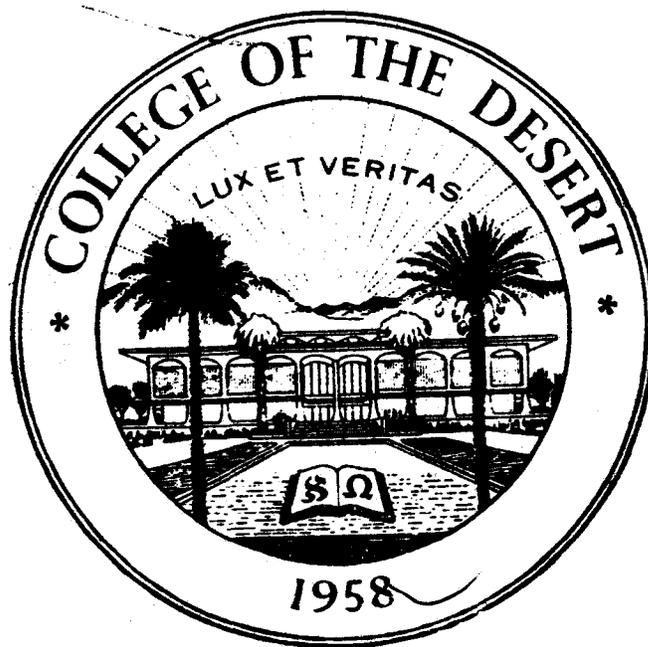


John R McMillan
(MASTER)

COLLEGE OF THE DESERT



CATALOG 1976-1978

COLLEGE OF THE DESERT

A California Public
Community College



CATALOG AND ANNOUNCEMENT OF COURSES 1976-1978

43-500 Monterey Ave.
Palm Desert, Ca. 92260
(714) 346-8041

ACADEMIC CALENDAR

FALL 1976

September 1, 2, 3	Registration and Advising
September 6	Labor Day - Holiday
September 7	Classes Begin
September 10	Admission Day - Holiday
September 15	Last day for full-time Students to Register
November 12	Veteran's Day - Holiday
November 24	Last day to withdraw without responsibility for grades
November 25, 26	Thanksgiving Vacation
December 20 - January 2	Christmas Vacation
January 3	Classes Resume
January 20-26	Final Examinations
January 26	Fall Semester Ends

SPRING 1977

January 27, 28	Registration and Advising
January 31	Classes Begin
February 9	Last day for full-time students to register
February 11	Lincoln's Day - Holiday
February 21	Washington's Day - Holiday
April 4 - 8	Spring Vacation
April 11	Classes Resume
April 22	Last day to withdraw or drop classes without grade responsibility
May 30	Memorial Day - Holiday
June 6 - 10	Final Examinations
June 10	Spring Semester Ends

SUMMARY OF SCHOOL DAYS

Fall Semester 1976-77

September	17
October	21
November	19
December	13
January	18
	<hr/>
	88

Spring Semester 1977

January	1
February	18
March	23
April	16
May	21
June	8
	<hr/>
	87
TOTAL	175

See Supplement of Catalog in Schedule of Classes for 1977-78 Academic Calendar.

ACADEMIC CALENDAR

1976

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6				1	2	3	4
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
							31																				

1977

JANUARY							FEBRUARY							MARCH							APRIL							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			1	2	3	4	5			1	2	3	4	5							1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
23	24	25	26	27	28	29	27	28						27	28	29	30	31			24	25	26	27	28	29	30	
30	31																											

MAY							JUNE							JULY							AUGUST									
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						1				1	2	3	4							1	2				1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13			
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20			
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27			
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31						
														31																

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
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							30	31																				

1978

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1				1	2	3	4				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
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22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
																					30						

MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
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21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
														30	31												

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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:

Mrs. Susan Marx, Rancho Mirage. Elected Clerk of the Board 1975. Term expires 1979.

John McFadden, Rancho Mirage. Re-elected Clerk of the Board July 1974. Term expires 1977.

John F. Outcault, Palm Desert. Appointed 1962 to fill unexpired term of William Cook, resigned. Clerk of the Board 1964 to 1968. Vice President of the Board 1968 to 1972. Re-elected President of the Board July 1974. Term expires 1977.

Raymond R. Rummonds, Indio. Elected 1958. President of the Board 1968 to 1972. Term expires 1979.

Mrs. Helen Staley, Palm Springs. Appointed 1961 to fill unexpired term of William A. Mason, deceased. Clerk of the Board 1968 to 1973. Re-elected Vice-President of the Board July 1974. Re-elected 1975. Elected President of the Board 1975. Term expires 1979.

OFFICERS OF THE COLLEGE

F.D. Stout, President and District Superintendent

C.A. Patterson, Dean of Instruction

M.W. Ellerbroek, Dean of Business Services

Joseph B. Iantorno, Dean of Students

for graduation in a major. Note especially if there are college requirements in Foreign Language or Mathematics. Further, note that finding all requirements often requires perusal of the entire catalog. Typically, universities have university graduation requirements, college graduation requirements, and graduation requirements in a major, often listed in widely scattered sections of the catalogs. Many of these requirements must be taken during the freshman and sophomore years. Failure to do so can unduly extend the time required for graduation.

3. Financial Aids. Apply for financial aids as indicated in the admission instructions of the catalog of the college. Apply for the California State Scholarship if there is a financial need. Application for the California State Scholarship requires action as early as the middle of October for aid for the following year. The State Scholarship covers tuition and fees up to \$2,700 per year, if there is sufficient need. Students applying for financial aids at the University of California or for most independent colleges in California must apply for the California State Scholarship. Applying and qualifying for the State Scholarship, when a student indicates that he intends to enter an independent California college, can largely equalize the difference in cost to the student between the independent college and a public one. That is to say the Scholarship generally provides the financial qualification for that student to attend that college with little more expense than it would be for him to attend a public institution.

4. General Education Requirements. Notice that many colleges have a general education requirement markedly different from the College of the Desert pattern. With early and effective planning a student can complete all the general education or breadth requirements while at College of the Desert (in most majors) and still graduate from College of the Desert in four semesters.

5. Application Filing Period. Check carefully the dates of the application filing period. This is the time between the first date when applications will be received and the deadline. Many colleges have initial filing periods ten months before admission. In all cases, preparation of applications early within the filing period is recommended.

6. Letters of Recommendation and Rating Forms. Some independent colleges require letters of recommendation or rating forms. Students should get to know their academic advisor and several instructors well enough so that they can comment adequately on the student's characteristics.

7. Grade Point Requirements. Many colleges require higher than a 2.0 (C) grade point average. Study catalogs carefully for all requirements.

8. Admission Requirements of the Public California Institutions. Both the University of California (UC) and the California State University and Colleges (CSUC) have the same initial filing period for fall admission. The period for fall entry is the month of November for admission ten months later. Both UC and CSUC require completion of 56 units of transferable courses to enter as a junior. Both require a minimum of a 2.0 grade point average (higher for non-residents). Students eligible for UC or CSUC entrance as a freshman may enter before their junior year so long as they maintain a 2.0 grade point average in college work. For clarification of Entry Requirements, consult the transfer college catalog.

9. Admission to Independent California Colleges. Students who follow transfer major courses of study find they are given credit for most, if not all, of the courses when they transfer to independent colleges and universities. Some colleges require a certain number of completed units before considering students eligible for transfer. Others do not and will accept students at any time. The requirements are outlined in the respective college catalogs. Catalogs are available in the College of the Desert library or upon request from the independent college's Office of Admissions. Independent colleges invite you to make an appointment with their Office of Admissions in order to discuss your transfer opportunities on a personal basis. Here you can find out which College of the Desert courses most appropriately fulfill requirements at the transfer college.

10. Transferable Course Lists. To find out which College of the Desert courses are transferable, see the separate lists for the UC and CSUC which may be obtained from advisors and counselors. If a course is not on the list, it is not counted as part of the 56 units, nor is it counted in the admission grade point average.

11. Transfer Counselor. If there are questions that cannot be answered by studying the transfer college catalog, see the College of the Desert Transfer Counselor in the Guidance Center.

Personal Enrichment Education

Plato defined a good education:

"A good education consists of giving to the mind and to the body all of the beauty and all the perfection of which they are capable."

The Personal Enrichment offerings of College of the Desert are a necessary part of satisfying this definition. Due to changing times, people now have the opportunity to explore the many intellectual and physical endeavors previously denied them. College of the Desert recognizes the need and desire on the part of its students to explore areas never studied to develop skills, and to strive to improve the quality of their lives and the lives of those around them. To this end, the College offers courses and programs in the arts and the humanities and strives to make these programs as available as possible to all who might wish to participate.

Developmental Education

Education is a lifelong process. In today's society, it is necessary for people to return to college again and again to acquire new skills, to upgrade old skills, to acquire new knowledge, and to expand on existing knowledge. Due to the time lapses between college enrollments, it may be necessary to acquire or re-acquire basic skills before pursuing a particular program of study.

In recognizing the role of the community college in the area of developmental education, College of the Desert has made available through the library: facilities, programs, and staff to provide opportunities for development of necessary skills and knowledge in Study Skills, Fundamentals of Mathematics, Reading Techniques, and Reading Improvement.

In addition, the College provides full-time programs in Learning Skills Education, English as a Second Language, Adult High School Completion, and Preparation for the General Educational Development Test (GED).

Utilizing the facilities of the College's Learning Laboratory, programs are offered on a year round open-entry, open-exit basis without regard to the semester system upon which most college programs operate. Admission of students occurs on a daily basis and no prior educational background is assumed. In addition to regular class offerings, stress is placed on individualized student programs, counseling services, and tutorial assistance.

Specifically, instruction is provided in the following areas:

English as a Second Language (ESL)

This program provides instruction for students at all levels who are studying English as a second or foreign language. In addition to a wide offering of evening classes in neighborhood locations throughout the college district, a complete ESL program is in operation on a daily basis in the Learning Laboratory on the College of the Desert main campus. Students of varied educational backgrounds and from many parts of the world are regular participants in this program and new students are accepted on a daily basis.

Learning Skills Education

The Learning Skills program provides instruction which teaches adults those skills normally acquired in grades 1-8, with particular emphasis in reading, writing, mathematics, and communication skills.

Adult High School Completion

This program provides an educational opportunity for those adults, anyone 18 years or older, who desire to complete the requirements for a high school diploma. Credit can be granted for military service, for service school attended, work experience, and credit earned in the ninth grade or higher, except physical education. The school district in which a student is a resident issues the diploma when course work is completed at the College.

General Educational Development Test (GED)

A function of the high school diploma program is to prepare students to pass the GED test, which many businesses and governmental agencies accept in lieu of the high school diploma.

HISTORY

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

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

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

The Board and a limited administrative staff spent three years studying community college education, and planning curriculum, buildings, and policies, before contracts were let in

the summer of 1961 for actual construction of the initial nine buildings on the 160 acre site at Monterey Avenue and 44th Avenue in Palm Desert. The College's first students were received in the fall of 1962.

In the fall of 1966 the voters of Morongo Unified School District elected to join the Coachella Valley Community College District.

The area comprises the communities of Morongo, Yucca Valley, Joshua Tree, Twentynine Palms, Landers, and Twentynine Palms Marine Base. This portion of the College of the Desert's district has been referred to as the "High Desert Campus."

The Board of Trustees purchased 120 acres on Twentynine Palms Highway between Twentynine Palms and Yucca Valley on which a branch campus is to be built as growth and resources permit.

The 1976 spring semester enrollment in the entire Coachella Valley Community College District totaled over 10,000 individuals.

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

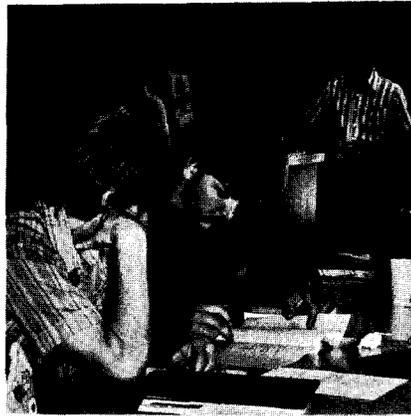
The campus of the College of the Desert is on a 160 acre tract in Palm Desert at Monterey Avenue and 44th Avenue.

Most 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, Dining Hall, and a Guidance 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 lockershower unit, a shallow pool for swimming, a deep pool for diving, and six tennis courts. There is also a large putting green, a night-lighted football field and a one-quarter mile track area with concrete bleachers seating 1000. A baseball field and an archery range complete the physical education and athletic facilities. Three technology buildings house varied laboratory units for courses in trades, technology, agriculture and engineering. A heavy equipment building was completed in time for the 1975 fall semester. An agriculture building, and a related greenhouse and lath house accommodate other classes and laboratories in ornamental horticulture and general agriculture. A Nursing Building was completed in 1968, and a Business Building in 1969. Warehouse and maintenance buildings are located in the campus date garden. In this area also are Temporary Classroom Buildings which house the Learning Laboratory and some aspects of the

GENERAL INFORMATION



GENERAL INFORMATION

PHILOSOPHY

The citizens of this community, to provide opportunities to achieve, through education, a richer and more effective life, established the Coachella Valley Community College District. The district created College of the Desert, a two-year, public institution of higher education, dedicated to the concept that individual talent and integrity constitute the nation's most valuable resources and should therefore be developed and protected to the fullest possible extent. This philosophy has dictated that the College establish as its primary goal the provision of full educational opportunities for the adults of the community, and has instituted the corollary requirement of high standards of performance on the part of all who participate in its benefits.

To achieve this goal, the College has established the following objectives:

1. The establishment of a well-conceived curriculum, rich in content and broad in scope.
2. The selection and retention of a superior faculty capable of outstanding teaching.
3. The establishment and operation of a physical environment conducive to learning.
4. The implementation of a teaching philosophy that placed 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 desired product of education.

It is expected of all students that they develop competence in the fundamental processes of reading, writing, speaking, listening, and computation; an appreciation of the scientific method in solution of problems; an awareness of unique values of our American heritage, including our democratic way of life, and the primacy of moral concerns; a sense of the inherent responsibilities of citizenship; and an insistent desire to become and remain vocationally competent. It shall further be incumbent upon students to manifest their respect for free educational opportunity by reciprocal behavior in form of regular attendance, exemplary conduct, and diligent application of effort to the end that all may improve themselves and therefore their opportunity to contribute to society in a degree commensurate with their capacity.

COLLEGE CURRICULUM

The College curriculum is organized around four major areas.

1. Occupational Education - For those students desiring to complete an occupational curriculum within two years, the College will offer technical training and education in all fields where promise of student enrollment justifies the necessary allocation of resources. Individual courses will be offered on the basis of the same principle in those areas where a full curriculum cannot be justified. In both instances the College's aim will be vocational competence for its student with a corollary competency in citizenship.
2. Academic Preparation for Advanced Study - As an integral unit of the California tripartite system of public higher education, the College will provide programs of study providing students the opportunity to prepare for transfer to the four year colleges and universities of the state and nation. The College aspires to do this in such a manner that students may transfer without loss of time or credit.
3. Developmental Education The College will provide developmental programs and courses which will enable students

to acquire learning skills necessary for the completion of an educational plan leading to the attainment of the individual's objectives.

4. Personal Enrichment Education - The College recognizes the dignity and worth of each individual and will provide courses which will enable students to explore their potential abilities. The primary objective of these courses is to provide the opportunity for students to improve the quality of their lives by enriching and broadening their horizons.

OCCUPATIONAL EDUCATION

The College of the Desert offers a diverse program in the occupational areas. Students may work toward: (a) earning a certificate. (The certificate program is approximately one year in length, with the prospective student specializing in a particular area of study not enrolling in Associate in Arts degree-required courses); or (b) an Associate in Arts degree. Refresher courses are also offered, as well as courses in which new and/or upgraded skills are required to take advantage of employment opportunities.

Individuals may attend classes as either part-time or full-time students. A large segment of the College student body is employed full-time, but attends classes of interest during evening hours. The College closely articulates with other colleges and industry. Many of the courses completed will transfer to four-year institutions. Occupational advisory committees, individuals currently employed or employees assist the College in determining the types of skills, courses, and programs students should complete to meet labor market needs as well as the needs of industry.

The College offers a comprehensive program for community residents. See list of certificate programs and Associate in Arts degree offerings.

Academic Preparation for Advanced Study

Most professions and careers requiring study beyond that available at the College of the Desert are such that the first two years of study may be completed before transferring from College of the Desert to another institution of higher education. To assure transfer students of obtaining the maximum benefit from their College of the Desert experience prior to transferring, it is imperative that the students engage in careful, long-range planning. In general, the student planning to transfer should follow the procedure outlined below. These procedures are adapted from the publications, "Planning for Transfer," available in the Guidance Center.

1. **Tentative Choice.** Make a tentative transfer college choice as early as practicable during College of the Desert career. Catalogs for virtually all California colleges as well as many out-of-state institutions are available in the College of the Desert library. Providing help with career planning is a primary role of advisors and counselors

2. **Catalog.** Examine catalogs of prospective colleges and universities (henceforth, college will be used to refer to both institutions). Study carefully (1) sections covering Admission of Transfer Students, and (2) sections covering all requirements

programs offered by the Music and Art Departments. Off-campus facilities have been leased in the Lower Coachella Valley to offer occupational programs. Several buildings in the High Desert have been leased to accommodate both occupational and academic day and evening classes. A residence was located on the site when it was purchased, and it has been converted into a home for the College President and family.

TIME AND LOCATION OF CLASSES

The College of the Desert offers classes from 7:00 a.m. until 10:30 p.m. Monday through Thursday; from 7:30 a.m. until 5:30 p.m. on Fridays and Saturdays; and for special classes and seminars, at other times during the week. Classes are held at off-campus locations throughout the district, in addition to the classes offered on the Palm Desert campus and at the High Desert Campus in Twentynine Palms. For specific information pertaining to class offerings, times, and locations, consult the most recent College of the Desert Schedule of Classes.

LIBRARY SERVICES

The College Library serves the entire College community: students, faculty, staff, and guests. As the materials center of the College, the library provides books, periodicals, pamphlets, government documents, and non-printed materials to supplement classroom instruction and laboratory experiments. On the main floor of the 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-print instructional materials such as a closed-circuit television, language laboratory, listening rooms, classrooms, and the Computer center.

AUDIO-VISUAL AND BROADCAST SERVICE CENTER

The Audio-Visual and Broadcast Service Center provides non-print media services to students and faculty of the Coachella Valley Community College District as well as media consultant services to all persons within the District.

While the major emphasis of the Service Center is supplying films and television programs for the instructional program within the District, it also supplies the attendant equipment for procuring, producing, and viewing them as well as the maintenance involved.

The Service Center also maintains an inventory of media equipment for faculty use in media production equipment

The Service Center staff consults with faculty, staff, students and community persons interested in the utilization of equipment, purchasing of equipment, operation of equipment, maintenance of equipment and media systems design.

Where time allows, the Service Center staff will produce media for instructional uses within the District.

COOPERATIVE WORK EXPERIENCE EDUCATION

Cooperative Work Experience Education is a systematic, planned program for students who are employed. It is a realistic approach to career planning, and/or career improvement in

which supervised learning takes place on the job. The student is provided with an opportunity to make classwork relate directly to on-the-job work experience.

The program operates as a cooperative activity between the school, the student, and the employer. It is a new, innovative, educational thrust utilizing community resources as educational facilities. The entire community becomes, in reality, a laboratory where multimillion dollar equipment is used by participating students. Also, successful professionals and expert tradespeople serve as instructors along with members of the faculty at College of the Desert.

Student Qualifications - In order to qualify for participation in the Cooperative Work Experience Education program at College of the Desert, the student must:

1. Be enrolled in a curriculum leading to a Certificate of Achievement and/or an Associate in Arts degree.
2. Complete eight or more units of course work, including Cooperative Work Experience, each semester of participation in the program.
3. Be enrolled concurrently in a one-hour per week, one credit Control Class.
4. Pursue a systematic plan of Cooperative Work Experience Education which includes new or expanded on-the-job learning experiences beyond those accomplished during previous employment.
5. Be employed in a work situation in which these on-the-job learning experiences are capable of being evaluated.
6. Have the approval of the Director of Cooperative Work Experience Education to enroll in the program.

Achievement by Objectives-At the beginning of each semester, the student, in conference with the Coordinator, must establish three to five specific job-related performance objectives which must be successfully completed by the end of the semester. An objective is a statement which describes a learning experience in terms of a result the student is interested in accomplishing on the job during the semester. It is hoped that the setting of the objectives will enable the student to realize the educational opportunities that are available in his job. Work Experience credit will be given only when new job skills and learning activities can be identified and activities can be identified and accomplished.

COMMUNITY SERVICES

Service to the community is a major function of College of the Desert.

In meeting the needs of the community, College of the Desert is dedicated to add to the enrichment of daily living as well as the sponsoring of such events as lectures, forums, art exhibits, films, seminars and workshops.

As a community service, the use of college facilities are encouraged by community organizations which qualify under the Civil Center Act.

Community Services strives to create an awareness of events, college programs and the continual development of College of

the Desert through the use of media appropriate to the public information program.

“Every class offered, unless otherwise indicated in the official catalog and schedule of classes, shall be fully open to enrollment and participation by any person who meets the academic prerequisites of such class, and who is otherwise eligible for admission to and enrollment in the college.”

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ADMISSION INFORMATION

ADMISSION

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

Graduates of Accredited High Schools--High school graduates who can satisfy residence requirements are eligible for admission to College of the Desert and enrollment in any course for which they are qualified. Certain two year curricula have special admission requirements.

Non-Graduates of High School--Non-graduates who are eighteen years of age and who can profit from instruction are eligible for admission to College of the Desert. It is recommended that students who have not had more than a semester lapse between the time of their last attendance at high school and the beginning date of the semester for which they wish to enroll at College of the Desert should contact the Director of Basic Education. A Learning Laboratory program provides an alternative way to complete high school graduation requirements.

Students who complete the High School Proficiency Examination with satisfactory scores and who have parent's permission to leave the high school may attend College of the Desert.

Selected High School Students--Qualified high school eleventh and twelfth grade students may be admitted for concurrent enrollment at College of the Desert in college transfer or technical courses upon recommendation of the high school principal. Enrollment in the summer session immediately prior to the senior year is open to similarly qualified students. During the regular year, students concurrently enrolled in this manner must maintain a minimum day enrollment in high school. High school students admitted in this category are subject to college regulations and must purchase their own textbooks and supplies.

Admission of residents of the Coachella Valley Community College District

Students whose residence is in one of the high school districts comprising the Coachella Valley Community College District (Palm Springs, Indio, Coachella Valley, Eagle Mountain, Yucca Valley, Twentynine 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 Community College

Students who reside in a high school district not maintaining a community 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 Community College

Students whose official residence is in another community 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. However, students over 18 years of age who move

their legal residence to the Coachella Valley Community District are considered as district residents.

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 Community College District to attend community colleges elsewhere.

The Board of Trustees of the College of the Desert has established the following policy concerning releases which will prevail for the school years 1976-78:

1. Students who require a college credit program which is not offered at College of the Desert may be released to attend another California community college.
2. Students may be released to attend any community college in California which will not make a charge to College of the Desert for the attendance of a student.
3. Release forms are available at the Office of the Dean of Students.
4. Students who have been granted a release to attend another community college for one year must re-apply for permission to attend for a second year.
5. Releases should be applied for in person at the Dean of Students' Office, 43-500 Monterey Avenue, Palm Desert, California 92260.

Admission of Out-of-State Students

High school graduates with advanced standing from out-of-state are eligible to enroll at College of the Desert provided acceptable transcripts of past achievements are presented, and 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. Foreign students are required to show evidence of Medical-Surgical insurance coverage.

APPLICATION

An application blank may be obtained in person, or by writing or telephoning 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.

All students enrolling for the first time must submit an official Application for Admission.

Transcript of Record

The full-time student should arrange to have complete transcripts of academic records sent to the Office of the Registrar. A high school senior should have the transcript sent after graduation. Transcripts must be mailed directly from one institution to another and cannot be considered official if they are delivered in person.

Applicants without high school diplomas may be required to demonstrate by means of examinations that they are qualified to undertake work at college level.

Placement Examinations

All entering freshmen are encouraged to take college placement tests prior to registration. The scores of these tests will be used in advising the students in selecting courses suitable to their 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.

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 an individual basis.

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 advisor, 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. (Refer to current Schedule of Classes.) All students should be prepared for the following types of expenditures:

- 1) Board and lodging if not living within commuting distance from their homes.
- 2) Textbooks, supplies and special clothing available in the colleg bookstore estimated at \$150 per year.
- 3) Associated Student membership fee, \$10 each semester.

REGISTRATION

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

Unit Load Limitations

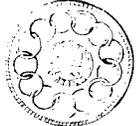
A normal class load is considered to be 15-17 units plus a class in physical education. Students working full time are encouraged to carry a reduced load. Students with advanced standing, and having a C average or better, will be permitted to enroll in 19 units plus physical education.

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 students concentrate their efforts. This goal may be the mastery of a field of knowledge, the foundation for which may be found in the various occupational curricula in the College. A major consists of at least 18 units of credit in a specified field of study.





STUDENT SERVICES



STUDENT SERVICES

STUDENT PERSONNEL SERVICES

To realize the mission of meeting the educational needs of all the people within the College service area, College of the Desert on the Palm Desert and Twenty-nine Palms Campuses have held the concept of the 'open door' in accepting for admission anyone over 18 years of age who could profit from instruction. The resulting diverse student body encompasses a wide range in abilities, backgrounds, ages, economic status, and ethnic groups.

To serve the educational and personal needs of large numbers of very different youth and adults, there must be a commitment to the concept that educational institutions exist for the purpose of assisting the individual student in the learning process. All programs, services, and facilities in the final analysis must be directed toward development of the student.

Student Personnel Services at the Palm Desert and Twenty-nine Palms Campuses perform an integral, essential and vital function of the overall educational program. One of the most important responsibilities of a comprehensive student personnel services program is to provide every possible aid to each student. To this end, the Student Personnel Services assist students to achieve understanding of the four major areas that make up student services: Admissions, Counseling, Student Affairs, and Special Support Services make up the Student Personnel Services.

Admissions

The admissions service is the identification and acceptance of all qualified students for enrollment in College of the Desert. Maintaining facilities and record-keeping systems which will safeguard the students' academic and personal record, developing an articulation plan and maintaining for the student smooth educational progress, establishing an orientation plan for easing the transition to higher education and recruiting actively for participants in its educational offerings, particularly among those who might not consider higher education a possibility, represent methods utilized by the Admissions Office to open the college door to all.

Other information regarding Admissions may be found in this catalog under the titles of Academic Information and Admission Information.

Counseling

The counseling service is a fundamental and integral part of the total educational process of the College of the Desert. Recognizing that each student who comes to the community college is unique, the counseling personnel believe their primary responsibility is to the student and to respect individuality, to encourage development and to foster a climate in which individual growth can occur.

Individual growth is characterized by a kind of strength and independence which enables the student to become considerate of others and concerned about understanding the nature of involvement appropriate as an active and responsible individual in our society.

The overall purpose of the Student Guidance Center is to promote the personal growth of individuals within society and within the College community. The services provided to students include (1) general counseling, (2) testing, (3) transfer information, (4) placement, (5) career guidance, (6) handicapped consultation and counseling, (7) veterans counseling, (8) tutorial assistance and the Extended Opportunity Program and Services (EOPS).

Some of the above listed services will be discussed in more detail under the Special Support Services area.

Orientation Prior to the beginning of the fall semester, a special new-student orientation program is held for all new incoming freshmen. This program will also be offered in the regular fall and spring semester. This program is designed to assist the student to:

1. Recognize and identify the difficulties that may be encountered during the initial weeks of college.
2. Recognize procedures and processes that have a direct effect upon progress.
3. Become aware of the counseling department's services.
4. Recognize the channels of communication that may be utilized during enrollment in college.
5. Provide informal exchange of ideas and/or experiences with a counselor and with other "new" students.
6. Become aware of the services available at the college.
7. Become aware of the general and/or specific information regarding curricula, career information, transfer information.
8. Thoroughly explore the occupation of his/her choice.

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

Transfer In addition to meeting with their advisors, students can confer with the counselor to help plan the smoothest possible transition to transfer institutions. The counselors are directly involved in keeping both students and faculty advisors informed concerning the latest information about college transfer.

To further the communication between students and transfer colleges, students are urged to attend the Transfer Seminars in mid-October, where the latest information about admission to the California public colleges and universities is made available.

Another activity to promote knowledge about four-year colleges is College Information Day, usually held in October. On this day, representatives from many California institutions of higher education assemble on campus to meet and confer with district students.

A special student development service is liaison with four-year colleges and universities which offer upper division (junior and senior year) and graduate courses in the Coachella Valley. This information is available through the office of the Transfer Counselor.

As in other phases of student development services, counselors serve as a community resource for transfer information. Counselors are available any time that college is in session, either day or evening.

Testing Tests for achievement, ability, interests, and adjustment are given to all students who request them through a counselor. Data for these tests are used as a basis for counseling in educational, occupational, and personal-social problems. The testing service provides psychological test data for the use of counselors and faculty advisors, placement tests for various departments, and assistance in preparing, administering, scoring, and analyzing tests for departments within the college.

Student Affairs

Student affairs programs in a comprehensive community college provide opportunities for the students and college to develop an essential dimension to the educational experiences through a wide variety of activities.

Associated Students -College of the Desert, in keeping with the philosophy of the institution, places the responsibility for student affairs on the students. This responsibility rests with the Associated Students of the College of the Desert. Regularly enrolled students of the college are expected to have membership in this organization and are encouraged to participate in some manner.

The Associated Students has adopted a constitution and provides for a governing body that directs the interest of the entire student population. This government is made up of an executive branch with a student president and cabinet, and a general assembly, composed of club and organization representatives.

Student Organizations -Students are encouraged to participate in campus organizations. College of the Desert offers a variety of campus clubs and organizations for every phase of campus life. They provide opportunities for students in social, service, curricular, and special interest programs.

The club program consists of approximately 25 clubs on campus. Every year new clubs are chartered as they are requested by students. Every club on campus is a part of the General Assembly which meets regularly to discuss activities, projects and problems pertaining to its members.

Athletics -College of the Desert is a member of the Desert Athletic Conference which includes the following colleges: Barstow College, Cerro Coso College, College of the Desert,

Imperial Valley College, Mira Costa College, Mt. San Jacinto College, Palo Verde College, and Victor Valley College.

College of the Desert teams are represented in football, cross country, basketball, baseball, track, golf and tennis.

Student Insurance -An accident and health insurance coverage is offered to students on a voluntary basis. Information and application may be picked up at registration. Insurance information is also available in the Health Services Office.

Special Support Services

The realization of the "open door" philosophy of the community college has resulted in the enrollment of students from diverse cultural groups, economic levels, and academic abilities. Special support services are provided by the College of the Desert as an integral part of a comprehensive student personnel program.

Special support services which are evolving as vital aspects of student personnel services include but are not limited to health services, developmental programs, financial aids, part-time and career employment, and other support 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 may be purchased at the bookstore. The bookstore is open Monday through Friday 7:45 a.m. until 4:00 p.m., and Monday through Thursday evenings 6:30 until 9:00. The bookstore is open also to non-students.

Career and Job Placement Service Center -As part of the Student Personnel Guidance Services Department, the Career and Job Placement Center maintains a centralized service center that provides career and job information to assist students and alumni in determining and achieving career positions.

The career information service provides career resource materials that are relevant to students in quest of occupational and career possibilities in a variety of areas. The placement service collects and makes available current sources of off-campus employment opportunities. There are a variety of temporary-permanent jobs available.

Food Services - Breakfast and lunch are served each weekday in the College Dining Hall. The facilities are open evenings for snacks. Every attempt is made to keep the price of food reasonable by reducing administrative overhead. Persons using the Dining Hall are requested to assist in keeping the cost of food low by placing dishes and paper on the dishroom conveyor belt. Tables and floor areas should be left clean and tidy for the enjoyment of incoming patrons.

Housing -There are no facilities for on-campus housing at College of the Desert. A housing information folder on the different types of accommodations is maintained at the Career and

Job Placement Service Center. The housing folder is a listing service only. The College does not inspect or approve the listed facilities and assumes no responsibility for agreements between landlords and students.

Transportation and Parking —Students are expected to provide their own transportation to and from college. Assistance in securing transportation is available in the Career Center.

Student Parking is permitted in designated areas on campus. The Sheriff's Department will on a regular basis, come through the parking lots and ticket those individuals who do not have the proper parking sticker for reserved parking in the Faculty, Staff, Visitor and Handicapped parking areas. These areas are parking lots 1,2,3, and the front row of 13 and 18. Handicapped and Visitor Parking is on lot 4. The Sheriff's Department will also ticket any automobile that is parked in an area that is not designated for parking. The visitor permits can be obtained from the Office of the Dean of Students on a daily basis. Handicapped permits can be obtained from the Office of the Dean of Students on a semester basis and can be renewed as needed.

The Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services is a state-funded program which provides students who are educationally disadvantaged the opportunity to attend college. The services listed below are provided through the EOPS Program:

1. The EOPS Program recruits disadvantaged students from the local high schools and the community and provides these students with a Summer Readiness Program to help them prepare for the community college.

2. Students admitted into the program are provided with EOPS Grants in order that these students meet their financial obligations on campus. Two specific grants are provided. Book grants are provided to students each semester and these grants are utilized to purchase the students' required textbooks. The general EOPS Grant is provided so that the EOPS student may pay for other college-related costs.

3. A Peer Tutoring Program is also provided to assist students with learning difficulties. Peer Tutors usually work on a one-to-one basis with students and are recommended by the College of the Desert instructors.

4. EOPS paraprofessional counselors are also utilized for assisting students on campus and for outreach and recruitment purposes.

5. The EOPS Office coordinates four-year EOP representative visitations and makes available EOP transfer information and applications.

6. The EOPS Office provides bilingual counseling to the general student body.

EOPS applications are available in the EOPS Office which is located in the Student Center. The EOPS Program encourages students from disadvantaged backgrounds to apply for the program.

Handicapped Students

The handicapped student at College of the Desert is encouraged to participate in the same activities and courses as any student. Special services are offered to provide a more equitable opportunity and to help successfully integrate the student into college life. Such services provided include: priority registration, special parking, career and personal counseling and guidance, tutoring, notetakers, skills development, and assistance with job placement. Special equipment is available to those who qualify. The library is the only two-story building on campus. The main entrance is equipped with an automatic door, and elevator keys are available to those in need of access to other facilities. All other buildings are accessible and are single story. Accommodating restroom facilities are provided.

Special guidance classes are available to the handicapped student and are listed under the Department of Psychology (see catalog descriptions.). These courses offer two units of credit each and are the only courses limited to handicapped enrollment.

College of the Desert welcomes and encourages the handicapped or physically inconvenienced individual to partake of college offerings and to participate in the various College activities. Please contact the Counselor for the Handicapped for further assistance and information.

Health Services

The College maintains a Student Health Center with a professional nurse on duty daily to provide health consultation, first aid, screening for vision and hearing, and general health services. A physician is available on a referral basis five days a week. Appointments are scheduled through the Health Services office. The Student Health Center is located in the Administration Building in the East wing.

Student insurance for sickness and accidents is available through the Health Services office.

Office of Veterans' Affairs

The Office of Veterans' Affairs offers a service oriented program aimed at providing veterans the information, help, assistance, and advice about College of the Desert and its programs. All veterans have access to the Veterans' Program at College of the Desert. The main objective of the program is fulfilling veterans' needs.

Supplementing these goals, the Office of Veterans' Affairs offers: an outreach program which appraises the veterans' needs and informs them about education most suited to their educational and career goals; assistance in enrollment and career advisement, and certificate programs; provides tutoring and returning of basic educational tools through the Special Education programs on campus. Counseling services benefit the veterans on campus and in the community by helping to speed the certification process, advocating for veterans with V.A. difficulties, and maintaining contact with school and community services. It assists veterans with financial aid and housing. It provides placement service for the veteran during enrollment, and upon completion of educational goals,

maintains a working relationship with local veterans' organizations.

Additional Services available include: Servicemen's Opportunity College and Project Ahead.

Veterans Course Requirements

1. Courses numbers 100 or above are not acceptable for Veterans' Benefits.
2. Veterans taking Work Experience classes must take 51 percent of their total unit load in on-campus classes. Work Experience classes are not considered on-campus classes. The Veterans Administration will not pay benefits for General Work Experience. Vocational Work Experience may be taken as elective units as allowed by your major. Transfer students are ineligible for Work Experience.
3. Any veteran who has accumulated 45 or more units and wishes to continue in attendance at the College of the Desert is required to see the Veteran's Coordinator.
4. Veterans may receive benefits when repeating courses in which a grade of F was received, if the course is a prerequisite to another course or is required for graduation or transfer. Notify the Veterans' Affairs Office of any course you wish to repeat.

Servicemen's Opportunity College

College of the Desert, through its affiliation with the American Association of Community and Junior Colleges, and other community and junior colleges across the country, maintains membership in the Servicemen's Opportunity Colleges (SOC).

The SOC concept is based on the fact that the servicemen's life is keyed to mobility. In the light of difficulties faced by servicemen, SOC colleges make every effort to respond to their special needs by: (1) having admissions policies related to the life conditions of servicemen, (2) providing special services to servicemen, and (3) giving special consideration to servicemen and veterans making application to College of the Desert. The Satellite campus in Twentynine Palms is directly associated with this program because of its proximity to the Twentynine Palms Marine Corps Base.

Project Ahead Program

This program offers numerous services to all military personnel. Among the services available are special counseling and educational advisory services designed to assist the servicemen in their eventual choice of a college major.

College of the Desert serves as a repository for academic credits earned while completing the tour of duty. Upon application, and filing of military papers, the Office of the Registrar will evaluate the military schools, military training, and courses for college-level credit to be applied toward the servicemen's academic record.

Special consideration is always given returning veterans and servicemen.

Women's Resources

An Advisory Committee for Women has been established at

College of the Desert this year. It is comprised of members from the faculty, staff, and student body. The function of this Committee is to assess the community as regards the needs and education of women in our Community College District. Women are available for counseling, advising, and assistance to students at College of the Desert. If you have concerns regarding re-entry into college, first college experience, personal questions, or questions in general that you would prefer discussing with a woman, contact any member of the Committee through the secretary of the Student Development Center. The Committee welcomes input and encourages you to express your needs to them, to better serve you.

Scholarships, Awards, Financial Aid, Grants, and Loans

Scholarships listed chronologically by date established.

Palm Desert Rotary Club Scholarship Fund

Established the second day of February, 1963. Both loans and grants are available through this fund.

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 sophmores.

Palm Desert Woman's Club Scholarship Fund

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 years, (c) are preparing for a teaching career, and (d) have demonstrated exemplary citizenship and satisfactory scholarship.

Alfred and Viola Hart Award

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

Established in the Spring of 1965. Scholarships are awarded each semester to a worthy student.

Garden Club of the Desert

Established Fall, 1965. Awarded to a deserving student in the field of ornamental horticulture.

Rancho Mirage Woman's Club Scholarship

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.

Soroptimist Club of Palm Desert Scholarship

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

California Nurses' Association District No.34

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

Bank of America Community College Awards

Established 1966. Local and state competition based on scholarship, college activities, community service, and a written application. One hundred and fifty dollars local winner; \$2,000 state winner.

Shadow Mountain Palette Club, Inc., Scholarship

Established in 1968. To be awarded to two students who (a) are Art majors and have attended College of the Desert for one semester, (b) attend College of the Desert for one year after receiving the grant, (c) have average or above average artistic ability, (d) have a total grade point of approximately A and (c) have a financial need for the scholarship

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

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

Palm Springs National Bank Scholarship Fund

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.

Skelton Foundation

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

Women's Auxiliary of the Desert Hospital Scholarship Fund

Established March, 1970 To provide grants to fulltime vocational nursing students who are residents of Coachella Valley Community College District and enrolled at College of the Desert.

Eisenhower Medical Center Auxiliary A.D.N. Scholarship Fund

Established July 17, 1970. For students in the Associate Degree Nursing Program who qualify for and continue to meet the A.D.N. standards. In all cases determination of need must be made.

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.

Peter A. Marx Memorial Scholarship Fund

Established August, 1972. Earnings of approximately \$100 annually from interest on permanent fund. To be awarded yearly to a College of the Desert student who is majoring in music.

Thomas Arthur Davis Memorial Scholarship Fund

Established September, 1972. Two scholarships of \$400 each to be awarded annually to worthy students in financial need. Donors: Parents, Charles and Athor Davis.

Jerry Codekas Memorial Scholarship Fund

Established November, 1972. Approximately \$50 in interest earnings from \$1,100. Awarded yearly to a student who transfers from College of the Desert to a four-year institution.

Dr. Peter William Dykema Memorial Scholarship Fund

Established November, 1972. Interest of approximately \$300 to be awarded yearly to a music student chosen by a committee of the music faculty and Mrs. Helen Dengler, donor.

College of the Desert French Scholarship

Established December 1, 1972. Awarded to students of French showing high academic potential or performance as well as need. Need not major in French, but must have at least one semester in French at College of the Desert.

Bob Hope Desert Classic Scholarship Fund

Established January, 1973. Income approximately \$500 annually to vocational students only who: (1) Have record of good citizenship, (2) can demonstrate financial need, and (3) meet adequate scholastic achievement as specified by the Scholarship Committee.

Border Patrol Wives' Scholarship Fund

Established January, 1973. To be awarded to a second year student in law enforcement who: (1) has demonstrated exemplary citizenship and is a citizen of the U.S.A., (2) has a B average the first semester and will complete 30 units by the end of the second semester, (3) has financial need, and (4) who

accepts no other scholarship. One hundred dollars renewable each semester upon successful completion of 15 units per semester. Must be a resident of College of the Desert District.

F.X. McDonald, Jr. - Vin Riley Music Scholarship Fund

Established May, 1973. Interest earned annually from this fund to be used to help a deserving Voice, or Piano student defray his expenses in the College of the Desert Music Department.

Velma McCall Perpetual Scholarship

Established in May, 1973 in her honor by the Faculty Women's Club of College of the Desert. Earnings from the principal sum shall be awarded annually to a deserving student.

Roy C. and Velma C. McCall Scholarship

Established May, 1973. Earnings from the principal sum shall be awarded annually to a deserving student who has high scholastic achievement and good citizenship qualities.

Roy Mallery Art Scholarship

Established in 1974. In honor of Roy Mallery, Chairperson of the Art Department of the College of the Desert. \$75.00 awarded annually to a deserving art student. Hugh Stephens, M.D., Scholarship Fund.

Hugh Stephens, M.D. Scholarship Fund

Established 1974. An annual scholarship of \$100 awarded to a student majoring in premedicine or in the medical field.

The Ray Marshall Vocational Scholarship in Natural Resources

Established 1974. To be awarded to a vocational student in Natural Resources. This is an annual scholarship of \$100.

The Natt McDougall, Jr. Memorial

"Under the Stars" Lectures: American Ideals and Moral Values. Established April 1, 1974. A \$20,000 endowment from which interest is used in support of lectures engendering knowledge of, and appreciation for, traditional American ideals and moral and spiritual values. Donor: The Rosemary Dwyer Frey Trust.

Beatrice Marx Scholarship

Established 1975 by Mrs. Stanley (Hermine) Rosin. A perpetuating scholarship fund for Music students.

Negro Academic Scholarship

Selection made by Negro Academic Scholarship Fund Committee.

Riverside County Peace Officers Association

Indian Wells Garden Club

Palm Springs-Desert Retired Teachers

D. H. Mitchell Perpetual Scholarship Fund

Donald H. Mitchell Perpetual Scholarship Fund: (\$1840). Established 1975 as a perpetual fund. Earnings from interest to be awarded to College of the Desert students.

Helen K. Staley Perpetual Scholarship

Helen K. Staley Perpetual Scholarship Fund: Established 1975 as a perpetual fund. Earnings from interest of approximately \$75 annually to be awarded to College of the Desert students.

Stacey Carpenter Memorial Scholarship Fund

It was the wish of his parents that this money be kept to grant financial assistance to a music major with organ as his/her major performing area.

Scholarships and Grants

Applications will be available in January and must be received by the Student Services Office of College of the Desert not later than March 1st. Awards will vary from \$50 to \$400. Consideration is given to the applicant's grades, academic potential activities, college major, and financial need when awarding scholarships.

State Scholarships and Grants

Scholarships, College Opportunity Grants, and Occupational Opportunity Grants are available to community college students. Information and applications may be obtained at the Financial Aids Office at the college or any high school counseling office in California

Basic Educational Opportunity Grant Program

Information and applications available at the Financial Aids Office. All high school counseling offices have these applications also.

For all programs of financial assistance, you must complete an application for Financial Aid (ACT family Financial Statement.) This application is available at all high school counseling offices as well as the College Financial Aids Office.

Short-Term Emergency Loans

Emergency Loans are available on a short-term basis to students in need of immediate, temporary financial assistance. The following restrictions generally exist: (1) loans will not be made to first year (freshman) students. Exceptions may be made when the applicant has a firm commitment for money to be received in the future. Example; Veterans' Benefits, approved Financial Aid Scholarships, Federally Insured Loans, (2) the loan applicant must be a full-time student (12 units or fulltime in Adult Basic Education) The loans intended to enable a student to meet emergency expenses and must be repaid within thirty days. Emergency expenses are primarily for books, school fees, and living expenses. (4) student must be a member of the Associated Student Body.

These emergency loan funds are available to responsible and worthy students who are in temporary need of financial assistance for educational purposes while attending College of the Desert. Short-term (no-interest) loans in amounts up to \$50 will be made.

Long Term Loans

National Direct Student Loans

Under this program, eligible students may borrow up to a maximum of \$2500 for the first two years of college. This total must include all previous loans received under the National Defense Student Loan Program. No interest is charged until nine months after the borrower ceases to be at least a half-time student (6 units minimum completed each semester at College of the Desert). Three percent simple interest starts at the end of a nine-months grace period with the first payment due one month later. Payments may be extended for a period of not more than ten years, but will be at a rate of not less than \$30 a month. Applications should be filed by June 1st for the following academic year, and November 15 for the spring semester.

Supplemental Educational Opportunity Grants

Students from extremely low-income families may apply for an Educational Opportunity Grant. Such a grant will not be less than \$200 and not more than \$1,000, and will be renewable upon satisfactory performance. Eligibility must be matched with at least an equal amount of Work Study, National Direct Student Loan, and/or other instructional aid. Applications should be filed by June 1st for the following academic year and by November 15 for the spring semester.

Federally Insured Student Loans

Enrolled students are eligible to apply for a Federally Insured Student Loan. Under this program, the student may borrow up to \$2500 a year with a total maximum of \$10,000. Loans are made by the lender of the student's choice. Once an application has been accepted by a lender, there will be an 8-10 week delay before receipt of the loan. Checks will be available in the Financial Aids Office at College of the Desert after the student has enrolled. The student should be aware that the various lenders may limit loans to less than \$2500 per year, and may impose their own requirements for loan eligibility. Application blanks are obtained from the college and must be approved by the college.

Registered Nursing Student Loans

Under this program, a student who can show that he has a financial need and has been admitted into the nursing program by the Nursing Department may borrow up to \$2500 an academic year with an aggregate maximum of \$10,000. No interest is charged for a period of nine months after leaving school. Interest then starts at three percent simple interest with the loan to be repaid at no less than \$15 per month. Applications for these loans should be filed by June 1st for the following academic year, and November 15 for the spring semester.

Nursing Scholarships

Available to second-semester LVN and RN students. Further information available at the Financial Aids Office.

Grants

Economic Opportunity Grants

Undergraduate students with exceptional financial need, who require assistance to attend College of the Desert, will be

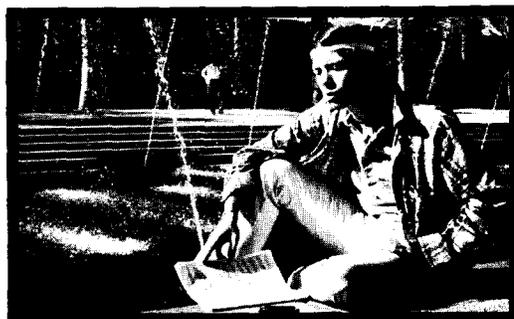
eligible. The federal grant ranges from \$200 to \$1,000 an academic year, and can be no more than one-half of the total assistance given the student.

