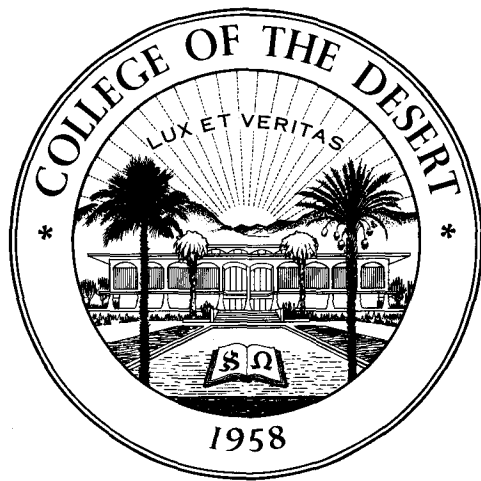
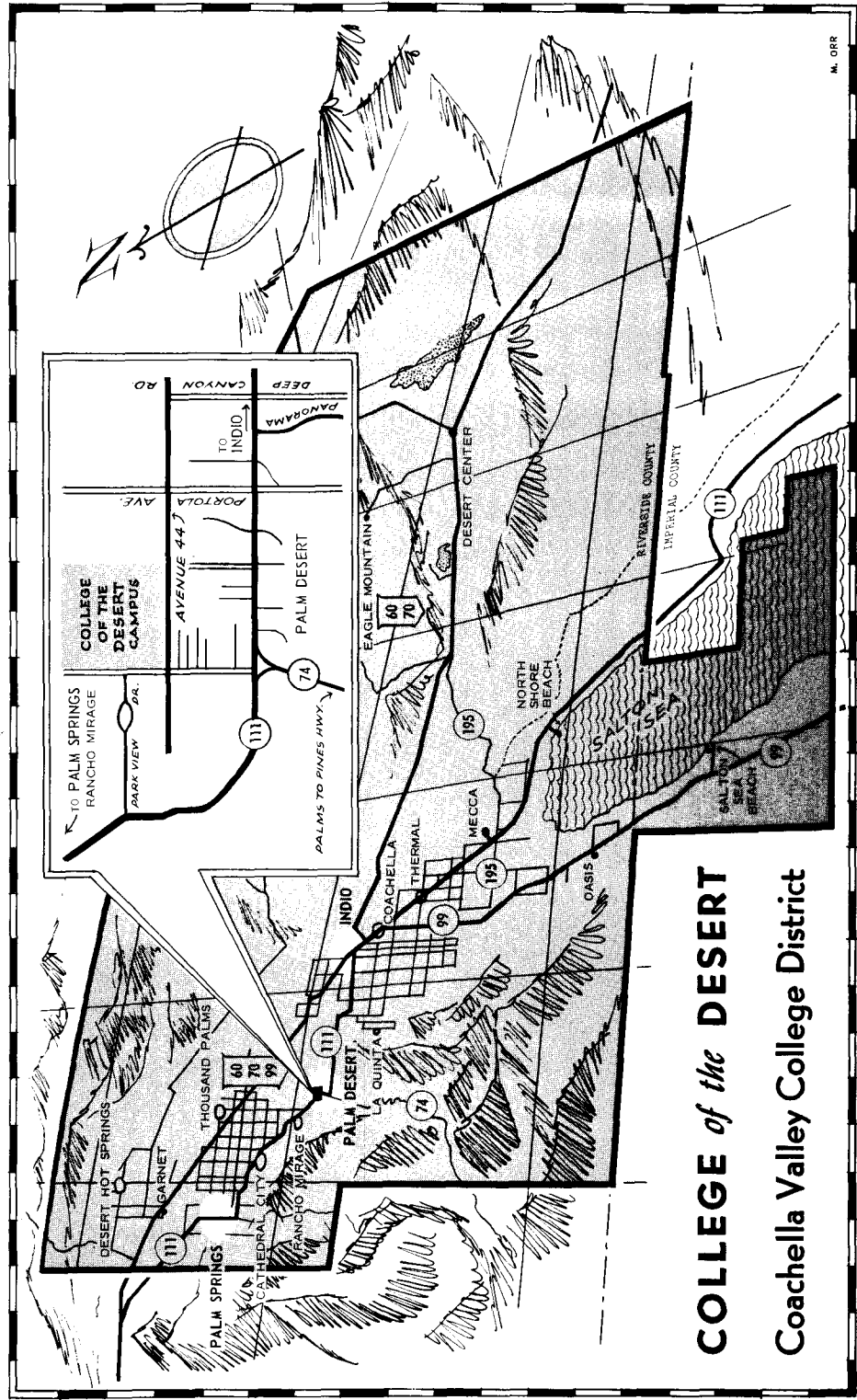


COLLEGE OF THE DESERT

Recorder



CATALOG
1963 * 1964



COLLEGE of the DESERT
Coachella Valley College District

M. ORR

COLLEGE OF THE DESERT

A California Public Junior College

CATALOG
and
ANNOUNCEMENT
of
COURSES

Second Year

Volume II, No. 1

1963-1964

43-500 MONTEREY AVENUE
PALM DESERT, CALIFORNIA
TELEPHONE FIRESIDE 6-8041

ACADEMIC CALENDAR 1963-64

FALL SEMESTER

September 10-11	New student days and placement examinations
September 12-13	Advising and registration
September 16	Classes begin
September 23	Last day for full time students to register or add courses
November 8	Last day to withdraw or drop courses without responsibility for grades
November 11	Veterans' Day (holiday)
November 28-29	Thanksgiving vacation
Dec. 20 to Jan. 5	Christmas Vacation
January 20-25	Review week (closed to all other activities)
January 27-31	Fall semester final examinations
January 31	Fall semester ends

SPRING SEMESTER

February 1	Placement examinations
February 3-4	Advising and registration
February 5	Classes begin
February 12	Lincoln's Birthday (holiday)
February 13	Last day for full time students to register or add courses
March 26-27	Easter vacation
April 10	Last day to withdraw or to drop courses without responsibility for grades
June 1-6	Review week (closed to all other activities)
June 8-11	Spring semester final examinations
June 12	Baccalaureate and commencement
June 12	Spring semester ends

SUMMER SESSION

June 22	Registration and classes begin
June 24	Last day to register or add courses
July 31	Summer session final examinations
July 31	Summer session ends

SUMMARY OF SCHOOL DAYS

<i>Fall Semester</i>		<i>Spring Semester</i>	
September	11	February	19
October	23	March	20
November	18	April	22
December	15	May	21
January	20	June	10
	<u>87</u>		<u>92</u>

Total: 179

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ADMINISTRATION

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 Junior College District (see map inside front cover) for a term of four years. The present Board consists of the following persons:

Don H. Mitchell, Indio. Elected 1958. President of Board 1958-63.
Term expires 1963.

David M. McGahey, Palm Springs. Elected 1958. Reelected 1961.
Term expires 1965.

John F. Outcalt, Palm Desert. Appointed 1962 to fill unexpired term of William Cook, resigned. Term expires 1965.

Raymond Rummonds, Indio. Elected 1958. Term expires 1963.

Mrs. Helen Staley, Palm Springs. Appointed 1961 to fill unexpired term of William A. Mason, deceased. Term expires 1963.

OFFICERS OF THE COLLEGE

Roy C. McCall, *President and District Superintendent*

Edwin T. Ingles, *Dean of Instruction*

M. W. Ellerbroek, *Dean of Business Services*

Howard Impehoven, *Dean of Student Personnel Services*

GENERAL INFORMATION

OBJECTIVES

College of the Desert, a two-year, public institution of higher education created by and for the people of its community, is dedicated to the concept that individual talent and integrity constitute the nation's most valuable resources and should therefore be developed and protected to the fullest possible extent. Accordingly the College has established the goal of providing full educational opportunity for the youth and adults of its community, and has instituted the corollary requirement of high standards of performance on the part of all who participate in its benefits.

Toward the end of realizing its objectives, the College strives for a well conceived curriculum, rich in content and broad in scope, a superior staff capable of outstanding teaching, an environment conducive to learning, library resources and laboratory equipment to facilitate study, emphasis upon independence of thought and action as essential ingredients of a functioning democracy, and the development of value judgments and self discipline as the *sine qua non* of education. It is expected of all students that they develop competence in the fundamental processes of reading, writing, speaking, listening and computation; an appreciation of the scientific method in the solution of problems; an awareness of the unique values of our American heritage, including our democratic way of life and the primacy of moral and spiritual concerns; a sense of the inherent responsibilities of citizenship; and an insistent desire to become and to remain vocationally competent. It shall further be incumbent upon all students to manifest their respect for free educational opportunity by reciprocal behavior in the form of regular attendance, exemplary conduct, and diligent application of effort to the end that each may improve himself and therefore his opportunity to contribute to society in a degree commensurate with his capacity.

More specifically, the College curriculum is organized around three major categories of goals:

1. *Academic Preparation for Advanced Study.*

As an integral unit of the California tri-partite system of public higher education, College of the Desert is prepared to meet its obligation to provide lower division education leading to upper division majors in the four-year colleges

GENERAL INFORMATION

and universities of the state and nation. It aspires to do this in such a manner that students may transfer without loss of time or credit or scholarship standing virtually regardless of their choice of major.

2. *Occupational Training*

For those students desiring to complete a vocational curriculum within two years, the College will offer technical training in all fields where promise of student enrollment justifies the necessary expenditures for facilities and staff. Individual courses will be offered on the same principle in those areas where a full curriculum cannot be justified. In both instances the College's aim will be vocational competence for its trainees; also a corollary competency in citizenship.

3. *General Education*

For all students, both those with chosen vocational objectives and those whose aim is no more specific than achievement of a liberal education, the College aspires to inculcate attitudes and develop knowledge and skills essential to effective living as persons, members of families, citizens, and workers. Further to particularize, a widely accepted list of competencies included in the College's objective of a liberal, general education for all is as follows:

- a. Exercising the privileges and responsibilities of democratic citizenship;
- b. Developing a set of sound moral and spiritual values by which to guide one's life;
- c. Expressing thoughts clearly in speaking and writing, and reading and listening with understanding;
- d. Using the basic mathematical and mechanical skills necessary in everyday life;
- e. Using methods of critical thinking for the solution of problems and for discrimination among values;
- f. Understanding one's cultural heritage so that he may gain a perspective of his time and place in the world;
- g. Understanding one's interaction with his biological and physical environment so that he may better adjust to and improve that environment;
- h. Maintaining good mental and physical health for oneself, his family, and his community;

GENERAL INFORMATION

- i. Developing a balanced personal and social adjustment;
- j. Sharing the development of a satisfactory home and family life;
- k. Achieving a satisfactory occupational adjustment;
- l. Taking part in some form of satisfying creative activity and in appreciating the creative activities of others.

Not an educational goal in itself, but a service on which the College places much emphasis for the purpose of insuring that able and industrious students reach their chosen and proper goals is *educational guidance*. Both personal and educational counseling for the individual are available in cooperation with the high schools even before he enters college, and occupy a large and significant place throughout his time at College of the Desert. Thoughtful, systematic, and scientific analysis and assessment of one's personal capacities, limitations, attitudes, likes, dislikes, drives, special abilities, and financial resources and obligations are undoubtedly as essential to his choices of goals and the attainment of them as are his selection of academic courses.

HISTORY

The Coachella Valley Junior 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 junior 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 and 44th Avenue in Palm Desert. The College's first students were received in the fall of 1962.

GENERAL INFORMATION

ACCREDITATION

The College of the Desert is accredited by the Western College Association, which is the official National Accrediting Agency for this region.

FACILITIES

The campus of College of the Desert is a 160 acre tract in Palm Desert at Monterey and 44th Avenues. Although it is master-planned for 2,500 full time students, the nine buildings of the first increment will accommodate conveniently about 800 regular students and 1600 part-time students and adults.

All buildings are of concrete and steel, designed for permanence, utility, and beauty, but also planned for flexibility to accommodate temporarily some categories of specialized instruction which will in due time justify specialized buildings.

The Library, designed to occupy the focal center of the campus, and thus planned in size, esthetics, and function to justify that location, has necessarily been omitted from the first increment of buildings for financial reasons, but will be erected soon after the College opens. Until it is built, the Student Center building will be devoted entirely to library services.

Other buildings are designed in groups according to function. The Campus Center group is composed of three buildings: Administration, including some classrooms; Dining Hall, and a Student Center, to be used temporarily as a library. The Science group comprises in the first phase a Laboratory Building and a Lecture Hall. The Liberal Arts Building is the first of a classroom group which will ultimately house the humanities and social sciences. The Health and Physical Education group is composed of a locker-shower unit, a shallow pool for swimming, a deep pool for diving, and six tennis courts. A Technology building will house varied laboratory units for related courses in engineering and technology. A warehouse and maintenance building is located in the campus date garden. A campus residence for the president's family was included with the site as purchased. Paved roadways and parking lots for 500 autos have been included in the initial construction.

GENERAL INFORMATION

EVENING CLASSES

Two types of classes are scheduled in the late afternoon and evening, the Extended Day Classes and the Classes for Adults.

Extended Day Classes. Classes in this program are made up from courses listed in the regular catalog which are scheduled in the late afternoon or evening for the convenience of students who work part time or adults who wish to enroll in the regular transfer or vocational courses. Extended day courses parallel the day courses in prerequisites, course content, time devoted to preparation of assignments, and examinations. These courses carry credit identical with the day courses, but instructors, on occasion, may modify their methods and assignments in recognition of adult problems or points of reference.

Classes for Adults. These classes make up part of what is coming to be known as the community service program. Such a program consists not only of classes for adults, but seminars, lecture series, recitals, conferences, institutes, and workshops may be included as a means of serving the people of the College District. This program will be encouraged vigorously, partly in recognition that education is a life-long process, and partly because of the demonstrated value of courses for adults in rendering service to the community.

Classes for adults are not a part of any curriculum, but are offered in response to a demonstrated demand to meet a specific community requirement, and do not carry credit, in contrast to the extended day classes which all carry credit toward a degree or transfer requirement.

Regular students will not be excluded from adult classes. Actually such "repair" or remedial courses as are needed in English, mathematics and other selected subjects will be offered in the adult program for the purpose of attempting to correct college preparation deficiencies, and these courses will not carry academic credit.

Any individual or community group desiring to initiate an adult class or desiring to enroll in one should contact the Coordinator of the community service program at any time during the year. Adult classes may be arranged to start or terminate at any time during the calendar year. The office of counseling and guidance maintains a day and evening schedule in order to make its services available to all students in extended day and adult classes.

STUDENT PERSONNEL PROGRAM

COUNSELING AND GUIDANCE

Many students need assistance in occupational and educational planning, and some need help in the solution of personal adjustment problems caused by transition from high school to college. To meet this need, an extensive guidance program has been organized as a function of the College.

The counseling and guidance program at College of the Desert actually begins in the high schools which the College serves. Working in conjunction with the high school counseling staff, representatives from the College visit the high schools and discuss vocational and educational plans with students who plan to attend College of the Desert. During the summer the College counselors are available to discuss the student's program with the student and his parents. Prior to the regular registration for the fall semester, all new students are given an additional opportunity for consultation with the counselors and individual department advisors in planning their programs.

Each entering freshman at College of the Desert is enrolled during the first semester in a course in group guidance called Orientation to College, which meets the first half of the semester as a regular class. (see page 76). During this period the student is given aptitude and interest tests, orientation to campus facilities, study habits, reading techniques and other mechanics of study which will help him with his college work. The student also makes a detailed study of his chosen vocational field, in the form of a research paper which sets forth the opportunities, requirements, education and experience needed for the vocation or profession. Thus the student is enabled to look at his chosen field of endeavor objectively.

In the second half of the semester in the Orientation to College course, the student confers individually with his general counselor. The counselor and student go over the various tests and determine their significance in relation to the individual; that is, whether the student's proposed objective is advisable in the light of his capabilities and interests. The counselor also helps the student to view his college program in light of his individual ability.

The instructor of the student's course in Orientation to College becomes his general counselor during his entire stay at the College.

STUDENT PERSONNEL PROGRAM

In addition, an advisor who is a specialist in the student's major field, is available for consultation. The counselor and advisor arrange individual conferences, supplementing the basic guidance materials prepared in the Orientation course, to help the student efficiently plan his educational program. The advisor signs the student's study list each semester prior to completion of registration.

STUDENT SERVICES

Health Services. The College has a nurse on duty to provide health education, health consultation, first aid and general health services. The College, however, does not maintain an infirmary and cannot provide extended medical care in case of illness or injury.

Employment Services. A placement service is maintained for students wishing part-time employment while attending college, and for students seeking full-time employment upon graduation. Students desiring the services of the placement office are asked to file applications with that office as promptly as possible in order to assure full consideration.

Food Services: Breakfast and lunch are served daily except Saturday and Sunday in the College dining hall. This facility is maintained jointly by the Governing Board of the College and the Associated Students. Hours of service are from 7:15 a.m. to 3:00 p.m. Service may be extended to special student groups at other hours upon request.

Short orders and soft drink service are available from 8:00 a.m. until 9:00 p.m. daily at the snack bar adjoining the dining hall.

Housing. Student housing is not provided at the College, but assistance is given all students who wish to find living quarters. A list of lodgings with designated housing standards is available to students.

Inquiries and requests concerning student housing should be directed to the Dean of Students.

Bookstore. The bookstore is operated jointly by the Governing Board and the Associated Students. Profit from its operation is returned to the Student Body treasury. Books and supplies used in the classroom may be purchased at the bookstore

STUDENT PERSONNEL PROGRAM

from a list recommended by the instructors. The bookstore is a self-service store open daily except Saturday and Sunday, from 7:45 a.m. until 4 p.m. and evenings when necessary.

Transportation and Parking. Students are expected to provide their own transportation to and from College. The College assists students in securing transportation by organizing "share the ride" groups. Information may be secured at the office of the Dean of Students.

Student parking is permitted in designated areas on campus provided the vehicle is properly registered and the parking permit is displayed on the vehicle in the manner requested by the College.

