
**COLLEGE
OF THE
DESERT**

1989-90
CATALOG

COLLEGE OF THE DESERT

A California Public Community College Catalog and Announcement of Courses

1989 — 1990

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ACADEMIC CALENDAR

1989 1990

FALL 1989

September	5	Tuesday, Classes Begin
November	10	Friday, Veterans' Day-Holiday
November	23,24	Thursday, Friday - Thanksgiving Day - Holiday
December	18 to	
January	1, 1990	CHRISTMAS BREAK
January	11-18	Thursday to Thursday, Final Exams (except January 15)
January	15	Martin Luther King Holiday
January	18	Thursday, End of Fall Semester

SEMESTER BREAK: JANUARY 19 TO JANUARY 26, 1989

SPRING 1990

January	29	Monday, Classes Begin
February	9	Friday, Lincoln's Birthday - Holiday
February	19	Monday, Washington's Birthday - Holiday
April	9 to 13	Monday to Friday, Spring Break
May	28	Monday, Memorial Day - Holiday
May	25 to	Friday to Friday, Final Exams
June	1	(except for May 28)
June	1	Friday, End of Spring Semester
June	1	Friday, Spring Graduation

NOTICE OF DISCLAIMER

Every reasonable effort has been made to determine that everything stated in this 1989 - 1990 Catalog is accurate. Because this publication must be prepared well in advance of the period of time it covers, changes in some programs inevitably will occur. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the Administration of the Desert Community College District or College of the Desert, and in addition, some courses or programs that are offered may have to be cancelled because of insufficient enrollment or because of elimination or reduction in programs or because of any other reason considered sufficient by the College President or designee.

The District and College further reserve the right to add, amend, or repeal any of their rules, regulations, policies or procedures.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/TITLE IX

The College of the Desert is committed to non-discrimination in providing equal opportunity for admission, student financing, student-support facilities and activities, and employment regardless of race, religion, sex, age, handicap status or national origin. Further, each course which is reported for state aid is open fully to enrollment and participation to any person who has been admitted to the College and who meets the course prerequisites.

The designated coordinator at the College of the Desert for compliance with Section 504 of the Rehabilitation Act of 1973 for the Handicapped, as amended, is Dr. Diane Ramirez. Dr. Ramirez is located in the Administration Building. The designated coordinator for compliance with Title IX prohibiting discrimination on the basis of sex at College of the Desert is Jacquelyn Weiss, Director of Personnel, located in the Administration Building. Josephine Gallegos, Officer for Affirmative Action and Equal Opportunity, is located in the Administration Building.

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

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Board of Trustees

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

Ray House, Chairman, AREA 5. Elected 1985

Term Expires 1992

Vernita McDonald, Vice Chairman, AREA 1. Elected 1977

Term Expires 1989

Charles Hayden, Jr., Clerk, AREA 2. Elected 1983

Term Expires, 1992

J. John Anderholt, AREA 4. Elected 1985

Term Expires 1989

Jackie Suitt, AREA 3. Elected 1979

Term Expires 1992

Dana Hawes, Student Trustee

Student Trustee Elected Annually

OFFICERS OF THE COLLEGE

David A. George, President and District Superintendent

Dorothy Bray, Vice President, Educational Services

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

James Pulliam, Provost of Copper Mountain Campus

GENERAL INFORMATION

DESERT COMMUNITY COLLEGE DISTRICT

MISSION AND GOALS STATEMENT

MISSION STATEMENT

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

GOALS

ACADEMIC TRANSFER

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

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

OCCUPATIONAL/VOCATIONAL EDUCATION

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

BASIC SKILLS

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

COMMUNITY SERVICES

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

MARKETING

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

ORGANIZATION

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

PLANNING

The DCCD has established within its organizational structure a planned, systematic procedure designed to encourage and facilitate the creation of innovative programs and the expansion of existing programs.

RESOURCES

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

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

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

COLLEGE CURRICULUM

The College curriculum is organized around four major areas.

- 1. Academic Preparation for Advanced Study** - As an integral unit of the California tripartite system of public higher education, the College provides programs of study providing students the opportunity to prepare for transfer to the four-year colleges and universities of the state and nation. The College aspires to do this in such a manner that students may transfer without loss of time or credit.
- 2. Occupational Education** - For those students desiring to complete an occupational curriculum within two years, the College offers technical training and education in fields justified by student enrollment. Individual courses are offered in some areas where a full curriculum cannot be justified. In both instances the College's aim is vocational competence for students and an appreciation of citizenship responsibilities.
- 3. Developmental Education** - The College provides developmental programs and courses which enable students to acquire learning skills necessary for the completion of an educational plan leading to the attainment of the individual's objectives.
- 4. Community Education** - The College recognizes the dignity and worth of each individual and provides courses which will enable students to explore their potential abilities. The primary objective of these courses is to provide the opportunity for students to improve the quality of their lives by enriching and broadening their horizons.

ACADEMIC PREPARATION FOR ADVANCED STUDY

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

- 1. Tentative Choice:** Make a tentative transfer college choice as early as practicable during your College of the Desert career. Catalogs for most California colleges, as well as many out-of-state colleges, are available in the College of the Desert Transfer Center, AD-5.
- 2. Catalog:** Examine catalogs of prospective colleges and universities (henceforth, college will be used to refer to both institutions). Study carefully (1) sections covering Admission of Transfer Students, and (2) sections covering all requirements for graduation in a major. Finding all requirements often requires a review of the entire catalog. Typically, universities have university-wide graduation requirements, college graduation requirements, and graduation requirements in a major. These are often listed in different sections of the catalogs. Many of these requirements must be taken during the freshman and sophomore years. Failure to do so can unduly extend the time required for graduation.
- 3. Financial Aid:** Apply for financial aid as directed in the COD Financial Aid Handbook. The form used for financial aid is the Student Aid Application for California (SAAC). The SAAC will determine eligibility for state and federal financial aid programs. Application for Cal Grant A, B, and C, is part of the SAAC. The SAAC must be mailed by March 2 of the previous school year to be eligible for a Cal Grant. SAAC forms and other financial aid information are available in the Financial Aid Office.
- 4. General Education Requirements:** With early and effective planning, a student should be able to complete all the general education or breadth requirements while at College of the Desert and still graduate in four semesters.
- 5. Application Filing Period:** Check carefully the dates of the application filing period. This is the time between the first date applications will be received and the deadline. Many colleges have initial filing periods ten months before admission. In all cases, preparation of applications early within the filing period is recommended.
- 6. Letters of Recommendation and Rating Forms:** Some independent colleges require letters of recommendation or rating forms. Students should get to know their academic adviser and instructors well enough so that they can comment accurately on the student's characteristics.
- 7. Grade Point Requirements:** Many colleges require higher than a 2.0 (C) grade point average. Study catalogs carefully for all requirements.
- 8. Admission Requirements of the Public California Institutions:** Both the University of California (UC) and the California State University and Colleges (CSUC) have the same initial filing period for fall admission. The period for fall entry is the month of November for admission ten months later. Both UC and CSUC require completion of 56 units of transferable units to enter as a junior. The University of California requires a minimum of a 2.4 grade point average (2.8 or higher for non-residents). The California State University and Colleges require a minimum of a 2.0 grade point average (2.4 or higher for non-residents). Students eligible for UC or CSUC entrance as freshmen may enter before their junior year if they maintain a 2.0 or better grade point average in college work. For clarification of entry requirements consult the transfer college catalog.

9. Admission to Independent California Colleges: Students who follow transfer major courses of study find they are given credit for most, if not all, courses when they transfer to independent colleges and universities. Some colleges require a certain number of completed units before considering students as eligible for transfer. Others do not, and accept students at any time. Admission requirements are outlined in the respective college catalogs. Catalogs are available in the College of the Desert Transfer Center, AD-5 or upon request from the independent college's Office of Admissions. Independent colleges encourage students to make an appointment with their Office of Admissions in order to discuss transfer opportunities on a personal basis.

10. Transferable Courses: Course descriptions in this catalog carry a designation code of their acceptance for transfer at the California State University and College system and at the University of California. This acceptance can change annually. Consult the Counseling Center for more detailed information.

DEVELOPMENTAL EDUCATION

Education is a lifelong process. In today's society, it is becoming increasingly necessary for people to return to college to acquire new skills, upgrade old skills, acquire new knowledge and expand existing knowledge.

Recognizing the role of the community college in the area of developmental education, College of the Desert makes available opportunities for development of necessary skills and knowledge in Adult Basic Education (Reading, Writing and Math), English as a Second Language, High School Completion, Special Education, and preparation for the General Education Development Test (GED).

Many courses are offered on a year-round, open-entry, open-exit basis. Admission of students occurs on a daily basis and no prior educational background is required. In addition to regular class offerings, emphasis is placed on individualized student learning.

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 language. A complete ESL program is in operation on a daily basis in the Learning Laboratory. Students of varied educational backgrounds and from different parts of the world are regular participants in this program. New students are accepted on a daily basis.

ADULT BASIC EDUCATION

The ABE program provides instruction which teaches adults those skills normally acquired in grades 1 - 8. Individual and group learning opportunities are offered students with particular emphasis in Reading, Writing, Mathematics, and communication and life skills.

HIGH SCHOOL COMPLETION

This program provides an educational opportunity for adults, anyone 18 years or older, who desire to complete requirements for a High School diploma. Credit may be granted for military service, for service school attended, work experience, and credit earned in the ninth grade or higher, except physical education.

GENERAL EDUCATIONAL DEVELOPMENT TEST (GED)

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

OCCUPATIONAL EDUCATION

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

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

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

COMMUNITY SERVICES

Community Services has become a major function of the Community Colleges of California. The California Association of Community Colleges (CACC) Community Services Commission has developed the following definition of Community Services:

"Community Services are those efforts provided by Community Colleges as one of their central functions often in cooperation with other community agencies which strive to identify and meet the following needs in the community not met by college credit programs: non-credit educational; cultural enrichment; recreational, community and personal development needs."

The Community Services Program at College of the Desert offers a wide range of self-supporting activities for the purpose of meeting the individual and community needs not served by the college's degree program.

As another community service, the use of college facilities is encouraged by community organizations which qualify under the Civic Center Act.

Community Services strives to keep the public abreast of current events, college programs and the continual development of College of the Desert through the use of the public information program.

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

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

ACCREDITATION

College of the Desert is accredited by the Western Association of Schools and Colleges, which is the official accrediting agency for this region. Accreditation was reaffirmed during 1987-1988 academic year. College of the Desert's next comprehensive review is to be conducted in 1992.

HISTORY

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

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

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

The Board and a limited administrative staff spent three years studying community College education, and planning curriculum, buildings, and policies before contracts were let in the Summer of 1961 for actual construction of the initial nine buildings on the 160 acre site at Monterey Avenue and Fred Waring Drive in Palm Desert. The College's first students were received in Fall of 1962.

The residents of the Morongo Unified School District, comprised of the communities of Morongo Valley, Yucca Valley, Landers, Joshua Tree, and Twentynine Palms, elected, in 1966, to join the Desert Community College District. Classes were first offered on the High Desert in the Fall of 1967 at the Twentynine Palms High School to approximately 60 students.

In 1972, the High Desert Campus began renting what had been until then a parochial school, on Sage Avenue in Twentynine Palms. The first increment of buildings was completed in the Spring of 1984, thus giving the High Desert communities their first access to local, college-owned facilities. At that time, the High Desert Campus became known as Copper Mountain Campus.

Close cooperation with the National Park Service's Joshua Tree National Monument, the Hi-Desert Medical Center, and the Marine Corps has enabled the Center to expand its offerings in such specialized fields as Conservation of Natural Resources, Nursing, and Computer Science.

ALUMNI ASSOCIATION

The Alumni Association of College of the Desert was chartered in 1983-84. The major goals of the Association are to support student activities, recognize outstanding former students, and outstanding

community leaders who have been supportive of the college. Annual recognition is also given to outstanding faculty and staff persons. Scholarships are awarded to college, high school and middle school students. Membership is open to alumni, students, staff, and the community.

COLLEGE OF THE DESERT FOUNDATION

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

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

PRESIDENT'S CIRCLE

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

The Circle is composed of concerned citizens who make an annual contribution of \$1,000 or more to the Foundation. A one-time gift of \$10,000 or more entitles a donor to lifetime membership. For more information call 346-2251 or 346-2190.

COLLEGE OF THE DESERT FOUNDATION AUXILIARY

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

FRIENDS OF COPPER MOUNTAIN COLLEGE

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

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

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

TIME AND LOCATION OF CLASSES

College of the Desert and the Copper Mountain Campus offer classes from early morning until late night, Monday through Saturday. Classes are offered at off-campus locations throughout the district. Please consult the most recent or current Schedule of Classes for specific information as to class offerings, times, and locations.

AFFIRMATIVE ACTION

College of the Desert adheres to the Title IX, Civil Rights Act of 1964 and the Rehabilitation Act of 1973 and is an Affirmative Action Employer and College. The District makes all employment and enrollment decisions (recruitment, selection, compensation, termination, terms and benefits of employment, etc.) without regard to race, color, religion, sex, national origin, age or marital status. Reasonable accommodations are made for persons with physical handicaps. Reasonable accommodation is made for disabilities which do not materially affect the applicant's ability to perform the job or to participate in college programs.

The District encourages men/women to apply for/enroll in both traditional and non-traditional programs or position openings.

MATRICULATION PROGRAM

The purpose of the Matriculation program at College of The Desert is to increase student success through early admissions, assessment, orientation, advisement and following student progress programs. Students with degree/certificate and/or transfer goals are classified as being matriculated students and are required to participate in the college assessment, orientation, advisement programs, and where warranted, in the student progress follow-up program.

Students who do not plan to complete a degree/certificate and /or transfer to a four-year college are classified as nonmatriculation students and are required to only participate in the admissions program. They may participate in the assessment, orientation and advisement at their choosing.

If you have a question regarding these services or your status, please contact a counselor at your campus.

ADMISSION INFORMATION

ADMISSION

The following persons are eligible for admission:

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

Non-Graduates of High School Non-graduates, eighteen years of age or older, who can profit from instruction, are eligible for admission. For those who are interested, the Developmental Education program provides an alternative way to complete high school graduation requirements. Contact should be made with the Director of Developmental Education.

Students who complete the High School Proficiency Examination with satisfactory scores may attend College of the Desert. A copy of the Certificate of Proficiency is required.

Select High School Students Non-High School Graduates under 18 years of age may be admitted to the College on a part-time basis upon the recommendation of the high school principal and consent of the parents. Students enrolled in this manner must maintain a minimum day enrollment in high school. An approval form, available through local schools, must be filled out prior to registration.

Admission of Residents of the Desert Community College District

Students whose residence is in one of the *Unified School Districts* comprising the Desert Community College District (Coachella Valley, Desert Center, Desert Sands, Morongo Valley, Palm Springs) are qualified to enroll under the above conditions.

Admission of Students from California Districts not Maintaining a Community College

Students who reside in a School District not affiliated with a Community College are eligible to attend College of the Desert, but must complete a residence statement when applying for admission.

Admission of Out-of-State Students

High school graduates from out-of-state are eligible to enroll at College of the Desert provided acceptable transcripts of past achievements are presented and show evidence of good academic competency. Non-resident tuition fees will be charged.

International Students

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

FIRST-TIME ENROLLMENT

Prospective students are encouraged to request class schedules prior to the beginning of new terms. Schedules provide times and dates of registration procedures. Full-time students are encouraged to take part in testing programs and Orientation courses offered prior to the beginning of Fall and Spring semesters. Out-of-state and international students should contact the college well ahead of new terms to establish tuition costs and eligibility for admission.

Transcript of Record

Full-time students should arrange to have complete transcripts of academic records sent to the Admissions Office. A high school senior should have the transcript sent after graduation. Transcripts must be mailed directly from one institution to another and cannot be considered official if they are delivered in person. Only transcripts that arrive in Admissions and Records unopened will be considered "Official".

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

Assessment Testing for Basic Skills Courses

The purpose for assessment Testing is to help students identify their readiness to perform college level academic study and to help them succeed in their programs of study.

Assessment testing for placement in reading, writing and mathematics courses is required for all students who:

1. plan to complete an associate degree or certificate of achievement, and/or plan to transfer to a four-year college/university.
2. plan to enroll in reading, writing and/or mathematics courses.
3. plan to enroll in a course which has a reading, writing and/or mathematics prerequisite.

Students who have completed required competency courses with grades of C or higher at another accredited college/university are exempt from this requirement.

The Assessment tests consist of four parts: reading, writing, arithmetic, and algebra. Results are provided to a student immediately.

Test results, combined with a student's educational record, study skills, educational goals, maturity, etc., are used to place students in reading, writing and mathematics classes.

Students found to have reading, writing and/or mathematics deficiencies are required to begin correcting those deficiencies in their first semester of enrollment.

As College of the Desert offers an assessment program which uses microcomputers, it is available for students to take year-round except for holidays and weekends on a walk-in basis. Assessment is located in the Five Centers in the Engineering building at College of the Desert or in the Student Services Office at Copper Mountain.

Disqualified Transfer Student Program

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

Probationary Transfer Student Program

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

REGISTRATION

A Schedule of Classes is published before each semester and contains carefully planned registration procedures.

Fees

1. Beginning with the Fall Semester 1984, Enrollment Fees for Resident Students are charged as follows:
 - a. \$50 per semester for 10 units or more
 - b. \$5 per unit per semester for 9 units or less
 - c. \$7.50 Health Fee - (Summer Session, \$5.00)

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

Exemptions are:

1. All active duty military personnel attending classes on a military base and their dependents.
 2. All BOGG Waivers (A, B, and C).
 3. Apprentice students.
 4. All students who depend exclusively on prayer for healing in accordance with a bonafide religious sect.
- d. \$6.50 Nursing Malpractice Fee
2. Tuition Fee for Foreign Country and Out-of-State Residents: A tuition fee, based on the average cost of instruction which is payable at time of registration, is charged all students who have not been legal residents of California for one full year. Active military personnel and their dependents, regardless of residence, are exempt from out-of-state fees for their initial year of stay in California. Questions relating to the establishment of California residence should be directed to the Admissions Office.
 3. Insurance: International Student - College Policy #5102 requires each international student enrolled at the college to secure and maintain at their own expense, an accident and illness insurance coverage as established by College of the Desert. The college nurse will help secure insurance.

4. **Parking Fee:** A fee is charged students for each vehicle they plan to drive and park on the College of the Desert campus. There is a charge for Replacement Parking Permits. This is a non-refundable fee.

5. **Health Occupations Programs - College Policy #5101** requires each student enrolled in Health Occupation programs which require patient contact for the development of specific skills to secure insurance coverage against liability for malpractice.

Non-Resident Tuition Fees

No refund is granted after the start of the fourth (4th) week of the semester. Refunds are not available for a reduction of program.

Tuition: Refund of the tuition can be made only when the student negotiates a total withdrawal from (Non- the College. The request for refund must be accompanied by the registration receipt. Refund Resident of the basic tuition fee is made according to the following schedule if the student submits a Fees) written request:

-before the first day of scheduled class	100%
-before the end of the 1st week of instruction	75%
-before the end of the 2nd week of instruction	50%
-before the end of the 3rd week of instruction.....	25%

NOTE: (Non-resident Tuition) Partial refunds are made when the College cancels a class or the College makes a time change which prevents the student from attending.

Accident Insurance

The Health Fee entitles students to accident insurance. This policy covers accidents on campus or campus related activities only. Athletes engaged in the interscholastic sports have separate coverage.

Voluntary Accident and Sickness Plan

Students may purchase supplementary health insurance to cover sickness and hospitalization at minimum costs.

Refunds

Request for refunds are accepted at the Admissions and Records Office until the end of the second week of the semester. Refunds can be made only upon proper presentation of a COD receipt and refund application within the prescribed time limits. Applications for refunds are available at the Admissions and Records counter in the Administration Building lobby. If a refund is due to a student under the College's refund policy and the student received financial aid under any Title IV student financial aid program other than the College work-study program, a portion of the refund shall be returned to the Title IV program. The amount returned will be proportionate to the amount received. If aid has been received from more than one Title IV program, the refund will be returned to the individual programs proportionate to the amount received.

Returned Checks

A service charge of Ten Dollars (\$10.00) will be assessed for any check returned to the College or the College Bookstore by a bank. Any student who has not paid for a returned check after notification by the Business Office will not be able to receive a transcript nor will any of his or her records from the College be processed to any other institution. Within one week, if a student has not met his or her financial obligations, he or she may be dropped from all classes. Check-cashing privileges may be revoked for any student who has checks returned by his or her bank more than once.

Unit Load Limitations

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

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

STUDENT SERVICES

To satisfy the educational needs of all the people within the College District, College of the Desert and the Copper Mountain Campus provide an "open door" admitting anyone over 18 years of age who can profit from instruction. The resulting diverse student body encompasses a wide range in abilities, backgrounds, ages, economic status, and ethnic groups.

To serve the educational and personal needs of a diverse population there must be a commitment to the concept that educational institutions exist for the purpose of assisting the individual student in the learning process. All programs, services, and facilities are directed toward the development of the student.

Student Services perform an integral, essential and vital function of the overall educational program. One of the most important responsibilities of a comprehensive student services program is to provide every possible aid to each student. To this end, Student Services assists students to achieve understanding of four major areas: Admissions, Counseling, Student Affairs, and Special Services.

Admissions

The Admissions Office identifies and accepts all qualified students for enrollment in College of the Desert. Admissions services also provides record-keeping to safeguard students' academic and personal records.

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

Counseling

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

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

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

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

Orientation

Prior to the beginning of the Fall and Spring semesters, a special orientation program is held for new students. A video orientation is required for all matriculating students who have not attended the regular orientation. This program is designed to assist the student to:

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

Transfer Center

In addition to meeting with their advisers, students should confer with their counselors to help them plan the smoothest possible transition to four-year colleges. The counselors are directly involved in keeping both students and faculty advisors informed concerning the latest information about college transfer.

The latest information about admission to the California State Colleges and Universities is made available through the Transfer Center. The Transfer Center with current catalog information for students exploring changes in major or career is located in the Counseling Center. Services are available on a drop-in basis.

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

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

Advising Program

Advising is a student's right at the college and is required for all matriculating students. Students are assigned to a counselor when they have not declared a major and a teaching faculty advisor when they have declared a major; such as nursing, business or science.

Advisors work with students to plan realistic programs, assist students with college expectations and provide information on available services. Students are required to meet with their advisor each semester for schedule planning and are encouraged to meet more often when appropriate.

Career Center

The Career Center is available to all students for a variety of services including career assessment and decision making, current career information with computer printouts of job outlook, training and educational opportunities, and individual as well as group career counseling.

The Career Center is located in the Counseling Center and is staffed by a full-time career counselor. Students are encouraged to use the center on a drop-in basis or by appointment.

The Extended Opportunity Programs and Services (EOPS)

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

1. The EOPS Program recruits disadvantaged students from the local high schools and the community and strives to provide these students with a Fall Orientation Program to help them prepare for the Community College.
2. Students admitted into the program are provided with EOPS Grants in order that these students meet their financial obligations on campus. Two specific grants are provided. Book grants are provided to students each semester and these grants are utilized to purchase the students' required textbooks. The general EOPS Grant is provided so that the EOPS student may pay for other college-related costs.
3. Academic, career, personal, and financial counseling are provided to each student.
4. An individual student educational plan, enabling each student to formulate his/her course requirements, is provided.
5. The EOPS Office coordinates four-year EOP representative visitations and makes available EOP transfer information and applications.
6. The EOPS Office provides bilingual (Spanish and English languages) counseling to the general student body.
7. The C.A.R.E. (Cooperative Agencies Resources for Education) Program initiated during the Fall 1980 semester encourages financially needy single parents to enroll at College of the Desert and provides counseling, financial aid and child care assistance.

Students With Disabilities

The student with a disability at College of the Desert is encouraged to participate in the same activities and courses as any student. Special services are offered to provide a more equitable classroom experience and to help successfully integrate the student into college life. Such services provided include: priority registration, tutoring, notetakers, specialized counseling, and special equipment to those who qualify. The Library and Diesel Mechanics are two-story buildings. Elevator keys are available to those in need of access, by contacting the Office of Disabled Students, Programs and Services.

Special instruction is available to qualified students. Participation is voluntary. Interested students must apply for special instruction programs. Special instructional programs include: Learning Disabled; Acquired Brain Injured; the Computer Access/High Tech programs and individualized Special Education instruction. A varied program of Physical Activities are offered, as well.

The State Department of Rehabilitation also offers services to aid students who have physical, emotional, or other disabilities which handicap them in obtaining employment. All interested individuals are urged to contact the Learning Disabilities Specialist, the Counselor or the Director of Disabled Students, Programs and Services for further information.

Veterans and Veterans' Dependents

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

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

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

Veterans' Program Course Requirements

1. Course numbers 100 or above are not acceptable for veterans' benefits. TV courses, Individual/Independent Study courses and Credit/No credit (CR/NC) courses are not acceptable for veterans' benefits.

2. Veterans and dependents must declare a major and follow a program leading to completion of an A.A./A.S. degree.

3. Any veteran or dependent receiving V.A. benefits who has accumulated 30 or more units and wishes to continue receiving V.A. benefits at College of the Desert must have an A.A./A.S. degree evaluation before they can be certified for benefits.

4. Veterans and dependents may receive V.A. benefits when repeating a course in which a grade of "F" was received if the course is a prerequisite to a required course, is required for graduation or transfer. Veterans and dependents may receive V.A. benefits when repeating a course in which a grade of "D" was received, if the catalog states that a grade of "C" or better is required and the course is a prerequisite to a required course, is required for graduation or transfer.

5. Additional information about V.A. Benefits and program requirements may be obtained from the Veterans' Office in the Administration Building.

Servicemembers 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 Servicemembers Opportunity Colleges (SOC).

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

Project Ahead Program

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

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

Special consideration is always given returning veterans and military personnel.

Associated Students

In keeping with the philosophy of College of the Desert, the responsibility for student affairs is placed with the students. This responsibility rests with the Student Senate of the College of the Desert. Regularly enrolled students of the college are expected to be members of this organization and are encouraged to participate.

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

Student Rights and Responsibilities

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

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

Information regarding student rights and responsibilities and grievance procedures can be found in the "Statement of Student Rights, Responsibilities, and Student Grievance Procedures," copies of which are available in the office of Admissions located in the Administration Building on campus.

Special Support Services

The "open door" philosophy of the Community College has resulted in enrollment of students from diverse cultural groups, economic levels, and academic abilities. Special services are provided by College of the Desert in a comprehensive student personnel program.

Special services are vital aspects of student personnel services and include, but are not limited to, health services, financial aid, and part-time and career employment.

Bookstore

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

Student Affairs

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

Student Organizations

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

Each year new clubs are chartered as they are requested by the students. Every club is a part of the Club Council which meets regularly to discuss activities, projects and problems pertaining to its members.

Athletics

College of the Desert is a member of the Foothill Athletic Conference. The conference includes these colleges: Antelope Valley, Citrus, Chaffey, College of the Desert, East Los Angeles, Mt. San Jacinto, Rio Hondo, San Bernardino Valley and Victor Valley. The conference includes competition in basketball, baseball, cross country, football, golf, softball, tennis, track and field, and volleyball.

Health Services

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

Transportation and Parking - Conveniently located parking lots provide parking for students' and visitors' vehicles. Red, Yellow, Yellow and Black curb markings, all No-Parking signs, and Emergency Parking zones are to be observed at all times, day and night. Parking on or in front of ramps is forbidden day and night. For students to park in the campus parking lots, they must pay a Parking Fee and properly display a COD parking sticker. Citations are issued by College Security. Motorcycles and motorbikes must be parked in areas reserved for them. Restricted parking (visitor) is in effect from 7:30 a.m. to 10:30 p.m. Monday through Friday of each school week.

Handicapped parking (Blue curb marking) must be observed both day and evening. Handicapped permits are obtained from the Office of the Handicapped Counselor (located in the Student Center) on a semester basis and can be renewed as needed.

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

Housing - There are no facilities for on-campus housing at College of the Desert. Information regarding off-campus housing is posted on bulletin boards on campus. The College does not inspect or approve the posted facilities and assumes no responsibility for agreements between landlords and the students.

Animals on Campus - State and local laws prohibit animals on campus at any time. The Humane Society removes animals at owner's expense. Students who violate this law are subject to disciplinary action. Animal control officers periodically patrol the campus and remove any animals found.

AUXILIARY FUNDS

DONALD H. AND CATHERINE MITCHELL PERPETUAL LIBRARY FUND

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

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

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

SCHOLARSHIPS, AWARDS, FINANCIAL AID, GRANTS, and LOANS

— Scholarships listed alphabetically.

Associated Students of College of the Desert

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

Eugenie Mayer Bolz Family Foundation

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

Border Patrol Wives Scholarship Fund

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

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

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

California Nurses' Association District No. 34

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

Stacy Carpenter Memorial Scholarship Fund

It was the wish of his parent that this money be kept to grant financial assistance to a Music major with organ as the major performing area.

Reynaldo J. Carreon, Jr., M.D. Perpetual Scholarship Fund

Established 1983. Interest to be awarded annually to deserving students pursuing courses in medicine selected by the Scholarship Committee with special consideration given to Americans of Mexican ancestry. ADN or LVN students to receive primary consideration.

Chaparral Garden Club

Established 1973. Awarded to two agriculture students.

Shirley Clark Memorial Scholarship Fund

Established in 1979. Interest to be used for award to a deserving student as determined by the Scholarship Committee.

Jerry Codekas Memorial Scholarship Fund

Established November, 1972. Approximately \$50 in interest earnings from \$1,000. Awarded yearly to a student who transfers from College of the Desert, to a four-year institution.

College of the Desert Alumni Association Scholarship

Established Spring, 1983. Seventy-five scholarships to be awarded: Twenty-five at \$500. each to full-time outstanding COD students returning to COD as sophomores, and COD students transferring to four year colleges. Twenty-four at \$250. each to be awarded to outstanding high school seniors in the COD district planning to attend COD. Twenty-six at \$100. each to be awarded to outstanding middle school students in the COD district. Recipients to be determined by the Scholarship Committee.

College of the Desert Faculty Women's Club

Established May 19, 1963. To be awarded to full-time regular students who will be returning to the College of the Desert as sophomores. Varying amounts to be awarded annually to deserving students.

College of the Desert French Scholarship

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

Thomas Arthur Davis Memorial Scholarship Fund

Established September, 1972. Two scholarships of \$500 each to be awarded annually to worthy students in financial need. Donors: Parents, Charles and Athor Davis.

Dr. Peter William Dykema Memorial Scholarship Fund

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

The Federal Managers Association Scholarship Fund, Chapter #195

Established 1982. A \$250 scholarship awarded on an annual basis.

Greenberg Student Nurses Assistance

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

Lonny Haber Memorial Scholarship Fund

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

Florence P. Hamilton Foundation

Established 1978. Two \$500 scholarships awarded to students in their third semester of the Nursing Program.

Alfred and Viola Hart Award

Established June 22, 1964. The income from this fund is to be used for an award to a student of Mexican, Oriental, American Indian or Negro ancestry. It is to be based on financial need rather than scholastic attainment while the student is at College of the Desert.

Bob Hope Desert Classic Scholarship Fund

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

Indian Wells Garden Club

Established 1975. Awarded to deserving students in the horticulture or agriculture field

Ken Kern Nursing Memorial Fund

Established 1984. To be awarded annually to a Registered Nursing student in the second, third, or fourth semester having financial need.

Leisure Life Scholarship

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

Lawrence T. Little Memorial Scholarship

Established 1982. Recipient to be determined by the Scholarship Committee.

Roy Mallery Art Scholarship

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

Alice Marble Scholarship

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

Beatrice Marx Scholarship

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

Peter A. Marx Memorial Scholarship Fund

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

Roy C. and Velma C. McCall Scholarship

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

Velma McCall Perpetual Scholarship

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

Pearl McCallum McManus Scholarship Fund

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

Edgar L. McCoubrey Student Loan Fund

Established 1983. Interest-free loans available to vocational students who qualify for financial aid. Students may borrow up to a maximum of \$500. First payments to begin 90 days after leaving College of the Desert or enrolled at College of the Desert less than half-time (less than six units). Loan to be paid in full one year from date of leaving College of the Desert or enrolled less than half-time.

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

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

Casey Merrill Scholarship

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

D.H. Mitchell Perpetual Scholarship Fund

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

Matteo Monica Memorial Scholarship

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

Negro Academic Scholarship

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

Nursing Scholarships

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

Edna H. O'Reilly Memorial Scholarship

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

Palm Desert Country Club

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

Palm Desert Rotary Club Scholarship Fund

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

Palm Desert Woman's Club Scholarship Fund

Established May 15, 1963. To be awarded to students who: (a) have graduated from high school within the College district, (b) have attended College of the Desert during their freshman year, (c) are preparing for a teaching career, and (d) have demonstrated exemplary citizenship and satisfactory scholarship.

Palm Springs Garden Club

Established 1973. Awarded to two students with an Oceanography or Horticulture major, and continuing at C.O.D. for second year.

Mildred Porter Powell Memorial Scholarship in Nursing

Established 1978. Awarded to five Nursing students, \$500 each. Students must be in third semester of Nursing Program.

Ed Rafferty Memorial Scholarship Fund

Established October 1978. Awarded to a deserving student in turf management.

Rancho Mirage Women's Club

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

Riverside County Peace Officers Association

Established 1976. Awarded to Law Enforcement Major.

Roadrunner Garden Club

Established 1972. Awarded to a deserving student in the field of Agriculture showing outstanding scholarship and leadership.

Shadow Mountain Palette Club, Inc. Scholarship

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

Grace Shallies Scholarship Fund

Established 1982. To be awarded annually to women entering the business field.

Skelton Foundation

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

Sarah Sompolinski Memorial Scholarship Fund

Established 1983. Interest to be used for award to a graduate nursing student going on to a four-year institution to major as an Oncology Specialist. Award to commence with the 1984-85 school year.

Soroptimist Club of Palm Desert Scholarship

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

Betty Lee Speakman Memorial Scholarship Fund

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

Helen K. Staley Perpetual Scholarship

Established 1975 as a perpetual fund. Earnings from interest of approximately \$75 annually to be awarded to College of the Desert students.

Maude Stoner

Established June 2, 1980. Interest to be awarded annually to a student in the Music Department specializing in piano.

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

University Club of the Desert Scholarship Fund

Established 1976. Interest to be awarded to deserving students as determined by The Scholarship Committee.

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

Established May 1973. Interest earned annually from this fund to be used to help a deserving voice or piano student defray their expenses in the College of the Desert Music Department.

Women's Auxillary of the Desert Hospital Scholarship Fund

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

Local Scholarships

Scholarships are available for both continuing and transfer students. Awards will vary from \$50 to \$500. Consideration is given to the applicant's grades, academic potential, activities, college major, and financial need. Applicants must have attended College of the Desert for a minimum of one semester and completed a minimum of 12 units at College of the Desert. Applications are made available in January. Students must be citizens or permanent residents.

Cal Grant B and C

Cal Grant B and C are available to community college students. Cal Grant B is intended to aid high-potential students from disadvantaged/low income families. The Cal Grant C provides assistance for vocational training to students from low and middle income families. Applications must be mailed by

the date established by the Student Aid Commission. Further information and applications may be obtained in the Financial Aid Office.

Pell Grant

Information and applications available at the Financial Aids Office. All high school counseling offices have these applications also. For all programs of financial assistance, you must complete an application for Financial Aid. This application is available at all high school counseling offices as well as the College Financial Aids Office.

Supplemental Educational Opportunity Grants (SEOG)

Needy students may receive this grant that does not have to be repaid. Such grants will not be less than \$200 and not more than \$4,000, depending on the student's need and the availability of SEOG funds. The average grant at College of the Desert is approximately \$500.

Short-Term Emergency Loans

Emergency Loans are available on a short-term basis to students in need of immediate, temporary financial assistance. The loans are intended to enable a student to meet emergency expenses and must be repaid within thirty days. Emergency expenses are primarily for books, school fees, and living expenses.

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

Long-Term Loans

National Direct Student Loan

Perkins Loan (Formally National Direct Student Loan)

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

California Guaranteed Student Loan

Enrolled students are eligible to apply for a California Guaranteed Student Loan. Under this program, the student may borrow up to \$2,625 per year if the student is enrolled on at least a half-time basis and who has not successfully completed the first or second year of an under-graduate program as determined by the school. For students who the school determines have successfully completed the first and second year of an undergraduate program, but who has not successfully completed the undergraduate program may borrow up \$4,000 per academic year. Applications are obtained and must be approved by the College.

College Work-Study Program

Eligible students who can demonstrate that earnings from employment are necessary to meet the cost of attending college are placed in various departments and divisions of the Desert 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 PETITION PROCEDURES

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

CLASSIFICATION OF STUDENTS

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

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

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

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

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

CLASSIFICATION AND NUMBERING OF COURSES/CLASSES

There are three types of courses/classes offered by College of the Desert.

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

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

3. Community Services classes (numbered in the 500's) are designed for students whose primary motive for activity and learning is personal enrichment only. The classes carry no academic credit and are supported by class fees.

PREREQUISITES FOR COURSES

Course prerequisites are listed in the class schedule under each course and in the catalog in the course description section. Prerequisites are intended to ensure students a reasonable chance of success. Prerequisite requirements must be met before enrollment is permitted. Questions regarding course eligibility should be discussed with your faculty advisor or counselor.

UNIT OF CREDIT

The term "unit of credit" is a measure of time and study devoted to a course. Each hour of regular class per week, or three hours per week in a laboratory session for one semester, is considered one unit. Many courses are made up of a combination of regular class sessions and laboratory sessions.

GRADING SYSTEM

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

SYMBOL	DEFINITION	GRADE POINT
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (at least satisfactory-units awarded not counted in G.P.A.)	
NC	No Credit (less than satisfactory, or failing-units not counted in G.P.A.)	

Students may choose the credit/no credit grading option on designated courses. This choice can be made at the time of registration, or the student may file a Petition in the Admissions Office prior to the first 30% of the class.

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

I -Incomplete

IP -In Progress

RD-Report Delayed

W -Withdrawal

INCOMPLETE

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

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

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

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

IN PROGRESS

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

REPORT DELAYED

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

WITHDRAWAL

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

GRADING PROCEDURE - PERMANENT RECORDS

Permanent records indicate a student's active enrollment at the beginning of the fourth week of classes. Students will be listed for final grade reporting for all active classes as of that date and unless proper drop procedures are initiated, the student may receive a penalty grade (F). Students enrolled after Grade Responsibility Date who do not complete the semester may receive a letter grade unless there are extenuating, documented circumstances such as an accident, hospitalization, or other conditions beyond the student's control.

GRADES - CHANGES

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

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

GRADES - CHANNELS OF APPEAL

1. The student shall first attempt to solve the problem with the instructor involved.
2. If no solution is reached with step 1, the division chairperson shall be consulted.
3. If the problem is not solved with steps 1 and 2, the student will submit in writing to the Director of Admissions all pertinent information concerning the dispute and request a formal hearing. A committee shall be formed to hear both sides of the issue and render a decision. The committee will consist of the Director of Admissions, the division chairperson, and one additional faculty member from a department not involved in the dispute.

4. The decision of the committee may be appealed to the Vice-President of the Educational Services.
5. The decision of the Vice-President may be appealed to the President of the College.
6. Following a decision by the President, the student also has the option of further appeal to the Board of Trustees. The decision of the Trustees is final.

GRADE CHANGE PROCEDURE

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

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

- (1) **Incomplete:** (Section 51306)

DEFINITION

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

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

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

- (2) Grade Change (Section 51308)

(a) In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with Section 51306 of this chapter. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record.

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

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

GRADE POINTS

The College of the Desert follows the same system of grade points used by most colleges and universities in the state to give an overall appraisal of the student's level of achievement.

Semester grades are assigned grade points as follows:

- A 4 grade points per unit earned
- B 3 grade points per unit earned
- C 2 grade points per unit earned
- D 1 grade point per unit earned
- F 0 grade point per unit earned

Semester marks with no assigned grade points are as follows: I, CR, NC, and W. Units for F grades are counted in computing grade point averages. Other symbols used are IP (In Progress) and RD (Report Delayed).

Grade Point Average

The grade point average (GPA) is computed by dividing all units attempted into all grade points received. The following example illustrates the grade point average calculation.

Course	Units	Grade	Grade Points per unit	Grade Points
Eng 51	3	C	2	6
PE	2	A	4	8
PE 20	1	B	3	3
Health 1	2	D	1	2
AgNR 35	3	B	3	9
DE 314	(2)	B	No grade points	(non-credit class)
History 1	<u>3</u>	C	2	<u>6</u>
	14		Total grade points	34
Grade point average - Total Grade Points/Total Units				
	2.43		34/14	

DEAN'S LIST

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

HONOR ROLL

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

ADMISSION, PROBATION, DISMISSAL, AND READMISSION

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

STANDARDS FOR PROBATION

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

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

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

NOTIFICATION OF PROBATION

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

REMOVAL FROM PROBATION

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

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

STANDARDS FOR DISMISSAL

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

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

NOTIFICATION OF DISMISSAL

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

READMISSION

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

ACADEMIC RENEWAL POLICY

1. A student may petition to have units and credits for all courses taken during one semester of college work eliminated from the computation of his/her cumulative grade point average.
2. Under extenuating circumstances a second semester consecutive with the first semester may be considered under the same regulations.

Extenuating circumstances are beyond the control of the student and may include but are not limited to situations such as illness or injury to the student, death or illness in the family. The student must supply documented evidence of all extenuating circumstances.

3. If the petition for academic renewal is granted, the permanent record of the student will be annotated so that it is evident to all users of the record that no units for work taken during the semester(s) covered by academic renewal, even if satisfactory, will apply toward graduation or other educational objectives. All courses, units, and grades shall remain legible on the permanent record to insure a true and complete academic record of the student's college courses.
4. A student may repeat work taken during academic renewal semester(s) only if such repetition is necessary to allow normal progression toward an acceptable educational objective.
5. A student must include all work, including academic renewal semester(s), in the computation of the cumulative GPA toward any honors program.
6. No part of the regulation and procedures shall conflict with:
 - a. Education Code, Section 76224, pertaining to the finality of grades assigned by instructors, and
 - b. Chapter 2.5 of Division of Title 5 (commencing with Section 59020) pertaining to the retention and destruction of records, and particularly Section 59023 (d), relating to the permanency of certain student records.
7. The registrar shall maintain records of all actions taken under this regulation and a yearly review of this regulation shall be made by the Educational Policies and Practices Committee.

REQUEST FOR ACADEMIC RENEWAL

1. A student seeking academic renewal is responsible for presenting evidence to show:
 - a. that the previously recorded courses were substandard academic performance and are not reflective of his/her current academic ability, and
 - b. that the student is enrolled in a defined educational program.

Evidence of academic ability since the semester in question shall include one of the following:

- a. 15 semester units with a minimum of a 3.00 GPA
- b. 30 semester units with a minimum of a 2.50 GPA
- c. 45 semester units with a minimum of 2.00 GPA

2. At least 12 months must elapse between the date of the request and the semester for which academic renewal is sought.
3. The student may request academic renewal only once.
4. The request for academic renewal shall be directed to the Office of Admissions.

FINAL EXAMINATIONS

Final examinations are obligatory in all courses except those specifically designated as requiring special treatment in lieu of final examination. All examinations will, so far as practicable, be conducted in writing and a maximum time will be assigned before each examination. Students are required to take the final examination at the appointed time and place in order to secure credit. Any exception to this policy must be approved by the Dean of Student Services and Relations. Absence due to illness must be verified by a medical doctor.

CREDIT BY EXAMINATION

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

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

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

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

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

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

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

INDIVIDUAL STUDY PROJECTS (1-3 units)

Available to students carrying six or more units.

This course can be taken in any subject area and is designed as course number 49 A, B, C (1, 2, & 3 units respectively); for example: Business 49, Radio/Television 49, History 49, and provides an opportunity for the student to work closely with the instructor in order to encourage the student to extend his or her knowledge and understanding of the course of study. The exact nature of the individual assignment depends upon the special interest of the student and the instructor. A maximum of six units of individual study is accepted toward the A.A. and A.S. Degree.

The instructor of an individual study project must submit an Individual Study Project application through his or her division chairperson to the appropriate Dean prior to allowing a student to undertake work. Students may register for approved projects up until the beginning of the eleventh week of the semester.

DEPARTMENTAL SEMINAR (1-3)

Departmental Seminars, designated as Course Number 48 A, B, C (1, 2, & 3 units respectively) may be conducted by any department. They are designed to provide an opportunity for students to work in small groups with one or more instructors. The course provides the students an opportunity to participate and interact with their instructors and colleagues to extend their knowledge and understanding of some

particular problem or topic within the general scope of departmental offerings which are not contained in scheduled courses. The exact nature of the individual assignments depends upon the nature of the study and topic involved, but all seminar students are expected to complete at least one of the following: a project, field study, survey, written report, and/or term paper.

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

A maximum of six units of seminar are accepted for the A.A. or A.S. Degree.

The instructor of a proposed seminar must submit a Seminar Application through the division chairperson to the appropriate Dean prior to advertising and scheduling a seminar.

REPETITION OF COURSES, SUBSTANDARD GRADES

A student who receives a grade of D, F, or NC for a course may repeat the course one time and receive a new grade and credits. The previous grade and credits are disregarded in the computation of grade point average and credits. The student's transcript is annotated so that all course work remains legible.

Where special circumstances exist, a student may be allowed to repeat a course a second time. Special circumstances include consideration of illness, accident, or other conditions which, being beyond the control of the student, resulted in his or her substandard work.

Applications to repeat a course a second time in which a grade of D, F, or NC has been received two times are available in the Admissions and Records Office. Students should apply prior to advisement and registration to allow the Academic Regulation Committee sufficient time to review the merits of the request.

REPEATING COURSES, GRADES OF "C" OR BETTER

A student is not eligible to repeat a course which he or she has completed with grades of C or better except where special circumstances exist which justify repeating the course. Special circumstances include:

1. the lapse of time—a significant number of years since the course was completed.
2. changes in course content since the course was completed, or
3. need to acquire knowledge or skills to be able to progress to higher level course work.

Grades and credits awarded for repeated courses are not counted in calculating a student's grade point average or cumulative credits. The courses, grades and units will be listed on the student's transcript.

Applications to repeat a course with a grade of C or better are available in the Admissions and Records Office. Students are encouraged to apply prior to advisement and registration to allow time for Academic Regulation Committee review.

CHANGE OF PROGRAM AND WITHDRAWALS

A change of program includes the following: dropping a class, adding a class, adding or reducing units to a class for which the student is already registered, or changing sections of the same course.

Students are expected to plan their schedule carefully with the aid and approval of the adviser and endeavor to maintain it throughout the semester. The student must attend all classes in which originally enrolled until the requested change is officially authorized. To be official, all program changes must be filed by the student in the Admissions Office.

Students are held accountable for every course for which they have registered. To become official, ANY WITHDRAWAL FROM COLLEGE OR WITHDRAWAL FROM A CLASS MUST BE MADE BY APPLICATION PROPERLY COMPLETED AND FILED IN THE ADMISSIONS OFFICE; otherwise, the student may receive a grade of "F" for all courses.

STUDENT CONDUCT

When a student enters College of the Desert, it is taken for granted by the College authorities that an earnest purpose exists and that the student's conduct will demonstrate that assumption. If, however, the student should be guilty of unbecoming conduct or should neglect academic duties, the College authorities will take such action as the particular offense requires. The scope of College disciplinary actions are: (a) informal reprimand, (b) formal reprimand, (c) administrative probation, (d) a definite period of suspension, (e) an indefinite period of suspension, and (f) expulsion.

STUDENT RESPONSIBILITY

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

Grievance Procedures for Students

Grievance procedures for matters pertaining to students are available in the Counseling Center. Inquiries regarding grievance procedures should be directed to the Dean of Student Services or members of the Counseling Center staff.

ATTENDANCE AT FIRST CLASS

It is extremely important for a student to attend the first class meeting after registration since instructors may drop students who do not appear for the first meeting in order to make room for others who may desire to take the class. If a student is dropped as a "no-show" for non-attendance, and if space is available, it is the student's responsibility to re-register into the class at the Admissions Office.

CLASS ATTENDANCE

A student is expected to attend all class sessions. It is the student's responsibility to contact instructors regarding any absence. The acceptance of an excuse for absence other than illness or official leave of absence is at the discretion of the individual instructor. When absences are excused due to personal illness or serious illness or death of a member of the student's family, or a field trip, or an authorized absence on behalf of the College, all work assignments to be made up must be described by the instructor to the student in advance of the absence when possible. It is the student's responsibility to make up all class work missed to the standards for the course.

AUDITING CLASSES

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

LEAVES OF ABSENCE

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

PHYSICAL EDUCATION REQUIREMENT

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

SCHEDULE OF CLASSES

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

Every class offered, unless otherwise stated in the official catalog and schedule of classes, shall be fully open to enrollment and participation by any person who meets the academic prerequisites of such class, (subject to maximum enrollments), and who is otherwise eligible for admission to and enrollment in the college.

TRANSCRIPTS

An official transcript of a student's record may be obtained from the Admissions Office by written application. Transcripts sent directly from the College to the destination requested by the student are official. Transcripts given to the student are unofficial. A fee will be charged in excess of two transcripts. All transcripts from other colleges must be on file at the Admissions Office prior to filing a "Request for Evaluation." All lower-division work previously earned at other accredited institutions will be included when computing the cumulative GPA for a degree or certificate from COD.

FOREIGN TRANSCRIPT EVALUATIONS

Students entering COD, who have earned university/college credits in foreign countries, and believe the courses are comparable to those offered at the College of the Desert, can obtain an Application for Credentials Evaluation Statement in the Admissions Office. Submit the application and appropriate records/transcripts to:

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

REQUIREMENTS FOR THE ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES FOR NON-TRANSFERING STUDENTS

The Associate in Arts Degree and Associate in Science Degree are not automatically awarded when a student completes the requirements. The student must file a request for evaluation in the Admissions Office at least one semester prior to their intended graduation. At least 30 units must have been completed before an evaluation can be initiated. (12 units completed for a certificate evaluation). Once it has been determined that a student is eligible for graduation, an "Intent to Graduate" form must be completed. The deadline to receive this form is the first Monday in November for the Fall Semester, and the first Monday in April for the Spring Semester. All transcripts from other colleges must be on file by these dates.

Students may be graduated from College of the Desert with the Associate in Arts or the Associate in Science degree upon meeting the following requirements:

- A. Satisfactory completion of 60 units of collegiate work with a C (2.0) grade point average in a curriculum which the District accepts toward the degree. At least 12 units must be earned at College of the Desert.
- B. Major (Minimum of 18 units) - complete one of the degree programs on pages 38 through 80 of the current College of the Desert Catalog.
- C. Completion of the following general education requirements (18 units minimum).
 1. **Natural Sciences** - (3 units minimum) selected from the following courses:
Astronomy 1, 1L; Chemistry 1A, 1B, 3, 4; Meteorology 1; Geography 1; Geology 1, 2, 5, 10, 10L; Physics 1, 2A, 2B, 4A, 4B; Entomology (AgPS) 2; Anthropology 1; Biology 1A, 1B, 1C, 4, 4L, 11, 15, 22A, 22B; Conservation of Natural Resources (NR 1, 1L); Horticulture (OH 1, 1L); Plant Science (AgPS 5, 5L).
 2. **Social and Behavioral Sciences** (3 units minimum) selected from the following courses:
Anthropology 2, 3; Geography 2, 7; Economics 1, 2; History 1, 17, 18; Political Science 1, 2, 4; Psychology 1, 10, 20, 33; Sociology 1, 2, 10, 14; MC 1; Philosophy 13.
 3. **Humanities** (3 units minimum) selected from the following courses:
Art 2A, 2B, 3A, 10, 12, 13, 18; Music 1ABCD, 2ABCD, 3AB, 4, 9, 10, 11AB, 12, 14ABCD, 15, 18, 36, ABCD; Theater Arts 1, 2AB, 10AB, 32; English 1B, 3B, 10AB, 11AB, 12AB, 14, 15, 18, 35; Speech 2; Philosophy 6, 7, 12, 13, 14; French 1, 1AB, 2, 3, 4, 8AB, 39; German 1, 2, 3, 4; Italian 1, 1AB, 2, 3, 4, 40AB; Russian 1, 2; Spanish 1, 1AB, 2, 3, 4, 5, 6, 8AB. Humanities 18.
 4. **Languages and Rationality** (6 units minimum)
 - a) English Composition (3 units minimum) selected from: English 1A, 1C, 3A, 41
 - b) Communication and Analytical Thinking (3 units minimum) selected from:
Speech 1, 2, 4, 5, 7; Philosophy 10, 11; Sociology 3; Math 1AB, 3, 4, 5, 9, 10; BuCS (Computer Languages and Programming) 74, 75, 76, 81, 83; Humanities 1.
 5. **Elective** (3 units minimum) selected from Areas 1, 2, 3 or 4 above.
- D. Physical Education Activity Requirement
In addition to the above, students must complete two semesters of Physical Education activity or courses.

