

# **COLLEGE OF THE DESERT**

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

**1988 — 1989**

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# ACADEMIC CALENDAR

## 1988      1989

### FALL 1988

September	6	Tuesday, Classes Begin
November	11	Friday, Veterans' Day-Holiday
November	24,25	Thursday, Friday - Thanksgiving Day - Holiday
December	19 to	
January	2, 1989	CHRISTMAS BREAK
January	11-13	Monday to Friday, Final Exams
January	13	Friday, End of Fall Semester

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**SEMESTER BREAK:      JANUARY 16 TO JANUARY 20, 1989**

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### SPRING 1989

January	23	Monday, Classes Begin
February	10	Friday, Lincoln's Birthday - Holiday
February	20	Monday, Washington's Birthday - Holiday
March	24 to 28	Monday to Friday, Spring Break
May	29	Monday, Memorial Day - Holiday
May	24-31	Wednesday to Wednesday, Final Exams (except for May 29)
May	31	Wednesday, End of Spring Semester
May	31	Wednesday, Spring Graduation

## NOTICE OF DISCLAIMER

Every reasonable effort has been made to determine that everything stated in this 1988 - 1989 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. Josephine Gallegos is the designated Officer for Affirmative Action and Equal Opportunity for the college.

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

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# **Board of Trustees**

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

**Charles Hayden, Jr., Chairman, Desert Hot Spring. Elected 1983  
Term Expires 1992**

**J. John Anderholt, Vice Chairman, Rancho Mirage. Elected 1985  
Term Expires 1989**

**Ray House, Indio. Elected 1985  
Term Expires, 1992**

**Virnita McDonald, Twentynine Palms. Elected 1977  
Term Expires 1989**

**Jackie Suitt, Palm Springs. Elected 1979  
Term Expires 1992**

**Elaine Larse, Student Trustee  
Student Trustee Elected Annually**

## **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, Provost of Copper Mountain Campus**

# **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.

##### **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.

##### **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.

##### **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. 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.
- 3. Developmental Education** - The College provides developmental programs and courses which enable students to acquire learning skills necessary for the completion of an educational plan leading to the attainment of the individual's objectives.
- 4. Community 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 Transfer Center, AD-5.
- 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 COD Financial Aid Handbook. The form used for financial aid is the Student Aid Application for California (SAAC). The SAAC will determine eligibility for state and federal financial aid programs. Application for Cal Grant A, B, and C, is part of the SAAC. The SAAC must be mailed by March 2 of the previous school year to be eligible for a Cal Grant. SAAC forms and other financial aid information are available in the Financial Aid Office.
- 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 Transfer Center, AD-5 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 Five Centers, 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.

## **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 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 comprehensive review is to be conducted November, 1988.

## **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.

## **ALUMNI ASSOCIATION**

The Alumni Association of College of the Desert was chartered in 1983-84. The major goals of the Association are to support student activities, recognize outstanding former students, and outstanding community leaders who have been supportive of the college. Annual recognition is also given to outstanding faculty and staff persons. Scholarships are awarded to college, high school and middle school students. Membership is open to alumni, students, staff, and the community.

## **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.

## **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.

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

California State University, San Bernardino, offers junior, senior, and graduate level coursework and programs in facilities located on the east side of the COD campus. For further information, call 341-2883.

## **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 accom-

modations 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/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 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 Test**

The Assessment Test at College of the Desert is a comprehensive approach to provide guidance and assistance to students in their placement of the proper classes to obtain maximum benefits from their college experience. The primary goal of the Assessment Test is to provide information on the level of a student's reading, writing, and mathematics skills proficiencies. Results are used as a guide for appropriate placement in courses at College of the Desert.

### **WHO MUST TAKE THE TEST?**

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 10 units or more
  - b. \$5 per unit per semester for 9 units or less
  - c. \$7.50 Health Fee - (Summer Session, \$5.00)

Assembly Bill No. 2236, passed by the California State Legislature, and under authority of Section #72246-72244 of the education code, authorizes College of the Desert to charge a \$7.50 health fee.

Exemptions are:

1. All active duty military personnel attending classes on a military base and their dependents.
  2. All BOGG Waivers (A, B, and C).
  3. Apprentice students.
  4. All students who depend exclusively on prayer for healing in accordance with a bonafide religious sect.
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 Admissions
  3. 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.
  4. 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.

5. 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 insurance coverage against liability for malpractice.

**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.

**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 a diverse population 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 assists students to achieve understanding of four major areas: Admissions, Counseling, Student Affairs, and Special Services.

### **Admissions**

The Admissions Office 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 Center 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 Center is to promote personal growth of individuals within society and within the College community. The services provided to students include (1) general counseling, (2) 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.

### **Orientation**

Prior to the beginning of the Fall and Spring semesters, a special orientation program is held for new students. A video orientation is required for all matriculating students who have not attended the regular orientation. 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 Center's services and other programs 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 Center**

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 Transfer Center. The Transfer Center with current catalog information for students exploring changes in major or career is located in the Counseling Center. Services are available on a drop-in basis.

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 the Counseling Center for additional information.

### **Testing**

In addition to assessment tests which are required of all matriculating students, 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.

### **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 Fall Orientation 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. Academic, career, personal, and financial counseling are provided to each student.
4. An individual student educational plan, enabling each student to formulate his/her course requirements, is provided.
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.

### **Students With Disabilities**

The student with a disability 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 classroom experience and to help successfully integrate the student into college life. Such services provided include: priority registration, special parking, tutoring, notetakers, specialized counseling, and special equipment to 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, by contacting the Office of Handicap Programs and Services.

Special instruction is available to qualified students. Participation is voluntary. Interested students must apply for special instruction programs. Special instructional programs include: Learning Disabled; Acquired Brain Injured; and the Computer Access/High Tech programs. A varied program of Physical Activities are offered, 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 Learning Disabilities Specialist, the Physical Disabilities Specialist, or the Director 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 retuning of basic educational skills; and counseling services which benefit the veterans and dependents on campus and in the community. The Veterans' Technician 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. TV courses, Individual/Independent Study courses and Credit/No credit (CR/NC) courses 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 30 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.

### **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 during 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 Admissions located in the Administration Building on campus.

### **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 services are provided by College of the Desert in a comprehensive student personnel program.

Special services are vital aspects of student personnel services and include, but are not limited to, health services, financial aid, 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 Center**

As part of the Career Center, information is maintained 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 on a drop-in basis.

### **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 Foothill Athletic Conference. The conference includes these colleges: Antelope Valley, Citrus, Chaffey, College of the Desert, East Los Angeles, Mt. San Jacinto, Rio Hondo, San Bernardino Valley and Victor Valley. 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. Seventy-five scholarships to be awarded: Twenty-five at \$500. each to full-time outstanding COD students returning to COD as sophomores, and COD students transferring to four year colleges. Twenty-four at \$250. each to be awarded to outstanding high school seniors in the COD district planning to attend COD. Twenty-six at \$100. each to be awarded to outstanding middle school students in the COD district. 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.

**Lonny Haber Memorial Scholarship Fund**

Established Spring 1988, one \$1,000 scholarship awarded to a COD graduate transferring to a four year college. One \$500 scholarship awarded to a Culinary Arts student continuing at COD.

**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.

**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.

**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.

**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 Country Club**

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

**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.

**Rancho Mirage Women's Club**

Established Fall 1963. Awarded to a deserving student determined by the Scholarship Committee.

**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.

**Betty Lee Speakman Memorial Scholarship Fund**

Donation by Tri Palms Women's Club awarded to deserving students in the Nursing Department.

**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.

**Unitarian Fellowship of the Desert's Scholarship Award** Established Fall, 1987. A \$1,000 scholarship to be awarded to an outstanding Liberal Arts major graduating from College of the Desert with an Associate of Arts Degree. This student must be full-time and planning to transfer on to a four-year college or university. This Paul Pitini Memorial Scholarship of the Unitarian Fellowship of the Desert is awarded annually in the amount of \$1,000.

**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.

**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 \$4,000, depending on the student's need and the availability of SEOG funds. The average grant at College of the Desert is approximately \$500.

### **Short-Term Emergency Loans**

Emergency Loans are available on a short-term basis to students in need of immediate, temporary financial assistance. 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 \$100 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.

#### **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**

### **EDUCATIONAL POLICIES AND PRACTICES COMMITTEE**

The Educational Policies and Practices 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. The Educational Policies and Practices Committee forms are available from 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 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 is issued only to instructors. 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 be 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 Admissions 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 division chairperson shall be consulted.
3. If the problem is not solved with steps 1 and 2, the student will submit in writing to the Director of Admissions 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 Director of Admissions, the division 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 may 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.

- (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 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.

- (b) The District Board shall adopt and publish procedures and regulations pertaining to the repetition of courses for which substandard 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.

3. The Director of Admissions 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 for 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 Educational Policies and Practices 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 academic ability since the semester in question 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 Office of Admissions.

## **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 Student Services and Relations. 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 Admissions 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 division chairperson to the appropriate Dean 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 division chairperson to the appropriate Dean 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 are expected to plan their schedule carefully with the aid and approval of the adviser and 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.

## **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 entering COD, who have earned university/college credits in foreign countries, and believe the courses are comparable to those offered at the College of the Desert, can obtain an Application for Credentials Evaluation Statement in the Admissions Office. 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: Director of Admissions, 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 available in the Counseling Center. Inquiries regarding grievance procedures should be directed to the Dean of Student Services or members of the Counseling Center 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, and if space is available, it is the student's responsibility to re-register into the class at the Admissions Office.

## **CLASS ATTENDANCE**

A student is expected to attend all class sessions. 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 Student Services and Relations 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 Student Services and Relations.

## **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 FOR NON-TRANSFERRING STUDENTS**

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 37 through 79 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

EFL	1A	Composition Skills (4)
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	3	Intro Gen Chem (4)
CH	4	Fund of Chem (4)
CH	5	Bio-Organic Chemistry (3)
GEOG	1	Physical Geography (3)
GEOG	1L	Physical Geography Lab (1)
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	21	Elem Human Anat/Phys
BI	22	Human Anatomy (4)
BI	23	Human Phys. (5)
NR	1	Conserv of Natural Resources (3)
NR	1L	Conser 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	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

ARCH	6	Architect Delineation (2)
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 8AB Theater Graphics (2)(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)  
 PHIL 6 Intro to Phil (3)  
 PHIL 7 Intro to Philosophy (3)  
 PHIL 8 Ancient-Renaissance 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)  
 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 1 Intro to Government (3)  
 PS 2 Intro Comparative Govt (3)  
 PS 4 Intro International Rel (3)  
 PSY 10 Psy Aspects Marr/Fam (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)  
 MC 1 Mass Media-Amer Culture (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)  
 SOC 14 Minority Grps-Americas (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>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>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>Human Ecology</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>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.

# PROGRAMS 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	15	Traffic Accident Investigations	3	
AJ	4	Principles & Procedures of the Justice System	3	AJ	16	Narcotics Control	3	
AJ	5	Community Relations	3	AJ	19	Peace Officers Arrest and Firearms	3	
<b>ELECTIVES</b>								
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	<b>Department Subtotal</b>				<b>24</b>
AJ	9	Traffic Control	3	See General Education Requirements				
AJ	10	Fundamentals of Crime and Delinquency	3	<b>General Education Subtotal</b>				<b>39</b>
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
<b>Department Subtotal</b>			<b>16</b>
<b>Department Electives (with advisor approval):</b>			<b>18</b>
Elective (with advisor approval):			8
General Education (confer with advisor):			18
To Include:			
AGBU	55	Ag Math or Equivalent	3
<b>DEGREE TOTAL</b>			<b>60</b>
Adviser: Smith/Waters			

<b>AGRI-BUSINESS</b>			
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 (with advisor approval) 18

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 (confer with advisor)			18
<b>DEGREE TOTAL</b>			<b>60</b>
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: (confer with advisor)			18
<b>DEGREE TOTAL</b>			<b>62</b>
Advisor: Walker			

#### ORNAMENTAL HORTICULTURE

Certificate Program

Courses Required:

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

Department Subtotal			26
Department Electives (with advisor approval):			4-6

**CERTIFICATION TOTAL** 30-32

Advisor: Watling

#### ORNAMENTAL HORTICULTURE

Occupational A.S. Degree

Courses Required:

Dept.	No.	Title	Units
OH	1	Horticulture	3
OH	1L	Horticulture Lab	1
OH	5	Plant Identification	3
OH	9	Landscape Planning/Design	3
OH	20	Landscape Construction	3
OH	46	Landscape Irrig. Systems	3
AGPS	1	Soils & Plant Nutrition	3
AGPS	2	Entomology	3
AGBU	11	Management Records	3
AGBU	59A	Ag Experience	2
AGEG	16	Basic Mechanical Skills	2
AGEG	43	Tractor Operations	3

Department Subtotal 32

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

OH	4	Turfgrass Management	3
OH	5	Plant Identification	3
OH	10	Advanced Landscape Design	3
OH	41	Native Plants	1

AGBU	5	Microcomputer Applications	3
AGEG	47	Basic Surveying	2
AGPS	30	Ag Chem Application/Safety	3
ART	3A	Basic Design & Color	3
ARCH	1	Fund. of Architecture	3

General Education Requirements (with advisor approval) 18

To Include:

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

DEGREE TOTAL 60

Advisor: Watling

**ORNAMENTAL HORTICULTURE**

Transfer A.S. Degree

Courses Required:

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

Department Subtotal 21

Department Electives (with advisor approval): 9

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

DEGREE TOTAL 60

Advisor: Watling

**TURFGRASS MANAGEMENT**

Certificate Program

Courses Required:

Dept.	No.	Title	Units
OH	1	Horticulture	3
OH	1L	Horticulture Lab	3
OH	4	Turfgrass Management	3
OH	20	Landscape Construction	3
OH	46	Landscape Irrig. Systems	3
AGPS	1	Soils	3
AGPS	2	Entomology-Gen & Applied	3
AGPS	30	Ag Chem Application/Safety	3
AGEG	28A	Basic Welding	3
AGEG	16	Basic Mechanical Skills	2

AGEG	43	Tractor Operations	3
AGBU	59A	Ag Experience	2
Department Subtotal			32

CERTIFICATE TOTAL 32

Advisor: Watling

**TURFGRASS MANAGEMENT**

Formans Certificate Program

Courses Required:

Dept.	No.	Title	Units
OH	4	Turfgrass Management*	3
OH	20	Landscape Construction	2
OH	24	Advanced Turfgrass Management	2
OH	30	Landscape Equipment	3
OH	32	Landscape Equipment Maintenance & Repair	2
OH	46	Landscape Irrigation Systems	3
AgPS	1	Soils and Plant Nutrition	3
AgPS	71	Soils Discussion	1
AgPS	30	Ag Chemical Applications/Safety	3
AgEg	43	Tractor Operations	3
AgEg	28A	Basic Welding	2
AgEg	91	Basic Hydraulics	2
AgBu	5	Microcomputer Applications	3
AgBu	11	Management & Records	3

English or Spanish required as a second language, with instructors approval 4-6

\*OH 84 may be substituted but one unit of Special Problems will also be required to keep total units at three

Department Subtotal 38-40

CERTIFICATE TOTAL 39-40

Advisor: Robey

**TURFGRASS MANAGEMENT**

Occupational A.S. Degree

Courses Required:

Dept.	No.	Title	Units
OH	1	Horticulture	3
OH	1L	Horticulture Lab	1
OH	4	Turfgrass Management*	3
OH	5B	Ornamental Plant ID & Materials	3
OH	24	Advanced Turfgrass Management	2
OH	26	Turfgrass Pest Management	2
OH	27	Turfgrass Internship	3
OH	32	Landscape Equipment Maintenance & Repair	2

OH	46	Landscape Irrig. Systems	3
AGPS	1	Soils and Plant Nutrition	3
AGPS	30	Ag Chem Application/Safety	3
AGEG	16	Basic Mechanical Skills	2
AGBU	59A	Ag Experience	2
*OH 84 may be substituted but one unit of Special Problems will also be required to keep total units at three.			
Department Subtotal			33
Department Electives: (with advisor approval):			12
General Education (with advisor approval): To include:			20
NR	1	Conserv Natural Resources	3
			—
<b>DEGREE TOTAL</b>			<b>65</b>
Advisor: Robey			

<b>PLANT SCIENCE:</b>			
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

## ALLIED HEALTH DIVISION

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

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

## ALLIED HEALTH

### 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, and the Riverside County Health Department.

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 RCHD 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 RCHD for the Emergency Medical Technician-I (ambulance) training.

## RESPIRATORY THERAPY PROGRAM PHILOSOPHY

The field of Respiratory Therapy is relatively new but firmly established as a viable and necessary component of total patient care. The 24 month Respiratory Therapy Program at College of the Desert prepares the individual to write 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 resources 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 Allied Health Division.

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 ALLIED HEALTH

### MEDICAL ASSISTING PROGRAM

Course Requirements for employment and a Certificate of Completion in Medical Assisting:

Prerequisite: AH 70 Intro to Health Sciences (1 unit).

#### MEDICAL ASSISTING I

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

MA	66L	Medical Assisting I Lab	5
BuOA	50	Beginning Typewriting	3

The 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

The certificate of proficiency given upon satisfactory completion verifies 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

The certificate of proficiency given upon satisfactory completion verifies back and front office experience.

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

Prerequisite: AH 70 Intro to Health Sciences

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

**DEGREE TOTAL 72**

Adviser: Katz/Housley  
CMC - Miller

**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 - Miller

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

**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**

Prerequisite: AH 70 Intro to Health Sciences

Dept.	No.	Title	Units
VN	1	Vocational Nursing I	8
VN	1L	Vocational Nursing I Lab	6
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
<b>DEGREE TOTAL</b>	<b>72</b>
Adviser: Katz CMC-Miller	
<b>REQUIREMENT TESTS: SFTAA, NELSON-DENNY, SCAT</b>	

**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	1A	Composition	3-5
Bi	22	Human Anatomy	4
Bi	23	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
<b>DEGREE TOTAL</b>			<b>82-84</b>
Adviser: Ciastko			
<b>REQUIREMENT TESTS: SFTAA, NELSON-DENNY, SCAT</b>			

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

Adviser: Najarian

CMC - Miller/Rogers

# BUSINESS

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

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

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

## Preparation for 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

### Required Business Electives

11-13

### General Education

18

### DEGREE TOTAL

60-62

### 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: Post/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 I	3
BuAc	02	Accounting II	3
BuCS	73	Intro. to Comp. Sc.	3
BuCS	73L	Intro. to Comp. Sc. Lab	1
BuMa	03	Statistical Methods for Business & Economics OR	3
Math	004	Statistical Methods	3
BuMa	20A	Business Law	3
BuMa	20B	Business Law	3
BuMa	30	Business Communications	3
Econ	01	Principles of Economics	3
Econ	02	Principles of Economics	3

### Total Business Courses

25

### RECOMMENDED BUSINESS ELECTIVES:

BuAC	10	Computer Accounting OR	2
BuAC	11	Automated Accounting Practice Set	1
BuCS	71	Computer Literacy	2
BuMa	10	Introduction to Business	3
BuMa	30	Business Communications	3

### 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

### DEGREE TOTAL:

64

### Advisors: Post

Watson/Miller/Rogers (CMC)

Preparation for Employment and Certificate in ACCOUNTING

Courses Required:

Dept.	No.	Title	Units
BuAC	1	Principles of Accounting I	3
BuAC	2	Principles of Accounting II	3
BuAC		Management Accounting, Reporting & Control	2
BuAC	12	Electronic Spreadsheet Lab	1
BuAC	4	Tax Accounting I-Individuals	3
BuAC		Tax Accounting II-Small Businesses and Corporations	3
BuAC	10	Computer Accounting	2
BuAC	11	Automated Accounting Practice Set	1
Subtotal			18

Recommended Electives:

Choose 12 Units from the Following:

BuAC		Hospital and Medical Accounting	3
BuAC	3	Governmental Accounting	3
BuAC		Accounting for the Real Estate and Construction Industry	3
BuHM	56	Hospitality Management Accounting	3
AgBU	11	Management Records (Agriculture)	3
BuMA	1	Principles of Management	3
Econ	1	Principles of Economics	3
BuFl	68	Financial Statement Analysis	3
BuMA	10	Introduction to Business	3
BuAC	66	Accounting Records and Procedures (only if taken prior to Fall Semester 1988)	3
BuMA	3	Statistical Methods (Business) OR	3
Math	4	Statistical Methods (Math) OR	3
Soc	3	Statistical Methods (Social Sciences)	3
Subtotal			12

TOTAL UNITS

Advisor: Manis

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

Total Transfer Courses 23

\*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: Post/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	
BuAc	01	Accounting I 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: Post/Penaflor (CMC)

Preparation for Employment & Certificate Program in COMPUTER SCIENCE

Required Courses:

Dept.	No.	Title	Units
BuCS	71	Computer Literacy <b>OR</b>	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 <b>OR</b>	3
BuAc	01	Accounting I	3
		Electives in Business and/or Computer Science	3

Total Required Courses 30-31

Recommended Electives

BuCS	74	RPG Programming	3
BuAc	10	Computer Accounting	3

Advisors: Post/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 I	3
BuAc	2	Accounting II	3
BuCS	73	Introduction to Computer Science	3
BuCS	73L	Introduction to Computer Science Lab	1
BuMa	20A	Business Law <b>OR</b>	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 <b>OR</b>	3
Soc	3	Statistical Methods Social Sciences <b>OR</b>	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 <b>OR</b>	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>	3
Econ	02	Principles of Economics	3
BuMa	10	Intro. to Business	3
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: Post

Watson/Miller/Rogers (CMC)

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

Required Courses:

Dept.	No.	Title	Units
CC	01	Golf Course Management/Design	3
AgPS	5&5L	Plant Science and Lab	4
BuAC	01	Accounting I <b>OR</b>	3
BuAC	66	Accounting Records & Procedures I	3
BuMA	01	Principles of Management	3
BuMA	24	Resort Pers/Hum Rel	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
OH	33	Golf Car Maintenance	2

Department Subtotal: 31

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

There are three concentration areas within the Hotel/Motel Certificate Program: a) Rooms Di-

vision Management b) Food & Beverage Operations and c) Hotel/Motel General Management.

Required Courses:

Dept.	No.	Title	Units
BuAc	001	Accounting I <b>OR</b>	3
BuHM	056	Hospitality Management Accounting	3
BuCS	073	Introduction to Computer Science <b>AND</b>	3
BuCS	073L	Introduction to Computer Science Lab	1
BuHM	050	Intro to Hospitality Industry	3
BuHM	066	Hospitality Industry Practicum <b>OR</b>	3
BuHM	095	Cooperative Work Experience and/or Field Work Experience	2-4

Core Subtotal Units 12-14

Rooms Division Management Concentration:

AJ	023	Survey of Security	3
BuHM	054	Hotel/Management	3
BuHM	065	Front Office Procedure and Night Audit	3
BuHM	067	Hotel/Club Maintenance	5
Concentration Subtotal Units			14

Food & Beverage Operations Concentration:

BuHM	055	Restaurant Operations and Management	3
HEFS	001	Sanitation, Safety & Equipment <b>OR</b>	3
CART	002	Kitchen Operations	2
CART	010	Food Procurement & Cost Control	3
CART	028	Beverage Management	4
Concentration Subtotal Units			12-13

Hotel/Motel General Management Concentration:

BuHM	061	Hospitality Sales and Promotion <b>OR</b>	3
BuDE	021	Marketing	3
BuMA	001	Principles of Management	3
BuHM	060	Hotel/Motel Law	3
BuHM	063	Hotel/Motel Operations	3
BuHM	064	Hotel/Motel Personnel Management <b>OR</b>	3
BuMA	024	Resort Personnel and Human Relations	2
Concentration Subtotal Units			14-15

TOTAL UNITS 24-29

Advisor: Post

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> Experience	1-4 1-4

TOTAL UNITS: 31-36

Advisor: Roche

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
Department Subtotal:			24

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
<b>DEGREE TOTAL</b>	<b>60</b>
Adviser: Roche	
Watson - CMC	

**Preparation for Employment and Certificate Program in REAL ESTATE**

<b>Courses Required:</b>			
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

<b>TOTAL UNITS:</b>	<b>30</b>
Adviser: Pivar	

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

<b>Courses Required:</b>			
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**

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

<b>TOTAL UNITS:</b>	<b>60</b>
Adviser: Pivar	

**Preparation for Employment and Certificate Program in RESTAURANT MANAGEMENT**

<b>Required Courses:</b>			
Dept.	No.	Title	Units
BuAC	001	Accounting <b>OR</b>	3
BuHM	056	Hospitality Management Accounting	3
BuCS	073	Intro to Computer Science <b>AND</b>	3
BuCS	073L	Intro to Computer Science Lab	1

BuHM	050	Introduction to Hospitality Industry	3
BuHM	066	Hospitality Industry Practicum	3
BuHM	095	Cooperative Work Experience and/or Field experience	2-4

**Core Subtotal Units** 12-14

**Required Electives:**

BuDE	021	Marketing <b>OR</b>	3
BuHM	061	Hospitality Sales and Promotion	3
BuHM	055	Restaurant Operations and Management	3
BuHM	064	Hotel/Motel Personnel Management <b>OR</b>	3
BuMA	024	Resort Personnel and Human Relations	2
BuMA	020A	Business Law	3
CART	010	Food Procurement & Cost Control	3

**Elective Subtotal Units** 14-15

Adviser: Post

**Preparation for Employment and A.A. Degree in Retail Management**

**Required Courses:**

Dept.	No.	Title	Units
BuDE	021	Marketing	3
BuDE	022	Retailing	3
BuSM	091	Elements of Supervision <b>OR</b>	2
BuMA	001	Principles of Management	3
BuSM	083	Developing Employees Through Training	2
BuDE	023	Fundamentals of Sales	3
BuDE	055	Retail Merchandising	3
BuSM	082	Purchasing	2
BuDE	056	Merchandise Analysis	3
BuDE	049	Individual Study in Retail Management	3
BuMA	095	Retail Work Experience or Work Experience Education	6

**Department Subtotal** 30-31

**Elective Subtotal** 11-12

See General Education Requirements

**General Education Subtotal** 18

**DEGREE TOTAL** 60

Adviser: Immenhausen

**Preparation for Employment and A.A. Degree in Sales & Promotion**

**Required Courses:**

Dept.	No.	Title	Units
BuDE	021	Marketing	3

BuDE	023	Fundamentals of Sales	3
BuDE	025	Advertising	3
BuDE	026	Career Selling & Sales Promotion	1
BuSM	092	Psychology for Supervisors	2
BuSM	093	Human Relations	2
BuSM	094	Communications I	2
BuSM	095	Communications II	2
BuSM	091	Elements of Supervision	2
		<b>OR</b>	
BuMA	001	Principles of Management	3
BuMA	049	Individual Study in Sales & Promotion	3
BuMA	095	Selling and/or Promotion Work Experience Education	6
Department Subtotal			29-30
Elective Subtotal			12-13
See General Education Requirements:			
General Education Subtotal			18
			—
<b>DEGREE TOTAL</b>			<b>60</b>

Advisor: Immenhausen

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 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 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 (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
			—

TOTAL UNITS REQUIRED FOR CERTIFICATE: 34

Advisor: 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 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
BuOA	61	Advanced 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
BuOA	95C	Work Experience <b>OR</b>	1-3
BuOA	95D	Work Experience	1-4
Elective Subtotal:			15

See General Education Requirements	
General Education Subtotal:	18
DEGREE TOTAL	60
Adviser: 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			8
To be selected from other Supervision classes offered. (Eight (8) classes at two (2) units each for a total of 16 units).			
TOTAL UNITS			24
Adviser: Immenhausen			

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

Courses Required:

Dept.	No.	Title	Units
BuSM	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
BuSM	93	Human Relations	2
BuSM	94	Communications I for Supervisors	2
BuSM	95	Communications II for Supervisors	2
BuSM	96	Labor-Management Relations	2
BuSM	97	Organization Patterns & Management	2
BuSM	98	Work Simplification	2
BuSM	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
DEGREE TOTAL	60
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 OR	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 Displaywriter (Basic)	1
BuOA	76B	Word Processing/CPT	1
BuOA	76C	Word Processing/IBM PC	1
BuOA	76D	Word Processing/IBM Displaywriter (Intermediate and Advanced)	1
BuOA	76E	Word Processing/CPT (Intermediate and Advanced)	1

Department Subtotal: 26

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 Shorthand	4
BuOP	79	Machine Calculation	2

Elective Subtotal: 16

See General Education Requirements	
General Education Subtotal:	18
DEGREE TOTAL:	60
Adviser: Roche	
Watson - CMC	

Preparation for Employment and Certificate Program in WORD/INFORMATION PROCESSING

Required Courses:

Dept.	No.	Title	Units
BuOA	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

TOTAL UNITS  
REQUIRED FOR CERTIFICATE: 29

Advisor: Roche  
Watson - CMC

## COMMUNICATION

### Including Communication, English, Journalism, Radio-Television, Reading, Speech and Foreign Language

The Communication Division 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, Radio-Television, and Foreign Language.