SCHOLARSHIPS AND LOANS

Scholarships, grants, and loans are available to worthy students at College of the Desert through the generosity of friends and organizations in the district. Information about such assistance may be obtained from the Dean of Students.

National Defense Student Loan. Loans up to \$300 are available if the borrower is: (a) a full time student, (b) in need of the amount of the loan to pursue his course of study, and (c) capable of maintaining good standing. Special consideration will be given to students whose majors are in education, science, mathematics, engineering, or modern foreign language.

Indio Rotary Club Student's Emergency Loan Fund. (\$1500) Established the third day of October, 1962. This emergency loan fund is available to worthy students who are in immediate need of financial assistance for educational purposes. Short term (no interest) loans in small amounts (probably under \$100) will be made.

Palm City Woman's Club Loan Fund. (\$100) Established the fourteenth day of January, 1963. This fund is to be used for loans or grants at the discretion of the Dean of Students.

Palm Desert Rotary Club Loan Fund. (\$1000) Established the second day of February, 1963. Both loans and grants are available through this fund.

Palm Desert Woman's Club Scholarship Loan Fund. (\$1000) Established the fourteenth day of May, 1962. This fund is available to academically qualified sophomore students or to graduates of the College of the Desert.

STUDENT PERSONNEL PROGRAM

Pearl McCallum McManus Scholarship Fund. (\$4000) Established the tenth day of January, 1963. Both loans and grants are available to worthy students from this fund.

Harboe-Sfingi Scholarship. (\$500) Established the twelfth day of February, 1963. A grant for a student, or students, graduating in Agriculture or Agri-business. Awarded on the basis of scholarship, character, and need for assistance in advanced study in Agri-business.

Several other scholarships and loans not administered by College officials are available to deserving students upon application.

STUDENT ACTIVITIES

Associated Students. The opportunity for self-government has been extended to the students of College of the Desert by the Governing Board and the Administration of the College, in order to promote and direct student activities which stimulate the intellectual, physical, social and moral life on the campus, and provide an expanded educational and social life for all students. The Associated Students of College of the Desert is the official organization of student government. It includes all enrolled students who purchase student body membership cards. Membership is required for participation in all student activities and for use of student equipment. Student body fees support all activities of the Associated Students organization.

The administration of the Associated Students' business is to be carried on by elected executive and legislative departments, together with faculty advisors. Any member of the Associated Students is able to bring matters of importance to the attention of these departments and is always welcome at meetings.

The Associated Women Students is a supplementary organization which will coordinate women's activities on the campus.

The Associated Men Students will be organized to coordinate similar functions among the men of the College.

Club Organizations. Social, honorary, service and special interest clubs contribute actively to the program of the College. All clubs have faculty advisors or sponsors. Clubs are organized under the supervision of the office of Director of Student Activities, and additional detailed information may be obtained at that office.

STUDENT PERSONNEL PROGRAM

Athletics. College of the Desert is a member of the newly formed Desert Junior College Conference. Intercollegiate athletic competitions will be initiated in major and minor sports as feasible from the standpoint of student interest and enrollment.

Eligibility rules for intercollegiate competition are prescribed by the Athletic Code of the California Junior College Association. Students who plan to compete in athletics should establish their eligibility well in advance of the opening of the season.

Cultural Activities. The various academic departments supplement their regular instructional activities by sponsoring extra programs, open to students and the public, which make important contributions to the cultural life of the entire community.

The Associated Students sponsor a public lecture series featuring internationally known persons.

ACADEMIC INFORMATION

ACADEMIC COUNCIL

Because it is not possible to develop academic regulations that apply equally and fairly to all students under all situations, an Academic Council composed of several faculty members has been designated to review and take action on students' requests for waiver or modification of college academic regulations.

Petitions for such privileges must be submitted through the office of Dean of Students.

CLASSIFICATION OF STUDENTS

Freshman: A student with less than 30 units of college credit.

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

Post-Graduate: A student who has completed all graduation requirements and has enrolled for further study.

Full-Time Student: Student enrolled for 12 or more units.

Part-Time Student: Student enrolled for less than 12 units.

Adult Student: Student who has attained his twenty-first birthday and who has enrolled in less than 10 class hours.

Special: A student not a candidate for transfer or graduation.

UNIT OF CREDIT

The term "unit of credit" or "semester unit" is a measure of time and study devoted to a course. Each hour of a regular class period per week, or three hours per week of a laboratory session for one semester is, considered one unit. Many courses are made up of a combination of regular class sessions and laboratory sessions. Students are not permitted to audit courses.

GRADING SYSTEM

The results of the student's work in each course are reported to the Recorder in scholarship grades, as follows:

A, Excellent; B, Good; C, Fair; D, Barely Passing; F, Not Passed; W, Withdrawal; and Inc., Incomplete.

The designations "passed" and "not passed" may be used in reporting upon the results of certain courses recommended by the curriculum committee.

ACADEMIC INFORMATION

An "incomplete" must be made up during the following semester by the consent of the instructor, without repetition of the course, by passing a further examination or by performing other tasks required by the instructor.

Grade F denotes a record so poor that it may be raised to a passing grade only by repeating the course.

Grade W indicates approved withdrawal from a course, provided the student was earning a satisfactory (C) grade or better at the time of withdrawal; otherwise the student's record for such withdrawal is reported as WF.

GRADE POINTS

The College of the Desert uses the same system of grade points used by most other colleges and universities in the state to give an over-all 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, W, and WF	0 grade points

Grade Point Average. The total grade points accumulated by a student is divided by the total number of units attempted (excluding withdrawals) and the quotient is called the student's grade point average. After each semester of work both the units attempted and the grade points are added to the student's previous record in computing the total or cumulative point average.

ACADEMIC PROBATION

Students having a GPA below 2.00 or "C" either for semester or cumulatively are automatically on probation (unless subject to disqualification). Students on probation are subject to the following restrictions:

1. They may have the amount of coursework limited.
2. They may forfeit receipt of financial aid from the College.
3. They may be dismissed from classes at any time unsatisfactory attendance or performance occurs.

ACADEMIC INFORMATION

DISQUALIFICATION

Most disqualifications occur when a student is 10 or more grade points deficient, although a student may be disqualified with fewer points of deficiency. Also, a student 10 or more points deficient for two or more successive semesters may be disqualified even though his cumulative GPA may be above 2.00.

Deficiency Tolerances. Students whose cumulative grade point averages fall below the following standards will be disqualified:

UNITS TAKEN	GPA	GRADE POINTS	GRADE POINTS BELOW 2.00
20	1.50	30	-10
30	1.70	51	- 9
40	1.80	72	- 8
50	1.90	95	- 8
62	2.00	124	- 5

Transfer students from other schools will not be accepted at College of the Desert when their academic records are below these tolerances, or when they have been disqualified from the previous college or university.

Academic Recovery Program. This is a designation used for students whose GPA is below the deficiency tolerances upon admission or reinstatement after disqualification. Such students must earn a 2.30 GPA for each succeeding semester until the cumulative GPA is 2.00 or better. Failure to earn the 2.30 GPA will result in disqualification at the end of the semester in which the lesser GPA is compiled.

SCHOLARSHIP REPORTS

Students are notified of deficiency in scholarship at the end of the sixth and twelfth week of each semester. Failing students will be referred to advisors for program adjustments when feasible. At the close of each semester grade reports are sent directly to the students. However, the Recorder will send grade reports to parents upon request.

FINAL EXAMINATIONS

Final examinations are obligatory in all courses except those specifically designated as requiring special treatment in lieu of

ACADEMIC INFORMATION

final examination. All examinations will so far as practicable be conducted in writing, and a maximum time will be assigned beforehand for each examination.

CREDIT BY EXAMINATIONS

Provision is made whereby a student, while registered in the College and in good standing, may under certain conditions take examinations for credit either (a) in courses offered in the College, without formal enrollment in them, or (b) in subjects appropriate to the student curriculum but not offered as courses by the College. The results of such examinations, with grades and grade points, are entered upon the student's record in the same manner as for regular courses of instruction. Application to receive credit by examination may be obtained from the office of the Recorder, and must be approved by the Academic Council.

REPETITION OF COURSES

A student who receives a grade of "D" or lower may repeat the course and receive a new grade and grade points appropriate to that grade; however, the listing of the original grade must remain as part of the permanent record. The units will count only once toward graduation; however, all units attempted will be included in computing the grade point average.

A student need not repeat a course in which he has failed unless the course is prerequisite to another course or is required for graduation or transfer.

CHANGE OF PROGRAM

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.

A student is expected to plan his schedule carefully with the aid and approval of his advisor and then to make a vigorous endeavor to maintain it throughout the semester. Program change applications must be initiated with the student's advisor. The student must attend all classes in which originally enrolled until the requested change is officially authorized.

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ACADEMIC INFORMATION

WITHDRAWAL

Official Withdrawal. The student is held accountable for every course for which he has registered. To become official, any withdrawal from College or withdrawal from a class must be made by application properly completed and filed in the Recorder's office, otherwise the student will receive a grade of "F" for the course.

Unofficial withdrawal is made when a student stops attending one or all classes without filing the proper applications for withdrawal within the deadlines established for official withdrawal. A student unofficially withdrawn from class or from College will receive a grade of "F" in all courses from which he unofficially withdraws. When an instructor is convinced that a student is persistently neglecting the work of or attendance in a course, a request that such student be dropped from the class may be made by filing an official notification with the Dean of Students. In such cases, when dropped, a grade of "F" will be recorded.

Withdrawal Dates and Penalties. A student in good standing may arrange with his advisor to officially withdraw from College or from a class by the end of the eighth week of classes; a grade of "W" will be recorded upon his permanent record for each class from which he officially withdraws. If he withdraws after the eighth week and not later than the end of the thirteenth week of classes, either a "W" or a "WF" will be recorded, depending upon whether he is passing or failing the course on the date of making application for withdrawal. After the thirteenth week, a student withdrawing from College or from a class will receive an "F" grade except under extenuating circumstances wherein, by petition, a "WF" grade may be granted.

TRANSCRIPT

An official transcript of the student's record may be obtained from the Office of the Recorder 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.

STUDENT CONDUCT

When a student enters College of the Desert it is taken for granted by the College authorities that he has an earnest purpose and that his conduct will demonstrate the validity of this assumption. If, however, he should be guilty of unbecoming conduct or should neglect his academic duties the College authorities will

ACADEMIC INFORMATION

take such action as in their opinion the particular offense requires. The degrees 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 or posted on bulletin boards.

CLASS ATTENDANCE

A student is expected to attend all sessions of the classes in which he is registered. A student who is absent three times without excuse from any class may be dropped from the class.

The allowing of excuses for absences other than illness or official leaves of absence is the responsibility of the instructor. Students should report to the school nurse after absence due to illness to obtain class re-entry permission. Although absences are excused when they are due to personal illness, or to serious illness or death of a member of the student's family, or to a field trip or to an authorized absence in behalf of the College, all work and assignments to be made up must be described by the instructor to the student in advance of the absence when possible. It is the student's responsibility to make up all class work missed to the satisfaction of the standards for the course.

LEAVES OF ABSENCE

A student who has need to withdraw for a short time, but who wishes to retain his 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 the student must depart suddenly, as in a family emergency, he should write the Dean of Students as soon as possible requesting a leave to be away from classes. Brief Leaves also may be issued upon recommendation of the student health service in cases of illness. A petition for a Brief Leave of Absence may be secured from the office of the Dean of Students.

No excuse for absence will relieve a student from the need to complete all work in each course to the satisfaction of the instructor. For any College exercise other than final examination, the

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ACADEMIC INFORMATION

Brief Leave of Absence should be presented to the instructor in charge. Leave to be absent from a final examination must be obtained by written petition to the Dean of Students and with the approval of the Academic Regulations Committee.

RELEASE POLICY

The Governing Board of the College of the Desert and the College officials recognize that under certain conditions it may be desirable for students residing in the Coachella Valley Junior College District to attend junior colleges elsewhere.

It must also be recognized, however, that the issuance of permits to students to attend other junior colleges in the state will, because the College must pay the student's tuition, result in less money being available for the local junior college program for which the money was originally raised.

It is obviously not tenable to weaken the local program by siphoning off funds through widespread issuance of releases to junior colleges elsewhere in the state.

Therefore, the Governing Board of College of the Desert has, after thought and study, established the following policy concerning releases which will prevail for the school year 1963-64:

- (1) Students who have previously attended and earned college credit leading to an A.A. degree at other California junior colleges may be released to return, if the student requires a college credit program which is not offered at College of the Desert.
- (2) Freshmen and others who have not previously attended junior colleges elsewhere will be released if the student requires a college credit program which is not offered at College of the Desert.
- (3) Students may be released to attend any junior college in California which will not make a charge to College of the Desert for the attendance of the student.
- (4) The provisions of release specified above apply equally to youths and adults and to full-time and part-time students. (It should be noted that releases will be granted for college credit courses only).

ACADEMIC INFORMATION

- (5) Students who have been granted a release to attend another junior college for one year, must reapply for permission to attend for a second year.
- (6) Releases must be applied for in person at the College office, 43-500 Monterey Avenue, Palm Desert, California.
- (7) It is important that the policies stated above be strictly interpreted. Deviations may be made only by written application to the Board of Trustees, stating carefully the reason for the exception.

LIBRARY SERVICES

The college library serves the entire college community, including both day and evening students and faculty members. As the materials center of the college it provides books, periodicals, pamphlets, government documents, and audio-visual materials to supplement classroom instruction and laboratory experiments.

Approximately 3,500 carefully selected volumes are being added annually until the holdings approximate 50,000-75,000 volumes. Over 200 periodicals are received regularly in the library.

Until the permanent library building is constructed near the center of the campus, the library will be housed in the Student Center. Here the entire collection, with the exception of reserve books, is available for use through an open shelf arrangement. Reserve books are circulated from the loan desk.

Through the cooperation of the users of the library it has been possible to operate without charging fines for overdue books.

Except for holidays, the library is open from 7:45 a.m., to 10:00 p.m., Monday through Thursday, and from 7:45 a.m. to 5:00 p.m., Friday.

ACADEMIC PROCEDURES

ADMISSION

After receipt of satisfactory credentials, the following applicants are eligible for admission:

1. Any high school graduate.
2. Any person over 18 who has not graduated from high school who is capable of profiting from the instruction offered.
3. Any student with credit and an honorable dismissal from other collegiate institutions.
4. Any postgraduate student.

Admission of Residents of the Coachella Valley Junior College District. Students whose residence is in one of the high school districts comprising the Coachella Valley Junior College District (Palm Springs, Indio, Coachella Valley and Eagle Mountain High Schools) are qualified to enroll at College of the Desert under the above conditions.

Admission of Students from California Districts Not Maintaining a Junior College. Students who reside in a high school district not maintaining a junior college are eligible to attend College of the Desert, but must complete a residence statement at the time of application for admission.

Students Residing in California Districts Maintaining a Junior College. Students whose official residence is in another junior college district will not be permitted to enroll in College of the Desert until a release or a permit from the home district has been received.

Admission of Out-of-State Students. High school graduates and students with advanced standing from out of state are eligible to enroll at College of the Desert.

Foreign Students. Foreign students are welcome at College of the Desert, but no special program has been developed for such students. To be admitted, foreign students should provide evidence of the equivalent of high school graduation, and must demonstrate by examination their proficiency in English to profit from regular college classes.

ACADEMIC PROCEDURES

APPLICATION

An application blank may be obtained by writing or calling the Office of Admissions. Applicants should submit applications and transcript well in advance of the beginning date of the semester for which they wish to be admitted. Those who fail to supply accurate and complete information will not be considered for admission, nor allowed to remain in attendance if discrepancies are discovered after enrollment.

All students enrolling for the first time must submit an official application for admission.

Transcript of Record. In addition to filing the application, the student should arrange to have complete transcripts of his academic record sent to the office of the Recorder. 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 the college level.

No student may register until the application and complete transcript of previous high school or college work has been received. A student may not disregard his previous college record.

Health Report. For the protection of students (as well as the college) an entering student will be asked to supply a health report before admission is granted. In addition, College authorities may require health consultation and physical examination when these appear to be necessary.

Polio Immunization. No student will be admitted to College of the Desert until written evidence of immunization against polio is provided as required by California law.

Notice of Admission. When the application is approved, a notice of admission will be mailed indicating the date and time the student is to report for advising and registration.

Placement Examinations: All entering freshmen are required to take college placement tests prior to registration. The scores of these tests will be used in advising the student in selecting

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courses suitable to his academic performance and subject interests. Students with advanced standing are excused from these tests.

Basic Entrance Program. Students who fail to qualify for admission to academic courses on the basis of the placement examination may enroll in a Basic Entrance Program for a maximum term of one semester. The program requires enrollment in the following courses: English B, Mathematics B, and Orientation to College. Failure to gain admission to the regular academic program does not preclude admission to certain individual courses for which a student may be qualified.

At either mid-term or the end of the Basic Entrance Program semester, an evaluation committee considers each student and his progress individually. If a student has made favorable achievement and meets the required standards, he will be allowed to enroll in available academic courses starting mid-semester or in the regular schedule starting the next semester. If the committee finds that the required standards have not been met, the student will be denied further enrollment in the College except as a Special Status student.

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

Probationary Transfer Student Program. Applicants whose scholastic achievement at another college represents less than a "C" average may be admitted for a restricted academic program. Better than average grades on this work may allow admission to subsequent semesters. Admission on probation is a privilege granted, not a right of the applicant.

Expenses. No tuition is charged at College of the Desert, but students should be prepared for the following types of expenditures:

- a. Board and lodging if not living within commuting distance. Breakfast and lunch are served at the College dining hall at nominal prices. Dinners will be served if there is sufficient demand.
- b. Textbooks, supplies, and special clothing, available in the College bookstore, are estimated at \$100 per year.

ACADEMIC PROCEDURES

- c. Library fines and laboratory breakage costs are assessed as circumstances warrant.
- d. Associated Student membership fee—approximately \$5 per semester.