E. Reading, Writing and Mathematics competency requirements must be met, as follows;

Reading Competency

All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a reading proficiency at the collegiate level by satisfying one of the following:

1. Achieve the designated score on the approved Desert Community College reading competency examination.

or

2. Pass with a grade of "C" or higher Rdg 60 - Intermediate Reading.

Writing Competency

All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a writing proficiency at the collegiate level by satisfying one of the following:

1. Pass with a grade of "C" or higher one of the following courses:

English 1A, English 3A, or English 41

or

2. Pass the approved competency examination for English 1A, English 3A, or English 41.

Mathematics Competency

All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a mathematics proficiency at the collegiate level by:

1. Passing with a grade of "C" or better, Math 9, or any college mathematics course determined by the Desert Community College District to be equivalent or higher than Math 9.

or

2. Achieving the designated score on the approved Desert Community College Mathematics Competency Examination.

Note: Please check with your counselor or academic advisor for possible changes in AA/AS degree requirements.

VOCATIONAL CERTIFICATE OF ACHIEVEMENT

A Vocational Certificate of Achievement may be awarded to a student who has completed a required sequence of courses in an occupational field. Students must file an "Intent to earn Certificate" in the Admissions Office during the semester in which they are completing the requirements. The certificate requires fewer than 60 units of college work as indicated in departmental listings elsewhere in this catalog. At least six (6) units in the certificate field shall be completed in residence at College of the Desert. A minimum of a "C" average shall be maintained in all courses required for the certificate. All courses shall be approved by the department advisor.

In the case of an additional certificate(s) in a related field, the student will be required to take a minimum of six (6) units of additional course work determined by the department advisor.

REQUIREMENTS FOR STUDENTS WHO PLAN TO TRANSFER TO A BACCALAUREATE DEGREE GRANTING INSTITUTION

Students who plan to transfer to another institution of higher learning should consult with an adviser/counselor early in their first semester of enrollment at College of the Desert.

The Associate Degree for these students requires completion of substantially all the lower division requirements of the major listed in this catalog and/or in the catalog of the transfer institution at which the student expects to receive the Baccalaureate Degree. Academic advisers assigned to students will review the student's progress in the pre-major and determine when these requirements have been met. A minimum of a 2.00 cumulative G. P. A. is required in the courses included in the pre-major field.

Students must also complete a minimum of 39 units of General Education as described under General Education Requirements. Students seeking the transfer degree must also meet the competency requirements in Reading, English and Math as well as following the same procedures for requesting a degree evaluation as stated on page 30 for non-transferring students.

ADDITIONAL ASSOCIATE DEGREES

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

GOVERNMENT/HISTORY CERTIFICATION

College of the Desert, pursuant to Section 40404 of Title 5 of the California Administrative Code and in accordance with Executive Order 405 from the Office of the Chancellor, California State University (effective date 11/15/82), certifies the following course/examination combinations as meeting the baccalaureate requirements in U.S. History, Constitution and American Ideals at CSUC. It is important to note that certification may take place if and only if an entire history/government combination has been completed.

A student may fulfill the history/government requirement by completion of one of the following from each of the areas below (I and II) - except that no student may meet the requirement by examinations alone.

- I. Historical Development of American Institutions and Ideals
 - A. History 17
 - B. History 18
 - C. Comprehensive Examination: History 17
 - D. Comprehensive Examination: History 18
- II. Federal, State and Local Government
 - A. Political Science 1
 - B. Comprehensive Examination: Federal, State and Local Governments

SUMMARY: A student who has completed one of the following combinations will be certified as having completed the CSUC requirement.

- | | |
|-------------|-------------|
| (1) IA, IIA | (4) IB, IIB |
| (2) IA, IIB | (5) IC, IIA |
| (3) IB, IIA | (6) ID, IIA |

CALIFORNIA STATE UNIVERSITIES AND COLLEGES GENERAL EDUCATION CERTIFICATION COURSE PATTERN

Each candidate for the Bachelor's Degree from a CSUC Institution is required to complete a pattern of general education courses which total a minimum of 48 semester units. A maximum of 39 of the 48 units may be taken at College of the Desert. The remaining 9 semester units must be earned at the institution granting the bachelor's degree.

Applicable College of the Desert courses:

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

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

1. Oral Communication

- | | | |
|----|----|-----------------------------------|
| SP | 1 | Intro. to Human Communication (3) |
| SP | 2 | Oral Interpret of Lit (3) |
| SP | 4 | Public Speaking (3) |
| SP | 5 | Group Discuss & Ldrship (3) |
| SP | 15 | Intercultural Comm (3) |

2. Written Communication

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

3. Critical Thinking

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

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

1. Physical Universe

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

2. Life Forms

AGPS	2	Entomology, Gen & Applied (4)
AGPS	5	Plant Science (3)
AGPS	5L	Plant Science Lab (1)
ANTH	1	Human Evolution (3)
BI	1A	Gen Biology, Prin (5)
BI	1B	Gen Biology, Zool (5)
BI	1C	Gen Biology, Botany (5)
BI	4	Elements of Biol (3)
BI	4L	Elements of Biol Lab (1)
BI	11	Fund of Ecology (3)
BI	15	Gen Microbiology (5)
BI	21	Elem Human Anat/Phys
BI	21L	Elem Human Anat/Phys Lab (1)
BI	22	Human Anatomy (4)
BI	23	Human Phys. (5)
NR	1	Conserv of Natural Resources (3)
NR	1L	Conserv of Natural Resources Lab (1)
OH	1	Horticulture (3)
OH	1L	Horticulture Lab (1)

3. Mathematics

MATH	1A	Calc W/Anal Geom (5)
MATH	1B	Calc W/Anal Geom (5)
MATH	5	Trigonometry (3)
MATH	10	College Algebra (4)
MATH	12	Precalc Anal (5)

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

1. Fine Arts

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

2. Literature

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

3. Philosophy

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

4. Foreign Language

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

5. The Development of Cultures

ART	3A	Basic Design/Color (3)
MC	1	Mass Media in Amer. Culture (3)
TA	2AB	Acting (3) (3)
TA	2CD	Acting (3) (3)
PHIL	6	Intro to Phil (3)
PHIL	7	Intro to Philosophy (3)
PHIL	8	Ancient-Renaissance Phil (3)
PHIL	12	Religions of World (3)
PHIL	13	Perspec Death/Dying (3)
PHIL	14	Intro to Ethics (3)

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

1. Social Institutions

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

2. Political Institutions

HIST	1	Hist Western Civ (3)
HIST	2	Hist Western Civ (3)
HIST	17	U.S. Hist (3)
HIST	18	U.S. Hist (3)
PS	1	Intro Govt (3)
PS	2	Intro Comparative Govt (3)
PS	4	Intro International Relations (3)
SOC	14	Minority Groups in Americas (3)

3. Economics Institutions

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

4. Contemporary Institutions

ECON	1	Prin of Economics (3)
ECON	2	Prin of Economics (3)
HIST	2	Hist Western Civ (3)
GEOG	2	Cultural Geography (3)
GEOG	7	Regional Geography (3)
MC	1	Mass Media in Amer. Culture (3)
PS	1	Intro to Government (3)
PS	2	Intro Comparative Govt (3)
PS	4	Intro International Rel (3)
PSY	10	Psy Aspects Marr/Fam (3)
SOC	1	Intro Sociology (3)
SOC	2	Soc Analysis/Soc Problems (3)
SOC	10	Marriage/Family - Soc Approach (3)
SOC	14	Minority Groups in Americas (3)

5. Historical Institutions

HIST	1	Hist Western Civ (3)
HIST	2	Hist Western Civ (3)
HIST	17	U.S. History (3)
HIST	18	U.S. History (3)
MC	1	Mass Media-Amer Culture (3)
ANTH	3	Intro to Archeology (3)
SOC	14	Minority Groups in Americas (3)

6. Western & Non-Western Context

GEOG	2	Cultural Geography (3)
GEOG	7	Regional Geography (3)
ANTH	2	Cultural Anthropology (3)
ANTH	3	Intro To Archeology (3)
SOC	14	Minority Groups-Americas (3)

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

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

Please see page 32 for GOVERNMENT/HISTORY CERTIFICATION.

CALIFORNIA ARTICULATION NUMBER (CAN)

The CALIFORNIA ARTICULATION NUMBER (CAN) System provides a cross reference number for lower-division, transferable courses taught at California colleges and universities. The CAN designation assures that the courses or sequence of courses will be accepted in lieu of an identically designated CAN course or sequence at participating campuses. The CAN is not a common numbering system. Each campus retains its own course numbers and titles. The CAN (e.g. CAN ENGL 2) is listed parenthetically at the end of the catalog course descriptions. A list of participating colleges and universities is available in the Counseling Center.

CALIFORNIA ARTICULATION NUMBER

COLLEGE OF THE DESERT COURSES:

CAN ANTH	2	Anth 1, Human Evolution
CAN ANTH	4	Anth 2, Cultural Anthropology
CAN ANTH	6	Anth 3, Introduction to Archeology
CAN ART	SEQ A	Art 2AB, History of Art
CAN BUS	8	BuMa 20A, Business Law
CAN CHEM	SEQ A	Ch 1AB, General Chemistry
CAN ECON	2	Econ 1, Principles of Economics
CAN ECON	4	Econ 2, Principles of Economics
CAN ENGL	2	Eng 1A, Composition
CAN GEOG	2	Geog 1, Physical Geography
CAN GEOL	2	Geol 1 + 1L, Physical Geology + Physical Geology Laboratory
CAN HIST	2	Hist 1, History of Western Civilization
CAN HIST	4	Hist 2, History of Western Civilization
CAN HIST	SEQ B	Hist 17 + 18, United States History
CAN H EC	2	HEc 13, General Nutrition
CAN H EC	6	CT 10, Textiles: Fiber to Filament
CAN H EC	10	CT 16A, Clothing Construction
CAN H EC	12	ECE 12, Child, Family and Community
CAN H EC	14	ECE 10A, Child Growth and Development
CAN H EC	20	FM 20, Apparel Analysis
CAN JOUR	2	J 3A, News Reporting and Writing
CAN MATH	18	Math 1A, Calculus with Analytic Geometry
CAN MATH	20	Math 1B, Calculus with Analytic Geometry
CAN MATH	22	Math 2A, Calculus with Analytic Geometry
CAN PHIL	2	Phil 6, Introduction to Philosophy
CAN PHYS	SEQ A	Ph 2A + 2B, General Physics
CAN PSY	2	Psy 1, General Psychology
CAN SOC	2	Soc 1, Introductory Sociology

DEGREE AND CERTIFICATE INFORMATION

COLLEGE OF THE DESERT MAJOR PROGRAMS

MAJOR	Certificate	Degree
Administration of Justice (CMC)	X	A.S.
Agriculture		
Agri-Business		A.S.
Agriculture, General		A.S.
Agricultural Mechanics	X	A.S.
Diesel Mechanics	X	
Natural Resources (CMC)		A.S.
Natural Resources-Park Technician Option (CMC)		A.A.
Ornamental Horticulture	X	A.S.
Turfgrass Management		A.S.
Plant Science		A.S.
Allied Health		
Emergency Medical Technician	X	
Vocational Nursing (VN)	X	A.S.
Medical Assisting (CMC)	X	A.S.
Associate Degree Nursing (ADN) (CMC)		A.S.
Respiratory Therapy		A.S.
Art		A.A.
Business Education		
Accounting	X	
Banking and Finance		A.A.
Business Administration (CMC)		A.A.
Computer Science (CMC)	X	A.A.
Economics		A.A.
General Business (CMC)		A.A.
Golf Management	X	A.A.
Hotel/Motel Management	X	
Medical Transcription	X	
Office Technician (CMC Certificate only)	X	A.A.
Real Estate/Escrow (CMC)	X	A.A.
Restaurant Management	X	A.A.
Retail Management	X	A.A.
Secretarial Science (CMC)		A.A.
Supervision & Management	X	A.A.
Word/Information Processing	X	A.A.
Communication		
Communication		A.A.
English/Composition (CMC)		A.A.
English/Literature		A.A.
Journalism		A.A.
Mass Communication		A.A.
Speech		A.A.
Culinary Arts		
Basic Culinary Arts	X	
Intermediate Culinary Arts	X	
Culinary Management	X	
Culinary Arts		A.A.
Developmental Education		
Education		
Instructional Aide (CMC only)	X	A.A.

**Engineering, Architecture
and Technology**

Air Conditioning & Refrigeration	X	A.S.
Architectural Drafting	X	A.S.
Architectural or Construction Engineering		A.S.
Architectural - Environmental Design	X	A.A.
Automotive Technology (CMC)	X	
Brakes & Chassis (CMC)	X	
Electrical & Tune-up (CMC)	X	
Building Inspection Technology	X	
Electronics Engineering Technology		A.S.
Engineering Technology		A.S.
General Drafting	X	A.S.
Industrial Technology - Construction		A.S.
Welding Technology (CMC)	X	

Fire Science (CMC only)

	X	A.S.
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Foreign Language

		A.A.
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French, German, Italian, Spanish

		A.A.
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**Health, Physical Education
and Recreation**

Physical Education		A.A.
Recreation		A.A.

Human Ecology

Early Childhood Education		A.A.
Early Childhood Education-Nanny	X	
Early Childhood Education-Teachers	X	
Fashion Merchandising		A.A.
Interior Design		A.A.

Nutrition Care

Dietetic Technician (with Orange Coast College)		A.A.
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Liberal Studies (CMC)

		A.A.
--	--	------

Mathematics

		A.S.
--	--	------

Music

		A.A.
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Science: Biological & Physical

Biology		A.S.
Chemistry		A.S.
Geology		A.S.
Physics		A.S.

Social Science

Anthropology		A.A.
Geography		A.A.
History		A.A.
Philosophy		A.A.
Political Science		A.A.
Psychology		A.A.
Social Science (CMC)		A.A.
Sociology		A.A.

Theatre Arts

		A.A.
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Note: CMC refers to programs and majors offered at the Copper Mountain Campus.

PROGRAMS INFORMATION

ADMINISTRATION OF JUSTICE

Students desiring careers in Administration of Justice may elect a program of study designed for upper division transfer, or one which is oriented toward job entry with employment at a local, State, or Federal Law Enforcement Agency.

Students intending to transfer to a four-year college should consult that college for specific requirements. Students planning to pursue a career in Administration of Justice after graduation should include more specialization and emphasis in these courses.

There are certain minimum physical and good moral character requirements for peace officers. Students may obtain more specific information about those requirements from the department staff. Students who are transferring to the College of the Desert from another college must take at least six units of Administration of Justice courses at College of the Desert, in addition to regular required courses to be eligible for graduation.

Certification and approval of the Administration of Justice curriculum has been received from the California State Commission of Peace Officer Standards and Training.

Preparation for Employment and Certificate Program in Administration of Justice.

Courses Required:

Dept.	No.	Title	Units
AJ	1	Introduction to Administration of Justice	3
AJ	2	Criminal Law	3
AJ	3	Legal Aspects of Evidence	3
AJ	4	Principles of Procedure of the Justice System	3
AJ	5	Community Relations	3
AJ	6	Principles of Investigation	3
AJ	8	Concepts of Enforcement Services	3
AJ	9	Traffic Control	3
AJ	10	Fundamentals of Crime and Delinquency	3
AJ	11	Firearms	1
AJ	12	Defensive Tactics	1

TOTAL UNITS (With Department Chairperson's Approval) 27-29

Advisor: Mills
Miller/Rogers - CMC

Preparation for Employment and A.S. Degree in Administration of Justice.

Courses Required:

Dept.	No.	Title	Units
AJ	1	Introduction to Administration of Justice	3
AJ	2	Criminal Law	3
AJ	3	Legal Aspects of Evidence	3
AJ	4	Principles & Procedures of the Justice System	3
AJ	5	Community Relations	3
ELECTIVES			
AJ	6	Principles of Investigation	3
AJ	7	Criminal Substantive Law	3
AJ	8	Concepts of Enforcement Services	3

AJ	9	Traffic Control	3
AJ	10	Fundamentals of Crime and Delinquency	3
AJ	11	Firearms	1
AJ	12	Defensive Tactics	1
AJ	13	Institutional Field Services	3
AJ	14	Crime Scene and Laboratory Techniques	3
AJ	15	Traffic Accident Investigation	3
AJ	16	Narcotics Control	3
AJ	17	Wildlife Law Enforcement	3
AJ	18	Constitutional Law for Police	3
AJ	19	Peace Officers Arrest and Firearms	3
AJ	20	Peace Officers Reserve - Module B - Level II	2
AJ	22	Police Supervision (2 A,B, semesters, 3 units each)	3

Department Subtotal	24
Elective Subtotal	18
General Education Subtotal	18

(See General Education Requirements)

DEGREE TOTAL 60

Advisor: Mills
Miller/Rogers - CMC

Preparation for Transfer to a Four-Year College and/or A.S. Degree in Administration of Justice

Courses Required:

Dept.	No.	Title	Units
AJ	1	Introduction to Administration of Justice	3
AJ	2	Criminal Law	3
AJ	3	Legal Aspects of Evidence	3
AJ	4	Principles & Procedures of the Justice System	3
AJ	5	Community Relations	3

ELECTIVES			
AJ	6	Principles of Investigations	3
AJ	7	Criminal Substantive Law	3
AJ	8	Concepts of Enforcement Services	3
AJ	9	Traffic Control	3
AJ	10	Fundamentals of Crime and Delinquency	3
AJ	11	Firearms	1
AJ	12	Defensive Tactics	1
AJ	13	Institutional Field Services	3
AJ	14	Crime Scene and Laboratory Techniques	3
AJ	15	Traffic Accident Investigations	3
AJ	16	Narcotics Control	3
AJ	19	Peace Officers Arrest and Firearms	3
AJ	20	Peace Officers Reserve - Module B - Level II	2
AJ	22	Police Supervision (2 semesters, 3 units each)	3
		Department Subtotal	24
		See General Education Requirements	
		General Education Subtotal	39
		DEGREE TOTAL	63
		Advisor: Mills Miller/Rogers - CMC	

AGRICULTURE

The programs in Agriculture at College of the Desert are designed to serve both occupational and transfer students. Many courses primarily serve students who wish to enter an occupation after graduation. Courses are designed to provide practical experience, as well as academic background.

Students who wish to prepare for four-year colleges will find not only the necessary required transfer courses in English, Science, Mathematics, and related subjects available to them, but also departmental courses related to their majors.

Please see your major advisor for additional information and program planning.

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

AGRI—BUSINESS

AGRICULTURE, GENERAL

AGRICULTURAL MECHANICS

DIESEL MECHANICS

NATURAL RESOURCES

Including preparation for:

Environmental Sciences

Parks and Recreation

ORNAMENTAL HORTICULTURE

Including preparation for:

General Horticulture

Landscape Design/Contract

Nursery Management

TURFGRASS MANAGEMENT

PLANT SCIENCE

Including preparation for:

Soil Science

Pest Management

AGRI-BUSINESS

Occupational A.S. Degree

Courses Required:

Dept.	No.	Title	Units
AGBU	5	Microcomputer Applications	3
AGBU	7	Advanced Microcomputer Applications	2
AGBU	11	Management Records	3
AGBU	59A	Ag Experience	2
AGPS	1	Soil & Plant Nutrition	3
ECON	1		

Required Subtotal 16

Electives (with advisor approval): 26

General Education (confer with advisor): 18

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DEGREE TOTAL 60

Advisor: Waters

AGRI-BUSINESS

Transfer A.S. Degree

Courses Required:

Dept.	No.	Title	Units
AGBU	5	Microcomputer Applications	3
AGBU	7	Advanced Microcomputer Applications	2
AGBU	11	Management Records	3
AGBU	59A	Ag Experience	2
AGPS	1	Soil & Plant Nutrition	3
ECON	1	Principles of Economics	3
BUMA	20A	Business Law	3

Required Subtotal 19

Electives (with advisor approval): 14

General Education: (confer with advisor for

courses recommended by transfer institution

of your choice): 27

—

DEGREE TOTAL 60

Advisor: Waters

AGRICULTURE, GENERAL

Occupational A.S. Degree

Courses Required: 32 units to be chosen from the following (with approval of advisor):

Dept.	No.	Title	Units
AGBU	5	Microcomputer Applications	3
AGBU	7	Advanced Microcomputer Applications	2
AGBU	11	Management Records	3
AGBU	59A	Ag Experience	2
AGEG	16	Basic Mechanical Skills	2
AGEG	43	Tractor Operations	3
AGEG	47	Basic Surveying	2
AGPS	1	Soils and Plant Nutrition	3
AGPS	2	Entomology-Gen & Applied	2
AGPS	5	Plant Science	3
AGPS	5L	Plant Science Lab	1
AGPS	22	Vegetable Crops and/or	2
AGPS	26	Fruit Production	3
AGPS	28	Crop Science Lab	2
AGPS	30	Ag Chem Application/Safety	3
Required Subtotal			32
Elective (with advisor approval):			10
General Education (confer with advisor):			18
To include:			
NR	1	Conserv Natural Resources	3

DEGREE TOTAL 60

Advisor: Walker/Waters

AGRICULTURAL MECHANICS

Certificate Program

Courses Required: 30 units to be chosen from the following (with advisor approval):

Dept.	No.	Title	Units
AGEG	16	Basic Mechanical Skills	2
AGEG	28A	Basic Welding	2
AGEG	28B	Intermediate Welding	2
AGEG	43	Tractor Operations or OH 30	3
AGEG	47	Basic Surveying	2
AGEG	91	Basic Hydraulics	2
DM	71	Car/Light Truck Diesel	2
AUTO	1	Automotive Principles	2
OH	30	Landscape Equipment	3
OH	31	Landscape Equipment Repair	2
OH	32	Landscape Engine Maintenance and Repair	2
AGBU	5	Microcomputer Applications	3
AGBU	11	Management Records	3
AGBU	59A	Ag Experience	2
AGPS	30	Ag Chem Application/Safety	4
Agriculture Electives			6

CERTIFICATE TOTAL 30

Advisors: Smith/Waters

AGRICULTURAL MECHANICS

Occupational A.S. Degree

Courses Required: 28 units to be chosen from the following (with advisor approval):

Dept.	No.	Title	Units
AGEG	16	Mechanical Skills	2
AGEG	28A	Basic Welding	2
AGEG	28B	Intermediate Welding	2
AGEG	43	Tractor Operations or OH 30	3
AGEG	47	Basic Surveying	2
AGEG	91	Basic Hydraulics	2
DM	71	Car/Light Truck Diesel	2
AUTO	11	Automotive Principles	2
OH	30	Landscape Equipment	3
AGBU	5	Microcomputer Applications	3
AGBU	11	Management Records	3
AGBU	59A	Ag Experience	2
AGPS	30	Ag Chem Application/Safety	4
Required Subtotal			28
Electives (with advisor approval):			14
General Education (with advisor approval):			18
To include:			
NR	1	Conserv Natural Resources	3
DEGREE TOTAL			60
Advisors: Smith/Waters			

DIESEL MECHANICS

Certificate program

Courses Required: 24 units to be chosen from the following (with advisor approval):

Dept.	No.	Title	Units
DM	65	Diesel Engine Accessories	2
DM	71	Car & Light Truck Diesel	2
AGEG	16	Basic Mechanical Skills	2
AGEG	28A	Basic Welding	2
AGEG	28B	Intermediate Welding	2
AGEG	43	Tractor Operation	3
AGEG	91	Basic Hydraulics	2
AGBU	5	Microcomputer Applications	3
AGBU	59	Ag Experience	2
AUTO	1	Automotive Principles I	2
ELEC	30	Intro to Electronics	4
AUTO		Electives	6

Electives (with advisor approval): 6

CERTIFICATE TOTAL 30

Advisors: Smith/Waters

NATURAL RESOURCES

Occupational A.S. Degree

Courses Required - 30 units to be chosen from the following (with advisor approval):

Dept.	No.	Title	Units
NR	1	Conservation of Natural Resources	3
NR	1L	Cons Natural Resources Lab	1

NR	2	Introduction to Forestry	3
NR	2L	Intro to Forestry Lab	1
NR	3	Intro to Wildlife Mgmt	3
NR	3L	Intro to Wildlife Mgmt Lab	1
NR	41	Native Plants	1-4
NR		Field/Work Experience	3
AGBU	5	Microcomputer Applications	3
AGBU	11	Management Records	3
AGBU	59A	Ag Experience	2
AGEG	16	Basic Mechanical Skills	2
AGEG	43	Tractor Operations	3
AGEG	47	Basic Surveying	2
AGPS	1	Soils & Plant Nutrition	3
AGPS	2	Entomology- Gen & Applied	3
AGPS	30	Ag Chem Application/Safety	3
OH	20	Landscape Construction	3

Required Subtotal	30
Electives (with advisor approval):	12
General Education Requirements (with advisor approval)	18
To include:	
AGPS 1 Plant Science	3
	—
DEGREE TOTAL	60
Advisor: Walker	

**NATURAL RESOURCES
PARK TECHNICIAN OPTION
Occupational A.S.**

Designed primarily for students enrolled at the Copper Mountain Campus or evening students at Palm Desert.

Courses Required: 24 units to be chosen from the following (with advisor approval):

Dept.	No.	Title	Units
NR	1	Conservation of Natural Resources	3
NR	1L	Cons Natural Resources Lab	1
NR	2	Intro to Forestry	3
NR	2L	Intro to Forestry Lab	1
NR	3	Intro to Wildlife Mgmt	3
NR	3L	Intro to Wildlife Mgmt Lab	1
NR	41	Native Plants	1-4
AGBU	5	Microcomputer Applications	3
AGPS	1	Soils and Plant Nutrition	3
AGPS	2	Entomology- Gen & Applied	4
AGPS	30	Ag Chem Application/Safety	4
OH	8	Park & Landscape Mgmt	3
BI	4	Elements of Biology	3
BI	4L	Elements of Biology Lab	1
G	5	Environmental Geology	3
G	5L	Environmental Geology Lab	1

G	10	Earth Science	3
G	10L	Earth Science Lab	1

Required Subtotal	24
Electives: 18 units (with Natural Resources Advisor approval):	18
General Education Requirements (confer with advisor)	18
DEGREE TOTAL	60
Advisors: Walker / Moon -CMC	

**NATURAL RESOURCES
Transfer A.S.**

Courses Required for:
NATURAL RESOURCES or ENVIRONMENTAL SCIENCES

Dept.	No.	Title	Units
NR	1	Conservation of Natural Resources	3
NR	1L	Cons Natural Resources Lab	1
Bi	1A	General Biology	5
Bi	1B	General Zoology OR	5
Bi	1C	General Botany	5
Ch	1A	General Chemistry OR	5
Ch	3	Intro General Chemistry	4
G	1	Physical Geology	3
G	1L	Physical Geology Lab OR	1
G	5	Environmental Geology	3
G	5L	Environmental Geology Lab	1
Math	9	Intermediate Algebra	4
			—
			26

NATURAL RESOURCES - Electives: 18 units to be chosen from the following (with advisor approval):

(For Environmental Sciences additional courses, see Science Department listing.)

NR	2	Introduction to Forestry	3
NR	2L	Intro to Forestry Lab	1
NR	3	Intro to Wildlife Mgmt	3
NR	3L	Intro to Wildlife Mgmt Lab	1
AGBU	5	Microcomputer Applications	3
AGBU	7	Advanced Microcomputer Application	2
AGBU	59A	Ag Experience	2
AGEG	47	Basic Surveying	2
AGPS	1	Soils and Plant Nutrition	3
AGPS	2	Entomology- Gen & Applied	4
AGPS	30	Ag Chem Application/Safety	4
Required Subtotal:			18
General Education:			18
(confer with advisor)			—

DEGREE TOTAL	62
Advisor: Walker	

ORNAMENTAL HORTICULTURE

Certificate Program

Courses Required:

Dept.	No.	Title	Units
OH	1	Horticulture	3
OH	1L	Horticulture Lab	1
OH	5	Plant Identification	3
OH	9	Landscape Planning/Design	3
OH	20	Landscape Construction	3
OH	46	Landscape Irrig. System	3
AGPS	1	Soil and Plant Nutrition	3
AGPS	30	Ag Chem Application/Safety	4
AGBU	11	Management Records	3
AGBU	59A	Ag Experience	2
AGEG	16	Basic Mechanical Skills	2
Electives			1-3

CERTIFICATION TOTAL 31-33

Advisor: Watling

ORNAMENTAL HORTICULTURE

Occupational A.S. Degree

Courses Required:

Dept.	No.	Title	Units
OH	1	Horticulture	3
OH	1L	Horticulture Lab	1
OH	5	Plant Identification	3
OH	9	Landscape Planning/Design	3
OH	20	Landscape Construction	3
OH	46	Landscape Irrig. Systems	3
AGPS	1	Soils & Plant Nutrition	3
AGPS	2	Entomology	4
AGPS	30	Ag Chem Application/Safety	4
AGBU	11	Management Records	3
AGBU	59A	Ag Experience	2
AGEG	16	Basic Mechanical Skills	2
AGEG	43	Tractor Operations or OH 30	3

Required Subtotal 37

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

OH	4	Turfgrass Management	3
OH	5	Plant Identification	3
OH	10	Advanced Landscape Design	3
OH	41	Native Plants or NR 41	1-3
AGBU	5	Microcomputer Applications	3
AGEG	47	Basic Surveying	2
AGPS	30	Ag Chem Application/Safety	3
ART	3A	Basic Design & Color	3
ARCH	1	Fund. of Architecture	3

DRA	1	Technical Drafting I	3
DRA	5	Intro to Computer Aided Drafting	2

General Education Requirements 18
(with advisor approval)

To Include:

NR	1	Cons. Natural Resources	3
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DEGREE TOTAL 62

Advisor: Watling

ORNAMENTAL HORTICULTURE

Transfer A.S. Degree

Courses Required:

Dept.	No.	Title	Units
OH	1	Horticulture	3
OH	1L	Horticulture Lab	1
OH	5	Plant Identification	3
OH	9	Landscape Planning/Design	3
OH	46	Landscape Irrigation System	3
AGPS	1	Soils & Plant Nutrition	3
AGPS	2	Entomology-Gen & Applied	4
AGBU	59A	Ag Experience	2

Required Subtotal 22

Electives (with advisor approval): 8

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

DEGREE TOTAL 60

Advisor: Watling

TURFGRASS MANAGEMENT

Formans Certificate Program

Courses Required:

Dept.	No.	Title	Units
OH	4	Turfgrass Management*	3
OH	20	Landscape Construction	2
OH	24	Advanced Turfgrass Management	2
OH	30	Landscape Equipment	3
OH	32	Landscape Equipment Maintenance & Repair	2
OH	46	Landscape Irrigation Systems	3
AgPS	1	Soils and Plant Nutrition	3
AgPS	71	Soils Discussion	1

AgPS	30	Ag Chemical Applications/Safety	3
AgEg	43	Tractor Operations	3
AgEg	28A	Basic Welding	2
AgEg	91	Basic Hydraulics	2
AgBu	5	Microcomputer Applications	3
AgBu	11	Management & Records	3

English or Spanish required as a second language, with instructor's approval 4-6

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

CERTIFICATE TOTAL 39-41

Advisor: Robey

TURFGRASS MANAGEMENT

Occupational A.S. Degree

Courses Required:

Dept.	No.	Title	Units
OH	1	Horticulture	3
OH	1L	Horticulture	1
OH	4	Turfgrass Management*	3
OH	5B	Ornamental Plant ID	3
OH	24	Advanced Turfgrass Management	2
OH	27	Turfgrass Pest Management	2
OH	26	Turfgrass Internship	3
OH	32	Landscape Equipment Maintenance & Repair	2
OH	46	Landscape Irrig. Systems	3
AGPS	1	Soils and Plant Nutrition	3
AGPS	30	Ag Chem Application/Safety	3
AGBU	5	Microcomputer Applications	3
AGBU	59	Ag Experience	2

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

Required Subtotal 33

Electives: (with advisor approval): 12

General Education (with advisor approval): 20

To include:

NR	1	Conserv Natural Resources	3
ECON	1	Principles of Economics	3

DEGREE TOTAL 65

Advisor: Robey

PLANT SCIENCE:

Occupational A.S. Degree

Courses Required - 30 units to be chosen from the following (with advisor approval):

Dept.	No.	Title	Units
AGPS	1	Soils & Plant Nutrition	3
AGPS	2	Entomology-Gen & Applied	2
AGPS	5	Plant Science	3
AGPS	5L	Plant Science Lab	1
AGPS	22	Vegetable Crops and/or	2
AGPS	26	Fruit Production	3
AGPS	28	Crop Science Lab	2
AGPS	30	Ag Chem Application/Safety	3
OH	1	Horticulture	3
OH	1L	Horticulture Lab	1
AGBU	5	Microcomputer Applications	3
AGBU	11	Management Records	3
AGBU	59A	Ag Experience	2
AGEG	16	Basic Mechanical Skills	2
AGEG	43	Tractor Operations	3
AGEG	47	Basic Surveying	2

Required Subtotal 30

Electives (with advisor approval): 12

General Education (with advisor approval) 18

To include:

NR	1	Conservation of Natural Resources	3
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DEGREE TOTAL 60

Advisor: Walker

ALLIED HEALTH DIVISION

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

The purpose of the Associate in Science Degree in Nursing is to prepare the student to function at a beginning technical nurse level in acute and long term care facilities and selected community health care agencies. At the successful completion of the program, the student is eligible to take the National Council Licensure Examination (NCLEX) for licensure as a registered nurse in the State of California.

The Vocational Nursing Program prepares men and women for first level nursing positions as contributing members of the health care team. At successful completion of the program, the student is eligible to write the California examination for licensure as a vocational nurse.

Advanced placement may be possible for students transferring from related health care fields. Transcripts should be submitted for evaluation.

Vocational nurses successfully challenging the first year of the Associate in Science Degree in Nursing Program and meeting all other qualifications as listed in the brochure will be admitted at the third semester level on a space available basis. Vocational nurses selecting the 30 unit option must be licensed in the State of California. These nurses must complete 10 units of Science to include Microbiology and Physiology, in addition to 20 units of Nursing in the last two semesters of the Program.

Diploma school registered nurse graduates licensed in California may receive 30 units of nursing credit and complete 30 units in General Education Requirements (with a minimum of 12 units in residency at College of the Desert) for an Associate in Science Degree.

Special arrangements may be made to assist nurses licensed in another state or country to fulfill deficiencies in order to qualify for examination for California licensure.

ALLIED HEALTH

ASSOCIATE DEGREE NURSING PROGRAM

PHILOSOPHY

Philosophy of Nursing and Man:

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

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

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

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

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

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

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

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

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

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

Philosophy of Learning and Nursing Education

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

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

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

OBJECTIVES

At the completion of the program, the student will:

1. Assess significant and subtle changes in appearance and behavior of the client and act on these to promote optimal wellness and/or provide comfort and dignity.
2. Demonstrate the use of authoritative sources of information in selecting scientific principles for planning, implementing, and evaluating nursing care to assure quality of health care delivery.
3. Demonstrate the utilization of intra-agency and community resources for meeting health needs of the client.
4. Interact with members of the health team to mutually plan for the physical and psychosocial needs of the client.
5. Administer medications and treatments and carry out other nursing procedures with competency to promote safety and maximize anticipated therapeutic results.
6. Manipulate the environment to promote the safety and comfort of the client.
7. Teach clients and their families to manage their health problems in a manner which will maximize their quality of life.
8. Practice nursing within the provisions and limitations of the California Nurse Practice Act and according to the American Nurses Association. *Code for Nurses*.
9. Seek and take active part in continuing education for professional and personal growth.
10. Define and describe the heritage and future trends of the nursing profession related to professional standards and self goals.
11. Utilize an holistic approach in applying the nursing process to client care: specifically in regard to cultural, socio-economic, spiritual, sexual, and maturational factors.

PHILOSOPHY OF VOCATIONAL NURSING PROGRAM

The Vocational Nursing Program functions within the philosophical framework of College of the Desert and as a segment of the career ladder in nursing.

The nursing faculty believe Vocational Nurses are an essential part of the health care team in the community.

We believe that learning is an activity of the student, the learning rate varies with the individual and that learning progresses from simple to complex.

The graduate will be prepared to function as a member of the health care team, under the direction of a Licensed Physician and/or a Registered Nurse, in a variety of situations concerned with quality nursing care.

OBJECTIVES OF VOCATIONAL NURSING PROGRAM

OBJECTIVES

The graduate will be able to:

1. Make nursing observations of clients and their environment, and report and record this information.
2. Use current sources of information in planning and implementing nursing care.

3. Utilize community agencies for meeting health needs of the client.
4. Function as a member of the health care team.
5. Administer medications and treatments with knowledge of therapeutic results.
6. Maintain a safe environment for clients and their family.
7. Initiate health teaching for the client and their family.
8. Continue to seek professional and personal growth as a vocational nurse.
9. Work under the direction of a Licensed Physician and/or Registered Nurse.

EMERGENCY MEDICAL TECHNICIAN

The Emergency Medical Technician Program prepares individuals to recognize illnesses and injury symptoms and to provide legal permissible emergency treatment set forth by the standards of the State of California, and the Riverside County Health Department.

The curriculum consists of not less than eighty hours of classroom and laboratory instruction and also an additional twenty-four hour ambulance module. The ambulance module includes eight hours of instruction in ambulance operations and procedures, eight hours of supervised clinical experience in a general acute care hospital and eight hours supervised instruction on an operational ambulance.

Upon completion of the course, the student will receive a certificate that is valid for two years and which meets the requirements of the State of California and RCHD for emergency care. An EMT Refresher course is offered for certificate renewal when needed for an extension of the two years.

This program meets all criteria of the State of California and RCHD for the Emergency Medical Technician-I (ambulance) training.

RESPIRATORY THERAPY PROGRAM PHILOSOPHY

The field of Respiratory Therapy is relatively new but firmly established as a viable and necessary component of total patient care. The 24 month Respiratory Therapy Program at College of the Desert prepares the individual to write the National registry exam of the National Board of Respiratory Therapy and the State of California Licensure Board. The faculty of the program provide motivation and resources to the individual so that true learning may be accomplished.

The program further provides a sound technical base from which the student can have the educational advantage of upward and lateral mobility.

Respiratory Therapy is the health science that deals primarily with the evaluation and treatment of the cardiac and respiratory systems. The practitioner in Respiratory Therapy must deal with all age groups of patients from the neonates through the geriatrics. As such the individual must be physically and emotionally capable of dealing within the realm of the inter-personal with the patient and the patient's family.

Many cardiorespiratory patients are severely disabled by their inability to breathe normally. It is thus necessary to treat these individuals through a health care team. The therapist is only one member of the team and must have the ability to interact and communicate on a professional level with the other team members.

It is the desire of the Respiratory Therapy Program at College of the Desert to prepare respiratory therapists who are not only competent in the application of Respiratory Therapy procedures but also capable of delivering humanistic patient care. It is to this goal that the curriculum is designed and it is to this goal that candidates will be selected for the program

RESPIRATORY THERAPY PROGRAM OBJECTIVES

Upon completion of the Respiratory Therapy Curriculum the student will:

1. Provide competent cardiorespiratory therapy to all patients requiring breathing assistance.
2. Test the cardiorespiratory function of patients for the purpose of diagnosis and assessment.
3. Assist patients in pulmonary rehabilitation programs.
4. Provide assistance to the physician as concerns assessment of the cardiorespiratory health of patients.
5. Practice as an integral member of the health care team, remaining within the guidelines of the American Association for Respiratory therapy.
6. Seek and take an active role in the continuing education opportunities for respiratory therapy practitioners.
7. Define and implement the future trends within the Respiratory Therapy profession related to professional standards and self-goals.
8. Promote respiratory health through support of environmental air quality standards and zero smoking.

MEDICAL ASSISTING PROGRAM PHILOSOPHY

The Medical Assisting Program is designed to prepare students to give competent, patient-centered care, take accurate EKG's, assist the laboratory technologist, work in the doctor's office and in other allied health areas in beginning positions.

The faculty believe this can best be achieved through implementation of the philosophy of College of the Desert and the Allied Health Division.

This program is designed to give the student an opportunity to enrich one's own life, to understand selected scientific principles, to apply technical knowledge and skills and to continue professional personal growth.

MEDICAL ASSISTING PROGRAM OBJECTIVES

At the completion of the program the graduate will:

1. Demonstrate technical knowledge concerning basic nursing skills, medical office skills, accounting and insurance, laboratory assistant, X-Ray assistant, EKG technician, unit secretary and operating room technician.
2. Understand medications, treatments, and Medical Terminology for the purpose of assisting the professionals in the Medical Assisting field.
3. Recognize situations which constitute a potential danger in the nursing, laboratory and office environment and eliminate or minimize the hazard.
4. Demonstrate skills in interpersonal relationships, knowledge in the psychological care of the ill, knowledge of handling the public and maintenance of competence under stress.
5. Work harmoniously as a member of the health team in planning to meet the physical and psychological needs of the client.
6. Utilize intra-agency and community resources for meeting the health needs of the client.

This program is a cluster of Medical Assisting Occupations including all of the following:

Nursing Assistant

Hospital Unit Secretary

Lab Assistant

Operating Room Technician

E.K.G. Technician

X-Ray Assistant

Doctor's Office Nurse

Clinic Nurse

Pharmacy Aide

Central Service Assistant

Physical Therapy Assistant

ALLIED HEALTH

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

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

MEDICAL ASSISTING I

Dept.	No.	Title	Units
MA	61	Medical Terminology	2
MA	65	Health Worker and the Law	2
MA	66	Medical Assisting I	4
MA	66L	Medical Assisting I Lab	5
BuOA	50	Beginning Typewriting	3

The certificate given upon satisfactory completion of MA 66 and MA 66L courses is a Nursing Assistant Certificate.

MEDICAL ASSISTING II

MA	67	Medical Assisting II	5
MA	67L	Medical Assisting II Lab	5
MA	63	Medical Insurance and Records	3
N	61	Basic Pharmacology	3

The certificate of proficiency given upon satisfactory completion verifies that the student has specialized in 5 modules in the ancillary areas of the hospital

MEDICAL ASSISTING III

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

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

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

Prerequisite: AH 70 Intro to Health Sciences

MA	65	Health Worker and the Law	2
MA	66	Medical Assisting I	4
MA	66L	Medical Assisting I Lab	5
MA	67	Medical Assisting II	5
MA	67L	Medical Assisting Lab II	5
MA	68	Medical Assisting III	5
MA	96	Medical Assisting III Lab, Work Experience	8
MA	61	Medical Terminology	2
BuOA	64	Records Management	2
BuOA	50	Beginning Typewriting	3
BuOA	57	Machine Transcription	2

N	61	Basic Pharmacology	3
MA	63	Medical Insurance and Records	3

Department Subtotal 50
See general education requirements for graduation 22

DEGREE TOTAL 72

Advisor: Katz/Housley
CMC - Miller

REQUIREMENT TESTS: SFTAA, NELSON-DENNY

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

(Graduates eligible for Registered Nurse Licensing Examination in California)

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

Courses Required:

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

DEGREE TOTAL 67

Advisor: Katz/Murrell
CMC - Miller

REQUIREMENT TESTS: SFTAA, NELSON-DENNY, SCAT

Preparation for Employment and Certificate Program in VOCATIONAL NURSING

(Graduates eligible for Licensing Examination in California)

Prerequisite: AH 70 - Intro to Health Sciences

Courses Required:

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

See Brochure for Admission Requirements

TOTAL UNITS 54

Advisor: Katz

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

Prerequisite: AH 70 Intro to Health Sciences

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

Department Subtotal 47

General Education 25

DEGREE TOTAL 72

Advisor: Katz

CMC-Miller

REQUIREMENT TESTS: SFTAA, NELSON-DENNY, SCAT

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

Courses Required:

Prerequisite: AH 70 Intro to Health Sciences

Dept.	No.	Title	Units
RT	51	Introduction to Respiratory Therapy	8
RT	53	Cardiopulmonary Pharmacology	2
RT	54	Assisted Ventilatory Therapy	11
RT	55	Cardiopulmonary Special Procedure	4
RT	56	Methods of Continuous Ventilatory Support	11
RT	57	Cardiopulmonary Pathophysiology	3
RT	58	Cardiopulmonary Function Testing and Rehabilitation	7
RT	59	Respiratory Therapy Trends	3
Eng	1A	Composition	3-5
Bi	22	Human Anatomy	4
Bi	23	Human Physiology	5
Bi	15	Microbiology	5
Ph	1	Basic Physics	4
Ch	4	Fundamentals of Chemistry	4
Psy	1	General Psychology	3
PE		P.E.	1
		Humanity (Elective)	3
Math	9	Intermediate Algebra or equivalent	3

DEGREE TOTAL 82-84

Advisor: Ciastko

REQUIREMENT TESTS: SFTAA, NELSON-DENNY, SCAT

ART

The Art Department of the College of the Desert offers a variety of courses to allow for individual interest. Since many Art Majors transfer to four-year schools, the course offerings at this college coincide with the lower division courses of other institutions. A student wishing to major in Art should first confer with an adviser to discuss career and transfer plans in order that specific requirements can be met. If students intend to transfer to a specific four-year college after attending the College of the Desert, they should take into account future requirements when planning a program.

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

Interested students should contact the California Sculpture Center for information.

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

Courses Required:

Dept.	No.	Title	Units
Art	1A	Drawing/Composition OR	2
	1C	Drawing/Composition	2
Art	3A	Basic Design/Color	3
Any two of the following courses in Art History:			
Art	2A	Art History	3
Art	2B	Art History	3
Art	12	History of Modern Art	3

Any one of the following courses in painting:

Art	21A	Painting (Water Color)	2
Art	23A	Painting (Oil)	2
Art	25A	Painting (Acrylic)	2

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

Note: Introduction to Art (Art 10) is designed for the non-Art Major. It may not be applied toward the 20 units needed for a Major in Art. Introduction to Art credits, however, may be applied toward bringing General Education units up to a required total of 40.

Department Subtotal	20
Elective Subtotal	1
General Education Subtotal	39
	—
DEGREE TOTAL	60
Advisor: Najarian	
CMC - Miller/Rogers	

BUSINESS

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

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

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

Preparation for Employment and Certificate in ACCOUNTING

Courses Required:

Dept.	No.	Title	Units
BuAC	1	Principles of Accounting I	3
BuAC	2	Principles of Accounting II	3
BuAC	6	Management Accounting, Reporting & Control	2
BuAC	12	Electronic Spreadsheet Lab	1
BuAC	4	Tax Accounting I-Individuals	3
BuAC	5	Tax Accounting II-Small Businesses and Corporations	3
BuAC	10	Computer Accounting	2
BuAC	11	Automated Accounting Practice Set	1

Subtotal 18

Recommended Electives:

Choose 12 Units from the Following:

BuAC	7	Hospital and Medical Accounting	3
BuAC	3	Governmental Accounting	3
BuAC	8	Accounting for the Real Estate and Construction Industry	3
BuHM	56	Hospitality Management Accounting	3
AgBU	11	Management Records (Agriculture)	3
BuMA	1	Principles of Management	3
Econ	1	Principles of Economics	3
BuFI	68	Financial Statement Analysis	3
BuMA	10	Introduction to Business	3

BuMA	3	Statistical Methods (Business)	3
		OR	
Math	4	Statistical Methods (Math)	3
			—
Subtotal			12
			—
TOTAL UNITS			30
Advisor: Manis			

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

Required Core Courses:

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

Required Business Electives	11-13
General Education	18

DEGREE TOTAL 60-62

Recommended Electives

Select 11-13 units from the following:

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

Advisor: Post/Watson -CMC

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

Courses Required:

Dept.	No.	Title	Units
BuAc	01	Accounting I	3
BuAc	02	Accounting II	3
BuCS	73	Intro. to Comp. Sc.	3
BuCS	73L	Intro. to Comp. Sc. Lab	1
BuMa	03	Statistical Methods for Business & Economics OR	3
Math	004	Statistical Methods	3
BuMa	20A	Business Law	3
BuMa	20B	Business Law	
Econ	01	Principles of Economics	3
Econ	02	Principles of Economics	3

Total Business Courses 25

RECOMMENDED BUSINESS ELECTIVES:

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

Areas of Concentration for Transfer to Upper Division:

Accounting Administration	Management Marketing Insurance Real Estate
Economics	Real Estate
Finance	Employee Relations
Information Systems	Human Resources
Introduction to Business	
General Education Requirements:	39

DEGREE TOTAL: 64

Advisors: Post

Watson/Miller/Rogers (CMC)

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

Transfer Courses:

Dept.	No.	Title	Units
BuCS	73	Introduction to Computer Science	3
BuCS	73L	Introduction to Computer Science Lab	1
BuCS	75	Fortran OR	
Ph	05	Computer Programming I	3
BuCS	76	Cobol Programming	3
BuCS	81	Basic Language Programming	3
BuCS	85	Introduction to Pascal	3

BuCS	87	Assembler Language	3
Math	2A	Calculus with Analytic Geometry4	

Total Transfer Courses 23

*General Education Requirements 39

TRANSFER TOTAL 62

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

Math	1A	Calculus with Analytic Geometry4	
Math	1B	Calculus with Analytic Geometry4	
**Ph	4A	Engineering Physics	5
**Ph	4B	Engineering Physics	5

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

Advisors: Post/Penaflor (CMC)

Preparation for AA DEGREE in COMPUTER SCIENCE

Required Courses:

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

Total Required Courses 33-34

Additional Electives 8-9

General Education Requirements 18

DEGREE TOTAL 60

Recommended Electives:

BuCS	74	RPG Programming	3
BuAc	10	Computer Accounting	3

Advisors: Post/Penaflor (CMC)

Preparation for Employment & Certificate Program in COMPUTER SCIENCE

Required Courses:

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

Total Required Courses 30-31

Recommended Electives

BuCS	74	RPG Programming	3
BuAc	10	Computer Accounting	3

Advisors: Post/Penaflor (CMC)

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

Courses Required:

Dept.	No.	Title	Units
BuAc	1	Accounting I	3
BuAc	2	Accounting II	3
BuCS	73	Introduction to Computer Science	3
BuCS	73L	Introduction to Computer Science Lab	1
BuMa	20A	Business Law OR	3
BuMa	22	Legal Environment of Business	3
Econ	1	Principles of Economics	3
Econ	2	Principles of Economics	3
BuMa	3	Statistical Methods for Business & Economics OR	
Soc	3	Statistical Methods Social Sciences OR	
Math	4	Statistical Methods	4

Departmental Subtotal 22-23

General Education Requirements 39

DEGREE TOTAL 61-62

Advisor: Post

Preparation for Employment and Certificate Program in ESCROW

Courses Required:

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

*May be waived by 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

Watson/Miller/Rogers (CMC)

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

Required Core Courses:

Dept.	No.	Title	Units
BuAc	01	Accounting I OR	3
BuAc	66	Bookkeeping Principles & Procedures	3
BuAc	10	Computer Accounting OR	2
BuAc	11	Automated Accounting Practice Set	1
Econ	01	Principles of Economics OR	3
Econ	02	Principles of Economics	3
BuMa	10	Intro. to Business	3
BuCS	71	Computer Literacy	2
BuMa	30	Business Communications	3
BuMa	72	Business Mathematics	3

19-20

Recommended Business Electives 21-22

General Education Requirements 18

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DEGREE TOTAL 60

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

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

Advisor: Post

Watson/Miller/Rogers (CMC)

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

Required Courses:

Dept.	No.	Title	Units
CC	01	Golf Course Management/Design	3
AgPS	5&5L	Plant Science and Lab	4
BuAC	01	Accounting I OR	3
BuAC	66	Bookkeeping Principles & Procedures	3
BuMA	01	Principles of Management	3
BuMA	24	Resort Pers/Hum Rel	2
BuMA	25	Golf Shop Operations	1
HeFS	28	Food and Beverage Operations	3
PE	29	Methods of Teaching Golf	2
PE	30	Short Game and Putting	2
PE	32	Teaching Lab	2
PE	34	Club Design and Repair	2
PE	36	Fund and Rules of Golf	2
OH	33	Golf Car Maintenance	2

Department Subtotal: 31

RECOMMENDED ELECTIVES:

AgBU	05	Microcomputer Applications	3
AgPS	01	Soils and Plant Nutrition	3
AgPS	30	Agricultural Chemical Application Safety	3
BuCS	70	Computer Business Applications	2
BuCS	71	Computer Literacy	2
BuDE	21	Marketing and Sales	3
BuDE	55	Retail Merchandising	3
BuMA	10	Introduction to Business	3
BuMA	20A	Business Law	3
BuMA	22	Legal Environment of Business	3
BuMA	30	Business Communications	3
BuSM	82	Purchasing	2
Econ	01	Economics I	3
OH	04	Turfgrass Management	3
OH	08	Park and Landscape Management	3
OH	09	Landscape Planning and Design	3
OH	20	Landscape Construction	3
OH	30	Landscape Equipment	3
OH	46	Landscape Irrigation Systems	3
OH	84	Theory of Turfgrass Management	2
PE	86	Tennis	1
Rec	01	Rec Leadership	2
Rec	02	Field Internship (Rec Field Work), replacing PE 35	1-2

Elective Subtotal: 8-11

See General Education Requirements

General Education Subtotal: 18

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DEGREE TOTAL 60-63

Advisor: Manzoni

Preparation for Employment and Certificate Program in GOLF MANAGEMENT.