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 maximum of four years or until termination of undergraduate status. The grant may be adjusted if the student's financial need changes.

College Work-Study Program

Eligible students who can demonstrate that earnings from employment are necessary in order in various departments and divisions of the Coachella Valley Community College District. Various job skills are especially in demand. Applicants from low-income families will be given preference in employment. Applications should be filed by June 1st for the following academic year, November 15 for the spring semester, and May 1st for summer session.

ACADEMIC INFORMATION



ACADEMIC INFORMATION

ACADEMIC REGULATIONS COMMITTEE

Because it is difficult to develop academic regulations that apply equally and fairly to all students under all situations, an Academic Regulations Committee composed of faculty members has been designated to review and take action on students' requests for waiver or modification of college academic regulations.

Petition for such privileges must be submitted to the Office of the Registrar.

CLASSIFICATION OF STUDENTS

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

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

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

Full Time: A student enrolled for 12 or more credit units.

Part Time: A student enrolled for less than 12 credit units.

Adult: A student who has attained his 21st birthday and who is enrolled in less than 10 class hours per week.

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

UNIT OF CREDIT

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

GRADING SYSTEM

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

- A - Excellent**
- B - Good**
- C - Fair**
- D - Passed**
- F - Failed**
- W - Withdrawal**
- WF - Withdrawal Failing**
- I - Incomplete**

The designations P (passed) and NP (not passed) may be used in reporting 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 passing a further examination or by performing other tasks required by the instructor.

Grade F means the student has failed to complete the course requirements.

Grade W indicates approved withdrawal from a course.

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. Units for F and WF grades are counted in computing grade point averages.

GRADE POINT AVERAGE

The grade point average (GPA) is computed by dividing all units attempted into all grade points received. Courses in which a grade of "P" or "W" is received are not counted as units attempted. Non credit classes also are not counted as units attempted. The following example illustrates the grade point average calculation.

Course	Units	Grade	Grade Points per unit	Grade Points
Eng 50	3	C	2	3 x 2 = 6
PE 1	2	A	4	2 x 4 = 8
PE 20	1	B	3	1 x 3 = 3
Health 1	2	D	1	2 x 1 = 2
AgNR 35	3	B	3	3 x 3 = 9
AGPS 121 (2)		B	No grade points (non-credit class)	
History 1	3	C	2	3 x 2 = 6
	<u>14</u>			<u>Total grade points = 34</u>

Grade point average = Total Grade Points/Total Units
 = 34/14
 = 2.43

DEAN'S LIST

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

HONOR ROLL

Students earning 12 or more credit units in a semester with a grade point average between 3.00 and 3.49 are listed on the "Honor Roll."

ACADEMIC PROBATION

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

Students on probation are subject to the following restriction:

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

Disqualification occurs when a student either (a) maintains less than 2.00 GPA for two consecutive semesters, or (b) falls below deficiency 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 may be disqualified:

Units Taken	GPA	Grade Points	Grade Points Below 2.00
15	1.00	15	- 5
20	1.50	30	-10
30	1.70	51	- 9
40	1.80	72	- 8
50	1.90	95	- 5
60	2.00	120	

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

Mid-term grades are reported after the eighth week of each semester. Students may choose to submit withdrawal forms prior to the tenth week of classes to avoid a WF grade in courses in which they are doing unsatisfactory or failing work. Failing students will be referred to advisors for program adjustments when feasible. At the close of each semester, grade reports are sent directly to the student.

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 will be conducted in writing, and a maximum time will be assigned before hand 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 in courses offered in the College, without formal enrollment in them. 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 this transcript.
3. The maximum credit allowable by examination is 10 semester units. Some exceptions are allowed on extra credit for students taking advanced course work in the Nursing Department.

4. College of the Desert will accept credit that was granted by examination by other colleges, but such credits will be included in the maximum allowable by examination.

5. The minimum residence requirement prior to taking examination for credit is the completion of 12 semester units of credit work.

Students desiring to challenge a course by examination should submit a petition to the Academic Regulations Committee. The petition should be endorsed by the student's advisor 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 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.

Students are expected to plan their schedule carefully with the aid and approval of the advisor and then to make a vigorous endeavor to maintain it throughout the semester. Program change applications must be initiated with the student's advisor. The student must attend all classes in which originally enrolled until the requested change is officially authorized. 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 may 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 a class or from the College can receive a grade of F in all courses from which they unofficially withdraw. When an instructor is convinced that a student is 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 Registrar.

Withdrawal Dates and Penalties

Students in good standing may arrange to withdraw officially from the College or from a class by the end of the tenth week of classes; a grade of W will be recorded upon their permanent record for each class from which they officially withdraw. If they withdraw after the tenth week, either W or WF will be recorded, depending upon whether the student 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 student are unofficial. A fee of \$1 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 an earnest purpose exists and that the student's conduct will demonstrate the validity of the assumption. If, however, the student should be guilty of unbecoming conduct or should neglect academic duties, the College authorities will take such action as in their opinion the particular offense requires. The scope of College disciplinary actions are: (a) informal reprimand, (b) formal reprimand, (c) administrative probation, (d) a definite period of suspension, (e) an indefinite period of suspension, and (f) expulsion.

STUDENT RESPONSIBILITY

Each student is responsible for compliance with the regulations printed in this catalog and with other official notices distributed throughout the campus. Class schedule information is considered as supplementary to the college catalog and is also an official statement of policy.

CLASS ATTENDANCE

A student is expected to attend all sessions of the classes registered for. It is the student's responsibility to contact instructors regarding any absence incurred. 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 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

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

recommendation of the Student Health Service in case of illness. Requests for a Brief Leave of Absence may be filed with the Office of the Dean of Students.

GRADUATION REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

The A.A. degree may be earned by completing either A or B following, plus C, D, E, and F.

A. The Transfer Program (Pre-Major)

Complete both 1 and 2 below:

1. Complete substantially all the lower division requirements of the major listed in the catalog of the transfer institution at which the student expects to receive his four-year baccalaureate degree. Academic advisors assigned to students will review the student's progress in the pre-major and determine when these requirements have been met. A minimum of a 2.00 cumulative G.P.A. is required in the courses included in the pre-major field.

2. Complete a minimum of 40 units of General Education as described under General Education Requirements.

B. The Occupational Program (Major)

Complete both 1 and 2 below:

1. Complete a minimum of 18 units of the required sequence of courses in an occupational curriculum. Academic advisors assigned to students will review the student's progress and determine when these requirements have been met. A minimum of a 2.00 cumulative G.P.A. is required in the courses included in the Occupational curriculum.

2. Complete 15 units of General Education which shall include at least one course in each of the following areas with the approval of the advisor:

- a. Natural Sciences
- b. Social Sciences
- c. Humanities
- d. Learning Skills:

Learning Skills courses include the following: ES 1A, Eng 3A, Eng 50, Eng 51.) Although one course must be English, other courses listed 1-3 below may be used to complete the general education requirement beyond the 12-13 units specifically required in the four areas. (Note that English 41 does not fulfill English requirement, but could be the fifth course to meet requirements in general education.):

- a. Any courses listed under AREA IV BASIC SUBJECTS.
- b. English 41 - Technical & Scientific Report Writing (3), English 50 - Basic Writing Skills (3), English 51 - Language Arts (3).
- c. All mathematics courses listed in the catalog.

C. Physical Education Activity Requirement

Students must complete two semesters of Physical Education activity. Enrollment in an activity class is required in each of the first two semesters in which a student is enrolled in nine units or more. Exceptions are made for the following reasons:

1. Over 21 years of age.
2. A medical excuse (requires a physician's statement).
3. Veteran with at least one year of active military duty.

D. Unit Requirement

Completion of sufficient additional units to bring the total to at least 60.

E. Scholarship Requirement

A cumulative grade point average of not less than 2.00 (C average) is required for graduation. Also, a grade point average of not less than 2.00 (C average) must be earned in the subjects taken in the area of the student's major.

F. Residence Requirement

At least 12 units of C or better must be taken in residence at College of the Desert.

The completion of graduation requirements does not necessarily qualify the student to transfer with junior standing to a state college or university.

G. Additional Associate of Arts Degree

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

H. Liberal Studies Major

The Liberal Studies major was formerly called the General Education major. It is designed to provide a student with a broad foundation in the liberal arts and sciences in studies broader than those traditionally presented within one discipline. This major allows the student to explore in different areas while making progress toward the A.A. degree. It is appropriate for the student who does not plan to continue his/her formal education beyond College of the Desert. It also is appropriate for the student who intends to transfer to a four year college or university in the equivalent upper division major. If a student is interested in teaching at the elementary school level, this program represents one effective way to prepare.

The major consists of 40 unit general education pattern required of all transfer students. For the transfer program major, the balance of the sixty units is chosen from transferable courses, with the approval of the advisor. For the non-transfer major, the balance of the sixty units can be selected from any credit courses; again with the approval of the advisor.

I. Pre-Professional Transfer Programs

Pre-professional transfer programs prepare a student for a profession which requires a four year college degree (bachelor's degree) or higher degree before entrance into the occupation. These programs contain some courses which provide for the general requirements of the transfer college and some courses basic to the needed occupational skills.

Among the programs are the following: Pre-dentistry, Pre-law,

Pre-medicine, Pre-nursing, Pre-occupational therapy, Pre-optometry, Pre-pharmacy, Pre-physical therapy, Social welfare, Teaching, Pre-veterinary medicine.

The specific courses to be taken at College of the Desert in these programs can be determined by conferring with the advisor assigned. The catalog of the transfer college should be studied for all courses required for graduation. For unlisted pre-professional programs, confer with the Transfer Counselor in the Guidance Center.

GENERAL EDUCATION REQUIREMENTS FOR THE CALIFORNIA STATE UNIVERSITIES AND COLLEGES

Students who wish to be certified by this college as having completed the General Education requirements for the State Universities and Colleges must have completed 32 units in courses as indicated below in each of the four areas. In addition, the student must choose at least 8 units from any of the areas (may be taken from one area if desired), making a total of 40.

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:

- AgNR 35-Conservation of Natural Resources (3)
- Bi 1A or 1B-General Biology (4-4)
- Bi 3AB-General Invertebrate Zoology (5-5)
- Bi 4-Elements of Biology (3)
- Bi 4L-Elements of Biology Laboratory (1)
- Bi 5-General Botany (4)
- Bi 8-Animal Biology (4)
- Bi 13-Plant Biology (4)
- Bi 15-General Microbiology (4)
- Bi 21-Basic Human Anatomy and Physiology (5)
- Bi 22A-Human Anatomy (4)
- Bi 22B-Human Physiology (4)

B. One of the following PHYSICAL SCIENCES:

- A1-Descriptive Astronomy (3)
- Ch 3-Introductory General Chemistry (4)
- Ch 4-Fundamentals of Chemistry (4)
- G1-Physical Geology (4)
- G2-Historical Geology (4)
- G10-Earth Science (3)
- G10L-Earth Science Laboratory (1)
- Met 1-Descriptive Meteorology (3)
- Met-Descriptive Meteorology Laboratory (1)
- Ph 1-Basic Physics (4)

C. SPECIAL OPTIONS: Ordinarily apply only to premajors and pre-professionals.

- Bi 15-General Microbiology (3)
- Bi 16-General Microbiology Supplemental Lab (1)
- Bi 22A-Human Anatomy (4)
- Bi 22B-Human Physiology (5) ?
- Ch 1AB-General Chemistry (5-5)
- G 3-Elementary Mineralogy ()
- Ph 2AB-General Physics (4-4)

Phy 4A 4B Eng. Physics

AREA II SOCIAL SCIENCES (3 courses required)

A. Anth 1-Human Evolution: Introduction to Physical Anthropology (3)
Anth 2 - Cultural Anthropology (3)
Anth 3 - Introduction to Archaeology (3)

B. Econ 1-Principles of Economics (3)
Econ 2 - Principles of Economics (3)
Econ 3 - Current Economic Problems (3)

C. Geog 1-Physical Geography (3)
Geog 2 - Cultural Geography (3)

D. Hist 1-History of Western Civilization (3)
Hist 2 - History of Western Civilization (3)
Hist 17 - United States History (3)
Hist 18 - United States History (3)
Hist 28 - Minority Groups in the Americas (3)
(May count in only one area - IIC or IIIH)
Hist 29 - Women in American History (3)

E. Phil 10-General Logic (3)
Phil 11 - Symbolic Logic (3)
(May count in only one area - IIE, IIIIE, or IVC)

F. PS 1-Introduction to Government (3)
PS 2 - Introduction to Comparative Government (3)
PS 4 - Introduction to International Relations

G. Psy 1-General Psychology (3)
Psy 2- Experimental Psychology (3)
Psy 33 - Personal and Social Adjustment (3)

H. Soc 1-Introductory Sociology (3)
Soc 2 - Sociological Analysis - Social Problems (3)
Soc 10 - Marriage and Family (3)
Soc 14 - Minority Groups in the Americas (3)
(May count in only one area - IID or IIIH)

AREA III HUMANITIES (3 courses required)

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

A. Art:

Art 2AB - 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)
Art 13 - Survey of Photography (3) *(new)*
Art 18 - Introduction to Art and Music (2)

B. English, Speech and Theatre Arts:

Eng 10 AB - American Literature (3-3)
Eng 11AB - Survey of English Literature (3-3)
Eng 12A - World Literature I (3)
Eng 14 - Shakespeare (3)
Eng 16 - Literature of the Desert (3)
Eng 18 - Introduction to Poetry (3)
Eng 30 - The Bible as Literature (3)
Eng 39 - Foreign Literature in Translation: French (3)
(May count in only one area - IIIB or IIIC)

J 1 - Introduction to Mass Communications (3)

Sp 2 - Oral Interpretation of Literature (3)
Sp 4A - Public Speaking (3)
Sp 4B - Group Discussion and Leadership (3)
Sp 7 - Argumentation (3)

TA 1 - Introduction to Theatre (3)
TA 2AB - Acting (3-3)
TA 10A - Dramatic Literature (3-3)
TA 12AB - History of the Theatre (3-3)
TA 32 - The Motion Picture: History and Criticism (3)
TA 56 - Theatre Practice (3)

C. Foreign Languages:

Fr 1,2 - Elementary French (5-5)
Fr 3,4 - Intermediate French (4-4)
Fr 8AB - French Conversation (3-3)
Fr 39 - Foreign Literature in Translation: French (3)
(May count in only one area - IIIB or IIIC)
Fr 71 - Basic Spoken French (2 or 3 each semester)

Ger 1,2 - Elementary German (5-5)
Ger 3,4 - Intermediate German (4-4)
Ger 71ABCD - Basic Spoken German (2 or 3 each semester)

Ital 1,2 - Elementary Italian (5-5)
Ital 3,4 - Intermediate Italian (4-4)
Ital 40AB - Survey of Italian Civilization (3-3)
Ital 71ABCD - Basic Spoken Italian (2 or 3 each semester)

Span 1,2 - Elementary Spanish (5-5)
Span 3,4 - Intermediate Spanish (4-4)
Span 5,6 - Advanced Spanish (3)
Span 8AB - Spanish Conversation (3-3) ^{3,3}
Span 50AB - Spanish for the Allied Medical Professions (2-2)
Span 71ABCD - Basic Spoken Spanish (2 or 3 each semester)

D. Music:

Mus 1ABCD - Musicianship (3-3-3-3)
Mus 2ABCD - Harmony (2-2-2-2)
Mus 4 - Counterpoint (3)
Mus 9 - Introduction to Contemporary Music (2)
Mus 10 - Introduction to Music (3)
Mus 12 - Fundamentals of Music (3)
Mus 18 - Introduction to Art and Music (2)
Mus 36ABCD - Opera Workshop (2-2-2-2)

delete

E. Philosophy:

Phil 6 - Introduction to Philosophy (3)
Phil 7 - Introduction to Philosophy (3)
Phil 8 - History of Ancient and Medieval Philosophy (3)
Phil 9 - History of Modern and Contemporary Philosophy (3)
Phil 10 - General Logic (3)
Phil 11 - Symbolic Logic (3)
(May count in only one area - IIE, IIIIE, or IVC)
Phil 12 Religions of the World (3)
Phil 13 - "Perspectives on Death and Dying" (3)
Phil 14 - Introduction to Ethics (3)

AREA IV BASIC SUBJECTS

- A. ES 1A-Composition and Reading (5)
- ES 1B - Literature and Composition (5)
- ES 3A - Freshman Composition I (3)
- Eng 3B - Freshman Composition II (3)

Sp 1 - Fundamentals of Speech (3)

- B. Math 1AB-Analytic Geometry and Calculus (4-4)
- Math 2AB - Analytic Geometry and Calculus (4-4)
- Math 3 - Introduction to Mathematics (3)
- Math 5 - Trigonometry (3)
- Math 10 - College Algebra (3)

- C. Phil 10-General Logic (3)
- Phil 11 - Symbolic Logic (3)
- (May count in only one area - IIE, IHE, or IVC)

D. Math 4 or Soc 3-Statistical Methods (3)

- E. Any Foreign Language listed under IIIC.
- (A course may not count in both requirements, however)

F. LR 1-Reading Improvement (2)

COURSES OF INSTRUCTION

CLASSIFICATION and NUMBERING OF COURSES

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

1. Credit Courses - Courses numbered 1-99 are designated as 'credit courses'. A credit course is part of an approved educational program. The credit awarded by College of the Desert for completion of the course is accepted as completion of a portion of an appropriate educational sequence leading to an associate degree or baccalaureate degree by the University of California, the California State University and Colleges, or an accredited independent college or university.

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

3. Remedial Courses - Courses designated by letters instead of numbers are remedial, refresher, or makeup 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. Theatre Arts 2A-B Acting (3-3) 2 hours lecture and 3 hours laboratory would describe the fact that the course extends throughout the year and carries 3 units of credit each semester; furthermore, it indicates that 2 hours per week are devoted to lecture and 3 hours 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)

Available to matriculated students only.

This course can be taken in any subject area and is designed as course number 49; i.e., Business 49, Radio-Television 49, History 49, and provides an opportunity for the student to work closely with the instructor in order to encourage the student to extend his 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.

Forms for the individual study are available in the Registrar's Office during DROP and ADD period. The instructor of an individual study project shall submit Individual Study Project application through department chairperson to the Dean of Instruction prior to undertaking work at the beginning of the semester.

DEPARTMENTAL SEMINAR (1-3)

Departmental Seminars may be conducted by any department. They are designed to provide an opportunity for students to work in small groups with one or more instructors. The course provides the students an opportunity to participate and interact with instructors' colleagues to extend their knowledge and understanding of some particular problem or topic within the general scope of departmental offerings which are not contained in scheduled courses. The exact nature of the individual assignments would depend upon nature of study and topic involved, but all seminar students would be expected to complete one or more, but are not limited to the following topics: projects, field studies, surveys, written reports, and term papers.

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

A maximum of six units of seminar will be accepted for the A. A. degree.

The instructor of a proposed seminar offering shall submit a Seminar Application through the department chairperson to the Dean of Instruction prior to advertising and scheduling a seminar.

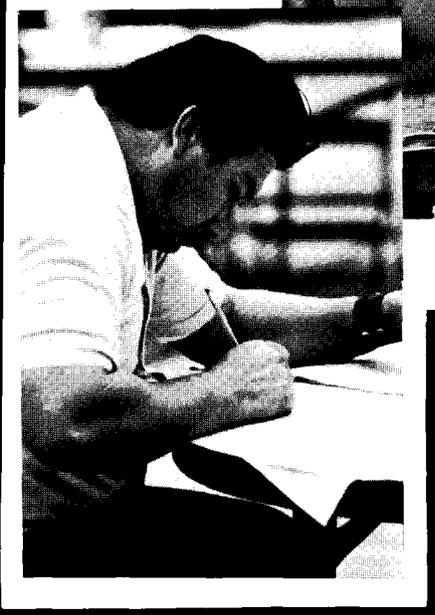
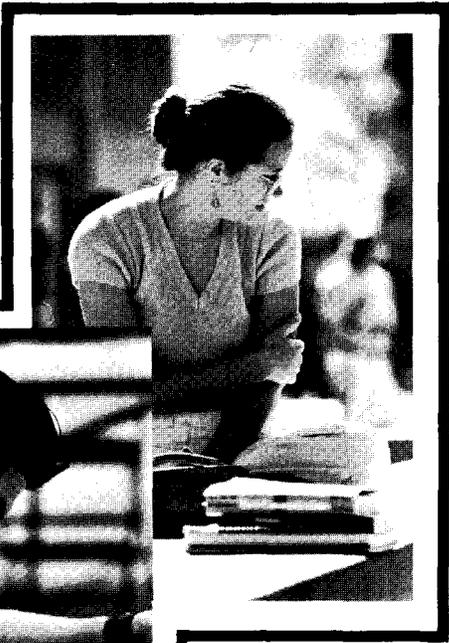
Seminars may begin at any time during the school year for a length of time commensurate with the units of work contemplated. This is calculated roughly at 17 class hours per unit.

The BLOODY MASSACRE perpetrated in King Street, London, Feb. 6, 1770 by a party of the 29th REG'T

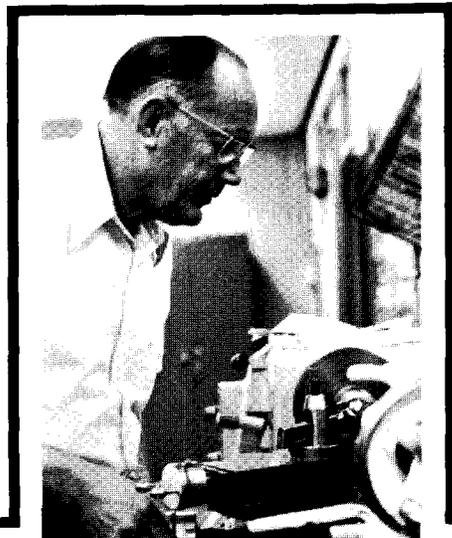
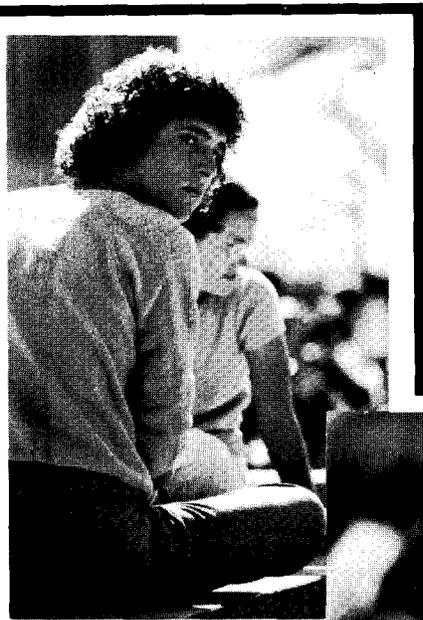


Engraving Printed & Sold by J. K. Neill, King Street, London.





DEGREE AND CERTIFICATE INFORMATION



DEGREE AND CERTIFICATE INFORMATION

Certificate		AA Degree		
<u>1 year</u>	<u>2 year</u>	<u>Occupational</u>	<u>Transfer</u>	
				<u>AGRICULTURE-DIESEL MECHANICS</u> <u>NATURAL RESOURCES</u>
X		X	X	Agri-Business, page 54
	X	X	X	Agriculture Mechanics, page 58
				Country Club Operations
		X		Club Manager
		X		Golf Professional
		X		Superintendent
				Diesel Mechanics
X	X			General
X	X	X		Heavy Equipment Maintenance and Operations
X	X	X		Truck Maintenance and Operations
	X	X		General Agriculture
		X	X	Landscape Engineering
		X	X	Natural Resources
		X		Nursery Management
X	X	X	X	Ornamental Horticulture
		X	X	Parks and Recreation
		X	X	Plant Science
		X		Turfgrass Management
			X	Veterinary Science
				<u>ART</u>
		X	X	Art
				<u>BUSINESS - EDUCATION</u>
X		X		Accounting
X		X		Banking and Finance
X		X	X	Business Administration
X		X		Data Processing
X				Escrow
X		X	X	General Business
X		X	X	Marketing
X		X		Office Technician
X				Real Estate
X		X		Secretarial Science

Certificate		AA Degree	
<u>1 year</u>	<u>2 year</u>	<u>Occupational</u>	<u>Transfer</u>

EDUCATION

		X	X	Instructional Aide
				<u>ENGINEERING, ARCHITECTURE AND TECHNOLOGY</u>
X		X		Air Conditioning & Refrigeration
X		X		Architectural Drafting
			X	Architecture
			X	Architectural Engineering
			X	Architecture - Environmental Design
X		X		Automotive Technology
			X	Construction Engineering
X		X		Domestic Appliance Service/Management
X		X		Electronics Technology
			X	Engineering
			X	Engineering Technology
			X	Industrial Arts Education
X		X		Industrial Drafting
X		X		Industrial Supervision
X		X		Industrial Technology
			X	Industrial Technology - Construction
			X	Industrial Technology - Electronics
			X	Industrial Technology - Manufacturing Processes
X		X		Metals Technology
X		X		Structural Inspection
X		X		Welding Technology

COMMUNICATION

	X	English Composition
	X	English Literature
	X	Journalism
	X	Radio-Television Broadcasting
	X	Speech
	X	Theatre Arts

ENGLISH AS A SECOND LANGUAGE

El Ingles Como Segundo Idioma

FIRE SCIENCE

X		X		Fire Science
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FOREIGN LANGUAGE

			X	Foreign Language
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HEALTH, PHYSICAL EDUCATION & RECREATION

			X	Physical Education
			X	Recreation

Certificate
1 year 2 year

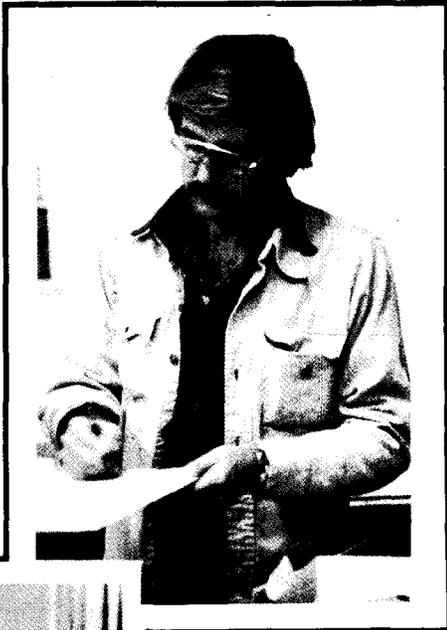
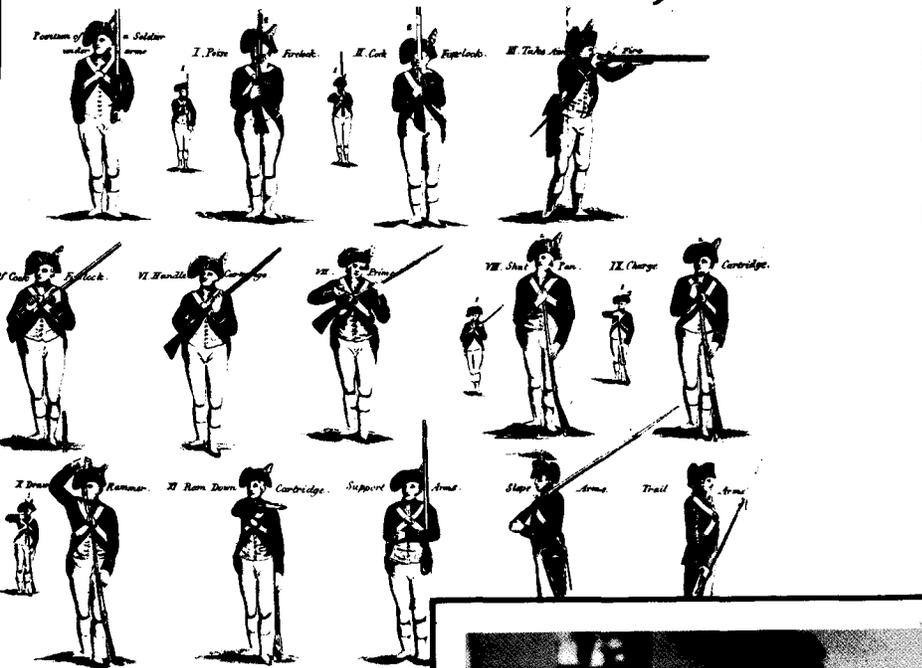
AA Degree
Occupational Transfer

				<u>HOME ECONOMICS, PRE-SCHOOL EDUCATION & FOOD SERVICES</u>
X		X	X	Nursery School Education
		X	X	Home Economics
				<u>HOTEL AND MOTEL MANAGEMENT</u>
	X	X		Hotel and Motel Management
				<u>LAW ENFORCEMENT</u>
X		X	X	Law Enforcement
				<u>LIBRARY SCIENCE</u>
X		X		Library Technology
				<u>MATHEMATICS</u>
			X	Mathematics
				<u>MUSIC</u>
			X	Music
				<u>NURSING AND PARAMEDICAL</u>
X		X		Emergency Medical Technician
		X		Medical Assisting
X				Registered Nursing
				Vocational Nursing
				<u>PRE-COLLEGE EDUCATION</u>
				<u>BIOLOGICAL & PHYSICAL SCIENCE</u>
		X	X	Biology, Professional
		X	X	Chemistry
		X	X	Dental Hygiene
		X	X	Geology
		X	X	Meteorology
		X	X	Optometry
		X	X	Physics
		X	X	X-Ray Technician
				<u>SOCIAL SCIENCE</u>
			X	Social Science
				<u>WORK EXPERIENCE</u>

DEPARTMENT INFORMATION

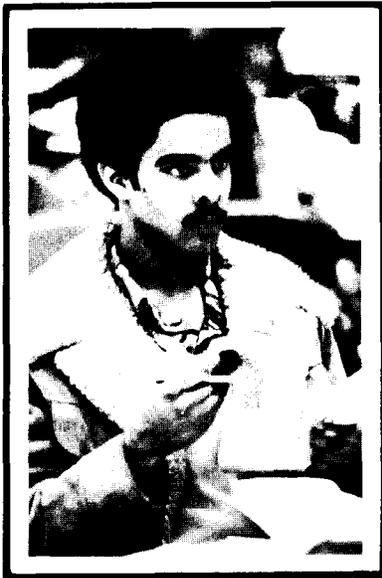
TO ALL BRAVE, HEALTHY, ABLE BODIED, AND WELL
 DISPOSED YOUNG MEN,
 THIS NEIGHBOURHOOD, WHO HAVE ANY INCLINATION TO JOIN THE TROOPS,
 NOW RAISING UNDER
GENERAL WASHINGTON,
 FOR THE DEFENCE OF THE
LIBERTIES AND INDEPENDENCE
 OF THE UNITED STATES,
 Against the hostile designs of foreign enemies,

TAKE NOTICE,



THAT
 Monday Tuesday Wednesday
 with his music and recruiting party
 of the 11th regiment infantry, commanded by Lieutenant Colonel
 as may be willing to enter into his noble service.
 The ENCOURAGEMENT at this time, to enlist, is truly liberal and generous, namely,
 supply of good and handkerchiefs, a daily allowance of a large and ample ration
 but it is necessary on account of pay, the whole of which the soldier may lay up for his
 comfort are provided by law, without any expense to him.
 Those who serve from this recruiting party with their attendance as above, will have
 in manner, the great advantages which these brave men will have, who shall embrace this
 present part of this beautiful continent, in the honorable and truly respectable character
 one to his friends, with his pocket full of money and his head covered with laurel.
 GOD SAVE THE UNITED STATES







AGRICULTURE

NATURAL RESOURCES

DIESEL MECHANICS

AGRICULTURE

DIESEL MECHANICS—NATURAL RESOURCES

The program in Agriculture - Diesel Mechanics - Natural Resources at College of the Desert is designed to serve both occupational and transfer students. Many courses primarily serve the students who wish to go immediately into an occupation after graduation. The courses are designed to provide practical experience for each major offered 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 courses related to their majors.

Students should consult their advisers to see which courses fit into the 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:

Agri-Business
Agricultural Mechanics
Country Club Operations (3 options)
1. Club Manager
2. Golf Professional
3. Superintendent
Diesel Mechanics (3 options)
1. General
2. Heavy Equipment Maintenance and Operations
3. Truck Maintenance and Operations
General Agriculture

Landscape Engineering
Natural Resources
(including Forestry and Wildlife Management)
Nursery Management
Ornamental Horticulture
Parks and Recreation
Plant Science
Turfgrass Management
Veterinary Science

COURSES OF INSTRUCTION

AGRICULTURE - ANIMAL SCIENCE (AgAS)

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.

AGRICULTURE - BUSINESS (AgBu)

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

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 deficiency. 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.

20 Public Relations (3)

Media and methods used in public relations activities by agriculture, business, education, industry, recreation and service organizations. Survey of media used, techniques commonly employed, and plan effective programs.

25 Agricultural Displays and Exhibits (3)
1 hour lecture and 6 hours laboratory.

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

59A-B-C-D Agricultural Experience Program (1-3)
1 unit - 1 hour lecture
2 units - 6 hours laboratory
3 units - 9 hours laboratory

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 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)

1 unit 3 hours laboratory;
2 units 6 hours laboratory;
3 units 9 hours laboratory.

Supervised practices in agricultural production processing and management activities.

AGRICULTURE-COUNTRY

CLUB OPERATIONS (AgCC)

1 Introduction to Country Club Operations (3)

A survey course designed to acquaint students with career opportunities in recreational and service oriented industries. Emphasis will be placed, but not limited to, public and private country clubs. The course will be highlighted by field trips and speakers from the various service-oriented industries.

2 Pro Shop Operation (3)

Primarily for students who are planning a career as a golf professionals. It will cover every phase of the golf shop operation, including merchandising, club care, minor club repair, junior golf, school teams, tournament play and club house operation. It will also include some outside golf course maintenance in conjunction with the greens superintendent.

3 Professional Methods of Teaching Golf (2)

2 hours lecture and ½ hour laboratory.

This course is designed to help the student understand the following: 1) the attitude that a teaching Pro needs in order to deal successfully with the public in regard to the world of golf; 2) the total golf swing will be carefully examined to help the prospective Pro understand the aspects of teaching. This class is primarily a theory class, however, there will be a portion of some classes that will take place in a lab setting.

AGRICULTURE DIESEL MECHANICS (AgDM)

20 Truck Operation and Maintenance (4)

2 hours lecture and 6 hours laboratory.

Prerequisite: AgEg43.

A study of the regulatory codes applicable to the truck operation, types and application of trucking equipment, load

characteristics and loading. Experience in servicing, maintaining and operating trucks, truck-tractors, trailers and semi-trailers. Same as Technology Diesel Mechanics 20. May be taken for credit only once.

21 Advanced Truck Operations (2)

1 hour lecture and 3 hours laboratory.

Advanced course in Truck Operations covering state and federal required equipment and driver records, load securing regulations; Federal Department of Transportation, Motor Carrier Safety regulations and driver skill requirements. Includes skill course and on-road driving experience.

23 Commercial Vehicle Operations (2)

1 hour lecture and 3 hours laboratory.

Commercial vehicle registration and title transfer requirement and procedures; Board of Equalization fuel use regulations, permits and records; Public Utility Commission and Interstate Commerce Commission regulations and authorizations; and testing.

25 Truck Chassis (4)

2 hours lecture and 6 hours laboratory.

This course covers the function, design, specifications of truck chassis components and gives live shop experience in inspection, service, adjustments, repair, rebuilding and installation of components for various classes of truck chassis, including axles, brakes, clutches, differentials, drive lines, frames, power dividers, steering, suspension, tires, transfer cases, transmissions and wheels. Trailers and semi-trailers as an integral part of the complete unit are also studied. Same as Technology Diesel Mechanics 25. May be taken for credit only once.

35A-B Heavy Duty Automatic and Power Shift Transmissions (3-3)

2 hours lecture and 3 hours laboratory.

Covers the principles of operation, troubleshooting, maintenance, and complete overhaul or heavy duty automatic and power shift transmissions. Same as AgEg 35 and Technology-Diesel Mechanics 35. May be taken for credit only once.

60 Tractor and Equipment Chassis (4)

2 hours lecture and 6 hours laboratory.

Study of design and servicing tractor and equipment, chassis, clutches, transmissions, differentials, final drives, tracks, power take-offs, chain and belt drives, drive lines, bearings, and gears. Same as Technology-Diesel Mechanics 60. May be taken for credit only once.

61 Diesel Mechanics I (4)

2 hours lecture and 6 hours laboratory.

Diesel engine theory, operation and maintenance. Includes horsepower determinations, micro-measuring, maintenance, preventative maintenance, storage, trouble-shooting, and tune-up. Same as AgDiesel Mechanics 61. May be taken for credit only once.

62 Diesel Mechanics II (4)

2 hours lecture and 6 hours laboratory.

Prerequisite: Diesel Mechanics I

Two-cycle diesel engine overhaul. Includes cleaning, inspecting, measuring, servicing, rebuilding, and replacing engine components. Same as AgDiesel Mechanics 62. May be taken for credit only once.

63 Diesel Mechanics III (4)

2 hours lecture and 6 hours laboratory.
Prerequisite: Diesel Mechanics 61

Four-cycle diesel engine overhaul. Includes cleaning, inspecting, measuring, servicing, rebuilding, and replacing engine components. Same as Ag Diesel Mechanics 63. May be taken for credit only once.

64 Diesel Mechanics IV (4)

2 hours lecture and 6 hours laboratory
Prerequisite: Diesel Mechanics 61.

Diesel Air, fuel, and governors. The course includes the servicing and overhaul of injection pumps, injectors, blowers, turbo-chargers, governors; and advanced tune-up and troubleshooting. Same as Ag Diesel Mechanics 64. May be taken for credit only once.

65 Diesel Engine Accessories (4)

2 hours lecture and 6 hours laboratory.
Prerequisite: Diesel Mechanics 61.

Includes the servicing of diesel engine accessories such as hydraulics, engine brakes, pumps, air compressors, tractor air conditioners, and electrical systems. Same as AgDiesel Mechanics 65. May be taken for credit only once.

66A-B Diesel Air and Fuel Systems (2-2)

1 hour lecture and 3 hours laboratory.
Prerequisite: Diesel Mechanics 61

Refer to DM 64; covers same course content as DM 64, but because of hours involved, course has been structured for 2 semesters to accommodate evening students. Same as AgDiesel Mechanics 66AB. May be taken for credit only once.

67AB Four-Cycle Diesel Engine Repair (2-2)

1 hour lecture and 3 hours laboratory.
Prerequisite: DM 61.

Refer to DM 63; covers same course content as DM 63, but because of hours involved, course has been structured for 2 semesters to accommodate evening students. Same as Ag DM 67AB. May be taken for credit only once.

70 Special Problems (1-3)

1 unit - 3 hours laboratory
2 units - 6 hours laboratory
3 units - 9 hours laboratory

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

75 Diesel Shop Supervision (2)

Diesel Shop Supervision helps develop leadership characteristics by giving advanced students experiences in group control, informal instruction, direct supervision of work and evaluation of employee performance.

AGRICULTURE - ENGINEERING (AgEg)

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.

30 Agricultural Equipment Project Design (1)

Analyses of materials and design of specialized equipment related to various agricultural enterprises.

30L Agricultural Equipment Project Construction (1-3)

3 to 9 hours laboratory.

Construction and modification of equipment related to various agricultural enterprises.

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, metal work 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 troubleshooting 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.

47 Basic Surveying (2)

1 hour lecture and 3 hours laboratory.

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

70 Special Problems (1-3)

1 unit 3 hours laboratory;
2 units 6 hours laboratory;
3 units 9 hours laboratory.

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

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)

1 hour lecture and 6 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.

AGRICULTURE - NATURAL RESOURCES (AgNR)

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 citizen's 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 sealing are studied. Job opportunities in public and private forestry. One all-day field trip will be required.

36L Introduction to Forestry Lab (1)

3 hours laboratory. Prerequisite: Concurrent or prior enrollment in AgNR 36.

A lab designed to supplement the Introduction to Forestry course and provide students with field experience in forestry. Areas of study include: Fire prevention and suppression, forest measurement, timber harvesting and forestation, and career opportunities.

37 Introduction to Wildlife Management (3)

Prerequisite: AgNR35 or concurrent enrollment.

A study of the principles of wildlife biology as related to wildlife management. An introduction to basic skills involved in conservation and production of wildlife. Develop and understanding of the relationships between wildlife, man, and outdoor recreation. Includes: basic ecological concepts; wildlife habitats and nutrition; fish, bird and mammal identification; fish and game laws and career opportunities.

37L Introduction to Wildlife Management Lab (1)

3 hours laboratory

Prerequisite: Concurrent or prior enrollment in AgNR37.

Primarily a field study of wildlife management. An introduction to basic skills involved in conservation and production of wildlife. Includes identification, life histories and ecology of important wildlife species, and habitat improvement. Saturday field trips will be required.

71 Wildlife Law Enforcement (3)

Wildlife law enforcement in the United States and California. Federal, state, county, and city law enforcement as a wildlife management tool. Duties and responsibilities, professional qualification for wildlife law enforcement officers. Enforcement procedures, fines and forfeitures. Hunter Safety Program. Public responsibility in wildlife law enforcement. Same as Law Enforcement 71. May be taken for credit only once. Refer to LE 71.

AGRICULTURE - ORNAMENTAL HORTICULTURE (AgOH)

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, ground-covers, 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)

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.

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 Landscape 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: AgPS 1, AgOH 5A, 5B.

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.

13 Floral Design (3)

2 hours lecture and 3 hours laboratory.

A course designed to introduce the student to the floral industry. Includes the basic skills and design principles used in corsages and flower arrangements. Emphasis will be placed on the basic kinds of corsages, floral arrangements, and the most common flowers and related materials used in decorating the home.

15 Nursery Sales and Management (3)

1 hour lecture and 6 hours laboratory.

Prerequisites: AgOH 6, AgOH 9, AgOH 72.

Designed for the sophomore student majoring in Ornamental Horticulture who plans to enter the retail nursery business. He will organize the nursery for retail sales, talk to prospective customers, and be prepared to answer any questions pertaining to landscaping of the home with plants, trees, shrubs, ground covers, flowers, and house plants that will grow in our area. The student will be assigned to work in blocks of 3 hours to help facilitate sale of surplus plants grown in the college nursery.

17 Floraculture and Greenhouse Management (3)

2 hours lecture and 3 hours laboratory.

Prerequisites: AgOH 6 and 72.

This course is designed to bring about an understanding of skills and knowledge of the various areas of the flower production and greenhouse management fields; to develop proficiency in those skills necessary for the student to qualify as a knowledgeable and efficient individual in this area. Covers specialized skills in areas

such as greenhouse and flower production enclosure, construction, and marketing aspects of the wholesale and retail business, and the propagation and production of cut flowers and bedding plants.

20 Landscape Construction (3)

1 hour lecture and 6 hours laboratory.

Prerequisites: AgEg 40,43,47; AgOH 4, 5A or 5B, 6,9,46,74; AgPS1.

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

46 Landscape Irrigation Systems (3)

2 hours lecture and 3 hours laboratory.

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

48 Landscape Equipment (3)

2 hours lecture and 3 hours laboratory.

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

64 Nursery Salesmanship (2)

Designed for the retail nursery employee and/or those interested in entering the nursery industry. Emphasis will be placed on the nursery industry, how plants grow, naming of plants, soils, fertilizers, plant pest problems, landscape design, salesmanship, display selling, laws pertaining to nursery stock, and plant identification. Course is planned to facilitate the student with sufficient skills and knowledge to pass an examination given by the California Association of Nurserymen for certification as a C.A.N. Nurseryman.

70 Special Problems (1-3)

1 unit -- 3 hours laboratory;

2 units -- 6 hours laboratory;

3 units -- 9 hours laboratory.

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

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)

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 areas.

85A Park and Nursery Maintenance (1)

Designed to train park and golf course maintenance workers to understand and use, (1) the principles of good turf grass maintenance; (2) the principles used in selecting planting and maintenance of trees, shrubs, ground covers, and flowers.

86 Theory of Landscape Irrigation Systems (2)

2 hours lecture

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

88 Theory of Park and L Landscape Management (2)

This course is designed to bring about an understanding of skills and knowledge of the various areas of the plant installation and maintenance fields; to develop proficiency in those skills necessary for the student to qualify as a technician in this area. Special interest will be directed through the Agriculture 88 course to provide specific skills in such areas as Forestry, City Parks, Highway Maintenance and State Parks.

AGRICULTURE-PLANT SCIENCE (AgPS)

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.

10 Environmental Gardening (3)

2 hours lecture and 3 hours laboratory.

Fundamentals of growing vegetables, flowers, and herbaceous perennials, ornamental shrubs and trees, and fruit trees

organically and inorganically. Equipment, soil preparation, plant propagation, fertilizers, irrigation, pest control, and pruning will be covered. Plant structure, growth, and classification are included. The role of plants in the environment and their relationship to man will be emphasized.

10AL Environmental Gardening Laboratory (1)

3 hours laboratory.

Cool season lab designed to supplement environmental gardening theory. Students will carry out projects in growing different cool season plants.

10BL Environmental Gardening Laboratory

3 hours laboratory.

Warm season lab designed to supplement environmental gardening theory. Students will carry out projects in growing different warm season plants.

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.

21 Beekeeping (2)

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

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.

A study of characteristics, areas of production, suitable varieties, uses, and adaptations. Planning, 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.

A study of insect classification, structure, life histories, ecology, economic importance, and control. Insects beneficial or injurious to crops, ornamentals, stored products, domestic animals, and man. Collection required.

60 Agricultural Science (3)

Physiological and environmental factors affecting plants and animals, as well as other biological implications in relation to their application to the agricultural industry.

61 Basic Applied Soil Management (1)

1 hour lecture

Fundamentals of soil-plant inter-relations including classification use and management to maximize both conservation and production.

62 Basic Applied Fertilizers (1)

1 hour lecture

Fundamentals of plant nutrient requirements including soil and plant tissue analysis, fertilizer materials, production, application and useage.

63 Basic Applied Irrigation (1)

1 hour lecture

Fundamentals of soil, water and plant relationships, including water quality, measurement, methods of application determining plant requirements and drainage.

71 Soils Discussion (Optional) (1)

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

80 Home Gardening (2)

Fundamentals of organic and inorganic vegetable gardening with supplemental lectures on related aspects of home gardening (houseplants, herbs, lawns, flowers, and landscaping techniques). Garden planning, equipment, soil preparation, plant propagation, fertilizers, irrigation, pest control, pruning, composting and harvesting will be covered.

AGRICULTURE - WELDING (AgW)

28A Industrial Welding Processes I (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, position, weld symbols, base metal identification and metallic properties as they pertain to welding. Same as Technology-Welding 28A. May be taken for credit only once.

28B Industrial Welding Processes II (2)

1 hour lecture and 3 hours laboratory.

Prerequisite: Weld 28A with grade of C or better.

Includes applications of advanced welding techniques in specific assigned positions. Involves joint design and preparation, filler wire selection, and finished weld evaluation. Preparing and testing weld specimens. Course designed to advance students toward welding certification. Same as Technology-Welding 28B. May be taken for credit only once.

28C Industrial Welding Processes III (2)

1 hour lecture and 3 hours laboratory.

Prerequisite: Weld 28A-B with grade of C or better.

Emphasis placed on practical job applications of electric arc, oxygen-acetylene welding, and brazing. Includes experience in tungsten inert gas and metallic inert gas welding. Course designed to offer advanced welding for equipment repair and maintenance. Total job analysis including joint design, materials selection, machine adjustments, and weld evaluation. Same as Technology-Welding 28C. May be taken for credit only once.

35 Gas-Shielded Welding (2)

1 hour lecture and 3 hours laboratory.

Study of Tungsten Inert Gas (TIG) and metallic inert gas (MIG) welding processes, equipment, and techniques. Involves practice in welding mild steel, stainless steel, and aluminum. Same as Technology-Welding 35. May be taken for credit only once.