REGISTRATION

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

The office of the Coordinator of Community Services will be open from 1 - 9 p.m., Monday through Thursday, to advise adult students.

Late Registration. Although specific days are set aside at the beginning of the semester for registration of full time students, other students may register for something less than a full class load by reporting to the Director of Admissions any Monday morning during the school year, as a short-term student.

- a. *Late Entrance for Full-Time Students:* A full-time student (one taking 12 or more units) may register late upon the recommendation of his counselor and the approval of the Academic Council. This may be accomplished by reducing the student's load from the normal 15-17 units to something near the minimum of 12 units, and by selecting certain classes that are more conducive to make-up work, or by registering in certain classes such as First Aid which begins at mid-semester. Any full-time student who is approved for late entrance will be required to make up all work missed.
- b. *Short-term Classes for Late Entrants:* A student who finds it impossible to register during the time designated at the beginning of the semester may enroll any Monday morning during the academic year or summer session. Such an enrollment may be accomplished by the following procedure:
 - 1. Make prior appointment through Office of Admissions for the services of a counselor.
 - 2. Complete that portion of normal registration procedure to the point of being assigned to an instructor-advisor who will instruct and coordinate the assignments for the student during the remainder of the semester. Possible assignments might be:
 - a. Registration in certain courses that start at mid-semester.

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- b. Special tutoring in remedial courses required to correct deficiencies discovered in placement examination.
- c. Participation in special seminars when sufficient students of similar academic needs are discovered.
- d. Special tutoring for "examinations for credit" in those courses where such is appropriate. This assignment is encouraged for the very able student.

Unit Load Limitations. A normal class load for Freshmen is considered to be 15-17 units, plus physical education. Students working full time are encouraged to carry a reduced load. Students with advanced standing, and having a "C" average or better, will be permitted to enroll in 18 units plus physical education.

Students wishing to make a variance with the above limitations must petition the Academic Regulations Committee.

A student carrying 9 or more units is, by State law, required to take physical education each semester in attendance, unless excused for one of the following reasons:

1. He is over 21 years of age.
2. He has met A.A. degree graduation requirements.
3. He has a medical excuse (requires a physician's statement renewed each semester).

PROGRAMMING

Selection of a Major. The selection of a major is an indication of the goal toward which the student concentrates his efforts. This goal may be the mastery of a field of knowledge, the foundation for which may be found in the transfer program; or it may be the development of skills or other competencies found in the various vocational curricula in the college.

A major consists of at least 20 units of credit in a specified field of study.

Graduation Requirements for the Associate in Arts Degree.

a. *Specific Course Requirements (or equivalent)*

1. American History and Government (History 17A-B, or Pol. Sci. 1) 3 units

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2. English 1A-B 8 units
 3. Psychology 10 1 unit
 4. Health 1 2 units
 5. Physical Education ($\frac{1}{2}$ unit each semester) *
- b. *General Education Requirements*
1. Science 6 units
 2. Social Science (in addition to 3 units from a-1 above) 3 units
 3. Humanities (Art, Music, Drama, Philosophy, Speech, Journalism 1A-B, or additional Literature) 9 units
- c. *Major Field Requirements* (one of the following two programs)
1. Completion of the major elements of, or all lower division requirements of, a transfer program outlined by the college to which the student is planning to transfer. Minimum 20 units
 2. Completion of the required sequence of courses in a technical or vocational program. Complete outlines for technical or vocational programs are available from advisor. Minimum 20 units
- d. *Unit Requirement*
Completion of sufficient additional elective units to bring total to at least 64. At least 15 units of "C" or better must be taken at College of the Desert.
- e. *Scholarship Requirement*
A cumulative grade point average of not less than 2.0 ("C" average) is required for graduation.

Transfer to Other Colleges. The University and State Colleges of California depend upon the junior college transfer students for a large portion of their upper division enrollment. Even though the transfer requirements of the Colleges and University vary greatly in some instances, a student at College of the Desert, by

*Exceptions granted for the following reasons: A veteran with one or more years service; physician's written excuse, renewed each semester; over 21 years of age; graduates, or part-time students not candidates for graduation, taking less than 9 units of credit.

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ACADEMIC PROCEDURES

proper program planning, may complete the first two years of a college or university program and transfer to the college or university of his choice without loss of credit or time.

In general, the student planning to transfer should use the following procedure:

- a. Consult with his advisor.
- b. Consult the catalog of the college to which he plans to transfer. He should choose those courses at College of the Desert in accordance with the requirements of the college of his choice as noted in the catalog.
- c. Submit his high school transcript plus his proposed junior college program to the Registrar of the selected college for tentative approval.

Reference copies of college catalogs are on file in the Library and Counselors' offices. The student may also obtain a catalog for his personal use directly from the Registrar of the college in which he is interested.

Some vocational courses will not be accepted for credit towards graduation by some colleges and universities. A student should not expect college or university credit for vocational courses unless he knows definitely that such courses will be accepted by the institution in question. Transfer requirements are prescribed by the institution of entrance.

Transfer to the University of California. Students regularly enrolled who were eligible for admission to the University at the time of graduation from high school may transfer to the University at the end of any semester, provided they have made a "C" average or higher at the College of the Desert in courses acceptable for advanced standing in the University.

Students who were ineligible to enter the University at the time of graduation from high school solely because they have not studied one or more required high school subjects, may be admitted if they have satisfied through high school or college courses the subjects required for admission, and if they have at least a "C" average in all college work undertaken.

Students who were ineligible to enter the University at the time of graduation from high school because of low scholarship or because of a combination of low scholarship and incomplete subject preparation may gain admission to the University by one of the following ways:

ACADEMIC PROCEDURES

1. The applicant must present 56 units of transfer courses with a grade point average of at least 2.4. Deficiencies in subject requirements, if any, will be waived in an amount not exceeding two high school units. Deficiencies in excess of two units must be satisfied by courses, completed with a "C" grade or higher, acceptable for removing high school subject shortages.
2. Applicants applying for admission up to and including the spring 1964 semester as an alternative to making up high school deficiencies, may present at least 60 units of transfer courses with a grade point average of 2.4 or higher, in which all of the subjects required for junior standing in a School or College of the University are included.

Transfer to the State Colleges. A student who has earned credit in a junior college may be admitted to a state college if he has followed a state college transfer program and has maintained a cumulative grade point average of "C" or better, except that in case the applicant was ineligible for admission to a state college on the basis of his high school record, he must, as a condition of admission to a state college, have completed at least 60 semester units with a grade point average of "C" or better, or 24 semester units with a grade point average of "B" or better.

Transfer to Independent Colleges and Universities. Students planning to transfer to private colleges and universities in California and elsewhere are advised to consult the general catalog of the college to which they plan to transfer in order to determine specific lower division requirements which may be completed at College of the Desert.

In general, the requirements of independent colleges and universities are similar to those of the lower division of the College of Letters and Science at the University of California. However, because of the additional unique requirements in most private colleges and universities, all prospective transfer students to these institutions are requested to keep in close touch with their counselors in planning their programs.

Planning Vocational Program. The College of the Desert vocational programs are designed for the student who wishes to extend his education by completing two years of college and to prepare himself for employment at the end of that time.

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ACADEMIC PROCEDURES

Vocational programs established at the opening of the College include such specific vocations as secretary, salesman, laboratory technician, electronic technician, and engineering technician.

Other occupational and semi-professional competencies may be obtained as a result of enrollment in a combination of courses. See Page 32 for a suggested list of courses to enhance employment in certain occupational fields. This chart is designed to show the student how he may combine the requirements of a vocational program with graduation requirements in order to qualify for the Associate in Arts degree from College of the Desert.

Planning for High School Completion. Although College of the Desert cannot grant a high school diploma, nor does it include high school courses in the curriculum, students over 18 years of age may, upon the recommendation of high school officials, complete their high school graduation requirements by taking college courses.

A student who wishes to obtain a high school diploma in this manner should bring to the office of Coordinator of Community Services a statement from the principal of the high school from which he desires a diploma indicating:

- a. The subjects necessary for completion of the requirements for graduation and the number of college units in each.
- b. Suggestions, if possible, of courses at College of the Desert which may satisfy the above high school requirements.
- c. The total number of units required including electives.
- d. The acceptability of credit for courses to be taken at College of the Desert.

High school credit for courses taken at College of the Desert normally will be allowed on the basis of 10 high school semester periods for each 3 units earned in the College. If courses which fulfill high school graduation requirements do not constitute a full program, the student may enroll in additional courses for college credit for which he qualifies. College courses used to meet high school requirements will not be counted as part of the 64 units required for the Associate in Arts degree at College of the Desert.

Upon completion of the college courses to be applied toward high school graduation, the student should request the Recorder at College of the Desert to send a transcript of his college record to the high school. The diploma will be issued in accordance with a procedure to be determined by the high school.

ACADEMIC PROCEDURES

Notice of Intent to Graduate. A Notice of Intent to Graduate must be filed by each student who wishes to receive the Associate in Arts degree from College of the Desert. The Notice should be filed at the Recorder's office before the beginning of the semester in which the student plans to complete the requirements for graduation. Requirements may be completed during any semester, but the degree will not be conferred until the graduation ceremony at the close of the succeeding Spring semester.

COURSE RECOMMENDATIONS

Course Recommendations for Various Occupational Areas. The chart of occupational areas with specific course requirements for each area is made up from frequently selected occupational choices. The chart shows: (on the following pages)

- a. The basic courses required for high school preparation in each occupational area.
- b. The lower division requirements for the major in the case of transfer programs, and the required courses for competency in the case of two-year vocational programs.
- c. Recommended related courses that should be included in the program if time permits.

In programming, it should be remembered that in addition to these "major requirements" each student should plan to complete the College of the Desert graduation requirements, and students who expect to transfer to other colleges must complete the lower division general education requirements of that college.

Many of the courses listed in the chart can be used to satisfy two requirements (i.e., Psychology 1A satisfies a major requirement and a general education requirement for teaching majors at the University of California and most other colleges, as well as a social science requirement for the A.A. degree at College of the Desert). A student should plan normally to use required major courses to satisfy general education requirements whenever possible.

A faculty advisor is assigned for each of the occupational areas listed. Students are expected to register with the aid of the advisor who can assist them in scheduling their courses each semester.

While every effort is made to keep the list up to date, the transfer student is responsible for checking and complying with the lower division requirements in the latest catalog of the college of his choice.

COURSE RECOMMENDATIONS

COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

Occupational Area I	Basic High School Preparation II	Lower Division Requirements III	Recommended Related Courses IV
Accounting (Transfer)	Algebra Bookkeeping Typing	Business 1A-B, 71, 72 Econ. 1A-B	Business 10, 20, 73, 74, 75
Accounting (2-year program)	Bookkeeping Business Math Typing	Business 1A-B, 20, 21, 22, 65, 71, 72	Economics 1A-B Business 10, 73, 74, 75, 80, 81
Advertising	See Journalism		
Aeronautics Maintenance & Operations	Math through Trigonometry, Physics, Industrial Arts, Mech. Drawing	Physics 2A-B Math 1A-B Chem. 3, Engr. 4 Tech. 1, Econ. 1A	Business 20, 50A
Agriculture Cal. Poly Animal Husbandry Dairy Husbandry Poultry Husbandry Field, Fruit and Truck Crops Ornamental Horti- culture	Algebra Chemistry Physics and/or Biology	Zoology 1A-B Botany 1, Econ. 1A-B, Speech 1A, Home Economics 10	
Agriculture (UC or Davis)	Math through Trigonometry Chemistry and/or Physics	Varies with area of specialization— see catalog	
Animal Science (UC or Davis)	Algebra, Plane Geometry, Chem. & Physics 2 yrs. one foreign language, 2 years Home Ec. or add'l Math or Science	Chem. 1A-B, 5, 8 Botany 1 Econ. 1A-B Bacteriology 1, Zoology 1A-B Physics 2A-B Math 1A-B Psychology 1A	

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COURSE RECOMMENDATIONS

COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

Occupational Area I	Basic High School Preparation II	Lower Division Requirements III	Recommended Related Courses IV
Architecture (Transfer)	Algebra, Plane & Solid Geometry, Trigonometry, Physics or Chemistry, Drawing, Foreign Language, Craft Courses	Math 1A-B Art 3A-B Engr. 2, 4 Humanities	
Architecture (2-year program)	Algebra, Geometry Trig., Physics or Chemistry, Mech. Drawing	Physics 2A-B, Math 5, 6, Art 3A-B, 4, 6A, Engr. 4, Tech I Arch. 1, 2, 3, 4, 5, 11, 12	
Art (Transfer)	Encouragement on presence of talent and interest.	Eng. 1A-B, Art 1A-B, Art 3A-B, Art 6A-B, History 17A-B, Philosophy 6A	Psychology 1A-B Business 23 Journalism 2A-B Art 8
Art (2-year program)	Encouragement on presence of talent	Art 3A-B, 1A-B, 6A-B, 8	Music, 4 units Literature, 4 units Philosophy 6A-B Journalism 2A-B
Art, Fine (Transfer)	Algebra, Geometry Chemistry or Physics Foreign Language (2 yrs.) Encouragement on presence of talent	Art 3A-B, 1A-B 6A-B	Anthropology 2, Psychology 1A-B History 4A-B Philosophy 6A-B
Bacteriology (Transfer)	Math through Trigonometry, Chemistry, Physics, Foreign Language (2 years)	Bacteriology 1, Chemistry 1A-B, Chemistry 5, 8 Zoology 1A-B, Physics 2A-B	1st courses in French & German Chemistry 9

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COURSE RECOMMENDATIONS

COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

Occupational Area I	Basic High School Preparation II	Lower Division Requirements III	Recommended Related Courses IV
Biochemistry (Transfer)	Math through Trigonometry, Chemistry, Physics, German (2 years)	Chemistry 1A-B, 5, 8, 9, Math 1A-B, Physics 2A-B, Physics 1 or Zoology 1A and one of the following: Zoology 1B, Bacteriology 1, Botany 1 and continue German	Anatomy 1
Biological Science (Transfer)	Math through Advanced Algebra Chemistry Physics	Botany 1, Physics 2 A-B, Chemistry 1A-B, 8, Zoology 1A-B, Anatomy 1, Physics 1, Foreign Lang. (2 years)	Chemistry 5
Botany (Transfer)	Math through Geometry Chemistry Physics Foreign Lang. (2 years)	Zoology, 1A-B, Chemistry 1A-B, 5, 8 Botany 1, Physics 2A-B Continue foreign language	Math 5, 1A-B
Broadcasting (Transfer)	English, Drama, Speech, Economics, Business	Speech 1A-B, 2 Journalism 1, 2A-B, Business 20	English 5 Econ. 1A
Business Administration (Transfer)	Math through Trigonometry Bookkeeping & other Business subjects	Business 1A-B, 72 Econ. 1A-B, Math 1A, Psych. 1A Speech 1A-B Foreign Language Science	Geography 5A Business 50A

COURSE RECOMMENDATIONS

COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

Occupational Area I	Basic High School Preparation II	Lower Division Requirements III	Recommended Related Courses IV
Business Administration (2-year program)	Business or College Preparatory	Business 1A-B, 10, 20, 21, 22, 23, 25, 50A, 65, 72	Art 8, Business 73, 74, 75, 80, 81
Chemistry (Transfer)	Algebra, Geometry, Trigonometry, Chemistry, Physics, German (2 years)	Chemistry 1A-B, 5, 8 Physics 1A-B-C Math 1A-B, 2A-B	
Chemical Technology (Transfer)	Algebra, Geometry, Chemistry, Physics, Mech. Drawing	Chemistry 1A-B, 5 Physics 2A-B Zoology 1A German (2 years) Psych. 1A Mathematics 5, if not taken in High School	Math 1A-B Physics 1
Chiropody (Transfer)	Algebra, Geometry, Chemistry	Chemistry 1A-B, 8, 9 Zoology 1A-B Physics 2A-B	Physics 1, Anthropology 1, 2 Business 1A, 20
Communications	See Journalism		
Criminology (Transfer)	Algebra Foreign Language Lab. Science (2 yrs.) Typing	Chemistry 3 Pol. Sci. 1, 2 Physics 1, Soc. 1, 2 Psychology 1A-B	Home Econ. 10 Foreign Language Journalism 1A

COURSE RECOMMENDATIONS

COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

Occupational Area I	Basic High School Preparation II	Lower Division Requirements III	Recommended Related Courses IV
Dentistry (Transfer)	College Prep. Math through Trigonometry	Chemistry 1A-B, 8, 9 Zoology 1A-B Physics 2A-B Foreign Language (12 units) Soc. Science & Humanities (12 units)	
Dental Hygiene (Transfer)	College Prep. Math through Trigonometry	Chemistry 1A-B Zoology 1A-B Psychology 1A-B 12 units each of the following: Foreign Lang., Soc. Science and Humanities	
Drafting & Surveying (2 year Program)	Math through Trigonometry Mech. Drawing	Physics 2A-B, Math 5, 21, Engr. 4 Arch. 1, 2 Tech. 1, 2	Business 50A Art 1A
Drafting Technology (2-year Program)	Math through Trigonometry	Physics 2A-B, Math 5, 6, Art 3A-B Arch. 5, Engr. 4, Tech. 1, 2, 3, 4, 21, 26, 27, 41	
Economics Transfer	College Prep.	Econ. 1A-B Business 1A-B Psych. 1A Philosophy 6A-B	History 4A-B Pol. Sci. 1, 2 Geography 1, 2 Sociology 1 Business 10
Electronics (2-year Program)	Math through Trigonometry Mech. Drawing	Physics 2A-B, Math 5, 6, Tech. 1, 6, 27, 32, 33, 34, 35, 36, 37	Physics 2A-B