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 Division offers a wide range of courses to help the student reach these goals. There are courses in Journalism, Mass Communication, 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 <b>OR</b>	4
	*3A	Freshman Comp.	3
	*3B	Freshman Composition II	3
	*1B	Literature & Composition <b>OR</b>	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	
MC	3	Introduction to Broadcasting	
<b>AND</b>			
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/Mass
Communication	Comm.)

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

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 or	4
*Eng	3A	Freshman Comp	3
*Eng	1B	Composition/Literature	3
*Eng	3B	Freshman Comp II	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	15	The Short Story	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.

Division Subtotal	21/22
See General Education Requirements	
General Education Subtotal	39
<b>DEGREE TOTAL</b>	<b>60/61</b>

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 OR	4
*Eng	3A	Freshman Comp	3
*Eng	1B	Composition/Literature OR	3
*Eng	3B	Freshman Comp II	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	18	Intro to Poetry	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 General Education Requirements.

Division Subtotal	24/25
See General Education Requirements	
General Education Subtotal	39
<b>DEGREE TOTAL</b>	<b>63/64</b>

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.

Division Subtotal	20/21
See General Education Requirements	
General Education Subtotal	39
<b>DEGREE TOTAL</b>	<b>59/60</b>

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	Mass Media in American Culture	3
MC	2	Writing for the Mass Media	3

Five courses from the following:

MC	3	Introduction to Broadcasting	3
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	Intro to Desktop Publishing	3
J	7	Introduction to Photojournalism	3
J	10	Magazine Article Writing	3
R-TV	2	Radio and Television Announcing	3
R-TV	3A	Audio Production	3
R-TV	3B	Advanced Audio Production	3
R-TV	4A	Television Production	3
R-TV	4B	Advanced Television Production	3
R-TV	5	Radio Television Writing	3
Division Subtotal			21

It is suggested that the student elect Humanities 1 - Applied Critical Reasoning - for General Education requirements.

General Education Subtotal	39
<b>DEGREE TOTAL</b>	<b>60</b>

Adviser: Wilson

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*	4	Public Speaking	3
Sp*	7	Decision Making and Advocacy	3
*Sp	15	Intercultural Communication	3

A minimum of five units to be selected from cognate areas of the Communication and/or Social Sciences Divisions. These are determined in conference with the Speech adviser.

Division Subtotal	21
General Education Subtotal	39
See General Education Requirements	
<b>DEGREE TOTAL</b>	<b>60</b>

Adviser: Crites/Hopkins (CMC)

\*May be counted toward General Education requirements

## CULINARY ARTS

The Culinary Arts Program at College of the Desert provides training for careers in the Food Service and Lodging Industries, one of the fastest growing sectors in today's job market.

The Culinary Arts Program includes training at three levels: Entry, Intermediate and Advanced.

The Program is designed to prepare future working cooks and chef apprentices, as well as provide courses for the student desiring personal enrichment and cooks and chefs employed in the local industry who seek to enhance their skills and professional qualifications.

**Classes are scheduled in the day and evening.**

**Some classes meet daily, Monday through Friday, while others meet once or twice each week.**

Course Offerings

Dept.	No.	Title	Units
HEFS	001	Sanitation, Safety & Equipment	3
HEFS	020	Principles of Food Preparation	4
CART	002	Kitchen Operations	4
CART	003	Principles of Cooking	5
CART	005	Principles of Baking	5
CART	006	Garde Manger (Formerly Block 3)	5
CART	008	Classical Buffet Desserts & Competition Displays	5

CART 010	Food Procurement & Cost Control	3	CART 033	Introduction to Baking	4
CART 011	Menu Planning	3	CART 034	Intermediate Baking	4
CART 015	Restaurant Desserts	4	CART 035	Operations Management	3
CART 032	Introduction to Food Service	3	CART 036	International Pastries & Classical	4

## 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 4A) 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 4A. There is a \$10 fee for the GED Test.

## ENGINEERING/TECHNOLOGY

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

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

Preparation for Employment and Certificate Program in ARCHITECTURAL DRAFTING

Courses Required:

Dept.	No.	Title	Units
Arch	1	Fund. of Architectural Design	3
Arch	2	Building Materials	3
Arch	3A	Architectural Detailing I	3
Arch	3B	Architectural Detailing II	3
Arch	3C	Architectural Detailing III	3
Arch	5	Perspective, Shades and Shadows	2
Arch	6	Architectural Delineation	2
OH	9	Landscape Planning & Design	3
Arch	12	Construction Estimating	2
Arch	51	Architectural Office Practice	2
Engr	2	Surveying	2
Engr	4	Descriptive Geometry	2
Math	5	Trigonometry	3

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

Adviser: Scuro

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

Courses Required:

Dept.	No.	Title	Units
Arch	1	Fundamentals of Architectural Design	3
Arch	2	Building Materials	3
Arch	3A	Architectural Detailing I	3
Arch	3B	Architectural Detailing II	3
Arch	3C	Architectural Detailing III	3

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

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: Scuro			

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: Scuro			

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	3
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
<b>TOTAL UNITS</b>			<b>25</b>

Adviser: Hamilton

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	Technical Report Reading and Writing	3

Department Subtotal 45

General Education Requirements 18

DEGREE TOTAL 63

Advisers: Hamilton

Preparation for Employment and Certificate Program in AUTOMOTIVE TECHNOLOGY. This program is designed to be completed in one semester by the student attending class on a full-time basis. Designed for students enrolled at the Copper Mountain Campus.

Courses Required:

Dept.	No.	Title	Units
Auto	40	Basic Shop Operations	1
Auto	41	Basic Automotive Electrical System	2
Auto	42	Basic Fuel and Ignition Systems	2
Auto	46	Automotive Diagnostic Equipment	2
Auto	50	Automotive Computer Systems	2.5
Auto	67	Emission Control License Preparation	3

TOTAL UNITS 12.5

Adviser: DaShiell-CMC

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

Courses Required:

Dept.	No.	Title	Units
Auto	1	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	1	Automotive Principles I	2
Auto	14	Automotive Electricity and License Preparation	2
Auto	60	Automotive Air Conditioning and Accessories	2
Auto	61	Automotive Fuel, Cooling, and Lubricating Systems	2
Auto	62	Automotive Tune-Up	2
Auto	67	Emission Control License Preparation Class A	2
		Work Experience and/or Laboratory Classes	12

TOTAL UNITS 24

Adviser: Tamulonis

DaShiell-CMC

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

Courses Required:

Dept.	No.	Title	Units
Auto	1	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
<b>DEGREE TOTAL</b>			<b>60</b>
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
<b>TOTAL UNITS</b>			<b>18</b>
Adviser: Scuro			

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
<b>DEGREE TOTAL</b>			<b>60</b>
Adviser: Scuro			

Preparation for Employment and Certificate Program in ELECTRONICS TECHNOLOGY

Courses Required:

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

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 Report Reading and 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	1	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: Scuro  
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 Manufacturing Processes (Elective)	2
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 Report Reading and Writing	3
Phy	5	Computer Programming I (Recommended)	3

Department Subtotal			29
Department Electives			3

See General Education Requirements

General Education Subtotal			29
<b>DEGREE TOTAL</b>			<b>61</b>

**Preparation for Employment and Certificate Program in GENERAL DRAFTING.**

**Courses Required:**

Dept.	No.	Title	Units
Dra	1	Technical Drafting I	3
Dra	2	Technical Drafting II	3
Dra	10	Electronic Drafting	1
Arch	3A	Architectural Detailing I	3
Arch	3B	Architectural Detailing II	3
Arch	5	Perspective, Shades, and Shadows	2
Engr	2	Surveying	3
Math	55	Technical Mathematics	2

<b>TOTAL UNITS</b>			<b>20</b>
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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 Report Reading and 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
<b>DEGREE TOTAL</b>			<b>60</b>

Adviser: Scuro

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

**Courses Required:**

Dept.	No.	Title	Units
Arch	2	Building Materials	3
Arch	3A	Architectural Detailing I II III 3-3-3	3
Arch	12	Construction Estimating	2
Engr	2	Surveying	2

Engr	4	Descriptive Geometry	2
Stln	52	Uniform Building Code and Ordinances	3
BuAc	1	Accounting	3
Ch	1	General Chemistry	5
Math	10	College Algebra	3
Math	1A	Calculus w/Analytic Geometry	4
Phy	2A	General Physics	4
Phy	2B	General Physics	4
Eng	41	Technical Report Reading and Writing	3
Phy	5	Computer Programming I (Recommended)	3

Department Subtotal			42
See General Education Requirements			
General Education Subtotal			18
DEGREE TOTAL			60
Adviser: Scuro			

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: Waters/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
Elective Subtotal			16-17
See General Education Requirements			
General Education Subtotal (Include Eng 50 - Basic Writing Skills)			18
DEGREE TOTAL			60
Adviser: Waters Miller/Rogers-CMC			

# FIRE SCIENCE

College of the Desert offers courses in the Fire Science field that will count toward a certificate or Associate in Science Degree. These courses are designed for students that plan to transfer to a four-year institution, gain employment in the Fire Science field, or as a refresher for those currently employed in some area of Fire Science. 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
<b>ELECTIVES:</b>			
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 Supression	3
FS	53	Fund of Fire Prevention	3
FS	54	Fire Figh 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	Fire Control II	1
FS	79	Pump Operation	1
FS	80	Managing Fire Services	2
FS	81	Fire Investigation	3

FS	87	Driver Operator I	2	EMT	Emergency Medical	
FS	88	Aircraft Crash and Rescue	3		Technician	5
FS	89	Fire Investigation 1A	2		Department Subtotal	24
FS	90	Fire Prevention 1A	2		Elective Subtotal	18
FS	91	Fire Prevention 1B	2		See General Education Requirements	
FS	92	Fire Command 1A	2		General Education Subtotal	18
FS	93	Fire Management (Supervision)	2		DEGREE TOTAL	60
FS	94	Fire Instructor 1A	2		Adviser: Pell	
FS	84	Fire Instructor 1B	2		Miller/Rogers - CMC	

## FOREIGN LANGUAGES

Students enrolled in Foreign Language courses 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.

Foreign Language study has become more 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.

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

U.C. Davis

Astronomy

Art History

Anthropology

Bacteriology

Bilingual Education

Botany

Child Development

Chicano Studies

Chemistry

Comparative Literature

Comparative Cultures

College of Fine Arts

Dental Hygiene

English

Etymology and Parasitology

Economics

Genetics

Geology

Geography

Hispanic Civilization

History

Humanities

Laboratory Technology & Microbiology

Linguistic

Music

Natural Sciences

Mathematics

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

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

Courses Required: See page 144 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
Subtotal .....	28
See General Education Requirements	
General Education Subtotal .....	39
<b>DEGREE TOTAL .....</b>	<b>67</b>

	<u>French</u>	<u>German</u>	<u>Italian</u>	<u>Spanish</u>
Advisers:	Attoun Deti	Deti	Sottile	Deti  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
<b>DEGREE TOTAL</b>			<b>63-64</b>
Adviser: Marman			

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

Courses Required:			Units
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
<b>DEGREE TOTAL</b>			<b>63-64</b>
Adviser: Garcia			

# HUMAN ECOLOGY

## General Information

The 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.

### A.A. Degrees Currently Offered:

Apparel Design and Production  
 Interior Design  
 Nutrition Care: Dietetic Technician

### Certificates Currently Offered:

Apparel Design and Production  
 Early Childhood Education-Teachers Certificate  
 (12 units)  
 Early Childhood Education-Directors Certificate  
 (15 units)  
 Nanny  
 Fashion Merchandising

### Preparation for A.A. Degree Program in Apparel Design and Production

#### Courses Required:

Dept.	No.	Title	Units
FM	10	Introduction to Fashion	3
CT	10	Textiles: Fiber to Filaments	3
CT	12	Fashion: Clothing and Society	3
CT	16A	Clothing Construction	2
CT	18A	Advanced Clothing Construction	2
FM	20	Apparel Analysis	3
ADSN	20A	Apparel Design: Tailoring	2
ADSN	22A	Apparel Design: Construction Tech.	2
ADSN	24A	Apparel Design: Flat Pattern I	2
ADSN	25A	Apparel Design: Flat Pattern II	2
ADSN	34A	Apparel Design: Designer	2
ADSN	36A	Apparel Design: Ready-to-Wear	2
ADSN	42A	Apparel Design: Special Fabrics I	2

DEGREE TOTAL 30

### ASSOCIATE DEGREE

#### I. Additional Required Courses in the major:

CT	14	Historic Costume	3
ADSN	30	Apparel Design: Production Tech.	2
ADSN	40	Apparel Design: Children's Clothing	2
ADSN	44A	Apparel Design: Special Fabrics II	2

ADSN	46	Computer Aided Design for Apparel	3
AgBU	5	Microcomputer Application	3
DEGREE TOTAL			15
II. General Education requirements			18 Units
ART 3A, Basic Design and Color is required			
DEGREE TOTAL			63
Advisor: E. Lawson			

### Preparation for Certificate Program in APPAREL DESIGN AND PRODUCTION

#### Courses Required:

Dept.	No.	Title	Units
FM	10	Introduction to Fashion	3
CT	10	Textiles: Fiber to Filaments	3
CT	12	Fashion: Clothing and Society	3
CT	16A	Clothing Construction	2
CT	18A	Advanced Clothing Construction	2
FM	20	Apparel Analysis	3
ADSN	20A	Apparel Design: Tailoring	2
ADSN	22A	Apparel Design Construction Tech.	2
ADSN	24A	Apparel Design: Flat Pattern I	2
ADSN	25A	Apparel Design: Flat Pattern II	2
ADSN	34A	Apparel Design: Designer	2
ADSN	36A	Apparel Design: Ready-to-Wear	2
ADSN	42A	Apparel Design: Special Fabrics II	2
DEGREE TOTAL			30

A certificate program is available in Apparel Design and Production, Fashion Merchandising and Alterations.

Advisor: E. Lawson

The Fashion Merchandising program anticipates and serves the changing needs and requirements of the fashion merchandising field through a specialized curriculum specifically designed to combine essential theoretical education with practical application of skills and abilities. The certificate can be completed in a minimum of two semesters. An Associate Degree can be earned by taking additional course work in the major and completing the COD General Education requirements

### FASHION MERCHANDISING CERTIFICATE OF ACHIEVEMENT

Courses Required: 30 Units

Dept.	No.	Title	Units
FM	10	Introduction to Fashion	3
CT	10	Textile: Fiber and Filaments	3
CT	12	Fashion: Clothing and Society	3
FM	12	Fashion Marketing	3
FM	20	Apparel Analysis	3
FM	22	Fashion Buying/Management	3
AgBu	5	Microcomputer Applications	3
Art	3A	Basic Design and Color	3
BuDE	23	Fundamentals of Sales	3
Sp	1	Intro to Human Communication	3
<b>DEGREE TOTAL</b>			<b>30</b>

Advisor: E. Lawson

### EARLY CHILDHOOD EDUCATION COURSE OF STUDY FOR TEACHERS IN PRIVATE NURSERY SCHOOLS AND CHILD CARE CENTERS

I. Courses offered at College of the Desert fulfilling California Department of Social Services requirements of 12 semester units for fully qualified teachers\* in private centers are:

Required Courses — 6 units

Dept.	No.	Title	Units
ECE	10A	Child Growth and Development	3
ECE	12	Child, Family and Community	3

Electives — Minimum of 6 units

ECE	14	Early Childhood Principles and Practices	2
ECE	15	Early Childhood Laboratory	2
ECE	40A	Creative Activities for Young Children	2
ECE	40B	Movement Activities for Young Children	2
ECE	40C	Music Activities for Young Children	2
ECE	40D	Science & Number Concepts for Young Children	2

The following courses are recommended for infant/toddler teachers:

ECE	20	Infant/Toddler Growth and Development	2
ECE	21	Infant/Toddler Environments	2

ECE 70 courses are provided as update courses for those teachers already licensed.

\*Requirements for emergency approval.

#### II. Experience Requirement

At least 3 hours/day of work (volunteer or paid) with children, for a minimum of 50 days within a six-month period fulfills the experience requirement.

III. The California Department of Social Services will give emergency approval to teachers who, prior to employment, have completed six semester units in ECE. ECE 10A (3 units) is recommended along with any courses listed above.

After employment, a teacher working with an emergency approval must pass 2 units per semester from the list above until the 12 required units to be fully qualified are earned.

The above regulations are the minimum required in private nursery schools. Many schools have set their teacher education requirements at a higher level.

Advisor: E. Lawson

### EARLY CHILDHOOD EDUCATION

Preparation for Certificate Program for NANNY

Courses Required:

Dept.	No.	Title	Units
ECE	1	Introduction to Early Childhood Programs	1
ECE	10A	Child Growth and Development	3
ECE	10B	Child Growth and Development	3
ECE	12	Child, Family and Community	3
ECE	14	Early Childhood Principles and Practices	2
ECE	15	Early Childhood Lab	2
ECE	19	Children's Language and Literature	3
ECE	20	Infant/Toddler Growth and Development	2
ECE	21	Infant/Toddler Environments	2
ECE	22	Nutrition/Menu Planning for Children	1
ECE	23	Childhood: Culture and Personality	1
ECE	33	Survey of Special Education	3
ECE	40A	Creative Activities for Young Children	2
ECE	40C	Music for Young Children	2
ECE	42	Play, Socialization, and Discipline	2

ECE	44	Child Health and Safety	2
ECE	50	Nanny I - The Nanny Profession	2
ECE	51	Nanny II - Administration of In-Home Care	2
ECE	52	Nanny III - Home Management	2
SOC	10	Marriage and the Family	3
HEC	13	General Nutrition	3
			46

Advisor: E. Lawson

Preparation for A.A. Degree Program in INTERIOR DESIGN

Courses Required:

Dept.	No.	Title	Units
IDSN	10	Contemporary Housing and Interiors	3
ID	1	Technical Drafting	3
CT	10	Textile: Fiber and Filaments	3
ART	8	Advertising Art	2
IDSN	14	History of Interior Architecture	3
IDSN	12	Beginning Space Planning & Design Development	3
IDSN	16	Color: Theory and Application	3
ARCH	3A	Architectural Detailing	3
IDSN	18	Kitchen and Bath Planning	3
IDSN	20	Interiors I	3
ARCH	5	Perspective, Shades, and Shadows	2
IDSN	22	Materials and products for Interior Design	3
IDSN	24	Lighting for Interior Design	3
IDSN	26	Interiors II	3
IDSN	28	Business practices and Principles	3
IDSN	30	Presentation Techniques	3
IDSN	32	Survey: Contract Interiors	3
			—
Subtotal			49

Recommended Electives:

AgBU	5	Microcomputer Application	3
IDSN	34	Computer Aided Design for Interior Design	3
IDSN	15	History of Architecture	3

General Education Requirements COD	18
ART 3A Basic Design and Color is required	
Minimum Requirement Units	67
Advisor: E. Lawson	

Preparation for A.A. Degree Program in NUTRITION CARE: DIETETIC TECHNICIAN  
Orange Coast College and College of the Desert Nutrition Care: Dietetic Technician Associate Degree. A.A. degree is earned at College of the Desert. Certificate of Achievement is issued by Orange Coast College. This program is approved by the American Dietetic Association. Graduates from this program are qualified to be employed by acute care and rehabilitation hospitals, as well as by community agencies that provide education in nutrition.

Dept.	No.	Title	Units
Bi	21	Anatomy & Physiology OR	
Bi	23	Human Physiology	5
HEC	13	General Nutrition	3
HEFS	10	Food Procurement & Cost Control	3
HEFS	1	Sanitation, Safety & Equip.	3
NC	100	*Intro to Dietetic Tech	3
HEFS	75	Supervision & Training Tech	3
NC	175	*Health Care Field Experience	3
HEFS	3	Principles of Food Preparation	3
HEC	14	Therapeutic Diets	3
Ch	4	Fundamentals of Chemistry	4
NC	280	*Intermediate Nutrition Care	2
NC	281	*Clinical Experience	2
Sp	1	Intro to Human Communication	3
AH	64	Perspectives in Health	1
Soc	1	Intro Sociology	3
NC	285	*Advanced Nutrition Care	2
NC	286	*Clinical Experience	2
			—
Subtotal			48

General Education Requirements COD	18
Minimum Requirements Units	66

\*Taken at Orange Coast College

Advisor: E. Lawson

## 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, Media 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 Media 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 Media 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 or original visuals for instructional purposes. Instructional Services 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 for 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	8
		A,B	
		C,D (2 units per semester)	

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 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.

## SCIENCES - BIOLOGICAL, CHEMICAL AND PHYSICAL

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

Students majoring in Biological Science, Medicine, Pharmacy, Dentistry, or Allied Fields should complete Biology 1A and 1B and Chemistry 1A and 1B to establish a strong foundation prior to transfer. Majors in Biological Science and Pharmacy should also complete Biology 1C.

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

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

Dept.	No.	Title	Units
Ch	1A	General Chemistry	5
Ch	1B	General Chemistry	5
Phy	2A	General Physics	4
Phy	2B	General Physics	4
Math	1A,	Calculus w/Analytic	4-4
	B	Geometry	
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
<b>DEGREE TOTAL</b>			<b>76-78</b>

\*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
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
			<b>25-26</b>

**ENVIRONMENTAL SCIENCES: 20 to 25**  
Additional Units to be chosen from the following (Confer with Adviser):

(See Natural Resources additional courses in Agriculture Department)

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

**COMPUTER COURSES**

Dept.	No.	Title	Units
			<b>3-6</b>
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

		<b>20-25</b>
General Education Electives		<b>12-18</b>
<b>DEGREE TOTAL</b>		<b>60 Minimum</b>

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
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
<b>DEGREE TOTAL</b>	<b>60 Minimum</b>
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
<b>DEGREE TOTAL</b>	<b>71-74</b>
Adviser: Grannan	

## SOCIAL SCIENCES

Instruction in the Social Sciences at College of the Desert includes the following subject areas: Anthropology, Education, 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
<b>DEGREE TOTAL</b>			<b>60</b>
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
<b>DEGREE TOTAL</b>			<b>60</b>
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 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	

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 Sciences	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
BuCS	73	Intro to Computer Science	3
BuCS	73L	Intro to Computer Science Lab	1

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			24
See General Education Requirements			
General Education Subtotal			39
DEGREE TOTAL			63
Adviser: Hedquist			
<hr/> <hr/>			
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			
<hr/> <hr/>			
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	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			
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## THEATRE ARTS

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	

## 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 THE ADMINISTRATION OF JUSTICE

This is a study of 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. It covers theories of crime, punishment, and rehabilitation; ethics, education and training for professionalism in the system.

### AJ 2 CSUC UC

3 Units  
Lecture: 3 hours  
Prerequisite: AJ 1 recommended.

### CRIMINAL LAW

This is a study of the historical development; philosophy of law and constitutional provisions; definitions and classification of crimes; and their application to the system of administration of justice. It includes legal research, study of case law, methodology, and concepts of law as a social force.

### AJ 3 CSUC

3 Units  
Lecture: 3 hours  
Prerequisite: AJ 1 and AJ 2 recommended.

### LEGAL ASPECTS OF EVIDENCE

This course includes a study of the origin, development, philosophy and constitutional basis for the rule of evidence. It includes constitutional and procedural considerations affecting search and seizure; the kinds of degrees of evidence and the rules governing admissibility at trial; and judicial decisions interpreting individual rights and case studies.

### AJ 4 CSUC UC

3 Units  
Lecture: 3 hours  
Prerequisite: AJ 1 and AJ 2 recommended.

### PRINCIPLES & PROCEDURES OF THE JUSTICE SYSTEM

This is 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  
Prerequisite: AJ 1 and AJ 2 recommended

### COMMUNITY RELATIONS

This course includes 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

This course includes 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 1 and AJ 2 recommended.

### CRIMINAL SUBSTANTIVE LAW

This is 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  
Prerequisite: AJ 1 and AJ 2 recommended.

### CONCEPTS OF ENFORCEMENT SERVICES

Topics discussed in this course include: 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 Prerequisite: AJ 1 and AJ 2 recommended.</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 will be studied.</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.

**AJ 19 CSU**  
3 Units  
Lecture: 3 hours

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

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

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

**AJ 23**  
3 Units  
Lecture: 3 hours  
Laboratory: 0

**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.

**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.

**PEACE OFFICERS RESERVE/LEVEL II**  
This course provides training required by Penal Code Section 832 for re-serve officers in First Aid, CPR, role of the back-up officer, officer's sur- vival, weaponless defense, traffic control, crime scene procedures and communications.

**ADVANCED OFFICER'S COURSE**  
Field application of recent legislation and court decisions. Techniques of case investigations and reporting, evidence handling and processing. Inter- personal relationships and communications.

**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.

**SURVEY OF SECURITY**  
This is an in-depth study and analysis of modern security techniques as ap- plied 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  
Prerequisite: Eligibility  
for Eng 51

**MICROCOMPUTER APPLICATIONS**  
This hands-on course is designed to introduce students to microcomputers and basic computer concepts. Emphasis is placed on applications includ- ing: word processing, electronic spreadsheets, database management, graphics, educational programs, telecommunications and introductory pro- gramming. Also, evaluating, selecting, and purchasing hardware and soft- ware 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 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 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 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.

DM 68  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

**LIGHT DUTY DIESEL ENGINES (SC-CR/NC)**  
The troubleshooting, tune-up, servicing and rebuilding of fuel injection systems.

DM 69  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: Automotive Principles or Diesel Mechanics I

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

DM 70 A,B,C  
1 Unit-3 hours laboratory  
2 Units-6 hours laboratory  
3 Units-hours laboratory

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

DM 71 CSU  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisites: Auto 11

**PASSENGER CAR AND LIGHT TRUCK DIESEL**  
Covers operation, maintenance, preventative maintenance, troubleshooting, repair, tune-up of diesel engines used in automobiles and light trucks.

**DM 72 CSU**

4 Units

Lecture: 2 hours

Laboratory: 6 hours

Prerequisites: Basic knowledge of Detroit Diesel

**2 CYCLE DIESEL MECHANICS**

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

**DM 73**

1 Unit

Lecture: 1/2 hour

Laboratory: 1 1/2 hours

Prerequisite: Basic knowledge of Detroit Diesel.

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

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

**AGRICULTURE-ENGINEERING (AgEg)****AgEg 16 CSU**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

**BASIC MECHANICAL SKILLS**

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

**AgEg 28 A CSU**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

**BASIC WELDING**

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

**AgEg 28 B CSU**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisites: AgEg 28 A

**INTERMEDIATE WELDING**

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

**AgEg 40 CSU**

3 Units

Lecture: 2 hours

Laboratory: 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.

**AgEg 43 CSU, UC**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

**TRACTOR OPERATIONS**

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

**AgEg 47 CSU**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

**BASIC SURVEYING**

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

**AgEg 70 A,B,C**

1 Unit-3 hours

laboratory

2 Units-6 hours

laboratory

3 Units-9 hours laboratory

**SPECIAL PROBLEMS**

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

**AgEg 91 CSU**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

**BASIC HYDRAULICS**

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

**AgEg 92 CSU**

3 Units

Lecture: 1 hour

Laboratory: 6 hours

**HYDRAULIC SYSTEMS MAINTENANCE AND REPAIR**

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

## NATURAL RESOURCES (NR)

### NR 1 CSU, UC

3 Units

Lecture: 3 hours

Laboratory: 0

Prerequisite: Eligible for Eng 51 or concurrent enrollment in Eng 50

### CONSERVATION OF NATURAL RESOURCES

This course encompasses a study of general ecological principles including: biological energy relationships, elemental cycles, population dynamics, limiting factors, biotic, 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, and human population growth. Emphases are placed on the effects of environmental problems on all living organisms, and the role of human beings in reducing their impact on this planet. Suggested for Biological Science General Education Requirements.

### NR 1L CSU, UC

1 Unit

Laboratory: 3 hours

Prerequisite:

Concurrent or prior enrollment in NR 1.

### CONSERVATION OF NATURAL RESOURCES LABORATORY

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

### NR 2 CSU, UC

3 Units

Lecture: 3 hours

### 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

Prerequisite: NR 1 recommended

### INTRODUCTION TO WILDLIFE MANAGEMENT

This course covers the principles of wildlife biology as related to wildlife management. Students will be introduced to basic skills involved in wildlife conservation, and develop an understanding of the relationships between wildlife, people and outdoor recreation. Subjects to be covered include: basic ecological concepts; population dynamics; wildlife habits and nutrition; wildlife identification and natural history; field methods; 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)

### CC 1

3 Units

Lecture: 3 hours

### GOLF COURSE MANAGEMENT AND DESIGN

This course involves the design, maintenance, and operation of golf courses. It includes the study of equipment, scheduling of maintenance, and directing the staff in the design and maintenance of golf courses. It places heavy emphasis in developing a basic understanding of the turfgrass principles required to produce a championship golf course.