Required Courses:

Dept.	No.	Title	Units
CC	01	Golf Course Management/ Design	3
AgPS	5&5L	Plant Science and Lab	4
BuAC	01	Accounting I OR	3
BuAC	66	Bookkeeping Principles & Procedures	3
BuMA	01	Principles of Management	3
BuMA	24	Resort Personnel/Human Relations	2
BuMA	25	Golf Shop Operations	1
CART	28	Resort Food and Beverage Operations	3
PE	29	Methods of Teaching Golf	2
PE	30	Short Game and Putting	2
PE	32	Teaching Lab	2
PE	34	Club Design and Repair	2
PE	36	Fundamentals and Rules of Golf	2
OH	33	Golf Car Maintenance	2
CERTIFICATE TOTAL			31

Advisor: Manzoni

Preparation for Employment and Certificate Program in HOTEL/MOTEL MANAGEMENT

There are three concentration areas within the Hotel/Motel Certificate Program: a) Rooms Division Management b) Food & Beverage Operations and c) Hotel/Motel General Management.

Required Courses:

Dept.	No.	Title	Units
BuAc	001	Accounting I OR	3
BuHM	056	Hospitality Management Accounting	3
BuCS	073	Introduction to Computer Science AND	3
BuCS	073L	Introduction to Computer Science Lab	1
BuHM	050	Intro to Hospitality Industry	3
BuHM	066	Hospitality Industry Practicum OR	3
BuHM	095	Cooperative Work Experience and/or Field Work Experience	2-4
Core Subtotal Units			12-14
Rooms Division Management Concentration:			
AJ	023	Survey of Security	3
BuHM	054	Hotel/Management	3
BuHM	065	Front Office Procedure and Night Audit	3
BuHM	067	Hotel/Club Maintenance	5
Concentration Subtotal Units			14

Food & Beverage Operations Concentration:

BuHM	055	Restaurant Operations and Management	3
HEFS	001	Sanitation, Safety & Equipment	3
OR			
CART	002	Kitchen Operations	2
CART	010	Food Procurement & Cost Control	3
CART	028	Beverage Management	4
Concentration Subtotal Units			12-13
Hotel/Motel General Management Concentration:			
BuHM	061	Hospitality Sales and Promotion OR	3
BuDE	021	Marketing	3
BuMA	001	Principles of Management	3
BuHM	060	Hotel/Motel Law	3
BuHM	063	Hotel/Motel Operations	3
BuHM	064	Hotel/Motel Personnel Management	3
OR			
BuMA	024	Resort Personnel and Human Relations	2
Concentration Subtotal Units			14-15
TOTAL UNITS			24-29

Advisor: Post

Preparation for Employment and Certificate in MEDICAL TRANSCRIPTION, an option of the SECRETARIAL SCIENCE Program. The Medical Transcription Program is comprised entirely of courses incorporated within existing approved programs at College of the Desert.

Requirements for the Certificate

Dept.	No.	Title	Units
BuOA	51	Intermediate Typewriting	3
BuOA	52	Advanced Typewriting	3
BuOA	53	Medical Secretarial Procedures OR	
BuOA	63	Office and Secretarial Procedures	4
BuOA	57	Machine Transcription	2
BuOA	61	Medical Terminology	2
BuOA	64	Records Management	2
BuOA	71	Business English	3
BuOA	72	Proofreading	1
BuOA	75	Word Processing/ Microcomputer Applications OR	2
BuOA	76A	Word Processing/IBM Display-writer (Basic) OR	1
BuOA	76B	Word Processing/CPT OR	1
BuOA	76C	Word Processing/IBM PC	1
MA	65	The Health Worker and The Law	3
N	61	Basic Pharmacology	2

Bi	21	Basic Human Anatomy and Physiology OR	5
Bi	22A	Human Anatomy	4
WEV	95	Work Experience OR Experience	1-4 1-4
			—

TOTAL UNITS: 31-36

Advisor: Post

Preparation for Employment and Certificate Program in OFFICE TECHNICIAN

Required Courses:

Dept.	No.	Title	Units
BuAC	1	Accounting OR	
BuAC	66	Bookkeeping Principles and Procedures	3
BuMA	30	Business Communications	3
BuMA	72	Business Mathematics	3
BuOA	51	Intermediate Typewriting	3
BuOA	63	Office and Secretarial Procedures	4
BuOA	64	Records Management	2
BuOA	71	Business English	3
BuOA	72	Proofreading	1
BuOA	79	Machine Calculation	2
Department Subtotal:			24

RECOMMENDED ELECTIVES:

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

TOTAL UNITS REQUIRED FOR CERTIFICATE 27

Advisor: Post

Watson (CMC)

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

Required Courses:

Dept.	No.	Title	Units
BuAC	1	Accounting OR	
BuAC	66	Bookkeeping Principles and Procedures	3
BuMA	30	Business Communications	3
BuMA	72	Business Mathematics	3
BuOA	51	Intermediate Typewriting	3
BuOA	63	Office and Secretarial Procedures	4
BuOA	64	Records Management	2
BuOA	71	Business English	3
BuOA	72	Proofreading	1
BuOA	79	Machine Calculation	2
Department Subtotal:			24

RECOMMENDED ELECTIVES:

BuCS	70	Computer Business Applications	2
BuCS	71	Computer Literacy	2
BuMA	20A	Business Law OR	
BuMA	20B	Business Law OR	
BuMA	22	Legal Environment of Business	3
BuOA	52	Advanced Typewriting	3
BuOA	57	Machine Transcription	2
BuOA	74	Word Processing Concepts	3
BuOA	75	Word Processing/Microcomputer Applications	2
BuOA	76A	Word Processing/IBM Displaywriter (BASIC)	1
BuOA	76B	Word Processing/CPT	1
BuOA	76C	Word Processing/IBM PC	1
BuOA	76D	Word Processing/IBM Displaywriter (Intermediate and Advanced)	1
BuOA	76E	Word Processing/CPT (Intermediate and Advanced)	1
BuOA	95C	Work Experience OR	1-3
BuOA	95D	Work Experience	1-4
Elective Subtotal:			18

See General Education Requirements

General Education Subtotal: 18

DEGREE TOTAL 60

Advisor: Post

Watson - CMC

Preparation for Employment and Certificate Program in REAL ESTATE

Courses Required:

Dept.	No.	Title	Units
BuRE	81	Principles of Real Estate*	3
BuRE	82	Real Estate Economics	3
BuRE	83	Real Estate Practice	3
BuRE	84	Legal Aspects of Real Estate	3
BuRE	85	Real Estate Finance	3
BuRE	86	Principles of Appraising	3
BuRE	90	Escrow I	3

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

RECOMMENDED ELECTIVES:

Other Real Estate, Escrow and related Business courses (including Work Experience) to bring total units to 30

TOTAL UNITS: 30

Advisor: Pivar

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

Courses Required:

Dept.	No.	Title	Units
BuRE	81	Principles of Real Estate*	3
BuRE	82	Real Estate Economics	3
BuRE	83	Real Estate Practice	3
BuRE	84	Legal Aspects of Real Estate	3
BuRE	85	Real Estate Finance	3
BuRE	86	Principles of Appraising	3
BuRE	90	Escrow I	3

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

RECOMMENDED ELECTIVES 5

Other Real Estate and Escrow courses.

Other related Business Courses including Work Experience.

TOTAL UNITS: 60

Advisor: Pivar

Preparation for Employment and Certificate Program in RESTAURANT MANAGEMENT

Required Courses:

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

Core Subtotal Units 12-14

Required Electives:

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

Elective Subtotal Units 14-15

Advisor: Post

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

Required Courses:

Dept.	No.	Title	Units
BuDE	021	Marketing	3
BuDE	022	Retailing	3
BuSM	091	Elements of Supervision OR	2
BuMA	001	Principles of Management	3
BuSM	083	Developing Employees Through Training	2
BuDE	023	Fundamentals of Sales	3
BuDE	055	Retail Merchandising	3
BuSM	082	Purchasing	2
BuDE	056	Merchandise Analysis	3
BuDE	049	Individual Study in Retail Management	3
BuMA	095	Retail Work Experience or Work	
BuMA		Experience Education	6
		Department Subtotal	30-31
		Elective Subtotal	11-12

See General Education Requirements

General Education Subtotal 18

DEGREE TOTAL 60

Advisor: Immenhausen

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

Required Courses:

Dept.	No.	Title	Units
BuDE	021	Marketing	3
BuDE	023	Fundamentals of Sales	3
BuDE	025	Advertising	3
BuDE	026	Career Selling & Sales Promotion	1
BuSM	092	Psychology for Supervisors	2
BuSM	093	Human Relations	2
BuSM	094	Communications I	2

BuSM	095	Communications II	2
BuSM	091	Elements of Supervision OR	2
BuMA	001	Principles of Management	3
BuMA	049	Individual Study in Sales & Promotion	3
BuMA	095	Selling and/or Promotion Work Experience Education	6
Department Subtotal			29-30
Elective Subtotal			12-13
See General Education Requirements:			
General Education Subtotal			18

DEGREE TOTAL 60

Advisor: Immenhausen

Preparation for Employment and Certificate Program in SECRETARIAL SCIENCE

Required Courses:

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

Department Subtotal: 27

RECOMMENDED ELECTIVES:

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

BuOA	95C	Work Experience OR	1-3
BuOA	95D	Work Experience	1-4

TOTAL UNITS REQUIRED FOR CERTIFICATE: 34

Advisor: Post
Watson (CMC)

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

Required Courses:

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

Department Subtotal: 27

RECOMMENDED ELECTIVES:

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

Elective Subtotal: 15

See General Education Requirements

General Education Subtotal: 18

DEGREE TOTAL 60

Advisor: Post
Watson - CMC

Preparation for Employment and Certificate Program in SUPERVISION AND MANAGEMENT

Courses Required:

Dept.	No.	Title	Units
BuSM	91	Elements of Supervision	2
BuSM	92	Psychology for Supervisors	2
BuSM	93	Human Relations	2
BuSM	94	Communications I for Supervisors	2

Department Electives 8

To be selected from other Supervision classes offered. (Eight (8) classes at two (2) units each for a total of 16 units).

TOTAL UNITS 24

Advisor: Immenhausen

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

Courses Required:

Dept.	No.	Title	Units
BuSM	70	Affirmative Action for Supervisors	2
BuSM	81	Quality Assurance	2
BuSM	82	Purchasing	2
BuSM	83	Developing Employees Through Training	2
BuSM	84	Job Analysis for Wage Administration	2
BuSM	91	Elements of Supervision	2
BuSM	92	Psychology for Supervisors	2
BuSM	93	Human Relations	2
BuSM	94	Communications I for Supervisors	2
BuSM	95	Communications II for Supervisors	2
BuSM	96	Labor-Management Relations	2
BuSM	97	Organization Patterns & Management	2
BuSM	98	Work Simplification	2
BuSM	99	Cost Control for Supervisors	2

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

BuSM	71	Safety Management	2
BuMA	01	Principles of Management	3

BuMA	10	Introduction to Business	3
BuDE	21	Marketing	3

Department Subtotal	28
Elective Subtotal	14
See General Education Requirements	
General Education Subtotal	18

DEGREE TOTAL 60

Advisor: Immenhausen

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

Required Courses:

Dept.	No.	Title	Units
BuOA	51	Intermediate Typewriting	3
BuOA	57	Machine Transcription	2
BuOA	63	Office and Secretarial Procedures	4
BuOA	64	Records Management	2
BuOA	71	Business English	3
BuOA	72	Proofreading	1
BuOA	74	Word Processing Concepts	3
BuAC	71	Computer Literacy OR	2
BuAC	73	Introduction to Computer Science	3
BuAC	73L	Introduction to Computer Science Lab	1

A minimum of 5 units from the following:

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

Department Subtotal: 26

RECOMMENDED ELECTIVES:

BuAC	66	Bookkeeping Principles and Procedures	3
BuCS	70	Computer Business Applications	2
BuMA	10	Introduction to Business	3
BuMA	20A	Business Law OR	
BuMA	22	Legal Environment of Business	3
BuMA	30	Business Communications	3
BuMA	72	Business Mathematics	3
BuOA	52	Advanced Typewriting	3

BuOA 60A	Beginning Shorthand	4
BuOA 79	Machine Calculation	2
Elective Subtotal:		16
See General Education Requirements		
General Education Subtotal:		18
DEGREE TOTAL:		60
Advisor: Post		
Watson - CMC		

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

Dept.	No.	Title	Units
BuOA	51	Intermediate Typewriting	3
BuOA	57	Machine Transcription	2
BuOA	63	Office/Secretarial Procedures	4
BuOA	64	Records Management	2
BuOA	71	Business English	3
BuOA	72	Proofreading	1
BuOA	74	Word Processing Concepts	3

BuAC 71	Computer Literacy	OR	2	
BuAC 73	Introduction to Computer Science		3	
BuAC 73L	Introduction to Computer Science Lab		1	
BuMA 30	Business Communications		3	
A minimum of 5 units from the following:				
BuOA 75	Word Processing/Microcomputer Applications		2	
BuOA 76A	Word Processing/IBM Display-writer (Basic)		1	
BuOA 76B	Word Processing/CPT		1	
BuOA 76C	Word Processing/IBM PC		1	
BuOA 76D	Word Processing/IBM Display-writer (Intermediate and Advanced)		1	
BuOA 76E	Word Processing/CPT (Intermediate and Advanced)		1	
TOTAL UNITS REQUIRED FOR CERTIFICATE:				29
Advisor: Post				
Watson - CMC				

COMMUNICATION

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

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

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

The Division offers a wide range of courses to help the student reach these goals. There are courses in Journalism, Mass Communication, and Radio-Television so students may begin to develop their occupational and professional careers.

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

A minimum of 21 units of study distributed as follows:

Basic courses required of all Communication Majors:

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

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

Sp	*4	Public Speaking	OR	
Sp	*5	Group Discussion and Leadership or		3
MC	3	Introduction to Broadcasting		
AND				
Eng.	5A or 5B	Creative Writing	OR	
TOTAL				
Eng.	1C	Advanced Composition	OR	
TOTAL				
Eng.	41	Technical Report Reading and Writing	OR	
TOTAL				
				3

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

J	3A	News Reporting and Writing	OR	
		TOTAL		
J	10	Magazine Article Writing	OR	
		TOTAL		
R-TV	5	Radio and Television Writing		
		TOTAL		21/22

Possible areas of emphasis:

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

Minimum total of units for Communication Major = 21/22

General Education total = 39

TOTAL 60/61

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

Courses Required:

Dept.	No.	Title	Units
*Eng	1A	Composition OR	4
*Eng	3A	Freshman Comp	3
*Eng	1B	Composition/Literature	3
*Sp	1	Introduction to Human Communication - OR -	3
*Sp	4	Public Speaking	3

Two courses from the following:

*Eng	5A	Creative Writing	3
*J	3A	News Reporting	3
R/TV	5	Radio & Television Writing	3
J	10	Magazine Article Writing	3

At least two courses from the following:

*Eng	10	A,B American Literature	3-3
*Eng	11	A,B Survey of English Literature	3-3
*Eng	12	A,B World Literature I & II	3-3
*Eng	14	Shakespeare	3
*Eng	15	The Short Story	3
*Eng	16	Literature of the Desert	3
*Eng	18	Introduction to Poetry	3
*Eng	31	The Old Testament	3
*Eng	32	The New Testament	3
*Eng	35	Myth and Legend	3
*Sp	4	Public Speaking	3
*Sp	7	Decision Making and Advocacy	3
*TA	69	A,B Dramatic Literature	3

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

Division Subtotal 21/22

See General Education Requirements

General Education Subtotal 39

DEGREE TOTAL 60/61

Advisor: English Staff

Dohman/Hopkins - CMC

*May be counted toward General Education Requirements

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

Courses Required:

Dept.	No.	Title	Units
*Eng	1A	Composition OR	4
*Eng	3A	Freshman Comp	3
*Eng	1B	Composition/Literature	3
*Eng	10A	American Literature OR	3
		American Literature OR	3
	10B	Survey of English Literature OR	3
*Eng	11A	Survey of English Literature	3
	11B	Introduction to Human	
*Sp	1	Communication OR	3
*Sp	4A	Public Speaking	3

Three courses from the following:

Eng	5A	Creative Writing	3
*Eng	12	A,B World Literature I and II	3-3
*Eng	14	Shakespeare	3
*Eng	15	The Short Story	3
*Eng	16	Literature of the Desert	3
*Eng	18	Intro to Poetry	3
*Eng	31	The Old Testament	3
*Eng	32	The New Testament	3
*Eng	35	Myth and Legend	3
*Sp	2	Oral Interpretation of Literature	3
*TA	69	A,B Dramatic Literature	3

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

Division Subtotal 21/22

See General Education Requirements

General Education Subtotal 39

DEGREE TOTAL 60/61

Advisor: English Staff

Dohman/Hopkins - CMC

*May be counted toward General Education Requirements

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

Courses Required:

Dept.	No.	Title	Units
*MC	1	Introduction to Mass Communications	3
J	3A	News Reporting	3
J	4A,B	Newspaper Production	3-3
J	6	Phototypesetting	3

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

Division Subtotal 21

See General Education Requirements

General Education Subtotal 39

DEGREE TOTAL 60

Advisor: Wilson

*May be counted toward General Education Requirements

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

Courses Required:

Dept.	No.	Title	Units
*MC	1	Mass Media in American Culture	3
MC	2	Writing for the Mass Media	3

Five courses from the following:

MC	3	Introduction to Broadcasting	3
MC	4	Introduction to Media Advertising	3
MC	5	Introduction to Public Relations	3
J	3A	News Reporting and Writing	3
J	4A	Newspaper Production	3
J	4B	Advanced Newspaper Production & Editing	3
J	6	Intro to Desktop Publishing	3
J	7	Introduction to Photojournalism	3
J	10	Magazine Article Writing	3
R-TV	2	Radio and Television Announcing	3
R-TV	3A	Audio Production	3

R-TV	3B	Advanced Audio Production	3
R-TV	4A	Television Production	3
R-TV	4B	Advanced Television Production	3
R-TV	5	Radio Television Writing	3

Division Subtotal 21

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

General Education Subtotal 39

DEGREE TOTAL 60

Advisor: Wilson

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

Courses Required:

Dept.	No.	Title	Units
*Sp	1	Intro to Human Communication	3
*Sp	5	Group Discussion and Leadership	3

Electives:

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

*Sp	2	Oral Interpretation of Literature	3
Sp	3	Voice and Diction	3
Sp*	4	Public Speaking	3
Sp*	7	Decision Making and Advocacy	3
*Sp	15	Intercultural Communication	3

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

Division Subtotal 20/21

General Education Subtotal 39

See General Education Requirements

DEGREE TOTAL 59

Advisor: Crites/Hopkins (CMC)

*May be counted toward General Education requirements

CULINARY ARTS

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

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

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

Course Offerings			
Dept.	No.	Title	Units
HEFS	001	Sanitation, Safety & Equipment	3
HEFS	020	Principles of Food Preparation	4
CART	002	Kitchen Operations	4
CART	003	Principles of Cooking	5
CART	005	Principles of Baking	5
CART	006	Garde Manger (Formerly Block 3)	5
CART	008	Classical Buffet Desserts & Competition Displays	5
CART	010	Food Procurement & Cost Control	3
CART	011	Menu Planning	3
CART	015	Restaurant Desserts	4
CART	032	Introduction to Food Service	3
CART	033	Introduction to Baking	4
CART	034	Intermediate Baking	4
CART	035	Operations Management	3
CART	036	International Pastries & Classical	4

Advisors: Beno/Friend

(For additional courses in Food Service see "Human Ecology".)

Preparation for Employment and Certificate Program in BASIC CULINARY ARTS

Required Courses:

Dept.	No.	Title	Units
CART	003	Principles of Cooking	5
CART	033	Introduction to Baking	4
CART	004	Pantry	5
CART	032	Introduction to Food Service	3
HEFS	001	Safety, Sanitation & Equipment	3

CERTIFICATE TOTAL 20

Advisors: Beno/Friend

Preparation for Employment and Certificate Program in INTERMEDIATE CULINARY ARTS

Required Courses:

Dept.	No.	Title	Units
CART	003	Principles of Cooking	5
CART	033	Introduction to Baking	4

CART	004	Pantry	5
CART	032	Introduction to Food Service	3
HEFS	001	Safety, Sanitation & Equipment	3
CART	034	Intermediate Baking	4
CART	006	Garde Manger	5
BuMA	001	Principles of Management	3
CART	035	Operations Management (Production Cooking)	4
Required Business Elective			3

CERTIFICATE TOTAL 39

Advisors: Beno/Friend

Preparation for Employment, Certificate and A.A. Degree Program in CULINARY MANAGEMENT

Required Courses:

Dept.	No.	Title	Units
CART	003	Principles of Cooking	5
CART	033	Introduction to Baking	4
CART	004	Pantry	5
CART	032	Introduction to Food Service	3
HEFS	001	Safety, Sanitation & Equipment	3
BuCS	070	Computer Business Applications	3
CART	010	Food Procurement & Cost Control	3
CART	011	Menu Planning	3
BuMA	001	Principles of Management	3
CART	020	Principles of Catering	3
BuHM	064	Hotel/Motel Personnel Management	3

Required Business Electives 6

CERTIFICATE TOTAL 44

General Education Subtotal 18

DEGREE TOTAL 62

Advisors: Beno/Friend

DEVELOPMENTAL EDUCATION

An integral part of the course offerings at College of the Desert available to the residents of the Coachella Valley are the basic and academic skills courses offered by Developmental Education. Located on the Library Mezzanine (LM 4A) in the center of the campus, Developmental Education makes it possible for adult students to complete courses in several fundamental skill areas. Many classes and programs are open-entry, open-exit, thereby allowing students to register at any time during the school year. Classes are held day and evening and at both on campus and off campus locations.

The courses in Adult Basic Education are centered around the learning skills normally acquired in grades 1-8 with the emphasis on developing reading, writing, mathematics, communication and life skills. Adult Special Education is also available with emphasis on programs for Developmentally Disabled and Learning Disabled.

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

The Department also offers a program to prepare students for the GED Test. Many businesses and governmental agencies accept the GED certificate in lieu of the high school diploma. Arrangements to take the GED Test are to be made in LM 4A. There is a \$15.00 fee for the GED Test.

ENGINEERING/TECHNOLOGY

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

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

ARCHITECTURAL TECHNOLOGY

Certificate Program and Preparation for Employment

Courses Required: 32 units to be chosen from the following (with Advisor approval):

Dept.	No.	Title	Units
Arch	1	Fundamentals of Architectural Design	3
Arch	2	Building Materials	3
Arch	3A	Architectural Detailing I	3
Arch	3B	Architectural Detailing II	3
Arch	3C	Architectural Detailing III	3
Arch	5	Perspective, Shades and Shadows	2
Arch	12	Construction Estimating	2
AgBu	5	Microcomputer Applications	3
BIT	10	Introduction to UBC	3
Dra	1	Technical Drafting I	3
Dra	2	Technical Drafting II	3
Dra	5	Introduction to Computer Aided Drafting	3
Engr	2	Surveying	2
Engr	4	Descriptive Geometry	2

Math	5	Trigonometry	3
OH	9	Landscape Planning & Design	3
Elective			3

TOTAL UNITS 32
 Advisor: Walker

ARCHITECTURAL DRAFTING

A.S. Degree and Preparation for Employment

Courses Required: 35 units to be chosen from the following (with Advisor approval):

Dept.	No.	Title	Units
Arch	1	Fundamentals of Architectural Design	3
Arch	2	Building Materials	3
Arch	3A	Architectural Detailing I	3
Arch	3B	Architectural Detailing II	3
Arch	3C	Architectural Detailing III	3
Arch	5	Perspective, Shades & Shadows	2
Arch	12	Construction Estimating	2

AgBu	5	Microcomputer Applications	3
BIT	10	Introduction to UBC	3
Dra	1	Technical Drafting I	3
Dra	2	Technical Drafting II	3
Dra	5	Introduction to Computer Aided Drafting	3
Engr	2	Surveying	2
Engr	4	Descriptive Geometry	2
OH	9	Landscape Planning and Design	3

Required Subtotal 32

Elective Subtotal (with Advisor approval) 10-12

General Education Subtotal 18

(See General Education Requirements) to include the following:

Math	5	Trigonometry	3
NR	1	Conservation of Natural Resources	3

DEGREE TOTAL 60-62

Advisor: Walker

ARCHITECTURE, ARCHITECTURAL ENGINEERING OR CONSTRUCTION ENGINEERING

Transfer A.S. Degree

Courses Required: 24 units to be chosen from the following (with Advisor approval):

Dept.	No.	Title	Units
Arch	1	Fund. of Architectural Design	3
Arch	2	Building Materials	3
Arch	3A	Architectural Detailing I	3
Arch	5	Perspective, Shades & Shadows	2
Dra	1	Technical Drafting I	1
Dra	5	Introduction to Computer Aided Drafting	3
Engr	2	Surveying	2
Engr	4	Descriptive Geometry	2
Art	3A	Basic Color and Design	3
AgBu	5	Microcomputer Applications	3

Required Units 24

General Education Subtotal 39

(See General Education Requirements of Transfer Institution) to include the following:

Math	1A	Calculus with Analytic Geometry	4
Math	1B	Calculus with Analytic Geometry	4

DEGREE TOTAL 63

Advisor: Walker

AIR CONDITIONING AND REFRIGERATION Certificate Program and Preparation for Employment

Courses Required: 17 units

Dept.	No.	Title	Units
ACR	60	Air Conditioning/Refrigeration I	3

ACR	61	Air Conditioning/Refrigeration II	3
ACR	62	Air Conditioning III	3
ACR	63	Refrigeration IV	3
ACR	64	Air Conditioning/Refrigeration/Electricity I	3
ACR	65	Air Conditioning/Refrigeration/Electricity II	2

Technical Electives:

Select a minimum of 7 units from the following:

ACR	66	Air Conditioning Load Estimating	1
ACR	67	Refrigeration Load Estimating	1
ACR	68	Air Distribution System Design	1
ACR	69	Air Conditioning/Refrigeration Cost Estimating	1
ACR	70	Air Conditioning/ABC Refrigeration Special Project	1-3
ACR	71	Heat Pumps	1
ACR	72	Air Conditioning/Refrigeration III	2

Electives:

Select 8-9 units from the following (with Advisor approval):

AgBu	5	Microcomputer Applications	3
Arch	11	Architectural Blueprint Reading	3
Auto	60	Auto Accessories & Air Conditioning	2
Elec	30	Introduction to Electronics	4
Weld	28A	Industrial Welding Processes I	2
BuAc	1	Accounting	3
BuMA	20A	Business Law	3
BuSM		Supervision	2

TOTAL UNITS 28-29

Advisor: Hamilton

AIR CONDITIONING AND REFRIGERATION A.S. Degree and Preparation for Employment

Courses Required: 19 units

Dept.	No.	Title	Units
ACR	60	Air Conditioning/Refrigeration I	3
ACR	61	Air Conditioning/Refrigeration II	3
ACR	62	Air Conditioning III	3
ACR	63	Refrigeration IV	3

ACR	64	Air Conditioning/ Refrigeration Electricity I	3
ACR	65	Air Conditioning/ Refrigeration Electricity II	2
ACR	72	Air Conditioning Refrigeration III	2

Technical Electives: 26 units
(Selection of courses from the following list)

ACR	66	Air Conditioning Load Estimating	1
ACR	67	Refrigeration Load Estimating	1
ACR	68	Air Distribution System Design	1
ACR	69	Air Conditioning/ Refrigeration Cost Estimating	1
ACR	70	Air Conditioning/ ABC Refrigeration Special Project	1-3
ACR	71	Heat Pumps	2
AGBu	5	Microcomputer Applications	3
Arch	11	Architectural Blueprint Reading	3
Auto	60	Auto Accessories & Air Conditioning	2
Elec	30	Introduction to Electronics	4
Engr	3	Engineering Graphics	2
Weld	28A	Industrial Welding Processes I	2
BuAc	1	Accounting	3
BuMa	20A	Business Law	3
BuSm		Supervision	2
Department Subtotal			45
General Education Requirements to include:			18
NR	1	Conservation of Natural Resources	3
DEGREE TOTAL			63

Advisor: Hamilton

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

Courses Required:

Dept.	No.	Title	Units
Auto	40	Basic Shop Operations	1
Auto	41	Basic Automotive Electrical System	2
Auto	42	Basic Fuel and Ignition Systems	2
Auto	46	Automotive Diagnostic Equipment	2

Auto	50	Automotive Computer Systems	2.5
Auto	67	Emmission Control License Preparation	3

TOTAL UNITS 12.5

Advisor: DaShiell-CMC

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

Courses Required:

Dept.	No.	Title	Units
Auto	1	Automotive Principles I	2
Auto	12	Automotive Brake Systems	2
Auto	13	Automotive Suspensions	2
Auto	64	Automatic Transmissions	2
Auto	65	Standard Transmissions and Drive Trains	2
Auto	66	License Preparation-Brakes Class A	2
Auto Electives:			12

TOTAL UNITS 24

Advisor: Tamulonis

DaShiell-CMC

Preparation for Employment and Certificate Program in AUTOMOTIVE TECHNOLOGY-ELECTRICAL and TUNE-UP

Courses Required:

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

TOTAL UNITS 24

Advisor: Tamulonis

DaShiell-CMC

AUTOMOTIVE TECHNOLOGY
A.A. Degree and Preparation for Employment
Required Courses: 24 units to be chosen from the
following (with Advisor approval):

Dept.	No.	Title	Units
Auto	1	Automotive Principles I	2
Auto	2	Automotive Principles II	2
Auto	12	Automotive Brake Systems	2
Auto	13	Automotive Suspensions	2

Auto	14	Automotive Electricity and License Preparation	2
Auto	60	Automotive Air Conditioning and Accessories	2
Auto	61	Automotive Fuel, Cooling, and Lubricating Systems	2
Auto	62	Automotive Tune-Up	2
Auto	63	Engine Rebuilding	2
Auto	64	Automatic Transmissions	2
Auto	65	Standard Transmissions and Drive Trains	2
Auto	66	License Preparation-Brakes Class A	2
Auto	67	Emission Control License Preparation Class A	2
DM	69	Automotive Diesel Fuel Systems OR	
DM	71	Passenger Car and Light Truck Diesel	2

Required Subtotal 24

Electives (with Advisor approval) 18

To include:

AGBU 5 Microcomputer Applications 3

Elec 30 Introduction to Electronics 4

General Education Subtotal 18

(See General Education Requirements)

To include:

NR 1 Conservation of Natural Resources 3

DEGREE TOTAL 60

Advisor: Tamulonis
DaShiell-CMC

BUILDING INSPECTION TECHNOLOGY

Certificate Program and Preparation for Employment

Courses Required:

Dept.	No.	Title	Units
BIT	10	Introduction to UBC	3
BIT	11	Plan Check Nonstructural	3
BIT	48	Seminar	4
Arch	2	Building Materials	3
Arch	11	Architectural Blueprint Reading	3
AgBu	5	Microcomputer Applications	3
Electives (with Advisor approval)			5

TOTAL UNITS 24

Advisor: Walker

ENGINEERING TECHNOLOGY

Transfer A.S. Degree

Courses Required:

Dept.	No.	Title	Units
Engr	2	Surveying	2

Engr	3	Engineering Graphics	2
Engr	4	Descriptive Geometry	2
Dra	1	Technical Drafting I	3
Dra	5	Introduction to Computer Aided Drafting	2

Required Subtotal 11

Program Electives 10-12

Recommended to include:

AgBu	5	Microcomputer Applications	3
Ph	5	Computer Programming I (Recommended)	3

General Education Subtotal 39

(See General Education Requirements for Transfer Institution)

Ch 1A General Chemistry 5

Ph 2A General Physics 4

Ph 2B General Physics 4

Math 5 Trigonometry 3

Math 10 College Algebra 3

DEGREE TOTAL 60-62

Advisor: Walker

GENERAL DRAFTING.

Certificate Program and Preparation for Employment

Courses Required:

Dept.	No.	Title	Units
Dra	1	Technical Drafting I	3
Dra	2	Technical Drafting II	3
Dra	5	Introduction to Computer Aided Drafting	2
Arch	3A	Architectural Detailing I	3
Arch	3B	Architectural Detailing II	3
Arch	5	Perspective, Shades, and Shadows	2
Engr	2	Surveying	2
AgBu	5	Microcomputer Applications	3
Program Elective: with Advisor approval			3

TOTAL UNITS 24

Advisor: Walker

GENERAL DRAFTING

A.A. Degree and Preparation for Employment

Courses Required:

Dept.	No.	Title	Units
Dra	1	Technical Drafting I	3
Dra	2	Technical Drafting II	3
Dra	5	Introduction to Computer Aided Drafting	2
Arch	3A	Architectural Detailing I	3
Arch	3B	Architectural Detailing II	3
Arch	5	Perspective, Shades, and Shadows	2
Engr	2	Surveying	2

Engr	4	Descriptive Geometry	2
Elec	30	Introduction to Electronics	4
AgBu	5	Microcomputer Applications	3
Required Subtotal			27
Elective Subtotal (with Advisor approval)			15
General Education Subtotal			18
(See General Education Requirements)			
To include:			
NR	1	Conservation of Natural Resources	3
Math	5	Trigonometry	3
DEGREE TOTAL			60
Advisor: Walker			

INDUSTRIAL TECHNOLOGY-CONSTRUCTION

A.S. Degree and Preparation for Employment

Courses Required:

Dept.	No.	Title	Units
Arch	1	Fundamentals of Architectural Design	3
Arch	2	Building Materials	3
Arch	3A	Architectural Detailing I	3
Arch	12	Construction Estimating	2
Dra	1	Technical Drafting I	3
Dra	5	Introduction to Computer Aided Drafting	2
Engr	2	Surveying	2
Engr	4	Descriptive Geometry	2

BIT	10	Introduction to UBC	3
BuAc	1	Accounting	3
AgBu	5	Microcomputer Applications	3
Required Subtotal			29
Program Electives: with Advisor approval			13
General Education Subtotal			18
(See General Education Requirements)			
To include:			
Math	10	College Algebra	3
NR	1	Conservation of Natural Resources	3
DEGREE TOTAL			60
Advisor: Walker			

Preparation for Employment and Certificate Program in WELDING

Courses Required:

Dept.	No.	Title	Units
Weld	28A	Industrial Welding Proc. I	2
Weld	28B	Industrial Welding Proc. II	2
Weld	28C	Industrial Welding Proc. III	2
Weld	63	Welding II	3
TOTAL UNITS			9
Advisor: Waters Miller Rogers-CMC			

FIRE SCIENCE

College of the Desert offers courses in the Fire Science field that will count toward a certificate or Associate in Science Degree. These courses are designed for students that plan to transfer to a four-year institution, gain employment in the Fire Science field, or as a refresher for those currently employed in some area of Fire Science. The approved list of courses include those accredited by the California Fire Service Training and Educational system for State Board of Fire Science certification.

Preparation for Employment and Certificate Program in FIRE SCIENCE

Select 27 Units from the following:

Courses Required:

Dept.	No.	Title	Units
FS	52	Intro to Fire Suppression	3
FS	53	Fund of Fire Prevention	3
FS	54	Fire Fight Tactics & Strategy	3
FS	55	Hazardous Materials I	3
FS	58	Fire Hydraulics	3
FS	61	Fire Apparatus & Equipment	3
ELECTIVES:			
FS	56	Fire Protection Equip & Systems	3

FS	57	Related Codes and Ordinances	3
FS	59	Building Construction for Fire Prevention	3
FS	60	Fire Company Organization and Management	3
FS	62	Rescue Practices	3
FS	63A	Fire Service Prin & Proc I	1
FS	63B	Fire Service Prin & Proc II	1
FS	64A	Fire Control I	1
FS	79	Managing Fire Services	3
FS	80	Fire Investigation	3
FS	81	Driver Operator I	2
FS	84	Pump Operations	2
FS	87	Aircraft Crash and Rescue	3
FS	88	Fire Investigation 1A	2
FS	89	Fire Prevention 1A	2

FS	90	Fire Prevention 1B	2	FS	59	Building Construction for Fire Prevention	3
FS	91	Fire Command 1A	2	FS	60	Fire Company Organization and Management	3
FS	92	Fire Management (Supervision)	2	FS	62	Rescue Practices	3
	93	Fire Instructor 1A	2	FS	63A	Fire Service Prin & Proc I	1
FS	94	Fire Instructor 1B	2	FS	63B	Fire Service Prin & Proc II	1
FS	97	Community Relations	3	FS	64A	Fire Control I	1
EMT	84	Emergency Medical Technician	5	FS	80	Fire Investigation	3
Department Total			27	FS	81	Driver Operator I	3
			—	FS	82	Fire Investigation 1B	2
CERTIFICATE TOTAL			27	FS	87	Aircraft Crash and Rescue	3
Advisor: Miller/Rogers - CMC				FS	88	Fire Investigation I	2
<hr/>				FS	89	Fire Prevention 1A	2
Preparation for Employment and Occupational A.S. Degree Program in FIRE SCIENCE				FS	90	Fire Prevention 1B	2
Courses Required:				FS	91	Fire Command 1A	2
Dept.	No.	Title	Units	FS	92	Fire Management (Supervision)	2
FS	52	Intro to Fire Suppression	3	FS	93	Fire Instructor 1A	2
FS	53	Fund of Fire Prevention	3	FS	94	Fire Instructor 1B	2
FS	54	Fire Figh Tactics & Strategy	3	FS	95	Fire Command	2
FS	55	Hazardous Materials I	3	FS	96	Fire Prevention 1C	2
FS	58	Fire Hydraulics	3	FS	97	Community Relations	3
FS	61	Fire Apparatus & Equipment	3	EMT	84	Emergency Medical Technician	5
ELECTIVES:				Department Subtotal			24
FS	56	Fire Protection Equip & Systems	3	Elective Subtotal			18
FS	57	Related Codes and Ordinances	3	See General Education Requirements			
				General Education Subtotal			18
				DEGREE TOTAL			60
				Advisor: Miller/Rogers - CMC			

FOREIGN LANGUAGES

Students enrolled in Foreign Language courses 1, 1A, 1B, 2 or 3 which might duplicate courses completed in high school or another institution of collegiate level may be allowed unit credit in repeating the course depending upon previous level of proficiency. Upper division institutions may accept only one of the courses in transfer; either the original or the repeated course. The first two years of work in a foreign language in high school is generally considered to be equivalent to one semester in college; each successive year in a Foreign Language in high school is equal to one additional semester in college.

Any student who feels qualified to take a more advanced course than indicated in his prior work will be encouraged to do so upon examination or by recommendation of the instructor.

Foreign Language study has become more restrictive as an institutional graduation requirement. Colleges and universities consider it essential that any student receiving the Bachelor of Arts Degree have at least some knowledge of the language and civilization of other cultures.

Foreign Languages are required or strongly recommended in the following career majors by selective four-year colleges and departments of the University of California campuses: (Students who are planning to transfer to a four-year institution should consult their respective catalogs for more specific information).

A.B. in all majors
 U.C. Davis
 Astronomy
 Art History
 Anthropology
 Bacteriology
 Bilingual Education
 Botany
 Child Development
 Chicano Studies
 Chemistry
 Comparative Literature
 Comparative Cultures
 College of Fine Arts
 Dental Hygiene
 English
 Etymology and Parasitology
 Economics
 Genetics
 Geology
 Geography
 Hispanic Civilization
 History

Humanities
 Laboratory Technology & Microbiology
 Linguistic
 Music
 Natural Sciences
 Mathematics
 Occupational Therapy
 Physical Therapy
 Paleontology
 Physics
 Philosophy
 Police Science
 Political Science
 Pre-Dentistry
 Pre-Medicine
 Pre-Veterinary Medicine
 Projected Foreign Language Pre-Major
 Psychology
 Recreation
 Social Sciences
 Theatre Arts (UCLA)
 Zoology

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

Courses Required: See page 143 for Foreign Language course descriptions. Units

Major Foreign Language 1-2 10

Major Foreign Language 3-4 8

A Second Foreign Language 1-2 10

Subtotal 28

See General Education Requirements

General Education Subtotal 39

DEGREE TOTAL 67

	<u>French</u>	<u>German</u>	<u>Italian</u>	<u>Spanish</u>
Advisers:	Attoun Deti	Deti	Sottile	Deti Sottile

HEALTH, PHYSICAL EDUCATION AND RECREATION

The Health, Physical Education and Recreation Program at College of the Desert is designed to provide curricula leading to an Associate in Arts Degree at College of the Desert, or transfer to a four-year college or university. Required Activity Courses are also listed under Courses of Instruction.

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

Courses Required:

Dept.	No.	Title	Units
HE	1	Personal & Community Health	3
PE	1	First Aid and Safety	3
PE	2		
	A,B	Sports Officiating	4
PE	5A	Foundations of Coaching	3
PE	8	Introduction to Health & Physical Education	3
PE	23	Sr. Life Saving	2

PE	40-97	Physical Education Activity	4
RE	1	Recreation Leadership	2
RE	2A,B,C,D	Recreation Field Work	2-3
		Department Subtotal	24-26
		See General Education Requirements	
		General Education Subtotal	39
			—
		DEGREE TOTAL	63-64
		Adviser: Marman	

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

Courses Required:

Dept.	No.	Title	Units
RE	1	Recreation Leadership	2
RE	2A,B		
	C,D	Recreation Field Work	2
HE	1	Personal and Community Health	3
PE	1	First Aid and Safety	3
PE	2A,B	Sports Officiating	4

PE	8	Introduction to Health & Physical Education	3
		Beginning Musical Instrument (1 class)	2
PE	23	Sr. Life Saving	2
Department Subtotal			20-22
See General Education Requirements			
General Education Subtotal			39
DEGREE TOTAL			63-64
Adviser: Garcia			

HUMAN ECOLOGY

General Information

The Department has developed vocational programs in order to better serve the career and occupational needs of the Coachella Valley. We welcome you to our department and are ready to assist you in scheduling learning experiences that will enable you to reach your career goal and fulfill your human potential in life.

A.A. Degrees Currently Offered:

Apparel Design and Production
Early Childhood Education
Interior Design
Nutrition Care: Dietetic Technician

Certificates Currently Offered:

Early Childhood Education-Teachers Certificate
(12 units)
Early Childhood Education-Directors Certificate
(15 units)
Nanny
Fashion Merchandising

Preparation for Certificate and A.A. Degree in
APPAREL DESIGN AND PRODUCTION

Courses Required:

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

ADSN	36A	Apparel Design: Ready-to-Wear	2
ADSN	42A	Apparel Design: Special Fabrics I	2

CERTIFICATE TOTAL 30
ASSOCIATE DEGREE

Additional Required Courses in the major:

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

ADSN	46	Computer Aided Design for Apparel	3
AgBU	5	Microcomputer Application	3
TOTAL			15
General Education requirements			18
ART 3A, Basic Design and Color is required			—
DEGREE TOTAL			63

Advisor: E. Lawson

Preparation for A.A. Degree in EARLY CHILDHOOD EDUCATION

Courses Required:

Dept.	No.	Title	Units
ECE	1	Introduction to Early Childhood Programs	1
ECE	10A	Child Growth and Development	3
ECE	12	Child, Family and Community	3
ECE	14	Early Childhood Principles and Practices	2
ECE	15	Early Childhood Laboratory	2
ECE	20	Infant/Toddler Growth and Development	2
ECE	32	Child Abuse and Neglect	1
ECE	33	Survey of Special Education	3
ECE	44	Child Health and Safety	2
			19

Select additional courses from the following (10 units)

ECE	10B	Child Growth and Development	3
ECE	19	Children's Language and Literature	3
ECE	21	Infant/Toddler Environments	2
ECE	22	Nutrition/Menu Planning for Children	1
ECE	23	Childhood: Culture and Personality	1
ECE	24	Administration of Programs for Young Children	3
ECE	25	Advanced Administration of Programs for Young Children	3
ECE	40A	Creative Activities for Young Children	2
ECE	40B	Movement Activities for Young Children	2
ECE	40C	Music for Young Children	2
ECE	40D	Science and Number Concepts for Young Children	2
ECE	42	Play, Socialization and Discipline	2
ECE	43	Parent Education, Observation and Participation	2

HEc	13	General Nutrition	3
Psy	10	Marriage and the Family	3
Subtotal			29
General Education Requirements			18
Electives as needed to complete 60 units			—
DEGREE TOTAL			60

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

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

Required Courses — 6 units

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

Electives — Minimum of 6 units

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

The following courses are recommended for infant/toddler teachers:

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

Preparation for Certificate in NANNY

Courses Required:

Dept.	No.	Title	Units
ECE	1	Introduction to Early Childhood Programs	1
ECE	10A	Child Growth and Development	3
ECE	10B	Child Growth and Development	3
ECE	12	Child, Family and Community	3
ECE	14	Early Childhood Principles and Practices	2
ECE	15	Early Childhood Lab	2
ECE	19	Children's Language and Literature	3
ECE	20	Infant/Toddler Growth and Development	2

ECE	21	Infant/Toddler Environments	2
ECE	22	Nutrition/Menu Planning for Children	1
ECE	23	Childhood: Culture and Personality	1
ECE	33	Survey of Special Education	3
ECE	40A	Creative Activities for Young Children	2
ECE	40C	Music for Young Children	2
ECE	42	Play, Socialization, and Discipline	2
ECE	44	Child Health and Safety	2
ECE	50	Nanny I - The Nanny Profession	2
ECE	51	Nanny II - Administration of In-Home Care	2
ECE	52	Nanny III - Home Management	2
SOC	10	Marriage and the Family	3
HEC	13	General Nutrition	3
			46

Advisor: E. Lawson

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

**FASHION MERCHANDISING
CERTIFICATE OF ACHIEVEMENT**

Courses Required: 30 Units

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

Advisor: E. Lawson

Preparation for A.A. Degree in INTERIOR DESIGN

Courses Required:

Dept.	No.	Title	Units
IDSN	10	Contemporary Housing and Interiors	3
ID	1	Technical Drafting	3
CT	10	Textile: Fiber and Filaments	3

ART	8	Advertising Art	2
IDSN	14	History of Interior Architecture	3
IDSN	12	Beginning Space Planning & Design Development	3
IDSN	16	Color: Theory and Application	3
ARCH	3A	Architectural Detailing	3
IDSN	18	Kitchen and Bath Planning	3
IDSN	20	Interiors I	3
ARCH	5	Perspective, Shades, and Shadows	2
IDSN	22	Materials and products for Interior Design	3
IDSN	24	Lighting for Interior Design	3
IDSN	26	Interiors II	3
IDSN	28	Business practices and Principles	3
IDSN	30	Presentation Techniques	3
IDSN	32	Survey: Contract Interiors	3
			49

Recommended Electives:

AgBU	5	Microcomputer Application	3
IDSN	34	Computer Aided Design for Interior Design	3
IDSN	15	History of Architecture	3
General Education Requirements COD			18
ART	3A	Basic Design and Color is required	
Minimum Required Units			67

Advisor: E. Lawson

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

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

NC	285	*Advanced Nutrition Care	2
NC	286	*Clinical Experience	2
Subtotal			48
General Education Requirements COD			18

Minimum Required Units	66
*Taken at Orange Coast College	
Advisor: E. Lawson	

LEARNING RESOURCE CENTER

The Learning Resource Center is organized with the philosophical commitment that efficient distribution of information is central to the learning process. Further, there is the realization that we are living in a society which generates new information at an exponential rate and that this information is contained in a variety of print and non-print formats. The central role of the LRC is to provide access to information in the most efficient manner and to insure that the information is timely with respect to the instructional programs. Service to students, faculty, and community is of primary importance.

The LRC consists of the following components: Library, Media Center, Graphics, and Instructional Services. The Library provides books, periodicals, pamphlets, government documents and non-print material to support the instructional program. Located on the main floor are the general book, reserve, reference, periodical, microfilm, and non-print collections. Videocassettes and audiocassettes are circulated directly to patrons for use on electronic carrels.

The Media Center provides non-print media services to students and faculty. The major emphasis of the AV/TV Center is to supply films and television programs for instruction purposes within the college district. Also, it distributes and maintains the necessary equipment for viewing the material. A major function of the Center is processing all film rental orders for members throughout the college district. The Media Center staff consults with faculty, staff, students and community members interested in utilization, purchase, operation, and maintenance of equipment for locally produced instructional material. Graphics produces and assists in the planning or original visuals for instructional purposes. Instructional Services provides typing, communications, and mail service for faculty.

The Learning Resource Center's mission is to increase the availability of information in the learning environment with the intent of broadening the knowledge base in the community and to have this knowledge in turn impact upon the society.

LIBERAL STUDIES MAJOR

The Liberal Studies major is designed to provide a student with a broad foundation in the liberal arts and sciences in studies broader than those traditionally included within one discipline. This major allows the student to explore different areas while making progress toward the A, A, Degree. It is appropriate either for students who do not plan to continue formal education beyond College of the Desert, or for the student who intends to transfer to a four year college or university in the equivalent upper division major. If a student is interested in teaching at the elementary school level, this program represents one effective way to prepare. The major consists of a 39 unit general education pattern required of all transfer students. For the transfer program major, the balance of the sixty units is chosen from transferable courses, with the approval of the advisor. For the non-transferable major, the balance of the sixty units may be selected from any credit courses, also with the approval of the advisor. Please note that this major is articulated with the upper division Liberal Studies Program at California State University, San Bernardino, and may lead to the Bachelor's Degree for CSUSB.

MATHEMATICS

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

Courses Required:

Dept.	No.	Title	Units	Math	2A	Calculus w/Analytic Geometry	5
Math	1A	Calculus w/Analytic Geometry	5	Math	2C	Ordinary Differential Equations	3
Math	1B	Calculus w/Analytic Geometry	5	Phy	4A	Engineering Physics	5
				Phy	4B	Engineering Physics	5
				Phy	5	Computer Programming I	3
				Engr	4	Descriptive Geometry (Recommended)	2

Department Subtotal	28
See General Education Requirements	
General Education Subtotal	32
	—
DEGREE TOTAL	63
Advisor: K. Dostal, Patterson	

MUSIC

The Music Department curriculum is primarily directed toward the transfer major, since the principal utilization of these courses is by these students. The Department has offerings in the area of Commercial Music which have shown considerable significance in acquainting students with the required expertise for this field.

The Department offerings divide themselves into four categories:

1. Required and elective courses for the Music Major.
2. Music performance organizations open to both major and non-major.
3. Humanities courses primarily directed to the non-major.
4. Courses pertaining to Commercial Music.

Persons planning to major in music should confer with an advisor within the department before selecting courses toward that major.