COURSE RECOMMENDATIONS

COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

Occupational Area I	Basic High School Preparation II	Lower Division Requirements III	Recommended Related Courses IV
Engineering (Transfer) Aeronautical Air Conditioning Electrical Mechanical Ceramic Industrial	Math through Trigonometry Chemistry Physics Mech. Drawing	Physics 1A-B-C Math 1A-B, 2A Chem. 1A-B Engr. 3, 4, 11 Humanities	Foreign Language
Engineering (Transfer) Architectural General Agricultural Civil Geological Mining Petroleum		Engr. 2 in addition to above	
Engineering Technician (2-year Program)	Math through Trigonometry Mech. Drawing	Math 5, 6, Chem. 1A-B, Engr. 4, 12 Tech. 1, 2, 3, 21, 27, 41	Business 20, 50A ET 2
English (Transfer)	Algebra, Geometry, 1 year Lab. Science 2 years Foreign Language	English-Speech 1A-B, 11A-B, or 10A-B, 12, 5 Continue Foreign Languages	English 14, 30 Dramatic Arts 2
Entomology and Parasitology (Transfer)	Advanced Algebra Chemistry Physics Foreign Language (2 years)	Chemistry 1A-B, 5, 8 Botany 1, Zoology 1A-B Bacteriology 1 Physics 1 Geography 1 Physics 2A	Bio. Sciences

COURSE RECOMMENDATIONS

COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

Occupational Area I	Basic High School Preparation II	Lower Division Requirements III	Recommended Related Courses IV
Food Science (Transfer)	Math through Trig. Chemistry Physics Foreign Language (2 years)	Math 1A-B Chemistry 1A-B, 5, 8 Botany 1, or Bio. 1 Physics 2A-B Econ. 1A-B Bacteriology 1	Home Economics 10 Physics 1
Forestry (Transfer)	Math through Trig. Chemistry Physics Mech. Drawing	Bot. 1, Chem. 1A, 8 Engr. 2 Econ. 1A-B Geology 1A-B Math. 1A Physics 2A-B	Zoology 1A-B
General Education A 2-year program suggestion for students not planning to transfer to a 4-year institution, or follow a specific vocational curriculum.		<p>A. Complete basic graduation requirements, plus:</p> <p>B. Psych. 1A, Home Economics 10</p> <p>C. Three of the following 4 groups: 6 additional units in Social Science 6 additional units in Science or Mathematics 6 additional units in literature, philosophy, art, music, or drama 6 additional units from the following areas: business, journalism, or speech</p> <p>D. Additional unrestricted elective units to complete a total of 64 units.</p>	

COURSE RECOMMENDATIONS

COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

Occupational Area I	Basic High School Preparation II	Lower Division Requirements III	Recommended Related Courses IV
Geology (Transfer)	Math through Trig., Chemistry, Physics, Foreign Language (3 years) Freehand and Mech. Drawing	Chem. 1A-B, 5 Physics 2A-B Math 1A-B Geology 1A-B Engr. 2 One additional semester of foreign language	Zoology 1A
Health (Transfer)	College Preparatory General Biology	Anatomy Physiology First-Aid and Safety Introduction to HPER, Chemistry 3 Zoology, Sociology Psychology 1A, 1B	Speech, Home Ec. Foods and Nutrition Marriage and Family
History (Transfer)	Algebra, Geometry, Chemistry and/or Physics, Foreign Language (2 years)	History 17A-B, 4A-B Pol. Science 1, 2 Econ. 1A-B Geography 1 Continue foreign language Psych. 1A	Philosophy 6A-B
Home Economics (2-year program or transfer)	College Preparatory	H.E. 1A-B, 2A-B, 3, 4, 10, 49	Chem. 3
Industrial Arts (Transfer)	Algebra, Geometry, Mech. Drawing Shop Courses	Physics or Chem. Math 5, 10, Art 3A-B Tech. 1, 2, 11, 21, 26, 27, 28, 32	Physics 2A-B Math 5
Industrial Metals Technology (2-year Program)	Algebra, Geometry, Mech. Drawing Shop Courses	Physical Sci. 1A-B Tech. 1, 5, 22, 23, 24, 25, 26, 27, 28, 41	

COURSE RECOMMENDATIONS

COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

Occupational Area I	Basic High School Preparation II	Lower Division Requirements III	Recommended Related Courses IV
Industrial Technology (Transfer)	Math through Trig. Chemistry Physics Mech. Drawing	Physics 2A-B, Math 1A-B, Chem. 1A-B, Engr. 4, 11, Tech. 1, 2, 11, 21, 26, 31, 41	Econ. 1A-B Business 1A-B, 20
Insurance and Real Estate (Transfer)	Math proficiency Business Program	Business 1A-B, 72, 65, 20 Economics 1A-B Psych. 1A, Speech	Business 10, 21, 22, 23
Insurance and Real Estate (2-year program)	See Real Estate (2-year Program)		
Interior Decoration (Transfer)	College Preparatory	Speech Biology 1A-B Art 3A-B, 1A-B, 2A-B	Art 6A-B, 7A-B Art 8 Business 6A-B
International Trade & Relations (Transfer)	College Preparatory	History 4A-B Econ. 1A-B Pol. Science 1, 2 Foreign Language Econ. 5A-B	Philosophy 6A-B Psych. 1A Anthropology 2A-B Sociology 1
Journalism (Transfer)	Algebra, Geometry, Chemistry or Physics Foreign Language (4 years) Typing	Journalism 1A-B, 2A-B English 5, 11A-B Sociology 1, 2 Pol. Science 1, 2 Business 25	Psych. 1, Speech Econ. 1A-B History 4A-B Anthropology 1, 2 Foreign Language Natural Science

In addition to the journalism curriculum, students planning to specialize in the following fields should take the special course or courses listed:
Advertising—Business 22, 23, Art 8
Professional Writing—English 10A-B, 12
Public Relations—Speech 5

COURSE RECOMMENDATIONS

COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

Occupational- Area I	Basic High School Preparation II	Lower Division Requirements III	Recommended Related Courses IV
Journalism (2-year program)	English, Journalism Social Studies	Journalism 1A-B, 2A-B Psych 1A History 4A-B, Speech Business 25, Typing	Business 20 Art 8
Labor and Industrial Relations (transfer)	Advanced Algebra Chemistry and/or Physics Foreign Language (2 years)	Economics 1A-B Psych. 1A Pol. Science 1, 2 Sociology 1, 2 Business 20	Business 1A-B, 10
Laboratory Assistant (2-year program) Medical or Science Labs	Math through Trig. Chemistry Physics	Chemistry 1A-B, 5, 8, 9, Zoology 1A-B Bacteriology 1 Botany 1, Anatomy 1	Mathematics 1A-B Physics 2A-B
Landscape Architect (Transfer)	Math through Trig. Chemistry, Physics Mech. Drawing Foreign Language (2 years)	Art 3A-B Botany 1A-B Geology 1A Engr. 2 Geography 1 Economics 1A	Psych. 1A Sociology 1, 2 Philosophy 6A-B Physics 2A-B
Language, Foreign (Transfer)	Algebra, Geometry Chemistry and/or Physics 3 years Latin and/or Greek	History 4A-B 2 modern languages French, German, Spanish, Russian	Speech Psychology 1A Philosophy 6A-B Soc.
Law (Transfer)	Advanced Algebra English (4 years) Foreign Language (4 years)	Speech 5 Pol. Science 1, 2 Economics 1A-B Business 1A-B	Philosophy 6A-B Continue foreign language

COURSE RECOMMENDATIONS

COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

Occupational Area I	Basic High School Preparation II	Lower Division Requirements III	Recommended Related Courses IV
Librarianship (Transfer)	College Preparatory	Biology 1A-B Psych. 1A Natural Science (6 units) Typing	As many courses as possible in: Sociology, Psychology, Geography, English, Art, Music, Drama, Science Foreign Languages
Mathematics (Transfer)	Math through Trig. Chemistry and/or Physics Foreign Language (3 years)	Math 1A-B, 2A-B, Physics 2A-B Continue foreign language	Suitable minor such as Physics, Chemistry, Philosophy, etc.
Medical Technology (Transfer)	Advanced Algebra, Chemistry, Physics, Foreign Language	Chemistry 1A-B, 5, 8 Zoology 1A-B Bacteriology 1 Foreign Language	Physics 2A-B Chemistry 9
Medicine (Transfer)	Math through Trig. Chemistry, Physics, Foreign Language (German recom'd)	Chemistry 1A-B, 5, 8 Zoology 1A-B Physics 2A-B German	
Meteorology (Transfer)	Math through Trig. Chemistry Physics German (2 years)	Math 1A-B, 2A-B Physics 2A-B Astronomy 1A-B Chemistry 1A German	Biology 1A-B
Ministry (Transfer)	Algebra, Geometry, Chemistry and/or Physics Foreign Language (2 years)	Soc. 1, Psych 1A, Philosophy 6A-B History 4A-B Economics 1A-B Biology 1A-B	

COURSE RECOMMENDATIONS

COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

Occupational Area I	Basic High School Preparation II	Lower Division Requirements III	Recommended Related Courses IV
Mortuary Science (Transfer)	Algebra Chemistry	Chemistry 1A, Zoology 1A Physics 1 Art 3A-B, Business 20	Business 50A
Music (2-year Program)	Encouragement on the presence of talent.	Music 1A-B-C-D Music 2A-B-C-D Music 10A-B Music 11A-B Music 51A-B-C-D 16 units of per- formance courses selected from: 21A-B-C-D, 22A-B, 23A-B, 24A-B-C-D, 31A-B-C-D, 32A-B- C-D, 33A-B-C-D	Art (6 units) Literature (6 units)
Music (Transfer)	Algebra, Geometry, Chemistry and/or Physics Foreign Language (2 years) Piano Encouragement on presence of talent	Music 1A-B-C-D Music 2A-B-C-D Music 11A-B 16 units of per- formance selected from courses: 21A-B-C-D, 22A-B, 23A-B, 24A-B-C-D, 31A-B-C-D, 32A-B- C-D, 33A-B-C-D	History 4A-B Philosophy 6A-B Sociology 1, 2 French or German
Nursing Transfer for R.N. and degree program	Algebra Biology Chemistry	Chemistry 3, Bacteriology 1 Psych. 1A Physiology 1	Home Economics 10 Physics 2A
Occupational Therapy (Transfer)	Advanced Algebra Chemistry Art Courses Shop Courses	Chemistry 3, Sociology 1, 2 Art 3A-B, 1A-B Psych. 1A-B Physiology 1 Anatomy 1	Speech 2

COURSE RECOMMENDATIONS

COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

Occupational Area I	Basic High School Preparation II	Lower Division Requirements III	Recommended Related Courses IV
Office Administration	See Business Admin. & Secretarial		
Optometry (Transfer)	Math through Trig. Biology or Physics	Physics 2A-B Chemistry 1A, 8 Math 1A Bacteriology 1 Psych. 1A-B Zoology 1A	
Pharmacy (Transfer)	Math through Trig.	Chemistry 1A-B Botany 1 Zoology 1A-B Physics 2A-B	
Physical Education (Transfer)	College Preparatory Biology Sports	Health 1, First-Aid and Safety Introduction to HPER Recreation Leadership, Professional Activities 21A-B, 22A-B, Anatomy, Physiology, Variety of Sports and PE Activities	Speech
Physical Therapy (Transfer)	Mathematics through Trigonometry, Chemistry and Physics	Anatomy, Physiology, Chemistry 3, Physics 2A Zoology Psychology	Speech
Physiology (Transfer)	Math through Trig. Chemistry, Physics Foreign Language (2 years)	Anatomy 1 Chemistry 1A-B, 5, 8 Physics 2A-B Zoology 1A-B or Physics 1, Math 1A-B	Reading skill in two foreign languages

COURSE RECOMMENDATIONS

COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

Occupational Area I	Basic High School Preparation II	Lower Division Requirements III	Recommended Related Courses IV
Plant Science (Transfer)	Math through Trig. Chemistry, Physics Foreign Language (2 years)	Chem. 1A-B, 8, 9 Bacteriology 1, Economics 1A Geology 1A-B Physics 2A-B Botany 1, Psych. 1A	Math 1A-B
Police and Penology (Transfer)	Advanced Algebra Chemistry Physics Mech. Drawing	Chem. 1A-B Business 50A Sociology 1, 2 Economics 1A-B Journalism 1A Psych. 1A, Speech Anatomy 1, Physics 1	Home Economics 10
Political Science (Transfer)	Algebra, Geometry Chemistry and/or Physics Foreign Language (2 years)	Pol. Science 1, 2 Econ. 1A-B History 4A-B Continue some foreign language	
Pre-Pilot Training (Armed Forces)	Math through Trig. Chemistry Physics Mech. Drawing	Physics 1A-B-C Art 1A-B Engr. 4 Geography 1	Pol. Science 2 Philosophy 6A-B
Printing (Transfer)	Algebra, Physics Chemistry, Printing	Biology 1A-B Psychology 1A Economics 1A Journalism 1A-B, 2A-B	Business 23, 25
Professional Writing	See Journalism		
Psychology (Transfer)	Advanced Algebra Lab Science (2 yrs.) Foreign Language (2 yrs.)	Psych. 1A-B Physics 1 Anthropology 1, 2	Sociology 1 Philosophy 6A-B

COURSE RECOMMENDATIONS

COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

Occupational Area I	Basic High School Preparation II	Lower Division Requirements III	Recommended Related Courses IV
Public Health (Transfer)	College Preparatory	Chem. 3, Bacteriology 1 Physics 1, Psych. 1A	See School of Public Health Bulletin for specific field requirements
Public Relations	See Journalism		
Radio	See Broadcasting		
Range Management (Transfer)	Math. through Trig. Chemistry, Physics Mech. Drawing	Chem. 1A-B Zoology 1A-B Botany 1, Geology 1A Engr. 2 Physics 2A-B Economics 1A-B	
Real Estate (Transfer)	See Insurance & Real Estate (Transfer)		
Real Estate (2 year Program)	Business or College Preparatory	Business 1A-B, 10 20, 21, 22, 23, 25, 50A, 65, 72	Art 8, Business 73, 74, 75, 80, 81
Recreation (Transfer)	College Preparatory Sports	Health, Recreation Leadership Introduction to HPER Professional Activities 21A-B, 22A-B, Anatomy, Physiology 10 units in Art, Drama, Music Variety of Sports and PE Activities, especially Dance	Speech Sociology 1 Philosophy Home Ec.

COURSE RECOMMENDATIONS

COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

Occupational Area I	Basic High School Preparation II	Lower Division Requirements III	Recommended Related Courses IV
Retail Merchandising (Transfer)	College Prep. or Business	Business 1A-B, 21 22, 23, 50A-B Econ. 1A-B	Business 10, 71 Psych. 1A-B
Retail Merchandising (2-year program)	College Prep. or Business	Business 1A-B, 20, 21, 22, 23, 25, 50A, 63, 65, 71	Psych. 1A-B Sociology 1A-B
Salesmanship (2-year Program)	Math proficiency College Prep. or Business, Speech, Typing	Business 20, 21, 22, 23, 25, 65, 72, Speech 5	Typing Business 71
Science, General (Transfer)	Math through Trig. Chemistry Physics Foreign Language (2 years)	Math 1A-B, 2A-B Chem. 1A-B Physics 2A-B Geology 1A Astronomy 1A	Biology 1A-B
Scientific Aide (2-year Program)	Algebra, Geometry Chemistry, Physics Secretarial Subjects	Biology 1A-B Math 5 Business 71, 65 Physical Science 1A-B	Engineering 2
Secretarial (Transfer)	College Prep. or Business	Business 1A-B, 10 Typing Stenography Economics 1A-B	Psych. 1A-B Sociology 1A-B Business 65
Secretarial-General (2-year program)	College Prep. or Business Math proficiency Typing, Shorthand	Business 1A, or 66 Business 10, 63, 64, 65, 70, 71, 72	Business 20, 74, 75, 80, 81 Psych. 1A Geography 5A

COURSE RECOMMENDATIONS

COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

Occupational Area I	Basic High School Preparation II	Lower Division Requirements III	Recommended Related Courses IV
Secretarial-Technical (2-year program)	Typing Shorthand Math Physics	Typing Stenography Business 1A or 66 Biology 1A-B Physical Science 1A-B Engr. & Tech. 41	Math courses Business 10, 20 Psych. 1A
Social Welfare (Transfer)	Advanced Algebra Foreign Language (2 years)	Sociology 1, 2 Economics 1A-B Speech Anatomy 1, 6 units selected from: Anthropology 1, 2 History 4A-B Physiology 1	English 10A-B Philosophy 6A-B Pol. Science 1, 2
Social Welfare (2-year Program)	Advanced Algebra Spanish (3 years)	Sociology 1, 2 Home Economics 10 Economics 1A-B Biology 1A-B Psych. 1A Anthropology 2 Continue Spanish	Philosophy 6A-B History 4A-B
Sociology (Transfer)	Advanced Algebra Chemistry and/or Physics Foreign Language (2 years)	Sociology 1, 2 Continue same foreign language	Anthropology 1A-B Economics 1A-B Philosophy 6A-B History 4A-B
Soil Science (Transfer)	Math through Trig. Chemistry, Physics Foreign Language (2 years)	Chemistry 1A-B, 5, 8 Agriculture 51 Physics 2A-B Geology 1A Botany 1 Bacteriology 1	

COURSE RECOMMENDATIONS

COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

Occupational Area I	Basic High School Preparation II	Lower Division Requirements III	Recommended Related Courses IV
Statistics (Transfer)	Math through Trig. Chemistry and/or Physics	Math 1A-B, 2A-B	Suitable field of ap- plication such as: Astronomy, Biology Economics Psychology, etc.
Surveying (2-year Program)	See Drafting and Surveying		
Teaching (Transfer) Elementary	College Preparatory Work on skills in "3 Rs" plus Music, Drama, and Art	Art 4A-B Music 10A-B, 12 Psych. 1A Biology 1A-B Geography 1, 2 Phys. Science 1A-B At least 6 units in one of the follow- ing: Economics (1A-B) Pol. Science (1, 2) Philosophy (6A-B)	Courses toward major and minor teaching areas.
Teaching (Transfer) High School	College Preparatory Work on skills in "3 Rs" plus Music, Drama and Art	Psych. 1A. 18 units in a teaching major. 11 units in a teach- ing minor. Work toward the 40 units general education requirement with a minimum of six units in each of the fol- lowing four areas: Science and Math Fine Arts, Social Sci., Literature & Languages	Economics 1A-B Geography 1 History 4A-B Philosophy 6A Biology 1A-B Phys. Science 1A-B Pol. Science 1, 2
Teaching (Transfer) High School			
Business	Same as above	Same as above and Business 1A-B, 50A, 60A-B, 71	Same as above and Business 1A, 10, 63, 64, 65, 66, 70, 71, 72

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COURSE RECOMMENDATIONS

COURSES RECOMMENDED FOR VARIOUS OCCUPATIONAL AREAS

(to be coupled with graduation requirements referred to elsewhere in this catalog)

Occupational Area I	Basic High School Preparation II	Lower Division Requirements III	Recommended Related Courses IV
Television	See Broadcasting		
Veterinary Science (Transfer)	Math through Trig. Chemistry Physics Foreign Language (2 Years)	Chem. 1A-B, 5, 8, 9 Zoology 1A-B Physics 2A-B 12 units from: Social Science, Foreign Language, Philosophy, Psych., Fine Arts, Literature, Mathematics, Speech	
Wildlife Management (Transfer)	Algebra Chemistry and/or Physics Foreign Language (2 years) Mech. Drawing	Chemistry 1A-B, 8 Math 6, Botany 1 Zoology 1A-B Geology 1A Engr. 2	Physics 2A-B Physiology 1
X-Ray Technician (Transfer)	Math through Trig. Chemistry Physics	Physics 2A-B Anatomy 1 Physiology 1 Chemistry 1A-B	
Zoology (Transfer)	Math through Trig. Chemistry, Physics Foreign Language (2 years)	Zoology 1A-B Physics 2A-B Chemistry 1A-B, 8 Botany 1	Physiology 1 Bacteriology 1 German French

COURSES OF INSTRUCTION

CLASSIFICATION AND NUMBERING OF COURSES

There are four types of courses offered by College of the Desert:

1. *Transfer Courses.* Courses numbered 1-49 are designed for students planning to transfer to a four-year college or university after leaving College of the Desert. Students planning to transfer from College of the Desert should enroll in those courses required by the institution to which transfer is planned.