**OH 1 CSU, UC**  
3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility for Eng 51

#### **HORTICULTURE**

This course offers an opportunity to learn the basic structure and function of plants, their place in the world of human activity and the methods used to manipulate the botanical world to human advantage. Students can expect to be exposed to plant anatomy, morphology and physiology as well as such practical matters as plant propagation, pruning and fertilization.

**OH 1L CSU, UC**  
1 Unit  
Laboratory: 3 hours  
Prerequisite: Concurrent or prior enrollment in OHI

#### **HORTICULTURE LABORATORY**

This laboratory is companion of OH 1. It is intended to provide an introduction to some biological science procedures as well as direct experience with horticultural operations. Included are: plant propagation, pruning, anatomy, morphology, taxonomic keys, tissue culture, transplanting and plant use.

**OH 4 CSU, UC**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: Eligible for Math 50 or concurrent enrollment in Math 57

#### **TURFGRASS MANAGEMENT**

This course is meant to be an introduction to the basic turfgrass principles used in the maintenance of turfgrass areas. It covers the major factors in turfgrass management which control the quality of grass. Emphasis is placed on management practices used to produce a good turfgrass area in a desert environment. This course is a prerequisite to OH 24 and OH 25.

**OH 5A CSU, UC**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: Eligibility for Eng 51

#### **ORNAMENTAL PLANT IDENTIFICATION**

This course first acquaints the student with the principles of plant taxonomy and the descriptive language necessary to discuss plants accurately. It then goes on to introduce 210 species of perennials, interior plants, vines, ground covers, and succulents for California's low elevation deserts. Each plant is covered with respect to its identification, growth habits, culture, use and pests.

**OH 5B CSU, UC**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: Eligibility for Eng 51

#### **ORNAMENTAL PLANT IDENTIFICATION**

This course first acquaints the student with the principles of plant taxonomy and the descriptive language necessary to discuss plants accurately. It then goes on to introduce 210 species of trees and shrub for California's low elevation deserts. Each plant is covered with respect to its identification, growth habits, culture, use and pests.

**OH 8 CSU**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

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

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

**OH 9 CSU, UC**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

#### **LANDSCAPE PLANNING AND DESIGN**

Designed for students interested in the planning and designing of landscaped areas. Emphasis will be placed upon the location of lawns, trees, shrubs, walks, drive ways, patios, planters, and other landscape structures for home and park landscaping.

**OH 10 CSU**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisites: OH 9 or equivalent knowledge

#### **ADVANCED LANDSCAPE DESIGN**

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

**OH 15 CSU**  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours  
Prerequisite: OH 1, OH 9

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

Designed for the sophomore student majoring in Ornamental Horticulture who plans to enter the retail nursery business. The student will organize the nursery for retail sales, talk to prospective customers, and be prepared to answer any questions pertaining to landscaping of the home with plants, trees, shrubs, ground covers, flowers, and houseplants that will grow in our

area. The student will be assigned to work in blocks of 3 hours to help facilitate sale of surplus plants grown in the college nursery.

**OH 20 CSU**

3 Units

Lecture: 1 hour

Laboratory: 6 hours

Prerequisite: OH 1

**LANDSCAPE CONSTRUCTION**

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

**OH 24**

2 Units

Lecture: 2 hours

Prerequisite: OH 4 or  
OH 84

**ADVANCED TURFGRASS MANAGEMENT**

This course is designed to use the basic principles of turfgrass science learned in the Introductory Turfgrass Management courses and apply those principles to golf course maintenance procedures. Golf course operational procedures for the desert environment will be emphasized.

**OH 25**

2 Units

Lecture: 2 hours

Prerequisite: OH 4,  
OH24, and AgPS 1  
which  
may be taken concurrently.p

**SPECIALIZED TURFGRASS MANAGEMENT**

This is an advanced course intended to expose students to the management techniques used for specialized turfgrass areas such as golf greens, football fields, soccer fields, baseball diamonds, bowling greens, grass tennis courts, polo fields, and turf race tracks. Emphasis will be placed on design, construction and maintenance. Completion of this course will provide students with the specialized skills required to maintain turfgrass areas often associated with golf course resort complexes.

**OH 26**

3 Units

Laboratory: 9 hours

Prerequisite: Completion  
of OH 4 or OH 84  
with grade  
of C or higher.

**TURFGRASS MANAGEMENT INTERNSHIP**

This course is designed to provide advanced turfgrass management students an opportunity to receive supervised practical experience on golf courses. The students will gain the skills and knowledge necessary to become a golf course superintendent. Emphasis will be placed on having the internships on the Coachella Valley golf courses.

**OH 27**

2 Units

Lecture: 2 hours

Prerequisite: Eligible  
for  
Math 50 or concurrent  
enrollment in Math 57.

**TURFGRASS PEST MANAGEMENT**

This is a basic course in the current state of the art and science of turfgrass pest management. The course is designed to provide the student with a comprehensive knowledge of disease, insect, and weed pests; where and why they occur; the damage they may cause; life cycles of pests; plus cultural, chemical and other control measures designed to keep pest damage to a minimum.

**OH 30 CSU**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

**LANDSCAPE EQUIPMENT**

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

**OH 31 CSU**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

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

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

**OH 32**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

**LANDSCAPE ENGINE MAINTENANCE AND REPAIR**

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

**OH 33**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

**GOLF CAR MAINTENANCE**

Preventative maintenance of golf cars will be studied with an emphasis on batteries and electric switches. Laboratory experience in the maintenance of both electric and gasoline golf cars is included.

**OH 41 A-D CSU**

1 Unit

Lecture: 1 hour

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

This course is designed to introduce students to the identification of native plants of California. Plants to be studied will vary each semester. Normally,

one of the following plant groups will be emphasized: desert annuals, desert trees and shrubs, mountain annuals, mountain trees and shrubs. Saturday field trips are required.

- OH 42  
1 Unit  
Lecture: 1 hour  
Prerequisite: OH 41 or equivalent knowledge.
- OH 43  
1 Unit  
Lecture: 1 hour  
Prerequisite: OH 41 or equivalent knowledge.
- OH 46 CSU  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours
- OH 70 A,B,C  
1 Unit-3 hours laboratory  
2 Units-6 hours laboratory  
3 Units-9 hours laboratory
- OH 84 CSU  
2 Units  
Lecture: 2 hours  
Prerequisite: Eligibility for Eng 51 or concurrent enrollment in Eng 50
- OH 86 CSU  
2 Units  
Lecture: 2 hours
- OH 88 CSU  
2 Units  
Lecture: 2 hours

#### LANDSCAPING WITH NATIVE CALIFORNIA PLANTS

The course is an introduction to landscaping uses of native plants emphasizing coastal, mountain resort, and desert landscapes. Field trips required.

#### INTERPRETING NATIVE PLANTS OF CALIFORNIA

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

#### LANDSCAPE IRRIGATION SYSTEMS

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

#### SPECIAL PROBLEMS

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

#### THEORY OF TURFGRASS MANAGEMENT

Designed to meet the needs of the homeowner and the professional turfgrass manager. It covers the major types of grass grown in the desert and the major factors that control the production of good turfgrasses. Emphasis will be placed on management practices used to grow good turf in our desert areas.

#### THEORY OF LANDSCAPE IRRIGATION SYSTEMS

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

#### THEORY OF PARK AND LANDSCAPE MANAGEMENT

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

## PLANT SCIENCE (AgPS)

**AgPS 1 CSU, UC**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: eligibility for Eng 51 or concurrent enrollment in Eng 50; eligibility for Math 50 or concurrent enrollment in math 57

**AgPS 2 CSUC, UC**  
4 Units  
Laboratory: 3 hours  
Lecture: 3 hours

**AgPS 5 CSU UC**  
3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisite: Eligibility for Eng 51

**AgPS 5L CSU UC**  
1 Unit  
Laboratory: 3 hours  
Prerequisite: Concurrent enrollment in AgPS 5 or prior completion.

**AgPs 22 CSU**  
2 Units  
Lecture: 2 hours  
Laboratory: None

**AgPS 26 CSU**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

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

**AgPS 30 CSU**  
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.

### 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.

### PLANT SCIENCE

This course offers an opportunity to learn the basic structure and function of plants, their place in the world of human activity and the methods used to manipulate the botanical world to human advantage. Students can expect to be exposed to plant anatomy, morphology and physiology as well as such practical matters as plant propagation, pruning and fertilization.

### PLANT SCIENCE LAB

This laboratory is the companion of AgPS 5. It is intended to provide an introduction to some biological science procedures as well as direct experience with horticultural operations. Included are: plant propagation, pruning, anatomy, morphology, taxonomic keys, tissue culture, transplanting and plant use.

### VEGETABLE CROP PRODUCTION

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

### FRUIT PRODUCTION

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

### CROP SCIENCE LAB

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

### AGRICULTURAL CHEMICAL APPLICATION AND SAFETY

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

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

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

## ALLIED HEALTH

### NURSING

**N 5 CSU**  
8 Units  
Lecture: 4 hours  
Laboratory: 12 hours  
Prerequisites: One year high school chemistry or Ch 4, AH 70, and acceptance into the Associate Degree Program

**N 6 CSU**  
8 Units  
Lecture: 4 hours  
Laboratory: 12 hours  
Prerequisites: N-5, Bi22

**N 7 CSU**  
10 Units  
Lecture: 5 hours  
Laboratory: 15 hours  
Prerequisites: N6, Bi23  
Recommend completion of English 1A and Math 9 before entry.

**N 8 CSU**  
10 Units  
Lecture: 5 hours  
Laboratory: 15 hours  
Prerequisites: N-7 and Bi 15

**N 61**  
3 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Eligibility for English 51 and Math 50.

**N 63**  
3 Units  
Lecture: 3 hours  
Laboratory: 0

**NURSING FUNDAMENTALS I**  
This course introduces the student to the nursing process. Concepts and skills common to all clients are presented in the classroom and practiced in the college and clinical laboratory. Growth and development throughout the life span is incorporated in this course.

**NURSING FUNDAMENTALS II**  
This course applies the nursing process to the study of differences in nursing care based on scientific medical-surgical conditions of adults and children. Commonalities of the client's behavioral responses and adaptations to illness and treatment are presented. Lecture sessions, college and hospital laboratories are the settings for learning.

**NURSING FUNDAMENTALS III**  
This course continues utilization of the nursing process in the study of specific medical and surgical conditions. Modification of care is presented for the maternity client, the neonate and the mentally ill client. The course covers legal aspects and trends.

**NURSING FUNDAMENTALS IV**  
Nursing Fundamentals IV applies the nursing process to the care of clients with complex health problems and to children with selected acute and chronic conditions. The student is introduced to emergency and critical care nursing. Leadership concepts, nursing trends and legal and ethical considerations are incorporated in this course.

**BASIC PHARMACOLOGY**  
This course is designed as an introduction to pharmacology. Instruction will be given for calculating dosages, using conversion tables, administering medications, and using drug reference material. Actions, untoward actions desired and undesired effects, for commonly used drugs in major classifications will be presented.

**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:

Prerequisites: concurrent

enrollment in VN 1L

Co-requisites: HEC 13, Psy 1, N61, AH 70.

### VN 1L

6 Units

Lecture:

Laboratory: 6 Hours

Prerequisite: concurrent

enrollment in VN 1.

Co-Requisites: HEC 13, Psy 1, N 61, AH 70.

### VN 2

7 Units

Lecture: 7 hours

Laboratory:

Prerequisite: VN 1 and VN 1L.

Concurrent enrollment in VN 2L

Co-Requisites: HEC 13, Psy 1, N 61, AH 70.

### VN 2L

5 Units

Laboratory: 15 hours

Prerequisites: VN 1 & VN 1L

Concurrent enrollment in VN 2.

Co-requisites HEC 13, Psy 1, N 61, AH 70.

### VN 3

8 Units

Lecture: 8 hours

Prerequisite: VN 2 and VN 2L

or equivalent completion of

objectives. Concurrent

enrollment in VN 3L.

Co-requisites: HEC 13, Psy 1, N 61, AH 70.

### VOCATIONAL NURSING I

This course introduces the student to nursing ethics, cultural differences, communication skills, and basic needs of the medical-surgical client; to include the understanding of anatomy and pathophysiology of the following body systems: respiratory, circulatory, blood, lymph, urinary, and gastro-intestinal. An emphasis on gerontology is presented along with identification of community resource for health maintenance.

### VOCATIONAL NURSING I LAB

This course introduces the student to care for the client's basic needs with a special emphasis on the older adult in extended care facilities. Learning experiences are planned to develop beginning nursing interventions for the medical-surgical client with diseases of the following body systems: respiratory, circulatory, blood, lymph, urinary, and gastro-intestinal. The administration of medications and application of therapeutic techniques is included.

### VOCATIONAL NURSING II

Building upon VN 1, the student is presented with a study of anatomy and pathophysiology of the following body systems: endocrine, muscular-skeletal, neurological, integumentary, reproductive, and sensory. An emphasis on care of clients with disorders of the above mentioned systems is presented. Oncology nursing will be introduced.

### VOCATIONAL NURSING II LAB

As the nursing theory is presented, the student will concurrently care for clients in the acute care facilities who have conditions and diseases of the various body systems. Experiences are planned to develop nursing skills specific to the medical-surgical client with diseases of the following body systems: endocrine, muscular-skeletal, neurological, integumentary, sensory, and reproductive. Oncological nursing will be introduced. Standards of care and therapeutic techniques will be the focus of the clinical setting.

### VOCATIONAL NURSING III

This course introduces advanced medical-surgical problems, crisis intervention, emergency and disaster nursing, obstetrics and pediatrics. Nursing trends, occupational fields, and vocational organizations are explored.

**VN 3L**  
7 Units  
Lecture: 0  
Laboratory: 21 hours  
Prerequisites: VN2  
and VN 2L.  
Concurrent enrollment  
in VN 3.  
Co-requisites: HEC  
13, Psy 1, N 61, AH  
70.

### **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  
Eligibility for English  
51 and Math 50.

### **MEDICAL TERMINOLOGY**

This course introduces medical terminology as used by all health service personnel including medical doctors, dentists, nurses, physical therapists, medical secretaries, and doctors' office assistants.

**MA 63**  
3 Units  
Lecture: 3 hours  
Eligibility for English  
51 and Math 50

### **MEDICAL INSURANCE AND RECORDS**

This course, for those interested in medical office employment, includes the study of all phases of medical insurance; Worker's Compensation, Medical, Medicare, various groups and individual policies using current Relative Value Studies. Students will receive instruction in reading policies to determine benefits and in completing claim forms from medical records.

**MA 65**  
2 Units  
Lecture: 2 hours  
Eligibility for English  
50 and Math 50.

### **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 the 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: AH 70,  
Eligibility for English  
50 and Math 50. Acceptance into the  
Medical Assisting Program with concurrent  
enrollment in MA  
66L.

### **MEDICAL ASSISTING I**

Students in this course will learn communication skills, basic nursing procedures, basic human structure and function, and personal hygiene and nutritional aspects of patient care, to include geriatric nursing.

**MA 66L**  
5 Units  
Lecture: 0  
Laboratory: 15  
Prerequisite: AH 70,  
Eligibility for English  
50 and Math 50. Acceptance into the  
Medical Assisting Program with concurrent  
enrollment in MA 66.

### **MEDICAL ASSISTING I LABORATORY**

In this laboratory course, the students will learn practical skills in chronic and acute nursing, communication and hygienic care. Laboratory experiences include care of patients in extended care facilities and acute care hospitals. The Certified Nursing Assistant Certificate (CNA), completed during this course, will enable the student to become eligible for employment in an acute or chronic care facility.

**MA 67**

5 Units

Lecture: 5 hours

Prerequisite:

Completion of  
MA 66 and MA 66L.

Passing a challenge  
written examination

with a "C" or  
better, and AH 70.

Eligibility for  
English 51 and  
Math 50.

**MA 67L**

5 Units

Laboratory: 15 hours

Prerequisite: concu-  
rent

enrollment in MA 67.  
Completion of MA 66  
and MA 66L.

Passing a challenge  
skill examination with  
a "C" or better, and  
AH 70. Eligibility for

English 50 and  
Math 50.

**MA 68**

5 Units

Lecture: 5 hours

Prerequisite: Eligibility  
for English 50 and  
Math 50.

Completion of MA  
66, MA 66L

MA 67, MA 67L.

Concurrent  
enrollment in MA 96.

**MA 80**

4 Units

Lecture: 4.5 hours

Laboratory: 3 hours

Prerequisite: High  
School Diploma or  
Equivalency and Nel-  
son Denny Test

**MA 96**

8 Units

Laboratory: 24 hours

Prerequisite: Eligibility  
for English 50 and  
Math 50.

Completion of MA 67  
and MA 67L and  
concurrent enrollment  
in MA 68.

**MEDICAL ASSISTING II**

This course 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 Secretaries, Laboratory Assistants, Radiology Assistants, Electrocardiography Technicians, Pharmacy Assistants, Central Service Assistants and Physical Therapy Assistants.

**MEDICAL ASSISTING II LAB**

Laboratory experiences will occur in hospital specialty areas such as Unit Secretary, Cardiology, Pharmacy, Central Services, Laboratory, X-Ray, Physical Therapy and the Operating Room.

**MEDICAL ASSISTING III**

Theory presentation includes group dynamics, mental health principles, community needs and resources, and specialty procedures; specific to medical office practice.

**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.

**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: 0

Eligibility for English 50.

### EMERGENCY MED TECH I

This course 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 is approved by Riverside County and therefore includes 80 hours of lecture and laboratory instruction; 8 hours of instruction in ambulance operations and procedures, 8 hours of practical ambulance experience, and 8 hours of supervised instruction in the hospital emergency room.

### EMT 85A,B,C,D

2 Units

Lecture: 2 hours

Laboratory: 0

Prerequisite: EMT Certificate

Eligibility for English 50.

### EMT REFRESHER COURSE

This is a refresher course for EMT I personnel for recertification. The recertification shall be available for those whose EMT cards have not expired for more than one year. 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 overall view of the field of Respiratory Therapy and the duties a graduate will perform. It will also provide an orientation to respiratory care equipment. The course will emphasize the anatomy and physiology of the respiratory system in relation to treatment. The course will also introduce the student to medical terminology and concepts and provide the basis of ethical professional behavior necessary for acceptable patient care.

### RT 53 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

RT 51, 53, 54, 55, with a grade of "C" or better.

### 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, with  
a grade of "C"

or better.

Co-requisite RT 59.

**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,with a grade of "C"  
or better.

Co-Requisite: RT 58.

**RESPIRATORY THERAPY TRENDS AND ISSUES**

This course will provide the student with the opportunity to explore an area of respiratory care that is particularly interesting or significant to his future goals. The student, together with the instructor will map out a plan of action for the semester from one of the following areas; (1) education (2) management (3) research (4) therapy. Goals for the plan of action will be set by the student and instructor with assessment of student achievement related to goal accomplishment.

**ALLIED HEALTH****AH 51**

1 Unit

Lecture: 4 hours per  
week for 4 weeks.Prerequisites: Ch 4 or  
1 year high school  
chemistry with a  
grade of C or better.

Bi 22. Recommend

Bi 23 and Bi 15

with a grade of C or  
better.**LVN-ADN TRANSITION I**

This course is an overview of Nursing Fundamentals I. Its content is directed toward assisting eligible Vocational nurses, Psychiatric Technicians and Corpsmen to successfully challenge N5 and N5L of the Associate Degree Nursing Program.

**AH 52**

1 Unit

Lecture: 4 hours per  
week for 4 weeks.

Prerequisite:

Ch 4 or 1 year  
high school chemistry  
with a grade of C or  
better. Bi 22, Bi 23.Recommend Bi 15  
with a

grade of C or better

**LVN- DN TRANSITION II**

This course is an overview of Nursing Fundamentals II. Its content is directed toward assisting eligible Vocational Nurses to successfully challenge N6 and N6L of the Associate Degree Nursing Program.

**AH 56**

3 Units

Lecture: 3 hours

Laboratory: None

Prerequisite: Eligibility  
for English 51 and  
Math 50**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.

- AH 62**  
2 Units  
Lecture: 2 hours  
Laboratory: 0  
Prerequisite: Eligibility for English 51 and Math 50.
- HUMAN DISEASES**  
The study of human disease and major illnesses affecting each body system. It includes etiology, signs and symptoms, methods of diagnosis and treatment of each disease.
- AH 64**  
1 Unit  
Lecture: 1 hour  
Laboratory: 0
- PERSPECTIVES IN HEALTH**  
This course is designed to familiarize the student with the social, economic, and political aspects of health care as it applies to his/her life as a health care professional, a health care consumer, a voter and a taxpayer.
- AH 70**  
1 Unit  
Lecture: 1 hour  
Laboratory: 0  
Co-requisite: Placement in English 50 or higher.
- INTRODUCTION TO HEALTH SCIENCES**  
This course is a prerequisite for all students entering the MA, VN, ADN, or RT Programs offered at College of the Desert. The course is designed to provide the students interested in 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.
- AH 98A-D**  
0.5-0.5-0.5-0.5 Unit  
Lecture: 0  
Laboratory: 1.5 hours
- NURSING SKILLS LAB**  
This course provides opportunity for practice and mastery of nursing skills necessary for safe patient care. It uses multimedia materials, computers and instructor assistance to improve the skills needed. It is directed to the students needing review of nursing procedures. The students are prepared via computerized examinations for mastery of nursing content, nursing objectives and state board licensure and/or certification. This course allows for open-entry/open-exit.
- AH 99A-D**  
1-1-1-1 Unit  
Lecture: 0  
Laboratory: 3 hours
- NURSING SKILLS LAB**  
This course provides opportunity for practice and mastery of nursing skills necessary for safe patient care. It uses multimedia materials, computers, and instructor assistance to improve the skills needed. It is directed to the student needing review of nursing procedures. The students are prepared via computerized examinations for mastery of nursing content, nursing objectives, and state board licensure and/or certification. This course allows for open-entry/open-exit.
- ## 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  
Prerequisite: Range II on the COD Assessment Test or completion of Eng 50 with a grade of "C" or better
- HISTORY OF ART**  
This survey course examines the art of the ancient world. Slide illustrated lectures and videotapes are used in the study of the architecture, sculpture, painting, and other visual art forms of Prehistoric and Primitive peoples, as well as the art of the Ancient Near East, Egyptian, Aegean, Greek, Etruscan, Roman, Early Christian and Byzantine cultures.

**ART 2B CSU, UC**  
3 Units  
Lecture: 3 hours  
Prerequisite: Range II on the COD  
Assessment Test or completion of English 50 with a grade of "C" or better.

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

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

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

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

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

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

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

**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

#### **HISTORY OF ART**

This survey course examines the art of the Western World from the Early Middle Ages through the Baroque era. Illustrated lectures and videotapes are used in the study of the architecture, sculpture, painting, and other visual art forms of the Early Medieval, Romanesque, Gothic, Late Gothic, Early and High Renaissance, Northern Renaissance, Mannerist, Baroque and Rococo period.

#### **BASIC DESIGN AND COLOR**

This is a beginning course in the study of visual elements and organizational principles. Through a study of shape texture, line, space, and color, students gain experience in organizing their thoughts and in solving design problems.

#### **THREE-DIMENSIONAL DESIGN**

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

#### **LIFE DRAWING**

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

#### **CERAMICS**

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

#### **CERAMICS**

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

#### **CERAMICS**

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

#### **CERAMICS**

This course permits the advanced student of Ceramics to continue the study of problems explored in earlier courses. Special emphasis is given to the areas of glaze formulation, kiln construction, and firing. Each student enrolled in this course is required to exhibit selected works in an on-campus exhibition.

#### **CLAY FOR TEACHERS**

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

#### **ADVERTISING ART**

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

#### **PRINTMAKING**

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

<p>ART 9B CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours</p>	<p><b>ETCHING AND LITHOGRAPHY</b> 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.</p>
<p>ART 10 CSU, UC 3 Units Lecture: 3 hours</p>	<p><b>INTRODUCTION TO ART</b> 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.</p>
<p>ART 11A CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours</p>	<p><b>SCULPTURE</b> A basic course in sculpture. Students explore the three dimensional form with a variety of materials and techniques, including additive, subtractive, and manipulative processes.</p>
<p>ART 11B CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: 11A</p>	<p><b>SCULPTURE</b> In this course students use additive processes to make sculpture and are provided with experiences in mold making.</p>
<p>ART 11C CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: 11B</p>	<p><b>SCULPTURE</b> 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.</p>
<p>ART 11D CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: 11C</p>	<p><b>SCULPTURE</b> Students in this course receive advanced individualized instruction in the lost wax process of bronze casting with special studies in the history of sculpture.</p>
<p>ART 12 CSU, UC 3 Units Lecture: 3 hours Prerequisite: Range II on the COD Assessment Test or completion of Eng 50 with a grade of "C" or better</p>	<p><b>HISTORY OF MODERN ART</b> The art of Europe and America from the nineteenth century to the present is examined in this course. Illustrated lectures on significant movements in painting, sculpture, and architecture of this period include: Romanticism, Realism, Impressionism, Expressionism, Cubism, Dada, Surrealism, Abstract Expressionism, Pop Art, and contemporary directions.</p>
<p>ART 13 CSU, UC 3 Units Lecture: 3 hours</p>	<p><b>HISTORY OF PHOTOGRAPHY</b> 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.</p>
<p>ART 17A CSU, UC 2 Units Lecture: 2 hours Laboratory: 2 hours</p>	<p><b>ORIENTAL BRUSH PAINTING</b> 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.</p>
<p>ART 17B CSU, UC 2 Units Lecture: 2 hours Laboratory: 2 hours Prerequisite: Art 17A</p>	<p><b>ORIENTAL BRUSH PAINTING</b> Advanced work in Oriental brush painting.</p>

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,B,C,D  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

ART 21A CSU UC  
2 units  
Lecture: 1 Hours  
Laboratory: 3 Hours  
Prerequisite:  
Courses in design and  
color and/or drawing  
and composition are  
desirable

ART 21B CSU UC  
2 Units  
Lecture: 1 Hour  
Laboratory: 3 Hours  
Prerequisite: ART 21A  
or equivalent

ART 21C CSU UC  
2 Units.  
Lecture: 1 Hour  
Laboratory: 3 Hours  
Prerequisite: Art 21B  
or equivalent

ART 21D CSU UC  
2 Units  
Lecture: 1 Hour  
Laboratory: 3 Hours  
Prerequisite: Art 21C  
or equivalent

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.

#### 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 the ceramic sculpture process in which students are taught to model ceramic sculpture and complete the finishing process with several methods of kiln firing.

#### PAINTING/WATER COLOR

This course is an introduction to fundamentals of transparent watercolor painting. Techniques covered include: washes, wet-in-wet, direct and layering.

This is an intermediate course in fundamental methods of watercolor painting. Class work includes basic principles of color and composition.

In this advanced course in watercolor painting, transparent and opaque techniques are applied to pictorial composition.

This course provides an opportunity for advanced work in watercolor, including mixed media and collage methods.

#### PAINTING/OIL

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

<p>ART 25A CSU UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: Courses in design and color and/or drawing and composition are desirable</p>	<p><b>PAINTING/ACRYLIC</b> This course is an introduction to fundamentals of acrylic painting. Methods include: opaque, transparent, under and over painting, and textural and collage techniques.</p>
<p>ART 25B CSU UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: Art 25A or equivalent</p>	<p><b>PAINTING/ACRYLIC</b> This is an intermediate course in methods of acrylic painting. Class work includes basic principles of color and composition.</p>
<p>ART 25C CSU UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: Art 25B or equivalent</p>	<p><b>PAINTING/ACRYLIC</b> In this advanced course in acrylic painting, fundamental and experimental techniques are applied to composition and construction.</p>
<p>ART 25D CSU UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: Art 25C or equivalent</p>	<p><b>PAINTING/ACRYLIC</b> This course provides an opportunity for advanced work in acrylics, including mixed media and rhoplex.</p>
<p>ART 30A CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours</p>	<p><b>PHOTOGRAPHY I/BLACK AND WHITE</b> 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.</p>
<p>ART 30B CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: Art 30A or equivalent.</p>	<p><b>PHOTOGRAPHY II/BLACK AND WHITE</b> 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>
<p>ART 30C CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisites: Art 30 B</p>	<p><b>PHOTOGRAPHY III/BLACK AND WHITE</b> 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><b>PHOTOGRAPHY IV/BLACK AND WHITE</b> 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><b>PHOTOGRAPHY I/COLOR</b> Advanced laboratory work with an emphasis on color photography.</p>

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

**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

**ART 80A,B,C,D**  
1-1-1-1 Unit  
Laboratory: 3 hours

**ART 81A,B,C,D**  
1-1-1-1 Unit  
Laboratory: 3 hours

**ART 82A,B,C,D**  
1-1-1-1 Unit  
Laboratory: 3 hours

**ART 83A,B,C,D**  
1-1-1-1 Unit  
Laboratory: 3 hours

#### **PHOTOGRAPHY II/COLOR**

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

#### **SPECIAL STUDIES IN ART**

Special Studies in Art is a title under which a variety of one-time-only courses may be given in response to particular circumstances and needs. The specific subject and content of these courses will be indicated by subtitles and descriptions placed in the Class Schedule at the time they are offered.