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

Courses Required:

Dept.	No.	Title	Units
Mus	1	Musicianship	12
Mus	2	Harmony	12

6 units to be chosen from the following 3A,B History & Literature of Music or 11A,B Survey of Music Literature. 6

Mus	3	History & Lit/Music	
Mus	11	Survey of Music Lit.	
Mus	4	Counterpoint	3
Mus	40-48	Music Performance	8
		A,B	
		C,D (2 units per semester)	

Four units of Performance Organization chosen from the following courses: 4

Mus	31,	College Orchestra	
Mus	32,	College Chorus	
Mus	33,	Symphonic Band	
Mus	34,	Vocal Ensemble	
Mus	35,	Chamber Ensemble	
Mus	71,	Jazz Ensemble	
Subtotal			45

Mus 61 *Accompanying
*Required of all enrolled in Music Performance 41 and 46 ABCD.

Mus 99 *Recital Attendance
*Required of all enrolled in Music Performance 40-48 ABCD.

Suggested elective courses:

Mus	14	Survey of Opera	
Mus	15	Introduction to Music Theory	
Mus	21	Class Piano	
Mus	22	Class Voice	
Mus	28	Piano Ensemble	
Mus	39	Class Guitar	
Mus	40-48	Music Performance	
Mus	50	Piano Pedagogy	
Mus	51	Arranging	
Mus	52	Church Music	
Mus	54	Music for Classroom Teacher	
Mus	55	Singers' Diction	
Mus	70	Intro to Commercial Music	
Mus	71	Jazz Ensemble	
Mus	72	Celebration/Production	
Mus	73	Celebration/Choreography	
Mus	75	Recording Techniques	
Mus	80-88	**Music Performance	
Department Subtotal Transfer Program			45
General Education Requirements			39
			—
DEGREE TOTAL			84

Advisor: Norman

*Music Performance 41A,B,C,D and 46A,B,C,D require concurrent enrollment in Accompanying 61A,B,C,D

**May receive no transfer recognition to four year universities.

SCIENCES - BIOLOGICAL, CHEMICAL AND PHYSICAL

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

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

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

Courses Required: (Based on minimum prior preparation)*

Dept.	No.	Title	Units
Ch	1A	General Chemistry	5
Ch	1B	General Chemistry	5
Ph	2A	College Physics	4
Ph	2B	College Physics	4
Math	1A,	Calculus w/Analytic	
	B	Geometry	5-5
Bi	1A	General Biology - Principles	5
Bi	1B	General Zoology	5
Bi	1C	General Botany	5

(Consult catalog of transfer institution for specific requirements).

Consult course descriptions for prerequisites.

Department Subtotal	37
See C.O.D. General Education Requirements	
General Education Subtotal	25
DEGREE TOTAL	62

***IMPORTANT NOTE:** The student must see advisor depending on proposed career, as some courses listed above are not required. Thus, the total units will vary depending on the individual student's career objective and prior preparation. Students majoring in Biological Science, Medicine, Pharmacy, Dentistry, or Allied Fields should complete Bi 1A, and 1B to establish a strong foundation prior to transfer. Majors in Biological Science and Pharmacy should also complete Bi 1C.

Advisors:

Bender - Bacteriology, Microbiology, Nursing, Veterans

Tracey - Premedicine and Predentistry

Bowie - Botany, Pre-pharmacy, Pre-veterinary Medicine

Burrage - Biology, Entomology, Parasitology, Zoology

Salter - Biology

White - CMC, All Fields

Preparation for Transfer to a Four-Year College and/or A.S. Degree in CHEMISTRY (includes BIO-CHEMISTRY)

Courses Required:

Dept.	No.	Title	Units
Ch	1A	General Chemistry	5
Ch	1B	General Chemistry	5
Math	1A	Calculus w/Analytic Geometry	5
Math	1B	Calculus w/Analytic Geometry	5
Ph	2A	College Physics	4
Ph	2B	College Physics - OR -	4
Ph	4A	Engineering Physics	5
Ph	4B	Engineering Physics	5

(Physics selection depends on requirements of transfer institution)

Bi	1A	General Biology	5
Bi	1B	General Zoology	5
Department Subtotal			36-38
General Education Subtotal			40

DEGREE TOTAL 76-78

*See Advisor

Advisor: Tracey

White-CMC

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

Courses Required for ENVIRONMENTAL SCIENCES OR NATURAL RESOURCES:

Dept.	No.	Title	Units
Bi	1A	General Biology - Principles	5
Bi	1B	General Zoology OR	5
Bi	1C	General Botany	5
Ch	1A	General Chemistry OR	5
Ch	3	Intro. General Chem	4
G	1	Physical Geology OR	3
G	5	Environmental Geology	3
G	5L	Environmental Geology Lab	1
G	1L	Physical Geology Lab	1
		(can take with G5)	1
NR	1	Conservation of Natural Resources	3
NR	1L	Conservation of Natural Resources Lab	1
Math	9	Intermediate Algebra	4
			25-26

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

(See Natural Resources additional courses in Agriculture Department)

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

COMPUTER COURSES 3-6

G	1	Physical Geology	3
G	1L	Physical Geology Lab I	1
G	5	Environmental Geology	3
G	5L	Environmental Geology Lab I	1
G	2	Historical Geology	4
Met	1	Descriptive Meteorology	3
Met	1L	Descriptive Meteorology Lab	1
AgPS	1	Soils and Plant Nutrition	3
AgPS	2	Entomology - General & Applied	3
NR	2	Intro to Forestry	3
NR	2L	Intro to Forestry Lab	2
NR	3	Intro to Wildlife Management	3
NR	3L	Intro to Wildlife Management Lab	1

Econ	1	Principles of Economics	3
Geog	1	Physical Geography	3

For other course selections confer with advisor
20-25

General Education Electives 12-18

DEGREE TOTAL 60 Minimum

Advisor: Meyer
Walker

Preparation for Transfer to a Four-Year College and/or A.S. Degree in INTERDEPARTMENTAL ENVIRONMENTAL STUDIES

Courses Required for INTERDEPARTMENTAL ENVIRONMENTAL STUDIES:

Dept.	No.	Title	Units
G	1	Physical Geology OR	3
G	1L	Physical Geology Lab	1
G	5	Environmental Geology OR	3
G	5L	Environmental Geology Lab	1
G	10	Earth Science OR	3
G	10L	Earth Science Lab	1
Bi	1A	General Biology - Principles OR	5
Bi	11	Fundamentals of Ecology OR	3
Bi	4	Elements of Biology	3
Bi	4L	Elements of Biology Lab (can take with Bi 11)	4
Ch	3	Introductory General Chemistry OR	4
Ch	4	Fundamentals of Chemistry	4
NR	4	Conservation of Natural Resources	3
NR	1L	Conservation of Natural Resources Lab	1
Geog	1	Physical Geography	3
Math	9	Intermediate Algebra OR	4
Math	10	College Algebra	4

TOTAL 22-23

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

Dept.	No.	Title	Units
NR	2	Intro to Forestry	3
NR	2L	Intro to Forestry Lab	1
NR	3	Intro to Wildlife Management	3
NR	3L	Intro to Wildlife Management Lab	1
AgPS	1	Soils and Plant Nutrition	3
AgPS	2	Entomology	3
AgPS	10	Environmental Gardening	2
AgPS	10A	Environmental Gardening Lab	1
AgPS	10B	Environmental Gardening Lab	1
OH	1	Horticulture	3
OH	1L	Horticulture Lab	1

Geog	1	Cultural Geography	3
G	1,2,5,10	Geology Elective(s)	3-8
PS	1	Intro to Government	3
ARCHITECTURE ELECTIVE(S)			2-6
ENERGY RESOURCE ELECTIVE			3-4
DWT	71	Water Supply & Treatment	3
HEc	1	Consumer Survival	3
Math	4	Statistics	3
Math	10	College Algebra	4
BIOLOGY ELECTIVE(S)			3-8
COMPUTER COURSES			3-6
SPEECH ELECTIVE			3
Econ	1	Principles of Economics	3
Econ	3	Current Economic Problems	3

For other course selections confer with advisor
24-26

General Education Electives 11-14

DEGREE TOTAL 60 Minimum

Advisor: Meyer, Walker

Preparation for Transfer to a Four-Year College and/or A.S. Degree in GEOLOGY (includes EARTH SCIENCE, PALEONTOLOGY, PHYSICAL OCEANOGRAPHY)

Courses Required:

Dept.	No.	Title	Units
Ch	1A	General Chemistry	5
Ch	1B	General Chemistry	5
Ph	2A	College Physics	4
Ph	2B	College Physics - OR -	4
Ph	4A	Engineering Physics	5
Ph	4B	Engineering Physics	5

(Physics requirement depends on transfer institution.)

Bi	1A	General Biology	5
Bi	1B	General Zoology	5
Bi	1C	General Botany (Recommended)	5
Math	1A	Calculus w/Analytic Geometry	5

Math	1B	Calculus w/Analytic Geometry	5
G	1	Physical Geology	3
G	1L	Physical Geology Lab I	1
G	2	Historical Geology	4
G	3	Elementary Mineralogy	4

Consult above course descriptions for prerequisites.

Department Subtotal 43-45

See General Education Requirements

General Education Subtotal 25

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DEGREE TOTAL 68-70

Advisor: Meyer

White-CMC

Consult with advisor before embarking on program.

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

Courses Required:

Dept.	No.	Title	Units
Math	1A	Calculus w/Analytic Geometry	5
Math	1B	Calculus w/Analytic Geometry	5
Math	2A	Calculus w/Analytic Geometry	5
Math	2C	Differential Equations	3
Ch	1A	General Chemistry	5
Ch	1B	General Chemistry	5
Phy	4A	Engineering Physics	5
Phy	4B	Engineering Physics	5
Phy	5	Computer Programming I (Recommended)	3

Consult course descriptions of above courses for prerequisites.

Department Subtotal 36-39

See General Education Requirements

General Education Subtotal 25

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DEGREE TOTAL 71-74

Advisor: Grannan

SOCIAL SCIENCES

Instruction in the Social Sciences at College of the Desert includes the following subject areas: Anthropology, Education, Geography, History, Philosophy, Political Science, Psychology, Sociology, and Social Science (General). Students majoring in these fields are usually preparing to transfer to a four-year college to complete their major. A few, not desiring a Bachelor's Degree, will upon receiving an Associate in Arts Degree in a Social Science, work as a paraprofessional in their chosen field.

Listed elsewhere in this Catalog and in the Schedule of Classes are the faculty advisors in each of these subject areas.

Once a student has decided upon a major, the student should confer with the appropriate advisor in planning a course of study. It is also advisable that the college from which the student plans to get a Bachelor's Degree be selected early in order to coordinate graduation requirements for the A.A. Degree and the B.S. Degree.

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

Courses Required:

Dept.	No.	Title	Units
Anth	1	Physical Anthropology	3
Anth	2	Cultural Anthropology	3
Anth	3	Intro. to Archaeology	3
Department Subtotal Requirements			9
General Education Subtotal			39

Recommended Courses:

12 additional units needed to complete the 60 unit total required for graduation and/or transfer eligibility; consult with advisor but the following are recommended:

PS	1	Introduction to Government	3
Soc	3	Statistical Methods for Social Sciences	3
Soc	14	Minorities in the Americas	3
Hist	1	Western Civilization	3
Hist	2	Western Civilization	3
Geog	1	Physical Geography	3
Geog	2	Cultural Geography	3
Geog	7	Regional Geography	3
PE		Any two activity courses	1
Subtotal			12

DEGREE TOTAL 60

Advisor: McWilliams

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

Courses Required:

Dept.	No.	Title	Units
Geog	1	Physical Geography	3
Geog	2	Cultural Geography	3
Geog	7	Regional Geography	3
Department Subtotal			9
General Education Subtotal			39

Recommended Courses:

12 additional units needed to complete the 60 unit total required for graduation and/or transfer eligibility; consult with advisor but the following are recommended:

PS	1	Introduction to Government	3
Hist	1	Western Civilization	3
Hist	2	Western Civilization	3
Econ	1	Principles of Economics	3
Anth	1	Physical Anthropology	3
Anth	2	Cultural Anthropology	3
Anth	3	Intro to Archaeology	3
Soc	3	Statistical Methods for Social Sciences	3
PE		Any two activity courses	1
Subtotal			12

DEGREE TOTAL 60

Advisor: McWilliams

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

Courses Required:

Dept.	No.	Title	Units
Hist	1	History Western Civilization	3
Hist	2	History Western Civilization	3
Hist	17	United States History	3
Hist	18	United States History	3
Anth	1	Introduction Physical Anthropology	3
Phil	10	General Logic	3
PS	1	Introduction to Government	3
Department Subtotal			21

See General Education Requirements

General Education Subtotal 39

DEGREE TOTAL 60

Advisor: Thu

Dean-CMC

Preparation for Certificate in INSTRUCTIONAL AIDE

Courses Required:

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

TOTAL UNITS 20

Advisor: Jordan

Miller/Rogers-CMC

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

Courses Required:

Dept.	No.	Title	Units
IA	51	Introduction to Instructional Aide Training	3
IA	53	Audio-Visual and Instructional Machines and Materials	2
IA	54	Playground (Supervision and Skills)	2

IA	55	Language Arts for Instructional Aides	3
IA	56	Creative Arts	3
IA	57	Community and School Relations	2
IA	59	Methods and Materials in a Single Subject Area	2
IA	60	Children's Growth and Learning in the Elementary School	3
IA	62	Survey of Special Education	3
Department Subtotal			23
Elective Subtotal			19
See General Education Requirements			
General Education Subtotal			18
DEGREE TOTAL			60
Advisor: Jordan Miller/Rogers-CMC			

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

Courses Required:			
Dept.	No.	Title	Units
Phil	6	Introduction to Philosophy	3
Phil	10	General Logic	3
Hist	1	History Western Civilization	3
Hist	2	History Western Civilization	3
Anth	2	Cultural Anthropology	3
Psy	1	General Psychology	3
Soc	3	Statistical Methods for the Social Sciences	3

Department Subtotal			21
See General Education Requirements for Graduation			
General Education Subtotal			39
DEGREE TOTAL			60
Advisor: Flatt			

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

Courses Required:			
Dept.	No.	Title	Units
PS	1	Introduction to Government	3
PS	2	Intro. to Comparative Government OR	3
PS	4	Intro. to International Relations	3

With the assistance of your academic adviser, select additional Social Science courses to complete a minimum of 20 units in the Social Sciences.

Department Subtotal	20
See General Education Requirements for graduation.	
General Education Subtotal	40
DEGREE TOTAL	60
Advisor: Bolanos Merritt-CMC	

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

Courses Required:			
Dept.	No.	Title	Units
Psy	1	General Psychology	3
Soc	1	Introduction to Sociology	3
Bi	1A	General Biology	5
BuCS	73	Intro to Computer Science	3
BuCS	73L	Intro to Computer Science Lab	1
Psy	10	Psychological Aspects of Marriage and the Family	3
Psy	33	Personal and Social Adjustment	3
Soc	3	Statistical Methods Social Science	3
Department Subtotal			24
See General Education Requirements			
General Education Subtotal			39
DEGREE TOTAL			63
Advisor: Hedquist			

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

Courses Required:			
Dept.	No.	Title	Units
PS	1	Introduction to Government	3
PS	2	Comparative Government	3
Hist	1	Western Civilization	3
Psy	1	General Psychology	3
Econ	1	Principles of Economics	3
Hist	18	United States History	3
Phil	6	Introduction to Philosophy	3
Department Subtotal			21
See General Education Requirements			
General Education Subtotal			39
DEGREE TOTAL			60
Advisor: Flatt			

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

Courses Required:			
Dept.	No.	Title	Units
Soc	1	Introduction to Sociology	3
Anth	2	Cultural Anthropology	3
Phil	10	General Logic	3
Soc	2	Social Problems	3

Soc	3	Statistical Methods Social Sciences	3
Soc	14	Minorities in the Americas	3
Psy	1	General Psychology	3
Department Subtotal			21

See General Education Requirements	39
General Education Subtotal	—
DEGREE TOTAL	60
Advisor: Bolanos	

THEATRE ARTS

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

Courses Required:

Dept.	No.	Title	Units
*TA	1	Introduction to Theatre	3
*TA	2A	Acting	3
TA	22A	Play Production	3
TA	9A	Stagecraft	3
*TA	3A	Advanced Acting	3

Electives 6-9
 Electives to be determined in conference with advisor from English, Radio-Television, or Speech.

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

Department Subtotal	21/23
See General Education Requirements	
General Education Subtotal	39
DEGREE TOTAL	60/62
Advisor: Nicholson	

*May be counted toward General Education Requirements

COOPERATIVE WORK EXPERIENCE EDUCATION

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

When guidelines and requirements are met, units of college credit are granted to students who have worked with employers who are participating in the program. Students who plan to continue their education will find that College of the Desert Work Experience units transfer to California State Universities and University System (the actual number of units accepted are determined by the receiving institution). Cooperative Work Experience Education units count toward elective unit requirements in occupational, transfer, or Degree programs.

ANNOUNCEMENT OF COURSES

The courses on the following pages are alphabetically arranged by subject matter. Prerequisites indicate the College of the Desert course which must be taken prior to enrollment in a given course. (In A,B,C,D sequences, A is usually prerequisite to B, etc.) Students who have had training or experience which they believe is equivalent to a prerequisite course may enroll in the course level appropriate with their experience. Concerns about placement should be discussed with the Division Chairperson.

As new courses are added or changes are made in current courses, transfer credit recognition may not be applicable until the university system has adopted these changes.

COURSES OF INSTRUCTION

ACADEMIC SKILLS CENTER

- ASC 5
1/2 Unit
Lecture: 4 hours
Laboratory: 12 hours
Prerequisite:
Eligibility for
Eng 51 and grade of
A or B in course
being tutored.
- TUTOR TRAINING
This course provides the training, practicum, and applied projects necessary for success in peer tutoring.
- ASC 99
0 Units
Prerequisite:
Concurrent enrollment in college courses.
- STUDY SKILLS LAB
This course provides computer assisted instruction and materials supplementary to the instructor's classroom and/or laboratory presentation to advance the student's knowledge and/or personal growth.
- ASC 100
0 Units
- SUPERVISED TUTORING
The Tutorial Center is an open entry/open exit environment where college students with learning needs in academic subjects receive tutoring through one-to-one contact and small group instruction.

ADMINISTRATION OF JUSTICE

- AJ 1 CSU, UC**
3 Units
Lecture: 3 hours
- INTRODUCTION TO THE ADMINISTRATION OF JUSTICE**
This is a study of the history and philosophy of administration of justice in America; recapitulation of the system; identifying the various sub-systems, role expectations, and their inter-relationships. It covers theories of crime, punishment, and rehabilitation; ethics, education and training for professionalism in the system.
- AJ 2 CSU, UC**
3 Units
Lecture: 3 hours
Prerequisite: AJ 1 recommended.
- CRIMINAL LAW**
This is a study of the historical development; philosophy of law and constitutional provisions; definitions and classification of crimes; and their application to the system of administration of justice. It includes legal research, study of case law, methodology, and concepts of law as a social force.
- AJ 3 CSU**
3 Units
Lecture: 3 hours
Prerequisite: AJ 1 and AJ 2 recommended.
- LEGAL ASPECTS OF EVIDENCE**
This course includes a study of the origin, development, philosophy and constitutional basis for the rule of evidence. It includes constitutional and procedural considerations affecting search and seizure; the kinds of degrees of evidence and the rules governing admissibility at trial; and judicial decisions interpreting individual rights and case studies.
- AJ 4 CSU, UC**
3 Units
Lecture: 3 hours
Prerequisite: AJ 1 and AJ 2 recommended.
- PRINCIPLES & PROCEDURES OF THE JUSTICE SYSTEM**
This is an in-depth study of the role and responsibilities of each segment within the Administration of Justice System: law enforcement, judicial, corrections. A past, present and future exposure to sub-system procedures from initial entry to final disposition and the relationship each segment maintains with its system members and the community.
- AJ 5 CSU, UC**
3 Units
Lecture: 3 hours
Prerequisite: AJ 1 and AJ 2 recommended.
- COMMUNITY RELATIONS**
This course includes an in-depth survey of the relationship of the Criminal Justice System and the community. Through study and interaction the student will probe the causal and symptomatic aspects of community misunderstanding, lack of cooperation and mistrust. The course examines the concept that community relations develops through a continuing process of interaction between the criminal justice practitioner and the citizen. Emphasis will be directed not only to the character of community relations, but also to methods for understanding how such a relationship is developed, maintained, and may be changed.
- AJ 6 CSU**
3 Units
Lecture: 3 hours
Prerequisite: AJ 1 and AJ 2 recommended.
- PRINCIPLES OF INVESTIGATIONS**
This course includes the study of basic principles of all types of investigations utilized in the Justice System. Coverage will include human aspects in dealing with the public, specific knowledge necessary for handling crime scenes; interviews, evidence, surveillance, follow-up, technical resources, and case preparation.
- AJ 7 CSU**
3 Units
Lecture: 3 hours
Prerequisite: AJ 1 and AJ 2 recommended.
- CRIMINAL SUBSTANTIVE LAW**
This is an in-depth study of the substantive laws commonly encountered by the municipal, county, or state police officer or investigator, or other criminal justice employees. The scope of the course includes misdemeanor and felony, violations of the criminal statutes, and will provide an understanding of California codified law, and an overview of case decisions.
- AJ 8 CSU**
3 Units
Lecture: 3 hours
Prerequisite: AJ 1 and AJ 2 recommended.
- CONCEPTS OF ENFORCEMENT SERVICES**
Topics discussed in this course include: exploration of theories, philosophies, and concepts related to the role expectations of the line enforcement officer. Emphasis is placed upon the patrol, traffic, and public service responsibilities and their relationship to the Administration of Justice system.

- AJ 9 CSU
3 Units
Lecture: 3 hours
Prerequisite: AJ 1 and AJ 2
recommended.
- AJ 10 CSU
3 Units
Lecture: 3 hours
Prerequisite: AJ 1 and AJ 2 recommended.
- AJ 11 A,B,C,D CSU
1 Unit
Lecture: 3/4 hour
Laboratory: 3/4 hour
- AJ 12 CSU
1 Unit
Lecture: 3/4 hour
Laboratory: 3/4 hour
- AJ 14 CSU
3 Units
Lecture: 3 hours
Prerequisite: AJ 1, AJ 2 and AJ 6 recommended.
- AJ 15 CSU
3 Units
Lecture: 3 hours
Prerequisite: AJ 2, AJ 6 and AJ 9 recommended.
- AJ 16 CSU
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51.
- AJ 17 CSU
3 Units
Lecture: 3 hours
- AJ 18 CSU
3 Units
Lecture: 3 hours
Prerequisite: AJ 2, AJ 3 and AJ 7 recommended.
- TRAFFIC CONTROL**
Basic accident investigation; the use of the State Accident Report Form; the principles of "selective" enforcement; parking and intersection control; the basic provisions of the California Vehicle Code governing the operation of motor vehicles; and the responsibilities of the community in traffic control will be studied.
- FUNDAMENTALS OF CRIME & DELINQUENCY**
An introduction to major types of criminal behavior, role careers of offenders, factors which contribute to the production of criminality or delinquency; methods used in dealing with offenders in the justice system; the changing roles of law enforcement and judicial, probation, parole and institutions, changes of the law in crime control and treatment processes.
- FIREARMS**
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.
- DEFENSIVE TACTICS**
Fundamental methods protection against persons armed with dangerous and deadly weapons, handcuffing and restraint of prisoners and the mentally ill.
- CRIME SCENE AND LABORATORY TECHNIQUES**
Introduction to the field of criminalistics; the role of the laboratory in the Administration of Justice system; degrees and limits of scientific conclusions; introduction to technical equipment; examination of characteristics, properties and means of analyzing categories of physical evidence; familiarization and use of common types of cameras; darkroom techniques and study of fingerprint science is also included.
- TRAFFIC ACCIDENT INVESTIGATION**
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.
- NARCOTICS CONTROL**
This is a study of the laws relating to narcotics and dangerous drugs. It includes the procedures and problems in investigations and the control of violations of narcotic laws. The identification and effect of narcotic and dangerous drugs on users and preparation of a case for court presentation will be covered.
- WILDLIFE LAW ENFORCEMENT**
The development and function of wildlife law enforcement in the United States and California; the relationship between federal, state, county, and city law enforcement; and overview of federal and state wildlife laws and regulations; importance of law enforcement as a management tool in protecting, conserving, and perpetuating the wildlife resources of California duties and responsibilities, educational, physical, and professional qualifications of wildlife law enforcement officers. Law enforcement procedures, court systems, fines, and forfeitures. Hunter Safety Programs, public responsibility for wildlife law enforcement, preservation of environment, and the conservation of wildlife.
- CONSTITUTIONAL LAW FOR POLICE**
Analysis of constitutional provisions and court decisions. Specific topics include History of the United States Constitution, Freedom of Speech, Press and Assembly, Authority to Detain and Arrest, Search and Seizure, Wire-tapping, Eavesdropping and Visual Surveillance, Interrogations and Confessions, Self-incriminations, Assistance of Counsel, Multiple Prosecutions, Right to Fair Trial and Civil Rights.

AJ 19 CSU

3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
Eng 51.

PEACE OFFICER ARREST/FIREARMS

This course provides training required by Penal Code Section 832 for peace officers including: ethics, discretionary decision making, arrest, search and seizure, law evidence, investigations, communications and firearms.

AJ 20 CSU

3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite:
Eligibility for
Eng 51 or concurrent
enrollment in Eng 50.

PEACE OFFICERS RESERVE/LEVEL II

This course provides training required by Penal Code Section 832, mandated by P.O.S.T. for reserve officers, including law, communications, vehicle operations, use of force and weapons, patrol procedures, traffic control, arrest and custody of suspects.

AJ 22 A,B CSU

3 Units
Lecture: 3 hours
Prerequisite: Employ-
ment with Law En-
forcement Agency.

POLICE SUPERVISION

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

AJ 23

3 Units
Lecture: 3 hours

SURVEY OF SECURITY

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

**AJ 40 A,B,C,D,E,F,G,H
1/2 Unit**

Lecture: 9 hours
Prerequisite: Eligibility
for ENG 51 and be a
member of a Law En-
forcement Agency.

SKILLS AND KNOWLEDGE MODULAR TRAINING

This course provides technical knowledge and skills in a variety of subjects as needed and requested by local law enforcement agencies and the Administration of Justice Advisory Committee. The subjects covered will be variable as requested and will be approved and certified by the California Commission on Peace Officers Standard and Training (P.O.S.T.). Each presentation will be a minimum of eight (8) hours as required by P.O.S.T. Subjects will include case investigation, reporting, evidence handling and processing, interpersonal relationships and communications.

AGRICULTURE

AgBu 5 CSU

3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: Eligibility
for Eng 51.

AGRI-BUSINESS (AgBu)

MICROCOMPUTER APPLICATIONS

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

AgBu 7 CSU

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

ADVANCED MICROCOMPUTER APPLICATIONS

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

AgBu 11 CSU

3 Units
Lecture: 2 hours
Laboratory: 3 hours

MANAGEMENT RECORDS

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

AgBu 59 A,B,C CSU
1-3 Units
1 Unit-1 hour lecture
2 Units-6 hours laboratory
3 Units-9 hours laboratory

AGRICULTURAL EXPERIENCE PROGRAM
Practical experience program required of all agricultural students either through a "self-owned" program or a "placement" program with an approved farmer or merchant. Records required of each student. Consideration of enterprise problems. Student is responsible for his own program, but will be guided by instructor in selection and operation of the program.

AgBu 70 A,B,C CSU
1-3 Units
1 Unit (A)
Laboratory: 3 hours
2 Units (B)
Laboratory: 6 hours
3 Units (C)
Laboratory: 9 hours

SPECIAL PROBLEMS
Supervised practices in agricultural production processing and management activities.

DIESEL MECHANICS (DM)

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

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

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

LIGHT DUTY DIESEL ENGINES
The troubleshooting, tune-up, servicing and rebuilding of fuel injection systems. Students may choose the credit/no credit grading option.

DM 69
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: Auto 1.

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

DM 70 A,B,C

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

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

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

DM 72 CSU
4 Units
Lecture: 2 hours
Laboratory: 6 hours
Prerequisites: Basic knowledge of Detroit Diesel.

2 CYCLE DIESEL MECHANICS
The course includes cleaning, inspecting, measuring, servicing, rebuilding, and replacing engine components.

AGRICULTURE-ENGINEERING (AgEg)

AgEg 16 CSU
2 Units
Lecture: 1 hour
Laboratory: 3 hours

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

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

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

AgEg 28 B CSU
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisites: AgEg
28 A.

INTERMEDIATE WELDING

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

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

TRACTOR OPERATIONS

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

AgEg 47 CSU
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite:
Eligibility for
Eng 51 and Math 50
or concurrent enrollment
in Eng 50.

BASIC SURVEYING

This course offers theory and hands on experience in engineering surveying. Students will become familiar with surveying terminology, engineering and architect scales, the care and use of levels, transits and related equipment, land measurements, differential leveling, cut and fill computations, contours, traverses, shape staking and deed descriptions.

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

SPECIAL PROBLEMS

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

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

BASIC HYDRAULICS

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

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

HYDRAULIC SYSTEMS MAINTENANCE AND REPAIR

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

NATURAL RESOURCES (NR)

NR 1 CSU, UC
3 Units
Lecture: 3 hours
Laboratory: 0
Prerequisite: Eligible
for Eng 51 or concurrent
enrollment in Eng
50.

CONSERVATION OF NATURAL RESOURCES

This course encompasses a study of general ecological principles including: biological energy relationships, elemental cycles, population dynamics, limiting factors, biotic, communities, and natural resources measurements. Environmental issues are covered from an ecological perspective and include such topics as: water quality, air pollution, energy resources, toxic chemicals, and human population growth. Emphases are placed on the effects of environmental problems on all living organisms, and the role of human beings in reducing their impact on this planet. Suggested for Biological Science General Education Requirements.

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

CONSERVATION OF NATURAL RESOURCES LABORATORY

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

NR 2 CSU, UC
3 Units
Lecture: 3 hours

INTRODUCTION TO FORESTRY

History of forestry and the lumber industry. The forest resource, its management, conservation and utilization. Forestry terminology and the use of basic engineering equipment. Silviculture, dendrology, crising and scaling are studied. Job opportunities in public and private forestry. One all day field trip will be required.

NR 2L CSU, UC

1 Unit
Laboratory: 3 hours
Prerequisite: Prior or concurrent enrollment in NR 2.

INTRODUCTION TO FORESTRY LAB

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

NR 3 CSU

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

INTRODUCTION TO WILDLIFE MANAGEMENT

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

NR 3L CSU

1 Unit
Laboratory: 3 hours
Prerequisite: Concurrent or prior enrollment in NR 3.

INTRODUCTION TO WILDLIFE MANAGEMENT LABORATORY

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

NR 30 CSU

3 Units
Lecture: 3 hours

DESERT WILDLIFE

An introduction to the wildlife of the North American deserts. Includes the identification, life histories, and ecology of the major species.

Note: For Wildlife Law Enforcement see Administration of Justice (AJ 17)

ORNAMENTAL HORTICULTURE (OH)

CC 1 CSU

3 Units
Lecture: 3 hours

GOLF COURSE MANAGEMENT AND DESIGN

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

OH 1 CSU, UC

3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51.

HORTICULTURE

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

OH 1L CSU, UC

1 Unit
Laboratory: 3 hours
Prerequisite: Concurrent or prior enrollment in OHI.

HORTICULTURE LABORATORY

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

OH 4 CSU

3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: Eligible for Math 50 or concurrent enrollment in Math 57.

TURFGRASS MANAGEMENT

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

OH 5A CSU, UC

3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: Eligibility for Eng 51.

ORNAMENTAL PLANT IDENTIFICATION

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

- OH 5B CSU**
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: Eligibility for Eng 51.
- ORNAMENTAL PLANT IDENTIFICATION**
This course first acquaints the student with the principles of plant taxonomy and the descriptive language necessary to discuss plants accurately. It then goes on to introduce 210 species of trees and shrub for California's low elevation deserts. Each plant is covered with respect to its identification, growth habits, culture, use and pests.
- OH 8 CSU**
3 Units
Lecture: 2 hours
Laboratory: 3 hours
- PARK AND LANDSCAPE MANAGEMENT**
Designed to bring about an understanding of skills and knowledge of the various areas of the plant installation and maintenance fields; to develop proficiency in those skills necessary for the student to qualify as a technician in this area. Special interest will be directed through the Agriculture 8 course to provide specific skills in such areas as Forestry, City Parks, Highway Maintenance, and State Parks.
- OH 9 CSU, UC**
3 Units
Lecture: 2 hours
Laboratory: 3 hours
- LANDSCAPE PLANNING AND DESIGN**
Designed for students interested in the planning and designing of landscaped areas. Emphasis will be placed upon the location of lawns, trees, shrubs, walks, drive ways, patios, planters, and other landscape structures for home and park landscaping.
- OH 10 CSU**
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisites: OH 9 or equivalent.
- ADVANCED LANDSCAPE DESIGN**
This course is an investigation of human relationships to natural forces, forms and features. Analysis of site and client variables, organization of spaces, visual aspects of plan arrangement, circulation, structures in the landscape and microclimate manipulation are considered in depth. The class may be repeated for credit.
- OH 15 CSU**
3 Units
Lecture: 1 hour
Laboratory: 6 hours
Prerequisite: OH 1, OH 9.
- NURSERY SALES AND MANAGEMENT**
Designed for the sophomore student majoring in Ornamental Horticulture who plans to enter the retail nursery business. The student will organize the nursery for retail sales, talk to prospective customers, and be prepared to answer any questions pertaining to landscaping of the home with plants, trees, shrubs, ground covers, flowers, and houseplants that will grow in our area. The student will be assigned to work in blocks of 3 hours to help facilitate sale of surplus plants grown in the college nursery.
- OH 20 CSU**
3 Units
Lecture: 1 hour
Laboratory: 6 hours
Prerequisite: OH 1.
- LANDSCAPE CONSTRUCTION**
Landscape drawings and/or blueprints will be analyzed to determine materials, labor, and insurance requirements in order to submit bids complying with the Landscape Contracting Laws and Regulations. On completion of the above the students will make arrangements for procuring the necessary materials to install and/or supervise the actual installation and completion of the landscape project.
- OH 24**
2 Units
Lecture: 2 hours
Prerequisite: OH 4 or OH 84.
- ADVANCED TURFGRASS MANAGEMENT**
This course is designed to use the basic principles of turfgrass science learned in the Introductory Turfgrass Management courses and apply those principles to golf course maintenance procedures. Golf course operational procedures for the desert environment will be emphasized.
- OH 25**
2 Units
Lecture: 2 hours
Prerequisite: OH 4, OH24, and AgPS 1 which may be taken concurrently.
- SPECIALIZED TURFGRASS MANAGEMENT**
This is an advanced course intended to expose students to the management techniques used for specialized turfgrass areas such as golf greens, football fields, soccer fields, baseball diamonds, bowling greens, grass tennis courts, polo fields, and turf race tracks. Emphasis will be placed on design, construction and maintenance. Completion of this course will provide students with the specialized skills required to maintain turfgrass areas often associated with golf course resort complexes.
- OH 26**
3 Units
Laboratory: 9 hours
Prerequisite: Completion of OH 4 or OH 84 with grade of C or higher.
- TURFGRASS MANAGEMENT INTERNSHIP**
This course is designed to provide advanced turfgrass management students an opportunity to receive supervised practical experience on golf courses. The students will gain the skills and knowledge necessary to become a golf course superintendent. Emphasis will be placed on having the internships on the Coachella Valley golf courses.

- OH 27
2 Units
Lecture: 2 hours
Prerequisite: Eligibility for Math 50 or concurrent enrollment in Math 57.
- OH 30 CSU
3 Units
Lecture: 2 hours
Laboratory: 3 hours
- OH 31 CSU
2 Units
Lecture: 1 hour
Laboratory: 3 hours
- OH 32
2 Units
Lecture: 1 hour
Laboratory: 3 hours
- OH 33
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite:
Eligibility for
Eng 51 or concurrent enrollment in Eng 50.
- OH 41 A-D CSU
1 Unit
Lecture: 1 hour
- OH 42
1 Unit
Lecture: 1 hour
Prerequisite: OH 41 or equivalent.
- OH 43
1 Unit
Lecture: 1 hour
Prerequisite: OH 41 or equivalent.
- OH 46 CSU
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite:
Eligibility for
Math 50.
- OH 70 A,B,C
1 Unit-3 hours
laboratory
2 Units-6 hours
laboratory
3 Units-9 hours
laboratory
- TURFGRASS PEST MANAGEMENT**
This is a basic course in the current state of the art and science of turfgrass pest management. The course is designed to provide the student with a comprehensive knowledge of disease, insect, and weed pests; where and why they occur; the damage they may cause; life cycles of pests; plus cultural, chemical and other control measures designed to keep pest damage to a minimum.
- LANDSCAPE EQUIPMENT**
Principles and practices in the maintenance, operation and selection of equipment and power units used in the horticultural field.
- LANDSCAPE EQUIPMENT REPAIR**
Principles and practices in the maintenance adjustments and selection of equipment and power units used in the horticultural field.
- LANDSCAPE ENGINE MAINTENANCE AND REPAIR**
Landscape engine major overhaul includes ignition service, carburetor service, engine disassemble and assembly, valve refacing, reboring, engine block testing and proper adjustments. The types and proper selection of landscape engines.
- GOLF CAR MAINTENANCE**
Preventive maintenance of golf cars will be studied with an emphasis on batteries and electric switches. Laboratory experience in the maintenance of both electric and gasoline golf cars is included.
- NATIVE PLANTS OF CALIFORNIA**
This course is designed to introduce students to the identification of native plants of California. Plants to be studied will vary each semester. Normally, one of the following plant groups will be emphasized: desert annuals, desert trees and shrubs, mountain annuals, mountain trees and shrubs. Saturday field trips are required.
- LANDSCAPING WITH NATIVE CALIFORNIA PLANTS**
The course is an introduction to landscaping uses of native plants emphasizing coastal, mountain resort, and desert landscapes. Field trips required.
- INTERPRETING NATIVE PLANTS OF CALIFORNIA**
A course designed for natural resource majors or others who would profit from knowing native plant uses, ecology and conservation problems. Field trips required.
- LANDSCAPE IRRIGATION SYSTEMS**
This course will provide the students with information necessary to design, install, and maintain landscape irrigations systems. Plan reading, design, materials, equipment, installation, trouble-shooting, and cost estimating are addressed. Practical experience in installing and maintaining clocks and remote control valves will be included.
- SPECIAL PROBLEMS**
Supervised placement for experience with nurseries, florists, landscape contractors, golf courses, and other established ornamental horticultural enterprises. Designed to provide experience in the major areas of interest through directed non-reimbursed participation by students majoring in the ornamental horticultural field and closely allied area of employment.

OH 84 CSU

2 Units

Lecture: 2 hours

Prerequisite: Eligibility for Eng 51 or concurrent enrollment in Eng 50.

OH 86 CSU

2 Units

Lecture: 2 hours

OH 88 CSU

2 Units

Lecture: 2 hours

THEORY OF TURFGRASS MANAGEMENT

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

THEORY OF LANDSCAPE IRRIGATION SYSTEMS

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

THEORY OF PARK AND LANDSCAPE MANAGEMENT

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

PLANT SCIENCE (AgPS)

AgPS 1 CSU, UC

3 Units

Lecture: 2 hours

Laboratory: 3 hours
Prerequisite: Eligibility for Eng 51 or concurrent enrollment in Eng 50; eligibility for Math 50 or concurrent enrollment in Math 57.

SOILS AND PLANT NUTRITION

Soil derivation, classification and general characteristics; properties of soil and soil evaluation, soil maps and their interpretation; use of soils and their management, including fertilizers, soil moisture, structure, cultivation, organic materials and microbiology, alkali and saline soils and reclamation.

AgPS 2 CSU, UC

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Eligibility for Eng 51 or concurrent enrollment in Eng 50.

ENTOMOLOGY-GENERAL AND APPLIED

This course is a study of insects including: classification, structure, life histories, ecology, economic importance, and control. Collection required. Suggested for Biological Science General Education Requirements.

AgPS 5 CSU, UC

3 Units

Lecture: 3 hours

Laboratory: 0

Prerequisite: Eligibility for Eng 51.

PLANT SCIENCE

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

AgPS 5L CSU, UC

1 Unit

Laboratory: 3 hours

Prerequisite: Concurrent enrollment in AgPS 5 or prior completion.

PLANT SCIENCE LAB

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

AgPs 22 CSU

2 Units

Lecture: 2 hours

VEGETABLE CROP PRODUCTION

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

AgPS 26 CSU

3 Units

Lecture: 2 hours

Laboratory: 3 hours

FRUIT PRODUCTION

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

AgPs 28A-D CSU

2 Units

Lecture: 0

Laboratory: 6 hours

Prerequisites:

Completion or current enrollment in

AgPS 20, 22, or 26.

CROP SCIENCE LAB

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

AgPS 30 CSU

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite:

Eligibility for

Eng 51 and Math

50 or concurrent enrollment in Eng 50.

AGRICULTURAL CHEMICAL APPLICATION AND SAFETY

This course covers proper and safe methods of applying agricultural chemicals. Students will learn to measure areas to be treated, calculate the amount of material needed, choose the appropriate application method and equipment, following proper mixing procedures, calibrate and operate application equipment efficiently and safely, and service equipment before and after use. State and federal laws regulating the use of agricultural chemicals will be studied, and students will be prepared to take the California Certified Applicator examinations.

AgPS 71 CSU

1 Unit

Lecture: 1 hour

Prerequisite: Concurrent enrollment in

AgPS 1

SOILS DISCUSSION (OPTIONAL)

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

ALLIED HEALTH

ALLIED HEALTH

AH 51

1 Unit

Lecture: 4 hours per week for 4 weeks.

Prerequisites: Ch 4 or 1 year high school chemistry with a grade of C or better, AH 70.

LVN-ADN TRANSITION I

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

AH 52

1 Unit

Lecture: 4 hours per week for 4 weeks.

Prerequisite: AH 70, Ch 4 or 1 year high school chemistry with a grade of C or better. Bi 22, Bi 23. Recommend Bi 15 with a grade of C or better.

LVN-ADN TRANSITION II

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

<p>AH 56 3 Units Lecture: 3 hours Laboratory: None Prerequisite: Eligibility for Eng 51 and Math 50.</p>	<p>ALCOHOL AND DRUGS IN AMERICAN SOCIETY A course designed to help students realize the scope of substance abuse in American society, and to gain an appreciation for the historic and cultural forces which tend to encourage that abuse.</p>
<p>AH 62 2 Units Lecture: 2 hours Prerequisite: Eligibility for Eng 51 and Math 50.</p>	<p>HUMAN DISEASES The study of human disease and major illnesses affecting each body system. It includes etiology, signs and symptoms, methods of diagnosis and treatment of each disease.</p>
<p>AH 70 1 Unit Lecture: 1 hour Prerequisite: Eligibility for Eng 50 or higher.</p>	<p>INTRODUCTION TO HEALTH SCIENCES This course is a prerequisite for all students entering the MA, VN, ADN, or RT Programs offered at College of the Desert. The course is designed to provide the students interested in Allied Health programs with detailed information about program requirements and career objectives. Special screening tests for entry to the programs will be given during the course.</p>
<p>AH 98A-D 0.5-0.5-0.5-0.5 Unit Lecture: 0 Laboratory: 1.5 hours</p>	<p>NURSING SKILLS LAB This course provides opportunity for practice and mastery of nursing skills necessary for safe patient care. It uses multimedia materials, computers and instructor assistance to improve the skills needed. It is directed to the students needing review of nursing procedures. The students are prepared via computerized examinations for mastery of nursing content, nursing objectives and state board licensure and/or certification. This course allows for open-entry/open-exit.</p>
<p>AH 99A-D 1-1-1-1 Unit Lecture: 0 Laboratory: 3 hours</p>	<p>NURSING SKILLS LAB This course provides opportunity for practice and mastery of nursing skills necessary for safe patient care. It uses multimedia materials, computers, and instructor assistance to improve the skills needed. It is directed to the student needing review of nursing procedures. The students are prepared via computerized examinations for mastery of nursing content, nursing objectives, and state board licensure and/or certification. This course allows for open-entry/open-exit.</p>

EMERGENCY MEDICAL TECHNICIAN

<p>EMT 84A,B,C,D 5 Units Lecture: 5 hours Laboratory: 0 Eligibility for Eng 50.</p>	<p>EMERGENCY MED TECH I This course covers all techniques of emergency medical care including basic life support measures, extraction of victims at the scene of an accident and an ambulance module. The course is approved by Riverside County and therefore includes 80 hours of lecture and laboratory instruction; 8 hours of instruction in ambulance operations and procedures, 8 hours of practical ambulance experience, and 8 hours of supervised instruction in the hospital emergency room.</p>
<p>EMT 85A,B,C,D 2 Units Lecture: 2 hours Laboratory: 0 Prerequisite: EMT Certificate Eligibility for Eng 50.</p>	<p>EMT REFRESHER COURSE This is a refresher course for EMT I personnel for recertification. The recertification shall be available for those whose EMT cards have not expired for more than one year. It contains information on new EMT techniques and procedures, refresher for cardiopulmonary resuscitation, practical ambulance experience, 4 hours of supervised instruction in the hospital emergency room and both a written and skills competency examination.</p>

MEDICAL ASSISTING

MA 61

2 Units

Lecture: 2 hours

Eligibility for Eng 51 and Math 50.

MEDICAL TERMINOLOGY

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

MA 63

3 Units

Lecture: 3 hours

Eligibility for Eng 51 and Math 50.

MEDICAL INSURANCE AND RECORDS

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

MA 65

2 Units

Lecture: 2 hours

Eligibility for Eng 50 and Math 50.

THE HEALTH WORKER AND THE LAW

The course will cover nursing and medical practice acts, legal relationships of the health worker with the patient and the physician. Relationship of the health worker and the physician in practicing and providing standards of care and practices are related to patient care.

MA 66

4 Units

Laboratory: 0

Lecture: 4 hours

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

MEDICAL ASSISTING I

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

MA 66L

5 Units

Laboratory: 15 hours

Prerequisite: AH 70, Eligibility for Eng 50 and Math 50. Acceptance into the Medical Assisting Program with concurrent enrollment in MA 66.

MEDICAL ASSISTING I LABORATORY

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

MA 67

5 Units

Lecture: 5 hours

Prerequisite:

Completion of MA 66 and MA 66L. Passing a challenge written examination with a "C" or better, and AH 70. Eligibility for Eng 51 and Math 50.

MEDICAL ASSISTING II

This course consists of advanced communication skills specific to diagnostic areas, basic pharmacology and principles and functions of diagnostic tests. Students completing this semester will be eligible for employment as Unit Secretaries, Laboratory Assistants, Radiology Assistants, Electrocardiography Technicians, Pharmacy Assistants, Central Service Assistants and Physical Therapy Assistants.

MA 67L
5 Units
Laboratory: 15 hours
Prerequisite: concurrent enrollment in MA 67. Completion of MA 66 and MA 66L. Passing a challenge skill examination with a "C" or better, and AH 70. Eligibility for Eng 50 and Math 50.

MA 68
5 Units
Lecture: 5 hours
Prerequisite: Eligibility for Eng 50 and Math 50. Completion of MA 66, MA 66L MA 67, MA 67L. Concurrent enrollment in MA 96.

MA 96
8 Units
Laboratory: 24 hours
Prerequisite: Eligibility for Eng 50 and Math 50. Completion of MA 67 and MA 67L and concurrent enrollment in MA 68.

NURSING

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

N 6 CSU
8 Units
Lecture: 4 hours
Laboratory: 12 hours
Prerequisites: N-5, Bi22, AH 70.

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

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

MEDICAL ASSISTING III LAB
Clinical experience is given in the students' area of choice, such as, operating room, doctors' office or clinic.

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

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

N 7 CSU

10 Units
Lecture: 5 hours
Laboratory: 15 hours
Prerequisites: N6,
Bi23, AH 70.
Recommend
completion of Eng
1A and Math 9
before entry.

NURSING FUNDAMENTALS III

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

N 8 CSU

10 Units
Lecture: 5 hours
Laboratory: 15 hours
Prerequisites: N-7 and
Bi 15, AH 70.

NURSING FUNDAMENTALS IV

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

N 61

3 Units
Lecture: 3 hours
Eligibility for Eng 51
and Math 50.

BASIC PHARMACOLOGY

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

N 63

3 Units
Lecture: 3 hours

NURSING IMPLICATIONS IN PHARMACOLOGY

Nursing decisions are based on comprehension of pharmacological concepts and principles with emphasis being placed on clinical application of drugs to ensure rational and optimal care of patients.

RESPIRATORY THERAPY

RT 51 CSU

8 Units
Lecture: 4 hours
Laboratory: 12 hours
Prerequisite: Accept-
ance into Respiratory
Therapy Program,
AH 70. Eligibility
for Eng 51
and Math 50

INTRODUCTION TO RESPIRATORY THERAPY

This course is designed to introduce the prospective therapist to the field of Respiratory Therapy and the duties a graduate will perform. The course will emphasize the anatomy and physiology of the respiratory system in relationship to therapy. This course will also provide an in depth preparation in the areas of maintenance oxygen delivery as well as vapor and aerosols will be emphasized as they relate to equipment utilized for the delivery of gases and aerosols to the lungs. Both laboratory and clinical experience will provide the student with opportunities for practical application.

RT 53 CSU

2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for
Eng 51 and
Math 50.
Concurrent
enrollment in
RT 51.

CARDIOPULMONARY PHARMACOLOGY

Cardiopulmonary pharmacology is designed to provide the student with a fundamental understanding of pharmacotherapeutics. From this established base the course will then emphasize particularly those drug groups which are primarily cardiac or respiratory in effect.

RT 54 CSU

11 Units
Lecture: 4 hours
Laboratory: 21 hours
Prerequisite:
Eligibility for
Eng 51 and
Math 50.
RT 51, RT 53
with a grade of
"C" or better.

ASSISTED VENTILATORY THERAPY

The course will provide the student with theoreticals as well as practical application of methods and principles of providing ventilatory assistance to patients on an intermittent basis. The course will emphasize equipment as it relates to therapeutic application. Alternative methods of breathing assistance will be explored and evaluated.

RT 55 CSU

4 Units

Lecture: 2 hours

Laboratory: 6 hours

Prerequisite: RT 51,
53, 54 and Bi 22B.**CARDIOPULMONARY SPECIAL PROCEDURES**

This course will provide the student with the opportunity for observation and some degree of participation in the areas of; (1) Cardiopulmonary resuscitation (2) Bronchoscopy (3) Intubation and Tracheostomy (4) Arterial Puncture and Arterial Catheterization (5) Swan-Ganz and left and right cardiac catheterization. The theoretical component of the course will stress anatomy and physiology as it applies to these particular areas of therapy. The equipment necessary to perform the procedures and for observation of actual patient procedures.

RT 56 CSU

11 Units

Lecture: 4 hours

Laboratory: 21 hours

RT 51, 53, 54, 55,
with a grade of "C"
or better.**METHODS OF CONTINUOUS VENTILATORY SUPPORT**

This course will provide the student with ability to coordinate the physiological changes in acid base balance occurring in the artificially ventilated patient with the appropriate adjustments of the ventilatory devices. The students will relate the adjustments of either ventilatory or electrolyte therapy to the pathology of the patient. In the lab and clinical areas the design of equipment will be related to the pathophysiology of the disease process. The students will spend their clinical time in critical care areas.

RT 57 CSU

3 Units

Lecture: 3 hours

Prerequisite:

Eligibility for

Eng 51 and

Math 50.

Acceptance into
the Respiratory
Therapy Program.**CARDIOPULMONARY PATHOPHYSIOLOGY**

This course will provide the student with terminology pertinent to syndromes, disease entities and clinical or laboratory findings associated with disease diagnosis. It will present the particular pathophysiology of the more common dysfunctions of the lung. It will demonstrate the correlation of the pathogenic organism or other causative factor to the development of dysfunction. The course will emphasize the techniques used by the Respiratory Therapist in the diagnosis and treatment of disease.

RT 58 CSU

7 Units

Lecture: 3 hours

Laboratory: 12 hours

Prerequisite: RT 51,
53, 54, 55, 56, with
a grade of "C" or
better.

Co-requisite RT 59.

CARDIOPULMONARY FUNCTION TESTING & REHABILITATION

This course will provide the student with theoretical and practical aspects of clinical cardiorespiratory test procedures. The course will stress interpretation of test results as it relates to; (1) diagnosis, (2) treatment. The course will further provide the student with theoretical and practical consideration of rehabilitation programs for cardiac and/or respiratory cripples.

