

*MISS FISHER*

# COLLEGE OF THE DESERT



CATALOG

1971 \* 1972

COLLEGE OF THE DESERT

A California Public Community College

CATALOG  
and  
ANNOUNCEMENT  
of  
COURSES

Tenth Year

Volume X No. 1

1971-1972

43-500 MONTEREY AVENUE  
PALM DESERT, CALIFORNIA 92260  
TELEPHONE (714) 346-8041

# Academic Calendar 1971-1972

## FALL SEMESTER, 1971-72

June 17	Last day to apply for placement examinations
July 17	Placement examinations (8:00 a.m.-2:00 p.m.)
August 15	Last day to apply for admission
September 6	Labor Day—Holiday
September 7, 8, 10	Advising and registration
September 9	Admission Day—Holiday
September 13	Classes begin
September 20	Last day for full-time students to register or add courses
October 16	Placement examinations (8:00 a.m.-2:00 p.m.) (Applications must be made prior to September 17)
October 18	Deficiency report due
October 25	Observance of "Veterans Day"—Holiday
November 15	Mid-semester grades due
November 25, 26	Thanksgiving Vacation
November 29	Last day to withdraw or drop courses without responsibility for grades
December 11	Placement examinations (8:00 a.m.-2:00 p.m.) (Applications must be made prior to November 12)
December 20-31	Christmas Vacation
December 31	Observance of New Year's Day—Holiday
January 3	Classes resume
January 5	Last day to apply for admission for spring semester
January 17-21	Closed week to all activities
January 24-28	Fall semester final examinations
January 28	Fall semester ends

## SPRING SEMESTER, 1972

January 31-February 2	Advising and registration
February 3	Classes begin
February 10	Last day for full-time students to register or add courses
February 11	Observance of "Lincoln Day"—Holiday
February 12	Placement examinations (8:00 a.m.-2:00 p.m.) (Applications must be made prior to January 13)
February 21	Observance of "Washington Day"—Holiday
March 13	Deficiency report due
March 27-31	Spring Vacation
April 3	Classes resume
April 17	Mid-semester grades due
April 22	Placement examinations (8:00 a.m.-2:00 p.m.) (Applications must be made prior to March 24)
April 24	Last day to withdraw or drop courses without responsibility for grades
May 29	Observance of "Memorial Day"—Holiday
May 30-June 2	Closed week to all activities

June 5-9 Spring semester final examinations  
 June 9 Commencement  
 June 9 Spring semester ends  
 SUMMER SESSION, 1972  
 June 19 Registration and classes begin  
 June 21 Last day to register or add courses  
 June 23 Last day to withdraw or drop courses without  
 responsibility for grades  
 July 4 Independence Day—Holiday  
 July 15 Placement examinations (8:00 a.m.-2:00 p.m.)  
 (Applications must be made prior to June 16)  
 July 28 Summer session final examinations  
 July 28 Summer session ends

## FISCAL CALENDAR

1971

1972

1972

1973

**JULY**

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**AUGUST**

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**SEPTEMBER**

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**OCTOBER**

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**NOVEMBER**

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**DECEMBER**

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**JANUARY**

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**DECEMBER**

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**MARCH**

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**APRIL**

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**MAY**

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**JUNE**

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SUMMARY OF SCHOOL DAYS

<i>Fall Semester</i> 1971		<i>Spring Semester</i> 1972	
September	17	January	1
October	20	February	18
November	20	March	18
December	13	April	20
January	20	May	22
	<hr/>	June	7
	90		<hr/>
			86
		Total:	176

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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 for a term of four years. The present Board consists of the following persons:

Raymond R. Rummonds, Indio. Elected 1958. Elected President of the Board July, 1968. Term expires 1971.

John F. Outcalt, Palm Desert. Appointed 1962 to fill unexpired term of William Cook, resigned. Clerk of the Board July, 1964 to July, 1968. Elected Vice-President of the Board July, 1968. Term expires 1973.

Mrs. Helen Staley, Palm Springs. Appointed 1961 to fill unexpired term of William A. Mason, deceased. Elected Clerk of the Board July, 1968. Term expires 1971.

Don H. Mitchell, Indio. Elected 1958. President of the Board 1958 to 1964. Term expires 1971.

Robert J. Taylor, Palm Springs. Appointed 1969 to fill unexpired term of Dr. David M. McGahey, resigned. Term expires 1973.

## OFFICERS OF THE COLLEGE

Roy C. McCall, *President and District Superintendent*

Edwin T. Ingles, *Dean of Instruction*

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

F. D. Stout, *Dean of Students*

# 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 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.



## GENERAL INFORMATION

### 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;
- 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 indus-

## GENERAL INFORMATION

trious 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 Avenues in Palm Desert. The College's first students were received in the fall of 1962.

In the fall of 1966 the voters of the Morongo Unified School District elected to join the Coachella Valley Junior College District. The area comprises the communities of Morongo, Yucca Valley, Joshua Tree, Twentynine Palms, and Twentynine Palms Marine Base.

### ACCREDITATION

The College of the Desert is accredited by the Western Association of Schools and Colleges, 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 masterplanned for 2500 full-time students, the eighteen buildings completed to date will

## GENERAL INFORMATION

accommodate conveniently about 1400 regular students and 3000 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, was omitted from the first increment of buildings for financial reasons. However, as a result of a second bond election, the library is now a reality.

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. The Science group comprises in the first phase a Laboratory Building and a Lecture Hall. The Liberal Arts Building is the first of a classroom group which will ultimately house the humanities and social sciences. The Health and Physical Education group is composed of a gymnasium, a locker-shower unit, a shallow pool for swimming, a deep pool for diving, and six tennis courts. Three technology buildings house varied laboratory units for courses in trades, technology, agriculture, and engineering. An agricultural building, and a related greenhouse and lathhouse accommodate other classes and laboratories in ornamental horticulture and general agriculture. A Nursing Building was completed in 1968, and a Business Building in 1969. Warehouse and maintenance buildings are located in the campus date garden. A campus residence for the president's family was included with the site as purchased. Bleachers to seat 1,000 have been completed and a playing field is lighted.

## 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 con-

## GENERAL INFORMATION

sists not only of classes for adults, but seminars, lecture series, recitals, conferences, institutes, and workshops are included as a means of serving the people of the College District. This program is 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 are not excluded from adult classes. Actually such "repair" or remedial courses as are needed in English, mathematics and other selected subjects are offered in the adult program for the purpose of attempting to correct college preparation deficiencies, and these courses do 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 registration all new students are counseled and given assistance in planning their programs.

Most entering freshmen at College of the Desert are enrolled during their first semester in a course in group guidance called Orientation to College, which meets the first half of the semester as a regular class. During this period the student is given orientation to campus life, study habits, reading techniques, and other study skills which will help him with his college work, a depth study of his interest and potential in relation to choice of a career and appropriate preparation for it.

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 the 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. In addition, an adviser who is a specialist in the student's major field, is available for consultation. The counselor and adviser arrange individual conferences, supplementing the basic guidance materials prepared in the orientation course, to help the student efficiently plan his educational program. The adviser 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 consultation, first aid and general health services. A physician employed

## STUDENT PERSONNEL PROGRAM

by the College adheres to a schedule for campus visitations with students. 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 receive full consideration.

*Food Services.* Breakfast, lunch, and supper 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 9:30 p.m. Service may be extended to special student groups at other hours upon request.

*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 for use in the College office.

Inquiries and requests concerning student housing should be directed to the Office of Student Services.

*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 from a list recommended by the instructors. The bookstore is a self-service store open daily except Saturday and Sunday, from 8:00 a.m. until 4 p.m., and 6:30 to 9:00 p.m. Monday thru Thursday.

*Transportation and Parking.* Students are expected to provide their own transportation to and from College. The Associated Students assist 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. Violators are subject to suspension.

*Student Center.* A well-equipped, conveniently-located Student Center is provided for student use. Students are encouraged to rest and relax in the Center when their time is not needed for other activities.

### SCHOLARSHIPS, AWARDS, 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.

## STUDENT PERSONNEL PROGRAM

### *Scholarships*

*Palm City Woman's Club Loan Fund. (\$300)* 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 Scholarship Fund. (\$1000)* Established the second day of February, 1963. Both loans and grants are available through this fund.

*Palm Desert Woman's Club 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.

*Palm Desert Woman's Club Scholarship Fund. (\$250)* Established the fifteenth day of May, 1963. To be awarded to students who: (a) have graduated from high school within the College district, (b) have attended College of the Desert during their freshman year, (c) are preparing for a teaching career, and (d) have demonstrated exemplary citizenship and satisfactory scholarship.

*Faculty Women's Club of College of the Desert.* Varying amounts to be awarded annually to deserving students. Established the nineteenth day of May, 1963. To be awarded to full-time regular students who will be returning to the College of the Desert as a sophomore.

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

*Harboe Scholarship. (\$250)* 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 of Agri-business.

*Alfred and Viola Hart Award. (\$1000)* Established the twenty-second day of June, 1964. The income from this fund is to be used for an award to a student of Mexican, Oriental, Indian, or Negro ancestry. It is to be based on financial need rather than scholastic attainment while the student is at College of the Desert.

*Palm Springs Rotary Club. (\$50)* Established in the Spring of 1965. Scholarships are awarded each semester to a worthy student.

*Garden Club of the Desert. (\$250)* Established Fall, 1965. Awarded to a deserving student in the field of ornamental horticulture.

*California Nurses' Association District #34.* Established Fall, 1966. One \$50 award for a first-semester student accepted as full time in nursing. One \$100 award per semester for a continuing full-time nursing student.

Add  
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## STUDENT PERSONNEL PROGRAM

*Mr. and Mrs. Leo E. Owens Scholarship Fund.* Since their first \$3,000 gift in 1966, Mr. and Mrs. Owens have annually given as high as \$5,000 to be used at the discretion of the Scholarship Committee for loans and grants to worthy students.

*Bank of America, Man and Woman of the Year Award.* Local and state competition based on scholarship, college activities, community service, and a written application. Fifty dollars local winner: \$1000 state winner.

*Soroptimist Club of Palm Desert Scholarship.* (\$200) Established May, 1966. To be awarded to a woman student who (a) has attended College of the Desert during her freshman year, (b) has a financial need, (c) possesses good scholarship and citizenship.

*Harry Holt and Company Scholarship Fund.* (\$300) Established in the Spring of 1969. To be awarded to two second-year students involved in the general area of business who are graduates of either Coachella Valley High School or Indio High School. The students must be in financial need.

*Rancho Mirage Woman's Club Scholarship.* (\$600) Established in the Spring of 1966. To be awarded to two students who, (a) have attended College of the Desert the previous year, (b) are capable and deserving students, and (c) possess good citizenship. Preference will be given to residents of Rancho Mirage community.

*Palm Springs National Bank Scholarship Fund.* (\$500) Established in the Spring of 1969. Two \$250 scholarships are available annually to College of the Desert students, one in Business Education and one in Liberal Arts.

*Shadow Mountain Palette Club, Inc., Scholarship Fund.* (\$250) Established in 1968. To be awarded to two students who, (a) are Art majors and have attended College of the Desert for one semester, (b) attend College of the Desert for one year after receiving the grant, (c) have average or above average artistic ability, (d) have a total grade point of approximately B, and (e) have a financial need for the scholarship.

*Women's Auxiliary of the Desert Hospital Scholarship Fund.* (\$1,000) Established the ninth day of March, 1970. To provide grants to full-time vocational nursing students who are residents of Coachella Valley Junior College District and enrolled at College of the Desert.

*California Congress of Parents and Teachers, Inc., Patient Nursing Scholarship Fund.* (\$100) Awarded to a second-year student in the Registered Nurse Program. The student shall assume obligation to serve in the nursing field in California for one year upon graduating.

*Eisenhower Medical Center Auxiliary A.D.N. Scholarship Fund.* (\$5000) Established July 17, 1970. For students in the Associate Degree



## STUDENT PERSONNEL PROGRAM

Nursing Program who qualify for, and continue to meet, the A.D.N. standards. In all cases determination of need must be made.

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

### *Long-Term Loans*

*Federally Insured Student Loans.* These long-term, low-interest federal loans up to \$1,000 per year will be made by banks and credit unions and provide deferred payment and interest until graduation or the termination of higher education.

*National Defense Student Loan.* Loans up to \$500 per semester 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 teaching, science, mathematics, engineering, or modern foreign language.

### *Emergency Loans (Short-Term)*

*Indio Rotary Club Student's Emergency Loan Fund.* (\$3,000) Established the third day of October, 1962.

*College of the Desert Faculty Women's Club Emergency Loan Fund.* (\$475) Established the twenty-first day of September, 1966.

*California Congress of Parents and Teachers, Inc., Emergency Loan Fund.* (\$500) Established in March, 1967.

*Soroptimist Club of Coachella Valley Emergency Loan Fund.* (\$750) Established the sixteenth day of June, 1964.

These emergency loan funds are available to responsible and worthy students who are in temporary need of financial assistance for educational purposes while attending College of the Desert. Short-term (no-interest) loans in amounts up to \$100 will be made.

### *Grants*

*Economic Opportunity Grants.* UNDERGRADUATE students with EXCEPTIONAL FINANCIAL NEED, who require assistance to attend College of the Desert, will be eligible. The federal grant ranges from \$200 to \$1,000 an academic year, and can be no more than one-half of the total assistance given the student.

The grant is not a form of loan and does not require repayment. In order to be and continue to be eligible for such a grant, a student must maintain a fully enrolled status and satisfactory grades. The grant is awarded for a maximum of four years or until termination of undergraduate status. The grant may be adjusted if the student's financial need changes.

## STUDENT PERSONNEL PROGRAM

### 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 advisers. 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 coordinates women's activities on the campus.

The Associated Men Students coordinates 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 advisers or sponsors. Clubs are organized under the supervision of the Office of Dean of Students, and additional detailed information may be obtained at that office.

*The Women's Recreation Association* provides an opportunity for athletic competition with representatives from other colleges and universities, promotes good sportsmanship, and furthers recreation and sports. W.R.A. is open to all women on campus who hold ASCOD cards and who are interested and would like to participate in the sports offered.

*Athletics.* College of the Desert is a member of the Desert Conference for all sports except swimming. Intercollegiate athletic competitions are 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.

# ACADEMIC INFORMATION

## ACADEMIC REGULATIONS COMMITTEE

Because it is not possible to develop academic regulations that apply equally and fairly to all students under all situations, an Academic Regulations Committee 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 the 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 who is not a candidate for transfer or graduation, or who is unable to meet entrance requirements.

## 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 Registrar in scholarship grades, as follows:

A, Excellent; B, Good; C, Fair; D, Passing; F, Failed; W, Withdrawal; WF, Withdrawal Failing; and I, Incomplete.

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

An "incomplete" must be made up during the following semester with the consent of the instructor, without repetition of the course, by

## ACADEMIC INFORMATION

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. (See page 17, Withdrawal.)

Grade W indicates approved withdrawal from a course, provided the student was passing 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 colleges and universities in the state to give an overall appraisal of the student's level of achievement.

Semester grades are assigned grade points as follows:

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

Semester marks with no assigned grade points are as follows:

F, I, P, NP, W, and WF.

*Grade Point Average.* The total grade points accumulated by a student are divided by the total number of units attempted 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.

### DEAN'S LIST

Students earning 12 or more units in a semester with a grade point average of 3.50 or better are cited on the "Dean's List" which is the highest academic honor in the College.

### HONOR ROLL

Students earning 12 or more units in a semester with a grade point average between 3.0 and 3.49 are listed on the "Honor Roll."

### 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 course work limited.
2. They may forfeit receipt of financial aid from the College.
3. They may be dismissed from classes at any time unsatisfactory attendance or performance occurs.

### DISQUALIFICATION

Disqualifications occur when a student either, (a) maintains less than 2.0 GPA for two consecutive semesters, or (b) falls below deficiency

## ACADEMIC INFORMATION

tolerances listed below. Most disqualifications occur only after the student has attempted at least 15 units.

*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
15	1.00	15	-15
20	1.50	30	-10
30	1.70	51	- 9
40	1.80	72	- 8
50	1.90	95	- 5
62	2.00	124	

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.

### SCHOLARSHIP REPORTS

Students are notified of deficiency in scholarship at the end of the fifth week of each semester. Failing students will be referred to advisers for program adjustments when feasible. At the close of each semester grade reports are sent directly to the student. However, the Registrar 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 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 EXAMINATION

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.

Some specific provisions are as follows:

1. Course and unit credit by examination is allowed.
2. A letter grade for the course is given as though the student completed the course normally. Likewise the student who fails the examination receives an F for the course which is recorded on his transcript.
3. The maximum credit allowable by examination is 10 semester units.

## ACADEMIC INFORMATION

4. College of the Desert will accept credit that was granted by examination at other colleges, but such credits will be included in the maximum allowed by examination.
5. The minimum residence requirement prior to taking examination for credit is 12 semester units.

Students desiring to challenge a course by examination should submit a petition to the Academic Regulations Committee. The petition should be endorsed by the student's adviser and the instructor who would be giving the examination.

### 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 a 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 adviser and then to make a vigorous endeavor to maintain it throughout the semester. Program change applications must be initiated with the student's adviser. The student must attend all classes in which originally enrolled until the requested change is officially authorized.

To be official, all program changes must be filed by the student in the Registrar's Office.

### 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 Registrar's Office; otherwise the student will receive a grade of F for the course.*

*Unofficial Withdrawal.* This occurs when a student stops attending one or all classes without filing the proper applications for withdrawal within the deadlines established for official withdrawal. A student unofficially withdrawn from class or from College will receive a grade of F in all courses from which he unofficially withdraws. *When an instructor*

## ACADEMIC INFORMATION

*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 adviser to withdraw officially from College or from a class by the end of the tenth 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 tenth week, 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.

### TRANSCRIPT

An official transcript of the student's record may be obtained from the Office of the Registrar by written application. Transcripts sent directly from the College to the destination requested by the student are official. Transcripts given to the students are unofficial. A fee of \$1.00 per transcript will be charged in excess of two transcripts.

### STUDENT CONDUCT

When a student enters College of the Desert, it is taken for granted by the College authorities that 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 take such action as in their opinion the particular offense requires. The degree 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. It is the student's responsibility to contact instructors regarding any absence incurred. Unexcused absences in excess of the number of units for the class may result in the instructor dropping the student from the class.

The acceptance of an excuse for absence other than illness or official leave of absence is at the discretion of the individual instructor. When absences are excused due to personal illness, or to serious illness or death of a member of the student's family, or to a field trip, or to an authorized

## ACADEMIC INFORMATION

absence in behalf of the College, all work assignments to be made up must be described by the instructor to the student in advance of the absence when possible. It is the student's responsibility to make up all class work missed to the satisfaction of the standards for the course.

### 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 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 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.

The Board of Trustees of College of the Desert has established the following policy concerning releases which will prevail for the school year 1971-72:

1. Students who require a college credit program which is not offered at College of the Desert may be released to attend another California junior college.
2. 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.
3. The provisions of release specified above apply equally to youths and adults and to full-time and part-time students.
4. Release forms are available at the Office of Dean of Students.
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 should be applied for in person at the College office, 43-500 Monterey Avenue, Palm Desert, California 92260.



## ACADEMIC INFORMATION

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 day and evening students and faculty members. As the materials center of the College, the library provides books, periodicals, pamphlets, government documents, and audio-visual materials to supplement classroom instruction and laboratory experiments. On the main floor of the new, centrally located, three-story College Library are the general book, reserve, reference, periodical, and microfilm collections; temporarily located on the mezzanine are classrooms, faculty offices, reading laboratory, and reading skills laboratory, on the lower floor are the non-book instructional materials such as closed circuit TV, language laboratory, listening rooms, and classrooms.

In the library collection are approximately 34,000 volumes, 400 periodical titles, and 3,800 reels of microfilm. Approximately 4,000 volumes are being added annually.

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

### AUDIO-VISUAL AND RADIO-TELEVISION SERVICE

Located in the basement of the College library the Audio-visual and Broadcasting Service functions as a supplementary and enrichment service for the instruction in the classroom, laboratory and community.

The Service offers instructional aids, materials, equipment, and resource personnel to day and evening students, faculty, and public school personnel on a limited basis.

It performs a variety of services including film and videotape projection, opaque and transparent material projection, sound reinforcement, radio and television recording and reproduction, still, motion picture, and graphic arts, instructional materials, preparation laboratory, and stockroom. This service is also in charge of the dissemination of instructional and educational materials broadcast over radio and television and the maintenance of all recording, reproducing, sound, projection, and electronic equipment on campus.

Housed in the Audio-visual and Radio-Television Service Center are:

1. A 24-station listening (language) laboratory complete with individual tape recording facilities.
2. Three individual study-listening rooms equipped with stereophonic recording and playback capabilities.
3. Three small group study-listening rooms equipped with stereophonic recording and playback capabilities.

## ACADEMIC INFORMATION

4. A studio and control room for recording, playback, and dubbing audio and video materials.
5. Master control of the campus closed circuit television system.
6. Instructional materials preparation laboratory and stockroom.
7. Still picture, motion picture, audiotape, videotape, and record circulation libraries.

# 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, Eagle Mountain, and 29 Palms high schools) are qualified to enroll at College of the Desert under the above conditions.

*Admission of Students from California Districts Not Maintaining a 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, and until they have presented evidence of acceptable living arrangements, good citizenship, and academic competency.

*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 provided acceptable transcripts of past achievement are presented, and when they have presented evidence of acceptable living arrangements, good citizenship, and academic competency.

*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. Foreign students wishing to transfer to College of the Desert from other U.S. institutions are expected to complete one year of satisfactory course work at the U.S. college or university initially admitting them. In addition, they must have presented evidence of acceptable living arrangements, good citizenship, and academic competency.

## ACADEMIC PROCEDURES

### APPLICATION

An application blank may be obtained by writing or calling the Registrar's Office. Applicants should submit applications and transcripts 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 Registrar. A high school senior should have the transcript sent after graduation. Transcripts must be mailed directly from one institution to another and cannot be considered official if they are delivered in person.

Applicants without high school diplomas may be required to demonstrate by means of examinations that they are qualified to undertake work at 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. Failure to reveal prior college attendance could lead to immediate dismissal.

*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 and Measles Immunization.* No student will be admitted to College of the Desert until written evidence of immunization against polio and measles is provided as required by California law. The law does not apply to any person who has graduated from high school located in California who is seeking admission to a junior college, or to students 18 years of age or older who are seeking enrollment in an adult school or class for adults.

*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 courses suitable to his academic performance and subject interests. Students with advanced standing are excused from these tests if they have completed twelve semester hours including satisfactory completion of a college course in English composition.

## ACADEMIC PROCEDURES

*Probationary Entrance Program.* Students who are in need of additional basic skills for projected academic achievement, on the basis of placement examinations, will be guided into an individualized probationary entrance program designed to meet the particular needs of each student. Counselors have the responsibility of counseling with these students in determining their individual programs.

The counselors, with assistance from instructors will evaluate periodically the progress of these students on individual bases.

A student who has made satisfactory progress by the end of one semester may, with the assistance of a counselor either (1) designate a major area of study and pursue study in that area under the advice of an academic adviser, or (2) remain as a counselee of the counselor in an "undeclared major" status until a major has been specified.

A student who has not met required standards of performance may be denied further enrollment in the College, except as a special status student.

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

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

*Expenses.* No tuition is charged California residents at College of the Desert. Out-of-state residents and students of foreign countries will be charged a tuition fee, the amount of which will be determined annually by the State Board of Education. Military personnel and their dependents, regardless of residence, are exempt from out-of-state fees. All students should be prepared for the following types of expenditures:

1. Board and lodging if not living within commuting distance.
2. Textbooks, supplies, and special clothing, available in the College bookstore, are estimated at \$100 per year.
3. Library fines and laboratory breakage costs are assessed as circumstances warrant.
4. Associated Student membership fee: Full-time students, \$10.00; adult students, \$2.00.

### 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.

## ACADEMIC PROCEDURES

*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 Office of the Registrar any Monday morning during the school year, as a short-term student.