63 Welding II (2)

6 hours laboratory.

Includes mild steel welding, welding cast iron, hard surfacing, introduction to pipe welding, and specimen testing. Same as AgWelding 63. May be taken for credit only once.

64 Oxygen-Acetylene Welding (3)

1 hour lecture and 6 hours laboratory.

Course involves extensive practice in oxygen-acetylene welding and cutting techniques. Involves common weld joints all positions. Same as Technology-Welding 64. May be taken for credit only once.

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. Same as Technology-Welding 65. May be taken for credit only once.

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' jobs where applicable. Includes pipe welding and design and use of welding fixtures. Same as Technology-Welding 66. May be taken for credit only once.

Preparation for Employment and Occupational A.A.
Degree Program in AGRICULTURE, GENERAL

Courses Required:

Dept.	No.	Title	Units
AgAS	30	General Animal Husbandry	3
AgBu	11	Management Records	3
AgBu	15	Concepts of Modern Agriculture	3
AgEg	16	Basic Mechanical Skills	2
AgEg	43	Tractor Operations	3
AgEg	44	Agricultural Equipment	3
AgEg	47	Basic Surveying	2
AgEg	45	Irrigation and Drainage	3
AgPS	1	Soils & Plant Nutrition	3
AgPS	20	Field Crops	3
AgPS	26	Fruit Production	3
AgPS	27	Economic Entomology	3
Department Subtotal			34
Elective Subtotal			12
See C.O.D. General Education Requirements			
General Education Subtotal			15
<u>DEGREE TOTAL</u>			61

Advisor: Waters/Walker

Preparation for Employment and Occupational A.A.
Degree Program in AGRI-BUSINESS

Courses Required:

Dept.	No.	Title	Units
AgBU	11	Management Records	3
AgBu	15	Concepts of Modern Agriculture	3
AgPS	1	Soils and Plant Nutrition	3
AgPs	20	Field Crops	3
AgPS	26	Fruit Production	3
AgPS	27	Economic Entomology	3
AgEG	16	Basic Mechanical Skills	2
BuMa	20A	Business Law	3
Econ	1	Principles of Economics	3
Department Subtotal			26
Elective Subtotal			19
See C.O.D. General Education Requirements			
General Education Subtotal			15
<u>DEGREE TOTAL</u>			60

Advisor: Smith/Waters

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

Courses Required:

Dept.	No.	Title	Units
AgEg	16	Basic Mechanical Skills	2
AgNR	35	Conservation of Natural Resources	3
AgPS	1	Soils and Plant Nutrition	3
BuMa	20A	Business Law	3
BuAc	1	Accounting	4
BuAc	2	Accounting	4
ES	1A	Composition and Reading	5
ES	1B	Literature and Composition	5
Department Subtotal			29
General Education: confer with advisor for General Education courses recommended by transfer college of your choice.			
See C.O. D. General Education Requirements			
General Education Subtotal			40
<u>DEGREE TOTAL</u>			69

Advisor: Smith/Waters

Preparation for Employment and Occupational A.A.
Degree Program in PLANT SCIENCE

Courses Required:

Dept.	No.	Title	Units
AgPs	1	Soil and Plant Nutrition	3
AgPs	20	Field Crops	3
AgPS	26	Fruit Production	3
AgPS	27	Economic Entomology	3
AgEG	16	Basic Mechanical Skills	2
AgEg	40	Agri-Engineering Construction	3
AgEg	43	Tractor Operations	3
AgEg	45	Irrigation and Drainage	3
AgEg	47	Basic Surveying	2
AgBu	11	Management Records	3
Department Subtotal			28
Elective Subtotal			17
See C.O.D. General Education Requirements			
General Education Subtotal			15
<u>DEGREE TOTAL</u>			60

Advisor: Waters/Walker

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

Courses Required:

Dept.	No.	Title	Units
AgPs	1	Soils and Plant Nutrition	3
AgPS	20	Field Crops	3
AgPS	26	Fruit Production	3
AgPS	27	Economic Entomology	3
AgEg	16	Basic Mechanical Skills	2
AgEg	43	Tractor Operations	3
AgEg	44	Agricultural Equipment -or-	
AgEg	45	Irrigation and Drainage	3
AgBu	11	Management Records	3

Department Subtotal 23

See C.O.D. General Education Requirements

General Education: confer with advisor for General Education courses recommended by transfer college of your choice.

General Education Subtotal 40

DEGREE TOTAL 63

Advisor: Waters/Walker

Preparation for Employment and Occupational A.A. Degree Program in PARKS AND RECREATION

Courses Required:

Dept.	No.	Title	Units
AgPS	1	Soils and Plant Nutrition	3
AgOH	4	Turf Grass Management	3
AgOH	5A or 5B	Ornamental Plant and Material Ident.	3
AgOH	8	Park and Nursery Management	3
AgOH	9	Landscape Design	3
AgPS	27	Economic Entomology	3
AgEG	40	Ag. Engineering Constr./	3
AgEG	43	Tractor Operations - OR -	3
AgOH	48	Landscape Equipment	3
AgOH	46	Landscape Irrigation Systems	3
RE	1	Recreation Leadership - OR -	
PE	1	First Aid and Safety	2

Department Subtotal 29

Electives (18 units to be selected from the following)

AgNR	36	Introduction to Forestry	3
AgNR	37	Intro. to Wildlife Management	3
AgEG	47	Basic Surveying	2
AgBu	11	Management Records	3
AgOH	6	Horticulture Practices	3
AgBu	59	Agriculture Experience	1
RE	4	Techniques of Backpacking	3

Elective Subtotal 18

See C.O.D. General Education Requirements

General Education Subtotal 15

Degree Total 62

Advisor:: Walker

Preparation for Employment and Occupational A.A. Degree Program in NATURAL RESOURCES

Courses Required:

Dept.	No.	Title	Units
AgNR	35	Conservation of Natural Resources	3
AgNr	36	Introduction to Forestry	3
AgNr	37	Intro. to Wildlife Management	3
AgPS	1	Soils and Plant Nutrition	3
AgPS	27	Economic Entomology	3
AgOH	8	Park & Nursery Management	3
AgBu	11	Management Records	3
AgEg	16	Basic Mechanical Skills	2
AgEg	40	Ag.Engineering Construction	3
AgEg	43	Tractor Operations -or-	
AgOH	48	Landscape Equipment	3
AgEg	47	Basic Surveying	2

Department Subtotal 31

Electives Subtotal 14

Electives 13 units - Recommended:

AgNR	36L	Introduction to Forestry Lab	1
AgNR	37L	Introduction to Wildlife Lab	1
AgNR	71	Wildlife Law Enforcement	3
AgOH	6	Horticultural Practices	3
AgPS	10	Environmental Gardening	3

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Advisor: Walker

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

Courses Required:

Dept.	No.	Title	Units
AgNR	35	Conservation of Natural Resources	3
AgNr	36	Introduction to Forestry	3
AgNr	37	Introduction to Wildlife Mgmt	3
AgPS	1	Soils and Plant Nutrition	3
AgPS	27	Economic Entomology	3
ES	1A	Composition and Reading	5
ES	1B	Literature and Composition	5

Department Subtotal 25

General Education: confer with advisor for General Education courses recommended by transfer college of your choice.

See C.O.D. General Education Requirements

General Education Subtotal 40

DEGREE TOTAL 63

Advisor: Walker

Preparation for Employment and Occupational A.A.
Degree Program in COUNTRY CLUB OPERATIONS
(GOLF PRO OPTION)

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
AgCC	1	Intro to Country Club Operations	3
AgCC	2	Pro Shop Operations	3
AgCC	3	Professional Methods of Teaching Golf	2
AgOH	4	Turfgrass Management	3
AgOH	74	Landscape & Nursery Management	3
BuMa	20A	Business Law	3
BuDE	23	Fundamentals of Sales	3
BuDE	25	Advertising	3
BuDE	55	Retail Merchandising	3
AgBu	11	Management Records	3
AgBu	20	Public Relations	3
Tech	91	Elements of Supervision	2
Department Subtotal			38
Elective Subtotal			7
See C.O.D. General Education Requirements			
General Education Subtotal			15
<u>DEGREE TOTAL</u>			60

Advisor: Waters

Preparation for Employment and Occupational A.A.
Degree Program in COUNTRY CLUB OPERATIONS (GOLF SUPERINTENDENT OPTION)

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
AgOH	4	Turfgrass Management	3
AgOH	5A	Ornamental Plant Ident.	3
AgOH	8	Park and Nursery Management	3
AgOH	9	Landscape Plan and Design	3
AgOH	46	Landscape Irrigation Systems	3
AgOH	48	Landscape Equipment	3
AgCC	2	Pro-Shop Operations	3
AgCC	1	Intro. to Country Club Oper.	3
AgEg	47	Basic Surveying	2
AgBu	11	Management Records	3
AgBu	20	Public Relations	3
AgPS	1	Soils and Plant Nutrition	3
BuMa	20A	Business Law	3
Department Subtotal			38

Preparation for Employment and Occupational A.A.
Degree Program in LANDSCAPE ENGINEERING

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
AgPS	1	Soils and Plant Nutrition	3
AgOH	4	Turf Grass Management	3
AgOH	5A or B	Plant and Material Ident.	3
AgOH	6	Horticultural Practices	3
AgOH	9	Landscape Planning & Design	3
AgEg	40	Ag. Engineering Construction -OR-	3
AgEg	16	Basic Mechanical Skills	2
AgOH	46	Landscape Irrigation Systems	3
AgEg	47	Basic Surveying	2
AgOH	15	Nursery Sales & Management	3
AgOH	48	Landscape Equipment	3
Department Subtotal			26
Electives; (15 units to be selected from the following)			
AgOH	8	Park and Nursery Management	3
AgBu	11	Management Records	3
AgBu	59	Ag. Experience Program	1
WEV	95	Work Experience	1-4
Elective Subtotal			19
See C.O.D. General Education Requirements			
General Education Subtotal			15
<u>DEGREE TOTAL</u>			60

Advisor: Waters

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
<u>Recommended Electives:</u>			
AgOH	6	Horticulture Practices	3
AgEg	16	Basic Mechanical Skills	2
AgEg	40	Ag. Engineering Construction	2
AgE	43	Tractor Operations	3
BuDE	23	Fundamental of Sales	3
Sup	91	Elements of Supervision	2
Elective Subtotal			7
See C.O.D. General Education Requirements			
General Education Subtotal			16
<u>DEGREE TOTAL</u>			60

Advisor: Parsons

Preparation for Employment and Occupational A.A.
Degree Program in NURSERY MANAGEMENT

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
AgPS	1	Soils and Plant Nutrition	3
AgOH	5A or B	Plant and Material Ident.	3
AgOH	6	Horticultural Practices	3
AgOH	9	Landscape Planning & Design	3
AgBu	11	Management Records	3
AgOH	13	Floral Design	3
AgOH	15	Nursery Sales & Mgmt	3
AgEg	16	Basic Mechanical Skills	2
AgOH	46	Landscape Irrigation Systems	3
BuMa	20A	Business Law -OR-	
BuDE	21	Marketing	3

Department Subtotal 29

Electives: (14 units to be selected from following)

AgOH	48	Landscape Equipment	3
AgOH	8	Park and Nursery Management	3
AgEg	47	Basic Surveying	2
AgBu	59	Agricultural Experience	1
WEV	95	Work Experience	1-4

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Advisor: Waters

Preparation for Employment and Certificate Program
in ORNAMENTAL HORTICULTURE (ONE YEAR)

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
AgOH	5A	Ornamental Plant & Material Identification	3
AgOH	6	Horticulture Practices	3
AgOH	8	Park and Nursery Management	3
AgOH	9	Landscape and Plant Design	3
AgOH	15	Nursery Sales and Management	3
AgPS	1	Soils and Plant Nutrition	3
AgBu	11	Management Records	2
AgEg	16	Basic Mechanical Skills	2

Electives 8 units

TOTAL UNITS 30

Advisor: Waters

Preparation for Employment and Occupational A.A.
Degree Program in ORNAMENTAL HORTICULTURE

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
AgPS	1	Soils and Plant Nutrition	3
AgOH	5A or B	Plant and Material Ident.	3
AgOH	6	Horticultural Practices	3
AgOH	9	Landscape Design & Planning	3
AgBu	11	Management Records	3
AgEg	16	Basic Mechanical Skills	2
AgOH	46	Landscape Irrigation Systems	3
AgOH	15	Nursery Sales & Management	3
AgOH	4	Turfgrass Management	3
AgPS	27	Economic Entomology	3

Department Subtotal 29

Electives (17 units to be approved by advisor)

Electives Subtotal 17

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Advisor: Waters

Preparation for Employment and Occupational A.A.
Degree Program in TURFGRASS MANAGEMENT

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
AgPS	1	Soils and Plant Nutrition	3
AgOH	4	Turfgrass Management	3
AgOH	5A or B	Plant and Material Ident.	3
AgOH	9	Landscape Design & Planning	3
AgPS	27	Economic Entomology	3
AgEg	40	Ag. Engineering Constr. -OR-	3
AgEg	16	Basic Mechanical Skills	2
AgEg	43	Tractor Operations	3
AgOH	46	Landscape Irrigation Systems	3
AgOH	48	Landscape Equipment	3

Department Subtotal 29

Electives: (19 units to be selected from following)

AgBu	11	Management Records	3
AgEg	47	Basic Surveying	2
AgOH	6	Horticultural Practices	3
AgOH	8	Park & Landscape Management	3
AgBu	59	Agriculture Experience Program	1
AgCC	1	Intro. to Country Club Oper.	3
AgCC	2	Pro. Shop Operation	3
BuMa	20A	Business Law	3
WE V	95	Work Experience	
		Agri-Horticulture	1-4

Elective Subtotal 19

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 63

Advisor: Waters

Preparation for Employment and Certificate Program
in AGRICULTURAL MECHANICS - (TWO YEAR)

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
AgEg	16	Basic Mechanical Skills	2
AgEg	40	Agri-Engineering Construction	3
AgEg	43	Tractor Operations	3
AgEg	44	Agricultural Equipment	3
AgEg	47	Basic Surveying	2
AgEg	91	Basic Hydraulics	2
AgDM	25	Tractor Chassis	4
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	63	Diesel III	4
AgDM	64	Diesel IV	4
AgDM	65	Diesel Engine Accessories	4
AgW	28	Welding Industrial Processes	2
AgBu	11	Management Records	3

Department Subtotal 44

Electives (18 units to be selected from following)

AgEg	35AB	Heavy Duty Automatic and Power Shift Transmission	4
AgEg	45	Irrigation and Drainage	3
AgEg	70	Special Problems	3
AgEg	90	Heavy Equipment Operation and Maintenance	3
AgEg	92	Hydraulic System Maintenance and Repair	3
AgDM	20	Truck Operation and Maintenance	4
AgDM	25	Truck Chassis	4
AgW	35	Gas Shielded Welding	2
TM	21	Industrial Machine Shop Practice	2

Elective Subtotal 10

DEGREE TOTAL 60

Advisor: Dilger/Smith/Waters

Preparation for Employment and Occupational A.A.
Degree Program in DIESEL MECHANICS, GENERAL
(ONE YEAR)

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
AgDM	61	Diesel Mechanics I	4
AgDM	62	Diesel Mechanics II	4
AgEg	91	Basic Hydraulics	2
AgEg	92	Hydraulics Systems Maintenance	3
AgEg	43	Tractor Operation	3
AgW	28	Industrial Welding Processes	2
AgEg	47	Basic Surveying	2
AgEg	16	Basic Mechanical Skills	2
AgDM	65	Diesel Engine Accessories	4
AgEg	90	Heavy Equipment Operation	3
AgNR	35	Conservation of Natural Resources	3

Total Units 32

3.0 Grade Point Average Required

Advisor: Dilger

Preparation for Employment and Occupational A.A.
Degree Program in AGRICULTURAL MECHANICS

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
AgEg	16	Basic Mechanical Skills	2
AgEg	40	Agri-Engineering Construction	3
AgEg	43	Tractor Operations	3
AgEg	44	Agricultural Equipment	3
AgEg	45	Irrigation and Drainage	3
AgEg	47	Basic Surveying	2
AgEg	91	Basic Hydraulics	2
AgDM	25	Tractor Chassis	4
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	63	Diesel III	4
AgDM	64	Diesel IV	4
AgDM	65	Diesel Engine Accessories	4
AgW	28	Welding Industrial Processes	2
AgBu	11	Management Records	3

Department Subtotal 47

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Advisor: Dilger/Smith/Waters

Preparation for Employment and Certificate Program
in DIESEL MECHANICS - ONE YEAR CERTIFICATE

(HEAVY EQUIPMENT MAINTENANCE & OPERATIONS OPTION)

Courses Required:

Dept.	No.	Title	Units
AgDM	61	Diesel Mechanics I	4
AgDM	62	Diesel Mechanics II	4
AgDM	65	Diesel Mechanics Accessories	4
AgEg	16	Basic Mechanical Skills	2
AgEg	43	Tractor Operations	3
AgEg	47	Basic Surveying	2
AgEg	90	Heavy Equipment Operation and Maintenance	3
AgEg	91	Basic Hydraulics	2
AgEg	92	Hydraulic Systems Maintenance and Repair	3
AgW	28	Industrial Welding Processes	2
AgW	35	Gas Shielded Welding	2

Total Units 31

3.0 Grade Point Average Required

Advisors: Dilger/Smith/Waters

Preparation for Employment and Certificate Program
in DIESEL MECHANICS, GENERAL (TWO YEAR)

Courses Required:

Dept.	No.	Title	Units
AgDM	20	Truck Operation & Maintenance	4
AgDM	25	Truck Chassis	4
AgDM	60	Tractor and Equipment Chassis	4
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	63	Diesel III	4
AgDM	64	Diesel IV	4
AgDM	65	Diesel Engine Accessories	4
AgDM	70	Special Problems	3
AgDM	75-77	Diesel Shop Supervision	2
AgEg	16	Basic Mechanical Skills	2
AgDM	35	Heavy Duty Automatic and Power Shift Transmission	3
AgEg	43	Tractor Operation	3
AgEg	47	Basic Surveying	2
AgEg	90	Heavy Equipment Operation and Maintenance	3
AgEg	91	Basic Hydraulics	2
AgEg	92	Hydraulic System Maintenance and Repair	3
AgW	28	Welding Industrial Processes	2
AgW	35	Gas Shielded Welding	2
AgBu	11	Management/Records	3

Total Units 67

3.0 Point Average Required

Advisor: Dilger/Smith/Waters

Preparation for Employment and Certificate Program
in DIESEL MECHANICS, TWO YEAR CERTIFICATE

(HEAVY EQUIPMENT MAINTENANCE & OPERATION OPTION)

Courses Required:

Dept.	No.	Title	Units
AgDM	60	Tractor and Equipment Chassis	4
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	63	Diesel III	4
AgDM	64	Diesel IV	4
AgDM	65	Diesel Engine Accessories	4
AgDM	70	Special Problems	3
AgDM	75	Diesel Shop Supervision	2
AgEg	16	Basic Mechanical Skills	2
AgDM	35	Heavy Duty Automatic and Power Shift Transmission	3
AgEg	43	Tractor Operation	3
AgEg	47	Basic Surveying	2
AgEg	90	Heavy Equipment Operation and Maintenance	3
AgEg	91	Basic Hydraulics	2
AgEg	92	Hydraulic System Maintenance and Repair	3
AgW	28	Industrial Welding Processes	2
AgW	35	Gas Shielded Welding	2
AgBu	11	Management/Records	3
TM	21	Industrial Machine Shop Practices	2

Department Subtotal 57

Electives 10

Total Units 67

3.0 Grade Point Average Required

Advisor: Dilger/Smith/Waters

Preparation for Employment and Certificate Program
in DIESEL MECHANICS - TRUCK MAINTENANCE AND
OPERATIONS (ONE YEAR CERTIFICATE)

Courses Required:

Dept.	No.	Title	Units
AgEG	90	Heavy Equipment	3
AgDM	25	Truck Chassis	4
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	65	Diesel Engine Accessories	4
AgEg	16	Basic Mechanical Skills	2
AgEg	43	Tractor Operations	3
AgEg	91	Basic Hydraulics	2
AgW	28	Industrial Welding Processes	2
TM	21	Industrial Machine Shop Pract.	2

Total Units 30

3.0 Grade Point Average Required

Advisor: Dilger/Smith/Waters

Preparation for Employment and Occupational A.A.
Degree Program in DIESEL MECHANICS (HEAVY
EQUIPMENT MAINTENANCE AND OPERATIONS OPTION)

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
AgDM	60	Tractor and Equipment Chassis	4
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	63	Diesel III	4
AgDM	65	Diesel Engine Accessories	4
AgDM	70	Special Problems	3
AgEg	16	Basic Mechanical Skills	2
AgEg	43	Tractor Operations	3
AgEg	47	Basic Surveying	2
AgEg	90	Heavy Equipment Operations and Maintenance	3
AgEg	91	Basic Hydraulics	2
AgEg	92	Hydraulic System Maintenance and Repair	3
AgW	28	Welding Industrial Practices	2
AgBu	11	Management Records	3
Department Subtotal			43
Electives: (3 units to be selected from following)			
AgDM	64	Diesel IV	4
AgDM	75	Diesel Shop	2
AgEg	35	Heavy Duty Automatic and Power Shift Transmissions	2
AgW	35	Gas Shielded Welding	2
TM	21	Industrial Machine Shop Pract.	2
Elective Subtotal			3
See C.O.D. General Education Requirements			
General Education Subtotal			15
<u>DEGREE TOTAL</u>			61
Advisor: Dilger/Smith/Waters			

Preparation for Employment and Certificate Program
in DIESEL MECHANICS - TWO YEAR CERTIFICATE
(TRUCK MAINTENANCE AND OPERATION OPTION)

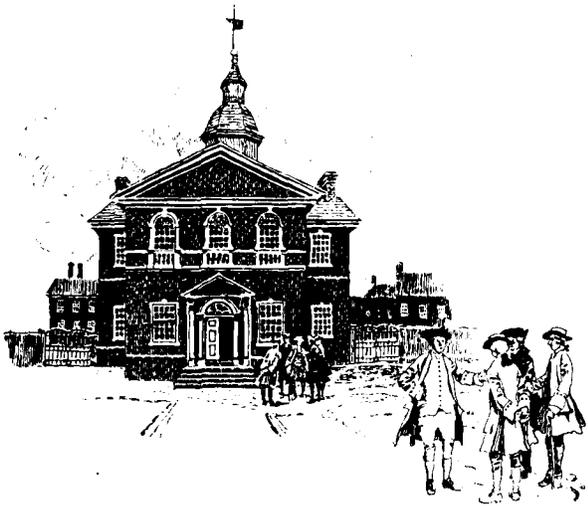
Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
AgDM	20	Truck Operations	4
AgDM	21	Advanced Truck Operations	2
AgDM	22	Commercial Vehicle Operation	2
AgDM	25	Truck Chassis	4
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	63	Diesel III	4
AgDM	64	Diesel IV	4
AgDM	65	Diesel Engine Accessories	4
AgDM	70	Special Problems	3
AgDM	16	Basic Mechanical Skills	2
AgEg	35	Heavy Duty Automatic and Power Shift Transmissions	4
AgEg	43	Tractor Operations	3
AgEg	47	Basic Surveying	2
AgEg	90	Heavy Equipment Operations and Maintenance	3
AgEg	91	Basic Hydraulics	2
AgW	28	Welding Industrial Processes	2
AgEg	35	Gas Shielded Welding	2
AgBu	11	Management Records	3
AgDM	75	Supervision	2
Electives: 3 units			
Total Units			61
3.0 Grade Point Average Required			
Advisor: Dilger/Smith/Waters			

Preparation for Employment and Occupational A.A.
Degree Program in DIESEL MECHANICS (TRUCK
MAINTENANCE AND OPERATION OPTION)

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>TITLE</u>	<u>Units</u>
AgDM	20	Truck Operation & Maintenance	4
AgDM	25	Truck Chassis	4
AgDM	21	Adv. Truck Operations	2
AgDM	61	Diesel I	4
AgDM	62	Diesel II	4
AgDM	63	Diesel III	4
AgDM	65	Diesel Engine Accessories	4
AgDM	70	Special Problems	3
AgDM	16	Basic Mechanical Skills	2
AgDM	43	Tractor Operations	3
AgDM	90	Heavy Equipment Oper. & Maint.	3
AgDM	91	Basic Hydraulics	2
AgDM	11	Management Records	3
AgW	28	Welding Industrial Processes	2
Department Subtotal			44
See C.O.D. General Education Requirements			
General Education Subtotal			15
<u>DEGREE TOTAL</u> 60			
Advisor: Dilger/Smith/Waters			





ART



ART

The Art Department of the College of the Desert offers a variety of courses to allow for individual interests. Since art majors at this college, however, usually transfer to a four-year school, the course offerings here generally coincide with the lower division courses of other institutions. A student wishing to major in Art should first confer with an adviser to discuss career and transfer plans in order that specific requirements can be met.

COURSES OF INSTRUCTION

ART

1A Drawing and Composition (2)

1 hour lecture and 3 hours laboratory.

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

1B Life Drawing (2)

1 hour lecture 3 hours laboratory.

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

1C Drawing and Composition (2)

1 hour lecture 3 hours laboratory.

Prerequisite: Art 1A.

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

2A History of Art (3)

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

2B History of Art (3)

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

3A Basic Design and Color (3)

2 hours lecture and 4 hours laboratory.

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

3B Three-Dimensional Design (3)

2 hours lecture and 4 hours 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)

1 hour lecture 3 hours laboratory.

The study of letter types and their use in design and layout. This course provides experiences with lettering pens, brushes, and the silk screen process.

6A Painting (Water Color) (2)

1 hour lecture 3 hours laboratory.

A study of water color techniques and their use in painting.

6B Painting (Oil) (2)

1 hour lecture 3 hour laboratory.

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

6C Painting (New Media) (2)

1 hour lecture 3 hours laboratory.

A basic course in painting with new media. This course includes experimental studies in color mixing and general techniques in handling some of the newer materials used in contemporary painting.

7A Ceramics (2)

1 hour lecture 3 hours laboratory.

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

7B Ceramics (2)

1 hour lecture 3 hours laboratory.

Prerequisite: 7A

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

7C Ceramics (2)

1 hour lecture 3 hours laboratory.

Prerequisites: 7A and 7B

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

9A Printmaking (2)

1 hour lecture and 3 hours laboratory.

Prerequisite: Art 1A.

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

9B Printmaking (2)

1 hour lecture and 3 hours laboratory.

Prerequisite: Art 1A.

A study of basic hand processes in the making of prints. Class work includes emphasis on attaining competence in the techniques of planography and intaglio, with experience in a variety of materials and a view toward individual experimentation.

10 Introduction to Art (3)

An introduction to some of the problems, materials, processes, and social forces that help shape our visual world. Emphasis is placed on understanding factors involved in planning, organizing, and making a work of art.

11A Sculpture (2)

1 hour lecture 3 hours laboratory.

A basic course in sculpture. Students explore the three-dimensional form with a variety of materials and techniques, including additive, subtractive, and manipulative processes.

11B Sculpture (2)

1 hour lecture 3 hours laboratory.

Prerequisite: 11A.

Advanced problems in sculpture; provides experience in the lost wax process 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 beginnings at the start of the nineteenth century to the present time. Illustrated lectures on painting, sculpture, and architecture include movements such as: Romanticism, Realism, Impressionism, Cubism, Surrealism, and Abstract Expressionism.

13 Survey of Photography (3)

This course includes the development of photography and the history of photographic images with an emphasis on the aesthetic concerns of photographers who have used their medium as a fine art.

14A Photography (2)

This course provides the student with instruction in the operation of cameras, the development of film, and the use of related dark room equipment. The emphasis of this beginning course is on the technical aspects of photography.

17A Oriental Brush Painting (2)

1 hour lecture and 3 hours laboratory.

Provides students with a background in, and survey of classical Oriental painting. Students are introduced to materials, forms, methods, principles, classifications, and history of brush painting.

17B Oriental Brush Painting (2)

1 hour lecture and 3 hours laboratory.

Advanced work in Oriental brush painting.

18 Introduction to Art and Music (2)

Prerequisite: Must be taken concurrently with Music 18.

Introduction to Art and Music is an investigation of elements and ideas that are common to both disciplines. Comparative studies of organizational factors, styles, and major movements will be made. This course must be taken concurrently with Music 18.

19 Jewelry (2)

1 hour lecture and 3 hours laboratory.

A basic course in jewelry. Students will explore a variety of materials and techniques used in the creation of jewelry. History, design concepts, craftsmanship and technical information relating to this art form will be emphasized.

80 Painting Workshop (1)

3 hours laboratory

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

83 Landscape Painting (1)

3 hours laboratory

The course is designed to provide the student with an open, free opportunity to explore and realize the creative impulse of selecting a subject from nature's landscape, using oil, watercolor, and mixed media.

93 Crafts - All Media (1)

The application of basic concepts of design relative to multi-dimensional crafts. Projects may include fabric construction and decoration, jewelry and leather construction, and concentrated study and exploration in any crafts area offered and approved by the instructor as an assigned project basis.

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

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
Art	1A or 1C	Drawing/Composition	2
Art	3A	Basic Design/Color	3
Any <u>one</u> of the following courses in painting:			
Art	6A	Painting (Water Color)	2
Art	6B	Painting (Oil)	2(2)
Art	6C	Painting (New Media)	2
Any <u>two</u> of the following courses in art history:			
Art	2A	Art History	3
Art	2B	Art History	3(6)
Art	12	Survey of Modern Art	3

In addition to the above courses, an art major is required to take 7 units of electives in art to complete a minimum of 20 units.

Note: Introduction to Art (Art 10) is designed for the non-art major. It may not be applied toward the 20 units needed for a major in art, nor can it be used in the area of Humanities. Introduction to Art credits can be applied toward bringing General Education units up to a required total of 40.

Department Subtotal	20
See C.O.D. General Education Requirements	
General Education Subtotal	40
<u>DEGREE TOTAL</u>	60
Advisor: Najarian	

Preparation for Employment and Occupational A.A.
Degree Program in ART

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
The courses required for an Occupational A.A. Degree in Art are the same as those required for the Transfer program.			
See C.O.D. General Education Requirements			
General Education Subtotal			40
<u>DEGREE TOTAL</u>			60
Advisor: Najarian			



BUSINESS



John Adams
Sam Adams
Elbridge Gerry
John Hancock
Christopher Pinckney

BUSINESS

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

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

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

COURSES OF INSTRUCTION

BUSINESS ACCOUNTING (BuAc)

1 Accounting (4)

Basic fundamental 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 subsystems.

1L Accounting Applications Computer Laboratory (1)

3 hours laboratory.

Prerequisite: Concurrent enrollment in BuAc 1.

Practical application of accounting principles by actual use of available computer systems. Students will prepare data cards as required after analysis of transactions to solve the assigned practice set and other problems using the computer in lieu of manual methods.

2 Accounting (4)

Prerequisite: BuAc 1.

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.

2L Accounting Applications Computer Laboratory (1)

3 hours laboratory.

Prerequisite: Concurrent enrollment in BuAc 2.

Practical application of accounting principles by actual use of available computer systems. Students will prepare data cards as required to solve advanced accounting problems using the computer in lieu of or to augment manual methods.

5A-B Auditing (3-3)

Prerequisite: 12 units of accounting or equivalent experience.

The theory and practice in auditing the major items of balance sheets and statements of profit and loss from the standpoint of the independent public accountant, legal and professional responsibilities of public accountants, and professional ethics.

7 Financial Statement Analysis (3)

Prerequisites: BuAc 1 and BuAc 2.

A study in reading, analyzing, and interpreting the financial statements of a business from the standpoint of management, the investor, and the creditor. Ratios, trends, application, and cash flows are developed.

60 Sales and Customer Accounting (½)

½ hour lecture.

See departmental adviser.

61 Purchases and Vendor Accounting (½)

½ hour lecture.

See departmental adviser

62 Payroll and Payroll Tax Accounting (½)

½ hour lecture.

See departmental adviser.

63 Preparation of Individual Tax Returns (1)

1 hour lecture.

See departmental adviser.

64 Cash Accounting and Control (½)

½ hour lecture.

See departmental adviser.

66 Accounting Records and Procedures (3)

3 hours lecture.

An introductory course designed to acquaint the student with basic financial records and procedures used in business. Coverage includes sales records, purchase records, cash records and bank reconciliations; payroll records and computation of pay; sales and tax records; miscellaneous records involving the use of percentage in determining discounts, depreciation, simple and compound interest and financial statements ratios. Same as Business Office Procedures 66. May be taken for credit only once.

72A-B Keypunch Operations (1-1)

3 hours laboratory.

Prerequisite: Ability to type a minimum of 40 words per minute.

Training in setting up and operating the card punch machine to include punch card coding; design and use of program cards, and methods and practice in verification of punched information. This class is open-entry, open-exit.

73 Fundamentals of Data Processing (3)

Emphasis on business applications. The study of the characteristics, purposes and functions of data processing equipment to include all phases of the data processing cycle, with special emphasis on computer programming techniques such as flow charting and preparing computer programs in modern languages such as FORTRAN, COBOL, RPG. Students will be required to demonstrate proficiency in the use of FORTRAN by writing, debugging, and documenting several programs based upon business applications. Baccalaureate degree applicable if taken together with BuAc 73L.

73L Fundamentals of Data Processing Laboratory (1)

3 hours laboratory.

Prerequisite: Concurrent enrollment in BuAc 73.

Practical application of accounting and data processing principles by actual use of the available computer configurations. Students will write business programs in FORTRAN, RPG, etc. They will run and debug the programs as necessary. Accounting students will prepare data cards as required to solve the assigned practice set and other problems using the computer in lieu of manual methods.

74 RPG Programming (3)

3 hours lecture and 1 hour laboratory.

Prerequisite: BuAc 73, or concurrent enrollment.

High level programming language for IBM family of third generation computers. Students will learn to write, test, and debug programs employing RPG and PUC (Punch Card Utility) programs.

75 FORTRAN Programming (3)

2 hours lecture and 3 hours laboratory.

Prerequisite: BuAc 73, or concurrent enrollment.

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: BuAc 73.

Advanced programming techniques utilizing a high level programming language applicable to the digital computing equipment. Students will flow chart, write, test, debug, and document programs in COBOL.

77 Symbolic Language Processing (3)

3 hours lecture and 1 hour laboratory.

Prerequisite: BuAc 73.

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.

78 Data Processing Systems (3)

Prerequisites: BuAc 73 and at least 2 computer languages.

Emphasizing 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, multi-processing, and multiprogramming.

79 Data Processing Project (2)

6 hours laboratory.

Prerequisites: BuAc 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: BuAc 1 and BuAc 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.

97A-B Cost Accounting (3-3)

Prerequisites: BuAc 1 and BuAc 2.

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.

98A-B Intermediate Accounting (3-3)

Prerequisites: BuAc 1 and BuAc 2.

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

99 Income Tax Accounting (3)

Prerequisites: BuAc 1 and BuAc 2.

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.

BUSINESS DISTRIBUTIVE EDUCATION (BuDE)

21 Marketing (3)

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

22 Retailing (3)

The nature of retailing and retailing institutions, retail

management decisions including trade area evaluation, site selection, store layout, merchandise assortment, pricing, and promotion.

23 Fundamentals of Sales (3)

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

25 Advertising (3)

The history and future of advertising, advertising strategy, consumer motivation. Preparation of the advertisement including copy and layout, media selection, and effects of governmental regulation and public opinion.

55 Retail Merchandise (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.

BUSINESS BANKING AND FINANCE (BuFi)

69 Principles of Bank Operation (3)

Course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement.

70 Installment Credit (3)

Prerequisites: BuAc 1 and BuAc 2.

Techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of an installment credit operation will be carefully scrutinized to be certain that the most efficient methods are employed. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.

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.

BUSINESS MANAGEMENT (BuMa)

9 Consumer Survival (3)

Study of individual and family consumer problems and management of resources through planned use of these resources for present living and future security. Same as Home Economics 1. May be taken for credit only once.

10 Introduction to Business (3)

Study of the formation, structure, functions, objectives, and ethics of contemporary American business enterprises. Significance of the small business opera organization and the role of large business organizations, and practices for the development of managerial personnel. Recommended for candidates for the Associate in Arts in Business.

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)

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)

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.

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.

51 A-B-C Small Business Management (1-1-1)

1 hour lecture.

An understandable and accurate body of knowledge pertaining to the organization, financing and managing of a small business by presenting an overview of the small business environment together with an explanation of financial statements and thru use in effective decision making by small firm managers.

72 Business Mathematics (3)

Review of fundamentals of mathematics necessary for competent participation in business: decimals, fractions, percentage, trade discounts, interest, payrolls, insurance, and taxes.

88 Principles of Insurance (3)

Survey of general insurance principles, including history, ethics, economics, and types of insurance. State regulations, agency and brokerage contracts.

93 Human Relations (2)

Study of personnel relations as affected by the application of basic psychological techniques. Emphasis on employer-employee relationships. Same as Technology-Industrial Supervision 93. May be taken for credit only once.

BUSINESS OFFICE PROCEDURES (BuOP)

53 Medical Secretarial Procedures (4)

3 hours lecture and 3 hours laboratory.

Prerequisite: BuSS 50 or equivalent.

Study and practice of medical office activities including telephone techniques, scheduling and reception of patients, patient records, preparing medical records, written communications, maintaining files, office management, bookkeeping as applied to a physician's office, medical law, and professional ethics.

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 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. This class is open-entry, open-exit.

58 Communications - PBX, PABX, and Telephone (1)

1 hour lecture and ½ hour laboratory.

To learn the theoretical and practical aspects of PBX and PABX switchboards. To become proficient in the operation of the 555 PBX Board. To develop knowledge and skills in telephone techniques. Open-entry, open-exit.

62 Phototypesetting(3)

2 hours lecture and 3 hours laboratory.

Designed to teach the basic fundamentals of photo composition. Emphasis is on cold typesetting keyboard and computer unit operation, typographic design, and newspaper pasteup. Same as Journalism 60. May be taken for credit only once.

63 Office and Secretarial Procedures (4)

3 hours lecture and 2 hours laboratory.

Prerequisite: Completion or concurrent enrollment in BuSS 50B, or ability to type 45 wpm.

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

64 Records Management (2)

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

65 Medical Insurance and Records (3)

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

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

66 Accounting Records and Procedures(3)

3 hours lecture and 1 hour 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; miscellaneous records involving the use of percentage computation in determining discounts, commissions, markups, depreciation, simple and compound interest and financial statements ratios. Same as BuAc 66. May be taken for credit only one.

71 Machine Calculation (2)

1 hour lecture and 3 hours laboratory .

Prerequisite: Completion of Mathematics 50, or possession of equivalent knowledges-understandings.

The study of the principles of machine computation and the applications of mathematics in the modern office through practice in the operation of adding-listing machines, printing calculators, key-driven and rotary calculators, and electronic calculators; the study of machine characteristics, the comparative advantages and special methods for use with the various kinds of machines.

BUSINESS REAL ESTATE (BuRe)

81 Principles of Real Estate (3)

Study of the principles of real estate as applied to the following areas: land economics, interests in the uses of land, land transfers, buying and selling of real estate, contracts, liens, and encumbrances, real estate finance; preparation of the student for the professional goal of salesman.

82 Real Estate Economics (3)

Prerequisite: BuRe 81.

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.

83A Real Estate Practice (3)

Prerequisite: BuRe 81

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.

83B Real Estate Sales (1)

A practical course covering in detail canvassing, listing, qualifying buyers, showings, offers and counteroffers, telephone solicitation, advertising, and special sales conditions.

84 Legal Aspects of Real Estate

Prerequisite: BuRE 81

Study of the laws of California as related to real estate; property acquisition, transfer, and ownership; interests in property. Kinds of tenancy, estate and Federal courts, land contracts, liens, restrictions, landlord and tenant, agency, probate, and taxes. The licensing of salesmen and brokers, and laws relating to the real estate profession.

85 Real Estate Finance (3)

Prerequisite: BuRE 81.

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

86 Principles of Appraising (3)

Prerequisite: BuRE 81.

Study of principles, methods, and techniques for the appraisal of single and multiple dwellings, commercial-business properties, and farm properties. Determination of values for loan and insurance purposes, and implications for brokers and 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.

89 Real Estate Exchanges and Taxation (3)

Prerequisite: BuRE 83 or 84.

Basic course inaugurating real estate brokers in the fundamentals of real estate exchanges and taxation. Theory and current practices with public reaction for the building of estates. Income tax advantages and trends are planned, analyzed, and executed. Case studies, actual exchanges, and multiple escrows are discussed in a group-study workshop.

90 Escrow Procedures I (3)

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: BuRE 90.

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 BuRE 91.

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.

BUSINESS SECRETARIAL SCIENCE (BuSS)

50A Beginning Typewriting (2)

5 hour lecture and laboratory.

Students with one year of high school typewriting or the ability to type 35 wpm should enroll in BuSS 50B.

Mastery of the keyboard and operation of the typewriter. Rules for centering, fundamentals of letter writing, tabulation, manuscript typing, and development of minimum speed of 35 wpm.

50B Intermediate Typewriting (2)

5 hours lecture and laboratory.

Prerequisite: BuSS 50A, one year of high school typewriting, or ability to type 35wpm.

Correct techniques in the operation of the typewriter; speed and accuracy in typing letters, business forms, tabulation problems, and manuscripts.

51 Advanced Typewriting (2)

5 hours lecture and laboratory.

A course designed for students who have reached a speed of 50 wpm. A study of correspondence, tables and forms, manuscripts, and additional skill building.

52 Executive Typewriting (3)

2 hours lecture and 3 hours laboratory.

Prerequisite: Completion of BuSS 51 or minimum speed of 50 wpm.

Emphasis is placed on the importance of increasing production through efficient methods and proper organization. Course is designed to enable the typing trainee to develop and integrate all the "backup" 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.

57 Machine Transcription (2)

1 hour lecture and 3 hours laboratory.

Prerequisites: Completion of, or concurrent enrollment in BuSS 71, or satisfactory performance on Business English proficiency test, or consent of instructor. Ability to type 45 wpm

To acquire a job-entry level skill in operation of various transcribing machines. To develop skill in the transcription of mailable copies of business correspondence, including legal and medical dictation. To continue the development of typewriting, spelling, word usage, punctuation, and correspondence formats. Open-entry, open-exit.

59A-B-C-D Machine Shorthand (3-3-3)

5 hours lecture and laboratory.

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 (Shorthand) (4)

5 hours lecture.

Prerequisites: Completion of, or concurrent enrollment in BuSS 50A; completion of, or concurrent enrollment in BuSS 71, or satisfactory performance on the Business English competency test.

Fundamentals of Gregg Diamond Jubilee shorthand basic

principles, brief forms, phrases; dictation speed of 60-70 wpm, introduction to transcription.

60B Intermediate Stenography (Shorthand) (4)

3 hours lecture and 3 hours laboratory.

Prerequisites: BuSS 60A or equivalent; BuSS 71 or concurrent enrollment, or satisfactory performance on Business English proficiency test, or consent of instructor; ability to type 35 wpm.

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

61 Advanced Stenography Shorthand (4)

3 hour lecture and 3 hours laboratory.

Prerequisites: BuSS 60B or equivalent; BuSS 71 or concurrent enrollment, or satisfactory performance on Business English proficiency test, ability to type 45 wpm.

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

62 Executive Stenography (Shorthand) (3)

5 hours lecture and laboratory.

Course offers 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.

67 Legal Stenography (Shorthand) (3)

3 hours lecture and 2 hours laboratory.

To develop skills necessary for taking and transcribing dictation of legal documents and correspondence. To learn how to spell, define, and construct shorthand outlines for a legal vocabulary. To learn the principles, procedures, and duties related to legal secretarial work.

68 Specialized Stenography -- Medical (Shorthand) (3)

3 hours lecture and 2 hours laboratory.

Prerequisites: Beginning and Intermediate Stenography, or two years of high school shorthand.

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.