#### **PAINTING WORKSHOP**

This course offers a basic study in the fundamentals of composition and painting techniques. Emphasis is placed on the development of painting skills through painting experience, library research, demonstration and lecture.

#### **BASIC DRAWING I**

A basic course in drawing. Provides the student with an opportunity to explore the materials and techniques of drawing. Problems of line, space, and texture are studied.

#### **BASIC DRAWING II**

This basic course provides the student with an opportunity to study composition and the expressive use of line, space texture, and shape.

#### **LANDSCAPE PAINTING**

This course is designed to provide the student with an opportunity to explore a subject from nature's landscape, using oil, watercolor, and mixed media.

## **BUSINESS**

### **BUSINESS-ACCOUNTING (BuAc)**

**BuAc 1 CSU, UC**  
3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility  
for Eng 50 and Math  
50 or above

**BuAc 2 CSU, UC**  
3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility  
for Eng 51 and Math  
50 or above

**BuAc 3 CSU**  
3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility  
for Eng 51 and Math  
50 or above

#### **ACCOUNTING**

This class will emphasize basic fundamentals of the double accrual accounting system through the complete accounting cycle. Included in this class will be accounting for service and merchandising enterprises with special emphasis on receivables, payables, inventories, plant asset depreciation methods, internal controls, payroll and other sub-systems.

#### **ACCOUNTING II**

This class will emphasize accounting concepts and principles relating to the partnership corporate forms, departmental and branch systems and management uses of accounting data which will include differential analysis, financial statement and special analyses including funds statements and cash flow, consolidated statements, and an introduction to federal income tax law.

#### **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 will be emphasized.

**BuAc 4**  
 3 Units  
 Lecture: 3 hours  
 Prerequisite: English 51 and Math 50 eligibility or above

**BuAc 10 CSU**  
 2 Units  
 Lecture: 1 hour  
 Laboratory: 3 hours  
 Prerequisite: BuAc 1 or BuAc 66 with a grade of "C" or better

**BuAc 11 CSU**  
 1 Unit  
 Laboratory: 3  
 Prerequisite: Eligibility for Eng 51 and Math 50 or above

**BuAc 12**  
 1 Unit  
 Laboratory: 3 hours  
 Prerequisite: Eligibility for BuAc 1 or above, Eng 50 or above, and Math 50 or above

**BuAc 66 CSU**  
 3 Units  
 Lecture: 3 hours  
 Eligibility for Eng 51 and Math 50 or above

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

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

**BuCS 69C**  
 2 Units  
 Lecture: 1 hour  
 Laboratory: 3 hours  
 Prerequisite: BuCS 69's to be taken in lettersequence

#### TAX ACCOUNTING I - INDIVIDUALS

This course is designed to have both personal and vocational values. Students will learn the latest tax information that will both allow them to prepare their own tax returns and, of important career interest, to prepare the tax returns of others. The course presents the tax system in light of the most current laws and regulations available. Also, tax planning issues for the current and later years are considered.

#### 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.

#### 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.

#### ELECTRONIC SPREADSHEET LAB

Of the five major applications of the personal computer (word processing, data base management, spreadsheet, graphics, and communications), the electronic spreadsheet is the one most widely used in business. Any analysis or management report that can be presented in a grid format or rows and columns can be handled by electronic spreadsheet software. It is vital that business students be skilled in this area if their career potential is to be maximized.

#### ACCOUNTING RECORDS AND PROCEDURES I

An introductory course designed to acquaint the student with basic financial records and procedures used in business. The course emphasizes 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

#### 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.

#### 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.

#### MICROCOMPUTER OFFICE III

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.

**BuCS 69D**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite:

BuCS 69's to be taken in letter sequence

**MICROCOMPUTER OFFICE IV**

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.

**BuCS 70**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

**COMPUTER BUSINESS APPLICATIONS**

This course is designed to expose students to "off-the-shelf" application package uses, strengths, and limitations. The course discusses the dynamic role computers can play in business by exploring user application from four standpoints: using professional support applications, data communications, and creating custom applications.

**BuCS 70A, B, C**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite:

BuCS 70's to be taken in letter sequence

**COMPUTER BUSINESS APPLICATIONS**

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.

**BuCS 71 CSU**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

**COMPUTER LITERACY**

This course introduces personal computers and their application. Course includes concepts, application, programming, and the use of utility programs with hands-on operation.

**BuCS 73 CSU, UC**

3 Units

Lecture: 3 hours

Laboratory: 0

**INTRO TO COMPUTER SCIENCE**

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.

**BuCS 73L CSU, UC**

1 Unit

Lecture: 0

Laboratory: 3 hours

Prerequisite or

concurrent enrollment in BuCS 73 and BuCS 73L

**INTRO TO COMP. SCI. LAB**

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.

**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.
- FORTRAN PROGRAMMING**  
An introduction to the use of the computer in problem solving using the high level FORTRAN language. Students will write, test, and debug programs applicable to several disciplines.
- BuCS 76 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: 3 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**  
3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility  
for Eng 51 or above

#### **MARKETING**

This course is the study of market structures, channels of distribution, pricing and price policy, and market research. The course will emphasize human behavior and culture and their relationship to marketing activities. The student will participate in individual and class projects designed to reinforce the learning of basic marketing theory and concepts.

**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

### **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,**  
3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility for Eng 51 and Math 50  
or above

### **PRINCIPLES OF ECONOMICS I**

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. This is a macroeconomics course.

**Econ 2 CSU, UC**  
3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility for Eng 51 and Math 50 or above

### **PRINCIPLES OF ECONOMICS II**

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. This is a microeconomics course.

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

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

### **FINANCIAL STATEMENT ANALYSIS**

A study in the reading, analyzing and interpreting of financial statements of business from the standpoint of management, the investor, the creditor, and the bank loan officer. The student will analyze and develop ratios, trends, application, and cash flows.

**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

### **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.



<p><b>BuHM 65</b> 3 Units Lecture: 3 hours</p>	<p><b>FRONT OFFICE PROCEDURE AND NIGHT AUDIT</b> 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.</p>
<p><b>BuHM 66</b> 3 Units Lecture: 3 Hours Prerequisite: BuHM 50</p>	<p><b>HOSPITALITY INDUSTRY PRACTICUM</b> 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.</p>
<p><b>BuHM 67</b> 5 Units Lecture: 2 hours Laboratory: 9 hours</p>	<p><b>HOTEL/CLUB MAINTENANCE</b> 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.</p>

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

<p><b>BuMa 1 CSU</b> 3 Units Lecture: 3 hours Prerequisite: Eligibility for English 51 or above</p>	<p><b>PRINCIPLES OF MANAGEMENT</b> 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.</p>
<p><b>BuMa 2 CSU</b> 3 Units Lecture: 3 hours Prerequisite: PS 1, Introduction to Government</p>	<p><b>INTRODUCTION TO PUBLIC ADMINISTRATION</b> This course is an introduction to the study of public administration, including a survey of the major functions, structures-behaviors, processes and problems.</p>
<p><b>BuMa 3 CSU</b> 3 Units Lecture: 3 hours Prerequisite: One year of High School Algebra</p>	<p><b>STATISTICAL METHODS/BUSINESS &amp; ECONOMICS</b> 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.</p>
<p><b>BuMa 10 CSU</b> 3 Units Lecture: 3 hours</p>	<p><b>INTRODUCTION TO BUSINESS</b> 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.</p>
<p><b>BuMa 11 CSU</b> 3 Units Lecture: 3 hours Prerequisite: Eligibility for English 51 or above</p>	<p><b>PERSONAL FINANCE</b> 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  
**LAW FOR THE LAYMAN**  
Law and its relationship to the individual and family. Includes principles of family law, family property, ownership, inheritance, wills, probate proceedings, guardianships and conservatorships.
- BuMa 20A CSU, UC**  
3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility for English 51 or above  
**BUSINESS LAW**  
This course is a study of the forces and the law, the law of contracts, agency and employment, personal property and bailments and business torts and crimes, sales, law, labor law and government regulation of business.
- BuMa 20B CSU, UC**  
3 Units  
Lecture: 3 hours  
Prerequisite Eligibility for English 51 or above  
**BUSINESS LAW**  
This course is a study of the 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 and bankruptcy.
- BuMa 22 CSU**  
3 Units  
Lecture: 3 Hours  
Laboratory: None  
Prerequisite: Eligibility for English 51 or above  
**LEGAL ENVIRONMENT OF BUSINESS**  
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. This course emphasizes the law in the following areas: contracts, agency, product liability, antitrust, labor relations, consumer protection, securities regulation, computers, environment regulation and energy production.
- BuMa 24**  
2 Units  
Lecture: 2 hours  
Laboratory 0 hours  
Prerequisite: Eligibility for English 51 or above and Admission to Golf Management Program  
**RESORT PERSONNEL AND HUMAN RELATIONS**  
This course emphasizes the management of the golf shop and resort personnel from the perspective of the golf professional. Both legal and psychological factors will be examined in order to prepare the golf professional for the role of supervisor, leader, and motivator. Special focus on dealing with the particular needs of country club and resort clientele will be included.
- BuMa 25**  
1 Unit  
Lecture: 1 hour  
Prerequisite: Eligibility for English 51 or above  
**GOLF SHOP OPERATIONS**  
This course is the study of the principles and techniques involved in managing the modern professional golf shop: selling techniques, psychological factors, merchandise displays. The principles of organizing, financing, and controlling a small business, such as purchasing, pricing, stock control, store layout, policies and security.
- BuMa 30 CSU**  
3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility for English 51 or Math 50 or above  
**BUSINESS COMMUNICATIONS**  
This course is the study of principles of effective writing as applied to business and industrial matters. Students will learn how to write effectively for purchasing, credit, collections, inquiries, adjustments, applications, human relations, and reports. This course will emphasize the application of business english, oral communications, and building a business vocabulary.
- BuMa 51**  
3 Units  
Lecture: 3 hours  
**SMALL BUSINESS MANAGEMENT**  
An understandable and accurate body of knowledge pertaining to the organization, financing and managing of a small business by presenting an overview of the small business environment together with an explanation of financial statements and through use in effective decision making by small firm managers.
- BuMa 72 CSU**  
3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility for English 51 or above.  
**BUSINESS MATHEMATICS**  
This course is a review of fundamentals of mathematics necessary for competent participation in business: decimals, fractions, percentage, trade discounts, interest, payrolls, insurance, and taxes.

- BuMa 88 CSU**  
3 Units  
Lecture: 3 hours
- BuMa 89**  
1 Units  
Lecture: 1 hour
- BuMa 90**  
1 Unit  
Lecture: 1 hour
- PRINCIPLES OF INSURANCE**  
Survey of general principles, including history, ethics, economics, and types of insurance; state regulations, agency and brokerage contracts.
- BASIC CONCEPTS OF UNEMPLOYMENT INSURANCE**  
Designed for the individual working with the unemployment insurance program as an employer, an employee, or a claimant representative. Includes background information, basic rules and regulations governing the California Unemployment Insurance Program.
- INTERVIEWING TECHNIQUES**  
Class designed to develop basic interviewing skills as used by professionals whose duties include interviewing. Course objectives are knowledge, skills and/or attitudes to be taught. Knowledge or interviewing theories and techniques and skill in their application.

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

- BuOA 50**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: Eligibility for English 51 or above
- BuOA 51**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: BuOA 50 or equivalent; Eligibility for English 51 or above
- BuOA 52**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: BuOA 51, or equivalent. Eligibility for English 51 or above
- BuOA 53**  
4 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisite: BuOA 51 or equivalent.
- BuOA 54**  
1 Unit  
Lecture: 1/2 hour  
Laboratory: 1 1/2 hours
- BuOA 56**  
4 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisite: BuOA 51 or ability to type 45 wpm.
- BEGINNING TYPEWRITING**  
This course includes introduction to the keyboard; technique development; basic skill development; control of manipulative operations; formatting of basic communications including letters, memos, reports, tables, and outlines.
- INTERMEDIATE TYPEWRITING**  
This course emphasizes speed and accuracy skills, communication skills, proofreading and editing skills. The course includes formatting and keying business correspondence including letters with special features, simplified forms of communication, administrative communications, tables, forms, and reports.
- ADVANCED TYPEWRITING**  
This course emphasizes vocational application of keyboarding/formatting, editing skills that portray realistic office settings. The focus is on situations that involve working in these types of offices: general, executive, production/marketing, accounting, government, technical, medical, legal, and word processing. Develops speed and accuracy skills.
- 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.
- KEYBOARDING**  
Provides students with the basic keyboarding skills necessary to input information into microcomputers or other electronic terminals.
- 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; or eligibility for English 51.

#### **BEGINNING STENOGRAPHY (SHORTHAND)**

This course is the study of the fundamentals of Gregg Series 90 Shorthand. The course emphasizes theory, brief forms, phrases and dictation speed of 60-70 wpm. The course will also include an introduction to transcription.

**BuOA 60B CSU**  
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.

#### **INTERMEDIATE STENOGRAPHY (SHORTHAND)**

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

**BuOA 61 CSU**  
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.

#### **ADVANCED STENOGRAPHY (SHORTHAND)**

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

**BuOA 63 CSU**  
4 Unit  
Lecture: 3 hour  
Laboratory: 3 hours  
Prerequisite: BuOA 51 or ability to type 45 wpm.

#### **OFFICE AND SECRETARIAL PROCEDURES**

To develop secretarial techniques by applying knowledge and skills through realistic practices. To provide for career exploration, vocational testing, analysis of job opportunities, application and interview, business personality and behavior, office dress and grooming, human relations and other information pertinent and in preparation for the business world.

**BuOA 64 CSU**  
2 Units  
Lecture: 2 hours

#### **RECORDS MANAGEMENT**

To introduce the principles and procedures of office information systems. To instruct and practice in alphabetic, numeric, geographic, and subject filing systems. To develop the ability to plan, interpret, design, and supervise a filing program.

**BuOA 65 CSU**  
3 Units  
Lecture: 3 hours

#### **MEDICAL INSURANCE AND RECORDS**

A course for those interested in medical office employment. Includes study of all phases of medical insurance; Workmen's Compensation, Medical, Medicare, various groups and individual policies, using current Relative

Value Studies. Students will receive instruction in reading policies to determine benefits and completing forms from medical records. Same as Medical Assisting 63. May be taken for credit only once.

**BuOA 71 CSU**

3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility for English 51 or above

**BUSINESS ENGLISH**

This course covers the basic rules of current English usage needed in the business office. Including a thorough review of parts of speech, punctuation, capitization, spelling, and sentence structure.

**BuOA 72**

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

**PROOFREADING**

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.

**BuOA 74 CSU**

3 Units  
Lecture: 3 hours

**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 hours  
Prerequisites: Completion of BuOA 50 or equivalent and the ability to type 35 w.p.m. eligibility for English 51 or above.

**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 distribution are included in this course. Applications will be performed using related procedures to include dictation, keyboarding, editing, and revising documents, manipulating data, and printing, reproducing, and telecommunicating documents.

**BuOA 76A**

1 Unit  
Laboratory: 3 hours  
Prerequisite: Typing rate of 45 wpm. Eligibility for English 51 or above.

**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, revising, printing, and storing of either single-multi-page documents (letters, memos, tables, reports) are covered.

**BuOA 76B**

1 Unit  
Laboratory: 3 hours  
Prerequisite: Ability to type 45 words per minute; eligibility for English 51 or above.

**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  
Laboratory: 3 hours  
Prerequisite: Typing speed of 45 wpm; eligibility for English 51 or above.

**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. This is **not** a course in programming—no previous computer operating experience is required.

**BuOA 76D**

1 Unit

Laboratory: 3 hours

Prerequisite: Typing speed of 45 wpm, BuOA 76A or equivalent; eligibility for English 51 or above

**BuOA 76E**

1 Unit

Laboratory: 3 hours

Prerequisite: BuOA 76B  
eligibility for English 51 or above, or equivalent; typing rate of 45 wpm.

**BuOA 79**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: Completion of BuMA 72, Business Mathematics or equivalent.

**BuOA 99**

0 Unit

Lecture: 0 hours

Laboratory: 0 hours

Prerequisite: Concurrent enrollment in BuOA courses requiring laboratory time.

**WP/IBM DISPLAYWRITER (INTERMEDIATE/ADVANCED)**

This course emphasizes the intermediate and advanced functions of the IBM Displaywriter System. The course includes spelling verification; creating advanced and text-tables, documents from stored text, shell documents; and creating and maintaining files.

**WORD PROCESSOR/CPT (INTERMEDIATE/ADVANCED)**

This course emphasizes the intermediate and advanced functions of the CPT word processor. The course includes special equipment functions such as centering, formatting, 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 in forms.

**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.

**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

Prerequisite: BuRE 81, Principles of Real Estate, or a Real Estate Licence

**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

Prerequisite: Eligibility for English 51 or above

**REAL ESTATE PRACTICUM II**

This course provides an overview of consumer material with special emphasis on agency requirements and ethics. It is designed to meet the entire 45 hour Continuing Education requirements of the Department of Real Estate.

**BuRE 81 CSU**

3 Units

Lecture: 3 hours

Prerequisite: Eligibility for English 51 and Math 50 or higher

**PRINCIPLES OF REAL ESTATE**

This course is a 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:

Eligibility for English

51 or above

**REAL ESTATE ECONOMICS**

This course is the 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: Eligibility

for English 51 or

above

**REAL ESTATE PRACTICE**

This course is a 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. The student will learn the importance of public relations, personnel policies, and professional ethnics.

**BuRE 83B**

3 Units

Lecture: 3 hours

Prerequisites: BuRE

81 or a Real Estate

License

**REAL ESTATE LISTINGS AND SALES**

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

**BuRE 83C**

3 Units

Lecture: 3 hours

**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

Eligibility for English

51 or above

**LEGAL ASPECTS OF REAL ESTATE**

This course is the study of the laws of California as related to real estate; property acquisitions, transfer, and ownership; interest in property. It is the study of the kinds of tenancy, estate and Federal courts, land contracts, liens, restrictions, landlord and tenant, agency, probate, and taxes. The student will learn the licensing of salespeople and brokers, and laws relating to the real estate profession.

**BuRE 85 CSU**

3 Units

Lecture: 3 hours

Prerequisite: Eligibility

for English 51 and

Math 50 or above

**REAL ESTATE FINANCE**

This course is the 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. Students will learn 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  
Prerequisite: Eligibility for English 51 or above

**REAL ESTATE OFFICE ADMINISTRATION**  
This course 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. 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  
Prerequisite: Eligibility for English 51 and Math 50 or above

**ESCROW PROCEDURES I**  
This course is the study of 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

**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  
Prerequisite: Eligibility for English 51 or above

**SAFETY MANAGEMENT**  
This course is the study of 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**  
2 Units  
Lecture: 2 hours  
Prerequisite: Eligibility for English 51 or above
- PURCHASING**  
This course is the study of the methods and techniques used in the selection and procurement of materials, products, and supplies in industry. The course will emphasize the optimal amount, price, payment policy and supplier. The student will learn the typical ordering, receiving and storage management procedures used 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  
Prerequisite: Eligibility for English 51 or above
- ELEMENTS OF SUPERVISION**  
This is a basic course covering the responsibilities of the industrial supervisor. Major topics: organization, public relations, human relations, training, management-employee relations, production control and promotion practices.
- BuSM 92**  
2 Units  
Lecture: 2 hours  
Prerequisite: Eligibility for English 51 or above
- PSYCHOLOGY FOR SUPERVISORS**  
This course is the study 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  
Prerequisite: Eligibility for English 51 or above
- HUMAN RELATIONS**  
This course is the study of personnel relations as affected by the application of basic psychological techniques. Emphasis is placed on employer-employee relationships.
- BuSM 94**  
2 Units  
Lecture: 2 hours  
Prerequisite: Eligibility for English 51 or above
- COMMUNICATIONS I FOR SUPERVISORS**  
This is an introductory course involving the study of oral and written communications designed for supervisors and administrative personnel in industry. This course will emphasize individual experiences in speaking and in conference leading.
- BuSM 95**  
2 Units  
Lecture: 2 hours  
Prerequisite: BuSM 94;  
Eligibility for English 51
- COMMUNICATION II FOR SUPERVISORS**  
This is an intermediate course involving the study of oral and written communications designed for supervisors and administrative personnel in industry. The course will emphasize standards and physical aspects of communication including graphic aids, physical presentation of reports, public speaking and oral reporting. The course will involve learning how to conduct meetings and improving one's listening ability.
- 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  
Prerequisite: Eligibility for English 51 or above
- ORGANIZATION PATTERNS AND MANAGEMENT**  
This course is the 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: Range III

on the College of the

Desert Assessment

Placement Test, or

completion of

English 51 with a

grade of "C" or better

Eng 1B CSU, UC

3 Units

Lecture: 3 hours

Laboratory: 0

Prerequisite:

English 1A

or equivalent

ENG 1C CSU UC

3 Units

Lecture: 3 hours

Laboratory: 0

Prerequisite: English

1B, 3B or equivalent

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

#### COMPOSITION

This is a college freshman course which focuses on principles of effective composition and rhetorical techniques for achieving interest, clarity, effective organization and development of ideas. Students analyze varieties of nonfiction prose and write a minimum of five formal essays (500 word minimum each), a book report and research paper, totaling 8,000 to 10,000 words.

#### 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.

#### 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.

#### 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.

- 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 CSU  
UC  
3 Units  
Lecture: 3 hours  
Prerequisite:  
Eligibility for English  
1B
- Eng 11B  
3 Units  
Lecture: 3 hours  
Prerequisite:  
Eligibility for English  
1B
- 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 equivalent.
- Eng 14 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite:  
Eligibility for English  
1B  
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
- 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 (OLD ENGLISH-NEO-CLASSIC PERIODS)**  
This course surveys the major writers and works of English literature of the Old English, Anglo-Norman, Middle-English, the Renaissance, and Neo-Classic Periods.
- SURVEY OF ENGLISH LITERATURE (ROMANTIC-MODERN)**  
This course surveys the major writers and works of English literature of the Romantic, Victorian, Edwardian, and Modern Periods.
- WORLD LITERATURE I**  
A survey of selected works in translation which have influenced Western thought, from Homer through the Renaissance, to 1660. Classics are studied for their artistic merit and their contribution to modern thought.
- WORLD LITERATURE II**  
A survey of selected works in translation which have influenced Western thought, from 1660 to the present. Classics are studied for their artistic merit and their contribution to modern thought. May be taken independently from World Literature I.
- SHAKESPEARE**  
This course is a study of selected histories, comedies, and tragedies of William Shakespeare.
- 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.

Eng 18 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: English  
1A and 1B or  
equivalent

#### 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.

Eng 20  
1 Unit  
Lecture: 1 hour  
Prerequisite:  
Enrollment in a  
course which  
requires a research  
paper.

#### RESEARCH PAPER

Training in proper preparation and writing of a research paper including instruction on research, techniques, style and format.

Eng 31 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite:  
Eligibility for English  
51

#### 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.

Eng 32 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite:  
Eligibility for English  
51

#### 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.

Eng 35 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite:  
Eligibility for English  
51

#### MYTH AND LEGEND

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

Eng 41 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.

#### 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  
3 Units  
Lecture: 3 hours  
Laboratory: 2 hours  
Prerequisite:  
Range I on the COD  
Assessment Test:  
Corequisite: Reading  
50

#### BASIC WRITING SKILLS

This course is designed to provide extensive study of fundamental language skills in preparation for higher level writing courses. The course is non-transferable and non-degree credit. The Credit/No Credit grading option is available. Concurrent enrollment in or completion of RDG 50 is required.

Eng 51  
3 Units  
Lecture: 3 hours  
Prerequisite:  
Range II on the COD  
Assessment Test or  
completion of Eng. 50  
with a grade of "C"  
or better

#### WRITING SKILLS REVIEW

This non-transferable course is designed for students who need training and practice in expository writing and conventional language skills to prepare them for standard college English courses. Credit is applicable to the associate degree only. Students may choose the option of a Credit/No Credit grading system.

## ENGLISH-AS-A-FOREIGN-LANGUAGE

EFL 1A  
4 Units  
Lecture: 4 hours  
Prerequisite: Range III  
on the COD EFL  
Assessment Test, or  
completion of EFL 51  
with a grade of C  
or better

#### COMPOSITION SKILLS

This is a college freshman composition course designed for English-as-a-Foreign-Language students. Emphasis is on the principles of effective composition and rhetorical techniques of achieving interest, clarity, effective organization and development of ideas. Students analyze varieties of non-fiction prose and write a minimum of five formal essays (500 word minimum), a book report, and a research paper, totaling 8,000 to 10,000 words.

EFL 50  
4 Units  
Lecture: 3 hours  
Laboratory: 3 hours  
Prerequisite: Range I  
on the COD EFL  
Assessment Test or  
successful completion  
of ESL 382E, 384E,  
386E, and 388E with  
a grade of "C"  
or better

#### BASIC COMMUNICATION SKILLS

This course is designed to provide college bound English-as-a-Foreign-Language students extensive study of fundamental language skills in preparation for higher level writing courses. Primary emphasis is on the application of basic English communication skills to the reading and writing of short compositions as well as structured speaking experiences. Credit is applicable to the associate degree only. Students may choose the option of a Credit/No Credit grading system. Concurrent enrollment in or completion of RDG 50 is required.

EFL 51  
4 Units  
Lecture: 4 hours  
Prerequisite: Range II  
on the COD EFL  
Assessment Test, or  
successful completion  
of EFL 50

#### EXPOSITORY LANGUAGE SKILLS

This transferable course is designed for English-as-a-Foreign-Language students who need further training and practice in expository writing and conventional language skills in preparation for college courses. Emphasis is on the reading and writing of full length essays (500 word minimum) as well as on the speaking skills necessary for the acquisition of a college education. Writing production will be at least 6,000 words. Students may choose the option of a Credit/No Credit grading system.

## JOURNALISM

J 3A CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Range II  
or above in English  
and Reading on COD  
Assessment Test

#### NEWS REPORTING & WRITING

This is a beginning course in news writing 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. This course may be substituted for MC2, Writing for Mass Media.

J 4A CSU UC  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours  
Prerequisite: J3A or  
equivalent, Range II  
or above in English  
and Reading on  
College Assessment  
Test

#### 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.

**J 4B CSU**  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours  
Prerequisite: J4A

#### **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.

**J 6 CSU UC**  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours  
Prerequisite: Range II or above in English and Reading on COD Assessment Test

#### **INTRODUCTION TO DESKTOP PUBLISHING**

This course is designed to introduce students to the latest techniques in desktop publishing. Students will learn to typeset, design and produce printed material utilizing IBM and MacIntosh personal computers, the Apple LaserWriter, and the PageMaker pagination system. The course will also provide students with an overview of the rapidly developing field of desktop publishing.

**J 7 CSU UC**  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: Range II or above in English and Reading on COD Assessment Test

#### **INTRODUCTION TO PHOTOJOURNALISM**

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

**J 10**  
3 Units  
Lecture: 3 hours  
Prerequisite: Range II or above in English and Reading on COD Assessment Test

#### **MAGAZINE ARTICLE WRITING**

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

## **MASS COMMUNICATION**

**MC 1**  
3 Units  
Lecture: 3 hours  
Prerequisite: Range II or above in English and Reading on COD Assessment Test

#### **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  
Prerequisite: Range II or above in English and Reading on COD Assessment Test

#### **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. Reporting and interviewing skills will also be stressed.

**MC 3 CSU**  
3 Units  
Lecture: 3 hours  
Prerequisite: Range II or above in English and Reading on COD Assessment Test

#### **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  
Prerequisite: Range II or above in English and Reading on COD Assessment Test

#### **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 will be introduced to advertising layout, design, and sales strategies.