1. Full-time Students: A full-time student (one taking 12 or more units) may register late upon the recommendation of his adviser and the approval of the Academic Regulations Committee. 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.
2. Short-term Classes: 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 accompanied by the following procedure:
  - a. Make prior appointment through the Registrar's Office for the services of a counselor.
  - b. Complete that portion of normal registration procedure to the point of being assigned to an instructor-adviser who will instruct and coordinate the assignments for the student during the remainder of the semester. Possible assignments might be:
    - (1) Registration in certain courses that start at mid-semester.
    - (2) Special tutoring in remedial courses required to correct deficiencies discovered in placement examination.
    - (3) Participation in special seminars when sufficient students of similar academic needs are discovered.
    - (4) 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 is considered to be 15-17 units, plus a class in physical education. Students working full time are encouraged to carry a reduced load. Students with advanced standing, and having a C average or better, will be permitted to enroll in 18 units plus physical education.

A student carrying 9 or more units is, by State law, required to take

## ACADEMIC PROCEDURES

a physical education activity class 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).
4. He is a veteran with at least one year of service.

Students wishing to obtain a variance from the above limitations may petition the Academic Regulations Committee.

### 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.

*American History and Institutions Requirement.* Students who are candidates for the Associate in Arts degree and students who plan to obtain a bachelor's degree at another California school must during their college career, demonstrate a knowledge of American History and the principles of American institutions under Federal and State Constitutions. The requirement for the A.A. degree may be met in the following ways:

1. Successful completion of one of the following courses or combination courses:
  - a. Political Science 3 (American Institutions)
  - b. Political Science 1 and History 17A
  - c. Political Science 1 and History 17B
  - d. History 17A and History 20
  - e. History 17A and History 17B
2. Credit by comprehensive examination in the fields of U.S. History and U.S. Constitution. Examination will be given once each year under the supervision of the Committee on American History and Institutions.

*Graduation Requirements for the Associate in Arts Degree.* (The completion of graduation requirements does not necessarily qualify the student to transfer with junior standing to a state college or university.)

1. *Specific Course Requirements*
  - a. English 6 units
  - b. Health 2

## ACADEMIC PROCEDURES

- c. P.E. Activity (1/2 unit each semester) \* 2
- d. Social Science
  - American History and American Institutions
  - Requirement—Minimum 3
- 2. *General Education Requirements*

To be determined by the department in which the major is given. Such requirements are stated on all lists of "Course Requirements for Majors and Pre-Majors" distributed by counselors and advisers. Such lists of majors are to be approved by the appropriate curriculum committee and faculty. Three of the 6 units of English required under 1. a. above are to be recommended by the major department.
- 3. *Major Field Requirements* (one of the following two programs)
  - a. 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.
  - b. Completion of the required sequence of courses in a technical or vocational program. Complete outlines for technical or vocational programs are available from advisers.
- 4. *Unit Requirement*

Completion of sufficient additional elective units to bring the total to at least 62.
- 5. *Scholarship Requirement*

A cumulative grade point average of not less than 2.0 (C average) is required for graduation.
- 6. *Residence Requirement*

At least 15 units of C or better must be taken at College of the Desert.

*Transfer to Other Colleges.* Even though the transfer requirements of the colleges and universities vary greatly, a student at College of the Desert, by proper 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. At the State Colleges and the University of California, a maximum of 70 semester units earned in a community college may be applied toward the Bachelor's degree.

In general, the student planning to transfer should follow the procedures outlined below:

\* 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 taking less than 9 units of credit.



## ACADEMIC PROCEDURES

1. *Catalog.* Examine catalogs of prospective colleges or universities. Reference copies of catalogs are available in the library. Study carefully the sections of the catalog covering requirements for admission of transfer students.
2. *Plan Program at College of the Desert.* Certain courses are required of all transfer students and specific ones may be required for certain majors. These can be identified by consulting the different college catalogs. Some vocational courses will not be accepted for credit toward graduation by some colleges and universities. (Vocational courses are those numbered 50-99 at College of the Desert.) 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.
3. *Application Filing Period.* A student should carefully check the dates of the application filing period, that is, the time between the first date when applications will be received and the deadline. In all cases, application early in this period is recommended.
4. *Transcripts of Record.* It is the responsibility of the student to order transcripts from all collegiate institutions attended and from all high schools attended. Transcripts must be sent directly to the college, not handled by the student.
5. *Financial Aid.* In general, a student desiring financial aid must obtain the address of the financial aids office (from the catalog), send for an application, and ultimately send transcripts of record *in addition to* transcripts which are sent for admission. Scholarship application blanks should be acquired early during the application period.
6. *Letters of Recommendation and Rating Forms.* Some colleges require letters of recommendation or rating forms. Since colleges often require that these be filled out by faculty members, students should get to know their academic adviser and several instructors well enough so that they can comment adequately on the students' characteristics.
7. *Scholarship Requirements.* Many colleges require higher than a 2.0 (C) grade point average. Study the catalogs carefully for all requirements.
8. *California State Colleges.* Application for the fall term should be made during the month of November—10 months before classes begin. If a student expects to enter lower division (less than 60 units), he must take either the American College Test (ACT) or the Scholastic Aptitude Test (SAT), whichever is required by the College. Students whose high school records and test scores would make them eligible may transfer to a State College at any time providing they are in good standing and have a grade point average

## ACADEMIC PROCEDURES

of 2.0 (C) in all college work. Students not eligible as freshmen may transfer when they have completed 60 semester units with a 2.0 average. Filing multiple applications within the system of nineteen colleges is not allowed. Requirements are uniform and eligible students for whom space is not available are given the privilege of having their application and supporting documents transferred to another campus without additional fees.

9. (Cont'd on page 31)

### GENERAL EDUCATION REQUIREMENTS FOR THE STATE COLLEGES

Students who wish to be certified by this college as having completed the General Education requirements for the State Colleges must complete courses as indicated below in each of four areas. At least 40 units total is required in General Education courses selected from the following list.

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

A. One of the following biological sciences:

Bi 1A or 1B—General Biology (4-4)

Bi 4—Elements of Biology (3)

Bi 8—Animal Biology (4)

Bi 12—General Botany (5)

B. One of the following physical sciences:

A2—Descriptive Astronomy (3)

CH 4A, 4B—General Introductory Chemistry (3-3)

G 1—Physical Geology (3)

G 2—Historical Geology (3)

C. Special options (ordinarily applying only to pre-majors and pre-professionals):

Bi 2A, 2B—Introductory Biology (4-4)

Bi 15—General Microbiology (3)

Bi 16—General Microbiology Supplemental Lab (1)

Bi 22A-B—Anatomy and Physiology (4-4)

Ch 1A, 1B—General Chemistry (5-5)

G 3—Elementary Mineralogy (4)

Ph 1A, 1B, 1C—General Physics (4-4-4)

Ph. 2A, 2B—General Physics (4-4)

AREA II. SOCIAL SCIENCES (three courses required)

A. Anth 1—Physical Anthropology (3)

Anth 2—Cultural Anthropology (3)

B. Econ 1A, 1B—Principles of Economics (3-3)

C. Geog 1—Physical Geography (3)

Geog 2—Cultural Geography (3)

Geog 5A, 5B—Economic Geography (3-3)

## ACADEMIC PROCEDURES

- D. Hist. 4A, 4B—Western Civilization (3-3)  
Hist 17A, 17B—United States History (3-3)
- E. PS 1—Introduction to Government (3)  
PS 2—Introduction to Comparative Government (3)  
PS 4—Introduction to International Relations (3)
- F. Psy 1A, 1B—General Psychology (3-3)
- G. Soc 1—Introductory Sociology (3)  
Soc 2—Sociological Analysis - Social Problems (3)

### AREA III. HUMANITIES (three courses required)

Students must take one course from at least three of the following five sections.

- A. Art 2A, 2B—History of Art (3-3)  
Art 3A—Basic Design and Color (3)  
Art 10—Introduction to Art (3)  
Art 12—Survey of Modern Art (3)
- B. English-Speech and Dramatic Arts  
Eng 10A, B—American Literature (3-3)  
Eng. 11A, B—Survey of English Literature (3-3)  
Eng 12—World Literature (3)  
Eng 14—Shakespeare (3)  
Eng 16—Literature of the Desert (3)  
Eng 30—The Bible as Literature (3)  
DA 1A, 1B—Acting (3-3)  
DA 5—Introduction to Theater (3)  
DA 7—The Motion Picture: History and Criticism (3)  
DA 10A, B—Dramatic Literature (3-3)  
DA 12A, B—History of the Theater (3-3)  
J 1A—Intro to Mass Communications (3)  
Sp 2—Oral Interp. of Literature (3)  
Sp 7—Argumentation (3)
- C. Foreign Languages  
Fr 1, 2, 3, 4—Elementary and Intermediate French (4-4-4-4)  
Ger 1, 2, 3, 4—Elementary and Intermediate German (4-4-4-4)  
Ital 1, 2, 3, 4—Elementary and Intermediate Italian (4-4-4-4)  
Lat 1, 2, 3, 4—Elementary and Intermediate Latin (4-4-4-4)  
Rus 1, 2, 3, 4—Elementary and Intermediate Russian (4-4-4-4)  
Span 1, 2, 3, 4, 5, 6—Elementary, Intermediate and Advanced Spanish (4-4-4-4-3-3)
- D. Mus 1A, B, C, D—Musicianship (2-2-2-2)  
Mus 2A, B, C, D—Harmony (2-2-2-2)  
Mus 4—Counterpoint (2)  
Mus 10—Introduction to Music (3)  
Mus 12—Fundamentals of Music (3)  
Mus 3A, B—Survey of Music History (3-3)

## ACADEMIC PROCEDURES

- E. Phil 8—Traditional Logic (3)
- Phil 9—Symbolic Logic (3)
- Phil 6A, 6B—Introduction to Philosophy (3-3)
- Phil 12—Religions of the World (3)
- Phil 14—Introduction to Ethics (3)

### AREA IV. BASIC SUBJECTS (two courses, of which one must be English)

- A. ES 1A—Composition and Reading (4)
- ES 1B—Literature and Composition (4)
- B. Math 1A, 1B, 2A, 2B—Analytic Geometry and Calculus (4-4-4-4)
- Math 3—Introduction to Mathematics (3)
- Math 10—College Algebra (3)
- Math 5—Trigonometry (3)
- C. Phil 8—Traditional Logic (3)
- Phil 9—Symbolic Logic (3)
- (*May not count in both Area II, Section E and here.*)
- D. Soc 3—Statistical Methods (3)
- E. Any Foreign Language listed under III, C.
- (*A course may not count in both requirements however.*)
- F. SE 1—Reading Improvement (2)

### ADDITIONAL COURSES IN GENERAL EDUCATION

Each student must take a total of 32 units from the above four areas. Enough additional units to total 40 must be taken from the General Education Requirements.

#### *Transfer to Other Colleges - cont'd*

9. *University of California.* All nine campuses of the University of California accept applications during the month of November for admission to the fall quarter which begins ten months later. A student who does not qualify for admission directly from high school must earn at least a 2.4 grade point average, 2.8 for non-resident students, in 56 acceptable semester units. Postcard forms for requesting application materials are available in the Office of the Transfer Counselor. It is extremely important that community college students submit their applications early in the application filing period.
10. *Independent Colleges and Universities.* 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 urged to check most carefully the requirements for transferring.

## ACADEMIC PROCEDURES

11. *Transfer Counselor.* The Transfer Counselor is responsible for helping students make decisions about transferring to other colleges and universities. In his office can be found the latest available transfer information concerning the State Colleges and the State University. The Transfer Counselor is available throughout the academic year to help find information and answer questions that students cannot find on their own from college catalogs and other sources. Prior to seeing the Transfer Counselor, student planning to transfer to another institution should obtain a copy of the guide *Planning for Transfer to Another College*, available in the Guidance Center.

*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.

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

Other occupational and semi-professional competencies may be obtained as a result of enrollment in a combination of courses. See page 34 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 adult education or 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:

1. The subjects necessary for completion of the requirements for graduation and the number of college units in each.
2. Suggestions, if possible, of courses at College of the Desert which may satisfy the above high school requirements.
3. The total number of units required including electives.
4. 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

## ACADEMIC PROCEDURES

3-unit course and 5 high school semester periods for each 2-unit course. 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 62 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 Registrar 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.

*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 Registrar'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 and Professional Preparations.* A student who plans a one- or two-year vocational program is referred to as a terminal student and will be required to obtain a "major" which consists of a special grouping of required courses in the area of the major or specialization. A transfer student will be required to obtain a "pre-major" which will be the specialized and general education courses required in the lower division of the proposed major at a given transfer institution.

Lists of the courses required to satisfy the major and pre-major requirements are distributed to all students at registration. Lists are also available during the year in the counselors' offices and library.

A faculty adviser is assigned for each of the occupational and professional areas listed. Students are expected to register with the aid of the adviser 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.

Some of the major and pre-major programs that can be completed at the College of the Desert are listed below. Students should inquire from advisers about any desired programs not listed.

<u>Curricula</u>	<u>Certificate</u>	<u>2-Year Terminal (Major)</u>	<u>Transfer (Pre- Major)</u>
Accounting	x	x	x
Agri-Business		x	
Agriculture, General		x	x
Agricultural Mechanics		x	x
Air Conditioning/Refrigeration			x
Architectural Drafting		x	
Architecture			x
Architecture - Environmental Design			x
Art		x	x
Astronomy			x
Automotive Mechanics		x	
Automotive Technology		x	
Bacteriology			x
Biological Science			x
Botany			x
Business Administration	x	x	x
Business Management	x	x	x
Criminology		x	
Data Processing	x	x	x
Dentistry			x
Diesel Mechanics		x	
Distributive Education		x	x
Drama		x	x
Economics			x
Electronics		x	
Engineering			x
English			x
Escrow	x	x	

## COURSE RECOMMENDATIONS

<u>Curricula</u>	<u>Certificate</u>	<u>2-Year Terminal (Major)</u>	<u>Transfer (Pre- Major)</u>
Finance			x
Foreign Language			x
Geography			x
Geology			x
Health Education			x
Heavy Equipment Operation and Maintenance		x	
History			x
Home Economics		x	x
Industrial Arts Education			x
Industrial Drafting		x	
Industrial Education			x
Industrial Supervision		x	
Industrial Technology		x	x
Inhalation Therapy		x	
Instructional Aide	x	x	x
Interior Decoration			x
International Trade			x
Journalism			x
Labor and Industrial Relations			x
Landscape Architecture			x
Landscape Engineering		x	
Law			x
Law Enforcement		x	x
Librarianship			x
Library Technology		x	
Linguistics			x
Literature			x
Machine Shop and Metals		x	
Machinery Technician		x	x
Marketing	x	x	x
Mathematics			x
Mechanical Engineering Technology		x	
Mechanics Technician		x	
Medical Assisting		x	
Medicine			x
Metals Technology		x	
Meteorology			x
Ministry (see Philosophy)			x
Music			x
Natural Resources		x	x
Nursing		x	x
Occupational Therapy			x
Office Administration	x	x	x
Office Technician	x	x	x
Ornamental Horticulture		x	x
Parks and Recreation		x	
Pharmacy			x
Philosophy			x
Physical Education			x
Physical Therapy			x
Physics			x
Physiology			x
Plant Science		x	



## COURSE RECOMMENDATIONS

<u>Curricula</u>	<u>Certificate</u>	<u>2-Year Terminal (Major)</u>	<u>Transfer (Pre- Major)</u>
Political Science			x
Psychology			x
Public Health			x
Radio-TV Broadcasting			x
Radio-TV Production:			
Acting		x	
Directing		x	
Engineering		x	x
Sales/Management		x	
Writing		x	
Real Estate	x	x	x
Recreation			x
Registered Nurse (A.A. Degree)		x	
Secretarial Science	x	x	x
Social Welfare		x	x
Sociology			x
Speech			x
Surveying			(1 yr) x
Teaching - Elementary			x
Teaching - Secondary			x
Turf Grass Management		x	
Veterinary Science			x
Vocational Nurse		x (1 yr)	
Welding		x	
Zoology			x

# 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. The fact that a course has a number in the 1-49 series does not guarantee that the course will count toward a specific requirement at a four-year college. However, they will be accepted as lower division credit to make up the requirement for admission to advanced standing in these colleges. 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. Credit toward advanced standing or a bachelor's degree does not serve as a criterion for the establishment of such courses. A numbered course in the 50-99 series does not preclude acceptance for credit for that course by a four-year college. The responsibility for the official evaluation of the junior college transcript rests with the individual transfer college and practices vary considerably among institutions. Some colleges and universities grant lower division credit for some vocational courses. Students are advised to consult their advisers 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. No credit is given for remedial courses.

## 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. Drama 1A - B Acting (3-3) 2 Lec 3 Lab would describe the fact that the course extends throughout the year and carries 3 units of credit each semester; further-

## COURSES OF INSTRUCTION

more, it indicates that 2 hours per week are devoted to lecture and 3 to laboratory work. Where laboratory work is not indicated, the course is considered to be a lecture type primarily. The word "lecture" in the course description does not mean to imply that class discussion or participation is not an essential part of the course work.

### PREREQUISITES

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

### SCHEDULE OF CLASSES

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

The Schedule of Classes each semester is the official list of courses offered.

### INDIVIDUAL STUDY PROJECT (1-3)

This course is listed under several departments and is designed to provide an opportunity for a student to work closely with the instructor in order to encourage the student to extend his knowledge and understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor. A maximum of six units of individual study will be accepted toward the A.A. Degree.

The instructor of an individual project shall submit Individual Study Project application through department chairman to Dean of Instruction prior to undertaking work at beginning of semester.

### WORK EXPERIENCE EDUCATION (1-4)

This course is offered in the following departments: Agriculture, Business, Home Economics, Engineering-Technology, and Nursing.

One hour lecture-discussion, and 5 to 20 hours on the job. Prerequisite: Consent of the instructor-coordinator, and on-the-job work experience in the community or at the college. Stresses human relations, personality development, development of good work habits, and employer-employee relations. Case problems will be studied so that the student may develop practical solutions to various types of personal behavior problems that arise in business and industry. During the second and third semester, individual topics and reports will be assigned according to the special needs of the student and his work.

# 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 agricultural courses related to their eventual majors.

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

Curricula leading to a Certificate or Associate in Arts Degree at the College of the Desert, or transfer to a four-year college or university include:

1. Agricultural Business
2. Agricultural Mechanics
3. Diesel Mechanics
4. General Agriculture
5. Heavy Equipment Operation and Maintenance
6. Landscape Architecture
7. Landscape Engineering
8. Natural Resources
9. Ornamental Horticulture
10. Parks and Recreation Management
11. Plant Science
12. Turf Grass Management
13. Veterinary Science
14. Welding

## AGRICULTURAL BUSINESS

- 10        Elements of Agriculture Economics (3)  
          2 hours lecture and 3 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.
- 11        Management Records (3)  
          2 hours lecture and 3 hours laboratory.  
          A study of farm accounting and types of farm records; reasons for their use; and a study of how to use measures of earnings to improve management efficiency. Farm income tax problems.

## AGRICULTURE

- 12 Farm Management (3)  
2 hours lecture and 3 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.
- 15 Concepts of Modern Agriculture (3)  
Plant science, animal science, soils and the relationships of the three. Basic principles of plant and animal production including Ornamental Horticulture.
- 49 Individual Study Project (1-3)  
See page 38 for course description.
- 59A-B-C-D Agriculture Experience Program (1-3)  
Practical experience program required of all agricultural 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.
- 61 Farm Supervision (1)  
Designed to train farm foremen, superintendents, and crew leaders to understand and use principles of good supervision; maintain effective relationships with workers; handle personnel and relationship problems as they occur; instruct new and inexperienced workers in how to perform farm jobs; and analyze and break down jobs to determine time- and labor-saving shortcuts.
- 70 Special Problems (1-3)  
Supervised placement for experience with nurseries, florists, landscape contractors, golf courses, and other established ornamental horticultural enterprises. Designed to provide experience in the major areas of interest through directed nonreimbursed participation by students majoring in the ornamental horticultural field and closely allied areas of employment. Spring and Fall.

## AGRICULTURAL DIESEL MECHANICS

- 61 Diesel Mechanics I (4)  
2 hours lecture and 6 hours laboratory.  
Diesel engine operation principles. Course includes practice in diesel engine inspection and bench work. Chart and handbook usage; diesel fuel system theory. Same as Technology-Diesel Mechanics 61. May be taken for credit only once.
- 62 Diesel Mechanics II (4)  
1 hour lecture and 9 hours laboratory.  
Prerequisite: Diesel Mechanics 61.  
Study of drive train principles, steering mechanisms, brake systems, and suspension. Practical work in operation and maintenance of hydraulic systems. Same as Technology-Diesel Mechanics 62. May be taken for credit only once.

## AGRICULTURE

- 63 Diesel Fuel Systems (4)  
1 hour lecture and 9 hours laboratory.  
Prerequisite: Diesel Mechanics 61.  
Course includes theory and practice in carburetor operation; disassembly, assembly, and adjustment of carburetors; fuel injectors; fuel pumps, filters; types of diesel fuels. Same as Technology-Diesel Mechanics 63. May be taken for credit only once.
- 64 Diesel Engine Operation and Checking (3)  
1 hour lecture and 6 hours laboratory.  
Prerequisite: Diesel Mechanics 61.  
Practice in use of diagnostic equipment. Study of timing, starting, and adjusting diesel engines. Same as Technology-Diesel Mechanics 64. May be taken for credit only once.

## AGRICULTURAL ENGINEERING

- 16 Basic Mechanical Skills (2)  
1 hour lecture and 3 hours laboratory.  
Study of principles, practices, and materials used in agricultural mechanics and application of same under actual shop conditions. Same as Technology General 16. May be taken for credit only once.
- 40 Agricultural Engineering-Construction (3)  
2 hours lecture and 3 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 Agricultural and Industrial Power (3)  
1 hour lecture and 6 hours laboratory.  
Principles and applications of internal combustion engines. Tune-up and trouble-shooting gasoline and diesel engines. Power transmission devices.
- 43 Tractor Operations (3)  
2 hours lecture and 3 hours laboratory.  
The selection, operation, service, maintenance, adjustment, handling, and minor repair of wheel and track type tractors. Same as Technology-Automotive and Power 43. May be taken for credit only once.
- 44 Agricultural Equipment (3)  
2 hours lecture and 3 hours laboratory.  
Operation, selection, adjustment, servicing, and care of seedbed preparation equipment, fertilizer distributor, cultivators, and other equipment used in the area. Actual repair, maintenance, and operation of equipment will be done during the laboratory periods. Same as Technology Automotive and Power 44. May be taken for credit only once.
- 45 Irrigation and Drainage (3)  
2 hours lecture and 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.

## AGRICULTURE

- 47      **Basic Surveying (2)**  
1 hour lecture and 3 hours laboratory.  
Use and care of surveying instruments, fundamental surveying methods, field practices in measuring, staking, turning, note taking, and cut and fill maps on a plane.
- 70      **Fundamentals of Auto Air Conditioning (2)**  
1½ hours lecture and 1½ hours laboratory.  
Includes physics involved in automotive air conditioning. The refrigerated air conditioning and heating system — installation, trouble shooting, and servicing. Same as Technology Air Conditioning and Refrigeration 70. May be taken for credit only once.
- 90      **Heavy Equipment Operation and Maintenance (3)**  
1 hour lecture and 6 hours laboratory.  
Selection, operation, service, adjustment of heavy equipment (dozers, carryalls, trucks, cranes, backhoes, etc.) Same as Technology Automotive and Power 90. May be taken for credit only once.
- 91      **Basic Hydraulics (2)**  
1 hour lecture and 3 hours laboratory.  
Familiarization with theory, application, and component parts of hydraulic systems. Same as Technology Automotive and Power 91. May be taken for credit only once.
- 92      **Hydraulic Systems Maintenance and Repair (3)**  
2 hours lecture and 3 hours laboratory.  
A continuance of Basic Hydraulics including advanced practices in maintenance and repair of hydraulic systems. Same as Technology Automotive and Power 92. May be taken for credit only once.

## ORNAMENTAL HORTICULTURE

- 4      **Turf Grass Management (3)**  
2 hours lecture and 3 hours laboratory.  
This course is designed to bring about an understanding of the major factors controlling the production of good turf grasses and the modifying effects of these factors upon each other.
- 5A      **Ornamental Plant Identification and Materials (3)**  
2 hours lecture and 3 hours laboratory.  
Identification, growth habits, culture, and ornamental use of house plants, vines, groundcovers, annuals, perennials, small shrubs adapted to the climates of the central valleys of California. Saturday field lab will be required each semester.
- 5B      **Ornamental Plant Identification and Materials (3)**  
2 hours lecture and 3 hours laboratory.  
Identification, growth habits, culture, and use of larger shrubs and trees adapted to the climates of the central valleys of California. Saturday field lab each semester will be required.