71 Business English (3)

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

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

Courses Required:

Dept.	No.	Title	Units
18 Units from among the following:			
BuMa	30	Business Communications	3
BuMa	20A	Business Law	3
BuAc	1	Accounting	4
BuAc	2	Accounting	4
Econ	1	Principles of Economics	3
Econ	2	Principles of Economics	3
Math	4	Statistical Methods	3
Math	20	Math for Business Analysis	3
BuAc	73	Fundamentals of Data Processing	3
BuAc	73L	Fundamentals of Data Processing Lab	1

Areas of Concentration in Upper Division:

Accounting	Management
Administration	Insurance
Finance	Real Estate
Information Systems	Employee Relations
Marketing	Human Resources Administration

To be taken in sophomore year if area of concentration is Accounting or Finance

Department Subtotal	18
Elective Subtotal	2

See C.O.D. General Education Requirements

General Education Subtotal	40
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<u>DEGREE TOTAL</u>	60
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Advisor: Saitta

Preparation for Employment and Certificate Program in BUSINESS ADMINISTRATION

Courses Required:

Dept.	No.	Title	Units
BuAc	1	Accounting	4
BuAc	2	Accounting	4
Econ	1	Principles of Economics	3
Econ	2	Principles of Economics	3
BuMa	20A	Business Law	3
BuMa	20B	Business Law	3

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

Accounting	Hotel & Motel Management
Banking	Investment
Business Law	Management
Data Processing	Marketing
Economics	Mathematics
Finance	Real Estate
Home Economics	Office Occupations
Insurance	Agri/Business
Work Experience*	

*8 Units Maximum

<u>Total Units</u>	27
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Advisor: Saitta

Preparation for Employment and Occupational A.A. Degree Program in BUSINESS ADMINISTRATION

Courses Required:

Dept.	No.	Title	Units
BuAc	1	Accounting	4
BuAc	2	Accounting	4
Econ	1	Principles of Economics	3
Econ	2	Principles of Economics	3
BuMa	20A	Business Law	3
BuMa	20B	Business Law	3

Department Subtotal	20
Elective Subtotal	25

See C.O.D. General Education Requirements

General Education Subtotal	15
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<u>DEGREE TOTAL</u>	60
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Advisor: Saitta

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

A minimum of 20 units from among the following:

Courses Required:

Dept.	No.	Title	Units
BuAc	1	Accounting or	4
BuAc	66	Accounting Records & Procedures	3
BuMa	30	Business Communications	3
BuMa	20A	Business Law or	3
BuMa	20B	Business Law	3
Econ	1	Principles of Economics or	3
Econ	2	Principles of Economics or	3
BuMa	9	Consumer Survival	3

Department Subtotal 25

Electives (Recommended)

BuSS	50B	Intermediate Typewriting	2
BuSS	51	Advanced Typewriting or	2
BuSS	52	Executive Typewriting	2
BuOP	58	Communications - PBX, PABX, Telephone	2
BuSS	61	Advanced Stenography (Shorthand)	3
BuOP	63	Office/Secretarial Procedures	4
BuOP	64	Records Management	2
BuSS	71	Business English	3
BuOP	54	Duplicating Processes	2
BuSS	57	Machine Transcription	2
BuOP	71	Machine Calculation	2
BuAc	73	Fundamentals of Data Processing	3
BuAc	72A	Keypunch Operations	1
WEG	94	Work Experience General or	1-3
WEV	95	Work Experience Vocational	1-4

Elective Subtotal 22

See C.O.D. General Education Requirements

General Education Subtotal 15

Degree Total 62

Adviser: Gallegos

Preparation for Employment and Certificate Program in OFFICE TECHNICIAN

Complete a minimum of 27 units from among the following:

Courses Required:

Dept.	No.	Title	Units
BuAc	1	Accounting or	4
BuOP	66	Accounting Records & Procedures	3
BuMa	30	Business Communications	3
BuSS	50B	Intermediate Typewriting	2
BuSS	51	Advanced Typewriting or	2
BuSS	52	Executive Typewriting	3
BuSS	58	Communications - PBX, PABX, Telephone	1
BuOP	63	Office/Secretarial Procedures	4
BuOP	64	Records Management	2
BuSS	71	Business English	3

Preparation for Employment and Certificate Program in SECRETARIAL SCIENCE

Complete a minimum of 27 units from among the following:

Courses Required:

Dept.	No.	Title	Units
BuAc	1	Accounting or	4
BuOP	66	Accounting Records & Procedures	3
BuMa	30	Business Communications	3
BuSS	50B	Intermediate Typewriting	2
BuSS	51	Advanced Typewriting or	2
BuSS	52	Executive Typewriting	3
BuSS	58	Communications - PBX, PABX, Telephone	1
BuSS	61	Advanced Stenography (Shorthand)	4
BuOP	63	Office/Secretarial Procedures	4
BuOP	64	Records Management	2
BuSS	71	Business English	3

Electives: (Recommended)

BuMa	20A	Business Law or	3
BuMa	20B	Business Law	3
Econ	1	Principles of Economics or	3
Econ	2	Principles of Economics or	3
BuMa	9	Consumer Survival	3
BuOP	54	Duplicating Processes	2
BuSS	57	Machine Transcription	2
BuOP	71	Machine Calculation	2
BuAc	73	Fundamentals of Data Processing	3
BuAc	72A	Keypunch Operations	1
WEG	94	Work Experience General OR	1-3
WEV	95	Work Experience Vocational	1-4

Total Units 27

Adviser: Gallegos

Recommended Electives:

			Units
BuMa	20A	Business Law or	3
BuMa	20B	Business Law	3
Econ	1	Principles of Economics or	3
Econ	2	Principles of Economics or	3
BuMa	9	Consumer Survival	3
BuOP	54	Duplicating Processes	2
BuSS	57	Machine Transcription	2
BuOP	71	Machine Calculation	2
BuAc	73	Fundamentals of Data Processing	3
BuAc	72A	Keypunch Operations	1
WEG	94	Work Experience General or	1-3
WEV	95	Work Experience Vocational	1-4

Total Units 27

Adviser: Roche

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

A minimum of 20 units from among the following:

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
BuAc	1	Accounting or	4
BuOP	66	Accounting Records & Procedures	3
BuMa	20A	Business Law or	3
BuMa	20B	Business Law	3
BuMa	30	Business Communications	3
Econ	1	Principles of Economics or	3
Econ	2	Principles of Economics or	3
BuMa	9	Consumer Survival	3

Department Subtotal 25

Electives (Recommended)

BuSS	50B	Intermediate Typewriting	2
BuSS	51	Advanced Typewriting or	2
BuSS	52	Executive Typewriting	3
BuOP	54	Duplicating Processes	2
BuSS	57	Machine Transcription	2
BuSS	58	Communications - PBX, PABX, Telephone	1
BuOP	63	Office/Secretarial Procedures	4
BuOP	64	Records Management	2
BuOP	71	Machine Calculation	2
BuOP	72	Business Mathematics	3
BuAc	73	Fundamentals of Data Processing	3
BuAc	72A	Keypunch Operations	1
WEG	94	Work Experience General or	1-3
WEV	95	Work Experience Vocational	1-4
BuSS	71	Business English	3

Elective Subtotal 22

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 62

Advisor: Roche

Preparation for Employment and Certificate Program
in DATA PROCESSING

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
BuAc	73	Fundamentals of Data Processing	3
BuAc	73L	Fundamentals of Data Processing/ Lab	1
BuAc	1	Accounting or	4
BuAc	66	Accounting Records & Procedures	3

Electives:

BuAc	74	RPG Programming*	3
BuAc	75	FORTRAN Programming*	3
BuAc	76	COBOL Programming*	3
BuAc	77	Symbolic Language Programming*	3
BuAc	78	Data Processing Systems*	3
BuAc	79	Data Processing Project*	2
BuAc	80	Business Systems & Procedures*	3
WEV	95	Work Experience - Data Processing	8

*These courses are offered subject to demand

Total Units 27

Advisor: Saitta

Preparation for Employment and Occupational A.A.
Degree Program in DATA PROCESSING

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
BuAc	73	Fundamentals of Data Processing3	
BuAc	73L	Fundamentals of Data Processing Lab	1
BuAc	1	Accounting or	4
BuAc	66	Accounting Records & Procedures	3
Department Subtotal			25

Electives: (Recommended)

BuAc	74	RPG Programming*	3
BuAc	75	FORTRAN Programming*	3
BuAc	76	COBOL Programming*	3
BuAc	77	Symbolic Language Programming*	
BuAc	78	Data Processing Systems*	3
BuAc	79	Data Processing Project*	2
BuAc	80	Business Systems & Procedures*	3

*These courses are offered subject to demand

Elective Subtotal 29

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 62

Advisor: Saitta

Preparation for Employment and Occupational A.A.
Degree Program in BANKING AND FINANCE

Courses Required:

Dept.	No.	Title	Units
BuFi	69	Principles of Bank Operations*	3
BuMa	20B	Business Law	3
BuAc	1	Accounting -OR-	4
BuAc	66	Accounting Records & Procedures	3
Econ	1	Principles of Economics -OR-	3
Econ	2	Principles of Economics -OR-	3
Econ	3	Current Economic Problems	3
BuAc	7	Financial Statement Analysis -OR-	3
BuFi	96	Principles of Investment*	3
BuFi	70	Installment Credit*	3

*These courses are offered subject to demand

Department Subtotal 18

Elective Subtotal 27

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Advisor: Saitta

Preparation for Employment and Certificate Program
in ACCOUNTING

Courses Required:

Dept.	No.	Title	Units
BuAc	1	Accounting	4
BuAc	2	Accounting	4
BuMa	20B	Business Law	3
BuAc	73	Fundamentals of Data Processing	3
BuAc	5A	Auditing*	3
BuAc	5B	Auditing*	3
BuAc	7	Financial Statement Analysis*	3
BuAc	97A	Cost Accounting*	3
BuAc	97B	Cost Accounting*	3
BuAc	98A	Intermediate Accounting*	3
BuAc	98B	Intermediate Accounting*	3
BuAc	1L	Accounting Applications Computer Lab*	1
BuAc	2L	Accounting Applications Computer Lab*	1
BuAc	73L	Business & Data Processing Computer Lab*	1
WEV	95	Work Experience - Business	8

*These advanced courses are offered subject to demand.

TOTAL UNITS 27

Advisor: Saitta

Preparation for Employment and Certificate Program
in BANKING AND FINANCE

Courses Required:

Dept.	No.	Title	Units
BuFi	69	Principles of Bank Operations*	3
BuMa	20B	Business Law	3
BuFi	70	Financial Institutions*	3
BuAc	1	Accounting -OR-	4
BuAc	66	Accounting Records & Procedures	3
Econ	1	Principles of Economics -OR-	3
Econ	2	Principles of Economics -OR-	3
Econ	3	Current Economic Problems	3
BuAc	7	Financial Statement Analysis*-OR-	3
BuMa	95	Principles of Investment*	3
BuFi	70	Installment Credit*	3

*These courses are offered subject to demand

Electives:

BuMa	10	Introduction to Business	3
BuMa	93	Human Relations	2
BuMa	20A	Business Law	3
BuAc	73	Fundamentals of Data Processing	3
BuMa	30	Business Communications	3
Math	4	Statistical Methods	3

TOTAL UNITS 27

Advisor: Saitta

Preparation for Employment and Occupational A.A.
Degree Program in ACCOUNTING

Courses Required:

Dept.	No.	Title	Units
BuAc	1	Accounting	4
BuAc	2	Accounting	4
BuMa	20B	Business Law	3
BuAc	73	Fundamentals of Data Processing	3
BuAc	5A	Auditing*	3
BuAc	5B	Auditing*	3
BuAc	7	Financial Statement Analysis*	3
BuAc	97A	Cost Accounting*	3
BuAc	97B	Cost Accounting*	3
BuAc	98A	Intermediate Accounting*	3
BuAc	98B	Intermediate Accounting*	3
BuAc	99	Income Tax Accounting*	3
BuAc	1L	Accounting Applications Computer Lab*	1
BuAc	2L	Accounting Applications Computer Lab*	1
BuAc	73L	Business & Data Processing Computer Lab*	1

*These advanced courses are offered subject to demand.

Department Subtotal 20

Elective Subtotal 25

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Advisor: Saitta

Preparation for Employment and Occupational A.A.
Degree Program in **MARKETING**

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
BuDe	21	Marketing	3
BuDe	22	Retailing	3
BuDe	23	Fundamentals of Sales	3
BuDE	25	Advertising	3
Econ	1	Principles of Economics -OR-	3
Econ	2	Principles of Economics -OR-	3
Econ	3	Current Economic Problems	3
Department Subtotal			27
Elective Subtotal			18
See C.O.D. General Education Requirements			
General Education Subtotal			15
<u>DEGREE TOTAL</u>			60

Advisor: Post

Preparation for Transfer to a Four-Year College
and/or A.A. Degree in **MARKETING**
(See Business Administration)

Courses Required:

NOTE: If interested in a transfer program in
MARKETING, please consult **BUSINESS ADMINISTRATION**
premajor and the Business Administration advisor.

	<u>Units</u>
Department Subtotal	20
See C.O.D. General Education Requirements	
General Education Subtotal	40
<u>DEGREE TOTAL</u>	60
Advisor: Post	

Preparation for Employment and Certificate Program
in **MARKETING**

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
BuDE	21	Marketing	3
BuDe	22	Retailing	3
BuDE	23	Fundamentals of Sales	3
BuDe	25	Advertising	3
Econ	1	Principles of Economics -OR-	3
Econ	2	Principles of Economics -OR-	3
Econ	3	Current Economic Problems	3
WE	94	Work Experience -OR-	1-4
WE	95	Work Experience	1-4

RECOMMENDED ELECTIVES:

BuMa	30	Business Communications	3
BuMa	10	Introduction to Business	3
BuAc	1	Accounting -OR-	4
BuAc	66	Accounting Records & Procedures	3
Math	4	Statistical Methods	3
BuAc	73	Fundamentals of Data Processing	3
BuDE	55	Retail Merchandising	3
BuDE	56	Merchandise Analysis	3
BuMA	20A	Business Law	3
BuMa	20B	Business Law	3
<u>TOTAL UNITS</u>			27

Advisor: Post

Preparation for Employment and Certificate Program
in **ESCROW**

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
BuRE	81	Principles of Real Estate*	3
BuRE	84	Legal Aspects of Real Estate	3
BuRE	85	Real Estate Finance	3
BuRE	90	Escrow Procedures I	3
BuRE	91	Escrow Procedures II	3
BuRE	92	Escrow Procedures III	3

*May be waived by advisor on basis of demonstrated
proficiency.

RECOMMENDED ELECTIVES:

Other Real Estate, Escrow and related Business
courses (including Work Experience) to bring total
units to 24.

TOTAL UNITS 24

Advisor: Pivar

Preparation for Employment and Certificate Program
in GENERAL BUSINESS

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
Econ	1A	Principles of Economics -OR-	3
Econ	1B	Principles of Economics -OR-	3
Econ	3	Current Economic Problems	3
BuAc	1	Accounting -OR-	4
BuAc	66	Accounting Records and Procedures	3

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

Accounting	Hotel & Motel Management
Banking	Investment
Business Law	Management
Data Processing	Marketing
Economics	Mathematics
Finance	Real Estate
Home Economics	Office Occupations
Insurance	Agri/Business

Note: May include up to 8 units in Work Experience

Total Units 27

Adviser: Saitta

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

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
Econ	1A	Principles of Economics -OR-	3
Econ	1B	Principles of Economics -OR-	3
Econ	3	Current Economic Problems	3
BuAc	1	Accounting -OR-	4
BuAc	66	Accounting Records and Procedures	3

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

Accounting	Hotel & Motel Management
Banking	Investment
Business Law	Management
Data Processing	Marketing
Economics	Mathematics
Finance	Real Estate
Home Economics	Office Occupations
Insurance	Agri/Business

Department Subtotal 18

See C.O.D. General Education Requirements

General Education Subtotal

DEGREE TOTAL 60

Advisor: Saitta

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

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
Econ	1A	Principles of Economics -OR-	3
Econ	1B	Principles of Economics -OR-	3
Econ	3	Current Economic Problems	3
BuAc	1	Accounting	4

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

Accounting	Hotel & Motel Management
Banking	Investment
Business Law	Management
Data Processing	Marketing ✓
Economics	Mathematics
Finance	Real Estate
Home Economics	Office Occupations
Insurance	Agri/Business

Note: All courses must be baccalaureate degree applicable.

Department Subtotal 18

See C.O.D. General Education Requirements

General Education Subtotal 40

DEGREE TOTAL 60

Advisor: Saitta

Preparation for Employment and Certificate Program
in REAL ESTATE

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
BuRE	81	Principles of Real Estate*	3
BuRE	83	Real Estate Practice	3
BuRE	84	Legal Aspects of Real Estate	3
BuRE	85	Real Estate Finance	3
BuRE	86	Principles of Appraising	3

*May be waived by Adviser on basis of demonstrated proficiency.

Recommended Electives:

Other Real Estate, Escrow and related Business courses (including Work Experience) to bring total units to 27.

Total Units 27

Adviser: Pivar

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

Courses Required:

(Minimum of 20 units from among the following)

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
Bus	81	Principles of Real Estate	3
Bus	83	Real Estate Practice	3
Bus	84	Legal Aspects of Real Estate	3
Bus	85	Real Estate Finance	3
Bus	86	Principles of Appraising	3

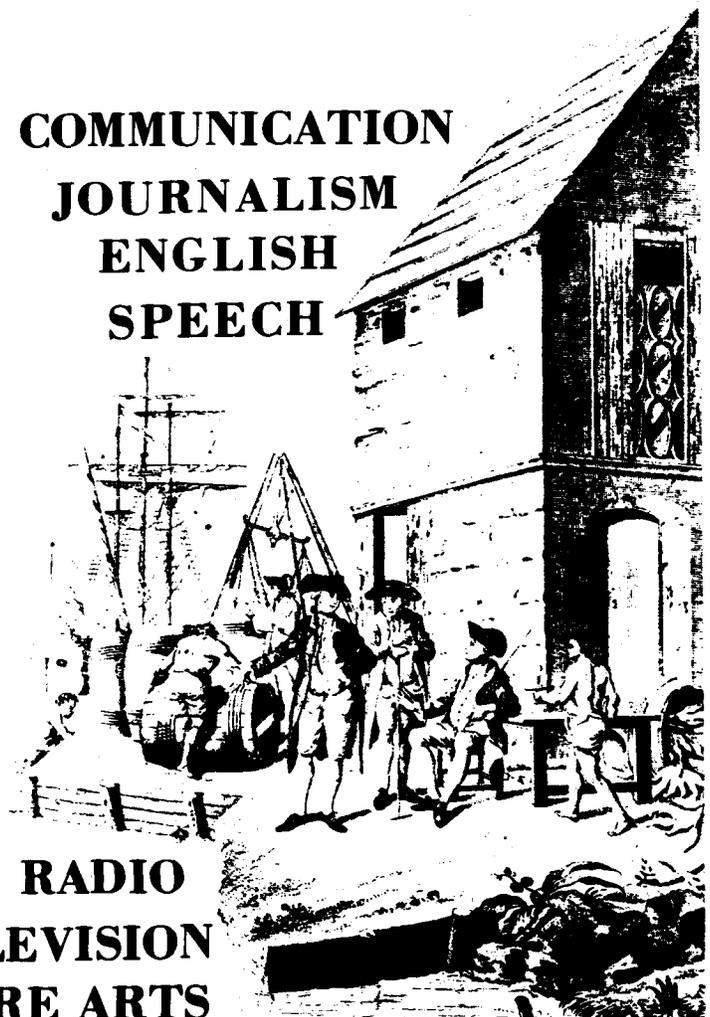
Recommended Electives:

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

Total needed for degree 60

Advisor: Pivar

**COMMUNICATION
JOURNALISM
ENGLISH
SPEECH**



**RADIO
TELEVISION
THEATRE ARTS**

COMMUNICATION
Including English, Journalism, Radio-Television,
Speech and Theatre Arts

The Department of Communication offers exciting, enriching educational opportunities for the transfer program, the occupational program, and the Continuing Education program. There are complementary sub-divisions of Language, Literature, Speech, Journalism, Theatre Arts, and Radio-Television.

Language is vital to Man's most important achievements. Literature depicts man's never-ending search for truth. Both the written and the spoken word must be utilized for humans to achieve their goals.

The Department offers a wide range of courses to help the student reach these goals. There are courses in journalism, theatre arts, and radio-television so the student may begin to develop his or her occupational and professional career.

COURSES OF INSTRUCTION

ENGLISH-SPEECH

1A Composition and Reading (5)

Prerequisite: Satisfactory achievement on verbal and written portions of college entrance test or English 50 with Grade of C or better.

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 (5)

Prerequisite: ES 1A or equivalent.

Introduction to the study of literature; critical analysis of selected literary forms and types; oral reading; further training in speaking and writing.

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.

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.

5 Creative Writing (3)

Emphasis on fiction and poetry, but freedom to pursue whatever writing forms may most interest the student.

10A-B American Literature (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 equivalent.

Study of the development of English literature from *Boewulf* through eighteenth century (first semester) and from 1800 - present (second semester). Each semester course may be taken independently of the other.

12A World Literature I (3)

Prerequisite: English 1A,B or equivalent

A survey of selected works in translation which have influenced Western thought, from Homer through the Renaissance, to 1660. Classics are studied for their artistic merit and their contribution to modern thought.

12B World Literature II (3)

Prerequisite: English 1A-B or equivalent.

A survey of selected works in translation which have influenced Western thought, from 1660 to the present. Classics are studied for their artistic merit and their contribution to modern thought. May be taken independently from World Literature I.

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 may be required.

18 Introduction to Poetry (3)

Prerequisites: English 1A and 1B.

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.

20 Research Paper (1)

Prerequisite: Enrollment in a course which requires a research paper.

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

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.

39 Foreign Literature Translation: French (3)

Prerequisite: Enrolled in or eligible for English 1A or 1B.

This introductory course is designed to capture and to challenge the student to examine some of the concerns of modern man as they are described in French literature of the 19th and 20th centuries. The course introduces the student to the works of a single author or group of authors of classics and literary movements. The course is conducted entirely in English; no knowledge of French is required. However, reading may be done in French or English as desired by the student. Same as French 39. May be taken for credit only once.

41 Technical and Scientific Report Writing (3)

Prerequisite: High school English.

The written report as used in industrial, technical, and scientific professions. Emphasis placed on collecting, organizing, presenting, and evaluating materials. Same as Technology-Reports 41. May be taken for credit only once.

50 Basic Writing Skills (5)

A course designed for students who need special training in basic writing skills to ensure competence in standard college English courses. Credit applicable to A.A. degree. Successful completion of this course is determined by an acceptable grade on the English 1A Placement Examination and a grade of C or better in course work.

51 Language Arts (3)

An English course designed to satisfy the language needs of community college students who do not wish to transfer to a 4-year institution. The course emphasizes basic communication skill, vocabulary improvement, and critical evaluation of the contemporary mass media. The course offers credit for graduation but not for transfer.

52 Introduction to Short Fiction (3)

A study of the short story and the short novel to encourage an appreciation of the value of reading literature. The improvement of writing and speaking skills through the written and oral discussion of themes and ideas as they relate to contemporary life.

JOURNALISM

1 Introduction to Mass Communications (3)

An introduction to the influence and contribution of the Press

in American Society. Major emphasis is placed on the role of mass communications; history and growth of print and electronic journalism, and an analysis of the current problems and criticisms of the American mass media.

3A News Reporting (3)

Prerequisites: Eligibility for English 1A. Ability to type is recommended.

A beginning newswriting course to provide instruction and practice in the fundamentals of news reporting. Concentration is on news, including interviewing techniques; organization and structure of news stories, and the language and style of journalism.

3B Advanced Reporting(3)

Prerequisite: C or better in Journalism 3A

Interpretative newswriting with emphasis on specialized reporting. Students are given intensive practice to refine reporting techniques; given an exposure to a variety of news reporting assignments in the community, and introduced to the techniques of feature and editorial writing.

4A-B Newspaper Production (2-3)

1 hour lecture and 3 to 6 hours laboratory.

Prerequisites: J 3A New Reporting.

A lecture and laboratory class which provides practical experiences in the various editorial positions on the school newspaper.

60 Phototypesetting (3)

2 hours lecture and 3 hours laboratory.

Designed to teach the basic fundamentals of photo composition. Emphasis is on cold typesetting keyboard and computer unit operation, typographic design, and newspaper pasteup. Same as Business Office Procedures 62. May be taken for credit only once.

70 Public Relations (2)

An overview of the public relations field with a practical approach to the handling, planning, procedure, and promotion of public relations campaigns.

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.

3 Radio Production (3)

2 hours lecture and 3 hours laboratory.

An introduction to the techniques, procedures, equipment and devices required to produce radio programs. Actual program production experience will be gained through student operation of the campus radio studio.

4 Television Production (3)

2 hours lecture and 3 hours laboratory.

An introduction to the techniques, procedures, equipment and

devices required to produce television programs. Actual program production experience will be gained through student operation of the campus television studio.

50 Radio and Television Writing (3)

Prerequisite: English 51

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 newscasts, commercials, public service announcements, sports, classical and popular musical introductions, interviews, and dramatic productions.

57 Advanced Television Production (3)

2 hours lecture and 3 hours laboratory.

Prerequisite: R-TV 4.

An advanced course in the techniques, procedures, equipment, and devices required to produce television programs. Actual program production experience will be gained.

80A-B-C-D Television Production Workshop (2-4)

3 hours laboratory for each unit of credit.

Prerequisite: R-TV 4 or 57.

A course utilizing student participation in all facets of television production, such as acting, directing, writing, camera and technical operations. Some programs produced by students may be seen on local outlets.

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)

Provides students with an interesting way to improve their oral reading. Both prose and poetry are studied. Students who are reticent about getting up before a group find that their self-confidence grows. A Readers Theatre production (reading from scripts) provides the basis for an oral final examination. The course makes the reading of literature aloud enjoyable.

3 Voice and Diction (3)

3 hours lecture and 1 hour laboratory.

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

4A Public Speaking (3)

Prerequisite: English 1A, Speech 1.

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)

2 to 4 hours lecture and laboratory, depending on number of units attempted.

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, 4.

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.

THEATRE ARTS

1 Introduction to Theatre (3)

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

2A-B Acting (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.

3A-B-C-D Advanced Acting: Production Workshop (1-2)

1 hour lecture and 3 or 6 hours laboratory.

A course permitting progressive participation and instruction in play production and acting. One to two units of credit may be earned in a semester. This course may be repeated to accumulate not more than four units. Class is organized as a producing unit to present plays and on-act programs.

5A-B-C-D Play Production (1-4)

6 hours laboratory for each unit of credit

Prerequisites: Enrollment by audition.

A course designed to expose the student to the methods and execution of a fully mounted play production. Includes exposure to both technical and acting areas, depending on student interest. Detailed script and character analysis. Emphasis on rehearsal techniques. May be repeated for a total of six units.

7 Directing (3)

2 hours lecture and 3 hours laboratory.

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

9A-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.

10A-B Dramatic Literature (3-3)

A study of the masterworks of theatre from the Greek Classic period to the present. First semester: Aeschylus to Ibsen. Second semester: Ibsen to the present.

12A-B History of the Theatre (3-3)

A study of the theatre from primitive times to the present together with an analysis of representative plays. Special attention will be given to the theatre 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.

20 Playwriting (3)

Prerequisites: English 1A and 1B.

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.

32 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.

40 Theatre Costuming (3)

2 hours lecture and 3 hours laboratory.

A course structured to expose the student to the principles of design and construction of theatrical costumes. Includes the selection of costume designs, and the construction of these designs for specific theatre productions. May be repeated once for credit.

56 Theatre Practice (3)

2 hours lecture and 3 hours laboratory.

Practical introductory experience in Children's Theatre, Community Theatre, Recreational Theatre, Religious Drama, and Experimental Theatre developed through lectures, reading, group discussion, laboratory hours and supervised practice.

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

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
ES	1A	Composition/Reading	5
ES	1B	Literature/Composition	5

Two courses from the following:

Eng	5	Creative Writing	3
J	3A	News Reporting	3
R/TV	50	Radio & Television Writing	3
TA	20	Playwriting	3

At least two courses from the following:

Eng	10A-B	American Literature	3-3
Eng	11A-B	Survey of English Literature	3-3
Eng	12A	World Literature I	3
Eng	14	Shakespeare	3
Eng	16	Literature of the Desert	3
Eng	18	Introduction to Poetry	3
Eng	30	The Bible as Literature	3
Sp	4A	Public Speaking	3
Sp	7	Argumentation	3
TA	10A-B	Dramatic Literature	3-3

Department Subtotal 22

See C.O.D. General Education Requirements

General Education Subtotal 40

DEGREE TOTAL 60

Advisor: English Staff

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

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
ES	1B	Literature/Composition	4
Eng	10A-B	American Literature -OR-	3-3
Eng	11A-B	Survey of English Literature	3-3

Four courses from the following:

Eng	12A	World Literature I	3
Eng	14	Shakespeare	3
Eng	16	Literature of the Desert	3
Eng	30	The Bible as Literature	3
Sp	2	Oral Interpretation of Literature	3
TA	10A-B	Dramatic Literature	3-3
TA	32	The Motion Picture	3

It is suggested that the student elect one semester of Western Civilization for a General Education requirement.

Department Subtotal 22

See C.O.D. General Education Requirements

General Education Subtotal 40

DEGREE TOTAL 60

Advisor: De Forest/Hudson

A

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

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
J	1	Introduction to Mass Communications	3
J	3A	News Reporting	3
J	3B	Advanced Reporting	3
J	4A	Newspaper Production	2
J	4B	Newspaper Production	3
J	60	Phototypesetting	3

An additional 4 to 6 units shall be selected from English, speech, advertising, photography, or political science classes.

Department Subtotal 20

See C.O.D. General Education Requirements

General Education Subtotal 40

DEGREE TOTAL 60

Advisor: Wilson

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

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
R/TV	1	Introduction to Broadcasting	3
R/TV	3	Radio Production	3
R/TV	4	Television Production	3

Six to twelve units to be selected from the following:

R/TV	50	Radio & Television Writing	3
R/TV	54	Radio & Television Announcing	2
R/TV	57	Advanced Television Production	3
J	1	Introduction to Mass Communica- tion	3
Sp	4A	Public Speaking	3
TA	1	Introduction to Theatre	3

Electives chosen in conference with advisor.
Number of units are determined by what
student selects from the above section.

Department Subtotal 20

See C.O.D. General Education Requirements

General Education Subtotal 40

DEGREE TOTAL 60

Advisor: Wade-Maltais
Wilson

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

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
Sp	4A	Public Speaking	3
Sp	4B	Group Discussion/Leadership	3

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

Sp	2	Oral Interpretation of Litera- ture	3
Sp	3	Voice & Diction	3
Sp	7	Argumentation	3

A minimum of nine units to be selected from
English, Theatre Arts, Journalism, or Radio-
Television. Students should choose these
units from the area in which they may wish
to minor.

Department Subtotal 21

See C.O.D. General Education Requirements

General Education Subtotal 40

DEGREE TOTAL 60

Advisor: Wilson

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

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
TA	1	Introduction to Theatre	3
TA	2A	Acting	3
TA	3A	Advanced Acting/Production Workshop	1-3
TA	9A	Stagecraft	2
TA	12A-B	History of the Theatre	3

Electives 6-9

Electives to be determined in conference with
advisor from English, Radio-Television, or
Speech.

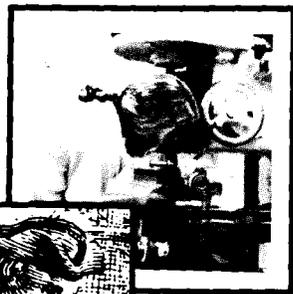
Department Subtotal 21

See C.O.D. General Education Requirements

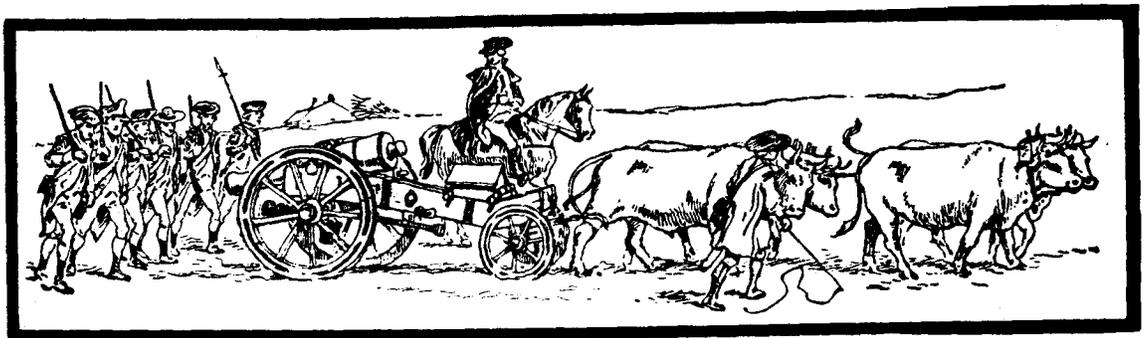
General Education Subtotal 40

DEGREE TOTAL 60

Advisor: Nicholson



DEVELOPMENTAL EDUCATION



DEVELOPMENTAL EDUCATION

An integral part of the course offerings at College of the Desert available to the residents of the Coachella Valley are those classes offered in the Learning Laboratory. Located at the extreme north end of the campus, the Learning Laboratory makes it possible for the adult student to complete courses on both the elementary and secondary school levels. Registration is always open for both day and night classes at any time of the year. There are no fees for registration or books.

In the Lab, opportunity is provided for instruction in those learning skills ordinarily acquired in grades 1-8. Most of the emphasis is in reading, writing, arithmetic, and communication skills.

Credit may also be earned for those interested in acquiring their high school diploma. Anyone 18 years of age or older is welcome to begin studies leading to high school graduation. Adults who enter the high school completion program are able to transfer credit received at previous high schools they may have attended, as well as to obtain credit for military service and work experience.

Another function of the high school diploma program is to prepare to take the High School Equivalency Test (GED). Many businesses and governmental agencies accept the GED certificate in lieu of the high school diploma.

The following courses are available in the Learning Laboratory for high school credit:

<u>Department</u>	<u>Number</u>	<u>Course Title</u>
LL	101 A-J	Basic Education and Learning Laboratory.
HS	101 A-E	Fundamentals of English
HS	102 A-G	Advanced Fundamentals of English
HS	103 A-D	U.S. Modern World
HS	104 A-B	Practical American Government
HS	105 A-D	World Cultures
HS	106 A-B	World Geography
HS	107 A-B	Geography of California and Coachella Valley
HS	108 A-C	Practical Basic Mathematics
HS	109 A-C	Consumer Mathematics
HS	110 A-B	High School Algebra
HS	111 A-B	General Science
HS	112 A-C	Life Science
HS	113 A-B	General Elementary Astronomy
HS	114 A-B	Physical Health
HS	115 A-C	Pencil Sketching
HS	116 A-B	Art in Literature
HS	117 A-B	General Education Development Test Preparation
HS	118 A-D	Civil Service Preparation
HS	119 A-B	Typing
HS	120 A-B	File Techniques
HS	121 A-B	Switchboard Operation
HS	122 A-B	Office Machines
HS	124 A-C	Landscape Management
HS	126 A-E	Auto Mechanics
HS	126 A-D	Office Procedures
HS	127 A-C	Consumer Education
HS	128 A-D	Advanced Typing
HS	123 A-D	High School Reading

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

<u>Department</u>	<u>Number</u>	<u>Course Title</u>
ESL	201	Basic English as a Second Language
ESL	204	Intermediate English as a Second Language
ESL	206	Advanced English as a Second Language

EL INGLES COMO SEGUNDO IDIOMA

El departamento de Ingles Como Segundo Idioma ofrece programas de instruccion a todos niveles de habilidad para personas que estan estudiando el ingles como lengua extranjera o segunda. Alojado en el Laboratorio de Aprendizaje del Colegio del Desierto, las classes que so ofrecen en este departament se reunen todo el ano y reciben nuevos estudiantes todos los dias. Debe de notarse que el programa continua en el verano sin poner atencion al calendario del ano academico.

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

Los cursos siguientes, en los cuales se pone atencion a todo aspecto del aprendizaje de lenguas extranjeras, se ofrecen continuamente por todo el ano:

<u>Departamento</u>	<u>Numero</u>	<u>Titulo del Curso</u>
ESL	201	Ingles basico como segundo idioma
ESL	204	Ingles intermedio como segundo idioma
ESL	206	Ingles avanzado como segundo idioma

Developmental Education (DE)

71A-B Sign Language (2)

2 hours lecture and 1 hour laboratory.

This course provides an introduction to the fingerspelled alphabet, to basic sign language vocabulary, and to commonly used signs. It is designed to give basic conversational skills in the language commonly employed among deaf people in the United States.

77A-B H(earing) I(mpaired) Sign Language (1)

1 hour lecture and 1 hour laboratory.

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

81A-B Lip Reading (2)

2 hours lecture and 1 hour laboratory.

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

87A-B H(earing) I(mpaired) Lip Reading (1)

1 hour lecture and 1 hour laboratory.

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



John Adams
Sami Adams
Albridge Gorey
John Hancock
Frank Pierce





EDUCATION

The Instructional Aide Program at the College of the Desert is designed to serve both vocational and transfer students. Curricula leading to a Certificate or Associate of Arts degree at College of the Desert, or transfer to a four-year college or university of selected courses are listed below.

COURSES OF INSTRUCTION

EDUCATION (Ed)

1 Introduction to Education (2)

An orientation to public schools 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 (IA)

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), and 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, and 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, and 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.

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 any 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.

61 Bilingual Education for Instructional Aides (3)

Familiarize paraprofessionals with the laws and education code directly related to bilingual education, and to help aides in using techniques in English as a Second Language, maintenance of a primary language, and using parallel curriculum courses.

NURSERY SCHOOL

50A -B Nursery School Education (3-3)

A two-semester course designed to attain proficiency by applying the knowledge and skill acquired to practical problems that arise in teaching in a nursery school. Present teaching or volunteer correlation of child growth and development with nursery school objectives and everyday activities.

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

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
IA	51	Introduction to Instructional Aide Training	3
IA	53	Audio-Visual and Instructional Machines and Materials	2
IA	54	Playground (Supervision and Skills)	2
IA	55	Language Arts for Instructional Aides	3
IA	56	Creative Arts	3
IA	57	Community and School Relations	2
IA	59	Methods and Materials in a Single Subject Area	2
IA	60	Children's Growth and Learning in the Elementary School	3
Department Subtotal			20
See C.O.D. General Education Requirements			
General Education Subtotal			40
<u>DEGREE TOTAL</u>			60

Advisor: Palmer

Preparation for Certificate in INSTRUCTIONAL AIDE

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
IA	51	Introduction to Instructional Aide Training	3
IA	53	Audio-Visual and Instructional Machines and Materials	2
IA	54	Playground (Supervision and Skills)	2
IA	55	Language Arts for Instructional Aides	3
IA	56	Creative Arts	3
IA	57	Community and School Relations	2
IA	59	Methods and Materials in a Single Subject Area	2
IA	60	Children's Growth and Learning in the Elementary School	3
TOTAL UNITS			20

Advisor: Palmer

Preparation for Employment and Occupational A.A.
Degree Program in INSTRUCTIONAL AIDE

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
IA	51	Introduction to Instructional Aide Training	3
IA	53	Audio-Visual and Instructional Machines and Materials	2
IA	54	Playground (Supervision and Skills)	2
IA	55	Language Arts for Instructional Aides	3
IA	56	Creative Arts	3
IA	57	Community and School Relations	2
IA	59	Methods and Materials in a Single Subject Area	2
IA	60	Children's Growth and Learning in the Elementary School	3
Department Subtotal			20
Elective Subtotal			25
See C.O.D. General Education Requirements			
General Education Subtotal			15
<u>DEGREE TOTAL</u>			60

Advisor: Palmer



**ENGINEERING
TECHNOLOGY
ARCHITECTURE**



ENGINEERING

ARCHITECTURE AND TECHNOLOGY

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

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

COURSES OF INSTRUCTION

ARCHITECTURE (Arch)

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)

2 hours lecture and 3 hours laboratory.

Prerequisites: Arch 2

Typical details and basic information for wood frame structures.

3B Architectural Detailing II (3)

2 hours lecture and 3 hours laboratory.

Prerequisite: Architecture 3A

Working drawings for wood frame structures. Includes applications of specifications.

3C Architectural Detailing III (3)

2 hours lecture and 3 hours laboratory.

Prerequisite: Architecture 3A or 3B.

Working drawings for masonry steel frame structures. Includes applications of specifications.

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. Same as Home Ec 24. May be taken for credit only once.

6 Architectural Delineation (2)

6 hours laboratory

Prerequisite: Architecture 1.

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

9 Landscape Planning and Design (3)

2 hours lecture and 3 hours laboratory.

Prerequisite: AgPS1, AgOH 5A, 5B.

Designed for students interested in the planning of landscaping areas. Emphasis will be placed on the location of lawns, trees, shrubs, walks, driveways, patios, planters, and other landscape structures for home and park landscaping. Same as Agriculture-Ornamental Horticulture 9. May be taken for credit only once.

12 Construction Estimating (2)

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

13 Introduction to Solar Energy (3)

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

48 Architectural Blueprint Reading (3)

Basic information for reading blueprints and presentation drawings. Includes basic drafting. Same as Home Economics 25. May be taken for credit only once.

51 Architectural Office Practices (2)

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

ENGINEERING (ENGR)

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.

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 solids. Includes vector diagrams and force systems.

11 Engineering Statics (3)

Prerequisite: Physics 4A

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)

Prerequisites: Chemistry 1A, Physics 4A

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

TECHNOLOGY-AERONAUTICS (Aero)

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.

82 Aviation Instruments (3)

Prerequisite: Aero 81.

Study and interpretation of the standard aviation instruments used by the private pilot. Includes pressure-activated instruments, gyro instruments, radio, radar, and radio-telephone. Also studies radio navigation charts, arrival and departure charts, atmospheric and global charts, and instrument meteorology.

TECHNOLOGY - AIR CONDITIONING AND REFRIGERATION (AC)

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.

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 Equipment (2)

1 hour lecture and 3 hours laboratory.
Prerequisite: Air Conditioning 60.

Selection and application of air conditioning equipment. To include load estimating, unit sizing and selection, air distribution, piping, equipment placement, and economic factors involved.

64 Refrigeration Equipment (2)

1½ hours lecture and 1½ hours laboratory.
Prerequisites: Air Conditioning 60 and 61 recommended.

Selection and application of refrigeration equipment utilized for storage of food, materials, or equipment at temperatures below 10 C or 50 F.

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 Psychrometrics and Hydronics (2)

1 hour lecture and 3 hours laboratory.
Prerequisite: Air Conditioning 61.

Advanced study in properties of air and gases. Fluid flow piping.

67 System Control Devices (2)

Basic alternating electrical current, air conditioning motor operations and controls, refrigeration and air conditioning control circuit design, operation and trouble-shooting. Pneumatic and solid state control systems operations.

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.

TECHNOLOGY - AUTOMOTIVE AND POWER (Auto)

11 Automotive Principles I (2)

1 hour lecture and 3 hours laboratory.

Provides fundamental and basic knowledge of the internal combustion engine and its systems. This will also include fundamentals of the electrical and fuel system and basic mathematics related to the automobile.

12 Automotive Brake Systems (2)

1 hour lecture and 3 hours laboratory.

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

13 Automotive Suspensions (2)

1 hour lecture and 3 hours laboratory.

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

14 Automotive Electricity and License Preparation (2)

1 hour lecture and 3 hours laboratory.

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

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 Agriculture-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 during the laboratory periods. Same as Agriculture Engineering 44. May be taken for credit only once.

60 Automotive Accessories and Air Conditioning (2)

1 hour lecture and 3 hours laboratory.

Includes physics involved in automotive air conditioning. The

refrigerated air conditioning and heating system installation, troubleshooting, and servicing.

61 Automotive Fuel, Cooling, and Lubrication (2)

1 hour lecture and 3 hours laboratory.

A study of fuel systems, carburetion, and ignitions. Covers diagnosis and application.

62 Automotive Tune-up (2)

1 hour lecture and 3 hours laboratory.

Prerequisite: Automotive 14.

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

63 Engine Rebuilding (3)

1 hour lecture and 6 hours laboratory.

Prerequisite: Automotive 11.

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

64 Automatic Transmissions (2)

1 hour lecture and 3 hours laboratory.

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

65 Standard Transmissions and Drive Trains (2)

1 hour lecture and 3 hours laboratory.

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

66 License Preparation Brakes Class A (2)

1 hour lecture and 3 hours laboratory.

A review of brake systems in preparation for the state test which is required for the completion of the Brake and Chassis Certificate.

67 Emission Control License Preparation (2)

1 hour lecture and 3 hours laboratory.

Prerequisites: Automotive 61 and 62.

Study of emission control systems and state regulations dealing with licensing installers.

68 NIASE Test Preparation (1)

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

71 Automotive Laboratory (1)

3 hours laboratory.

Prerequisite: Enrollment in at least 2 automotive courses.

Concurrent enrollment in at least two automotive courses for a minimum of four credits. Laboratory is used to gain experience

on line vehicles. Enrollment in work experience can be substituted for laboratory time with approval of advisers.

72 Automotive Laboratory (2)

6 hours laboratory.

Prerequisite: Enrollment in at least 2 automotive courses.

Concurrent enrollment in at least two automotive courses for a minimum of four units. Laboratory is used to gain experience on line vehicles. Enrollment in work experience can be substituted for laboratory time with the approval of advisers.

73 Automotive Laboratory (3)

9 hours laboratory.

Prerequisite: Enrollment in at least 2 automotive courses.

Concurrent enrollment in at least two automotive courses for a minimum of four units. Laboratory is used to gain experience on line vehicles. Enrollment in work experience can be substituted for laboratory time with the approval of advisers.

74 Automotive Laboratory (4)

12 hours laboratory.

Prerequisite: Enrollment in at least 2 automotive courses.

Concurrent enrollment in at least two automotive courses for a minimum of four units. Laboratory is used to gain experience on line vehicles. Enrollment in work experience can be substituted for laboratory time with the approval of advisers.

76 Automotive Mechanics for Consumers (1)

1 hour lecture and 2 hours laboratory

Course designed with the consumer in mind. Covers basic principles and maintenance of the automobile.

77 Motorcycle Repair I (1)

1 hour lecture and 2 hours laboratory.

Course consists of theory and practical shop work in the tuning, repair, and maintenance of motorcycles (two and four cycle engines)

78 Motorcycle Repair II (1)

1 hour lecture and 2 hours laboratory.

Continuation of Motorcycle Repair I with expansion into engine repairs and transmission work.

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 Ag 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 Ag Engineering 91. May be taken for credit only once.

92 Hydraulic Systems Maintenance and Repair (3)

1 hour lecture and 6 hours laboratory.

A continuance of Basic Hydraulics including advanced practices

in maintaining and repair of hydraulic systems. Same as Ag Engineering 2. May be taken for credit only once.

TECHNOLOGY-DIESEL MECHANICS (DM)

20 Truck Operation and Maintenance (4)

2 hours lecture and 6 hours laboratory.

Prerequisite: Automotive and Power 43.

A study of the regulatory codes applicable to the truck operation, types and application of trucking equipment, load characteristics and loading. Experience in servicing, maintaining and operating truck-tractors, trailers and semi-trailers. Same as Ag Diesel Mechanics 20. May be taken for credit only once.

25 Truck Chassis (4)

2 hours lecture and 6 hours laboratory

Covers the function, design, specifications of truck chassis components and gives live shop experience in inspection, service, adjustments, repair, rebuilding and installation of components for various classes of truck chassis, including axles, brakes, clutches, differentials, drive lines, frames, power dividers, steering, suspension, tires, transfer cases, transmissions and wheels. Trailers and semi-trailers as an integral part of the complete unit are also studied. Same as Ag Diesel Mechanics 25. May be taken for credit only once.

35AB Heavy Duty Automatic and Power Shift Transmissions (3-3)

2 hours lecture and 3 hours laboratory.

Covers the principles of operation, troubleshooting, maintenance, and complete overhaul of heavy duty automatic and power shift transmissions. Same as Ag Diesel Mechanics 35 and Ag Engineering 35. May be taken for credit only once.

60 Tractor and Equipment Chassis (4)

2 hours lecture and 6 hours laboratory.

Study of design and servicing tractor chassis, clutches, transmissions, differentials, final drives, tracks, power take-offs, chain and belt drives, drive lines, bearings, and gears. Same as Ag Diesel Mechanics 60. May be taken for credit only once.

61 Diesel Mechanics I (4)

2 hours lecture and 6 hours laboratory.

Diesel engine theory, operation and maintenance. Includes horsepower determinations, micro-measuring, maintenance, preventive maintenance, storage, trouble-shooting, and tune-up. Same as Technology Diesel Mechanics 61. May be taken for credit only once.

62 Diesel Mechanics II (4)

2 hours lecture and 6 hours laboratory.

Prerequisite: AgDM 61.

Two-cycle diesel engine overhaul. Includes cleaning, inspecting, measuring, servicing, rebuilding and replacing engine components. Same as Technology Diesel Mechanics 62. May be taken for credit only once.

63 Diesel Mechanics III (4)

2 hours lecture and 6 hours laboratory. Prerequisite: Diesel Mechanics I.

Four-cycle diesel engine overhaul. Includes cleaning, inspecting, measuring, servicing, rebuilding, and replacing engine components. Same as Technology Diesel Mechanics 63. May be taken for credit only once.

64 Diesel Mechanics IV (4)

2 hours lecture and 6 hours Laboratory.
Prerequisite: Diesel Mechanics 61

Diesel Air, fuel, and governors. The course includes the servicing and overhaul of injection pumps, injectors, blowers, turbochargers, governors; and advanced tune-up and troubleshooting. Same as Technology-Diesel Mechanics 64. May be taken for credit only once

65 Diesel Engine Accessories (4)

2 hours lecture and 6 hours laboratory.
Prerequisite: Diesel Mechanics 61.

Includes the servicing of diesel engine accessories such as hydraulics, engine brakes, pumps, air compressors, tractor air conditioners, and electrical systems. Same as Ag Diesel Mechanics 65. May be taken for credit only once.

66 A-B Diesel Air and Fuel Systems (2-2)

1 hour lecture and 3 hours laboratory.
Prerequisite: Diesel Mechanics 1.

Refer to DM 64 but because of hours involved, course has been structured for two semesters to accommodate evening students. Same as Ag Diesel Mechanics 66AB. May be taken for credit only once.

57 A-B Four-Cycle Diesel Engine Repair (2-2)

1 hour lecture and 3 hours laboratory.
Prerequisite: DM 61.

Refer to DM 63; covers same course content as DM 63, but because of hours involved, course has been structured for 2 semesters to accommodate evening students. Same as AgDM 67AB. May be taken for credit only once.

TECHNOLOGY - DOMESTIC APPLIANCE REPAIR (DAR)

50 Domestic Appliance Repair I (3)

2 hours lecture and 3 hours laboratory.

Theory and practice in repair of basic appliance components-functions and systems. Covers most major domestic appliances not including heating, air conditioning or refrigeration. Basic trouble-shooting and component replacement.

51 Domestic Appliance Repair II (3)

2 hours lecture and 3 hours laboratory.
Prerequisite: Domestic Appliance Repair 50.

Theory and practice in repair of major appliances heating, air conditioning, and refrigeration. Accessories such as ice makers, self-cleaning ovens, automatic control circuits. Trouble-shooting and repair.

TECHNOLOGY - ELECTRONICS (Elec)

1 Electric Circuits I (3)

3 hours lecture and 1 hour laboratory.
Prerequisites: Math 1B, Physics 4B.

Circuit analysis techniques, Kirchoff's Laws, network theorems, nodal analysis, electric and magnetic circuits, instruments, transformers, rotating machines, and resonance. Selected theoretical concepts are reinforced through laboratory procedures. Course designed for engineering majors.

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.

