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COLLEGE OF THE DESERT

A California Public Community College Catalog and Announcement of Courses

1991 – 1992

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ACADEMIC CALENDAR

1991 1992

FALL 1991

September	3	Tuesday, Classes Begin
November	11	Monday, Veterans' Day-Holiday
November	28,29	Thursday, Friday - Thanksgiving Day - Holiday
December	19 -	
January	1	Thursday - Wednesday, CHRISTMAS BREAK
January	9-15	Thursday - Wednesday, Final Exams
January	15	Wednesday, End of Fall Semester

Jan 16-29 Student Semester Break
Jan 20 Monday, Martin Luther King - Holiday

SPRING 1992

January	30	Thursday, Classes Begin
February	14	Friday, Lincoln's Birthday - Holiday
February	17	Monday, Washington's Day - Holiday
April	13 - 17	Monday - Friday, Spring Break
May	25	Monday, Memorial Day - Holiday
June	1 - 5	Monday - Friday, Final Exams
June	5	Friday, End of Spring Semester

This catalog is valid from July 1, 1991 through June 30, 1992. It is in effect for the fall and spring semesters and any session (intersession) which commences within this defined period of time.

NOTICE OF DISCLAIMER

Every reasonable effort has been made to determine that everything stated in this 1991 - 1992 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.

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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:

Julie Bornstein, Chairman, AREA 4. Elected 1989

Term Expires 1993

Charles Hayden, Jr., Vice Chairman, AREA 2. Elected 1983

Term Expires, 1991

Ray House, Clerk, AREA 5. Elected 1985

Term Expires 1991

Virnita McDonald, Member, AREA 1. Elected 1977

Term Expires 1993

Jackie Suitt, Member, AREA 3. Elected 1979

Term Expires 1991

Kenyan McCarthy, 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 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 - 4:00 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.

LIBRARY

The Library provides books, periodicals, pamphlets, government documents, video tapes, audio tapes, and other non-print materials to support the instructional program of the college. Located on the main floor are the general book, reserve, reference, periodical, computer disc, microfilm, and non-print collections. Also on the first floor, in a special Teaching/Learning Center, is housed the complete collection of Annenberg/CPB video and audio tapes as well as the Hispanic Heritage and International Studies Collections. A sizeable Desert Collection Bibliography, focusing on the uniqueness of the region, is regularly augmented by the Friends of the Library. Videocassettes and audiocassettes are circulated directly to patrons for use on electronic carrels. Micro-computers and typewriters are available for individual use.

MEDIA CENTER

The Media Center provides non-print media services to students and faculty. The major emphasis of the Media Center is to supply films, television programs, and satellite telecasts for instructional purposes within the college district. Also, it distributes and maintains the necessary equipment for viewing these materials. The Center staff processes all requests for film rentals within the college district, and works with faculty on video productions. The Media Center staff also consults with faculty, students and community members interested in the utilization, purchase, operation, and maintenance of equipment for locally produced instructional materials.

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 CAMPUS

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, and have also contributed toward the completion of Phase II. 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 Palm Desert campus. COD students planning to transfer to CSUSB can apply for guaranteed admission contracts by contacting the University. For further information, call 341-2883.

TIME AND LOCATION OF CLASSES

College of the Desert offers 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/EQUAL OPPORTUNITY/TITLE IX

Desert Community College District is committed to non-discrimination in providing equal opportunity for admission, student financing, student-support facilities and activities, and employment regardless of race, religion, gender, 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 District and who meets the course prerequisites.

The designated coordinator for the Desert Community College District for compliance with Section 504 of the Rehabilitation ACT of 1973 for the handicapped, as amended, is Dr. Diane Ramirez. The designated coordinator for compliance with Title IX, prohibiting discrimination on the basis of gender at the Desert Community College District, is Mrs. Josie Gallegos. Mrs. Gallegos is also the designated officer for Staff Diversity/Affirmative Action and Equal Opportunity for the District.

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.

Special Part-time Students

Public school students who can benefit from advanced scholastic or vocational study may be admitted to College of the Desert regardless of age or grade level. Special part-time students must fulfill admissions procedures as prescribed for Matriculated Students. Admission is to be based upon the students' readiness for advanced scholastic or vocational study. The college reserves the authority to validate student readiness for college level study through college Matriculation guidelines.

Students seeking Special Part-time Student Admission must have the approval of the principal of the school they attend and have the consent of their parents.

Special part-time students are to receive credit for course work completed in the same manner as regularly enrolled students. Such students are exempt from the community college enrollment fee requirement.

Special part-time students may enroll in up to, and including, 12 units per semester.

Special Students to Summer Sessions

Public school students who have demonstrated adequate preparation in the discipline to be studied, may be admitted to College of the Desert regardless of age or grade level. Special Summer Session students must fulfill College of the Desert admission requirements prescribed for non-matriculated students.

Students seeking admission as Special Summer Session students must have the approval of the principal of the school they attend and have the consent of their parents. Such students must have availed themselves of all opportunities to enroll in an equivalent course(s) at their school of attendance. Admission is limited

to no more than five percent of students who have completed a particular grade level at each school immediately prior to a summer session.

Special Summer Session students are to receive credit for course work completed in the same manner as regularly enrolled students. Such students are subject to tuition and fees and are not eligible for financial aid.

Special Full-time Students

Public school students who can benefit from advanced scholastic or vocational study may be admitted to College of the Desert regardless of age or grade level completion. Special full-time students must fulfill admission procedures as prescribed for matriculated students. Admission is to be based upon students' readiness for advanced scholastic or vocational study. The college reserves the authority to validate students' readiness.

Students seeking special full-time student admission must have the approval of the governing board of the school district in which they are enrolled and the consent of their parents. In cases where students are not enrolled in public school, the parents or legal guardians are to petition directly to the college for admission.

Special full-time students are to receive credit for course work completed in the same manner as regularly enrolled students. Such students are subject to tuition and fees and are eligible for financial aid and scholarships the same as other matriculated students.

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.

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.

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 with F-1 or M-1 Status

To enhance the opportunity for students from College of the Desert to learn directly about other cultures of the world, international students who have language and mathematics skills necessary to complete degree programs offered by the district are to be encouraged to seek admission. To ensure cultural diversity, reasonable limits are to be placed on the number of international students from any country and, to ensure that the number of international students does not exceed college service limits, a reasonable limit is to be placed upon the number of international students admitted.

International students must demonstrate the capacity to complete degree requirements within a reasonable number of semesters, and must demonstrate the capacity to finance their education 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 and Mathematics to profit from college credit classes. A TOEFL score of 500 is required. 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. Students are required to enroll in a minimum of 12 units per semester. 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. \$7.00 Nursing Malpractice Fee
- *fee may increase to \$60 pending legislative approval
 - **fee may increase to \$6 pending legislative approval
 - ***fee may increase pending legislative approval

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. For the 1991-92 school year, this fee is \$106 per unit. 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 end 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 the (Non-College. The request for refund must be accompanied by the registration receipt. Refund of the Resident basic tuition fee is made according to the following schedule if the student submits a written Fees) request:

-before the end of the 2nd week of instruction.....	100%
-before the end of the 3rd week of instruction.....	75%
-before the end of the 4th week of instruction	50%

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

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. Emphasis is placed upon assisting students to grow and accept responsibility for their actions.

Counseling services are a fundamental and integral part of the total educational process. Recognizing that each student who comes to the Community College is unique, counseling staff believe their primary responsibility is to respect students individuality, encourage development, and foster a climate in which individual students attain academic success.

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) college orientation, (2) general counseling, (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. Matriculated students entering with basic skills and/or scholastic deficiencies are to participate in orientation activities during their first semester of attendance. These activities include study skills instruction, student success assessment, career exploration and student survival skills. The orientation program is designed to assist students 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 advisers informed concerning the latest information about college transfer.

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

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

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

Advising Program

Advising is a student's right at the college and is required for all matriculating students. Students are assigned to a counselor until they have selected 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, Work Ability III, 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 Services

The Veterans Office was established to assist eligible veterans, dependents, and reservists in obtaining their VA educational benefits and achieving their educational goals. The Veterans Office provides information on veterans' benefits and services; assists applicants with completing applications and forms necessary for VA benefits; assists in resolving VA educational pay problems; and helps veterans with referral to other agencies and resources.

College of the Desert is approved by the Department of Veterans Affairs to certify for educational benefits veterans, dependents, and reservists who are working toward an Associate in Arts or Associate in Science Degree under Chapter 30 (Montgomery G.I. Bill), Chapter 31 (Vocational Rehabilitation), Chapter 32 (Post-Vietnam Veterans Educational Assistance program), 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 and Individual/Independent Study courses are not acceptable for veterans' benefits.
2. Veterans, dependents, and reservists must declare a major and are responsible for enrolling only in classes required for their major. Failure to take proper classes can lead to reduction or termination of benefits.
3. Any student receiving VA educational benefits who has accumulated 30 or more units, must have an A.A./A.S. degree evaluation before they can be certified for benefits.
4. Students may receive VA 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. Students may receive VA 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 or is required for graduation.
5. The Veterans Office must report status changes as well as withdrawals immediately to the Department of Veterans Affairs. In order to avoid possible overpayment of benefits and subsequent billing from the Department of Veterans Affairs, it is imperative that students collecting benefits report all course changes, status changes, withdrawals, etc. immediately to the Admissions Office and the Veterans Office.
6. 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.

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 8:00 a.m. until 4:00 p.m. and 5:00 p.m. to 8:00 p.m.; Fridays 8:00 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. Soccer is hosted by the South Coast Conference.

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, Blue 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. Students parking in the campus parking lots must pay a Parking Fee and properly display a COD parking sticker. Citations are issued by College Security. Motorcycles and motorbikes may be parked in areas reserved for them. Restricted parking (visitor) is in effect from 7:30 a.m. to 10:30 p.m. Monday through Friday of each school week.

Handicapped parking (Blue curb marking) must be observed both day and evening. Handicapped permits are obtained from the Department of Motor Vehicles and must be displayed when parking in any designated blue zone.

Food Services - Breakfast and lunch are served Monday through Friday in the Dining Hall. The facility is open Monday through Thursday evenings for snacks, grill service and salad bar. 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.

FINANCIAL AID

If you need help with the cost of attending College of the Desert or Copper Mountain Campus, the Financial Aid Office may be able to help you.

No student should be denied access to the educational experience at COD or CMC because of lack of funds. The Financial Aid Office makes limited funds available to needy students in an equitable manner. The distribution of these funds is closely regulated by laws designated to direct educational support funds to those who need them most.

The Financial Aid Office has detailed information on the following financial aid programs:

- Pell Grant
- Bureau of Indian Affairs Grants
- Cal Grants
- College Work Study
- Guaranteed Student Loans
- Board of Governors Grants

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

Information about scholarships can be obtained in the Financial Aid Office.

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 (e) 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.

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 most courses 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. A few remedial courses in Basic Skills are offered for credit but do not count toward completion of a program or major.

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** 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

Complete course prerequisites are listed in this catalog in the course description section. Space limitations prevent the listing of all prerequisites for all classes in the class schedule. 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 RESPONSIBILITY

The designated student grade responsibility date shall occur on the last day of the fourteenth week of instruction or at the seventy-fifth percent point of a semester or session, whichever is less. The academic record, transcript, of students who remain in class beyond the fourteenth week of instruction or the seventy-fifth percent point in a session must receive a grade of A, B, C, D, F, CR or NC.

Where verified cases of extenuating circumstances exist, students or their representative may petition to be allowed to withdraw from class(es) after the grade responsibility date. The petitioning process is to commence with the Director of Admissions after consultation with the instructor(s) or record, or in the event the instructor cannot be contacted, the division chairperson. Extenuating circumstances include verified cases of accidents, illnesses or other circumstances beyond the students' control which would prevent them from completing the class(es). Where such withdrawals are approved, the symbol "W" may be granted.

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 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."

GRADUATION HONORS

To recognize academic accomplishment, students completing associate degree programs with prescribed cumulative grade point averages are recognized through the college commencement exercises and diplomas awarded as honor students.

Academic honors are as follows:

Honor	GPA
Highest Honors	3.90 - 4.00
High Honors	3.75 - 3.89
Academic Distinction	3.50 - 3.74

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. 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.

CREDIT FOR ADVANCED PLACEMENT EXAMINATION

College of the Desert grants credit toward its degrees for successful completion of examinations of the Advanced Placement Program of the College Board (CEEB). Students who present scores of three or better will be granted college credit for each advanced placement course toward graduation. However, the English 1A requirement cannot be satisfied by the examination.

High School students who intend to participate in this program should make the necessary arrangements with their high schools. Students should request that their test scores be sent to College of the Desert at the time they take the Advanced Placement Examinations. To obtain credit for advanced placement, students should contact the Registrar's Office.

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, or academic dishonesty, 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.

ALCOHOL AND DRUG ABUSE POLICY

It is the policy of the Desert Community College District to maintain a drug-free campus and to ensure that no student abuses alcohol. The manufacture, distribution, dispensation, possession, or use of an illegal drug or the unlawful possession, use of or distribution of alcohol is prohibited in all buildings, property, facilities, service areas, off-campus sites of the District, or in any location where any District activity is occurring.

All students are required to comply with this policy as a condition of their continued studies. Any student violating this policy will be subject to appropriate action which may include expulsion.

Students who think they may have an alcohol or drug usage problem are advised to voluntarily seek confidential assistance from Student Health Services, and/or Counseling Services. While the District will be supportive of those who seek help voluntarily, the District will be equally firm in identifying and taking appropriate action to those students who continue to be substance abusers and do not seek help or continue substance abuse even while enrolled in counseling or rehabilitation programs.

This policy is in accordance with the provisions of the Drug-Free Schools Communities Amendments of 1989.

STUDENT RESPONSIBILITY

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

STUDENT GRIEVANCE

If a student has reason to believe that he/she has been unfairly treated, and wishes to bring charges against a member of the academic community, the following procedures are followed with respect to the faculty and/or administrators.

I. CAUSE

Within fifteen (15) school days from the time of the alleged grievance, any student who has reason to believe that he/she has been unfairly treated may initiate grievance procedures against the staff member in question.

II. PROCEDURES

- A. The student shall first discuss the matter with the staff member in question. If, however, the student cannot discuss the matter with the staff member, or if the student is not satisfied with the discussion, he/she may then:
- B. Within five (5) days after consulting or attempting to consult with the staff member, bring the matter to the attention of the staff member's division chairperson or immediate supervisor. **This notification shall be in writing.** The division chairperson or immediate supervisor will attempt to resolve the matter within five (5) school days. The division chairperson or immediate supervisor shall communicate a decision to the student and staff member. If, however, the student is not satisfied, he/she may then, within ten (10) school days:
- C. Bring the matter to the attention of the Dean of Student Services, or equivalent, who shall, after conferring with the student, call either an informal or formal hearing according to the wishes of the student, within ten (10) school days.
 1. An informal hearing will be held between the student and other appropriate school representatives. If the student is satisfied with the outcome of the informal hearing, the process could end.
 2. A formal hearing will consist of the student, and if appropriate, his/her advocate, the accused and his/her advocate, the Dean of Students, a division chairperson from the division of the accused, and four (4) neutral faculty members two (2) selected by the student, and two (2) selected by the accused.

If the decision resulting from either the informal or formal hearing is not satisfactory to the student, within ten (10) days of receiving that decision, the student desiring further appeal shall:

- D. Bring the matter to the Vice President of Educational Services who will render a decision within ten (10) school days.
- E. Within ten (10) days of receiving that decision, the student desiring further appeal shall go to the college President who shall then render a decision within ten (10) school days.
- F. Within ten (10) days of receiving that decision, the student desiring further appeal would appeal to the Board of Trustees for a final decision to be made within thirty (30) days.

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

Completion of 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.

TRANSFERRED COURSEWORK

Courses, units, and grades transferred from other colleges and universities must meet the standards of the Western Association of Schools and Colleges Accrediting Association.

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.

CATALOG REQUIREMENTS UNDER WHICH A STUDENT GRADUATES

Students are responsible for meeting in full the requirements for graduation as set forth in the college catalog. For the purpose of meeting graduation requirements, students may elect to meet the requirements in effect at College of the Desert either:

1. at the time of entrance,
2. during the time of attendance, or
3. at the time of graduation.

College authorities may authorize or require substitutions for discontinued courses or for courses not offered. College of the Desert requires that students declaring or changing a major program of study must complete the major requirements in effect at the time of the declaration of change. For programs of study requiring special selection procedures, students are required to complete major requirements in effect at the time of entrance to the program.

If students maintain continuous attendance, attendance of at least two transcript recorded semester units during each calendar year, changing a major program of study does not change catalog rights for General Education or other graduation requirements beyond the major. Absence due to an approved educational leave or for attendance at another accredited college is not considered an interruption in attendance, if the absence does not exceed two years.

REQUIREMENTS FOR THE ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES FOR NON-TRANSFERRING 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:
 - Anthropology 1
 - Astronomy 1, 1L
 - Biology 1A, 1B, 1C, 4, 4L, 11, 15, 21, 22, 23
 - Chemistry 1A, 1B, 3, 4
 - Conservation of Natural Resources (NR 1, 1L)
 - Entomology (AgPS 2)
 - Geography 1
 - Geology 1, 2, 5, 10, 10L
 - Horticulture (OH 1, 1L)
 - Physics 1, 2A, 2B, 4A, 4B
 - Plant Science (AgPS 5, 5L)
 2. **Social and Behavioral Sciences** (3 units minimum) selected from the following courses:
 - Anthropology 2, 3
 - Economics 1, 2, 11
 - Geography 2, 7
 - History 1, 2, 17, 18
 - Mass Communication 1
 - Philosophy 13

Political Science 1, 2, 4

Psychology 1, 3, 10, 20, 33

Sociology 1, 2, 10, 14.

3. **Humanities** (3 units minimum) selected from the following courses:

Architecture 6

Art 2A, 2B, 2C, 3A, 10, 12, 13

English 1B, 3B, 10AB, 11AB, 12AB, 14, 15, 16, 18, 31, 32, 35

Foreign Language

French 1, 1A,B, 2, 3, 4, 8A,B

German 1, 1A, 1B, 2

Italian 1, 1A,B, 2, 3, 4, 40A,B

Japanese 1A,B

Russian 1A, 1B

Spanish 2, 1A,B, 2, 3, 4, 5, 6, 8A,B

Music 1ABCD, 2ABCD, 3AB, 4, 10, 11A,B, 15, 36ABCD

Philosophy 6, 7, 8, 9, 12, 13, 14

Speech 2

Theatre Arts 1, 2ABCD, 8ABCD, 10AB, 32, 69AB

4. **Language and Rationality** (6 units minimum):

a) English Composition (3 units minimum) selected from:

English 1A, 1C, 3A, 41

English as a Foreign Language 1A

b) Communication and Analytical Thinking (3 units minimum) selected from:

Computer Languages & Programming (BUCS) 74, 75, 76, 81, 83

Humanities 1

Math 1AB, 5, 10, 12, 14 (formerly 4), 40 (formerly 9)

Philosophy 10, 11

Speech 1, 2, 4, 5, 7

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 - Analytical 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, English 41, or EFL 1A

or

2. Pass the approved competency examination for English 1A, English 3A, or English 41.
3. Achieve the designated score on the approved Desert Community College District writing competency examination.

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 satisfying one of the following:

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 advisor/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 advisors assigned to students will review the students' 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 CSU requirement.

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

CALIFORNIA STATE UNIVERSITY

GENERAL EDUCATION CERTIFICATION COURSE PATTERN

Each candidate for the Bachelor's Degree from a CSU 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 or 3A required.

1. Oral Communication

SP	1	Intro. to Human Communication (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	3A	Freshman Comp 1 (3)

3. Critical Thinking

HUM	1	Crit Analysis (3)
SP	7	Decis. Mkg & Advoc (3)
PHIL	10	General Logic (3)
PHIL	11	Symbolic Logic (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)
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)
GEOG	1	Physical Geography (3)
GEOG	1L	Physical Geography Lab (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 & App (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	15	Gen Microbiology (5)
BI	21	Elem Human Anat/Phys (3)
BI	21L	Elem Human Anat/Phys Lab (1)
BI	22	Human Anatomy (4)
BI	23	Human Phys. (5)
NR	1	Cons of Nat Resources (3)
NR	1L	Cons of Nat 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)
MATH	13	Liberal Arts Math (3)
MATH	14	Statistical Methods (4) (formerly Math 4)

C. HUMANITIES - ARTS, LITERATURE, PHILOSOPHY, FOREIGN LANGUAGE AND DEV. OF CULTURES. (9 units min.) 1 course from each of **three different groups**

1. Fine Arts

ART	2A	Hist of Art (3)
ART	2B	Hist of Art (3)
ART	2C	Hist of Modern Art (3)
ART	3A	Basic Design & Color (3)
ART	10	Intro to 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	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)
PE	15	Introduction to Choreography (2)
TA	1	Intro to Theatre (3)
TA	2AB	Acting (3) (3)
TA	2CD	Acting (3) (3)
TA	8A	Theatre Graphics (2)

2. Literature

ENG	1B	Comp & Lit (3)
ENG	10A	Amer Lit (3)
ENG	10B	Amer Lit (3)
ENG	11A	Surv 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)
TA	1	Intro to Theatre (3)
TA	69A	Dramatic Lit (3)
TA	69B	Dramatic Lit (3)

3. Philosophy

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

4. Foreign Language

FR	1	Elem French (5)
FR	1AB	Elem French (3) (3)
FR	2	Elem French (5)
FR	2AB	Elem French (3) (3)
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)
GER	2AB	Elem German (3) (3)
ITAL	1	Elem Italian (5)
ITAL	1AB	Elem Italian (3) (3)
ITAL	2	Elem Italian (5)
ITAL	2AB	Elem Italian (3) (3)
ITAL	3,4	Inter Italian (4) (4)
JPN	1A,B	Elem Japanese (3) (3)
JPN	2AB	Elem Japanese (3) (3)
RUS	1AB	Elem Russian (3) (3)
SPAN	1	Elem Spanish (5)
SPAN	1AB	Elem Spanish (3) (3)
SPAN	2	Elem Spanish (5)
SPAN	2AB	Elem Spanish (3) (3)
SPAN	3,4	Inter Spanish (4) (4)
SPAN	5,6	Advanced Spanish (3) (3)
SPAN	8AB	Span Conver. (3)-(3)
SPAN	10	Span for Bilingual Student (3)
SPAN	11	Span for Bilingual Student (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	Phil Ancient to Renaissance (3)
PHIL	9	Phil Renaissance to Present (3)
PHIL	12	Religions of World (3)
PHIL	13	Perspec Death/Dying (3)
PHIL	14	Intro to Ethics (3)
FR	40	French Civilization (3)
GER	40	German Civilization (3)
ITAL	40AB	Italian Civilization (3) (3)
SPAN	40	Spanish Civilization (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	Adolescent Psychology
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 Macroeconomics (3)
ECON	2	Prin of Microeconomics (3)
ECON	11	Intl. Econ Relations (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 Macroeconomics (3)
ECON	2	Prin of Microeconomics (3)
ECON	11	Intl. Econ Relations (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	History Western Civ. (3)
HIST	2	History Western Civ. (3)
HIST	17	U.S. History (3)
HIST	18	U.S. History (3)
MC	1	Mass Media in 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)
FR	40	French Civilization (3)
GER	40	German Civilization (3)
ITAL	40AB	Italian Civilization (3) (3)
SPAN	40	Spanish Civilization (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	Adolescent Psychology
PSY	33	Personal/Social Adjustment (3)
SOC	10	Marriage/Family - Soc Approach (3)
SOC	14	Minority Groups in Americas (3)

Please see page 34 for GOVERNMENT/HISTORY CERTIFICATION.