## AGRICULTURE

- 6 Horticultural Practices (3)  
2 hours lecture and 3 hours laboratory.  
A general course in ornamental horticulture with emphasis on nursery operation. Including nursery structures and layout, seeding, transplanting, potting, balling, canning, fertilizing, pest control, plant diseases, and abnormalities. Propagating and planting mediums, their preparation and use. The use and maintenance of the common tools and equipment.
- 7 Home Nursery Practices (3)  
2 hours lecture and 3 hours laboratory.  
Study and application of horticultural principles and practices applicable to the home owner and retail nurseryman. Includes plant science, landscape design, plant identification, and legal information pertinent to home landscaping.
- 8 Park and Nursery Management (3)  
2 hours lecture and 3 hours laboratory.  
Designed to bring about an understanding of skills and knowledge of the various areas of the plant installation and maintenance fields; to develop proficiency in those skills necessary for the student to qualify as a technician in this area. Special interest will be directed through the Agriculture 8 course to provide specific skills in such areas as Forestry, City Parks, Highway Maintenance, State Parks.
- 9 Landscape Planning and Design (3)  
2 hours lecture and 3 hours laboratory.  
Prerequisite: Ag 1, 5A, 5B, or approval of instructor.  
This course is designed for students interested in the planning and designing of landscaped areas. Emphasis will be placed upon the location of lawns, trees, shrubs, walks, driveways, patios, planters, and other landscape structures for home and park landscaping. Same as Architecture 9. May be taken for credit only once.
- 46 Landscape Engineering (3)  
2 hours lecture and 3 hours laboratory.  
This course is designed to bring about a thorough understanding and appreciation of the major tools, equipment, supplies, and machinery used in the landscape engineering field. Emphasis will be placed upon both the principles and practices involved in the mechanical areas of the landscaping field.
- 48 Landscape Equipment (3)  
2 hours lecture and 3 hours laboratory.  
Principles and practices in the maintenance, operation, and selection of equipment and power units used in the horticultural field.
- 70 Special Problems (1-3)  
Supervised placement for experience with nurseries, florists, landscape contractors, golf courses, and other established ornamental horticultural enterprises. Designed to provide experience in the major areas of interest through directed nonreimbursed participation by students majoring in the ornamental horticultural field and closely allied areas of employment. Spring and Fall.



## AGRICULTURE

- 72 Ornamental Plant Identification (3)  
5 hours lecture and laboratory.  
Identification, growth habits, culture, and ornamental use of plants. Special emphasis will be given to plants adapted to conditions existing in this area and of use in landscaping.
- 74 Landscape and Nursery Management (3)  
The course is designed to meet the needs of the homeowner and professional gardener who would like to upgrade their skills in landscape and nursery maintenance. It will cover the following subjects: Identification, propagation, pruning, pest and disease control techniques, fertilization, and environmental factors which affect ornamental trees, shrubs, flowers, and ground covers commonly grown in the lower desert.
- 84 Theory of Turf Grass Management (2)  
Designed to meet the needs of the homeowner and the professional turf grass manager. It covers the major types of grass grown in the desert and the major factors that control the production of good turf grasses. Emphasis will be placed on management practices used to grow good turf in our desert area.
- 85A Park and Nursery Maintenance (1)  
Designed to train park and golf course maintenance workers to understand and use, (1) the principles of good turfgrass maintenance; (2) the principles used in selecting, planting and maintenance of trees, shrubs, ground covers, and flowers.

## AGRICULTURE—ANIMAL SCIENCE

- 30 General Animal Husbandry (3)  
2 hours lecture and 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.
- 32 Elements of Horse Production (3)  
2 hours lecture and 3 hours laboratory.  
An introductory course to acquaint the student with the field of horse production, breeds and types of horses, feeding, judging, unsoundness, diseases, and different uses of horses.

## AGRICULTURAL WELDING

- 28 Industrial Welding Processes (2)  
1 hour lecture and 3 hours laboratory.  
General welding course including oxygen-acetylene welding, brazing, and cutting; arc welding and spot welding. Includes study of metallic characteristics as they affect welding. Same as Technology-Welding. May be taken for credit only once.

## AGRICULTURE

- 61 **Welding Technical Theory (3)**  
Course includes study of related blueprint reading and mathematics. Involves safety procedures, metals identification, and general survey of entire welding trade. Must be taken concurrently with Welding 62. Same as Technology-Welding 61. May be taken for credit only once.
- 62 **Welding I (3)**  
9 hours laboratory.  
Practice in welding processes—oxygen-acetylene and electric; burning and cutting. Must be taken concurrently with Welding 61. Same as Technology-Welding 62. May be taken for credit only once.
- 63 **Welding II (3)**  
9 hours laboratory.  
Prerequisite: Welding 61.  
Continuation of Welding 62. Advanced welding practices. Same as Technology-Welding 63. May be taken for credit only once.
- 64 **Oxygen-Acetylene Welding and Burning (3)**  
1 hour lecture and 6 hours laboratory.  
Course involves extensive practice in oxygen-acetylene welding techniques. Includes study of weld types and welding characteristics of metals. Same as Technology-Welding 64. May be taken for credit only once.
- 65 **Brazing (2)**  
1 hour lecture and 3 hours laboratory.  
Prerequisite: Welding 64.  
Practice in use of tools and equipment for brazing. Course includes study of brazing characteristics of metal and proper rod selection. Same as Technology-Welding 65. May be taken for credit only once.
- 66 **Electric Arc Welding (4)**  
1 hour lecture and 9 hours laboratory.  
Extensive practice in arc welding including various positions. Study of welding characteristics of metal, types of welds, and dial settings. Same as Technology-Welding 66. May be taken for credit only once.
- 67 **Inert Gas Welding (2)**  
1 hour lecture and 3 hours laboratory.  
Practice in the use of gas-shielded equipment. Study of principles involved in welding such metals as aluminum, stainless steel, and copper. Same as Technology-Welding 67. May be taken for credit only once.

## PLANT SCIENCE AND NATURAL RESOURCES

- 1 **Soils and Plant Nutrition (3)**  
2 hours lecture and 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 and saline soils and reclamation.

## AGRICULTURE

- 20      **Field Crops (3)**  
2 hours lecture and 3 hours laboratory.  
Field crops common to locality. Study of representative crops; cultural sequence and related factors; marketing, cost analysis, and risk. Environmental relationships, moisture, temperature, general weather influence. Relation of local crops to national crop economy. Field trips.
- 23      **Viticulture (3)**  
2 hours lecture and 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 and 3 hours laboratory.  
Growing and marketing of oranges, lemons, grapefruit, avocados, and dates plus minor subtropical fruits. Field trips and orchard practice.
- 26      **Fruit Production (3)**  
2 hours lecture and 3 hours laboratory.  
Study of characteristics, areas of production, suitable varieties, uses, and adaptations. Planting, training, production, practices, and propagation of the important deciduous and subtropical fruit crops including such crops as citrus, dates, grapes, and others.
- 27      **Economic Entomology (3)**  
2 hours lecture and 3 hours laboratory.  
Symptoms, identification and method of control of the principal insects of field, truck, fruit, and nursery crops. Field practices in the operation of spray equipment and dust machines. Sprays, dusts, fumigants, poisons, cultural and sanitary control. Collection required.
- 35      **Conservation of Natural Resources (3)**  
Intelligent use and protection of natural resources in soil, water, minerals, plant and animal life, with particular attention to Southern California conditions. Includes the role of ecology, history of the conservation movement, modern problems in resource use, and the citizens' role in Conservation.
- 36      **Introduction to Forestry (3)**  
History of forestry and the lumber industry. The forest resource, its management, conservation and utilization. Forestry terminology and the use of basic engineering equipment. Silviculture, dendrology, cruising and scaling are studied. Job opportunities in public and private forestry. One all-day field trip will be required.
- 60      **Basic Agricultural Science (3)**  
2 hours lecture and 3 hours laboratory.  
Physiological and environmental factors affecting plants and animals, as well as other biological implications in relation to their application to the agricultural industry.

**AGRICULTURE — WORK EXPERIENCE**  
95 A-B-C-D Work Experience Education (1-4)  
See page 38 for course description.

# Art

- 1A      **Drawing and Composition (2)**  
4 hours lecture and 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.
- 1B      **Life Drawing (2)**  
4 hours lecture and laboratory.  
Emphasis is placed on the study of the human figure from the model with quick sketches and more careful studies. The study of anatomy in relation to the interpretation of the human figure will be a basic part of the course.
- 1C      **Drawing and Composition (2)**  
4 hours lecture and laboratory.  
Prerequisite: 1A or consent of the instructor.  
Alternates with 1B as a continuation of 1A, with emphasis placed on more advanced study in techniques with pencil, pen and ink, charcoal, and scratchboard. The student will be encouraged to use originality at all times. Composition for drawing and painting will receive particular emphasis.
- 2A      **History of Art (3)**  
A survey course in the history of Art for the ancient world. Lectures and slides will be used in the study of the early periods of Art. A consecutive survey will include the architecture, sculpture, and painting of early periods in our Art heritage such as the Prehistoric and Primitive, Egyptian, Ancient Near East, Aegean, Grecian, Etruscan, Roman, and the Early Christian. A required course for Art Majors. It will satisfy the Humanities requirement for non-majors but students should have some understanding of the Art field before taking the course.
- 2A-I    **History of Art (Television) (1)**  
A survey course in the history of Art of the ancient world. Lectures and slides will be used in the study of the early periods of Art. A consecutive survey will include the architecture, sculpture, and painting of the following early periods of Art: Prehistoric, Ancient Near East, Egyptian, Minoan, and Grecian. It will satisfy part of a Humanities requirement on General Education.
- 2B      **History of Art (3)**  
A survey course in the history of Art of the Western world. Lectures and slides will be used in the study of these periods of Art. A consecutive survey will include the architecture, sculpture, and painting of our western culture such as Medieval, Gothic, Renaissance, Baroque, Rococo, and the eighteenth century. A required course for Art Majors. It will satisfy the Humanities requirement for non-majors but students should have some understanding of the Art field before taking the course.

## ART

- 3A      **Basic Design and Color (3)**  
6 hours lecture and laboratory.  
A beginning course in the study of design principles. It provides a background for all forms of Art expression. A study of the basic principles of design such as dot, line, space, form, value, color, and texture provides material for individual creative expression. This is a required beginning course for all Art Majors. It is recommended for future elementary teachers.
- 3B      **Three-Dimensional Design (3)**  
6 hours lecture and laboratory.  
An investigation of factors determining the designs of both the utilitarian and non-utilitarian objects formed by man. This course includes studies of mass, volume, space, and shape. Materials are studied through projects in construction, modeling, and casting.
- 4        **Lettering (2)**  
4 hours lecture and laboratory.  
The study of basic alphabets by using the lettering pen, steel brush, and lettering brush provides the basic background for the course. The consideration of spacing and the combination of letters into words and groups will be considered as an application of lettering techniques.
- 6A      **Painting (Water Color) (2)**  
4 hours lecture and laboratory.  
An experimental study of water color techniques with the application to still life, landscape, and contemporary problems.
- 6B      **Painting (Oil) (2)**  
4 hours lecture and laboratory.  
A basic course in oil painting with emphasis on painting still life and landscapes. Experimental studies in color mixing and general techniques are part of the course.
- 6C      **Painting (New Media) (2)**  
4 hours lecture and laboratory.  
A basic course in painting with new media, especially the acrylics. Experimental studies in color mixing and general techniques in handling the media will be applied to still life studies, landscape painting, and abstract painting.
- 7A      **Ceramics (2)**  
4 hours lecture and laboratory.  
Basic fundamentals in forming and decorating pottery, including modeling, wheel throwing, glazing, and firing.
- 7B      **Ceramics (2)**  
4 hours lecture and laboratory.  
**Prerequisite: 7A**  
Advanced work in pottery, including loading and firing of kilns and experimental work in testing of clays and glazes.

## ART

- 9        **Printmaking (2)**  
4 hours lecture and laboratory.  
A study of basic hand processes in the making of prints. Class work includes experiences in a variety of materials and techniques including linoleum, wood, and silk screen printing.
- 10        **Introduction to Art (3)**  
An introduction to some of the problems, techniques, and social forces that shape and reflect our visual world. Emphasis is placed on the gaining of insights and the development of understanding with regard to the planning, organizing, and the making of a work of art.
- 11A       **Sculpture (2)**  
4 hours lecture and laboratory.  
A basic course in sculpture. Students explore three-dimensional form with a variety of materials and techniques, including additive, subtractive, and manipulative processes.
- 11B       **Sculpture (2)**  
4 hours lecture and laboratory.  
Prerequisite: 11A  
Advanced problems in sculpture, provides experience in wax casting and welding with oxy-acetylene in addition to advanced work in selected materials.
- 12        **Survey of Modern Art (3)**  
A survey of the development of modern art from its beginning at the start of the nineteenth century to the present time. Illustrated lectures on painting, sculpture, and architecture will include significant movements in the development of modern art such as: Romanticism, Realism, Impressionism, Cubism, and Abstract Expressionism. Meets the humanities requirement for the general college student. Adds depth to art history for the art major.
- 14A       **Photography (2)**  
4 hours lecture and laboratory.  
An introductory course in techniques of camera utilization for the student of photographic media. A laboratory-lecture course including technical problems in processing and printing. Assignments in the organization of form elements in architectural, scenic, portrait, and still life subjects.
- 49        **Individual Study Project (1-3)**  
See page 38 for course description.

## Business

- 1A      **Accounting (3)**  
3 hours lecture and 1 hour laboratory.  
Basic fundamentals of the double accrual accounting system through the complete accounting cycle. Includes accounting for service and merchandising enterprises with special emphasis on receivables, payables, inventories, plant asset depreciation methods, internal controls, payroll and other sub-systems.
- 1B      **Accounting (3)**  
3 hours lecture and 1 hour laboratory.  
**Prerequisite:** Bus 1A  
Accounting concepts and principles relating to the partnership and corporate forms; departmental and branch systems; management uses of accounting data to include differential analysis; financial statement and special analyses including funds statements and cash flow; consolidated statements and an introduction to Federal Income Tax Law.
- 3        **Statistical Methods (3)**  
An introduction to the statistical concepts and techniques most frequently used in sociology, psychology, anthropology, economics, business, mathematics, and education. Subject matter includes tabular and graphic presentation of data, measures of central tendency, measures of dispersion, measures of correlation, sampling, time series, confidence intervals, and tests of significance. Emphasis is placed upon the use and interpretation of the preceding. Same as Sociology 3. May be taken for credit only once.
- 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.
- 19      **Law for the Layman (3)**  
Law and its relationship to the individual and family. Includes principles of family law, family property ownership, inheritance, wills, probate procedures, guardianships, and conservatorships.
- 20A     **Business Law (3)**  
The study of law in its relation to business with special emphasis on the social forces and the law, the law of contracts, agency and employment, personal property and bailments, sales and secured sales.
- 20B     **Business Law (3)**  
The study of law in its relation to business with special emphasis on the law of negotiable instruments (promissory notes, checks, bank drafts and bills of exchange); suretyship and guaranty; insurance; partnerships; corporations; real property; wills and trusts; bankruptcy; labor law; and government regulation of business.
- 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.

## BUSINESS

- 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.
- 23      **Salesmanship (3)**  
Study of the principles of salesmanship; handling prospects and customers: building good will; the development and practical application of sales techniques in selected fields. Includes lectures, discussions, demonstrations, and practice in sales presentations.
- 25      **Advertising (3)**  
A study of the psychological, social, and economic aspects of advertising programs, media of advertising, and budgets.
- 30      **Business Communications (3)**  
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, oral communication, and building a business vocabulary.
- 49      **Individual Study Project (1-3)**  
See page 38 for course description.
- 50A     **Beginning Typewriting (2)**  
5 hours lecture and laboratory.  
A course for students who are enrolling for their first course in typewriting or who do not qualify for 50B. Emphasis: 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)**  
5 hours lecture and 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. Reinforcing of fundamental typewriting knowledge and competency, practice in the preparation of varied office forms, and speed development.
- 51      **Advanced Typewriting (2)**  
5 hours lecture and 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; introduction to key punch operations.



## BUSINESS

- 52      **Executive Typewriting (3)**  
2 hours lecture and 3 hours laboratory.  
Prerequisite: Completion of Business 51 or minimum speed of 50 words per minute.  
Emphasis is placed on the importance of increasing production through efficient methods and proper organization. This course is designed to enable the typing trainee to develop and integrate all the "back-up" skills, knowledge, and techniques into a complete production typewriting skill. Units of instruction: Letter composition, editing copy, creating and arranging tables, creating and developing original material.
- 53      **Medical Secretarial Procedures (4)**  
3 hours lecture and 3 hours laboratory.  
Course is designed to prepare medical office assistants for employment through an integration of skills with emphasis on medical office procedures, personality and attitude development, telephone techniques, machine transcription, medical typewriting, duplicating processes, and handling of mail.
- 54      **Duplicating Processes (2)**  
2 hours lecture and 1 hour laboratory.  
A study of various duplicating processes with actual practice in preparation and running of the photo, fluid, and ink processes. The course is suggested for students majoring in business, education, and other areas requiring a working knowledge of modern duplicating processes.
- 55      **Retail Merchandising (3)**  
A course designed for men and women who wish to train for a buying and selling career in the field of retailing. The student will receive a sound background in basic merchandising practices and procedures. Also, much of the essential knowledge of management will be covered in the classroom. Course will provide some of the information and skills necessary for a successful future in retailing.
- 56      **Merchandise Analysis (3)**  
Analysis and testing of merchandise representative of what is sold in stores. Study will include tracing selected merchandise from raw material to finished product; the history, manufacture, use, care, and technical terminology applied to each product.
- 57      **Machine Transcription (2)**  
6 hours lecture and laboratory. Class meets 9 weeks.  
The principles of machine transcription are presented, which will enable the student to adjust readily to various makes and models of transcribing units. The student learns to transcribe legal, medical, and business matters from voice recordings or magnetic belts. Related instruction is given in letter and report formats, spelling, punctuation, and electric typewriting techniques. The student is given an opportunity to acquire a job entry level skill.

## BUSINESS

- 58            Communications—PBX, Teletype, and Telephone (1)  
4 hours lecture and laboratory. Class meets 9 weeks.  
Theory and practice in operating private branch exchange switchboard (both cord and cordless), and teletype machines; proper use of the telephone.
- 59A-B-C      Machine Shorthand (3-3-3)  
5 hours lecture and laboratory.  
A three-semester course covering the basic theory of touch shorthand. Emphasis is placed on the accurate typewritten transcription of notes. These courses are designed primarily to develop sufficient speed and accuracy for secretarial work. Students interested in advancing to court reporting level may transfer to schools specializing in court reporting.
- 60A            Beginning Stenography (3)  
5 hours lecture and laboratory.  
Prerequisite: Completion of 50A, or concurrent enrollment in 50A; or consent of the instructor.  
Covers the basic theory of the Gregg Diamond Jubilee series. In addition to the presentation of the characters to be written, a basis for the transcription of dictated materials is made. Punctuation, spelling, and grammar are coordinated with shorthand lesson.
- 60B            Intermediate Stenography (3)  
5 hours lecture and laboratory.  
Prerequisite: Completion of 60A and attainment of 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, or consent of the instructor.  
Develops the ability to increase shorthand speed from dictated material. The principles of Gregg shorthand must be applied readily and accurately, and gradually made automatic. The development to extend the knowledge of the basic elements of transcription, including spelling, punctuation, word usage, and typing style.
- 61            Advanced Stenography (3)  
5 hours lecture and laboratory.  
The finishing course in secretarial training. The development of techniques and skills that are necessary to transcribe accurately from shorthand notes at an acceptable rate of speed. These techniques include the ability to read shorthand notes, type, spell, punctuate, capitalize, check for grammatical correctness, proofread, and produce a mailable copy.
- 62            Executive Stenography (3)  
5 hours lecture and laboratory.  
A course offering continued practice on word-building principles and automatizing of high-frequency phrases, words and high-speed shortcuts. Includes transcription of technical and complex letters and reports.

## BUSINESS

- 63      Office and Secretarial Procedures (3)  
5 hours lecture and 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, or consent of the instructor.  
One semester course designed to attain office proficiency by applying the knowledge and skill acquired to practical problems that arise in the work of a secretary. Analysis of job opportunities, application and interview, business personality and behavior, office dress and grooming, reception techniques, and public relations.
- 64      Records Management (2)  
Designed to acquaint the student thoroughly with rules, procedures, systems, and techniques of filing that are so important to every business worker. To develop the ability to plan, interpret, design, and supervise a filing program.
- 66      Accounting Records and Procedures (3)  
4 hours lecture and laboratory.  
An introductory course designed to acquaint the student with basic financial records and procedures used in business. Coverage includes sales records, purchase records, cash records and bank reconciliations; insurance records, payroll records and computation of pay; sales and property tax records; and miscellaneous records involving the use of percentage computations in determining discounts, commissions, mark-ups, depreciation, simple and compound interest and financial statement ratios.
- 67      Specialized Stenography - Legal (3)  
3 hours lecture and 2 hours laboratory.  
Prerequisite: Beginning and Intermediate Stenography, or two years high school shorthand, or consent of the instructor. May be taken concurrently with Business 61 and/or Business 68. Emphasis is placed on the learning of shorthand outlines for legal vocabulary, dictation, and transcription. Orientation to principles, procedures, and duties related to legal secretarial work.
- 68      Specialized Stenography - Medical (3)  
3 hours lecture and 2 hours laboratory.  
Prerequisite: Beginning and Intermediate Stenography, or two years of high school shorthand, or consent of the instructor. May be taken concurrently with Advanced Stenography or Specialized Stenography-Legal.  
Emphasis is placed on the learning of shorthand outlines for medical vocabulary, dictation, and transcription. Orientation to medical terminology, principles of anatomy and physiology, major procedures and duties relating to the medical office.

## BUSINESS

- 71      **Machine Calculation (2)**  
4 hours lecture and laboratory.  
Prerequisite: Completion of Mathematics 50, or possession of equivalent knowledges — understandings, or consent of instructor.  
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 (3)**  
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 (3)**  
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.
- 74      **RPG Programming (3)**  
3 hours lecture and 1 hour laboratory.  
Prerequisite: Business 73, or concurrent enrollment with consent of the instructor.  
High level programming language for IBM family of third generation computers. Students will learn to write, test, and debug programs employing RPG and PCU (Punch Card Utility) programs.
- 75      **Fortran Programming (3)**  
2 hours lecture and 3 hours laboratory.  
Prerequisite: Business 73, or concurrent enrollment with consent of the instructor.  
An introduction to the use of the computer in problem solving using the high level Fortran language. Students will write, test, and debug programs applicable to several disciplines.
- 76      **COBOL Programming (3)**  
3 hours lecture and 1 hour laboratory.  
Prerequisite: Business 73, or consent of the instructor.  
Advanced programming techniques utilizing a high level programming language applicable to the digital computing equipment. Students will flowchart, write, test, debug, and document programs in COBOL.
- 77      **Symbolic Language Processing (3)**  
3 hours lecture and 1 hour laboratory.  
Prerequisite: Business 73, or consent of the instructor.  
Programming techniques emphasizing the machine-oriented language as opposed to problem-oriented languages such as RPG, Fortran, and COBOL. Students will write symbolic language programs in Basic Assembler language; test, debug, and document business applications.

## BUSINESS

- 78      **Data Processing Systems (3)**  
Prerequisites: Business 73 and at least 2 computer languages.  
Emphasizes the latest advances in the field of informational technology including third generation hardware, software, and concepts. Topics to include central processing units, program execution, I/O channels, I/O devices, data management, magnetic tape concepts, direct access storage devices, programming systems, teleprocessing, multiprocessing, and multiprogramming.
- 79      **Data Processing Project (2)**  
6 hours laboratory.  
Prerequisites: Business 78 and 2 computer languages.  
A field study designing and programming of real business problems in an actual business environment. Satisfactory completion of this course is essential before award of the A.A. degree in Business Data Processing.
- 80      **Business Systems and Procedures (3)**  
Prerequisites: Business 1B and 73.  
Provides a basic understanding of business systems and procedures; mechanically, manually, or electronically. Systems covered include inventory control, cash control, purchases, sales, credits and collections, production control, payroll, and cost control.
- 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 Economics (3)**  
Prerequisite: Business 81, or consent of the instructor.  
The study of the economic foundations of real estate with particular emphasis upon the patterns of land use, urban and rural appreciation of values in the community and in the State of California.
- 83      **Real Estate Practice (3)**  
Prerequisite: Business 81, or consent of the instructor.  
The study of real estate as a career, the practical application of the real estate sale cycle, and orientation into specialized selling.  
The study of the role and functions of the broker and 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.
- 84      **Legal Aspects of Real Estate (3)**  
Prerequisite: Business 81, or consent of the 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.