41 Electronic Circuit Analysis I (DC Circuits) (4)

3 hours lecture and 3 hours laboratory.
Prerequisite: High school algebra or Math 50, or Math 55. High school electricity or equivalent recommended.

A study of fundamentals of electricity and direct current circuits in series, parallel, and complex circuit configurations. Covers electrical energy sources, atomic and subatomic structures, power, work, Ohm's and Kirchoff's Laws, and DC Network Theorems. Includes magnetic circuits, electromagnet induction, electric fields, capacitance, and electrical measuring instruments. Theoretical concepts are reinforced through laboratory procedures.

42 Electronic Circuit Analysis II (AC Circuits) (4)

3 hours lecture and 3 hours laboratory.
Prerequisite: Electronics 41. 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. Solutions to alternating current circuits emphasize the use of complex algebra and trigonometry. Laboratory procedures are used to reinforce theoretical concepts.

43 Electronic Circuit Analysis III (Fundamentals of Electronic Devices) (4)

3 hours lecture and 3 hours laboratory.
Prerequisite: Electronics 42.

A behavioral and analytical study of various semiconductor and vacuum tube devices. Course designed to present a background in device structure and applications in basic circuitry. The operation of each device is illustrated in a typical application circuit. Calculations concerning the devices feature both graphical and numerical concepts. Includes vacuum diodes, triodes, tetrodes, pentodes, beam power tubes, and special purpose tubes. Investigates the behavior of such semiconductor devices as SCR's, FET's, tunnel diodes, zener diodes, and four-layer devices. Photo-conductors and light-emitting diodes are included. Laboratory procedures are used to reinforce theoretical concepts, and the fundamentals of basic design are introduced.

44 Electronic Circuit Analysis IV (Applied Electronics; Devices and Circuits) (4)

3 hours lecture and 3 hours laboratory. Prerequisite: Electronics 43.

The study of semiconductors and vacuum tubes in useful circuit amplifiers, feedback oscillators, multivibrators, power supplies, and integrated circuits. Included also are control and logic circuits, and special purpose amplifying circuits. Emphasis on the design of new circuits as well as trouble-shooting analyzed mathematically by algebraic processes. Each circuit design includes visual evaluation techniques and procedures through the use of volt-meter and oscilloscope. Practical application of circuitry as related to radio, television, communications, medical and industrial electronics, and digital computer systems.

53A FCC Radiotelephone Theory I (3)

Prerequisites: Possession of Second Class License.

Course is the first of two designed to prepare individuals to pass the Federal Communications Commission examination for the First Class Radiotelephone License. Includes review of basic electrical and electronic theory, receivers, transmitters, antennas, and related topics.

53B FCC Radiotelephone Theory II (3)

Prerequisites: Electronics 53A or possession of Second Class License.

Course is the second of two designed to prepare individuals to pass the Federal Communications Commission examination for the First Class Radiotelephone license. Includes review of AC theory, resonance, oscillators, amplifiers, amplifier circuits, AM transmitters, FM transmitters, TV transmitters, antennas, transmission lines, and related topics.

54 Electronics Communications (4)

3 hours lecture and 3 hours laboratory. Prerequisite: Electronics 43.

A study of communications electronic circuit. 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)

1 hour lecture and 3 hours laboratory. Prerequisite: Electronics 54.

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.

56A Amateur (Ham) Radio I (1)

1 hour lecture and 1 hour laboratory. Prerequisite: Arithmetic capability.

Investigates the overall area of amateur radio in terms of logic, laws, and licensing. Also includes technical presentations

covering electronics theory in specialized concepts of DC and AC current, semiconductors, power supplies, tubes, transistors, audio amplifiers, transducers, and microphones as each applies to amateur radio.

56B Amateur (Ham) Radio II (1)

1 hour lecture and 1 hour laboratory. Prerequisite: Electronics 56A.

Continuation of Electronics 56A. Includes oscillators, transmitters, modulation, antennas, and receivers. Also studies FCC Rules and Regulations and investigates sample FCC type examinations.

60 Electrical Safety for Nurses (2)

Includes explanations of physiological monitoring systems in use in medical practice. Instruction is offered in basic electrical theory along with electric current processing by monitoring oscilloscopes and test equipment. Emphasis is placed on patient and operator safety. Same as Nursing 65. May be taken for credit only once.

80 Television Theory I (2)

Prerequisite: Experience in the field recommended.

A general study of television receiver circuits. Includes RF tuners, IF and video amplifiers, band pass amplifiers, high and low level demodulators, black and white picture tubes, regulated high voltage and low voltage power supplies. Emphasizes special testing equipment and correct field technology.

81 Television Theory II (2)

Prerequisite: Electronics 80.

A general study of television receiver circuits. Includes RF tuners, IF and video amplifiers band pass amplifiers, high and low level demodulators, color picture tubes, regulated high voltage and low voltage power supplies. Emphasizes special testing equipment and correct field technology.

TECHNOLOGY - GENERAL (TGen)

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.

50 History of Steam Railways (or Steam Power) (1)

The development of steam power on railways from earliest times to the demise of steam and its replacement by diesel and electric. Examples of the several types of steam power; their function and application on railways. The sociologic, economic, and geographic affect on railways.

TECHNOLOGY - INDUSTRIAL DRAFTING (Dra)

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 I.

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.

10 Electronic Drafting (1)

½ hour lecture and 1½ hours laboratory.

Prerequisite: Electronics 42.

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

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.

TECHNOLOGY-INDUSTRIAL SUPERVISION (Sup)

70 Affirmative Action for Supervisors (2)

Includes the legal basis for affirmative action positions taken by employer and supervisor in terms of women and minority employment and advancement rights. Studies techniques involved in conducting affirmative action programs in business and industry.

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.

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 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, and 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 BuMa 93. May be taken for credit only once.

94 Communications I for Supervisors

Oral and written communications designed for supervisors and administrative personnel in industry. Emphasis placed upon individual experiences in speaking and in conference leading.

95 Communications II for Supervisors (2)

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.

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, milling machine, and grinder operations.

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 hours 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 (Rep)

41 Technical and Scientific Report Writing (3)

Prerequisite: High School English

The written report as used in industrial, technical, and scientific professions. Emphasis placed on collecting, organizing, presenting, and evaluating materials. Same as English 41. May be taken for credit only once.

TECHNOLOGY - STRUCTURAL INSPECTION (StIn)

50 Introduction to Structural Inspection and Building Materials (3)

Structural plan reading, site layout, principles of engineering, soil mechanics and testing, foundations, concrete construction, prestressed concrete, and gunite.

51 Blueprint Reading and Cost Estimating for Inspectors (3)

Prerequisite: StIn 50.

Blueprint reading, specifications, plan checking, and cost estimating.

52 Uniform Building Code and Ordinances (3)

Prerequisites: StIn 50 and 51.

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

53 Office Procedures and Field Inspection (3)

Prerequisites: StIn 50,51,52

Includes study of required paper work relative to building inspection and safety. Emphasizes procedures involved in field inspection of partially completed and completed structures. Zoning, health, and safety ordinances are reviewed as they pertain to inspection.

54 Mechanical, Plumbing, and Electrical Inspection (3) **Prerequisite: Structural Inspection 50**

Inspection factors involved in checking air conditioning, refrigeration, and heating systems, energy sources and controls; plumbing fixtures, sanitary systems, electrical wiring and loads, sprinkling and fire protection systems, distribution, signalling, and communication systems.

55 Basic Soil Technology (3)

Prerequisite: Structural Inspection 50.

Course includes the basic technology of soils as related to construction; soil classifications, identification, structure and mineralogy. Also covers soils testing, compaction, grading, legal aspects of earthwork and field notes, and reports.

56 Portland Cement, Concrete, and Asphalt (3)

Prerequisite: Structural Inspection 50.

Basic principles in cement, concrete, and asphalt construction technology. Includes aggregates, admixtures, bituminous materials, proportionate mixtures, foundations, and finishing of concrete and asphalt mixtures.

TECHNOLOGY-UPHOLSTERY (Up)

41 Upholstery I (2)

1 hour lecture and 3 hours laboratory

Includes theory relative to upholstery tools, equipment, materials, types of frame constructions, and furniture design. Extensive practice in the use of basic upholstery hand tools, equipment, and materials in the construction of a project. Laboratory safety is stressed. Same as Home Economics 26. May be taken for credit only once.

50A-B Fundamentals of Upholstery (6-6)

4 hours lecture and 8 hours laboratory.

Basic instruction and application of upholstery hand tools and sewing machines. Frame repair and reconstruction of upholstered furniture. Includes plastic and vinyl repair of automobile upholstery. One-year program designed to prepare student for professional employment.

TECHNOLOGY-DOMESTIC WATER TREATMENT (DWT)

70 Mathematics for Water Treatment (3)

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, and 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 - WASTE WATER TREATMENT (WWT)

50 Mathematics for Wastewater Treatment (3)

Includes basic operational mathematics expressed in terms used in wastewater treatment plant operations and attendant laboratory procedures.

51 Wastewater Treatment I(3)

Prerequisites: WWT 50 Mathematics for Wastewater Treatment.

A second course in the wastewater treatment plant operations curriculum. Covers basic hydraulics, microbiology, general and sanitary chemistry and general physics of wastewater treatment.

Also includes study of basic electrical theory, wastewater characteristics, principles of purification, collection systems, and pumps and pumping systems.

52 Wastewater Treatment II (3)

Prerequisite: WWT 51 Wastewater Treatment I

A continuation of Wastewater Treatment I. Covers preliminary wastewater treatment, primary and secondary sedimentation principles, sludge treatment, anaerobic digestion, stabilization ponds, disinfection, and water reclamation techniques. Course emphasizes activated sludge processes and offers an introduction to trickling filters.

TECHNOLOGY - WATER DISTRIBUTION SYSTEMS (WDS)

50 Water Distribution System Operation I (3)

Course in practical operation of "2" water distribution systems with emphasis on sources of water and water system appurtenances. Includes: meters, services, main lines, reservoirs, wells, pumps, and motors. Safety precautions stressed. Prepares operators for the Grade I examination.

51 Water Distribution System Operation II (3)

Course in practical operation of a water distribution system. Includes water sources, meters, services, main lines, reservoirs, wells, pumps, motors, chemical compositions, maps, applied hydraulics and water flow. Prepares operators for the Grade II examination.

TECHNOLOGY-WELDING (Weld)

28A Industrial Welding Processes I (2)

1 hour lecture and 3 hours laboratory.

General welding course including oxygenacetylene welding, brazing and cutting; arc welding. Includes study of welding machines, joints, positions, weld symbols, base metal identification and metallic properties as they pertain to welding. Same as AgWelding 28A. May be taken for credit only once.

28B Industrial Welding Processes II (2)

1 hour lecture and 3 hours laboratory.

Prerequisite: Weld 28A with grade of C or better.

Includes applications of advanced welding techniques in specific assigned positions. Involves joint design and preparation, filler wire selection, and finished weld evaluation. Preparing and testing weld specimens. Course designed to advance students toward welding certification. Same as AgWelding 28B. May be taken for credit only once.

28C Industrial Welding Processes III (2)

1 hour lecture and 3 hours laboratory.

Prerequisite: Welding 28A with grade of C or better.

Emphasis placed on practical job applications of electric arc, oxygen-acetylene welding, and brazing. Includes experience in tungsten inert gas and metallic inert gas welding. Course designed to offer advanced welding for equipment repair and maintenance. Total job analysis including joint design,

materials selection, machine adjustments, and weld evaluation. Same as AgWelding 28C. May be taken for credit only once.

35 Gas-Shielded Welding (2)

1 hour lecture and 3 hours laboratory.

Study of Tungsten Inert Gas (TIG) and metallic inert gas (MIG) welding processes, equipment, and techniques. Involves practice in welding mild steel, stainless steel, and aluminum. Same as AgWelding 35. May be taken for credit only once.

63 Welding II (2)

6 hours laboratory.

Includes mild-steel welding, welding cast iron, hard surfacing, introduction to pipe welding, and specimen testing. Same as AgWelding 63. May be taken for credit only once.

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. Same as AgWelding 64. May be taken for credit only once.

65 Brazing (2)

1 hour lecture and 3 hours laboratory.

Study of, and practice in, brazing and brazewelding. Emphasizes filler metal and flux selection, flame adjustments, and procedures for various metals. Same as AgWelding 65. May be taken for credit only once.

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" jobs where applicable. Includes pipe welding and design and use of welding fixtures. Same as AgWelding 66. May be taken for credit only once.

Preparation for Employment and Certificate Program
in AIR CONDITIONING AND REFRIGERATION

COURSES REQUIRED:

Dept.	No.	Title	Units
AC	60	Intro to Air Cond. & Refrig.	3
AC	61	Fund. of Air Cond. & Refrig.	3
AC	62A	Advanced Air Conditioning	3
AC	62B	Advanced Refrigeration	3
AC	63	Air Conditioning Equipment	2
AC	64	Refrigeration Equipment	2
AC	65	Air Distribution	2
AC	66	Psychrometrics and Hydronics	2
AC	67	System Control Devices	2
AC	68	Systems Design	2
AC	69	Cost Estimation for Air Cond.	1
Elec	30	Intro. to Electronics	3
Mtl	27	Ind. Sheet Metal Processes	2
Math	55	Technical Mathematics	3
DAR	51	Domestic Appliance Repair II	3
		-OR-	
Auto	60	Automotive Acc. & Air Cond.	2

TOTAL UNITS 35-36

Advisor: Hamilton/Usher

Preparation for Employment and Occupational A.A.
Degree Program in AIR CONDITIONING AND REFRIGERATION-
SALES AND APPLICATIONS SPECIALIZATION

Courses Required:

Dept.	No.	Title	Units
AC	60	Intro. to Air Cond. & Refrig.	3
AC	63	Air Conditioning Equipment	2
AC	64	Refrigeration Equipment	2
AC	65	Air Distribution	2
AC	68	Systems Design	2
AC	69	Cost Estimation for Air Cond.	1
Math	55	Technical Mathematics	3
TRep	41	Technical and Scientific Report Writing	3

Department Subtotal 18

Technical Electives - Select minimum of 12 units
from:

AC	61	Fund of Air Condition & Ref	3
AC	62A	Advanced Air Conditioning	3
AC	62B	Advanced Refrigeration	3
AC	66	Psychrometrics & Hydronics	2
AC	67	System Control Devices	2
DAR	50	Domestic Appliance Repair I	3
DAR	51	Domestic Appliance Repair II	3
Elect	30	Intro to Electronics	3

Elective Subtotal 12-15

Business Electives - Select minimum of 12 units
from courses in Accounting, Advertising, Business
Law, Economics, or Salesmanship

Business Subtotal 12-15

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Advisor: Hamilton

Preparation for Employment and Occupational A.A.
Degree Program in AIR CONDITIONING AND REFRIGERA-
TION - SERVICE SPECIALIZATION

Courses Required:

Dept.	No.	Title	Units
AC	60	Intro to Air Cond. & Refrig.	3
AC	61	Fund of Air Cond. & Refrig.	3
AC	62A	Advanced Air Conditioning	3
AC	62B	Advanced Refrigeration	3
AC	67	System Control Devices	2

Select a minimum of 4 units from the following:

AC	63	Air Conditioning Equipment	2
AC	64	Refrigeration Equipment	2
AC	65	Air Distribution	2
AC	66	Psychrometrics & Hydronics	2
AC	68	Systems Design	2
AC	69	Cost Estimation for Air Cond.	1
Auto	60	Automotive Acc. & Air Cond	2
DAR	50	Domestic Appliance Repair I	3
DAR	51	Domestic Appliance Repair II	3
Elect	30	Intro to Electronics	3
Math	55	Technical Mathematics	3
Mtl	27	Ind. Sheet Metal Processes	2
TRep	41	Technical and Scientific Report Writing	3

Department Subtotal 18

Technical Electives - 27 units selected from
above optional list and/or:

Arch	48	Architectural Blueprint Reading	3
Weld	28A	Ind. Welding Processes I	2
Weld	65	Brazing	2

Elective Subtotal 27

See C.O.D. General Education requirements

General Education Subtotal 15

DEGREE TOTAL 60

Advisor: Hamilton

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

Courses Required:

2 year

Dept.	No.	Title	Units
Arch	1	Fund. of Architectural Design	3
Arch	2	Building Materials	3
Arch	3A	Architectural Detailing I	3
Arch	3B	Architectural Detailing II	3
Arch	3C	Architectural Detailing III	3
Arch	5	Perspective, Shades & Shadows	2
Arch	6	Architectural Delineation	2
Arch	9	Landscape Planning & Design	3
Arch	12	Construction Estimating	2
Arch	51	Architectural Office Practice	2
Engr	2	Surveying	2
Engr	4	Descriptive Geometry	2
StIn	52	Uniform Bldg. Code & Ordinance	3
Math	5	Trigonometry	3
TRep	41	Technical & Scientific Report Writing	3

Department Subtotal 39
 Elective Subtotal 6

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Advisor: Marzicola

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

Courses Required:

Dept.	No.	Title	Units
Auto	11	Automotive Principles I	2
Auto	12	Automotive Brake Systems	2
Auto	13	Automotive Suspensions	2
Auto	64	Automatic Transmissions	2
Auto	65	Standard Transmissions and Drive Trains	2
Auto	66	License Preparation-Brakes Class A	2
		Work Experience and/or Laboratory Classes	<u>12</u>

TOTAL UNITS 24

Advisor: Oney/Tamulonis

Preparation for Employment and Certificate Program in AUTOMOTIVE TECHNOLOGY - ELECTRICAL and TUNE-UP

Courses Required:

Dept.	No.	Title	Units
Auto	11	Automotive Principles I	2
Auto	14	Automotive Electricity and License Preparation	2
Auto	60	Automotive Air Conditioning and Accessories	2
Auto	61	Automotive Fuel, Cooling, and Lubricating Systems	2
Auto	62	Automotive Tune-up	2
Auto	67	Emission Control License Preparation Class A	2
		Work Experience and/or Laboratory Classes	<u>12</u>

TOTAL UNITS 24

Advisor: Oney/Tamulonis

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

Courses Required:

Dept.	No.	Title	Units
Auto	11	Automotive Principles	2
Auto	12	Automotive Brake Systems	2
Auto	13	Automotive Suspensions	2
Auto	14	Automotive Electricity and License Preparation	2
Auto	60	Automotive Air Conditioning and Accessories	2
Auto	61	Automotive Fuel, Cooling, and Lubricating Systems	2
Auto	62	Automotive Tune-up	2
Auto	63	Engine Rebuilding	3
Auto	64	Automatic Transmissions	2
Auto	65	Standard Transmissions and Drive Trains	2
Auto	66	License Preparation-Brakes Class A	2
Auto	67	Emission Control License Preparation Class A	2
Math		Elective	3

Department Subtotal 40

Elective Subtotal 5

See C.O. D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Advisor: Oney/Tamulonis

Preparation for Employment and Certificate Program
in DOMESTIC APPLIANCE SERVICE/MANAGEMENT

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
DAR	50	Domestic Appliance Repair I	3
DAR	51	Domestic Appliance Repair II	3
AC	60	Intro. to Air Cond. & Refrig.	3
AC	61	Fund. of Air Cond. & Refrig.	3
AC	67	System Control Devices	2
Elec	30	Introduction to Electronics	3
Weld	65	Brazing	2
Math	55	Technical Mathematics	3
TRep	41	Technical & Scientific Report Writing	3
<u>TOTAL UNITS</u>			25

Advisor: Usher

Preparation for Employment and Occupational A.A.
Degree Program in DOMESTIC APPLIANCE SERVICE/MGMT.

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
DAR	50	Domestic Appliance Repair I	3
DAR	51	Domestic Appliance Repair II	3
AC	60	Intro. to Air Cond. & Refrig.	3
AC	61	Fund. of Air Cond. & Refrig.	3
AC	67	System Control Devices	2
Elec	30	Introduction to Electronics	3
Weld	65	Brazing	2
Math	55	Technical Mathematics	3
TRep	41	Technical & Scientific Report Writing	3
IndSup	91	Elements of Supervision	2
IndSup	92	Psychology for Supervisors	2
BuAc	1	Accounting	4
BuAc	66	Accounting Records & Procedures	3
BuMa	10	Business Organization & Mgmt.	3
BuMa	30	Business Communications	3
BuMa	51	Small Business Management	1
BuMa	93	Human Relations	2

Department Subtotal 45

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Advisor: Usher

Preparation for Employment and Certificate Program
in ELECTRONICS TECHNOLOGY

Courses Required:

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

Advisor: Sheneman

Preparation for Employment and Occupational A.A.
Degree Program in ELECTRONICS TECHNOLOGY

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
Elec	41	Electronic Circuit Analysis I (DC Circuits)	4
Elec	42	Electronic Circuit Analysis II (AC Circuits)	4
Elec	43	Electronic Circuit Analysis III (Devices)	4
Elec	44	Electronic Circuit Analysis IV (Devices & Circuits)	4
Dra	10	Electronic Drafting	1
Mtl	27	Industrial Sheet Metal Proc.	2
Math	5	Trigonometry	3
Math	10	College Algebra	3
Phy	2A	General Physics	4
Phy	2B	General Physics	4
TRep	41	Technical & Scientific Report Writing	3
Math	6	Calculus for Engr-Technology	3

Department Subtotal 39

Elective Subtotal 6

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Advisor: Sheneman

Preparation for Employment and Certificate Program
in INDUSTRIAL DRAFTING

Courses Required:

(2 year)

Dept.	No.	Title	Units
Dra	1	Technical Drafting I	3
Dra	2	Technical Drafting II	3
Dra	51	Mechanisms	3
Dra	52	Elements of Machine Design	3
Arch	5	Perspective, Shades & Shadows	2
Engr	4	Descriptive Geometry	2
Elec	30	Introduction to Electronics	3
Mtl	21	Industrial Machine Shop Proc.	2
Mtl	26	Hot Metals Fabricating Proc.	2
Mtl	27	Industrial Sheet Metal Proc.	2
Weld	28A	Industrial Welding Proc I	2
Math	5	Trigonometry	3
TOTAL UNITS			30

Advisor: Caldwell

Preparation for Employment and Occupational A.A.
Degree Program in INDUSTRIAL DRAFTING

Courses Required:

Dept.	No.	Title	Units
Dra	1	Technical Drafting I	3
Dra	2	Technical Drafting II	3
Dra	51	Mechanisms	3
Dra	52	Elements of Machine Design	3
Arch	5	Perspective, Shades & Shadows	2
Engr	4	Descriptive Geometry	2
Elec	30	Introduction to Electronics	3
Mtl	21	Industrial Machine Shop Proc.	2
Mtl	26	Hot Metals Fabricating Proc.	2
Mtl	27	Industrial Sheet Metal Proc.	2
Weld	28A	Industrial Welding Proc. I	2
Math	5	Trigonometry	3
TRep	41	Technical & Scientific Report Writing	3
Department Subtotal			33
Elective Subtotal			12
See C.O.D. General Education Requirements			
General Education Subtotal			15
DEGREE TOTAL			60

Advisor: Caldwell

Preparation for Employment and Certificate
Program in INDUSTRIAL SUPERVISION

Courses Required:

Dept.	No.	Title	Units
Sup	81	Quality Control	2
Sup	82	Industrial Purchasing	2
Sup	83	Developing Employees through Training	2
Sup	84	Job Analysis for Wage Admin.	2
Sup	91	Elements of Supervision	2
Sup	92	Psychology for Supervisors	2
Sup	93	Human Relations	2
Sup	94	Communications I for Supervisors	2
Sup	95	Communications II for Supervisors	2
Sup	96	Labor-Management Relations	2
Sup	97	Industrial Organization Patterns & Management	2
Sup	98	Work Simplification	2
Sup	99	Cost Control for Supervisors	2
Sup	70	Affirmative Action for Supv. (May be substituted for any one of the above)	2
TOTAL UNITS			26

Advisor: Immenhausen

Preparation for Employment and Occupational A.A.
Degree Program in INDUSTRIAL SUPERVISION

Courses Required:

Dept.	No.	Title	Units
Sup	81	Quality Control	2
Sup	82	Industrial Purchasing	2
Sup	83	Developing Employees through Training	2
Sup	84	Job Analysis for Wage Admin.	2
Sup	91	Elements of Supervision	2
Sup	92	Psychology for Supervisors	2
Sup	93	Human Relations	2
Sup	94	Communications I for Supervisors	2
Sup	95	Communications II for Supervisors	2
Sup	96	Labor-Management Relations	2
Sup	97	Industrial Organization Patterns & Management	2
Sup	98	Work Simplification	2
Sup	99	Cost Control for Supervisors	2
Sup	70	Affirmative Action for Supv. (May be substituted for any one of the above)	2
Department Subtotal			26
Elective Subtotal			19
See C.O.D. General Education Requirements			
General Education Subtotal			15
DEGREE TOTAL			60

Advisor: Immenhausen

Preparation for Employment and Certificate Program
in INDUSTRIAL TECHNOLOGY

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
Auto	11	Automotive Principles I	2
Auto	12	Automotive Brake Systems	2
Elec	41	Electronic Circuit Analysis I (DC Circuits)	4
Elec	42	Electronic Circuit Analysis II (AC Circuits)	4
Dra	1	Technical Drafting I	3
Dra	2	Technical Drafting II	3
Mtl	21	Industrial Machine Shop Proc	2
Mtl	26	Hot Metals Fabrication Proc	2
Mtl	27	Industrial Sheet Metal Proc	2
Weld	28A	Industrial Welding Proc I	2
Weld	28B	Industrial Welding Proc II	2
Math	55	Technical Mathematics	3

TOTAL UNITS 31

Advisor: Crow

Preparation for Employment and Occupational A.A.
Degree Program in INDUSTRIAL TECHNOLOGY

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
Auto	11	Automotive Principles I	2
Auto	12	Automotive Brake Systems	2
Elec	41	Electronic Circuit Analysis I (DC Circuits)	4
Elec	42	Electronic Circuit Analysis II (AC Circuits)	4
Dra	1	Technical Drafting I	3
Dra	2	Technical Drafting II	3
Mtl	21	Industrial Machine Shop Proc.	2
Mtl	26	Hot Metals Fabrication Proc.	2
Mtl	27	Industrial Sheet Metal Proc.	2
Weld	28A	Industrial Welding Proc. I	2
Weld	28B	Industrial Welding Proc. II	2
Math	55	Technical Mathematics	3
TRep	41	Technical & Scientific Report Writing	3

Department Subtotal 34
Elective Subtotal 11

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Advisor: Crow

Preparation for Employment and Certificate
Program in METALS TECHNOLOGY

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
Mtl	21	Industrial Machine Shop Proc	2
Mtl	26	Hot Metals Fabrication Proc.	2
Mtl	27	Industrial Sheet Metal Proc.	2
Mtl	52	Technical Machine Shop II	3
Mtl	53	Technical Machine Shop III	3
Mtl	54	Technical Machine Shop IV	3
Elec	30	Introduction to Electronics	3
Dra	53	Machine Blueprint Reading	2
Weld	28A	Industrial Welding Proc. I	2
Weld	28B	Industrial Welding Proc II	2
Weld	35	Gas-shielded Welding	2
Math	55	Technical Mathematics	3

Total Units 29

Advisor: Crow

Preparation for Employment and Occupational A.A.
Degree Program in METALS TECHNOLOGY

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
Mtl	21	Industrial Machine Shop Proc	2
Mtl	26	Hot Metals Fabrication Proc.	2
Mtl	27	Industrial Sheet Metal Proc.	2
Mtl	52	Technical Machine Shop II	3
Mtl	53	Technical Machine Shop III	3
Mtl	54	Technical Machine Shop IV	3
Elec	30	Introduction to Electronics	3
Dra	53	Machine Blueprint Reading	2
Weld	28A	Industrial Welding Proc. I	2
Weld	28B	Industrial Welding Proc II	2
Weld	35	Gas-shielded Welding	2
Math	55	Technical Mathematics	3
TRep	41	Technical & Scientific Report Writing	3

Department Subtotal 32

Elective Subtotal 13

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Advisor: Crow

Preparation for Employment and Certificate Program
in STRUCTURAL INSPECTION

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
StIn	50	Intro to Structural Inspection	3
StIn	51	Structural Print Reading and Cost Estimation	3
StIn	52	Uniform Building Code and Ordinances	3
StIn	53	Office Procedures & Field Inspection	3
StIn	54	Mechanical, Plumbing and Electrical Inspection	3
StIn	55	Basic Soil Technology	3
StIn	56	Portland Cement, Concrete and Asphalt	3
Math	55	Technical Mathematics	3
TRep	41	Technical & Scientific Report Writing	3
<u>TOTAL UNITS</u>			<u>27</u>

Advisor: Marzicola

Preparation for Employment and Occupational A.A.
Degree Program in STRUCTURAL INSPECTION

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
StIn	50	Intro. to Structural Inspec- tion	3
StIn	51	Structural Print Reading and Cost Estimation	3
StIn	52	Uniform Building Code and Ordinances	3
StIn	53	Office Procedures & Field Inspection	3
StIn	54	Mechanical, Plumbing and Electrical Inspection	3
StIn	55	Basic Soil Technology	3
StIn	56	Portland Cement, Concrete and Asphalt	3
Math	55	Technical Mathematics	3
TRep	41	Technical & Scientific Report Writing	3
Department Subtotal:			27
Elective Subtotal			18
See C.O.D. General Education Requirements			
General Education Subtotal			15
<u>DEGREE TOTAL</u>			<u>60</u>

Advisor: Marzicola

Preparation for Employment and Certificate Program
in WELDING TECHNOLOGY

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
Weld	28A	Industrial Welding Proc I	2
Weld	28B	Industrial Welding Proc II	2
Weld	28C	Industrial Welding Proc III	2
Weld	35	Gas-shielded Welding	3
Weld	63	Welding II	3
Weld	64	Oxygen-Acetylene Welding	3
Weld	65	Brazing	2
Weld	66	Electric Arc Welding	4
Elec	30	Introduction to Electronics	3
Mtl	26	Hot Metals Fabrication Proc	2
Math	55	Technical Mathematics	3
<u>TOTAL UNITS</u>			<u>29</u>

Advisor: Craig

Preparation for Employment and Occupational A.A.
Degree Program in WELDING TECHNOLOGY

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
Weld	28A	Industrial Welding Processes I	2
Weld	28B	" " " II	2
Weld	28C	" " " III	2
Weld	63	Welding II	2
Weld	64	Oxygen-Acetylene Welding	3
Weld	65	Brazing	2
Weld	66	Electric Arc Welding	4
Elec	30	Introduction to Electronics	3
Mtl	26	Hot Metals Fabrication Proc.	2
Sup	82	Industrial Purchasing	2
Math	55	Technical Mathematics	3
TRep	41	Technical & Scientific Report Writing	3
Department Subtotal			30
Elective Subtotal			15
See C.O.D. General Education Requirements			
General Education Subtotal			15
<u>DEGREE TOTAL</u>			<u>60</u>

Advisor: Craig

State Univ. (S.L.O.) / *ESFA*
Eng 41
 U.C. Berkeley / *ESFA*
1B

Preparation for Transfer to a Four-Year College and/or A.A. Degree in ARCHITECTURE, ARCHITECTURAL ENGINEERING OR CONSTRUCTION ENGINEERING

Courses Required:

Dept.	No.	Title	Units
Arch	1	Fund. of Architectural Design	3
Arch	2	Building Materials	3
→ Arch	3A	Architectural Detailing 1	3
Arch	5	Perspective, Shades & Shadows	2
Arch	6	Architectural Delineation	2
Engr	2	Surveying	2
Engr	4	Descriptive Geometry	2
→ Math	1A	Calculus w/Analytic Geometry	4
Math	1B	Calculus w/Analytic Geometry	4
Phy	4A	Engineering Physics.	5
Phy	4B	Engineering Physics	5
Phy	5	Computer Programming I (recommended)	5

Department Subtotal 35

See C.O.D. General Education Requirements

General Education Subtotal 26

DEGREE TOTAL 61

Advisor: Marzicola

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

Courses Required:

Dept.	No.	Title	Units
Arch	1	Fund of Architectural Design	3
Arch	4A	Environment: Home	2
Arch	4B	Environment: Urban	2
Arch	5	Perspective, Shades & Shadows	2
Arch	6	Architectural Delineation	2
Engr	2	Surveying	2
Engr	4	Descriptive Geometry	2
Math	5	Trigonometry	3
Math	10	College Algebra	3
Phy	2A	General Physics	4
Phy	2B	General Physics	4

Department Subtotal 29

See C.O.D. General Education Requirements

General Education Subtotal 31

DEGREE TOTAL 60

Advisor: Marzicola

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

Courses Required:

Dept.	No.	Title	Units
Engr	2	Surveying (Civil Engr. only)	2
Engr	3	Engineering Graphics	2
Engr	4	Descriptive Geometry	2
Engr	11	Engineering Statics	3
Engr	12	Properties of Materials	3
Elec	1	Electric Circuits I	3
Elective		Manufacturing Processes (State University only)	2
Ch	1A	General Chemistry	5
Phy	4A	Engineering Physics	5
Phy	4B	Engineering Physics	5
Math	1A	Calculus w/Analytic Geometry	4
Math	1B	Calculus w/Analytic Geometry	4
Math	2A	Calculus w/Analytic Geometry	4
Math	2C	Ordinary Differential Equations	3
Phy	5	Computer Programming I (Recommended)	5

Department Subtotal 45-47

See C.O.D. General Education Requirements

General Education Subtotal 24

DEGREE TOTAL 69-71

Advisor: Caldwell

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

Courses Required:

Dept.	No.	Title	Units
Engr	3	Engineering Graphics	2
Engr	4	Descriptive Geometry	2
Elective		Manufacturing Processes	2
Elec	1	Electric Circuits I	3
Ch	1A	General Chemistry	5
Phy	2A	General Physics	4
Phy	2B	General Physics	4
Math	5	Trigonometry	3
Math	10	College Algebra	3
TRep	41	Technical & Scientific Report Writing	3
Phy	5	Computer Programming I (Recommended)	5

Department Subtotal 31

See C.O.D. General Education Requirements

General Education Subtotal 29

DEGREE TOTAL 60

Advisor: Caldwell

TRIG
COLLEGE
ALGEBRA

Marzicola

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

Courses Required:

Dept.	No.	Title	Units
Auto	11	Automotive Principles I	2
Elec	30	Introduction to Electronics	3
Dra	1	Technical Drafting 1	3
Dra	2	Technical Drafting 2	3
Mtl	21	Industrial Machine Shop Proc.	2
Mtl	26	Hot Metals Fabrication Proc.	2
Mtl	27	Industrial Sheet Metal Proc.	2
Weld	28A	Industrial Welding Proc. I	2
Weld	28B	Industrial Welding Proc. II	2

Department Subtotal 21

See C.O.D. General Education Requirements

General Education Subtotal 40

DEGREE TOTAL 61

Advisor: Frederick

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

Courses Required:

Dept.	No.	Title	Units
Arch	2	Building Materials	3
Arch	3A	Architectural Detailing I	3
Arch	12	Construction Estimating	2
Engr2	2	Surveying	2
Engr	4	Descriptive Geometry	2
StIn	52	Uniform Building Code and Ordinances	3
BuAc	1	Accounting	3
Ch	1A	General Chemistry	5
Math	10	College Algebra	3
Math	1A	Calculus w/Analytic Geometry	4
Phy	2A	General Physics	4
Phy	2B	General Physics	4
TRep	41	Technical & Scientific Report Writing	3
Phy	5	Computer Programming I (Recommended)	

Department Subtotal 41

See C.O.D. General Education Requirements

General Education Subtotal 28

DEGREE TOTAL 69

Advisor: Marzicola

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

Courses Required:

Dept.	No.	Title	Units
Elec	41	Electronic Circuit Analysis 1 (DC Circuits)	4
Elec	42	Electronic Circuit Analysis II (AC Circuits)	4
Elec	43	Electronic Circuit Analysis III (Devices)	4
Dra	10	Electronic Drafting	1
Mtl	27	Industrial Sheet Metal Proc.	2
BuAc	1	Accounting	3
Ch	1A	General Chemistry	5
Math	10	College Algebra	3
Math	1A	Calculus w/Analytic Geometry	4
Phy	2A	General Physics	4
Phy	2B	General Physics	4
TRep	41	Technical & Scientific Report Writing	3
Phy	5	Computer Programming I (Recommended)	

Department Subtotal 41

See C.O.D. General Education Requirements

General Education Subtotal 28

DEGREE TOTAL 69

Advisor: Sheneman

Preparation for Transfer to a Four-Year College and/or A.A. Degree in INDUSTRIAL TECHNOLOGY - MANUFACTURING PROCESSES

Courses Required:

Dept.	No.	Title	Units
Elec	30	Introduction to Electronics	3
Engr	4	Descriptive Geometry	2
Dra	1	Technical Drafting I	3
Dra	2	Technical Drafting II	3
Mtl	21	Ind. Machine Shop Proc.	2
Mtl	52	Technical Machine Shop II	3
BuAc	1	Accounting	3
Ch	1A	General Chemistry	5
Math	10	College Algebra	3
Math	1A	Calculus w/Analytic Geometry	4
Phy	2A	General Physics	4
Phy	2B	General Physics	4
TRep	41	Technical & Scientific Report Writing	3
Phy	5	Computer Programming I (Recommended)	

Department Subtotal 42

See C.O.D. General Education Requirements

General Education Subtotal 28

DEGREE TOTAL 70

Advisor: Crow

Preparation for Employment and Occupational A.A.
 Degree Program in AIR CONDITIONING AND REFRIGERA-
 TION - SERVICE SPECIALIZATION

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
AC	60	Intro to Air Cond. & Refrig.	3
AC	61	Fund of Air Cond. & Refrig.	3
AC	62A	Advanced Air Conditioning	3
AC	62B	Advanced Refrigeration	3
AC	67	System Control Devices	2

Select a minimum of 4 units from the following:

AC	63	Air Conditioning Equipment	2
AC	64	Refrigeration Equipment	2
AC	65	Air Distribution	2
AC	66	Psychometrics & Hydronics	2
AC	68	Systems Design	2
AC	69	Cost Estimation for Air Cond.	1
Auto	60	Automotive Acc. & Air Cond	2
DAR	50	Domestic Appliance Repair I	3
DAR	51	Domestic Appliance Repair II	3
Elect	30	Intro to Electronics	3
Math	55	Technical Mathematics	3
Mtl	27	Ind. Sheet Metal Processes	2
TRep	41	Technical and Scientific Report Writing	3

Department Subtotal 18

Technical Electives - 27 units selected from
 above optional list and/or:

Arch	48	Architectural Blueprint Reading	3
Weld	28A	Ind. Welding Processes I	2
Weld	65	Brazing	2

Elective Subtotal 27

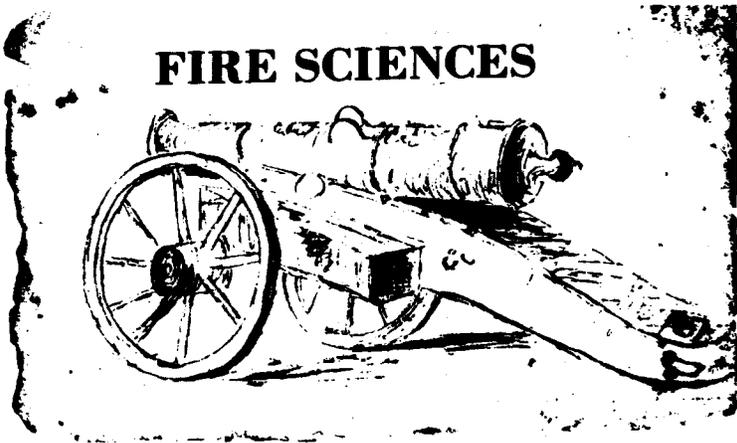
See C.O.D. General Education requirements

General Education Subtotal 15

DEGREE TOTAL 60

Advisor: Hamilton

FIRE SCIENCES



FIRE SCIENCES COURSES OF INSTRUCTION

FIRE SCIENCE

51 Introduction to Fire Science (3)

An introduction to the Fire Service and Fire Protection; career opportunities in fire protection and related fields; history of fire protection; fire loss analysis; public, quasi-public, and private fire protection services; specific fire protection functions; fire chemistry and physics.

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 Tactics and Strategy (3)

Principles of fire control through the utilization of manpower, equipment and extinguishing agents on the fire ground.

55 Hazardous Materials I (3)

An introduction to basic fire chemistry and physics. Problems of flammability as encountered by fire fighters when dealing with fuels and oxidizers. Elementary fire fighting practices pertaining to hazardous materials in storage and transit.

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 problems, underwriters requirements for pumps. Field trips may be required.

59 Building Construction for Fire Protection (3)

Fundamentals of building construction as it relates to fire protection. Classification by occupancy and types of

construction, with emphasis on fire protection features, including; building equipment, facilities, fire resistive materials and high rise considerations.

60 Fire Company Organization and Management (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.

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)

Rescue problems and techniques; emergency rescue equipment, toxic gasses; chemicals and diseases; radiation hazards; care of victims, including emergency childbirth, respiration and resuscitation, extrication, and other emergency conditions.

63A Fire Service Principles and Procedures (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; 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.

63E 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, and 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.

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)

Prerequisites: Fire Science 53 and 57.

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.

67 Building Construction for Fire Protection (2)

Prerequisites: Current employment in fire protection and recommendation of employer.

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

68 The Inspection of the Community (2)

Prerequisites: Current employment in fire protection and recommendation of employer.

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

69 Fire Protection Organization (2)

Prerequisites: Current employment in fire protection and recommendation of employer.

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

70 Developing a Company for Inspection Program (2)

Prerequisites: Current employment in fire protection and recommendation of employer.

A seminar designed to provide experiences for fire service officers with instruction and training responsibilities. Course content includes planning, organizing, conducting and evaluating fire service training activities as they relate to Developing a Company for Inspection Program.

71 Peace Officers Training (2)

Prerequisites: Current employment in fire protection and recommendation of employer.

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

72 Hazardous Materials II (3)

A second semester course in Hazardous Materials covering the identification, handling and fire-fighting practices when explosives, toxic substances, and radioactive materials are in storage or in transit.

73 Fire Service Records and Reports (3)

Prerequisite: ES 1A or, Eng 3A, or Eng 50.

The course is designed for all members of the Fire Service in the use of typical records and reports systems. The course covers knowledge and understanding of Fire Department Record Systems. Principles of report writing and application in the area of pre-fire surveys, post-fire reporting, research and planning.

74 Fire Service Communications System

An introduction to the basic fire alarm operator's area of specialized knowledge, duties and performance objectives. A general course on the installation, operation, and testing of fire alarm and communication systems. Designed for Alarm Operators and potential Alarm Operators.

75 Wild Land Fire Control I (3)

A course designed to provide the employed Fireman or Fire Science Major with a fundamental knowledge of the factors affecting wild land fire prevention, fire behavior, and control techniques.

76 Fire Vehicle Maintenance for Operators and Mechanics (3)

A survey course in the fundamentals of all vehicle structure. Basic construction of the vehicles, including the main powering systems (fire pumps excluded) and techniques of maintenance.

86 Specialized Rescue (2)

1 hour lecture and 2 hours lab

Prerequisite: Enrolled in other fire science course or employed as volunteer fireman or woman.

The student learns rescue under difficult conditions, such as handling of casualties from upper floors, by ladder slide or rope ladders, or from lower floors of buildings by slide drags and passes, and breaching walls. The student will learn the use of rigging "A" frames and tripods, as well as sliding people from second and third floors of buildings.

87 Aircraft Crash and Rescue (3)

Course will cover the basics in regard to the history and development of aircraft fire protection, aircraft types, engines and systems, specialized fire fighting and rescue apparatus, protective clothing, extinguishing agents, armament and explosive cargo, nuclear weapons, aircraft fire and rescue communications, pre-incident planning, airfield operations, familiarization of airport and surrounding areas, fire department training, fire prevention during fueling operations, aircraft fire fighting and rescue procedures, types of aircraft incidents, fighting aircraft fires and post-incident operations.

88 Aircraft Crash and Rescue Lab (1)

3 hours laboratory.

Laboratory will be conducted to demonstrate specialized fire fighting and rescue equipment, extinguishing agents, fire prevention during fueling operations, and aircraft fire fighting and rescue procedures.

90 Fire Alarm Systems (2)

The emphasis will be plan checking and code applications as applied to fire alarm systems. An application of current fire alarm standards as adopted by Fire Marshall, State of California.

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

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
FS	52	Introduction to Fire Suppression	3
FS	53	Fundamentals of Fire Prevention	3
FS	54	Fire Fighting Tactics and strategy	3
FS	55	Hazardous Materials I	3
FS	56	Fire Protection Equipment and Systems	3
FS	57	Related Codes and ordinances	3
FS	58	Fire Hydraulics	3
FS	59	Building Construction for Fire Protection	3
FS	60	Fire Company Organization and Management	3
FS	61	Fire Apparatus and Equipment	3
FS	62	Rescue Practices	3
FS	63A	Fire Service Principles and Procedures I	1
FS	63B	Fire Service Principles and Procedures II	1
FS	63C	Fire Service Principles and Procedures III	1
FS	63D	Fire Service Principles and Procedures IV	1
FS	63E	Fire Service Principles and Procedures IV-Driver Training	1
FS	64A	Fire Control I	1
FS	64B	Fire Control II	1
FS	65A	Pump Operation	1
FS	66	Arson Investigation	3

Department Subtotal 24
Elective Subtotal 21

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Advisor: Pulliam

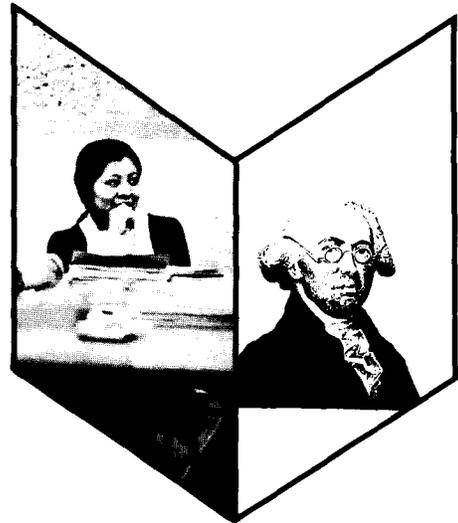
Preparation for Employment and Certificate Program
in FIRE SCIENCE

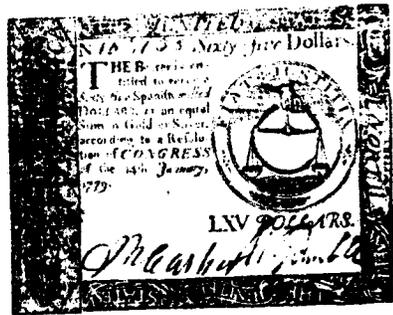
Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
FS	52	Introduction to Fire Suppression	3
FS	53	Fundamentals of Fire Prevention	3
FS	54	Fire Fighting Tactics and strategy	3
FS	55	Hazardous Materials I	3
FS	56	Fire Protection Equipment and Systems	3
FS	57	Related Codes and ordinances	3
FS	58	Fire Hydraulics	3
FS	59	Building Construction for Fire Protection	3
FS	60	Fire Company Organization and Management	3
FS	61	Fire Apparatus and Equipment	3
FS	62	Rescue Practices	3
FS	63A	Fire Service Principles and Procedures I	1
FS	63B	Fire Service Principles and Procedures II	1
FS	63C	Fire Service Principles and Procedures III	1
FS	63D	Fire Service Principles and Procedures IV	1
FS	63E	Fire Service Principles and Procedures IV-Driver Training	1
FS	64A	Fire Control I	1
FS	64B	Fire Control II	1
FS	65A	Pump Operation	1
FS	66	Arson Investigation	3

TOTAL UNITS - 24 units to be taken from the listed courses.