UC AND CSU TRANSFER CURRICULUM INTERSEGMENTAL GENERAL EDUCATION

The Intersegmental Committee of the Academic Senates recently approved the Intersegmental General Education Transfer Curriculum (IGETC) which will be implemented Fall 1991. The IGETC is a series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus. The IGETC will provide an option to the California State University General Education Requirements and will replace the University of California Transfer Core Curriculum.

It is important to note that, since the IGETC supersedes the UC Transfer Core Curriculum (TCC) option, new students (those entering Fall 1991 and after) need to complete the IGETC. However, for continuing students who have been following the Transfer Core Curriculum requirements, the University of California will honor the TCC policy through Spring, 1993.

The Intersegmental General Education Transfer Curriculum will permit a student to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus G.E. requirements.

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division, general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus.

Detailed information of IGETC was not available at time of publication of this catalog. Students seeking more information should visit the counseling center.

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 BUS	8	BuMa 20A, Business Law
CAN CHEM	SEQ A	Ch 1AB, General Chemistry
CAN ECON	2	Econ 1, Principles of Macroeconomics
CAN ECON	4	Econ 2, Principles of Microeconomics
CAN ENGL	2	Eng 1A, Composition
CAN GEOG	2	Geog 1, Physical Geography
CAN GEOG	4	Geog 2, Cultural Geography
CAN GEOL	2	G1 + 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	4	IDSN 10, Contemporary Housing & Interiors
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, College Physics
CAN PHYS	SEQ B	Ph 4A+4B, Engineering Physics
CAN PSY	2	Psy 1, General Psychology
CAN SOC	2	Soc 1, Introductory Sociology
CAN SOC	4	Soc 2, Sociological Analysis Social Problems

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 or Environmental Sciences		A.S.
Natural Resources-Park Technician Option (CMC)		A.S.
Ornamental Horticulture	X	A.S.
Turfgrass Management	X	A.S.
Plant Science		A.S.
Allied Health		
Emergency Medical Technician	X	
Vocational Nursing (VN)	X	A.S.
Associate Degree Nursing (ADN) (CMC)		A.S.
Respiratory Therapy		A.S.
Art		A.A.
Business		
Accounting	X	
Administrative Assistant/Secretary (CMC)	X	A.A.
Business Administration (CMC)		A.A.
Computer Science (CMC)	X	A.A.
Economics		A.A.
Escrow	X	
Finance	X	A.A.
General Business (CMC)		A.A.
Golf Management	X	A.A.
Hotel/Motel Management	X	
Office Technician (CMC Certificate only)	X	A.A.
Real Estate (CMC)	X	A.A.
Restaurant Management	X	
Retail Management		A.A.
Sales and Promotions		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	A.A.
Developmental Education		
Engineering/Technology		
Air Conditioning & Refrigeration	X	A.S.
Automotive Technology (CMC)	X	A.A.
Brakes & Chassis (CMC)	X	
Electrical & Tune-up (CMC)	X	
Engineering Technology		A.S.

Welding	X	
Environmental Design		
Architectural Technology	X	A.S.
Architecture		A.S.
Building Inspection Technology	X	
General Drafting	X	A.A.
Industrial Technology-Construction		A.S.
Interior Design		A.A.
Fashion/Clothing and Nutrition		
Apparel Design and Production	X	A.A.
Fashion Merchandising	X	
Nutrition Care: Dietetic Technician		A.A.
Fire Science (CMC only)	X	A.S.
Foreign Language		A.A.
French, German, Italian, Spanish		A.A.
Health, Physical Education and Recreation		
Physical Education		A.A.
Recreation		A.A.
Human Services		
Early Childhood Education		A.A.
Early Childhood Education-Nanny	X	
Early Childhood Education-Teachers	X	
Instructional Aide	X	A.A.
Liberal Studies		A.A.
Mathematics		A.S.
Music		A.A.
Science: Biological, Chemical & Physical		
Biology		A.S.
Chemistry		A.S.
Environmental Sciences or Natural Resources		A.S.
Geology		A.S.
Interdepartmental Environmental Studies		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.

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	Intro to Admin. 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
AJ	6	Principles of Investigations	3
AJ	8	Concepts of Enforcement Serv	3
AJ	9	Traffic Control	3
AJ	10	Juvenile Law and Procedure	3
AJ	11	Firearms	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	Intro to Admin. 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	Juvenile Law and Procedure	3
AJ	11	Firearms	1
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	3
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	Intro to Admin. 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 Serv	3
AJ	9	Traffic Control	3
AJ	10	Juvenile Law and Procedure	3
AJ	11	Firearms	1

AJ	14	Crime Scene and Lab Tech	3
AJ	15	Traffic Accident Investigation	3
AJ	16	Narcotics Control	3
AJ	19	Peace Officers Arrest and Firearms	3
AJ	20	Peace Officers Reserve - Module B - Level II	3
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	Adv Microcomputer Appl	2
AGBU	11	Management Records	3
AGBU	59	Ag Experience	2
AGPS	1	Soils & Plant Nutrition	3
ECON	1	Principles of Macroeconomics	3

Required Subtotal	16
Electives (with advisor approval):	26
General Education (confer with advisor):	18
DEGREE TOTAL	60
Advisor: Waters	

AGRI-BUSINESS

Transfer A.S. Degree

Courses Required:

Dept.	No.	Title	Units
AGBU	5	Microcomputer Applications	3
AGBU	7	Adv Microcomputer Appl	2
AGBU	11	Management Records	3
AGBU	59	Ag Experience	2
AGPS	1	Soils & Plant Nutrition	3
ECON	1	Principles of Macroeconomics	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	Adv Microcomputer Appl	2
AGBU	11	Management Records	3
AGBU	59	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	4
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	4
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 I	2
OH	30	Landscape Equipment	2
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	59	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 I	2
OH	30	Landscape Equipment	2
AGBU	5	Microcomputer Applications	3
AGBU	11	Management Records	3
AGBU	59	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 Operations	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	Conserv 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	59	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	4
AGPS	30	Ag Chem Application/Safety	4
OH	20	Landscape Construction	2

Required Subtotal 30

Electives (with advisor approval): 12

General Education Requirements (with advisor approval) 18

To include:

AGPS 5 Plant Science 3

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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	Conserv 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) —

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	Cons 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	40	Intermediate Algebra	4

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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	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
AGBU	5	Microcomputer Applications	3
AGBU	7	Adv Microcomputer Appl	2
AGBU	59	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: (confer with advisor)			18
DEGREE TOTAL			—
Advisor: Walker			62

ORNAMENTAL HORTICULTURE

Certificate Program

Courses Required:

Dept.	No.	Title	Units
OH	1	Horticulture	3
OH	1L	Horticulture Lab	1
OH	5	Ornamental Plant Id.	3
OH	9	Landscape Planning/Design	3
OH	20	Landscape Construction	2
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	59	Ag Experience	2
AGEG	16	Basic Mechanical Skills	2
Electives			1-3

CERTIFICATION TOTAL 30-33

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	Ornamental Plant Id	3
OH	9	Landscape Planning/Design	3
OH	20	Landscape Construction	2
OH	46	Landscape Irrig. Systems	3
AGPS	1	Soils & Plant Nutrition	3
AGPS	2	Entomology-Gen. & Applied	4
AGPS	30	Ag Chem Application/Safety	4
AGBU	11	Management Records	3
AGBU	59	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	Ornamental Plant Id	3
OH	10	Advanced Landscape Design	3
NR	41	Native Plants	3
AGBU	5	Microcomputer Applications	4
AGEG	47	Basic Surveying	2
ART	3A	Basic Design & Color	3
ARCH	1	Intro to Arch Professions	2
DRA	1	Technical Drafting I	3
DRA	5	Intro to Computer Aided Drafting/Design	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	Ornamental Plant Id	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	59	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
Certificate Program for Foremen

Courses Required:

Dept.	No.	Title	Units
OH	4	Turfgrass Management*	3
OH	20	Landscape Construction	2
OH	24	Adv Turfgrass Mgmt	2
OH	30	Landscape Equipment	2
OH	32	Landscape Engine Maintenance & Repair	2
OH	46	Landscape Irrigation Systems	3
AgPS	1	Soils and Plant Nutrition	3
AgPS	71	Soils Discussion	1
AgPS	30	Ag Chem Application/Safety	4
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	Adv Turfgrass Mgmt	2
OH	26	Turfgrass Internship	2
OH	27	Turfgrass Pest Management	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	4
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 Cons of Natural Resources 3

ECON 1 Principles of Macroeconomics 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	4
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	4
OH	1	Horticulture	3
OH	1L	Horticulture Lab	1
AGBU	5	Microcomputer Applications	3
AGBU	11	Management Records	3
AGBU	59	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

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.

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 National Council Licensure Examination (NCLEX) for licensure as a vocational nurse in the state of California.

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.

Students enrolled in a clinical program are subject to special conditions involving patient health care. Students in these programs, who are deemed to be unsafe practitioners in the clinical portion of their studies by their nursing instructors and the Allied Health Division Chairperson, are subject to withdrawal from the clinical area. Patient welfare is the primary concern and may not be jeopardized at any time. Unsafe care on the part of students will justify their removal from the program by the Dean, School of Science and Technology.

College policy requires each student enrolled in the health occupation programs, which require patient contact for the development of specific skills, to purchase insurance coverage against liability for malpractice. Malpractice insurance is \$7.00 per semester, payable at time of registration.

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.

VOCATIONAL NURSING PROGRAM

PHILOSOPHY

The philosophy of the Vocational Nursing Program is in step with the mission of the College of the Desert and is an integral part of the career ladder in nursing.

The faculty subscribe to the belief that optimum health care is a human right. Man functions as an integrated being in an ever changing social system, and his behavior has meaning.

In delivering nursing care in multiple settings, the Vocational Nurse uses the nursing process regarding the patient's bio-physical, environmental, psychological and socioculture responses, as man attempts to cope with life's situations.

The Vocational Nurse implements the nursing care in accordance with the effects that the life process has on responses of the individual; provision of preventive maintenance, and restorative aspects of physical and emotional care, including the process of terminal illness, death and dying.

In the clinical practice, the Vocational Nurse focuses on the total needs of the patient; assists and facilitates the health care team under the direction of a licensed physician or a registered nurse; using available technology. Health care delivery is dynamic and ever changing, as is the process of teaching and learning.

The faculty believe that the ability, motivation and responsibility to learn are essential activities of the student and is on a life long continuum.

The faculty are role models, facilitators, and resource persons; assisting the students to collect data, problem solve, practice technical procedural skills with competency and accountability.

OBJECTIVES

The graduate will be able to:

1. Provide for basic health needs for all age groups.
2. Assess patient's base line data; report and record information.
3. Organize, implement and evaluate plans of care.
4. Utilize community agencies for meeting health needs of the patient.
5. Administer medications and therapeutic procedures with knowledge of expected outcomes.
6. Maintain a safe environment for the patient and their family.
7. Initiate health teaching for the patient and their family.
8. Function at entry level as a member of the health care team under the direction of a licensed physician 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.

This will serve to advise you that, pursuant to California Health and Safety code Section 1799.100, by participating in a course of instruction in emergency medical training you have waived your rights to collect civil damages against the College in the event you sustain an injury.

The code states: "No local agency, entity of state or local government, or other public or private organization which sponsors, authorizes, supports, finances, or supervises the training of people, excluding physicians and surgeons, registered nurses, and licensed vocational nurses, as defined, in emergency medical services in training programs under this part, shall be liable for any civil damages alleged to result from such training program."

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

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.

ALLIED HEALTH

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
Bi	15	General Microbiology	5
Psy	1	General Psychology	3
Soc	1	Introductory Sociology	3
Eng	1A	Composition	4
Sp	1	Intro to Human Communication OR	3
SP	5	Group Discussion	3
		Humanity - See General Educ Req. for graduation	3
Math	9	Intermediate Algebra	4
PE			1
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 TEST: C.O.D. Assessment Test

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	Intro to Respiratory Therapy	8
RT	53	Cardiopulmonary Pharm.	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	4
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			1
		Humanity (Elective)	3
Math	9	Intermediate Algebra	4
			—
		DEGREE TOTAL	86

DEGREE TOTAL

Advisor: Ciastko

REQUIREMENT TEST: C.O.D. Assessment Test

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	1L	Vocational Nursing I	8
VN	1L	Vocational Nursing I Lab	7
N	61	Basic Pharmacology	3
VN	2	Vocational Nursing II	8
VN	2L	Vocational Nursing II Lab	7
HEc	13	General Nutrition	3
VN	3	Vocational Nursing III	7
VN	3L	Vocational Nursing III Lab	4
PSY	1	General Psychology	3
			—

See Brochure for Admission Requirements

TOTAL UNITS 50

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	7
N	61	Basic Pharmacology	3
VN	2	Vocational Nursing II	8
VN	2L	Vocational Nursing II Lab	7
HEc	13	General Nutrition	3
VN	3	Vocational Nursing III	7
VN	3L	Vocational Nursing III Lab	4
			—

Department Subtotal

47

General Education 25

DEGREE TOTAL 72

Advisor: Katz

CMC-Miller

REQUIREMENT TEST: C.O.D. Assessment Test

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. Students 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
Art	1C	Drawing/Composition	2
Art	3A	Basic Design/Color	3

Any two of the following courses in Art History:

Art	2A	History of Art	3
Art	2B	History of Art	3
Art	2C	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.

Department Subtotal	20
Elective Subtotal	1
General Education Subtotal	39

DEGREE TOTAL	60
Advisor: Najarian	
CMC - Miller/Rogers	

BUSINESS AND HOSPITALITY INDUSTRIES

Courses in the Division of Business and Hospitality Industries 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 advisors to determine additional courses, within and outside the Division of Business and Hospitality Industries, which are most appropriate to individual objectives.

Preparation for Employment and Certificate in
ACCOUNTING

Courses Required:

Dept.	No.	Title	Units
BuAC	66	Bookkeeping Princ and Proc	3
BuAC	1	Principles of Accounting I	3
BuAC	2	Principles of Accounting II	3
BuAC	12	Electronic Spreadsheet Lab	1
BuAC	4	Tax Accounting I-Individuals	3

BuAC	5	Tax Acc II-Small Bus and Corp	3
BuAC	10	Computer Accounting	2
BuAC	11	Automated Acc. Prac. Set	1

Subtotal 19

Note: BuAc 66, Bookkeeping Principles, is a prerequisite for BuAc 1

Recommended Electives:

Choose 4 courses from the Following:

BuAC	6	Acc. for Manuf. Enterprises	2
BuAC	7	Hospital and Medical Acc.	3
BuAC	3	Governmental Accounting	3
BuAC	8	Real Estate and Const. Acc.	3
BuHM	56	Hosp. Mgmt. Accounting	3
AgBU	11	Mgmt. Records (Agriculture)	3
BuMA	1	Principles of Management	3
Econ	1	Principles of Macroeconomics	3
BuFl	68	Financial Statement Analysis	3
BuMA	10	Introduction to Business	3
BuMA	3	Statistical Methods (Business)	3
		OR	
Math	4	Statistical Methods (Math)	4
		OR	
SOC	3	Statistical Methods (Social Science)	4
			—
Subtotal			12-13
			—

TOTAL UNITS 31-32

Advisor: Manis

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	3
		OR	
Math	04	Statistical Methods	4
BuMa	20A	Business Law	3
BuMa	20B	Business Law	3
Econ	01	Principles of Macroeconomics	3
Econ	02	Principles of Microeconomics	3
			—
Total Business Courses			25-26
General Education Requirements:			39
			—

DEGREE TOTAL: 64-65

Advisors: Post/Gillman
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	Intro to Computer Science	3
BuCS	73L	Intro to Computer Science Lab	1
BuCS	85	Intro to Pascal Programming	3
BuCS	85A	Advanced Pascal Programming	3
BuCS	87	Assembler Language	4
Math	2A	Calculus with Analy Geometry	5
BuCS	75	FORTRAN Programming OR	
PH	05	Computer Programming I	3
BuCS	76	COBOL Programming OR	
BuCS	50	"C" Language Programming	3
BuCS	81	BASIC Language Programming	3
			—

Total Transfer Courses 28

*General Education Requirements 40

TRANSFER TOTAL 68

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

Math	1A	Calc. with Analytic Geometry	5
Math	1B	Calc. with Analytic Geometry	5
**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: Gillman/Penaflor (CMC)

Preparation for AA DEGREE in COMPUTER SCIENCE

Required Courses:

Dept.	No.	Title	Units
BuCS	70A	Computer Business Applications	3
BuCS	70B	Word Processing Concepts	3
BuCS	70C	Adv. Spreadsheet Oper.	3
BuCS	70D	Adv. DBASE Programming	3
BuCS	70E	Adv. MS-DOS	3
BuCS	73	Intro to Computer Science	3
BuCS	73L	Intro to Computer Science Lab	1
BuCS	80	Sys. Analysis & Design Prac.	3
BuCS	81	BASIC Language Programming	3
BuCS	84	Advanced BASIC Programming	3
BuCS	76	COBOL Programming	3
BuCS	83	Adv COBOL Programming	3
BuCS	50	"C" Language Programming OR	
BuCS	85	Intro to PASCAL Programming	3
BuAC	66	Bookkeeping Principles & Procedures	3
BuAC	10	Computer Accounting	2
			—

Total Required Courses 44

*BUCS 82 Sys Analysis 3
+ Des. Prac*

General Education Requirements	18
DEGREE TOTAL	62

Advisors: Gillman/Penaflor (CMC)

Preparation for Employment & Certificate Program in COMPUTER SCIENCE

Required Courses:

Dept.	No.	Title	Units
BuCS	70A	Computer Business Applications	3
BuCS	70B	Word Processing Concepts	3
BuCS	70C	Adv. Spreadsheet Oper.	3
BuCS	70D	Adv. DBASE Programming	3
BuCS	70E	Adv. MS-DOS	3
BuCS	73	Intro to Computer Science	3
BuCS	73L	Intro to Computer Science Lab	1
BuCS	80	Systems Analysis & Design	3
BuCS	82	Sys. Analysis & Design Prac.	2
BuCS	81	BASIC Language Programming	3
BuCS	84	Advanced BASIC Programming	3
BuCS	76	COBOL Programming	3
BuCS	83	Adv. COBOL Programming	3
BuCS	50	"C" Language Programming OR	3
BuCS	85	Intro to PASCAL Programming	3
BuAC	66	Bookkeeping Principles & Procedures	3
BuAC	10	Computer Accounting	2

Total Required Courses 44

Advisors: Gillman/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	Intro to Computer Science	3
BuCS	73L	Intro to Comp Sci Lab	1
BuMa	20A	Business Law OR	3
BuMa	22	Legal Environment of Business	3
Econ	1	Principles of Macroeconomics	3
Econ	2	Principles of Microeconomics	3
BuMa	3	Statistical Methods for Business & Economics OR	3
Soc	3	Statistical Methods Social Sciences OR	4
Math	4	Statistical Methods	4

Departmental Subtotal 22-23

General Education Requirements 39

DEGREE TOTAL 61-62

Advisor: Shahidi

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 Certificate Program in FINANCE

Courses Required:

Dept.	No.	Title	Units
ECON	1	Principles of Macroeconomics	3
BuAC	1	Principles of Accounting	3
BuFI	1	Principles of Financial Analysis	3
BuFI	2	Capital Budgeting and Investment Analysis	3
BuFI	3	Principles of Money, Banking, and Financial Markets	3
BuFI	11	Principles of Personal Finance	3
BuMA	10	Introduction to Business	3
BuCS	70A	Computer Business Application	3
BuMA	20A	Business Law	3
BuMA	72	Business Math or	
Math	20	Math for Business Analysis or	
Math	50	Elementary Algebra	3

Total Required Courses 30

Preparation for A.A. in FINANCE

Required Core Courses:

Dept.	No.	Title	Units
ECON	1	Principles of Macroeconomics	3
BuAC	1	Accounting I	3
BuFI	1	Principles of Financial Analysis	3
BuFI	2	Capital Budgeting and Investment Analysis	3
BuFI	3	Principles of Money, Banking, and Financial Analysis	3
BuFI	11	Principles of Personal Finance	3
BuMA	10	Introduction to Business	3
BuCS	73	Intro to Computer Science	3
BuCS	73L	Intro to Computer Sci Lab	1

BuMA	20A	Business Law	3
BuMA	72	Business Math (or equivalent)	3
CORE COURSES SUBTOTAL			31

Electives from the following courses:

*ECON	2	Principles of Microeconomics	3
*BuAC	2	Accounting II	3
BuAC	6	Accounting for Manufacturing Enterprises	3
BuAC	12	Electronic Spreadsheet Lab	1
BuAC	4	Tax Accounting I, Individual	3
BuAC	5	Tax Accounting II, Business	3
BuAC	10	Computer Accounting	2
BuAC	11	Automated Acctg Practice Set	1
*MATH	4	Statistical Methods	4
*BuRE	85	Real Estate Finance	3
BuDE	21	Marketing	3
BuRE	82	Real Estate Economics	3
BuSM	93	Human Relations	3
BuMA	20B	Business Law	3
BuMA	1	Principles of Management	3

*These courses are highly recommended.

ELECTIVE COURSES SUBTOTAL			15
GENERAL EDUCATION REQUIREMENTS			18
DEGREE TOTAL			64

Advisor: Shahidi/Watson (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 Macroeconomics OR	3
Econ	02	Principles of Microeconomics	3
BuMa	10	Intro. to Business	3
BuMa	30	Business Communications	3
BuMa	72	Business Mathematics	3

Recommended Business Electives 21-22

General Education Requirements 18

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/Gillman	
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 Mgmt/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
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	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	Agri Chemical Appl Safety	3
BuCS	70A	Computer Business Applications	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	Principles of Macroeconomics	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 Mgmt	2
PE	86	Tennis	1
Re	01	Rec Leadership	2
Re	02	Field Internship (Rec Field Work), replacing PE 35	1-2

Elective Subtotal: 8-11

See General Education Requirements

General Education Subtotal: 18

DEGREE TOTAL 60-63

Advisor: Manzoni

Preparation for Employment and Certificate Program in GOLF MANAGEMENT.

Required Courses:

Dept.	No.	Title	Units
CC	01	Golf Course Mgmt./Design	3
AgPS	5&5L	Plant Science and Lab	4
BuAC	01	Accounting I OR	3
BuAC	66	Bookkeeping Princ. & Proc.	3
BuMA	01	Principles of Management	3
BuMA	24	Resort Personnel/Human Rel	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	Fund. 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	01	Accounting I OR	3
BuHM	56	Hospitality Mgmt Accounting	3
BuCS	73	Introduction to Computer Science AND	3
BuCS	73L	Intro to Computer Sci Lab	1
BuHM	50	Intro to Hospitality Industry	3
BuHM	66	Hospitality Industry Practicum OR	3
BuHM	95	Cooperative Work Experience and/or Field Work Experience	2-4

Core Subtotal Units 12-14

Rooms Division Management Concentration:

AJ	23	Survey of Security	3
BuHM	54	Hotel/Management	3
BuHM	65	Front Office Procedure and Night Audit	3
BuHM	67	Hotel/Club Maintenance	5
Concentration Subtotal Units			14

Food & Beverage Operations Concentration:

BuHM	55	Restaurant Oper and Mgmt	3
HEFS	01	Sanitation, Safety & Equipment OR	3
CART	02	Kitchen Operations	2
CART	10	Food Procurement & Cost Control	3
CART	28	Resort Food and Beverage Operations	3

Concentration Subtotal Units 12-13

Hotel/Motel General Management

Concentration:

BuHM	61	Hospitality Sales and Promotion OR	3
BuDE	21	Marketing	3
BuMA	01	Principles of Management	3
BuHM	60	Hotel/Motel Law	3
BuHM	63	Hotel/Motel Operations	3
BuHM	64	Hotel/Motel Personnel Mgmt OR	3
BuMA	24	Resort Personnel and Human Relations	2

Concentration Subtotal Units 14-15

TOTAL UNITS 24-29

Advisor: Post

Preparation for Employment and Certificate Program in OFFICE TECHNICIAN

Required Courses:

Dept.	No.	Title	Units
OIS	51	Intermediate Keyboarding/Typing	3
OIS	52	Advanced Keyboarding/Typing	3
OIS	57	Machine Transcription, OR	
OIS	60A	Beginning Shorthand	2
OIS	63	Office Systems and Procedures	3
OIS	64	Records Management	2
OIS	65	Fund. Business Communications	3
OIS	66	Applied Bus. Communications	3
OIS	75	Word Processing Applications	2
BUCS	70A	Computer Business Applications	3
BUAC	1	Accounting, OR	
BUAC	66	Bookkeeping Prin. & Procedures	3

TOTAL UNITS REQUIRED FOR CERTIFICATE 27

Advisor: Krivanek

Watson (CMC)

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

Required Courses:

Dept.	No.	Title	Units
OIS	51	Intermediate Keyboarding/Typing	3
OIS	52	Advanced Keyboarding/Typing	3
OIS	57	Machine Transcription, OR	
OIS	60A	Beginning Shorthand	2
OIS	63	Office Systems and Procedures	3
OIS	64	Records Management	2
OIS	65	Fund. Business Communications	3
OIS	66	Applied Bus. Communications	3
OIS	75	Word Processing Applications	2
BUCS	70A	Computer Business Applications	3
BUAC	1	Accounting, OR	
BUAC	66	Bookkeeping Prin. & Procedures	3
Department Subtotal:			27

RECOMMENDED ELECTIVES:

ELECTIVES: Select a total of 15 units from this list of recommended courses.