2. *Vocational Courses.* Courses numbered 50-99 are designed as a part of an occupational or vocational curriculum and are planned for students who ordinarily would seek employment immediately after leaving College of the Desert. Some colleges and universities grant lower division credit for some vocational courses. Students are advised to consult their advisors for information on specific courses.

3. *Courses for Adults.* Courses numbered above 100 are designed for adults who are not candidates for graduation and work in such courses is not applicable toward graduation. Adult courses are not listed in this catalog but will be printed and distributed throughout the district several weeks before the opening of classes each semester.

4. *Remedial Courses.* Courses designated by letters instead of numbers are remedial, refresher, or make-up type courses. They are usually required of students who must remove certain deficiencies before enrolling in specific courses in the program for graduation. Credit for remedial courses is not applicable toward graduation.

CREDIT VALUE

The number in parentheses after the course title indicates the number of units of credit given for the semester. The course description English 14 Shakespeare (3) would indicate that the course is one semester in duration and that 3 units of credit are available. The number of lecture and laboratory hours per week is then given. Business 1A-1B Accounting (4-4) 3 Lec 3 Lab would describe the fact that the course extends throughout the year and carries 4 units of credit each semester; furthermore, it indicates that 3 hours per week are devoted to lecture and 3 to

AGRICULTURE

laboratory work. Where laboratory work is not indicated, the course is considered to be a lecture type primarily. The word "lecture" in the course description does not mean to imply that class discussion or participation is not an essential part of the course work.

PREREQUISITES

The prerequisites for each course as shown in the description of the course must be met before enrollment in the course will be permitted. Prerequisites stated are intended to insure that the student will have sufficient preparation to assure a reasonable chance of success in the course.

SCHEDULE OF CLASSES

The College reserves the right to make additions or deletions to the list of course offerings during the year, or to cancel those sections in which the enrollment is too small to justify continuance. The Schedule of Classes each semester is the official list of courses offered.

Agriculture

The program in agriculture at College of the Desert is designed to serve both vocational and transfer students.

Agriculture courses as such primarily serve students who wish to go immediately into an agricultural occupation after graduation. The courses are designed to provide practical experience for each major offered and to fit the needs of the community.

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 practical agriculture courses related to their eventual majors.

Students should consult the agricultural counselor to see which agriculture courses fit into their special major and program of the college in which they plan to transfer.

AGRICULTURE

- 1 **Soils and Fertilizer (3)**
2 hours lecture & 3 hours laboratory.
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, and soil moisture. Structure, cultivation, organic materials, and microbiology; alkali soils and reclamation.
- 10 **Elements of Agriculture Economics (3)**
2 hours lecture & 2 hours laboratory.
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.
- 12 **Farm Management (3)**
2 hours lecture & 2 hours laboratory.
Background of California agriculture. Application of principles of farm organization, work simplification and measurement of earnings in determining production efficiency. There will be on-the-spot study and reorganization of a given farm. A term paper will be required.
- 20 **Field Crops (3)**
2 hours lecture & 3 hours laboratory.
Field crops common to locality. Intensive study of four or five representative crops; cultural sequence and related factors; marketing, cost analysis, and risk. Environmental relationships, moisture, temperature, general weather influence. Relation of local crops to national crop economy. Field trips.
- 23 **Viticulture (3)**
2 hours lecture & 3 hours laboratory.
California grape production; study of varieties, characteristics, uses and adaptations. Production practices, propagation, planting, training, thinning, girdling and pruning systems. Grape pests and diseases, including recognition and control.
- 25 **Citrus and Date Culture (3)**
2 hours lecture & 3 hours laboratory.
Growing and marketing of oranges, lemons, grapefruit, avocados, and dates as well as the minor subtropical fruits. Field trips and orchard practice.

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- 27 **Crop Pest Control (3)**
2 hours lecture & 3 hours laboratory.
Symptoms, identification and method of control of the principal diseases and pests of field, truck, fruit, and nursery crops. Field practices in the operation of spray equipment and dust machines. Combating disease, insects, and other pests by various methods. Sprays, dusts, fumigants, poisons, cultural and sanitary control.
- 30 **General Animal Husbandry (3)**
2 hours lecture & 3 hours laboratory.
Survey of sources of the world's supply of animals and their products; distribution and factors influencing domestic animals in the United States; selection, breeding, feeding, and management of cattle, sheep and swine on California farms; breed characteristics and origin of the important breeds.
- 40 **Farm Mechanics (3)**
1 hour lecture & 6 hours laboratory.
Study and practice in the selection and use of farm structural and mechanical equipment. Includes farm wiring, carpentry, painting, metalwork and welding, and blueprint reading.
- 42 **Farm Power and Machinery (3)**
1 hour lecture & 6 hours laboratory.
Principles and practice in the use of farm power equipment. Includes gasoline, diesel and electric motors and pumps, and other harvesting and farm maintenance equipment suitable to the area.
- 45 **Irrigation and Drainage (3)**
2 hours lecture & 3 hours laboratory.
A study of the practices and methods of irrigation. Includes soil moisture relationships, pumping and water measurements and water requirements. Methods of land reclamation.
- 49 **Individual Study Project (1-3)**
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge or understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor.
- 59A-B-C-D **Agriculture Experience Program (1-3)**
Practical experience program required of all agriculture students, either through a "self-owned" program or a "placement" program with an approved farmer or businessman. Records required of each student. Consideration of enterprise problems. Student is responsible for his own program, but will be guided by the instructor in selection and operation of the program.

Art

- 1A-B Drawing and Composition (2-2)
4 hours lecture & laboratory.
A basic course in the principles, theories and techniques of drawing and composition. Emphasis is placed upon subject matter in terms of composition and upon individual interpretation.
- 2A-B History of Art (3-3)
A survey of art from prehistoric times to the Renaissance during the first semester. A continuation of the survey from the Renaissance to the present time during the second semester.
- 3A-B Basic Design and Color (3-3)
6 hours lecture & laboratory.
A study of design principles, functional design, and color theory. Use of various media in two and three-dimensional form.
- 5 Three-Dimensional Design (3)
6 hours lecture & laboratory.
This course provides three-dimensional problems in construction, carving, modeling, and casting. Experimental projects will be selected from various three-dimensional areas, such as ceramics, jewelry and sculpture. Required of all fine and applied art majors.
- 6A-B Painting (2-2)
4 hours lecture & laboratory.
Painting figures, still life and landscape in oil and water color.
- 7A-B Ceramics (2-2)
4 hours lecture & laboratory.
A basic course in making and decorating pottery, including clay modeling, wheel throwing, plaster work and casting, glazing, texture and color design.
- 8 Advertising Art (2)
4 hours lecture & laboratory.
The application of lettering to posters, newspapers and magazine advertising. The study of composition combined with lettering and special study of modern tendencies in publicity.
- 9 Graphic Processes (2)
4 hours lecture & laboratory.
Design principles will be applied to various duplicating processes such as linoleum and wood block printing, silk screen printing, etching and lithography. The student will have many opportunities to experiment with print making and to apply designs to useful objects. Required for majors in applied art and advertising art.

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- 12 Public School Arts & Crafts (2)
4 hours lecture & laboratory.
Experience in the use of materials required in the public schools.
- 49 Individual Study Project (1 to 3)
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge or understanding of some particular problem or topic or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor.

Business

- 1A-B Accounting (3-3)
2 hours lecture & 3 hours laboratory.
Recording, analyzing, and summarizing procedures used in preparing balance sheets and income statements. Includes payroll and income tax accounting, partnership and corporation accounts, manufacturing and cost accounting, and supplementary statements.
- 10 Business Organization and Management (3)
The study of the formation, structure, functions, objectives and ethics of contemporary American business enterprises; the significance of the small business organization and the role of large business organizations; practices for the development of managerial personnel. Recommended for candidates for the Associate in Arts in Business.
- 20 Business Law (3)
Law in its relationship to business. Includes contracts, agency, property, bailments, sales, negotiable instruments, and business organization.
- 21 Marketing (3)
A study of the distribution of goods and services, including retail and wholesale distribution channels, market functions and policies, industrial, agricultural and security exchange systems.
- 22 Retailing (3)
Study of opportunities in the retail field with special emphasis in smaller retail institutions, store locations, layout, organization policies, personnel, records, stock control, expense control, buying and selling.

BUSINESS

- 23 Salesmanship (3)
A study and demonstration of selling techniques. Use is made of visual aids and "on the job" selling presentations by specialty salesmen and merchants. Sales problems and campaigns are analyzed.
- 25 Advertising (2)
A study of the psychological, social, and economic aspects of advertising programs, media of advertising, and budgets.
- 49 Individual Study Project (1 to 3)
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge or understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and instructor.
- 50A Beginning Typewriting (2)
4 hours lecture & laboratory.
A course for students who are enrolling for their first course in typewriting or who do not qualify for 50B. Emphases: Mastery of the keyboard, development of a typing speed of approximately 35 to 45 net words per minute, letter form and placement, limited practice in tabulation and arrangement of columnar materials.
- 50B Intermediate Typewriting (2)
4 hours lecture & laboratory.
A course for students who have completed typing in high school and have attained a speed of 35 net words per minute on a 5 minute, straight copy test. Reenforcing of fundamental typewriting knowledge and competency, practice in the preparation of varied office forms, speed development.
- 51 Advanced Typewriting (2)
4 hours lecture & laboratory.
A course for students who have attained a speed of 50 net words per minute on a 10 minute straight copy test. A study of executive, professional, and legal office forms and practice in the preparation of these forms; use of duplicating and dictating machines.
- 60A Beginning Stenography (3)
5 hours lecture & laboratory. Prerequisite: Completion of 50A, Beginning Typewriting, or concurrent enrollment in 50A.
A course for students enrolling for their first course in shorthand, or who do not qualify for 60B. The study of principles and the development of elementary understandings—competence in reading, writing and transcription of shorthand.

BUSINESS

- 60B Intermediate Stenography (3)
5 hours lecture & laboratory. Prerequisite: Completion of 60A and attainment of a level of 60 words per minute in taking dictation, and a minimum typewriting speed of 40 net words per minute on straight copy, 5 minute timed writings. The continuing study and practice of shorthand principles, dictation and transcription techniques initiated in 60A.
- 61 Advanced Stenography (3)
5 hours lecture & laboratory. Prerequisite: Demonstration of the ability to take dictation at the rate of 90 words per minute, and to type at a minimum speed of 40 net words per minute on straight copy, 5 minute timed writings, and consent of the instructor.
A finishing course for students with vocational stenographic-secretarial goals. The development of high levels of speed and accuracy in the taking and transcribing of shorthand.
- 63 Office and Secretarial Procedures (3)
5 hours lecture & laboratory. Prerequisite: Completion of 50B, concurrent enrollment in 50B or demonstration of the ability to type at the rate of 40 net words per minute on a straight copy, 5 minute timed writing, and consent of the instructor.
A course for students with vocational goals in the field of business. Units of instruction: Secretarial-general office administrative practices, records management and filing and case problems in general office situations.
- 64 Filing (2)
4 hours lecture & laboratory.
Study and practice of filing rules and their application to alphabetic, numeric, subject, geographic, variadex, triple check automatic and Soundex systems.
- 65 Business Communication (2)
Study and practice of the principles of effective communication in business matters such as purchasing, credit, collections, inquiries, adjustments, applications, human relations, and report writing. Drill on business English principles.
- 66 General Accounting (3)
A study of such accounting principles and practices as will enable the student to understand and use financial statements in his personal business and civic affairs. A condensed course dealing with basic accounting practices and procedures. A practical accounting project is completed by each student.

BUSINESS

- 70 **Office Machines Practice (2)**
4 hours lecture & laboratory.
Includes practice in operation of duplicating machines, PBX switchboards and dictating machines.
- 71 **Machine Calculation (2)**
4 hours lecture & laboratory. Prerequisite: Completion of Mathematics 20, Business Advertising 72, or possession of equivalent knowledges-understandings.
The study of the principles of machine computation and the applications of mathematics in the modern office through practice in the operation of adding-listing machines, printing calculators, key-driven and rotary calculators and bookkeeping-posting machines; the study of machine characteristics, the comparative advantages and special methods for use with the various kinds of machines.
- 72 **Business Mathematics (2)**
Application of principles of mathematics to business usage. Includes study and practice of trade discounts, commissions, payrolls, taxes, interest, bank discounts, annuities, insurance, graphs, stocks and bonds.
- 73 **Fundamentals of Data Processing (2)**
Prerequisite: Completion of Business Accounting 1A or 66, and consent of the instructor.
Emphasis upon business applications. The study of the characteristics, purposes and functions of tabulating machines and electronic computers; the preparation and the uses of punched cards for recording, summarizing and reporting data; the survey of computer programming techniques, systems, procedures and the use of flow charts. Demonstrations, presentations by resource persons, and field trips.
- 74 **Data Processing—Basic Machine Operations (2)**
4 hours lecture & laboratory. Prerequisite: Completion of Business Administration 1A or 66, and consent of the instructor.
The study of the operation and functioning of the following basic machines for mechanical, punched card data processing: key punch, verifier, sorter, interpreter, collator, reproducing punch and accounting machines.

BUSINESS

- 75 **Data Processing--Principles of Wiring (2)**
4 hours lecture & laboratory. Prerequisite; Completion of B74 or concurrent enrollment in B74, and the consent of the instructor.
The study of the principles of control panel wiring for mechanical, punched card data processing with respect to the interpreting, printing, reproducing, collating and accounting functions. Practice in the application of wiring techniques.
- 76 **Data Processing Systems and Procedures (2)**
4 hours lecture & laboratory. Prerequisite: Business Advertising 1A or 66, 73, 74, 75, and consent of the instructor.
The study of electro-mechanical and electronic methods for business data processing; the review of the various kinds of machinery and equipment and the characteristics of each; the determination of the needs for and suitability of various kinds of machinery and systems, feasibility studies, problems of installation, significance of organizational structure and management development programs.
- 81 **Principles of Real Estate (3)**
The study of 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 salesman.
- 82 **Real Estate Trends and Factors (3)**
The study of the economic foundations of real estate with particular emphasis upon the patterns of land use, urban and rural developments, local and regional resources, factors significant for the appreciation of values in the community and in the State of California.
- 83 **Real Estate Practice (3)**
Prerequisite: Business 81 or consent of instructor.
The study of the role and functions of the broker and salesman in the real estate office, the application of advertising techniques, listings and their valuations, locating buyers, property management and leasing, public relations, personnel policies and professional ethics.

BUSINESS

- 84 Real Estate Law (3)
Prerequisite: Business 81 or consent of instructor.
The study of the laws of California as related to real estate; property acquisition, transfer and ownership; interests in property; kinds of tenancy, state and federal courts, land, contracts, liens, restrictions, landlord and tenant, agency, probate and taxes; the licensing of salesmen and brokers, and laws relating to the real estate profession.
- 85 Real Estate Finance (3)
Prerequisite: Business 81 or consent of instructor.
The study of the sources and supply of mortgage funds; construction loans and permanent financing for residential and income properties; procedures for FHA and VA loans. Interest rates, terms, mortgages and mechanics' liens. The significance of appraising.
- 86 Principles of Appraising (3)
Prerequisite: Business 81 or consent of instructor.
The study of principles, methods and techniques for the appraisal of single and multiple dwellings, commercial-business properties, and farm properties. The determination of values for loan and insurance purposes; implications for brokers and salesmen.
- 88 Principles of Insurance (3)
Survey of general insurance principles, including history, ethics, economics, and types of insurance; state regulations; agency and brokerage contracts.

Engineering and Technology

ARCHITECTURE

- 1 Fundamentals of Architectural Drafting (3)
1 hour lecture, 6 hours laboratory.
Drafting fundamentals and architectural drawing techniques. Emphasis placed upon over-all problem analysis and planning applicable to practical architectural situations.
- 2 Construction Drafting (3)
9 hours laboratory. Prerequisite: Architecture 1.
Study of basic wood, masonry, and steel construction standards and techniques with applications to working drawings.