RT 59 CSU

3 Units

Lecture: 3 hours

Prerequisite: RT 51,
53, 54, 55, 56, 57.with a grade of "C"
or better.

Co-requisite: RT 58.

RESPIRATORY THERAPY TRENDS AND ISSUES

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

VOCATIONAL NURSING**VN 1**

8 Units

Lecture: 8 hours

Laboratory:

Prerequisites: concu-
rent enrollment in VN
1L. Co-requisites:

HEC 13, Psy 1, N61,

AH 70.

VOCATIONAL NURSING I

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

- VN 1L**
 6 Units
 Laboratory: 18 Hours
 Prerequisite: concurrent enrollment in VN 1.
 Co-Requisites: HEC 13, Psy 1, N 61, AH 70.
- VOCATIONAL NURSING I LAB**
 This course introduces the student to care for the client's basic needs with a special emphasis on the older adult in extended care facilities. Learning experiences are planned to develop beginning nursing interventions for the medical-surgical client with diseases of the following body systems: respiratory, circulatory, blood, lymph, urinary, and gastro-intestinal. The administration of medications and application of therapeutic techniques is included.
- VN 2**
 7 Units
 Lecture: 7 hours
 Prerequisite: VN 1 and VN 1L. Concurrent enrollment in VN 2L
 Co-Requisites: HEC 13, Psy 1, N 61, AH 70.
- VOCATIONAL NURSING II**
 Building upon VN 1, the student is presented with a study of anatomy and pathophysiology of the following body systems: endocrine, muscular-skeletal, neurological, integumentary, reproductive, and sensory. An emphasis on care of clients with disorders of the above mentioned systems is presented. Oncology nursing will be introduced.
- VN 2L**
 5 Units
 Laboratory: 18 hours
 Prerequisites: VN 1 & VN 1L. Concurrent enrollment in VN 2.
 Co-requisites: HEC 13, Psy 1, N 61, AH 70.
- VOCATIONAL NURSING II LAB**
 As the nursing theory is presented, the student will concurrently care for clients in the acute care facilities who have conditions and diseases of the various body systems. Experiences are planned to develop nursing skills specific to the medical-surgical client with diseases of the following body systems: endocrine, muscular-skeletal, neurological, integumentary, sensory, and reproductive. Oncological nursing will be introduced. Standards of care and therapeutic techniques will be the focus of the clinical setting.
- VN 3**
 8 Units
 Lecture: 8 hours
 Prerequisite: VN 2 and VN 2L or equivalent completion of objectives. Concurrent enrollment in VN 3L.
 Co-requisites: HEC 13, Psy 1, N 61, AH 70.
- VOCATIONAL NURSING III**
 This course introduces advanced medical-surgical problems, crisis intervention, emergency and disaster nursing, obstetrics and pediatrics. Nursing trends, occupational fields, and vocational organizations are explored.
- VN 3L**
 6 Units
 Laboratory: 18 hours
 Prerequisites: VN2 and VN 2L.
 Concurrent enrollment in VN 3. Co-requisites: HEC 13, Psy 1, N 61, AH 70.
- VOCATIONAL NURSING III LAB**
 Nursing care of clients with advanced medical-surgical problems, crisis intervention, emergency and disaster nursing, care of mothers, newborns, infants and children is practiced in the appropriate clinical units.

ART

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

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

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

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

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

HISTORY OF ART
This survey course examines the art of the ancient world. Slide illustrated lectures and videotapes are used in the study of the architecture, sculpture, painting, and other visual art forms of Prehistoric and Primitive peoples, as well as the art of the Ancient Near East, Egyptian, Aegean, Greek, Etruscan, Roman, Early Christian and Byzantine cultures. (CAN ART SEQ A)

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

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

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

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

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

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

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

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

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

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

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

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

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

ART 12 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Range II
on the COD
Assessment Test or
completion of Eng 50
with a grade of "C"
or better.

ART 13 CSU, UC
3 Units
Lecture: 3 hours

ART 17A CSU, UC
2 Units
Lecture: 2 hours
Laboratory: 2 hours

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

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

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

ART 18A,B,C,D CSU
2 Units
Lecture: 1 hour
Laboratory: 3 hours

ART 20A,B,C,D CSU,
UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours

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

HISTORY OF MODERN ART

The art of Europe and America from the nineteenth century to the present is examined in this course. Illustrated lectures on significant movements in painting, sculpture, and architecture of this period include: Romanticism, Realism, Impressionism, Expressionism, Cubism, Dada, Surrealism, Abstract Expressionism, Pop Art, and contemporary directions.

HISTORY OF PHOTOGRAPHY

A history of photography from its beginning in the mid-nineteenth century to the present time. Illustrated lectures on the technology, application and aesthetics of photography as a fine art form will include the significant movements which contributed to the establishment of photography as one of the major forms of art and communication in the twentieth century. Meets the humanities requirement for the general college student. Adds depth to art history for the art major.

ORIENTAL BRUSH PAINTING

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

ORIENTAL BRUSH PAINTING

Advanced work in Oriental brush painting.

ORIENTAL BRUSH PAINTING

This course offers advanced techniques in Oriental brush painting with emphasis on landscape painting and painting of the human figure. Lectures on the history of Oriental painting include the art of China during the Tang, Sung, Yuan, Ming, and Ching Dynasties.

ORIENTAL BRUSH PAINTING

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

PAPERMAKING

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

CERAMIC SCULPTURE

This course is an introduction to the fundamental elements of the ceramic sculpture process in which students are taught to model ceramic sculpture and complete the finishing process with several methods of kiln firing.

PAINTING/WATER COLOR

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

- ART 21B CSU, UC
2 Units
Lecture: 1 Hour
Laboratory: 3 Hours
Prerequisite: ART 21A
or equivalent.
- PAINTING/WATERCOLOR
This is an intermediate course in fundamental methods of watercolor painting. Class work includes basic principles of color and composition.
- ART 21C CSU, UC
2 Units.
Lecture: 1 Hour
Laboratory: 3 Hours
Prerequisite: Art 21B
or equivalent.
- PAINTING/WATERCOLOR
In this advanced course in watercolor painting, transparent and opaque techniques are applied to pictorial composition.
- ART 21D CSU, UC
2 Units
Lecture: 1 Hour
Laboratory: 3 Hours
Prerequisite: Art 21C
or equivalent.
- PAINTING/WATERCOLOR
This course provides an opportunity for advanced work in watercolor, including mixed media and collage methods.
- ART 23A,B,C,D,
CSU, UC
2-2-2-2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: to be
taken in series
alphabetically.
- PAINTING/OIL
A basic course in oil painting with emphasis on problems concerning organization, form, and space.
- ART 25A CSU, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Courses
in design and color
and/or drawing and
composition are
desirable.
- PAINTING/ACRYLIC
This course is an introduction to fundamentals of acrylic painting. Methods include: opaque, transparent, under and over painting, and textural and collage techniques.
- ART 25B CSU, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Art 25A
or equivalent.
- PAINTING/ACRYLIC
This is an intermediate course in methods of acrylic painting. Class work includes basic principles of color and composition.
- ART 25C CSU, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Art 25B
or equivalent.
- PAINTING/ACRYLIC
In this advanced course in acrylic painting, fundamental and experimental techniques are applied to composition and construction.
- ART 25D CSU, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Art 25C
or equivalent.
- PAINTING/ACRYLIC
This course provides an opportunity for advanced work in acrylics, including mixed media and rhoplex.
- ART 30A CSU, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
- PHOTOGRAPHY I/BLACK AND WHITE
The lecture-laboratory format of this course provides an introduction to the tools, materials, and techniques of black and white photography with an emphasis on composition and the expressive aspects of the medium. Laboratory experiences include processing and printing.

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

ART 30C CSU, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisites: Art
30 B.

ART 30D CSU, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisites: Art
30 C.

ART 32A CSU, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Art 30A
or equivalent.

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

ART 50 A,B,C,D,E,CSU
UC
A = 1 Unit
B = 2 Units
C = 3 Units
D = 4 Units
E = 5 Units
Units and lecture/lab
format will vary
according to the
specific course
being offered.

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

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

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

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

PHOTOGRAPHY II/BLACK AND WHITE

An intermediate lecture-laboratory course designed to both strengthen darkroom skills and techniques and explore photography as a means of creative expression and communication. Students will gain greater mastery of exposure, lighting, and fine printing techniques as a foundation for aesthetic development in the medium.

PHOTOGRAPHY III/BLACK AND WHITE

This advanced lecture-laboratory course is designed to expand technical darkroom skills and develop a strong aesthetic sensibility to the photographic image. Class format will include studio lighting and flash techniques, archival black and white printing and matting, color theory and alternative printing processes. Students will work in various photographic genres, including the direct reportorial and symbolist approaches to the art.

PHOTOGRAPHY IV/BLACK AND WHITE

In this course, students will apply their technical knowledge and aesthetic training to provide a portfolio of twenty archival photographic images organized around a central theme or approach. The class format will include field trips, extensive critiques, demonstrations, and supervised independent work in a gallery space will be required at the end of the semester.

PHOTOGRAPHY I/COLOR

Advanced laboratory work with an emphasis on color photography.

PHOTOGRAPHY II/COLOR

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

SPECIAL STUDIES IN ART

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

PAINTING WORKSHOP

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

BASIC DRAWING I-

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

BASIC DRAWING II

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

LANDSCAPE PAINTING

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

BUSINESS

BUSINESS-ACCOUNTING (BuAc)

BuAc 1 CSU, UC
3 Units

Lecture: 3 hours
Prerequisite: Eligibility
for Eng 50 and Math
50 or above.

ACCOUNTING

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

BuAc 2 CSU, UC
3 Units

Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51 and Math
50 or above.

ACCOUNTING II

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

BuAc 3 CSU
3 Units

Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51 and Math
50 or above.

GOVERNMENTAL ACCOUNTING I

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

BuAc 4

3 Units
Lecture: 3 hours
Prerequisite: English
51 and Math 50
eligibility or higher.

TAX ACCOUNTING I - INDIVIDUALS

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

BuAc 5

3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
Eng 51 and Math 50
or higher.

TAX ACCOUNTING II

This course is designed to have both professional and personal value. Students will learn the latest tax regulations that will allow them to prepare tax returns for their own business as well as tax returns for other businesses and corporations. Tax planning issues for current and later tax years are also considered. This course is a requirement for the Certificate in Accounting.

BuAc 6

2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for
Eng 51 and Math 50
or higher.

MANAGEMENT ACCOUNTING, REPORTING, AND CONTROL

This course is designed to develop the fundamental skills of Management Accounting: the collection, presentation, and interpretation of data to enable management to plan for the future, organize resources, direct activities, and control performance. Students will learn how to construct accounting information systems which will focus on such items as cost control, inventory management, budgetary monitoring, and capital investment planning. This course is a requirement for the Certificate in Accounting.

BuAc 7

3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
BuAc 1.

HOSPITAL AND MEDICAL ACCOUNTING

This course is designed to cover the comprehensive application of accounting principles to the medical and hospital industries. It will include accounting practices, financial statements, income and expense recognition principles, and special purpose journals and ledgers. Procedures unique to these industries will be emphasized and studied in depth. This course is an elective for the Accounting Certificate.

BuAc 10 CSU

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

COMPUTER ACCOUNTING

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

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

BuAc 12
1 Unit
Laboratory: 3 hours
Prerequisite: Eligibility
for BuAc 1, Eng 51,
and Math 50 or
higher.

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

AUTOMATED ACCOUNTING PRACTICE SET

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

ELECTRONIC SPREADSHEET LAB

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

BOOKKEEPING PRINCIPLES AND PROCEDURES I

This is an introductory course designed to acquaint the student with basic financial records and procedures used in business. The course emphasizes sales records, purchase records, cash records and bank reconciliations, payroll records and computation of pay, sales and tax records; miscellaneous records involving the use of percentage in determining discounts, depreciation, simple and compound interest and financial statements ratios.

BUSINESS — COMPUTER SCIENCE

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

MICROCOMPUTER OFFICE I

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

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

MICROCOMPUTER OFFICE II

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

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

MICROCOMPUTER OFFICE III

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

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

MICROCOMPUTER OFFICE IV

This is an advanced course targeted toward maximizing the productivity of students who use microcomputers in a fully integrated, business office environment. The course will focus on integrating and interfacing fourth generation utilities presently employed in the office. Particular emphasis will be applied toward practical application with maximum time devoted to hands-on exercises and practical, personalized uses.

BuCS 70
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite:
Eligibility for
Eng 51 or higher.

COMPUTER BUSINESS APPLICATIONS

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

BuCS 70A, B, C
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite:
BuCS 70's to be taken
in letter sequence.

BuCS 71 CSU
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite:
Eligibility for
Eng 51 or higher.

BuCS 73 CSU, UC
3 Units
Lecture: 3 hours
Laboratory: 0
Prerequisite:
Eligibility for
Eng 51 or higher.

BuCS 73L CSU, UC
1 Unit
Lecture: 0
Laboratory: 3 hours
Prerequisite:
Eligibility for
Eng 51 or higher
and concurrent enrollment in
BuCS 73.

BuCS 74 CSU, UC
3 Units
Lecture: 3 hours
Laboratory: 1 hour
Prerequisite: BuCS 73
and BuCS 73L or concurrent enrollment.

BuCS 75 CSU, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: BuCS 73
and BuCS 73L or concurrent enrollment. Math 50 or equivalent.

BuCS 76 CSU, UC
3 Units
Lecture: 3 hours
Laboratory: 1 hour
Prerequisite:
Eligibility for
Eng 51 or higher,
BuCS 73 and
BuCS 73L.

COMPUTER BUSINESS APPLICATIONS

This is an intermediate course targeted toward maximizing the productivity of students who work with microcomputers in a business environment. The course will focus on the applications of IBM compatible operating systems, data base applications, electronic spreadsheets and word processing. Particular emphasis will be applied toward preparing the student for particular vocational skills demanded in a business environment dominated by microcomputer operation and informational automation.

COMPUTER LITERACY

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

INTRO TO COMPUTER SCIENCE

This course is an introduction to computers, computer peripherals, and software. It is designed to familiarize students with computer technologies and computer implementations with emphasis on business applications. Available hardware systems and software systems with emphasis on how the two interact are presented. Special emphasis is placed on computer programming techniques, structured programming, structured design, and comparisons between several of the more popular high-level programming languages.

INTRO TO COMPUTER SCIENCE LAB

This course is an introduction to high-level programming language methods with emphasis on structured programming techniques, design and development. Practical applications and hands on experience are utilized. Elementary programming exercises in BASIC will be assigned.

RPG PROGRAMMING

High level programming language. Students will learn to write, test, and debug programs employing RPG.

FORTRAN PROGRAMMING

An introduction to the use of the computer in problem solving using the high level FORTRAN language. Students will write, test, and debug programs applicable to several disciplines.

COBOL PROGRAMMING

This course is an introduction to programming digital computers using the high level language COBOL. COBOL is a business oriented language widely used through industry. Students will flow chart, write, test, debug and document COBOL programs.

<p>BuCS 77 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: BuCS 70</p>	<p>ADVANCED PC BUSINESS APPLICATION This course is an advanced practical application designed to instruct students on techniques used to implement microcomputers in business applications. The course will require students to convert manual operating systems to automated computer systems through the use of industry standard fourth generation computer languages. Students will work with microcomputers and fourth generation computer languages during lab.</p>
<p>BuCS 80 CSU 3 Units Lecture: 3 hours Laboratory: None Prerequisite: Eligibility for Eng 51 or higher, BuCS 73 and BuCS 73L.</p>	<p>SYSTEMS ANALYSIS AND DESIGN This course is designed to give an overview of the systems development process. Students will learn how to recognize and solve problems, how to design specifications in a structured approach for information systems, and how to learn a process for selecting and evaluating techniques to support information systems. Impacts of advanced technology for systems analysis and characteristics of decision support systems (DSS) and their impact on organizational processes will be discussed.</p>
<p>BuCS 81 CSU, UC 3 Units Lecture: 2 hours Laboratory: 3 hours Prerequisites: Eligibility for Eng 51 or higher, BuCS 73 and BuCS 73L.</p>	<p>BASIC LANGUAGE PROGRAMMING This course is designed to instruct students in the techniques and methods for setting up and solving every day problems using the computer language, BASIC. Included in the course will be software, developmental concepts such as BASIC design, code testing and documentation of programs; actual entering and execution of a computer program; and a description of the BASIC language instructions.</p>
<p>BuCS 82 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: Eligibility for Eng 51 of higher, BuCS 73, BuCS 73L, and BuCS 80 co-requisite.</p>	<p>SYSTEMS ANALYSIS AND DESIGN PRACTICAL Systems Analysis and Design Practical is a semester-long design problem which students will complete using computers and programming solutions. The course is designed to illustrate systems design, implementation and evaluation.</p>
<p>BuCS 83 CSU, UC 3 Units Lecture: 3 hours Laboratory: 1 hour Prerequisite: BuCS 76.</p>	<p>ADVANCED COBOL PROGRAMMING Advanced programming techniques utilizing magnetic tape and magnetic disk to process sequential and indexed sequential files. Student will flow-chart, write, test, debug, and document application programs in COBOL.</p>
<p>BuCS 84 CSU, UC 3 Units Lecture: 2 hours Laboratory: 3 hours Prerequisite: BuCS 81.</p>	<p>ADVANCED BASIC LANGUAGE PROGRAMMING This course is an advanced course in business applications programming for the person with some experience using BASIC. Included is an analysis of sequential file processing methods, advanced input/output techniques, and structured design concepts utilizing GOSUB routines. Major emphasis is placed on writing BASIC programs utilizing the above techniques.</p>
<p>BuCS 85 CSU, UC 3 Units Lecture: 2 hours Laboratory: 3 hours Prerequisite: BuCS 73 and BuCS 73L.</p>	<p>INTRODUCTION TO PASCAL PROGRAMMING This course is an introduction to the basic techniques required to program in Pascal. The concepts covered include: design of computer programs, data types, input and output techniques, program control, structured types, input and output file types, testing and debugging techniques, functions, and procedures and data structures. Students will be required to design and write Pascal programs.</p>

BuCS 87 CSU, UC
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: BuCS 73
and BuCS 73L.

ASSEMBLER LANGUAGE PROGRAMMING

This course is an introduction to the basic principles of assembler language programming, designed for students who already possess a working knowledge of basic computer concepts. The basic programming concepts covered include programming features of assemblers, assembler language instructions, input/output operations, macros, and subroutines. Student will write, test, and debug assembler language programs on personal computers.

BuCS 88
3 Units
Lecture: 2 hours
Laboratory: 3 hours

APPLE COMPUTER BUSINESS APPLICATIONS

This is an entry level course designed to introduce the student, through a hands-on approach to the use of fourth generation microcomputers in a business environment. The course will focus on the fundamentals of electronic spreadsheets, data bases, report generators word processing and their integration. Computer hardware and software evaluation, selection and purchasing will be discussed at length.

BUSINESS-DISTRIBUTIVE EDUCATION (BuDE)

BuDE 21 CSU
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51 or above.

MARKETING

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

BuDE 22 CSU
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
Eng 51 and Math 50
or higher.

RETAILING

This course is the study of the nature of retailing and retailing institutions; retail management decisions including trade area evaluation, site selection, store layout, merchandise assortment, pricing and promotion.

BuDE 23 CSU
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
Eng 51 or higher.

FUNDAMENTALS OF SALES

This course is a study of the role of selling in the American economy, the evolution of the modern salesperson, consumer behavior and motivation, and the selling process. The course also includes the salesperson's personal, customer and social responsibilities, and an introduction to sales management.

BuDE 25 CSU
3 Units
Lecture Hrs: 3
Prerequisite:
Eligibility for
Eng 51 or higher.

ADVERTISING

This course is the study of the history and future of preparation of the advertisement including copy and layout, media selection, effects of government regulation and public opinion.

BuDE 26 CSU
1 Unit
Lecture: 1 hour
Prerequisite:
Eligibility for
Eng 51 or higher.

CAREER SELLING & SALES PROMOTION

This course is designed to introduce students to the advantages of selling as a career. The course will include a study of the following areas: The major requirements for success of selling, required training, psychology of selling, and promotion of a product.

ECONOMICS

Econ 1 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51 and Math
50
or above.

PRINCIPLES OF ECONOMICS I

Introduction to economic theory and analysis with emphasis upon basic concepts, national income determination and fluctuations, business income and organization; labor and industrial relations, role of government in economics, business cycles and forecasting monetary theory and prices and the banking system. This is a macroeconomics course. —(CAN ECON 2)

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

PRINCIPLES OF ECONOMICS II

Introduction to economic theory and analysis with emphasis on fiscal policy and full employment, composition and pricing of national output, pricing of the factors of production and distribution of income, international finance, and current problems in the field of economics. This is a microeconomics course. —(CAN ECON 4)

BANKING AND FINANCE (BuFi)

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

FINANCIAL STATEMENT ANALYSIS

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

BuFi 69 CSU
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
Eng 51 and Math 50.

PRINCIPLES OF BANK OPERATION

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his/her chosen profession in a broad and operational perspective. The course includes an analysis of loans and investments and international banking. The course also includes the study of the federal reserve system and government regulation of the banking industry.

BuFi 70
3 Units
Lecture: 3 hours
Prerequisites: BuAc 1 and BuAc 2.

INSTALLMENT CREDIT

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

BuFi 71
3 Units
Lecture: 3 hours

BANK MANAGEMENT

Designed to aid in developing managerial ability through the increased understanding of the problems confronting bank managers. To provide the student with a new perspective and a new concept of the duties and responsibilities of management. The student will be given management principles and instructions on how to apply them.

BuFi 074
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
Eng 51 and Math 50.

MONEY AND BANKING

This course presents an overview of our monetary system. It is the study of the role played by banking and money in our economy. The course explains the needs and controls of our monetary system within the context of banking. Emphasis is placed on impact of changes in our monetary policy throughout the entire banking system. This course includes analysis of contemporary monetary theories and their practical application using contemporary case studies.

BuFi 96 CSU
3 Units
Lecture: 3 hours
BuFi 96
Prerequisite:
Eligibility for
Eng 51 and Math 50.

PRINCIPLES OF INVESTMENT

This course is the study of investment principles, methods, and institutions, including a consideration of the income, safety, and control features of investment securities. The course also includes the analysis of sources of and demand for investment capital, determination of investment policy, and operations of security markets.

BUSINESS-HOTEL/MOTEL MANAGEMENT (BuHM)

BuHM 50
3 Units
Lecture: 3 hours
BuHM 50
Prerequisite:
Eligibility for
Eng 51 or higher.

INTRODUCTION TO HOSPITALITY INDUSTRY

This course provides a basic understanding of the lodging and food service industry by tracing the industry's growth and development, reviewing the organization of hotel and food and beverage operations, and by focusing on industry opportunities and future trends.

- BuHM 52**
3 Units
Lecture: 3 hours
- SMALL HOTEL AND MOTEL MANAGEMENT**
Designed to acquaint the owner and/or operator of small hotels and motels with the fundamentals of accounting, law, insurance, taxes, payroll records, advertising, and sales promotion.
- BuHM 54 CSU**
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
Eng 51 or higher.
- SUPERVISORY HOUSEKEEPING**
This course provides an overview of the fundamentals of housekeeping management. Also included is a description of the management functions, tools, and practices required in today's lodging and institutional housekeeping department.
- BuHM 55**
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
Eng 51 or higher.
- RESTAURANT OPERATIONS AND MANAGEMENT**
This course is the study of the food service industry and the individual service organization within that industry. It is the study of the concepts of management as they apply to food service, including planning, organizing, directing, representing evaluating. The student will gain a contemporary knowledge of the functions of the food service manager in order to improve skills and enhance present abilities.
- BuHM 56**
3 Units
Lecture: 3 hours
Prerequisite:
BuHM 56
Eligibility for
BuAc 1 or BuAc 66.
- HOSPITALITY MANAGEMENT ACCOUNTING**
This course is the study of the comprehensive application of accounting principles to the hospitality industry. The course includes an emphasis on accounting practices, financial statements, income/expense accounts and statements, special purpose journals and ledgers. Also included is the application of accounting information in making managerial decisions.
- BuHM 60**
3 Units
Lecture: 3 hours
- HOTEL/MOTEL LAW**
This course provides an awareness of the rights and responsibilities that the law grants to and imposes upon a hotelkeeper. The course illustrates the possible consequences of the hotelkeeper's failure to satisfy the legal obligations imposed upon the industry.
- BuHM 61**
3 Units
Lecture: 3 hours
- HOSPITALITY SALES AND PROMOTION**
This course presents a practical understanding of the operating statement and precisely where, how, and why the sales effort fits into the total earnings and profit picture of hospitality operation. Emphasis is on producing business at a profit. The course teaches how to measure and gauge accurately the precise worth of every type of business in advance.
- BuHM 63**
3 units
Lecture: 3 hours
- HOTEL/MOTEL OPERATIONS**
A study of the responsibility of the motel-hotel or motor inn supervisory and management staff. Emphasis on "front-of-the-house" aspects in the areas of promotion, advertising, insurance, labor-management relations, ethics and legal aspects of hotel operation.
- BuHM 64**
3 Units
Lecture: 3 hours
- HOTEL/MOTEL PERSONNEL MANAGEMENT**
A course in the management of people in the hotel and restaurant field, designed for both managers and supervisors. Stress is placed on resolving human problems so that management's and employees' goals are brought in close harmony.
- BuHM 65**
3 Units
Lecture: 3 hours
- FRONT OFFICE PROCEDURE**
Essential routines of the front office to all other departments of the house. Registration, sales, credit, and emergency procedures are covered. Handling of correspondence relating to reservations and inquiries, rules and regulations. Duties and standards of front office personnel. Ethics and general problems encountered in serving the public. Duties and responsibilities of the night auditor or accounting clerk. Instruction is given in the audit of the guest accounts and preparation of the transcripts and reports. Continuation of practice in the use of the front office machines.

BuHM 66
3 Units
Lecture: 3 Hours
Prerequisite:
BuHM 50.

HOSPITALITY INDUSTRY PRACTICUM

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

BuHM 67
5 Units
Lecture: 2 hours
Laboratory: 9 hours

HOTEL/CLUB MAINTENANCE

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

BUSINESS-MANAGEMENT (BuMa)

BuMa 1 CSU
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51 or above.

PRINCIPLES OF MANAGEMENT

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

BuMa 3 CSU
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
Eng 51 and Math 50
or higher.

STATISTICAL METHODS/BUSINESS & ECONOMICS

This course is an introduction to the statistical concepts and techniques most frequently used in business and economics. The course emphasizes the use and interpretation of data, including both tabular and graphic presentation.

BuMa 10
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
Eng 51 or higher.

INTRODUCTION TO BUSINESS

This course is the study of the formation, structure, objectives, and ethics of contemporary American business enterprises. The course emphasizes the significance of the small business organization and the role of large business organizations, and practices for the development of managerial personnel. This course is recommended for students who wish to explore a career in business.

BuMa 11 CSU
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51 or above.

PERSONAL FINANCE

Study of individual and family consumer problems and management of resources through planned use of these resources for present living and future security. Stresses the uses of credit, latest consumer protection laws, investments and definition of real income.

BuMa 20A CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51 or above.

BUSINESS LAW

This course is a study of the forces and the law, the law of contracts, agency and employment, personal property and bailments and business torts and crimes, sales, law, labor law and government regulation of business. —(CAN BUS 8)

BuMa 20B CSU, UC
3 Units
Lecture: 3 hours
Prerequisite Eligibility
for Eng 51 or above.

BUSINESS LAW

This course is a study of the law in its relation to business with special emphasis on the law of negotiable instruments (promissory notes, checks, bank drafts, and bills of exchange). Suretyship and guaranty, insurance, partnerships, corporations, real property, wills, and trusts and bankruptcy.

BuMa 22 CSU
3 Units
Lecture: 3 Hours
Laboratory: None
Prerequisite: Eligibility
for Eng 51 or above.

LEGAL ENVIRONMENT OF BUSINESS

This course is a study of the law applicable to business institutions and their operation including the social forces and their effect upon the development of law, sources of law, the agencies for enforcement of the law and court procedures. This course emphasizes the law in the following areas: contracts, agency, product liability, antitrust, labor relations, consumer protection, securities regulation, computers, environment regulation and energy production.

BuMa 24
2 Units
Lecture: 2 hours
Laboratory 0 hours
Prerequisite: Eligibility for Eng 51 or above and admission to Golf Management Program.

RESORT PERSONNEL AND HUMAN RELATIONS

This course emphasizes the management of the golf shop and resort personnel from the perspective of the golf professional. Both legal and psychological factors will be examined in order to prepare the golf professional for the role of supervisor, leader, and motivator. Special focus on dealing with the particular needs of country club and resort clientele will be included.

BuMa 25
1 Unit
Lecture: 1 hour
Prerequisite: Eligibility for Eng 51 or above.

GOLF SHOP OPERATIONS

This course is the study of the principles and techniques involved in managing the modern professional golf shop: selling techniques, psychological factors, merchandise displays. The principles of organizing, financing, and controlling a small business, such as purchasing, pricing, stock control, store layout, policies and security.

BuMa 30 CSU
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51 or Math 50 or above.

BUSINESS COMMUNICATIONS

This course is the study of principles of effective writing as applied to business and industrial matters. Students will learn how to write effectively for purchasing, credit, collections, inquiries, adjustments, applications, human relations, and reports. This course will emphasize the application of business english, oral communications, and building a business vocabulary.

BuMa 51
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51 and Math 5 or higher.

SMALL BUSINESS MANAGEMENT

This course is the study of an understandable and accurate body of knowledge pertaining to the organization, financing and managing of a small business. This course presents an overview of the small business environment together with an explanation of financial statements and how to use them to facilitate effective decision making.

BuMa 72 CSU
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51 or above.

BUSINESS MATHEMATICS

This course is a review of fundamentals of mathematics necessary for competent participation in business: decimals, fractions, percentage, trade discounts, interest, payrolls, insurance, and taxes.

BUSINESS-OFFICE ADMINISTRATION (BuOA)

BuOA 50
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: Eligibility for Eng 51 or above.

BEGINNING TYPEWRITING

This course includes introduction to the keyboard; technique development; basic skill development; control of manipulative operations; formatting of basic communications including letters, memos, reports, tables, and outlines.

BuOA 51
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: BuOA 50 or equivalent; Eligibility for Eng 51 or above.

INTERMEDIATE TYPEWRITING

This course emphasizes speed and accuracy skills, communication skills, proofreading and editing skills. The course includes formatting and keying business correspondence including letters with special features, simplified forms of communication, administrative communications, tables, forms, and reports.

BuOA 52
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: BuOA 51, or equivalent. Eligibility for Eng 51 or above.

ADVANCED TYPEWRITING

This course emphasizes vocational application of keyboarding/formatting, editing skills that portray realistic office settings. The focus is on situations that involve working in these types of offices: general, executive, production/marketing, accounting, government, technical, medical, legal, and word processing. Develops speed and accuracy skills.

- BuOA 53**
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: BuOA 51 or equivalent.
- BuOA 54**
1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
- BuOA 56**
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: BuOA 51 or ability to type 45 wpm.
- BuOA 57 CSU**
2 Units
Lecture: 1 hour
Laboratory: 3 hours
- BuOA 60A**
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisites:
Eligibility for English 51, BuOA 50A or equivalent; BuOA 71, concurrent enrollment, or satisfactory performance on the Bus. Eng. Proficiency Test.
- BuOA 60B**
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisites: BuOA 60A or equivalent; BuOA 71, or concurrent enrollment, or satisfactory performance on the Business English Proficiency Test.
- MEDICAL SECRETARIAL PROCEDURES**
Study and practice of medical office activities including telephone techniques, scheduling and reception of patients, patient records, preparing medical records, written communications, maintaining records, office management, bookkeeping as applied to a physicians office, medical law and professional ethics.
- KEYBOARDING**
Provides students with the basic keyboarding skills necessary to input information into microcomputers or other electronic terminals.
- LEGAL SECRETARY PROCEDURES**
This course is designed for students who plan to pursue a legal secretarial career. Emphasis will be placed on the procedures followed in a law office and the preparation, dictation, and typing of legal documents. Legal secretarial ethics vocabulary, and simulated legal office activities will also be included.
- MACHINE TRANSCRIPTION**
This course develops job-entry level skill in the transcription of mailable documents from a variety of businesses and professions, such as insurance, fashion, entertainment, banking, advertising, travel, real estate, law, and medicine. The course is designed to improve English skills.
- BEGINNING SHORTHAND**
This course is the study of the fundamentals of Gregg Series 90 Shorthand. The course emphasizes theory, brief forms, phrases and dictation speed of 60-70 wpm. The course will also include an introduction to transcription.
- INTERMEDIATE STENOGRAPHY (SHORTHAND)**
To review and continue development of theory mastery in order to develop speed and accuracy in reading, writing and transcribing shorthand.

BuOA 61
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisites: BuOA 60B or equivalent; BuOA 71, or concurrent enrollment, or satisfactory performance on the Business English Proficiency Test.

ADVANCED STENOGRAPHY (SHORTHAND)

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

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

OFFICE AND SECRETARIAL PROCEDURES

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

BuOA 64 CSU
2 Units
Lecture: 2 hours

RECORDS MANAGEMENT

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

BuOA 71 CSU
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51 or above.

BUSINESS ENGLISH

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

BuOA 72
1 Unit
Lecture: 1 hour
Laboratory: 0
Prerequisites: Ability to type 25 w.p.m. (Recommend BuOA 7, Business English or concurrent enrollment).

PROOFREADING

Provides the student with a basic foundation to become an efficient proofreader. Includes the proofreading problems of typing errors, proofreader's marks, format, capitalization, punctuation, spelling, word division, numbers and content.

BuOA 75
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisites: Completion of BuOA 50 or equivalent and the ability to type 35 w.p.m. eligibility for Eng 51 or above.

WORD PROCESSING—MICROCOMPUTER APPLICATIONS

This course is designed to introduce students to microcomputers through word processing concepts and procedures. The four phase of word/information processing—input, output, reprographics, and distribution are included in this course. Applications will be performed using related procedures to include dictation, keyboarding, editing, and revising documents, manipulating data, and printing, reproducing, and telecommunicating documents.

BuOA 76A
1 Unit
Laboratory: 3 hours
Prerequisite: Typing rate of 45 wpm. Eligibility for Eng 51 or above.

WORD PROCESSING-IBM DISPLAYWRITER - BASIC

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

BuOA 76B

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

WORD PROCESSING - CPT

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

BuOA 76C

1 Unit
Laboratory: 3 hours
Prerequisite: Typing speed of 45 wpm; eligibility for Eng 51 or above.

WORD PROCESSING - IBM PC

This course is an introduction to microcomputers, covering the major components of a microcomputer system, the operating system command structure, terminology, and printer operations. Operating commands in various applications of routine computer work functions will be used. The major part of the course is using the DisplayWrite 3 word processing software to create, revise, format, print, store and retrieve a variety of documents. This is **not** a course in programming—no previous computer operating experience is required.

BuOA 79

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

MACHINE CALCULATION

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

BUSINESS-REAL ESTATE (BuRE)

*Can get lic. as must see
Prereq*

BuRE 1B

3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51 or above, and a current California Real Estate Salesperson or Broker License.

REAL ESTATE PRACTICUM II

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

BuRE 81 CSU

3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51 and Math 50 or higher.

PRINCIPLES OF REAL ESTATE

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

BuRE 82 CSU

3 Units
Lecture: 3 hours
Prerequisites: Eligibility for Eng 51 or above.

REAL ESTATE ECONOMICS

This course is the study of the economic foundations of real estate with particular emphasis upon the patterns of land use, urban and rural appreciation of values in the community and in the State of California.

BuRE 83A CSU

3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51 or above.

REAL ESTATE PRACTICE

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

BuRE 84 CSU

3 Units

Lecture: 3 hours

Prerequisite: BuRE 81

Eligibility for Eng
51 or above.**LEGAL ASPECTS OF REAL ESTATE**

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

BuRE 85 CSU

3 Units

Lecture: 3 hours

Prerequisite: Eligibility

for Eng 51 and
Math 50 or above.**REAL ESTATE FINANCE**

This course is the study of the sources and supply of mortgage funds; construction loans and permanent financing for residential and income properties, and procedures for FHA and VA loans, interest-rates, terms, mortgages, and mechanics liens. Students will learn the significance of appraising.

BuRE 86 CSU

3 Units

Lecture: 3 hours

Prerequisite: BuRE 81.

PRINCIPLES OF APPRAISING

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

BuRE 88

3 Units

Lecture: 3 hours

Prerequisite: Eligibility
for Eng 51 or above.**REAL ESTATE OFFICE ADMINISTRATION**

This course is an in-depth coverage of the factors to be considered in opening a real estate office, office policy considerations, as well as operational problems and their solutions. It is a real estate brokerage entrepreneurial training program.

BuRE 90

3 Units

Lecture: 3 hours

Prerequisite: Eligibility
for Eng 51 and Math
50 or above.**ESCROW PROCEDURES I**

This course is the study of the methods and techniques of escrow procedure for various types of business transactions with emphasis on real estate. Particular attention is given to legal and ethical responsibilities of persons engaged in escrow work.

BuRE 91

3 Units

Lecture: 3 hours

Prerequisite: BuRE 90
or one year escrow
experience.**ESCROW PROCEDURES II**

This course is the study of advanced escrow procedures which includes the more unusual and difficult types of escrows found in real estate transactions. This course will emphasize real estate with some personal property and bulk sales.

BuRE 92

3 Units

Lecture: 3 hours

Prerequisite: BuRE 90
& 91.**ESCROW PROCEDURES III**

This course is a further study of the more unusual and difficult types of escrows with particular attention to those escrows where conflict or dispute arises. The course employs a case study approach to the advanced problems in escrow transactions.

BuRE 94

3 Units

Lecture: 3 hours

Prerequisite:
Eligibility for
Eng 51 or higher.**PROPERTY MANAGEMENT**

This basic course is the study of accepted principles of professional property management. The course includes the evaluation of investment properties, how to conduct neighborhood surveys, collection of rentals, maintenance and repair of property, merchandising rental space, insurance, management, accounting and principles of the landlord-tenant relationship.

BUSINESS-SUPERVISION AND MANAGEMENT**BuSM 70**

2 Units

Lecture: 2 hours

Prerequisite:
Eligibility for
Eng 51 or higher.**AFFIRMATIVE ACTION FOR SUPERVISORS**

This course is the study of techniques involved in conducting affirmative action programs in business and industry. This course emphasizes the legal basis for affirmative action positions taken by employers and supervisors in terms of women and minority employment and advancement rights.

BuSM 71

2 Units

Lecture: 2 hours

Prerequisite: Eligibility
for Eng 51 or above.**SAFETY MANAGEMENT**

This course is the study of basic principles of accident prevention operating and implementing safety programs under Occupational Safety and Health Act (OSHA).

- BuSM 81**
2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for
Eng 51 or higher.
- QUALITY ASSURANCE**
This course studies the meaning of quality control. The course includes an analysis of the various techniques involved in the application of quality control to the many departments in modern industrial organizations.
- BuSM 82**
2 Units
Lecture: 2 hours
Prerequisite: Eligibility
for Eng 51 or above.
- PURCHASING**
This course is the study of methods and techniques used in the selection and procurement of materials, products, and supplies in industry. The course will emphasize the optimal amount, price, payment policy and supplier. The student will learn the typical ordering, receiving and storage management procedures used in industry.
- BuSM 83**
2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for
Eng 51 or higher.
- DEVELOPING EMPLOYEES THROUGH TRAINING**
This course is the study of methods involved in the introduction of employees to training and in evaluating their progress through the training process. The student will learn the techniques of on-the-job instruction as well as, the concepts of apprenticeship, technical training, management development, and the use of consultants and advisory committees in the work place.
- BuSM 84**
2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for
Eng 51 or higher.
- JOB ANALYSIS FOR WAGE ADMINISTRATION**
This course analyzes job descriptions, specifications, evaluation, and classifications. The course is a study of Local, State and Federal regulations concerning industrial wages.
- BuSM 91**
2 Units
Lecture: 2 hours
Prerequisite: Eligibility
for Eng 51 or above.
- ELEMENTS OF SUPERVISION**
This is a basic course covering the responsibilities of the industrial supervisor. Major topics: organization, public relations, human relations, training, management-employee relations, production control and promotion practices.
- BuSM 92**
2 Units
Lecture: 2 hours
Prerequisite: Eligibility
for Eng 51 or above.
- PSYCHOLOGY FOR SUPERVISORS**
This course is the study the role of the supervisor in understanding the people with whom he/she works; emphasizes psychological processes, perceptions, learning, emotions, and attitudes, and personalities.
- BuSM 93 CSU**
2 Units
Lecture: 2 hours
Prerequisite: Eligibility
for Eng 51 or above.
- HUMAN RELATIONS**
This course is the study of personnel relations as affected by the application of basic psychological techniques. Emphasis is placed on employer-employee relationships.
- BuSM 94**
2 Units
Lecture: 2 hours
Prerequisite: Eligibility
for Eng 51 or above.
- COMMUNICATIONS I FOR SUPERVISORS**
This is an introductory course involving the study of oral and written communications designed for supervisors and administrative personnel in industry. This course will emphasize individual experiences in speaking and in conference leading.
- BuSM 95**
2 Units
Lecture: 2 hours
Prerequisite: BuSM
94; eligibility for
Eng 51.
- COMMUNICATION II FOR SUPERVISORS**
This is an intermediate course involving the study of oral and written communications designed for supervisors and administrative personnel in industry. The course will emphasize standards and physical aspects of communication including graphic aids, physical presentation of reports, public speaking and oral reporting. The course will involve learning how to conduct meetings and improving one's listening ability.
- BuSM 96**
2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for
Eng 51 or higher.
- LABOR: MANAGEMENT RELATIONS**
This course is the study of union contracts, grievances, and collective bargaining procedures. The course includes a history of the labor movement with special emphasis placed on Federal and State labor legislation.

BuSM 97 CSU
2 Units
Lecture: 2 hours
Prerequisite: Eligibility
for Eng 51 or above.

BuSM 98
2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for
Eng 51 or higher.

BuSM 99
2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for
Eng 51 or higher.

ORGANIZATION PATTERNS AND MANAGEMENT

This course is the study of the establishment of lines of authority, departmental functions, local policies, general procedures and regulation.

WORK SIMPLIFICATION

This course is the study and analysis of methods designed for improving job procedures and techniques.

COST CONTROL FOR SUPERVISORS

This course is a study of the factors involved in cost control. The course emphasizes such topics as materials, salvage, waste, time, and quality requirements. Also included is a study of the supervisors role in controlling costs.

COMMUNICATION

ENGLISH (Eng)

Eng 1A CSU, UC
4 Units
Lecture: 4 hours
Prerequisite: Range III
on the College of the
Desert Assessment
Placement Test, or
completion of
Eng 51 with a
grade of "C" or
better.

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

Eng 1C CSU, UC
3 Units
Lecture: 3 hours
Prerequisite:
Completion of
English 1B, 3B
or equivalent.

Eng 3A CSU, UC
3 Units
Lecture: 3 hours
Prerequisite:
Range III on COD
Assessment Test or
grade of "C" or
better in Eng 51.

COMPOSITION

This is a college freshman course which focuses on principles of effective composition and rhetorical techniques for achieving interest, clarity, effective organization and development of ideas. Students analyze varieties of nonfiction prose and write a minimum of five formal essays (500 word minimum each), a book report and research paper, totaling 8,000 to 10,000 words. —(CAN ENGL 2)

COMPOSITION AND LITERATURE

This course in college composition emphasizes analysis of selected literary works and the writing of critical essays. Eight thousand words of writing are required.

ADVANCED COMPOSITION

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

FRESHMAN COMPOSITION I

This freshman course in composition emphasizes the selection of materials, organization, presentation, and evaluation of expository writing. Students analyze varieties of non-fiction prose and write a minimum of five formal essays (500 word minimum each), a book report, and a research paper, totaling 8,000 to 10,000 words.

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

CREATIVE WRITING

This course is designed to introduce students to the perceptions, skills and techniques of all forms of creative writing, with primary emphasis on fiction and poetry.

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

ADVANCED CREATIVE WRITING

This is an advanced course designed to enable students to refine their creative writing skills in their chosen genre.

Eng 10A, B CSU, UC
3-3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
English 1B.

AMERICAN LITERATURE

This course provides a study of representative American writers. The first semester (10A) concentrates on literature from the earliest settlements to 1830; the second semester (10B) deals with literature from 1830 to the present. Each semester course may be taken independently.

Eng 11A CSU, UC
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for Eng 1B.

SURVEY OF ENGLISH LITERATURE (OLD ENGLISH-NEO-CLASSIC PERIODS)

This course surveys the major writers and works of English literature of the Old English, Anglo-Norman, Middle-English, the Renaissance, and Neo-Classic Periods.

Eng 11B CSU, UC
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for Eng 1B.

SURVEY OF ENGLISH LITERATURE (ROMANTIC-MODERN)

This course surveys the major writers and works of English literature of the Romantic, Victorian, Edwardian, and Modern Periods.

Eng 12A CSU, UC
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
English 1B.

WORLD LITERATURE I

This course surveys works 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.

Eng 12B CSU, UC
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
English 1B.

WORLD LITERATURE II

This course surveys works which have influenced Western thought from 1660 to the present. May be taken independently from World Literature I.

Eng 14 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for Eng 1B.
or equivalent.

SHAKESPEARE

This course is a study of selected histories, comedies, and tragedies of William Shakespeare.

Eng 15 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for English
1B.

THE SHORT STORY

This course introduces the student to the techniques and development of English fiction by the discussion and criticism of fiction in its historical context.

Eng 16 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
English 51.

LITERATURE OF THE DESERT

This course surveys non-fiction and fiction inspired by the desert, and by authors living in the desert. Emphasis is on the desert literature of the southwestern United States. The course includes an introduction to desert environment and one's relationship to it. Field trips may be required.

Eng 18 CSU, UC

3 Units

Lecture: 3 hours

Prerequisite:

Eligibility for English 1B.

INTRODUCTION TO POETRY

This course introduces the student to the techniques and development of English and American poetry by the discussion and criticism of poetry in its historical context. Students will also be encouraged to display their own creativity in the composition of their own poems.

Eng 20

1 Unit

Lecture: 1 hour

Prerequisite:

Eligibility for English 1A.

RESEARCH PAPER

This course provides training in proper preparation and writing of a research paper including instruction on research techniques, style and format.

Eng 31 CSU, UC

3 Units

Lecture: 3 hours

Prerequisite:

Eligibility for Eng 51.

THE BIBLE AS LITERATURE: THE OLD TESTAMENT

A survey of the Old Testament of the Bible from a literary and philosophical point of view, with attention paid also to other ancient Near Eastern texts, and to the Jewish Apocrypha. The course introduces the great characters and events in the context of the developmental character of this great literature.

Eng 32 CSU, UC

3 Units

Lecture: 3 hours

Prerequisite:

Eligibility for Eng 51.

THE BIBLE AS LITERATURE: THE NEW TESTAMENT

A survey of the New Testament of the Bible from a literary and philosophical point of view, with attention paid also to the Dead Sea Scrolls material and early Christian writings related to the New Testament. The course pays particular attention to the question of the Historical Jesus and the formation of early Christianity.

Eng 35 CSU, UC

3 Units

Lecture: 3 hours

Prerequisite:

Eligibility for Eng 51.



MYTH AND LEGEND

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

Eng 41 CSU

3 Units

Lecture: 3 hours

Prerequisite:

Range III on the COD Assessment Test or grade of "C" or better in Eng 51.

TECHNICAL REPORT READING AND WRITING

This course offers instruction in reading and writing reports as used in industrial and technical professions with emphasis on collecting, evaluating, organizing, and presenting materials. Students analyze a variety of technically oriented prose and write a minimum of five formal reports (500 word minimum each), a critique of a technical manual and a final project exhibiting knowledge of research techniques, totaling 8,000 to 10,000 words.

Eng 50

3 Units

Lecture: 3 hours

Laboratory: 2 hours

Prerequisite:

Range I on the COD Assessment Test:
Co-requisite: Rdg 50.

BASIC WRITING SKILLS

This course is designed to provide extensive study of fundamental language skills in preparation for higher level writing courses. The course is non-transferable and non-degree credit. Students may choose the credit/no credit grading option.

Eng 51

3 Units

Lecture: 3 hours

Prerequisite:

Range II on the COD Assessment Test or completion of Eng. 50 with a grade of "C" or better.

INTRODUCTION TO EXPOSITORY WRITING

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

Eng 99

0 Units

WRITING CENTER

Writing Center Laboratory is an open entry/open exit environment designed to develop writing skills for students in all segments of the college community. Emphasis will be on the one-to-one tutorial approach.

ENGLISH-AS-A-FOREIGN-LANGUAGE

EFL 1A CSU, UC

4 Units

Lecture: 4 hours

Prerequisite: Range III on the COD EFL Assessment Test, or completion of EFL 51 with a grade of "C" or better.

COMPOSITION SKILLS

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

EFL 50

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Range I on the COD EFL Assessment Test or successful completion of ESL 382E, 384E, 386E, and 388E with a grade of "C" or better.

BASIC COMMUNICATION SKILLS

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

EFL 51

4 Units

Lecture: 4 hours

Prerequisite: Range II on the COD EFL

Assessment Test, or successful completion of EFL 50.

EXPOSITORY LANGUAGE SKILLS

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

JOURNALISM

J 3A CSU, UC

3 Units

Lecture: 3 hours

Prerequisite:

Eligibility for Eng 1A.

NEWS REPORTING & WRITING

This is a beginning course in news writing that provides instruction and practice in the fundamentals of news reporting. The course concentrates on the writing of news with an introduction into feature writing. Included in the course are such topics as interviewing, story organization and structure, the style and language of journalism, and journalistic law and ethics. This course may be substituted for MC2. (CAN JOUR 2)

J 4A CSU

3 Units

Lecture: 1 hour

Laboratory: 6 hours

Prerequisite: J3A or equivalent, Range II or above in English and Reading on College Assessment Test.

NEWSPAPER PRODUCTION

This is a lecture and laboratory course which provides practical experiences working on the staff of a college newspaper. The experiences include both editorial and production work.

J 4B CSU

3 Units

Lecture: 1 hour

Laboratory: 6 hours

Prerequisite: J4A

ADV. NEWSPAPER PROD. & EDITING

This is an advanced lecture and laboratory course which provides practical experience working in editorial leadership positions on the college newspaper. Both editorial and production experiences are provided. Students will also learn and practice advanced editing skills.

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

INTRODUCTION TO DESKTOP PUBLISHING

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

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

INTRODUCTION TO PHOTOJOURNALISM

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

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

MAGAZINE ARTICLE WRITING

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

MASS COMMUNICATION

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

MASS MEDIA IN AMERICAN CULTURE

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

MC 2 CSU
3 Units
Lecture: 3 hours
Prerequisite: Range II
or above in English
and Reading on COD
Assessment Test.

WRITING FOR THE MASS MEDIA

This course is designed to introduce students to the varieties and similarities in writing for the mass media. Students will be introduced to the style and requirements for writing for print, broadcast, advertising, and public relations. Reporting and interviewing skills will also be stressed.

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

INTRODUCTION TO BROADCASTING

This course will acquaint the student with the basic phases of radio and television broadcasting through a survey of its history, philosophy, legal aspects, networks, government relations, programming, production, sales and engineering operations. Open to all students seeking a background in the radio-television industry.

MC 4 CSU
3 Units
Lecture: 3 hours
Prerequisite: Range II
or above in English
and Reading on COD
Assessment Test.

INTRODUCTION TO MEDIA ADVERTISING

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

MC 5 CSU

3 Units

Lecture: 3 hours

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

INTRODUCTION TO PUBLIC RELATIONS

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

RADIO-TELEVISION

RTV 2 CSU

2 Units

Lecture: 1 hour

Laboratory: 3 hours

RADIO AND TELEVISION ANNOUNCING

This course offers microphone/broadcast announcing techniques and style for commercial delivery, news-casts, music shows, interviews, public service programs, sports and weather segments. There are also some assignments on writing copy for broadcast-news and commercials.

RTV 3A CSU

3 Units

Lecture: 2 hours

Laboratory: 3 hours

AUDIO PRODUCTION

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

RTV 3B CSU

3 Units

Lecture: 1 hour

Laboratory: 6 hours

Prerequisite: R-TV 3A or equivalent; demonstrated production proficiency.

ADVANCED AUDIO PRODUCTION

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

RTV 4A CSU

3 Units

Lecture: 1 hour

Laboratory: 6 hours

Prerequisite: Eligibility for Eng 51.