## BUSINESS

- 85      **Real Estate Finance (3)**  
Prerequisite: Business 81, or consent of the 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 the 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.
- 87      **Real Estate Subdivision and Development (3)**  
Instruction in the location of vacant, unimproved land, and in conjunction with good business practices, outline the proper procedures for developing the raw land into its most economical value.
- 88      **Principles of Insurance (3)**  
Survey of general insurance principles, including history, ethics, economics, and types of insurance; state regulations; agency and brokerage contracts.
- 89      **Real Estate Exchanges and Taxation (3)**  
Prerequisite: Business 83 or 84, or consent of the instructor.  
A basic course inaugurating real estate brokers in the fundamentals of real estate exchanges and taxation. The theory and current practices with public reaction for the building of estates. Income tax advantages and trends are planned, analyzed, and executed. Case studies, actual exchanges, and multiple escrows are discussed in a group-study workshop.
- 90      **Escrow Procedures I (3)**  
A basic course intended to explain the methods and techniques of escrow procedure for various types of business transactions with emphasis on real estate. Particular attention is given to legal and ethical responsibilities of persons engaged in escrow work.
- 91      **Escrow Procedures II (3)**  
Prerequisite: Business 90, or consent of the instructor.  
An advanced escrow covering the more unusual and difficult types of escrows. Emphasis on real estate with some personal property and bulk sales also covered.
- 92      **Escrow Procedures III (3)**  
Prerequisite: Business 91, or consent of the instructor.  
A further study of the more unusual and difficult types of escrows with particular attention to those escrows wherein conflict or dispute arises. Case problem approach.
- 93      **Human Relations (2)**  
Study of personnel relations as affected by the application of basic psychological techniques. Emphasis on employer-employee relationships. Same as Industrial Supervision 93. May be taken for credit only once.

## BUSINESS

### 95 A-B-C-D Work Experience Education (1-4)

See page 38 for course description.

### 96 Principles of Investment (3)

Investment principles, methods, and institutions, including a consideration of the income, safety, and control features of investment securities. Sources of and demand for investment capital, determination of investment policy, and operations of security markets.

### 97 Cost Accounting (3)

Theory and practice of accounting for manufacturing organizations to include process, job order and standard costs; accounting for and allocation of factory burden; costs of joint products and by-products; and budgeting and reporting for manufacturing operations.

### 98 Intermediate Accounting (3)

Advanced study of working papers and financial statements; nature and flow of working capital through current assets and liabilities, non-current liabilities and assets including long-term investments and financing; changes in stockholders' equity; and analysis of financial statements.

### 99 Income Tax Accounting (3)

Provision of the Internal Revenue Code applicable to the preparation and filing of individual, partnership, estate, trust, and corporate returns. Procedures for reporting and accounting for refunds, deficiency assessments, and other administrative practices.

# Education

## Education

- 1 Introduction to Education (2)  
*An orientation to public school and teaching in local schools. Designed for teacher aides, credentialed teachers new to local school districts, parents, and patrons of the local school system. Topics include school finance, school administration and policies, curriculum and instructional procedures, counseling and guidance, and school and community relations.*

## Instructional Aide

- 51 Introduction to Instructional Aide Training (3)  
*The study and practice of working with children in the school environment, including the demonstration of materials and procedures used in the classroom. Special emphasis will be given to the specific duties and responsibilities of Teachers' Aides.*
- 53 Audio-Visual and Instructional Machines and Materials (2)  
*Study and practice in the use of projectors (all types), teaching machines, tape recorders, bulletin boards, language masters, listening centers, record players, picture and resource files, bulletin boards (handwriting on board), chart making.*
- 54 Playground (Supervision and Skills) (2)  
*Study of some of the elements of playground supervision, including first aid, safety, games and rules, noon-hour supervision, skills and activities, legal aspects.*
- 55 Language Arts for Instructional Aides (3)  
*Study of language arts procedures, such as: listening, speaking, reading, writing, experience charts, child literature, storytelling, penmanship, board writing, printing, cursive writing.*
- 56 Creative Arts (3)  
*Study of methods and materials in art, drama, and music.*
- 57 Community and School Relations (2)  
*Identification of leadership roles, school organization, personnel responsibilities, case studies, agencies that cooperate, ethnic characteristics of communities, home and school relations.*
- 58 Training for Special Education Aides (2)  
*Study of the specialized type of help an aide might render in the Special Education environment. Introduction to working with Educationally Handicapped, Physically Handicapped, Emotionally Mentally Retarded, Trainable Mentally Retarded, and Gifted Students.*
- 59 Methods and Materials in a Single Subject (2)  
*An intensive briefing and training in textbooks, methods, and materials in a single subject field. Designed to be given generally to aides at the time of extensive textbook or curriculum changes. May be repeated for credit in another subject field.*
- 60 Children's Growth and Learning in the Elementary School (3)  
*Designed to assist the aide in understanding children's growth patterns and their learning characteristics in the elementary school.*



## Engineering, Architecture and Technology

The various curricula in this department are designed to serve the needs of students who will later transfer to a senior college or university, and also to serve those who desire a vocational preparation.

Curricula established primarily for transfer purposes include:

1. Architecture—first one or two years of the five-year program. Major courses include Arch 1, 4A, 4B, 5, 6; Engr 2, 4.
2. Engineering—first two years of the general engineering requirements. Major courses include Engr 2 (Civil Engineering only), Engr 3, 4, 11, 12; Metals 21, and Welding 28.
3. Industrial Arts Education—first two years of programs preparing instructors of Industrial Arts in secondary schools. Major courses include any combination of the following amounting to not more than 20 semester units (providing prerequisites are met): Arch 3A, 3B; Engr 4; Automotive and Power 61, 62; Electronics 30, 51A, 51B; Industrial Drafting 1, 2; Metals 21, 26, 27, 51, 52; Welding 28.
4. Industrial Technology—first two years of the four-year technical bachelor's degree program. Major courses include:
  - a. For construction option: Arch 2, 3A, 11, 12; Engr 2, 4.
  - b. For drafting option: Electronics 30; Industrial Drafting 1, 2, 51; Engr 4; Metals 21, 26; Welding 28.
  - c. For electronics option: Electronics 31, 51A, 51B; Metals 27.
  - d. For manufacturing processes option: Electronics 30; Engr 4; Industrial Drafting 1, 2, 51, 52; Metals 51, 52.
  - e. For metals option: Electronics 30; Metals 26, 27, 52; Welding 28.
  - f. For transportation option: Automotive and Power 61, 62, 67; Welding 28.

Curricula established for vocational preparation leading to a certificate or an Associate in Arts Degree include:

1. Air Conditioning and Refrigeration—major courses include: Air Conditioning 60, 61, 62A, 62B, 63, 64, 65, 66, 67, 68, 69, 70; Engr 4; Industrial Drafting 53; Metals 27.
2. Architectural Drafting—major courses include: Arch 1, 2, 3A, 3B, 5, 6, 9, 11, 12, 51; Engr 2, 4.
3. Automotive Technology—major courses include: Air Conditioning 70; Automotive and Power 61, 62, 63, 64, 65, 66, 67, 68, 69; Industrial Drafting 53; Metals 21; Welding 28.

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4. Electronics Technology—major courses include: Electronics 31, 51A, 51B, 54, 55; Industrial Drafting 54; Metals 27; Reports and Studies 41.
5. Industrial Drafting—major courses include: Arch 5, 6; Electronics 30; Engr 4; Industrial Drafting 1, 2, 51, 52; Metals 21, 26, 27; Welding 28; Reports and Studies 41.
6. Industrial Supervision—major courses include: Industrial Supervision 81, 82, 83, 84, 91, 92, 93, 94, 95, 96, 97, 98, 99.
7. Industrial Technology—major courses include: Automotive and Power 61, 62; Electronics 31, 51A; Eng 4; Industrial Drafting 1, 2; Metals 26, 27; Welding 28; Technology General 16; Reports and Studies 41.
8. Metals Technology—major courses include: Electronics 30; Industrial Drafting 53; Metals 26, 27, 51, 52, 53, 54; Welding 28; Reports and Studies 41.
9. Telecommunications—major courses include: Electronics 31, 51A, 51B, 54, 55; Industrial Drafting 54; Reports and Studies 41.
10. Welding Technology—major courses include: Electronics 30; Industrial Drafting 53; Welding 26, 61, 62, 63, 64, 65, 66, 67.

Course work is also offered in Basic Aviation and Water Treatment.

Individual Study Project may be taken under any of the subject areas in this department. See page 38 for course description.

### ARCHITECTURE

- 1            Fundamentals of Architectural Design (3)  
Introduction to the field of architecture as a profession and to the design process as a basis for architectural analysis. Emphasis given to orientation to architecture. Includes a critique of man's environment. Studies in line, area, color, and textures in two and three dimensions.
- 2            Building Materials (3)  
2 hours lecture and 3 hours laboratory.  
Applications of building materials, structural composition of buildings. Includes fabrication of structural details and testing of construction materials with actual testing equipment.
- 3A          Architectural Detailing I (3)  
9 hours laboratory.  
Prerequisite: Arch 2 or consent of instructor.  
Working drawings for wood frame and steel frame structures. Includes footing and structural details.
- 3B          Architectural Detailing II (3)  
9 hours laboratory.  
Prerequisite: Architecture 3A.  
Working drawings for masonry and concrete structures. Includes applications of specifications.

## ENGINEERING, ARCHITECTURE, and TECHNOLOGY

- 4A Environment: Home (2)  
Lectures and discussions concerning the nature of home environmental design. Includes designing a residence and building a model.
- 4B Environment: Urban (2)  
Lectures and discussions concerning the nature of man's urban environment as it relates to urban design. Includes historical study of urban development and actual neighborhood planning.
- 5 Perspective, Shades, and Shadows (2)  
1 hour lecture and 3 hours laboratory.  
Basic techniques used in architectural graphic communication. Applications of mechanical and freehand perspectives plus shades and shadows.
- 6 Architectural Delineation (2)  
6 hours laboratory.  
Prerequisite: Architecture 1.  
Two- and three-dimensional representations emphasizing original expression. Includes architectural presentation in pencil, ink, and water color.
- 9 Landscape Planning and Design (3)  
2 hours lecture and 3 hours laboratory.  
Prerequisite: Ornamental Horticulture 1, 5A-5B, or approval of instructor.  
This course is designed for students interested in the planning and designing of landscaped areas. Emphasis will be placed upon the location of lawns, trees, shrubs, walks, driveways, patios, planters, and other landscape structures for home and park landscaping. Same as Agricultural Ornamental Horticulture 9. May be taken for credit only once.
- 11 Building Codes (2)  
Study of building codes of Federal, state, and local governments relative to all construction and safety considerations.
- 12 Construction Estimating (2)  
Methods used in estimating costs and quantities involved in materials, equipment, and labor.
- 51 Architectural Office Practices (2)  
Projects in professional practices, job development, office administration, contracts, legalities, and product information.

## ENGINEERING

- 2 Surveying (2)  
1 hour lecture and 3 hours laboratory.  
Prerequisite: Math 5 or equivalent.  
Care and use of tapes, levels, and transits. Involves the maintenance of field notes; land measurement by tape; differential and profile leveling; profile plotting. Includes elementary transit work and traverses.

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- 3      **Engineering Graphics (2)**  
1 hour lecture and 3 hours laboratory.  
Prerequisite: Math 51 and either high school mechanical drawing *or* Engr 4.  
Pictorial sketching, orthogonal principles, precision dimensions, tolerancing. Emphasis placed upon graphical algebra, calculus and data presentation. Computations through the construction of functional scales, nomography.
- 4      **Descriptive Geometry (2)**  
1 hour lecture and 3 hours laboratory.  
Solution of drafting room problems by graphical methods, space relationships of points, lines, and planes. Includes developments, intersections, and warped surfaces.
- 11     **Engineering Statics (3)**  
Prerequisite: Physics 1A.  
Two- and three-dimensional force systems. Includes equilibrium conditions, frames, dry friction. Graphical methods and the diagram as an aid to problem solutions.
- 12     **Properties of Materials (3)**  
Prerequisite: Chemistry 1A, Physics 1A.  
Atomic and molecular structures and microstructures of engineering materials. Mechanical, thermal, electrical, corrosive, and radiation properties. Includes materials testing and sample preparation.

### TECHNOLOGY - AERONAUTICS

- 81      **Basic Aviation (3)**  
Civil Air Regulations, meteorology, navigation, theory of flight, general service of aircraft, air traffic control. Meets ground school requirements of CAA private pilot certificate.

### TECHNOLOGY - AIR CONDITIONING AND REFRIGERATION

- 60      **Introduction to Air Conditioning and Refrigeration (3)**  
2 hours lecture and 3 hours laboratory.  
Course emphasizes standard air conditioning practices. Includes basic theory and practice in the operation of the complete mechanical refrigeration cycle.
- 61      **Fundamentals of Air Conditioning and Refrigeration (3)**  
2 hours lecture and 3 hours laboratory.  
Prerequisite: Air Conditioning 60.  
Theory and practice in heating, cooling, ventilation, basic air distribution, elementary psychometrics, temperature applications, heat loads, defrosting methods, controls, and equipment fundamentals. Basic trouble-shooting of electrical components and the mechanical cycle.
- 62A     **Advanced Air Conditioning (3)**  
2 hours lecture and 3 hours laboratory.  
Prerequisite: Air Conditioning 61.  
In-depth study and practice of air conditioning principles and operations in residential and commercial applications.

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- 62B      Advanced Refrigeration (3)  
2 hours lecture and 3 hours laboratory.  
Prerequisite: Air Conditioning 61.  
In-depth study and practice of refrigeration principles and operations in residential and commercial applications.
- 63      Air Conditioning and Refrigeration Equipment (2)  
6 hours laboratory.  
Prerequisite: Air Conditioning 61.  
Includes selection, installation, repair, layout, general operation, and trouble-shooting of air conditioning and refrigeration equipment.
- 64      Advanced Air Conditioning and Refrigeration Equipment Theory (2)  
Prerequisite: Air Conditioning 63 or may be taken concurrently.  
Study of absorption, thermocouples, centrifugals, steam jet equipment, cryogenics, and theory or operation.
- 65      Air Distribution (2)  
1 hour lecture and 3 hours laboratory.  
Prerequisite: Air Conditioning 61.  
Includes theory of heat gain and practice in duct systems design and installation.
- 66      Psychometrics and Hydronics (2)  
1 hour lecture and 3 hours laboratory.  
Prerequisite: Air Conditioning 61.  
Advanced study in properties of air and gases. Fluid flow and piping.
- 67      System Control Devices (2)  
Prerequisite: Air Conditioning 62B.  
Refrigeration safety and flow control devices, electrical control systems, air and water control applications.
- 68      Systems Design (2)  
1 hour lecture and 3 hours laboratory.  
Prerequisite: Air Conditioning 67 and mechanical drafting ability.  
Mechanics and engineering involved in air conditioning and refrigeration systems layout.
- 69      Cost Estimation for Air Conditioning (1)  
Prerequisite: Air Conditioning 68.  
Employs manufacturers' specifications to acquaint students with pricing and cost estimation.
- 70      Fundamentals of Auto Air Conditioning (2)  
1½ hours lecture and 1½ hours laboratory.  
Includes physics involved in automotive air conditioning. The refrigerated air conditioning and heating system—installation, trouble-shooting, and servicing.

## ENGINEERING, ARCHITECTURE, and TECHNOLOGY

### TECHNOLOGY - AUTOMOTIVE AND POWER

- 43      Tractor Operations (3)  
2 hours lecture and 3 hours laboratory.  
The selection, operation, service, maintenance, adjustment, handling, and minor repair of wheel and track type tractors. Same as Agricultural Engineering 43. May be taken for credit only once.
- 44      Agricultural Equipment (3)  
2 hours lecture and 3 hours laboratory.  
Operation, selection, adjustment, servicing, and care of seedbed preparation equipment, fertilizer distributor, cultivators, and other equipment used in the area. Actual repair, maintenance, and operation of equipment will be done in laboratory periods. Same as Agricultural Engineering 44. May be taken for credit only once.
- 61      Automotive I (3)  
1 hour lecture and 6 hours laboratory.  
Automotive engine operation principles. Practical work in the operation and maintenance of engines. Course includes bench work, engine inspection, repair.
- 62      Automotive II (3)  
1 hour lecture and 6 hours laboratory.  
Prerequisite: Automotive and Power 61  
Study of drive train principles, steering mechanisms, brake systems, and suspensions. Practical work in operation and maintenance of hydraulic systems.
- 63      Automotive Electrical Systems (3)  
1 hour lecture and 6 hours laboratory.  
Study of electrical systems, starters, generators, alternators, voltage regulators, lighting systems, control devices. Trouble diagnosis and testing; operation and maintenance.
- 64      Automatic transmissions I (3)  
1 hour lecture and 6 hours laboratory.  
Prerequisite: Automotive and Power 62.  
Study of hydraulics as applied to automatic transmissions. Theory, inspection, care, and maintenance of automatic transmissions.
- 65      Automatic Transmissions II (3)  
1 hour lecture and 6 hours laboratory.  
Prerequisite: Automotive and Power 64.  
Continuation of Automotive and Power 64. Advanced shop practice in automatic transmissions.
- 66      Automotive Accessories (3)  
1 hour lecture and 6 hours laboratory.  
Prerequisite: Automotive and Power 63.  
Course includes automotive air-conditioning theory and maintenance, heater servicing, power accessory controls, radio servicing.

## ENGINEERING, ARCHITECTURE, and TECHNOLOGY

- 67      Engine Diagnosis and Tune-Up (3)  
1 hour lecture and 6 hours laboratory.  
Prerequisite: Automotive and Power 61.  
Practice in the use of various types of diagnostic equipment in the checking of engine performance.
- 68      Engine Rebuilding (3)  
9 hours laboratory.  
Prerequisite: Automotive and Power 61.  
Instruction is given in proper engine reconditioning methods and procedures, which includes practice in cylinder boring, wrist pin fitting, rod aligning, valve seat grinding, disassembly and assembly. Course is normally offered on individual practicum basis.
- 69      Small Engines (2)  
1 hour lecture and 3 hours laboratory.  
The theory and operating principles of small two-cycle and four-cycle engines. Practical work in testing, repairing, and operating small engines such as power lawn mowers, motorcycles, and outboard motors.
- 90      Heavy Equipment Operation and Maintenance (3)  
1 hour lecture and 6 hours laboratory.  
Selection, operation, service, adjustment of heavy equipment (dozers, carryalls, trucks, cranes, backhoes, etc.). Same as Agricultural Engineering 90. May be taken for credit only once.
- 91      Basic Hydraulics (2)  
1 hour lecture and 3 hours laboratory.  
Familiarization with theory, application, and component parts of hydraulic systems. Same as Agricultural Engineering 91. May be taken for credit only once.
- 92      Hydraulic Systems Maintenance and Repair (3)  
2 hours lecture and 3 hours laboratory.  
A continuance of Basic Hydraulics including advanced practices in maintenance and repair of hydraulic systems. Same as Agricultural Engineering 92. May be taken for credit only once.

## TECHNOLOGY - DIESEL MECHANICS

- 61      Diesel Mechanics I (4)  
1 hour lecture and 9 hours laboratory.  
Diesel engine operation principles. Course includes practice in diesel engine inspection and bench work. Chart and handbook usage; diesel fuel system theory. Same as Agricultural Diesel Mechanics 61. May be taken for credit only once.
- 62      Diesel Mechanics II (4)  
1 hour lecture and 9 hours laboratory.  
Prerequisite: Diesel Mechanics 61.  
Study of drive train principles, steering mechanisms, brake systems, and suspension. Practical work in operation and maintenance of hydraulic systems. Same as Agricultural Diesel Mechanics 62. May be taken for credit only once.

## ENGINEERING, ARCHITECTURE, and TECHNOLOGY

- 63 Diesel Fuel Systems (4)  
1 hour lecture and 9 hours laboratory.  
Prerequisite: Diesel Mechanics 61.  
Course includes theory and practice in carburetor operation; disassembly, assembly, and adjustment of carburetors; fuel injectors; fuel pumps, filters; types of diesel fuels. Same as Agricultural Diesel Mechanics 63. May be taken for credit only once.
- 64 Diesel Engine Operation and Checking (3)  
1 hour lecture and 6 hours laboratory.  
Prerequisite: Diesel Mechanics 61.  
Practice in use of diagnostic equipment. Study of timing, starting, and adjusting diesel engines. Same as Agricultural Diesel Mechanics 64. May be taken for credit only once.

## TECHNOLOGY - ELECTRONICS

- 30 Introduction to Electronics (3)  
2 hours lecture and 3 hours laboratory.  
Stresses principles of electric circuit behavior rather than analysis. Covers sources of electricity, power, magnetism, inductance, capacitance, tuned circuits, motors, generators, vacuum tubes, transistors, and basic radio principles. A first course in electricity and electronics designed for the non-electrical student.
- 31 Electricity (4)  
3 hours lecture and 3 hours laboratory.  
Prerequisite: High school algebra, or Math 50, or Math 55.  
High school electricity recommended.  
A study of the fundamentals of electricity and direct current circuits in series, parallel, and complex circuit configurations. Covers electrical energy sources, atomic and sub-atomic structures, power work, Ohm's and Kirchoff's laws, and d.c. network theorems. Includes magnetic circuits, electromagnetic induction, electric fields, capacitance, and electrical measuring instruments. Theoretical concepts are reinforced through laboratory procedures.
- 51A Basic Electronics and Circuitry (4)  
3 hours lecture and 3 hours laboratory.  
Prerequisite: Trigonometry recommended.  
A detailed study of alternating current theory and application. Stresses the topics of electrical power systems, reactance, impedance, susceptance, conductance, coupled circuits, non-sinusoidal waves, transformers, filters, attenuators, pads, and alternating current network theorems. An introduction is given to vacuum tubes and semi-conductors. Solutions to alternating current circuits emphasize the use of complex algebra and trigonometry in conjunction with the slide rule.



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- 51B      Circuitry and Solid State Electronics (4)  
3 hours lecture and 3 hours laboratory.  
Prerequisite: Electronics 51A or consent of the instructor.  
A behavioral and analytical study of vacuum tubes and semi-conductors and their associated circuitry as applied to power supplies, audio, radio frequency, power amplifiers, and various oscillators. Includes vacuum tube diodes, tetrodes, triodes, pentodes, beam power tubes, gas-filled tubes, and special purpose tubes. Investigates the behavior of semi-conductor devices such as SCR's and FET's, tunnel diodes, zener diodes, and four-layer devices. Calculations concerning transistors feature both the h-parameters and graphical analysis. Special purpose amplifying circuits such as chopper amplifiers, operational amplifiers, differential amplifiers, and various feedback amplifiers and oscillators are included.
- 54      Electronics Communications (4)  
3 hours lecture and 3 hours laboratory.  
Prerequisite: Electronics 51B or consent of the instructor.  
A study of communications electronic circuits. Concerns the transmission and reception of electromagnetic energy. Includes amplitude, frequency, phase, and pulse modulation and demodulation. Transmission lines, antennas, wave propagation, multiplex, and other forms of transmission are included. Emphasizes typical communication transmitters and receivers; their basic principles of operation, typical currents, and circuit analysis. Pertinent data relating to FCC licensing is included.
- 55      Special Electronic Circuits (4)  
3 hours lecture and 3 hours laboratory.  
Prerequisite: Electronics 54 or consent of the instructor.  
This course examines principles and circuits employed in broadcasting and closed-circuit television systems. The circuits investigated feature solid state equipment. Treats basic principles of monochrome and color cameras and receivers. Includes basic television systems, scanning systems, synchronizing generators, encoders, switching systems, and video tape recording principles.