ENGINEERING AND TECHNOLOGY

- 3 Architectural Detailing (3)
9 hours laboratory. Prerequisite: Architecture 2.
Course includes experiences in dimensioning and in the application of architectural symbols to sections, foundation, footing and structural details, fireplace construction, door and window sections.
- 4 Architectural Office Practices (2)
6 hours laboratory. Prerequisite: Architecture 3.
Production of sketches, working drawings and plans. Emphasis placed upon group projects under standard office conditions.
- 5 Mechanical Perspective (2)
6 hours laboratory. Prerequisite: Architecture 1, Engineering 3, or Technology 1.
Techniques involved in construction one, two, and three-point perspectives through mechanical means.
- 6 Architectural Sketching and Delineation (2)
6 hours laboratory. Prerequisite: Architecture 5.
Emphasis placed upon individual architectural ideas expressed through three-dimensional representation.
- 11 Building Codes (2)
Prerequisite: Architecture 1.
Study of the building codes of federal, state and local governments, relative to materials, plumbing, electrical and safety considerations.
- 12 Construction Estimating (2)
Prerequisite: Architecture 11.
Approximate and exact methods normally used in estimating costs and quantities of materials, equipment and labor.

ENGINEERING

- 2 Surveying (2)
1 hour lecture, 3 hours laboratory.
Principles and practices in the use of tape, level, transit and traverse table. Includes a study of maps and mapping, area calculations and traverse closures.

ENGINEERING AND TECHNOLOGY

- 3 Engineering Drawing and Graphics (2)
1 hour lecture, 3 hours laboratory.
Principles of orthogonal projection. Includes sectional views, auxiliary views, dimensioning, tolerancing, metal fasteners, welding symbols and piping symbols. Basic isometric and oblique lay out. Graphical solutions for intersections and developments. Introduction to nomography.
- 4 Descriptive Geometry (2)
1 hour lecture, 3 hours laboratory. Prerequisite: Architecture 1 or Engineering 3 or Technology 1.
Applications of multiview projections to the solution of engineering problems involving space relationships of points, lines and surfaces.
- 11 Engineering Statics and Dynamics (3)
Prerequisites: Mathematics 1A or Physics 1A.
Study of force systems and equilibrium conditions, with emphasis on engineering problems covering structures, machines, distributed forces and friction. Includes graphical methods and the use of the diagram as an aid to algebraic solutions.
- 12 Properties of Materials (2)
Prerequisite: Chemistry 1B.
Study of engineering materials in terms of chemical, physical and mechanical properties.

TECHNOLOGY

- 1 Technical Drafting I (3)
1 hour lecture, 6 hours laboratory.
Comprehensive introductory drafting course including orthogonal and pictorial drawing principles, machine drafting procedures, drafting standards, sections and conventions.
- 2 Technical Drafting II (3)
1 hour lecture, 3 hours laboratory. Prerequisite: Technology 1.
A continuation of course T1 involving advanced work in detail and assembly drawing, dimensioning, parts usage and pictorial representation. Includes sheet metal parts layout.
- 3 Mechanisms (3)
9 hours laboratory. Prerequisite: Technology 2.
Advanced study of mechanical motion involving problem solving and drawing of cams, gears, racks and linkages.

ENGINEERING AND TECHNOLOGY

- 4 Elements of Machine Design (3)
1 hour lecture, 6 hours laboratory. Prerequisite: Technology 3.
Course includes techniques of design of small machines. Also involves a study of various types of assemblies and industrial manufacturing processes.
- 5 Machine Blueprint Reading (2)
1 hour lecture, 3 hours laboratory.
Emphasizes the reading and interpretation of machine working drawings. Include view representations, meaning of dimensions. Tolerancing, mechanical symbols, and surface quality.
- 6 Electro-Mechanical Drafting (1)
3 hours laboratory. Prerequisite: Technology 32.
Practice in the construction of schematic and wiring diagrams along with the interpretations of layout and symbols.
- 11 Industrial Wood Processes (2)
1 hour lecture, 3 hours laboratory.
Commercial woods—their characteristics and functions in modern industry. Emphasis placed upon experimentation as applied to wood and wood finishing.
- 21 Industrial Machine Shop Processes (2)
1 hour lecture, 3 hours laboratory.
Includes precision measurement. A study of basic lathe, drill press, milling machine, shaper, and grinder operations. Not open to metals technology majors.
- 22 Technical Machine Shop I (3)
1 hour lecture, 6 hours laboratory.
Includes an introduction to machine shop organization, standards, and safety practices. The grinding of tool bits and their uses. Involves bench work, lathe experiences, and a study of common metallic alloys, lubricants, and coolants.
- 23 Technical Machine Shop II (3)
1 hour lecture, 6 hours laboratory. Prerequisite: Technology 22.
Course emphasizes thread cutting, elementary milling machine operations and shaper work.

ENGINEERING AND TECHNOLOGY

- 24 Technical Machine Shop III (3)
1 hour lecture, 6 hours laboratory. Prerequisite: Technology 23.
Course involves advanced milling machine and shaper work. Includes gear cutting, slotting, fluting, hardening, tempering and an introduction to precision grinding.
- 25 Technical Machine Shop IV (3)
1 hour lecture, 6 hours laboratory. Prerequisite: Technology 24.
Emphasis is placed upon precision grinding and testing operations. Also includes practical use of carbide tools.
- 26 Hot Metals Fabrication Processes (2)
1 hour lecture, 3 hours laboratory.
Experiences in forging, foundry, and heat treating. Includes a study of metal characteristics. Also involves basic patternmaking techniques.
- 27 Industrial Sheet Metal Processes (2)
6 hours laboratory.
Light gauge metal fabrication through applications of standard techniques and processes. Includes sheet metal pattern layout.
- 28 Industrial Welding Processes (2)
6 hours laboratory.
Principles of oxygen-acetylene welding and the use of fluxes. Metallic arc welding and cutting. Various types of joints such as butt, fillet, and J.
- 31 Electricity (3)
2 hours lecture, 3 hours laboratory.
Course emphasizes direct and alternating current theory including batteries, circuits, magnetism, meters, Ohm's Law, Kirchoff's Law, and standard shop practices.
- 32 Electronics I (4)
2 hours lecture, 6 hours laboratory. Prerequisite: High school electricity or Technology 31.
Application of basic electrical theory to electronic systems. Includes use of shop tools, testing equipment, and electronic materials. Involves measurement of current voltages, resistance, capacitance, and inductance in fundamental circuits.

ENGINEERING AND TECHNOLOGY

- 33 Electronic Circuitry (4)
2 hours lecture, 6 hours laboratory. Prerequisite: Technology 32.
Theory of electronic circuits and components involving induction capacity and reactance in A.C. and D.C. systems. Includes bridge and filter networks, vacuum tubes, semi-conductors, oscillators, rectifiers, and amplifiers.
- 34 Fundamental Electronic Testing Equipment (4)
2 hours lecture, 6 hours laboratory. Prerequisite: Technology 33.
Experiences in the use of vacuum tube voltmeters, oscilloscopes, signal generators, and related testing equipment and power measuring devices.
- 35 Communications (4)
2 hours lecture, 6 hours laboratory. Prerequisite: Technology 32.
General course including a study of radio reception, transmission, modulation, antennas, amplifiers, reproducers, and transmission lines.
- 36 Special Electronic Circuits (4)
2 hours lecture, 6 hours laboratory. Prerequisite: Technology 34.
Includes study of gaseous conduction, voltage regulator circuits, cathode ray circuits, switching, photo-electric and multiplier stroboscopic and timing circuits, ultrasonic circuits, and circuit trouble-shooting. Involves considerable data collection.
- 37 Basic Industrial Electronics (4)
3 hours lecture, 3 hours laboratory. Prerequisite: Technology 32.
A survey course offering theory on electronic structure of matter and the applications of standard electronic operations, processes, and testing procedures to industrial usage. Also includes information on welding equipment, high frequency heating, and carrier current relay systems.
- 41 Technical Reports (2)
A study of the written report as used in industrial and technical professions. Practice is offered in organizing and presenting technical material.

ENGINEERING AND TECHNOLOGY

- 49 Individual Study Project (1 to 3)
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge or understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor's approval.
- 91 Elements of Supervision (2)
Basic course covering the responsibilities of the industrial supervisor. Major topics include organization, public relations, human relations, training, management-employee relations, production control, and promotion practices.

English and Speech

ENGLISH-SPEECH

- 1A Composition and Reading (4)
3 hours lecture & 2 hours laboratory. Prerequisite: Satisfactory achievement on College Entrance Test.
Speaking and writing based upon the reading of selected ancient and contemporary essays and speeches. Training in the development and expression of thought in speaking and writing.
- 1B Literature and Composition (4)
3 hours lecture & 2 hours laboratory. Prerequisite: English-Speech 1A.
Introduction to the study of literature; critical analysis of selected literary forms and types; oral reading; further training in speaking and writing.
- B Basic English Workshop (0)
5 hours lecture and laboratory.
A course in English fundamentals designed for students who have not achieved college English standards. Required for students enrolled in the Basic Entrance Program.

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ENGLISH-SPEECH

ENGLISH

- 5 Creative Writing (3)
Prerequisite: Consent of instructor.
Emphasis on fiction and playwriting, but freedom to pursue whatever writing forms may interest the student most. In some cases students may be permitted to take this course in lieu of English 1A; permission to do so must be obtained from the chairman of the English-Speech Department.
- 10A-B Survey of American Literature (3-3)
Prerequisite: Sophomore standing, English 1A-B or equivalent.
Study of representative American writers from first settlements to 1860 (1st semester) and from 1860-present (second semester). Each semester course may be taken independently of the other.
- 11A-B Survey of English Literature (3-3)
Prerequisite: Sophomore standing, English 1A-B or consent of instructor.
Study of the development of English literature from Beowulf through eighteenth century (first semester) and from 1800 to present (second semester). Each semester course may be taken independently of the other.
- 12 World Literature (3)
Prerequisite: English 1A-B or equivalent, or consent of instructor.
A study of selected works from Western and Oriental literature. Classics in the literature of different countries are studied for their artistic merit and their contribution to modern thought.
- 14 Shakespeare (3)
Reading of Shakespeare's plays with emphasis on the characterization and the philosophy; preparation of critical papers based on reading and investigation.
- 30 The English Bible as Literature (3)
A survey of the Bible from a literary and philosophical point of view.
- 49 Individual Study Project (1 to 3)
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge or understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor.

ENGLISH-SPEECH

DRAMA

- 1A-B Acting (3-3)
2 hours lecture & 3 laboratory.
First semester: An introduction to the interpretation of drama through the art of the actor. Development of individual insights, skills, and disciplines in the presentation of dramatic material to an audience.
Second semester: Intensive application of acting techniques through study and performance of selected scenes involving problems of style in a wide range of dramatic materials.
- 2A-B-C-D Play Production Workshop (1 to 4)
A combined course permitting progressive participation and instruction in play production and acting. One or two units of credit may be earned in a semester. This course may be repeated to accumulate not more than 4 units. Class is organized as a producing unit to present major plays before paying audiences, and one act programs for school and community groups.
- 3 Stage Crafts (2)
1 hour lecture & 3 laboratory.
Theory and practice of the procedures employed in the principal areas of play production including the building, painting, and manipulation of stage scenery; lighting, costume and make-up. Demonstrations and laboratory experience. May be repeated once for credit.
- 10A-B Dramatic Literature (3-)
A study of the masterworks of theater from the Greek Classic period to the present; the first semester, Aeschylus through the Renaissance; the second semester, from the Renaissance to the present.
- 49 Individual Study Project (1 to 3)
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge or understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor.

ENGLISH-SPEECH

JOURNALISM

- 1A-B Journalism (3-3)
2 hours lecture & 3 hours laboratory. Prerequisite: Passing of English placement test and ability to typewrite recommended.
A study of the history and development of the modern newspaper. The news story, the interview, reporting, news value and the role of the newspaper in contemporary society. Libel, typography and make-up.
- 2A-B Individual Journalism Assignment (1 to 3)
1 hour lecture & laboratory. Prerequisite: Consent of instructor.
Journalism students may enroll for work and training on various campus publications.
- 49 Individual Study Project (1 to 3)
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge or understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor.

SPEECH

- 2 Oral Interpretation of Literature (3)
Introduction to the oral reading of prose and poetry, practice in speaking and reading with training in the principles of effective delivery.
- 5 Public Discussion and Debate (2)
Prerequisite: Consent of instructor.
A study of the principles of argumentation and persuasion through preparation for and participation in public debates, discussions, and individual speech contest events. Designed to equip the student for proficiency in analysis, persuasion, and cooperative thinking in both competitive and non-competitive speech situations. May be repeated for credit.
- 49 Individual Study Project (1 to 3)
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge or understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor.

Foreign Languages

Students enrolled in Language 1, 2 or 3 which might duplicate courses completed in high school or at another institution of collegiate grade will not be allowed unit credit. The first two years of work in a foreign language in high school is considered to be equivalent to one semester in college (4 units); each successive year in a foreign language in high school is equal to one additional semester in college (4 units).

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.

FRENCH

- 1 Elementary French (4)
4 hours lecture & 2 hours laboratory.
Fundamental essentials of French grammar and pronunciation; exercises in composition, conversation and reading. Audio-lingual-visual approach stressed with heavy emphasis on oral proficiency and structural correctness in both speaking and writing skills throughout every aspect of the course.
- 2 Elementary French (4)
4 hours lecture & 2 hours laboratory. Prerequisite: French 1, two years high school French, or its equivalent. Continuation of French 1.
- 3 Intermediate French (4)
4 hours lecture & 2 hours laboratory. Prerequisite: French 2, or three years high school French, or its equivalent.
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.
- 4 Intermediate French (4)
4 hours lecture & 2 hours laboratory. Prerequisite: French 3, four years of high school French, or its equivalent. Continuation of French 3.

FOREIGN LANGUAGES

SPANISH

- 1 Elementary Spanish (4)
4 hours lecture & 2 hours laboratory.
Fundamental essentials of Spanish grammar and pronunciation; exercises in composition, conversation and reading. Audio-lingual-visual approach stressed with heavy emphasis on oral proficiency and structural correctness in both speaking and writing skills throughout every aspect of the course.
- 2 Elementary Spanish (4)
4 hours lecture & 2 hours laboratory. Prerequisite: Spanish 1, two years high school Spanish, or its equivalent. Continuation of Spanish 1.
- 3 Intermediate Spanish (4)
4 hours lecture & 2 hours laboratory. Prerequisite: Spanish 2, three years high school Spanish, or its equivalent.
A thorough audio-lingual review of grammatical structure. Advanced composition and some translations introduced with continued readings in literature and culture. The course is designed to reinforce the student's progress in developing writing skills and oral fluency and accuracy in idiomatic usage.
- 4 Intermediate Spanish (4)
4 hours lecture & 2 hours laboratory. Prerequisite: Spanish 3, or four years of high school Spanish, or its equivalent. Continuation of Spanish 3.

GERMAN

- 1 Elementary German (4)
4 hours lecture & 2 hours laboratory.
Fundamental essentials of German grammar and pronunciation; exercises in composition, conversation and reading. Audio-lingual-visual approach stressed with heavy emphasis on oral proficiency and structural correctness in both speaking and writing skills throughout every aspect of the course.
- 2 Elementary German (4)
4 hours lecture & 2 hours laboratory. Prerequisite: German 1, two years high school German, or its equivalent. Continuation of German 1.

FOREIGN LANGUAGES

- 3 Intermediate German (4)
4 hours lecture & 2 hours laboratory. Prerequisite: German 2, three years high school German, or its equivalent.
A thorough audio-lingual review of grammatical structure. Advanced composition and translations introduced with continued readings in literature and culture. The course is designed to reinforce the student's progress in developing writing skills and oral fluency and accuracy in idiomatic usage.
- 4 Intermediate German (4)
4 hours lecture & 2 hours laboratory. Prerequisite: German 3, four years of high school German, or its equivalent. Continuation of German 3.

RUSSIAN

- 1 Elementary Russian (4)
4 hours lecture & 2 hours laboratory.
Fundamental essentials of Russian grammar and pronunciation; exercises in composition, conversation and reading. Audio-lingual approach stressed with heavy emphasis on oral proficiency and structural correctness in both speaking and writing skills throughout every aspect of the course.
- 2 Elementary Russian (4)
4 hours lecture & 2 hours laboratory. Prerequisite: Russian 1, two years high school Russian, or its equivalent.
- 3 Intermediate Russian (4)
4 hours lecture & 2 hours laboratory. Prerequisite: Russian 2, three years high school Russian, or its equivalent.
A thorough audio-lingual review of grammatical structure. Advanced composition and translations introduced with continued readings in literature and culture. The course is designed to reinforce the student's progress in developing writing skills and oral fluency and accuracy in idiomatic usage.
- 4 Intermediate Russian (4)
4 hours lecture & 2 hours laboratory. Prerequisite: Russian 3, four years high school Russian, or its equivalent. Continuation of Russian 3.

Health, Physical Education & Recreation

HEALTH EDUCATION

- 1 Community and Personal Hygiene (2)
Consideration of physical and mental well-being; effect of exercise and fatigue; proper selection of foods; means of avoiding infection; care of eyes, ears, nose, throat, teeth and skin; first aid, reproduction; narcotics, alcohol, tobacco, and fire prevention. Meets the State requirements for the Associate in Arts degree.

PHYSICAL EDUCATION

- 1 First Aid and Safety (2)
Theory and practice in immediate and temporary care given in case of accident or sudden illness until service of a physician can be procured. Complies with requirements for Red Cross Standard Course. Upon successful completion of this course, each student is awarded a Standard and Advanced Red Cross Certificate.
- 8 Introduction to Health, Physical Education & Recreation (2)
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; and makes an appraisal of individual competency in the above areas.
- 20 Archery (½)
2 hours laboratory.
Beginning and intermediate archery. Students placed according to ability.
- Folk-Square Dance (½)
2 hours laboratory.
Instruction and practice in the basic figures of square dance, including some instruction in folk dance.
- Modern Dance (½)
2 hours laboratory.
Beginning and intermediate modern dance. Fundamental dance movements and dance composition.
- Social Dance (½)
2 hours laboratory.
Basic dance steps of several popular contemporary social dances.

