. Repertoire to include literature from all periods.

- a. Concurrent enrollment in one of the music performance series: (Mus 40 thru 48 all CSUC & UC)
  - 40 Harpsichord - Prerequisite: Concurrent enrollment in Mus 61 A,B,C,D Accompanying
  - 41 Piano - Prerequisite: Concurrent enrollment in Mus 61 A,B,C,D Accompanying
  - 42 Strings
  - 43 Woodwinds
  - 44 Brasses
  - 45 Percussion
  - 46 Organ - Prerequisite: Concurrent enrollment in Mus 61 A,B,C,D Accompanying
  - 47 Voice
  - 48 Guitar
- b. Minimum of one-half hour laboratory each week predicated upon a minimum of 5 hours practice.
- c. Jury examination at the end of the semester involving the student and the music staff of College of the Desert.
- d. Attendance at on-campus concerts.

Mus 50 CSU  
2 Units  
Lecture: 2 hours

#### 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 CSU  
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 CSU  
2-2-2-2 Units  
Lecture: 2 hours

#### 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 CSU  
2 Units  
Lecture: 2 hours

#### 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 CSU  
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
- Mus 57A,B,C,D  
1-1-1-1 Unit  
Laboratory: 3 hours
- Mus 58A,B,C,D  
CSU, UC  
1-1-1-1 Unit  
4 hours rehearsal  
each week.  
Prerequisite: Ability  
to perform on one or  
more instruments.
- Mus 60A,B,C,D  
CSU, UC  
2-2-2-2 Units  
Lecture: 1 hour  
Laboratory: 3 hours
- Mus 61A,B,C,D CSU  
2-2-2-2 Units  
Lecture: 2 hours  
Laboratory: 2 hours  
Prerequisite: Audi-  
tion.
- Mus 62A,B,C,D CSU,  
UC  
1-1-1-1 Units  
Laboratory: 4 hours
- Mus 63A,B  
3-3 Units  
Lecture: 3 hours  
Laboratory: 1 hour  
Prerequisite: Ability to  
play a musical instru-  
ment with sufficient  
facility to handle im-  
provisational skills.
- Mus 70 A,B  
2-2 Units  
Lecture: 2 hours
- Mus 71A,B,C,D  
CSU, 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 UC  
2-2-2-2 Units  
Lecture: 1 hour  
Laboratory: 4 hours
- COMMUNITY CHORUS-WOMEN  
The study and performance of works originally written and/or arranged for women's voices.
- COMMUNITY CHORUS-MEN  
The study and performance of works originally written and/or arranged for men's voices.
- BRASS ENSEMBLE  
The development of musicianship through the performance of traditional brass music in various styles and periods. Includes study of interpretation and performance practices. Public Performance required.
- 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.
- JAZZ HARMONY & IMPROVISATION  
The method of teaching harmony in this class will be unique to the idiom of Jazz oriented music and will assist instrumentalists in improving their solo playing. Subject matter will include scale construction, identification and inversion of intervals, analysis construction and execution of chord progressions.
- 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 content of this course comprises the study and performance of vocal techniques and arrangements written specifically for an original show. Public performance is required.

- Mus 73A,B,C,D UC  
2-2-2-2 Units  
Lecture: 1 hour  
Laboratory: 4 hours
- Mus 74A,B,C,D UC  
2-2-2-2 Units  
Lecture: 1 hour  
Laboratory: 4 hours
- Mus 75  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours
- Mus 76A,B,C,D  
2-2-2-2 Units  
Lecture: 2 hours  
Laboratory: 1 hour
- Mus 77A,B,C,D  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Acceptance by Audition
- MUS 78A  
2 Units  
Lecture: 2 hours  
Laboratory: 1 hour
- Mus 80A,B,C,D -  
88A,B,C,D  
2-2-2-2 Units  
Lecture: 2-2-2-2 hours each course
- 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.
- CELEBRATION - CHOREOGRAPHY**  
The content of this course comprises the study and performance of various dancing techniques and choreography related to public performance. Public performance is required.
- CELEBRATION - VOCAL**  
The content of this course comprises the study and performance of vocal techniques and arrangements written specifically for an original show. Public Performance is required.
- RECORDING TECHNIQUES**  
Content of this course will include the study and performance of specially prepared musical arrangements designed for recording purposes, the technique of multiple recording, click track recording, over-dubbing and microphone usage. The application of these skills to the field of commercials and jingles will also be included.
- 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.
- CELEBRATION II**  
The study and performance of vocal techniques and arrangements written specifically for an original musical show. The development of dance and choreographic techniques to perform in an original musical show. Public performance required.
- COMPUTERS AND MUSIC**  
This course is designed to explore the history, theory and practice of Electronic Music and the development of MIDI (Musical Instrument Digital Interface). Students will have "hands-on" experience in the use of synthesizers, rhythm composers, computers and computer music software. Students will compose and arrange original compositions and work with existing repertoire through the medium of electronic music techniques.
- 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.
- 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 CSU