## TECHNOLOGY - GENERAL

- 10      Concepts of Modern Technology (2)  
Course designed to acquaint students with the place of technology in the present economy. An introduction to the fundamental operations and processes involved in the automotive, construction, metals, electronic communications, and related industries. Emphasizes the function of technology in contemporary ecology.
- 16      Basic Mechanical Skills (2)  
1 hour lecture and 3 hours laboratory.  
Study of principles, practices, and materials, used in mechanics and application of same under actual shop conditions. Same as Agricultural Engineering 16. May be taken for credit only once.

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### TECHNOLOGY - INDUSTRIAL DRAFTING

- 1        Technical Drafting I (3)  
1 hour lecture and 6 hours laboratory.  
Introductory course including orthogonal and pictorial drawing principles, machine drafting procedures, drafting standards, sections, conventions, auxiliary views. Course designed for Industrial Arts Education majors and technology students.
- 2        Technical Drafting II (3)  
1 hour lecture and 6 hours laboratory.  
Prerequisite: Industrial Drafting 1.  
Continuation of Technical Drafting I, involving advanced auxiliary views, detail and assembly drawing, standard, precision, and true-position dimensioning, parts usage, and drafting for numerical control.
- 51       Mechanisms (3)  
1 hour lecture and 6 hours laboratory.  
Prerequisite: Industrial Drafting 2 or Engineering 4, Math 50, or at least a B grade in Math 55.  
Advanced study of mechanical motion involving cams, gears, racks, and linkages; oblique triangle trigonometry solutions pertaining to above.
- 52       Elements of Machine Design (3)  
1 hour lecture and 6 hours laboratory.  
Prerequisite: Industrial Drafting 51.  
Techniques of design of machine members—lubrication, stress and strain. Includes study of sub-assemblies and assemblies. Emphasizes industrial manufacturing processes.
- 53       Machine Blueprint Reading (2)  
1 hour lecture and 3 hours laboratory.  
Reading and interpretation of working prints. Includes view representations, meaning of dimensions, tolerancing, symbology, and surface quality.
- 54       Electro-Mechanical Drafting (1)  
1½ hours lecture and 1½ hours laboratory.  
Prerequisite: Electronics 51A.  
Construction of schematic and wiring diagrams. Interpretations of layout and symbols.

### TECHNOLOGY - INDUSTRIAL SUPERVISION

- 81       Quality Control (2)  
Meaning of quality control. Techniques involved in the application of quality control to the various departments in modern industrial organizations.
- 82       Industrial Purchasing (2)  
Methods and techniques used in procurement of materials, products, and supplies in industry.

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- 83      **Developing Employees through Training (2)**  
Methods involved in the introduction of employees to training and in evaluating their progress in it. Techniques of on-the-job instruction. Apprenticeship, technical training, management development, and the use of consultants and advisory committees.
- 84      **Job Analysis for Wage Administration (2)**  
Analysis of job descriptions, specifications, evaluation, and classifications. Local, state, and Federal regulations concerning industrial wages.
- 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.
- 92      **Psychology for Supervisors (2)**  
Studies the role of the supervisor in understanding the people with whom he works; emphasizes psychological processes — perceptions, learning, emotions, attitudes, personalities.
- 93      **Human Relations (2)**  
Study of personnel relations as affected by the application of basic psychological techniques. Emphasis on employer-employee relationship. Same as Business 93. May be taken for credit only once.
- 94      **Communications I for Supervisors (2)**  
Oral and written communications designed for supervisors and administrative personnel in industry. Emphasis placed upon individual experiences in speaking and in conference leading.
- 95      **Communications II for Supervisors (2)**  
Prerequisite: Industrial Supervision 94.  
Continuation of Industrial Supervision 94.
- 96      **Labor-Management Relations (2)**  
Extensive work in such areas as union contracts, grievances, and bargaining procedures. Includes a history of the labor movement. Emphasis placed on Federal and state labor enactments.
- 97      **Industrial Organization Patterns and Management (2)**  
Study of the establishment of lines of authority, departmental functions, local policies, general procedures and regulations.
- 98      **Work Simplification (2)**  
Time and motion study techniques. Discussions of methods of improving job procedures and techniques.
- 99      **Cost Control for Supervisors (2)**  
Factors involved in cost control. Emphasis on materials, salvage, waste, time, and quality requirements. Includes a study of the supervisor's role in controlling costs.

## ENGINEERING, ARCHITECTURE, and TECHNOLOGY

### TECHNOLOGY - METALS

- 21 Industrial Machine Shop Processes (2)  
1 hour lecture and 3 hours laboratory.  
Study of basic machine shop concepts, tools, and processes. Includes bench work, precision measurement. Drill press, lathe, shaper, and grinder operations. Not open to metals technology majors.
- 26 Hot Metals Fabrication Processes (2)  
1 hour lecture and 3 hours laboratory.  
Forging, patternmaking, foundry, heat treating, and metals testing. Study of metals and alloys and their properties.
- 27 Industrial Sheet Metal Processes (2)  
1 hour lecture and 3 hours laboratory.  
Light gauge metal fabrication. Study of materials, tools, equipment, and standard layout, cutting, forming, and joining methods. Includes various methods of sheet metal pattern development.
- 51 Technical Machine Shop I (3)  
1 hour lecture and 6 hour laboratory.  
Introduction to machine shop. Includes basic concepts, tools, equipment, and operations. Emphasizes bench work, precision measurement, drill press work, tool bit grinding, and lathe work.
- 52 Technical Machine Shop II (3)  
1 hour lecture and 6 hours laboratory.  
Prerequisite: Metals 51.  
Emphasizes additional lathe work, including taper turning, threading, and internal operations. Includes shaper work and elementary milling machine set-ups and operations. Introduction to carbide cutting tools.
- 53 Technical Machine Shop III (3)  
1 hour lecture and 6 hours laboratory.  
Prerequisite: Metals 52.  
Continuation of milling machine and shaper work. Includes indexing, gear cutting, and cams. Introduction to precision grinding.
- 54 Technical Machine Shop IV (3)  
1 hour lecture and 6 hours laboratory  
Prerequisite: Metals 53.  
Advanced precision grinding: surface, cylindrical, and tool and cutter. Study of abrasives, properties of metals, heat treating and hardness testing. Consideration of newer machining processes.

### TECHNOLOGY - REPORTS AND STUDIES

- 41 Technical Reports (2)  
The written report as used in industrial and technical professions. Practice in organizing and presenting technical material.
- 49 Individual Study Project (1 - 3)  
See page 38 for course description.

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### TECHNOLOGY - WATER TREATMENT

- 70      **Mathematics for Water Treatment (3)**  
Course includes the standard arithmetic, algebraic, geometric, and trigonometric processes involved in mathematical calculations of water treatment. Includes elementary slide rule instruction, basic surveying theory, and map reading.
- 71      **Water Supply and Treatment (3)**  
Basic course covering historical development of water quality control practices, water sources, public health aspects of water supply, water chemistry, filtration, corrosion, tastes and odors in water, water bacteriology, pump operation.
- 72      **Water Supply Hydraulics (3)**  
Course in practical water supply hydraulics with emphasis on type, location, construction, operation, testing and maintenance of wells, pumping stations, and hydro-pneumatic systems; location, operation, and maintenance of water storage facilities and distribution systems; water flow meters and recorders; automatic equipment-activating devices and controls; detection of water losses; fire flow requirements.
- 73      **Chemistry for Water Treatment (3)**  
Includes study of various chemical treatments of water for purification purposes. Involves analysis of different types of chemical purification problems.

### TECHNOLOGY - WELDING

- 28      **Industrial Welding Processes (2)**  
1 hour lecture and 3 hours laboratory.  
General welding course including oxygen-acetylene welding, brazing and cutting; arc welding. Includes study of welding machines, joints positions, and metallic properties as they relate to welding.
- 61      **Welding Technical Theory (3)**  
Overall view of the welding trade. Includes study of welding methods, welding equipment, types of welds, metals and their properties, inspection, and testing of welds. Involves safety, standards, and blueprint reading.
- 62      **Welding I (3)**  
9 hours laboratory.  
Practice in welding processes—oxygen-acetylene and electric. Emphasizes fundamental techniques: all positions. Must be taken concurrently with Welding 61.
- 63      **Welding II (3)**  
9 hours laboratory.  
Prerequisites: Welding 61 and 62.  
Continuation of Welding 62. Includes additional mild steel welding, welding cast iron, hard surfacing, and introduction of pipe welding, and specimen testing.

## ENGINEERING, ARCHITECTURE, and TECHNOLOGY

- 64 Oxygen-Acetylene Welding (3)  
1 hour lecture and 6 hours laboratory.  
Course involves extensive practice in oxy-acetylene welding and cutting techniques. Involves common weld joints—all positions.
- 65 Brazing (2)  
1 hour lecture and 3 hours laboratory.  
Study of, and practice in, brazing and braze-welding. Emphasizes filler metal and flux selection, flame adjustments, and procedures for various metals.
- 66 Electric Arc Welding (4)  
1 hour lecture and 9 hours laboratory.  
Prerequisite: Welding 63.  
Additional practice in advanced arc welding techniques. Emphasizes real or "live" job where applicable. Includes pipe welding and design and use of welding fixtures.
- 67 Inert Gas Welding (2)  
1 hour lecture and 3 hours laboratory.  
Study of Tungsten Inert Gas (TIG) and Gas Metal Arc (MIG) welding processes, equipment, and techniques. Involves practice in welding mild steel, stainless steel, and aluminum.

## TECHNOLOGY - WORK EXPERIENCE

- 95A-B-C-D Work Experience Education (1 - 4)  
See page 38 for course description.

# English and Speech

Individual Study Project may be taken under any of the subject areas in this department. See page 38 for course description.

## ENGLISH-SPEECH

- 1A      Composition and Reading (4)  
          3 hours lecture and 2 hours laboratory.  
          Prerequisite: Satisfactory achievement on College Entrance Test.  
          Speaking and writing based upon the reading of selected essays on vital issues. Training in the development and expression of thought in speaking and writing. Practice in the basic principles of public speaking and written composition.
- 1B      Literature and Composition (4)  
          3 hours lecture and 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.
- A        Subject A (3)  
          A remedial course in English designed for students who have not achieved college English standards. (No credit may be applied toward the A.A. Degree.) Successful completion of this course is determined by a final English 1A placement examination with a grade of C or better.

## ENGLISH

- 3A      Freshman Composition I (3)  
          Prerequisite: Passing of the English Placement Examination.  
          A first course in composition for freshman college students who have passed the English Placement Examination. Emphasis is on selection of materials, organization, communication, and evaluation of expository writing. Eight thousand words of writing required. This course is offered only off campus.
- 3B      Freshman Composition II (3)  
          Prerequisite: English 3A.  
          A second course in college composition. Emphasis is on critical analysis of selected literary masterpieces, the writing of critical essays, and library research papers. Eight thousand words of writing required. This course is offered only off campus.
- 5        Creative Writing (3)  
          Prerequisite: Consent of instructor.  
          Emphasis on fiction and poetry, but freedom to pursue whatever writing forms may most interest the student.

## ENGLISH-SPEECH

- 10A-B American Literature (3-3)  
Prerequisite: Sophomore standing, English 1A-B or equivalent.  
Study of representative American writers from first settlements to 1830 (first semester) and from 1830-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.
- 16 Literature of the Desert (3)  
A study of non-fiction and fiction written about the desert, inspired by the desert, and by authors living in the desert, with emphasis on the desert literature of the southwestern United States. The course includes an introduction to the desert environment and to man's relation to the desert. Field trips required.
- 18 Introduction to Poetry (3)  
Prerequisites: English 1A and 1B, or consent of the instructor.  
A course introducing the student to the techniques and directions of English and American poetry by the examination of poetry in its historical context, and by discussion and criticism of poetry. Students will also be encouraged to display their creativity in the composition of their own poems.
- 30 The Bible as Literature (3)  
A survey of the Bible from a literary and philosophical point of view. Also introducing the great personalities, events, and developmental character of this unique literature.
- 51 Language Arts (3)  
An English course designed to satisfy the language needs of junior college students who do not wish to transfer to a 4-year institution. The course emphasizes communication skill, vocabulary improvement, and critical evaluation of the contemporary mass media. The course offers credit for graduation but not for transfer.



## ENGLISH-SPEECH

### DRAMA

- 1A-B Acting (3-3)  
2 hours lecture and 3 hours laboratory.  
First semester: Development of individual insights, skills, and disciplines in the presentation of dramatic material to an audience. Second semester: Intensive application of acting techniques through study and performance of selected scenes involving problems of style in a wide range of dramatic materials.
- 2A-B-C-D Play Production Workshop (1-2)  
A 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 plays and one-act programs.
- 3A-B Stagecraft (2-2)  
1 hour lecture and 3 hours laboratory.  
Theory and practice of the procedures employed in the principal areas of play production including the building, painting, and manipulation of stage scenery; scene design, lighting, costume and make-up developed in a production book. Demonstrations and laboratory experience. May be repeated once for credit.
- 5 Introduction to Theater (3)  
A general survey of the theory and practice of theater art from the beginning to the present time. The elements of drama; historic structures of the theater; characteristic types of plays; the contribution of the director, actors, designers; contemporary production techniques.
- 7 The Motion Picture: History and Criticism (3)  
2 hours lecture and 3 hours laboratory.  
The development of the motion picture, with study of its form as feature film and documentary. Consideration of theory, technique, aesthetics, experimentation, and social implications, illustrated by screen examples.
- 10A-B Dramatic Literature (3-3)  
A study of the masterworks of theater from the Greek Classic period to the present. First semester: Aeschylus to Ibsen. Second semester: Ibsen to the present.
- 12A-B History of the Theater (3-3)  
A study of the theater from primitive times to the present together with an analysis of representative plays. Special attention will be given to the theater as a mirror of social and cultural background of various countries and periods in which it is studied. First semester: Primitive times through Shakespeare. Second semester: Eighteenth century to the present. Second semester may be taken without taking first semester.

## ENGLISH-SPEECH

- 39 Playwriting (3)  
Prerequisites: English 1A and 1B, or consent of the instructor.  
Practice in writing the one act play. The scenario, dialogue, aspects of characterization, development of scenes. Study of exemplary plays and criticism of the original scripts. Production procedures.

### JOURNALISM

- 1A Introduction to Mass Communications (2)  
(Should be taken concurrently with Journalism 1AL.)  
A lecture course which surveys the field of mass communications: newspapers, magazines, radio, television, public relations, and advertising. Includes history of mass communications media and their common problems and responsibilities.
- 1AL Mass Communications Workshop (1)  
(Should be taken concurrently with Journalism 1A.)  
3 hours laboratory.  
A laboratory course designed to give experiences in the basic fundamentals of journalism. Students are given practical writing experience working on school newspaper and other mass communications media.
- 1B News Reporting (3)  
2 hours lecture and 3 hours laboratory.  
Prerequisite: English 1A or consent of the instructor.  
Ability to type is recommended. A newswriting course which provides instruction and practice in fundamentals of news reporting. Concentration is on newswriting principles, news gathering techniques, variety of reporting assignments, interviewing, and journalism language and style.
- 2A-B Newspaper Production (1-3)  
Prerequisite: Journalism 1A and 1B or consent of the instructor.  
An activity class which provides practical experience working in the various editorial positions on the school newspaper. Students are required to complete three laboratory hours of work per week for each unit of credit.

### RADIO-TELEVISION

- 1 Introduction to Broadcasting (3)  
This course will acquaint the student with the basic phases of radio and television broadcasting through a survey of its history, philosophy, legal aspects, networks, government regulations, programming, production, sales, and engineering operations. Open to all students seeking a background in the radio-television industry.
- 5A-B Radio and Television Production (4-4)  
3 hours lecture and 3 hours production laboratory.  
An introduction to the techniques, procedures, equipment, and devices required to produce radio and television programs. Students will be required to produce a wide variety of programs, including interviews, forums, music, commercials, public services, sports, news, and dramatic productions.

## ENGLISH - SPEECH

- 50        Radio and Television Writing (3)  
Prerequisite: English 5.  
Training is given in analysis and preparation of commercials, dramas, program formats, public service announcements, news, musical introductions, discussion programs, special events, talks, and interviews. Scripts will be performed by production classes.
- 54        Radio and Television Announcing (2)  
1 hour lecture and 3 hours production laboratory.  
This course offers microphone and on-camera announcing, techniques and style for news casts, commercials, public service announcements, sports, classical and popular musical introductions, interviews, and dramatic productions.
- 58A-B    Broadcast Station Operation (3-3)  
2 hours lecture and 3 hours operation.  
Prerequisite: Radio-Television Broadcasting 5A-B.  
Advanced training is offered in radio and television station operation by performing cast and crew functions required in the daily operation of the college radio and campus television stations. A study in depth will be made of the television camera, its function and operation as well as analyzation and application of the microphone, its placement, and audio recording procedures.
- 62A-B    Broadcast Station Engineering (3-3)  
2 hours lecture and 3 hours engineering operations.  
Prerequisite: Radio-Television Broadcasting 58A-B, Electronic Communications 54.  
This course is designed for the person whose primary interest is in broadcast station engineering. Maintenance and operating procedures for audio recording, radio, and television will be studied.
- 66A-B    Broadcast Station Production and Direction (4-4)  
2 hours lecture and 6 hours production.  
Prerequisite: Drama 1A, 2A, and 3, Radio-Television Broadcasting 58A-B.  
The relationships between talent, production, engineering, sponsor, advertising agency, sales, and management will be studied. The specific duties required of the producer and director will be covered as well as the theory of radio and television direction.
- 70A-B    Broadcast Station Management (3-3)  
1 hour lecture and 6 hours supervision.  
Prerequisite: Radio-Television Broadcasting 50, 54, 58A-B, 66A-B.  
This course deals with radio and television station management. The duties and functions of the station, general manager, program director, production manager, operations manager, record librarian, film and video-tape director, chief engineer, sales manager, and the account executive are studied.

## ENGLISH-SPEECH

### SPEECH

- 1      **Fundamentals of Speech (3)**  
An introductory course in oral communication designed to develop the speaking and listening skills in a democratic society. A basic transfer course in speech fundamentals for students who have not had previous experience in high school or have not taken English 1A.
- 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.
- 3      **Voice and Diction (3)**  
An introduction to the fundamentals of voice production. Emphasis is placed on articulation, pronunciation, and related speech and vocal skills.
- 4A     **Public Speaking (3)**  
Prerequisite: English 1A, Speech 1, or consent of the instructor.  
Study and practice of the essentials of public speaking and the forms of public address. Emphasis is placed on invention, organization, and oral style.
- 4B     **Group Discussion and Leadership (3)**  
An examination of principles, practices, and procedures in formal and informal deliberation. Emphasis on leadership functions and techniques of cooperative problem solving. Principles of parliamentary procedure.
- 6      **Forensic Workshop (1-2)**  
A lecture-laboratory course training students for inter-collegiate speech tournaments and other speech activities. Designed to equip the student for proficiency in debate, extemporaneous speaking, persuasive speaking, interpretation, and impromptu speech activities.
- 7      **Argumentation (3)**  
Prerequisite: English 1A, Speech 1, Speech 4, or consent of the instructor.  
A study of the principles of argumentation through reading, discussions, and practical application. Designed to equip the student for proficiency in analysis, persuasion, logical argument, and rhetorical thinking.

## Fire Sciences

- 51 **Introduction to Fire Protection (3)**  
Philosophy and history of fire protection, history of loss of life and property by fire. Organization and function of local, county, state, Federal, and private fire protection agencies; survey of professional career opportunities. Field trips may be required.
- 52 **Introduction to Fire Suppression (3)**  
Characteristics and behavior of fire; fire hazard properties of ordinary materials; extinguishing agents; fire suppression organization and equipment; basic fire fighting tactics; public relations as affected by fire suppression. Field trips may be required.
- 53 **Fundamentals of Fire Prevention (3)**  
Organization and function of the fire prevention organization; inspection; surveying mapping procedures; recognition of fire hazards; engineering a solution of the hazard; enforcement of the solution; public relations as affected by fire prevention. Field trips may be required.
- 54 **Fire Fighting Tactics and Strategy (3)**  
Review of fire chemistry, equipment, and manpower; basic fire fighting tactics and strategy; methods of attack; preplanning fire problems. Field trips may be required.
- 55 **Hazardous Materials (3)**  
Review of basic chemistry; storage, handling, laws, standards, and fire fighting practices pertaining to hazardous solids, liquids, and gases. Field trips may be required.
- 56 **Fire Protection Equipment and Systems (3)**  
Portable fire extinguishing equipment; sprinkler systems; protection systems for special hazards; fire alarm and detection systems.
- 57 **Related Codes and Ordinances (3)**  
Familiarization with national, state, and local laws and ordinances which influence the field of fire prevention. Field trips may be required.
- 58 **Fire Hydraulics (3)**  
Review of basic mathematics; hydraulic laws and formulas as applied to the fire service; application of formulas and mental calculation to hydraulic problems; water supply problem; underwriters requirements for pumps. Field trips may be required.
- 59 **Building Construction for Fire Protection (3)**  
Fundamental building construction and design; fire protection features; special considerations. Field trips may be required.
- 60 **Fire Company Organization and Procedure (3)**  
Review of fire department organization; fire company organization; the company officer; personnel administration; communications; fire equipment; maintenance; training; fire prevention; fire fighting, company fire fighting capability; records and reports. Field trips may be required.

## FIRE SCIENCES

- 61 **Fire Apparatus and Equipment (3)**  
Driving laws, driving techniques, construction and operations of pumping engines, ladder trucks, aerial platforms, specialized equipment, and apparatus maintenance.
- 62 **Rescue Practices (3)**  
Emergency rescue methods and techniques. Rescue practices, the human body, emergency care of victims, childbirth, artificial respiration, toxic gases, chemicals, and diseases, radioactive hazards, rescue problems.
- 63A **Fire Service Principles and Procedures I (1)**  
An 18-hour course designed to develop an appreciation for the public service aspects of fire department work and of the necessity for discipline, esprit de corps, and training; and the ability to use and care for fire service tools, hose, nozzles, and fittings, ladder rescue equipment, and salvage equipment.
- 63B **Fire Service Principles and Procedures II (1)**  
An 18-hour course designed to develop a fundamental knowledge of fire ground operations, an appreciation for comprehensive training, and the ability to lay hose with apparatus; to perform above-ground evolutions, and salvage operations.
- 63C **Fire Service Principles and Procedures III (1)**  
An 18-hour course designed to develop a knowledge of fireman's responsibilities in fire prevention, fire investigation, and public relations; the ability to use fire apparatus and equipment to deal with various types of fire and rescue problems.
- 63D **Fire Service Principles and Procedures IV (1)**  
An 18-hour course designed to fulfill a department's specific training need. The course may involve Ladder Truck or Elevated Platform Operations, Salvage Operations, Rescue Operations, Riot Control Operations, Long Pipe Operations, Fire Department Operations in Protected Properties, or any other type of operations in which a fire department may require training based upon local conditions.
- 63D-1 **Fire Service Principles and Procedures IV-Driver Training (1)**  
An 18-hour course designed to properly train fire department personnel who drive emergency apparatus to meet their responsibilities: By lecture on emergency driver responsibility and qualifications, vehicle operational practices, standard driving practices, collision and accident prevention, maintenance schedules, and field training laboratory operations.
- 64A **Fire Control I (1)**  
An 18-hour course designed to develop a knowledge of basic chemistry and the behavior of fire; a basic knowledge of building design and fire protection equipment and systems; a basic understanding of fire strategy.
- 64B **Fire Control II (1)**  
Continuation of Fire Control I. An 18-hour course designed to develop a knowledge of fire strategy.

## FIRE SCIENCES

- 65A      Pump Operation I (1)  
An 18-hour course designed to develop a knowledge of pumps and pumping principles and practical hydraulics; the ability to drive apparatus safely and to operate pumps.
- 66        Arson Investigation (3)  
Introduction to arson and incendiarism, arson laws, and types of incendiary fires. Methods of determining fire cause, recognizing and preserving evidence, interviewing and detaining witnesses. Procedures in handling juveniles; court procedures and giving court testimony.

## Foreign Languages

Students enrolled in Language 1, 2, or 3 which might duplicate courses completed in high school or at another institution of collegiate level 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.

Individual Study Project may be taken under any of the subject areas in this department. See page 38 for course description.