**MC 5 CSU**  
3 Units  
Lecture: 3 hours  
Prerequisite: Range II  
or above in English  
and Reading on COD  
Assessment Test

#### **INTRODUCTION TO PUBLIC RELATIONS**

This course offers students an overview of the public relations field with a practical approach to the handling and planning, 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

#### **AUDIO PRODUCTION**

This course introduces the techniques, procedures, equipment and devices required to produce audio programs and segments thereof. Actual production experience will be gained through student projects utilizing college audio production equipment.

**RTV 3B CSU**  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours  
Prerequisite: R-TV  
3A or equivalent;  
demonstrated produc-  
tion proficiency

#### **ADVANCED AUDIO PRODUCTION**

This advanced course provides Audio Production for those persons possessing proven skills. The focus will be on program production.

**RTV 4A CSU**  
3 Units  
Lecture: 1 hours  
Laboratory: 6 hours  
Prerequisite: Eligibility  
for English 51

#### **TELEVISION PRODUCTION**

This course introduces the student to the techniques, procedures, equipment and devices required to produce television programs and commercials. Actual program production experience will be gained through student projects utilizing college television studio and field production equipment.

**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

#### **RADIO AND TELEVISION WRITING**

This course provides an introduction to the analysis and preparation of scripts covering the areas of commercials, news public service announcements, documentaries, promotional and dramatic announcements and full programs. The students will develop the ability to understand what constitutes a radio or television script and how to produce same.

### **READING**

**RDG 1 CSU**  
2 Units  
Lecture: 1.5 hour  
Laboratory: .5 hours  
Prerequisite:  
Range III on the COD  
Assessment Test or  
successful completion  
of RDG 60

#### **READING IMPROVEMENT**

This is an accelerated course designed for the better reader. Topics include improving reading rate and comprehension, developing flexible reading rates, extending vocabulary, and study-type 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: 1.5 hour

Laboratory: .5 hours

Prerequisite: Range II on the COD Assessment Test

**SPEECH (Sp)****Sp 1 CSU, UC**

3 Units

Lecture: 3 hours

Prerequisite: Eligibility for English 51 Reading Range II

**Sp 2 CSUC, UC**

3 Units

Lecture: 3 hours

Prerequisite: Eligibility for Eng 1A

**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 attack 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 is designed for students who need instruction and practice in the development of reading and reasoning skills. Successful completion of this course with a grade of "C" or better meets the College of the Desert proficiency requirement for reading.

**INTRODUCTION TO HUMAN COMMUNICATION**

The course enables students to understand and improve the interpersonal communication skills through which human beings satisfy both their individual and social needs and objectives. Attention is focused on enhancing self-concept, developing empathy to resolve interpersonal conflict, exploring emotions, recognizing the limits of human perception, and improving listening skills and nonverbal communication (body language, appearance, touching, use of space and time).

**ORAL INTERPRETATION OF LITERATURE**

Oral Interpretation of Literature encourages student growth in the comprehension, analysis, and evaluation of all major forms of literature; prose, poetry, and drama. The study of literary genres, styles of composition techniques of characterization, approaches to literary criticism, performance skills, and editing techniques are discussed. The student is provided with an opportunity to synthesize classroom material through vocal per-

formance before a classroom audience. Because of its holistic approach, the course is of benefit to students desiring skills in reading, writing, editing, performance and criticism.

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  
Prerequisite: Eligibility  
for English 51



#### PUBLIC SPEAKING

This course includes 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  
Prerequisite: Eligibility  
for English 51

#### GROUP DISCUSSION

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

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

#### DECISION MAKING/ADVOCACY

The course studies the process of decision making as it relates to attitudes, values, beliefs and cultural myths. The course covers basic argumentation, persuasion and the effective use of evidence. Students learn advocacy skills both through practice and analysis of media, propaganda and current and historical political speech.

Sp 12,A,B CSU, UC  
3 Units  
Lecture: 1.5 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  
Prerequisite: Eligibility  
for English 51 Reading  
Range II

#### INTERCULTURAL COMMUNICATION

The course focuses on the communication behaviors and values common to all cultures and on the differences that insulate and divide people of one culture from others. Inter-cultural Communication involves Perception, Verbal and Nonverbal (body language, appearance, touching, space, and time). Processes, Value and Belief Systems, Social Organization Stereotyping and Prejudice. The study leads to a better understanding of American traditions, increased appreciation of the customs of others, and an awareness of more effective methods of communication.

## CULINARY ARTS

CART 5  
5 Units  
Lecture: 2.8 hours  
Laboratory: 2.2 hours  
Prerequisite: Eligibility  
for Eng 51 or above

#### PRINCIPLES OF BAKING

This course is designed to provide an understanding of basic characteristics and function of major ingredients. Focus will be on the importance and accuracy of weights measure and hands-on experience in the production of mixing methods of cakes, yeast raised products, danish, breads, croissants, puff pastry, custards, puddings, and basic cake decorating.

**CArt 8**

5 Units

Lecture: 2.8 hours

Laboratory: 6.6 hours

Prerequisite: Eligibility  
for Eng 51 or above**CLASSICAL BUFFET DESSERTS & COMPETITION DISPLAYS**

This is a comprehensive study of classical desserts for buffet display and display and classical competition show pieces. The focus will be hands-on experience in the production and display of pastillage, croquant, chocolate, marzipan, royal icing, spun, pulled and blower sugar.

**CArt 10**

3 Units

Lecture: 3 hours

Prerequisite: Eligibility  
for Eng 51 or above**FOOD PROCUREMENT AND COST CONTROL**

This is a study of the basic principles of purchasing food and beverages, as well as nonfood items, with particular attention to product identification and to the ordering, receiving, storing, and issuing sequence.

**CArt 15**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Eligibility  
for Eng 51 or above**RESTAURANT DESSERTS**

This course provides the students with the knowledge and skills necessary in the production of desserts in a restaurant setting. Emphasis will be placed on practicality, efficient production practices, visual appeal and profitability.

**CArt 32**

3 Units

Lecture: 3 hours

Prerequisite: Eligibility  
for Eng 51 or above**INTRODUCTION TO FOOD SERVICE**

This is an overview of the organization of the Food Service Industry and the responsibilities of food service personnel. Job positions at all levels are discussed, including education and experience requirements, personnel qualifications, job responsibilities, and future opportunities. An introduction to foods including terminology and preparation techniques is included.

**CArt 33**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Eligibility  
for Eng 51 or above**INTRODUCTION TO BAKING**

This course will enable the student to learn and practice the skills and methods of production of bread, desserts and other baked goods using quantity production techniques.

**CArt 34**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Eligibility  
for Eng 51 or above;  
CArt 33 or instructor  
approval**INTERMEDIATE BAKING**

This course will provide the student with the knowledge and skills necessary for the production of cakes, tortes, french pastries and petit-fours utilizing commercial baking techniques.

## 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) 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. 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-C	Fund of English	DE	343 A-B	Computer Discovery
DE	322 A-B	Adv Fund of English	DE	348 A-B	General Science
DE	324 A-B	Rdg Control Lab	DE	364 A-D	GED Test Preparation
DE	326 A-B	U.S. Modern World	DE	368 A-B	Beginning Typewriting
DE	328 A-B	Prac Amer Govmnt	DE	374 A-B	Word Processing
DE	332 A-B	World History	DE	376 A-D	Typing
DE	334	U.S. Citizenship	DE	378	Psychology
DE	342 A-C	Prac Basic Math	DE	390 A-B-C-	D Consumer Education

## ENGLISH AS A SECOND LANGUAGE

The English as a Second Language Program 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. All persons 18 years of age and older, regardless of their educational background are welcome to participate in this program.

Dept.	Number	Course Title
DE	382 A-F	ESL Grammar
DE	384 A-F	ESL Reading & Writing
DE	386 A-F	ESL Oral Communication
DE	388 A-F	ESL Conversation

## 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.

Cada persona de 18 anos o mas, sin tener en cuenta su educacion previa, es bienvenida a este programa.

## 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 40 2 Units Lecture: 2 Laboratory:0 Prerequisite: Intended for students with verified disabilities, but open to non-disabled as well.	<b>PERSONAL ASSESSMENT FOR STUDENTS WITH DISABILITIES</b> Emphasis of this course will be on self-assessment for the student who is disabled, as well as information dissemination. Topics to be discussed will include personal goals, counseling, the college experience, career exploration and college support services and programs. The law and the disabled will be discussed.
DEGu 40A CSU 2 Units Lecture: 2 hours	<b>PERSONAL ASSESSMENT FOR THE HANDICAPPED</b> 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 41**  
3 Units  
Lecture: 1  
Laboratory: 6  
Prerequisite: College verified learning disability or acquired brain injury. Pre-or Co-requisite: DEGu 302
- INFORMATION-MANAGEMENT STRATEGIES**  
Course emphasis is to develop or enhance student's ability to manage and organize information. Multi-media instruction is utilized. The lecture section will include video, and/or specific software programs designed to generate informed discussions focused on current events and human interest topics. The lab section provides repetition of the stimulus topic event via video tape or software utilization, plus individualized computer assisted instruction, specific to Word Processing skill development.
- DEGu 42**  
3 Units  
Lecture: 1  
Laboratory: 6  
Prerequisite: verified disability, Pre-or Co-requisite: keyboarding skills.
- ALTERNATIVE LEARNING STRATEGIES**  
Specialized computer assisted instruction for students with learning disabilities or acquired brain injuries to provide opportunity to maximize their learning potential and increase academic efficiency.
- DEGu 44**  
3 Units  
Lecture: 1  
Laboratory: 6  
Prerequisite: a verified disability.
- COMPUTER ACCESS KEYBOARDING**  
Students with verified disabilities will be provided individualized training in keyboarding and word processing skills as is specific to the microcomputer and the technological adaptations chosen. This course is designed to teach keyboarding basics to disabled students who must use adaptive technologies for successful access to the keyboard or screen and/or are unable to compete successfully in mainstream typing classes.
- DEGu 47**  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours  
Prerequisite: verified disability, DEGu 304 or equivalent
- COMPUTER ACCESS APPLICATIONS**  
Students with various verified disabilities will implement and utilize acquired skills with personalized adapted computer technologies to perform tasks required of regular course enrollment(s) and participation.
- DEGu 49**  
1/2  
Lecture: 1/2 hour
- CAREER CHANGERS WORKSHOP**  
This course is designed to assist students with the process of career decision making. The focus on self assessment and career information will provide students with on-going system for implementation of career goals.
- DEGu 50**  
1 Unit  
Lecture: 4 hours
- CAREER EXPLORATION**  
A group guidance class to assist the student in short and long term educational and occupational goals. Administration and evaluation of vocational and personality testing to be followed by individual counseling interviews. Normally offered as a six week course.
- DEGu 51A**  
2 Units  
Lecture: 2 hours
- PEER COUNSELING TECHNIQUES**  
This is a course for students who wish to develop effective techniques for counseling their peers; to gain accurate and more extensive knowledge of the opportunities available to COD students; and become informed of the referral resources and procedures for guiding peers toward additional counseling and advising.
- DEGu 51B, CSU**  
2 Units  
Lecture: 2 hours
- PEER COUNSELING TECHNIQUES**  
This is a course for students who wish to develop effective techniques for counseling their peers; to gain accurate and more extensive knowledge of the opportunities available to C.O.D. students; and become informed of referral sources and procedures for guiding peers toward additional counseling and advising.

<p>DEGu 52 1 Unit Lecture: 1 hour</p>	<p><b>RE-ENTRY ORIENTATION</b> This six week course is designed for the student returning to school after an absence. Lecture and group discussion will emphasize personal growth, positive attitudes, and skills to make a smooth transition to the community college.</p>
<p>DEGu 60 1 Unit Lecture: 1 hour Prerequisite: For first time college students</p>	<p><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.</p>
<p>DEGu 60A 1/2 Unit Lecture: 1/2 hour</p>	<p><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.</p>
<p>DEGu 71 A,B CSU 2-2 Units Lecture: 2 hours Laboratory: 2 hours</p>	<p><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.</p>
<p>DEGu 77 A,B CSU 1-1 Units Lecture: 1 hour Laboratory: 1 hour</p>	<p><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.</p>
<p>DEGu 81 A,B CSU 1-1 Unit Lecture: 1 hour Laboratory: 1 hour</p>	<p><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.</p>
<p>DEGu 87 A,B CSU 1-1 Unit Lecture: 1 hour Laboratory: 1 hour</p>	<p><b>H(earing I(mpaired) 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.</p>
<p>DEGu 301 0 Units Laboratory: 270 hours Prerequisite: Verified physical disability Entry Level: Verification of potential to progress and benefit from instruction</p>	<p><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.</p>
<p>DEGu 302 0 Units Laboratory: 270 hours Prerequisite: Verified disability; (DEGu 301)</p>	<p><b>COMPUTER ACCESS KEYBOARDING</b> Students with verified disabilities will be provided individualized training in word processing skills as is specific to the microcomputer and the technological adaptations chosen. This course is designed to teach keyboarding basics to disabled students who must use adaptive technologies for successful access to the keyboard or screen and/or are unable to compete successfully in mainstream typing classes.</p>

DEGu 303  
 0 Units  
 Laboratory: 270 hours  
 Prerequisite: Verified  
 disability; 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) and participation.

DEGu 304  
 0 Units  
 Lecture: 0  
 Laboratory: 0  
 Prerequisite: referral  
 college specialist or  
 agency, permission of  
 instructor.

#### LEARNING ASSESSMENT

Students will be individually tested for learning disabilities and/or acquired brain injured learning dysfunctions. Title V established testing and criteria will be utilized. An individual education plan (I.E.P.) will be generated.

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

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

### 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 provides computer assisted instruction and materials supplementary to an instructor's classroom or laboratory presentation to advance students knowledge or personal growth.

DESS 54  
 1 Unit  
 Lecture: 1 hour

#### APPLIED STUDY SKILLS

This course is designed to enhance the student's learning in college by providing the tools necessary to form successful study habits. Content includes skills of note taking, preparation for tests, how to take tests, preparation of report, time management and other related study skills.

DESS 55  
 1/2 Units  
 Lecture: 1/2  
 Laboratory: 0  
 Prerequisite: Eligible  
 for English 51, Eligible  
 for Reading 60A

#### SKILLS DEVELOPMENT-ELECTRONIC

This class will provide the student with Electronic Vocabulary-Terminology for notetaking, outlining, and report writing, leading to overall improvement in study habits.

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.

DESS 300  
0 Units  
Lecture: 0  
Laboratory: 0

#### SUPERVISED TUTORING

The Tutorial Center is an open entry/open exit environment where selected college students tutor students with learning needs in academic subjects through one-to-one contact and small group instruction. A student does not have to register for tutoring at formal registration. Registration may be completed in the Tutorial Center.

## ENGINEERING/TECHNOLOGY

### 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  
or architecture experience approved by the instructor.

#### ARCHITECTURAL DETAILING II

This course is designed for advanced architecture students and covers working drawings for woodframe houses, including 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 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 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.

## AIR CONDITIONING & REFRIGERATION

### ACR 60

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: Concurrent enrollment in ACR 64 is recommended. Eligibility for Math 50 and English 51 or concurrent enrollment in English 50.

### ACR 61

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisites:

ACR 60; Concurrent enrollment in ACR 64 or ACR 65 is recommended.

### ACR 62

3 Units

Lecture: 3 hours

Laboratory: 0

Prerequisites:

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

### ACR 63

3 Units

Lecture: 3 hours

Prerequisites:

ACR 60, 61, 64, 70 A,B

### ACR 64

3 Units

Lecture: 2 $\frac{1}{3}$  hours

Laboratory: 2 hours

### ACR 65

2 Units

Lecture: 2 hours

Laboratory: 0

Prerequisites: Concurrent or previous enrollment in ACR 70C, ACR 64

### ACR 66

1 Unit

Lecture: 1 hour

### ACR 67

1 Unit

Lecture: 1 hour

### AIR CONDITIONING/REFRIGERATION I

In this course, the student is introduced to the mechanical refrigeration cycle and its components. The use of specialized tools, instruments and service procedures for installation, maintenance and repair of air conditioning and refrigeration equipment is covered in this course.

### AIR CONDITIONING/REFRIGERATION II

This course provides intensive study of the mechanical refrigeration cycle and its components. Troubleshooting philosophy and techniques are presented to enable the student to diagnose system problems and malfunctioning of air conditioning and refrigeration equipment. Hands-on laboratory experience provides the student an opportunity to practice the methods and techniques presented in the classroom.

### AIR CONDITIONING III

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

### REFRIGERATION IV

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

### 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.

### 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.

### 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.

### REFRIGERATION LOAD ESTIMATING

Load estimating techniques for commercial refrigeration. Selection of components and refrigeration piping sizing and layout. Development of preventive maintenance programs. Normally offered as a six weeks course.

- ACR 68**  
1 Unit  
Lecture: 1 hour  
**AIR DISTRIBUTION SYSTEM DESIGN**  
Duct system design and layout for residential and commercial air conditioning applications. Investigates duct system materials, installation and air balancing. Normally offered as a six weeks course.
- ACR 69**  
1 Unit  
Lecture: 1 hour  
**AIR CONDITIONING/REFRIGERATION COST ESTIMATING**  
Introduces cost estimating techniques for new unit installation and unit repair of air conditioning and refrigeration equipment. Utilizes manufacturers' prices, specifications and catalog materials. Normally offered as a six weeks course.
- ACR 70 A,B,C**  
1 Unit  
Lecture: 0  
Laboratory: 3 hours  
Concurrent or previous enrollment in ACR lecture classes  
**AIR CONDITIONING/REFRIGERATION LAB**  
The course provides shop experience in troubleshooting; installation and repair of air conditioning and refrigeration equipment.
- ACR 71**  
2 Unit  
Lecture: 2 hours  
Laboratory: 0  
Prerequisite: ACR 60, ACR 64, ACR 61 and ACR 65 recommended  
**HEAT PUMPS**  
The course presents a study of the operation, application and service of the heat pump air conditioning system. It explores reverse cycle refrigeration machines, air interchange cycles, water interchange cycles, solar assisted systems and special application heat pump.
- ACR 072**  
2 Units  
Lecture: 2 hours  
Laboratory: 0  
Prerequisite: ACR 60,61,64,65  
**AIR CONDITIONING/REFRIGERATIONS**  
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.

## **AUTOMOTIVE AND POWER**

- Auto 1 CSU**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
**AUTOMOTIVE PRINCIPLES I**  
This course provides fundamental and basic knowledge of the internal combustion gasoline and diesel engine and its systems. This course will include fundamentals of the electrical and fuel systems and basic mathematics related to the automobile.
- Auto 2**  
3 Units  
Lecture: 1 hour  
Laboratory: 1 hour  
Prerequisite: Auto 1 or equivalent  
**AUTOMOTIVE PRINCIPLES II**  
This course will stress automotive engine operation principles. Practical work in the operation, inspection, maintenance, and repair of engines is included. Drive train principles, steering mechanisms, brake systems, suspensions and hydraulics systems will be studied.
- Auto 3 CSU**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Auto 1  
**AUTO PRINCIPLES III**  
This course will provide theory and practice of using different electrical equipment with an emphasis on hand held test equipment. Breaker point, electronic and computer type ignitions will be covered.
- Auto 12 CSU**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
**AUTOMOTIVE BRAKE SYSTEMS**  
This course is a study in the operating principles, design, repair, and diagnosis of automotive brake systems on domestic and foreign cars.
- Auto 13 CSU**  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
**AUTOMOTIVE SUSPENSIONS**  
Theory and practical experience in wheel alignment, balancing, front end suspension, and steering systems.

Auto 14 CSU  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

#### **AUTOMOTIVE ELECTRICITY AND LICENSE PREPARATION**

Study of electrical systems, starters, generators, voltage regulator, lighting systems, trouble diagnosis, testing operations, and maintenance. Light adjusting license preparation is covered.

Auto 15  
3 Units  
Lecture: 2 hours  
Lab: 3 hours

#### **BRAKES AND SUSPENSION**

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.

Auto 16  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: Auto 11 or equivalent

#### **TUNE UP/ELECTRICAL SYSTEMS**

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 40 CSU  
1 Unit  
Lecture: 1 hour  
Prerequisite: Eligible for Eng 51 and RUG 60A or concurrent enrollment in Eng 50. 1 year HS Auto Shop or equivalent.

#### **BASIC SHOP OPERATION**

This course provides an introduction to daily automotive service department routine. The course will be concerned with personal and shop safety, the writing and interpreting of repair orders, the legal aspects of auto repair, use of service manuals and parts catalogs. The course also includes an overview of vehicle systems and a review of the metric system as applied to the auto repair.

Auto 41 CSU  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Eligible for Eng 51 and Rdg 60A, or concurrent enrollment in Eng 50. 1 year HS Auto Shop or equivalent.

#### **BASIC AUTOMOTIVE ELECTRICAL SYSTEMS**

This is a basic level course in automotive electrical systems. It will cover batteries, charging and starting systems, their diagnosis and repair. There will be a strong emphasis on the use of wiring diagrams and factory trouble-shooting procedures. This is the basis for tune-up, the use of test instruments, and automotive computer systems.

Auto 42 CSU  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Eligible for Eng 51 and Rdg 60A, or concurrent enrollment in Eng 50. 1 year HS Auto Shop or equivalent.

#### **BASIC FUEL AND IGNITION SYSTEMS**

This course provides an introduction to daily automotive service department routine. The course will be concerned with personal and shop safety, the writing and interpreting of repair orders, the legal aspects of auto repair, use of service manuals and parts catalogs. The course also includes an overview of vehicle systems and a review of the metric system as applied to the auto repair.

Auto 46 CSU  
2 Units  
Lecture: 1-1/2 hours  
Laboratory: 1-1/2 hours  
Prerequisite: Eligible for Eng 51 and Rdg 60A or concurrent enrollment in Eng 50. 1 year HS Auto Shop

#### **AUTOMOTIVE DIAGNOSTIC EQUIPMENT**

This course provides instruction in the proper operation and use of tune-up related automotive diagnostic equipment. Included are oscilloscopes, exhaust gas analyzers, automotive computer diagnostic testers, and other tune-up related test equipment.

Auto 50 CSU  
 2.5 Units  
 Lecture: 1.5  
 Laboratory 3 hours  
 Prerequisite: Eligible for Eng 51 and Rdg 60A or concurrent enrollment in Eng 50. One year HS Auto Shop or equivalent.

Auto 60  
 2 Units  
 Lecture: 1 hour  
 Laboratory: 3 hours

Auto 61  
 2 Units  
 Lecture: 1 hour  
 Laboratory: 3 hours

Auto 62  
 2 Units  
 Lecture: 1 hour  
 Laboratory: 3 hours  
 Prerequisite: Auto 61 should be taken first.

Auto 63  
 2 Units  
 Lecture: 1 hour  
 Laboratory: 3 hours

Auto 64  
 2 Units  
 Lecture: 1 hour  
 Laboratory: 3 hours

Auto 65  
 2 Units  
 Lecture: 1 hour  
 Laboratory: 3 hours

Auto 66  
 2 Units  
 Lecture: 2 hours  
 Prerequisite: Auto 15 or Auto 12 or equivalent experience

Auto 67  
 3 Units  
 Lecture: 2 hours  
 Prerequisite: Minimum of one year field experience or equivalent basic automotive training.

Auto 68  
 1 Unit  
 Lecture: 1 hour

Auto 69  
 2 Units  
 Lecture: 1 hour  
 Laboratory: 3 hours

#### AUTOMOTIVE COMPUTER SYSTEMS

This course includes the theory, operation, testing, diagnosis, and repair of the automotive engine computer control systems used on today's vehicles.

#### AUTOMOTIVE ACCESSORIES AND AIR CONDITIONING

Includes physics involved in automotive air conditioning. The refrigerated air conditioning and heating system installation, troubleshooting, and servicing.

#### AUTOMOTIVE TUNE-UP (ELECTRICAL IGNITION SYSTEMS)

Operating principles, design and repair procedures of auto/electrical/ignition systems. Demonstrations and lectures using testing equipment, oscilloscopes, and exhaust analyzers for diagnosis.

#### AUTOMOTIVE TUNE-UP II (FUEL SYSTEMS-GASOLINE/DIESEL)

A study of automotive gasoline and diesel fuel systems, cooling, and lubrication. Covers diagnosis, application, and servicing.

#### ENGINE REBUILDING

Instruction in automotive gasoline and diesel engine reconditioning methods and procedures, which includes practice in cylinder boring, wrist pin fitting, rod aligning, valve seat grinding, disassembly and assembly.

#### AUTOMATIC TRANSMISSIONS

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

#### STANDARD TRANSMISSIONS AND DRIVE TRAINS

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

#### LICENSE PREPARATION BRAKES CLASS A

This course is a review of brake systems and applicable laws in preparation for state testing for Class A Brake Installer's license.

#### EMISSION CONTROL LICENSE PREPARATION

Emission control systems and state regulations dealing with licensing installers are emphasized in this course. Upon completion of this course, students will qualify to take the State Class A License examinations.

#### NIASE TEST PREPARATION

A review of basic principles and procedures for taking the National Institute of Automotive Service Excellence Test.

#### SMALL ENGINES

The theory and operating principles of small two-cycle and four-cycle engines. Practical work in testing, repairing, and operating engines such as power lawn mowers, 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

### 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.

## 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.

## ENGINEERING

Engr 2 CSU, UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: Math 5  
or equivalent.

Engr 3 CSU, UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

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

Engr 4 CSU, UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Engr 11 CSU, UC

3 Units

Lecture: 3 hours

Prerequisite: Physics  
4A

Engr 12 CSU, UC

3 Units

Lecture: 3 hours

Prerequisites: Chem-  
istry 1A, Physics 4A

## INDUSTRIAL DRAFTING

Dra 1 CSU

3 Units

Lecture: 1 hour

Laboratory: 6 hours

Dra 2 CSU

3 Units

Lecture: 1 hour

Laboratory: 6 hours

Prerequisite: Dra  
1

Dra 5

2 Units

Lecture: 1 hour

Laboratory: 1 hour

Prerequisite: Comple-  
tion of, or currently  
enrolled in Dra 1,  
Engr 3, Arch 3A,  
3 years H.S. drafting,  
or work experience  
approved by  
instructor.

## SURVEYING

Care and use of tapes, levels, and transits. Involves the maintenance of field notes; land measurement by tape; differential and profile-leveling; profile plotting. Includes elementary transit work and traverses.

## ENGINEERING GRAPHICS

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

## DESCRIPTIVE GEOMETRY

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

## ENGINEERING STATICS

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

## PROPERTIES OF MATERIALS

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

## TECHNICAL DRAFTING I

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

## TECHNICAL DRAFTING II

This course is a continuation of Technical Drafting I, involving advanced auxiliary views, detail and assembly drawing, standard, precision, and true-position dimensions, parts usage, and drafting for numerical controls.

## INTRODUCTION TO COMPUTER AIDED DRAFTING

This course provides an introduction to computer assisted drafting and design on microcomputers. Information and skills learned in this course can be utilized by engineering, drafting, architecture, interior design and landscape design majors. Major topics to be covered include microcomputer hardware, associated CAD software, basic geometric construction, two and three dimensional drawings, and working drawings.

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

### **METALS**

**Mtl 27 CSU**

#### **INDUSTRIAL SHEET METAL PROCESSES**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

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.

### **WELDING**

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

#### **INDUSTRIAL WELDING PROCESSES I**

This course offers basic instruction and practice in oxy-acetylene welding and cutting and arc welding. It includes the study of welding safety, welding equipment, welding rod, weld joints and position, and metal identification and properties.

**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

Eligibility for Eng 51, Rdg 60A, or concurrent enrollment in Eng 50.

### INTRODUCTION TO FIRE SCIENCE

This course is an introduction to the Fire Service and Fire Protection career field. Topics include the history of fire protection services and the technological approaches used in fighting fires.

### FS 52 CSU

3 Units

Lecture: 3 hours

Eligibility for Eng 51, Rdg 60A, or concurrent enrollment in Eng 50.

### INTRODUCTION TO FIRE SUPPRESSION

The study of major characteristics and behavior of fire. Topics include fire hazard properties of ordinary materials, extinguishing agents, fire suppression, fire fighting tactics, organization and equipment

### FS 53 CSU

3 Units

Lecture: 3 hours

Eligibility for Eng 51 and Rdg 60A or concurrent enrollment in Eng 50

### FUNDAMENTALS OF FIRE PREVENTION

Students will study the functions of fire prevention organization. Emphasis will include the recognition of potential fire hazards, their reduction, and possible elimination as technology improves.

### FS 54 CSU

3 Units

Lecture: 3 hours

Eligibility for Eng 51, Rdg 60A or concurrent enrollment in Eng 50

### FIRE TACTICS AND STRATEGY

This course is a study of the principles of fire control through the utilization of manual equipment and extinguishing agents on the fire ground.