HEALTH, PHYSICAL EDUCATION & RECREATION

Golf (½)

2 hours laboratory.

Beginning, intermediate, and advanced golf. Students placed in section according to ability.

Rehabilitation Activities (½)

2 hours laboratory.

For those who must take a restricted activity program on written recommendation of student's physician. Doctor's order to be filed with College nurse before entering this class.

Swimming and Diving (½)

2 hours laboratory.

Beginning, intermediate and advanced swimming and diving. One semester each—students placed according to ability.

Senior Lifesaving (½)

2 hours laboratory.

Synchronized Swimming (½)

2 hours laboratory.

Tennis (½)

2 hours laboratory.

Beginning, intermediate, and advanced tennis. Students placed according to ability.

21A-B Professional Activities (1-1)

Prerequisite: Major in Health, Physical Education and Recreation.

Laboratory and testing program in the four areas of individual activities, team sports, aquatics, and dance. Instruction in activities according to the needs of professional students.

22A-B Professional Activities (1-1)

Prerequisite: Major in Health, Physical Education and Recreation.

Continuation of 21A-B

VARSITY SPORTS

30 Football (1)

10 hours plus games. Prerequisite: Tryouts.

HEALTH, PHYSICAL EDUCATION & RECREATION

- Basketball (1)
10 hours plus games. Prerequisite: Tryouts.
- Baseball (1)
10 hours plus games. Prerequisite: Tryouts.
- Track (1)
10 hours plus games. Prerequisite: Tryouts.
- Tennis (1)
10 hours plus games. Prerequisite: Tryouts.
- Golf (1)
10 hours plus games. Prerequisite: Tryouts.
- Swimming (1)
10 hours plus meets. Prerequisite: Tryouts.

RECREATION EDUCATION

- 1 Recreation Leadership (2)
A theory and activity course teaching: (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.

Home Economics

- 1A-B Foods and Nutrition (3-3)
6 hours lecture & laboratory.
Principles of human nutrition. Methods of selecting, storing, preparing and serving foods.
- 2A-B Clothing & Textiles (3-3)
6 hours lecture & laboratory.
Commercial patterns and their adaptation; fitting and construction. Selection and care of textiles. Wardrobe planning, grooming, and buying practices.
- 3 Home Planning & Furnishing (3)
6 hours lecture & laboratory.
Study of housing trends and home planning, building, furniture selection and decorations.

HOME ECONOMICS

- 4 Home Management (2)
4 hours lecture & laboratory.
Study of the abilities, skills, and attitudes needed in the modern home as the center of family living, in relationship to meals, clothing, and management of time, energy and money.
- 10 Marriage & Family (2)
A study of the modern family with emphasis on personal adjustment, courtship, marriage, parenthood, and family administration. Open to both men and women.
- 49 Individual Study Project (1 to 3)
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge or understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor.

SCHOOL LUNCH MANAGEMENT

The courses offered in the School Lunch Management Program are designed to meet the challenges that school lunchroom managers and prospective managers must meet in the face of demands for maintaining high standards in the lunchroom in terms of nutrition, food preparation and service, sanitation, and business procedures.

In recognition of the importance of effective school lunchroom procedures and better trained school lunch personnel, this program of study was established in joint cooperation with the California State Department of Education, Office of School Lunch.

- 79 Nutrition (1)
Prerequisite: Employment in school lunchroom, or consent of instructor.
A study of dietary needs of children and youth; the role of proteins, fats, carbohydrates, minerals and vitamins in nutrition; factors to be considered in developing good food habits.
- 80 Beginning Menu Planning (1)
Prerequisite: Employment in school lunchroom, or consent of instructor.
Emphasis is directed to the basic factors included in planning menus based on the Type A Lunch pattern; planning to make the Type A Lunch attractive; use of menu planning worksheets.

HOME ECONOMICS

- 81 **Sanitation and Safety (1)**
Prerequisite: Nutrition (Home Ec. 79), Beginning Menu Planning (Home Ec. 80), or consent of instructor.
A survey of personal cleanliness; sanitary practices in food preparation; cause, control and investigation of illnesses caused by food contamination; dishwashing, storage and refrigeration; sanitation of kitchen and equipment; cleansing materials; garbage and refuse disposal; safety precautions and training for accident prevention.
- 82 **Work Simplification (1)**
Prerequisite: Nutrition (Home Ec. 79), Beginning Menu Planning (Home Ec. 80), or consent of instructor.
Principles of motion economy as related to the use of the human body and work place. Application of work simplification procedures to school lunchroom problems.
- 83 **Advanced Menu Planning (1)**
Prerequisite: Nutrition (Home Ec. 79), Beginning Menu Planning (Home Ec. 80), or consent of instructor.
Advanced work in menu planning based on the Type A Lunch pattern, including adaptation to different age levels; development of variety in menu planning; evaluation of nutritional standards; budgetary controls.
- 84 **Food Purchasing (1)**
Prerequisites: Nutrition (Home Ec. 79), Beginning Menu Planning (Home Ec. 80), or consent of instructor.
A study of the methods involving food purchasing by the school district, and the factors responsible for influencing quantity selection, standards and grades, and prices.
- 85 **Quantity Food Preparation (1-2)**
Prerequisite: Nutrition (Home Ec. 79), Beginning Menu Planning (Home Ec. 80), or consent of instructor.
This course will provide experience in the methods of quantity food preparation which retain nutritive values; use of standard recipe files; use of weights and measures; use of equipment; timing, selection, preparation, display and service of foods for the school lunch program.

Mathematics

- 1A-B Calculus with Analytic Geometry (4-4)
Prerequisite: Passing grades in Mathematics 5 and 6 with at least one grade of B or better, or a grade of at least C in Mathematics 10 or satisfactory completion of high school algebra, plane geometry, and trigonometry followed by satisfactory achievement on a mathematics performance aptitude test.
Elements of analytic geometry, introduction to differential and integral calculus, with applications.
- 2A Calculus with Analytic Geometry (4)
Prerequisite: Math 1B.
Continuation of Math 1A-B with introduction to mathematics of physics and modern engineering.
- 2B Calculus with Analytic Geometry (4)
Prerequisite: Math 2A.
Continuation of Math 2A with emphasis on mathematics of physics and modern engineering.
- 5 Trigonometry (1 or 3)
Prerequisites: Plane geometry and one and one-half years of high school algebra, or Math 6. Students with one year of high school algebra may enroll in this course concurrently with course 6. Students taking this course who have had trigonometry in high school will be limited to one unit of credit.
Plane trigonometry, with special emphasis on trigonometry analysis.
- 6 Intermediate Algebra (3)
Prerequisite: At least one year of high school algebra.
Not open for credit to students who have received credit for two years of high school algebra or trigonometry and one and one-half years of high school algebra.
Simultaneous linear and quadratic equations, binomial theorem, progressions and logarithms.
- 10 College Algebra (3)
Prerequisite: Trigonometry and one and one-half years of high school algebra or two years of high school algebra and Mathematics 5 concurrently with approval of the department.
Course includes exponents, determinants, inequalities, complex numbers, theory of equations, permutations, combinations, and probability.

MATHEMATICS

- 20 Elementary Algebra (3)
Prerequisite: Not open to students who have completed one year or more of high school algebra.
Includes first degree equations, special products and factoring, ratio, radicals, and quadratic equations.
- 21 Plane Geometry (3)
Prerequisite: High school algebra or Course 20. Not open to students who have completed a year or more of high school geometry.
Fundamentals of plane geometry developed by both inductive and deductive processes.
- 49 Individual Study Project (1 to 3)
A course designed to provide an opportunity to a student to work closely with an instructor in order to encourage the student to extend his knowledge or understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor.
- B Basic Mathematics Workshop (0)
3 hours lecture & laboratory.
A review of the fundamentals of arithmetic as applied to everyday problems. Required for students who have not achieved a satisfactory score on the counseling examination. (Credit for this course may not be applied toward the Associate in Arts degree).
- C Algebra Workshop (0)
3 hours lecture & laboratory.
This course is designed for those students who have taken high school algebra but feel they need refresher work before enrolling in advanced courses. (Credit for this course may not apply toward the Associate in Arts degree).
Review of basic algebraic processes.

Music

THEORY & LITERATURE

- 1A-B-C-D Musicianship (2-2-2-2)
2 hours lecture. Prerequisite: Concurrent enrollment in course 2-A-B-C-D.
Ear training, sight singing, dictation, and keyboard harmony correlated with corresponding semester of course 2A-B-C-D.
- 2A-B-C-D Harmony (2-2-2-2)
3 hours lecture. Prerequisite: Concurrent enrollment in course 1A-B-C-D.
The harmonization of figured bass and of given and original melodies; includes triads, passing and auxiliary tones, seventh chords, modulation, etc.
- 10A-B Introduction to Music (2-2)
2 hours lecture & 1 hour laboratory. Prerequisite: Course 10A is prerequisite to Course 10B.
Designed for the general college students and non-majors in music. A general survey of the development of music with emphasis on the aesthetic, formal and historical factors, correlated with parallel movements in the other arts.
- 11A-B Survey of Music Literature (2-2)
2 hours lecture & 1 hour laboratory. Prerequisite: Course 2A or concurrent registration in 2B. Course 11A is prerequisite to 11B.
Designed for the major and prospective teachers of music. The study of representative musical masterworks and their background.
- 12 Fundamentals of Music (3)
3 hours lecture & 1 hour laboratory.
May not be applied toward a major in music. Designed for the general student and prospective elementary teachers. Includes singing, ear training, music reading, elementary harmony, transposition, and conducting.
- 51A-B-C-D Arranging (2-2-2-2)
Prerequisite: Consent of the instructor.
Scoring for vocal and instrumental groups of all types.
- 52AB-C-D Church Music (2-2-2-2)
Prerequisite: Consent of the instructor.
Study of the music of the church, its history and meaning, and practical application of this material in present day church services.

MUSIC

PERFORMANCE

21A-B-C-D Class Piano (1-1-1-1)

1 hour lecture & 1 hour laboratory.

Fundamentals of piano technique, tone production, rhythm, sight reading, interpretation and keyboard facility. Open to beginners or advanced students, placed in appropriate course according to ability.

22A-B-C-D Class Voice (1-1-1-1)

1 hour lecture & 1 hour laboratory.

Fundamental techniques of solo and ensemble singing. Problems of tone production, breathing, diction, repertoire, and song interpretation.

23A-B-C-D Stringed Instruments (1-1-1-1)

1 hour lecture & 1 hour laboratory.

Class and laboratory study of orchestral stringed instruments. Open to beginning or advanced students, placed in appropriate course according to ability.

24A-B-C-D Brass & Woodwind Instruments (1-1-1-1)

1 hour lecture & 1 hour laboratory.

Class and laboratory study of orchestral wind instruments. Open to beginning or advanced students, placed in appropriate courses according to ability.

31A-B-C-D College Symphony Orchestra (1-1-1-1)

Four hours of rehearsal each week. The study and performance of symphonic literature.

32A-B-C-D College Chorus (1-1-1-1)

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

33A-B-C-D College Band (1-1-1-1)

Four hours of rehearsal each week. Study and performance of standard repertoire of concert band music; participation in public concerts and festivals is required.

34A-B-C-D Vocal Ensemble (1-1-1-1)

Prerequisite: Vocal and reading ability and consent of instructor.

Four hours rehearsal each week. Study and performance of music literature for small vocal ensembles; includes pre-classical, classical and romantic works. Occasional extra rehearsals and public performances required.

MUSIC

35A-B-C-D Instrumental Ensemble (1-1-1-1)

Prerequisite: ability to perform on one or more instruments and consent of instructor.

Four hours rehearsal each week. The development of musicianship through the organization of various chamber music groups to study and perform the representative works in music literature. Preparation of recitals required.

36A-B-C-D Opera Workshop (1-1-1-1)

Four hours rehearsal each week. The study of musical, dramatic and language techniques in opera through the performance of representative scenes and acts or participation in collegiate performances.

49 Individual Study Project (1 to 3)

A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge or understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor.

Biological Sciences

ANATOMY

1 Human Anatomy (3)

2 hours lecture & 3 hours laboratory. Prerequisite: Sophomore standing, Biology 1A or consent of instructor.

An introduction to human anatomy through the use of models, charts, skeletons, microscopic slides, and dissection of a mammal. For students in physical education or pre-nursing. Not recommended for pre-medical or pre-dental students.

BACTERIOLOGY

1 Bacteriology (4)

2 hours lecture & 6 hours laboratory. Prerequisite: Chemistry 3 or 1A.

A course designed to acquaint the student with the morphology, physiology, biochemistry, and ecology of bacteria, with principal emphasis on nonpathogenic types. A basic course for students majoring in the biological sciences.

BIOLOGICAL SCIENCES

BIOLOGY

1A-B General Biology (4-4)

3 hours lecture, 3 hours laboratory.

The beginning course in the biological sciences. May not be taken by students who have received credit in other college biological sciences.

A basic biology course emphasizing principles and philosophy of the biological sciences for the beginning college student and designed to give a cohesive concept to the life sciences. Involves lectures, collection, observation and dissection of various invertebrates and vertebrates with introduction to the use of the microscope and study of prepared slides.

49 Individual Study Project (1 to 3)

A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge or understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor.

BOTANY

1 General Botany (5)

3 hours lecture, 6 hours laboratory. Prerequisite: Chemistry 1A or high school chemistry and consent of instructor.

Basic course in botany for students of plant or animal science. An introduction to the principles of biology as illustrated by plants, with emphasis on the morphology, physiology, and phylogenetic relations of the major plant groups.

PHYSIOLOGY

1 Introductory Physiology (3)

2 hours lecture & 3 hours laboratory. Prerequisite: Chemistry and anatomy.

Study of the principal facts and theories regarding the functioning of the body, including the muscular, nervous, circulatory, digestive, endocrine and reproductive systems. For home economics, nursing and physical education majors.

BIOLOGICAL SCIENCES

ZOOLOGY

- 1A-B General Zoology (4-4)
2 hours lecture, 6 hours laboratory. Prerequisite: Chemistry 1A, a biological science, or consent of instructor.
An introduction to modern concepts of animal biology. Cells, tissues, organs, and systems are studied from the molecular, morphological and physiological approaches. Principles of embryology, genetics, ecology and evolution are introduced. The invertebrate and vertebrate are surveyed.

Physical Sciences

ASTRONOMY

- 1A-B General Astronomy (3-3)
2 hours lecture & 3 hours laboratory. Prerequisite: Mathematics through trigonometry.
Lectures on facts and principles underlying all branches of astronomy and practical laboratory work with astronomical equipment. Designed for majors in natural science and engineering. Required in preparation for a major in astronomy.

CHEMISTRY

- 1A-B General Chemistry (5-5)
3 hours lecture & 6 hours laboratory. Prerequisite: Good scholarship in high school chemistry, mathematics, or physics. All students who intend to take this course must take and pass a standardized chemistry placement examination prior to registration. Results of this examination will be used for advisory purposes only.
General principles of chemistry with emphasis on inorganic materials. Qualitative analysis is included in the second semester with a brief introduction to organic chemistry.
- 3 General Introductory Chemistry (5)
3 hours lecture & 6 hours laboratory. Prerequisite: High school chemistry or mathematics.
An introduction to inorganic, organic and biological chemistry. This course satisfies the chemistry requirements for pre-nursing majors, and certain home economics majors, and also fulfills the prerequisite for bacteriology.

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PHYSICAL SCIENCES

- 5 Quantitative Analysis (3)
1 hour lecture & 6 hours laboratory. Prerequisite: Chemistry 1A-B.
An introduction to the methods of gravimetric and volumetric analysis; oxidation-reduction methods; introduction to physicochemical methods of analysis. The course is generally required of all students continuing in chemistry, medicine, dentistry, and some phases of agriculture.
- 8 Organic Chemistry (3)
3 hours lecture. Prerequisite: Chemistry 1A-B. Concurrent enrollment in Chemistry 9 is advisable.
An introductory study of the compounds of carbon, including both aliphatic and aromatic derivatives.
- 9 Methods of Organic Chemistry (3)
1 hour lecture & 6 hours laboratory. Prerequisite: Concurrent enrollment in Chemistry 8.
Laboratory work devoted principally to synthesis; partly to analysis. Required of pre-medical, pre-dental students.
- W Chemistry Workshop (0)
2 hours lecture & 3 hours laboratory.
A course for the student with a deficiency in high school chemistry, and designed to prepare the student for entrance into Chemistry 3 or Chemistry 1A.
Fundamental concepts of chemistry; chemical formulas and equations; introduction to atomic structure. Laboratory correlated to lecture material.

GEOLOGY

- 1A-B General Geology (4-4)
3 hours lecture & 3 hours laboratory.
First Semester: the composition, origin, and distribution of earth materials, and their modification through mechanical and chemical processes.
Second Semester: theories of earth origin and the evolutionary history of the earth as traced through rock and fossil records. Consideration of the Paleontological Sequence.

PHYSICAL SCIENCES

PHYSICAL SCIENCE

- 1A-B **Physical Science Survey (4-4)**
3 hours lecture & 3 hours laboratory.
This course draws its material from the sciences of astronomy, physics, geology and chemistry. Stress is given to the principles and laws of physical science, the nature of matter as well as its physical and chemical properties; the sources of energy and the forces that act upon the materials of the earth.
- 49 **Individual Study Project (1 to 3)**
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge or understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor.