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 communication and observation techniques, hygienic care, medical and surgical asepsis and administration of medications are presented. Normal growth and development from birth through senescence and parameters for measurement of level of wellness are included in this course, with an awareness of cultural diversities.

## N 6 CSU

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 implemented throughout the semester. Students are assigned client care in medical, surgical and operating units of acute care agencies.

## N 7 CSU

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 orthopedic patient. Cultural diversities, as well as the legal aspects of nursing are explored.

## N 8 CSU

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

3 Units

Lecture: 3 hours

Laboratory: 3 hours

## 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, techniques and 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 63

3 Units

Lecture: 3 hours

Laboratory: 0

## 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 hours  
Laboratory:  
Co-Requisite: VN 1L  
Prerequisites: Intro to Nursing
- VN 1L**  
6 Units  
Lecture:  
Laboratory: 6 Hours  
Prerequisite: Intro to Nursing  
Co-Requisite: VN 1
- VN 2**  
7 Units  
Lecture: 7 hours  
Laboratory:  
Prerequisite: VN 1 & VN 1L  
Co-Requisite: VN 2L
- VN 2L**  
5 Units  
Laboratory: 15 hours  
Prerequisites: VN 1 & VN 1L  
Co-Requisite: VN 2
- VN 3**  
8 Units  
Lecture: 8 hours
- VN 3L**  
7 Units  
Lecture: 0  
Laboratory: 21 hours
- 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 and diseases of body systems will be presented.
- 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.
- VOCATIONAL NURSING II**  
Building upon the previous course, the student is presented with a study of the body's response to illness and nursing care of clients with diseases of body systems involved.
- VOCATIONAL NURSING II LAB**  
Nursing care of clients with diseases of various body is performed in the acute care facility. The care of clients is assigned as the nursing theory is concurrently being presented in the classroom.
- VOCATIONAL NURSING III**  
This course introduces advanced medical 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 medical-surgical 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
- MA 63**  
3 Units  
Lecture: 3 hours
- MA 65**  
2 Units  
Lecture: 2 hours
- 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.

**MA 66**

4 Units

Laboratory: 0

Lecture: 4 hours

Prerequisite: Acceptance into the Medical Assisting Program with concurrent enrollment in MA 66L. Intro. to Nursing AH 70.

**MEDICAL ASSISTING I - NURSING ASSISTANT**

Students in this course will study basic nursing procedures, body structure and function, basic bacteriology and selected disease conditions. The second half of the semester includes study of skills specific to diagnostic areas: laboratory, electro-cardiography, unit secretary, Central Services, and the Operating Room. Observational experiences in Radiology may be included.

**MA 66L**

5 Units

Lecture: 0

Laboratory: 15

Prerequisite: Acceptance into the Medical Assisting Program with concurrent enrollment in MA 66

**MEDICAL ASSISTING I LABORATORY**

Students in this laboratory course will learn basic procedures in chronic and acute nursing care. Laboratory experiences include care of patients in extended care facility, in acute hospitals plus observation/participation in selected ancillary areas of the acute hospital.

**MA 67**

5 Units

Lecture: 5 hours

Prerequisite: MA 66 & MA 66L with concurrent enrollment in MA 67L

**MEDICAL ASSISTING II**

Consists of advanced communication skills specific to diagnostic areas. Basic pharmacology and principles and functions of diagnostic tests. Students completing this semester will be eligible for employment as Unit Secretary; Lab assistant, X-ray assistant, EKG technician, Pharmacy assistant, and Central Service assistant.

**MA 67L**

5 Units

Laboratory: 15 hours

Prerequisite: MA 66 and MA 66L

**MEDICAL ASSISTING II LAB**

Laboratory experiences will occur in hospital specialty areas such as Unit Secretary, EKG, Pharmacy, Central Services, Laboratory, X-Ray, and the Operating Room.