BuMA	10	Introduction to Business	3
BuMA	20A	Business Law	3
BuMA	72	Business Math	3
OIS	67	Automated Office Systems	3
OIS	74	Word Processing Concepts	3
OIS	75	Word Processing Applications	2
OIS	77	Adv. Word Processing Appl.	2
OIS	82	Business Graphics	3
OIS	85	Telecommunications	3

SUMMARY OF UNITS:

Required Courses:	27
Electives:	15
General Education:	18
	—
DEGREE TOTAL	60

Advisor: Krivanek
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	01	Accounting OR	3
BuHM	56	Hospitality Mgmt. Acctg.	3
BuCS	73	Intro to Computer Science AND	3
BuCS	73L	Intro to Computer Science Lab	1
BuHM	50	Intro to Hospitality Industry	3
BuHM	66	Hospitality Industry Pract.	3
		OR	
BuHM	95	Cooperative Work Experience and/or Field experience	2-4

Core Subtotal Units 12-14

Required Electives:

BuDE	21	Marketing OR	3
BuHM	61	Hospitality Sales and Promotion	3
BuHM	55	Restaurant Oper. and Mgmt.	3
BuHM	64	Hotel/Motel Personnel Mgmt.	3
		OR	
BuMA	24	Resort Personnel & Human Rel.	2
BuMA	20A	Business Law	3
CART	10	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	21	Marketing	3
BuDE	22	Retailing	3
BuSM	91	Elements of Supervision	2
BuMA	01	Principles of Management	3
BuSM	83	Developing Employees Through Training	2
BuDE	23	Fundamentals of Sales	3
BuDE	55	Retail Merchandising	3
BuSM	82	Purchasing	2
BuDE	56	Merchandise Analysis	3
BuDE	49	Ind. Study in Retail Mgmt.	3
BuMA	95	Retail Work Experience or Work Experience Education	6

Department Subtotal 30-31

Elective Subtotal 11-12

See General Education Requirements

General Education Subtotal 18

DEGREE TOTAL 60

Advisor: Immenhausen

Preparation for Employment and A.A. Degree in
SALES & PROMOTION

Required Courses:

Dept.	No.	Title	Units
BuDE	21	Marketing	3
BuDE	23	Fundamentals of Sales	3
BuDE	25	Advertising	3
BuDE	26	Career Selling & Sales Promotion	1
BuSM	92	Psychology for Supervisors	2
BuSM	93	Human Relations	2
BuSM	94	Communications I	2
BuSM	95	Communications II	2
BuSM	91	Elements of Supervision	2
BuMA	01	Principles of Management	3
BuMA	49	Individual Study in Sales & Promotion	3
BuMA	95	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 ADMINISTRATIVE ASSISTANT/
SECRETARY

Required Courses:

Dept.	No.	Title	Units
OIS	51	Intermediate Keyboarding/Typing	3
OIS	57	Machine Transcription, OR	
OIS	60A	Beginning Shorthand	2
OIS	63	Office Systems and Procedures	3
OIS	64	Records Management	2
OIS	65	Fund. Business Communications	3
OIS	66	Applied Bus. Communications	3
OIS	67	Automated Office Systems	3
OIS	74	Word Processing Concepts	3
OIS	75-	Word Processing Applications ABC (two courses)	4
OIS	77	Adv. Word Proc. Appli.	2
BuAC	1	Accounting 1, OR	
BuAC	66	Bookkeeping Prin. & Procedures	3
BuCS	70A	Computer Business Applications	3

TOTAL UNITS REQUIRED FOR
CERTIFICATE: 34

Advisor: Krivanek
Watson (CMC)

Preparation for Employment and A.A. Degree
Program in ADMINISTRATIVE ASSISTANT/
SECRETARY

Required Courses:

Dept.	No.	Title	Units
OIS	51	Intermediate Keyboarding/Typing	3
OIS	57	Machine Transcription, OR	
OIS	60A	Beginning Shorthand	2
OIS	63	Office Systems and Procedures	3
OIS	64	Records Management	2
OIS	65	Fund. Business Communications	3
OIS	66	Applied Bus. Communications	3
OIS	67	Automated Office Systems	3
OIS	74	Word Processing Concepts	3
OIS	75-	Word Processing Applications ABC (two courses)	4
OIS	77	Adv. Word Proc. Appli.	2
BuAC	1	Accounting 1, OR	
BuAC	66	Bookkeeping Prin. & Procedures	3
BuCS	70A	Computer Business Applications	3

Department Subtotal: 34

RECOMMENDED ELECTIVES:

Select a total of 8 units from this list of recommended courses.

BuMA	10	Introduction to Business	3
BuMA	20A	Business Law	3
BuMA	72	Business Math	3
OIS	52	Advanced Keyboarding/Typing	3
OIS	60B	Intermediate Shorthand	3
OIS	75	Word Processing Applications	2
OIS	77	Adv. Word Proc. Appli.	2
OIS	82	Business Graphics	3
OIS	85	Telecommunications	3
OIS	72B	Intern. Appli. Lotus and dBase	2

SUMMARY OF UNITS:

Required Courses:	34
Electives:	8
General Education:	18
	—
DEGREE TOTAL	60
Advisor: Krivanek 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	Comm. 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 Admin.	2
BuSM	91	Elements of Supervision	2
BuSM	92	Psychology for Supervisors	2
BuSM	93	Human Relations	2
BuSM	94	Comm. I for Supervisors	2
BuSM	95	Comm. II for Supervisors	2
BuSM	96	Labor-Mgmt. Relations	2
BuSM	97	Org. Patterns & Mgmt.	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 Certificate Program in WORD AND INFORMATION PROCESSING

Required Courses:

Dept.	No.	Title	Units
OIS	51	Intermediate Keyboarding/Typing	3
OIS	57	Machine Transcription, OR	
OIS	60A	Beginning Shorthand	2
OIS	63	Office Systems and Procedures	3
OIS	65	Fund. Business Communications	3
OIS	66	Applied Bus. Communications	3
OIS	72B	Interm. Appli. Lotus and dBase	2
OIS	74	Word Processing Concepts	3
OIS	75-	Word Processing Applications ABC (two courses)	4
OIS	77	Adv. Word Processing Appli.	2
OIS	82	Business Graphics	3
BuCS	70A	Computer Business Applications	3
			—

Total Units Required for Certificate	31
Advisor: Krivanek Watson - CMC	

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

Required Courses:

Dept.	No.	Title	Units
OIS	51	Intermediate Keyboarding/Typing	3
OIS	57	Machine Transcription, OR	
OIS	60A	Beginning Shorthand	2
OIS	63	Office Systems and Procedures	3
OIS	65	Fund. Business Communications	3
OIS	66	Applied Bus. Communications	3
OIS	72B	Interm. Appli. Lotus and dBase	2
OIS	74	Word Processing Concepts	3
OIS	75-	Word Processing Applications ABC (two courses)	4
OIS	77	Adv. Word Proc. Appli.	2
OIS	82	Business Graphics	3
BuCS	70A	Computer Business Applications	3
			—

TOTAL UNITS:	31
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Electives: Select a total of 11 units from this list of recommended courses.

Dept.	No.	Title	Units
BuMA	10	Introduction to Business	3
BuMA	20A	Business Law	3
BuMA	72	Business Math	3
BuAC	1	Accounting 1, OR	
BuAC	66	Bkpgg. Princ. & Proc.	3
OIS	52	Advanced Keyboarding/Typing	3
OIS	64	Records Management	2
OIS	67	Automated Office Systems	3
OIS	75	Word Processing Applications	2
OIS	85	Telecommunications	3

SUMMARY OF UNITS:

Required Courses:	31
Electives:	11
General Education:	18
DEGREE TOTAL	60

COMMUNICATION

Communication, English, English As A Foreign Language, Journalism, Mass Communication, Radio-Television, Reading, Speech and Foreign Language

The Communication Division offers exciting, enriching, and challenging educational opportunities for students in Transfer and Occupational programs. Language is vital to our most important achievements. We must utilize both the written and spoken word to attain our goals, and appreciate a diversity of perspectives, cultures, and languages to fulfill our human potential.

The Division offers a wide range of courses to help students reach their objectives. Courses are arranged in complementary sub-divisions of English Composition and Literature, English As A Second Language, Journalism, Mass Communication, Radio-Television, Reading, Speech, and Foreign Language (French, German, Italian, Japanese, Russian, and Spanish).

COMMUNICATION: A.A. Degree & Preparation for Transfer

A minimum of 21 units of study distributed as follows:

Basic courses required of all Communication Majors:

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

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

Sp	*4	Public Speaking OR	
Sp	*5	Group Discussion and Leadership OR	3
MC	3	Telecommunications	3

AND

Eng.	5A or 5B	Creative Writing OR	3
Eng.	1C	Advanced Composition OR	3
Eng.	41	Technical Report Reading and Writing OR	3
J	3A	News Reporting and Writing OR	3
J	10	Magazine Article Writing OR	3
R-TV	5	Radio and Television Writing	3

Division Subtotal 21/22

See General Education Requirements

General Education Subtotal 39

DEGREE TOTAL **60/61**

ENGLISH COMPOSITION: A.A. Degree & Preparation for Transfer

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 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 Division.)

ENGLISH LITERATURE: A.A. Degree & Preparation for Transfer

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
*Eng	10B	American Literature OR	3
*Eng	11A	Survey of English Literature OR	3
*Eng	11B	Survey of English Literature	3
*Sp	1	Intro. to Human Comm. 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 Lit.	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

JOURNALISM: A.A. Degree & Preparation for Transfer

Courses Required:

Dept.	No.	Title	Units
*MC	1	Mass Media in Amer Culture	3
J	3A	News Reporting	3
J	4A,B	Newspaper Production	3-3
J	6	Phototypesetting	3

An additional 5 to 6 units shall be selected in consultation with the Journalism advisor.

Division Subtotal 20-21

See General Education Requirements

General Education Subtotal 39

DEGREE TOTAL 60

Advisor: Wilson

*May be counted toward General Education Requirements

MASS COMMUNICATION: A.A. Degree & Preparation for Transfer

Courses Required:

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

Five courses from the following:

MC	3	Telecommunications	3
MC	4	Intro. to Media Advertising	3
MC	5	Intro. 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 Pub.	3
J	7	Introduction to Photojournalism	3
J	10	Magazine Article Writing	3
R-TV	2	Radio and Television Announcing	2
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 20-21

It is suggested that the student select Hum 1 -
Alternative Methods of Critical Analysis - for Gen-
eral Education requirements.

General Education Subtotal 39

DEGREE TOTAL 60

Advisor: Wilson

SPEECH: A.A. Degree & Preparation for Transfer

Courses Required:

Dept.	No.	Title	Units
*Sp	1	Intro to Human Comm.	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 Lit.	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 cog-
nate areas of the Communication and/or Social
Sciences Divisions. These are determined in con-
ference 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 re-
quirements

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.

Preparation for Employment and Certificate Pro-
gram in BASIC CULINARY ARTS

Required Courses:

Dept.	No.	Title	Units
CART	03	Principles of Cooking	5
CART	33	Intro. to Baking	4
CART	04	Pantry	5
CART	32	Intro. to Food Service	3
HEFS	01	Sanitation & Safety	3

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CERTIFICATE TOTAL 20

Advisors: Beno/Friend

Preparation for Employment and Certificate Pro-
gram in INTERMEDIATE CULINARY ARTS

Required Courses:

Dept.	No.	Title	Units
CART	03	Principles of Cooking	5
CART	33	Intro. to Baking	4
CART	04	Pantry	5
CART	32	Intro. to Food Service	3
HEFS	01	Sanitation & Safety	3
CART	34	Intermediate Baking	4
CART	06	Garde Manger	5
BuMA	01	Principles of Management	3
CART	35	Operations Management (Production Cooking)	4

Required Business Elective 3

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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	03	Principles of Cooking	5
CART	33	Intro. to Baking	4
CART	04	Pantry	5
CART	32	Intro. to Food Service	3
HEFS	01	Sanitation & Safety	3
BuCS	70	Computer Bus. Appli.	3
CART	10	Food Procurement & Cost Control	3
CART	11	Menu Planning	3
BuMA	01	Principles of Management	3
CART	20	Principles of Catering	3
BuHM	64	Hotel/Motel Personnel Management	3
Department Subtotal			38

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.

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 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 background experience 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.

AIR CONDITIONING AND REFRIGERATION
Certificate Program and Preparation for
Employment

Courses Required: 17 units

Dept.	No.	Title	Units
ACR	60	Air Cond./Refrig. I	3
ACR	61	Air Cond./Refrig. II	3
ACR	62	Air Cond. III	3
ACR	63	Refrigeration IV	3
ACR	64	Air Cond./Refrig. Elec. I	3
ACR	65	Air Cond./Refrig. Elec. II	2

Technical Electives:

Select a minimum of 7 units from the following:

ACR	65L	Air Cond./Refrig. Elec. Lab	1
ACR	66	Air Cond. Load Estimating	1
ACR	67	Refrig. Load Estimating	1
ACR	68	Air Dist. Sys. Design	1
ACR	69	Air Cond./Refrig. Cost Est.	1
ACR	70	Air Conditioning/Refrig.	
AB		Special Project	1-3
ACR	71	Comfort Heating Systems	1
ACR	72	Air Cond./Refrig. Elec. III	2
ACR	73	Pneumatic Control	1

Electives:

Select 3-4 units from the following (with Advisor approval):

AgBu	5	Microcomputer Applications	3
Auto	60	Auto Accessories & Air Conditioning	2
Elec	30	Intro. to Electronics	4
Weld	28A	Industrial Welding Processes I	2
BuAc	1	Accounting I	3
BuMA	20A	Business Law	3
BuSM	91	Supervision	2
Math	50	Elementary Algebra	4

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 Cond./Refrig. I	3
ACR	61	Air Cond./Refrig. II	3
ACR	62	Air Cond. III	3
ACR	63	Refrigeration IV	3
ACR	64	Air Cond./Refrig. Elec. I	3
ACR	65	Air Cond./Refrig. Elec. II	2
ACR	72	Air Cond./Refrig. Elec. III	2

Technical Electives: 23 units - Following courses are selected as technical electives:

ACR	65L	Air Conditioning/Refrig. Electric Lab	1
ACR	66	Air Cond. Load Estimating	1
ACR	67	Refrigeration Load Estimating	1

ACR	68	Air Distribution Systems	1
ACR	69	Cost Estimating for Air Conditioning/Ref	1
ACR	70	Air Conditioning/Refrig. Special Project	1-2
ACR	71	Comfort Heating Systems	2
ACR	73	Pneumatic Control	2
ACBu	5	Microcomputer Applications	3
AgBu	7	Adv. Microcomputer Appl.	2
Auto	60	Auto Air Conditioning	2
BuAc	1	Accounting I	3
BuMa	20A	Business Law	3
BuSm	91	Elements of Supervision	2
Elec	30	Introduction to Electronics	4
Weld	28A	Industrial Welding Processes I	2

Department Subtotal 42

General Education Requirements 18
to include:

NR 1 Consv of Natural Resources 3

DEGREE TOTAL 60

Advisor: Hamilton

AUTOMOTIVE TECHNOLOGY

A.A. Degree and Preparation for Employment will require 42 units of automotive related courses. The following 32 units will be required. Elective courses will require Advisor approval.

Dept.	No.	Title	Units
Auto	1	Automotive Principles I	2
Auto	12	Brake & ABS Systems	2
Auto	13	Suspension & Alignment	2
Auto	14	Auto Electrical Systems	2
Auto	50	Auto Computer Systems	2
Auto	60	Auto Air Conditioning	2
Auto	61	Computer Ignition Systems	2
Auto	62	Computer Fuel Systems	2
Auto	63	Engine Rebuilding	2
Auto	64	Automatic Transmission	2
Auto	65	Std. Trans. & Drive Trains	2
Auto	71-		
Auto	72	Production Laboratory	2
Auto	81	BAR 90 Intro & Theory	.5
Auto	82	BAR 90 Fuel and Ignition	1
Auto	83	BAR 90 Emission Controls	1
Auto	84	BAR 90 New Technology	1
Auto	85	BAR 90 Intro to State Prog.	1
Auto	86	BAR 90 Inspection Proc.	.5

Micro Computer Applications 3
(AgBu 5, Bucs 70A, or Bucs 88)

Required Subtotal 32

Electives (with Advisor approval)	10
General Education Subtotal	18
To include:	
NR 1 Consv of Natural Resources	3
	—

DEGREE TOTAL 60

Advisors: DaSheill - CMC
Tamulonis - Palm Desert

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 Auto. Electrical Sys.	2
Auto	42	Basic Fuel and Ignition Systems	2
Auto	46	Auto. Diagnostic Equip.	2
Auto	50	Automotive Computer Systems	2
Auto	81-86	B.A.R. Clean Air Course Modules	5

TOTAL UNITS 14

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	Brake & A.B.S. Systems	2
Auto	13	Suspension & Alignment	2
Auto	64	Automatic Transmissions	2
Auto	65	Standard Transmission and Drive Trains	2
Auto	66	Brake & Lamp License	2
		A-D Prep	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 Electrical Systems	2
Auto	60	Auto. Air Conditioning	2
Auto	61	Computer Ignition Systems	2
Auto	62	Computer Fuel Systems	2

Auto 81-86 B.A.R. Clean Air Course Modules 5

Auto Electives: 9

TOTAL UNITS 24

Advisor: Tamulonis
DaShiell-CMC

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	2	Technical Drafting II	3
Dra	5	Intro to Computer Aided Drafting/Design	2

Required Subtotal 14

Program Electives 7-9

Recommended to include:

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

General Education Subtotal 39

(See Admission & 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	4

DEGREE TOTAL 60-62

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	63	Welding II	3

TOTAL UNITS 7

Advisor: Waters
Miller
Rogers-CMC

ENVIRONMENTAL DESIGN

Environmental Design programs have a common objective - they are aimed at the betterment of the human physical environment. These programs endeavor to give the student a technical background, a set of social values, and a range of occupational skills, which result in creative expression.

The various curricula in Environmental Design are intended to be as flexible as possible to best serve student needs. The Environmental Design programs will have a common core of courses which provides undecided students an opportunity to change disciplines within the Environmental Design group without backtracking and starting over. It also offers students valuable insights into other related disciplines and occupations.

Transfer programs include courses that are designed to meet the requirements of selected universities. Students should check transfer status of individual courses depending on their choice of a transfer institution. The occupational programs are designed to prepare students for employment immediately upon graduation.

ARCHITECTURAL TECHNOLOGY

Certificate Program and Preparation for Employment

Courses Required: 27 units to be chosen from the following (with Advisor approval):

Dept.	No.	Title	Units
Arch	1	Intro to Arch Professions	2
Arch	2	Materials of Construction	3
Arch	3A	Architectural Practice I	3
Arch	3B	Architectural Practice II	3
Arch	3C	Architectural Practice III	3
Arch	5	Intro to Drawing & Perspective	2
Arch	6	Architectural Delineation	2
Dra	1	Technical Drafting I	3
Dra	5	Introduction to Computer Aided Drafting/Design	2
Dra	6	Advanced Computer Aided Drafting/Design	2
Dra	7	Drafting/Design Project on CAD	2

TOTAL UNITS 27

Advisor: O'Donnell

ARCHITECTURAL TECHNOLOGY

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	Intro to Arch Professions	2
Arch	2	Materials of Construction	3
Arch	3A	Architectural Practice I	3
Arch	3B	Architectural Practice II	3
Arch	3C	Architectural Practice III	3
Arch	5	Intro to Drawing & Perspective	2
Arch	6	Architectural Delineation	2
Arch	8	Architectural Design Fund. I	3
Arch	10	Environmental Control Systems	3
Arch	14	History of Architecture	2
Dra	1	Technical Drafting I	3
Dra	5	Introduction to Computer Aided Drafting/Design	2

Dra	6	Advanced Computer Aided Drafting/Design	2
Dra	7	Drafting/Design Proj. on CAD	2
Required Units			35
Elective Subtotal (With Advisor approval)			8
General Education Subtotal			18
to include the following:			
Geog	5	Environmental Geology	3
Geog	5L	Environmental Geology Lab	1
Math	5	Trigonometry	3
NR	1	Cons. of Natural Resources	3
NR	1L	Cons. of Natural Resources Lab	1

DEGREE TOTAL 61

Advisor: O'Donnell

ARCHITECTURE

Transfer A.S. Degree

Courses Required: 34 units to be chosen from the following (with Advisor approval):

Dept.	No.	Title	Units
Arch	1	Intro to Arch Professions	2
Arch	2	Materials of Construction	3
Arch	3A	Architectural Practice I	3
Arch	3B	Architectural Practice II	3
Arch	3C	Architectural Practice III	3
Arch	5	Intro to Drawing & Perspective	2
Arch	6	Architectural Delineation	2
Arch	8	Architectural Design Fund. I	3
Arch	9	Architectural Design Fund. II	3
Arch	10	Environmental Control Systems	3
Arch	14	History of Architecture	2
Dra	1	Technical Drafting I	3
Dra	5	Introduction to Computer Aided Drafting/Design	2

Required Units 34

General Education Subtotal 28

Admission and General Education Requirements vary depending on transfer institution. Consult advisor and transfer institution catalog for appropriate course selection.