### FRENCH

- 1       Elementary French (4)  
4 hours lecture and 2 hours laboratory.  
Fundamental essentials of French grammar and pronunciation; exercises in composition, conversation, and reading. Audio-lingualvisual 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 and 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 and 1 hour 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 and 1 hour laboratory.  
Prerequisite: French 3, four years high school French, or its equivalent.  
Continuation of French 3.

### GERMAN

- 1       Elementary German (4)  
4 hours lecture and 2 hours laboratory.  
Fundamental essentials of German grammar and pronunciation; exercises in composition, conversation, and reading. Audio-lingualvisual approach stressed with heavy emphasis on oral proficiency and structural correctness in both speaking and writing skills throughout every aspect of the course.



## FOREIGN LANGUAGES

- 2        Elementary German (4)  
          4 hours lecture and 2 hours laboratory.  
          Prerequisite: German 1, two years high school German, or its  
          equivalent.  
          Continuation of German 1.
- 3        Intermediate German (4)  
          4 hours lecture and 1 hour 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 and 1 hour laboratory.  
          Prerequisite: German 3, four years high school German, or its  
          equivalent.  
          Continuation of German 3.

## ITALIAN

- 1        Elementary Italian (4)  
          4 hours lecture and 2 hours laboratory.  
          Essentials of Italian speech, grammatical structure and pronunciation,  
          oral practice, exercises in composition, readings on Italian culture and  
          civilization.
- 2        Elementary Italian (4)  
          4 hours lecture and 2 hours laboratory.  
          Prerequisite: Italian 1, two years high school Italian, or its  
          equivalent.  
          Essentials of Italian speech, grammatical structure and pronunciation,  
          oral practice, exercises in composition, readings on Italian culture and  
          civilization.
- 3        Intermediate Italian (4)  
          4 hours lecture and 1 hour laboratory.  
          Prerequisite: Italian 2, three years high school Italian, or its  
          equivalent.  
          A thorough review of the fundamental principles of grammar with a  
          practical application of written and oral exercises to develop fluency  
          in idiomatic usage. Reading in Italian of cultural material, short  
          stories, novels or plays; oral or written reports on outside reading.
- 4        Intermediate Italian (4)  
          4 hours lecture and 1 hour laboratory.  
          Prerequisite: Italian 3, four years high school Italian, or its  
          equivalent.  
          Continuation of Italian 3 with greater emphasis on reading selections  
          from Italian literature.

## FOREIGN LANGUAGES

### LATIN

- 1      **Elementary Latin (4)**  
4 hours lecture and 2 hours laboratory.  
Fundamental essentials of Latin grammar, forms, and vocabulary; exercises in reading, composition, and speaking. Reading approach with aural-lingual practice in language laboratory; emphasis on the Latin element in English.
- 2      **Elementary Latin (4)**  
4 hours lecture and 2 hours laboratory.  
Prerequisite: Latin 1 or one year of high school Latin.  
Continuation of Latin 1: concludes study of basic grammar, forms, and vocabulary.
- 3      **Intermediate Latin (4)**  
Prerequisite: Latin 1 and 2, or two years of high school Latin.  
Review of basic grammar, forms, and vocabulary; advanced reading in selections from writers of Latin prose and a few selections of poetry.
- 4      **Intermediate Latin (4)**  
Prerequisite: Latin 1, 2, and 3, or three years of high school Latin.  
Advanced reading in Latin poetry, especially Virgil.

### RUSSIAN

- 1      **Elementary Russian (4)**  
4 hours lecture and 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 and 2 hours laboratory.  
Prerequisite: Russian 1, two years high school Russian, or its equivalent.  
Continuation of Russian 1.
- 3      **Intermediate Russian (4)**  
4 hours lecture and 1 hour laboratory.  
Prerequisite: Russian 2, three years high school Russian, or its equivalent.  
A thorough audi-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 and 1 hour laboratory.  
Prerequisite: Russian 3, four years high school Russian, or its equivalent. Continuation of Russian 3.

## FOREIGN LANGUAGES

### SPANISH

- 1       Elementary Spanish (4)  
4 hours lecture and 2 hours laboratory.  
Fundamental essentials of Spanish grammar and pronunciation; exercises in composition, conversation, and reading. Audio-lingualvisual approach stressed with heavy emphasis on oral proficiency and structural correctness in both speaking and writing skill throughout every aspect of the course.
- 2       Elementary Spanish (4)  
4 hours lecture and 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 and 1 hour 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 and 1 hour laboratory.  
Prerequisite: Spanish 3, or four years high school Spanish, or its equivalent.  
Continuation of Spanish 3.
- 5       Advanced Spanish (3)  
Prerequisites: Spanish 4 or equivalent. Sophomore standing.  
This course is primarily designed for students of advanced Spanish proficiency and pre-Spanish majors as a transition toward upper division college work. Extensive readings in Spanish literature and culture are stressed with emphasis placed on composition and conversation, requiring intensive use of the Spanish language for enrichment of oral and writing abilities. Course accepted by University of California as equivalent to Spanish 25.
- 6       Advanced Spanish (3)  
Prerequisites: Spanish 5 or equivalent. Sophomore standing.  
Program essentially the same as Spanish 5 with emphasis on Spanish-American literature and culture. Course accepted by University of California as equivalent to Spanish 25.
- 8A-B   Spanish Conversation (2-2)  
Prerequisites: Spanish 2 or 3 years of high school Spanish.  
Recommended to be taken simultaneously with Spanish 3.  
Course need not be taken in sequence.  
Daily contact vocabulary building and practical conversation on everyday topics, current events, and cultural materials.

# Health, Physical Education — Recreation

Individual Study Project may be taken under any of the subject areas in this department. See page 38 for course description.

## CLASSROOM

### HEALTH EDUCATION

- 1      **Personal and Community Health (2)**  
*Application of facts and attitudes to the maintenance of optimum health for the individual and society; effects of exercise, fatigue, and diet; emotional and mental well-being; drugs, alcohol, and tobacco; disease etiology and disease prevention; human reproduction and family; safety in the modern world.*

### PHYSICAL EDUCATION

- 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 American Red Cross requirements. Upon successful completion of this course, each student is awarded a Standard and Advanced Red Cross Certificate.*
- 2A     **Sports Officiating for Men (2)**  
*Instruction and practice in officiating skills including rules, duties, conduct, and related skills for football, basketball, and wrestling.*
- 2B     **Sports Officiating for Men (2)**  
*Instruction and practice in officiating skills including rules, duties, conduct, and related skills for baseball, track, and swimming.*
- 3A-B   **Sports Officiating for Women (2-2)**  
*A course in officiating techniques and rules of in-season women's sports. A student may earn her officials rating upon completion of this course. Fall semester: Volleyball, basketball, tennis, badminton. Spring semester: Softball, swimming, track.*
- 8      **Introduction to Health and Physical Education (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.*

### 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.*

## HEALTH, PHYSICAL EDUCATION — RECREATION

### ACTIVITIES

#### PHYSICAL EDUCATION

20

##### Archery (1/2)

2 hours laboratory.

Beginning and intermediate archery. Students placed according to ability.

##### Badminton (1/2)

2 hours laboratory.

Instruction and practice in skills, strategies, and officiating of the sport.

##### Basketball (W) (1/2)

2 hours laboratory.

Instruction and practice in skills, strategies, and officiating of the sport.

##### Body Fundamentals (M) (1/2)

2 hours laboratory.

Emphasis upon increasing physical fitness through use of weights and vigorous competitive activities.

##### Body Fundamentals (W) (1/2)

2 hours laboratory.

Emphasis upon increasing physical fitness through vigorous activities.

##### Folk and Square Dance A (1/2)

2 hours laboratory.

Instruction and practice in the basic figures of square dance, including some instruction in folk dance.

##### Folk and Square Dance B (1/2)

2 hours laboratory.

Instruction and practice in intermediate figures of square dance and folk dance.

##### Modern Dance (1/2)

2 hours laboratory.

Beginning and intermediate modern dance. Fundamental dance movements and dance composition.

##### Social Dance (1/2)

2 hours laboratory.

Basic dance steps of several popular contemporary social dances.

##### Fencing (1/2)

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

##### Field Sports (M) (1/2)

2 hours laboratory.

Instruction and practice in the skills and strategies of various team sports in season.

## HEALTH, PHYSICAL EDUCATION — RECREATION

20

### Field Sports (W) (1/2)

2 hours laboratory.

Instruction and practice in the skills and strategies of various team sports in season.

### Golf (1/2)

2 hours laboratory.

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

### Rehabilitation Activities (1/2)

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.

### Soccer-Touch Football (1/2)

2 hours laboratory.

Instruction and practice in the skills and strategies of these two sports.

### Senior Lifesaving (1/2)

2 hours laboratory.

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

### Springboard Diving (1/2)

2 hours laboratory.

Instruction and practice in the various groups of dives, body mechanics, and judging.

### Swimming and Diving (1/2)

2 hours laboratory.

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

### Synchronized Swimming ABCD (Coed) (1/2-1/2-1/2-1/2)

2 hours laboratory.

Beginning and advanced synchronized swimming. Fundamental aquatic art skills, composition, and choreography.

### Tennis (1/2)

2 hours laboratory.

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

### Track and Field (M) (1/2)

2 hours laboratory.

Instruction and practice in the track and field events.

### Track and Field (W) (1/2)

2 hours laboratory.

Instruction and practice in the track and field events.

## Home Economics

- 1A-B Foods and Nutrition (3-3)  
6 hours lecture and laboratory.  
Principles of human nutrition. Methods of selecting, storing, preparing, and serving foods.
- 2A-B-C Clothing and Textiles (3-3-3)  
Beginning, Intermediate, and Advanced. Commercial patterns and their adaptation; fitting and construction. Selection and care of textiles. Wardrobe planning, grooming, and buying practices.
- 4 Home Management (2)  
4 hours lecture and 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.
- 5 Home Planning (2)  
4 hours lecture and laboratory.  
Study of housing trends, sites and home planning, building. Fundamentals of reading and drawing plans.
- 6 Home Furnishings (2)  
4 hours lecture and laboratory.  
Prerequisite: Home Ec 5 or consent of the instructor.  
Study of housing trends and home planning, furniture and furniture selection, and interior and exterior decoration.
- 7 General Nutrition (2)  
1 hour lecture and 3 hours laboratory.  
Study of the chemical compositions of food and their utilization by the body. Emphasis on practical problems of nutrition and relationship of adequate diet to physical and mental health. Open to both men and women.
- 8 Textiles (3)  
Study of the sources and characteristics of man-made and natural fibers and the processes used in the manufacture and finish of textile materials. Recommended for home economics and merchandising majors and others interested in the interior decorating and clothing industries.
- 9 Consumer Problems and Personal Finance (3)  
Study of individual and family consumer problems and management of income through planned spending for present living and future security.
- 10 Marriage and 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. Same as Sociology 10. May be taken for credit only once.
- 49 Individual Study Project (1-3)  
See page 38 for course description.

## HEALTH, PHYSICAL EDUCATION — RECREATION

20

### Field Sports (W) (1/2)

2 hours laboratory.

Instruction and practice in the skills and strategies of various team sports in season.

### Golf (1/2)

2 hours laboratory.

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

### Rehabilitation Activities (1/2)

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.

### Soccer-Touch Football (1/2)

2 hours laboratory.

Instruction and practice in the skills and strategies of these two sports.

### Senior Lifesaving (1/2)

2 hours laboratory.

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

### Springboard Diving (1/2)

2 hours laboratory.

Instruction and practice in the various groups of dives, body mechanics, and judging.

### Swimming and Diving (1/2)

2 hours laboratory.

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

### Synchronized Swimming ABCD (Coed) (1/2-1/2-1/2-1/2)

2 hours laboratory.

Beginning and advanced synchronized swimming. Fundamental aquatic art skills, composition, and choreography.

### Tennis (1/2)

2 hours laboratory.

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

### Track and Field (M) (1/2)

2 hours laboratory.

Instruction and practice in the track and field events.

### Track and Field (W) (1/2)

2 hours laboratory.

Instruction and practice in the track and field events.



## HEALTH, PHYSICAL EDUCATION — RECREATION

- 20      **Tumbling and Gymnastics (W) A-B-C-D (1/2-1/2-1/2-1/2)**  
2 hours laboratory.  
Women's tumbling and gymnastics include fundamental through advanced methods in the use of the trampoline, uneven parallel bars, and balance beam, with instruction in tumbling and free exercise. The degree of difficulty coincides with the consecutive lettering of the courses. (Courses must be taken in sequence.)
- Volleyball (1/2)**  
2 hours laboratory.  
Instruction and practice in skills, strategies, and officiating of the sport.
- Water Safety Instruction (1/2)**  
2 hours laboratory.  
Practice in performing and teaching the various swimming strokes and water skills. Upon successful completion of this course, the student is awarded a Red Cross Water Safety Instructor's Certificate.
- Wrestling (M) (1/2)**  
2 hours laboratory.  
Instruction and practice in the skills and strategies of the activity.
- 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 — MEN

- 30      **Baseball (1)**  
10 hours plus games. Prerequisite: Tryouts.
- Basketball (1/2)**  
10 hours plus games. Prerequisite: Tryouts.
- Football (1)**  
10 hours plus games. Prerequisite: Tryouts.
- Golf (1)**  
10 hours plus games. Prerequisite: Tryouts.
- Swimming (1)**  
10 hours plus games. Prerequisite: Tryouts.

## HEALTH, PHYSICAL EDUCATION - RECREATION

Tennis (1)  
10 hours plus games. Prerequisite: Tryouts.

Track (1)  
10 hours plus games. Prerequisite: Tryouts.

Wrestling (1/2)  
10 hours plus games. Prerequisite: Tryouts.

### VARSITY SPORTS — WOMEN

31 Basketball (1) (Spring Semester)  
10 hours plus games. Prerequisite: Tryouts.

Synchronized Swimming (1)  
10 hours plus shows.  
Open to all students who have the skill, knowledge, and interest in performing in synchronized swimming shows.

Volleyball (1) (Fall Semester)  
10 hours plus games. Prerequisite: Tryouts.

## Home Economics

- 1A-B Foods and Nutrition (3-3)  
6 hours lecture and laboratory.  
Principles of human nutrition. Methods of selecting, storing, preparing, and serving foods.
- 2A-B-C Clothing and Textiles (3-3-3)  
Beginning, Intermediate, and Advanced. Commercial patterns and their adaptation; fitting and construction. Selection and care of textiles. Wardrobe planning, grooming, and buying practices.
- 4 Home Management (2)  
4 hours lecture and 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.
- 5 Home Planning (2)  
4 hours lecture and laboratory.  
Study of housing trends, sites and home planning, building. Fundamentals of reading and drawing plans.
- 6 Home Furnishings (2)  
4 hours lecture and laboratory.  
Prerequisite: Home Ec 5 or consent of the instructor.  
Study of housing trends and home planning, furniture and furniture selection, and interior and exterior decoration.
- 7 General Nutrition (2)  
1 hour lecture and 3 hours laboratory.  
Study of the chemical compositions of food and their utilization by the body. Emphasis on practical problems of nutrition and relationship of adequate diet to physical and mental health. Open to both men and women.
- 8 Textiles (3)  
Study of the sources and characteristics of man-made and natural fibers and the processes used in the manufacture and finish of textile materials. Recommended for home economics and merchandising majors and others interested in the interior decorating and clothing industries.
- 9 Consumer Problems and Personal Finance (3)  
Study of individual and family consumer problems and management of income through planned spending for present living and future security.
- 10 Marriage and 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. Same as Sociology 10. May be taken for credit only once.
- 49 Individual Study Project (1-3)  
See page 38 for course description.

## HOME ECONOMICS

- 51 Food Preparation (2)  
4 hours lecture and laboratory.  
Study of planning and preparing meals with emphasis on food short cuts, quick and easily prepared meals, with the principles of nutrition and meal service included. Enrollment for this introductory course is limited to men interested in hotel and restaurant management, or those interested in learning how to cook.
- 52 The Child and His Family (3)  
Study of the infant and the child in relation to the family group, and the interaction between family and community agencies.
- 62 Clothing Pattern Drafting (2)  
1 hour lecture and 3 hours laboratory.  
Flat pattern techniques used to develop skills in creating or copying dress design and modifying commercial patterns.
- 63 Clothing Selection (1)  
3 hours laboratory.  
A study of factors which influence one's personal appearance; grooming; color and design in wardrobe selection and building; buying practices; modeling.
- 90 Nursery School Music (3)  
The study and practice, with pre-school children, of those elements of music and musical activities appropriate to children enrolled in Nursery Schools, Headstart Programs, and Day Care Centers.
- 91 Nursery School Art (3)  
Teaching of art experiences for the nursery school child. Course will involve children in a laboratory experience in the use of materials, resources and creative interpretations of artistic ideas.
- 95A-B-C-D Work Experience Education (1-4)  
See page 38 for course description.

## 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 the 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.

## HOME ECONOMICS

- 80      **Beginning Menu Planning (1)**  
Prerequisite: Employment in school lunchroom, or consent of the 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.
- 81      **Sanitation and Safety (1)**  
Prerequisite: Nutrition (Home Ec. 79), Beginning Menu Planning (Home Ec. 80), or consent of the 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 the 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 the 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)**  
Prerequisite: Nutrition (Home Ec. 79), Beginning Menu Planning (Home Ec. 80), or consent of the 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 the instructor.  
This course will provide experience in the methods of quantity food preparation which retain nutritive value; 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.
- 86      **Personnel Management for School Lunch (1)**  
20 hours lecture.  
Selection of employees; personnel relations, training techniques; work schedules. Federal, state, and local laws affecting school food service personnel.

## HOME ECONOMICS

- 87      **Management Techniques for School Lunch (1)**  
To teach production efficiency, organization and policies, purchasing techniques, record keeping, personnel procedures, cost and portion control, inventory control, food handling procedures and other pertinent related subjects. A capsule course designed to benefit school lunch workers who have recently become managers or desire to train for management. Also an excellent refresher course for incumbent managers.
- 88      **Type A—Menu Planning (1)**  
Will acquaint school lunch workers with the requirements of the Type "A" program. Instruction will be given in lunch planning, state requirements in reporting protein factors and authorized substitutions. Class participants will learn the factor value of various foods and their importance in the nutrition pattern of the Type "A" lunch. Included will be instruction in the use of state report forms.

## Law Enforcement

- 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: Law Enforcement 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: Law Enforcement 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: Law Enforcement 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)  
Field trips may be required.  
Prerequisite: Law Enforcement 51, or current employment in a law enforcement agency.  
Problems involved in the investigation of specific offenses with emphasis upon felonies; sources of information, occupation with related agencies; review of investigative procedures as applicable to the specific crime.

## LAW ENFORCEMENT

- 56 Patrol Procedures (3)  
Field trips may be required.  
Prerequisite: Law Enforcement 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 proceeding of routine complaints; beat, sector, zone, and post duties.
- 57 Traffic Control (3)  
Field trips may be required.  
Prerequisite: Law Enforcement 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: Law Enforcement 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: Law Enforcement 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.
- 60 Defensive Tactics (1)  
Fundamental methods of protection against persons armed with dangerous and deadly weapons, handcuffing and restraint of prisoners and the mentally ill.
- 62 Mob and Riot Control (1)  
Prevention and control of mobs and riots. Behavioral patterns of crowds. Physical and psychological characteristics of riotous groups and individuals within the group. Study of the peace officer's role in mob or riot control. Planning and organization of police operations in riot suppression and control. Motivational forces at work when riots occur.



## LAW ENFORCEMENT

- 63      Police Community Relations (3)  
A course covering the role of modern police in metropolitan communities and urban cities. Intended for police science students and the general public, especially teachers, city employees, ministers, and others who are interested in the relationship between community welfare and law enforcement.
- 65      Traffic Accident Investigation (3)  
Prerequisite: Employment as a Law Enforcement Officer or consent of LE Coordinator.  
The purposes of Traffic Accident Investigation, control of the accident scene, practical methods of investigation, determining the cause, determining speed from skid marks, accident report writing, investigative authority, laws requiring reporting accidents, prosecution of violators, testifying in court.
- 66      Constitutional Law for Police (3)  
Lecture and Seminar three hours per week.  
Prerequisite: LE 52 Criminal Law, and current employment in a law enforcement agency, or consent of COD Law Enforcement Department Chairman.  
Analysis of Constitutional provisions and court decisions. Specific topics include History of the United States Constitution, Freedoms of Speech, Press and Assembly, Authority to Detain and Arrest, Search and Seizure, Wiretapping, Eavesdropping and Visual Surveillance, Interrogations and Confessions, Self-incriminations, Assistance of Counsel, Multiple Prosecutions, Right to Fair Trial and Civil Rights.

# Library Science

## LIBRARY SCIENCE

- 1 Use of Books and Libraries (2)  
Introduction to use of the library. Includes classification, card catalog, periodical indexes, selected reference books, and preparation of bibliographies.

## LIBRARY TECHNOLOGY

- 51 Introduction to Library Service (2)  
Introduction to the field of library work, with emphasis on the use of library resources and opportunities in the field. History of libraries, books and printing; basic library tools; filing systems; arrangement and uses of the card catalog; survey of types of libraries and services.
- 52 Library Circulation Procedures (2)  
3 hours lecture and laboratory.  
Prerequisite: Library Technology 51.  
A study of the basic circulation procedures for library clerks, shelving library materials, shelf reading, record keeping, inventory procedures, reserve books, borrower registration, overdues, and circulation desk problems.
- 53 Reference Services and Materials (2)  
3 hours lecture and laboratory.  
Prerequisite: Library Technology 51.  
An introduction to major reference materials and acquaintance with the varied facilities available in library reference departments. Presentation of the goals and philosophy of reference work and practice in assisting as a reference clerk under the supervision of reference librarians.
- 54 Library Order Work (2)  
3 hours lecture and laboratory.  
Prerequisite: Library Technology 51.  
A study of library clerical techniques involved in the ordering and receiving of books, pamphlets, and periodicals. Bibliographical problems, verification, out-of-print sources, and relationships with vendors and publishers.
- 55 Library Clerical Techniques (2)  
3 hours lecture and laboratory.  
Prerequisite: Library Technology 51.  
A study of library clerical techniques used in the physical processing of all types of library materials: typing catalog cards, card filing, bindery preparation, and mending.
- 56 Audio-Visual Clerical Techniques (2)  
3 hours lecture and laboratory.  
Prerequisite: Library Technology 51.  
A study of clerical techniques and procedures involved in ordering and servicing requests for audio-visual materials and equipment. Development of skills in the production of instructional materials and the operation of AV equipment used for instructional purposes.

## LIBRARY SCIENCE

- 57      Library Work Experience (2-3)  
1 hour seminar and 3 to 6 hours work experience in an approved library.  
Prerequisite: Library Technology 55 or may be taken concurrently with it.  
A seminar for library technician majors assigned to supervised work experience. Designed to relate to the student's work experience and library problems.

# Mathematics

- 1A      Calculus with Analytic Geometry (4)  
Prerequisite: Satisfactory completion of high school algebra, plane geometry, and trigonometry followed by satisfactory achievement on a mathematics performance aptitude test or Mathematics 5 and 51 or Mathematics 10 with at least a grade of C.  
Elements of analytical geometry, introduction to differential and integral calculus with applications.
- 1B      Calculus with Analytic Geometry (4)  
Prerequisite: Math 1A.  
Continuation of Math 1A.
- 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 (4)  
Prerequisite: Math 2A.  
Continuation of Math 2A with emphasis on linear algebra and differential equations.
- 3        Introduction to Mathematics (3)  
Prerequisite: 2 years of high school mathematics or equivalent.  
The basis of this course is logic with topics introduced from algebra and analysis. Emphasizes the structure of various mathematical theories and their applications.
- 4        Statistical Methods (3)  
An introduction to the statistical concepts and techniques most frequently used in sociology, psychology, anthropology, economics, business, mathematics, and education. Subject matter includes tabular and graphic presentation of data, measures of central tendency, measures of dispersion, measures of correlation, sampling, time series, confidence intervals, and tests of significance. Emphasis is placed upon the use and interpretation of the preceding. Same as Sociology 3. May be taken for credit only once.
- 5        Trigonometry (1 or 3)  
Prerequisite: Plane geometry and one and one-half years of high school algebra, or Math 51. Students with one year of high school algebra may enroll in this course concurrently with Math 51. 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.