TELEVISION PRODUCTION

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

RTV 4B CSU

3 Units

Lecture: 1 hour

Laboratory: 6 hours

Prerequisite: RTV 4A or equivalent.

ADV. TELEVISION PRODUCTION

This is an advanced course in television production for those persons possessing proven television production skills. The focus will be on post production editing.

RTV 5 CSU

3 Units

Lecture: 3 hours

RADIO AND TELEVISION WRITING

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

READING

Rdg 1 CSU

2 Units

Lecture: 1.5 hour

Laboratory: .5 hours

Prerequisite:

Range III on the COD Assessment Test or successful completion of Rdg 60.

READING IMPROVEMENT

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

Rdg 45
1 Unit
Lecture: 0
Laboratory: 3 hours
Prerequisite: Vocabulary level of tenth grade or above as measured by standardized vocabulary tests.

ADVANCED VOCABULARY

This is an advanced course which emphasizes techniques for vocabulary development such as systematic study of word origins, derivations, roots, affixes, and an intensive study of word meanings.

Rdg 50
3 Units
Lecture: 3 hours
Laboratory: 2 hours
Prerequisite:
Range I on COD
Assessment Test
Co-requisite:
Eng 50.

BASIC READING

This course is designed to provide extensive study and practice of basic reading skills in preparation for college level courses. The student may choose the credit/no credit grading option.

Rdg 51
1 Unit
Laboratory: 3 hours
Prerequisite:
Range II on the
COD Assessment
Test.

SPELLING IMPROVEMENT

This is an individualized instruction course designed to help students spell correctly the more troublesome common words of English. Many of the words studied are those in which the sound-letter relationship poses particular spelling problems.

Rdg 55
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite:
Range I on COD
Assessment Test.

BASIC VOCABULARY

This is a basic course in vocabulary development which includes direct study of word meanings, familiarity with the dictionary, analysis of word parts, and working with commonly misunderstood words that sound or look alike. The student may choose the credit/no credit grading option.

Rdg 60 A, B
2 Units
Lecture: 1.5 hour
Laboratory: .5 hours
Prerequisite: Range II
on the COD Assessment Test.

ANALYTICAL READING

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

SPEECH (Sp)

Sp 1 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51 Reading
Range II.

INTRODUCTION TO HUMAN COMMUNICATION

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

<p>Sp 2 CSUC, UC 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 1A.</p>	<p>ORAL INTERPRETATION OF LITERATURE Oral Interpretation of Literature encourages student growth in the comprehension, analysis, and evaluation of all major forms of literature; prose, poetry, and drama. The study of literary genres, styles of composition techniques of characterization, approaches to literary criticism, performance skills, and editing techniques are discussed. The student is provided with an opportunity to synthesize classroom material through vocal performance before a classroom audience. Because of its holistic approach, the course is of benefit to students desiring skills in reading, writing, editing, performance and criticism.</p>
<p>Sp 3 CSUC, UC 3 Units Laboratory: 1 hour</p>	<p>VOICE AND DICTION Emphasis is placed on correct breathing as a foundation for good (speaking) voice production. All the vowel, diphthong and consonant sounds are taught by means of the International Phonetic Alphabet. Variety and quality of vocal production are achieved through the practice in class and in the laboratory of (speaking) voice exercises. The course is recommended for all students who wish to improve their spoken English, for foreign students desirous of learning better spoken English, and for students majoring in Theatre Arts who need to acquire better diction and vocal skills.</p>
<p>Sp 4 CSU, UC 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51.</p>	<p>PUBLIC SPEAKING This course includes study and practice of the basic techniques of successful public speaking. Emphasis is given to development of an effective personal style of communication with an audience. Informative, expository, persuasive and impromptu forms of speaking are covered. No previous experience is assumed.</p>
<p>Sp 5 CSU 3 Units Lecture: 3 hours Prerequisite: Eligibility for English 51</p>	<p>GROUP DISCUSSION AND LEADERSHIP This course includes examination and practice of the basic principles of group interaction and communication. Focus is given to leadership, power, physical environment, conformity, conflict group change and growth.</p>
<p>Sp 7 CSU, UC 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 1A.</p>	<p>DECISION MAKING/ADVOCACY The course studies the process of decision making as it relates to attitudes, values, beliefs and cultural myths. The course covers basic argumentation, persuasion and the effective use of evidence. Students learn advocacy skills both through practice and analysis of media, propaganda and current and historical political speech.</p>
<p>Sp 12,A,B CSU 3 Units Lecture: 1.5 hours Laboratory: 1.5 hours Prerequisite: Completion of Sp 4 with a grade of "A".</p>	<p>TEACHING OF PUBLIC COMMUNICATION SKILLS The course is designed to permit students with high levels of interest and proficiency in public speaking to study both public communication and the teaching of public communication skills. This will be primarily accomplished by students serving as facilitators for a public speaking class. There is intensive work in the critiquing of speeches, group interaction, and preparation of classroom speaking assignments.</p>
<p>Sp 15 CSU, UC 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51 Reading Range II.</p>	<p>INTERCULTURAL COMMUNICATION The course focuses on the communication behaviors and values common to all cultures and on the differences that insulate and divide people of one culture from others. Inter-cultural Communication involves Perception, Verbal and Nonverbal (body language, appearance, touching, space, and time). Processes, Value and Belief Systems, Social Organization Stereotyping and Prejudice. The study leads to a better understanding of American traditions, increased appreciation of the customs of others, and an awareness of more effective methods of communication.</p>

CULINARY ARTS

CArt 3

5 Units
Lecture: 2.8 hours
Laboratory: 6.6 hours
Prerequisite:
Eligibility for
Eng 51 or higher.

PRINCIPLES OF COOKING

This course is a comprehensive study of the physical changes which take place when preparing foods and the safe and sanitary use of hand tools, knives and kitchen equipment. The course will focus on "hands-on" experience in the production of stocks, broths, glazes, leading and small sauces, gravies, emulsified sauces, soups, cooking methods using moist-heat, dry-heat using fat and the art of seasoning and flavoring.

CArt 5

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

PRINCIPLES OF BAKING

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

CArt 6

5 Units
Lecture: 2.8 hours
Laboratory: 6.6 hours
Prerequisite:
Eligibility for
Eng 51 or higher.

GARDE MANGER

This course is a comprehensive study of the skills necessary in the preparation and presentation of cold buffets. The course will focus on "hands-on" experience in the production of aspic jellies, chaud froid sauces, force-meats, pates, gelatins, sausages, mousses, brines, dry cures, marinades, smoked meats, poultry and fish, salt dough display pieces, vegetable flow-ers, buffet table and tray centerpieces using fruits and vegetables and ice sculptures.

CArt 8

5 Units
Lecture: 2.8 hours
Laboratory: 6.6 hours
Prerequisite: Eligibility
for Eng 51 or above.

CLASSICAL BUFFET DESSERTS & COMPETITION DISPLAYS

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

CArt 10

3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51 or above.

FOOD PROCUREMENT AND COST CONTROL

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

CArt 15

4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: Eligibility
for Eng 51 or above.

RESTAURANT DESSERTS

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

CArt 32

3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51 or above.

INTRODUCTION TO FOOD SERVICE

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

CArt 33

4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: Eligibility
for Eng 51 or above.

INTRODUCTION TO BAKING

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

CART 34

4 Units

Lecture: 3 hours

Laboratory: 3 hours

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

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

DEVELOPMENTAL EDUCATION

An integral part of the course offerings at College of the Desert available to the residents of the Coachella Valley are the basic skills courses offered by Developmental Education. Located on the Library Mezzanine (LM) in the center of the campus, Developmental Education makes it possible for adult students to complete courses in several fundamental skill areas. Most classes and programs are open-entry, open-exit, thereby allowing students to register at any time during the school year. Classes are held day and evening and at both on campus and off campus locations.

The courses in Adult Basic Education are centered around the learning skills normally acquired in grades 1-8 with the emphasis on developing reading, writing, mathematics, communication and life skills.

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

The Department also offers a program to prepare students for the GED Test. Many businesses and governmental agencies accept the GED certificate in lieu of the high school diploma. Arrangements for taking the GED Test are to be made in LM4A. There is a fee for the GED Test.

HIGH SCHOOL DIPLOMA

The following courses are available for high school credit:

Dept.	Number		Dept.	Number	
DE	320 A-C	Fund of English	DE	343 A-B	Computer Discovery
DE	324 A-B	Rdg Control Lab	DE	348 A-B	General Science
DE	326 A-B	U.S. Modern World	DE	364 A-D	GED Test Preparation
DE	328 A-B	Prac Amer Govmnt	DE	368 A-B	Beginning Typewriting
DE	332 A-B	World History	DE	376 A-D	Typing
DE	334	U.S. Citizenship	DE	390 A	Consumer Education
DE	342 A-C	Prac Basic Math			

ENGLISH AS A SECOND LANGUAGE

The English as a Second Language Program operates on a year round, open-entry, open-exit basis, offers instruction at all levels of proficiency for persons who are learning English as a Second Language. All persons 18 years of age and older, regardless of their educational background are welcome to participate in this program.

Dept.	Number	Course Title
DE	99	ESL Language Laboratory
DE	310 A-B	ESL Civics I
DE	382 A-F	ESL Grammar
DE	384 A-F	ESL Reading & Writing
DE	386 A-F	ESL Oral Communication
DE	388 A-F	ESL Conversational Skills

EL INGLES COMO SEGUNDO IDIOMA

El departamento de "Developmental Education", Ingles Como Segundo Idioma, ofrece programas de instruccion para todos los niveles de habilidad para las personas que estan estudiando el ingles como lengua extranjera o segundo idioma. Se encuentra en el Laboratorio de Aprendizaje del Colegio del Desierto, y las clases que se ofrecen en este departamento se reunen durante todo el ano y reciben nuevos estudiantes todos los dias. Debe de notarse que el programa continua en el verano sin tomar en cuenta el calendario del ano academico escolar.

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

SPECIAL EDUCATION AND GUIDANCE

SPECIAL EDUCATION

Dept.	No.	Course Title
DE	301	Assessment of Learning Dysfunction
DE	304	Special Education Laboratory
DE	305	Computer Access Assessment

Developmental Education also offers a range of courses and programs in special education and guidance. The following is a list of courses in these areas.

GUIDANCE

DEGu 40

2 Units

Lecture: 2

Laboratory:0

Prerequisite: Intended for students with verified disabilities, but open to non-disabled as well.

PERSONAL ASSESSMENT FOR STUDENTS WITH DISABILITIES

Emphasis of this course will be on self-assessment for the student who is disabled, as well as information dissemination. Topics to be discussed will include personal goals, counseling, the college experience, career exploration and college support services and programs. The law and the disabled will be discussed.

DEGu 40A CSU

2 Units

Lecture: 2 hours

PERSONAL ASSESSMENT FOR THE HANDICAPPED

An exploration of the individual needs and goals of the handicapped including college experience, guidance, counseling, supportive services and job placement. Emphasis will be on information disseminating and self-assessment.

DEGu 40B CSU

2 Units

Lecture: 2 hours

EMPLOYMENT FOR THE HANDICAPPED

Emphasis is on the fundamentals of employment and the process of developing goals for future employment of the handicapped.

DEGu 41

2 Units

Lecture: 1.5 hours

Laboratory: 1.5 hours

Prerequisite: College verified learning disability or acquired brain injury. Pre-or Co-requisite: DEGu 44.

INFORMATION-MANAGEMENT STRATEGIES

Course emphasis is to develop or enhance student's ability to manage and organize information. Multi-media instruction is utilized. The lecture section will include video, and/or specific software programs designed to generate informed discussions focused on current events and human interest topics. The lab section provides repetition of the stimulus topic event via video tape or software utilization, plus individualized computer assisted instruction, specific to Word Processing skill development.

DEGu 42

2 Units

Lecture: 1.5 hours

Laboratory: 1.5 hours

Prerequisite: Verified disability, Pre-or Co-requisite: keyboarding skills.

ALTERNATIVE LEARNING STRATEGIES

This is a specialized computer assisted instruction for students with learning disabilities or acquired brain injuries to provide opportunity to maximize their learning potential and increase academic efficiency.

<p>DEGu 44 1 Unit Lecture: 0 Laboratory: 3 hours Prerequisite: Verified disability, Computer Access Evaluation may be required.</p>	<p>COMPUTER ACCESS KEYBOARDING Students with verified disabilities will be provided individualized training in keyboarding and word processing skills as is specific to the microcomputer and the technological adaptations chosen. This course is designed to teach keyboarding basics to disabled students who must use adaptive technologies for successful access to the keyboard or screen and/or are unable to compete successfully in mainstream typing classes.</p>
<p>DEGu 45 2 Units Lecture: 2 hours Prerequisite: Verified handicapped condition.</p>	<p>JOB SKILLS DEVELOPMENT This is a course designed to assist students with disabilities in the process of developing and pursuing goals for employment. The course includes clarification, identification of skills, job search techniques and identification of community resources for employment.</p>
<p>DEGu 47 .5 Units Lecture: 0 Laboratory: 1.5 hours Prerequisite: Verified disability, DEGu 304 or equivalent.</p>	<p>COMPUTER ACCESS APPLICATIONS Students with various verified disabilities will implement and utilize acquired skills with personalized adapted computer technologies to perform tasks required of regular course enrollment(s) and participation.</p>
<p>DEGu 49 1/2 Unit Lecture: 1/2 hour</p>	<p>CAREER CHANGERS WORKSHOP This course is designed to assist students with the process of career decision making. The focus on self assessment and career information will provide students with on-going system for implementation of career goals.</p>
<p>DEGu 50 1 Unit Lecture: 4 hours</p>	<p>CAREER EXPLORATION A group guidance class to assist the student in short and long term educational and occupational goals. Administration and evaluation of vocational and personality testing to be followed by individual counseling interviews. Normally offered as a six week course.</p>
<p>DEGu 51A 2 Units Lecture: 2 hours</p>	<p>PEER COUNSELING TECHNIQUES This is a course for students who wish to develop effective techniques for counseling their peers; to gain accurate and more extensive knowledge of the opportunities available to COD students; and become informed of the referral resources and procedures for guiding peers toward additional counseling and advising.</p>
<p>DEGu 52 1 Unit Lecture: 1 hour</p>	<p>RE-ENTRY ORIENTATION This six week course is designed for the student returning to school after an absence. Lecture and group discussion will emphasize personal growth, positive attitudes, and skills to make a smooth transition to the community college.</p>
<p>DEGu 60 1 Unit Lecture: 1 hour Prerequisite: For first time college students.</p>	<p>ORIENTATION TO COLLEGE This is a course to assist the first-time college student. The course will emphasize college enrollment procedures and policies, development of basic educational survival skills, and provide pertinent information both to enable the student to become familiar with general college expectations and to be able to formulate a realistic educational plan.</p>
<p>DEGu 60A 1/2 Unit Lecture: 1/2 hour</p>	<p>ORIENTATION TO COLLEGE This is a course to assist the first-time college student. The course will include college enrollment procedures, development of basic educational survival skills, help in interpretation of College of the Desert Assessment Test, and help in formulating a realistic long-range educational plan.</p>

STUDY SKILLS

DESS-A
0 Units

STUDY SKILLS SEMINARS

These one hour seminars are designed to demonstrate and provide practical experience in effective study strategies. Among the topics covered are notetaking, mindmapping, memory and concentration, how to take tests, relaxed learning, analyzing course demands, how to prepare for essay and objective tests, and other topics as the need appears.

DESS 54
1 Unit
Lecture: 1 hour

APPLIED STUDY SKILLS

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

DESS 55
1/2 Units
Lecture: 1/2
Prerequisite:
Eligibility for
Eng 51 and Rdg 60A.

SKILLS DEVELOPMENT-ELECTRONIC

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

DESS-66
1 Unit
Lecture: 1 hour

HIGH PERFORMANCE LEARNING

This course is designed to enhance students' learning in college by providing the tools necessary to form successful study habits. A major emphasis throughout is on ways to achieve self-motivation. Content includes note taking, mindmapping, effective listening, time management, memory, concentration, how to prepare for and take tests, analyzing learning styles, relaxation as an aid to learning, and how to prepare term papers.

ENGINEERING/TECHNOLOGY

ARCHITECTURE

Arch 1 CSU,UC
3 Units
Lecture: 3 hours
Prerequisite: Completion of Dra 1 or equivalent.
Eligibility for
Eng 51 or concurrent enrollment in Eng 50.

FUNDAMENTALS OF ARCHITECTURAL DESIGN

This course provides an introduction to the field of architecture as a profession and to the design process as a basis for architectural analysis. Studies in line, area, color, and textures in two and three dimensions are included. Relationships between architectural design and environmental issues are discussed.

Arch 2 CSU
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite:
Eligibility for Eng 51 or concurrent enrollment in Eng 50.

BUILDING MATERIALS

This course covers building materials and construction methodology of single family homes and commercial building. Also covered are techniques of application of various building materials normally used in the construction process.

Arch 3A CSU
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisites: Arch 2

ARCHITECTURAL DETAILING I

Typical details and basic information for wood frame structures.

Arch 3B
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: Arch 3A
or architecture experience approved by the instructor.

Arch 3C CSU
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: Arch 3A
or 3B

Arch 5 CSU, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours

Arch 11
3 Units
Lecture: 3 hours

Arch 12
2 Units
Lecture: 2 hours

ARCHITECTURAL DETAILING II

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

ARCHITECTURAL DETAILING III

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

PERSPECTIVE, SHADES, AND SHADOWS

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

ARCHITECTURAL BLUEPRINT READING

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

CONSTRUCTION ESTIMATING

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

AIR CONDITIONING & REFRIGERATION

ACR 60
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: Concurrent enrollment in ACR 64 is recommended. Eligibility for Math 50 and Eng 51 or concurrent enrollment in Eng 50.

ACR 61
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisites:
ACR 60; Concurrent enrollment in ACR 64 or ACR 65 is recommended.

ACR 62
3 Units
Lecture: 3 hours
Prerequisites:
ACR 60, 61, 64, and 65. Eligibility for Eng 51 and Math 50.

AIR CONDITIONING/REFRIGERATION I

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

AIR CONDITIONING/REFRIGERATION II

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

AIR CONDITIONING III

This course will cover air conditioning systems application and equipment, with an emphasis on service diagnosis, repair and maintenance procedures currently practiced in the field. Techniques for system sizing and selection are presented to the student, with practice solving practical problems.

ACR 63

3 Units

Lecture: 3 hours

Prerequisites:

ACR 60, 61, 64,
and 65. Eligibility
for Eng 51 and
Math 50.Co-requisite: ACR
70A or 70B.**REFRIGERATION IV**

This course emphasizes commercial refrigeration systems and equipment. Field accepted diagnostic procedures, service techniques and repair methods for commercial refrigeration systems are covered. This course also introduces system sizing, selection and design techniques.

ACR 64

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite:

Eligibility for
Eng 51 and Math 50
or concurrent enroll-
ment in Eng 50.**AIR CONDITIONING/REFRIGERATION I**

In this course the student is introduced to alternating current electrical theory. The methods used commercially to generate and distribute electrical power are presented. The use of electricity in air conditioning and refrigeration equipment is outlined. The operation, application, wiring, control and basic troubleshooting of induction motors is discussed in detail.

ACR 65

2 Units

Lecture: 2 hours

Prerequisites:

ACR 64. Concurrent
enrollment in
ACR 70C
recommended.**AIR CONDITIONING/REFRIGERATION ELECTRICITY II**

In this course the student is introduced to the procedures, techniques and instruments utilized for trouble shooting the motors, circuitry and control elements for air conditioning and refrigeration equipment. Variations in control systems, including solid state and pneumatic control are described and analyzed.

ACR 66

1 Unit

Lecture: 1 hour

AIR CONDITIONING LOAD ESTIMATING

Load estimating techniques for residential and commercial air conditioning applications. Uses ACCA Manual J and Manual N systems. Introduces energy management survey techniques. Solar application and estimating techniques. Normally offered as a six weeks course.

ACR 67

1 Unit

Lecture: 1 hour

REFRIGERATION LOAD ESTIMATING

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

ACR 68

1 Unit

Lecture: 1 hour

AIR DISTRIBUTION SYSTEM DESIGN

Duct system design and layout for residential and commercial air conditioning applications. Investigates duct system materials, installation and air balancing. Normally offered as a six weeks course.

ACR 69

1 Unit

Lecture: 1 hour

AIR CONDITIONING/REFRIGERATION COST ESTIMATING

Introduces cost estimating techniques for new unit installation and unit repair of air conditioning and refrigeration equipment. Utilizes manufacturers' prices, specifications and catalog materials. Normally offered as a six weeks course.

ACR 70 A,B,C

1 Unit

Laboratory: 3 hours

Concurrent or pre-
vious enrollment in
ACR lecture classes.**AIR CONDITIONING/REFRIGERATION LAB**

The course provides shop experience in troubleshooting; installation and repair of air conditioning and refrigeration equipment.

ACR 71

2 Unit

Lecture: 2 hours

Prerequisite:

ACR 60, ACR 64,
ACR 61 and ACR 65
recommended.**HEAT PUMPS**

The course presents a study of the operation, application and service of the heat pump air conditioning system. It explores reverse cycle refrigeration machines, air interchange cycles, water interchange cycles, solar assisted systems and special application heat pump.

ACR 072
2 Units
Lecture: 2 hours
Prerequisite: ACR
60,61,64,65.

AIR CONDITIONING/REFRIGERATIONS

Continuing study of the electrical circuits and components found in modern air conditioning and refrigeration equipment. Includes advanced diagnostic techniques, circuit design, solid state and pneumatic control systems.

AUTOMOTIVE AND POWER

Auto 1 CSU
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite:
Eligibility for
Eng 51 or concurrent enrollment in
Eng 50.

AUTOMOTIVE PRINCIPLES I

This course provides fundamental and basic knowledge of the internal combustion gasoline and diesel engine and its systems. This course will include fundamentals of the electrical and fuel systems and basic mathematics related to the automobile.

Auto 2
3 Units
Lecture: 1 hour
Laboratory: 1 hour
Prerequisite: Auto 1
or equivalent.

AUTOMOTIVE PRINCIPLES II

This course will stress automotive engine operation principles. Practical work in the operation, inspection, maintenance, and repair of engines is included. Drive train principles, steering mechanisms, brake systems, suspensions and hydraulics systems will be studied.

Auto 3 CSU
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Auto 1.

AUTO PRINCIPLES III

This course will provide theory and practice of using different electrical equipment with an emphasis on hand held test equipment. Breaker point, electronic and computer type ignitions will be covered.

Auto 12 CSU
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite:
Auto 1 or equivalent.

AUTOMOTIVE BRAKE SYSTEMS

This course is a study in the operating principles, design, repair, and diagnosis of automotive brake systems on domestic and foreign cars.

Auto 13 CSU
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite:
Auto 1 or equivalent.

AUTOMOTIVE SUSPENSIONS

This course is a study in the theory of automotive wheel alignment, balancing, front end suspension and steering systems.

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

AUTOMOTIVE ELECTRICITY AND LICENSE PREPARATION

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

Auto 15
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite:
Auto 1 or equivalent.

BRAKES AND SUSPENSION

This course is a study in the operating principles, design, repair and diagnosis of automotive brake systems on domestic and foreign cars, as well as the theory and practical experience in wheel alignment, balancing, suspension, and steering systems.

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

TUNE UP/ELECTRICAL SYSTEMS

This course is a study of electrical systems, starters, generators, voltage regulators, lighting systems and ignition systems. It incorporates operating principles, trouble diagnosis, testing operations and maintenance procedures using the latest equipment and techniques.

Auto 40 CSU

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

BASIC SHOP OPERATION

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

Auto 41 CSU

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

BASIC AUTOMOTIVE ELECTRICAL SYSTEMS

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

Auto 42 CSU

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

BASIC FUEL AND IGNITION SYSTEMS

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

Auto 46 CSU

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

AUTOMOTIVE DIAGNOSTIC EQUIPMENT

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

Auto 50 CSU

2.5 Units
Lecture: 1.5
Laboratory: 3 hours
Prerequisite: Eligibility for Eng 51 and Rdg 60A or concurrent enrollment in Eng 50 and Auto 41 and 42. One year HS Auto Shop or equivalent.

AUTOMOTIVE COMPUTER SYSTEMS

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

Auto 60

2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Successful completion of Auto 1 or equivalent.

AUTOMOTIVE ACCESSORIES AND AIR CONDITIONING

This course focuses on the physics involved in automotive air conditioning. The refrigerated air conditioning and heating system installation, troubleshooting, and servicing.

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

Auto 62
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite:
Successful completion
of Auto 1 or equivalent
experience.

Auto 63
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite:
Successful completion
of Auto 1 or
equivalent.

Auto 64
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite:
Eligibility for Eng 51
and Rdg 60A or
concurrent enrollment
in Eng 50. Successful
completion of Auto 1
or equivalent.

Auto 65
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite:
Auto 1 or
equivalent.

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

Auto 67
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
Eng 51 or concurrent
enrollment in Eng 50.
Minimum one year
field experience or
equivalent automotive
training.

AUTOMOTIVE TUNE-UP (ELECTRICAL IGNITION SYSTEMS)

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

AUTOMOTIVE TUNE-UP II FUEL SYSTEMS

Automotive gasoline and diesel fuel systems, cooling, and lubrication are studied in this course. Diagnosis, application, and servicing are included.

ENGINE REBUILDING

This course will cover automotive gasoline and diesel engine reconditioning methods and procedures. Instruction will include practice in cylinder boring, wrist pin fitting, rod aligning, valve seat grinding, assembly and disassembly.

AUTOMATIC TRANSMISSIONS

This course examines the science of hydraulics as applied to the theory, inspection, care, maintenance and repair of automatic transmissions.

STANDARD TRANSMISSIONS AND DRIVE TRAINS

This course covers the principles of operation and repair of differentials, clutches, and three, four and five speed transmissions and transaxles.

LICENSE PREPARATION BRAKES CLASS A

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

EMISSION CONTROL LICENSE PREPARATION

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

Auto 68
1 Unit
Lecture: 1 hour
Prerequisite:
One year job
experience or
completion of
three automotive
courses.

NIASE TEST PREPARATION

This course prepares the student for the Automotive Service Excellence Test (NIASE): "Automotive Certificate Exam". Topics covered include: brakes, front end, engine repair, engine performance, automatic transmission/transaxle, manual drive train and axles, electrical and heating/air conditioning. Test-taking techniques are also covered.

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

SMALL ENGINES

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

Auto 71 A-L
1 Unit
Laboratory: 3 hours
Prerequisites:
Concurrent enroll-
ment in one or
more automotive
classes.

AUTOMOTIVE LABORATORY

This lab course is designed to provide the student with a broad range of training experiences. Lab assignments are determined by the availability of required repairs on instructor assigned vehicles.

Auto 72 A-F
2 Units
Laboratory: 6 hours
Prerequisites:
Concurrent enroll-
ment in one or
more automotive
classes.

AUTOMOTIVE LABORATORY

This lab course is designed to provide the student with a broad range of training experiences. Lab assignments are determined by the availability of required repairs on instructor assigned vehicles.

Auto 73 A-D
3 Units
Laboratory: 9 hours
Prerequisites:
Concurrent enroll-
ment in one or
more automotive
classes.

AUTOMOTIVE LABORATORY

This lab course is designed to provide the student with a broad range of training experiences. Lab assignments are determined by the availability of required repairs on instructor assigned vehicles.

Auto 74 A-C
4 Units
Laboratory: 12 hours
Prerequisites:
Concurrent enroll-
ment
in one or more
automotive classes.

AUTOMOTIVE LABORATORY

This lab course is designed to provide the student with a broad range of training experiences. Lab assignments are determined by the availability of required repairs on Instructor assigned vehicles.

BUILDING INSPECTION TECHNOLOGY

BIT 10
3 Units
Lecture: 3 hours
Laboratory: None

INTRODUCTION TO UBC

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

BIT 11
3 Units
Lecture: 3 hours
Laboratory: None

PLAN CHECK NONSTRUCTURAL

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

ELECTRONICS

Elec 30 CSU

4 Units

Lecture: 3 hours

Laboratory: 3 hours

INTRODUCTION TO ELECTRONICS

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

Elec 31 CSU

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Elec 30.

INTRODUCTION TO ELECTRONICS II

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

Elec 41 CSU

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: High School Algebra or Math 50 or Math 55. High school electricity or equivalent recommended.

ELECTRONIC CIRCUIT ANALYSIS I (DC CIRCUITS)

A study of fundamentals of electricity and direct current circuits in series, parallel, and complex circuit configurations. Covers electrical energy sources, atomic and sub-atomic structures, power, work, Ohm's and Kirchhoff's Laws, and DC network theorems. Includes magnetic circuits, measuring instruments. Theoretical concepts are reinforced through laboratory procedures.

Elec 42 CSU

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Electronics 41.

Trigonometry recommended.

ELECTRONIC CIRCUIT ANALYSIS II (AC CIRCUITS)

A detailed study of alternating current theory and application. Stresses the topics of electrical power systems, reactance, impedance, susceptance, conductance, coupled circuits, sinusoidal waves, transformers, filters, attenuators, pads, and alternating current network theorems. Solutions to alternating current circuits emphasize the use of complex algebra and trigonometry in conjunction with the slide rule. Laboratory procedures are used to reinforce theoretical concepts.

ENGINEERING

Engr 2 CSU, UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite:

Eng 50 or eligibility for Eng 51. Math 5 or equivalent.

SURVEYING

This course offers theory and hands on experience in engineering surveying. Students will become familiar with surveying terminology, engineering and architect scales, the care and use of levels, transits and related equipment, land measurements, differential leveling, cut and fill computations, contours, traverses, shape staking and deed descriptions.

Engr 3 CSU, UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite:

Eligibility for Eng 51 and Math 50 or concurrent enrollment in Math 57.

ENGINEERING GRAPHICS

This course is a pre-engineering course which allows students to create solutions to problems and communicate thoughts graphically. It includes formal lettering, sketching and mechanical drawing of objects in 2 and 3 dimensions, orthogonal principles, precision dimensions, and tolerancing.

Engr 4 CSU, UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite:

Dra 1. Eligibility for Math 50.

DESCRIPTIVE GEOMETRY

This course covers solutions to drafting, engineering and architectural problems by graphical methods, and space relationships of points, lines, planes and solids. It includes developments, intersections, and vector diagrams.

INDUSTRIAL DRAFTING

Dra 1 CSU

3 Units

Lecture: 1 hour

Laboratory: 6 hours

Prerequisite:

Eligibility for

Eng 51 or concurrent enrollment in Eng 50.

TECHNICAL DRAFTING I

This is an introductory drafting course that covers basic skills in lettering, line control, use of architecture, engineering and metric scales, freehand and mechanical drawing techniques, and shape description using drafting tools. This is an appropriate course for students whose major requires basic drafting skills.

Dra 2 CSU

3 Units

Lecture: 1 hour

Laboratory: 6 hours

Prerequisite: Dra 1.

TECHNICAL DRAFTING II

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

Dra 5 CSU, UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: Comple-

tion of, or currently

enrolled in Dra 1,

Engr 3, Arch 3A,

3 years H.S. drafting,

or work experience

approved by

instructor.

INTRODUCTION TO COMPUTER AIDED DRAFTING

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

WELDING

Weld 28A CSU

2 Units

Lecture: 1 hour

Laboratory: 3 hours

INDUSTRIAL WELDING PROCESSES I

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

Weld 28B CSU

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: Weld

28A with grade of C

or better.

INDUSTRIAL WELDING PROCESSES II

Includes applications of advanced welding techniques in specific assigned positions. Involves joint design and preparation, filler wire selection, and finished weld evaluation. Preparing and testing weld specimens. Course designed to advance students toward welding certification.

Weld 28C CSU

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisites: Suc-

cessful completion of

Weld 28A, 28B.

INDUSTRIAL WELDING PROCESSES III

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

FIRE SCIENCE

FIRE SCIENCE

FS 51 CSU

3 Units

Lecture: 3 hours

Prerequisite:

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

FS 52 CSU

3 Units

Lecture: 3 hours

Prerequisite:

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

FS 53 CSU

3 Units

Lecture: 3 hours

Prerequisite:

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

FS 54 CSU

3 Units

Lecture: 3 hours

Prerequisite:

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

FS 55 A, B, C

3 Units

Lecture: 3 hours

FS 56 CSU

3 Units

Lecture: 3 hours

Prerequisite:

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

FS 57 CSU

3 Units

Lecture: 3 hours

Prerequisite:

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

INTRODUCTION TO FIRE SCIENCE

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

INTRODUCTION TO FIRE SUPPRESSION

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

FUNDAMENTALS OF FIRE PREVENTION

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

FIRE TACTICS AND STRATEGY

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

HAZARDOUS MATERIALS

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

FIRE PROTECTION EQUIPMENT AND SYSTEMS

The student will study various fire protection equipment and systems. Topics will include: portable fire extinguishers, sprinkler systems, systems for special hazards, and fire alarm and detection systems.

RELATED CODES AND ORDINANCES

This course focuses on uniform building codes, national electrical codes, and life safety codes. The student will become familiar with national, state and local laws and ordinances which influence the field of fire prevention. Field trips may be required.

- FS 58 CSU**
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51 and Rdg 60A or concurrent enrollment in Eng 50.
- FIRE HYDRAULICS**
This course includes the following topics: review of basic mathematics, hydraulic laws as applied to the fire service, application of formulas and mental calculation to hydraulic problems, water supply problem, and Underwriters' requirements for pumps.
- FS 59 CSU**
3 Units
Lecture: 3 hours
- BUILDING CONSTRUCTION FOR FIRE PROTECTION**
Fundamentals of building construction as it relates to fire protection. Classification by occupancy and types of construction, with emphasis on fire protection features, including; building equipment, facilities, fire resistive materials and high rise considerations.
- FS 60 CSU**
3 Units
Lecture: 3 hours
- FIRE COMPANY ORGANIZATION AND MANAGEMENT**
Review of fire department organization, fire company organization, the company officer, personnel administration, communications, fire equipment, maintenance, training, fire prevention, fire fighting, company fire fighting capability, records and reports. Field trips may be required.
- FS 61 CSU**
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51 and Rdg 60A or concurrent enrollment in Eng 50.
- FIRE APPARATUS AND EQUIPMENT**
This course provides the student with information on driving laws, driving technique, construction and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment, and apparatus maintenance.
- FS 62 CSU**
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51 and Rdg 60A or concurrent enrollment in Eng 50.
- RESCUE PRACTICES**
This course covers the fire company role in life saving, development and organization of rescue companies, rescue equipment, training for rescue service, and rescue practices and procedures.
- FS 63A CSU**
1 Unit
Lecture: 1 hour
Prerequisite: Eligibility for Eng 51 and Rdg 60A or concurrent enrollment in Eng 50.
- FIRE SERVICE PRINCIPLES AND PROCEDURES I**
This course is 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. Other topics covered include training in the use and care of fire service tools, hose, nozzles, and fittings, ladder rescue equipment, and salvage equipment.
- FS 63B CSU**
1 Unit
Lecture: 1 hour
Prerequisites: Eligibility for Eng 51 and Rdg 60A or concurrent enrollment in Eng 50.
- FIRE SERVICE PRINCIPLES AND PROCEDURES II**
This course is designed to develop a fundamental knowledge of fire ground operations, an appreciation for comprehensive training, and the ability to lay hose with apparatus and to perform above-ground evolutions and salvage operations.
- FS 64A CSU**
1 Unit
Lecture: 1 hour
Prerequisite: Eligibility for Eng 51 and Rdg 60A or concurrent enrollment in Eng 50.
- FIRE CONTROL I**
This course is designed to develop a knowledge of basic chemistry and the behavior of fire, a basic knowledge of building design and fire protection equipment and systems, and a basic understanding of fire strategy.

FS 72 CSU

3 Units

Lecture: 3 hours

Prerequisite:

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

HAZARDOUS MATERIALS II

This course is an in-depth study of the problems involved in the handling, manufacture, storage, transportation, use, and laws and standards governing the same, of hazardous materials likely to be encountered in fire fighting practices.

FS 73 CSU

3 Units

Lecture: 3 hours

Prerequisite:

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

FIRE SERVICE RECORDS AND REPORTS

This course familiarizes Fire Service personnel in the use of typical records and reports systems. The topics covered include knowledge and understanding of Fire Department record systems, and principles of report writing and application in the area of pre-fire surveys, post fire reporting, and research and planning.

FS 74 CSU

3 Units

Lecture: 3 hours

FIRE SERVICE COMMUNICATIONS SYSTEMS

An introduction to the basic fire alarm operator's area of specialized knowledge, duties and performance objectives. A general course on the installation, operation, and testing of fire alarm and communication systems. Designed for Alarm Operators and potential Alarm Operators.

FS 75 CSU

3 Units

Lecture: 3 hours

Prerequisite:

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

WILD LAND FIRE CONTROL I

This course is designed to provide the employed Fire Fighter or Fire Science Major with a fundamental knowledge of the factors affecting wild land fire prevention, fire behavior, and control techniques.

FS 76 CSU

3 Units

Lecture: 3 hours

Prerequisite:

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

FIRE VEHICLE MAINTENANCE FOR OPERATORS AND MECHANICS

This course includes a fundamental survey of basic vehicle construction, including the main powering systems (fire pumps excluded) and techniques of maintenance.

FS 80

3 Units

Lecture: 3 hours

Prerequisite:

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

FIRE INVESTIGATION

This course introduces the student to arson and incendiary fires. Additional topics covered include: methods of determining fire cause, recognizing and preserving evidence, interviewing and determining witnesses, procedures in handling juveniles, court procedure and giving court testimony.

FS 81 CSU

2 Units

Lecture: 2 hours

Eligibility for Eng 51
and Rdg 60A or con-
current enrollment in
Eng 50.

DRIVER OPERATOR I

This course reviews vehicle laws and driver responsibilities and provides information on emergency response procedures, apparatus and equipment maintenance procedures, and the maneuvering of fire apparatus through controlled driving exercises and in normal traffic conditions. This is a California State Fire Marshal Office approved course.

FS 82 CUS
2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for
Eng 51 and Rdg 60A
or concurrent
enrollment in Eng 50.

FIRE INVESTIGATION 1B

This course will focus on arson investigation. Topics studied will include evidence, fire deaths, interviewing, crime scene searches, motives, criminal laws, juvenile law, and procedures and intent. This is a California Fire Marshal Office approved course.

FS 84 CSU
2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for
Eng 51 and Rdg 60A
or concurrent
enrollment in Eng 50.

PUMP OPERATIONS

This course covers the types and design of fire pumps and the principles of pumping, including operating pumps under fire ground conditions. Additionally, the course includes review of applied mathematics, hydraulic laws, and application of mental hydraulic calculations. This is a California State Fire Marshal Office approved course.

FS 87
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
Eng 51 and Rdg 60A
or concurrent
enrollment in Eng 50.

AIRCRAFT CRASH AND RESCUE

This course will cover the basics in regard to the history and development of aircraft fire protection, aircraft types, engines and systems, specialized fire fighting and rescue apparatus, protective clothing, extinguishing agents, armament and explosive cargo, nuclear weapons, aircraft fire and rescue communications, pre-incident planning, airfield operations, familiarization of airport and surrounding areas, fire department training, fire prevention during fueling operations, aircraft fire fighting and rescue procedures, types of aircraft incidents, fighting aircraft fires and post incident operations.

FS 88 CSU
2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for Eng 51
and Rdg 60A or con-
current enrollment in
Eng 50.

FIRE INVESTIGATION I

The students will study the national arson problem and the cost factors affecting the American public. Topics studied will include responsibilities of the fire inspecting officer, the nature and affect of ethical and unethical conduct, and the authority and responsibility the inspecting officer has to his/her profession.

FS 89 CSU
2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for Eng 51
and Rdg 60A or con-
current enrollment in
Eng 50.

FIRE PREVENTION 1A

The students will study specific fire protection practices recommended by the California State Fire Marshal's office. Topics studied will include the Fire Marshal's regulations as they pertain to compressed and liquified gases, toxic materials, radioactive substances, explosives, building materials, codes, and the general prevention of private home and public building fires.

FS 90 CSU
2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for
Eng 51 and Rdg 60A
or concurrent
enrollment in Eng 50.

FIRE PREVENTION 1B

This course focuses on the codes, ordinances and statutes that pertain to fire prevention practices in California. Some topics of discussion include: building construction and occupancy, evacuation procedures, inspection reports, and processing plans. This is a California State Fire Marshal Office approved course.

FS 91 CSU
2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for
Eng 51 and Rdg 60A
or concurrent
enrollment in Eng 50.

FIRE COMMAND 1A

This course provides instruction and simulation time to the participants pertaining to the initial decision and action processes at a working fire. The course includes areas of discussion on the fire officer, fire behavior, fire-ground resources, operations and management. This is a California State Fire Marshal Office approved course.

FS 92 CSU
2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for
Eng 51 and Rdg 60A
or concurrent
enrollment in Eng 50.

FS 93 CSU
2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for
Eng 51 and Rdg 60A
or concurrent enrollment
in Eng 50.

FS 94 CSU
2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for
Eng 51 and Rdg 60A
or concurrent
enrollment in Eng 50.

FS 95 CSU
2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for
Eng 51 and Rdg 60A
or concurrent
enrollment in Eng 50.

FS 96 CSU
2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for
Eng 51 and Rdg 60A
or concurrent
enrollment in Eng 50.

FS 97 CSU
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
Eng 51 and Rdg 60A
or concurrent
enrollment in Eng 50.

FIRE MANAGEMENT (Supervision)

This course covers the basic skills that the company officer or potential company officer needs to effectively function as a supervisor of fire personnel in non-emergency settings. This is a California State Fire Marshal Office approved course.

FIRE INSTRUCTOR 1A

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

FIRE INSTRUCTOR 1B

This is the second of a two course Fire Science Instructor series accredited by the State Board of Fire Services and meets the requirements for a part-time FS teaching credential. Topics include: course outlines; lesson plans; levels of instruction; testing and measurement; test planning; evaluation includes student teaching demonstrations. This is a California State Fire Marshal Office approved course.

FIRE COMMAND 1B

This course provides instruction in the art of command as related to tactical fire problems. Topics studied will include pre-planning and attack utilizing simulator, chemical and pesticide emergencies, shipping papers, and environmental considerations. This is a California State Fire Marshal Office approved course.

FIRE PREVENTION 1C

The student will study the properties of flammable liquids, gases, regulations of storage and transportation, control of ignition sources above and below ground storage, DOT labeling, and placarding. This is a California State Fire Marshal Office approved course.

COMMUNITY RELATIONS

This course studies the relationship between local fire departments and the community. The course also examines the needed positive aspects of cooperation between various segments of local government and the community at large, and how to maintain that positive relationship. This is a California State Fire Marshal Office approved course.

FOREIGN LANGUAGES

FRENCH

Fr 1 CSU, UC

5 Units

Lecture: 5 hours

Prerequisite:

Eligibility for

English 51.

ELEMENTARY FRENCH

This course simulates realistic communicative situations. These are chosen to allow the student to use the language as a means of information and communication with any French speaker in travel or business. The lessons stress the oral and written language of the media; radio, TV without neglecting the popular language spoken in the streets. Grammar and phonetic correctness are stressed along with verbal self-expression.

Fr 1A.B CSU, UC

3 Units

Lecture: 3 hours

Prerequisite: Fr 1B-

Successful completion
of Fr 1A equivalent.

ELEMENTARY FRENCH

These courses are designed to present the fundamental essentials of French grammar and pronunciation, exercises in composition, conversation, and reading. The Audio-lingual approach is stressed with heavy emphasis on oral proficiency and structural correctness in both speaking and writing skills throughout every aspect of the courses. The FR 1A, 1B series covers approximately the same material as the full semester FR 1 course. The student may transfer into second semester Elementary French 2 after completion of FR 1B.

Fr 2 CSU, UC

5 Units

Lecture: 5 hours

Prerequisite: 1 or two
years high
school French, or
equivalent.

ELEMENTARY FRENCH

Continuation of French 1.

Fr 3 CSU, UC

4 Units

Lecture: 4 hours

Prerequisite:

Fr 2 or three
years high
school French or
equivalent.

INTERMEDIATE FRENCH

This course was designed to strengthen the student's communication skills, especially in the area of writing; to deepen the study of the French language as spoken in everyday situations through the media; to increase the learner's knowledge of French life, customs and culture; and to highlight the international aspect and usage of the French language by expanding the student's knowledge of the customs and manners of the Francophone countries.

Fr 4 CSU, UC

4 Units

Lecture: 4 hours

Prerequisite:

Fr 2 or three
years high
school French or
equivalent.

INTERMEDIATE FRENCH

This course is a continuation of Fr 3. The combination of Fr 3 and Fr 4 is formulated to meet the individual needs and interests of students in such areas as travel, business, telecommunications, trade and literature in and with France and the Francophone countries. This program is ideal for students who wish to participate in conversations and discussions with French speakers, to develop business correspondence skills, or to listen to lectures and conferences.

Fr 8A,B CSU, UC

3-3 Units

Lecture: 3 hours

Prerequisites:

Intermediate entry
level, Fr 2 or
three years high
school French or
equivalent. Courses
need not be taken in
sequence.

FRENCH CONVERSATION

This course relies on daily contact vocabulary building and practical conversation on everyday topics, current events, social life, and cultural materials. Students may choose the *credit/no credit grading option*.

FR 41A,B,C,D CSU
3-3-3-3 Units
Lecture: 3 hours
Prerequisites:
Successful
completion of
sequential courses
required for Fr 41
B,C,D.

GERMAN

Ger 1 CSU, UC
5 Units
Lectures: 5 hours

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

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

Ger 41A,B,C,D CSU
3-3-3-3 Units
Lecture: 3 hours
Prerequisites:
Successful
completion of
sequential courses
required for
Ger 41 A,B,C,D.

ITALIAN

Ital 1 CSU, UC
5 Units
Lecture: 5 hours
Eligibility for
Eng 51.

Ital 1A CSU, UC
3 Units
Lecture: 3 hours

Ital 1B CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Italian
1A or equivalent.

BASIC SPOKEN FRENCH

This series of basic courses is designed to introduce the student to the fundamental formalities of the French language especially for those who wish to obtain a writing and speaking knowledge of French for vocational, career and professional objectives. The A,B,C,D designations correspond to a four semester sequence in progressive difficulty and mastery of language skills. Students may choose the credit/no-credit grading option.

ELEMENTARY GERMAN

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

ELEMENTARY GERMAN

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

ELEMENTARY GERMAN

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

BASIC GERMAN

This series of basic courses is designed to introduce the student to the fundamental formalities of the German language, especially for those who wish to obtain a speaking and writing knowledge of German for vocational, career and professional objectives. The A,B,C,D designations correspond to a four semester sequence of progressive difficulty and mastery of skills. Students may choose the credit/no credit grading option.

ELEMENTARY ITALIAN

This course covers the essentials of Italian speech, grammatical structure and pronunciation, oral practice, exercises in composition, readings on Italian culture and civilization.

ELEMENTARY ITALIAN

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

ELEMENTARY ITALIAN

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

Ital 2 CSU, UC
5 Units
Lecture: 5 hours
Prerequisite: Ital 1 or
two years high school
Italian or equivalent.

Ital 3 CSU, UC
4 Units
Lecture: 4 hours
Prerequisite: Italian
2 or three years high
school Italian, or its
equivalent.

Ital 4 CSU, UC
4 Units;
Lecture: 4 hours
Prerequisite: Italian
3 or four years high
school Italian or its
equivalent.

Ital 40A,B, CSU, UC
3-3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
Eng 51.

Ital 41 A,B,C,D CSU
3-3-3-3 Units
Lecture: 3 hours
Prerequisite:
Successful
completion of
sequential courses
required for
Ital 41 B,C,D.

SPANISH

Span 1 CSU, UC
5 Units
Lecture: 5 hours
Prerequisite:
Eligibility for
Eng 51.

Span 1A,B CSU, UC
3-3 Units
Lecture: 3 hours
Prerequisite:
Span 1A-Eligibility
for Eng 1A. Span 1B-
Successful completion
of Span 1A.

Span 2 CSU, UC
5 Units
Lecture: 5 hours
Prerequisite:
Span 1 or equivalent
or 2 years high school
Spanish.

ELEMENTARY ITALIAN

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

INTERMEDIATE ITALIAN

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

INTERMEDIATE ITALIAN

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

SURVEY OF ITALIAN CIVILIZATION

This course introduces the student to the Italian people, culture, and civilization. Ital 40A covers the period from the thirteenth century to the sixteenth century. Ital 40B covers the period from the seventeenth century to the present. Courses need not be taken in sequence and are conducted in English.

BASIC ITALIAN

This series of basic Italian courses is designed to introduce the student to the fundamentals of the Italian language, especially for those who wish to obtain a writing and speaking knowledge of Italian for vocational, professional, and/or travel activities. The A,B,C,D vocational, professional, and/or travel activities. The A,B,C,D designations correspond to a four semester sequence in progressive difficulty and mastery of skills. Students may choose the credit/no credit grading option.

ELEMENTARY SPANISH

This course is designed to present the 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.

ELEMENTARY SPANISH

These courses are designed to present the fundamentals of Spanish grammar and pronunciation, exercises in composition, conversation and reading. Emphasis is on oral proficiency and structural correctness in both speaking and writing skills throughout every aspect of the courses.

ELEMENTARY SPANISH

Span 2 is a second semester continuation of Span 1.

Span 3 CSU, UC
4 Units
Lecture: 4 hours
Prerequisite: Span
2 or three years of
high school Spanish,
or equivalent.

Span 4 CSU, UC
4 Units
Lecture: 4 hours
Prerequisite: Span
3, or four years high
school Spanish, or
its equivalent.

Span 5 CSU, UC
3 Units
Lecture: 3 hours
Prerequisites: Spanish
4 or equivalent.

Span 6 CSU, UC
3 Units
Lecture: 3 hours
Prerequisites: Span 5
or equivalent.

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

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

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

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

INTERMEDIATE SPANISH

Advanced composition and some translation will be introduced with continued readings in literature and cultural aspects of Hispanic life styles. The course is designed to reinforce the student's progress in developing writing skills and oral fluency and accuracy in idiomatic usage.

INTERMEDIATE SPANISH

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

ADVANCED SPANISH

Span 5 is primarily designed for students of advanced Spanish proficiency and pre-Spanish majors as a transition toward upper division college work. Extensive readings in Spanish Literature and Culture are stressed with emphasis placed on composition and conversation, requiring intensive use of the Spanish language for enrichment of oral and writing abilities.

ADVANCED SPANISH

This program is essentially the same as Spanish 5 with emphasis on Spanish-American Literature and Culture.

SPANISH CONVERSATION

This course emphasizes regular contact, contextual vocabulary building, and practical conversation topics, current events and cultural materials. Students may choose the credit/no-credit grading option.

SPANISH CIVILIZATION

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

BASIC SPANISH

This series of basic courses is designed to introduce the student to the fundamental formalities of the Spanish language emphasizing oral practice, grammatical structure, pronunciation and vocabulary development from an every day practical contextual point of view; especially for those who wish to obtain a speaking and writing knowledge of Spanish for vocational, career and professional objectives. The A,B,C,D designations correspond to a four semester sequence of progressive difficulty and mastery of language skills. Students may choose the credit/no-credit grading option.

SPANISH FOR THE ALLIED MEDICAL PROFESSIONS

This course concentrates on the basic, universal structures and vocabulary skills common to all beginning language courses with additional emphasis on the familiarization and mastery of useful expressions, questions and directions pertinent to the needs of the broad social, professional and cultural contacts of all phases of allied medical personnel with Spanish speakers. The primary function of classroom instruction will be individualized communication; adjusted and oriented to suit the particular needs of the individual students and will be reinforced by practical field trips. Recommended for R.N. License Renewal, Provider #00284.

FOREIGN LANGUAGE CENTER

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

HEALTH, PHYSICAL EDUCATION AND RECREATION

HEALTH EDUCATION

HE 1 CSU, UC
3 Units
Lecture: 3 hours

PERSONAL AND COMMUNITY HEALTH

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

PHYSICAL EDUCATION

PE 1 CSU, UC
3 Units
Lecture: 3 hours

FIRST AID AND SAFETY

Theory and practice in immediate and temporary care given in case of accident or sudden illness, until service of a physician can be obtained. Complies with American Red Cross requirements. Upon successful completion of the course, the student is awarded the Standard Red Cross Certificate and C.P.R. (cardio, pulmonary, resuscitation) card.