DEGREE TOTAL 62

Advisor: O'Donnell

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	Materials of Construction	3
Arch	11	Architectural Blueprint Reading	3
AgBu	5	Microcomputer Applications	3
Electives (with Advisor approval)			5
TOTAL UNITS			24

Advisor: O'Donnell

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	Intro to Computer Aided Drafting/Design	2
Dra	6	Advanced Computer Aided Drafting/Design	3
Arch	3A	Architectural Practices I	3
Arch	3B	Architectural Practices II	3
Arch	5	Introduction to Drawing and Perspectives	2
Arch	6	Architectural Delineation	2
Engr	2	Surveying	2
AgBu	5	Microcomputer Applications	3
Program Elective: with Advisor approval			3
TOTAL UNITS			28

Advisor: O'Donnell

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	Intro to Computer Aided Drafting/Design	2
Dra	6	Advanced Computer Aided Drafting/Design	2
Dra	7	Drafting/Design Project on CAD	2
Arch	3A	Architectural Practices I	3
Arch	3B	Architectural Practices II	3
Arch	5	Introduction to Drawing and Perspectives	2
Arch	6	Architectural Delineation	2
Engr	2	Surveying	2

Elec	30	Introduction to Electronics	4
AgBu	5	Microcomputer Applications	3

Required Subtotal 31

Elective Subtotal (with Advisor approval) 11

General Education Subtotal 18

(See General Education Requirements)

To include:

NR	1	Conserv of Natural Resources	3
Math	5	Trigonometry	3

DEGREE TOTAL 60

Advisor: O'Donnell

INDUSTRIAL TECHNOLOGY-CONSTRUCTION

A.S. Degree and Preparation for Employment

Courses Required:

Dept.	No.	Title	Units
Arch	1	Intro to Arch Professions	2
Arch	2	Materials of Construction	3
Arch	3A	Architectural Practices I	3
Arch	11	Arch Blueprint Reading	3
Arch	12	Construction Estimating	2
Dra	1	Technical Drafting I	3
Dra	5	Introduction to Computer Aided Drafting/Design	2
Engr	2	Surveying	2
BIT	10	Introduction to UBC	3
Bit	48	Seminar	4
BuAc	1	Accounting	3
AgBu	5	Microcomputer Applications	3

Required Subtotal 32

Program Electives: with Advisor approval 10

General Education Subtotal 18

(See General Education Requirements)

To include:

Math	5	Trigonometry	4
NR	1	Conserv of Natural Resources	3
Arch	11	Architectural Blueprint Reading	3

DEGREE TOTAL 60

Advisor: Walker

Preparation for A.A. Degree in INTERIOR DESIGN

Courses Required:			
Dept.	No.	Title	Units
IDSN	10	Contemp. Housing and Interiors	3
Dra	1	Technical Drafting	3
CT	10	Textile: Fiber and Filaments	3
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 Practice I	3
IDSN	18	Kitchen and Bath Planning	3
IDSN	20	Interiors I	3
ARCH	5	Introduction to Drawing & Perspectives	2
IDSN	22	Materials and Products for Interior Design	3
IDSN	24	Lighting for Interior Design	3
IDSN	28	Business Prac. and Princ.	3
IDSN	30	Presentation Techniques	3

Subtotal	41
Recommended Electives: (3 units minimum)	3
AgBU 5 Microcomputer Applications	3
DRA 5 Intro to Computer Aided Drafting/Design	3
General Education Requirements COD	18
ART 3A Basic Design and Color is required	—
Minimum Required Units	62
NOTE: Students should be aware that not all Interior Design courses are offered every year.	
Advisor: E. Lawson	

FASHION/CLOTHING AND NUTRITION

Offerings in these program areas help prepare students to pursue employment and/or advanced training in their chosen career field and related occupations.

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: Cons. 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: Prod. 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			

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

CERTIFICATE TOTAL 30

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 program. 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
CART	10	Food Procurement & Cost Control	3
HEFS	1	Sanitation and Safety	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

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

Courses Required:

Dept.	No.	Title	Units
FS	1	Intro to Fire Technology	3
FS	2	Fire Protection Chemistry	3
FS	3	Fund. of Fire Prevention	3
FS	4	Fire Protection Systems	3
FS	5	Fire Service Operations	3
EMT	84	Emergency Medical Tech I	5
FS	11	Hazardous Materials I	3
FS	84	Pump Operations	2
Core Curriculum Sub Total			25
Electives with Advisor consent			3
Total Units for Certificate			28

Advisor: Walker, Miller/Rogers - CMC

A.S. DEGREE in FIRE SCIENCE

Courses Required:

Dept.	No.	Title	Units
FS	1	Intro to Fire Technology	3
FS	2	Fire Protection Chemistry	3
FS	3	Fund. of Fire Prevention	3
FS	4	Fire Protection Systems	3
FS	5	Fire Service Operations	3
EMT	84	Emergency Medical Tech I	5
FS	11	Hazardous Materials I	3
FS	84	Pump Operations	2
Core Curriculum Sub Total			25
Fire Science Elective Units			9
Fire Science Course Subtotal			34
Other Electives			8
General Education Units			18
Total Units for A.S. Degree			60

Advisor: Walker, Miller/Rogers - CMC

FOREIGN LANGUAGES

Students enrolled in Foreign Language courses 1, 1A, 1B, 2, 2A, 2B 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. **All Foreign Language 1A and 1B courses combined will transfer as the equivalent of a first-semester elementary course. All Foreign Language 2A and 2B courses combined will transfer as the equivalent of a second-semester elementary course.**

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

Colleges and universities consider it essential that any student receiving the Bachelor of Arts Degree have at least some knowledge of a language and civilization of other cultures. Students who are planning to transfer to a four-year institution should consult their respective catalogs for more specific information.

A.A. DEGREE (in French, Italian or Spanish) and Preparation for Transfer

Courses Required:

Dept.	Course No.	Units
F.L.	1, 2	10
OR		
F.L.	1AB, 2AB	12
F.L.	3, 4	8

F.L.	40 or	
	2nd language 1A or 1	3-5
F.L.	8A or B or	
	2nd language 1B or 2	3-5
—		
Department Subtotal		24-30

Recommended Electives				Eng	1B	Composition & Literature	3
Hist	1,2	History of Western Civ.	6	SP	1	Intro to Human Comm.	3
Hist	17	U.S. History through Reconstruction	3			OR	
				SP	15	Intercultural Communication	3
							—
		OR					
Hist	18	U.S. History From Reconstruction to Present	3			Balance General Education Requirement	22-25
PS	1	Introduction to Government	3			DEGREE TOTAL	64-73
Advisers:							
<u>French</u>		<u>German</u>	<u>Italian</u>	<u>Japanese</u>	<u>Russian</u>	<u>Spanish</u>	
Attoun		Deti	Sottile	Attoun	Attoun	Deti	
Deti						Sottile	

GENERAL STUDIES

The General Studies major is comprised of general education courses plus additional transferable courses to total 60 units. The general education courses are to be the thirteen courses selected to fulfill the general education requirements for California State University.

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 & Comm. 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

Dept.	No.	Title	Units
RE	1	Recreation Leadership	2
RE	2A,B		
	C,D	Recreation Field Work	2
HE	1	Personal and Comm. 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 SERVICES

This Division is developing certificate and AA/AS programs that will serve the needs of our growing college community. The area of programs that deal with serving the public at large are under our purview.

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	3
ECE	15	Early Childhood Laboratory	2
ECE	20	Infant/Toddler Growth and Development	3
ECE	32	Child Abuse and Neglect	1
ECE	33	Survey of Special Education	3
ECE	44	Child Health and Safety	2
			<hr/> 21

Select additional courses from the following (10 units)

ECE	10B	Child Growth and Development	3
ECE	19	Children's Lang. and Lit.	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	Adv. Admin. 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	3
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	3
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	3
ECE	21	Infant/Toddler Environments	2

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 Instruc. Machines and Materials	2
IA	54	Playground (Supervision and Skills)	2
IA	55	Language Arts for Instructional Aids	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 Instruc. Machines and Materials	2
IA	54	Playground (Supervision and Skills)	2
IA	55	Language Arts for Instruction Aides	3
IA	56	Creative Arts	3
IA	57	Community and School Rel.	2
IA	59	Methods and Materials in a Single Subject Area	2
IA	60	Children's Growth and Learning in the Elem. 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 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	3
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	3
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

Advisor: E. Lawson

LIBERAL STUDIES

The Liberal Studies major is a multidisciplinary program designed for the student whose needs or interests require a broadly based liberal arts curriculum. This major is appropriate both for the student who does not plan to continue formal education beyond College of the Desert, and for the student who intends to transfer to a four year college in the equivalent upper division major. The major is particularly appropriate for the student who intends to complete requirements for a California Teaching Credential.

Completion of the major as listed also fulfills the lower division general education requirements for both California State University and College of the Desert. With proper attention to the differences involved, the

Transfer Core Curriculum for the University of California can also be completed. Students must receive a grade of "C" or better in the composition and math courses selected.

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

Courses Required:

Dept.	No.	Title	Units
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Select one of the following:

SP	1	Intro/Human Communication	3
SP	4	Public Speaking	3

Select one of the following:

*EFL	1A	Composition Skills	4
*ENG	1A	Composition	4
*ENG	3A	Freshman Composition I	3

*Note: Must receive a grade of "C" or better.

Select one of the following:

HUM	1	Critical Analysis	3
PHIL	10	General Logic	3

Select one of the following:

CH	1A	General Chemistry	5
CH	1B	General Chemistry	5
G	1	Physical Geology and	3
G	1L	Physical Geology Lab	1
GEOG	1	Physical Geography and	3
GEOG	1L	Physical Geography Lab	1
G	5	Environmental Geology and	3
G	5L	Environmental Geology Lab	1
PH	1	Basic Physics	4
PH	2A	College Physics	4
PH	2B	College Physics	4
PH	4A	Engineering Physics	5

Select one of the following:

BI	1A	General Biology - Principles	5
BI	1B	General Biology - Zoology	5
BI	1C	General Biology - Botany	5
BI	4	Elements of Biology and	3
BI	4L	Elements of Biology Lab	1

Select one of the following:

*MATH	1A	Calculus/Analytical Geometry	4
*MATH	1B	Calculus/Analytical Geometry	4
*MATH	10	College Algebra	4
*MATH	12	Pre-Calculus Analysis	5

*Note: Must receive a grade of "C" or better.

Select one of the following:

ART	2A	History of Art	3
ART	2B	History of Art	3
ART	2C	History/Modern Art	3
ART	10	Intro to Art	3
HUM	18	Intro to Art and Music	3
MUS	10	Intro to Music	3
MUS	11A	Survey of Music Lit	3
MUS	11B	Survey of Music Lit	3
MUS	12	Fundamentals of Music	3
TA	2	Intro to Theatre	3

Select one of the following:

ENG	1B	Composition and Lit	3
ENG	10A	American Literature	3
ENG	10B	American Literature	3
ENG	11A	Survey of English Lit	3
ENG	11B	Survey of English Lit	3
ENG	12A	World Literature I	3
ENG	12B	World Literature II	3
ENG	14	Shakespeare	3
ENG	15	The Short Story	3
ENG	18	Intro to Poetry	3
ENG	31	Bible Lit - Old Testament	3
ENG	32	Bible Lit - New Testament	3
ENG	35	Myth and Legend	3

Select one of the following:

FR	40	French Civilization	3
GER	40	German Civilization	3
ITAL	40	Italian Civilization	3
SPAN	40	Spanish Civilization	3
MC	1	Mass Media in Amer Cult	3
PHIL	6	Intro to Philosophy	3
PHIL	7	Intro to Philosophy	3
PHIL	12	Religions of the World	3
PHIL	13	Perspectives/Death and Dying	3
PHIL	14	Intro to Ethics	3

Second or higher course in a college foreign language (three or more units per course):

French, German, Italian, Japanese, Russian, or Spanish

Note: Only foreign language 2, 3, 4, 5, 6, 8A, and 8B meet this requirement.

Both courses are required:

HIST	17	U.S. History	3
PS	1	Intro to Government	3

Three courses from the following list, one of which must be PSY 1 or SOC 14:

ANTH	2	Cultural Anthropology	3
ECON	1	Prin of Macroeconomics	3
ECON	2	Prin of Microeconomics	3
GEOG	2	Cultural Geography	3
HIST	1	History of Western Civ	3
HIST	2	History of Western Civ	3
HIST	18	U.S. History	3
PSY	1	General Psychology	3
SOC	1	Intro to Sociology	3
SOC	14	Minority Groups in Americas	3

Arts activity - at least two units; see list in Counseling Office.

All the following courses are required:

BUSC	73	Intro to Computer Science	3
BUCS	73L	Intro to Computer Lab	1
NR	1	Conservation of Natural Res	3
NR	1L	Conservation of Natural Res Lab	1

PE		Activity	1
HE	1	Personal and Community Health	3
DEGREE TOTAL			62-68
Advisors: Counselors			

MATHEMATICS

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

Courses Required:

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

Department Subtotal	28
See General Education Requirements	
General Education Subtotal	32
DEGREE TOTAL	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,	Instrumental 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	Intro. 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	55	Singers' Diction
Mus	70	Intro to Commercial Music
Mus	71	Jazz Ensemble
Mus	72	Celebration/Production

Mus	73	Celebration/Choregraphy	
Mus	75	Recording Techniques	
Mus	78	Computers and Music	
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, PARASITOL- OGY, 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	39
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, Veter-
erans

Tracey - Premedicine and Predeontology

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

Burrage - Biology, Entomology, Parasitology, Zool-
ogy

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			38-40
General Education Subtotal			40

DEGREE TOTAL 78-80

*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:

Dept.	No.	Title	Units
Bi	1A	General Biology - Principles	5
Bi	1B	General Zoology OR	5
Bi	1C	General Botany	5
Ch	1A	General Chemistry OR	5
Ch	3	Intro. General Chem	4
G	1	Physical Geology OR	3
G	5	Environmental Geology	3
G	5L	Environmental Geology Lab	1
G	1L	Physical Geology Lab (can take with G5)	1
NR	1	Conserv of Natural Resources	3
NR	1L	Conserv of Natural Res Lab	1
Math	40	Intermediate Algebra	4
TOTAL			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	14	Statistical Methods	4
Math	10	College Algebra	4
Math	1A	Calculus with Analytic Geometry	5
Math	1B	Calculus with Analytic Geometry	5
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
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 Mgmt Lab	1
Econ	1	Principles of Macroeconomics	3
Geog	1	Physical Geography	3
		Computer courses	3-6

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:

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	Intro General Chemistry OR	4
Ch	4	Fundamentals of Chemistry	4
NR	4	Conserv of Natural Resources	3
NR	1L	Conserv of Natural Res Lab	1
Geog	1	Physical Geography	3
Math	40	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 Mgmt 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
Math	14	Statistical Methods	4
Math	10	College Algebra	4
Econ	1	Principles of Macroeconomics	3

Architecture Elective(s)	2-6
Energy Resource Elective	3-4
Biology Elective(s)	3-8
Computer Courses	3-6
Speech Elective	3

For other course selections confer with advisor 25-27

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	Gen. 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 45-47

See General Education Requirements

General Education Subtotal 25

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
Ph	4A	Engineering Physics	5
Ph	4B	Engineering Physics	5
Ph	5	Computer Programming I (Recommended)	3

Consult course descriptions of above courses for prerequisites.

Department Subtotal 38-41

See General Education Requirements

General Education Subtotal 25

DEGREE TOTAL 72-76

Advisor: Grannan

SOCIAL SCIENCES

Instruction in the Social Sciences at College of the Desert includes the following subject areas: Anthropology, 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.

Once a student has decided upon a major, the student should confer with the appropriate advisor in planning a course of study. The Schedule of Classes contains a listing of the faculty advisors in each of these subject areas. 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	Human Evolution	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 to be chosen from (confer with Advisor):

PS	1	Introduction to Government	3
Soc	3	Statistical Methods for Behavioral Sciences	4
Soc	14	Minority Groups in 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	2

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 to be chosen from the following (confer with Advisor):

PS	1	Introduction to Government	3
Hist	1	Western Civilization	3
Hist	2	Western Civilization	3
Econ	1	Principles of Macroeconomics	3
Anth	1	Human Evolution	3
Anth	2	Cultural Anthropology	3
Anth	3	Intro to Archaeology	3
Soc	3	Statistical Methods for Behavioral Sciences	4
PE		Any two activity courses	2

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	Human Evolution	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 Transfer to a Four-Year College and/or A.A. Degree in PHILOSOPHY

Courses Required:

Choose at least one from the following:

Dept.	No.	Title	Units
Phil	6	Introduction to Philosophy	3
Phil	7	Introduction to Philosophy	3
Phil	8	Philosophy from Ancient Times to Renaissance	3
Phil	9	Philosophy from Renaissance to Present	3

Choose one from the following:

Phil	10	General Logic	3
Phil	11	Symbolic Logic	3

Required of all philosophy pre-majors:

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

Department Subtotal 10

See General Education Requirements for Graduation

General Education Subtotal 39

Recommended electives/general education courses:

Hist	1	History of Western Civ.	3
Hist	2	History of Western Civ.	3
Anth	2	Cultural Anthropology	3
Psy	2	General Psychology	3
Phil	12	Religions of the World	3
Phil	13	Perspectives on Death & Dying	3
Phil	14	Introduction to Ethics	3

DEGREE TOTAL 60

Advisor: Flatt/Hanson

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: Gudelunas
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
Psy	3	Developmental Psychology	3
Soc	1	Introduction to Sociology	3
*Soc	3	Statistical Methods Social Science	3

TOTAL 12

Choose 11 additional units from the following (in consultation with advisor)

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 Family	3
Psy	20	Adolescent Psychology	3
Psy	33	Personal & Social Adjustment	3

TOTAL 11

Department Subtotal 23

*Math 14, Statistical Methods may be substituted for Soc 3, Statistical Methods Social Science.

See General Education Requirements

General Education Subtotal 39

DEGREE TOTAL 62

Advisor: Jordan

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	Minority Groups in Americas	3
Psy	1	General Psychology	3
Department Subtotal			21

See General Education Requirements

General Education Subtotal 39

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 I	3
TA	22A	Play Production	3
TA	9A	Stagecraft I	3
*TA	3A	Acting II	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
½ Unit
Lecture: 4 hours
Laboratory: 12 hours
Prerequisite:
Eligibility for
Eng 51 and grade of
A or B in course
being tutored
- ASC 10 A,B,C,D
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite:
English and math
skills proficiency
at assigned level with
completion of Eng 51
and Math 50 or
equivalent
- ASC 54
1 Unit
Lecture: 1 hour
Prerequisite:
Range I or Higher
on the COD
Assessment Test
- ASC 55
½ Unit
Lecture: .5 hour
Prerequisite:
Eligibility for
ENG 51 and Rdg 60.
- ASC 97 A,B,C,D
½ Unit
1.5 hours
98 A,B,C,D
1 unit
3 hours
99 A,B,C,D
2 units
6 hours
Corequisite:
Concurrent enroll-
ment in an
academic course
- ASC 100
0 Units
- TUTOR TRAINING
This course provides the training, practicum, and applied projects necessary for success in peer tutoring.
- TUTOR TRAINING - AVID
This course prepares AVID (Advancement Via Individual Determination) tutors, under the direction of a trained instructor, to work with individuals and study groups in academic areas commensurate with high school and college expectations.
- APPLIED STUDY SKILLS
This course is designed to enhance the student's learning ability in college by providing guided instruction in development of successful study habits. Content includes: information gathering, note taking strategies, listening skills, analyzing instruction style, preparation for and taking quizzes, tests, and examinations, time scheduling and self-motivation.
- 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.
- 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. The grading method is credit/no credit.
- 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
- 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.

- AJ 10 CSU**
3 Units
Lecture: 3 hours
Prerequisite:
AJ 1 and AJ2
are recommended;
eligibility for
Eng 51
- JUVENILE LAW AND PROCEDURE**
This course is an introduction to major types of criminal behavior, role careers of offenders and factors which contribute to the production of criminality or delinquency. It covers methods used in dealing with offenders in the justice system; the changing role of law enforcement and judicial, probation, parole and institutions; changes of the law in crime control and treatment processes, and techniques of handling juveniles.
- AJ 11 A,B,C,D CSU**
1 Unit
Lecture: ¾ hour
Laboratory: ¾ hour
Prerequisite:
Eligibility for
Eng 51
- FIREARMS**
This course includes the elementary use of all types of firearms including safety, range techniques, etiquette and basic fundamentals of firing with actual use of firearms. Lectures on firearms topics, safety, nomenclature, use and laws relating to fire-arms are included.
- AJ 14 CSU**
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51
or concurrent
enrollment in Eng 50
- CRIME SCENE AND LABORATORY TECHNIQUES**
This course provides an introduction to the field of criminalistics. The role of the laboratory, limits of scientific conclusions, technical equipment, examining physical evidence, common types of cameras, darkroom techniques and fingerprints are included.
- AJ 15 CSU**
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility
for Eng 51
- TRAFFIC ACCIDENT INVESTIGATION**
This course is designed to teach control of the accident scene, practical methods of investigation, determining the cause, determining speed from skidmarks, accident report writing, investigative authority, laws requiring reporting accidents, prosecution of violators, and testifying in court.
- AJ 16 CSU**
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
Eng 51
- 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.
- AJ 17 CSU**
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
Eng 51 or concurrent
enrollment in Eng 50
- WILDLIFE LAW ENFORCEMENT**
This course provides information relating to wildlife law enforcement in the United States and California. Topics studied include: the relationships between federal and state wildlife laws and regulations, laws as a wildlife management tool, perpetuating wildlife resources, qualifications of wildlife law enforcement officers, duties and responsibilities, enforcement procedures, court systems, fines and forfeitures, hunter safety program, public responsibilities, preservation of the environment and conserving wildlife.
- AJ 18 CSU**
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
Eng 51 or concurrent
enrollment in Eng 50
- CONSTITUTIONAL LAW FOR POLICE**
This course covers the analysis of Constitutional provisions and appellate court decisions. Specific topics studied include history of the United States Constitution, freedom of speech, press and assembly, authority to detain and arrest, search and seizure, wiretapping, eavesdropping and visual surveillance, interrogations and confessions, self incrimination, assistance of counsel, multiple prosecutions, right to a 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
5 Units
Lecture: 5 hours
Prerequisite:
Eligibility for
Eng 51 or concurrent
enrollment in Eng 50

PEACE OFFICER 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. To comply with College of the Desert's agreement with P.O.S.T., this course must meet a minimum of 99 hours, 90 hours lecture and 9 hours laboratory.

AJ 21 A-I CSU
1.5 Units
Lecture: 1.5 hours
Prerequisite:
Eligibility for
Eng 51; Law
Enforcement Agency
member, or
completion of 12
or more semester
units in Administration
of Justice courses

ADVANCED OFFICER'S COURSE

This course provides technical advanced officer training on a variety of subjects as needed. The subjects will be approved and certified by the California Commission on Peace Officers Standard and Training (P.O.S.T.). Each presentation will include a minimum of 24 hours as required by P.O.S.T. Subjects will include case investigation, reporting, evidence and handling and processing, interpersonal relationships, communications, and changes in the law resulting from court decisions.

AJ 22 A,B CSU
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51

POLICE SUPERVISION

This course covers the duties and responsibilities of the Police Supervisor. It is directed to the supervisor's relationship to management, leadership, morale, discipline, communications principles and performance evaluation. It also covers the practical aspects of the supervisory training function.

AJ 24 CSU
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for ENG 51

REPORT WRITING

This course teaches students the techniques of accurate report writing and record keeping in police work. It is intended to help the police officer analyze what is seen and to write a coherent record that could be used in criminal prosecution.

AJ 40 A,B,C,D,E,F,G,H
½ 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

AGRI-BUSINESS (AgBu)

AgBu 5 CSU
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: Eligibility
for Eng 51

MICROCOMPUTER APPLICATIONS

This hands-on course is designed to introduce students to microcomputers and basic computer concepts. Emphasis is placed on applications 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
Prerequisite: Eligibility for Eng 51 or concurrent enrollment in Eng 50

MANAGEMENT RECORDS

This course encompasses the study of employer requirements, business records and accounting procedures to analyze and enhance management decisions.

AgBu 59 A,B,C CSU
1 Unit
Lecture: 1 hour
Prerequisite: Eligibility for Eng 51 or concurrent enrollment in Eng 50

AGRICULTURAL EXPERIENCE PROGRAM

This course is designed to provide experience in organizing and conducting meetings, preparing resumes and employment interviews.

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

This course is designed to provide experience in areas of interest through directed, non-reimbursed participation by students interested in agri-business or a related major.

DIESEL MECHANICS (DM)

DM 65 CSU
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Eligibility for Eng 51 or concurrent enrollment in Eng 50

DIESEL ENGINE ACCESSORIES

This course includes the servicing of diesel engine accessories such as pumps, air conditioning systems, starters, and alternators.

DM 68
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Eligibility for Eng 51 or concurrent enrollment in Eng 50

LIGHT DUTY DIESEL ENGINES

This course covers operation, maintenance, preventative maintenance, troubleshooting, repair and tune-up of light duty diesel engines.