### FS 55 A, B, C

3 Units

Lecture: 3 hours

### HAZARDOUS MATERIALS

FS 55A, Hazardous Materials - Identification; FS 55B, Hazardous Materials - Incident Control; FS 55C, Hazardous Materials - Documentation

### FS 56 CSU

3 Units

Lecture: 3 hours

### FIRE PROTECTION EQUIPMENT AND SYSTEMS

Portable fire extinguishing equipment, sprinkler systems, protection systems for special hazards, fire alarm and detection systems.

### FS 57 CSU

3 Units

Lecture: 3 hours

### RELATED CODES AND ORDINANCES

Familiarization with national, state, and local laws and ordinances which influence the field of fire prevention. Field trips may be required.

### FS 58 CSU

3 Units

Lecture: 3 hours

### FIRE HYDRAULICS

Review of basic mathematics, hydraulic laws and formulas as applied to the fire service, application of formulas and mental calculation to hydraulic problems, water supply problems, underwriters requirements for pumps. Field trips may be required.

### FS 59 CSU

3 Units

Lecture: 3 hours

### BUILDING CONSTRUCTION FOR FIRE PROTECTION

Fundamentals of building construction as it relates to fire protection. Classification by occupancy and types of construction, with emphasis on fire protection features, including; building equipment, facilities, fire resistive materials and high rise considerations.

### FS 60 CSU

3 Units

Lecture: 3 hours

### FIRE COMPANY ORGANIZATION AND MANAGEMENT

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

<p>FS 61 CSU 3 Unit 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 Unit 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>
<p>FS 63C CSU 1 Unit Lecture: 1 hour Prerequisites: FS 63A &amp; 63B</p>	<p><b>FIRE SERVICE PRINCIPLES AND PROCEDURES III</b> An 18-hour course designed to develop a knowledge of fireman's responsibilities in fire prevention, fire investigation, and public relations; the ability to use fire apparatus and equipment to deal with various types of fire and rescue problems.</p>
<p>FS 63D CSU 1 Unit Lecture: 1 hour Prerequisites: FS 63A, B, C</p>	<p><b>FIRE SERVICE PRINCIPLES AND PROCEDURES IV</b> An 18-hour course designed to fulfill a department's specific training need. The course may involve Ladder Truck or Elevated Platform Operations, Salvage Operations, Rescue Operations, Riot Control 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.</p>
<p>FS 63E CSU 1 Unit Lecture: 1 hour Prerequisites: FS 63A, B, C, D</p>	<p><b>FIRE SERVICE PRINCIPLES AND PROCEDURES IV (DRIVE TRAINING)</b> An 18-hour course designed to properly train fire department personnel who drive emergency apparatus to meet their responsibilities: By lecture on emergency driver responsibility and qualifications, vehicle operational practices, standard driving practices, collision and accident prevention, maintenance schedules, and field training laboratory operations.</p>
<p>FS 64A CSU 1 Unit Lecture: 1 hour</p>	<p><b>FIRE CONTROL I</b> An 18-hour course designed to develop a knowledge of basic chemistry and the behavior of fire, a basic knowledge of building design and fire protection equipment and systems, and a basic understanding of fire strategy.</p>
<p>FS 64B CSU 1 Unit Lecture: 1 hour Prerequisite: FS 64A</p>	<p><b>FIRE CONTROL II</b> Continuation of Fire Control I. An 18-hour course designed to develop a knowledge of fire strategy.</p>
<p>FS 65 CSU 1 Unit Lecture: 1 hour Laboratory: 0</p>	<p><b>PUMP OPERATIONS</b> 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.</p>
<p>FS 67 2 Unit Lecture: 2 hours Prerequisites: Current employment in fire protection and recommendation of employer.</p>	<p><b>BUILDING CONSTRUCTION FOR FIRE PROTECTION</b> A seminar designed to provide experiences for fire service officers with instruction and training responsibilities. Course content includes planning, organizing, conducting and evaluating fire service training, activities as they relate to Building Construction for Fire Protection.</p>

- 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.
- FS 79 CSU**  
3 Units  
Lecture: 3 hours
- MANAGING FIRE SERVICES**  
An overview of today's fire service; development of a management perspective, fire prevention and inspection, fire suppression and control, fire ground management skills, arson investigation and the insurance industry, emergency medical services, managing personnel, budgeting and productivity, managing communication systems, managing data, master planning in municipal fire service, and action planning. Use of simulator and field trips may be required.
- FS 80**  
3 Units  
Lecture: 3 hours
- FIRE INVESTIGATION**  
Fundamentals of investigation; causes, chemistry, and physics of fires; collection and preservation of physical evidence, scientific aids; laws relating to arson; case preparation and report writing.
- This course meets the requirements of the California Fire Academy System.
- FS 81 CSU**  
2 Units  
Lecture: 2 hours  
Laboratory 0  
Eligibility for Eng 51 and Rdg 60A or concurrent enrollment in Eng 50.
- DRIVER OPERATOR I**  
The students will study fire truck driver responsibilities. Major topics will include vehicle laws, defensive driving techniques, preparing a vehicle and apparatus for operation, interpretation of gauge readings, proper apparatus and equipment maintenance, and application of their knowledge through driving demonstrations. The students will also study pump operations, water supply, calculate engine and nozzle pressure, pressure regulators, and operation of single and multiple hose lines at drafts and hydrants.
- FS 86 CSU**  
2 Units  
Lecture: 1 hour  
Lecture: 3 hours  
Prerequisite: Enrolled in other fire science course or employed as volunteer fireman or woman.
- SPECIALIZED RESCUE**  
The student learns rescue under difficult conditions, such as handling of casualties from upper floors, by ladder slide or rope ladders, or from lower floors of buildings by slide drags and passes, and breaching walls. The student will learn the use of rigging "A" frames and tripods, as well as sliding people from second and third floors of buildings.
- FS 87**  
3 Units  
Lecture: 3 hours
- AIRCRAFT CRASH AND RESCUE**  
This course will cover the basics in regard to the history and development of aircraft fire protection, aircraft types, engines and systems, specialized fire fighting and rescue apparatus, protective clothing, extinguishing agents, armament and explosive cargo, nuclear weapons, aircraft fire and rescue communications, pre-incident planning, airfield operations, familiarization of airport and surrounding areas, fire department training, fire prevention during fueling operations, aircraft fire fighting and rescue procedures, types of aircraft incidents, fighting aircraft fires and post incident operations.
- FS 88 CSU**  
2 Units  
Lecture: 2 hours  
Eligibility for Eng 51 and Rdg 60A or concurrent enrollment in Eng 50.
- FIRE INVESTIGATION I**  
The students will study the national arson problem and the cost factors affecting the American public. Topics studied will include responsibilities of the fire inspecting officer, the nature and affect of ethical and unethical conduct, and the authority and responsibility the inspecting officer has to his/her profession.

<p><b>FS 89 CSU</b> 2 Units Lecture: 2 hours Eligibility for Eng 51 and Rdg 60A or concurrent enrollment in Eng 50.</p>	<p><b>FIRE PREVENTION 1A</b> The students will study specific fire protection practices recommended by the California State Fire Marshal's office. Topics studied will include the Fire Marshal's regulations as they pertain 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><b>FS 91 CSU</b> 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><b>FS 92 CSU</b> 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>
<p><b>FS 93 CSU</b> 2 Units Lecture: 2 hours</p>	<p><b>FIRE INSTRUCTOR 1A</b> 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.</p>
<p><b>FS 94 CSU</b> 2 Units Lecture: 2 hours</p>	<p><b>FIRE INSTRUCTION 1B</b> 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.</p>

## FOREIGN LANGUAGES

### FRENCH

<p><b>Fr 1 CSU, UC</b> 5 Units Lecture: 5 hours Laboratory: 1 hour, to be arranged.</p>	<p><b>ELEMENTARY FRENCH</b> 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.</p>
<p><b>Fr 1A.B CSU; UC</b> 3 Units Lecture: 3 hours Prerequisite: Fr 1B- Successful completion of Fr 1A equivalent</p>	<p><b>ELEMENTARY FRENCH</b> These courses are designed to present the fundamental essentials of French grammar and pronunciation, exercises in composition, conversation, and reading. The Audio-lingual approach is stressed with heavy emphasis on oral proficiency and structural correctness in both speaking and writing skills throughout every aspect of the courses. The FR 1A, 1B series covers approximately the same material as the full semester FR 1 course. The student may transfer into second semester Elementary French 2 after completion of FR 1B.</p>
<p><b>Fr 2 CSU, UC</b> 5 Units Lecture: 5 hours Laboratory: 1 hour, to be arranged. Prerequisite: French 1, two years of High School French, or its equivalent.</p>	<p><b>ELEMENTARY FRENCH</b> Continuation of French 1.</p>

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.

#### INTERMEDIATE FRENCH

Continuation of French 3.

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.

#### FRENCH CONVERSATION

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

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

#### BASIC FRENCH

This series of basic courses is designed to introduce the student to the fundamental formalities of the French language emphasizing oral practice, grammatical structure, pronunciation and vocabulary development from an everyday, practical contextual point of view, especially for those who wish to obtain a writing and speaking knowledge of French for vocational, career and professional objectives. The A,B,C,D designations correspond to a four semester sequence in progressive difficulty and mastery of language skills. The student may choose the Credit/Non-Credit grading system.

## GERMAN

Ger 1 CSU, UC  
5 Units  
Lectures: 5 hours  
Laboratory: 0

#### ELEMENTARY GERMAN

This course provides a study of the fundamental essentials of German grammar and pronunciation as well as exercises in composition, conversation, and reading. The audio-lingual visual approach stresses heavy emphasis on oral proficiency and structural correctness in both speaking and writing skills throughout every aspect of the course.

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

#### 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.

Ger 2 CSU, UC  
5 Units  
Lecture: 5 hours  
Laboratory: 0  
Prerequisite: Ger 1,  
or equivalent.

#### ELEMENTARY GERMAN

This course provides a study of the fundamental essentials of German grammar and pronunciation as well as exercises in composition, conversation, and reading. The audio-lingual visual approach stresses heavy emphasis on oral proficiency and structural correctness in both speaking and writing skills throughout every aspect of the course.

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

## ITALIAN

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

Ital 1A CSU, UC  
3 Units  
Lecture: 3 hours  
Laboratory: 1 hour to  
be arranged.

Ital 1B CSU, UC  
3 Units  
Lecture: 3 hours  
Laboratory: 1 hour to  
be arranged.  
Prerequisite: Italian  
1A or equivalent.

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.

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.

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.

Ital 40A,B, CSU, UC  
3-3 Units  
Lecture: 3 hours

## 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.

### ELEMENTARY ITALIAN

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

### ELEMENTARY ITALIAN

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

### ELEMENTARY ITALIAN

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

### ELEMENTARY ITALIAN

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

### INTERMEDIATE ITALIAN

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

### INTERMEDIATE ITALIAN

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

### SURVEY OF ITALIAN CIVILIZATION

An introduction to the Italian people, culture, and civilization through an historical survey of thought, literature, customs, arts and sciences, music,

and institutions of Italy. Particular emphasis on acknowledging the universality of the Italian culture and the contribution that the Italian heritage has made to the humanities. 40A covers the period from the 13th century to the 16th century; 40B covers the period from the 17th century to the present. Courses need not be taken in sequence. Conducted in English.

#### 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.

Ital 41 A,B,C,D CSU

3-3-3-3 Units

Lecture: 3 hours

Laboratory: 0

Prerequisites: Required for 41 B,C,D

## 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: Span 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: 0

Prerequisite: Span 2, three years of High School Spanish, or equivalent.

#### INTERMEDIATE SPANISH

Advanced composition and some translation will be introduced with continued readings in literature and cultural aspects of Hispanic life styles. 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: 0

Prerequisite: Span 3, or four years High School Spanish, or its equivalent.

#### INTERMEDIATE SPANISH

This course is a continuation of Spanish 3 with more concentrated emphasis on cultural and literary readings designed to augment oral and composition skills.

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. Soph-  
omore Standing.

Span 8A,B CSU, UC  
3-3 Units  
Lecture: 3 hours  
Prerequisite: Span 2,  
three years high  
school Spanish  
or equivalent.  
The courses need not  
be taken in sequence

Span 40 CSU, CU  
3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility  
for Eng 51.

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

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

#### ADVANCED SPANISH

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

#### SPANISH CONVERSATION

This course emphasizes regular contact, contextual vocabulary building, and practical conversation topics, current events and cultural materials. The student may choose the option of Credit/Non-Credit grading system.

#### SPANISH CIVILIZATION

This course offers an introduction to the major currents and characteristics of Spanish culture as expressed through the centuries in literature, art, philosophy, music and science. The course is conducted in English.

#### BASIC SPANISH

This series of basic courses is 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. The student may choose the option of Credit/Non-Credit grading system.

#### 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.

### FOREIGN LANGUAGE CENTER

Foreign Language Center is an open entry/open exit environment designed to develop foreign language listening, speaking, and writing skills for students in all segments of the college community. Emphasis will be on the one-to-one tutorial as well as the computer-assisted and audiotape monitoring approaches. Registration for this course is completed in the Foreign Language Center.

# 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 CSU, UC

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.

PE 29  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Admis-  
sion to Golf Manage-  
ment Degree Program

PE 30  
1 Unit  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Admis-  
sion to Golf Manage-  
ment Degree Program  
and also the comple-  
tion of PE 36 and PE  
29 with a grade of C  
or better

PE 34  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Admis-  
sion to Golf Manage-  
ment Degree Program

PE 36  
2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Admis-  
sion to Golf Manage-  
ment Degree Program

## RECREATION

RE 1 CSU, UC  
2 Units  
Lecture: 2 hours

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

## 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.

## METHODS OF TEACHING GOLF

Methods of teaching golf including practical experience in teaching and analysis of the swing, including correcting of errors.

## SHORT GAME AND PUTTING

The techniques used to develop an effective short game and putting stroke are taught in this class.

## 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.

## FUNDAMENTALS AND RULES OF GOLF

A step-by-step introduction to basic golf fundamentals and rules, and how they are applied.

## RECREATION LEADERSHIP

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

## RECREATION FIELD WORK

Gives practical experience to students who are training for recreation leadership, by providing actual supervised work at various recreation facilities within the Coachella Valley area (senior citizen and adult recreation facilities, teen centers, swimming pools, gymnasiums, school areas, boy's 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: 1/2 hour  
Laboratory: 1 1/2 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: 1/2 hour  
Laboratory: 1 1/2 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: 1/2 hour  
Laboratory 1 1/2 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: 1/2 hour  
Laboratory: 1 1/2 hours

### **BASKETBALL**

This course includes beginning, intermediate and advanced instruction and practice in skills, strategies, and officiating of basketball.

**PE 50 A,B,C CSU, UC**

1-1-1 Unit  
Lecture: 1/2 hour  
Laboratory: 1 1/2 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: 1/2 hour  
Laboratory: 1 1/2 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 52 A,B,C CSU, UC**

1-1-1 Unit  
Lecture: 1/2 hour  
Laboratory: 1 1/2 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.

**PE 53A,B,C CSU, UC**

1-1-1 Unit  
Lecture: 1/2 hour  
Laboratory: 1 1/2 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: 1/2 hour  
Laboratory: 1 1/2 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: 1/2 hour  
Laboratory: 1 1/2 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: 1/2 hour  
Laboratory: 1 1/2 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: 1/2 hour  
Laboratory: 1 1/2 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: 1/2 hour  
Laboratory 1 1/2 hours

PE 63A,B,C, CSU, UC  
1-1-1 Unit  
Lecture: 1/2 hour  
Laboratory: 1 1/2 hours  
Prerequisite: Must be physically handicapped

PE 64A,B,C CSU, UC  
1-1-1 Unit  
Lecture: 1/2  
Laboratory: 1 1/2 hours  
Prerequisite: Must be physically handicapped

PE 65A,B,C CSU, UC  
1-1-1 Unit  
Lecture: 1/2 hour  
Laboratory: 1 1/2 hours

PE 66A,B,C CSU, UC  
1-1-1 Unit  
Lecture: 1/2 hour  
Laboratory: 1 1/2 hours  
Prerequisite: Must be physically handicapped.

PE 68A,B,C CSU, UC  
1-1-1 Unit  
Lecture: 1/2  
Laboratory: 1 1/2 hours

PE 74A,B,C CSU, UC  
1-1-1 Unit  
Lecture: 1/2 hour  
Laboratory: 1 1/2 hours

PE 75A,B,C CSU, UC  
1-1-1 Unit  
Lecture: 1/2 hour  
Laboratory: 1 1/2 hours

PE 77A,B,C CSU, UC  
1-1-1 Unit  
Lecture: 1/2 hour  
Laboratory: 1 1/2 hours

PE 78A,B,C CSU, UC  
1-1-1 Unit  
Lecture: 1/2 hour  
Laboratory: 1 1/2 hours

#### GOLF

This course includes beginning, intermediate and advanced instruction and practice in the skills and strategies of golf.

#### 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 individual's 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 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.

PE 79A,B,C CSU, UC  
1-1-1 Unit  
Lecture: 1/2 hour  
Laboratory: 1 1/2 hours

#### **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: 1/2 hour  
Laboratory: 1 1/2 hours

#### **SOFTBALL (CO-ED)**

This course offers beginning, intermediate and advanced instruction and practice in skills, strategies and rules of softball.

PE 82A,B,C CSU, UC  
1-1-1 Unit  
Lecture: 1/2 hour  
Laboratory: 1 1/2 hours  
Prerequisite: Beginning-None  
Intermediate  
Elementary Skills  
Advanced  
Intermediate Skills

#### **SWIMMING**

This course offers beginning, intermediate, and advanced instruction and practice in the various swimming techniques.

PE 86A,B,C CSU, UC  
1-1-1 Unit  
Lecture: 1/2 hour  
Laboratory: 1 1/2 hours

#### **TENNIS**

This course offers beginning, intermediate and advanced instruction and practice in skills, strategies, and officiating of tennis.

PE 87A,B,C CSU, UC  
1-1-1 Unit  
Lecture: 1/2 hour  
Laboratory: 1 1/2 hours

#### **TRACK AND FIELD (CO-ED)**

This course offers beginning, intermediate and advanced instruction and practice in various techniques of events in track and field.

PE 88A,B,C CSU, UC  
1-1-1 Unit  
Lecture: 1/2 hour  
Laboratory: 1 1/2 hours

#### **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.

PE 91A,B,C CSU, UC  
1-1-1 Unit  
Lecture: 1/2 hour  
Laboratory: 1 1/2 hours

#### **VOLLEYBALL**

This course offers beginning, intermediate and advanced instruction and practice skills, strategies, and officiating of volleyball.

PE 93 A,B,C CSU,  
UC  
1-1-1 Unit  
Lecture: 1/2 hour  
Laboratory: 1 1/2 hours

#### **WATER EXERCISES**

Beginning, intermediate and advanced water exercises emphasizes 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.

PE 96A,B,C CSU, UC  
1-1-1 Unit  
Lecture: 1/2 hour  
Laboratory: 1 1/2 hours

#### **WEIGHT TRAINING**

This course offers beginning, intermediate and advanced instruction emphasizing increasing physical fitness through use of weights and vigorous activities.

### **VARSITY SPORTS**

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

#### **VARSITY BASEBALL (M)**

Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

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

#### **VARSITY BASKETBALL (M)**

Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

VS 15A,B,C,D CSU, UC  
1-1-1-1 Units  
5 hours plus games  
Prerequisite: Tryouts

#### **VARSITY BASKETBALL (W)**

Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

- VS 22A, B CSU, UC  
2-2 Units  
10 hours plus meets  
Prerequisite: Tryouts
- 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 (M)**  
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.
- VARSITY CROSS COUNTRY (W)**  
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.
- VARSITY FOOTBALL (M)**  
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.
- VARSITY GOLF**  
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.
- VARSITY SOCCER (M)**  
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.
- VARSITY SOFTBALL (W)**  
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.
- VARSITY TENNIS (M)**  
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.
- VARSITY TENNIS (W)**  
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.
- VARSITY TRACK & 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.

# HUMAN ECOLOGY

## APPAREL DESIGN AND PRODUCTION

### ADSN 20A, B

2 Units

Lecture: 1 hours

Laboratory 3 hours

Prerequisite: Completion of CT 18 with a grade of C or better.

### APPAREL DESIGN: TAILORING

This course covers the advanced skills of fitting, construction and pressing principles applicable to a tailored garment such as suits and coats. The class stresses experience with traditional and contemporary tailoring techniques and shaping and stabilizing component compatibility with the design and fabric. (Only two units can be applied toward an A.A. Degree.)

### ADSN 22A,B

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: Eligibility for Eng 51 or higher. Completion of CT 18 with a grade of C or better

### APPAREL DESIGN: CONSTRUCTION TECHNIQUES

This course examines the construction methods used by manufacturers of ready-to-wear. The class stresses experience with traditional and contemporary techniques utilizing professional equipment.

### ADSN 24A,B

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: Eligibility for Eng 51 or higher. Completion of CT 16 with a grade of C or better.

### APPAREL DESIGN: FLATT PATTERN I

This course will apply the principles of dress to the construction of patterns by the flat pattern method. Emphasis during the semester will be placed on the development and use of a basic sloper, concluding in a finished garment developed through the media of flat pattern.

## CLOTHING AND TEXTILES

### CT 10, CSU

3 Units

Lecture: 3 hours

Laboratory 0

Prerequisite: Eligibility for Eng 51 or higher

### TEXTILES: FIBER TO FILAMENTS

This course studies 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.

### CT 16,

A,B,C,D,CSU,UC

2 Units

Lecture: 1 hour

Laboratory 3 hours

Prerequisite: Eligibility for Eng 51 or higher.

### CLOTHING CONSTRUCTION

This course covers the custom and speed techniques for developing skill in clothing construction, various techniques for obtaining a perfect fit of a garment plus professional methods of construction of clothes. The class includes evaluation of equipment. The class is designed for both the beginner and the experienced seamstress. (Only two units can be applied toward an A.A. Degree. CSUC & UC are acceptable to 16A only.)

### CT 18,A,B,C,D,CSU,UC

2 Units

Lecture: 1 hour

Laboratory 3 hours

Prerequisite: Completion of CT 16 with a grade of C or better

### ADVANCED CLOTHING CONSTRUCTION

This course covers the advanced skills in clothing construction including custom couture techniques, the use of special fabrics such as plaids, lace, sheers, and pile, and the methods of individualizing clothing with structural and applied designs such as piping, quilting or applique. (Only two units can be applied toward an A.A. Degree. CSUC & UC are acceptable to 18A only.)

## EARLY CHILDHOOD EDUCATION

### ECE 1

1 Unit

Lecture: 1 hour

Prerequisite: Eligibility for English 51 or higher

### INTRODUCTION TO EARLY CHILDHOOD PROGRAMS

This class will provide an overview of the field of child development/early childhood education, including the history and philosophy of early childhood programs, exploration of the various types of programs, and the job potential for students. Students will be required to visit and report on five different types of programs in the community.

### ECE 10A, CSU, UC

3 Units

Lecture: 3 hours

Prerequisite: Eligibility for English 51 or higher

### CHILD GROWTH AND DEVELOPMENT

This class will study the developing child with emphasis on the physical, social, psychological, and intellectual growth from conception through five years of age.

Included in this course, will be the major theories of emotional, social, physical and cognitive development. This class is the basic introductory class for all Early Childhood Education majors, and is required for teacher licensing in private centers, and for a California Children's Center Permit.

### ECE 10B

3 Units

Lecture: 3 hours

Prerequisite: Completion of ECE 10A with a grade of "C" or better

### CHILD GROWTH AND DEVELOPMENT

This class will study the developing child with emphasis on the physical, social, psychological, and intellectual growth from six years of age through adolescence. Identification of the key concepts, comparison of theoretical perspective, application of empirical generalizations, and analysis of major issues for this age group is of primary concern for this class

### ECE 12

3 Units

Lecture: 3 hours

Prerequisite: Completion of ECE 10A with a grade of "C" or better

### CHILD, FAMILY AND COMMUNITY

This class will study the influence of contemporary family and cultural patterns on young children. Emphasis will be placed on establishing effective school-parent relationships through conferences and parent meetings. Community resources and agencies that strengthen families will be examined. This course is required by the California State Department of Social Services for teachers and directors.

### ECE 14

2 Units

Lecture: 2 hours

Prerequisite: Completion of ECE 10A with a grade of "C" or better. Concurrent enrollment in ECE 15 highly recommended

### EARLY CHILDHOOD PRINCIPLES & PRACTICES

This class will explore the basic techniques of working with young children, including: promoting self-esteem; creativity; self-discipline; development of physical and cognitive skills; and planning appropriate curriculum.

### ECE 15

2 Units

Laboratory hours: 6

Prerequisite: Completion of ECE 10A with a grade of "C" or better. Concurrent enrollment in ECE 14.

### EARLY CHILDHOOD LABORATORY

Under supervision, at an approved child development center, the student will participate in all classroom activities. The student will develop and supervise learning experiences, conduct group times, handle routines and respond to individual and group needs of young children.

### ECE 19

3 Units

Lecture: 3 hours

Prerequisite: Eligibility for English 51 or higher

### CHILDREN'S LANGUAGE AND LITERATURE

This class is to help teachers build language opportunities into every curriculum area; to explore methods of fostering language skills of the young child; and introduce prereading experiences. Included in the class is the study of children's literature, standards for evaluating books and computer software, techniques of story telling and puppetry.

### ECE 20

2 Units

Lecture: 2 hours

Prerequisite: Completion of ECE 10A with a grade of "C" or better.

### INFANT/TODDLER GROWTH AND DEVELOPMENT

This class will study the process of human development from conception through age two as determined by heredity, society and human interaction with implications for child guidance. Prenatal development and the birth process are emphasized. Observations of a neonate, infant and toddler are required.

- ECE 21**  
2 Units  
Lecture: 2 hours  
Prerequisite: Completion of ECE 10A or ECE 20 with a grade of "C" or better
- INFANT/TODDLER ENVIRONMENTS**  
This course will prepare students to develop an infant and/or toddler curriculum including design of a developmentally appropriate learning environment. The class will explain the philosophies and methods currently in practice. The class will emphasize teacher competencies necessary for work with children in these stages.
- ECE 22**  
1 Unit  
Lecture: 1 hour  
Prerequisite: Eligibility for English 51 or better
- NUTRITION/MENU PLANNING FOR CHILDREN**  
This class will explore the importance and value of nutrition in programs for young children. Students will understand and devise ways of teaching basic concepts, be able to evaluate activities and construct appropriate materials for young children. Planning and preparation of parent educational materials with an emphasis on nutritious meals and snacks for children will also be included. Basic menus for children's programs will be identified.
- ECE 24 CSU**  
3 Units  
Lecture: 3 hours  
Prerequisite: Completion of ECE 10A with a grade of "C" or better
- ADMINISTRATION OF PROGRAMS FOR YOUNG CHILDREN**  
This class will examine the requirements for the administration of programs for young children including private and publicly funded day care centers and preschool programs, emphasizing business procedures. This course is required by the State Department of Social Services for directors of private preschools and child care programs.
- ECE 25**  
3 Units  
Lecture: 3 hours  
Prerequisite: Completion of ECE 24 with a grade of "C" or better
- ADVANCED ADMINISTRATION PROGRAMS FOR YOUNG CHILDREN**  
This course will provide an advanced level of administrative and managerial knowledge needed to operate a child care center as a successful business. Emphasis will be on personnel management procedures.
- ECE 26**  
2 Units  
Lecture: 2 hours  
Prerequisite: Completion of ECE 10B with a grade of "C" or better
- MUSIC & MOVEMENT ACTIVITIES FOR THE SCHOOL AGE CHILD**  
This class will explore the importance and meaning of music and movement for the school age child. This class will emphasize listening skills, singing, movement education, creating instruments, and playing the auto-harp.
- ECE 32**  
1 Unit  
Lecture: 1 hour  
Prerequisite: Eligibility for English 51 or higher
- CHILD ABUSE AND NEGLECT**  
This class will examine physical abuse and neglect, emotional abuse and neglect, and sexual abuse of children. Emphasis will be on how the classroom teacher, foster parents, and members of the general public can prevent, detect and intervene in cases of child abuse.
- ECE 33**  
3 Units  
Lecture: 3 hours  
Prerequisite: Completion of ECE 10A with a grade of "C" or better
- SURVEY OF SPECIAL EDUCATION**  
This class will provide an introduction to special education in the public schools. Legal aspects, assessment, placement and examination of all the disabilities served in the public school and child care setting will be examined. The role of child care professionals and para professionals in the field of special education will be emphasized.
- ECE 35A**  
1 Unit  
Lecture: 1 hour  
Prerequisite: Eligibility English 51 or higher
- UNDERSTANDING THE EMOTIONALLY HANDICAPPED CHILD**  
This class will study specific characteristics of children suffering from emotional disabilities as a result of cultural, environmental factors or organic causes. The psycho education treatment and curriculum consideration will be analyzed.
- EDE 35B**  
1 Unit  
Lecture: 1 hour  
Prerequisite: Eligibility English 51 or higher
- UNDERSTANDING THE LEARNING DISABLED CHILD**  
This class will study specific characteristics of children suffering from learning handicaps. The laws regarding placement, diagnosis, assessment techniques, and methods for remediation will be analyzed in the class.