Advisor: Pulliam





FOREIGN LANGUAGES

FOREIGN LANGUAGES

Students enrolled in Language 1,2 or 3 which might duplicate courses completed in high school or another institution of collegiate level may be allowed unit credit in repeating the course depending upon previous level of proficiency. The first two years of work in a foreign language in high school is generally considered to be equivalent to one semester in college; each successive year in a foreign language in high school is equal to one additional semester in college. Units earned in the Basic Spoken Foreign Language series 71A-B-C-D are eligible for transfer as humanities electives in the California State University and Colleges system and are baccalaureate degree applicable; however, they are not intended as a substitute for the traditional language courses to meet the language requirement where specified, but can be subject to evaluation on an individual basis.

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.

COURSES OF INSTRUCTION

FRENCH (Fr)

1 Elementary French (5)

5 hours lecture and 1 hour laboratory, to be arranged.

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

2 Elementary French (5)

5 hour lecture and 1 hour laboratory, to be arranged.

Prerequisite: French 1, two years of high school French, or its equivalent.

Continuation of French 1.

3 Intermediate French (4)

4 hour lecture and 1 hour laboratory, to be arranged.

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, to be arranged.

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

Continuation of French 3.

8A-B French Conversation (3)

Prerequisites: French 2, or three years of high school French. Recommended to be taken simultaneously with French 3. Courses need not be taken in sequence.

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

39 Foreign Literature in Translation: French (3)

Prerequisite: Enrolled in or eligible for English 1A or 1B.

Introductory course is designed to capture and to challenge the student to examine some of the concerns of modern man as they are described in French literature of the 19th and 20th centuries. The course introduces the student to the works of a single author or group of authors of classics and literary movements. The course is conducted entirely in English; no knowledge of French is required. However, reading may be done in French or English as desired by the student. Same as English 39. May be taken for credit only once.

71A-B-C-D Basic Spoken French (2 or 3 each semester)

This is a basic spoken French course directed to the traveler, tourist guide, travel agent, business person, as well as to the student who is generally interested in learning French for personal and intellectual enrichment. Emphasis is on conversationally-taught grammatical structures and vocabulary-building contextual situations dealing with: travel, transportation, banking, lodging, food, shopping, health and medical services, cultural and recreational activities, and other everyday areas.

81 French for Conversation and Travel (1)

2 hours lecture.

An introduction to pronunciation, basic vocabulary of common expressions necessary for the traveler, and a background to the cultural institutions of French and French-speaking countries. Emphasis on travel-oriented topics. Audio-visual aids will illustrate the highlights of the country. No textbook required.

GERMAN (Ger)

1 Elementary German (5)

5 hours lecture and 1 hour laboratory, to be arranged.

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

2 Elementary German (5)

5 hours lecture and 1 hour laboratory, to be arranged.

Prerequisite: German 1, two years high school German, or its equivalent. Continuation of German 1.

3 Intermediate German (4)

4 hours lecture and 2 hour laboratory, to be arranged.

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, to be arranged.

Prerequisite: German 3, four years high school German, or its equivalent. Continuation of German 3.

71A-B-C-D Basic Spoken German (2 or 3 each semester)

Flexible scheduling, number of units will be determined by class lecture hours programmed:

An introductory course emphasizing oral practice, structure, pronunciation, and vocabulary development from an everyday practical, situational point of view for students who wish to obtain a speaking knowledge of German for vocational and vocational objectives.

ITALIAN (Ital)

1 Elementary Italian (5)

5 hours lecture and 1 hour laboratory, to be arranged.

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

2 Elementary Italian (5)

5 hours lecture and 1 hour laboratory, to be arranged.

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, to be arranged.

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, to be arranged.

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

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

40A-B Survey of Italian Civilization (3)

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

71A-B-C-D Basic Spoken Italian (2 or 3 each semester)

This is a basic course in Italian for the traveler and for personal enrichment. It is taught conversationally. Emphasis is placed on phrases and terminology useful to tourists who go to Italy or to other Italian-speaking areas. The course includes the sound system and pronunciation (especially useful for singers), currency, numbers, days, time, everyday expressions needed for transportation, immigration and customs, shopping and banking, auto repairs, telephone, lodging, food, health and medical services, and various contemporary cultural and recreational attractions.

81 Italian for Conversation and Travel (1)

1 hour lecture.

This is a course in Italian taught conversationally for personal enrichment and for the traveler. The course includes the sound system and pronunciation, numbers, currency, time, days, everyday expressions needed for transportation, immigration and customs, shopping and banking, telephone, lodging, food, and other recreational attractions. Audio-visual aids will illustrate the highlights of the country. No textbook required.

RUSSIAN (Rus)

1 Elementary Russian (5)

5 hours lecture and 1 hour laboratory, to be arranged.

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

2 Elementary Russian (5)

5 hours lecture and 1 hour laboratory, to be arranged.

Prerequisite: Russian 1, two years high school Russian, or its equivalent.

Continuation of Russian 1.

SPANISH (Span)

1 Elementary Spanish (5)

5 hours lecture and 1 hour laboratory, to be arranged.

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

2 Elementary Spanish (5)

5 hours lecture and 1 hour laboratory, to be arranged.
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, to be arranged.
Prerequisite: Spanish 2, three years of 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, to be arranged.

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.

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.

8 A-B Spanish Conversation (3)

Prerequisite: Spanish 2 or three 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. Language Laboratory attendance will be required at the discretion of the instructor.

50 A-B Spanish for the Allied Medical Professions (2-2)

2 hours lecture and 1 hour laboratory, to be arranged by instructor.

These courses concentrate on the basic, universal structures and vocabulary skills common to all beginning language courses with additional emphasis on the familiarization and mastery of useful expressions, questions and directions pertinent to the needs of the broad social, professional and cultural contacts of all phases of allied medical personnel with Spanish speakers. The primary function of classroom instruction will be individualized communication; adjusted and oriented to suite

the particular needs of the individual students and will be reinforced by practical field trips. May be taken for credit only once.

51 A-B Advanced Spanish for the Allied Medical Professions (2-2)

2 hours lecture and 1 hour laboratory.
Prerequisites: Spanish 50A and 50B

Concentration on advanced structures, reading, writing, and vocabulary skills pertinent to the medical profession. Translation of technical medical terms; advance conversation and liaison between medical staff and Spanish speaking patients and/or their relatives; translation of technical data and letter writing, admission forms, insurance, etc.; general enrichment and fluency in Spanish to cope with any situation in the medical profession; study and comparison of roots, suffixes and prefixes used in the medical fields, Spanish-English.

55 A-B Spanish for Criminal Justice Personnel (2 or 3 each semester)

An intensive vocationally oriented course designed to give all career personnel employed in every aspect of criminal justice and/or law enforcement procedures realistic communication-occupational practice in the vocabulary, nomenclature and functional grammar typical of practical daily job contacts and emergency situations involving Spanish-speaking people.

71A-B-C-D Basic Spoken Spanish (2 or 3 each semester)

Flexible scheduling, number of units will be determined by class lecture hours programmed.

An introductory course emphasizing oral practice, structure, pronunciation, and vocabulary development from an everyday practical, situational point of view for students who wish to obtain a speaking knowledge of Spanish for avocational and vocational objectives.

81 Spanish for Conversation and Travel (1)

2 hours lecture.

This is a course in Spanish taught conversationally for personal enrichment and for the traveler. The course includes the sound system and pronunciation, numbers, currency, time, days, everyday expressions needed for transportation, immigration and customs, shopping and banking, telephone, lodging, food and food preparation, and other recreational attractions. Audio-visual aids will illustrate the highlights of the country. No textbook required.

FOREIGN LANGUAGE - GENERAL (FL G)

80 General Language for Tourists: French, Italian, Spanish (1)

This course will contribute greatly in making a trip to Europe more rewarding. The student will learn to make transportation arrangements, reserve hotel rooms, how to order meals, and shop, and sing the most popular songs of these things in three languages: French, Italian, and Spanish. Audio-visual aids will illustrate the highlights of the three countries. No textbook required.

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

<u>Courses Required:</u>	<u>Units</u>
Major Foreign Language 1-2	10
Major Foreign Language 3-4	8
A Second Foreign Language 1-2	10

Though foreign language study has become less mandatory or restrictive as an institutional graduation requirement, all colleges and universities usually consider it essential that any student receiving the Bachelor of Arts Degree have at least some knowledge of the language and civilization of other culture. We are living in a very fluid Jet Age...Don't be a PEOPLE TO PEOPLE linguistic cripple...know something! Don't be an "American nothing."

Foreign languages are required or strongly recommended in the following career majors by selective four-year colleges and departments of the University of California campuses: (Students who are planning to transfer to a four-year institution should consult their respective catalogs for more specific information).

A.B. in all majors	History
U. C. Davis	Linguistic
Astronomy	Music
Art History	Natural Sciences
Anthropology	Mathematics
Bacteriology	Occupational Therapy
Botany	Physical Therapy
Child Development	Paleontology
Chicano Studies	Physics
Chemistry	Philosophy
Comparative Literature	Police Science
Comparative Cultures	Political Science
College of Fine Arts	Pre-Dentistry
Dental Hygiene	Pre-Medicine
English	Pre-Veterinary Medicine
Etymology and Parasitology	Psychology
Economics	Recreation
Genetics	Social Sciences
Geology	Theatre Arts (UCLA)
Geography	Zoology
Humanities	
Hispanic Civilization	
Laboratory Technology & Microbiology	

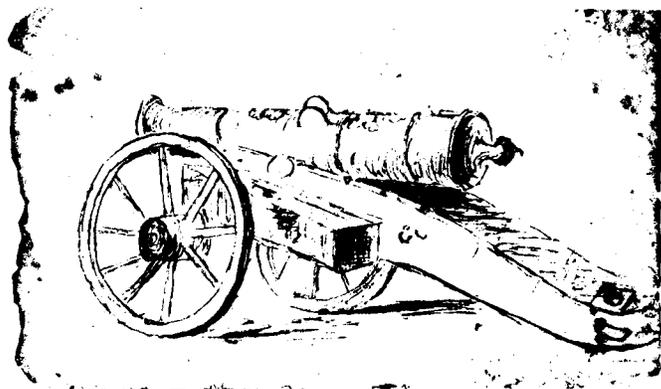
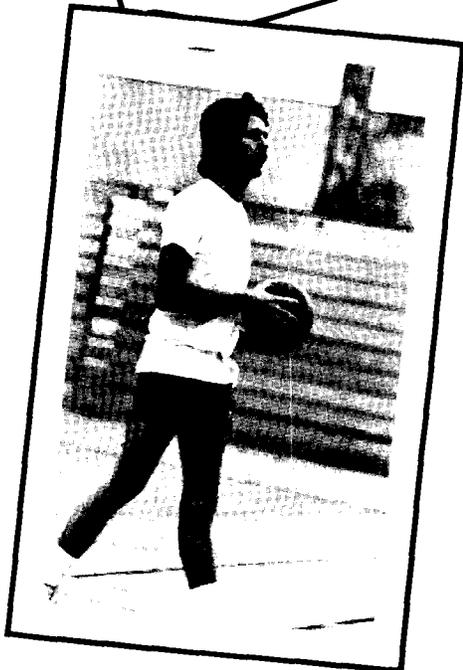
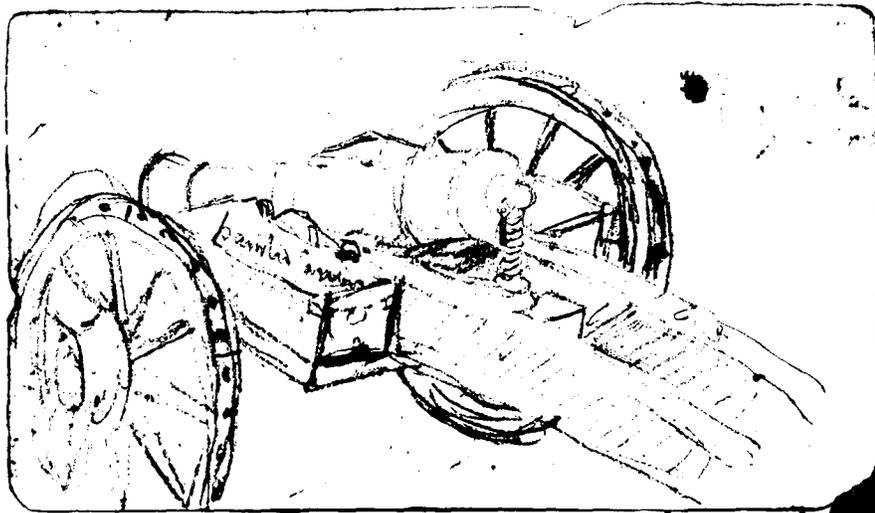
Department Subtotal 28

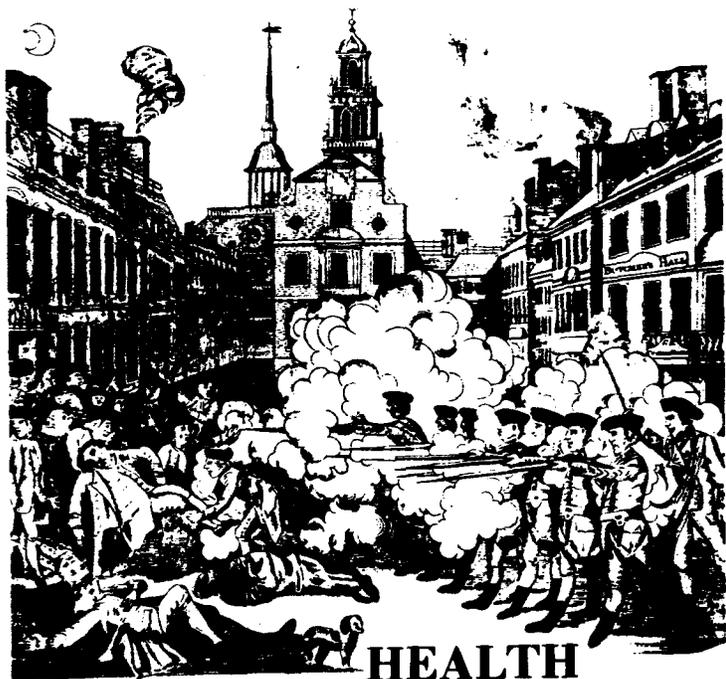
See C.O.D. General Education Requirements

General Education Subtotal 40

DEGREE TOTAL 68

Advisor: Deti, Department Chairman





**HEALTH
PHYSICAL EDUCATION
RECREATION**

HEALTH, PHYSICAL EDUCATION AND RECREATION

COURSES OF INSTRUCTION

CLASSROOM

HEALTH EDUCATION (HE)

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 (PE)

1 First Aid and Safety (2)

Theory and practice in immediate and temporary care given in case of accident or sudden illness until services of a physician can be obtained. Complies with American Red Cross requirements. Upon successful completion of this course the student is awarded the Standard Red Cross Certificate.

2A Sports Officiating (2)

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

2B Sports Officiating (2)

Instruction and practice in officiating skills including rules, duties, conduct, and related skills. Spring semester: baseball, track, and swimming.

3A Sports Officiating (2)

A course in officiating techniques and rules of in-season women's sports. A student may earn the officials' rating upon completion of this course. Fall semester: volleyball, basketball, tennis, and badminton.

3B Sports Officiating (2)

A course in officiating techniques and rules of in-season women's sports. A student may earn the officials' rating upon completion of this course. Spring semester: softball, swimming, and track.

4 Professional Skills Analysis (2)

2 hours lecture and 2 hours activity.

Prerequisite: Physical Education or Recreation major or minor.

Evaluation, through testing, of the skills commonly needed by physical educators and recreation leaders. The results of this testing will form the basis for counselling students into classes they should take to improve their competencies.

5A Foundations of Coaching (3)

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

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, and requirements.

RECREATION (RE)

1 Recreation Leadership (2)

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

2 Recreation Field Work (1-2)

1 unit - 75 hours activity; 2 units - 150 hours activity per semester.

Gives practical experience to students who are training for recreation leadership, by providing actual supervised work at various recreation facilities within the Coachella Valley area (senior citizen and adult recreation facilities, teen centers, swimming pools, gymnasiums, school areas, boys' clubs, youth centers, etc.).

3 Outdoor Recreation (3)

History, development, principles and trends of organized camping, nature and conservation, and outdoor recreation, activity and field trips, including camping and hiking; practical skills in firecraft, outdoor walking and backpacking, leadership training in camp counseling.

4 Techniques of Backpacking (3)

3 hours lecture plus activity hours to be arranged.

Introduction to the many phases of an outdoor living experience; backpacking and wilderness travel; clothing, equipment, food, and shelter; safety procedures, survival minimums, outdoor living courtesies, and map and compass.

ACTIVITIES

PHYSICAL EDUCATION (PE)

20 Archery (1)

2 hours activity.

Beginning and intermediate archery. Students placed according to ability.

Badminton (1)

2 hours activity.

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

Baseball, Beginning and Advanced (1)

2 hours activity.

Instruction and practice in the skills and strategies of the game.

Basketball (Men) (Coed) (1)

2 hours activity.

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

Body Fundamentals (M) (1)

2 hours activity.

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

Bowling (1)

2 hours activity. (Lab fee \$10)

Two hours activity with emphasis on skills, rules, strategy, and bowling as a carry-over activity.

20 Cycling (1)

2 hours activity.

Prerequisite: A light-weight, multi-speed bicycle.

Designed to increase the student's knowledge of skills in cycling; to develop an appreciation of cycling as a lifetime sport, and to be used as a means to develop and maintain muscular and cardiovascular-respiratory fitness.

Folk and Square Dance A (1)

2 hours activity.

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

Folk and Square Dance B (1)

2 hours activity.

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

Modern Dance (1)

2 hours activity.

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

Fencing (1)

2 hours activity.

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 hours activity.

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

Field Sports (W) (1)

2 hours activity.

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

Figure Control and Fitness (W) (1)

2 hours activity.

Purpose is to develop and understanding of how to attain and maintain balanced postures and a body of pleasing proportion through proper exercise.

Golf (1)

2 hours activity.

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

Jogging and Fitness (1)

2 hours activity.

The organization, instruction, and participation in a progressive program of jogging, running, and exercises as applied to health and fitness.

20 Activity for the Physically Handicapped (1)

2 hours activity.

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

Personal Safety and Defense (1) (W)

1½ hours lecture and ½ hour activity.

This course is designed to help women learn how to avoid becoming the victims of a criminal act. It is designed as a practical guide for those who wish to develop the precautions and skills necessary for the safety of their property and persons.

Rehabilitation Activities (1)

2 hours activity.

For those who must take a restricted activity program because of temporary disability. Written recommendation of student's physician must be filed with Registrar before entering class.

Rugby-Touch Football (1)

2 hours activity.

Instruction and practice in the skills of these two sports.

Self-Defense (Karate) (1)

2 hours activity.

A basic introduction to self defense karate that will emphasize physical conditioning, sport, self defense, aesthetic appreciation of form and motion, and philosophy.

Soccer-Touch Football (1)

2 hours activity.

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

Springboard Diving (1)

2 hours activity.

Instruction and practice in performing the five groups of competitive dives, body mechanics, and judging.

Swimming (1)

2 hours activity.

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

20 Synchronized Swimming (1)
2 hours activity.

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

Tennis (1)
2 hours activity.

Beginning and intermediate tennis. Students placed according to ability.

Tumbling and Gymnastics (1)
2 hours activity.

Includes fundamentals through advanced methods in the use of the trampoline, parallel bars, horizontal bar, balance beam, tumbling and free exercise.

Volleyball (1)
2 hours activity.

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

Water Polo (1)
2 hours activity.
Prerequisite: Moderate swimming ability.

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

21 Professional Activities (2)
1 ½ hours lecture and 2 ½ hours activity.
Prerequisite: Major or minor in Health, Physical Education, or Recreation.

Testing program in the four areas of individual activities, team sports, aquatics, and dance. Instruction in activities according to the needs of professional students. Required for PE major.

22 Professional Activities (2)
1½ hours lecture and 2½ hours activity.
Prerequisite: Major in Health, Physical Education, or Recreation.

Continuation of PE 21. Required for PE major.

23 Senior Lifesaving (2)
1 hour lecture and 3 hours activity.

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.

24 Water Safety Instruction (2)
1 hour lecture and 3 hours activity.
Prerequisite: Red Cross Senior Life Saving Certificate.

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

VARSITY SPORTS

30 Baseball (2)

10 hours plus games.
Prerequisite: Tryouts

Basketball (1)

10 hours plus games.
Prerequisite: Tryouts.

Cross Country (2)

10 hours plus meets.
Prerequisite: Tryouts.

Football (2)

10 hours plus games.
Prerequisites: Tryouts.

30 Golf (2)

10 hours plus matches.
Prerequisites: Tryouts

Tennis (2)

10 hours plus matches.
Prerequisites: Tryouts.

Track (2)

10 hours plus meets.
Prerequisites: Tryouts.

31 Varsity Softball (2)

10 hours plus games.
Prerequisite: Tryouts.

Synchronized Swimming (2)
10 hours plus shows.

Open to all students who have the skill, knowledge, and interest in performing in and/or staging synchronized swimming shows.

Tennis (W) (2)

10 hours plus matches.
Prerequisites: Tryouts.

Varsity Badminton (W) (2)

10 hours plus matches.
Prerequisite: Tryouts.

Varsity Basketball (W) (2)

10 hours plus matches.
Prerequisite: Tryouts.

Varsity Volleyball (W) (3)

10 hours plus matches.
Prerequisite: Tryouts.

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

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
PE	1	First Aid and Safety	2
PE	2-3	Sports Officiating	4
PE	4	Professional Skill Analysis	2
PE	5	Foundations of Coaching	3
PE	8	Introduction to Health & Physical Education	2
PE	20	Physical Education Activity	2
RE	1	Recreation Leadership	2
HE	1	Personal & Community Health	2
PE	21-22	Professional Activities	4

Department Subtotal 21

See C.O.D. General Education Requirements

General Education Subtotal 40

DEGREE TOTAL 60

Advisor: Marman

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

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
RE	1	Recreation Leadership	2
RE	2	Recreation Field Work	2-4
RE	3	Outdoor Recreation	3
HE	1	Personal & Community Health	2
PE	1	First Aid & Safety	2
PE	2-3	Sports Officiating	4
PE	8	Introduction to Health & Physical Education	2
		Beginning Instrument (1 class)	1

Department Subtotal 20

Elective Subtotal 5

See C.O.D. General Education Requirements

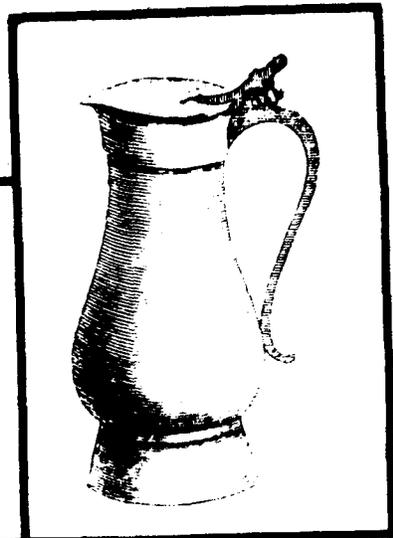
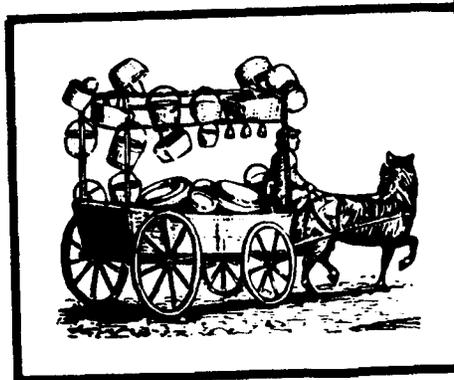
General Education Subtotal 40

DEGREE TOTAL 65

Advisor: Garcia



**HOME
ECONOMICS**



HOME ECONOMICS

General Information

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

While at College of the Desert, we invite you to join our student chapter of California Home Economics Association. In addition to creating career awareness, leadership training, and articulation with other schools, our club hosts two special functions each year: The Fall Homecoming Tea, and the Spring Brunch and Fashion Show.

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

Majors Currently Offered:

General Home Economics-Transfer
General Home Economics-Occupational
Nursery School Education

Majors Being Developed Are:

Culinary Arts: Baking and Chef Training
Fashion Design
Fashion Merchandising
Dietetic - Technician School Food Service
Manager, Level II and III
Interior Design

Certificates Being Developed Are:

Custom Sewing and Alterations
Dietetic - Technician School
Food Service Manager, Level I and
Assistant, Level II and III

COURSES OF INSTRUCTION

HOME ECONOMICS (HEc)

1 Consumer Survival (3)

Study of individual and family consumer problems and management of resources through planned use of these resources for present living and future security. Same as Business Management 9. May be taken for credit only once.

2 Managing for Effective Living (2)

1½ hours lecture and 1½ hours laboratory.

A study and application of the abilities, skills and attitudes needed in the modern home as the center of family living, in relationship to foods, clothing, housing, transportation and management of time, energy and money.

3 Household Maintenance and Equipment (2)

1½ hours lecture and 1½ hours laboratory.

Principles, underlying operation and construction of household equipment, processes and supplies involved in using and caring for equipment, recent developments, estimation of cost, and simple maintenance.

4 Consumer Health Resources (3)

Provides an awareness of sound consumer health principles and community resources in both public and voluntary and private sectors. This is to include practical and preventative methods as well as available community resources aimed at a healthier family unit.

5 Personal Improvement (2)

1½ hours lecture and 1½ hours laboratory.

Complete course in personality development, wardrobe planning, makeup, hair styles, personal hygiene, physical fitness, social manners and ethics, and leadership training. Information on how to be at your best at all times. Open to men and women.

6 Community Consumer Education (2)

1 hour lecture and 3 hours laboratory.

Prerequisite: Completion or concurrent enrollment in HEc1.

A course in which students will accompany the instructor by mobile van into the college community to present consumer

education. Students will help with demonstrations, child care and audio-visual presentations.

7 Elements of Entertaining (2)
1½ hours lecture and 1½ hours laboratory.

This course includes planning of menus, decorations, invitations, and service for teas, buffets, barbeques, formal dinners, picnics, brunches, parties and many other special occasions. Students will plan and prepare for all aspects of each event, including the serving of the foods from the menu prepared in class.

8 Microwave Cooking (1)
1 hour lecture.

Covers basic cooking principles and operation and maintenance of microwave ovens. Emphasis will be on instructor demonstrations with food samples and recipes.

10 One-Parent Families (3)

Consumer-oriented course to meet the social, physical, financial and psychological and emotional needs of one-parent families. Includes budgeting, management of time, home maintenance, nutrition, counseling, testing, rap sessions, clothing maintenance, and other experiences which enable the family to meet present needs and plan for the future

11 Foods and Nutrition (3)
2 hours lecture and 3 hours laboratory.

Principles of human nutrition. Methods of selecting, storing, preparing, and serving foods.

12 Meal Management and Hospitality (3)
2 hours lecture and 3 hours laboratory.

Meal planning, preparation, and service of complete meals for families with emphasis on cultural and nutritional aspects and the management of time, energy, and money.

13 General Nutrition (2)

Study of the chemical composition of foods and their utilization by the body. Emphasis on practical problems of nutrition and relationship of adequate diet to physical and mental health.

14 Therapeutic Diets (2)

Nutritional analysis, menu planning and preparation of special diets, including low calorie, low fat, low carbohydrate, sodium restricted and diabetic. This course is suitable for students in nursing or geriatrics, dietetics and/or those with dietary problems.

15 Men's Basic Cooking (2)
1½ hours lecture and 1½ hours laboratory.

Food selection and preparation with emphasis on meeting nutritional needs for body building and physical fitness; management of time, equipment, and money in planning, preparing and serving breakfasts, lunches, dinners and snacks.

16 Family Nutrition and Menu Planning (2)
1½ hours lecture and 1½ hours

Planning and preparing menus to meet individual and family nutrition needs from infancy to older adults. The principles of nutrition, food purchase, to include consumer protection agencies and time saving methods of food preparation.

17 Diets and Foods for Older Adults (2)
1½ hours lecture and 1½ hours laboratory.

Planning and preparing daily menus to meet the changing dietary needs and incomes of older adults. Help will be given to those who need special diets. Consumer aspects of food advertising, additives and nutritional labeling will be applied to planning menus and purchasing foods.

18 Health Food Cooking (2)
1½ hours lecture and 1½ hours laboratory.

Designed to review basic nutrition, preparation of foods from natural ingredients, consumer awareness of health food quackery; to give students experience in preparing "complete" proteins from legumes, nuts, grains, and dairy products. Included is special unit on nutritious snacks and beverages.

19 International Gourmet Cooking (2)

Preparation of full-course dinners from countries around the world. Demonstration and preparation of appetizers, soups, salads, entrees, side dishes, desserts, and beverages. Compares cultural and socio-economic factors.

21 Design of Interiors (2)
1½ hours lecture - 1½ hours laboratory.

Application, using samples and drawings, which combines principles and elements of design with knowledge of textiles and furniture in coordinating the total interior.

23 Textiles: Fiber and Filaments (3)
2½ hours lecture - 1½ laboratory.

Study of the sources and characteristics of natural fibers and synthetic filaments used in the manufacture of fabrics for clothing and home furnishings, and the durability, care and maintenance of these textiles.

24 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. Same as Architecture 5. May be taken for credit only once.

25 Architectural Blueprint Reading (3)

Basic information for reading blueprints and presentation drawings. Includes basic drafting. Same as Architecture 48. May be taken for credit only once.

26 Upholstery I (2)
1 hour lecture and 3 hours laboratory.

Includes theory relative to upholstery tools, equipment, materials, types of frame constructions, and furniture design. Extensive practice in the use of basic upholstery hand tools, equipment, and materials in the construction of a project.

Laboratory safety is stressed. Same as Technology Upholstery 41. May be taken for credit only once.

27 Slipcovers (2)

1 hour lecture and 3 hours laboratory.

Practice in design and making slipcovers on both home and power machines. Includes estimating, lining fabric and color selection, care and maintenance of pillows, chairs and couches and various finishing techniques.

28 Draperies and Curtains (2)

1 hour lecture and 3 hours laboratory.

This is a course in the design, making and installation of various window treatments, including blinds, shutters, beads, pinch pleat, cafe, priscilla, and sheers and panels. Experiences will be given in sampling, installation and wholesale buying with applications to home and commercial interiors.

35 Basic Pattern Development (2)

1½ hours lecture and 1½ hours laboratory.

Adjustment of a basic commercial pattern: blouse, skirt, pants; and its construction through individual measuring techniques.

36 Introduction to the Fashion Careers (2)

Introduction to the Fashion Careers through the study of design, production, distribution and promotion of apparel and accessories for women's and men's wear. Considers: training and education, job availability, wages, fringe benefits and lifestyles.

37 Men's Fashion Design and Construction (2)

1½ hours lecture and 1½ hours laboratory.

Basic techniques of designing, measuring, fitting of men's clothes, including sportswear, suits and shirts.

38 Fashion Illustration (2)

1½ hours lecture and 1½ hours laboratory.

Instructions in methods of fashion sketching through the study of body proportions and detail.

39 Historic Costume (3)

Development of costume from ancient to modern times, with consideration of historic, social and economic settings.

40 Beginning Clothing Construction (2)

1½ hours lecture and 1½ hours laboratory.

Principles of fitting and pattern alteration as applied to the individual garments, with emphasis on design quality and construction compatibility

41 Intermediate Clothing Construction (2)

1½ hours lecture and 1½ hours laboratory.

Principles of fitting and pattern alteration as applied to the individual garments, with emphasis on the fabrics used, the fabric construction and finishes in relation to use, serviceability and care.

42 Advanced Clothing Construction (2)

1½ hours lecture and 1½ hours laboratory. Prerequisite: Home Ec 41.

Comparative study and investigation of fabrics and designs. Construction of garments utilizing basic principles and couture techniques of construction, including some elementary flat patterns.

43 Women's and Girls' Stretch Knits (2)

1½ hours lecture and 1½ hours laboratory.

Selecting, styling, and constructing clothing appropriate for women and girls in knit fabrics. Quick and easy methods of making clothing are stressed.

44 Men's and Boys' Stretch Knits (2)

1½ hours lecture and 1½ hours laboratory.

Selecting, styling and constructing clothing for men and boys in knit and woven fabrics. Experience in analyzing and selecting ready-made clothing.

45 Custom Tailoring (2)

1½ hours lecture and 1½ hours laboratory.

Basic techniques of tailoring are used in the construction of a coat or jacket. Underlining, interlining, shaping lapels and collars, pressing, and finishing methods including topstitching. Pockets and buttonholes are emphasized.

46 Fashion Design: Flat Pattern (2)

1½ hours lecture and 1½ hours laboratory.

Techniques to develop skills in creating or copying dress designs and modifying commercial patterns. Construction of a finished garment from an original design.

47 Fashion Design: Draping (2)

1½ hours lecture and 1½ hours laboratory.

Study of draping and the pattern method used in the garment industry. Construction of an original design will be required.

50 Sewing on Special Fabrics (2)

1½ hours lecture and 1½ hours laboratory.

Comparative study and investigation of unusual fabrics, evaluation of the special sewing techniques required by the fabric. Fur, suede, fake fur, chiffon, velvet, lace; taffeta, vinyl and other fabrics will be studied.

51 Wardrobe and Fashion Coordinating (2)

1½ hours lecture and 1½ hours laboratory.

A study of factors which influence one's personal appearance; grooming, color and design in wardrobe selection and building; buying practices and modeling.

55 Alterations (2)

1½ hours lecture and 1½ hours laboratory.

Methods and practice in solving alteration problems of ready-to-wear clothing for customer satisfaction.

56 Theatre Costuming (3)

2 hours lecture and 3 hours laboratory.

A course structured to expose the student to the principles of design and construction of theatrical costume. Includes the execution of costumes designed for specific theatre productions.

May be repeated once for credit.

58 Power Sewing Skills (2)

1½ hours lecture and 1½ hours laboratory.

Study and practice in using different power sewing machines used in the garment industry. The construction of a garment on a power machine will be required. Machines demonstrated and used include overlock, hemmer and lockstitch.

59 Sewing With Today's Fabrics (1)

3 hours laboratory.

Pattern development and selection, sewing and fitting techniques for stretch knits and other new fabrics.

90 Food Demonstration Techniques

1 hour lecture.

Emphasizes the principles of effective demonstrations as related to the food industry. Practical application of techniques by individual student demonstrations.

HOME ECONOMICS PRESCHOOL EDUCATION (HEPR)**60 Marriage and Family (3)**

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.

61 Child Development (3)

Study of the physical, social psychological, and intellectual growth and development of children, and the significance of environmental influences such as the family, schools, and community. Same as Psychology 14. May be taken for credit only once.

62 Preschool Learning: Methods and Materials (3)

Basic course in curriculum development, including individualized learning centers, open classrooms, behavioral objectives, equipment and supply purchase plans, and theories of learning in relation to teaching techniques.

65 Nutrition and Menu Preparation for Nursery School (2)

1½ hours lecture and 1½ hours laboratory.

Basic nutrition involving carbohydrates, fats, proteins, vitamins, and minerals in relation to the minimum daily requirements for the preschool child. Includes menu planning and food preparation for nursery school personnel.

66 Parent Education, Observation and Participation (2)

1½ hours lecture and 1½ hours laboratory.

A course which gives guidelines for parenting skills, teaches how

to observe children objectively and gives techniques for getting parents involved with the nursery school program. For both parents and nursery school personnel.

70 Nursery School Administration (3)

Administrative and management techniques including record keeping, scheduling, job descriptions, personnel recruitment, selection, supervision and evaluation, budgeting, system analysis, curriculum development, physical layout, equipment and supply purchases. Stresses interpersonal communications, skills, and the total planning and policy making

71A Preschool Education: Art (3)

Philosophy, principles, and implementation of art experiences for the preschool child. Card file of recipes and personal notebook and file of art and craft experiences.

71B Preschool Education: Sensorimotor (3)

Curriculum ideas for developing the senses. Hearing, smelling, seeing, feeling, and testing. Encourages observation and perceptiveness in children. Course covers activities for large and small muscle development, hand and eye coordination, physical activities related to readiness, manual dexterity, and physical and sensory coordination.

71C Preschool Music (3)

Curriculum ideas for developing listening ability, rhythm dancing, singing, theory, identifications of instruments, pitch. All styles and types of music will be experienced. Techniques will be given on how to make your own instruments, where to buy supplies and developing purchasing plan for radio, records, tape recorder.

71D Preschool Science (3)

Curriculum ideas on our environment, conservation of natural resources. Includes information about oceans, trees, earth, animals, humans, plants. Also includes chemistry, physics, math, atmosphere, astronomy and pollution. Gives techniques of how to do experiments and where to get supplies, books and equipment.

71E Language Arts for the Preschool Children (3)

Theories and application of speech and language development and reading readiness. Develops an awareness of various communication methods.

72 Preschool Play and Socialization (3)

History, theory and application of principles of play actions in relation to the socialization process of child development. Includes dramatic play and make believe creative expression, construction, movement and indoor and outdoor activities, criteria and suggestions for physical facilities, equipment and supplies for these activities.

74 Nursery School First Aid, Safety and Health (3)

Students will earn a standard and advanced Red Cross certificate in addition to learning Cal-OSHA (California Occupational Safety and Health Act) safety requirements for nursery schools. Also included are personal and community health principles,

nutrition, exercise, rest, fresh air, prevention of disease and injury. Drug, tobacco and alcohol problems will be studied.

HOME ECONOMICS FOOD SERVICE (HEFS)

50 Introduction to Food Service

2 hours lecture and 3 hours laboratory.

Covers career opportunities, job descriptions, laws, equipment and tools, measuring and weighing techniques. Service areas, basic principles of food preparation and nutrition. Prerequisite to entering a degree program. May be challenged by manipulative and written exam. for those with food service experience.

62 Sanitation, Safety and Equipment (3)

3 hours lecture

A survey of personal cleanliness; sanitary practices in food preparation; cause, control, and investigation of illnesses caused by food contamination; dishwashing, storage, and refrigeration; sanitation of kitchen and equipment; cleansing materials; garbage and refuse disposal; safety precautions and training for accident prevention. Proper sanitation of equipment and development of techniques to keep equipment in good repair.

70 Type "A" Menu Planning (2)

1 hour lecture and 3 hours laboratory.

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.

74 Food Service Orientation & Work Organization (3)

2 hours lecture and 3 hours laboratory.

This course gives orientation to State School Food Service Certification Schedule & Procedures, and to local school district policies and procedures. Lecture, demonstrations, and lab experiments on principles of motion economy as related to the use of the human body and work place. Application of work simplification procedures to school purchasing, receiving, storage, preparation and service areas.

81 Nutrition for School Food Service (2)

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.

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

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
Art	3A	Basic Design/Color	3
HEC	24	Perspective, Shades & Shadows	2
HEC	25	Arch. Print Reading & Drafting	3
BuDE	55	Retail Merchandising	3
HEC	23	Textiles: Fibers & Fabrics	3
HEC	3	Household Maintenance & Equip- ment	2
HEC	21	Design of Interiors	3
HEC	1	Consumer Survival	3
HEC	26	Upholstery	2
HEC	27	Slip Covering	2
HEC	28	Drapery & Curtains	2
WEV	95	Work Experience-Vocational	6
Department Subtotal			34
Elective Subtotal			11
See C.O.D. General Education Requirements			
General Education Subtotal			15
<u>DEGREE TOTAL</u>			60

Advisor: Roberts

Preparation for Employment and Certificate Program
in CUSTOM SEWING AND ALTERATIONS

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
HEC	51	Wardrobe & Fashion Coord.	2
HEC	42	Advanced Clothing Construction	2
HEC	43	Women's & Girls' Stretch Knits	2
HEC	44	Men's & Boys' Stretch Knits	2
HEC	45	Custom Tailoring	2
HEC	46	Fashion Design - Flat Pattern	2
HEC	47	Fashion Design - Draping	2
HEC	55	Alterations	2
HEC	50	Sewing on Special Fabrics	2
BuDE	55	Retail Merchandising	3
HEC	58	Power Sewing Skills	2
HEC	23	Textiles: Fibers & Fabrics	3
CWEV	95	Vocational Work Experience	1
HEC	56	Theater Costuming	1
Department Subtotals			27
Total Units Required for Certificate			27

Advisor: Mrs. Roberts

Preparation for Employment and Certificate Program
in HOME ECONOMICS - EARLY CHILDHOOD EDUCATION

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
HPR	60	Marriage & Family	3
HPR	61	Child Development	3
Total Units			5

Choose two of the following:

HPR	71-A	Preschool Art	3
HPR	71-B	Preschool Sensory-Motor	3
HPR	71-C	Preschool Music	3
HPR	71-D	Preschool Science	3

*Teacher Certificate Total

HPR	70	Nursery School Administration	3
Director's Certificate Total			15

*Note: This certificate for public and private nursery school personnel is required by State Health Department.

Advisor: Mrs. Roberts

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

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
HEPR	60	Marriage & Family	3
HEPR	61	Child Development	3
HEPR	62	PreSchool Learning: Methods and Materials	3
HEPR	66	Parent Education - Observation Participation	2
HEPR		PreSchool Art	3
HEPR	71A	PreSchool Art	3
HEPR	71B	PreSchool Sensorimotor	3
HEPR	71C	PreSchool Music	3
HEPR	71D	PreSchool Science	3
HEPR	71E	PreSchool Language Arts	3
HEPR	72	Play & Socialization	3
HEPR	74	First Aid, Safety & Community Health	3
WEV	95	Work Experience - Vocational	8
Department Subtotal			40
Elective Subtotal			5
See C.O.D. General Education Requirements			
General Education Subtotal			15
<u>DEGREE TOTAL</u>			60

Advisor: Roberts

Preparation for Employment and Occupational A.A.
Degree Program in Fashion Design

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
HEC	51	Wardrobe Fashion Coordination	2
HEC	39	Historic Costume	3
HEC	38	Fashion Illustration	2
HEC	42	Advance Clothing Construction	2
HEC	45	Custom Tailoring	2
HEC	50	Sewing on Special Fabrics	2
HEC	58	Power Sewing Skills	2
HEC	46	Fashion Design-Flat Pattern	2
HEC	56	Theatre Costuming	3
HEC	23	Textiles: Fibers & Fabrics	3
WEV	95	Work Experience -Vocational	4
Department Subtotal			27
Elective Subtotal			18
See C.O.D. General Education Requirements			
General Education Subtotal			15
<u>DEGREE TOTAL</u>			60

Advisor: Roberts

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

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
HEC	1	Consumer Survival	3
HEC	11	Foods & Nutrition	3
HEC	12	Meal Management Hospitality	3
HEC	21	Design of Interiors	2
HEC	40	Beginning Clothing Construction	2
HPR	60	Marriage & Family	3
HPR	61	Child Development	3
Department Subtotal			19
See C.O.D. General Education Requirements			
General Education Subtotal			40
<u>DEGREE TOTAL</u>			60

Advisor: Ms. Brunning

Preparation for Employment and Occupational A.A.
Degree Program in FASHION MERCHANDISING

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
BuDE	55	Retail Merchandising	3
BuDE	25	Advertising	3
Math	53	Fundamentals of Mathematics	3
HEC	36	Intro. to Fashion Careers	2
HEC	51	Wardrobe & Fashion Coordinating	2
HEC	39	Historic Costume	3
HEC	23	Textiles: Fibers & Fabrics	3
HEC	38	Fashion Illustration	2
CWEV	95	Vocational Work Experience	4
Department Subtotal			27
Elective Subtotal			18
See C.O.D. General Education Requirements, p. 32			
General Education Subtotal			15
<u>DEGREE TOTAL</u>			60

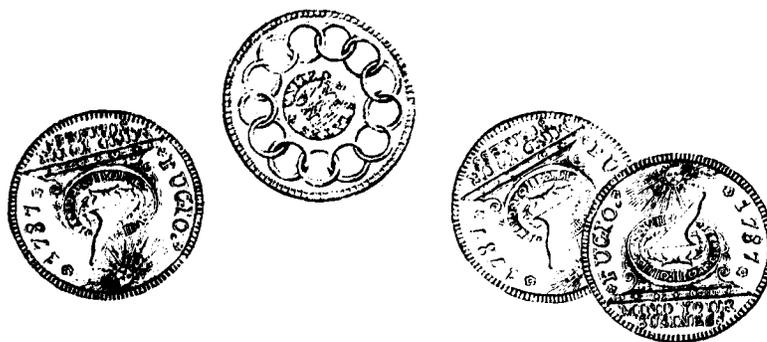
Advisor: Mrs. Roberts

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

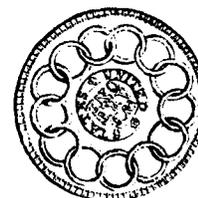
Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
HEC	1	Consumer Survival	3
HEC	3	Household Maintenance & Equip- ment	3
HEC	11	Foods and Nutrition	3
HEC	12	Meal Management & Hospitality	3
HEC	21	Design of Interiors	2
HEC	40	Beginning Clothing Construc- tion	2
HEPR	60	Marriage & Family	3
HEPR	61	Child Development	3
Department Subtotal			21
Elective Subtotal			24
See C.O.D. General Education Requirements			
General Education Subtotal			15
<u>DEGREE TOTAL</u>			60

Advisor: Brunning



HOTEL AND MOTEL MANAGEMENT



HOTEL AND MOTEL MANAGEMENT

College of the Desert offers courses in the Hotel and Motel Management field that will count toward a certificate or Associate of Arts degree. These courses are designed for students that plan to transfer to a four-year institution, gain employment in the Hotel-Motel field, or as a refresher for those currently employed in some area of Hotel-Motel Management.

COURSES OF INSTRUCTION

HOTEL-MOTEL (HM)

50 Introduction to Hotel and Motel Operation (1)

An orientation to the hospitality industry, its size and scope, career opportunities, the nature of the market served, kinds of establishments and how these are organized and managed.

52 Small Hotel and Motel Management (3)

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

54 Supervisory Housekeeping (2)

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

55 Restaurant Management (3)

A course covering the fundamentals of the food service operation. Design, layout, purchasing, receiving and storage, cost controls, and merchandising are areas covered.

56 Hotel and Motel Accounting (3)

A study of the accounting systems used by hotels with a typical chart of accounts. Internal controls used in accounting for revenue. The preparation and interpretation of financial statements and supporting schedules. The preparation of management reports.

61 Hotel and Motel Advertising, Sales and Promotion (3)

Areas to be covered include: Sales and Promotion, Sales Communications, Advertising and Public Relations, and Marketing.

63 Hotel and Motel Operations (3)

A study of responsibility of the motel-hotel or motor inn supervisory and management staff. Emphasis on 'front-of-the-house' aspects in the areas of promotion, advertising, insurance,

labor-management relations, ethics, and legal aspects of hotel operations.

64 Hotel and Motel Personnel Management (3)

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

65 Front Office Procedure and Night Audit

Essential routines of the front office to all other departments of the house. Registration, sales, credit, and emergency procedures are covered. Handling of correspondence relating to reservations and inquiries, rules and regulations. Duties and standards of front office personnel. Ethics and general problems encountered in serving the public. Duties and responsibilities of the night auditor or accounting clerk. Instruction is given in the audit of the guests' accounts and preparation of the transcripts and reports. Continuation of practice in the use of the front office machines.