DM 70 A,B,C
1-3 Units
1 Unit (A)
Laboratory: 3 hours
2 Units (B)
Laboratory: 6 hours
3 Units (C)
Laboratory: 9 hours

SPECIAL PROBLEMS

This course is designed to provide experience in areas of interest, through directed, non-reimbursed participation by students in agricultural engineering or a related major.

DM 71 CSU
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisites: Eligibility for Eng 51 or concurrent enrollment in Eng 50

PASSENGER CAR AND LIGHT TRUCK DIESEL

This course covers operation, maintenance, preventative maintenance, troubleshooting, repair and tune-up of diesel engines used in automobiles and light trucks.

DM 72 CSU
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisites:
Eligibility for
Eng 51 or concurrent
enrollment in Eng 50

2 CYCLE DIESEL MECHANICS

The course includes 2-cycle diesel engine overhaul, engine disassembly, cleaning, inspecting, measuring, servicing diesel engine components.

AGRICULTURE-ENGINEERING (AgEg)

AgEg 16 CSU
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite:
Eligibility for
Eng 51 or concurrent
enrollment in Eng 50

BASIC MECHANICAL SKILLS

This course is designed to familiarize the student with the identification and use of tools and materials, shop safety, tool sharpening and care, concrete mixes and materials, simple electric wiring, metal work, basic woodworking, estimating quantities and costs.

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
28A or Weld 28A

INTERMEDIATE WELDING

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

AgEg 43 CSU
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite:
Eligibility for
Eng 51 or concurrent
enrollment in Eng 50

TRACTOR OPERATIONS

This course is designed to familiarize students with the maintenance and operation of wheel and track type tractors. Emphasis is placed on tractor operation, proper care and safety. Basic principles are developed through discussion, demonstration, and a carefully integrated program of laboratory experience.

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

This course is designed to provide experience in areas of interest, through directed, non-reimbursed participation by students in agricultural engineering or a related major.

AgEg 91 CSU
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite:
Eligibility for
Eng 51 or concurrent
enrollment in Eng 50

BASIC HYDRAULICS

This course is designed to familiarize the student with theory, application, and component parts of hydraulic systems.

AgEg 92 CSU
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite:
AgEg 91

HYDRAULIC SYSTEMS MAINTENANCE AND REPAIR

This course is the continuation of Basic Hydraulics including advanced practices in maintenance and repair of hydraulic systems.

NATURAL RESOURCES (NR)

NR 1 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
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
Prerequisite:
Eligibility for
Eng 51 or concurrent
enrollment in Eng 50

INTRODUCTION TO FORESTRY

This course covers the history of forestry and the lumber industry including the forest resource, its management, conservation and utilization. Forestry terminology and the use of basic engineering equipment, along with job opportunities in public and private forestry wildlife management and related fields will be discussed. Silviculture, dendrology, cruising and scaling are studied.

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

This lab is designed to complement NR 3, and provide students with field experience relating to wildlife management. Wildlife identification, life histories and ecology, habitat improvement, and wildlife conservation and production are included.

NR 30 CSU
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
Eng 51 or concurrent
enrollment in Eng 50

DESERT WILDLIFE

This course is an introduction to the wildlife of the North American Deserts. It includes identification, life histories, and ecology of various mammals, birds, reptiles, amphibians, and arthropods. Wildlife management practices and major conservation problems will be discussed.

Note: For Wildlife Law Enforcement see Administration of Justice (A) 17)

NR 41 A-D CSU

1 Unit

Lecture: 1 hour

Prerequisite:
Eligibility for
Eng 51**NATIVE PLANTS**

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.

ORNAMENTAL HORTICULTURE (OH)**CC 1 CSU**

3 Units

Lecture: 3 hours

Prerequisite: Eligibility
for Eng 51 or concurrent
enrollment in
Eng 50; admittance
to the Golf
Management Program**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: Eligibility
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

This course is intended to acquaint the student with skills necessary to manage commercial and residential landscapes, equipment, budgets, and employees. Included are sections on personnel management, irrigation auditing and repair, pest control, fertilization, planting and pruning.

- OH 9 CSU**
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite:
Eligibility for
Eng 51 or concurrent enrollment in Eng 50
- LANDSCAPE PLANNING AND DESIGN**
This course is meant for students interested in landscape planning and design, and will cover skills necessary to analyze human use of outdoor spaces and provide design solutions that best fit people into the developed landscape. Emphasis will be placed on residential landscape design and garden making, although commercial properties will be included.
- 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 in the landscape. 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. Garden design will be approached from both the engineering and fine art perspectives.
- OH 15 CSU**
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite:
Eng 51 or concurrent enrollment in Eng 50
- NURSERY MANAGEMENT**
This course gives the student both technical and practical background in production, maintenance and sale of wholesale and retail nursery stock. It comprises one hour per week of lecture on plant production topics and three hours of direct experience in the college nursery.
- OH 20 CSU**
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite:
Eligibility for Eng 51 or concurrent enrollment in Eng 50
- LANDSCAPE CONSTRUCTION**
Landscape drawings and/or blueprints will be analyzed to determine materials and labor in order to submit bids complying with the Landscape Contracting Laws and Regulations. On completion of the above, 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
- TURFGRASS PEST MANAGEMENT**
This is a basic course in the current state of the art and science of turfgrass pest management. The course is designed to provide the student with a comprehensive knowledge of disease, insect, and weed pests; where and why they occur; the damage they may cause; life cycles of pests; plus cultural, chemical and other control measures designed to keep pest damage to a minimum.

- OH 29 A, B CSU**
 1 Unit
 Laboratory: 3 hours
 Prerequisite:
 prior or concurrent enrollment in a Turfgrass Management course
- TURFGRASS MANAGEMENT LABORATORY**
 A laboratory designed to supplement Turfgrass Management courses by providing laboratory and field trip experiences.
- OH 30 CSU**
 2 Units
 Lecture: 1 hours
 Laboratory: 3 hours
 Prerequisite:
 Eligibility for Eng 51 or concurrent enrollment in Eng 50
- LANDSCAPE EQUIPMENT**
 This course covers principles and practices in the maintenance, operation and selection of equipment and power units used in the horticultural field.
- OH 31 CSU**
 2 Units
 Lecture: 1 hour
 Laboratory: 3 hours
 Prerequisite:
 Eligibility for Eng 51 or concurrent enrollment in Eng 50
- LANDSCAPE EQUIPMENT REPAIR**
 This course covers the principles and practices in the maintenance adjustments and selection of equipment and power units used in the landscape industry and turfgrass management.
- OH 32**
 2 Units
 Lecture: 1 hour
 Laboratory: 3 hours
 Prerequisite:
 Eligibility for Eng 51 or concurrent enrollment in Eng 50
- LANDSCAPE ENGINE MAINTENANCE AND REPAIR**
 This course is designed to familiarize students with small engines and includes: ignition service, carburetor service, engine disassembly and assembly, valve refacing, reboring, engine block testing and proper adjustments.
- OH 33**
 2 Units
 Lecture: 1 hour
 Laboratory: 3 hours
 Prerequisite:
 Eligibility for Eng 51 or concurrent enrollment in Eng 50
- 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.
- OH 42**
 1 Unit
 Lecture: 1 hour
 Prerequisite: OH 41 or equivalent
 Eligibility for Eng 51 or concurrent enrollment in Eng 50
- LANDSCAPING WITH CALIFORNIA NATIVE PLANTS**
 The course is an introduction to landscaping uses of native plants. Basic principles of landscaping design, native plant acquisition, appropriate irrigation and weed control are included.
- OH 43**
 1 Unit
 Lecture: 1 hour
 Prerequisite: NR 41 recommended
- INTERPRETING NATIVE PLANTS**
 This course is designed for natural resource majors or others who would profit from knowing native plant uses, ecology and conservation problems.

OH 46 CSU

3 Units
 Lecture: 2 hours
 Laboratory: 3 hours
 Prerequisite:
 Eligibility for
 Math 50

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.

OH 70 A,B,C

1 Unit-3 hours
 laboratory
 2 Units-6 hours
 laboratory
 3 Units-9 hours
 laboratory

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

THEORY OF TURFGRASS MANAGEMENT

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

OH 86 CSU

2 Units
 Lecture: 2 hours
 Prerequisite:
 Eligibility for
 Math 50

THEORY OF LANDSCAPE IRRIGATION SYSTEMS

This course is intended to give the student information necessary to design, install and maintain landscape irrigation systems in residential, commercial and turfgrass areas. Plan reading, design, materials, equipment installation, trouble-shooting, and cost estimating are addressed. An emphasis will be placed on automatic, electronically controlled irrigation systems; with clocks, programmable timers, remote control valves, soil moisture sensing devices and computer controls included.

OH 88 CSU

2 Units
 Lecture: 2 hours
 Prerequisite:
 Eng 51 or concurrent enrollment in Eng 50

THEORY OF PARK AND LANDSCAPE MANAGEMENT

This course is intended to acquaint the student with skills necessary to manage commercial and residential landscape equipment, budgets, and employees. Included are sections on personnel management, irrigation auditing and repair, pest control, fertilization, planting and pruning.

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

This lecture and laboratory course covers: soil, derivation, classification, texture, structure, water movement and measurement, organic matter, microorganisms, sampling techniques, pH, salinity, reclamation and tillage. Also included are: soil survey reports and maps, basic soil chemistry, essential plant nutrients, soil analysis, and fertilizers.

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
Prerequisite: Eligibility
for Eng 51

AgPS 5L CSU, UC
1 Unit
Laboratory: 3 hours
Prerequisite: Concur-
rent enrollment
in AgPS 5 or prior
completion

AgPs 22 CSU
2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for
Eng 51 or concurrent
enrollment in Eng 50

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

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

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

AgPS 71 CSU
1 Unit
Lecture: 1 hour
Prerequisite: Concur-
rent enrollment in
AgPS 1

PLANT SCIENCE

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

PLANT SCIENCE LAB

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

VEGETABLE CROP PRODUCTION

This course covers the 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 will be discussed. An emphasis will be placed on vegetable production in the Coachella Valley.

FRUIT PRODUCTION

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

CROP SCIENCE LAB

This lab course is designed to supplement the vegetable crop and fruit production courses. Students will experience production techniques on college-operated acreage.

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.

SOILS DISCUSSION

This is a complementary course to AgPS 1. Subjects covered in Soils and 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
- 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
- AH 56**
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51 and Math 50
- AH 61**
2 Units
Lecture: 2 hours
Prerequisite: Eligibility for ENG 51 and Math 50
- AH 62**
2 Units
Lecture: 2 hours
Prerequisite: Eligibility for Eng 51 and Math 50
- AH 64**
5 Units
Lecture: 3 hours
Laboratory: 6 hours
Prerequisite: Eligibility for ENG 50
- AH 70**
1 Unit
Lecture: 1 hour
Prerequisite: Eligibility for Eng 50
- 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.
- 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.
- 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.
- 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.
- YOUR LIVING BODY**
This course is a beginning study of body structures and systems, correlated with representative diseases and major illnesses of each system. The causes, signs and symptoms of diseases, treatments and prevention of illnesses are included.
- NURSE ASSISTANT**
This course includes basic nursing principles for the long-term care patient. It addresses needs of patients; ethics and confidentiality; emotional and social principles of observation; techniques of communication, reporting and charting; along with special treatments, procedures and skills required for patient care. Successful completion of the course permits eligibility to apply for state certification as a CNA.
- 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>AH 80A-F 2 Units Lecture: 2 hours Prerequisite: Must be certified LVN, RN or CNA or have instructor consent; eligibility for ENG 51 & RDG 60 or concurrent enrollment in ENG 50</p>	<p>PHYSICAL ASSESSMENT This course is designed to strengthen and develop skills in patient assessment, to set priorities for care, and to recognize clinical symptomatology as it relates to the nursing process. It includes a review of the major disease entities applied to patient care with resultant nursing assessment and intervention.</p>
<p>AH81A-F 2 Units Lecture: 2 hours Prerequisite: Must be certified LVN, RN, CNA or EMT or have instructor consent; eligibility for ENG 51 & RDG 60 or concurrent enroll- ment in ENG 50</p>	<p>BASIC ARRHYTHMIAS This course is designed for a person working with patients who need heart monitoring. This course provides a review of anatomy and physiology of the heart. The normal and abnormal rhythms of the heart are studied. There is an emphasis on treatment for abnormal arrhythmias. This course is applicable for LVN, RN, and CNA Continuing Education Units (CEU's).</p>
<p>AH 82A-F 2 Units Lecture: 2 hours Prerequisite: Must be certified LVN, RN, CNA or EMT or have instructor consent; eligibility for ENG 51 & RDG 60 or concurrent enrollment in ENG 50</p>	<p>INTERMEDIATE ARRHYTHMIAS This course is designed for the person who has basic arrhythmia knowledge and identification skills and is now interested in identifying and analyzing more complex arrhythmias. There is an emphasis on premature vs. escape rhythms and how both affect the cardiac output. The concepts associated with Ashman's phenomenon and aberrancies will be dealt with extensively. Fixed coupling and the action potential curve's importance to arrhythmia identification and treatment will be explored. The use of drug therapy to re-establish or maintain normal cardiac output will be explained.</p>
<p>AH 83A-F 2 Units Lecture: 2 hours Prerequisite: AH 81 or instructor consent; eligibility for ENG 51 & RDG 60 or concur- rent enrollment in ENG 50</p>	<p>ADVANCED 12 LEAD EKG This course is designed for the clinician with a basic knowledge of arrhythmias. It provides a review of anatomy and physiology, with emphasis on the heart vectors and changes that occur in vectors as the result of myocardial infarction. Emphasis will be placed on how to read a 12 lead EKG.</p>
<p>AH 98A-D .5-.5-.5-.5 Unit 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 Unit 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

EMT 84A,B,C,D

5 Units

Lecture: 5 hours

Eligibility for Eng 50

EMERGENCY MED TECH I

This course covers all techniques of emergency medical care including basic life support measures, extraction of victims at the scene of an accident and an ambulance module. The course is approved by Riverside County and therefore includes 80 hours of lecture and laboratory instruction; 8 hours of instruction in ambulance operations and procedures, 8 hours of practical ambulance experience, and 8 hours of supervised instruction in the hospital emergency room.

EMT 85A,B,C,D

2 Units

Lecture: 2 hours

Prerequisite: EMT

Certificate;

eligibility for Eng 50

EMT REFRESHER COURSE

This is a refresher course for EMT I personnel for recertification. The re-certification 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.

EMT 86A-D

2 Units

Lecture: 2 hours

Prerequisite:

Basic CPR card required;

eligibility for ENG 50

FIRST RESPONDER

This course follows the recognized Inland Counties Emergency Medical Agency (ICEMA) course outline for training persons most likely to first encounter injured victims of an accident or disaster.

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

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.

N 6 CSU

8 Units

Lecture: 4 hours

Laboratory: 12 hours

Prerequisites: N-5,

Bi22, AH 70

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, 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: Acceptance 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 23

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

Prerequisites: Concur-

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 resources for health maintenance.

VN 1L

7 Units

Laboratory: 21 Hours

Prerequisite: Concur-

rent enrollment in VN

I; 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

8 Units

Lecture: 8 hours

Prerequisite: VN 1 and

VN 1L; concur-

rent enroll-

ment 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

7 Units

Laboratory: 21 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

7 Units

Lecture: 7 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

4 Units

Laboratory: 12 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.

<p>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.</p>	<p>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.</p>
<p>ART 2C CSU, UC 3 Units Lecture: 3 hours Prerequisite: Range II on the C.O.D. Assessment Test or completion of Eng 50 with a grade of "C" or better</p>	<p>HISTORY OF MODERN ART The art of Europe and America from the nineteenth century is examined in this course. Illustrated features 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. (Formerly Art 12)</p>
<p>ART 3A CSU, UC 3 Units Lecture: 2 hours Laboratory: 3 hours</p>	<p>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.</p>
<p>ART 3B CSU, UC 3 Units Lecture: 2 hours Laboratory: 3 hours</p>	<p>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.</p>
<p>ART 5A,B,C,D CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours</p>	<p>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.</p>
<p>ART 7A CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours</p>	<p>CERAMICS Basic fundamentals in forming and decorating pottery. This course includes work in modeling, wheel throwing, glazing and firing.</p>
<p>ART 7B CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: Art 7A</p>	<p>CERAMICS Advanced work in pottery, including loading and firing of kilns and experimental work in testing clays and glazes.</p>
<p>ART 7C CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: Art 7B</p>	<p>CERAMICS An advanced course in Ceramics that allows for in-depth experiences in areas of special interest.</p>
<p>ART 7D CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: Art 7C</p>	<p>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.</p>
<p>ART 7E CSU 2 Units Lecture: 1 hour Laboratory: 3 hours</p>	<p>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.</p>

- ART 8 CSU**
2 Units
Lecture: 1 hour
Laboratory: 3 hours
- ART 9 CSU, UC**
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: .5 hour
Laboratory: 4.5 hours
Prerequisite:
Previous experience in drawing is recommended
- 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: Art 11A
- ART 11C CSU, UC**
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Art 11B
- ART 11D CSU, UC**
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Art 11C
- ART 13 CSU, UC**
3 Units
Lecture: 3 hours
- ART 13A CSU, UC**
2 Units
Lecture: 1 hour
Laboratory: 3 hours
- ART 13B CSU, UC**
2 Units
Lecture: 1 hour
Laboratory: 3 hours
- ADVERTISING ART**
A study of design in advertising. This course provides experiences in problems relating to print media advertising, package design, graphic design, and production methods.
- INTRODUCTION TO PRINTMAKING**
Students in this course study basic hand processes in the making of prints.
- PRINTMAKING**
A study of basic hand processes in making prints. Class work includes emphasis on attaining competence in techniques of relief and serigraphy. Drawing skills are needed.
- ETCHING AND LITHOGRAPHY**
This course is an introduction to the fundamental hand methods of etching (intaglio) and lithography. Students are taught basic methods of creating and printing limited edition images utilizing plates and 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.
- HISTORY OF PHOTOGRAPHY**
This course is 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.
- RELIEF PRINTING**
Students in this course study basic hand processes in the making of relief prints. Class work focuses on attaining competence in the techniques of linoleum block printing. Drawing skills are recommended.
- RELIEF PRINTING**
Students in this course study basic hand processes in the making of relief prints. Class work focuses on attaining competence in the techniques of wood block printing. Drawing skills are recommended.

<p>ART 13C CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: ART 13A or 13B</p>	<p>RELIEF PRINTING Students in this course study advanced hand processes in the making of relief prints. Class work focuses on attaining competence in the techniques of caligraph printing. Drawing skills are recommended.</p>
<p>ART 13D CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: ART 13A or 13B, ART 13C</p>	<p>RELIEF PRINTING Students in this course study advanced hand processes in the making of relief prints. Class work focuses on attaining competence in multicolor and multiplate relief prints. Drawing skills are recommended.</p>
<p>ART 14A CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours</p>	<p>SCREEN PRINTING Students in this course study basic hand processes in the making of silkscreen prints. Class work focuses on attaining competence in direct processes of stencil making. Drawing skills are recommended.</p>
<p>ART 14B CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: ART 14A</p>	<p>SCREEN PRINTING Students in this course study basic hand processes in the making of silkscreen prints. Class work focuses on attaining competence in producing prints utilizing hand generated stencils which are applied photographically. Drawing skills are recommended.</p>
<p>ART 14C, CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: ART 14B</p>	<p>SCREEN PRINTING Students in this course study advanced hand processes in the making of silk-screen prints. Class work focuses on attaining competence in producing prints utilizing cut film stencil methods. Drawing skills are recommended.</p>
<p>ART 14D CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: ART 14C</p>	<p>SCREEN PRINTING Students in this course study advanced hand processes in the making of silk-screen prints. Class work focuses on attaining competence in producing prints utilizing photographic stencil methods. Drawing skills are recommended.</p>
<p>ART 15A CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours</p>	<p>ETCHING Students in this course study basic hand processes in the making of intaglio prints. Class work focuses on attaining competence in the techniques of dry-point, and hard ground and soft ground etching methods. Drawing skills are recommended.</p>
<p>ART 15B CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: ART 15A</p>	<p>ETCHING Students in this course study basic hand processes in the making of intaglio prints. Class work focuses on attaining competence in the technique of aquatint as well as improving other basic etching and drypoint skills. Drawing skills are recommended.</p>
<p>ART 15C CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: ART 15B</p>	<p>ETCHING Students in this course study advanced hand processes in the making of intaglio prints. Class work focuses on attaining competence in viscosity printing and other multicolor etching processes. Drawing skills are recommended.</p>
<p>ART 15D CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: ART 15C</p>	<p>ETCHING Students in this course study advanced hand processes in the making of intaglio prints. In addition to attaining competence in basic etching techniques, students will be introduced to photoetching and engraving techniques. Drawing skills are recommended.</p>

ART 16A CSU, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours

LITHOGRAPHY

Students in this course study basic hand processes in the making of lithographic prints. Class work focuses on attaining competence in basic techniques of stone lithography. Drawing skills are recommended.

ART 16B CSU, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: ART 16A

LITHOGRAPHY

Students in this course study basic hand processes in the making of lithographic prints. Class work focuses on attaining competence in basic techniques of metal plate lithography. Drawing skills are recommended.

ART 16C CSU, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite:
ART 16B

LITHOGRAPHY

Students in this course study advanced hand processes in the making of lithographic prints. Class work focuses on attaining competence in multicolor printing techniques. Drawing skills are recommended.

ART 16D CSU, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite:
ART 16C

LITHOGRAPHY

Students in this course study advanced hand processes in the making of lithographic prints. Class work focuses on attaining competence in photolithography techniques. Drawing skills are recommended.

ART 18A,B,C,D CSU
2 Units
Lecture: 1 hour
Laboratory: 3 hours

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.

ART 20A,B,C,D CSU,
UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours

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.

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

PAINTING/WATERCOLOR

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.