**MA 68**

5 Units

Lecture: 5 hours

Prerequisite: MA 67, MA 67L, BuOP 53, BuOP 64, BuOP 65.

**MEDICAL ASSISTING III**

Theory presentation includes group dynamics, mental health principles, community needs and resources, and specialty procedures; specific to medical office practice.

**MA 80**

4 Units

Lecture: 4.5 hours

Laboratory: 3 hours

Prerequisite: High School Diploma or Equivalency and Nelson Denny Test

**HOME HEALTH AIDE**

This course provides fundamentals in care of the homebound client. It includes personal care, nutrition, cleaning, CPR, and other topics related to the home care situation. Successful completion of course allows the student eligibility for State Certification as a Home Health Aide/Homemaker.

**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 84A,B,C,D**

5 Units

Lecture: 5 hours

Laboratory:

**EMERGENCY MED TECH I**

Instruction 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 80 hours of lecture and laboratory instruction; 8 hours of instruction in ambulance operations and procedures, 8 hours practical ambulance experience and 8 hours of supervised instruction in the hospital emergency room. This program is approved by Inland Counties Emergency Medical Authority (ICEMA).

## EMT 85A,B,C,D

2 Units

Lecture: 2 hours

Laboratory: 0

Prerequisite: EMT Certificate

## EMT REFRESHER COURSE

This is a refresher course for EMT I personnel for recertification. The recertification shall be for the same type of (EMT I or EMT-IA) certificate as applicant's prior certificate. It contains information on new EMT techniques and procedures, refresher for cardiopulmonary resuscitation, practical ambulance experience, 4 hours of supervised instruction in the hospital emergency room, and both a written and skills competency examination.

## RESPIRATORY THERAPY

### RT 51 CSU

8 Units

Lecture: 4 hours

Laboratory: 12 hours

Prerequisite: Acceptance into Respiratory Therapy Program

### INTRODUCTION TO RESPIRATORY THERAPY

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

### RT 53 CSU

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 CSU

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 CSU

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 CSU

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 CSU

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 CSU

7 Units

Lecture: 3 hours

Laboratory: 12 hours

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

### CARDIOPULMONARY FUNCTION TESTING & REHABILITATION

This course will provide the student with theoretical and practical aspects of clinical cardiorespiratory test procedures. The course will stress interpretation of test results as it relates to; (1) diagnosis, (2) treatment. The course will further provide the student with theoretical and practical consideration of rehabilitation programs for cardiac and/or respiratory cripples.

## RT 59 CSU

3 Units

Lecture: 3 hours

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

## 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

### 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

### AH 56

3 Units

Lecture: 3 hours  
Laboratory: None

### AH 62

2 Units

Lecture: 2 hours  
Laboratory: 0

### AH 64

1 Unit

Lecture: 1 hour  
Laboratory: 0

### AH 70

1 Unit

Lecture: 1 hour  
Laboratory: 0

### AH 98A-D

0.5-0.5-0.5-0.5 Unit

Lecture: 0

Laboratory: 1.5 hours  
Prerequisite: Concur-  
rent enrollment in  
Nursing

## 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.

### LVN-ADN TRANSITION I

This course is an overview of Nursing Fundamentals I. Its content is directed toward assisting eligible Vocational nurses, Psychiatric Technicians and Corpsmen to successfully challenge N5 and N5L of the Associate Degree Nursing Program.

### LVN-ADN TRANSITION II

This course is an overview of Nursing Fundamentals II. Its content is directed toward assisting eligible Vocational Nurses to successfully challenge N6 and N6L of the Associate Degree Nursing Program.

### ALCOHOL AND DRUGS IN AMERICAN SOCIETY

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

### 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.

### 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.

### INTRODUCTION TO HEALTH SCIENCES

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.

### NURSING SKILLS LAB

This course provides opportunity for practice and mastery of nursing skills necessary for safe patient care. It utilizes multimedia and materials, computers and instructor assistance to perfect the skills needed. It is also directed to the transitional student, those deficient in obstetrics and psychiatric nursing. The students are prepared via computerized examinations for mastery of nursing content, nursing objectives and state board licensure and/or certification.