## MATHEMATICS

- 10      College Algebra (3)  
Prerequisite: Trigonometry and one and one-half years of high school algebra or two years of high school algebra and Math 5 concurrently with approval of the department.  
Course includes exponents, determinants, inequalities, complex numbers, theory of equations, permutations, combinations, and probability.
- 30A-B    Mathematics for Elementary Teachers (3-3)  
Prerequisite: High school algebra and geometry. Math 30A, or consent of the instructor, is prerequisite to 30B.  
Especially designed for students working toward a teaching credential in elementary education. Numbers used in elementary mathematics, elementary number theory and congruences, extension of the number system to irrational numbers, nonmetric and metric geometry, and an introduction to logic.
- 49      Individual Study Project (1-3)  
See page 38 for course description.
- 50      Elementary Algebra (3)  
Includes the basic properties of integers, rational numbers, and real numbers; polynomial arithmetic, simple functions and graphing; solves linear and second degree operations. Gives an introduction to inequalities.
- 51      Intermediate Algebra (3)  
Prerequisite: At least one year of high school algebra or Math 50.  
An expansion of the topics in Mathematics 50. Emphasizes exponents, functions, radicals, logarithms, and systems of equations. Provides an introduction to determinants.
- 52      Plane Geometry (3)  
Prerequisite: High school algebra or Math 50.  
Fundamentals of plane geometry developed by both inductive and deductive processes.
- 55      Technical Mathematics (3)  
1 hour lecture and 3 hours laboratory.  
Basic mathematics with technical emphasis. Course includes fractions, decimals, ratios, proportion, logarithms, algebraic operations, fundamentals of geometry, and applied trigonometric principles. Also includes an introduction to the use of the slide rule.

# Music

## THEORY and LITERATURE

- 1A-B-C-D Musicianship (2-2-2-2)  
3 hours attendance.  
Prerequisite: Concurrent enrollment in 2A-B-C-D.  
Ear training, sight singing, dictation, and keyboard harmony correlated with corresponding course 2A-B-C-D. Attendance at 12 on-campus concerts required.
- 2A-B-C-D Harmony (2-2-2-2)  
Prerequisite: Concurrent enrollment in 1A-B-C-D.  
The harmonization of figured bass and of given and original melodies; includes triads, passing and auxiliary tones, seventh chords, modulations. Attendance at 12 on-campus concerts required.
- 3A-B Survey of Music History (3-3)  
Designed for the music major. A chronological study of music from the earliest times to the contemporary scene. Selected readings will be intensively studied. Attendance at 12 on-campus concerts required.
- 4 Counterpoint (2)  
The writing of tonal, 18th century counterpoint is the goal of this course, the student completing original examples of two-and-three part inventions. Analytical work includes the study of contrapuntal music of other stylistic periods.
- 10 Introduction to Music (3)  
Designed for the general college student and non-major in music. A general survey of the development of music with emphasis on the aesthetic, formal and historical factors, correlated with parallel movements in other arts. Attendance at 12 on-campus concerts required.
- 11A-B Survey of Music Literature (3-3)  
Designed for the music major. The study of representative musical masterworks and their background. Attendance at 12 on-campus concerts required.
- 12 Fundamentals of Music (3)  
May not be applied toward a major in music. Designed for the general student and prospective elementary teacher. Includes ear training, singing, music reading, elementary harmony, transposition, and conducting. Attendance at 12 on-campus concerts required.
- 21A-B-C-D Class Piano (1-1-1-1)  
2 hours lecture and laboratory.  
Fundamentals of piano technique, tone production, rhythm, sight reading, interpretation, and keyboard facility. Open to beginner or advanced student, place in appropriate course according to ability. Attendance at 12 on-campus concerts required.

## MUSIC

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

2 hours lecture and laboratory.

Fundamental techniques of solo and ensemble singing. Problems of tone production, breathing, diction, repertoire, and song interpretation. Attendance at 12 on-campus concerts required.

### 23A-B Stringed Instruments (1-1)

2 hours lecture and laboratory.

Class and laboratory study of orchestral stringed instruments. Class designed for those who expect to teach in the public schools. Basic technique on violin, viola, cello, and bass. Attendance at 12 on-campus concerts required.

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

2 hours lecture and laboratory.

Class and laboratory study of orchestral wind instruments. Class designed for those who expect to teach in the public schools. Basic technique on trumpet, French horn, tuba, clarinet, oboe, bassoon, flute, and saxophone. Attendance at 12 on-campus concerts required.

### 30A-B-C-D Male Chorus (1-1-1-1)

4 hours rehearsal each week.

The study and performance of music literature for male chorus, ensemble, and quartet. Occasional extra rehearsals and public performances required. Attendance at 12 on-campus concerts required.

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

4 hours rehearsal each week.

The study and performance of concert orchestra literature. Participation in public performances required. Attendance at 12 on-campus concerts required.

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

4 hours rehearsal each week.

Study and performance of either one large-scale work or a program of representative choral works; public performance required. Attendance at 12 on-campus concerts required.

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

4 hours rehearsal each week.

Study and performance of standard literature for concert band; participation in public concerts and festivals required. Attendance at 12 on-campus concerts required.

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

4 hours rehearsal each week.

Prerequisite: Vocal and reading ability and consent of the instructor.

Study and performance of music literature for small vocal ensembles; rehearsals and public performances required. Attendance at 12 on-campus concerts required.

## MUSIC

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

4 hours rehearsal each week.

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

The development of musicianship through the performance of music in the popular and jazz medium. Public performance required. Attendance at 12 on-campus concerts required.

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

3 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. Extra rehearsals and public performances required. Attendance at 12 on-campus concerts required.

### 37A-B-C-D Chamber Music (1-1-1-1)

4 hours rehearsal each week.

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

The development of musicianship through the performance of music of various periods and styles. Public performance required. Attendance at 12 on-campus concerts required.

40-48

### Music Performance (2 units each course)

One hour performance—discussion each week.

Designed to provide training for vocalists or instrumentalists; consideration upon technical proficiency. Public performance in student recital each semester. Repertoire to include literature from all periods. The following conditions are required:

- a. Concurrent enrollment in one of the music performance series:
  - 40 Harpsichord
  - 41 Piano
  - 42 Strings
  - 43 Woodwinds
  - 44 Brasses
  - 45 Percussion
  - 46 Organ
  - 47 Voice
  - 48 Guitar
- b. Approval of the instructor prior to registration.
- c. Minimum of one-half hour laboratory each week predicated upon a minimum of 5 hours practice.
- d. Jury examination at the end of the semester involving the student and the music staff of College of the Desert.
- e. Attendance at 12 on-campus concerts.



## MUSIC

- 49 Individual Study Project (1-3)  
See page 38 for course description.
- 51A-B-C-D Arranging (2-2-2-2)  
Prerequisite: Consent of the instructor.  
Scoring for vocal and instrumental groups of all types. Attendance at 12 on-campus concerts required.
- 52A-B Church Music (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. Attendance at 12 on-campus concerts required.
- 53 Folk Music (2)  
A study of elementary guitar as applied to western and popular music. Basic right-hand fingering and elementary chord formations, as well as an introduction to the reading of music, will be studied. Attendance at 12 on-campus concerts required.

## Nursing and Paramedical

The department of nursing offers two programs in nursing education. These programs are conducted in local hospitals, community agencies, and on the College of the Desert campus. The Associate in Arts degree Nursing Program is designed for completion within two calendar years and will qualify the student for the Associate in Arts degree and for admission to the examination for licensure as a registered nurse in the State of California. The Vocational Nursing Program, requiring one calendar year for completion, will qualify the student for admission to the examination for licensure as a vocational nurse in the State of California.

Students who wish to prepare for four-year colleges will find counseling assistance in planning pre-nursing courses for the college of their choice.

### ASSOCIATE IN ARTS NURSING PROGRAM

#### ADMISSION

*Procedure:* Classes are admitted in the fall semester each year. Inquiries concerning registration procedures should be addressed to the Registrar, College of the Desert.

*General Requirements:* Eligibility to enroll at College of the Desert and completion of the college admission requirements.

#### *Specific Requirements:*

1. Completion of high school or equivalent as established by the G.E.D. Test.
2. Completion of high school chemistry or its equivalent in college with a grade of C or better.

#### NURSING

- 4      Nursing Fundamentals I (8)  
3 hours lecture and 15 hours laboratory.  
Prerequisite: High school chemistry and acceptance into the nursing program.  
An introduction to nursing and health principles, including individual health, community health and basic needs of patients. Laboratory experiences will include instruction in basic nursing procedures and the opportunity to develop a beginning skill in caring for patients in local hospitals.
- 6      Nursing Fundamentals II (6)  
3 hours lecture and 9 hours laboratory.  
Prerequisite: Nursing Fundamentals I, Biology 22A.  
Progression of understanding of health and illness as related to the family and each of its members. Curriculum to include the preventative, remedial, supportive and rehabilitative aspects of nursing, including the physical, emotional, and social components; and to include pre-natal nursing and obstetrical nursing as a part of the normal process of reproduction. Laboratory experience provides opportunity to apply theory to practice, through arrangements with local hospitals, well-baby clinics, public health agencies, schools, and other facilities.

## NURSING and PARAMEDICAL

- 7        Nursing Fundamentals III (8)  
 3 hours lecture and 15 hours laboratory.  
 Prerequisite: Nursing Fundamentals II, Biology 15, Biology 22A-B.  
 Progression of understanding of health and illness, nursing principles, and application of science principles to nursing problems. Growth and development from birth to death. Laboratory experience provides opportunity to apply theory to practice and to develop problem-solving techniques in planning nursing care.
- 8        Nursing Fundamentals IV (7)  
 4 hours lecture and 16 hours laboratory for 13 weeks.  
 Prerequisite: Nursing Fundamentals III.  
 Building upon preceding courses, the student is introduced to more complex problems encountered by the family, including the problems of pregnancy, pediatrics, and the adult patient. Laboratory experience provides opportunity to apply problem-solving techniques to patient care problems.
- 9        Nursing Trends and Background (2)  
 1 hour lecture and 3 hours laboratory.  
 Covers modern history of nursing as a background for understanding of our present beliefs and practices in nursing; social aspects and their effects upon levels of nursing practice, nursing organizations, and the law as it relates to nursing.
- 10       Psychiatric Nursing (3)  
 4 hours lecture and 22 hours laboratory for 5 weeks. To be given during the same semester as Nursing Fundamentals IV.  
 Prerequisite: Nursing Fundamentals III.  
 Specialized study of nursing care of the mentally ill and mentally retarded patient. To include all ages. Laboratory experience provides opportunity to apply theory to practice.

### A.A. DEGREE NURSING CURRICULUM

#### 1st year

<u>Fall Semester—18 weeks</u>	units	<u>Spring Semester—18 weeks</u>	units
Es 1A Comp & Reading or	4	ES 1B Literature & Comp or	4
Eng 51 Language Arts	3	Sp 1 Fund. Speech	3
Soc 1 Intro Sociology	3	Bi 22B Anatomy/Physiology	4
Bi 22A Anatomy/Physiology	4	Bi 15 Gen Microbiology	3
N 5 Nursing Fund. I	8	N 6 Nursing Fund. II	6
PE	½	PE	½

#### 2nd year

<u>Fall Semester — 18 weeks</u>		<u>Spring Semester — 18 weeks</u>	
Psy 1A Psychology	3	N 8 Nursing Fund IV	7
N 7 Nursing Fund. III	8	N 9 Nurs Trends & Background	2
PE	½	N 10 Psychiatric Nursing	3
		PE	½

Additional courses required for graduation to be taken concurrently with the above or during the summer: American History and Institutions Requirement, see page 26.

## NURSING and PARAMEDICAL

### VOCATIONAL NURSING PROGRAM

#### ADMISSION

Classes are admitted in the fall semester. Requests for admission should be addressed to the Registrar, College of the Desert.

General Requirements: Eligibility to enroll at College of the Desert and completion of college admission requirements.

#### *Specific Requirements:*

1. Completion of 10th grade or equivalent as established by the G.E.D. Test.
2. Physical and dental examinations, chest x-ray and specified immunizations.

#### *General Information*

The Vocational Nursing Course is divided into three semesters of 16 weeks each making a total of 48 weeks. Each week is planned to provide 10 hours of lecture or discussion and 23 hours of clinical instruction in community hospitals totaling 33 hours per week. Lecture and laboratory instruction are closely correlated, and involve medical-surgical nursing, and care of mothers and babies.

Courses must be taken in consecutive order as listed:

		Units
VN 75	Medical-Surgical Nursing	11
VN 76	Maternal Infant Care	4
VN 77	Medical-Surgical Nursing	15
VN 78	Medical-Surgical Nursing	15

Satisfactory completion of the course qualifies the student to take the State Board Examination for licensure as a Vocational Nurse.

### MEDICAL ASSISTING

Medical Assisting combines the function of a doctor's aide, receptionist, secretary, bookkeeper, and administrative assistant in the modern medical office. By performing her duties in a competent manner she enables the physician to devote himself to the care of the patient.

#### *General Information*

To qualify for a certificate in Medical Assisting, the student must complete a total of 26 units.

To qualify for an Associate in Arts degree, the student must complete 62 units including Anatomy and Physiology and specific requirements for graduation.

## NURSING and PARAMEDICAL

### MEDICAL ASSISTING

- 60 Office Nursing Practices (3)  
1 hour lecture and 6 hours laboratory.  
Designed to familiarize the student with office nursing procedures, such as assisting the doctor with physical examinations, giving parenteral medications, and preparation and ordering of supplies.
- 61 Medical Terminology (2)  
2 hours lecture.  
Introduction to medical terminology as used by all health service personnel including medical doctors, dentists, nurses, physical therapists, medical secretaries, and doctor's office assistants. Taught as a language course.

### MEDICAL ASSISTING CURRICULUM

For a One-Year Certificate	units		units
Bus 50A or B Typing	2	N 60 Office Nursing Practice	3
Bus 64 Records Management	2	N 61 Medical Terminology	2
Bus 53 Medical Secretarial Procedures	4	HE 1 Personal & Community Health	2
		Psy 1A Psychology	3
		Bus 95C Work Exper Ed	3

### INHALATION THERAPY PROGRAM

Inhalation Therapy is a paramedical specialty which involves treatment of cardio-pulmonary disorders, accomplished by the administration of medical gases and drugs, to meet the therapeutic needs of the patient, under the direction of a practicing physician. The object of this training program at College of the Desert is to provide students with specialized training and general education so that they can function effectively and competently as Inhalation Therapists.

#### ADMISSION

*Procedure:* Classes are admitted in the fall semester each year. Requests for admission should be addressed to the registrar.

*General Requirements:* Eligibility to enroll at College of the Desert and completion of the College admission requirements.

*Specific Requirements:* High school graduation or equivalent. Satisfactory personal interview with a member of the Department of Nursing.

### INHALATION THERAPY

- 51 Inhalation Therapy I (3)  
2 hours lecture and 3 hours laboratory.  
Prerequisite: High school graduation or equivalent and registration in Inhalation Therapy Program.  
The history and development of inhalation therapy as a paramedical specialty; basic principles of the anatomy and physiology of the respiratory system; basic principles of physics and the mechanical principles of inhalation therapy equipment; and the use of medical gases.

## NURSING AND PARAMEDICAL

- 52      **Inhalation Therapy II (3)**  
2 hours lecture and 3 hours laboratory.  
**Prerequisite:** Completion of Inhalation Therapy I and Elements of Anatomy (3 units).  
Includes the study of the cardio-pulmonary function of the human, normal and abnormal; methods of treatment of abnormal conditions of the respiratory system.
- 53      **Nursing Arts for Inhalation Therapist (2)**  
1 hour lecture and 3 hours laboratory.  
**Prerequisite:** Enrollment in Inhalation Therapy Program.  
The study of nursing principles and procedures used in working with patients undergoing therapy for treatment of cardio-pulmonary disorders.
- 54      **Inhalation Therapy III (15)**  
6 hours lecture and 27 hours laboratory.  
**Prerequisite:** Completion of Inhalation Therapy II and all general education requirements for the program.  
Includes the theory and clinical application of inhalation therapy in the general hospital to a wide variety of respiratory disorders, and to all age groups. Includes the basic pathological processes, and the use of aerosols and other drugs.
- 55      **Inhalation Therapy IV (15)**  
6 hours lecture and 27 hours laboratory.  
**Prerequisite:** Completion of Inhalation Therapy III.  
Pulmonary management of the totally dependent patient is presented; and operating room and recovery room experience, as well as intensive care area. Includes pulmonary function testing and advanced inhalation therapy techniques.

GENERAL EDUCATION courses to be completed before 2nd year of program: Personal and Community Health, Psychology, Language Arts, Speech, American Institutions, Anatomy and Physiology, Introductory Chemistry, Microbiology.

## NURSING AND PARAMEDICAL

### Nursing—General

- 50      Nursing and Health Services I (3)  
4 hours lecture-demonstration.  
Prerequisite: Eleventh grade in high school.  
Designed to introduce the student to the occupational fields in health services. Career guidance will be offered in professional nursing, vocational nursing, medical assisting, inhalation therapy, medicine, dentistry, physical therapy, and others. Course will include opportunity to investigate chosen occupational field, instruction in principles of personal health, community health, and the care of patients in health institutions. Open to men and women.
- 62      Pharmacology for Nurses (2)  
Prerequisite: R.N., L.V.N., or consent of the instructor.  
An overview of pharmacology for registered nurses desiring a refresher course and for licensed vocational nurses who have need of this information—includes the scope of pharmacology, definitions, drug standards, and drug legislation, and the administration of medications.
- 80      Nursing Assistant (4)  
2 hours lecture and 6 hours laboratory.  
Prerequisite: Consent of the instructor.  
The Nursing Assistant works either in a general hospital or in a convalescent hospital providing hygienic care to patients and giving a variety of treatments. She may also provide this same care to patients in their own homes either as an independent contractor or through the Visiting Nurse Association as a Home Health Aide.

### NURSING—WORK EXPERIENCE

- 95A-B-C-D Work Experience Education (1-4)  
See page 38 for course description.

# Biological and Physical Sciences

Individual Study Project may be taken under any of the subject areas in this department. See page 38 for course description.

## BIOLOGICAL SCIENCES

*Biological Sciences.* Students majoring in biological sciences or aiming toward careers in medicine, dentistry, pharmacy, veterinary medicine, or other pre-professional programs should take Biology 2A and 2B. Non-major university transfer students electing biology to meet science requirement should take Biology 1A and 1B. Both semesters should be completed to assure full transferability. Others should elect according to their needs. Biology 4 is recommended as the initial course. Biology 4 followed by Biology 8 is the equivalent of the usual non-major course in zoology.

## BIOLOGY

- 1A-B General Biology (4-4)  
3 hours lecture and 3 hours laboratory.  
Credit may not be received by students who have received credit in Biology 2A-B or equivalents. A basic course emphasizing principles and philosophy of the biological sciences for the beginning college student and built around development and phylogeny as the cohesive theme. Environmental aspects are emphasized.
- 2A-B Introductory Biology (4-4)  
3 hours lecture, 1 hour discussion and examination period, and 3 hours laboratory.  
Prerequisites: Chemistry 1A, background in biology, and consent of the instructor. Biology 4 is suitable preparation.  
An integrated biology course designed primarily for the needs of majors, minors, and pre-professional students. Thorough intensive study of the processes of biology and their physical and chemical background. Study of the experimental organisms used in biology, biological vocabulary, and ecological relationships are emphasized. Study of the phyla of bacteria, plants, and animals with detailed laboratory study of representative specimens serve as the cohesive concept around which the study of the *biological principle* proceeds.
- 4 Elements of Biology (3)  
Lecture and instructor-directed laboratory.  
A course without prerequisite to acquaint the student with the fundamental principles of biology and their background in basic physics and chemistry. This is a beginning course for those with no biological background or a refresher for those who wish to excel in subsequent biology courses.
- 8 Animal Biology (4)  
3 hours lecture and 3 hours laboratory.  
A study of biology as exemplified in the members of the animal kingdom with their development, genetics, and evolution. The phyla are studied along with the anatomy and natural history of the individual groups. Emphasis also placed on the environment and the influence of the explosive presence of man on total animal ecology.



## BIOLOGICAL SCIENCES

- 10      **Civilization Biology (4)**  
Lecture and instructor-directed laboratory.  
The course is to acquaint the student with the biological problems associated with a mushrooming civilization of any biological species. The course begins with a study of the elemental and energy cycles and of cybernetics. Various animal civilizations (social insects) are followed with a study of the development of human civilization with emphasis on the effect on the biological environment. Problems such as overpopulation, waste disposal, overuse of resources form the remainder of the course.
- 15      **General Microbiology (3)**  
2 hours lecture and 3 hours laboratory.  
Prerequisite: Chemistry 4 or one year of high school chemistry with a minimum grade of C. Special consideration will be given to those students that present an acceptable grade in an integrated basic science program.  
An introduction to the study of microorganisms emphasizing an appreciation and understanding of microbial life. Pathology, physiology and medical implications are stressed. The course is designed to develop a practical knowledge of the principles of microbiology. Laboratory emphasis is directed toward the development of techniques and skills used to culture, propagate, and identify microorganisms. Recommended for those students interested in the health sciences.
- 16      **General Microbiology Supplemental Lab (1)**  
3 hours laboratory.  
May be taken concurrently with, or after completion of Microbiology 15 in order to further develop depth of understanding and laboratory skills established in General Microbiology.
- 22A-B    **Anatomy and Physiology (4-4)**  
3 hours lecture and 3 hours laboratory.  
Prerequisite: One year of high school chemistry with a minimum grade of C or completion of Chemistry 4. Special consideration will be given to those students that present an acceptable grade in an integrated basic science program.  
The courses consist of a coordinated study of human anatomy and physiology; general properties and concepts of living systems are emphasized including nutrition and nutritional chemistry. In addition, an intensive dissection of the cat and/or other mammalian forms is included. The courses are designed for students pursuing the health sciences.
- 49      **Individual Study Project (1-3)**  
See page 38 for course description.

## PHYSICAL SCIENCES

### PHYSICAL SCIENCES

#### ASTRONOMY

- 2 Descriptive Astronomy (3)  
An introductory survey of planetary, stellar, and galactic astronomy designed primarily for students not majoring in one of the sciences. This non-mathematical course reviews research techniques, current knowledge and theory about the planets, stars, galaxies, and the age and origin of the universe.

#### CHEMISTRY

- 1A-B General Chemistry (5-5)  
3 hours lecture and 6 hours laboratory.  
Prerequisites: Good scholarship in high school chemistry, mathematics, or physics, and a satisfactory score on college placement test.  
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 Introductory General Chemistry (3)  
2 hours lecture and 3 hours laboratory.  
Includes the principles of inorganic chemistry designed on a level for the general student. It is recommended for those who have not received credit in high school chemistry as a preparation for chemistry 1A-B.
- 4 Biorganic Chemistry (3)  
2 hours lecture and 3 hours laboratory.  
Includes the principles of organic and biochemistry on a level for the general student. It is specifically recommended for the entrance requirement for nursing and other health services. Prior registration in 3 is helpful but not required.
- 5 Quantitative Analysis (5)  
3 hours lecture and 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.
- 12 Organic Chemistry (5)  
3 hours lecture and 6 hours laboratory.  
Prerequisite: Chemistry 1A-B.  
The study of the compounds of carbon, including both aliphatic and aromatic hydrocarbons and their derivatives.

## PHYSICAL SCIENCES

### GEOLOGY

- 1        Physical Geology (4)  
3 hours lecture and 3 hours laboratory.  
The composition, origin, and distribution of earth materials, and their modification through mechanical and chemical processes.
- 2        Historical Geology (4)  
3 hours lecture and 3 hours laboratory.  
Prerequisite: Geology 1.  
Theories of earth origin and the evolutionary history of the earth as traced through rock and fossil records. Consideration of the Paleontological Sequence.
- 3        Elementary Mineralogy (4)  
2 hours lecture and 6 hours laboratory.  
Prerequisite: Geology 1 and Chemistry, or equivalent high school course at the discretion of the instructor.  
Determination of minerals; study of elementary crystallography, blowpipe analysis, and related chemical tests.