<p>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</p>	<p>PAINTING/OIL A basic course in oil painting with emphasis on problems concerning organization, form, and space.</p>
<p>ART 25A CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: Courses in design and color and/or drawing and composition are desirable</p>	<p>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.</p>
<p>ART 25B CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: Art 25A or equivalent</p>	<p>PAINTING/ACRYLIC This is an intermediate course in methods of acrylic painting. Class work includes basic principles of color and composition.</p>
<p>ART 25C CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: Art 25B or equivalent</p>	<p>PAINTING/ACRYLIC In this advanced course in acrylic painting, fundamental and experimental techniques are applied to composition and construction.</p>
<p>ART 25D CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: Art 25C or equivalent</p>	<p>PAINTING/ACRYLIC This course provides an opportunity for advanced work in acrylics, including mixed media and rhoplex.</p>
<p>ART 30A CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours</p>	<p>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.</p>
<p>ART 30B CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: Art 30A or equivalent</p>	<p>PHOTOGRAPHY II/BLACK AND WHITE An intermediate lecture-laboratory course designed to both strengthen dark-room skills and techniques and explore photography as a means of creative expression and communication. Students will gain greater mastery of exposure, lighting, and fine printing techniques as a foundation for aesthetic development in the medium.</p>
<p>ART 30C CSU 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisites: Art 30 B</p>	<p>PHOTOGRAPHY III/BLACK AND WHITE This advanced lecture-laboratory course is designed to expand technical dark-room skills and develop a strong aesthetic sensibility to the photographic image. Class format will include studio lighting and flash techniques, archival black and white printing and matting, color theory and alternative printing processes. Students will work in various photographic genres, including the direct reportorial and symbolist approaches to the art.</p>
<p>ART 30D CSU 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisites: Art 30 C</p>	<p>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.</p>

<p>ART 32A CSU 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: Art 30A or equivalent</p>	<p>PHOTOGRAPHY I/COLOR Advanced laboratory work with an emphasis on color photography.</p>
<p>ART 32B CSU 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: Art 32A</p>	<p>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.</p>
<p>ART 50 A,B,C,D,E,CSU 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</p>	<p>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 sub-titles and descriptions placed in the Class Schedule at the time they are offered.</p>
<p>ART 80A,B,C,D CSU 1-1-1-1 Unit Laboratory: 3 hours</p>	<p>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.</p>
<p>ART 81A,B,C,D CSU 1-1-1-1 Unit Laboratory: 3 hours</p>	<p>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.</p>
<p>ART 82A,B,C,D CSU 1-1-1-1 Unit Laboratory: 3 hours</p>	<p>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.</p>
<p>ART 83A,B,C,D CSU 1-1-1-1 Unit Laboratory: 3 hours</p>	<p>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.</p>
<p>ART 84A-D 1 Unit Laboratory: 3 hours Prerequisite: Courses in design and color and/or drawing and composition are desirable</p>	<p>PAINTING THE DESERT LANDSCAPE AND ITS FLORA This course is designed to provide the student with an opportunity to examine the specific problems associated with painting the local desert landscape and its flora, using watercolor, oil, acrylic, and mixed media. The student will be exposed to a variety of techniques and compositional approaches.</p>
<p>ART 85A-D 1 Unit Laboratory: 3 hours</p>	<p>STILL LIFE PAINTING This course is an introduction to the principles, theories, and techniques of painting still life. The student will investigate various painting media and techniques, with emphasis being placed on the problems of perspective and space, color, and composition associated with still life arrangements and photographs.</p>

BUSINESS & HOSPITALITY INDUSTRIES

BUSINESS-ACCOUNTING (BUAC)

BuAc 1 CSU, UC

3 Units

Lecture: 3 hours

Prerequisite:

Demonstrated competence in basic bookkeeping or completion of BUAC 66; eligibility for Eng 50 and Math 50

ACCOUNTING I

This course will expand upon basic fundamentals of the double entry accrual accounting system. Included in the course 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: BUAC 1

ACCOUNTING II

This course will emphasize accounting concepts and principles relating to corporations, departmental and branch systems; and management uses of accounting data which will include financial statement analyses, cash flow statements, and an introduction to cost accounting. There will be a good deal of emphasis on stock and bond transactions.

BuAc 3 CSU

3 Units

Lecture: 3 hours

Prerequisite: Eligibility for Eng 51 and Math 50

GOVERNMENTAL ACCOUNTING I

This course focuses on principles of fund accounting for governmental units; problems of budgeting, appropriations, accounting for revenues, expenditures and encumbrances.

BuAc 4

3 Units

Lecture: 3 hours

Prerequisite:

Eligibility for Eng 51 and Math 50

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. This course is required for the Accounting Certificate.

BuAc 5

3 Units

Lecture: 3 hours

Prerequisite:

Eligibility for Eng 51 and Math 50

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 Accounting Certificate.

BuAc 6

2 Units

Lecture: 2 hours

Prerequisite:

Eligibility for BuAc 2, Eng 51 and Math 50

ACCOUNTING FOR MANUFACTURING ENTERPRISES

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 Accounting Certificate.

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 8 CSU, UC
3 Units
Lecture: 3 hours
Prerequisites:
BuAc 66 or BuAc 1;
Completion of
BuAc 12 is recom-
mended

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

BuAc 11 CSU
1 Unit
Laboratory: 3 hours
Prerequisite:
BuAc 66 or BuAc 1
or BuAc 10

BuAc 12
1 Unit
Laboratory: 3 hours
Prerequisite:
BuAc 66 or BuAc 1
or equivalent

BuAc 66 CSU
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 50 and Math
50

BUSINESS — COMPUTER SCIENCE (BUCS)

BuCS 50 CSU
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: BuCS 73
and BuCS 73L,
eligibility for Eng 51
and Math 50

BuCS 70A CSU
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite:
Eligibility for Eng 51

REAL ESTATE AND CONSTRUCTION ACCOUNTING

This course is designed to cover the comprehensive application of accounting principles to the real estate and construction industries. Emphasis will be placed on budgeting and monitoring costs for construction projects, as well as rate of return analyses for investment projects. Management accounting will receive more emphasis than financial reporting in this course.

COMPUTER ACCOUNTING

This is an introductory course in the processing of accounting data on the microcomputer. Students will learn to record or process transactions in the following major accounting systems: General Ledger, Accounts Receivable, Accounts Payable, Depreciation, and Payroll. Course work will prepare students for actual situations using up-to-date equipment.

AUTOMATED ACCOUNTING PRACTICE SET

The automated accounting practice set is a semester long accounting problem. Students are required to complete this problem using micro computers.

ELECTRONIC SPREADSHEET LAB

This course is the study of the electronic spreadsheet as applied in word processing, data base management, graphics and communications. The course will emphasize the use of the spreadsheet in business operations analysis and management report writing. The student will learn and use the latest computer spreadsheet software, especially Lotus 1-2-3.

BOOKKEEPING PRINCIPLES AND PROCEDURES

This is an introductory course covering the essential elements of bookkeeping practice. Fundamentals learned in this course form the basis for advanced work in other accounting courses. Topics include the basic accounting equation, uses of journals and ledgers, preparation of simple financial statements, adjustments and worksheets, special journals and subsidiary ledgers.

"C" LANGUAGE PROGRAMMING

This course is an introduction to the "C" programming language, its syntax and applications, with emphasis on programming in the microcomputer environment. Students will write, compile, link, execute and debug "C" language programs.

COMPUTER BUSINESS APPLICATIONS

This is an introductory course targeted toward maximizing the productivity of students who work with microcomputers in a business environment. The course will focus on the fundamentals of utilizing IBM compatible microcomputers with particular emphasis on the production and application of electronic spreadsheets, databases, and word processing. It has been designed to prepare the student for particular vocational skills demanded in a business environment dominated by microcomputer operation.

- BuCS 70B**
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: BuCS 70A or equivalent; eligibility for Eng 51
- WORDPROCESSING CONCEPTS**
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 advanced techniques utilizing IBM compatible microcomputers with particular emphasis on maximizing the application of electronic spreadsheets, databases, and word processing. It has been designed to prepare the student for advanced computer uses.
- BuCS 70C**
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: BuCS 70A; eligibility for Eng 51
- ADVANCED SPREADSHEET OPERATIONS**
This course is targeted toward maximizing the productivity of students who use microcomputers to produce electronic spreadsheets in a business environment. The course will cover mathematical, financial, statistical, logical, and special purpose functions along with the creation and use of macros and graphs.
- BuCS 70D CSU**
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: BuCS 70A; eligibility for Eng 51
- ADVANCED DBASE PROGRAMMING**
This is a beginning course in programming using the industry-accepted language DBASE. This course is designed to teach the function and structure of the DBASE programming language employing established structured programming techniques. Familiarity with a structured programming language is helpful but not required. This course will prepare the student to design and write DBASE programs in the workplace or home.
- BuCS 70E**
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: BuCS 70A; eligibility for Eng 51
- ADVANCED MS-DOS**
This is an advanced course targeted toward maximizing the productivity of students who work with microcomputers in a business environment. The course will focus on the advanced techniques utilizing IBM compatible microcomputers with particular emphasis on maximizing the application of MS-DOS operating system and other network operating systems.
- BuCS 73 CSU, UC**
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51
- INTRO TO COMPUTER SCIENCE**
This course is an introduction to computers, computer peripherals, and software. It is designed to familiarize students with computer technologies and computer implementations with emphasis on business applications. Available hardware systems and software systems with emphasis on how the two interact are presented. Special emphasis is placed on computer programming techniques, structured programming, structured design, and comparisons between several of the more popular high-level programming languages.
- BuCS 73L CSU, UC**
1 Unit
Laboratory: 3 hours
Prerequisite: Concurrent enrollment in BuCS 73; Eligibility for Eng 51
- 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.
- BuCS 75 CSU, UC**
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: BuCS 73 and BuCS 73L; eligibility for Eng 51
- FORTRAN PROGRAMMING**
This course is an introduction to the use of the computer in problem solving using high level FORTRAN language. Students will write, test, and debug programs applicable to several disciplines.
- BuCS 76 CSU, UC**
3 Units
Lecture: 3 hours
Prerequisite: BuCS 73 and BuCS 73L; eligibility for Eng 51
- 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 in industry. Students will flow chart, write, test, debug and document COBOL programs.

BuCS 80 CSU
3 Units
Lecture: 3 hours
Prerequisite:
BuCS 73 and
BuCS 73L; Eligibility
for Eng 51

BuCS 81 CSU, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisites:
BuCS 73 and
BuCS 73L; Eligibility
for Eng 51

BuCS 82
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite:
BuCS 73, BuCS 73L;
co-requisite: BuCS 80;
Eligibility
for Eng 51

BuCS 83 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: BuCS 76;
eligibility for Eng 51

BuCS 84 CSU, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: BuCS 73
and BuCS 73L; eligibil-
ity for Eng 51

BuCS 85 CSU, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: BuCS 73
and BuCS 73L; eligibil-
ity for Eng 51

BuCS 85A CSU
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: BuCS 73,
BuCS 73L and BuCS
85; eligibility for Eng
51

BuCS 87 CSU, UC
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: BuCS 73
and BuCS 73L; eligibil-
ity for Eng 51

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.

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.

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.

ADVANCED COBOL PROGRAMMING

This course is the study of advanced programming techniques utilizing magnetic tape and magnetic disk to process sequential and indexed sequential files. Students will flow chart, write, test, debug and document application programs in Cobol.

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, direct-access file processing methods, advanced input/output techniques, and structured design concepts utilizing structured programming statements. Major emphasis is placed on writing BASIC programs utilizing the above techniques.

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.

ADVANCED PASCAL PROGRAMMING

This course is an advanced approach to 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, passing of variables, testing and debugging techniques, functions, and data structures. Students will be required to design and write Pascal programs.

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. Students will write, test, and debug assembler language programs on personal computers.

BuCS 88
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: Eligibility for Eng 51 and Rdg 60 or concurrent enrollment in Eng 50

APPLE COMPUTER BUSINESS APPLICATIONS

This is an entry level course designed to introduce the student 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.

BuCS 97 A,B,C,D
.5 Units
1.5 hours
98 A,B,C,D
1 Unit
3 hours
99 A,B,C,D
2 units
6 hours
Corequisite:
concurrent enrollment in computer science course

MICROCOMPUTER APPLICATIONS LABORATORY

Microcomputer Applications lab is an open entry/open exit environment designed to develop microcomputer skills for students. Emphasis will be on the one-to-one tutorial approach, with time devoted to completing lab projects assigned in computer-related courses. The grading method is credit/no credit.

BUSINESS-DISTRIBUTIVE EDUCATION (BUDE)

BuDE 21 CSU
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51

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

RETAILING

This course is the study 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

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: 3 hours
Prerequisite:
Eligibility for
Eng 51

ADVERTISING

This course is the study of the history and future of advertising. The course includes the 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

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 major requirements for success of selling, required training, psychology of selling, and promotion of a product.

ECONOMICS (ECON)

Econ 1 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51 and
Math 50

PRINCIPLES OF MACROECONOMICS

This course is an introduction to economic theory and analysis with an emphasis upon basic economic concepts, national income determination and fluctuations, unemployment, inflation, economic growth, the role of money and banking and monetary theory, and the economic role of government. — (CAN ECON 2)

Econ 2 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Econ 1

PRINCIPLES OF MICROECONOMICS

This course is an introduction to economic theory and analysis with an emphasis on the role of market in pricing of products, market structures, pricing of factors of production and the distribution of income, and the principles of international trade. —(CAN ECON 4)

Econ 11 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite:
Eng 51 or
equivalent;
Recommend ECON 1

INTERNATIONAL ECONOMIC RELATIONS

The course is the study of international trade, investment, technology transfer, and the international flow of labor. Students will become familiar with the principles of international economic relations and its complexities through class lectures, review of current literature, and class discussions.

FINANCE (BUFI)

BuFi 1
3 Units
Lecture: 3 hours
Prerequisite: Econ 1,
BuAc 1

PRINCIPLES OF FINANCIAL ANALYSIS AND PLANNING

This course is an overview of financial issues involved in managing a contemporary business firm. It provides the students with an understanding of financial concepts, the tools for financial analysis and planning, and its importance in management of a firm. The course uses a problem-solving and case analysis approach.

BuFi 2
3 Units
Lecture: 3 hours
Prerequisite: Econ 1,
BuAc 1

PRINCIPLES OF CAPITAL BUDGETING AND INVESTMENT ANALYSIS

This course introduces a range of techniques and financial issues dealing with the analysis of a firm's long-term investment decisions and the means and ways of financing such investments. The course relies on case studies and has a problem-solving approach.

BuFi 3
3 Units
Lecture: 3 hours
Prerequisite: Econ 1

PRINCIPLES OF MONEY, BANKING AND FINANCIAL MARKETS

This course provides an overview of the role of money, financial institutions, and the Federal Reserve System in the U.S. economy. The course concentrates on the contemporary domestic and international banking and monetary issues, monetary theory, and the role of monetary policy in the economy. The information provided in this course is very helpful in understanding domestic and international financial events.

BuFi 11
3 Units
Lecture: 3 hours
Prerequisite: Econ 1
and BuAc 1 are rec-
ommended; eligibility
for Eng 51

PRINCIPLES OF PERSONAL FINANCE

The course provides students with an understanding of individuals' financial condition and their options in the United States. A wide range of personal financial issues such as career planning, personal financial planning, financial investment options, retirement planning, insurance evaluation, and estate planning are included in this course.

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

FINANCIAL STATEMENT ANALYSIS

This course is 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.

<p>BuFi 70 3 Units Lecture: 3 hours Prerequisites: BuAc 1 and BuAc 2</p>	<p>INSTALLMENT CREDIT This course is the study of installment lending techniques. Emphasis is placed on establishing credit, obtaining and checking information, servicing loans, and collecting amounts due. Each phase of installment credit operations 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, advertising and public relations.</p>
<p>BuFi 71 3 Units Lecture: 3 hours</p>	<p>BANK MANAGEMENT This course is designed to aid in developing managerial ability through the increased understanding of the problems confronting bank managers, and to provide the student with a new perspective and concept of the duties and responsibilities of management. The student will be given management principles and instructions for application.</p>
<p>BuFi 074 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51 and Math 50</p>	<p>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.</p>
<p>BuFi 96 CSU 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51 and Math 50</p>	<p>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.</p>
<p>BUSINESS-HOTEL/MOTEL MANAGEMENT (BUHM)</p>	
<p>BuHM 50 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51</p>	<p>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.</p>
<p>BuHM 52 3 Units Lecture: 3 hours</p>	<p>SMALL HOTEL AND MOTEL MANAGEMENT This course is 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.</p>
<p>BuHM 54 CSU 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51</p>	<p>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.</p>
<p>BuHM 55 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51</p>	<p>RESTAURANT OPERATIONS AND MANAGEMENT This course is the study of the food service industry and the individual service organization within that industry. It is a study of the concepts of management as they apply to food service, including planning, organizing, directing, representing and 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.</p>
<p>BuHM 56 3 Units Lecture: 3 hours Prerequisite: Eligibility for BuAc 1 or BuAc 66</p>	<p>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.</p>

<p>BuHM 60 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51</p>	<p>HOTEL/MOTEL LAW This course provides an awareness of the rights and responsibilities that the law grants to or imposes upon a hotelkeeper, and illustrates the possible consequences of failure to satisfy legal obligations.</p>
<p>BuHM 61 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51</p>	<p>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 further teaches how to measure and gauge accurately the precise worth of every type of business in advance.</p>
<p>BuHM 63 3 units Lecture: 3 hours Prerequisite: Eligibility for Eng 51</p>	<p>HOTEL/MOTEL OPERATIONS This course analyzes management's functions and responsibilities in such areas as administration, organization, communications, accounting, marketing and human relations.</p>
<p>BuHM 64 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51</p>	<p>HOTEL/MOTEL PERSONNEL MANAGEMENT This course prepares the student for the transition from employee to supervisor, including how to handle difficult employees, implement motivational techniques, and conduct performance evaluations.</p>
<p>BuHM 65 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51</p>	<p>FRONT OFFICE PROCEDURES This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel beginning with the reservation process and ending with billing and collection procedures. The course also places front office procedures within the context of the overall operation of a hotel and examines front office management, the processing of handling complaints, and concerns regarding hotel safety and security.</p>
<p>BuHM 66 3 Units Lecture: 3 Hours Prerequisite: BuHM 50 or equivalent; eligibility for Eng 51</p>	<p>HOTEL/MOTEL MANAGEMENT PRACTICUM This course is designed as a "capstone" course. It consists of case studies and situational analysis involving a multi-functional evaluation of Hotel or Motel enterprise. The course is an integration of previously acquired principles and practices found within the Hotel/Motel industry.</p>
<p>BuHM 67 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51</p>	<p>HOTEL/CLUB MAINTENANCE This course presents information and principles important to both the managerial and technical functioning of the engineering/maintenance department, stressing the knowledge needed by managers at all levels in order for them to make appropriate and cost-effective decisions.</p>

BUSINESS-MANAGEMENT (BUMA)

<p>BuMa 1 CSU 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51</p>	<p>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.</p>
<p>BuMa 3 CSU 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51 and Math 50</p>	<p>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.</p>

<p>BuMa 10 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51</p>	<p>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.</p>
<p>BuMa 11 CSU 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51</p>	<p>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.</p>
<p>BuMa 20A CSU, UC 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51</p>	<p>BUSINESS LAW This course is a study of the social forces and the law, the law of contracts, agency and employment; personal property and bailments; business torts and crimes; sales law, labor law and government regulation of business. — (CAN BUS 8)</p>
<p>BuMa 20B CSU, UC 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51</p>	<p>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). This course includes the study of suretyship and guaranty, insurance, partnerships, corporations, real property, wills, trusts and bankruptcy.</p>
<p>BuMa 22 CSU 3 Units Lecture: 3 Hours Prerequisite: Eligibility for Eng 51</p>	<p>LEGAL ENVIRONMENT OF BUSINESS This course is a study of the law applicable to business institutions and their operation, including 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.</p>
<p>BuMa 24 2 Units Lecture: 2 hours Prerequisite: Admission to Golf Management Program and eligibility for Eng 51</p>	<p>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.</p>
<p>BuMa 25 1 Unit Lecture: 1 hour Prerequisite: Eligibility for Eng 51</p>	<p>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 course will emphasize the principles of organizing, financing, and controlling a small business, such as purchasing, pricing, stock control, store layout, policies and security.</p>
<p>BuMa 51 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51 and Math 50</p>	<p>SMALL BUSINESS MANAGEMENT This course is the study of 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.</p>
<p>BuMa 72 CSU 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51</p>	<p>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.</p>

OFFICE INFORMATION SYSTEMS (OIS)

OIS 50

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: Eligibility for Eng 51

BEGINNING KEYBOARDING/TYPING

This course is designed to introduce individuals to basic keyboarding and formatting techniques. Emphasis is on keyboard mastery and developing basic keyboarding skills including: alphabetic, numeric, symbol and function keys; keyboarding with accuracy at a specified rate; formatting basic business documents. No previous electronic keyboard or computer experience is necessary.

OIS 51

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: OIS 50

INTERMEDIATE KEYBOARDING/TYPING

This course builds on the keyboarding competencies individuals have developed. Emphasis is placed on increasing speed, improving accuracy, learning word processing functions, developing formatting skills, applying communication skills and learning document production skills.

OIS 52

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: OIS 51

ADVANCED KEYBOARDING/TYPING

In this course individuals will develop advanced keyboarding skills essential in today's modern office environment. Emphasis is on professional keyboarding and formatting applications. Extensive opportunities are provided to develop information processing skills in a variety of situations commonly found in today's businesses: sales, general, accounting, executive and administrative offices.

OIS 53

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: AH 61

or equivalent;

OIS 51 or equivalent;

eligibility for Eng 51

MEDICAL SECRETARIAL PROCEDURES

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

OIS 54

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite:

Eligibility for

Eng 51

BASIC KEYBOARDING

This course is designed for any college individual needing to master keyboarding skills (electronic keyboards and microcomputers). Students will develop basic alpha/numeric keyboarding/touch typing skills and increase their ability to communicate information. No previous electronic keyboard or computer experience is necessary.

OIS 56

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisites:

OIS 51 or equivalent;

eligibility for

Eng 51

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.

OIS 57

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite:

OIS 50 or equivalent,

recommend OIS 65,

Eng 51 or equivalent

MACHINE TRANSCRIPTION

This course is designed to enable the student to transcribe from modern language dictation machines or any form of shorthand. Emphasis is placed on the coordination of keyboarding and transcribing skills to produce mailable business documents. It includes a review of language arts skills in punctuation, spelling, editing, proofreading and vocabulary.

OIS 58

1 Unit

Lecture: 1 hour

Prerequisites: Ability

to type 25 w.p.m.

Recommend OIS

65 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.

OIS 60A

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite:

OIS 50 or equivalent;
recommend OIS 65
or equivalent**BEGINNING SHORTHAND**

This course provides the fundamentals of Gregg Series 90 Shorthand. Students will develop entry-level skills in theory, brief forms, phrases and dictation speed of 60-70 words per minute. The course will also include an introduction to transcription.

OIS 60B

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite: OIS 50

and 60A or equivalent
skills and knowledge;
recommend OIS 65 or
Eng 51**INTERMEDIATE SHORTHAND**

This course reinforces and reviews shorthand theory. Students will develop a shorthand speed of at least 80 words per minute, and review and practice skills in business English.

OIS 61

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Prerequisite:

OIS 50 and OIS 60B
or equivalent;
recommend OIS 65
or equivalent**ADVANCED SHORTHAND**

Students in this course continue to develop speed in taking dictation and accuracy in transcribing mailable correspondence required for employment. Emphasis is on skill development in spelling, punctuation, typewriting, and business vocabularies.

OIS 63

3 Units

Lecture: 3 hours

Prerequisite:

Eligibility for

Eng 51

OFFICE SYSTEMS AND PROCEDURES

This course examines the principles and procedures of today's secretarial profession. Students will develop the knowledge and understanding of office structures and secretarial skills, such as human relations, oral and written communications, word/information processing, administrative support services, records management, assisting with travel and conferences, organizing business data, placement, advancement, and supervision in the professional secretarial field.

OIS 64

2 Units

Lecture: 2 hours

Prerequisite:

OIS 50, or equivalent
skills and knowledge;
eligibility for Eng 51**RECORDS MANAGEMENT**

This course examines the principles and procedures for establishing and using various filing methods, including alphabetic, numeric, geographic, subject, and chronological filing systems. Students will study both paper and electronic filing methods. Emphasis is placed on the records management concepts used in the complete record cycle of today's electronic business environment.

OIS 65 (BUOA 71)

3 Units

Lecture: 3 hours

Prerequisite:

Eligibility for

Eng 51

FUNDAMENTAL BUSINESS COMMUNICATIONS

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

OIS 66 (BUOA 30)

3 Units

Lecture: 3 hours

Prerequisite:

Completion of or
concurrent enrollment
in OIS 65 or Eng 51**APPLIED BUSINESS COMMUNICATIONS**

This highly participatory course focuses on both oral and written communications. Students will have extensive practice in composing business documents and developing effective oral communication skills.