## AH 99A-D

1-1-1 Unit

Lecture: 0

Laboratory: 3 hours

Prerequisite: Concurrent enrollment in Nursing

## NURSING SKILLS LAB

This course provides opportunity for practice and mastery of nursing skills necessary for safe patient care. It utilizes multimedia materials, computers and instructor assistance to perfect the skills needed. It is also directed to the transitional student, those deficient in obstetrics and psychiatric nursing. The students are prepared via computerized examinations for mastery of nursing content, nursing objectives and state board licensure and/or certification.

# SCIENCES-BIOLOGICAL, CHEMICAL AND PHYSICAL

## ASTRONOMY

A 1 CSU, UC

3 Units

Lecture: 3 hours

Laboratory: 0

### DESCRIPTIVE ASTRONOMY

Descriptive Astronomy is an introductory survey of planetary, stellar and galactic astronomy, designed for students not majoring in one of the sciences. This course reviews research techniques current knowledge and theory about the planets, stars, galaxies, and the age and origin of the universe.

A 1L CSU, 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 CSU

1 Unit

Lecture: 1 hour

### 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 CSU, 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 CSU, 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 CSU, 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. It provides 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 CSU, UC**

3 Units

Lecture: 3 hours

Laboratory: 0

Prerequisites: COD

Assessment Tests:

Reading Level 2;

Writing Level 2; and

Math Level 2.

**ELEMENTS OF BIOLOGY**

A course designed to acquaint the student with the fundamental concepts and principles of biology. Includes background information in the basic physical sciences. This is a beginning course for those with little or no biological background or as a refresher for those who wish to pursue 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. Biology 4, in conjunction with Biology 4L meets the Biological Science General Education Requirements.

**Bi 4L CSU, 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 CSU, UC**

A = 1 unit lab (54 hrs.)

B = 2 unit lab (108 hrs.)

C = 3 unit lab (162 hrs.)

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 CSU, UC**

3 Units

Lecture: 3 hours

Laboratory: 0

Prerequisite: Minimum 11th grade reading level required.

**FUNDAMENTALS OF ECOLOGY**

A study of the nature and the interrelationships within the several environments. Examination of the organization of populations and the adaptations of organisms. Animal behavior and social organization will be discussed.

**Bi 15 CSU, UC**

5 Units  
Lecture: 4 hours  
Laboratory: 3 hours  
Prerequisite: Chemistry 4 or a full year of High School Chemistry within the past 3 years, with a grade of "C"

**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. The human disease state is stressed. Laboratory emphasis is directed toward the development of techniques and skills used to culture, propagate, and identify microorganisms. Recommended for those students interested in health science.

**Bi 21**

3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisite: Introduction to Health Science Course

**ELEMENTARY HUMAN ANATOMY AND PHYSIOLOGY**

This is an introductory course to the structure and function of human body systems. It is designed primarily for LVN, Medical Assisting, etc., and General Education students desiring a working knowledge of human form and function. It is not recommended for RN's, Respiratory Therapy, X-Ray Technology, etc., unless as a preparatory course preceding other Human Anatomy and Physiology courses.

**Bi 21L**

1 Unit  
Lecture: 0  
Laboratory: 3 hours  
Prerequisite: Concurrent or prior, within the last 2 years, enrollment in Biology 21

**ELEMENTARY HUMAN ANATOMY AND PHYSIOLOGY LABORATORY**

This course presents a practical approach to the structure and function of human body systems. It is designed primarily for LVN, Medical Assisting, etc., and General Education students desiring a working knowledge of human form and function. It is not recommended for RN's, Respiratory Therapy, X-Ray Technology, etc., unless as a preparatory course preceding other Human Anatomy and Physiology courses.

**Bi 22 CSU, UC**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisite: Minimum 11th grade reading level required. Bio. 1B strongly recommended

**HUMAN ANATOMY**

Human Anatomy examines the functional anatomy of human systems. Practical study of cadavers and non-human mammals. Dissections on the latter may be required. Bio. 22 is designed for students in the health sciences, especially those in the RN, Respiratory Therapy, X-Ray Technology, Physical Therapists and like Paramedical Science programs. It is not recommended for pre-medical nor pre-dental programs.

**Bi 23 CSU, UC**

5 Units  
Lecture: 4 hours  
Laboratory: 3 hours  
Prerequisite: Chem 4 (or High School Chemistry with a grade of C) and Bio. 22 (Anatomy)

**HUMAN PHYSIOLOGY**

This is a survey of 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.

**Bi 35**

3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisites: College of the Desert Assessment Reading Level 2.