### PHYSICS

- 1A-B-C    General Physics (4-4-4)  
3 hours lecture and 3 hours laboratory.  
Prerequisites: C grade or better in Mathematics 1A, and a departmental mathematics proficiency examination administered during the first laboratory period.  
This 3-semester sequence is required of students planning to major in physics, chemistry, or engineering. Physics 1A, mechanics and sound; Physics 1B, electricity and magnetism; Physics 1C, heat, light, and atomic physics.
- 2A-B     General Physics (4-4)  
3 hours lecture and 3 hours laboratory.  
Prerequisites: Proficiency in mathematics. A departmental mathematics proficiency examination will be administered during the first laboratory period.  
Satisfies requirements for pre-medical courses and other technical courses except science and engineering. Physics 2A: Mechanics, heat, and sound; Physics 2B: Light, magnetism, electricity, and atomic physics.
- 5        Computer Programming I (3)  
2 hours lecture and 3 hours laboratory.  
Prerequisite: C grade or better in Mathematics 1A or equivalent.  
An introductory course in the programming of analog and digital computers for scientific and engineering problems.
- 6        Computer Programming II (3)  
2 hours lecture and 3 hours laboratory.  
Prerequisite: Physics 5.  
An extension of Physics 5 with greater complexity of problems. Involves an introduction to the analog computer.

# Social Science

Individual Study Project may be taken under any of the subject areas in this department. See page 38 for course description.

## ANTHROPOLOGY

- 1           Physical Anthropology (3)  
An introduction to *origin of man and his place in the living world*. Emphasizes the evidence for man's physical evolution, and examines the basis for his present racial diversity. Applies the principles of heredity to problems of current interests.
- 2           Cultural Anthropology (3)  
A systematic study of the cultures of mankind. Examines the origin and development of culture in prehistoric times. Compares and contrasts cultures of the world today from the most modern to the most primitive peoples.

## ECONOMICS

- 1A          Principles of Economics (3)  
Introduction to economic theory and analysis with emphasis upon basic concepts; national income determination and fluctuations; business income and organization; labor and industrial relations; role of government in economics; business cycles and forecasting monetary theory and prices; and the banking system.
- 1B          Principles of Economics (3)  
Introduction to economic theory and analysis with emphasis on fiscal policy and full employment; composition and pricing of national output; pricing of the factors of production and distribution of income; international finance; and current problems in the field of economics.

## GEOGRAPHY

- 1           Physical Geography (3)  
An introductory study of earth's physical environments: The atmosphere, hydrosphere, lithosphere and biosphere. Examines the nature, causes, and distribution of the elements which comprise man's physical habitat. Recommended for those working toward a *teaching credential*.
- 2           Cultural Geography (3)  
Prerequisite: Geography 1 or consent of the instructor.  
A study of the relationship between man's physical and cultural environments. Describes and attempts to account for the diverse ways of life throughout the world.

## SOCIAL SCIENCE

- 5A-B Economic Geography (3-3)**  
Prerequisite: Geography 1 and 2 or consent of the instructor.  
5A is not a prerequisite to 5B.  
A study of the geographic principles related to the nature and distribution of man's economic activities. 5A examines the problems of agriculture, fishing, forestry, and mining in the setting of a growing world need. 5B focuses on the nature of manufacturing and exchange activities; the problems of cities as trade centers are studied.

## HISTORY

- 4A-B History of Western Civilization (3-3)**  
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.
- 17A United States History (3)**  
Prerequisite: Political Science 1 or consent of the instructor.  
A survey of the political and social development of the United States from the discovery of America to the Reconstruction period.
- 17B United States History (3)**  
Prerequisite: Political Science 1 or consent of the instructor.  
A survey of the political and social development of the United States from the Reconstruction period to the present.
- 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.
- 21A Imperial Russia (3)**  
The course provides an overview of early Russian development, considering the major social, political and economic aspects of the Czarist period and concentrating on the important developments from the sixteenth century to the Bolshevik revolution.  
Four half-hour television presentations per week.
- 21B Soviet Russia (3)**  
The course considers Russian development from the Bolshevik revolution to the present time with emphasis on the contemporary Soviet state and its position in world affairs.  
Four half-hour television presentations per week.
- 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.
- 27 History of Mexico (2)**  
A survey of the history of Mexico from pre-Columbian times to the present, with emphasis on bettering the student's understanding of our important neighbor to the south.

## SOCIAL SCIENCE

### PHILOSOPHY

- 6A Introduction to Philosophy (3)  
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.
- 6B Introduction to Philosophy (3)  
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.
- 8 Traditional Logic (3)  
For students majoring in literature, creative writing, journalism, the arts, public speaking, history, political science, and similar subjects. The focus will be on clear thinking and analysis of argument as found in contemporary literature, art, public address, and the media of mass communication. Stress will be placed on the principles of good definition, use of words with greater accuracy and clarity, and on recognition and avoidance of fallacious reasoning.
- 9 Symbolic Logic (3)  
Study of methods characteristic of modern logic, symbolic representation of arguments, including use of truth tables, indirect and conditional proofs within the theory of truth functions and qualification. For math and science majors.
- 12 Religions of the World (3)  
An 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.
- 14 Introduction to Ethics (3)  
A systematic examination of the concepts of right and wrong as traditionally conceived and the application of moral values and principles to problems of daily life. The philosophy of conduct as related to contemporary moral issues.

### POLITICAL SCIENCE

- 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.
- 2 Introduction to Comparative Government (3)  
Prerequisite: Political Science 1.  
A comparative study of constitutional principles, governmental institutions and political problems of selected governments abroad, with particular attention to contemporary problems.

## SOCIAL SCIENCE

- 3 American Institutions (3)  
A survey of America's heritage in history and government. Includes a study of the Federal Constitution, California history and government, and U.S. History. Satisfies the College of the Desert requirement in accordance with the California Education Code.
- 4 Introduction to International Relations (3)  
Prerequisite: Political Science 1.  
An introduction to the nature of political relations among nations, the basic factors which influence international politics, and the institutions for the conduct of international relations.
- 5 Current International Developments (1)  
Half-hour TV lecture.  
The most important current events in international relations will be analyzed in this course on a weekly basis. Special emphasis is given to the political, economic and social background of the events.
- 5L Current International Developments Lab (1)  
Two-hour classroom discussion. Instructor meets and confers with students periodically.

## PSYCHOLOGY

- 1A General Psychology (3)  
Introduction to facts and principles governing human behavior. Topics include methods of observation and experimentation, human development, learning, intelligence, psychological foundations, perception, motivation, emotion, personality, adjustment and social behavior.
- 1B General Psychology (3)  
Prerequisite: Psychology 1A.  
An introduction to the theory and techniques of research in psychology. Consideration will be given to the use of statistics, research design, and laboratory procedures in psychology.
- 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.

## SOCIOLOGY

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

## SOCIAL SCIENCE

2        **Sociological Analysis - Social Problems (3)**

Prerequisite: Sociology 1 or consent of the instructor.

An application of sociological principles and concepts in an analysis of the family, religion, education, minorities, crime, and delinquency, urban society, industry, and politics. Special attention will be given to the interpretation of relevant quantitative data.

3        **Statistical Methods (3)**

An introduction to the statistical concepts and techniques most frequently used in sociology, psychology, anthropology, economics, business, mathematics, and education. Subject matter includes tabular and graphic presentation of data, measures of central tendency, measures of dispersion, measures of correlation, sampling, confidence intervals, and tests of significance. Emphasis is placed upon the use and interpretation of the preceding. Same as Business 3. May be taken for credit only once.

10       **Marriage and 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. Same as Home Economics 10. May be taken for credit only once.



# Special Education

- 1      **Reading Improvement (2)**  
2 hours lecture and 3 hours laboratory.  
Prerequisite: Achievement of college equivalent on a standardized reading test.  
An accelerated course designed for those students who have achieved college level but who wish to improve both rate and reading and flexibility of reading. Admission based on diagnostic test data and approval of the instructor.
- 50      **Reading Techniques (3)**  
3 hours lecture and training plus 3 or more hours laboratory.  
A course designed for those students who need improvement in reading competence. Admission on the basis of diagnostic test. Required for students enrolled in the Probationary Entrance Program.
- 53      **Fundamentals of Mathematics (3)**  
3 hours lecture and 1 hour laboratory.  
A review of the fundamentals of mathematics as applied to everyday problems. Required for students who have not achieved a satisfactory score on the entrance examination.
- B      **Study Skills Laboratory (0)**  
A laboratory designed to give students an opportunity to improve in the fundamentals and various college subjects, i.e., mathematics, science, social science, study habits, spelling, and grammar. Teaching machines and programmed texts used exclusively.

# Faculty 1970-1971

- DONALD D. AKKERMAN (1969) .....Extension Campus Coordinator  
B.A., 1957, State College of Iowa; M.A., 1963, Colorado State College.
- FRANKLIN YTRO ATTOUN (1967) .....Foreign Language  
B.S., 1966, M.A., 1967, University of Missouri.
- JOSEPH AUERBACH, M.D. (1970) .....College Physician  
M.D., 1934, University of Michigan.
- CLAIRE BARTHOLOMEW (1970) .....Nursing  
B.S., 1946, University of Chicago; M.P.H., 1952, University of Minnesota.
- MARIAN M. BASARABA (1967) .....Nursing  
B.S.N., 1956, M.A., 1960, Walla Walla College.
- ANNA M. BECKER (1969) .....Nursing  
B.S.N., 1955, Washington State University.
- ARTHUR W. BENDER (1969) .....Science  
B.S., 1956, Bowling Green State University; M.S.Ed., 1961, University of Toledo; M.S., 1967, Virginia State College.
- MARION NESBITT BLONDIS (1965) .....Nursing  
R.N., 1947, Bishop Johnson College of Nursing; A.B., 1958, San Francisco State College; M.A., 1970, United States International University.
- PAUL D. BOWIE (1970) .....Science  
B.S., 1966, University of Redlands; M.S., 1970, University of Arizona.
- WINIFRED D. BRUNNING (1965) .....Chairman, Home Economics  
A.B., 1965, San Diego State College.
- DAN A. BURKE (1966) .....Engineering and Technology  
B.A., 1961, Arizona State University; M.A., 1964, Arizona State College.
- D. STACY CARPENTER (1966) .....Music  
A.B., 1962, Hillsdale College; M.M., 1964, University of Michigan.
- LYNDELL D. CHEEVES (1968) .....English  
B.A., 1953, Pepperdine College; M.A., 1967, LaVerne College.
- JOHN COEFIELD (1963) .....Chairman, Health and Physical Education;  
Director of Athletics  
B.S., 1952, Slippery Rock State College of Pennsylvania; M.S., 1955, Ed.D., 1964, University of Oregon.
- CHARLES B. CONE (1969) .....Engineering  
B.M.E., 1960, Rensselaer Polytechnic Institute.
- HAROLD CROW (1962) .....Engineering and Technology  
B.S., 1954, M.A., 1961, New Mexico Western College.
- EDGAR L. De FOREST (1962) .....English  
Theatre Arts Diploma, 1937, Leland Powers School of the Theatre, Boston; B.S., 1940, Boston University; M.A., 1941, University of Southern California; Ed.D., 1955, Columbia University.
- DANIEL V. DETI (1962) .....Chairman, Foreign Language  
B.A., 1945, University of Wyoming; M.A., 1951, Middlebury College, Vermont; Diploma, 1954, Ecole Superieure des Professeurs de Francais a l'Etranger, University of Paris.
- WALLACE F. DOHMAN (1969) .....English  
B.S., 1953, Winona State College; M.A., 1956, University of Minnesota.

- M. W. ELLERBROEK (1961) ..... Dean of Business Services  
A.B., 1947, University of Redlands; M.A., 1953, Claremont Graduate School; Ed.D., 1957, University of Southern California.
- HENRY K. ENG ..... Assistant Librarian  
B.S., 1950, University of Colorado; M.A., 1958, University of Denver.
- L. CAROLYN FISHER (1963) ..... Dean of Women  
B.A., 1951, University of Redlands; M.A., 1963, Syracuse University.
- CHARLES B. FLATT (1964) ..... Sociology and Philosophy  
B.A., 1958, Pasadena College; M.A., 1959, University of Idaho.
- WENDELL C. FORD (1965) ..... Coordinator, Audiovisual  
and Broadcast Instruction  
B.A., 1956, San Jose State College; M.A., 1957, San Francisco State College.
- ROBERT J. FORSBERG (1968) ..... Business  
B.S., 1967, M.S., 1968, Brigham Young University.
- 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.
- JOSEPHINE GUERENA GALLEGOS (1967) ..... Business  
B.S., 1961, Arizona State College; M.A., 1966, Northern Arizona University.
- FRANK J. GARCIA (1968) ..... Health and Physical Education  
B.A., 1959, M.A., 1965, Sacramento State College.
- WAYNE G. GOGGANS (1969) ..... Music  
B.M., 1963, Georgia State College; M.M., 1968, Northeast Louisiana State College.
- GEORGE GOODWIN (1962) ..... Philosophy and Religion  
A.B., 1939, D.D., 1956, West Virginia Wesleyan; S.T.B., 1942, S.T.M., 1952, Ph.D., 1965, Boston University.
- CHARLES RONALD GREEN (1966) ..... Counseling  
B.S., 1958, Brigham Young University; M.A., 1960, Arizona State University.
- ROBERT M. GRIFFIN (1966) ..... Coordinator, Special Education and  
Director, Reading Laboratory  
A.B., 1935, University of the Pacific; M.A., 1939, Ph.D., 1943, University of California, Berkeley.
- BETTY JEAN HAARSTICK (1967) ..... Nursing  
B.S.N., 1964, M.S., 1967, Loyola University, Chicago.
- EUGENE KENNETH HANSON (1969) ..... English  
B.A., 1953, Westmar College; M.Div., 1957, Luther Seminary.
- FRANCES JENE HEDQUIST (1970) ..... Psychology  
B.A., 1959, M.A., 1961, University of Utah; Ph.D., 1967, Brigham Young University.
- JILL KATHLEEN HERMANSON (1969) ..... Mathematics  
B.S., 1963, M.S., 1968, North Dakota State University.

- JAMES H. HOPKINS (1970) .....English  
B.S., 1960, New Mexico Western College; M.A. 1964, Western New Mexico University.
- ROY HUDSON (1962) ..... Chairman, English  
B.A., 1948, Fresno State College; M.A., 1949, University of Oregon;  
Ph.D., 1953, Cornell University.
- LOUIS E. HUNT (1958) ..... Agriculture  
B.S., 1959, Oklahoma State University; M.A., 1970, California State Poly-  
technical College, San Luis Obispo.
- RICHARD L. IMMENHAUSEN (1966).....Director of Placement, Financial  
Aids, and Follow-Up Studies  
B.S., 1955, Carthage College; M.A., 1962, Sacramento State College;  
Ed.S., 1970, University of the Pacific.
- EDWIN T. INGLES (1960) ..... Dean of Instruction  
A.B., 1929, Pacific University; M.A., 1935, Ed.D., 1947, University  
of Oregon.
- WILLIAM L. JESSE (1967) .....Social Science  
B.S., 1947, U.S. Naval Academy; M.A., 1960, University of Virginia.
- ROBERT B. JORDAN (1966) .....Dean of Men  
B.S., 1962, M.A., 1964, New Mexico State University.
- AUSTIN F. KILIAN (1970) .....Art  
B.A., 1942, Augustana College; M.F.A., 1949, University of Iowa.
- JAMES C. KNEEBONE (1969) .....Music  
B.M., 1961, M.S., 1962, Kansas State College of Pittsburg.
- WILLIAM R. KROONEN (1969) ..... Adult Basic Education  
B.A., 1960, University of California, Riverside;  
M.A., 1965, University of New Mexico.
- JAN B. LAWSON (1970) .....English  
B.A., 1954, University of Rhode Island;  
M.A., 1968, University of Tennessee.
- NORMAN L. LOFLAND (1970) .....Drama  
A.B., 1957, Wichita State University; M.A., 1960, University of Southern  
California; Ph.D., 1967, Carnegie-Mellon University.
- ROY MALLERY (1962) ..... Chairman, Art  
B.S., 1938, George Peabody College for Teachers; M.S., 1943,  
University of Oregon.
- THOMAS E. MANCINI (1964) ..... Music  
Credentialed under "Outstanding Eminence" 1964; Fellowship granted  
at Julliard Graduate School of Music, New York City; Music Director,  
Staff Orchestra, National Broadcasting Company, Hollywood,  
California, 12 years.
- JOHN L. MARMAN (1969) .....Health and Physical Education  
B.S., 1963, Midland College; M.Ed., 1964, University of Arizona.
- BETTY JO MARSHALL (1968) ..... Nursing  
R.N., 1946, St. Luke's Hospital School of Nursing, Cedar Rapids, Iowa.
- J. R. MASTERS, Jr. (1964) ..... Speech, and Director, Forensics  
B.A., 1951, Humboldt State College; J.D., 1954, Willamette University;  
M.A., 1964, San Francisco State College.

- ROY C. McCALL (1959) ..... President  
A.B., 1930, University of Redlands; M.A., 1931, Ph.D., 1936,  
University of Iowa.
- ASHLEY T. McDERMOTT (1964) ..... Astronomy and History  
A.B., 1961, San Diego State College; M.A., 1964, San Francisco  
State College.
- BARBARA D. McFADYEN (1965) ..... Social Science  
A.B., 1944, M.A., 1945, 1957, University of Denver; Ph.D., 1965,  
University of Colorado.
- NELSON McININCH (1966) ..... Assistant to the President  
B.A., 1937, University of California, Los Angeles.
- MARTIN S. McKELL (1965) ..... Chairman, Business  
B.A., 1959, University of California, Berkeley; M.A., 1963,  
George Washington University.
- DONNA JOY McLAIN (1968) ..... Health and Physical Education  
B.S., 1958, Northern Illinois University; M.A., 1963,  
Long Beach State College.
- JOHN ROLLAND McMILLAN (1967) ..... Registrar  
B.S., 1950, Grove City College; M.A., 1964; Ph.D., 1970, Arizona State  
University.
- MERLE E. MERRITT (1970) ..... Social Science  
B.A., 1956, Westmar College, Iowa; M.A., 1964, University of South  
Dakota.
- GEORGE L. MEYER (1969) ..... Geology  
B.A., 1961, M.A., 1967, University of California, Santa Barbara.
- EVERETT L. MOORE (1962) ..... College Librarian  
B.A., 1949, Wheaton College; B.D., 1950, Life Bible College; M.A.,  
1954, Pasadena College; M.A. (L.S.), 1960, George Peabody College  
for Teachers.
- DOROTHY M. MOTTWEILER (1965) ..... Chairman, Nursing  
R.N., 1936, Methodist Hospital of Indianapolis; B.S., 1957, Indiana  
University; M.S., 1965, Loma Linda University.
- HOVAK NAJARIAN (1966) ..... Art  
B.S., 1952, Bob Jones University; M.A., 1957, Teachers College,  
Columbia University.
- GEORGE J. NELSON (1963) ..... Chemistry  
B.S., 1932, Andrews University; M.S., 1939, Ph.D., 1947, University  
of Colorado.
- JOHN NORMAN (1962) ..... Chairman, Music  
B.A., 1950, Northeastern State College; M.M., 1957, University of  
Oklahoma; Ph.D., 1968, Michigan State University.
- SEAMUS NUNAN (1962) ..... Chairman, Social Science  
B.S., 1941, New York University; M.A., 1947, Columbia University;  
Ed.D., 1958, University of Southern California.
- NICHOLAS NYARADI (1970) ..... Social Science  
B.A., 1923, Lyceum of Pious Fathers, Budapest, Hungary; Ph.D., 1928,  
Royal Hungarian University; J.D., Royal Hungarian University; L.L.D.,  
Grove City College, Pennsylvania.

- JAMES C. ONEY (1970) .....Engineering and Technology  
B.S., 1962, New Mexico Western University; M.A., 1970, California State  
College at Long Beach.
- CHARLES R. PALMER (1969) .....Adult Basic Education  
B.S., 1957, California State College, California, Pennsylvania; M.A.,  
1959, West Virginia University, Morgantown, West Virginia.
- JAMES T. PULLIAM (1970) .....Adult Basic Education  
B.A., 1963, University of Redlands; M.A., 1966, Chico State College.
- M. LANCE READ (1964) .....Counselor  
A.B., 1951, M.Ed., 1958, University of California, Los Angeles.
- WILLIAM M. REESKE (1969) .....Health and Physical Education  
B.A., 1956, Los Angeles State College; M.A., 1965, California State  
College at Los Angeles.
- BETTY LOU ROCHE (1970) .....Business  
B.S., 1947, M.S., 1949, Oklahoma A. and M. College.
- BRETT ROMER (1964) .....Physics  
B.S., 1963, M.S., 1964, New Mexico Highlands University.
- M. EVELYN ROSS (1966) .....Nursing  
B.N.S., 1958, Augustana College; M.A., 1961, Peabody College.
- ANTHONY ALBERT SAITTA (1967) .....Business  
M.B.A., 1958, Air Force Institute of Technology; M.A.O.M., 1966, M.S.,  
1967, University of Southern California.
- LOUISE E. SCHULZ (1970) .....Health and Physical Education  
B.S., 1959, State University of New York; M.A., 1960, University of  
Maryland.
- BEVERLY A. SHELTON (1968) ..... Nursing  
B.S.N., 1960, University of Washington.
- PERRY J. SHENEMAN (1970) .....Electronics  
B.S.E.E., 1949, The American Institute of Engineering and Technology;  
M.S. Ed., 1967, Colorado State University.
- VICTOR SLADKOWSKY (1962) .....Foreign Language  
B.A., 1935, Belgrade University; M.A., 1961, Indiana University.
- ESTER C. SMITH .....Adult Basic Education  
B.S., 1963, University of Southern California.
- DOMENICO SOTTILE (1969) .....Foreign Language  
B.A., 1963, University of California at Los Angeles; M.A., 1969, San  
Diego State College.
- ILAH G. SPAULDING (1965) .....College Nurse  
R.N., 1924, Decatur and Macon County School of Nursing; B.S., 1964,  
California State College at Los Angeles.
- LARRY WAYNE STEPHENSON (1965) .....Science  
B.S., 1962, University of Redlands; M.S., 1964, Montana State University.
- F. D. STOUT (1964) .....Dean of Students  
B.S., 1947, New Mexico State University; M.A., 1957, Eastern New  
Mexico University; Ed.D., 1962, University of New Mexico.

- JERRY D. SUMRALL (1970) .....Business  
B.S., 1959, Panhandle State College, Oklahoma.
- TED SYPOLT (1962) .....Chairman, Agriculture  
B.S., 1952, M.Ed., 1957, University of California, Davis.
- DONALD D. THOMPSON (1965) .....Health and Physical Education  
B.A., 1958; M.A., 1969, California State College at Los Angeles.
- FREDERICK THON (1962) .....Director, Drama  
A.B., 1931, Harvard University; M.F.A., 1940, Yale University School  
of Drama.
- JAMES EDWARD THORNESS (1969) .....Psychology  
B.A., 1955, Chadron State College; Th.M., 1959, Iliff School of  
Theology; M.A., 1962, Ed.D., 1966, Syracuse University.
- DANIEL WACHTER (1962) .....Mathematics  
A.B., 1947, M.A., 1948, Montclair State Teachers College.
- HYACINTH JOYCE WADE (1966) .....English  
B.A., 1954, Wilmington College; M.A., 1956, Ohio State University;  
Diploma in Audio-Visual Aids, 1964, University of London.
- THOMAS J. WALL (1970) .....Law Enforcement  
B.A., 1955, Oklahoma Baptist University.
- DAVID L. WALLACE (1969) .....Business  
B.A., 1935, University of California, Berkeley; M.A., 1937, New York  
University.
- HARRY WALTHALL (1962) .....Assistant Librarian  
B.A., 1953, Ottawa University; M.S., 1956, Kansas State Teachers  
College.
- KENNETH A. WATERS (1968) .....Agriculture  
B.S., 1959; M.A., 1970, California State Polytechnic College, San Luis  
Obispo.
- DON A. WELTY (1965) .....Coordinator, Community Services  
and Vocational Education  
B.A., 1954, M.A., 1956, Arizona State University.
- FRANCES de LONG WILSON (1969) .....Adult Basic Education  
A.B., 1946, University of California at Berkeley.
- STAN LeROY WILSON (1967) .....Journalism  
A.B., 1958, Fresno State College; M.A., 1966, Stanislaus State College.
- LINDSAY R. 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 Registrar at College of the Desert.
3. Take placement examinations as directed by the Office of the Registrar 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.