<p>OIS 67 3 Units Lecture: 3 hours Prerequisite: OIS 63 or equivalent; eligibility for Eng 51 or equivalent</p>	<p>AUTOMATED OFFICE SYSTEMS AND TECHNOLOGY This course introduces the interaction of people, processes, and technologies that form office information systems within contemporary organizations. Students will explore the systems approach to office automation as well as formal organizational structures. Emphasis is placed on systems that improve the productivity of information workers at all levels—professional, managerial, technical, and administrative support.</p>
<p>OIS 72B 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: BUCS 70A or equivalent</p>	<p>INTERMEDIATE APPLICATIONS - LOTUS AND DBASE This course provides intermediate concepts and practical applications using electronic spreadsheets and database management. Students will receive instruction and hands-on training using Lotus and dBase, two popular software programs used in today's business settings.</p>
<p>OIS 74 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51</p>	<p>WORD/INFORMATION PROCESSING CONCEPTS This course traces the history, evolution and current trends in word and information processing. It explains the concepts of word and information processing in the modern automated office, describes the transition from word to information processing, and explores today's office technologies.</p>
<p>OIS 75A 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: OIS 50 or equivalent; eligibility for Eng 51</p>	<p>WORD PROCESSING/MICROCOMPUTER APPLICATIONS—WORDPERFECT This course is designed to introduce students to microcomputers through word processing concepts and procedures. The four phases of word/information processing: input, output, reprographics, and distribution are included in this course. Applications will be performed using related procedures to include keyboarding, editing, revising, manipulating data, printing, reproducing, and telecommunicating documents.</p>
<p>OIS 75B CSU 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: OIS 50 and Eng 50 or equivalent</p>	<p>WORD PROCESSING/MICROCOMPUTER APPLICATIONS — MICROSOFT WORD This course introduces students to microcomputers through word processing concepts and procedures using the popular, versatile, Microsoft Word program. Students are provided beginning and intermediate levels of skill development and competency. Applications will include keyboarding, editing, revising and printing documents. Document production includes basic business communications, reports, tables, math features, and basic merge capabilities.</p>
<p>OIS 75C CSU 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: OIS 50 and Eng 50 or equivalent</p>	<p>WORD PROCESSING/MICROCOMPUTER APPLICATIONS — WORDSTAR This course introduces students to microcomputers through word processing concepts and procedures using the power and versatility of WordStar. Students are provided beginning and intermediate levels of skill development and competency. Applications will include keyboarding, editing, revising, and printing documents. Document production includes basic business communications, reports, tables, math features, and basic merge capabilities.</p>
<p>OIS 77A 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: OIS 75A or equivalent</p>	<p>ADVANCED WORDPERFECT APPLICATIONS This course provides advanced word processing applications using WordPerfect. Emphasis is placed on working with features such as macros, fonts and graphics, math functions, files management, drawing, sorting and selecting, and an introduction to desktop publishing techniques.</p>
<p>OIS 77B 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: OIS 75B or equivalent</p>	<p>ADVANCED MICROSOFT WORD APPLICATIONS This course provides advanced word processing applications using Microsoft Word. Emphasis is placed on working with features such as macros, fonts and graphics, math functions, files management, drawing, sorting and selecting, style sheets, and an introduction to desktop publishing techniques.</p>

- OIS 77C**
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite:
OIS 75C or
equivalent
- ADVANCED WORDSTAR APPLICATIONS**
This course provides advanced word processing applications using WordStar. Emphasis is placed on working with features such as macros, fonts and graphics, math functions, files management, drawing, sorting and selecting, and an introduction to desktop publishing techniques.
- OIS 77D**
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: OIS 75
or equivalent
- ADVANCED WORD PROCESSING APPLICATIONS
INTEGRATED MICROCOMPUTER OFFICE SYSTEMS**
This course provides advanced applications in word processing and microcomputer applications. Specific software will vary but includes WordPerfect Office and other integrated programs. Emphasis is placed on electronic office systems features such as electronic mail, scheduling, calendaring, word processing macros, and database management for common office records, lists and files.
- OIS 79**
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: BuMA 72
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.
- OIS 82**
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: BUCS
70A or equivalent,
or OIS 75
- BUSINESS COMPUTER GRAPHICS/DESKTOP PUBLISHING**
This course provides an introduction to business graphics software on the microcomputer, including text processing, graphics, composition, layout, and design. Students receive instruction and hands-on training using a variety of desktop publishing software and laser printers to produce camera-ready, near typeset-quality reports, newsletters, business forms, and presentations.
- OIS 85**
3 Units
Lecture: 3 hours
Prerequisites:
BUCS 70A and OIS 67
or equivalent
- INTRODUCTION TO TELECOMMUNICATIONS**
This course provides a basic foundation of the knowledge and concepts of telecommunications. Students will develop a working knowledge of telecommunications technology, applications and management.

BUSINESS-REAL ESTATE (BURE)

- BuRE 1B**
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51 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 1C**
3 Units
Lecture: 3 hours
Prerequisites:
Possess a valid
California Real Estate
Salesperson or Broker's
License; eligibility
for Eng 51 or above
- REAL ESTATE PRACTICUM III**
This course will provide 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.

<p>BURE 2 3 Units Lecture: 3 hours Prerequisite: Possess a valid California Real Estate Salesperson or Broker's License and full-time employment with a real estate broker; eligibility for Eng 51</p>	<p>REAL ESTATE CAREER TRAINING This course provides indepth training for recently licensed real estate salespersons employed in the real estate industry. It involves lectures, supervised work related performance requirements and class assignments. The student will be prepared to generate buyer and seller leads, analyze needs and to meet those needs in a professional and ethical manner.</p>
<p>BURE 2L 3 Units Laboratory: 9 hours Prerequisite: Possess a valid California Real Estate Salesperson or Broker's License and be employed full-time by a real estate broker; concurrent enrollment in BURE 2; eligibility for Eng 51</p>	<p>REAL ESTATE CAREER TRAINING LAB This is the laboratory providing indepth training for recently licensed real estate salespersons employed in the real estate industry. It includes demonstration projects and measurable on-the-job and class performance objectives. The student will gain career related experience that will enable the student to better meet the needs of the public.</p>
<p>BuRE 81 CSU 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51 and Math 50</p>	<p>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.</p>
<p>BuRE 82 CSU 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51</p>	<p>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.</p>
<p>BuRE 83A CSU 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51</p>	<p>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 course emphasizes the role and functions of the broker and salesperson in the real estate office, the application of advertising techniques, listings and their valuation, locating buyers, property management and leasing. The student will learn the importance of public relations, personnel policies, and professional ethics.</p>
<p>BuRE 84 CSU 3 Units Lecture: 3 hours Prerequisite: BuRE 81; Eligibility for Eng 51</p>	<p>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.</p>
<p>BuRE 85 CSU 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51 and Math 50</p>	<p>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, procedures for FHA and VA loans, interest-rates, terms, mortgages, and mechanics liens. Students will learn the significance of appraising.</p>

BuRE 86 CSU
3 Units
Lecture: 3 hours
Prerequisite: BuRE 81

PRINCIPLES OF APPRAISING

This course is the study of principles, methods, and techniques for the appraisal of single and multiple dwellings, commercial-business properties, and farm properties. The course includes 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

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

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

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)

BuSM 70
2 Units
Lecture: 2 hours
Prerequisite: Eligibility for Eng 51

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

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

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

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.

<p>BuSM 83 2 Units Lecture: 2 hours Prerequisite: Eligibility for Eng 51</p>	<p>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.</p>
<p>BuSM 84 2 Units Lecture: 2 hours Prerequisite: Eligibility for Eng 51</p>	<p>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.</p>
<p>BuSM 91 2 Units Lecture: 2 hours Prerequisite: Eligibility for Eng 51</p>	<p>ELEMENTS OF SUPERVISION This is a basic course covering the responsibilities of the industrial supervisor. Major topics include organization, public relations, human relations, training, management-employee relations, production control and promotion practices.</p>
<p>BuSM 92 2 Units Lecture: 2 hours Prerequisite: Eligibility for Eng 51</p>	<p>PSYCHOLOGY FOR SUPERVISORS This course is the study of the role of the supervisor in understanding the people with whom he/she works; with emphasis on psychological processes, perceptions, learning, emotions, attitudes, and personalities.</p>
<p>BuSM 93 CSU 2 Units Lecture: 2 hours Prerequisite: Eligibility for Eng 51</p>	<p>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.</p>
<p>BuSM 94 2 Units Lecture: 2 hours Prerequisite: Eligibility for Eng 51</p>	<p>COMMUNICATION I FOR SUPERVISORS This is an introductory course involving the study of oral and written communication designed for supervisors and administrative personnel in industry. This course will emphasize individual experiences in speaking and conference leading.</p>
<p>BuSM 95 2 Units Lecture: 2 hours Prerequisite: BuSM 94; eligibility for Eng 51</p>	<p>COMMUNICATION II FOR SUPERVISORS This is an intermediate course involving the study of oral and written communication 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.</p>
<p>BuSM 96 2 Units Lecture: 2 hours Prerequisite: Eligibility for Eng 51</p>	<p>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.</p>
<p>BuSM 97 CSU 2 Units Lecture: 2 hours Prerequisite: Eligibility for Eng 51 or above</p>	<p>ORGANIZATION PATTERNS AND MANAGEMENT This course is the study of the establishment of lines of authority, departmental functions, local policies, general procedures and regulation.</p>
<p>BuSM 98 2 Units Lecture: 2 hours Prerequisite: Eligibility for Eng 51</p>	<p>WORK SIMPLIFICATION This course is the study and analysis of methods designed for improving job procedures and techniques.</p>

BuSM 99

2 Units

Lecture: 2 hours

Prerequisite:
Eligibility for

Eng 51

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: Eng 51
with a grade of "C" or
better on the COD Assessment Test, concurrent enrollment in Eng 99

Eng 1B CSU, UC

3 Units

Lecture: 3 hours

Prerequisite: Eng 1A or
equivalent with a grade
of "C" or better; concurrent enrollment in
Eng 99

Eng 1C CSU, UC

3 Units

Lecture: 3 hours

Prerequisite:
Eng 1
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

Eng 5A CSU, UC

3 Units

Lecture: 3 hours

Prerequisite:
Eligibility for
Eng 1A

Eng 5B CSU, UC

3 Units

Lecture: 3 hours

Prerequisite: Eng 5A
or equivalent

Eng 10A, B CSU, UC

3-3 Units

Lecture: 3 hours

Prerequisite:
Eligibility for
Eng 1B

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.

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.

ADVANCED CREATIVE WRITING

This is an advanced course designed to enable students to refine their creative writing skills in their chosen genre.

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.

<p>Eng 11A CSU, UC 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 1B</p>	<p>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.</p>
<p>Eng 11B CSU, UC 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 1B</p>	<p>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.</p>
<p>Eng 12A CSU, UC 3 Units Lecture: 3 hours Prerequisite: Eligibility for English 1B</p>	<p>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.</p>
<p>Eng 12B CSU, UC 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 1B</p>	<p>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.</p>
<p>Eng 14 CSU, UC 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 1B or equivalent</p>	<p>SHAKESPEARE This course is a study of selected histories, comedies, and tragedies of William Shakespeare.</p>
<p>Eng 15 CSU, UC 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 1B</p>	<p>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.</p>
<p>Eng 16 CSU, UC 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51</p>	<p>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.</p>
<p>Eng 18 CSU, UC 3 Units Lecture: 3 hours Prerequisite: Eligibility for English 1B</p>	<p>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.</p>
<p>Eng 20 1 Unit Lecture: 1 hour Prerequisite: Eligibility for English 1A</p>	<p>RESEARCH PAPER This course provides training in proper preparation and writing of a research paper including instruction on research techniques, style and format.</p>
<p>Eng 31 CSU, UC 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51</p>	<p>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.</p>

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 45 CSU
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51

UNITED STATES MILITARY LITERATURE

This course is a survey of United States military literature from 1775 to date with required reading of fiction and non-fiction materials.

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: Eng 50
with a grade of "C" or
better, or Range II on
the COD Assessment
Test; concurrent en-
rollment in Eng 99

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 97A,B,C,D
.5 Unit
1.5 hours
98A,B,C,D
1.0 Unit
3.0 hours
99A,B,C,D
2.0 Units
6.0 hours
Corequisite:
concurrent en-
rollment in an
English course

WRITING CENTER

Writing Center Laboratory is an open entry/open exit environment designed to develop writing skills for students. Emphasis will be on the one-to-one tutorial approach. The grading method is **credit/no credit**.

ENGLISH AS A FOREIGN LANGUAGE

EFL 1A CSU, UC

4 Units

Lecture: 4 hours

Prerequisite: EFL 51 with a grade of "C" or better, or Range III on the COD EFL Assessment Test; concurrent enrollment in Eng 99

EFL 50

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: ESL 382E, 384E, 386E and 388E with a grade of "C" or better, or Range I on the COD EFL Assessment Test; completion or concurrent enrollment of Rdg 50 required

EFL 51 CSU

4 Units

Lecture: 4 hours

Prerequisite: EFL 50 with a grade of "C" or better, or Range II on the COD EFL Assessment Test; concurrent enrollment in Eng 99

EFL 55

3 Units

Lecture: 3 hours

Prerequisite: Range I on COD EFL Placement Test or completion of DE 382E; concurrent enrollment in EFL 50 required

EFL 60

2 Units

Lecture: 1.5 hours

Laboratory: 1.5 hours

Prerequisite: EFL 55 or equivalent or Range II on the COD EFL Assessment Test; concurrent enrollment in EFL 51 required

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.

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.

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.

BASIC GRAMMAR FOR ENGLISH AS A FOREIGN LANGUAGE

This course is designed to provide the EFL students with intensive study and application of the fundamentals of English grammar and structure in preparation for further collegiate level writing courses. Students may choose the credit/no credit grading option.

ENGLISH GRAMMAR AND STRUCTURE FOR EFL

This course is designed to provide EFL students with intensive study and application of the fundamentals of advanced English grammar and structure in preparation for collegiate level writing process. Students may choose the credit/no credit grading option.

EFL 97A,B,C,D

.5 Unit
1.5 hours
98A,B,C,D
1.0 Unit
3.0 hours
99A,B,C,D
2.0 Units
6.0 hours
Corequisite:
Concurrent enrollment in an
EFL course

ENGLISH AS A FOREIGN LANGUAGE LAB

These courses provide computer assisted instruction and materials supplementary to the instructors' classroom and/or laboratory presentation to advance the students' knowledge. The grading method is **credit/no credit**.

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

ADVANCED NEWSPAPER PRODUCTION & 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 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

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

TELECOMMUNICATIONS

This is an introductory course designed to acquaint students with telecommunications through a survey of the field's history, philosophy, legal aspects, networks, government regulations, programming, production sales, engineering operations, and future technological trends. Open to all students seeking a background in this rapidly changing field of electronic media.

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 audio production equipment.

RTV 3B CSU

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

ADVANCED AUDIO PRODUCTION

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

RTV 4A CSU

3 Units
 Lecture: 1 hours
 Laboratory: 6 hours
 Prerequisite: Eligibility
 for 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

ADVANCED 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 hours
 Laboratory: 1.5 hours
 Prerequisite:
 Range III on the COD
 Assessment Test or suc-
 cessful 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
 Laboratory: 3 hours
 Prerequisite: Vocabu-
 lary level of tenth
 grade or above as
 measured by stand-
 arized 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 CSU
2 Units
Lecture: 2 hours
Laboratory: 1.5 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).

Sp 2 CSUC, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 1A

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.

Sp 4 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51

PUBLIC SPEAKING

This course includes study and practice of the basic techniques of successful public speaking. Emphasis is given to development of an effective personal style of communication with an audience. Informative, expository, persuasive and impromptu forms of speaking are covered. No previous experience is assumed.

Sp 5 CSU
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51

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.

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

DECISION MAKING/ADVOCACY

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

Sp 12,A,B CSU

3 Units

Lecture: 1.5 hours

Laboratory: 1.5 hours

Prerequisite: Completion of Sp 4 with a grade of "A"

Sp 15 CSU, UC

3 Units

Lecture: 3 hours

Prerequisite: Eligibility for Eng 51 Reading Range II

SP 55A,B,C,D CSU

2 Units

Lecture: 2 hours

Prerequisite:

Eligibility for RDG 60 and ENG 51

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.

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.

PRINCIPLES OF STUDENT LEADERSHIP

Students will study parliamentary procedures, organizational structure and governance models. They will have opportunities to develop leadership skills, including communication, facilitation, problem solving and conflict resolution through small group communication. This course is also listed as DeGu 55A,B,C,D and PS 55A,B,C,D.

CULINARY ARTS

CART 3

5 Units

Lecture: 2.8 hours

Laboratory: 6.6 hours

Prerequisite:

Eligibility for Eng 51

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 4

5 units

Lecture: 3 hours

Laboratory 6 hours

Prerequisite: Eligibility for Eng 51

PANTRY

This course covers the principles and practices used in producing pantry items in a commercial environment. A variety of menu items will be prepared including salads, salad dressings, grill and breakfast items, and sandwiches.

CART 5

5 Units

Lecture: 2.8 hours

Laboratory: 2.2 hours

Prerequisite: Eligibility for Eng 51

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

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, forcemeats, pates, gelatins, sausages, mousses, brines, dry cures, marinades, smoked meats, poultry and fish, salt dough display pieces, vegetable flowers, 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

CLASSICAL BUFFET DESSERTS & COMPETITION DISPLAYS

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

- CArt 10**
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51
- 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 11**
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51
- MENU PLANNING**
This course is the study of the basic principles of menu making for a variety of types of food service operations, economic requirements, nutritional adequacy, skill of personal, and equipment limitations.
- CArt 15**
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: Eligibility for Eng 51
- 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 28**
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51 and Math 50
- RESORT FOOD AND BEVERAGE OPERATION**
This course is the study of the techniques and methods of operating and controlling a food and beverage operation in a club environment. It is a study of the management techniques necessary for the planning, monitoring and controlling of a food service operation and of the control systems available to insure a profitable operation.
- CArt 32**
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51
- 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
- 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: CArt 33 or approval of instructor; eligibility for Eng 51
- 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.
- CArt 35**
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: CArt 3 and HEFS 20
- OPERATIONS MANAGEMENT (PRODUCTION COOKING)**
This course covers the principles and practices used in producing menu items in a commercial environment. A variety of menu items will be prepared using quantity food preparation equipment and 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			

The following courses are available for high school credit at Copper Mountain Campus:

Dept.	Number		Dept.	Number	
DE	401	English A-Grammar Fundamentals	DE	422	You and the Law
DE	402	English B-Grammar and Usage	DE	431	Success in Math
DE	403	English III-Writing Skills	DE	432	Accounting I
DE	404	Improving Spelling Skills	DE	433	Accounting II
DE	405	Advanced English Vocabulary Development	DE	434	Math II-Advanced Math
DE	407	American Short Stories-A	DE	435	Trigonometry
DE	408	American Short Stories-B	DE	451	Drama I
DE	421	Economics	DE	452	Drama II

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-D	ESL Civics I-IV
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", Inglés Como Segundo Idioma, ofrece programas de instrucción para todos los niveles de habilidad para las personas que están estudiando el inglés 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 reúnen durante todo el año y reciben nuevos estudiantes todos los días. Debe de notarse que el programa continúa en el verano sin tomar en cuenta el calendario del año académico escolar.

Cada persona de 18 años o más, sin tener en cuenta su educación previa, es bienvenida a este programa.

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 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. 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, 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.
DEGu 44 1 Unit Laboratory: 3 hours Prerequisite: Verified disability, Computer Access Evaluation may be required	COMPUTER ACCESS KEYBOARDING Students with verified disabilities will be provided individualized training in keyboarding and word processing skills as is specific to the microcomputer and the technological adaptations chosen. This course is designed to teach keyboarding basics to disabled students who must use adaptive technologies for successful access to the keyboard or screen and/or are unable to compete successfully in mainstream typing classes.
DEGu 45 2 Units Lecture: 2 hours Prerequisite: Verified handicapped condition	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>DEGu 47 .5 Units 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 .5 Unit Lecture: .5 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 .2 Units Lecture: .2 hour</p>	<p>SKILL DEVELOPMENT AND EDUCATIONAL DECISION MAKING This course provides students with information on and understanding of their abilities and skill development, enabling them to make insightful decisions regarding educational plans and career choices.</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 2 Units Lecture: 2 hours</p>	<p>RE-ENTRY ORIENTATION This course is designed for the student returning to school after an absence. Lecture and group discussion will emphasize personal growth, positive attitudes, and skills needed to make a smooth transition to the community college.</p>
<p>DEGu 53 1 Unit Lecture: 1 hour Prerequisite: Eligibility for Eng 51</p>	<p>STRATEGIES FOR COLLEGE TRANSFER This course is an introduction to the transfer process. It is designed to provide students with a concrete plan for understanding and succeeding in transferring to a four-year college or university. Topics include the following: identifying long-term educational and career goals, selecting a transfer institution and completing applications for transfer.</p>
<p>DEGu 54 1 Unit Lecture: 1 hour</p>	<p>HUMAN POTENTIAL SEMINAR: STAYING IN COLLEGE This course is designed to assist students experiencing difficulty in college. Specifically, the technique used in improving self-esteem will be covered. Topics such as assertiveness, visual programming, rational thinking, and affirming success will be included.</p>
<p>DeGu 55A,B,C,D CSU 2 Units Lecture: 2 hours Prerequisite: Eligibility for RDG 60 and ENG 51</p>	<p>PRINCIPLES OF STUDENT LEADERSHIP Students will study parliamentary procedures, organizational structure and governance models. They will have opportunities to develop leadership skills, including communication, facilitation, problem solving and conflict resolution through small group communication. This course is also listed as P5 55A,B,C,D and SP 55A,B,C,D.</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 .5 Unit Lecture: .5 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>

DEGu 77A
1 Unit
Lecture: 1 hour
Prerequisite: Eligibility
for Eng 51

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

ENGINEERING/TECHNOLOGY

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

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.

ACR 61
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisites:
ACR 60; Concurrent enrollment in ACR 64 or ACR 65 is recommended

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.

ACR 62
3 Units
Lecture: 3 hours
Prerequisites: ACR 60, 61, 64, 65. Eligibility for Eng 51 and Math 50

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 enrollment in Eng 50

AIR CONDITIONING/REFRIGERATION ELECTRICITY 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.

<p>ACR 65 2 Units Lecture: 2 hours Prerequisites: ACR 64</p>	<p>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.</p>
<p>ACR 65L 1 Unit Lecture: 0 Laboratory: 3 hours Prerequisite: ACR 60, 64; eligibility for Eng 51 or concurrent enrollment in Eng 50</p>	<p>AIR CONDITIONING/REFRIGERATION ELECTRICAL LAB In this course, the student utilizes the test instruments, tools and equipment to learn proper methods and troubleshooting circuits and components commonly encountered in air conditioning and refrigeration equipment. This course is designed to complement the coursework of ACR 65.</p>
<p>ACR 66 1 Unit Lecture: 1 hour Prerequisite: Eligibility for Eng 51 and Math 50</p>	<p>AIR CONDITIONING LOAD ESTIMATING In this course, the student is presented the techniques for determining heating and cooling loads on residential and light commercial buildings. The class uses the industry accepted ACCA Manual J for residential load estimating with the appropriate forms.</p>
<p>ACR 67 1 Unit Lecture: 1 hour Prerequisite: Eligibility for Eng 51 and Math 50; concurrent enrollment in ACR 60 recommended</p>	<p>REFRIGERATION LOAD ESTIMATING The students will perform heat load calculations, equipment selection and pipe layout and sizing for commercial refrigeration applications using current field techniques.</p>
<p>ACR 68 1 Unit Lecture: 1 hour Prerequisite: ACR 60; eligibility for Eng 51 and Math 50</p>	<p>AIR DISTRIBUTION SYSTEMS This course provides the techniques and procedures used in layout, sizing and materials estimating for residential and light commercial duct systems.</p>
<p>ACR 69 1 Unit Lecture: 1 hour Prerequisite: ACR 60 or concurrent enrollment; eligibility for Eng 51 or Math 50</p>	<p>COST ESTIMATING FOR AIR CONDITIONING/REFRIGERATION This course provides the methods and techniques employed in the field for estimating costs and bidding on typical service, unit replacement and new construction involving air conditioning and refrigeration equipment. The student becomes familiar with the operating expenses, income and profit structure of typical air conditioning and refrigeration contracting businesses.</p>
<p>ACR 70 A,B 1 Unit Laboratory: 3 hours Prerequisite: ACR 60, 61, 64, concurrent enrollment in ACR 62, or 63; eligibility for Eng 51 and Math 50</p>	<p>AIR CONDITIONING/REFRIGERATION SPECIAL PROJECT In these courses, the student utilizes the air conditioning/refrigeration lab facilities, the library and outside resources to complete a special project assigned in conjunction with the coursework for ACR 62 or ACR 63.</p>
<p>ACR 71 2 Unit Lecture: 2 hours Prerequisite: ACR 60</p>	<p>COMFORT HEATING SYSTEMS This course presents the operation, application and service of comfort heating systems including: gas heating, heat pumps, electric heat and hot water boiler systems.</p>

ACR 72
2 Units
Lecture: 2 hours
Prerequisite: ACR
60,61,64,65

AIR CONDITIONING/REFRIGERATION ELECTRICITY III

In this course the student is presented advanced electrical troubleshooting techniques and procedures. The operation, adjustment and service of pneumatic, electrical modulating and solid state control systems and devices is presented. During the presentation of this course, the student develops his/her personal electrical service and data handbook.