**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 Therapy; or other Paramedical Sciences.

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

#### ANIMAL BEHAVIOR

A general overview of the several determinants of animal behavior, with discussion of behavioral patterns and types in various animal groups.

## CHEMISTRY

Ch 1A,B CSU, UC  
5-5 Units  
Lecture: 3 hours  
Laboratory: 6 hours  
Prerequisites: One year of High School Chemistry (grade of "C" or better), or Ch 3 (grade of "C" or better) and a proficiency in mathematics. A grade of "C" or better in Ch 1A is a prerequisite for Ch 1B.

Ch 3A CSU, UC  
4 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisite: Reading, English entry level I; Math entry level II.

Ch 3B CSU, UC  
4 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisite: Completion of Chem. 3A with a grade of "C" or better.

Ch 4 CSU  
4 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisite: Reading and English entry levels II. Math entry level III.

Ch 5 CSU, UC  
3 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisite: Ch 1B or Ch 3 or Ch 4 within past 5 years with grade of C or better

Ch 15A,B CSU, 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. This course is designed for pre-professional, science, and engineering major transfer students, and is prerequisite for all advanced chemistry courses.

#### INTRODUCTORY GENERAL CHEMISTRY

This is 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

This course is 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

This course is a survey of basic principles of inorganic, organic and bio-organic chemistry presented on a level for the general student.

#### BIO-ORGANIC CHEMISTRY

A study of organic chemistry and biochemistry suitable for those nursing and allied health students who are required to take one year of chemistry. Normally this is taken in sequence with Ch 3. The combination of Ch 3 and Ch 5 is an alternative to Ch 4, as an entrance requirement for nursing and allied health students.

#### SPECIAL STUDIES IN CHEMISTRY

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

## GEOLOGY

### G 1 CSU, UC

3 Units

Lecture: 3 hours

### 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 CSU 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 CSU 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. Offered alternate Spring semesters.

### G 3 CSU 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. Offered alternate Spring semesters.

### G 5 CSU, UC

3 Units

Lecture: 3 hours

### 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 CSU, 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 CSU

3 Units  
Lecture: 3 hours  
Laboratory: 0

## G 10L CSU, UC

1 Unit  
Laboratory: 3 hours  
Prerequisite: Previous or concurrent enrollment in Geology 10.

## METEOROLOGY

### Met 1 CSU, UC

3 Units  
Lecture: 3 hours

### Met 1L CSU, UC

1 Unit  
Laboratory: 3 hours  
Prerequisite: Previous or concurrent enrollment in Meteorology 1.

## PHYSICS

### Ph 1 CSU, UC

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisite: Math 50.

### Ph 2A,B CSU, 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 CSU, 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.

### Ph 5 CSU, UC

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: C grade or better in Math 10 or equivalent.

## 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. Various aspects of geologic science constitute approximately 70 percent of course. Suggested for physical science General Education requirement.

## 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.

## 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 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: FORTRAN FOR THE SCIENCES AND ENGINEERING

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

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

COMPUTER PROGRAMMING II  
An extension of Physics 5 with greater complexity of problems.

## SOCIAL SCIENCES

### ANTHROPOLOGY

Anth 1 CSU, UC  
3 Units  
Lecture: 3 hours

#### HUMAN EVOLUTION

The study of the origin of humans and their place in nature. Emphasizes the physical form and behavior 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 CSU, UC  
3 Units  
Lecture: 3 hours

#### 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 CSU, UC  
3 Units  
Lecture: 3 hours

#### 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 CSU, UC  
3 Units  
Lecture: 3 hours

#### 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 CSU, UC  
3 Units  
Lecture: 3 hours

#### 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 CSU, UC  
3 Units  
Lecture: 3 hours

#### 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 CSU UC  
3 Units  
Lecture: 3 hours

#### 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 CSU, UC  
3 Units  
Lecture: 3 hours

#### 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 CSU, UC  
3 Units  
Lecture: 3 hours

#### 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 CSU, UC  
3 Units  
Lecture: 3 hours

**UNITED STATES HISTORY**  
A survey of the political and social development of the United States from the Reconstruction Period to the present.

Hist 29 CSU  
3 Units  
Lecture: 3 hours  
Laboratory: None

**WOMEN IN AMERICAN HISTORY**  
A survey of the political, social, economic, and intellectual history of women in the United States from colonial times to the present. Emphasis on the social and cultural developments and results of the feminist movement in the nineteenth and twentieth centuries. (Course is open to men and women.)