Preparation for Employment and Certificate Program
in HOTEL/MOTEL MANAGEMENT

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
H/M	50	Introduction to Hotel and Motel Operation	1
H/M	65	Front Office Procedure and Night Audit	3
H/M	54	Supervisory Housekeeping	2
H/M	55	Restaurant Management	3
H/M	56	Hotel/Motel Accounting	3
H/M	61	Hotel/Motel Advertising Sales and Promotion	3
H/M	63	Hotel/Motel Operations	3
H/M	64	Hotel/Motel Personnel	3

TOTAL UNITS 21

Advisor: Pulliam

Preparation for Employment and Occupational A.A.
Degree Program in HOTEL/MOTEL MANAGEMENT

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
H/M	50	Introduction to Hotel and Motel Operation	1
H/M	65	Front Office Procedure and Night Audit	3
H/M	54	Supervisory Housekeeping	2
H/M	55	Restaurant Management	3
H/M	56	Hotel/Motel Accounting	3
H/M	61	Hotel/Motel Advertising Sales and Promotion	3
H/M	63	Hotel/Motel Operations	3
H/M	64	Hotel/Motel Personnel	3

Department Subtotal 21

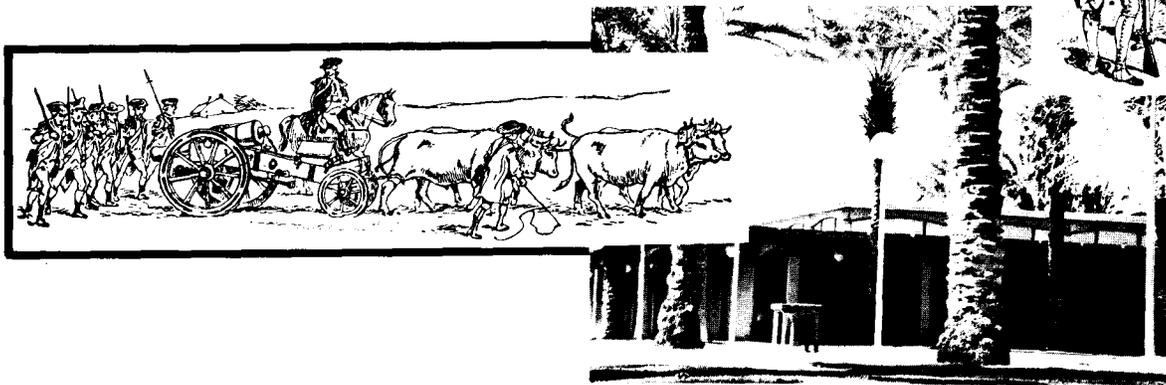
Elective Subtotal 24

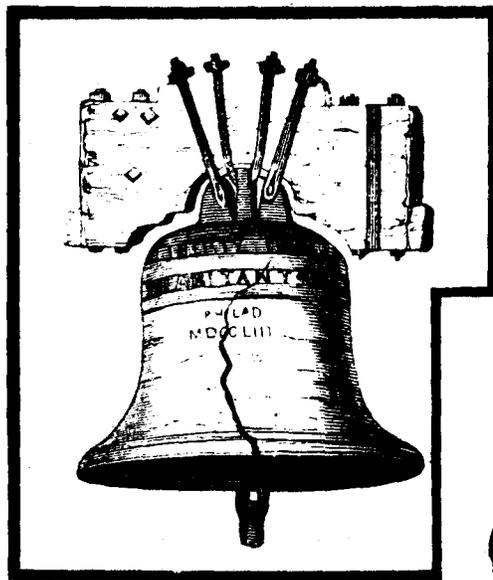
See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 60

Advisor: Pulliam





LAW ENFORCEMENT

LAW ENFORCEMENT

Students desiring careers in Law Enforcement may elect a program of study designed for upper division transfer, or one which is oriented toward job entry with employment at a local, state, or Federal law enforcement agency.

Students intending to transfer to a four-year college should consult that college for specific requirements. Students planning to pursue a career in law enforcement after graduation should include more specialization and emphasis in these courses.

There are certain minimum physical and good moral character requirements for peace officers. Students may obtain more specific information about those requirements from the department staff. Students who are transferring to the College of the Desert from another college must take at least six units of Law Enforcement courses at the College of the Desert, in addition to regular required courses to be eligible for graduation.

Certification and approval of the Law Enforcement curriculum has been received from the California State Commission of Peace Officer Standards and Training.

COURSES OF INSTRUCTION

LAW ENFORCEMENT (LE)

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. Relationships between Federal, state, county, and city administration of criminal justice, law enforcement career opportunities, and career information.

52 Criminal Law (3)

Fieldtrips required.

Prerequisite: Law Enforcement 51.

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 acquired.

Prerequisite: Law Enforcement 51

Rules defining evidence and its admissibility in court actions. Discussion of the relevancy, materiality, and competence of evidence. Examination of the "Hearsay" Rule and the exceptions thereto, opinion evidence, and 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

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. Interrelationships of law enforcement agencies, juvenile laws and procedures.

55 Criminal Investigation (3)

Field trips may be required.

Prerequisite: Law Enforcement 51.

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.

56 Patrol Procedures (3)

Field trips may be required.

Prerequisite: Law Enforcement 51

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

Basic accident investigation, the use of the State Accident Report Form. The principles of "selective" enforcement, parking and intersection control. The basic provisions of the California Vehicle Code governing the operation of motor vehicles, and the responsibilities of the community in traffic control.

58 Juvenile Procedures (3)

Field trips may be required

Prerequisite: Law Enforcement 51

The place of the juvenile in the community, legislation prescribing the special treatment of juveniles, and 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) (Short term)

1½ hours lecture and 1½ hours laboratory.

Prerequisite: Law Enforcement 51

Elementary use of all types of firearms including safety, range techniques, and etiquette. Basic fundamentals of firing with actual use of firearms. Lectures on firearms topics, safety, nomenclature, use, and laws relating to firearms.

60 Defensive Tactics (1) (Short term)

1½ hours lectures and 1½ hours laboratory

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)

3 hours laboratory

Prevention and control of mobs and riots. Behavioral patterns of crowds. Physical and psychological characteristics of riotous groups and individuals within the groups. 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

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

64A-B Police Supervision (3-3)

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

65 Traffic Accident Investigation (3)

The purposes of Traffic Accident Investigation, control of the accident scene, practical methods of investigation, determining the cause, determining speed from skid marks, accident report writing, investigative authority, laws requiring reporting accidents, prosecution of violators, and testifying in court.

66 Constitutional Law for Police (3)

3 hours lecture and seminar per week.

Prerequisite: Law Enforcement 52.

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.

67 Collection and Preservation of Evidence and Crime Scene Recording

Prerequisite: Law Enforcement 55.

Techniques in the collection, preservation, analysis, and interpretation of physical evidence: footprints, tool marks, hair,

blood, fibers, stains, handwriting, explosives, and ballistics. Includes crime scene searches, recording, and photography.

68 Narcotics Control (3)

Laws relating to narcotics and dangerous drugs. Procedures and problems in investigations and control of violations. Identification and effects of narcotics and dangerous drugs. Procedures in case preparation and presentation in court.

69A-B-C-D Advanced Officer's Course (2-2-2-2)

Prerequisite: Completion of the basic course as required by the California Commission on Peace Officer Standards and Training.

Field application of recent legislation and Court Decisions. Techniques of case investigation and reporting, evidence handling and processing. Interpersonal relationships and communications.

70 Introduction to Corrections (3)

Prerequisite: Law Enforcement 51.

Field trips may be required.

An introductory study of the entire field of corrections. The correctional process in probation, institutions, and parole. A survey of corrections careers. Corrections theories.

71 Wildlife Law Enforcement (3)

The development and functions of wildlife law enforcement in the United States and California; the relationship between Federal, state, county, and city law enforcement; an overview of Federal and state wildlife laws and regulations; importance of law enforcement as a management tool in protecting, conserving, and perpetuating the wildlife resources of California. Duties and responsibilities, educational, physical, and professional qualifications of wildlife law enforcement officers. Law enforcement procedures, court systems, fines, and forfeitures. Hunter Safety Programs, public responsibility for wildlife law enforcement, preservation of environment, and the conservation of wildlife. Same as Ag Natural Resources 71. May be taken for credit only once.

72 Peace Officer Arrest Course (2)

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

73 Peace Officer Arrest and Firearms Course (3)

Combines LE 59 Firearms and LE 72 Peace Officer Arrest Course.

77 Criminal Substantive Law (3)

Prerequisite: Law Enforcement 52.

An in-depth study of the substantive laws commonly encountered by the municipal, county, or state police officer or investigator, or other criminal justice employees. The scope of the course includes misdemeanor and felony, violations of the criminal statutes, and will provide an understanding of California codified law, and an overview of case decisions.

Preparation for Employment and Occupational A.A.
Degree in LAW ENFORCEMENT

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
LE	51	Introduction to Law Enforcement	3
LE	52	Criminal Law	3
LE	53	Criminal Evidence	3
LE	54	Administration of Justice	3
LE	63	Police-Community Relations	3
<u>ELECTIVES</u>			
LE	55	Criminal Investigation	3
LE	56	Patrol Procedures	3
LE	57	Traffic Control	3
LE	58	Juvenile Procedures	3
LE	59	Firearms	1
LE	60	Defensive Tactics	1
LE	64A&B	Supervisory Personnel Development (2 semesters, 3 units ea)	3
LE	65	Traffic Accident Investigation	3
LE	66	Constitutional Law for Police	3
LE	67	Collection/Preservation of Evidence & Crime Scene Recording	3
LE	68	Narcotic Control	3
LE	70	Introduction to Correction	3
LE	71	Wildlife Law Enforcement	3
LE	77	Criminal Substantive Law	3
Department Subtotal			20
Elective Subtotal			25
See C.O.D. General Education Requirements			
General Education Subtotal			15
<u>DEGREE TOTAL</u>			60

Advisor: Mills

Preparation for Employment and Certificate Program
in LAW ENFORCEMENT

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
LE	51	Introduction to Law Enforcement	3
LE	52	Criminal Law	3
LE	53	Criminal Evidence	3
LE	54	Administration of Justice	3
LE	55	Criminal Investigation	3
LE	56	Patrol Procedures	3
LE	57	Traffic Control	3
LE	58	Juvenile Procedures	3
LE	59	Firearms	1
LE	60	Defensive Tactics	1
LE	63	Police-Community Relations	3
First Aid Course (card acceptable but no units allowed)			

Students desiring careers in LAW ENFORCEMENT may elect the above job entry-oriented program for possible employment with a local, state, or federal law enforcement agency. There are certain minimum physical and good moral character requirements for peace officers. Students may obtain additional information from the Law Enforcement staff.

TOTAL UNITS (with Department Chairperson's approval) 27-29

Advisor: Mills

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

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
LE	51	Introduction to Law Enforcement	3
LE	52	Criminal Law	3
LE	53	Criminal Evidence	3
LE	54	Administration of Justice	3
LE	63	Police-Community Relations	3
<u>ELECTIVES</u>			
LE	55	Criminal Investigation	3
LE	56	Patrol Procedures	3
LE	57	Traffic Control	3
LE	58	Juvenile Procedures	3
LE	59	Firearms	1
LE	60	Defensive Tactics	1
LE	64A&B	Supervisory Personnel Development (2 semesters, 3 units ea)	3
LE	65	Traffic Accident Investigation	3
LE	66	Constitutional Law for Police	3
LE	67	Collection/Preservation of Evidence & Crime Scene Recording	3
LE	68	Narcotic Control	3
LE	70	Introduction to Correction	3
LE	77	Criminal Substantive Law	3
Department Subtotal			20
See C.O.D. General Education Requirements			
General Education Subtotal			40
<u>DEGREE TOTAL</u>			60

Advisor: Mills



**LEARNING
RESOURCES**

LEARNING RESOURCES (LR)

COURSES OF INSTRUCTION

LEARNING RESOURCES (LR)

1 Reading Improvement (Speed Reading) (2)

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.

2 Critical Reading (2)

Prerequisite: Successful completion of LR 1 Reading Improvement.

A program for those students who achieved college level reading in Reading Improvement but who wish to improve critical reading of difficult material.

11 Teaching Children to Read

A course designed to provide information about teaching of reading. The course includes instruction in teaching phonics, word analysis, vocabulary and comprehension. A survey of reading methods will be included with extensive instruction in the understanding and use of the language experience approach. A second aspect of the course will be that each person will receive practical experience by working with a school-age child on an individual basis. Parents who take the course are encouraged to work with their own children in a tutoring situation.

50 Reading Techniques (3)

3 hours lecture and training plus 2 or more hours laboratory.

A course designed for those students who need improvement in reading competence. Admittance on the basis of diagnostic test. Required for students enrolled in the Probationary Entrance Program.

53 Fundamentals of Mathematics (3)

3 hours lecture and 2 hours 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. Same as Mathematics 53. May be taken for credit only once.

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 and study habits. Teaching machines and programmed texts used exclusively.

LIBRARY SCIENCE (LS)

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 (LT)

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, and 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 hour 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.

57 Library Work Experience (2-3)

1 hour lecture and 3 or 6 hours laboratory, depending upon units attempted.

Prerequisite: Library Technology 56.

A seminar for library technician majors assigned to supervised work experience. Designed to relate to the student's work experience and library problems.

Preparation for Employment and Certificate Program
in LIBRARY TECHNOLOGY

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
LT	51	Introduction to Library Service	2
LT	52	Library Circulation Procedures	2
LT	53	Reference Services & Materials	2
LT	54	Library Order Work	2
LT	55	Library Clerical Techniques	2
LT	56	Audio-Visual Clerical Techniques	2
LT	57	Library Work Experience	3

TOTAL UNITS

15

Advisor: Walthall

Preparation for Employment and Occupational A.A.
Degree Program in LIBRARY TECHNOLOGY

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
LT	51	Introduction to Library Service	2
BuSS	50B	Intermediate Typewriting	2
SE		Reading (one course)	2
LT	52	Library Circulation Procedures	2
LT	53	Reference Services & Materials	2
BuOP	64	Records Management	2
Sp		Speech (one course)	3
LT	54	Library Order Work	2
LT	55	Library Clerical Techniques	2
Psy	1	General Psychology	3
LT	56	Audio-visual Clerical Techniques	2
LT	57	Library Work Experience	2
BuAc	73	Fundamentals of Data Processing	3
HE	1	Personal and Community Health	2

Electives

9

Department Subtotal

40

Elective Subtotal

5

See C.O.D. General Education Requirements

General Education Subtotal

15

DEGREE TOTAL

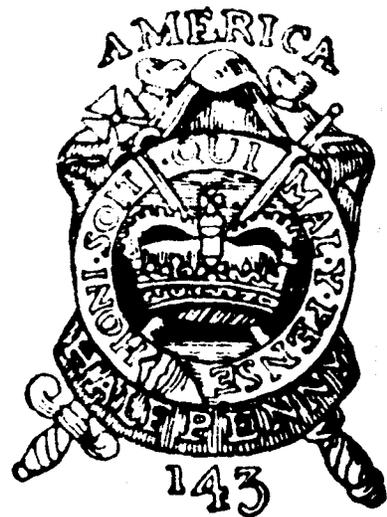
60

Advisor: Walthall





MATHEMATICS



MATHEMATICS

Courses and course sequences in this department are designed to offer the student the mathematics preparation necessary for: (a) general knowledge, (b) occupational requirements, and (c) transfer prerequisites.

The full complement of mathematics coursework includes offerings geared to the varying needs of individuals as follows:

1. Advanced lower division coursework such as calculus and differential equations for the engineering and science student.
2. Standard lower division coursework, such as intermediate algebra, college algebra, and trigonometry for individuals transferring to senior institutions or who need the knowledge in their occupations.
3. Specialized coursework, such as mathematics for elementary teachers, statistical methods, technical mathematics for those who are required to have such specific work.
4. Survey coursework, such as the introduction to mathematics offering for liberal arts students.
5. Basic coursework, such as mathematics fundamentals, elementary algebra, and plane geometry for any student who needs or wants it.

COURSES OF INSTRUCTION

MATHEMATICS (Math)

1A Calculus with Analytic Geometry (4)

Prerequisite: Four years of high school mathematics, including trigonometry, with minimum grade of B in the fourth year, or Math 12 with a minimum grade of C.

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

1B Calculus with Analytic Geometry (4)

Prerequisite: Math 1A with a minimum grade of C.

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

2A Calculus with Analytic Geometry (4)

Prerequisite: Math 1B with a minimum grade of C.

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

2C Ordinary Differential Equations (3)

Prerequisite: Math 2A with a minimum grade of C.

Differential equations of first, second and higher order; simultaneous, linear, homogeneous equations; solutions by power series; Laplace Transform; applications.

3 Introduction to Mathematics (3)

Prerequisite: Two years of high school mathematics or equivalent.

Designed for liberal arts students. Introduction to history of mathematics, famous mathematicians, other number systems, logic, and the relationship of mathematics to the fields of music, art, astronomy, philosophy, etc. Students work problems and are exposed to ideas in mathematics they have not previously encountered.

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 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 (3)

Prerequisites: Plane geometry and 14 years of high school algebra or Math 5L.

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

6 Calculus for Engineering Technology (3)

Prerequisites: Math 5, Math 10.

An introductory course in calculus for the engineering technologist. The calculus is treated as a tool useful in engineering practice. The course is presented with the aim of making calculus interesting, understandable, and of effecting its rapid use in engineering subjects, finally reaching an appreciation of its broad scope. Rigorous and general proofs are avoided when possible and an exhaustive treatment of the exceptional case is omitted.

10 College Algebra (3)

Prerequisite: 1½ years of high school algebra.

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

12 Advanced College Algebra and Trigonometry (4)

Prerequisites: Math 10 with a minimum grade of C, or 4 years of high school mathematics including trigonometry with a minimum average of C in the four years.

A rigorous pre-calculus course including the analysis of polynomial, logarithmic, exponential, and trigonometric functions and their graphs.

20 Mathematics for Business Analysis (3)

Course includes compound statements, probability theory, vectors, and matrices with applications to Markov chains; linear programming, theory of games and finite difference.

30A-B Mathematics for Elementary Teachers (3-3)

Prerequisites: High school algebra and geometry. Math 30A is prerequisite to Math 30B.

Designed for the elementary education major. Includes elementary number theory, congruences, whole numbers, rational numbers, irrational numbers, introduction to logic, algorithms, four fundamental operations of arithmetic. Also involves the real number system, measurement of geometric figures, and probability.

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 equations. 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

Fundamental of plane geometry developed by both inductive and deductive processes.

53 Fundamentals of Mathematics (3)

3 hours lecture and 2 hours 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. Same as Learning Resources 53. May be taken for credit only once.

55 Technical Mathematics (3)

3 hours lecture and 1 hour laboratory.

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

56 Introductory Technical Mathematics for Electronics (2)

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

70 Metric System (1)

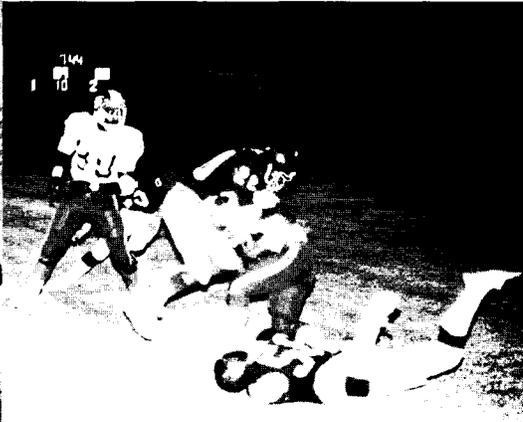
Course includes a brief history of measurement, emphasizes prefixes, abbreviations, and basic metric units; linear, mass, weight, and volume calculations. Covers changing from one metric unit to another.

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

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
Math	1A	Calculus w/Analytic Geometry	4
Math	1B	Calculus w/Analytic Geometry	4
Math	2A	Calculus w/Analytic Geometry	4
Math	2C	Ordinary Differential Equations	3
Phy	4A	Engineering Physics	5
Phy	4B	Engineering Physics	5
Phy	5	Computer Programming I	3
Engr	4	Descriptive Geometry (Recommended)	2
Department Subtotal			28
See C.O.D. General Education Requirements			
General Education Subtotal			32
<u>DEGREE TOTAL</u>			60

Advisor: Wachter





MUSIC

The Music Department curriculum is primarily directed toward the transfer major since the principal utilization of these courses is by these students. The department's offerings divide themselves into three categories:

1. Required and elective courses for the music major.
2. Music performance organizations open to both major and non-major.
3. Humanities courses primarily directed to the non-major.

Persons planning to major in music should confer with an adviser within the department before selecting courses toward that major.

COURSES OF INSTRUCTION

MUSIC (Mus)

1A-B-C-D Musicianship (3-3-3-3)

3 hours lecture and 2 hours additional laboratory.
Prerequisite: Concurrent enrollment in 2A-B-C-D.

Ear training, sight singing, diction, and keyboard harmony correlated with corresponding course 2 A-B-C-D.

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 and modulations.

4 Counterpoint (3)

Prerequisites: Mus 1A-B, 2A-B.

Writing of tonal counterpoint is the goal of this course. The student will complete original examples of 2- and 3-part counterpoint. Analytical work includes the study of contrapuntal music of various stylistic periods.

9 Introduction to Contemporary Music (3)

A study of the development of compositional techniques from late nineteenth century to present through the study of representative master works.

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.

11A-B Survey of Music Literature (3-3)

Designed for the music major. The study of representative musical masterworks and their background. Attendance at 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.

14 Survey of Opera (2)

A critical study of representative operas, selection to be made from works being performed locally, on radio and television.

18 Introduction to Art and Music (2)

Prerequisite: Must be taken concurrently with Art 18.

Introduction to Art and Music is an investigation of elements and ideas that are common to both disciplines. Comparative studies of organizational factors, styles and major movements will be made. This course must be taken concurrently with Art 18.

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.

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.

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.

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.

25 Class Percussion (1)

1 hour lecture and 1 hour laboratory.

Fundamentals of snare drum technique and basics of counting. Designed for non-music majors with no background in reading music and the playing of percussion instruments.

28 Piano Ensemble (1)

1 hour lecture and 1 hour laboratory.

Prerequisite: Demonstrated piano proficiency.

Designed to provide ensemble training for pianists. Public performance in student recital each semester. Repertoire to include literature from all periods written for two pianos, one piano four hands, two pianos eight hands, and piano concertos.

29 Collegium Musicum (1)

4 hours laboratory.

Advanced training in selection, preparation, and performance of vocal and instrumental ensemble music of different style periods, with emphasis on historically correct performance practices. A maximum of 4 units may be applied toward the A. A. degree.

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.

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 performance 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.

33A-B-C-D Symphonic 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.

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

4 hours rehearsal each week.

Prerequisite: Vocal and reading ability.

Study and performance of music literature for small vocal ensembles; rehearsals and public performances required.

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

Brass Ensemble (1-1-1-1)

Woodwind Ensemble (1-1-1-1)

Studio Group (1-1-1-1)

4 hours rehearsal each week.

Prerequisites: Ability to perform on one or more instruments.

The development of musicianship through the performance of music in the popular and jazz medium. Public performance required.

36A-B-C-D Opera Workshop (2-2-2-2)

6 hours laboratory.

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.

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

4 hours rehearsal each week.

Prerequisites: Ability to perform on one or more instruments.

Development of musicianship through the performance of music of various periods and styles. Public performance required.

38A-B-C-D Guitar Ensemble (1-1-1-1)

3 hours laboratory.

Concurrent enrollment in Guitar Performance. Experience in performing music for multiple guitars, both original music as well as transcriptions; working under a conductor in an ensemble situation; interpretation and performance practices in music for the classical guitar. Open to persons with a background in classical techniques on guitar.

39A-B-C-D Class Guitar (1-1-1-1)

2 hours laboratory.

Fundamentals of guitar technique, with emphasis on right and left hand positioning, fingering and control. Musical examples from the classical repertoire as well as popular song accompaniment will be covered.

40-48 A-B-C-D Music Performance (2 units each course)

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

47 Voice

41 Piano

48 Guitar

42 Strings

43 Woodwinds

44 Brasses

45 Percussion

46 Organ

Concurrent enrollment in Music 61A,B,C, or D Accompanying.

b. Minimum of one-half hour laboratory each week predicated upon a minimum of 5 hours practice.

c. Jury examination at the end of the semester involving the student and the music staff of College of the Desert.

d. Attendance at on-campus concerts.

50 Piano Pedagogy (2)

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

51A-B-C-D Arranging (2-2-2-2)

Scoring for vocal and instrumental groups of all types.

52A-B Church Music (2-2)

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

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.

61A-B-C-D Accompanying (2-2-2-2)

2 hours lecture and 2 hours laboratory.

Prerequisite: Audition.

The study and performance of piano accompaniments for instrumentalists, vocalists, and ensembles. Participation in rehearsals, recitals, juries, and concerts required.

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

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
Mus	1A-B-C-D	Musicianship	12
Mus	2A-B-C-D	Harmony	8
Mus	4	Counterpoint	3
Mus	11-A-B	Survey of Music Literature	6
Mus	40-48	Music Performance	8
	A-B-C-D	(one course chosen from elected performance area)	

Four units of Performance Organization chosen
from the following courses:

Mus	29, 30-35		4
	A-B-C-D		
Mus	61 A-B-C-D*	Piano Accompanying	8

*For keyboard majors only

Department Subtotal			41
			*(44)

See C.O.D. General Education Requirements

General Education Subtotal			40
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<u>DEGREE TOTAL</u>			76
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Advisor: Norman



NURSING AND ALLIED HEALTH

NURSING AND ALLIED HEALTH

The Department of Nursing offers two programs in nursing leading to eligibility for licensure. These programs are conducted in local hospitals, community agencies and on the College of the Desert campus.

The Associate in Arts Nursing Program is designed for completion within four semesters and will qualify the student 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 transfer to College of the Desert from other nursing programs will present transcripts for evaluation and later placement by the Admission and Screening Committee on a space available basis.

Licensed Vocational Nurses currently licensed in the State of California may receive one year of credit toward the Associate in Arts degree in Nursing by successful challenge. They will be placed in the third semester of the program by the Admission and Screening Committee on a space available basis. All other general education and science requirements for an Associate in Arts degree in Nursing must be met.

Diploma Nurses currently registered in the State of California may receive 30 units of Nursing credit and complete 30 units of general education requirements (with a minimum of 12 units in residency at College of the Desert) or an Associate in Arts degree in Nursing.

A nurse registered in another state or country may be eligible to fulfill deficiencies through challenge examinations by special arrangements, in order to qualify for the State Board Test Pool examination for licensure as an R.N. in the State of California. These challenge examinations may also be taken for self-evaluation for any Registered Nurse, by special arrangements with an advisor in the Nursing Department.

ASSOCIATE DEGREE NURSING PROGRAM PHILOSOPHY

The Associate Degree Nursing Program functions within the philosophical framework of College of the Desert.

We, the Faculty, believe that learning is the individual, essentially self-paced activity of the learner interacting with the total environment. Utilization of educational principles and problem solving process result in a change of behavior in the learner. The teacher acts as motivator, facilitator and resource person using a theoretical balance between humanistic and behavioral principles throughout the teaching-learning process.

We believe that nursing is a process, and in utilizing this process, nurses associate with individuals to achieve and maintain an optimal level of wellness throughout the life span. The role of the practitioner is rapidly changing as nursing emerges as a profession concerned with the health consumer in a variety of settings and situations.

We believe that nursing education provides for upward and lateral mobility. Through providing client centered care, the student becomes competent in the skills necessary for the use of the nursing process. Associate degree education in the community college prepares the technical nurse practitioner to use the nursing process in giving health care to clients. The technical nurse functions in diverse community health agencies, but primarily in acute and long term care facilities. A balance of general education and nursing courses increases the depth and broadens the scope of knowledge required for assuring quality health care delivery.

ASSOCIATE DEGREE NURSING PROGRAM OBJECTIVES

At the completion of the program the student will:

Assess significant and subtle changes in appearance and behavior of the client and act on these to promote optimal wellness and/or provide comfort and dignity.

Demonstrate the use of authoritative sources of information in selecting scientific principles for planning, implementing and evaluating nursing care to assure quality of health care delivery.

Demonstrate the utilization of intra-agency and community resources for meeting health needs of the client.

Interact with members of the health team to mutually plan for the physical and psychosocial needs of the client.

Administer medications and treatments with competency to promote and maximize anticipated therapeutic results and to minimize untoward effects.

Manipulate medications and treatments with competency to promote and maximize anticipated therapeutic results and to minimize untoward effects.

Manipulate the environment to promote the safety and comfort of the client.

Teach clients and their families to manage their health and maximize their quality of life.

Practice as a health consumer advocate within the statute of limitations of the California Nurse Practice Act.

Seek and take active part in continuing education for professional and personal growth.

Define and describe the heritage and future trends of the nursing profession related to professional standards and self goals.

PHILOSOPHY OF VOCATIONAL NURSING PROGRAM

The Vocational Nursing Program functions within the framework of College of the Desert; and as a beginning segment of the career ladder in nursing.

We, the Faculty, believe Vocational Nurses are an essential part of the Health Care team in this community. We believe the Health Organizations of our community should share in education Vocational Nursing students as potential employees.

We believe that learning is an activity of the learner, that the learning rate varies with the individual, and that material learned progresses from the simple to the complex.

We believe the graduate would be prepared to function as a member of the Health Care team, in a variety of situations concerned primarily with quality patient care.

OBJECTIVES OF VOCATIONAL NURSING PROGRAM

At the completion of the program the graduate will:

1. Make nursing assessments of the patient and report and record this information.
2. Use Appropriate sources of information in planning and evaluating nursing care of the patient.
3. Utilize community resources for meeting health needs of the patient.
4. Function as a member of the Health Care team in meeting the needs of the patient.
5. Administer medications and treatments with understanding of therapeutic results.
6. Recognize situations which constitute a potential danger in the nursing environment and eliminate or minimize the hazard.
7. Use opportunities for health teaching to patients and their families.
8. Seek continued professional and personal growth as a nurse and as a citizen.

MEDICAL ASSISTING PROGRAM

This program is a cluster of Medical Assisting Occupations including all of the following:

Nursing Assistant
Community Health Assistant
Hospital Dietary Assistant
Hospital Unit Secretary
Lab Assistant
Operating Room Technician
E.K.G. Technician
X-Ray Assistant
Doctors Office Nurse

Students may enter the program at any time during the semester depending upon their skills and experience, and stop at any point where they may obtain employment in the occupation of their choice.

After the initial semester training in basic nursing procedures, communication skills, and hospital ethics, students are placed in a specialized department of the hospital to work with hospital personnel. This cooperation between the hospitals and College of the Desert is essential for the success of the program.

A Certificate of Completion is awarded upon the satisfactory completion of any aspect of the program and the area of specialty recorded. An Associate in Arts degree is available but not required in Medical Assisting.

EMERGENCY MEDICAL TECHNICIAN

The Emergency Medical Technician Program prepares individuals to recognize illnesses and injury symptoms and to provide legal permissible emergency treatment set forth by the standards of the State Department of Public Health.

Curriculum consists of classroom instruction, demonstrations, practical drills, and written examination. Emergency room observation and training are required as well as emergency ambulance or rescue unit calls.

Upon completion of the program the student will receive a certificate that is valid for two years and which meets the requirements of the State Department of Health for emergency care.

This program meets all criteria of the State Department of Public Health for the Emergency Medical Technician I.

REGISTERED NURSING (N)

5 Nursing Fundamentals I (4)

4 hours lecture

Prerequisites: Acceptance into Nursing Program; Chem 4 Biorganic Chemistry or High School Chemistry.

Introduces the student to basic nursing concepts including communication and observation skills, hygienic care, medical and surgical asepsis and administration of medications. Prenatal care and normal growth and development from birth through senescence is included in this course.

5L Nursing Fundamentals I Lab (5)

15 hours laboratory

Prerequisites: Acceptance into Nursing Program; Chem 4 Biorganic Chemistry or High School Chemistry.

Laboratory experiences include communication and observation skills, hygienic care, medical and surgical asepsis and administration of medications. Antepartal and newborn nurse care as practices in local hospitals and physicians' offices. Care of preschooler is observed in nursery schools.

6 Nursing Fundamentals II (4)

4 hours lecture

Prerequisites: Nursing 5, Nursing 5L, and Biology 22A.

Concepts from previous courses are applied to patients with selected health problems such as diabetes, heart, respiratory, gastrointestinal diseases, and fluid and electrolyte disturbances. Pre and post-operative nursing care, and the needs of the patient in a crisis situation are introduced in this course.

6L Nursing Fundamentals II Lab (5)

15 hours laboratory

Prerequisites: Nursing 5, Nursing 5L, and Biology 22A.

All appropriate community resources including general hospitals are utilized for the clinical experiences relating to the nursing care of patients with diabetes, heart, respiratory, gastrointestinal diseases and fluid and electrolyte disturbances. Pre and post-operative nursing care and the care of the patient in a crisis situation are included in the clinical setting.

7 Nursing Fundamentals III (5)

5 hours lecture

Prerequisites: Nursing 6, Nursing 6L, Biology 22A and Biology 22B (or Nursing 4)

Building on previous courses, the student is presented with additional health problems such as cancer urological,

orthopedic, and neurological diseases, and learns the modifications in nursing care required to meet the unique needs of the mentally ill, maternity patient and the neonate. Legal aspects of nursing, nursing law and numerous occupational fields of nursing practice are explored.

7L Nursing Fundamentals III Lab (5)

15 hours laboratory.

Prerequisites: Nursing 6, and Nursing 6L, Biology 22A and 22B (or Nursing 4).

Nursing care of patients with cancer, urological, orthopedic, neurological diseases, and mental illness is practiced in the appropriate clinical facility including acute care facilities. On the maternity ward, nursing care of the maternity patient and the neonate are practiced.

8 Nursing Fundamentals IV (4)

4 hours lecture

Prerequisites: Nursing 7, Nursing 7L, and Biology 15.

Involves the application of previously learned concepts to patients with more complex and critical conditions including cardiac, respiratory, endocrine problems and emergency situations. Care of the aged patient and those with selected sensory problems are presented in this course. The student is introduced to community health nursing and to the leadership role of the nurse.

8L Nursing Fundamentals IV Lab (5)

15 hours laboratory.

Prerequisites: Nursing 7, Nursing 7L, and Biology 15.

Clinical experience is given in the specialty areas of the acute hospital, extended care and rehabilitation facilities, and community health agencies to allow the student to care for patients with cardiac, respiratory, endocrine problems, and emergency situations. Care of the aged patient and those with selected sensory problems are practiced in this course. Team leading experience is also practiced. Community health nursing is observed in various agencies.

20 Introduction to Audiology (3)

Introduces the student to the field of audiology and the problems encountered by the hearing handicapped and partially fulfills the state requirements necessary for registration as a school audiometrist.

21 Hearing Conversation (3)

familiarizes the students with legislation governing hearing testing in schools and industry and offers supervised practice in performing hearing tests.

50AB Spanish for the Allied Medical Professions (2)

2 hours lecture and 1 hour laboratory.

Concentration on basic structures and vocabulary skills pertinent to the familiarization and mastery of useful expressions, questions, and directions for allied medical personnel. In order to facilitate communication with Spanish speaking patients and/or their relatives. Classroom instruction will be adjusted and oriented to suit the particular needs of the individual students and will be reinforced by practical field trips. Same as Spanish 50AB. May be taken for credit only once.

52 Pharmacology for Nurses (2)

Prerequisite: R.N. or L.V.N.

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, drug legislation, and the administration of medications.

65 Electrical Safety for Nurses (2)

Includes explanations of physiological monitoring systems in use in medical practice. Instruction is offered in basic electrical theory along with electric current processing by monitoring oscilloscopes and test equipment. Emphasis is placed on patient and operator safety. Same as Electronics 60. May be taken for credit only once.

80 Nursing Assistant (4)

2 hours lecture and 6 hours laboratory.

Prerequisite: Consent of 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.

VOCATIONAL NURSING (VN)

1 Vocational Nursing I (18)

10 hours lecture and 24 hours laboratory.

Prerequisite: Admission to VN Program

An introduction to Vocational Nursing, ethics, communicating with patients, and hygienic care of patients. A basic understanding of human anatomy and physiology, dietary needs of people, community resources for health maintenance, and the preparation and administration of oral medications.

2 Vocational Nursing II (18)

10 hours lecture and 24 hours laboratory.

Prerequisite: Vocational Nursing I (VN 1)

Includes the body response to illness, pre and postoperative nursing care, emergency and disaster, and nursing care of patients with diseases of one or more body systems. Nursing care of the mother and/or child, and pharmacology.

3 Vocational Nursing III (10)

10 hours lecture and 24 hours laboratory.

Prerequisite: Vocational Nursing II (VN 2)

This 10 week course includes maintenance of homeostasis, care of patients with cardiac problems, respiratory problems, and crisis intervention. Continuing education, vocational nursing organizations, and occupational fields for nurses are explored

MEDICAL ASSISTING (MA)

61 Medical Terminology (2)

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

63 Medical Insurance Records (3)

A course for those interested in medical office employment. Includes study of all phases of medical insurance Workmen's Compensation, Medi-Cal, Medicare, various groups and individual policies using 1969 Relative Value Studies (updated as information is published. Students will receive instruction in reading policies to determine benefits and completing forms from office records. Same as Business Office Practice 65. May be taken for credit only once.

66 Medical Assisting I (10)

5 hours lecture and 15 hours laboratory.

Prerequisite: Acceptance into Medical Assisting.

Students in this course will learn concepts of medical ethics, communication skills, basic nursing procedures, basic human structure and function, personal hygiene, and diet. Laboratory experiences include care of patients in local hospitals.

67 Medical Assisting II (10)

5 hours lecture and 15 hours laboratory.

Prerequisite: Medical Assisting I (MA 66)

Includes communication skills, hospital organization, basic pharmacology, and principles of diagnostic tests. Clinical experiences are provided in specialty areas in local hospitals: unit secretary, admission, laboratory, X-ray, and operating room.

68 Medical Assisting III (12)

4 hours lecture and 24 hours laboratory.

Prerequisites: Medical Assisting 63,66 and 67; BuSS 50A,57; BuOP 53,65.

The student will function in a specialty area of his-her choice, including operating room, laboratory, x-ray, doctor's office or clinic. Theory presentation includes medical-legal responsibilities, group dynamics, community needs and resources, and special area procedures.

EMERGENCY MEDICAL TECHNICIAN (EMT)

83 Emergency Medical Assistant (2)

8 hours lecture each week for 4 weeks. (Short term course)

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

84 Emergency Medical Technician I (5)

4 hours lecture and 3 hours laboratory.

Covers all techniques of emergency medical care including basic life support measures and extraction of victims from scene of accident. Course contains 72 hours of lecture and 30 hours of supervised instruction in hospital emergency rooms, and 10 hours supervised experience in operational emergency ambulance. Three 4-hour practical field drills are required during the semester. Meets the approval of the California State Department of Health. Students eligible for National Registry exam upon completion.

85 Emergency Medical Technician Refresher Course (2)

A 32-hour refresher course for EMT I personnel for re-certification. Contains information on new EMT information and techniques, and refresher on cardio-pulmonary resuscitation, and emergency room. Final exam required for re-certification.

86 Emergency Medical Technician II Mobile Intensive Care Paramedic (15)

9 hours lecture and 18 hours laboratory.

Prerequisites: EMT 84 and acceptance into program through testing and screening.

Offered with approval of County Health Officer hours to be arranged. Designed to present and provide a supervised practicum in specialized techniques needed for life-threatening emergency care. Emphasis on recognition of signs of imminent death, and performance of appropriate actions required to restore and/or maintain life until medical assistance is available. Includes the transportation aspect of emergency care, from the scene of the accident to a hospital intensive care unit.

EMERGENCY MEDICAL CARE

1 Emergency Medical Care I

2 hours lecture-laboratory.

This course emphasizes illnesses and injuries of an emergency nature and the development of skills with which to give emergency care and providing an overview of life threatening emergencies and the proper technique in rendering care. Use of bandages and splinting techniques, taking and recording vital signs, cardiopulmonary resuscitation, common medical emergencies, drug emergencies, and emergency techniques specific to the desert environment.

Preparation for Employment and Occupational A.A.
Degree Program in REGISTERED NURSING

(Graduates eligible for Licensing Examination
in California)

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Semester Units</u>
N	5	Nursing Fundamentals I	8
N	6	Nursing Fundamentals II	8
N	7	Nursing Fundamentals III	9
N	8	Nursing Fundamentals IV	9
Department Subtotal			34

ELECTIVES

(Other Required Courses)

Bi	22A-B	Anatomy and Physiology	4-5
Bi	15	Microbiology	4
Psy	1	General Psychology	3
Soc	1	Introductory Sociology	3

Elective Subtotal 15

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 64

Advisor: Katz

Preparation for Employment and Certificate Program
in MEDICAL ASSISTING

Medical Cluster of following skills:

Nursing Assistant
Lab Assistant
Surgical Technician
Unit Secretary
Medical Secretary
Doctors Office Assistant
EKG Technician

COURSES REQUIRED: (Specific to objectives with
Advisor)

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Semester Units</u>
MA	66	Medical Assistant I	10
MA	66L	Lab	
MA	67	Medical Assistant II	10
MA	67L	Lab	
MA	68	Medical Assistant III	12
MA	68L	Lab	
MA	61	Medical Terminology	2
N	50A	Medical Spanish	2
BuSS	57 or 68	Machine Transcription	3
BuSS	50A	Beginning Typing	2
BuSS	50B	Intermediate Typing	2
BuOP	64	Records Management	2
BuSS	65	Medical Insurance & Records	3
BuAC	66	Accounting	3
Bi	21A	Anatomy & Physiology	5
Bi	21B	Anatomy & Physiology	5
Psy	33	Personal & Social Adjustment	3
Soc	10	Marriage & Family	3

Dept Subtotal 62

See C.O.D. General Education Requirements

General Education Subtotal 15

DEGREE TOTAL 71

Advisor: Castilleja

REQUIREMENT TESTS: ACT, CMM, NELSON-DENNY

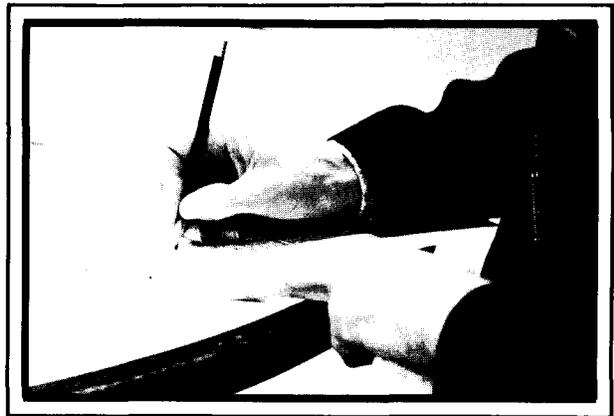
Preparation for Employment and Certificate Program
in VOCATIONAL NURSING

(Graduates eligible for Licensing Examination in
California)

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Semester Units</u>
VN	1	Vocational Nursing I	18
VN	2	Vocational Nursing II	18
VN	3	Vocational Nursing III	10
TOTAL UNITS			46

Advisor: Katz/Kelly





**SCIENCES:
BIOLOGICAL
AND PHYSICAL**



SCIENCES - BIOLOGICAL & PHYSICAL

The Science Department curriculum supplies technical instruction in the basic sciences for the needs of all students. The first two years of the majors in the pure sciences of Chemistry, Biology, Physics, and Geology may be completed as well as the preprofessional courses leading to medicine, pharmacy, dentistry and veterinary medicine. The department offers the basic science instructional needs of the vocational and applied science departments such as Nursing, Engineering, and Architecture. Courses are also offered aimed toward fulfillment of the General Education Requirements in science for the California State University and Colleges systems.

BIOLOGICAL SCIENCES

Students majoring in the biological sciences or pursuing careers in medicine, dentistry, pharmacy, or other allied fields should enroll in and complete Biology 1A, 1B, 3A and 3B to assure transferability. Non-major students who wish to fulfill their science requirements should take a basic science course such as Biology 8 or 13. If Biology 4 is taken, student must also take Biology 4L if intending to transfer.

BIOLOGY (Bi)

1A-B General Biology (4-4)

3 hours lecture and 3 hours laboratory.

Prerequisites: High School Biology suggested, with a minimum grade of C.

A survey of biological functions including: origin of life; chemistry, physics, physiology and structure of the cell; mitosis, differentiation, tissues, organs, organ-systems; integrative mechanisms; reproduction and genetics; adaptation and population biology. An integrated biology course designed primarily for the needs of majors, minors, pre-med, pre-dent, pre-vet, and paramedical students.

3A General Invertebrate Zoology (5)

3 hours lecture and 6 hours laboratory.

Prerequisites: *Biology 1A and 1B. Any college course in Biology with minimum grade of 'C' - Bio 1A and/or 1B preferable*

Introduction to invertebrate zoology, emphasis on identification, classification, morphology, physiology, behaviour, ecology, and phylogenetic development of the invertebrate phyla. Laboratory dissections, experiments, identification and field studies. Designed primarily for major in biology, zoology, botany, pre-veterinary medicine, medicine, and allied fields.

3B General Vertebrate Zoology (5)

3 hours lecture and 6 hours laboratory.

Prerequisites: ~~Biology 1A, 1B~~ and 3A.

Introduction to vertebrate zoology, emphasis on identification, classification, morphology, physiology, behaviour, ecology, and phylogenetic development of the vertebrate classes. Laboratory dissections, experiments, identification and field studies. Designed primarily for biology majors, pre-veterinary medicine, medicine, and allied fields.

4 Elements of Biology (3)

3 hours lecture.

Separate laboratory (Bi 4L) is optional and recommended to meet transfer requirements for General Education.

A course without prerequisites 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. A laboratory 4L is optional.

4L Elements of Biology Laboratory (1)

(Optional)

3 hours laboratory.

Prerequisite: Assumes previous or concurrent enrollment in Biology 4.

Provides supplementary laboratory experience for those having taken Biology 4, and emphasizes practical experiments and techniques in the principles of biology.

5 General Botany (4)

3 hours lecture and 3 hours laboratory.

Prerequisites: Biology 1A and 1B.

A broad survey of diversity in plant structure, function and classification. Emphasis on algae, fungi and flowering plants. The ecology of plants and human needs will be considered. Recommended for biology majors and agriculture plant science majors.

8 Animal Biology (4)

3 hours lecture and 3 hours laboratory.

A study of the impact and relation of other animals on man, their uses, natural history and potential. Considerations include man and insects, parasitology, animal behaviour, breeding and genetics and animal ecology. Meets General Education Requirements.

9 Health Science Survey (2)

An enrichment course for premedical students, centered around guest lectures from the medical community who will present a series of lecture discussions on their expertise (pathology, neurology, endocrinology, cardiology, chemo-therapy, obstetrics, orthopedics, urology and other health fields).

10 Special Studies in Biology (1-3)

5 to 15 hours discussion - laboratory.

Experience in biological-chemical reagent preparation, chemical stockroom procedures, instrumentation techniques, organization and presentation of laboratory procedures.

13 Plant Biology (4)

3 hours lecture and 3 hours laboratory.

An introduction to the evolution of plants, the ecology of plant systems, plant phylogeny, plant identification and plant pathology. Meets General Education requirements.

15 General Microbiology (4)

3 hours lecture 3 hours laboratory.

Prerequisites: Ch 4, (or 1 full year high school chemistry within past 3 years with grade of C or better).

An introduction to the study of microorganisms emphasizing an appreciation and understanding of microbial life. The course is designed to develop a practical knowledge of the principles of microbiology. Laboratory emphasis is directed toward the development of techniques and skills used to culture, propagate, and identify microorganisms. Recommended for those students interested in the health sciences.

16 General Microbiology Supplemental Lab (1)

3 hours laboratory.

Prerequisite: General Microbiology 15.

The Supplemental Microbiology Laboratory is designed to further develop depth of understanding and laboratory skills established in General Microbiology 15. Emphasis is placed on medical microbiology.

18 Introduction to Immunology (3)

Prerequisites: Biology 4, 4L and Chemistry 4 strongly recommended.

A study of basic principles, problems and theories concerning the immunological behaviour of man; includes modes of infection, the disease state and the immune response. This course is designed for the Vocational Health Sciences; also an enrichment course for the Paramedical Sciences.

21 Basic Human Anatomy and Physiology (5)

4 hours lecture and 3 hours laboratory.

Prerequisites: High school chemistry or Chemistry 4 recommended.

A comprehensive and integrated course of structure and function of the systems of the human body, with special consideration to the skeleto-musculo-neuro systems. This course is designed primarily for LVN's, Medical Assisting Cluster, Physical Education Majors, and General Education students. Not recommended for RN's, Respiratory Therapy, or X-Ray Technology.

22A Human Anatomy (4)

3 hours lecture and 3 hours laboratory.

Prerequisites: Biology 4 and 4L - recommended.

A survey of the form and structure of the major organ-systems of the human body including the integumental, skeletal, muscular, circulatory, digestive, respiratory, urogenital sensory, nervous and endocrine systems. The cat is used for laboratory comparative mammalian dissection. This course is designed primarily for the RN's, Respiratory Therapy, X-Ray Technology, Physical Therapists and other Paramedical Sciences.