- ECE 35C**  
1 Unit  
Lecture: 1 hour  
Prerequisite; Eligibility for English 51 or higher
- UNDERSTANDING THE DEVELOPMENTALLY DISABLED CHILD**  
This class will study the different types of children in the developmentally disabled population. The current laws, curriculum, treatment methods and family involvement techniques will be included in the class.
- ECE 35D**  
1 Unit  
Lecture: 1 hour  
Prerequisite: Eligibility for English 51 or higher
- WORKING WITH THE PHYSICALLY HANDICAPPED CHILD**  
This class will study the physical handicaps of children and the characteristics of those handicaps. Emphasis will be placed on the understanding, main-streaming and the responsibilities of the classroom teacher, parents and the specialist.
- ECE 35E**  
1 Unit  
Lecture: 1 hour  
Prerequisite: Eligibility for English 51 or higher
- WORKING WITH THE AUTISTIC CHILD**  
This class will study the characteristics of autism, the theories, treatment methods, curriculum, family involvement and service models available to autistic children. Observation and critique of services will be included in the course.
- ECE 40A**  
2 Units  
Lecture: 2 hours  
Prerequisite: Eligibility for English 51 or higher
- CREATIVE ACTIVITIES FOR YOUNG CHILDREN**  
This course will emphasize materials and techniques in teaching creative activities to young children. Developing creativity will be emphasized. Various sensory modalities will be explored as a sensory-motor environment is developed for the young child.
- ECE 40B CSU**  
2 Units  
Lecture; 2 hours  
Prerequisite: Eligibility for English 51 or higher
- MOVEMENT ACTIVITIES FOR YOUNG CHILDREN**  
This course will emphasize movement activities designed to develop gross and fine motor skills and increase self-confidence in young children.
- ECE 40C CSU**  
2 Units  
Lecture: 2 hours  
Prerequisite: Eligibility for English 51 or higher
- MUSIC FOR YOUNG CHILDREN**  
This course will emphasize the development of curriculum ideas for using music to develop listening ability, rhythm dancing, singing, identifications of instruments and pitch. Teaching techniques and materials appropriate to the growth and development of young children will be explored.
- ECE 40D**  
2 Units  
Lecture: 2 hours  
Prerequisite: Eligibility for English 51 or higher
- SCIENCE AND NUMBER CONCEPTS FOR YOUNG CHILDREN**  
This course will explore the development of curriculum ideas for teaching our environment and conservation of natural resources to young children. Included will be the sequence of mathematical concepts developmentally appropriate to different stages of development.
- ECE 42 CSU**  
2 Units  
Lecture: 2 hours  
Prerequisite: Completion of ECE 10A with a grade of "C" or better
- PLAY, SOCIALIZATION AND DISCIPLINE**  
This course will explore the history, theory and application of principles of play actions in relation to the socialization process of child development. Also included is a discussion of behavior problems and methods of self discipline, criteria modification and positive reinforcement techniques.
- ECE 43**  
2 Units  
Lecture: 2 hours  
Prerequisite: Eligibility for English 51 or higher
- PARENT EDUCATION AND PARTICIPATION**  
This course will emphasize the mutually supportive partnership needed between teacher and parent to achieve their goals for a young child. Topics will include: understanding and appreciating the classroom parent's background, promotion of the development of parenting skills through observation and communication with the teacher, stresses in parent-teacher interaction, setting parental-involvement goals, and parental-involvement activities.

**ECE 44**  
2 Units  
Lecture: 2 hours  
Prerequisite: Eligibility for English 51 or higher

#### **CHILD HEALTH AND SAFETY**

This class will provide information on the physical and mental health of children in an early childhood educational setting. The class will include CPR, safety standards, sanitation principles, and the community health resources.

**ECE 50**  
2 Units  
Lecture: 2 hours  
Prerequisite: Completion of ECE 10A with a grade of "C" or better

#### **NANNY I: THE NANNY PROFESSION**

This class will study the nanny profession and in-home child care. Emphasis will be on the meaning of professionalism, relationship between employer and employee, the role of the Nanny in the public sector, and the rights and responsibilities for children and family.

**ECE 51**  
2 Units  
Lecture: 2 hours  
Prerequisite: Completion of ECE 50 with a grade of "C" or better

#### **NANNY II: HOME MANAGEMENT**

This class will provide an overview of home management skills necessary in the Nanny profession. Emphasis will be on nutrition and meals, health and safety, guidance and discipline, first aid, CPR, recreation and management of time and money.

**ECE 52**  
2 Units  
Lecture: 2 hours  
Prerequisite: Completion of ECE 51 with a grade of "C" or better

#### **NANNY III: ADMINISTRATION OF IN-HOME CARE**

This course will provide administrative and managerial knowledge needed to become an effective Nanny. Emphasis will be upon analysis and application of business theory and principles in the area of budget, personnel, environmental design, program and business communications.

### **FASHION MERCHANDISING**

**FM 20**  
3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisite: Eligibility for Eng 51 or higher

#### **APPAREL ANALYSIS**

This course analyzes the quality of materials, design and construction in ready-to-wear garments and accessories, compares the processes involved in manufacturing, the concepts of sizing, principles of fit, and aids in buying and selling.

### **FOOD SERVICE**

**HEFS 1**  
3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisite: Eligibility for Eng 51 or higher

#### **SANITATION AND SAFETY**

This course is a study of the principles of hygiene and sanitation and their application to food service operations. Emphasis will be placed on the implementation of proper methods and procedures and the foodhandlers responsibility in maintaining high sanitation and safety standards.

**HEFS 20**  
4 Units  
Lecture: 2 hours  
Laboratory: 6 hours  
Prerequisite: Eligibility for Eng 51 or higher

#### **PRINCIPLES OF QUANTITY FOOD PREPARATION**

This course provides the student with a basic understanding of the principles of food preparation. Emphasis will be placed on food preparation terms and techniques, the use of weights and measures, food chemistry, and physical changes in the preparation of foods.

**HEFS 75**  
3 Units  
Lecture: 3 hours

#### **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.

**HEc 13 CSU, UC**  
3 Units  
Lecture: 3 hours  
Prerequisite:  
Eligibility for  
English 51 or higher

**HEc 14**  
3 Units  
Lecture: 3 hours  
Prerequisite:  
Completion of HEC  
13 with a grade of  
"C" or better

## **INTERIOR DESIGN**

**IDSN 10, CSU**  
3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisite:  
Eligibility for  
English 51 or above

**IDSN 12, CSU**  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours  
Prerequisite: Eligibility  
for Eng 51 or above.  
Completion of IDSN  
10, ARCH 3A and Art  
8 with grade of C or  
better.

**IDSN 16, CSU**  
3 Units  
Lecture: 1 hour  
Laboratory: 6 hours  
Prerequisite: Eligibility  
for English 51 or  
above.  
Completion of IDSN  
10 with a grade of C  
or better

**IDSN 18**  
3 Units  
Lecture: 1 hour  
Laboratory; 6 hours  
Prerequisite: Eligibility  
for English 51 or  
above. Completion of  
IDSN 14 with grade  
of C or better

## **GENERAL NUTRITION**

This course is a 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 is covered.

## **THERAPEUTIC DIETS**

This course is an topical introduction to 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, dietetic and/or those with dietary problems.

## **CONTEMPORARY HOUSING AND INTERIORS**

This class will provide the entering Interior design student with an orientation to this profession and an understanding of the relationship of Interior Design to allied fields. Philosophical approaches to the profession will be explored and contemporary developments within the field will be studied. The class will explore the total life space environment from a functional, technical and esthetic basis.

## **BEGINNING SPACE PLANNING AND DESIGN DEVELOPMENT**

This course allows the student to explore the functional and aesthetic factors of space planning and design development for interior spaces. The class will stress creative problem solving and communication techniques for the micro-interior environments.

## **COLOR: THEORY AND APPLICATION**

This course explores the theory and application of color as it is used to create and change environments. Emphasis in the class is on the nomenclature, a review of color systems, mixing of colors, color psychology and color application to design problems.

## **KITCHEN AND BATH DESIGN**

This course will cover the studio problems of kitchen and bath design. Included in the class will be detail space planning, the development of working plans including electrical and plumbing, and the evaluation and modification of existing products.

### **IDSN 20 CSU**

3 Units  
Lecture: 1 hour  
Laboratory: 6 hours  
Prerequisite: Eligibility for English 51 or above. Completion of IDSN 12, IDSN 16, ARCH 5, and ARCH 3B with grade of C or better

### **INTERIORS I**

This course will present studio problems of intermediate complexity. The student will integrate and extend previous knowledge of working drawings, materials and sources, design methods, and spatial organization in the planning of micro and macro environments.

### **IDSN 22**

3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisite: Eligibility for Eng 51 or above. Completion of IDSN 12 with grade of C or better

### **MATERIALS AND PRODUCTS FOR INTERIOR DESIGN**

This course explores methods of analysis, application techniques and evaluation of products and materials used in interiors. The major emphasis of the class will be placed on the processes, materials and resources for products in furniture, wall covering, floor coverings, window treatments, architectural finishes, and ceiling systems.

### **IDSN 24**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: Eligibility for Eng 51 or above. Completion of IDSN 12 and IDSN 16 with grade of C or better

### **LIGHTING FOR INTERIOR DESIGN**

This course covers the application of principles and elements of lighting and wiring to the design of the visual environment. Included in the class will be the exploration of color and illumination, task/ambient lighting, energy conservation, codes, illumination calculations, fixture schedules, lighting techniques and layout.

### **IDSN 26, CSU**

3 Units  
Lecture: 1 hour  
Laboratory: 6 hours  
Prerequisite: Eligibility for Eng 51 or above. Completion of IDSN 20 and ARCH 5 with grade of C or better

### **INTERIORS II**

This course will present studio problems of increasing complexity. The student will use previous knowledge, and demonstrate an awareness of handicapped codes in design solutions. The student will use advance two and three-dimensional presentation techniques for all phases of a design project.

### **IDSN 28, CSU**

3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisite: Eligibility for Eng 51 or above. Completion of IDSN 20 with grade of C or better

### **BUSINESS PRACTICES AND PRINCIPLES**

This class will provide the advanced Interior Design student with an orientation to the interprofessional relationships and business practices, the responsibilities, and liabilities of interior designers. Emphasis will be placed on specification writing, record keeping and fee procedures, project control and the post-installation procedures.

### **IDSN 30**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Prerequisite: Eligibility for Eng 51 or above. Completion of IDSN 26 with grade of C or better

### **SURVEY OF CONTRACT INTERIORS**

This course surveys the planning and organization of interior spaces that are required for restaurants and lodging facilities. The relation of the furnishings to the architectural space will be stressed in the class with a consideration to material selection and budgets.

**IDSN 32**  
3 Units  
Lecture: 3  
Laboratory: 0  
Prerequisite: Eligibility for Eng 51 or above.  
Completion of IDSN 26 with grade of C or better

**HUM 1 CSU, UC**  
3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisite: Eligibility for Eng. 1A

**HUM 18 CSU, UC**  
3 Units  
Lecture: 3 hours

**Math 1A CSU, UC**  
4 Units  
Lecture: 4 hours  
Prerequisite: Four years of High School Mathematics, including Trigonometry, and Geometry with minimum grade of B in the fourth year, along with a satisfactory score on the COD Assessment Test.

**Math 1B CSU, UC**  
4 Units  
Lecture: 4 hours  
Prerequisite: A grade of "C" or better in Math 1A or equivalent.

**Math 2A CSU, UC**  
4 Units  
Lecture: 4 hours  
Prerequisite: A grade of C or better in Math 1A and Math 1B or equivalent

## PRESENTATION TECHNIQUES

This course explores the methods and applications of presentation techniques to finished drawings, and boards for interiors. The student will integrate and extend previous drafting skills, design methods, and spatial organization ability in developing presentational packets and portfolio boards.

# HUMANITIES

## 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.

## 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.

# MATHEMATICS

## CALCULUS WITH ANALYTIC GEOMETRY

Calculus 1A will include a brief review of algebra functions and coordinate geometry. Limits, derivatives, and differentials of algebraic, rational and trigonometry functions; mean value theorem, applications of the derivative, indefinite integrals, first and second fundamental theorem of calculus.

## CALCULUS WITH ANALYTIC GEOMETRY

Calculus 1B will include the definite integral: areas, volumes, moments, applications to physics. Transcendental functions, techniques of integration, improper integrals, conic sections, hyperbolic functions, polar coordinates, vectors and parametric equations.

## CALCULUS WITH ANALYTIC GEOMETRY

Calculus 2A will include solid analytic geometry, vector algebra in 3 dimensions, 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: Completion of Math 1B with minimum grade of C.

**ORDINARY DIFFERENTIAL EQUATIONS**

This is a standard introductory course in differential equations including: first, second and higher order; simultaneous, linear, homogenous differential equations; solutions by power series; LaPlace transform; Fourier series; and application.

**Math 3**

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: A grade of "C" or better in Math 52 and Math 9 at COD or "C" or better in Plane Geometry and second year algebra in high school within the past three years.

**TRIGONOMETRY**

A theoretical approach to the study of the trigonometric functions with emphasis upon circular functions, trigonometric identities, trigonometric equations, graphical methods, inverse functions, vectors and applications, complex numbers and solving triangles with applications.

**Math 6 CSU, UC**

3 Units  
 Lecture: 3 hours  
 Prerequisites: Math 5, Math 10

**CALCULUS FOR ENGINEERING TECHNOLOGY**

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

**Math 9**

4 Units  
 Lecture: 4 hours  
 Laboratory: None  
 Prerequisite: Math 50 or one year high school algebra with a grade of "C" or better; or appropriate score on the COD Assessment Test.

**INTERMEDIATE ALGEBRA**

This course offers a brief review and expansion of the topics of Math 50; concentrating on functions, exponents and radicals; quadratic equations; systems and linear and quadratic equations; logarithms; conic sections; introductions to matrices and determinants; binomial theorem; and sequences and series.

**Math 10 CSU, UC**  
4 Units  
Lecture: 4 hours  
Laboratory: None  
Prerequisite: Grade of C or better in Math 9 and Math 52; or Algebra I and Algebra II and Geometry in high school, along with appropriate score on the COD Assessment Test.

**Math 12**  
5 Units  
Lecture: 5 hours  
Laboratory: 0  
Prerequisite: Math 9, Math 52, with minimum grade of "C" or four years of high school mathematics including second year algebra and one year of geometry with a minimum grade of "C".

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

**Math 50**  
4 Units  
Lecture: 4 hours  
Laboratory: None  
Prerequisite: Grade of "C" or better in Math 57 or a passing score on the appropriate math placement exam, or successful completion of one year of high school mathematics.

**Math 52**  
3 Units  
Lecture: 3 hours  
Prerequisites: Math 50 or one year high school algebra.

**Math 53**  
3 Units  
Lecture: 3 hours  
Laboratory: 2 hours

## COLLEGE ALGEBRA

This is a function oriented course including a review of algebra, function notation, function terminology and graphs. Polynomial, rational, exponential and logarithmic functions are studied. Additional topics may include systems of equations, conics, summation notation and the binomial theorem.

## PRE-CALCULUS ANALYSIS

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

## 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; solving of linear and second degree equations, and gives an introduction to inequalities.

## PLANE GEOMETRY

Fundamentals of plane geometry, including topics in solid and coordinate 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 55 CSU  
3 Units  
Lecture: 3 hours  
Laboratory: 1 hour

Math 56  
2 Units  
Lecture: 2 hours  
Prerequisite: Eligibility  
for Math 50 and Rdg  
60A

Math 57  
3 Units  
Lecture: 3 hours  
Laboratory: None  
Prerequisite: Satisfac-  
tory score on the  
COD Assessment  
Test.

#### TECHNICAL MATHEMATICS

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

#### INTRODUCTORY TECHNICAL MATHEMATICS FOR ELECTRONICS

This is a basic mathematics course with emphasis on skills needed in electronics. The course includes fractions, decimals, percentage, signed numbers, scientific notation, algebraic operations, the metric system as used in electronics; graphing, and trigonometric principles.

#### COLLEGE ARITHMETIC

This course is designed to give students an understanding of and a competency in the basic operations of elementary arithmetic. Topics include adding, subtracting, multiplying and dividing whole numbers, decimals, and fractions. Other topics include: ratios and proportions, percents, signed numbers, metric system, and basic algebra problem solving.

## 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

#### MUSICIANSHIP

This is the basic course in the development of skills in ear training and sight singing designed for the music major. This course is correlated with Mus 2A,B,C,D.

Mus 2A,B,C,D CSU,  
UC  
3-3-3-3 Units  
Lecture: 3 hours  
Prerequisite: concur-  
rent enrollment in  
Mus 1A,B,C,D.

#### HARMONY

The harmonization of figured bass and of given and original melodies; includes triads, passing and auxiliary tones, seventh chords, modulations.

Mus 3A,B CSU, UC  
3-3 Units  
Lecture: 3 hours

#### HISTORY AND LITERATURE OF MUSIC

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

Mus 4 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Mus  
1A,B, 2A,B.

#### COUNTERPOINT

Writing of tonal counterpoint is the goal of this course. The student will complete original examples of 2-and 3-part counterpoint. Analytical work includes the study of contrapuntal music of various stylistic periods.

Mus 9 CSU, UC  
2 Units  
Lecture: 2 hours

#### INTRODUCTION TO CONTEMPORARY MUSIC

A study of the development of compositional techniques from late nineteenth century to present through the study of representative master works.

Mus 10 CSU, UC  
3 Units  
Lecture: 3 Hours

#### INTRODUCTION TO MUSIC

Designed for the general college student and non-major in music. A general survey of the development of music with emphasis on the aesthetic, formal and historical factors, correlated with parallel movements in other arts.

Mus 11A,B 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

Mus 22A,B,C,D,  
CSU, UC  
2-2-2-2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

Mus 23A,B,C,D  
CSU, UC  
2-2-2-2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

Mus 24A,B,C,D  
CSU, UC  
2-2-2-2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

Mus 25A,B,C,D  
CSU, UC  
2-2-2-2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

Mus 26A,B,C,D  
2-2-2-2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Ability to  
read music and un-  
derstand musical  
terms unless excused  
from these abilities by  
instructor, in which  
case they must be ac-  
quired during the  
course. Ability to play  
the piano is extremely  
helpful, but not re-  
quired.

#### SURVEY OF MUSIC LITERATURE

Designed to acquaint the music major with the music of Western Civiliza-  
tion 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 stu-  
dent and prospective elementary teacher. Includes ear training, singing,  
music reading, elementary harmony, transposition, and conducting.

#### SURVEY OF OPERA

A critical study of representative operas, selection to be made from works  
being performed locally, on radio and television.

#### INTRODUCTION TO MUSIC THEORY

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

#### CLASS PIANO

Fundamentals of piano technique, tone production, rhythm, sight reading,  
interpretation and keyboard facility. Open to beginners or advanced stu-  
dents, placed in appropriate course according to ability.

#### CLASS VOICE

Fundamental techniques of solo and ensemble singing. Problems of tone  
production, breathing, diction, repertoire, and song interpretation.

#### STRINGED INSTRUMENTS

Class and laboratory study of orchestral stringed instruments. Class de-  
signed for those who expect to teach in the public schools. Basic tech-  
nique on violin, viola, cello, and bass.

#### BRASS AND WOODWIND INSTRUMENTS

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

#### CLASS PERCUSSION

Fundamentals of snare drum technique and basic of counting. Designed for  
non-music majors with no background in reading music and the playing of  
percussion instruments.

#### CLASS HARP

Structured primarily for beginners. Special Lyon-Healy "Troubador" Model  
Harp will be used. One hour of private harp practice required daily. Partici-  
pation 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.

#### COLLEGE ORCHESTRA

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

Mus 32A,B,C,D  
CSU, UC  
1-1-1-1 Units  
3 hours rehearsal each week.

#### COLLEGE CHORUS

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

Mus 33A,B,C,D  
CSU, UC  
1-1-1-1 Units  
4 hours rehearsal each week.  
Prerequisite:  
Permission of instructor by audition.

#### SYMPHONIC BAND

The College Symphonic Band is a combination laboratory and performance organization dedicated to acquaint the student with a wide variety of symphonic band musical literature, composers and soloists.

Mus 34A,B,C,D  
CSU, UC  
1-1-1-1 Units  
4 hours rehearsal each week.  
Prerequisite: Vocal reading ability.

#### VOCAL ENSEMBLE

Study and performance of music literature for small vocal ensembles; rehearsals and public performances required.

Mus 35A,B,C,D  
CSU, UC  
1-1-1-1 Unit  
4 hours rehearsal each week.  
Prerequisite: Ability to perform on one or more instruments.

#### CHAMBER ENSEMBLE

The development of musicianship through the performance of ensemble music in various styles and periods with emphasis on performance practices. Public performance required.

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.

Mus 39A,B,C,D CSU,  
UC  
2-2-2-2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

Mus 40A,B,C,D-  
48A,B,C,D  
CSU, UC  
2-2-2-2 Units  
Lecture: 2 hours  
Prerequisite: Concu-  
rent enrollment in  
Mus 99.

#### OPERA WORKSHOP

The study of musical, dramatic, and language techniques in opera through the performance of representative scenes and acts or participation in collegiate performances. Extra rehearsals and public performances required.

#### CHAMBER MUSIC

Development of musicianship through the performance of music of various periods and styles. Public performance required.

#### GUITAR ENSEMBLE

Experience in performing music for multiple guitars, both original music as well as transcriptions; working under a conductor in an ensemble situation; interpretation and performance practices in music for the classical guitar. Open to persons with a background in classical techniques on guitar.

#### CLASS GUITAR

Fundamentals of guitar technique, with emphasis on right and left hand positioning, fingering and control. Musical examples from the classical repertoire as well as popular song accompaniment will be covered.

#### MUSIC PERFORMANCE

Designed to provide training for vocalists or instrumentalists; 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 42 A,B,C,D CSU  
UC  
2 Units  
Lecture: 2 hours  
Laboratory 0  
Prerequisites: Successful completion of Mus 59 or the equivalent

## MUSIC PERFORMANCE STRINGS

This course is designed for those students wishing to continue education on violin, viola, violincello and string bass, who are majoring or minoring in string music. Students participate in a 2 hour class where they are encouraged to play for the class, either as soloist or in ensembles. A half-hour lab is also scheduled for each student with the instructor to work on individual problems and develop individual repertoire. Recital attendance, performance in recital and at juries is required.

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 55A,B CSU  
3 Units  
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

## COMMUNITY CHORUS-WOMEN

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

Mus 57A,B,C,D  
1-1-1-1 Unit  
Laboratory: 3 hours

## COMMUNITY CHORUS-MEN

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

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.

## BRASS ENSEMBLE

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

Mus 59 A,B,C,D  
CSU, UC  
Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Successful completion of Mus 23 A-D or equivalent.

## INTERMEDIATE STRINGED INSTRUMENTS

This course is designed for those who have completed Stringed Instruments (MU023ABCD) or who have had from one to two years string instruction. It is designed to advance the students playing ability between Beginning Strings and Music Performance, to prepare the student for more advanced level performance in both solo and group playing.

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: Audition.

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 instrument with sufficient facility to handle improvisational 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:  
 Permission of instructor by audition.

Mus 72A,B,C,D UC  
 2-2-2-2 Units  
 Lecture: 1 hour  
 Laboratory: 4 hours

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

#### 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 College Jazz Ensemble is a combination laboratory and performance organization designed to acquaint the student with a wide variety of jazz and swing compositions, arrangers and soloists.

#### 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.

#### 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.

Mus 76A,B,C,D  
2-2-2-2 Units  
Lecture: 2 hours  
Laboratory: 1 hour

#### PRODUCTION/DANCE

A course designed for the students who wish to participate in future Music Department productions, by giving them training in the movements that pertain to musical comedy staging, jazz and tap dancing.

Mus 77A,B,C,D  
2 Units

#### 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.

Lecture: 1 hour  
Laboratory: 3 hours  
Prerequisite: Acceptance by Audition

Mus 78A

#### 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.

2 Units  
Lecture: 2 hours  
Laboratory: 1 hour

Mus 80A,B,C,D-  
88A,B,C,D

#### 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.

2-2-2-2 Units  
Lecture: 2-2-2-2  
hours each course

- 80 Harpsichord
- 81 Piano
- 82 Strings
- 83 Woodwinds
- 84 Brasses
- 85 Percussion
- 86 Organ
- 87 Voice
- 88 Guitar

- a. Minimum of one-half hour laboratory each week predicated upon a minimum of 5 hours practice.
- b. Attendance at on-campus concerts.

Mus 82 A,B,C,D

#### MUSIC PERFORMANCE STRINGS

This course is designed for those students wishing to continue education on violin, viola, violincello, or string bass. Students are encouraged to play for the class, either as soloist or in ensembles. A half-hour lab is also scheduled for each student with the instructor to work on individual problems and develop individual repertoire.

2 Units  
Lecture: 2  
Laboratory 0  
Prerequisite Completion of Mus 59 or equivalent

Mus 99

#### RECITAL ATTENDANCE

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

1 Unit  
Lecture: 1 hour  
Laboratory: 1 hour  
Prerequisite: Mus 40A,B,C,D through 48A,B,C,D, Mus 80A,B,C,D through 88A,B,C,D.

# SCIENCES-BIOLOGICAL, CHEMICAL AND PHYSICAL

## ASTRONOMY

A 1 CSU, UC

3 Units

Lecture: 3 hours

Laboratory: 0

Eligibility for English 51 and Math 50.

A IL CSU, UC

1 Unit

Laboratory: 3 hours

Prerequisites: Eligibility for English 51 and Math 50, prior or concurrent enrollment in A1

A 51 CSU

1 Unit

Lecture: 1 hour

Eligibility for English 51 and Math 50.

### DESCRIPTIVE ASTRONOMY

This course is an introductory survey of planetary, stellar and galactic astronomy, designed for students not majoring science. This course reviews research techniques, current knowledge and theory about the planets, stars, galaxies, and the age and origin of the universe.

### DESCRIPTIVE ASTRONOMY LABORATORY

This is an introductory laboratory course featuring practical use of the telescope, an introduction to the geography of the sky, and applications of astronomical methods involving projects performed by the student.

### INTRODUCTION TO ASTRONOMY

This course is a survey of modern astronomy and space science with an emphasis on the place of humanity in the universe and the possibility of life on other worlds. Some of the topics discussed will be: modern research instruments and techniques, exploding galaxies, quasars, pulsars, black holes, the manned space program, and the beginning and end of the universe.

## BIOLOGY

Bi 1A CSU, UC

5 Units

Lecture: 4 hours

Laboratory: 3 hours

Prerequisite: A full year of high school Biology or Bi 4 and 4L, and eligibility for English 1A and Math 50.

Bi 1B CSU, UC

5 Units

Lecture: 3 hours

Laboratory: 6 hours

Prerequisite: Eligibility for English 51 and Math 50.

Bi 1C CSU, UC

5 Units

Lecture: 3 hours

Laboratory: 6 hours

Prerequisite: Eligibility for English 51 and Math 50.

### GENERAL BIOLOGY - PRINCIPLES

This course is a survey of biological concepts and functions including biological chemistry, origin of life, cell structure and function, energy production and utilization, mitosis and embryology, basic tissues, organ systems, integrative mechanisms, reproduction and genetics, adaptation and population biology.

Note: This course is primarily designed for students pursuing careers in science, pre-professional and other allied health fields requiring a strong foundation in biology. Bi 1A is typically followed by Bi 1B(Zoology) or Bi 1C(Botany) where one full year of biology is required.

### GENERAL BIOLOGY - GENERAL ZOOLOGY

This course emphasizes identification, classification, morphology, physiology, parasitology, behavior, ecology, adaptation and phylogenetic development of invertebrates and vertebrates. Laboratory experiments, dissections and identifications give practical study.

Note: This course serves science, pre-professional and all other majors requiring a strong foundation in biology, and partially meets the requirement of students needing one year of biology. It also meets the Biological Science General Education requirement.

### GENERAL BIOLOGY - GENERAL BOTANY

This course is a survey of biological functions, and includes a broad study of diversity in plant structure, function, and classifications. Emphasis is placed on algae, fungi, flowering plants and their ecological significance.