PHYSICS

- 1A-B-C **General Physics (4-4-4)**
3 hours lecture & 3 hours laboratory. Prerequisite: Mathematics 1A or equivalent.
This 3-semester sequence is required of students planning to major in physics, chemistry or engineering. Course 1A, First semester: Mechanics and sound. Course 1B, Second semester: Electricity and magnetism. Course 1C, Third semester: Heat, light, and atomic physics.
- 2A-B **General Physics (4-4)**
3 hours lecture & 3 hours laboratory. Prerequisite: Proficiency in Mathematics.
Satisfies requirements for pre-medical courses and other technical courses except science and engineering.
Course 2A, First semester, mechanics, heat and sound.
Course 2B, Second semester, light, magnetism, electricity, and atomic physics.
- 49 **Individual Study Project (1 to 3)**
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge or understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor.

Police Science

- 51 Introduction to Law Enforcement (3)
Field trips, interviews and reports required.
An overview of the administration of criminal justice in the United States; the impact of crime upon society; the development and function of law enforcement in the United States and California; the relationships between federal, state, county, and city administration of criminal justice; law enforcement career opportunities and career information.
- 52 Criminal Law (3)
Field trips required. Prerequisite: Police Science 51, or current employment in a law enforcement agency.
History and sources of criminal law; examination and discussion of the California Penal Code, Welfare and Institutions Code, and related codes containing criminal statutes; review and discussion of "elements of crimes" as applied to specific offenses against person, property, or peace; the place of municipal and county ordinances in law enforcement.
- 53 Criminal Evidence (3)
Field trips may be required. Prerequisite: Police Science 51, or current employment in a law enforcement agency.
Rules defining evidence and its admissibility in court actions; discussion of the relevancy, materiality and competency of evidence; examination of the "Hearsay" Rule and the exceptions thereto; opinion evidence; problems arising in the use of physical evidence in court; comprehensive review of prosecution and defense practices in criminal trials.
- 54 Administration of Justice (3)
Prerequisite: Police Science 51, or current employment in a law enforcement agency.
A composite course for the working peace officer, dealing with the basic essentials of knowledge and job performance; includes laws and ordinances; practical and legal aspects of law enforcement; field techniques; reports and record procedures, community problems in crime prevention and control, inter-relationships of law enforcement agencies, juvenile laws and procedures.
- 55 Criminal Investigation (3)
2 hours lecture & 3 hours laboratory. Field trips may be required. Prerequisite: Police Science 51, or current employment in a law enforcement agency.
Problems involved in the investigation of specific offenses with emphasis upon felonies; sources of information, cooperation with related agencies; review of investigative procedures as applicable to the specific crime.

POLICE SCIENCE

- 56 Patrol Procedures (3)
2 hours lecture & 3 hours laboratory. Field trips may be required. Prerequisite: Police Science 51, or current employment in a law enforcement agency.
The purpose and methods of beat patrol; the identification of police hazards and effective techniques to cope with them; observation of persons, places and incidents; the operation of emergency vehicles; field note taking; the preparation of adequate reports; the processing of routine complaints; beat, sector, zone and post duties.
- 57 Traffic Control (3)
2 hours lecture & 3 hours laboratory. Field trips may be required. Prerequisite: Police Science 51, or current employment in a law enforcement agency.
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; the responsibilities of the community in traffic control.
- 58 Juvenile Procedures (3)
Field trips may be required. Prerequisite: Police Science 51, or current employment in a law enforcement agency.
The place of the juvenile in the community; legislation prescribing the special treatment of juveniles; related agencies interested in children; a study of crimes committed upon or by minors; investigation of such crimes and the relationship of the officer to the juvenile and the parents; survey of various codes relating to juveniles.
- 59 Firearms (1)
3 hours laboratory. Prerequisite: Police Science 51, or current employment in a law enforcement agency.
Elementary use of all types of firearms including safety, range techniques, and etiquette; basic fundamentals of firing with actual use of firearms; lectures on firearm topics; safety, nomenclature, use, and laws relating to firearms.

Social Science

ANTHROPOLOGY

- 1 Physical Anthropology (3)
An introduction to the study of man's place in nature, and to the physical variability of the human species. Emphasis will be placed on biological evolution, relationships of body structure and functions, human variation, genetic determination and environmental-physiological interactions.
- 2 Cultural Anthropology (3)
Prerequisite: Anthropology 1 recommended.
An introduction to the study of the nature, development, organization and variability of culture. Special emphasis on primitive cultures, institutional structures, culture and personality. Culture contacts and cultural change.

ECONOMICS

- 1A-B Principles of Economics (3)
Prerequisite: Sophomore standing.
Study of the principles of economic analysis, economic institutions, and issues of economic policy. First semester includes the study of resources and distribution of income through the price system. The second semester concentrates on aggregative economics including money and banking, national income and international trade.

GEOGRAPHY

- 1 Physical Geography (3)
An introductory study of the relationship between man and his environment, considering such factors as location, land forms, water bodies, coast lines, soils, and minerals, with special stress upon climate and map studies. Strongly recommended to those working for the elementary teaching credential.
- 2 Cultural Geography (3)
The basic cultural elements of geography: population distribution, land use patterns, and trade, and their correlation with physical elements. The impact on man's standard of living and national characteristics.
- 5A-B Economic Geography (3-3)
Prerequisite: 5A is not prerequisite to 5B.
A study of the world's resources and industries. 5A is a study of the world's agriculture, 5B is a study of mineral resources, manufacturing regions, trade routes, and trade centers.

SOCIAL SCIENCE

HISTORY

- 4A-B **History of Western Civilization (3-3)**
Prerequisite: Sophomore standing.
A broad study of the major elements in the Western heritage. Designed to develop the student's understanding and attitude toward institutions basic to Western civilization.
- 8A-B **History of the Americas (3-3)**
Survey of western hemisphere history. First semester is a survey of Indian cultures and colonial development. Second semester emphasizes the evolution of the American nations and their inter-American relations. This two semester course is designed to fulfill the Education Code requirements in U. S. Constitution, American History, and state and local government.
- 17A-B **United States History (3-3)**
Prerequisite: Sophomore standing.
A survey of the political and social development of the United States, with emphasis upon the rise of American civilization and ideals. 17A meets the state requirements in the United States Constitution and California state and local government.
- 19A-B **Introduction to History of Asia (3-3)**
Prerequisite: Sophomore standing.
Survey of political and cultural history of major countries of Asia from ancient to modern times. Development of civilizations of China, India, Iran, Arabia, Turkey, Mongolia, Japan, and Southeast Asia. Relations with Western Europe, Russia, and America.
- 20 **History of California (3)**
A general survey of the history of the Pacific coast with major emphasis on cultural, economic, and social development of California. Fulfills the California state and local government requirement for graduation.
- 21A-B **History of Russia (3)**
The political, social, economic and cultural development of the Russian people and the Russian state from their origins to the present day. The emphasis is upon Russian history since Peter the Great, and particular attention is given to the expansion of Russia, cross currents and interrelations between Russia and Asia and the West, the causes and character of the Russian Revolution and the nature and dynamics of Soviet society since 1917.

SOCIAL SCIENCE

- 23 Latin American Civilization (3)
Origins and main currents of Latin American Civilization. Geography, history, customs and economic and political development of the Latin American nations. Special emphasis is given to the cultural similarities and differences between the Anglo-American and Spanish American peoples.
- 72 History of Mexico (2)
A survey of the history of Mexico from pre-Columbian times to the present, with emphasis on bettering the students' understanding of our important neighbor to the south.

PHILOSOPHY

- 6A Introduction to Philosophy (3)
Prerequisite: Sophomore standing.
An introduction to the general types of philosophy and to the search for meaning as seen in the work of the great philosophers, with an attempt to relate their contribution to the contemporary situation.
- 6B Introduction to Philosophy (3)
Prerequisite: Sophomore standing.
A critical approach to the problems of philosophy involving the student in intellectual situations that provoke reflection and expression, and stimulate a concern for the critical techniques essential to developing a sound personal philosophy.
- 10 Logic (3)
Introduction to deductive and inductive logic. Logic and language. Analysis of fallacies. Uses of logic in science and in daily life.
- 12 Religions of the World (3)
A historical introduction to the world's religious philosophies—Hinduism, Jainism, Buddhism, Sikhism, Taoism, Confucianism, Shinto, Zoroastrianism, Judaism, Christianity, and Islam—from an examination of their original writings and subsequent commentaries.

POLITICAL SCIENCE

- 1 Introduction to Government (3)
An introduction to the principles and problems of government with particular emphasis on national government in the United States. This course meets the American institutions requirement in Constitution and state and local government.

SOCIAL SCIENCE

- 2 Introduction to Comparative Government (3)
Prerequisite: History 17A-B, or Political Science 1.
A comparative study of constitutional principles, governmental institutions, and political problems of selected governments abroad.

PSYCHOLOGY

- 1A General Psychology (3)
Prerequisite: Sophomore standing.
Introduction to facts and principles governing human behavior. General topics covered include native equipment, heredity and environment, learning, memory, motivation, emotions, observation, intelligence and personality.
- 1B General Psychology (3)
2 hours lecture & 3 hours laboratory. Prerequisite: Psychology 1A
A continuation of Course 1A, with a detailed treatment of the application of the scientific method in the study of behavior. Basic assumptions, limitations, and advantages of the method of experience. Intended primarily for prospective major students.
- 10 Orientation to College (1)
Required of all full-time beginning freshmen.
A group guidance program designed to assist the student in undertaking collegiate work and to aid him in preparing an educational program leading to his choice of vocation or profession. Administration and evaluation of vocational and personality tests to be followed by individual counseling interviews.
- 10B Orientation (1)
Similar in purpose to Course 10 but designed for students enrolled in Basic Entrance Program.

SOCIAL SCIENCE

- 49 Individual Study Project (1 to 3)
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge or understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor. Student may work in any of the subject disciplines in the social science field.

SOCIOLOGY

- 1 Introductory Sociology (3)
Survey of the characteristics of social life, the processes of social interaction, and the tools of sociological investigation.

Faculty 1963-1964

- MILDRED AYERS (1962) Health and Physical Education
B.S., 1950, Southwest Missouri State; M.A., 1960, University of
Southern California.
- BARBARA BETZ (1962) Business Education
B.S., 1957, M.A., 1962, University of Denver.
- BETTY BLAUW (1962) Chairman, Home Economics;
B.A., 1939, San Jose State. Director, Food Service
- DON BURSON (1962) Health and Physical Education
B.S., 1950, M.A., 1952, Northwestern University.
- HAROLD CROW (1962) Engineering and Technology
B.S., 1954, M.A., 1961, New Mexico Western College.
- EDGAR L. De FOREST (1962) English
Diploma, 1937, Leland Powers School; B.S., 1940, Boston University;
M.A., 1941, University of Southern California; Ed.D., Columbia
University.
- DANIEL DETI (1962) Chairman, Foreign Language
B.A., 1942, University of Wyoming; M.A. 1951, Middlebury College;
Diploma, 1954, Ecole Supérieure des Professeurs de Francais à l'
Etranger, University of Paris.
- M. W. ELLERBROEK (1961) Dean of Business Services
A.B., 1947, University of Redlands; A.M., 1953, Claremont Graduate
School; Ed.D., 1957, University of Southern California.
- LAWRENCE FREDERICK (1962) Chairman, Engineering and Technology
B.S., 1942, Pennsylvania State University; M.S., 1948, Iowa State
University; Ed.D., 1955, University of Missouri.
- LEANORA FURR (1962) English
A.B., 1926, A.M., 1928, Washington University; Ph.D., 1930, Cornell
University.
- GEORGE GOODWIN (1962) Philosophy and Religion; Counselor
A.B., 1939, D.D., 1956, West Virginia Wesleyan; S.T.B., 1942,
S.T.M., 1952, Boston University.
- EUGENE HALL (1962) Chairman, Music
B.A., 1941, M.A., 1944, North Texas State University; Ed.D., 1954,
New York University.
- ROY HUDSON (1962) Chairman, English
B.A., 1948, Fresno State; M.A., 1949, University of Oregon; Ph. D.,
1953, Cornell University.
- DON HUFFMAN (1962) Physics
B.A., 1957, Agricultural and Mechanical College of Texas; M.S.
1959, Rice University.

FACULTY 1963-1964

- HOWARD IMPECOVEN (1962) Dean of Student Personnel Services
B.S., 1943, Northern State Teachers College; M.S., 1952, Ed.D.,
1952, University of Oregon.
- EDWIN T. INGLES (1960) Dean of Instruction
A.B., 1929, Pacific University; M.A., 1935, Ed.D., 1947, University
of Oregon.
- ELMIRA JOHNSON (1962) Counselor, Psychometrist
B.S., 1952, Silliman University; M.S., 1954, Ohio University; Ph. D.,
1962, University of Wisconsin.
- WILLIAM JOHNSON (1962) Chairman, Health and Physical Education
B.S., 1936, M.S., 1942 Ed.D., 1956, University of Oregon.
- IVAN JONES (1962) Journalism and Public Relations
A.A., 1951, Modesto Junior College; B.A., 1953, M.A., 1961, Uni-
versity of Washington.
- ROY C. McCALL (1959) President
A.B., 1930, University of Redlands; M.A., 1931, Ph. D., 1936, Uni-
versity of Iowa.
- ROY MALLERY (1962) Chairman, Art
B.S., 1938, George Peabody College for Teachers; M.S., 1943, Uni-
versity of Oregon.
- EVERETT L. MOORE, (1962) Librarian
B.A., 1949, Wheaton College; B.D., 1950, Life Bible College; M.A.,
1954, Pasadena College; M.A. (L.S.), 1960, George Peabody Col-
lege for Teachers.
- MARGARET MUIR (1962) Recorder
B.S., 1941, University of Minnesota.
- JOHN NORMAN (1962) Music
B.S., 1950, Northeastern State College; M.M., 1957, University of
Oklahoma.
- SEAMUS NUNAN (1962) Social Science
B.S., 1941, New York University; M.A., 1947, Columbia University;
Ed.D., 1958, University of Southern California.
- FRANK POPENOE (1962) Geology
B.S., 1951, Oregon State College; M.A., 1959, University of Cali-
fornia.
- REGINALD SHEPHERD (1962) Chairman, Business Education
B.B.A., 1940, Niagara University; M.A., 1948, Ed.D., 1959, Stan-
ford University.
- VICTOR SLADOWSKY (1962) Foreign Language
B.A., 1935, Belgrade University; M.A., 1961, Indiana University.

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FACULTY 1963-1964

- HOWARD IMPECOVEN (1962) Dean of Student Personnel Services
B.S., 1943, Northern State Teachers College; M.S., 1952, Ed.D.,
1952, University of Oregon.
- EDWIN T. INGLES (1960) Dean of Instruction
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1962, University of Wisconsin.
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- IVAN JONES (1962) Journalism and Public Relations
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- ROY C. McCALL (1959) President
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- VICTOR SLADOWSKY (1962) Foreign Language
B.A., 1935, Belgrade University; M.A., 1961, Indiana University.

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- VICTOR SLADOWSKY (1962) ----- Foreign Language
B.A., 1935, Belgrade University; M.A., 1961, Indiana University.

FACULTY 1963-1964

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- FREDERICK THON (1962) Director, Drama
A.B., 1931, Harvard University; M.F.A., 1940, Yale University School of Drama.
- DANIEL WACHTER (1962) Mathematics
A.B., 1947, M.A., 1948, Montclair State Teachers College.
- HARRY WALTHALL (1962) Assistant Librarian
B.A., 1953, Ottawa University; M.S., 1956, Kansas State Teachers College.
- LESLIE WHITAKER (1962) Chemistry
B.S., 1949 M.A., 1957, University of Denver.
- MAX WILLCOCKSON (1962) Coordinator of Community Services
A.B., 1929, M.A., 1930, Phillips University; D.B., 1944, University of Chicago.
- LINDSAY WINKLER (1962) Chairman, Science
B.S., 1942, Madison College; B.A., 1947, M.A., 1953, Walla Walla College; Ph.D., 1957, University of Southern California.

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Application and Registration Check List

1. Application to be filed as far in advance of the opening of the semester as possible in order to allow for counseling services and completion of application procedure prior to the beginning of classes.
2. Request that transcripts from high school and all previously attended institutions of higher education be sent directly to the office of the Recorder at College of the Desert.
3. Take placement examinations as directed by the office of the Recorder in the Notice of Admission.
4. Complete health record on the form provided.
5. Report for advising and registration at time shown by the Notice of Admission.

APPLICATION FOR ADMISSION

Student's Name: _____ _____ _____	Parent or Guardian's Name: _____ _____ _____
Last First Middle Address while at College _____ _____ _____	Address: _____ _____ _____
_____ Phone _____	_____ Phone _____

1. Date of birth _____ Age _____ Birthplace _____
2. Marital Status _____ Dependents _____ Maiden Name _____
3. Citizenship Status _____ Visa Status _____
if applicable
4. If Veteran, please indicate: (a) Branch of Service _____ (b) Rank, rating _____
(c) Principal duty _____ Do you expect to use Veteran's benefits? _____
5. Educational background including high school and other colleges:

Name of School	Location	Dates		Reason for Leaving
		From	To	

6. When do you wish to enter College of the Desert? _____ Will you be a full or part-time student? _____ Do you plan to graduate? _____ What year? _____
7. Do you want to qualify for transfer to a college or university? _____ Which one? _____
8. Major or vocation for which you are preparing _____
9. Underline activities in which you are interested: Band, Chorus, Debate, Dramatics, Newspaper, Yearbook, Student Government, Clubs, Women's Athletics, Intramurals, Varsity Sports: Football, Basketball, Track, Tennis, Golf, Swimming, Diving. Other _____
10. How many hours per week of part-time work do you plan to undertake while attending college? _____

I certify that the statements in this application are true and complete to the best of my knowledge and that I have attended no institutions other than those listed above.

I further certify that I understand that all transcripts and documents submitted to College of the Desert in conjunction with this application become the property of College of the Desert.

Signed _____ Date of this Application _____

This application should be mailed or delivered in person to the College office. An early application will assist College officials in arranging for counseling interviews with the applicant in order to give assistance in selection of courses and preparation of class schedules.