PE 2A CSU, UC
2 Units
Lecture: 2 hours

SPORTS OFFICIATING

Instruction and practice in officiating skills including rules, duties and conduct, and related skills. Fall semester: football, basketball, soccer, and volleyball.

PE 2B CSU, UC
2 Units
Lecture: 2 hours

SPORTS OFFICIATING

Instruction and practice in officiating skills including rules, duties, conduct, and related skills. Spring semester; baseball, softball, track, and tennis.

PE 5A CSU, UC
3 Units
Lecture: 3 hours

FOUNDATIONS OF COACHING

An introduction to the broad spectrum of coaching activities involved in football and basketball. Subject matter to cover preparation, motivation, player selection, evaluation, fundamentals, and strategy.

PE 8 CSU, UC
3 Units
Lecture: 3 hours

INTRODUCTION TO HEALTH AND PHYSICAL EDUCATION

This course introduces the student to the professional field of physical education. Aids the student in seeing the relationship of the physical education profession to past and present day problems in the United States, its present status, professional organizations, literature, requirements. Includes evaluation, through testing, of the skills commonly needed by professional physical educators and recreation leaders. The results of this testing will form the basis for counseling students in classes they should take to improve their competencies.

PE 10
2 Units
Lecture: 1½ hours
Laboratory: 1½ hours

RAPE PREVENTION/DEFENSE (W)

This course is designed to help women learn how to avoid becoming the victims of a criminal act and as a practical guide for those who wish to develop the precautions and skills necessary for the safety of their property and persons.

PE 15 CSU, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours

INTRODUCTION TO CHOREOGRAPHY

This course is an introduction to the fundamental elements of choreography and their practical application.

PE 23 CSU, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Good swimming ability.

PE 24 CSU, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Red Cross Senior Life Saving Certificate.

PE 29 CSU
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Admission to Golf Management Degree Program.

PE 30 CSU, UC
1 Unit
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Admission to Golf Management Degree Program and also the completion of PE 36 and PE 29 with a grade of C or better.

PE 34 CSU
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Admission to Golf Management Degree Program.

PE 36 CSU, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Admission to Golf Management Degree Program.

ACTIVITIES (The "C" section of each activity class may be repeated once)

PE 40A,B,C CSU, UC
1-1-1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours

SENIOR LIFESAVING

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

WATER SAFETY INSTRUCTION

Practice in performing and teaching the various strokes and water skills. Upon successful completion of this course the student is awarded a Red Cross Water Safety Instructor's Certificate.

METHODS OF TEACHING GOLF

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

SHORT GAME AND PUTTING

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

GOLF CLUB DESIGN AND REPAIR

This course is a study of the design and manufacture of golf clubs, and golf repair theory and practice, with laboratory experience in a golf club repair shop.

FUNDAMENTALS AND RULES OF GOLF

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

ARCHERY

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

- PE 43 A,B,C CSU, UC
1-1-1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
- BADMINTON**
This course includes beginning, intermediate and advanced instruction and practice in the skills, strategies and rules of badminton.
- PE 44A,B,C CSU, UC
1-1-1 Unit
Lecture: 1/2 hour
Laboratory 1 1/2 hours
- BASEBALL**
This course includes beginning, intermediate and advanced instruction and practice in the skills and strategies of baseball.
- PE 45A,B,C CSU, UC
1-1-1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
- BASKETBALL**
This course includes beginning, intermediate and advanced instruction and practice in skills, strategies, and officiating of basketball.
- PE 50 A,B,C CSU, UC
1-1-1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
- DANCE, MODERN**
This course includes beginning, intermediate and advanced instruction in modern dance techniques as a vehicle for creating original movement.
- PE 51 A,B,C CSU, UC
1-1-1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
- DANCE AEROBIC**
This course includes beginning, intermediate and advanced instruction in principles, techniques and practices of fundamental movements used in rhythmic activities, basic dance, and exercise conditioning, with special emphasis on aerobics.
- PE 52 A,B,C CSU, UC
1-1-1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
- DANCE, AEROBIC (Soft)**
This course is designed for the beginning, intermediate and advanced soft aerobics student. The student will learn the principles, techniques and practices of fundamental movements used in rhythmic activities and exercise conditioning, with special emphasis on non-impact aerobics.
- PE 53A,B,C CSU, UC
1-1-1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
- DANCE MODERN (Jazz)**
This course includes beginning, intermediate and advanced instruction in the basic techniques and simple choreography forms of modern dance (jazz) for the improvement of body mechanics and coordination.
- PE 55A,B,C CSU, UC
1-1-1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
- DANCE, TAP**
This course includes beginning, intermediate and advanced instruction in basic tap dance steps and simple choreography forms for the improvement of coordination.
- PE 56A,B,C CSU, UC
1-1-1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
- DANCE, BALLET**
This course includes beginning, intermediate and advanced instruction in ballet technique, vocabulary, history, current events, and appreciation of ballet as an art form.
- PE 57A,B,C CSU, UC
1-1-1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
- FENCING**
This course includes beginning, intermediate and advanced instruction and performance in fencing skills and bodily development pertinent thereto including the use of the foil, the sabre, and the epee.
- PE 59A,B,C CSU, UC
1-1-1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
- FLEXIBILITY AND AGILITY**
Beginning, intermediate and advanced instruction in flexibility and agility provides and encourages fitness and neuro-muscular development and increases the flexibility and quickness of those involved or participating in competitive sports thus improving performance and reducing injuries.
- PE 62A,B,C CSU, UC
1-1-1 Unit
Lecture: 1/2 hour
Laboratory 1 1/2 hours
- GOLF**
This course includes beginning, intermediate and advanced instruction and practice in the skills and strategies of golf.

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

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

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

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

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

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

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

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

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

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

PE 80A,B,C CSU, UC
1-1-1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours

HANDICAPPED ARCHERY

Beginning, intermediate and advanced archery for the handicapped offers instruction in development of shooting skills; knowledge of etiquette, rules, safety and tackle; and practice in tournament rounds. This course is modified to meet each individual's particular needs.

HANDICAPPED TENNIS

Beginning, intermediate and advanced tennis for the handicapped offers instruction and practice in modified skills, strategies and officiating of the sport to meet each individual's particular needs.

HANDICAPPED ACTIVITY

This course is designed to meet the changing activity needs and desires of handicapped students.

HANDICAPPED AQUATIC ACTIVITY

This course meets in the four foot pool allowing the students to stand while exercising and learning swimming skills. A pool lift is available for wheelchair students.

JOGGING AND SPEEDWALKING

Beginning, intermediate and advanced jogging and speedwalking offers instruction and participation in a progressive program as applied to health and fitness.

PHYSICAL FITNESS

Beginning, intermediate and advanced physical fitness offers instruction and participation in exercise, flexibility and various athletic activities.

RACQUETBALL

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

SELF-DEFENSE (CO-ED)

Beginning, intermediate and advanced self-defense is a basic introduction to practical street self-defense. Various aspects of the combined arts that will be emphasized include: history and philosophy of Asian fighting arts, nature of self-defense (origin-development-function), common sense self-defense, precautionary measures, psychology, physical conditioning, women and special problems, and aesthetic appreciation of form and motion.

SELF-DEFENSE (KARATE)

Beginning, intermediate and advanced self-defense/karate emphasizes physical conditioning, sport, self-defense, aesthetic appreciation of form and motion, and philosophy.

SOCCER-TOUCH FOOTBALL

This course offers beginning, intermediate and advanced instruction and practice in the skills and strategies of soccer-touch football.

SOFTBALL (CO-ED)

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

PE 82A,B,C CSU, UC
1-1-1 Unit
Lecture: 1/2 hour
Laboratory: 1 1/2 hours
Prerequisite:
82B: Elementary skills
82C: Intermediate skills.

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

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

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

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

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

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

RECREATION

RE 1 CSU, UC
2 Units
Lecture: 2 hours.

RE 2A,B,C,D CSU,
UC
1-1 Unit RE A,C
Laboratory: 75 hours
Per semester
2-2 Units RE B,D
Laboratory: 150
hours per semester

VARSITY SPORTS

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

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

SWIMMING

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

TENNIS

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

TRACK AND FIELD (CO-ED)

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

TUMBLING AND GYMNASTICS

Beginning, intermediate and advanced tumbling and gymnastics includes instruction in the use of the parallel bars, pommel horse, horizontal bar, balance beam, and tumbling, vaulting and floor exercise.

VOLLEYBALL

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

WATER EXERCISES

Beginning, intermediate and advanced water exercises emphasizes increasing physical fitness through vigorous exercises in the water. The pool is only 4 feet deep. You do not need to know how to swim.

WEIGHT TRAINING

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

RECREATION LEADERSHIP

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

RECREATION FIELD WORK

Gives practical experience to students who are training for recreation leadership, by providing actual supervised work at various recreation facilities within the Coachella Valley area (senior citizen and adult recreation facilities, teen centers, swimming pools, gymnasiums, school areas, boy's and girl's clubs, youth centers, etc.).

VARSITY BASEBALL (M)

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

VARSITY BASKETBALL (M)

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

- VS 15A,B,C,D CSU, UC
1-1-1-1 Units
5 hours plus games
Prerequisite: Tryouts.
- VS 22A, B CSU, UC
2-2 Units
10 hours plus meets
Prerequisite: Tryouts.
- VS 23A,B CSU, UC
2-2 Units
10 hours plus meets
Prerequisite: Tryouts.
- VS 33A,B CSU, UC
2-2 Units
10 hours plus games
Prerequisites: Tryouts.
- VS 40A,B CSU, UC
2-2 Units
10 hours plus matches
Prerequisites: Tryouts.
- VS 53A,B CSU, UC
2-2 Units
10 hours plus games
Prerequisite: Tryouts.
- VS 57A, B CSU, UC
2-2 Units
10 hours plus games
Prerequisite: Tryouts.
- VS 64A,B CSU, UC
2-2 Units
10 hours plus matches
Prerequisites: Tryouts.
- VS 65A,B CSU, UC
2-2 Units
10 hours plus matches
Prerequisites: Tryouts.
- VS 68A,B CSU, UC
2-2 Units
10 hours plus meets
Prerequisites: Tryouts.
- VS 69A,B CSU, UC
2 Units
10 hours plus meets
Prerequisites: Tryouts.
- VS 74A,B CSU, UC
2-2 Units
10 hours plus matches
Prerequisite: Tryouts.
- VARSITY BASKETBALL (W)**
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.
- VARSITY CROSS COUNTRY (M)**
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.
- VARSITY CROSS COUNTRY (W)**
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.
- VARSITY FOOTBALL (M)**
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.
- VARSITY GOLF**
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.
- VARSITY SOCCER (M)**
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.
- VARSITY SOFTBALL (W)**
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.
- VARSITY TENNIS (M)**
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.
- VARSITY TENNIS (W)**
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.
- VARSITY TRACK & FIELD (M)**
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest for track and field.
- VARSITY TRACK & FIELD (W)**
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest for track and field.
- VARSITY VOLLEYBALL (W)**
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

HUMAN ECOLOGY

APPAREL DESIGN AND PRODUCTION

ADSN 20A, B

2 Units

Lecture: 1 hour

Laboratory: 3 hours

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

APPAREL DESIGN: TAILORING

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

ADSN 22A,B

2 Units

Lecture: 1 hour

Laboratory: 3 hours

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

APPAREL DESIGN: CONSTRUCTION TECHNIQUES

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

ADSN 24A,B

2 Units

Lecture: 1 hour

Laboratory: 3 hours

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

APPAREL DESIGN: FLATT PATTERN I

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

CLOTHING AND TEXTILES

CT 10, CSU

3 Units

Lecture: 3 hours

Prerequisite:

Eligibility for Eng 51 or higher.

TEXTILES: FIBER TO FILAMENTS

This course studies the sources and characteristics of natural fibers and synthetic filaments used in the manufacture of fabrics for clothing and home furnishings; and the durability, care and maintenance of these textiles. —(CAN H EC 2)

CT 16, A,B,C,D,CSU,UC

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite:

Eligibility for Eng 51 or higher.

CLOTHING CONSTRUCTION

This course covers the custom and speed techniques for developing skill in clothing construction, various techniques for obtaining a perfect fit of a garment plus professional methods of construction of clothes. The class includes evaluation of equipment. The class is designed for both the beginner and the experienced seamstress. (Only two units can be applied toward an A.A. Degree. CSU & UC are acceptable to 16A only.) —(CAN H EC 10 CT 16A only).

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

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite:

Completion of CT 16 with a grade of C or better.

ADVANCED CLOTHING CONSTRUCTION

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

EARLY CHILDHOOD EDUCATION

ECE 1

1 Unit

Lecture: 1 hour

Prerequisite: Eligibility for Eng 51 or higher.

INTRODUCTION TO EARLY CHILDHOOD PROGRAMS

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

ECE 10A, CSU, UC

3 Units

Lecture: 3 hours

Prerequisite: Eligibility for Eng 51 or higher.

CHILD GROWTH AND DEVELOPMENT

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

Included in this course, will be the major theories of emotional, social, physical and cognitive development. This class is the basic introductory class for all Early Childhood Education majors, and is required for teacher licensing in private centers, and for a California Children's Center Permit. —(CAN H EC 14).

ECE 10B

3 Units

Lecture: 3 hours

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

CHILD GROWTH AND DEVELOPMENT

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

ECE 12

3 Units

Lecture: 3 hours

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

CHILD, FAMILY AND COMMUNITY

This class will study the influence of contemporary family and cultural patterns on young children. Emphasis will be placed on establishing effective school-parent relationships through conferences and parent meetings. Community resources and agencies that strengthen families will be examined. This course is required by the California State Department of Social Services for teachers and directors. —(CAN H EC 12).

ECE 14

2 Units

Lecture: 2 hours

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

EARLY CHILDHOOD PRINCIPLES & PRACTICES

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

ECE 15

2 Units

Laboratory hours: 6

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

EARLY CHILDHOOD LABORATORY

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

ECE 19

3 Units

Lecture: 3 hours

Prerequisite: Eligibility for Eng 51 or higher.

CHILDREN'S LANGUAGE AND LITERATURE

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

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

- ECE 35A**
1 Unit
Lecture: 1 hour
Prerequisite: Eligibility Eng 51 or higher.
- UNDERSTANDING THE EMOTIONALLY HANDICAPPED CHILD**
This class will study specific characteristics of children suffering from emotional disabilities as a result of cultural, environmental factors or organic causes. The psycho education treatment and curriculum consideration will be analyzed.
- EDE 35B**
1 Unit
Lecture: 1 hour
Prerequisite: Eligibility Eng 51 or higher.
- UNDERSTANDING THE LEARNING DISABLED CHILD**
This class will study specific characteristics of children suffering from learning handicaps. The laws regarding placement, diagnosis, assessment techniques, and methods for remediation will be analyzed in the class.
- ECE 35C**
1 Unit
Lecture: 1 hour
Prerequisite; Eligibility for Eng 51 or higher.
- UNDERSTANDING THE DEVELOPMENTALLY DISABLED CHILD**
This class will study the different types of children in the developmentally disabled population. The current laws, curriculum, treatment methods and family involvement techniques will be included in the class.
- ECE 35D**
1 Unit
Lecture: 1 hour
Prerequisite: Eligibility for Eng 51 or higher.
- WORKING WITH THE PHYSICALLY HANDICAPPED CHILD**
This class will study the physical handicaps of children and the characteristics of those handicaps. Emphasis will be placed on the understanding, main-streaming and the responsibilities of the classroom teacher, parents and the specialist.
- ECE 35E**
1 Unit
Lecture: 1 hour
Prerequisite: Eligibility for Eng 51 or higher.
- WORKING WITH THE AUTISTIC CHILD**
This class will study the characteristics of autism, the theories, treatment methods, curriculum, family involvement and service models available to autistic children. Observation and critique of services will be included in the course.
- ECE 40A**
2 Units
Lecture: 2 hours
Prerequisite: Eligibility for Eng 51 or higher.
- CREATIVE ACTIVITIES FOR YOUNG CHILDREN**
This course will emphasize materials and techniques in teaching creative activities to young children. Developing creativity will be emphasized. Various sensory modalities will be explored as a sensory-motor environment is developed for the young child.
- ECE 40B CSU**
2 Units
Lecture; 2 hours
Prerequisite: Eligibility for Eng 51 or higher.
- MOVEMENT ACTIVITIES FOR YOUNG CHILDREN**
This course will emphasize movement activities designed to develop gross and fine motor skills and increase self-confidence in young children.
- ECE 40C CSU**
2 Units
Lecture: 2 hours
Prerequisite: Eligibility for Eng 51 or higher.
- MUSIC FOR YOUNG CHILDREN**
This course will emphasize the development of curriculum ideas for using music to develop listening ability, rhythm dancing, singing, identifications of instruments and pitch. Teaching techniques and materials appropriate to the growth and development of young children will be explored.
- ECE 40D**
2 Units
Lecture: 2 hours
Prerequisite: Eligibility for Eng 51 or higher.
- SCIENCE AND NUMBER CONCEPTS FOR YOUNG CHILDREN**
This course will explore the development of curriculum ideas for teaching our environment and conservation of natural resources to young children. Included will be the sequence of mathematical concepts developmentally appropriate to different stages of development.
- ECE 42 CSU**
2 Units
Lecture: 2 hours
Prerequisite: Completion of ECE 10A with a grade of "C" or better.
- PLAY, SOCIALIZATION AND DISCIPLINE**
This course will explore the history, theory and application of principles of play actions in relation to the socialization process of child development. Also included is a discussion of behavior problems and methods of self discipline, criteria modification and positive reinforcement techniques.

ECE 43

2 Units

Lecture: 2 hours

Prerequisite: Eligibility for Eng 51 or higher.

PARENT EDUCATION AND PARTICIPATION

This course will emphasize the mutually supportive partnership needed between teacher and parent to achieve their goals for a young child. Topics will include: understanding and appreciating the classroom parent's background, promotion of the development of parenting skills through observation and communication with the teacher, stresses in parent-teacher interaction, setting parental-involvement goals, and parental-involvement activities.

ECE 44

2 Units

Lecture: 2 hours

Prerequisite: Eligibility for Eng 51 or higher.

CHILD HEALTH AND SAFETY

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

ECE 50

2 Units

Lecture: 2 hours

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

NANNY I: THE NANNY PROFESSION

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

ECE 51

2 Units

Lecture: 2 hours

Prerequisite: Completion of ECE 50 with a grade of "C" or better.

NANNY II: HOME MANAGEMENT

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

ECE 52

2 Units

Lecture: 2 hours

Prerequisite: Completion of ECE 51 with a grade of "C" or better.

NANNY III: ADMINISTRATION OF IN-HOME CARE

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

FASHION MERCHANDISING**FM 20**

3 Units

Lecture: 3 hours

Laboratory: 0

Prerequisite: Eligibility for Eng 51 or higher.

APPAREL ANALYSIS

This course analyzes the quality of materials, design and construction in ready-to-wear garments and accessories, compares the processes involved in manufacturing, the concepts of sizing, principles of fit, and aids in buying and selling. —(CAN H EC 20).

FOOD SERVICE**HEFS 1**

3 Units

Lecture: 3 hours

Laboratory: 0

Prerequisite: Eligibility for Eng 51 or higher.

SANITATION AND SAFETY

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

HEFS 20

4 Units

Lecture: 2 hours

Laboratory: 6 hours

Prerequisite: Eligibility for Eng 51 or higher.

PRINCIPLES OF QUANTITY FOOD PREPARATION

This course provides the student with a basic understanding of the principles of food preparation. Emphasis will be placed on food preparation terms and techniques, the use of weights and measures, food chemistry, and physical changes in the preparation of foods.

HEFS 75
3 Units
Lecture: 3 hours

SUPERVISION AND TRAINING TECHNIQUES
Study of procedures and problems met by food service operations in developing personnel programs and desirable labor management relationships. Includes the responsibility of selection, placement, orientation, training, counseling, rating and promotion of employees.

HOME ECONOMICS

HEc 13 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
Eng 51 or higher.

GENERAL NUTRITION
This course is a study of the chemical composition of foods and their utilization by the body. Emphasis on practical problems of nutrition and relationship of adequate diet to physical and mental health is covered. —(CAN H EC 2)

HEc 14
3 Units
Lecture: 3 hours
Prerequisite:
Completion of HEC
13 with a grade of
"C" or better.

THERAPEUTIC DIETS
This course is an topical introduction to nutritional analysis, menu planning and preparation of special diets, including low calorie, low fat, low carbohydrate, sodium restricted and diabetic. This course is suitable for students in nursing, or geriatrics, dietetic and/or those with dietary problems.

INTERIOR DESIGN

IDSN 10, CSU
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
Eng 51 or above.

CONTEMPORARY HOUSING AND INTERIORS
This class will provide the entering Interior design student with an orientation to this profession and an understanding of the relationship of Interior Design to allied fields. Philosophical approaches to the profession will be explored and contemporary developments within the field will be studied. The class will explore the total life space environment from a functional, technical and esthetic basis.

IDSN 12, CSU
3 Units
Lecture: 1 hour
Laboratory: 6 hours
Prerequisite: Eligibility
for Eng 51 or above.
Completion of IDSN
10, ARCH 3A and Art
8 with grade of "C"
or better.

BEGINNING SPACE PLANNING AND DESIGN DEVELOPMENT
This course allows the student to explore the functional and aesthetic factors of space planning and design development for interior spaces. The class will stress creative problem solving and communication techniques for the micro-interior environments.

IDSN 14, CSU
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51 or above.

HISTORY OF INTERIOR ARCHITECTURE
This class is a survey of interior architecture, decoration and decorative arts within the cultural context, ancient through the twentieth century. Emphasis is placed on French, Italian, English, and American designs.

IDSN 16, CSU
3 Units
Lecture: 1 hour
Laboratory: 6 hours
Prerequisite: Eligibility
for Eng 51 or above.
Completion of IDSN
10 with a grade of
"C" or better.

COLOR: THEORY AND APPLICATION
This course explores the theory and application of color as it is used to create and change environments. Emphasis in the class is on the nomenclature, a review of color systems, mixing of colors, color psychology and color application to design problems.

IDSN 18

3 Units

Lecture: 1 hour

Laboratory: 6 hours

Prerequisite: Eligibility for Eng 51 or above. Completion of IDSN 12 with grade of C or better.

KITCHEN AND BATH DESIGN

This course will cover the studio problems of kitchen and bath design. Included in the class will be detail space planning, the development of working plans including electrical and plumbing, and the evaluation and modification of existing products.

IDSN 20 CSU

3 Units

Lecture: 1 hour

Laboratory: 6 hours

Prerequisite: Eligibility for English 51 or above. Completion of IDSN 12, IDSN 16, ARCH 5, and ARCH 3B with grade of C or better.

INTERIORS I

This course will present studio problems of intermediate complexity. The student will integrate and extend previous knowledge of working drawings, materials and sources, design methods, and spatial organization in the planning of micro and macro environments.

IDSN 22

3 Units

Lecture: 3 hours

Prerequisite: Eligibility for Eng 51 or above. Completion of IDSN 12 with grade of C or better.

MATERIALS AND PRODUCTS FOR INTERIOR DESIGN

This course explores methods of analysis, application techniques and evaluation of products and materials used in interiors. The major emphasis of the class will be placed on the processes, materials and resources for products in furniture, wall covering, floor coverings, window treatments, architectural finishes, and ceiling systems.

IDSN 24

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: Eligibility for Eng 51 or above. Completion of IDSN 12 and IDSN 16 with grade of C or better.

LIGHTING FOR INTERIOR DESIGN

This course covers the application of principles and elements of lighting and wiring to the design of the visual environment. Included in the class will be the exploration of color and illumination, task/ambient lighting, energy conservation, codes, illumination calculations, fixture schedules, lighting techniques and layout.

IDSN 26, CSU

3 Units

Lecture: 1 hour

Laboratory: 6 hours

Prerequisite: Eligibility for Eng 51 or above. Completion of IDSN 20 and ARCH 5 with grade of C or better.

INTERIORS II

This course will present studio problems of increasing complexity. The student will use previous knowledge, and demonstrate an awareness of handicapped codes in design solutions. The student will use advance two and three-dimensional presentation techniques for all phases of a design project.

IDSN 28, CSU

3 Units

Lecture: 3 hours

Prerequisite: Eligibility for Eng 51 or above. Completion of IDSN 20 with grade of C or better.

BUSINESS PRACTICES AND PRINCIPLES

This class will provide the advanced Interior Design student with an orientation to the interprofessional relationships and business practices, the responsibilities, and liabilities of interior designers. Emphasis will be placed on specification writing, record keeping and fee procedures, project control and the post-installation procedures.

IDSN 30

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: Eligibility for Eng 51 or above.

Completion of IDSN 26 with grade of C or better.

SURVEY OF CONTRACT INTERIORS

This course surveys the planning and organization of interior spaces that are required for restaurants and lodging facilities. The relation of the furnishings to the architectural space will be stressed in the class with a consideration to material selection and budgets.

IDSN 32

3 Units

Lecture: 3

Prerequisite: Eligibility for Eng 51 or above.

Completion of IDSN 26 with grade of C or better.

PRESENTATION TECHNIQUES

This course explores the methods and applications of presentation techniques to finished drawings, and boards for interiors. The student will integrate and extend previous drafting skills, design methods, and spatial organization ability in developing presentational packets and portfolio boards.

HUM 1 CSU, UC

3 Units

Lecture: 3 hours

Prerequisite: Eligibility for Eng. 1A.

ALTERNATIVE METHODS OF CRITICAL ANALYSIS

Emphasis is placed on knowledge and appreciation of traditional and alternate modes of thinking. Attention is given to a variety of cultural approaches to critical thought. Analytical thinking is applied to such areas as: science, the arts, religion, and business.

HUM 18 CSU, UC

3 Units

Lecture: 3 hours

INTRODUCTION TO ART AND MUSIC

Introduction to Art and Music is an investigation of elements and ideas that are common to both disciplines. Comparative studies of organizational factors, styles, and majors movements will be made.

HUMANITIES

MATHEMATICS

Math 1A CSU, UC

5 Units

Lecture: 5 hours

Prerequisite:

Eligibility for English 51 and 4 years of high school mathematics including Trigonometry and Geometry with a grade of "B" or better in 4th year; or Math 12 or Math 10 and Math 5.

CALCULUS WITH ANALYTIC GEOMETRY

This course will include a brief review of algebraic functions and coordinate geometry along with limits, derivatives, and differentials of algebraic, rational trigonometric functions. Additional topics will include applications of the derivative, the indefinite integral and an introduction to the definite integral. —(CAN MATH 18).

Math 1B CSU, UC

5 Units

Lecture: 5 hours

Prerequisite: A grade of "C" or better in Math 1A or equivalent.

CALCULUS WITH ANALYTIC GEOMETRY

This course will include the definite integral: areas, volumes, moments, applications to physics, transcendental functions, techniques of integration, improper integrals, conic sections, hyperbolic functions, polar coordinates, vectors and parametric equations. —(CAN MATH 20).

Math 2A CSU, UC

5 Units

Lecture: 5 hours

Prerequisite: A grade of C or better in Math 1A and Math 1B or equivalent.

CALCULUS WITH ANALYTIC GEOMETRY

This course includes solid analytic geometry, vector algebra in 3 dimensions, partial derivatives, line integrals, multiple integrals, vector field theory, functions defined by integrals and infinite series. —(CAN MATH 22).

Math 2C CSU, UC

3 Units

Lecture: 3 hours

Prerequisite: Completion of Math 1B with minimum grade of C.

ORDINARY DIFFERENTIAL EQUATIONS

This is a standard introductory course in differential equations including: first, second and higher order; simultaneous, linear, homogenous differential equations; solutions by power series; LaPlace transform; Fourier series; and application.

Math 3

3 Units

Lecture: 3 hours

Prerequisite: Two years of High School Mathematics including one year of Algebra and one year of Geometry.

LIBERAL ARTS MATHEMATICS

The course is designed for non-science liberal arts majors. Algebra, number theory, geometry, set theory, probability and analysis and the ideas and methods are involved. It fulfills the math proficiency requirements for AA/AS degrees.

Math 4 CSU, UC

3 Units

Lecture: 3 hours

Prerequisite: Knowledge of Elementary Algebra recommended.

STATISTICAL METHODS

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

Math 5 CSU

3 Units

Lecture: 3 hours

Prerequisite: A grade of "C" or better in Math 52 and Math 9 at COD or "C" or better in Plane Geometry and second year algebra in high school within the past three years.

TRIGONOMETRY

A theoretical approach to the study of the trigonometric functions with emphasis upon circular functions, trigonometric identities, trigonometric equations, graphical methods, inverse functions, vectors and applications, complex numbers and solving triangles with applications.

Math 6 CSU, UC

3 Units

Lecture: 3 hours

Prerequisite: Math 5, Math 10.

CALCULUS FOR ENGINEERING TECHNOLOGY

An introductory course in calculus for the engineering technologist. The calculus is treated as a tool useful in engineering practice. Rigorous and general proofs are avoided when possible and an exhaustive treatment of the exceptional case is omitted.

Math 9

4 Units

Lecture: 4 hours

Prerequisite: Math 50 or one year high school algebra with a grade of "C" or better; or appropriate score on the COD Assessment Test.

INTERMEDIATE ALGEBRA

This course offers a brief review and expansion of the topics of Math 50; concentrating on functions, exponents and radicals; quadratic equations; systems and linear and quadratic equations; logarithms; conic sections; introductions to matrices and determinants; binomial theorem; and sequences and series.

Math 10 CSU, UC
4 Units
Lecture: 4 hours
Prerequisite: Grade of C or better in Math 9 and Math 52; or Algebra I and Algebra II and Geometry in high school, along with appropriate score on the COD Assessment Test.

Math 12 CSU, UC
5 Units
Lecture: 5 hours
Prerequisite: Math 9, Math 52, with minimum grade of "C" or four years of high school mathematics including second year algebra and one year of geometry with a minimum grade of "C".

Math 20 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Math 9.

Math 50
4 Units
Lecture: 4 hours
Prerequisite: Grade of "C" or better in Math 57 or a passing score on the appropriate math placement exam, or successful completion of one year of high school mathematics.

Math 52
3 Units
Lecture: 3 hours
Prerequisites: Math 50 or one year high school algebra.

Math 53
3 Units
Lecture: 3 hours
Laboratory: 2 hours

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

COLLEGE ALGEBRA

This is a function oriented course including a review of algebra, function notation, function terminology and graphs. Polynomial, rational, exponential and logarithmic functions are studied. Additional topics may include systems of equations, conics, summation notation and the binomial theorem.

PRE-CALCULUS ANALYSIS

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

MATHEMATICS FOR BUSINESS ANALYSIS

Course includes compound statements, probability theory, vectors, and matrices with applications to Markov chains; linear programming, theory of games, and finite difference.

ELEMENTARY ALGEBRA

This course includes the basic properties of integers, rational numbers, and real numbers; polynomial arithmetic, simple functions and graphing; solving of linear and second degree equations, and gives an introduction to inequalities.

PLANE GEOMETRY

Fundamentals of plane geometry, including topics in solid and coordinate geometry, developed by both inductive and deductive processes.

FUNDAMENTALS OF MATHEMATICS

A review of the fundamentals of mathematics as applied to everyday problems. Provides the background skills in and knowledge of the number system needed to proceed to beginning algebra. Recommended for students who have a gap in their skills or knowledge or who have a fear of mathematics. Also recommended for students who do not achieve a satisfactory score on the placement examination.

TECHNICAL MATHEMATICS

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

Math 56
2 Units
Lecture: 2 hours
Prerequisite: Eligibility for Math 50 and Rgd 60A.

Math 57
3 Units
Lecture: 3 hours
Prerequisite: Satisfactory score on the COD Assessment Test.

INTRODUCTORY TECHNICAL MATHEMATICS FOR ELETRONICS
This is a basic mathematics course with emphasis on skills needed in electronics. The course includes fractions, decimals, percentage, signed numbers, scientific notation, algebraic operations, the metric system as used in electronics; graphing, and trigonometric principles.

COLLEGE ARITHMETIC
This course is designed to give students an understanding of and a competency in the basic operations of elementary arithmetic. Topics include adding, subtracting, mutiplying and dividing whole numbers, decimals, and fractions. Other topics include: ratios and proportions, percents, signed numbers, metric system, and basic algebra problem solving.

MUSIC

Mus 1A,B,C,D CSU, UC
3-3-3-3 Units
Lecture: 3 hours
Laboratory: 2 hours
Prerequisite: Concurrent enrollment in Mus 2A, B,C,D.

MUSICIANSHIP
This is the basic course in the development of skills in ear training and sight singing designed for the music major. This course is correlated with Mus 2A,B,C,D.

Mus 2A,B,C,D CSU, UC
3-3-3-3 Units
Lecture: 3 hours
Prerequisite: concurrent enrollment in Mus 1A,B,C,D.

HARMONY
The harmonization of figured bass and of given and original melodies; includes triads, passing and auxiliary tones, seventh chords, modulations.

Mus 3A,B CSU, UC
3-3 Units
Lecture: 3 hours

HISTORY AND LITERATURE OF MUSIC
Designed for the music major who has completed one year of Music Theory. A chronological study of history and literature from the earliest times to the present day will be studied and representative readings and papers will be required.

Mus 4 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Mus 1A,B, 2A,B.

COUNTERPOINT
Writing of tonal counterpoint is the goal of this course. The student will complete original examples of 2-and 3-part counterpoint. Analytical work includes the study of contrapuntal music of various stylistic periods.

Mus 9 CSU, UC
2 Units
Lecture: 2 hours

INTRODUCTION TO CONTEMPORARY MUSIC
A study of the development of compositional techniques from late nineteenth century to present through the study of representative master works.

Mus 10 CSU, UC
3 Units
Lecture: 3 Hours

INTRODUCTION TO MUSIC
Designed for the general college student and non-major in music. A general survey of the development of music with emphasis on the aesthetic, formal and historical factors, correlated with parallel movements in other arts.

Mus 11A,B CSU, UC
3-3 Units
Lecture: 3 hours

SURVEY OF MUSIC LITERATURE
Designed to acquaint the music major with the music of Western Civilization and the stylistic periods from which it comes. This course precedes History of Music. Emphasis is placed on listening and reading musical scores.

Mus 12 CSU, UC
3 Units
Lecture: 3 hours

FUNDAMENTALS OF MUSIC
May not be applied toward a major in music. Designed for the general student and prospective elementary teacher. Includes ear training, singing, music reading, elementary harmony, transposition, and conducting.

Mus 14A,B, C,D
CSU, UC
2-2-2-2 Units
Lecture: 2 hours

SURVEY OF OPERA

A critical study of representative operas, selection to be made from works being performed locally, on radio and television.

Mus 15 CSU, UC
2 Units
Lecture: 2 hours
Prerequisite: Mus 12
or equivalent.

INTRODUCTION TO MUSIC THEORY

A study of chord voicing, simple chord progression and melodic structure. A strong emphasis will be placed upon sight singing, ear training and keyboard proficiency.

Mus 21A,B,C,D
CSU, UC
2-2-2-2 Units
Lecture: 1 hour
Laboratory: 3 hours

CLASS PIANO

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

Mus 22A,B,C,D,
CSU, UC
2-2-2-2 Units
Lecture: 1 hour
Laboratory: 3 hours

CLASS VOICE

This course teaches fundamental techniques of solo and ensemble singing. Problems of tone production, breathing, diction, repertoire, and song interpretation are addressed.

Mus 23A,B,C,D
CSU, UC
2-2-2-2 Units
Lecture: 1 hour
Laboratory: 3 hours

STRINGED INSTRUMENTS

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

Mus 24A,B,C,D
CSU, UC
2-2-2-2 Units
Lecture: 1 hour
Laboratory: 3 hours

BRASS AND WOODWIND INSTRUMENTS

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

Mus 25A,B,C,D
CSU, UC
2-2-2-2 Units
Lecture: 1 hour
Laboratory: 3 hours

CLASS PERCUSSION

Fundamentals of snare drum technique and basic of counting. Designed for non-music majors with no background in reading music and the playing of percussion instruments.

Mus 26A,B,C,D, CSU,
UC
2-2-2-2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Ability to
read music and under-
stand musical
terms desirable.

CLASS HARP

Structured primarily for beginners. Special Lyon-Healy "Troubadour" Model Harp will be used. One hour of private harp practice required daily. Participation in ensemble (two or more harps) required. Participation in Student Recital at end of school term required.

Mus 27A,B, C,D
CSU, UC
1-1-1-1 Units
Laboratory: 3 hours
Prerequisite: Concur-
rent enrollment in
Mus 32.

WOMEN'S ENSEMBLE

Study and performance of music literature for women's ensembles; rehearsals and public performances required.

Mus 28A,B,C,D
CSU, UC
1-1-1-1 Units
Lecture: 1/2 hour
Laboratory: 1/2 hour
Prerequisite:
Approval of
instructor.

PIANO ENSEMBLE

This course is 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.

- Mus 30A,B,C,D
CSU, UC
1-1-1-1 Units
3 hours rehearsal
each week.
- Mus 31A,B,C,D
CSU, UC
1-1-1-1 Units
4 hours rehearsal
each week.
- Mus 32A,B,C,D
CSU, UC
1-1-1-1 Units
3 hours rehearsal
each week.
- Mus 33A,B,C,D
CSU, UC
1-1-1-1 Units
4 hours rehearsal
each week.
Prerequisite:
Permission
of instructor
by audition.
- Mus 34A,B,C,D
CSU, UC
1-1-1-1 Units
4 hours rehearsal
each week.
Prerequisite: Vocal
reading ability.
- Mus 35A,B,C,D
CSU, UC
1-1-1-1 Unit
4 hours rehearsal
each week.
Prerequisite: Ability
to perform on one or
more instruments.
- Mus 36A,B,C,D
CSU, UC
2-2-2-2 Units
Laboratory: 6 hours
Prerequisite: Must
take course in se-
quence.
- Mus 37A,B,C,D
CSU, UC
1-1-1-1 Units
4 hours rehearsal
each week.
Prerequisite: Ability
to perform on one or
more instruments.
- MALE CHORUS
The study and performance of music literature for male chorus, ensemble, and quartet. Occasional extra rehearsals and public performances required.
- COLLEGE ORCHESTRA
The study and performance of concert orchestra literature. Participation in public performance required.
- COLLEGE CHORUS
Study and performance of either one large-scale work or a program of representative choral works; public performance required.
- SYMPHONIC BAND
The College Symphonic Band is a combination laboratory and performance organization dedicated to acquaint the student with a wide variety of symphonic band musical literature, composers and soloists.
- VOCAL ENSEMBLE
Study and performance of music literature for small vocal ensembles; rehearsals and public performances required.
- CHAMBER ENSEMBLE
The development of musicianship through the performance of ensemble music in various styles and periods with emphasis on performance practices. Public performance required.
- OPERA WORKSHOP
The study of musical, dramatic, and language techniques in opera through the performance of representative scenes and acts or participation in collegiate performances. Extra rehearsals and public performances required.
- CHAMBER MUSIC
Development of musicianship through the performance of music of various periods and styles. Public performance required.

Mus 38A,B,C,D
CSU, UC
1-1-1-1 Units
Laboratory: 3 hours
Prerequisite: concurrent enrollment in Guitar Performance.

Mus 39A,B,C,D CSU,
UC
2-2-2-2 Units
Lecture: 1 hour
Laboratory: 3 hours

Mus 40A,B,C,D-
48A,B,C,D
CSU, UC
2-2-2-2 Units
Lecture: 2 hours
Prerequisite:
Audition and
concurrent enrollment
in Mus 99.

Mus 50 CSU
2 Units
Lecture: 2 hours

Mus 51A,B,C,D CSU,
UC
2-2-2-2 Units
Lecture: 2 hours
Prerequisite:
Basic knowledge
of Harmony.

Mus 52A,B,C,D CSU
2-2-2-2 Units
Lecture: 2 hours

Mus 53 CSU
2 Units
Lecture: 2 hours

GUITAR ENSEMBLE

Experience in performing music for multiple guitars, both original music as well as transcriptions; working under a conductor in an ensemble situation; interpretation and performance practices in music for the classical guitar. Open to persons with a background in classical techniques on guitar.

CLASS GUITAR

Fundamentals of guitar technique, with emphasis on right and left hand positioning, fingering and control. Musical examples from the classical repertoire as well as popular song accompaniment will be covered.

MUSIC PERFORMANCE

This course is designed to provide training for vocalists - consideration upon technical proficiency. Public performance in student recital each semester is required. Repertoire will include literature from all periods.

- a. Concurrent enrollment in one of the music performance series: (Mus 40 thru 48 all CSUC & UC)
 - 40 Harpsichord - Prerequisite: Concurrent enrollment in Mus 61 A,B,C,D Accompanying
 - 41 Piano - Prerequisite: Concurrent enrollment in Mus 61 A,B,C,D Accompanying
 - 42 Strings
 - 43 Woodwinds
 - 44 Brasses
 - 45 Percussion
 - 46 Organ - Prerequisite: Concurrent enrollment in Mus 61 A,B,C,D Accompanying
 - 47 Voice
 - 48 Guitar
- b. Minimum of one-half hour laboratory each week predicated upon a minimum of 5 hours practice.
- c. Jury examination at the end of the semester involving the student and the music staff of College of the Desert.
- d. Attendance at on-campus concerts.

PIANO PEDAGOGY

This course is designed to teach the educational psychology for teaching piano, including methods and materials (recommended for all students whose future plans include some piano teaching); includes some observation and supervised teaching of children in private and class lessons. (Open to beginners and advanced students).

ARRANGING

Writing arrangements of music for vocal and instrumental groups of all types.

CHURCH MUSIC

Study of the music of the church, its history and meaning, and practical application of this material in present-day church services.

FOLK MUSIC

A study of elementary guitar as applied to western and popular music. Basic right-hand fingering and elementary chord formations, as well as an introduction to the reading of music, will be studied.

Mus 55 CSU

3 Units
Lecture: 1 hour
Laboratory: 2 hours
Prerequisite: Enrollment in Mus 47A,B, C,D, or have completed some private instruction in voice.

Mus 56A,B,C,D

1-1-1-1 Unit
Laboratory: 3 hours

Mus 57A,B,C,D

1-1-1-1 Unit
Laboratory: 3 hours

Mus 58A,B,C,D

CSU, UC
1-1-1-1 Unit
4 hours rehearsal each week.
Prerequisite: Ability to perform on one or more instruments.

Mus 59 A,B,C,D

CSU, UC
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Successful completion of Mus 23 A-D or equivalent.

Mus 60A,B,C,D

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

Mus 61A,B,C,D CSU,

UC
2-2-2-2 Units
Lecture: 2 hours
Laboratory: 2 hours
Prerequisite: Audition.

Mus 62A,B,C,D CSU, UC

1-1-1-1 Unit
Laboratory: 4 hours

Mus 63A,B, CSU, UC

3-3 Units
Lecture: 3 hours
Laboratory: 1 hour
Prerequisite: Ability to play a musical instrument, improvisational skills desirable.

SINGERS DICTION

Designed to give the singer the necessary tools in vowel and consonant formation of the following languages: (1)English (2)Latin (3)German (4)French (5)Italian. Emphasis will be placed on pronunciation through the International Phonetic Alphabet. Concurrent enrollment in one of the above languages is recommended but not required.

COMMUNITY CHORUS-WOMEN

The study and performance of works originally written and/or arranged for women's voices.

COMMUNITY CHORUS-MEN

The study and performance of works originally written and/or arranged for men's voices.

BRASS ENSEMBLE

The development of musicianship through the performance of traditional brass music in various styles and periods. Includes study of interpretation and performance practices. Public Performance required.

INTERMEDIATE STRINGED INSTRUMENTS

This course is designed for those who have completed Stringed Instruments (MU023ABCD) or who have had from one to two years string instruction. It is designed to advance the students playing ability between Beginning Strings and Music Performance, to prepare the student for more advanced level performance in both solo and group playing.

CLASS ORGAN

Fundamentals of organ technique and registration. Practical application in performance of simple compositions and accompaniments of various types.

ACCOMPANYING

The study and performance of keyboard accompaniments for instrumentalists, vocalists, and ensembles. Participation in rehearsals, recitals, juries, and concerts required.

PERCUSSION ENSEMBLE

Study and performance of literature originally written for any grouping of percussion instruments.

JAZZ HARMONY & IMPROVISATION

The method of teaching harmony in this class will be unique to the idiom of Jazz oriented music and will assist instrumentalists in improving their solo playing. Subject matter will include scale construction, identification and inversion of intervals, analysis construction and execution of chord progressions.

Mus 70 A,B
2-2 Units
Lecture: 2 hours

INTRODUCTION TO COMMERCIAL MUSIC

Introduction to the career opportunities related to music. Participants in the course will explore the many varied options available to the person interested in earning a living in some aspect of the music field. The course will consist of lectures, discussions, guest professional lecturers, field trips, readings and observation.

Mus 71A,B,C,D
CSU, UC
1-1-1-1 Unit
4 hours rehearsal
each week.
Prerequisite:
Permission
of instructor by
audition.

JAZZ ENSEMBLE

The College Jazz Ensemble is a combination laboratory and performance organization designed to acquaint the student with a wide variety of jazz and swing compositions, arrangers and soloists.

Mus 72A,B,C,D CSU,
UC

CELEBRATION - PRODUCTION

The content of this course comprises the study and performance of vocal techniques and arrangements written specifically for an original show. Public performance is required.

Mus 73A,B,C,D CSU,
UC

CELEBRATION - CHOREOGRAPHY

The content of this course comprises the study and performance of various dancing techniques and choreography related to public performance. Public performance is required.

Mus 74A,B,C,D CSU,
UC

CELEBRATION - VOCAL

The content of this course comprises the study and performance of vocal techniques and arrangements written specifically for an original show. Public Performance is required.

Mus 75
3 Units
Lecture: 2 hours
Laboratory: 3 hours

RECORDING TECHNIQUES

Content of this course will include the study and performance of specially prepared musical arrangements designed for recording purposes, the technique of multiple recording, click track recording, over-dubbing and microphone usage. The application of these skills to the field of commercials and jingles will also be included.

Mus 76A,B,C,D
2-2-2-2 Units
Lecture: 2 hours
Laboratory: 1 hour

PRODUCTION/DANCE

A course designed for the students who wish to participate in future Music Department productions, by giving them training in the movements that pertain to musical comedy staging, jazz and tap dancing.

Mus 77A,B,C,D
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Acceptance by Audition.

CELEBRATION II

The study and performance of vocal techniques and arrangements written specifically for an original musical show. The development of dance and choreographic techniques to perform in an original musical show. Public performance required.

MUS 78A,B,C,D CSU
2 Units
Lecture: 2 hours
Laboratory: 1 hour

COMPUTERS AND MUSIC

This course is designed to explore the history, theory and practice of Electronic Music and the development of MIDI (Musical Instrument Digital Interface). Students will have "hands-on" experience in the use of synthesizers, rhythm composers, computers and computer music software. Students will compose and arrange original compositions and work with existing repertoire through the medium of electronic music techniques.

Mus 80A,B,C,D-
88A,B,C,D
2 Units
Lecture: 2 hours
each course

MUSIC PERFORMANCE

Designed to provide training for vocalist or instrumentalists who do not desire or for whom there is no requirement for transfer credit. Repertoire will be chosen from literature idiomatic to the performance area. Public performance in student recital encouraged but not required.

- 80 Harpsichord
- 81 Piano
- 82 Strings
- 83 Woodwinds
- 84 Brasses
- 85 Percussion
- 86 Organ
- 87 Voice
- 88 Guitar

- a. Minimum of one-half hour laboratory each week predicated upon a minimum of 5 hours practice.
- b. Attendance at on-campus concerts.

Mus 89 A,B,C,D, CSU
1-1-1-1 Unit
Lecture: 0
Laboratory: 3 hours
Prerequisite:
Ability to perform
level III - IV
swing music.

STAGE BAND

This class is designed as a popular, modern music performing group for a variety of school and community related activities and functions.

Mus 90 A,B,C,D
CSU, UC
1-1-1-1 Unit
Lecture: 0
Laboratory: 3 hours
Prerequisite:
Ability to perform
level III and IV
musical selections.

WIND ENSEMBLE

This course is designed to provide in-depth instruction in wind instrument techniques and small group performance. Unlike the Symphonic Band at large, it will deal primarily with dynamics of musical expression for woodwind, brass and percussion instruments.

Mus 99
1 Unit
Lecture: 1 hour
Laboratory: 1 hour
Prerequisite: Mus
40A,B,C,D through
48A,B,C,D, Mus
80A,B,C,D through
88A,B,C,D.

RECITAL ATTENDANCE

Designed to provide those students registered in Music Performance with an opportunity to perform each semester in a formal recital atmosphere. The students will also observe and evaluate the problems involved in modern musical performance. Attendance of five on-campus concerts is required. Student must be concurrently enrolled in Music Performance series 40A,B,C,D through 48A,B,C,D.

SCIENCES-BIOLOGICAL, CHEMICAL AND PHYSICAL

ASTRONOMY

A 1 CSU, UC

3 Units

Lecture: 3 hours

Laboratory: 0

Eligibility for Eng 51
and Math 50.

DESCRIPTIVE ASTRONOMY

This course is an introductory survey of planetary, stellar and galactic astronomy, designed for students not majoring science. This course reviews research techniques, current knowledge and theory about the planets, stars, galaxies, and the age and origin of the universe.

A 1L CSU, UC

1 Unit

Laboratory: 3 hours

Prerequisites: Eligibility
for Eng 51 and
Math 50, prior or
concurrent enrollment
in A1.

DESCRIPTIVE ASTRONOMY LABORATORY

This is an introductory laboratory course featuring practical use of the telescope, an introduction to the geography of the sky, and applications of astronomical methods involving projects performed by the student.

A 51 CSU

1 Unit

Lecture: 1 hour

Eligibility for Eng
51 and Math 50.

INTRODUCTION TO ASTRONOMY

This course is a survey of modern astronomy and space science with an emphasis on the place of humanity in the universe and the possibility of life on other worlds. Some of the topics discussed will be: modern research instruments and techniques, exploding galaxies, quasars, pulsars, black holes, the manned space program, and the beginning and end of the universe.

BIOLOGY

Bi 1A CSU, UC

5 Units

Lecture: 4 hours

Laboratory: 3 hours

Prerequisite: A full
year of high school
Biology or Bi 4 and
4L, and eligibility for
Eng 1A and Math 50.

GENERAL BIOLOGY - PRINCIPLES

This course is a survey of biological concepts and functions including biological chemistry, origin of life, cell structure and function, energy production and utilization, mitosis and embryology, basic tissues, organ systems, integrative mechanisms, reproduction and genetics, adaptation and population biology.

Note: This course is primarily designed for students pursuing careers in science, pre-professional and other allied health fields requiring a strong foundation in biology. Bi 1A is typically followed by Bi 1B(Zoology) or Bi 1C(Botany) where one full year of biology is required.

Bi 1B CSU, UC

5 Units

Lecture: 3 hours

Laboratory: 6 hours

Prerequisite: Eligibility
for Eng 51 and Math
50.

GENERAL BIOLOGY - GENERAL ZOOLOGY

This course emphasizes identification, classification, morphology, physiology, parasitology, behavior, ecology, adaptation and phylogenetic development of invertebrates and vertebrates. Laboratory experiments, dissections and identifications give practical study.

Note: This course serves science, pre-professional and all other majors requiring a strong foundation in biology, and partially meets the requirement of students needing one year of biology. It also meets the Biological Science General Education requirement.

Bi 1C CSU, UC

5 Units

Lecture: 4 hours

Laboratory: 3 hours

Prerequisite: Eligibility
for Eng 51 and Math
50.

GENERAL BIOLOGY - GENERAL BOTANY

This course is a survey of biological functions, and includes a broad study of diversity in plant structure, function, and classifications. Emphasis is placed on algae, fungi, flowering plants and their ecological significance.

Note: The course is designed primarily for biology, science, and pre-professional and all other majors where a strong foundation in biology is required. Partially meets the requirements of students needing one year of biology.

Bi 4 CSU, UC

3 Units

Lecture: 3 hours

Prerequisites: Eligibility for Eng 51 and Math 50.

ELEMENTS OF BIOLOGY

This is a course designed to acquaint the student with the fundamental concepts and principles of biology, including background information on the basic physical sciences.