Note: The course is designed primarily for biology, science, and pre-professional and all other majors where a strong foundation in biology is required. Partially meets the requirements of students needing one year of biology.

**Bi 4 CSU, UC****ELEMENTS OF BIOLOGY**

3 Units

Lecture: 3 hours

Laboratory: 0

Prerequisites: Eligibility for English 51 and Math 50.

This is a course designed to acquaint the student with the fundamental concepts and principles of biology, including background information on the basic physical sciences.

Note: This course is offered for those individuals with little or no background in the biological sciences. It may also be taken as a refresher course for those students who wish to pursue subsequent biology courses. This course does not meet the requirements for biological science majors. Bi 4 and Bi 4L meet the Biological Science General Education requirement.

**Bi 4L CSU, UC**

1 Unit

Lecture: 0

Laboratory: 3 hours

Prerequisite: Concurrent or prior enrollment in Bi 4 and Math 50.

**ELEMENTS OF BIOLOGY LABORATORY**

This course provides supplementary laboratory experience for those having taken, or taking Bi 4, and emphasizes critical practical studies in biological principles.

Note: When taken with Bi 4, this course meets the Biological Science General Education requirements. Bi 4 and Bi 4L do not meet the Biological Sciences requirement for Science and Allied Health majors or those requiring one year of Biology. Such students must take Bi 1A and either Bi 1B or Bi 1C.

**Bi 15 CSU, UC**

5 Units

Lecture: 4 hours

Laboratory: 3 hours

Prerequisite: Ch 4 or equivalent with a grade of C or better. Eligibility for English 51 and Math 50. Bi 1A is recommended.

**GENERAL MICROBIOLOGY**

General Microbiology is a comprehensive study of the microbial world. The course is designed to develop an appreciation and an understanding of microorganisms and their relationship to man and his environment. A knowledge of the principles of microbiology and their practical applications is stressed. Subject matter includes: medical microbiology, microbial physiology, microbial genetics, water, and waste-water microbiology and industrial microbiology. The laboratory experience explores the development of current methods, techniques, and skills necessary to culture, propagate and identify microorganisms.

**Bi 21**

3 Units

Lecture: 3 hours

Laboratory: 0

Prerequisite: Eligibility for English 51 or Math 50 is required.

**ELEMENTARY HUMAN ANATOMY AND PHYSIOLOGY**

This course is an introduction to the structure and function of human body systems. Note: This course is designed primarily for LVN, and Medical Assisting students desiring a working knowledge of human form and function. Bi 21 is not recommended for RN's, Respiratory Therapy or X-ray Technology, unless as a preparatory course preceding other Human Anatomy and Physiology courses. When taken with Bi 21L, Bi 21 satisfies the Biological Science General Education requirement.

**Bi 21L**

1 Unit

Lecture: 0

Laboratory: 3 hours

Prerequisite: Concurrent or prior enrollment in Bi 21.

Eligibility for English 51 and Math 50.

**ELEMENTARY HUMAN ANATOMY AND PHYSIOLOGY LABORATORY**

This laboratory class presents a practical approach to the structure and function of human body systems and complements Bi 21. Note: This laboratory course is designed primarily for LVN and Medical Assisting students desiring a working knowledge of human form and function. Bi 21L is not recommended for RN's or Respiratory Therapy. When taken with Bi 21, Bi 21L satisfies the Biological Science General Education requirement.

**Bi 22 CSU, UC**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Eligibility for Math 50 and English 51.

**HUMAN ANATOMY**

This course is a gross microscopic study of organ systems of the human body. Practical study of histology slides, skeletons, cadavers and/or non-human mammals is undertaken. Directed dissections are required. Note: This course is designed for Allied Health students, and satisfies the Biological Science General Education requirements. This course is not recommended for pre-medical or pre-dental students who must take Bi 1A and Bi 1B.

## Bi 23 CSU, UC

5 Units

Lecture: 4 hours

Laboratory: 3 hours

Prerequisite: Eligibility for English 51 and Math 50. Ch 4 and Bi 22 are required.

## HUMAN PHYSIOLOGY

This course is a survey of normal and some abnormal functions of the integumental, skeletal, muscular, circulatory, respiratory, digestive, urogenital, sensory, nervous, and endocrine systems.

Note: This course is a prerequisite for many of the Allied Health majors, or it may be used to satisfy a General Education Life Science requirement. Pre-medical, pre-dental, and pre-veterinarian majors are advised to take the Bi 1A and Bi 1B sequence rather than Bi 22 and Bi 23.

## CHEMISTRY

### Ch 1A,B CSU, UC

5-5 Units

Lecture: 3 hours

Laboratory: 6 hours

Prerequisite: One year high school chemistry, Ch 3 or Ch 4 with a grade of C or better. English 51 and Math 9 are required. Ch 1A with a grade of C or better is required for Ch 1B.

### Ch 3 CSU, UC

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Eligibility for Math 50 and English 51

### Ch 4 CSU

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Eligibility for Math 50 and English 51.

### Ch 5 CSU, UC

3 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Math 50 and English 51. Ch 1A, Ch 1B, Ch 3, or Ch 4 with a grade of C or better.

## GENERAL CHEMISTRY

This is a two semester course that covers the basic principles and concepts of chemistry, with emphasis on chemical calculations. Inorganic chemistry is stressed, and the material includes a discussion of atomic structure, chemical bonding, molecules, reaction types, thermodynamics, equilibria, and 2 more detailed study of the chemistry of selected elements. There is a brief introduction to organic, biological, and radiation chemistry. The laboratory part of the course complements the lectures, and covers qualitative analysis. Note: This course is designed for pre-professional, science, and engineering major transfer students.

## INTRODUCTORY GENERAL CHEMISTRY

This course is a study of the basic principles of inorganic chemistry for students who have not completed high school chemistry. Topics covered include an introduction to atomic theory and chemical calculations. Note: This course satisfies the prerequisite for Ch 1A. It is designed for students seeking chemistry beyond this level or for General Education requirements.

## 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.

Note: This course satisfies the chemistry requirement for RN and Respiratory Therapy students, and is transferable as a physical science with laboratory.

## BIO-ORGANIC CHEMISTRY

This course is a survey of organic and biological chemistry with an emphasis on the health sciences. It covers the major functional groups of organic and biologically active molecules and their interrelationships. Note: This course is suitable for Allied Health students who are required to take one year of chemistry. As such, it is taken in sequence after Ch 3 or Ch 4.

## GEOLOGY

### G 1 CSU, UC

3 Units

Lecture: 3 hours

Eligibility for English 51 and Math 50.

## PHYSICAL GEOLOGY

This course includes 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.

**G 1L CSU UC**

1 Unit  
Laboratory: 3 hours  
Prerequisite: Prior or concurrent enrollment in G1.

**PHYSICAL GEOLOGY LABORATORY**

This course is a practical application in the laboratory and on field trips of aspects of the Physical Geology subject areas. 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 or Geology 10 with at least a grade of C. English 51 and Math 50.

**HISTORICAL GEOLOGY**

This course investigates 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. Basic geologic principles will be briefly reviewed.

**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  
Eligibility for English 51 and Math 50

**ENVIRONMENTAL GEOLOGY**

This course investigates: natural hazards such as floods, landslides, earthquakes, and volcanic activity to minimize effects on persons and property; landscape for site selection, land-use planning and environmental impact analysis; earth materials, such as minerals, soil, rocks, and water to determine potential use for resources, and for waste disposal, and to assess the need for conservation practices.

Note: this course is suggested for students in any major which deals with human interactions with the physical environment such as architecture, engineering, environmental studies, city planning, natural resources, geology, and geography. Physical Geology Lab may be taken to accompany this course.

**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  
Eligibility for English 51 and Math 50

**EARTH SCIENCE**

This course surveys and integrates 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.

## G 10L CSU, UC

1 Unit

Laboratory: 3 hours

Prerequisite: Previous or concurrent enrollment in Geology 10.

## PHYSICS

### Ph 1 CSU, UC

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Completion of Math 50 with a grade of C or better. Eligibility for English 51.

### Ph 2A,B CSU, UC

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Completion of Math 9 with a grade of C or better. Eligibility for English 51.

### Ph 4A,B CSU, UC

5 Units

Lecture: 4 hours

Laboratory: 3 hours

Prerequisites: Completion of Math 1A with a grade of C or better. Eligibility for English 51.

### Ph 5 CSU, UC

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: Completion of Math 10 or Math 12 with a grade of C or better. Eligibility for English 51.

### Ph 6 CSU, UC

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: Physics 5

## EARTH SCIENCE LABORATORY

This course is a practical application in the laboratory and on field trips of aspects of the Earth Science subject areas; particularly those concentrating on the geologic sciences. 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 and geologic maps.

## BASIC PHYSICS

This course is an introduction to basic physical concepts, theories, and principles with emphasis on their practical application to the health sciences. A minimum of mathematics is used in presenting the subject matter. Note: The course is designed for students in the health science fields, and for those students in general education who need to satisfy a laboratory requirement in the physical sciences.

## GENERAL PHYSICS

This is the non-calculus physics course. Ph 2A covers mechanics, heat, and wave motion. Ph 2B covers electricity, magnetism, optics, and atomic and nuclear physics. Note: This course satisfies the physics requirement for pre-professional and biology students.

## ENGINEERING PHYSICS

This is a two semester sequence of courses required of students who plan to major in physics, chemistry, mathematics, engineering, or architecture. This sequence of courses covers mechanics, heat, wave motion, electricity, and magnetism.

## COMPUTER PROGRAMMING I: FORTRAN FOR THE SCIENCES AND ENGINEERING

This course is an introduction to the use of FORTRAN 77 for the solution of problems in the physical sciences and in engineering. Certain elementary techniques from numerical analysis are introduced.

## 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

Prerequisite: Eligibility for Eng 51 or above

### HUMAN EVOLUTION, INTRO TO PHYSICAL ANTHROPOLOGY

This course is a study of the origins of humans and their place in nature. Topics emphasized include the mechanisms of biological evolution, the physical form and behavior of the nonhuman primates, the fossil record of early humans and our current racial variability. This course meets the California State Universities and Colleges General Education requirement (Area B#2) for a course on the "Physical Universe and Life Forms".

### Anth 2 CSU, UC

3 Units

Lecture: 3 hours

Prerequisite: Eligibility for Eng 51 or above.

### CULTURAL ANTHROPOLOGY

This course is a topical introduction to the cross-cultural study of human societies. Among the topics discussed are food-getting practices, marriage customs, kinship systems, social organization and supernatural beliefs. Also emphasized are theories of culture and the nature of cultural change.

### Anth 3 CSU, UC

3 Units

Lecture: 3 hours

Prerequisite: Eligibility for Eng 51 or above.

### INTRODUCTION TO ARCHEOLOGY

This course is an introduction to human prehistory spanning the period from the earliest toolmakers to the recent past. It seeks both to describe and explain human cultural developments from data collected on all continents. The tools, techniques and methodologies of archaeological investigations are examined and evaluated.

## 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.

## GEOGRAPHY

### Geog 1 CSU, UC

3 Units

Lecture: 3 hours

Prerequisite: Eligibility for Eng 51 or above.

### PHYSICAL GEOGRAPHY

This course examines the major features of the natural environment including land, water, air and life forms. The relationship between humans and their natural environment is emphasized, and map-reading skills are developed. This course meets the California State Universities and Colleges General Education requirement (Area B, #1) for a course on the "Physical Universe".

### Geog 1L

1 Unit

Laboratory: 3 hours

Prerequisite: Previous or concurrent enrollment in Geog. 1.

### PHYSICAL GEOGRAPHY LABORATORY

This course introduces the student to the methods and techniques used in the geographic study of the natural environment focusing on the earth's atmosphere, continents, oceans and life forms. The student will observe, record, and analyze information both in class and on field trips in the local environment. Completion of Geography 1 and 1L fulfills the California State Universities and Colleges General Education requirement (Area B, #1) for a laboratory course on the Physical Universe.

### Geog 2 CSU, UC

3 Units

Lecture: 3 hours

Prerequisite: Eligibility for Eng 51 or above.

### CULTURAL GEOGRAPHY

This course focuses on the distribution of and interrelationships between features of humankind's modern cultural environment. Among the topics discussed are world population, forms of livelihood, territoriality, urbanization, and material culture. Emphasis is also placed on the development of map-reading skills.

### Geog 7 CSU, UC

3 Units

Lecture: 3 hours

Prerequisite: Eligibility for Eng 51 or above.

### REGIONAL GEOGRAPHY

This course seeks to describe and explain the major cultural characteristics of the earth's diverse geographic regions. Emphasis is placed on the development of regional patterns through time and the processes responsible for the existing patterns. The development of map-reading skills is an essential aspect of this investigation.

## HISTORY

Hist 1 CSU UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility  
for Eng 51 or above.

Hist 2 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility  
for Eng 51 or above.

Hist 17 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility  
for Eng 51 or above.

Hist 18 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility  
for Eng 51 or above.

### HISTORY OF WESTERN CIVILIZATION

This course is a broad study of the major elements in the Western heritage from ancient times to the Renaissance. The course is designed to develop the student's understanding of institutions basic to Western Civilization.

### HISTORY OF WESTERN CIVILIZATION

This course is a broad study of the major elements in the Western heritage from the Renaissance to the present. This course is designed to develop the student's understanding of institutions basic to Western Civilization.

### U.S. HISTORY THROUGH RECONSTRUCTION

This course is a survey of the political and social development of the United States from the discovery of America through the Reconstruction period.

### U.S. HISTORY FROM RECONSTRUCTION TO PRESENT

This course is a survey of the political and social development of the United States from the Reconstruction Period to the present.

## 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  
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.

## PHILOSOPHY

Phil 6 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility for Eng 51 or above.

#### INTRODUCTION TO PHILOSOPHY

This course surveys the traditional philosophical problems of knowledge, logic, ethics, aesthetics, religion and metaphysics. These problems will be viewed as interrelated dimensions of a struggle to understand the nature and meaning of existence - a struggle which is both collective and individual. Students will confront problems in a way that will stimulate critical thinking and the development of a sound personal philosophy.

Phil 7 CSU, UC  
3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisite: Eligibility for Eng 51 or above.

#### INTRODUCTION TO PHILOSOPHY

In this course, students are introduced to the practice of philosophy as revealed through analysis of selected original writings of some of the great philosophers themselves. Among the topics about which these philosophers write are the nature and existence of God, free will and determinism, skepticism and knowledge, morality, ethics and society, logical positivism, plain language philosophy and existentialism.

Phil 8 CSU  
3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisite: Eligibility for Eng 51 or above.

#### PHILOSOPHY FROM ANCIENT TIMES TO RENAISSANCE

This course is a study of the historical and logical development of the principal assumptions upon which contemporary thought and activity are based. Focus will be on the ideas and their proponents as viewed within their historical contexts from ancient times to the Renaissance. Emphasis will be placed on those ideas which are as relevant to contemporary life and thought as they were in the past.

Phil 9 CSU  
3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisite: Eligibility for Eng 51 or above.

#### PHILOSOPHY FROM RENAISSANCE TO PRESENT

This course is a study of the historical and logical development of the principal assumptions upon which contemporary thought and activity are based. Focus will be on the ideas and their proponents as viewed within their historical contexts from the Renaissance to the present. Emphasis will be placed on those ideas which are as relevant to contemporary life and thought as they were in the past.

Phil 10 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility for Eng 51 and either Math 50 or Math 9.

#### GENERAL LOGIC

In this course, students are introduced to both deductive and inductive logic. Stress is placed on the principles of sound argumentation and the identification of common formal and informal fallacies. Also emphasized are statistical reasoning and the scientific method.

Phil 11 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility for Eng 51 or above and Math 9 or above.

#### SYMBOLIC LOGIC

This course is the study of the methods characteristic of modern formal logic. It includes the symbolic representation of arguments from both truth-functional and predicate logic, the study of validity, the use of truth-tables, truth-trees and other techniques of meaning specification and proof. Computer applications will also be explored.

Phil 12 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility for Eng 51 or above.

#### RELIGIONS OF THE WORLD

This course is an historical introduction to the world's religious philosophies - Hinduism, Jainism, Buddhism, Sikhism, Taoism, Confucianism, Shinto, Zoroastrianism, Judaism, Christianity and Islam - with an examination of their original writings and subsequent commentaries.

Phil 13 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility  
for Eng 51 or above.

#### PERSPECTIVES ON DEATH AND DYING

In this course, pertinent insights from other cultures, literature, art, law, medicine, psychology, religion and philosophy will be presented, analyzed and critically evaluated. The student will be encouraged to develop 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  
Prerequisite: Eligibility  
for Eng 51 or above.

#### INTRODUCTION TO ETHICS

This course is 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.

### POLITICAL SCIENCE

PS 1 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility  
for English 51 or  
above



#### INTRODUCTION TO GOVERNMENT

This course is an introduction to the principles, organization and politics of the national government of the United States, including a study of State and local government. In considering government at the State level, specific emphasis is given to the government of the State of California. Throughout the course, current issues in American and State politics are stressed.

PS 2 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: PS 1  
or HIST 17 or  
HIST 18.

#### INTRODUCTION TO COMPARATIVE GOVERNMENT

This course is a comparative study of constitutional principles, governmental institutions and political problems of selected governments. Particular attention is given to the contemporary problems of Great Britain, France, West Germany and the Soviet Union.

PS 4 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: PS 1  
or HIST 17 or  
HIST 18.

#### INTRODUCTION TO INTERNATIONAL RELATIONS

This course is an introduction to the nature of political relations among nations, including the basic factors which influence international relations. Emphasis will be placed on an examination of contemporary world politics.

### PSYCHOLOGY

Psy 1 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility  
for Eng 51 or above.

#### GENERAL PSYCHOLOGY

This course is an introduction to facts, principles and theories governing animal and human behavior. Topics include the nervous system, developmental psychology, consciousness, psychotropic drugs, learning, motivation, emotion, abilities, personality, stress and abnormal psychology.

Psy 3 CSU, UC  
3 Units  
Lecture: 3 hours  
Laboratory: 0  
Prerequisite: Eligibility  
for Eng 51 or above.

#### DEVELOPMENTAL PSYCHOLOGY

This is 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 implications for both personal development and professional practice will be considered.

Psy 10 CSU  
3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility  
for Eng 51 or above.

#### PSYCHOLOGICAL ASPECTS OF MARRIAGE AND FAMILY

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

Psy 20, CSU  
3 Units  
Lecture: 3 hours  
Eligibility for English  
51 or above.

#### ADOLESCENT PSYCHOLOGY: UNDERSTANDING AND AIDING YOUTH

This course is an introduction to both research and theory related to the growth and development of adolescents. Major areas emphasized include physical and psychological growth, adolescents and their families, the influence of peers, youth subcultures, sex roles, sexual behavior, self-image and the impact of society at large. A special emphasis is placed on practical techniques useful to parents and professionals who work with adolescents.

Psy 33 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Psy 1  
Eligibility for English 51 or above. Psychology 1 or equivalent.

## PERSONAL AND SOCIAL ADJUSTMENT

This course examines the development of normal personality and places emphasis upon the practical problems of adjustment encountered in such areas as school, family, vocation and community. In particular, the course focuses on understanding the causes of frustration and the process of learning adequate methods of coping in problematic situations.

## SOCIOLOGY

Soc 1 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility for Eng 51 or above.

### INTRODUCTION TO SOCIOLOGY

This course is a survey of the characteristics of social life, the processes of social interaction, and the tools of sociological investigation.

Soc 2 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Sociology 1

### SOCIOLOGICAL ANALYSIS SOCIAL PROBLEMS

An application of sociological principles and concepts in an analysis of the family, religion, education, minorities, crime and delinquency, urban society, industry, and politics. Special attention will be given to the interpretation of relevant quantitative data.

Soc 3 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility for both Eng 51 and Math 9 or higher.

### STATISTICAL METHODS FOR BEHAVIORAL SCIENCES

This course is an introduction to the statistical concepts and techniques most frequently used in the Social Sciences: sociology, psychology, history, anthropology, economics/business, political science, geography and education. The subject matter includes tabular and graphic presentation of data, measures of central tendency, measures of dispersion, measures of correlation, sampling, confidence intervals and both parametric and non-parametric tests of significance. Emphasis is placed upon both the use and interpretation of the preceding.

Soc 10 CSU  
3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility for Eng 51 or above.

### MARRIAGE AND FAMILY-A SOCIOLOGICAL APPROACH

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

Soc 14 CSU, UC  
3 Units  
Lecture: 3 hours  
Prerequisite: Eligibility for Eng 51 or above.

### MINORITY GROUPS IN THE AMERICAS

This is a comparative study of Native American, Oriental, African, and European groups in the Americas as approached from the perspectives of sociology with particular focus on minority group status in contemporary society.

## THEATRE ARTS

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

### ACTING I

This course is designed to provide a progression of skill levels by which actors develop awareness of their senses, relationship to the world around them, and responsibilities to the art form. Preliminary exercises begin with examination of the individual's values and feelings and progresses to the translating of these values into characterization.

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

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

## ACTING II

This course is designed to develop actor's artistic skills in character study, script breakdown and styles. Styles to be analyzed and executed include realistic, naturalistic, Shakespearean, 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.

## 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 programs.

TA 31A,B,C,D CSU,  
UC  
2 Units  
Lecture: 0  
Laboratory: 6 hours

**PLAY PRODUCTION - TECHNICAL**

A course permitting progressive participation and instruction in technical production. Class is organized as a producing unit to present plays and one-act programs.

TA 32A,B,C,D CSU,  
UC

3 Units

Lecture: 0

Laboratory: 9 hours

TA 33A,B,C,D UC

4 Units

Lecture: 0

Laboratory: 12 hours

TA 40A,B,C,D CSU,  
UC

1 Unit

Lecture: 0

Laboratory: 9 hours

TA 41A,B,C,D CSU,  
UC

2 Units

Lecture: 0

Laboratory: 6 hours

TA 42A,B,C,D CSU,  
UC

3 Units

Lecture: 0

Laboratory: 9 hours

TA 43A,B,C,D CSU,  
UC

4 Units

Lecture: 0

Laboratory: 12 hours

TA 50A,B,C,D CSU,  
UC

1 Unit

Lecture: 0

Laboratory: 3 hours

Prerequisites:

Enrollment by audition

TA 51A,B,C,D CSU,  
UC

2 Units

Lecture: 0

Laboratory: 6 hours

Prerequisite:

Enrollment by Audition

TA 52A,B,C,D CSU,  
UC

3 Units

Lecture Hrs: 0

Laboratory: 9 hours

Prerequisite:

Enrollment by  
audition

#### PLAY PRODUCTION - TECHNICAL

A course permitting progressive participation and instruction in technical play production. Class is organized as a producing unit to present plays and one-act programs.

#### PLAY PRODUCTION - TECHNICAL

A course permitting progressive participation and instruction in technical play production. Class is organized as a producing unit to present plays and one-act programs.

#### THEATRE COSTUMING

A course structured to teach the principles of design and construction of theatrical costume. Includes the construction of costumes for specific theatre productions.

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A course structured to teach the principles of design and construction of theatrical costume. Includes the construction of costumes for specific theatre productions.

#### THEATRE DANCE

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

#### THEATRE DANCE

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

#### THEATRE DANCE

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

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 Laboratory: 9 hours Prerequisite: TA 1, TA 9</p>	<p><b>SCENE PAINTING</b> 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><b>THEATRE MAKEUP</b> 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 Laboratory: 3 hours</p>	<p><b>CHILDREN'S THEATRE</b> This course is designed to introduce students to the academic and practical techniques involved in performing for young people. All students in the course will be required to participate in some way in the production: lighting, costumes, sets, sound, or acting.</p>
<p>TA 82A,B,C,D CSU 2 Units Laboratory: 6 hours</p>	<p><b>CHILDREN'S THEATRE</b> This course is designed to introduce students to the academic and practical techniques involved in performing for young people. All students in the course will be required to participate in some way in the production: lighting, costumes, sets, sound, or acting.</p>
<p>TA 83A,B,C,D CSU 3 Units Laboratory: 9 hours</p>	<p><b>CHILDREN'S THEATRE</b> This course is designed to introduce students to the academic and practical techniques involved in performing for young people. All students in the course will be required to participate in some way in the production: lighting, costumes, sets, sound, or acting.</p>
<p>TA 84A,B,C,D CSU 4 Units Laboratory: 12 hours</p>	<p><b>CHILDREN'S THEATRE</b> 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 Laboratory: 3 hours</p>	<p><b>MUSICAL THEATRE WORKSHOP</b> 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 Laboratory: 6 hours</p>	<p><b>MUSICAL THEATRE WORKSHOP</b> 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 Laboratory: 9 hours</p>	<p><b>MUSICAL THEATRE WORKSHOP</b> 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 Laboratory: 12 hours</p>	<p><b>MUSICAL THEATRE WORKSHOP</b> An advanced study of style and execution of staging in contemporary music and Broadway musicals for the theatre student. Staging will include music, choerography, and acting.</p>
<p>TA 94 A,B,C,D CSU 1 Unit Laboratory: 3 hours Prerequisite: TA 91, Music Theatre Work- shop</p>	<p><b>ADVANCED MUSIC THEATRE</b> 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.</p>

- TA 95 A,B,C,D CSU**  
2 Units  
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  
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  
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.

# ANNOUNCEMENT OF FACULTY

**LaVONNE ABRUZZI**

Instructor of Nursing  
B.S.N. 1961, Jamestown College, North Dakota

**FRANKLIN YTRO ATTOUN (1967)**

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

**DAN BAXLEY**

Dean, School of Technology & Science  
B.A. 1965, Arizona State University, Arizona  
M.A. 1968, Arizona State University, Arizona  
Ed.D 1972, Arizona State University, Arizona

**ARTHUR W. BENDER (1969)**

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

**STEPHEN BENO (1985)**

Associate Professor of Culinary Arts  
Executive Chef  
A.O.S. 1971, Culinary Institute of America, Hyde Park, New York

**BARBARA ANNE BOLAÑOS (1971)**

Professor of Sociology  
Co-Chairperson, Social Sciences/Human Ecology  
A.A. 1967, College of the Desert, California  
B.A. 1969, California State College, San Bernardino  
M.A. 1970, University of California, Riverside

**PAUL D. BOWIE (1970)**

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

**JUDITH BRAE (1988)**

Physical Disabilities Counselor  
B.A. 1968 San Diego State University  
M.S. 1975 San Diego State University

**DOROTHY HELEN BRAY (1987)**

Vice-President, Educational Services  
B.S. 1956, Illinois State University, Illinois  
M.A. 1964, California State University, Fullerton  
Ed.D. 1976, University of Southern California

**DOROTHY HELEN BRAY (1987)**

Vice-President, Educational Services  
B.S. 1956, Illinois State University, Illinois  
M.A. 1964, California State University, Fullerton  
Ed.D. 1976, University of Southern California

**HENRY J. BURNETT (1976)**

Director, Institutional Resources and Research  
B.S. 1970, Indiana University  
M.S. 1973, Indiana University  
Ed.D. 1983, Indiana University

**BRYAN R. BURRAGE (1973)**

Professor of Biology, Anatomy, Zoology  
A.B. 1956, University of Kansas  
M.S. 1966, San Diego State University, California  
Ph.D. 1972, University of Stellenbosch, Cape Province, Republic of South Africa

**FAYE R. CASTILLEJA (1972)**

Associate Professor of Nursing  
A.A. 1969, College of the Desert, California

**FERNE CHERNE**

EOPS Program Assistant  
B.A. 1966, University of California, Berkeley, California  
M.S. 1972, California State University, Hayward, California  
Ed.D. 1982, University of San Francisco, California

**THOMAS CIASTKO (1981)**

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

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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.

### **ASSESSMENT TEST**

Test required prior to registration for matriculating students. Used along with high school grade point average to assist students in selecting the most appropriate classes.

### **ATHLETICS**

College of the Desert is a member of the Foothill 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 services 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 AID**

Program designed to assist students in meeting educational expenses.

## **LIVE CENTERS**

Live Centers is a centralized learning assistance center located in Engineering 6/7. It houses the Assessment Center, Math Center, Study Skills Center, Tutorial Center, and the Writing Center.

## **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. Students must apply; participation is voluntary. 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; as agreed upon between the instructor and student, and as recorded on the Incomplete form.

**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, Media 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.

**MATRICULATION**

Matriculation is a process which brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objective.

**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 coursework is completed.

**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.

**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 assessment 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 SERVICES**

Provided under the direction of the Dean of Student Services Relations: 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, and Veterans' Affairs.

**STUDY SKILLS CENTER**

The work area located in the Five Centers, E 6/7, 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 "CSU" 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 the Five Centers, Engineering 6/7.

**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 semester 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 Division to aid students in all aspects of writing. Located in the Five Centers, E 6/7, 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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