## **PHILOSOPHY**

Phil 6 CSU, UC  
3 Units  
Lecture: 3 hours

**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 CSU, UC  
3 Units  
Lecture: 3 hours  
Laboratory: 0

**INTRODUCTION TO PHILOSOPHY**  
In this course, students are introduced to the practice of philosophy as revealed in selections from the writings of the great philosophers. Among the problems discussed will be the existence of God, free will and determinism, skepticism and knowledge, morality, ethics and society, and the role philosophy should play in human life.

Phil 8 CSU  
3 Units  
Lecture: 3 hours  
Laboratory: None

**ANCIENT AND MEDIEVAL PHILOSOPHY**  
A study of the historical and logical development of the principal assumptions upon which contemporary thought and activity are based with specific reference to the major proponents of these ideas in ancient and medieval times.

Phil 9 CSU  
3 Units  
Lecture: 3 hours  
Laboratory: None

**MODERN AND CONTEMPORARY PHILOSOPHY**  
Study of the historical and logical development of the principal assumptions upon which contemporary thought and activity are based, including major proponents of these ideas. This course encompasses philosophy from the Renaissance to the present.

Phil 10 CSU, UC  
3 Units  
Lecture: 3 hours

**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 CSU, UC  
3 Units  
Lecture: 3 hours

**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 CSU, UC  
3 Units  
Lecture: 3 hours

**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 CSU, UC  
3 Units  
Lecture: 3 hours

**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 CSU, UC  
3 Units  
Lecture: 3 hours

#### 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 CSU, UC  
3 Units  
Lecture: 3 hours

#### 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 CSU, UC  
3 Units  
Lecture: 3 hours

#### 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 CSU, UC  
3 Units  
Lecture: 3 hours

#### INTRODUCTION TO INTERNATIONAL RELATIONS

An introduction to the nature of political relations among nations, the basic factors which influence international politics, and the institutions for the conduct of international relations. Emphasis on an examination of contemporary world politics.

### PSYCHOLOGY

Psy 1 CSU, UC  
3 Units  
Lecture: 3 hours

#### GENERAL PSYCHOLOGY

Introduction to facts and principles governing human behavior. Topics include methods of observation and experimentation, human development, learning, intelligence, psychological foundations, perception, motivation, emotion, personality adjustment, and social behavior.

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

#### EXPERIMENTAL PSYCHOLOGY

A methodology course designed to introduce the beginning student to the fundamentals of research with behavior. Selected experiments requiring minimal apparatus will be taken from the areas of statistics, learning developmental, physiological, abnormal, and clinical psychology.

Psy 3 CSU, UC  
3 Units  
Lecture: 3 hours  
Laboratory: 0

#### 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.

Psy 10 CSU  
3 Units  
Lecture: 3 hours

#### PSYCHOLOGICAL ASPECTS OF MARRIAGE AND FAMILY

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

Psy 20, CSU  
3 Units  
Lecture: 3 hours

#### UNDERSTANDING AND AIDING YOUTH

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

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

#### PERSONAL AND SOCIAL ADJUSTMENT

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

## **SOCIOLOGY**

- Soc 1 CSU, UC  
3 Units  
Lecture: 3 hours
- Soc 2 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Sociol-  
ogy 1
- Soc 3 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: One  
year of High  
School Algebra  
or equivalent
- Soc 10 CSU  
3 Units  
Lecture: 3 hours
- Soc 14 CSU, UC  
3 Units  
Lecture: 3 hours

### **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.

### **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.

# ANNOUNCEMENT OF FACULTY

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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 Southern California Athletic Conference. The college participates in the following sports for men; baseball, basketball, cross-country, football, golf, tennis and track and field; for women; basketball, cross-country, softball, tennis, track and field, 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.

**C.A.R.E.**

Cooperative Agencies Resources for Education - A program for single parents receiving Aid to Families with Dependent Children (AFDC). Vocational, academic, financial and personal support series are provided.

**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**

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 Tutorial Center to those enrolled in College of the Desert. Students receive help in studying specific courses in which they are having difficulty. The Tutorial Center is located in Library Mezzanine 4A.

**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.

**WRITING CENTER**

A service provided by the Communication Department to aid students in all aspects of writing. Located in the Library Mezzanine 4A, the service is open to all students enrolled in writing courses and offers one-to-one tutorial as well as computer assisted instruction.

**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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