22B Human Physiology (5)

4 hours lecture and 3 hours laboratory.

Prerequisites: Bi 22A and Ch 4, (or 1 full year high school chemistry within past 3 years with grade of C or better).

A survey of the normal functions of the major organ-systems of the human body including the integumental, skeletal, muscular, circulatory, digestive, respiratory, urogenital, sensory, nervous, and endocrine systems. This course is designed primarily for the RN's, Respiratory Therapy, X-Ray Technology, Physical Therapists and other Paramedical Sciences.

51 Family Genetics (1)

An introduction to gene function, simple hereditary mechanisms, probability, and pedigree analysis. Topics include hereditary diseases, genetic counseling, cancer, eugenics, and the dangers of radioactive contamination.

52 Reptiles and Amphibians (1)

A general overview of reptiles and amphibians of the world.

53 Animal Behaviour (1)

A general overview of the several determinants of animal behaviour, with discussion of behavioural patterns and types in the various animal groups.

PHYSICAL SCIENCES

ASTRONOMY (A)

1 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.

1L Descriptive Astronomy Laboratory (1)

3 hours laboratory.

Prerequisites: Previous or concurrent enrollment in Astronomy 1 is strongly recommended.

An introductory laboratory course featuring practical use of the telescope, introduction to the geography of the sky, and practical applications of astronomical methods by use of simple projects performed by the student.

51 Introduction to Astronomy (1)

A survey of modern astronomy and space science, with emphasis on the place of the individual in the universe, and the possibility of life on other worlds. Modern instruments, research techniques, exploding galaxies, quasars, pulsars, black holes, the space program, manned travel to the moon and planets in our solar system, and the beginning and end of the universe will also be discussed.

CHEMISTRY (Ch)

1A-B General Chemistry (5-5)

3 hours lecture and 6 hours laboratory.

Prerequisites: One year of high school chemistry (grade of C or better), or Chemistry 3 (grade of C or better) and a proficiency in mathematics. A passing grade in Chemistry 1A is a prerequisite for taking Chemistry 1B.

A study of the general principles and concept of chemistry with an emphasis on chemical calculations. Inorganic chemistry is

emphasized with a brief introduction to organic chemistry. Chemistry 1B consists of qualitative and quantitative analysis with an introduction to some instrumental methods. This course is designed primarily for pre-professional, science, and engineering major transfer students, and is a prerequisite for advanced chemistry courses.

3 Introductory General Chemistry (4)

3 hours lecture and 3 hours laboratory.

Prerequisite: One year of high school algebra is recommended.

A study of the basic principles of inorganic chemistry for those students who do not have the high school chemistry prerequisite as preparation for Chemistry 1A.

4 Fundamentals of Chemistry (4)

3 hours lecture and 3 hours laboratory.

Prerequisite: High school chemistry desirable.

A survey of some basic principles of inorganic, organic and bio-organic chemistry presented on a level for the general student. This course is specifically recommended for the entrance requirements for nursing and other allied health services, but is acceptable for meeting the general education requirements in the Physical Sciences.

7 Elementary Organic Chemistry (3)

Prerequisites: Chemistry 1A and 1B

A preparatory course for the preprofessional or science major who will be taking organic chemistry at the transfer institution. The course will consist primarily of structures, nomenclature, isomerism, spectral studies, and reaction mechanisms.

15 Special Studies in Chemistry (1-2)

3 or 6 hours discussion-laboratory.

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

GEOLOGY (G)

1 Physical Geology (4)

3 hours lecture and 3 hours laboratory.

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

2 Historical Geology (4)

3 hours lecture and 3 hours laboratory.

Prerequisite: Geology 1 or 10 with at least a grade of B.

Offered fall semester only.

The study of the formation and evolution of the earth including oceans and atmosphere, and its life, as traced largely through the rock and fossil records. Included is the study of the history of the science of geology

3 Elementary Mineralogy (4)

2 hours lecture and 6 hours laboratory.

Prerequisites: Geology 1 or 10, with at least a grade of B, and a

course in chemistry (may be taken concurrently). High school chemistry may also be accepted. Offered spring semester only.

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

10 Earth Science (3)

May be taken with or without laboratory.

A survey and integration of the earth sciences of Geology, Geophysics, Meteorology, and Oceanography, with aspects of Lunar and Planetary Science and Biology to bring into perspective the uniqueness of our planet, the interrelationships of its systems, and the impact of man upon these systems. Suggested for physical science General Education requirements.

10L Earth Science Laboratory (1) (Optional)

3 hours laboratory.

Prerequisite: Previous or concurrent enrollment in Geology 10

Practical application in the laboratory and on field trips on aspects of the Earth Science subject areas listed above to reinforce and illuminate lecture material.

51 Plants and Animals of the Past (2)

A brief survey of the origin of life and its evolution through time. Inter-relationships between life evolution and that of the earth itself will be emphasized.

52 Desert Landscapes (2)

A survey of the landscapes and geology of the southwestern deserts with emphasis on the local area. Field trips will be conducted.

53 Geology of California (1)

A study of the present and past geology of California, with emphasis on mountain building, volcanoes, and earthquakes (particularly those of the San Andreas fault system).

54 Environmental Geology (1)

A study of the action of the geologic environment on man and his works (for example: floods, volcanic eruptions, earthquakes) and, conversely, the actions of modern man on the earth (for example: mining and the energy and resource dams and water supplies, and pollutants in the environment). In addition to problems facing everyone, local problem areas will be discussed. At least one field trip will be required.

55A Exploring for Valuable Minerals (1)

2 hours lecture.

9 week course.

Course is designed to enable the student to better understand what has taken place on earth. A study of rock forming minerals, rock identification, basic prospecting, study of compass and its use, map and mapping principles, assaying base metals with the gold pan, where to prospect, and how to stake a claim.

55B Exploring for Valuable Minerals (1)

1 hour lecture

Course offers College of the Desert students an opportunity to receive instruction in the application of field geology as it applies to prospecting.

71 Geology of the National Parks (1)

3 hours laboratory.

The study of the geologic processes which have shaped the present landscape of the earth, with specific attention given to the various United States National Parks, and the relationship of geology to the changing environment.

METEOROLOGY (Met)**1 Descriptive Meteorology (3)**

May be taken with or without laboratory.

Elementary survey of the causes and distribution of weather and climate. An understanding of weather phenomena. The reading of weather maps. Modern techniques of studying weather phenomena.

1L Descriptive Meteorology Laboratory (1)

3 hours laboratory.

Assumes previous or concurrent enrollment in Meteorology 1.

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

51 Weather and Climate (1)

A basic survey course investigating why weather occurs, how it is produced, and how it may be predicted. Climate (weather patterns over periods of time) will be investigated. The emphasis will be on the local area and its surroundings.

PHYSICS (Ph)**1 Basic Physics (4)**

3 hours lecture and 3 hours laboratory.

Prerequisite: Math 50 Elementary Algebra is strongly recommended.

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

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 physics and engineering majors. Physics 2A: Mechanics, heat, and sound; Physics 2B: Light, magnetism, electricity, and atomic physics.

4A-B Engineering Physics (5-5)

4 hours lecture and 3 hours laboratory.

Prerequisites: C grade or better in Math 1A, or concurrent enrollment in Math 1A.

This two-semester sequence is required of students planning to major in engineering. Physics 4A covers mechanics and heat; 4B, electricity, magnetism and optics.

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.

Preparation for Transfer to a Four-Year College and/or A.A. Degree in GEOLOGY (includes EARTH SCIENCE*, PALEONTOLOGY, PHYSICAL OCEANOGRAPHY)

Courses Required:

Dept.	No.	Title	Units
Ch	1A	General Chemistry	5
Ch	1B	General Chemistry	5
Phy	2A	General Physics	4
Phy	2B	General Physics -OR-	4
Phy	4A	Engineering Physics	5
Phy	4B	Engineering Physics	5
(Physics requirement depends on transfer institution.)			
Bi	1A	General Biology	4
Bi	1B	General Biology (recommended)	4
Math	1A	Calculus/Analytic Geometry	4
Math	1B	Calculus/Analytic Geometry	4
G	1	Physical Geology	4
G	2	Historical Geology	4
G	3	Elementary Mineralogy	4

Consult above course descriptions for prerequisites.

*Should add Meteorology 1, 1L and Astronomy 2.

Department Subtotal 52

See C.O.D. General Education Requirements

General Education Subtotal 40

DEGREE TOTAL 70-78

Advisor: Meyer

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

Courses Required:

Dept.	No.	Title	Units
Math	1A	Calculus with Analytic Geometry	4
Math	1B	Calculus with Analytic Geometry	4
Math	2A	Analytical Geometry	4
Math	2C	Differential Equations	4
Ch	1A	General Chemistry	5
Ch	1B	General Chemistry	5
Phy	4A	Engineering Physics	5
Phy	4B	Engineering Physics	5
Phy	5	Computer Programming I (recommended)	3

Consult course descriptions of above courses for prerequisites.

Department Subtotal 36-39

See C.O.D. General Education Requirements

General Education Subtotal 40

DEGREE TOTAL 68-71

Advisor: Grannan

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

Courses Required:

Dept.	No.	Title	Units
Ch	1A	General Chemistry	5
Ch	1B	General Chemistry	5
Phy	2A	General Physics	4
Phy	2B	General Physics	4
Math	1A	Calculus/Analytic Geometry	4

(Consult catalog of transfer institution for specific requirements.)
Consult course descriptions for prerequisites.

Department Subtotal 64*

See C.O.D. General Education Requirements

General Education Subtotal 40

DEGREE TOTAL 60

Advisor: Burrage

error add
 Bio 1A General Biology 4
 Bio 1B General Biology 4
 Bio 3A Gen. Inv. Zool. 5
 Bio 3B Gen. Vert. Zool. 5
 Bio 5 Gen. Botany 4
 *Student must see advisor depending on proposed career

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

Courses Required:

Dept.	No.	Title	Units
Ch	1A	General Chemistry	5
Ch	1B	General Chemistry	5
Bi	1A	General Biology	4
Bi	1B	General Biology	4
Bi	15	General Microbiology	3
Phy	2A	General Physics	4
Phy	2B	General Physics -OR-	
Phy	4A-B*	Engineering Physics	5-5
Math	5	Trigonometry	3
Math	4	Statistical Methods	3
Math	1A	Calculus w/Analytic Geometry	4

*University of California, Berkeley
Consult above course descriptions for prerequisites

Department Subtotal 39-41

See C.O.D. General Education Requirements

General Education Subtotal 40

DEGREE TOTAL 66-68

Advisor: Bowie

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

Courses Required:

Dept.	No.	Title	Units
Met	1	Descriptive Meteorology	3
Met	1L	Descriptive Meteorology Lab	1
Math	1A	Calculus/Analytic Geometry	4
Math	1B	Calculus/Analytic Geometry	4
Math	2A	Calculus/Analytic Geometry	4
Math	2C	Differential Equations	4
Phy	2A	General Physics	4
Phy	2B	General Physics -OR *-	4
Phy	4A	Engineering Physics	5
Phy	4B	Engineering Physics	5

*Physics selection depends on requirements of transfer institution.

Consult course descriptions of courses above for prerequisites.

A terminal A.A. Degree in Meteorology, less rigorous than the transfer program, will qualify the recipient for employment as a Meteorological Technician with a rank of GS-4. Requirements for a terminal degree include Meteorology with Lab and any combination of mathematics, engineering and physical sciences for a total of 12 units. This waives the two full years of experience, including 1/2 year of specialized experience, normally required. Eight additional units of science and mathematics beyond the requirements of the Civil Service Commission are required for the terminal A.A. major.

Department Subtotal	30
See C.O.D. General Education Requirements	
General Education Subtotal	40
<u>DEGREE TOTAL</u>	60

Advisor: Garczynski

Preparation for Transfer to a Four-Year College and/or A.A. Degree in CHEMISTRY (includes BIO-CHEMISTRY)

Courses Required:

Dept.	No.	Title	Units
Ch	1A	General Chemistry	5
Ch	1B	General Chemistry	5
Math	1A	Calculus w/Analytic Geometry	4
Math	1B	Calculus w/Analytic Geometry	4
Bi	1A	General Biology	4
Bi	1B	General Biology	4

Consult course descriptions for prerequisites

Department Subtotal	26
Elective Subtotal	6

See C.O.D. General Education Requirements

General Education Subtotal	40
<u>DEGREE TOTAL</u>	72

Advisor: Bird

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

Courses Required:

Dept.	No.	Title	Units
Ch	1A	General Chemistry	5
Ch	1B	General Chemistry	5
Bi	1A	General Biology	4
Bi	1B	General Biology	4
Bi	15	General Microbiology	3
Bi	16L	General Microbiology Supplemental Lab	1

It is essential that the student obtain the catalog of the transfer institution and follow their program for the lower division to supplement or modify the above courses. Eleven minimum additional units should be chosen in science. Above courses assume enough background in mathematics to handle the courses in chemistry.

Department Subtotal	33
See C.O.D. General Education Requirements	
General Education Subtotal	40
<u>DEGREE TOTAL</u>	60

Advisor: Salter

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

Courses Required:

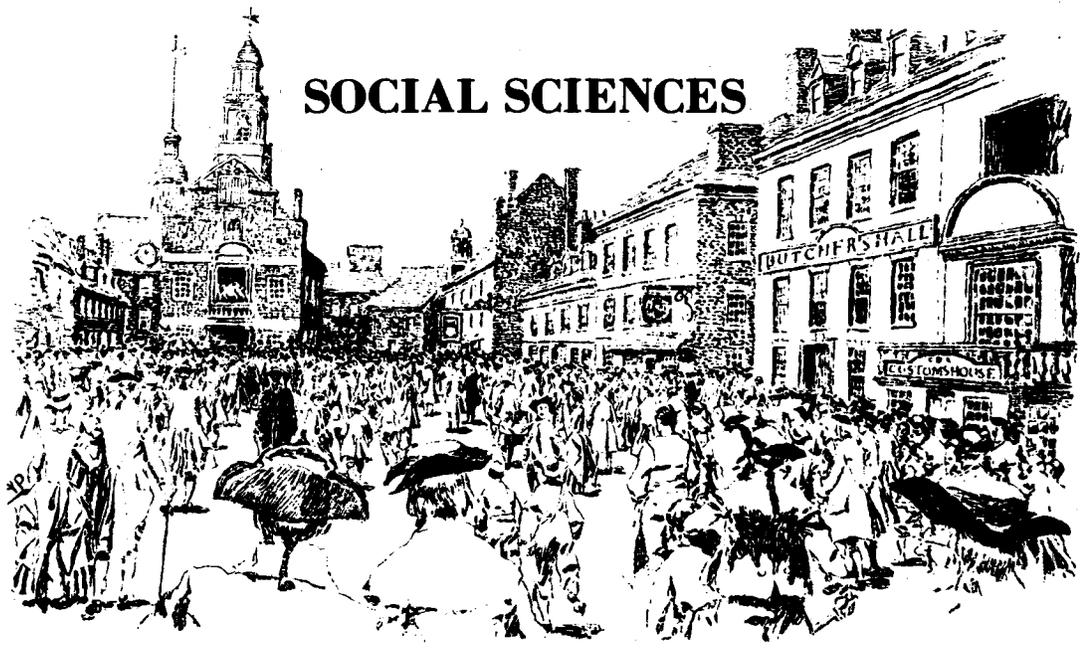
Dept.	No.	Title	Units
Math	10	College Algebra	3
Phy	2A	General Physics	4
Phy	2B	General Physics	4
Bi	21	Basic Human Anatomy and Physiology	5

It is essential that the student obtain the catalog of the intended transfer institution and follow their program for the lower division to supplement or modify the above courses. A minimum of 18 additional units in science should be chosen.

Department Subtotal	34
See C.O.D. General Education Requirements	
General Education Subtotal	40
<u>DEGREE TOTAL</u>	60

Advisor: Salter

SOCIAL SCIENCES



SOCIAL SCIENCES

Instruction in the Social Sciences at College of the Desert includes the following subject areas: Anthropology, Economics, Geography, History, Philosophy, Political Science, Psychology, Sociology, and Social Science (General). Students majoring in these fields are usually preparing to transfer to a four-year college to complete their major. A few, not desiring a bachelor's degree, will upon receiving an Associate in Arts degree in a social science, work as a paraprofessional in their chosen field.

Listed else where in this Catalog and in the Schedule of Classes are the faculty advisers in each of these subject areas.

Once a student has decided upon a major, the student should confer with the appropriate adviser in planning a course of study. It is also advisable that the college from which the student plans to get a bachelor's degree be selected early in order to coordinate graduation requirements for the A.A. degree and the B.S. degree.

Because requirements at four-year colleges change constantly and courses at College of the Desert are constantly being created and discontinued, no specific list of required courses in the Social Sciences are printed herein. See your adviser for an up-to-date list of courses suggested and required for the Associate in Arts degree.

ANTHROPOLOGY (Anth)

1 Human Evolution: An Introduction to Physical Anthropology (3)

The study of the origin of man and his place in nature. Emphasized the physical form and behavior of the non-human primates: apes, monkeys, and prosimians. Identifies and interprets the fossil record of early man, the current racial variability of mankind, and the mechanisms of evolution.

2 Cultural Anthropology (3)

A survey of the existing human cultures ranging from primitive peoples to modern societies. Compares food-getting practices, marriage customs, kinship systems, social organization, and supernatural beliefs from around the world. Focuses on case studies of the Bambuti, Tiv, Siriono, and Kung Bushmen cultures.

3 Introduction to Archeology (3)

An introduction to the study of extinct human cultures. Examines the techniques used in archeological discovery and in the interpretation of artifacts. Outlines the fundamental developments in human culture throughout prehistoric time. Includes local archeological studies, but does not emphasize technical training in field work.

ECONOMICS (Econ)

1 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.

2 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.

3 Current Economic Problems (3)

A survey of topics in contemporary economics; inflation, unemployment, consumer protection movements, economic power in the economy, economy and ecology, farm problems, international monetary system, and others.

GEOGRAPHY (Geog)

1 Physical Geography (3)

A study of the main features of man's physical world: mountains, plains, rivers, lakes, oceans, deserts, rainforests, and others. Identifies the fundamental arrangement of these features in North and South America, Africa, Eurasia, Australia, and Oceania. Introduces the basic tools of geographic description and research.

2 Cultural Geography (3)

A survey of the multiple aspects of modern cultural geography. Examines man's impact on the natural environment and pollution control, the influence of the natural environment of human behavior both past and present, the origin and spread of man's cultures, and the perception and evaluation of habitats. Explores the geographic background to contemporary problems.

HISTORY (Hist)

1 History of Western Civilization (3)

A broad study of the major elements in the Western heritage from ancient times to the Renaissance. Designed to develop the student's understanding of institutions basic to Western civilization.

2 History of Western Civilization (3)

A broad study of the major elements in the Western heritage from the Renaissance to the present. Designed to develop the student's understanding of institutions basic to Western civilization.

17 United States History (3)

Prerequisite: Political Science 1

A survey of the political and social development of the United States from the discovery of America to the Reconstruction Period.

18 United States History (3)

Prerequisite: Political Science 1

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, economics, and social development of California.

22A Black History (3)

A survey of the origins of Black Americans, African culture, the migration of Africans to America, life under slavery, and the struggle for freedom. The course includes abolitionist literature, emancipation of the slaves and life during the Reconstruction Period.

22B Black History (3)

A survey of the history of Black Americans after the Reconstruction Period. Black literature, musicians, artists, and scientists are studied. Included in the course are the recent struggles against discrimination and for civil rights. The course concludes with a study of the changing nature of present Black American culture.

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 (3)

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.

28 Minority Groups in the Americas (3)

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

United States. Same as Sociology 14. May be taken for credit only once.

29 Women in American History (3)

A survey of the political, social, economic, and intellectual history of women in the United States from colonial times to the present. Emphasis on the social and cultural developments and results of the feminist movement in the nineteenth and twentieth centuries.

PHILOSOPHY (Phil)

6 Introduction to Philosophy (3)

A critical approach to the problems of philosophy involving the student in intellectual situations that provokes reflection and expression, and stimulate a concern for the critical techniques essential to developing a sound personal philosophy.

7 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 Introduction to the History of Ancient and Medieval Philosophy (3)

A study of the historical and logical development of the principal assumptions upon which contemporary thought and activity are based with specific reference to the major proponents of these ideas in ancient and medieval times.

9 Introduction to the History of Modern and Contemporary Philosophy (3)

A study of the historical and logical development of the principal assumptions upon which contemporary thought and activity are based, including major proponents of these ideas. This course encompasses philosophy from the Renaissance to the present.

10 General Logic (3)

An introductory course in creative and critical thinking, with particular application to problem solving and decision making. Fallacies in argument, devices of persuasion, propaganda, deductive and inductive reasoning, elementary probability are examined, as well as the subjective factors in thinking, emotion, prejudiced, cultural influence, value systems, the self-concept and the like.

11 Symbolic Logic (3)

An elementary course in logic for the person who has some understanding of an appreciation for the scientific method. It combines practical ideas useful for the criticism of reasoning, technical ideas of modern logic (use of symbols to represent

complicated ideas and arguments), including the use of truth tables, indirect and conditional proofs within the theory of truth functions and quantification.

12 Religions of the World (3)

An introduction to the great ideas of the world's major religions: Hinduism, Jainism, Buddhism, Sikhism, Taoism, Confucianism, Shinto, Zoroastrianism, Judaism, Christianity, and Islam. An attempt to understand the development of these religions from a cultural and historical perspective and to move beyond our own appreciation of the struggles of other peoples to find meaning and purpose in life.

13 "Perspectives on Death and Dying" (3)

Pertinent insights from other cultures, from literature, art, law, medicine, psychology, religion and philosophy will be presented, upon which one may build an understanding of death and dying as they relate to our knowledge of ourselves and other persons.

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 (PS)

1 Introduction to Government (3)

An introduction to the principles, organization, functions, and politics of the national government of the United States. Emphasis on current issues in American politics.

2 Introduction to Comparative Government (3)

Prerequisite: Political Science 1.

A comparative study of constitutional principles, governmental institutions, and political problems of selected governments. Particular attention to contemporary problems of Great Britain, France, West Germany, and the Soviet Union.

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 relations. Emphasis on an examination of contemporary world politics.

30 American Institutions (3)

A survey of America's heritage in history and government. Includes a study of the Federal Constitution and United States History. Satisfies the College of the Desert requirement for the A.A. degree.

PSYCHOLOGY (Psy)

1 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.

2 Experimental Psychology (3)

Prerequisite: Psychology 1

A methodology course designed to introduce the beginning student to the fundamentals of research with behavior. Selected experiments requiring minimal apparatus will be taken from the areas of statistics, learning, developmental, physiological, abnormal, and clinical psychology.

14 Child Development (3)

Study of the physical, social, psychological and intellectual growth and development of children and the significance of environmental influences such as the family, school, and community. Same as Home Economics 61 (HEPR61). May be taken for credit only once.

20 Understanding and Aiding Youth (3)

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

33 Personal and Social Adjustment (3)

Prerequisite: Psychology 1.

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

40A Personal Assessment for the Handicapped (2)

An exploration of the individual needs and goals of the physically handicapped including the college experience, guidance, counseling, supportive services and job placement. Emphasis will be on information dissemination and self-assessment.

40B Employment for the Handicapped (2)

The fundamentals of employment and the process of developing goals for the future employment for the handicapped are the two objectives of this course.

40C Seminar for Handicapped Students (2)

Prerequisites: Psychology 40A and 40B.

A seminar directed to the personal and social development of handicapped students. In group discussions emphasis will be on current issues, laws, and general information as regards the handicapped individual. A major paper or project will be required.

50 Career Exploration (1)

4 hours lecture.

A five week group guidance class to assist the student in short and long term educational and occupational goals.

Administration and evaluation of vocational and personality testing to be followed by individual counseling interviews.

51 Peer Counselor Techniques (2)

Prerequisite: Psychology I.

An introductory course intended to develop basic effective paraprofessional counseling techniques. The course is intended for individuals with no prior formal training in paraprofessional counseling techniques. Emphasis will be placed on how to help, developing empathy, genuineness, and support with counseling clients.

52 Re-Entry Orientation (1)

4 hours lecture

A five week course designed for the person who has been out of school for a period of time and wants to return. Lecture and group discussions will center on re-entry needs. A testing program will be followed by group and individual counseling.

53 Life Goals for Re-Entry Students (1)

4 hours lecture.

A five week systematized and guided self-study project to aid re-entry students in the process of evaluation and the planning of their life goals. Lecture and group discussions will be part of the class structure and paced self-study projects will be the assignments.

54 Applied Study Skills (1)

4 hours lecture

A five week review of study habits and their application to college material. Emphasis is placed on notetaking, remembering, listening, outlining, report writing, preparing for examinations and taking examination. May be taken for credit only one time.

55 Personal Safety and Defense (1)

4 hours lecture

A five week course designed as a practical guide for all who wish to develop the precautions and skills necessary for the safety of their property and person.

60 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 aiding in preparing an educational program leading to a choice of vocation or profession. Administration and evaluation of vocational and personality tests to be followed by individual counseling interviews.

SOCIOLOGY (Soc)

1 Introductory Sociology (3)

Survey of the characteristics of social life, the processes of social interaction, and the tools of sociological investigation.

2 Sociological Analysis Social Problems (3)

Prerequisites: Sociology 1 or consent of 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 correlation, sampling, confidence intervals, and tests of significance. Emphasis is placed upon the use and interpretation of the preceding. Same as Math 4. May be taken for credit only once.

10 Marriage and Family (3)

A study of the modern family with emphasis on personal adjustment, courtship, marriage, parenthood, and family administration. Same as Home Economics (HEPR 60). May be taken for credit only once.

12 Mexican-American Culture (3)

A survey of the cultural, economic, sociological, intellectual, and political history of Mexican-Americans from their origins to and including present life in the United States. Special emphasis is given to the contributions and problems of the Mexican-American in California and the Southwest.

14 Minority Groups in the Americas (3)

The comparative study of Native American, Oriental, African, and European groups in the Americas as approached from the perspective of history and the social sciences, with emphasis on the sociological aspects of contemporary minority groups in the United States. Same as History 28. May be taken for credit only once.

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

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
PS	1	Introduction to Government	3
Hist	1	Western Civilization	3
PS	2	Comparative Government	3
Psy	1	General Psychology	3
Hist	17	United States History	3
Hist	18	United States History	3
Phil	6	Introduction to Philosophy	3
Department Subtotal			21

C.O.D. General Education Requirements -
Recommended Courses

Eng	1A	Composition and Reading	4
Eng	1B	Literature and Composition	4
Art	2A or		
	2B	History of Art	3
Mus	10	Introduction to Music	3
Bi	4	Elements of Biology	3
G	10	Earth Science	3
	10L	Laboratory - Earth Science	1
Non-Department Subtotal			21

Additional courses recommended to complete 60
unit requirement for graduation.

HE	1	Personal & Community Health	2
PE	20	Any two activity courses	2
Ec	1	Principles of Economics	3
Anth	1	Human Evolution	3
Soc	1	Introductory Sociology	3
Soc	12	Mexican American Culture	
or			
Soc	14	Minority Groups in the Americas	3
Elective Course			
Subtotal			18

DDEGREE TOTAL: 60 Units

ADVISOR: Nunan

Revision Date: Nov., 1976



**COOPERATIVE WORK
EXPERIENCE
EDUCATION**

COOPERATIVE WORK EXPERIENCE EDUCATION

Cooperative Work Experience Education is a 'real world' approach to Career Planning and/or Career Improvement where the student is provided an opportunity to have classwork relate directly to on-the-job work experience. In this program the entire community serves as a laboratory where local business 'expertise' serve as instructors and millions of dollars worth of equipment is used by participating students.

When guidelines and responsibilities are met, units of College credit are granted students that work with employers who are participating in the program. Students that plan to continue their education will find that College of the Desert Work Experience units will transfer to the California State Universities and University System (the actual number of units accepted will be determined by the receiving institution). Cooperative Work Experience Education units will count toward elective unit requirements in occupational, transfer, or Associate in Arts degree programs.

ESTABLISHING JOB-RELATED LEARNING (PERFORMANCE) OBJECTIVES

At the beginning of each semester the student, in conference with the college and his employer, must establish three to five job-related performance objectives that must be successfully completed by the end of the semester. An objective is a statement that describes a learning experience in terms of a result the student is interested in accomplishing on the job during the semester. Successive semesters of Cooperative Work Experience Education will be given credit only when new job skills and learning activities can be identified and accomplished.

WORK EXPERIENCE

94 Work Experience - General (1-3)

Prerequisites: Must enroll for a total of 8 or more units of course work including Work Experience. The individual must also be concurrently enrolled in the one-hour-per week CONTROL CLASS.

Credit for General Work Experience may be accrued at the rate of from one to three units per semester, with a maximum total of six credit units. One unit credit is allowed for each five hours of work per week, two units for ten hours, and three units for fifteen hours. Students accepted into the General Work Experience Education program may receive both pay from the employer and college credit for their work. This form of work experience is open to the student whose job is not related to his college major.

95 Work Experience - Vocational (1-4)

Prerequisites: Must enroll for a total of 8 or more units of course work including Work Experience. The individual must also be concurrently enrolled in the one-hour-per-week CONTROL CLASS.

Credit for Vocational Work Experience may be earned at the rate of from one to four units per semester, earning a maximum total of sixteen credits. One unit credit is allowed for each five hours per week, two units for ten hours, three units for fifteen hours, and four units for twenty hours. Students accepted into the Vocational Work Experience program may receive both pay from the employer and college credit for their work. Vocational Work Experience requires that the student be employed in an occupation related to his college major.

Areas of Vocational Work Experience include:

Agriculture

- Business (AgBu)
- Diesel Mechanics (AgDM)
- Engineering (AgEg)
- Natural Resources (AgNR)

- Ornamental Horticulture (AgOH)
- Welding (AgW)

Business

- Accounting (BuAc)
- Distributive Education (BuDE)
- Management (BuMa)
- Office Procedures (BuOP)
- Secretarial Science (BuSS)

- Fire Science (FS)

- Hotel-Motel (HM)

- Law Enforcement (LE)

Nursing

- Medical Assisting (MA)
- Vocational Nursing (VN)

- Physical Education (PE)
- Psychology (Psy)

- Recreation Education (RE)

- Sociology (Soc)

Technology

- Air Conditioning (AC)
- Automotives (Auto)
- Diesel Mechanics (DM)
- Electronics (Elec)
- Welding



FACULTY



ANNOUNCEMENT OF FACULTY

DONALD D. AKKERMAN (1969)

Associate Professor of Education
Coordinator, High Desert Campus
B.A., 1957, State College of Iowa
M.A., 1963, Colorado State College

FRANKLIN YTRO ATFOUN (1967)

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

ARTHUR W. BENDER (1969)

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

HAROLD L. BIRD, JR. (1974)

Associate Professor Of Chemistry
B.S., 1943, Rutgers University
M.S., 1949, Purdue University
Ph.D., 1974, University of Arizona

BARBARA ANNE BOLANOS (1971)

Assistant Professor of Sociology
A.A., 1968, College of the Desert
B.A., 1969, San Bernardino State College
M.A., 1970, University of California, Riverside

PAUL D. BOWIE (1970)

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

WINIFRED D. BRUNNING (1965)

Assistant Professor of Home Economics
A.B., 1965, San Diego State College
M.A., 1972, California State College, Long Beach

DAN A. BURKE (1966)

Associate Professor of Special Education
B.A., 1961, Arizona State University
M.A., 1964, Arizona State College

HENRY BURNETT (1976)

Coordinator Learning Resources
B.S., 1970, Indiana University
M.S., 1973, Indiana University

BRYAN R. BURRAGE (1973)

Associate Professor of Biology
A.B., 1956, University of Kansas
M.Sc., 1966, San Diego State University
Ph.D., 1972, University of Stellenbosch

RAY BUTCHER (1976)

Assistant Professor of Physical Education
Assistant Director of Athletics
B.S., 1962, Utah State University
M.S., 1962, Utah State University

SAM JOHNSTON CALDWELL (1971)

Instructor in Engineering
B.S., 1939, U.S. Naval Academy, Annapolis, Maryland

FAYE R. CASTILLEJA (1972)

Instructor in Nursing
A.A., 1969, College of the Desert

JOHN R. COEFIELD (1963)

Professor of Health and Physical Education
B.S., 1952, Slippery Rock State College of Pennsylvania
M.S., 1955, Ed.D., 1964, University of Oregon

LUIS CORONA (1975)

Coordinator of Student Activities and Financial Aids
A.A., 1959, Riverside City College, California
A.B., 1962, M.A. 1964, Long Beach State College, California

JOHN D. CRAIG

Assistant Professor of Engineering
A.A., 1975, College of the Desert

BUFORD CRITES (1976)

Assistant Professor of Speech & Forensics Coach
B.S., 1970, Southwest Missouri State University
M.S., 1971, Illinois State University

HAROLD CROW (1962)

Associate Professor of Industrial Technology
B.S., 1954, M.A., 1961, New Mexico Western College

MARGARET ANN CURRLIN (1975)

Instructor in Developmental Education
B.A., 1939, University of Arizona, Tucson

LARRY MARK DASHIELL (1974)

Instructor in Auto Mechanics
A.A., 1966, Laney College; B.A. 1973,
M.A., 1975, California Polytechnic State University, San Luis
Obispo

RITA RAMIREZ DEAN (1973)

Assistant Professor of History
B.A. 1965, M.A., 1971, Chapman College, California

EDGAR L. De FOREST (1962)

Professor of English and Speech
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)

Associate Professor of French and Spanish;
Chairperson, Foreign Language
B.A., 1945, University of Wyoming;
M.A., 1951, Middlebury College, Vermont;
Diploma, 1954 Ecole Supérieure des Professeurs de Français à
l'Étranger, University of Paris

MARCELINO DIAZ, JR. (1972)

Assistant Professor of Guidance; Counselor, EOP
B.A., 1966, M.A., 1969, 1973, New Mexico Highlands
University

PAUL HERMAN DILGER (1971)

Associate Professor of Agricultural Mechanics
B.S., 1968, University of California, Davis; M.S., 1975,
California State Polytechnic University, San Luis Obispo
Detroit Diesel and Allison Automatic Transmission Service
Schools

WALLACE F. DOHMAN (1969)

Associate Professor of English
B.S., 1953, Winona State College
M.A., 1956, University of Minnesota

M. W. ELLERBROEK (1961)

Professor of Education
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 (1965)

Associate Professor; Assistant Librarian
B.S., 1950, University of Colorado
M.A., 1958, University of Denver

ROBERT F. ESCUDERO (1976)

Assistant Professor in Spanish
A.B., 1968, University of California
M.A., 1969, University of California
Ph.D., 1974, University of California

RON R. EVANS (1972)

Assistant Professor of Arts
B.A., 1968, M.A. 1973, San Diego State

L. CAROLYN FISHER (1963)

Associate Professor; Counselor
B.A., 1951, University of Redlands
M.A., 1963, Syracuse University

CHARLES B. FLATT (1964)

Associate Professor of Sociology, Philosophy
B.A., 1958, Pasadena College;
M.A., 1959, University of Idaho

CLYDE FLETCHER, JR. (1975)

Instructor; Learning Lab, High Desert
B.A., 1970, Pepperdine College, California

WENDELL C. FORD (1965)

Associate Professor; Coordinator, Audio-visual and Broadcast
Service Center
B.A., 1956, San Jose State College
M.A., 1957, San Francisco State College

LAWRENCE FREDERICK (1962)

Professor of Industrial Technology
Chairperson, Engineering and Technology
B.S., 1942, Pennsylvania State University; Ed.D., 1955,
University of Missouri

JOSEPHINE GUERENA GALLEGOS (1967)

Assistant Professor of Business
B.S., 1961, Arizona State College
M.A., 1966, Northern Arizona University

FRANK J. GARCIA (1968)

Associate Professor of Health and Physical Education
B.A., 1959, M.A., 1965, Sacramento State College

DOUGLAS RICHARD GARRISON (1974)

Instructor in English
B.A., 1972, University of California, Santa Barbara;
M.A., 1974, San Francisco State University

RICHARD OWEN GILLICK (1975)

Work Experience Coordinator
B.S., 1952, University of Wisconsin
M.S., 1973, Shippensburg State University, Pennsylvania

GEORGE A. GOODWIN (1962)

Professor of 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

RALPH T. GRANNAN (1973)

Assistant Professor of Physics
B.A., 1959, M.A., 1973, University of California, Riverside

CHARLES RONALD GREEN (1966)

Associate Professor of Guidance; Director, Guidance
B.S., 1958, Brigham Young University
M.A., 1960, Arizona State University

JAMES W. HAMILTON (1972)

Assistant Professor of Engineering

EUGENE KENNETH HANSON (1969)

Associate Professor of English
B.A., 1953, Westmar College;
M. Div., 1957, Luther Seminary;
M.A., 1970, Claremont Graduate School

DONALD J. HARRISON (1971)

Assistant Professor of Business
B.A., 1956, M.S., 1960, University of Southern California

BEVERLY A. HARTNETT

Associate Professor of Nursing
B.S., 1960, University of Washington
M.A., 1976, Azusa Pacific College

FRANCIS JENE HEDQUIST (1970)

Professor of Psychology
B.A., 1959, M.A., 1961, University of Utah;
Ph.D., 1967, Brigham Young University

DEAN W. HOOVER (1973)

Associate Professor
B.A., 1950, Drury College, Missouri;
M.A., 1972, Adams State College of Colorado;
Ph.D., 1973, University of Oklahoma

JAMES H. HOPKINS (1970)

Associate Professor of English
B.S., 1960, New Mexico Western College;
M.A., 1964, Western New Mexico University

JAMES W. HOPP (1974)

Instructor in English
B.A., 1967, University of Redlands;
C. Phil., 1973, University of California, San Diego

CLARK EDWARD HOWARD (1975)

Instructor in Developmental Education
B.A., 1964, University of California, Riverside

ROY F. HUDSON (1962)

Professor of Rhetoric and Public Address
B.A., 1948, Fresno State College;
M.A., 1949, University of Oregon;
Ph.D., 1953, Cornell University

JOSEPH B. IANTORNO (1974)

JOHN L. MARMAN (1969)

Associate Professor of Physical Education
Chairperson, Health & Physical Education
Director of Athletics
B.S., 1963, Midland College;
M.Ed., 1964, University of Arizona



JAMES A. MILLS (1973)

Associate Professor of Law
Chairperson, Law Enforcement
A.B., 1943, Erskine College, South Carolina
J.D., 1949, University of South Carolina

MATTHEW MONICA, JR. (1973)

Assistant Professor of Education
Coordinator, Veterans Program
A.A. 1968, College of the Desert
B.A. 1970, M.A. 1971, California State University, Northridge

DOROTHY M. MOTTWEILER (1965)

Associate Professor of Nursing and Paramedical
R.N. 1936, Methodist Hospital of Indianapolis
B.S. 1957, Indiana University
M.S. 1965, Loma Linda University, California

KATHLEEN MUCHNIK (1972)

Assistant Professor of Nursing
B.S. 1971, Fairleigh Dickinson University, New Jersey
M.S. 1975, Azusa Pacific College, California

DONNA LEE MULVEY (1971)

Assistant Professor of Music
B.A. 1969, University of California, Irvine
M.A. 1970, University of California, Riverside

MILDRED J. NAGLER (1976)

Assistant Professor in Nursing
B.A., 1942, Hunter College, New York
M.N., 1946, Case Western Reserve University, Ohio

HOVAK NAJARIAN (1966)

Associate Professor of Art
Chairperson, Art
B.S. 1952, Bob Jones University, South Carolina
M.A. 1957, Teachers College, Columbia University, New York

TERRY NORMAN NICHOLSON (1974)

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GLOSSARY

ACCREDITATION

A satisfactory evaluation of a college (or other institution) by an association of colleges or by professional agencies.

ACT

The American College Testing Program tests divided into separately scored sections in English, mathematics, social science, and natural science. Used as a placement test at College of the Desert in conjunction with the Nelson-Denny Reading Test.

ADMISSIONS AND RECORDS

The office and staff that accounts and certifies each student's legal record in the college and is the source of the college's legal statistical data.

ASCOD CARD

Associated Students membership card entitling student to free or discounted admission to many campus events, plus accident insurance for on-campus injuries.

ASSOCIATED IN ARTS DEGREE -AA

A degree awarded by a community college upon satisfactory completion of an organized program of 60-64 units.

ATHLETICS

College of the Desert is a member of the Desert Athletic Conference. The college participates in the following sports for men: baseball, basketball, football, golf, tennis and track; for women: basketball, tennis, softball, volleyball.

BACHELOR'S DEGREES (B.A., A.B., B.S.)

A degree awarded by a four-year college or university upon satisfactory completion of 120 or more semester units in an organized program of studies.

CERTIFICATE

Awarded to those who complete a required sequence of courses in some occupational majors, requiring less than 60 units of college work and no general education requirements.

COLLEGE CATALOG

A bulletin issued by a college outlining the course offerings and descriptions, majors, admission requirements, regulations, etc. The legal document of the institution.

COMMUNITY COLLEGE (Also called Junior College or City College)

A college which offers two years of college and awards the AA degree for 60-64 semester units of college work.

CONTINUING EDUCATION

All off-campus (credit and non-credit) classes plus all classes offered at the main campus after 4:30 p.m. and on Saturday.

COOPERATIVE WORK EXPERIENCE EDUCATION

Class credit for paid work off-campus. Requires formal reporting by the employer and the College on a definite schedule. Not the same as Work-Study.

COUNSELING

Helping a student to develop self-understanding and educational and career plans.

CREDIT COURSES

Courses numbered 1-99; applicable toward the A.A. degree.

DISQUALIFICATION (Dismissal)

Academic dismissal from the College.

ELECTIVE (Course)

A course selected by the student that is not required for general education for the major.

EOPS

Extended Opportunity Program and Services. Enrolls disadvantaged students and provides them with financial assistance and educational support services such as tutoring.

EXTENDED DAY

Regular college classes offered between 4:30 p.m. and 10:30 p.m.

FINANCIAL AIDS

Program designed to assist students in meeting educational expenses.

GENERAL EDUCATION REQUIREMENTS

(Also called breadth requirements or Liberal Arts Requirements)

A specific group of courses required of all students in college for receipt of the Associate Degree; designed to broaden the student's education.

GRADE POINTS

A numerical value assigned to each unit of college letter grades. For example, A-4, B-3, C-2, D-1, F-0 grade points. These points are used in computing your grade point average.

GRADE POINT AVERAGE (GPA)

The quotient determined by dividing total grade points by the number of units attempted.

GUIDANCE

Individualization and personalization of the educational process. It includes analysis, information, orientation, counseling, placement and follow-up.

HANDICAPPED PROGRAMS AND SERVICES

Enabling services to assist handicapped students in equitable educational opportunities and in special programs; available to those students who qualify. A partial list of the conditions that are provided for in the program includes blind or partially sighted, deaf or hard of hearing, orthopedically handicapped, wheelchair students, epileptic, diabetic, arthritic, respiratory cardiac disorders, and others.

INCOMPLETE GRADE

A grade of "I" received for not completing all required work in a certain course. Must be made up by end of the following semester. Usually given only in the case of illness or other unavoidable absence.

LABORATORY

A room or rooms appropriately equipped and used for scientific experimentation and research. A course may include a lecture session and a laboratory or seminar, requiring students to register for each.

LEARNING LAB

The facility, located in TC 1, which houses the Department of Developmental Education, including programs in English as a Second Language, Adult Basic Education, high school completion, GED preparation, and citizenship training.

LOWER DIVISION

Refers to students or courses at the freshman or sophomore level of college. A group or series of courses designed to provide intensive education or training in a specialized area. See occupational major and transfer major.

NELSON-DENNY READING TEST

A test of reading speed and comprehension used as an aid to placement in classes. The score represents grade level placement.

NON-CREDIT COURSES

Courses numbered 100 and above. Do not apply toward the A.A. degree.

OCCUPATIONAL COURSES

Courses designed to enhance student's employability skills. Such courses transfer if they are included in the University of California or the California State University and College lists maintained in the Guidance Center.

OCCUPATIONAL MAJOR

A major primarily intended to prepare students for immediate employment after community college attendance.

PETITION

A student request for reconsideration due to unusual circumstances, generally originates at the Registrar's Office.

PLACEMENT OFFICE

College service primarily concerned with assisting students in college to find part-time and full-time work.

PLACEMENT TEST (Admission Test)

Tests required prior to admission; used along with high school grade point average to assist students to select the most appropriate classes (not an entrance test).

PRIVACY ACT

The "Family Educational Rights and Privacy Act" regulations protect the privacy of students and their college records. Any currently enrolled or former student has the right of access to all his/her records maintained by the college.

PROBATION

A trial period, usually one quarter or semester, in which the student must improve his academic achievement to avoid being dismissed from college, or to meet graduation requirements. At the end of any semester, a student who has failed to achieve a 2.0 GPA is placed on probation.

QUARTER SYSTEM

System in which four terms cover the calendar year. Three quarters constitute the work of the academic year.

PREREQUISITE

A requirement that must be met before enrolling in a particular course, usually an entrance test score, a prior course, or sophomore standing.

REGISTRATION

The process of being accepted and enrolled in classes.

SCHEDULE OF CLASSES

A booklet giving the name, time, instructor, units, and room of all classes held.

SEMESTER

One-half of the academic year. The fall semester begins in September; spring semester in February; each is generally 18 weeks duration.

STUDENT DUE PROCESS

A student who is the subject of disciplinary action or who feels that his rights have been violated may appeal the judgment through the Due Process procedure in the following order: (1) Dean of Students, (2) College President, (3) Board of Trustees.

STUDENT PERSONNEL SERVICES

Provided under direction of Dean of Students; includes Admission and Records, Career Center, EOPS, Financial Aids, Guidance and Counseling, Handicapped Programs and Services, Health Services, Job Placement, Tutoring, Veterans Affairs.

TBA

To be arranged. Generally used in seminar-type classes to indicate that the time of the class meeting will be arranged at a time mutually convenient to the student enrolled and the instructor involved.

TRANSCRIPT

An official list of all courses taken by a student at a college or university, showing the final grade received for each course.

TRANSFER COLLEGE (Transfer Institution)

A college or university which offers two years of upper division and usually lower division work too. It may award the Bachelor's, Master's, and Doctor's degrees. A few colleges or universities offer only upper division and graduate work.

TRANSFER COURSES

Courses designed to match lower division courses at transfer institutions and for which credit may be transferred.

TRANSFER MAJOR

A major for students planning to transfer to a four-year college where the major will be completed.

UNIT

Semester Unit: generally one hour per week for about 17 weeks.
Quarter Unit: generally one hour per week for 12 weeks. A number which indicates the amount of college credit given to a course. (60 to 64 units are required for the A.A. degree.)

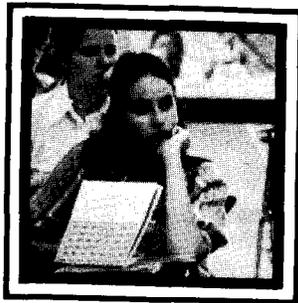
UPPER DIVISION

Refers to students or courses at the Junior and Senior level of four-year colleges and universities.

WORK STUDY

A combined federal|local financial aid program for qualified students who work on campus assisting the staff for fifteen hours each week. Not the same as Cooperative Work Experience Education.





INDEX

Sam^r Huntington
 Roger Sherman
 Mrs William
 Oliver Wolcott
 Tho^r M^r Dick
 G^r Grant
 Casar D^r Knapp
 Dutton G^r Junnith
 Lyman Hall
 Geo^r Walton
 Ch^r Church of ^r South
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 Wm^r P^race
 Tho^r Stone
 John Adams
 Sam^r Adams
 Elbridge Gerry
 John Hancock
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 Jas^r Wid^rspan^rle
 Sam^r Lloyd
 Sam^r Lewis
 Phil^r Livingston
 Lewis Morris
 Joseph Hewes
 Wm^r Hooper
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