Note: This course is offered for those individuals with little or no background in the biological sciences. It may also be taken as a refresher course for those students who wish to pursue subsequent biology courses. This course does not meet the requirements for biological science majors. Bi 4 and Bi 4L meet the Biological Science General Education requirement.

Bi 4L CSU, UC

1 Unit

Laboratory: 3 hours

Prerequisite: Concurrent or prior enrollment in Bi 4 and Math 50.

ELEMENTS OF BIOLOGY LABORATORY

This course provides supplementary laboratory experience for those having taken, or taking Bi 4, and emphasizes critical practical studies in biological principles.

Note: When taken with Bi 4, this course meets the Biological Science General Education requirements. Bi 4 and Bi 4L do not meet the Biological Sciences requirement for Science and Allied Health majors or those requiring one year of Biology. Such students must take Bi 1A and either Bi 1B or Bi 1C.

Bi 15 CSU, UC

5 Units

Lecture: 4 hours

Laboratory: 3 hours

Prerequisite: Ch 4 or equivalent with a grade of C or better. Eligibility for Eng 51 and Math 50 Bi 1A is recommended.

GENERAL MICROBIOLOGY

General Microbiology is a comprehensive study of the microbial world. The course is designed to develop an appreciation and an understanding of microorganisms and their relationship to man and his environment. A knowledge of the principles of microbiology and their practical applications is stressed. Subject matter includes: medical microbiology, microbial physiology, microbial genetics, water, and waste-water microbiology and industrial microbiology. The laboratory experience explores the development of current methods, techniques, and skills necessary to culture, propagate and identify microorganisms.

Bi 21 CSU, UC

3 Units

Lecture: 3 hours

Prerequisite: Eligibility for Eng 51 or Math 50 is required.

ELEMENTARY HUMAN ANATOMY AND PHYSIOLOGY

This course is an introduction to the structure and function of human body systems. Note: This course is designed primarily for LVN, and Medical Assisting students desiring a working knowledge of human form and function. Bi 21 is not recommended for RN's, Respiratory Therapy or X-ray Technology, unless as a preparatory course preceding other Human Anatomy and Physiology courses. When taken with Bi 21L, Bi 21 satisfies the Biological Science General Education requirement.

Bi 21L CSU, UC

1 Unit

Laboratory: 3 hours

Prerequisite: Concurrent or prior enrollment in Bi 21. Eligibility for Eng 51 and Math 50.

ELEMENTARY HUMAN ANATOMY AND PHYSIOLOGY LABORATORY

This laboratory class presents a practical approach to the structure and function of human body systems and complements Bi 21. Note: This laboratory course is designed primarily for LVN and Medical Assisting students desiring a working knowledge of human form and function. Bi 21L is not recommended for RN's or Respiratory Therapy. When taken with Bi 21, Bi 21L satisfies the Biological Science General Education requirement.

Bi 22 CSU, UC

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Eligibility for Math 50 and Eng 51.

HUMAN ANATOMY

This course is a gross microscopic study of organ systems of the human body. Practical study of histology slides, skeletons, cadavers and/or non-human mammals is undertaken. Directed dissections are required. Note: This course is designed for Allied Health students, and satisfies the Biological Science General Education requirements. This course is not recommended for pre-medical or pre-dental students who must take Bi 1A and Bi 1B.

Bi 23 CSU, UC

5 Units

Lecture: 4 hours

Laboratory: 3 hours

Prerequisite: Eligibility for Eng 51 and Math 50. Ch 4 and Bi 22 are required.

HUMAN PHYSIOLOGY

This course is a survey of normal and some abnormal functions of the integumental, skeletal, muscular, circulatory, respiratory, digestive, urogenital, sensory, nervous, and endocrine systems.

Note: This course is a prerequisite for many of the Allied Health majors, or it may be used to satisfy a General Education Life Science requirement. Pre-medical, pre-dental, and pre-veterinarian majors are advised to take the Bi 1A and Bi 1B sequence rather than Bi 22 and Bi 23.

CHEMISTRY

Ch 1A,B CSU, UC

5-5 Units

Lecture: 3 hours

Laboratory: 6 hours

Prerequisite: One year high school chemistry, Ch 3 or Ch 4 with a grade of C or better. Eng 51 and Math 9 are required. Ch 1A with a grade of C or better is required for Ch 1B.

Ch 3 CSU, UC

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Eligibility for Math 50 and Eng 51

Ch 4 CSU

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Eligibility for Math 50 and Eng 51.

Ch 5 CSU

3 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Math 50 and Eng 51. Ch 1A, Ch 1B, Ch 3, or Ch 4 with a grade of C or better.

Ch 10 A, B CSU, UC

5 Units

Lecture: 3 hours

Laboratory: 6 hours

Prerequisite: Ch 10 A: Ch 1B
Ch 10 B: Ch 10 A.

GENERAL CHEMISTRY

This is a two semester course that covers the basic principles and concepts of chemistry, with emphasis on chemical calculations. Inorganic chemistry is stressed, and a the material includes a discussion of atomic structure, chemical bonding, molecules, reaction types, thermodynamics, equilibria, and 2 more detailed study of the chemistry of selected elements. There is a brief introduction to organic, biological, and radiation chemistry. The laboratory part of the course complements the lectures, and covers qualitative analysis. Note: This course is designed for pre-professional, science, and engineering major transfer students. —(CAN CHEM SEQ A).

INTRODUCTORY GENERAL CHEMISTRY

This course is a study of the basic principles of inorganic chemistry for students who have not completed high school chemistry. Topics covered include an introduction to atomic theory and chemical calculations. Note: This course satisfies the prerequisite for Ch 1A. It is designed for students seeking chemistry beyond this level or for General Education requirements.

FUNDAMENTALS OF CHEMISTRY

This course is a survey of basic principles of inorganic, organic and bio-organic chemistry presented on a level for the general student.

Note: This course satisfies the chemistry requirement for RN and Respiratory Therapy students, and is transferable as a physical science with laboratory.

BIO-ORGANIC CHEMISTRY

This course is a survey of organic and biological chemistry with an emphasis on the health sciences. It covers the major functional groups of organic and biologically active molecules and their interrelationships. Note: This course is suitable for Allied Health students who are required to take one year of chemistry. As such, it is taken in sequence after Ch 3 or Ch 4.

ORGANIC CHEMISTRY

This course is a two semester sequence covering the basic principles and concepts of organic chemistry. An in-depth study is made of the bonding of carbon, stereochemistry and the reactivity of the various functional groups. Reaction mechanisms of aliphatic and aromatic compounds are discussed in detail. An introduction is made to biochemical compounds. The course is designed for chemistry, biology and pre-professional majors.

GEOLOGY

G 1 CSU, UC

3 Units

Lecture: 3 hours

Eligibility for Eng 51 and Math 50.

G 1L CSU, UC

1 Unit

Laboratory: 3 hours

Prerequisite: Prior or concurrent enrollment in G1.

PHYSICAL GEOLOGY

This course includes the study of the origin and composition of rocks and minerals; landscape development by water, ice, and wind; earthquakes; the earth's interior; the nature of mountains and their development; the drift of continental and oceanic crustal plates; and environmental aspects of geology. —(CAN GEOL 2 for G 1 and G 1L).

PHYSICAL GEOLOGY LABORATORY

This course is a practical application in the laboratory and on field trips of aspects of the Physical Geology subject areas. Field trips will emphasize local geology and lab work will emphasize practical study of minerals and rocks and investigation of various geologic features on topographic maps. —(CAN GEOL 2 for G 1 and G 1L).

G 2 CSU, UC
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: G 1 or G 10 with at least a grade of C. Eng 51 and Math 50.

HISTORICAL GEOLOGY

This course investigates the formation and evolution of the Earth, including its oceans, atmosphere, and life; as traced mainly through the rock and fossil records. Included is the history of the science of geology. Basic geologic principles will be briefly reviewed.

G 3 CSU, UC
4 Units
Lecture: 2 hours
Laboratory: 6 hours
Prerequisites: G1 or G10, with a grade of B or better and a course in chemistry (may be taken concurrently). HS chemistry may also be accepted.

ELEMENTARY MINERALOGY

A study of structure (crystallography), properties, associations, and origins of minerals. Blowpipe analysis and related chemical tests are used in addition to physical means for mineral identification. Offered alternate Spring semesters.

G 5 CSU, UC
3 Units
Lecture: 3 hours
Eligibility for Eng 51 and Math 50.

ENVIRONMENTAL GEOLOGY

This course investigates: natural hazards such as floods, landslides, earthquakes, and volcanic activity to minimize effects on persons and property; landscape for site selection, land-use planning and environmental impact analysis; earth materials, such as minerals, soil, rocks, and water to determine potential use for resources, and for waste disposal, and to assess the need for conservation practices.

Note: this course is suggested for students in any major which deals with human interactions with the physical environment such as architecture, engineering, environmental studies, city planning, natural resources, geology, and geography. Physical Geology Lab may be taken to accompany this course.

G 5L CSU, UC
1 Unit
Laboratory: 3 hours
Prerequisite: Prior or concurrent enrollment in G 5.

ENVIRONMENTAL GEOLOGY LABORATORY

This course is designed to provide practical application in the laboratory and on field trips into most aspects of environment geology described in environment geology lecture (See description for that class). This course is designed to supplement and compliment the lecture and is recommended for satisfaction of the laboratory portion of the physical section of the General Education Requirement. Offered Fall semesters.

G 10 CSU, UC
3 Units
Lecture: 3 hours
Eligibility for Eng 51 and Math 50.

EARTH SCIENCE

This course surveys and integrates the Earth Sciences of Geology, Meteorology, Oceanography, and Astronomy to bring into perspective the uniqueness of our planet, the interrelationships of its systems, and the impact of man upon these systems. Various aspects of geologic science constitute approximately 70 percent of course.

G 10L CSU, UC
1 Unit
Laboratory: 3 hours
Prerequisite: Previous or concurrent enrollment in G 10.

EARTH SCIENCE LABORATORY

This course is a practical application in the laboratory and on field trips of aspects of the Earth Science subject areas; particularly those concentrating on the geologic sciences. Field trips will emphasize local geology, and lab work will emphasize practical study of minerals and rocks, and investigation of various geologic features on topographic and geologic maps.

PHYSICS

Ph 1 CSU, UC

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Completion of Math 50 with a grade of C or better.

Eligibility for Eng 51.

BASIC PHYSICS

This course is an introduction to basic physical concepts, theories, and principles with emphasis on their practical application to the health sciences. A minimum of mathematics is used in presenting the subject matter. Note: The course is designed for students in the health science fields, and for those students in general education who need to satisfy a laboratory requirement in the physical sciences.

Ph 2A,B CSU, UC

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: Completion of Math 9 with a grade of C or better.

Eligibility for Eng 51.

COLLEGE PHYSICS

This is the non-calculus physics course. Ph 2A covers mechanics, heat, and wave motion. Ph 2B covers electricity, magnetism, optics, and atomic and nuclear physics. Note: This course satisfies the physics requirement for pre-professional and biology students. —(CAN PHYS SEQ A).

Ph 4A,B CSU, UC

5 Units

Lecture: 4 hours

Laboratory: 3 hours

Prerequisites: Completion of Math 1A with a grade of C or better. Eligibility for Eng 51.

ENGINEERING PHYSICS

This is a two semester sequence of courses required of students who plan to major in physics, chemistry, mathematics, engineering, or architecture. This sequence of courses covers mechanics, heat, wave motion, electricity, and magnetism.

Ph 5 CSU, UC

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: Completion of Math 10 or

Math 12 with a grade of C or better. Eligibility for Eng 51.

COMPUTER PROGRAMMING I: FORTRAN FOR THE SCIENCES AND ENGINEERING

This course is an introduction to the use of FORTRAN 77 for the solution of problems in the physical sciences and in engineering. Certain elementary techniques from numerical analysis are introduced.

Ph 6 CSU, UC

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite:

Physics 5.

COMPUTER PROGRAMMING II

An extension of Physics 5 with greater complexity of problems.

SOCIAL SCIENCES

ANTHROPOLOGY

Anth 1 CSU, UC

3 Units

Lecture: 3 hours

Prerequisite: Eligibility for Eng 51 or above

HUMAN EVOLUTION, INTRO TO PHYSICAL ANTHROPOLOGY

This course is a study of the origins of humans and their place in nature. Topics emphasized include the mechanisms of biological evolution, the physical form and behavior of the nonhuman primates, the fossil record of early humans and our current racial variability. This course meets the California State Universities and Colleges General Education requirement (Area B#2) for a course on the "Physical Universe and Life Forms". —(CAN ANTH 2).

Anth 2 CSU, UC

3 Units

Lecture: 3 hours

Prerequisite: Eligibility for Eng 51 or above.

CULTURAL ANTHROPOLOGY

This course is a topical introduction to the cross-cultural study of human societies. Among the topics discussed are food-getting practices, marriage customs, kinship systems, social organization and supernatural beliefs. Also emphasized are theories of culture and the nature of cultural change. —(CAN ANTH 4).

Anth 3 CSU, UC

3 Units

Lecture: 3 hours

Prerequisite: Eligibility for Eng 51 or above.

INTRODUCTION TO ARCHEOLOGY

This course is an introduction to human prehistory spanning the period from the earliest toolmakers to the recent past. It seeks both to describe and explain human cultural developments from data collected on all continents. The tools, techniques and methodologies of archaeological investigations are examined and evaluated. —(CAN ANTH 6).

EDUCATION

Ed 1 CSU

2 Units

Lecture: 2 hours

INTRODUCTION TO EDUCATION

An orientation to public schools and teaching in local schools. Designed for teacher aides, credential teachers new to the local school districts, parents, and patrons of the local school system. Topics include school finance, school administration and policies, curriculum and instructional procedures, counseling and guidance, and school and community relations.

GEOGRAPHY

Geog 1 CSU, UC

3 Units

Lecture: 3 hours

Prerequisite: Eligibility for Eng 51 or above.

PHYSICAL GEOGRAPHY

This course examines the major features of the natural environment including land, water, air and life forms. The relationship between humans and their natural environment is emphasized, and map-reading skills are developed. This course meets the California State Universities and Colleges General Education requirement (Area B, #1) for a course on the "Physical Universe". —(CAN GEOG 2).

Geog 1L CSU, UC

1 Unit

Laboratory: 3 hours

Prerequisite: Previous or concurrent enrollment in Geog. 1.

PHYSICAL GEOGRAPHY LABORATORY

This course introduces the student to the methods and techniques used in the geographic study of the natural environment focusing on the earth's atmosphere, continents, oceans and life forms. The student will observe, record, and analyze information both in class and on field trips in the local environment. Completion of Geography 1 and 1L fulfills the California State Universities and Colleges General Education requirement (Area B, #1) for a laboratory course on the Physical Universe.

Geog 2 CSU, UC

3 Units

Lecture: 3 hours

Prerequisite: Eligibility for Eng 51 or above.

CULTURAL GEOGRAPHY

This course focuses on the distribution of and interrelationships between features of humankind's modern cultural environment. Among the topics discussed are world population, forms of livelihood, territoriality, urbanization, and material culture. Emphasis is also placed on the development of map-reading skills.

Geog 7 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51 or above.

REGIONAL GEOGRAPHY

This course seeks to describe and explain the major cultural characteristics of the earth's diverse geographic regions. Emphasis is placed on the development of regional patterns through time and the processes responsible for the existing patterns. The development of map-reading skills is an essential aspect of this investigation.

HISTORY

Hist 1 CSU UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51 or above.

HISTORY OF WESTERN CIVILIZATION

This course is a broad study of the major elements in the Western heritage from ancient times to the Renaissance. The course is designed to develop the student's understanding of institutions basic to Western Civilization. —(CAN HIST 2).

Hist 2 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51 or above.

HISTORY OF WESTERN CIVILIZATION

This course is a broad study of the major elements in the Western heritage from the Renaissance to the present. This course is designed to develop the student's understanding of institutions basic to Western Civilization. —(CAN HIST 4).

Hist 17 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51 or above.

U.S. HISTORY THROUGH RECONSTRUCTION

This course is a survey of the political and social development of the United States from the discovery of America through the Reconstruction period. —(CAN HIST SEQ B for HIST 17 and 18).

Hist 18 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51 or above.

U.S. HISTORY FROM RECONSTRUCTION TO PRESENT

This course is a survey of the political and social development of the United States from the Reconstruction Period to the present. —(CAN HIST SEQ B for HIST 17 and 18).

INSTRUCTIONAL AIDE

IA 51
3 Units
Lecture: 3 hours

INTRODUCTION TO INSTRUCTIONAL AIDE TRAINING

The study and practice of working with children in the school environment, including the demonstration of materials and procedures used in the classroom. Special emphasis will be given to the specific duties and responsibilities of Teachers' Aides.

IA 53 CSU
2 Units
Lecture: 2 hours

AUDIO-VISUAL AND INSTRUCTIONAL MACHINES AND MATERIALS

Study and practice in the use of projectors (all types), teaching machines, tape recorders, bulletin boards, language masters, listening centers, record players, picture and resource files, bulletin boards (handwriting on board), and chart making.

IA 54
2 Units
Lecture: 2 hours

PLAYGROUND (SUPERVISION AND SKILLS)

Study of some of the elements of playground supervision, including first aid, safety, games and rules, noon-hour supervision, skills and activities, and legal aspects.

IA 55 CSU
3 Units
Lecture: 3 hours

LANGUAGE ARTS FOR INSTRUCTIONAL AIDES

Study of language arts, procedures, such as: listening, speaking, reading, writing, experience charts, child literature, storytelling, penmanship, board writing, printing, and cursive writing.

IA 56 CSU
3 Units
Lecture: 3 hours

CREATIVE ARTS

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

IA 57
2 Units
Lecture: 2 hours

COMMUNITY AND SCHOOL RELATIONS

Identification of leadership roles, school organization, personnel responsibilities, case studies, agencies that cooperate, ethnic characteristics of communities, home and school relations.

IA 59
2 Units
Lecture: 2 hours

METHODS AND MATERIALS IN A SINGLE SUBJECT

An intensive briefing and training in textbooks, methods, and materials in a single subject field. Designed to be given generally to aides at the time of extensive textbook or curriculum changes. May be repeated for credit in any subject field.

IA 60
3 Units
Lecture: 3 hours

CHILDREN'S GROWTH AND LEARNING IN THE ELEMENTARY SCHOOL

Designed to assist the aide in understanding children's growth patterns and their learning characteristics in the elementary school.

IA 61
3 Units
Lecture: 3 hours

BILINGUAL EDUCATION FOR INSTRUCTIONAL AIDES

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

IA 62
3 Units
Lecture: 3 hours

SURVEY OF SPECIAL EDUCATION

The study of the role of the aide in special education. The course includes current federal and state legislation as regarding to special educational rights. The student should acquire an awareness and understanding of children in special education programs and the importance of the role of the special education aide.

PHILOSOPHY

Phil 6 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51 or above.

INTRODUCTION TO PHILOSOPHY

This course surveys the traditional philosophical problems of knowledge, logic, ethics, aesthetics, religion and metaphysics. These problems will be viewed as interrelated dimensions of a struggle to understand the nature and meaning of existence - a struggle which is both collective and individual. Students will confront problems in a way that will stimulate critical thinking and the development of a sound personal philosophy. —(CAN PHIL 2).

Phil 7 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51 or above.

INTRODUCTION TO PHILOSOPHY

In this course, students are introduced to the practice of philosophy as revealed through analysis of selected original writings of some of the great philosophers themselves. Among the topics about which these philosophers write are the nature and existence of God, free will and determinism, skepticism and knowledge, morality, ethics and society, logical positivism, plain language philosophy and existentialism.

Phil 8 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51 or above.

PHILOSOPHY FROM ANCIENT TIMES TO RENAISSANCE

This course is a study of the historical and logical development of the principal assumptions upon which contemporary thought and activity are based. Focus will be on the ideas and their proponents as viewed within their historical contexts from ancient times to the Renaissance. Emphasis will be placed on those ideas which are as relevant to contemporary life and thought as they were in the past.

Phil 9 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51 or above.

PHILOSOPHY FROM RENAISSANCE TO PRESENT

This course is a study of the historical and logical development of the principal assumptions upon which contemporary thought and activity are based. Focus will be on the ideas and their proponents as viewed within their historical contexts from the Renaissance to the present. Emphasis will be placed on those ideas which are as relevant to contemporary life and thought as they were in the past.

Phil 10 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51 and either Math 50 or Math 9.

GENERAL LOGIC

In this course, students are introduced to both deductive and inductive logic. Stress is placed on the principles of sound argumentation and the identification of common formal and informal fallacies. Also emphasized are statistical reasoning and the scientific method.

Phil 11 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51 or above and Math 9 or above.

SYMBOLIC LOGIC

This course is the study of the methods characteristic of modern formal logic. It includes the symbolic representation of arguments from both truth-functional and predicate logic, the study of validity, the use of truth-tables, truth-trees and other techniques of meaning specification and proof. Computer applications will also be explored.

Phil 12 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51 or above.

RELIGIONS OF THE WORLD

This course is an historical introduction to the world's religious philosophies - Hinduism, Jainism, Buddhism, Sikhism, Taoism, Confucianism, Shinto, Zoroastrianism, Judaism, Christianity and Islam - with an examination of their original writings and subsequent commentaries.

Phil 13 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51 or above.

PERSPECTIVES ON DEATH AND DYING

In this course, pertinent insights from other cultures, literature, art, law, medicine, psychology, religion and philosophy will be presented, analyzed and critically evaluated. The student will be encouraged to develop an understanding of death and dying as they relate to our knowledge of ourselves and other persons.

Phil 14 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51 or above.

INTRODUCTION TO ETHICS

This course is a systematic examination of the concepts of right and wrong, as traditionally conceived, and the application of moral values and principles to problems of daily life.

POLITICAL SCIENCE

PS 1 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51 or above.

INTRODUCTION TO GOVERNMENT

This course is an introduction to the principles, organization and politics of the national government of the United States, including a study of State and local government. In considering government at the State level, specific emphasis is given to the government of the State of California. Throughout the course, current issues in American and State politics are stressed.

PS 2 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: PS 1 or Hist 17 or Hist 18.

INTRODUCTION TO COMPARATIVE GOVERNMENT

This course is a comparative study of constitutional principles, governmental institutions and political problems of selected governments. Particular attention is given to the contemporary problems of Great Britain, France, West Germany and the Soviet Union.

PS 4 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: PS 1 or Hist 17 or Hist 18.

INTRODUCTION TO INTERNATIONAL RELATIONS

This course is an introduction to the nature of political relations among nations, including the basic factors which influence international relations. Emphasis will be placed on an examination of contemporary world politics.

PSYCHOLOGY

Psy 1 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51 or above.

GENERAL PSYCHOLOGY

This course is an introduction to facts, principles and theories governing animal and human behavior. Topics include the nervous system, developmental psychology, consciousness, psychotropic drugs, learning, motivation, emotion, abilities, personality, stress and abnormal psychology. — (CAN PSY 2).

Psy 3 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51 or above.

DEVELOPMENTAL PSYCHOLOGY

This is a life span course based on the behavioral patterns found at each level of normal human development, including the interrelationships of psychological, sociological, cognitive, and physical development from birth to senescence. The personal and professional implications of developmental psychology will be discussed. The implications for both personal development and professional practice will be considered.

Psy 10 CSU
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51 or above.

PSYCHOLOGICAL ASPECTS OF MARRIAGE AND FAMILY
This course is designed to develop the student's repertoire of behavioral skills and an understanding of the principles governing successful marriage and family life. Included are areas such as communication, decision-making, human sexuality, divorce and the single parent, alternative family lifestyles and coping with stress.

Psy 20, CSU
3 Units
Lecture: 3 hours
Eligibility for Eng
51 or above.

ADOLESCENT PSYCHOLOGY: UNDERSTANDING AND AIDING YOUTH
This course is an introduction to both research and theory related to the growth and development of adolescents. Major areas emphasized include physical and psychological growth, adolescents and their families, the influence of peers, youth subcultures, sex roles, sexual behavior, self-image and the impact of society at large. A special emphasis is placed on practical techniques useful to parents and professionals who work with adolescents.

Psy 33 CSU
3 Units
Lecture: 3 hours
Prerequisite: Psy 1
Eligibility for Eng 51
or above. Psy 1
or equivalent.

PERSONAL AND SOCIAL ADJUSTMENT
This course examines the development of normal personality and places emphasis upon the practical problems of adjustment encountered in such areas as school, family, vocation and community. In particular, the course focuses on understanding the causes of frustration and the process of learning adequate methods of coping in problematic situations.

SOCIOLOGY

Soc 1 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51 or above.

INTRODUCTORY SOCIOLOGY
This course is a survey of the characteristics of social life, the processes of social interaction, and the tools of sociological investigation. —(CAN SOC 2).

Soc 2 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Soc 1.

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

Soc 3 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for both Eng 51 and
Math 9 or higher.

STATISTICAL METHODS FOR BEHAVIORAL SCIENCES
This course is an introduction to the statistical concepts and techniques most frequently used in the Social Sciences: sociology, psychology, history, anthropology, economics/business, political science, geography and education. The subject matter includes tabular and graphic presentation of data, measures of central tendency, measures of dispersion, measures of correlation, sampling, confidence intervals and both parametric and non-parametric tests of significance. Emphasis is placed upon both the use and interpretation of the preceding.

Soc 10 CSU
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51 or above.

MARRIAGE AND FAMILY-A SOCIOLOGICAL APPROACH
This course is designed to develop the student's repertoire of behavioral skills and an understanding of the principles governing successful marriage and family life. Included are areas such as communication, decision-making, human sexuality, divorce and the single parent, alternative family life styles and coping with stress.

Soc 14 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51 or above.

MINORITY GROUPS IN THE AMERICAS
This is a comparative study of Native American, Oriental, African, and European groups in the Americas as approached from the perspectives of sociology with particular focus on minority group status in contemporary society.

THEATRE ARTS

TA 1 CSU, UC

3 Units

Lecture: 3 hours

INTRODUCTION TO THEATRE

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

TA 2A,B,C,D CSU, UC

3-3-3-3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: Dependent on faculty's evaluation of the individual's level of ability and training.

ACTING I

This course is designed to provide a progression of skill levels by which actors develop awareness of their senses, relationship to the world around them, and responsibilities to the art form. Preliminary exercises begin with examination of the individual's values and feelings and progresses to the translating of these values into characterization.

TA 3A,B,C,D CSU, UC

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite:

Dependent on faculty's evaluation of the individual's level of ability and training.

ACTING II

This course is designed to develop actor's artistic skills in character study, script breakdown and styles. Styles to be analyzed and executed include realistic, naturalistic, Shakespearian, Chekhovian, Brechtian, romantic, poetic, and restoration.

TA 6 A, B, C, UC

1-3 Units

Laboratory: 3/9 hours

Prerequisite:

Performance ability and audition.

THEATRE DANCE

A course designed to expose the student to the methods and execution of dance as it applies directly to a fully mounted musical production. Includes exposure to acting areas, as the director of the actual production sees fit; and both technical and dancing areas, as instructed by the choreographer. Emphasis on rehearsal techniques and "polishing" production dance numbers.

TA 7A CSU, UC

3 Units

Lecture: 3 hours

Prerequisite: Acting 1A or 1B; Play Production or equivalent.

DIRECTING

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

TA 7B CSU, UC

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisites: TA 7A.

DIRECTING

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

TA 8A, B, CSU, UC

3-3 Units

Lecture: 2 hours

Laboratory: 3 hours

THEATRE GRAPHICS

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

TA 9 A,B CSU, UC

3 Units

Lecture: 2 hours

Laboratory: 3 hours

STAGECRAFT I

A class designed to offer the student an introduction to the art of stage scenery and theatrical properties. The class deals with the techniques of construction, the organizational process, the group dynamic and understanding of good stage scenery and/or theatrical property. Students are required to apply the skills they learn in actual college productions.

- TA 10A,B CSU, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
- STAGECRAFT II
A class designed to offer the student an introduction to the art of stage lighting and theatre sound. The class deals with the techniques of implementing a light design, understanding of light and sound equipment, the organizational process, the group dynamic required and an understanding of what constitutes good theatre lighting and sound. Students are required to exhibit their skill in participation in College productions.
- TA 11A,B CSU, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite:
Stagecraft 9 A.
- THEATRE SOUND
A course designed to delineate the basic principles of sound and sound equipment. Involves the practical application of theory in conjunction with live theatre productions.
- TA 20A,B,C,D CSU,
UC
1 Unit
Lecture: 0
Laboratory: 3 hours
- PLAY PRODUCTION - ACTING
A course involving participation in a specific area of acting in a faculty directed main stage production. The style and artistic disciplines will vary with each production.
- TA 21A,B,C,D CSU,
UC
2 Units
Lecture: 0
Laboratory: 6 hours
- PLAY PRODUCTION - ACTING
A course involving participation in specific area of acting in a faculty directed main stage production. The style and artistic disciplines will vary with each production.
- TA 22A,B,C,D CSU,
UC
3 Units
Lecture: 0
Laboratory: 9 hours
- PLAY PRODUCTION - ACTING
A course involving participation in a specific area of acting in a faculty directed main stage production. The style and artistic disciplines will vary with each production.
- TA 23A,B,C,D CSU,
UC
4 Units
Lecture: 0
Laboratory: 12 hours
- PLAY PRODUCTION - ACTING
A course involving participation in a specific area of acting in a faculty directed main stage production. The style and artistic disciplines will vary drastically with each production.
- TA 24 A,B,C,D CSU,
UC
1 Unit
Lecture: 0 hours
Laboratory: 3 hours
Prerequisite: Audition
by Theatre Staff.
- PLAY PRODUCTION, DANCE
Practical training in Jazz, Ballet and Modern Dance for stage performance. Basic theory and applications of various choreographic techniques. Course includes arranged laboratory involving participation in theatre-dance productions.
- TA 25A,B,C,D CSU, UC
2 Units:
Lecture: 0 hours
Laboratory: 6 hours
Prerequisite: Audition
by Theatre Staff.
- PLAY PRODUCTION, DANCE
Practical training in Jazz, Ballet and Modern Dance for stage performance. Basic theory and application of various choreographic techniques. Course includes arranged laboratory involving participation in theatre-dance productions.
- TA 26 A,B,C,D CSU
3 Units
Lecture: 0 hours
Laboratory: 9 hours
Prerequisite: Audition
by Theatre Staff.
- PLAY PRODUCTION, DANCE
Practical training in Jazz, Ballet and Modern Dance for stage performance. Basic theory and application of various choreographic techniques. Course includes arranged laboratory involving participation in theatre-dance production.
- TA 27 A,B,C,D, CSU,
UC
4-4-4 Units
Lecture: 0 hours
Laboratory: 12 hours
Prerequisite: Audition
by Theatre Staff.
- PLAY PRODUCTION, DANCE
Practical training in Jazz, Ballet and Modern Dance for stage performance. Basic theory and application of various choreographic techniques. Course includes arranged laboratory involving participation in theatre-dance production.

TA 30A,B,C,D CSU,
UC

1 Unit

Lecture: 0

Laboratory: 3 hours

TA 31A,B,C,D CSU,
UC

2 Units

Lecture: 0

Laboratory: 6 hours

TA 32A,B,C,D CSU,
UC

3 Units

Lecture: 0

Laboratory: 9 hours

TA 33A,B,C,D UC

4 Units

Lecture: 0

Laboratory: 12 hours

TA 40A,B,C,D CSU,
UC

1 Unit

Lecture: 0

Laboratory: 9 hours

TA 41A,B,C,D CSU,
UC

2 Units

Lecture: 0

Laboratory: 6 hours

TA 42A,B,C,D CSU,
UC

3 Units

Lecture: 0

Laboratory: 9 hours

TA 43A,B,C,D CSU,
UC

4 Units

Lecture: 0

Laboratory: 12 hours

TA 50A,B,C,D CSU,
UC

1 Unit

Lecture: 0

Laboratory: 3 hours

Prerequisites:

Enrollment by
audition.

TA 51A,B,C,D CSU,
UC

2 Units

Lecture: 0

Laboratory: 6 hours

Prerequisite:

Enrollment by
audition.

PLAY PRODUCTION - TECHNICAL

A course permitting progressive participation and instruction in technical play production. Class is organized as a producing unit to present plays and one-act programs.

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A course permitting progressive participation and instruction in technical play production. Class is organized as a producing unit to present plays and one-act programs.

THEATRE COSTUMING

A course structured to teach the principles of design and construction of theatrical costume. Includes the construction of costumes for specific theatre productions.

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A course structured to teach the principles of design and construction of theatrical costume. Includes the construction of costumes for specific theatre productions.

THEATRE DANCE

A course designed to expose the student to the methods and execution of dance as it applies directly to a fully mounted musical production. Includes exposure to acting areas, as the director of the actual production sees fit; and both technical and dancing areas, as instructed by the choreographer. Emphasis on rehearsal techniques and "polishing" production dance numbers.

THEATRE DANCE

A course designed to expose the student to the methods and execution of dance as it applies directly to a fully mounted musical production. Includes exposure to acting areas, as the director of the actual production sees fit; and both technical and dancing areas, as instructed by the choreographer. Emphasis on rehearsal techniques and "polishing" production dance numbers.

- TA 52A,B,C,D CSU, UC
3 Units
Lecture Hrs: 0
Laboratory: 9 hours
Prerequisite:
Enrollment by audition.
- THEATRE DANCE
A course designed to expose the student to the methods and execution of dance as it applies directly to a fully mounted musical production. Includes exposure to acting areas, as the director of the actual production sees fit; and both technical and dancing areas, as instructed by the choreographer. Emphasis on rehearsal techniques and "polishing" production dance numbers.
- TA 53A,B,C,D CSU, UC
4 Units
Lecture Hrs: 0
Laboratory: 12 hours
Prerequisites:
Enrollment by audition.
- THEATRE DANCE
A course designed to expose the student to the methods and execution of dance as it applies directly to a fully mounted musical production. Includes exposure to acting areas, as the director of the actual production sees fit; and both technical and dancing areas, as instructed by the choreographer. Emphasis on rehearsal techniques and "polishing" production dance numbers.
- TA 60A,B CSU, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours.
- SCENE DESIGN - BEGINNING
Introduction to the principles of scene design and training in basic graphics skills. Experimentation with new technology for the theatre.
- TA 61A,B CSU, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisites: TA 60A.
- SCENE DESIGN - ADVANCED
A class in advanced scene design technique. A class designed to acquaint the scene design student with further knowledge in his/her art. A class in which the student will work with more complicated scripts, facilities and concert and in this way broaden his/her knowledge of scene design.
- TA 62 A,B CSU, UC
3-3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisites: TA 1, TA 9, or equivalent.
- THEATRE LIGHTING I
This course introduces students to the principles, theories, and practices of stage-lighting design. Course work includes arranged laboratory involving practical application of theory into mainstage and workshop theatre productions.
- TA 63 A,B CSU, UC
3 Units
Laboratory: 9 hours
Prerequisite: TA 62A or B or equivalent.
- THEATRE LIGHTING II
This course provides the student with advanced study of theory and applications of stage-lighting design. Course work includes arranged laboratory involving a design project. Under faculty supervision the student will conceive, develop, and execute a light design for a college-sponsored production.
- TA 69A,B CSU, UC
3 Units
Lecture: 3 hours
- DRAMATIC LITERATURE
A study of the masterworks of theatre from the Greek Classic period to the present. First semester: Aeschylus to Ibsen. Second semester: Ibsen to the present.
- TA 70A,B CSU, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisites: TA 9A,B.
- THEATRE SOUND
A course designed to delineate the basic principles of sound and sound equipment. Involves the practical application of theory in conjunction with live theatre productions.
- TA 71 A,B,C,D CSU, UC
1 Unit
Lecture: 0 hours
Laboratory: 3 hours
Prerequisite: TA 1, TA 9.
- SCENE PAINTING
Basic theory and application of scene painting Course includes both class projects and participating in college-sponsored theatre productions.

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

SCENE PAINTING

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

TA 73 A,B,C,D CSU,
UC
3 Units
Laboratory: 9 hours
Prerequisite: TA 1,
TA 9.

SCENE PAINTING

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

TA 80A,B,C,D CSU
2 Units
Lecture: 1 hour
Laboratory: 3 hours

THEATRE MAKEUP

A course designed to introduce the student to the basic principles of the art and technique of makeup.

TA 81A,B,C,D CSU
1 Units
Laboratory: 3 hours

CHILDREN'S THEATRE

This course is designed to introduce students to the academic and practical techniques involved in performing for young people. All students in the course will be required to participate in some way in the production: lighting, costumes, sets, sound, or acting.

TA 82A,B,C,D CSU
2 Units
Laboratory: 6 hours

CHILDREN'S THEATRE

This course is designed to introduce students to the academic and practical techniques involved in performing for young people. All students in the course will be required to participate in some way in the production: lighting, costumes, sets, sound, or acting.

TA 83A,B,C,D CSU
3 Units
Laboratory: 9 hours

CHILDREN'S THEATRE

This course is designed to introduce students to the academic and practical techniques involved in performing for young people. All students in the course will be required to participate in some way in the production: lighting, costumes, sets, sound, or acting.

TA 84A,B,C,D CSU
4 Units
Laboratory: 12 hours

CHILDREN'S THEATRE

A course designed to introduce the student to the academic and practical techniques involved in theatre productions for young people. A play will be produced by the class and toured through the schools. All students in the course will be required to participate in some way in the production, such as set design and construction costume design, lighting, and acting.

TA 90A,B,C,D CSU,
UC
1 Units
Laboratory: 3 hours

MUSICAL THEATRE WORKSHOP

Introduction and execution into staging styles of contemporary music and Broadway musicals. Staging will include music, choreography and acting.

TA 91A,B,C,D CSU,
UC
2 Units
Laboratory: 6 hours

MUSICAL THEATRE WORKSHOP

An intermediate exploration of style and the execution of staging in contemporary music and Broadway musicals. Staging will include music, choreography and acting.

TA 92A,B,C,D CSU,
UC
3 Units
Laboratory: 9 hours

MUSICAL THEATRE WORKSHOP

A continuing exploration of style and the execution of staging in contemporary music and Broadway musicals for the theatre student. Staging will include music, choreography and acting.

TA 93A,B,C,D CSU,
UC
4 Units
Laboratory: 12 hours

MUSICAL THEATRE WORKSHOP

An advanced study of style and execution of staging in contemporary music and Broadway musicals for the theatre student. Staging will include music, choerography, and acting.

- TA 94 A,B,C,D CSU,
UC
1 Unit
Laboratory: 3 hours
Prerequisite: TA 91.
- ADVANCED MUSIC THEATRE
Advanced development and refinement of the theatrical techniques of Musical Theatre including; singing, dancing and acting. Stage presence and performance techniques are stressed. Course includes laboratory involving participation in Musical Theatre productions.
- TA 95 A,B,C,D CSU,
UC
2 Units
Laboratory: 6 hours
Prerequisite: TA 91.
- ADVANCED MUSIC THEATRE
Advanced development and refinement of the theatrical techniques of Musical Theatre including; singing, dancing and acting. Stage presence and performance techniques are stressed. Course includes laboratory involving participation in Musical Theatre productions.
- TA 96 A,B,C,D CSU,
UC
3 Units
Laboratory: 9 hours
Prerequisite: TA 91.
- ADVANCED MUSIC THEATRE
Advanced development and refinement of the theatrical techniques of Musical Theatre including; singing, dancing and acting. Stage presence and performance techniques are stressed. Course includes laboratory involving participation in Musical Theatre production.
- TA 97 A,B,C,D CSU,
UC
4 Units
Laboratory: 12 hours
Prerequisite: TA 91.
- ADVANCED MUSIC THEATRE
Advanced development and refinement of the theatrical techniques of Musical Theatre including; singing, dancing and acting. Stage presence and performance techniques are stressed. Course includes laboratory involving participation in Musical Theatre productions.

ANNOUNCEMENT OF FACULTY

LaVONNE ABRUZZI (1987)
Assistant Professor of Nursing
B.S.N. 1961, Jamestown College, North Dakota

FRANKLIN YTRO ATTOUN (1967)
Professor of French and Spanish
B.S. 1966, University of Missouri
M.A. 1967, University of Missouri

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Dean, School of Technology & Science
B.A. 1965, Arizona State University, Arizona
M.A. 1968, Arizona State University, Arizona
Ed.D. 1972, Arizona State University, Arizona

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B.S. 1956, Bowling Green State University, Ohio
M.S.Ed. 1961, University of Toledo, Ohio
M.S. 1967, Virginia State College

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Executive Chef
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A.A. 1967, College of the Desert, California
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M.A. 1970, University of California, Riverside

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B.S. 1966, University of Redlands, California
M.S. 1970, University of Arizona

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Physical Disabilities Counselor
B.A. 1968 San Diego State University
M.S. 1975 San Diego State University

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B.S. 1956, Illinois State University, Illinois
M.A. 1964, California State University, Fullerton
Ed.D. 1976, University of Southern California

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M.S. 1973, Indiana University
Ed.D. 1983, Indiana University

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M.S. 1966, San Diego State University, California
Ph.D. 1972, University of Stellenbosch, Cape Province, Republic of South Africa

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EOPS Program Assistant
B.A. 1966, University of California, Berkeley, California
M.S. 1972, California State University, Hayward, California
Ed.D. 1982, University of San Francisco, California

THOMAS CIASTKO (1981)
Associate Professor, Respiratory Therapy
Director, Respiratory Therapy Program
A.S. 1970, Chicago City College, Illinois

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Professor of Health, Physical Education & Recreation
B.S. 1952, Slippery Rock State College of Pennsylvania
M.S. 1955, University of Oregon
Ed.D. 1964, University of Oregon

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Professor, Reading
Copper Mountain Campus
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M.A. 1957, La Salle College, Pennsylvania
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M.A. 1968, Manhattan College, New York
Ph.D. 1974, Arizona State University, Arizona

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B.S. 1973, Northern Arizona University
M.A. 1982, University of California Riverside
- BUFORD CRITES (1976)
Professor of Speech
B.S. 1970, Southwest Missouri State University
M.S. 1971, Illinois State University
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Professor of French and Spanish
B.A. 1945, University of Wyoming
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B.A. 1966, New Mexico Highlands University
M.A. 1969, New Mexico Highlands University
M.A. 1973, New Mexico Highlands University
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A.O.S. 1978, Culinary Institute of America, Hyde Park, New York
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Professor of Engineering
- EUGENE KENNETH HANSON (1969)
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M. Div. 1975, Luther Seminary, Minnesota
Th.D. 1978, School of Theology, Claremont,
California
- HARKER, BETTY (1986)
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- BEVERLY A. HARTNETT (1968)
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- FRANCIS JENE HEDQUIST (1970)
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M.A. 1961, University of Utah
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- C.D. JACKSON (1988)
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B.S. 1956, University of Madras, India
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Ed.D. 1987, University of Southern California
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Counselor
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M. Admin. 1976, University of California Riverside
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- DARLENE ROMANO-SPARKS (1988)
Assistant Professor, Musical Theatre
B.M. 1970, San Francisco State University
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- BRETT ROMER (1964)
Director, Data Processing
B.S. 1963, New Mexico Highlands University
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A.A. 1974, Chaffey College, California
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- GWENDOLYN JEAN SMITH (1980)
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B.S.N. 1959, University of California, Berkeley
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- DOMENICO SOTTILE (1969)
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M.A. 1987, California State University, San Bernardino
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- NORMAN THU (1975)
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Theatre Arts Diploma, 1937, Leland Powers
School of Theatre, Massachusetts
B.S. 1940, Boston University, Massachusetts
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Professor Emeritus,
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A.A. 1949, Long Beach City College,
California
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A.B. 1929, Pacific University, Oregon
M.A. 1935, University of Oregon
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B.A. 1942, Augustana College, South Dakota
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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.

ADVISOR

Ordinarily an instructor who is a specialist in the student's major field. Available to help in matters relating to a student's educational objectives such as providing help in selecting courses.

ASCOD CARD

Associated Students membership card entitling student to free or discounted admission to many campus events, free legal service and discounts in the community.

ASSOCIATE ARTS DEGREE - A.A. AND ASSOCIATE SCIENCE DEGREE - A.S.

A degree awarded by a community college upon satisfactory completion of an organized program of 60 units or more.

ASSESSMENT TESTING

Assessment testing is required prior to registration for matriculating students. The tests include reading, writing, arithmetic, and algebra skills. The results are used along with a student's educational record, maturity, goals, study skills, academic related habits, family support, etc., in selecting appropriate reading, English and mathematics classes.

ATHLETICS

College of the Desert is a member of the Foothill Athletic Conference. The college participates in the following sports for men; baseball, basketball, cross-country, football, golf, tennis and track and field; for women; basketball, cross-country, softball, tennis, track and field, and volleyball.

BACHELOR'S DEGREES (B.A., A.B., B.S.)

A degree awarded by a four-year college or university upon satisfactory completion of 120 or more semester units in an organized program of studies.

C.A.R.E.

Cooperative Agencies Resources for Education - A program for single parents receiving Aid to Families with Dependent Children (AFDC). Vocational, academic, financial and personal support services are provided.

CERTIFICATE

Awarded to those who complete a required sequence of courses in some occupational majors, requiring less than 60 units of college work and no General Education Requirements.

COLLEGE CATALOG

A bulletin issued by a college outlining the course offerings and descriptions, majors, admission requirements, regulations, etc. Presents information needed by prospective students, faculty and staff, and advisers. The legal document of the institution.

COMMUNITY COLLEGE (also called Junior College or City College)

A college which offers two years of college and awards the A.A. and A.S. Degree for 60-64 semester units of college work.

CONTINUING EDUCATION

All off-campus (credit and non-credit) classes plus all classes offered at the campus after 4:30 p.m. and on Saturday.

COOPERATIVE WORK EXPERIENCE EDUCATION

Class credit for paid work off-campus. Requires formal reporting by the employer and the college on a definite schedule. Not the same as Work-Study.

COUNSELING

Helping a student to develop self-understanding and educational and career plans.

CREDIT COURSES

Courses Numbered 1-99, applicable toward the A.A. and A.S. Degree.

DEVELOPMENTAL EDUCATION

A college department offering open-entry, open-exit basic courses for adults in reading, writing and mathematical skills and in English as a Second Language. Also provides for earning a high school diploma by those 18 or over.

DISQUALIFICATION (Dismissed)

Academic dismissal from the College.

ELECTIVE (Course)

A course selected by the student that is not required for general education or for the major field of study.

EOPS

Extended Opportunity Program and Services. Enrolls disadvantaged students and provides them with financial assistance and educational support services such as tutoring.

EXTENDED DAY

Regular college classes offered between 4:30 p.m. and 10:30 p.m.

FINANCIAL AID

Program designed to assist students in meeting educational expenses.

FIVE CENTERS

Five Centers is a centralized learning assistance center located in Engineering 6/7. It houses the Assessment Center, Math Center, Study Skills Center, Tutorial Center, and the Writing Center.

GED

The General Education Development test. A high school equivalency test for those 18 or over. Offered by the Developmental Education department.

GENERAL EDUCATION REQUIREMENTS

(Also called breadth requirements or Liberal Arts Requirements)

A specific group of courses required of all students in college for receipt of the Associate Degree: designed to broaden the student's education.

GRADE POINTS

A numerical value assigned to each unit of college letter grades. For example: A4, B3, C2, D1, F0, grade points. These Points are used in computing your grade point average.

GRADE POINT AVERAGE (GPA)

The quotient determined by dividing total grade points by the number of units attempted.

GUIDANCE

Individualization and personalization of the educational process. It includes analysis, information, orientation, counseling, placement and follow-up.

HANDICAPPED PROGRAMS AND SERVICES

Enabling services to assist handicapped students in equitable educational opportunities and in special programs; available to those students who qualify. Students must apply; participation is voluntary. A partial list of the conditions that are provided for in the program includes; blind or partially sighted, deaf or hard of hearing, orthopedically handicapped, wheelchair students, epileptic, diabetic, arthritic, respiratory-cardiac disorders, and others.

INCOMPLETE GRADE

A grade of "I" received for not completing all required work in a certain course; as agreed upon between the instructor and student, and as recorded on the Incomplete form.

LABORATORY

A room or rooms appropriately equipped and used for scientific experimentation and research. A course may include a lecture session and a laboratory or seminar, requiring students to register for each.

LEARNING RESOURCES

The Learning Resources Center consists of several components: The Library, Media Center, Graphics, and Instructional Services.

LOWER DIVISION

Refers to students or courses at the Freshman or Sophomore level of college. A group or series of courses designed to provide intensive education or training in a specialized area. See occupational major and transfer major.

MAJOR

A subject of college study chosen as a field of specialization. For example; agriculture, electronics technology, history, nursing.

MATRICULATION

Matriculation is a program consisting of early admissions, assessment, orientation, advisement, and progress follow-up for degree/certificate and/or transfer students.

NELSON-DENNY READING TEST

A test of reading speed and comprehension used as an aid to placement in classes. The score represents grade level placement.

NON-CREDIT COURSES

Courses numbered 100 and above. Do not apply toward the A.A. and A.S. Degree. Can be used for Adult Diploma credit.

OCCUPATIONAL COURSES

Courses designed to enhance a student's employability skills. The College of the Desert catalog entry indicates which courses are transferable.

OCCUPATIONAL MAJOR

A major primarily intended to prepare students for immediate employment after community college coursework is completed.

PETITION

A student request for reconsideration due to unusual circumstances, generally originates at the Registrar's Office

PLACEMENT OFFICE

College service primarily concerned with assisting students in college to find part-time and full-time work.

PRIVACY ACT

The "Family Educational Rights and Privacy Act" regulations protect the privacy of students and their college records. Any currently enrolled or former student has the right of access to all his/her records maintained by the college.

PROBATION

A trial period, usually one quarter or semester, in which the student must improve his/her academic achievement to avoid being dismissed from college, or to meet graduation requirements. At the end of any semester, a student who has failed to achieve a 2.0 GPA may be placed on probation. Excessive "W" grades can also result in probation status.

QUARTER SYSTEM

System in which four terms cover the calendar year. These quarters constitute the work of the academic year.

PREREQUISITE

A requirement that must be met before enrolling in a particular course, usually an assessment score, a prior course, or sophomore standing.

REGISTRATION

The process of being accepted and enrolled in classes.

SCHEDULE OF CLASSES

A booklet giving the name, units, time, day, room and/or place, and instructor of all classes held.

SEMESTER

One-half of the academic year. The Fall semester begins in September; Spring semester in January; each is generally 17 and 1/2 weeks duration.

STUDENT SERVICES

Provided under the direction of the Dean of Student Services Relations: includes Admission and Records, Career Guidance, EOPS, Financial Aids, Guidance and Counseling, Handicapped Programs and Services - Health Services, Job Placement, Peer Counseling, Student Government and Activities, Transfer Counseling, and Veterans' Affairs.

STUDY SKILLS CENTER

The work area located in the Five Centers, E 6/7, where teaching machines and programmed materials are available in some of the fundamentals and in many college subjects.

TBA

To be arranged. Generally used in seminar type classes to indicate that the time of the class meeting will be arranged at a time mutually convenient to the student enrolled and the instructor involved.

TRANSCRIPT

An official list of all courses taken by a student at a college or university, showing the final grade received for each course.

TRANSFER COLLEGE (Transfer Institution)

A college or university which offers two years of upper division and usually lower division work too. It may award the Bachelor's, Master's, and Doctor's Degrees. A few colleges or universities offer only upper division and graduate work.

TRANSFER COURSES

Courses for student planning to transfer to a four-year college/university. Courses transferable to the California State University and Colleges are indicated by "CSU" and those transferable to the University of California are indicated by "UC" next to the course number in this catalog.

TUTORING

A service offered by arrangement in the Tutorial Center to those enrolled in College of the Desert. Students receive help in studying specific courses in which they are having difficulty. The Tutorial Center is located in the Five Centers, Engineering 6/7.

UNIT

Semester Unit: Generally one hour per week for about 17 weeks. Quarter Unit: Generally one hour per week for 12 weeks. A number which indicates the amount of college credit given to a course. (60 semester units or more are required for the A.A. Degree and A.S. Degree)

UPPER DIVISION

Refers to students or courses at the Junior and Senior level of four-year colleges and universities.

WRITING CENTER

A service provided by the Communication Division to aid students in all aspects of writing. Located in the Five Centers, E 6/7, the service is open to all students enrolled in writing courses and offers one-to-one tutorial as well as computer assisted instruction.

WORK STUDY

A combined federal/local financial aid program for qualified students who work on campus assisting the staff for fifteen hours each week. Not the same as Cooperative Work Experience Education.

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