ACR 73
1 Unit
Lecture: 1 hour
Prerequisite: ACR 60,
64; eligibility for Eng
51 and Math 50

PNEUMATIC CONTROL

This course will provide the student with an understanding of pneumatic control systems. The application, operation, selection of components, and service procedures for pneumatic control systems will be presented.

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 covers basic fundamentals and basic knowledge of the automotive repair trade. It will include shop safety, hand tools, fasteners, shop math, and an overview of basic automotive systems.

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

AUTOMOTIVE 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;
eligibility for Eng 51 or
concurrent enrollment
in Eng 50

BRAKE & A.B.S. SYSTEMS

This course will provide basic theory and hands-on experience in automotive brake system and Anti-skid Brake System theory, operation, trouble shooting, and repair. This course is the basis for the State Brake Inspection License course (Auto 66).

Auto 13
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite:
Auto 1 or equivalent;
eligibility for Eng 51 or
concurrent enrollment
in Eng 50

SUSPENSION AND ALIGNMENT

This course will provide basic theory and hands-on experience in automotive suspension systems and wheel alignment. The course also covers steering systems, wheel balancing, and tire services.

Auto 14
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite:
Auto 1 or equivalent;
eligibility for Eng 51 or
concurrent enrollment
in Eng 50

AUTOMOTIVE ELECTRICAL SYSTEMS

This course will provide basic theory and hands-on experience in automotive electrical system theory, operation, trouble shooting, and repair. This course is the basis for auto tune-up, fuel systems, automotive computer systems, and the BAR certified clean air car course.

- 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: Auto 1 or equivalent; eligibility for Eng 51 or concurrent enrollment in Eng 50
- BASIC SHOP OPERATIONS**
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 auto repair.
- Auto 41 CSU**
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Eligibility for Eng 51 and Rdg 60, 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: Auto 1 or equivalent; eligibility for Eng 51 or concurrent enrollment in Eng 50
- BASIC FUEL AND IGNITION SYSTEMS**
This course is an introduction to theory and basic operation of automotive fuel and ignition systems, and how they are related to vehicle performance and exhaust emissions. This course also provides the background for the use of automotive diagnostic equipment and for understanding automotive computer systems.
- Auto 46 CSU**
2 Units
Lecture: 1.5 hours
Laboratory: 1.5 hours
Prerequisite: Auto 1 or equivalent; completion or concurrent enrollment in AUTO 42; eligibility for Eng 51 or concurrent enrollment in Eng 50
- AUTOMOTIVE DIAGNOSTIC EQUIPMENT**
This course provides instruction in the proper operation and use of tune-up related automotive diagnostic equipment. Included are oscilloscopes, exhaust gas analyzers, automotive computer diagnostic testers, and other tune-up related test equipment.

Auto 50 CSU

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: Auto 1 or 2 yrs of high school auto shop or equivalent; completion of or concurrent enrollment in Auto 14 or equivalent; eligibility for Eng 51 or concurrent enrollment in Eng 50

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 51

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: Eng 51, Auto 14 and Auto 50 or trade experience

ADVANCED AUTO COMPUTERS

This course will cover basic knowledge of computer systems and provide detailed insight into automotive onboard computer systems. It will also provide in-depth troubleshooting experience using conventional and non-conventional methods.

Auto 60

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: Auto 14 or equivalent; eligibility for Eng 51 or concurrent enrollment in Eng 50

AUTOMOTIVE AIR CONDITIONING

This course will provide basic theory and hands-on experience in automotive air conditioning and heating systems theory, operation, troubleshooting, and repair. This course will also look at automotive accessory systems such as power windows and seats, and other commonly installed options.

Auto 61

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: Auto 14 or equivalent; eligibility for Eng 51 or concurrent enrollment in Eng 50

COMPUTER IGNITION SYSTEMS

This course will provide operating theory and hands-on experience in the operation, diagnosis and repair of Kettering, Electronic and Distributorless (DIS) Ignition Systems. This course will also cover basic oscilloscope and exhaust gas analyzer operation.

Auto 62

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: Auto 14 or equivalent; eligibility for Eng 51 or concurrent enrollment in Eng 50

COMPUTER FUEL SYSTEMS

This course will provide operating theory and hands-on experience in the operation, diagnosis and repair of automotive fuel systems which utilize carburetors and basic throttle body and port fuel injection systems. Use of the exhaust gas analyzer will be covered as will limited use of the oscilloscope.

Auto 63

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: Auto 1 or equivalent; eligibility for Eng 51 or concurrent enrollment in Eng 50

ENGINE REBUILDING

This course provides instruction in automotive engine reconditioning methods and procedures. It includes practice in cylinder boring piston pin fitting, valve and seat grinding, and engine disassembly and assembly procedures.

Auto 64

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: Auto 1 or equivalent; eligibility for Eng 51 or concurrent enrollment in Eng 50

AUTOMATIC TRANSMISSIONS

This course will provide operating theory and hands-on experience in the operation, diagnosis, servicing, and repair of automatic transmissions for rear wheel drive vehicles as well as automatic transaxles for front wheel drive vehicles.

Auto 65

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: Auto 1 or equivalent; eligibility for Eng 51 or concurrent enrollment in Eng 50

STANDARD TRANSMISSION AND DRIVE TRAINS

This course covers the principles of operation and repair of clutches, 3-, 4-, and 5-speed manual transmissions, drive lines for front/rear wheel drive vehicles, differentials, and manual transaxles.

Auto 66A-D

2 Units

Lecture: 2 hours

Prerequisite: Auto 12 or Auto 14 or equivalent; eligibility for Eng 51 or concurrent enrollment in Eng 50

BRAKE AND LAMP LICENSE PREPARATION

This course will provide the student with the necessary material for the State of California - Bureau of Automotive Repair's Brake Inspection and Lamp Inspection licenses. The course will prepare the student for the Class A Lamp and Class A Brake Inspection license tests.

Auto 67

3 Units

Lecture: 3 hours

Prerequisite: Minimum one year field experience or equivalent automotive training; Eligibility for Eng 51 or concurrent enrollment in Eng 50.

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

This course is the study of the theory and operating principles of small two-cycle and four-cycle engines. It includes 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 enrollment 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 enrollment 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 enrollment 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 enrollment 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 75 A-D**
 2 Units
 Lecture: 1 hour
 Laboratory: 3 hours
 Prerequisite:
 Eligibility for Eng 51 or concurrent enrollment in Eng 50
- ANTIQU AND CLASSIC AUTO RESTORATION**
 This course includes disassembly, cleaning, inspecting, measuring, servicing, rebuilding and replacing component parts of classic or antique autos.
- Auto 76 A,B**
 2 Units
 Lecture: 1 hour
 Laboratory: 3 hours
 Prerequisite:
 Eligibility for Eng 51 or concurrent enrollment in Eng 50
- ANTIQU AND CLASSIC AUTO ENGINE REBUILDING**
 Principles of engine removal, disassembly, cleaning, refurbishing and assembly are demonstrated and applied in the course. This course is limited to antique and classic auto engines.
- Auto 81 A-J**
 .5 Units
 Lecture .5 hour
 Prerequisite: Auto 1 or Auto 61 or Auto 62, or equivalent experience
- B.A.R. CLEAN AIR CAR COURSE MODULE I - INTRODUCTION AND BASIC THEORY**
 This course meets the requirements for Module #1 of the B.A.R. Clean Air Car course and covers the introduction and basic theory necessary for a licensed emission control inspection/repair mechanic.
- Auto 82 A-J**
 1 Unit
 Lecture: 1 hour
 Prerequisite: Auto 1 or Auto 61 or Auto 62, or equivalent experience
- B.A.R. CLEAN AIR CAR COURSE MODULE II - FUEL AND IGNITION**
 This course meets the requirements for Module #1 of the B.A.R. Clean Air Car course and covers the fuel and ignition control inspection/repair mechanic to take and pass the unlimited test.
- Auto 83 A-J**
 1 Unit
 Lecture: 1 hour
 Prerequisite: Auto 1 or Auto 61 or Auto 62, or equivalent experience
- B.A.R. CLEAN AIR CAR COURSE MODULE III - EMISSION CONTROL SYSTEMS**
 This course meets the requirements for Module #3 of the B.A.R. Clean Air Car course and covers the emission control systems theory necessary for a licensed emission control inspection/repair mechanic.

Auto 84 A-J
1 Unit
Lecture: 1 hour
Prerequisite: Auto 1 or Auto 61 or Auto 62 or Auto 50, or equivalent experience

Auto 85 A-J
1 Unit
Lecture: 1 hour
Prerequisite: Auto 1 or equivalent experience

Auto 86 A-J
.5 Unit
Lecture: .5 hour
Prerequisite: Auto 1 or Auto 61 or Auto 62 or Auto 50, or equivalent experience

Auto 87A-C
.5 Units
Lecture: .5 hours
Prerequisite: Auto 81-86 or trade experience; possess a SMOG check mechanic's license

Auto 88A-C
1 Unit
Lecture: 1 hour
Prerequisite: Auto 81-86 or trade experience; possess a SMOG check mechanic's license

B.A.R. CLEAN AIR CAR COURSE MODULE IV - NEW TECHNOLOGIES
This course meets the requirements for Module #4 of the B.A.R. Clean Air Car course and covers the "New Technologies" aspect of emission control systems theory necessary for a licensed emission control inspection/repair mechanic to pass the unlimited license test.

B.A.R. CLEAN AIR CAR COURSE MODULE V - INTRODUCTION TO STATE PROGRAM
This course meets the requirements for Module #5 of the B.A.R. Clean Air Car course and covers the new changes that will take effect January 9, 1990 in the State's emission control inspection program and in the inspection program and in the inspection/repair mechanic licensing program.

B.A.R. CLEAN AIR CAR COURSE MODULE VI - INSPECTION AND REPAIR
This course meets the requirements for Modules #6, 7, and 8 of the B.A.R. Clean Air Car course covering program requirements, inspection and repair procedures that become effective January 1, 1990. The information is necessary for a mechanic to pass the state inspection/repair licensing test.

B.A.R. CITATION 1
This course meets the requirements for a Bureau of Automotive Repair (B.A.R.) licensed SMOG mechanic who has received a first citation for violation of California State Vehicle Emission Control System inspection and repair laws and regulations.

B.A.R. CITATION 2
This course meets the requirements for a Bureau of Automotive Repair (B.A.R.) licensed SMOG mechanic who has received a **second** citation for violations of California State Vehicle Emission Control System inspection and repair laws and regulations.

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.

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 con-
current enrollment in
Math 57

Engr 4 CSU, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite:
Dra 1; eligibility for
Math 50

WELDING

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

Weld 28B CSU
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: AgEg 28A
or Weld 28A with
grade of C or better

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.

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 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.

INDUSTRIAL WELDING PROCESSES II

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

ENVIRONMENTAL DESIGN

ARCHITECTURE

Arch 1 CSU, UC
2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for Eng 51 or
concurrent enrollment
in Eng 50

Arch 2 CSU
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: Arch 1 or
concurrent enrollment;
eligibility for Eng 51 or
concurrent enrollment
in Eng 50

Arch 3A CSU
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: Dra 1,
ARCH 1 or equivalent

INTRODUCTION TO ARCHITECTURAL PROFESSIONS

This course is a comprehensive study of the design professions and occupations, i.e.: architecture, engineering, city planning, construction, interior design and landscape design. Students will evaluate their interests and possible career choice(s).

MATERIALS OF CONSTRUCTION

This course is a general survey of construction materials and processes. It includes a review of concrete, masonry, wood and steel materials used in residential and commercial buildings. Certain techniques, applications and methods of selection of materials and their appropriate uses will also be examined.

ARCHITECTURAL PRACTICE I

This course is an introduction to wood construction methods and processes, with an emphasis on architectural details.

<p>Arch 3B CSU 3 Units Lecture: 2 hours Laboratory: 3 hours Prerequisite: Arch 3A or equivalent</p>	<p>ARCHITECTURAL PRACTICE II This is an advanced drafting course for architecture students. It is a comprehensive study of the development of construction documents (working drawings).</p>
<p>Arch 3C CSU 3 Units Lecture: 2 hours Laboratory 3 hours Prerequisite: Arch 3B or equivalent</p>	<p>ARCHITECTURAL PRACTICE III This course covers construction systems in concrete, steel and masonry. Preparation of outline specifications, production of design development drawings, use of model buildings as a design aid are also covered.</p>
<p>Arch 5 CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: Dra 1 or equivalent</p>	<p>INTRODUCTION TO DRAWING AND PERSPECTIVE Basic techniques used for graphic communication in the design professions will be studied, including orthographic and isometric projections, mechanical perspective, shape, shadows and reflections.</p>
<p>Arch 6 CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: Arch 5 or concurrent enrollment, DRA 1</p>	<p>ARCHITECTURAL DELINEATION This course is a study of drawing and sketching as a communication tool in the field of environmental design. It includes the development of basic skills in architectural illustration and proper use of various drawing media.</p>
<p>Arch 7 CSU 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: Arch 6</p>	<p>DESCRIPTIVE DRAWING & GRAPHIC ANALYSIS This course provides the student with additional proficiency in drawing and sketching with emphasis on freehand graphic communication skills. The link between graphics, design process and communications is demonstrated.</p>
<p>Arch 8 CSU 3 Units Lecture: 2 hours Laboratory: 3 hours Prerequisite: Dra 1, Arch 5, Arch 6</p>	<p>ARCHITECTURAL DESIGN FUNDAMENTALS I This course is a study of creative, problem solving architectural design techniques. Analysis of the built environment, development of environmental perception and graphic communication skills will also be studied.</p>
<p>Arch 9 CSU 3 Units Lecture: 2 hours Laboratory: 3 hours Prerequisite: Arch 8</p>	<p>ARCHITECTURAL DESIGN FUNDAMENTALS II - Design Principles This course is a study of design problems in three dimension and the concepts of space, form, structure, color, materials and their impact on the built environment.</p>
<p>Arch 10 CSU 3 Units Lecture: 3 hours Prerequisite: Arch 8 or concurrent enrollment</p>	<p>ENVIRONMENTAL CONTROL SYSTEMS This course is a study of heating, cooling, ventilating, and lighting for residential structures. Passive and active solar design strategies and site analysis are also studied with an emphasis on the following: 1) use of solar energy in architecture; 2) human thermal comfort as a determinant of architectural form; 3) theory and application of climate with an emphasis on architectural methods of energy flow.</p>
<p>Arch 11 3 Units Lecture: 3 hours</p>	<p>ARCHITECTURAL BLUEPRINT READING This course is a study of basic information for reading blueprints and construction drawings. It is designed for those who must assimilate information found in working drawings and specifications.</p>
<p>Arch 12 2 Units Lecture: 2 hours</p>	<p>CONSTRUCTION ESTIMATING This course covers methods used in estimating cost and quantities involved in construction materials, equipment and labor.</p>

Arch 14 CSU
2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for Eng 51

HISTORY OF ARCHITECTURE

This course is a study of architecture design theories and practices of the late 19th and 20th century to the present, including the Beaux Arts, Art Nouveau, Expressionism, de Stijl, International Style, Fascist ideologies, Regionism, Post-World War II, amalgamations of 20th century idioms and recent reactions to contemporary standardization.

Arch 15 CSU
3 Units
Lecture: 3 hours
Prerequisite:
Arch 2, Physics 4A,
Math 1A or equivalent
background

ELEMENTARY STRUCTURES

This course is for advanced architecture students. It is a study of forces on building structures; shear and bending moment diagrams, static equilibrium and stability of structural systems.

BUILDING INSPECTION TECHNOLOGY

BIT 10
3 Units
Lecture: 3 hours

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, Uniform Building Code, Earthquake Regulations (Title 21), State Fire Marshal's Code (Title 19), and State Hospital Act (Title 17) are included.

BIT 11
3 Units
Lecture: 3 hours

PLAN CHECK NONSTRUCTURAL

An introductory-level course of instruction in nonstructural plan reading and plan review. Develops and 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.

GENERAL 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
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite:
Dra 1 or equivalent

INTRODUCTION TO COMPUTER AIDED DRAFTING/DESIGN

This course provides an introduction to computer aided drafting and design. Major topics to be covered include computer hardware, associated CAD software, basic geometric construction and two dimensional drawings. The course will be taught on Macintosh computers, using the VersaCAD program. Information and skills learned in this course can be utilized by architecture, drafting, interior design, landscape design and engineering majors.

Dra 6 CSU
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite:
Dra 5 with a grade of
"C" or better

ADVANCED COMPUTER AIDED DRAFTING/DESIGN

This course provides advanced application of computer aided drafting and design techniques using the VersaCAD program taught on the Macintosh computer. Major topics to be covered include VersaCAD File Dump, VersaCAD 3D Application, Bill of Materials and VersaCAD's Hyper CAD Stacks.

Dra 7 CSU

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite:

Completion of Dra 6 with a grade of "C" or better

INTERIOR DESIGN

IDSN 10, CSU

3 Units

Lecture: 3 hours

Prerequisite:

Eligibility for Eng 51

IDSN 12, CSU

3 Units

Lecture: 1 hour

Laboratory: 6 hours

Prerequisite: completion of IDSN 10, ARCH 3A or concurrent enrollment

IDSN 14, CSU

3 Units

Lecture: 3 hours

Prerequisite: Eligibility for Eng 51

IDSN 16, CSU

3 Units

Lecture: 1 hour

Laboratory: 6 hours

Prerequisite:

IDSN 10 with a grade of "C" or better

IDSN 18

3 Units

Lecture: 1 hour

Laboratory: 6 hours

Prerequisite:

IDSN 12 with grade of "C" or better

IDSN 20 CSU

3 Units

Lecture: 1 hour

Laboratory: 6 hours

Prerequisite:

IDSN 12, IDSN 16, ARCH 5, and ARCH 3A with grade of "C" or better

IDSN 22

3 Units

Lecture: 3 hours

Prerequisite: IDSN 12 with grade of "C" or better

DRAFTING/DESIGN PROJECT ON CAD

This course provides application of computer aided drafting and design techniques to selected projects. Advanced students majoring in architecture, drafting, interior design, landscape design or engineering will select projects from their field of study with the approval of their major professor for completion using VersaCAD.

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 aesthetic basis.(CAN H EC 4)

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.

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.

COLOR: THEORY AND APPLICATION

This course explores the theory and application of color as it is used to create and change environments. Emphasis in the class is on the nomenclature, a review of color systems, mixing of colors, color psychology and color application to design problems.

KITCHEN AND BATH DESIGN

This course will cover the studio problems of kitchen and bath design. Included in the class will be detail space planning, the development of working plans including electrical and plumbing, and the evaluation and modification of existing products.

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.

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: 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: 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: 2 hours

Prerequisite: 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: 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.

IDSN 32

3 Units

Lecture: 3

Prerequisite: 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.

FASHION/CLOTHING AND NUTRITION

APPAREL DESIGN AND PRODUCTION

AADSN 20A, B

2 Units

Lecture: 1 hours

Laboratory 3 hours

Prerequisite: 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.)

AADSN 22A,B

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Prerequisite: Eligibility for Eng 51; 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,UC

2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Eligibility for Eng 51; CT 16 with a grade of "C" or better

APPAREL DESIGN: FLAT 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

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 6)

CT 16, A,B,C,D,CSU

2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Eligibility for Eng 51

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

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. CSU & UC are acceptable to 18A only).

FASHION MERCHANDISING

FM 20 CSU

3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51

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
Prerequisite: Eligibility for Eng 51

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 CSU

4 Units
Lecture: 2 hours
Laboratory: 6 hours
Prerequisite: Eligibility for Eng 51

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

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:
HEC 13 with a grade
of "C" or better

THERAPEUTIC DIETS

This course is a 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.

FIRE SCIENCE

FIRE SCIENCE

FS 1 CSU
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for Eng 51 &
Rdg 60 or concurrent
enrollment in Eng 50

INTRODUCTION TO FIRE TECHNOLOGY

This course provides an introduction to fire protection in the following areas: philosophy, history, function, public and private organization, laws, regulations, nomenclature, career opportunities, and the basic physics and chemistry of fire. This course is designated FT-1 by the State Board of Fire Services and California State Fire Marshal (CSFM) and is part of the designated core curriculum.

FS 2 CSU
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for Eng 51 &
Rdg 60 or concurrent
enrollment in Eng 50

FIRE PROTECTION CHEMISTRY

This course provides the student with fundamental information and knowledge of the physical and chemical characteristics of matter, fire, hazardous materials, and basic extinguishment theory. This course is designated FT-2 by the State Board of Fire Services and California State Fire Marshal (CSFM) and is part of the designated core curriculum.

FS 3 CSU
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for Eng 51 &
Rdg 60 or concurrent
enrollment in Eng 50

FUNDAMENTALS OF FIRE PREVENTION

This course provides fundamental information regarding the history and philosophy of fire prevention, organization, and operation of a fire bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education and detection and suppression systems. This course is designated FT-3 by the State Board of Fire Services and California State Fire Marshal (CSFM) and is part of the designated core curriculum.

FS 4 CSU
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for Eng 51 &
Rdg 60 or concurrent
enrollment in Eng 50

FIRE PROTECTION SYSTEMS

This course provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers. This course is designated FT-4 by the State Board of Fire Services and California State Fire Marshal (CSFM) and is part of the designated core curriculum.

FS 5 CSU
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for Eng 51 &
Rdg 60 or concurrent
enrollment in Eng 50

FIRE SERVICE OPERATIONS

This course provides the student with the fundamentals of fire department organization, management, and resources, and the use of those resources to control various emergencies. This course is designated FT-5 by the State Board of Fire Services and California State Fire Marshal (CSFM) and is part of the designated core curriculum.

- FS 11 CSU**
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for Eng 51 & Rdg 60 or concurrent enrollment in Eng 50
- HAZARDOUS MATERIALS I**
This course introduces the student to the world of hazardous chemicals, including their physical properties, uses in industry, and characteristics when involved in spills, fires and accidents. Basic information is covered regarding emergency procedures, legal requirements, compliance to regulations, health effects and treatment, and fire department protocols and responsibilities. This course is designated FT-6 by the State Board of Fire Services and California State Fire Marshal (CSFM).
- FS 20**
1.5 Units
Lecture: 1.5 hours
Prerequisite:
eligibility for Eng 51
- INTRODUCTION TO VOLUNTEER FIRE SERVICE**
This course specifically introduces the local fire volunteer to the community fire station and its operational and fire procedures.
- FS 21**
2.5 Units
Lecture 2.5 hours
Prerequisite:
Eligibility for Eng 51
- VOLUNTEER FIRE FIGHTER I**
This course introduces the volunteer fire fighter to the organization, functions, and safety practices of the local fire department. Fire apparatus use, fire control familiarization, and basic fire fighting tasks are covered.
- FS 22**
1 Unit
Lecture .5 hour
Laboratory: 1.5 hours
- VOLUNTEER FIRE FIGHTER II**
This course teaches the required fire skills needed by volunteers to be classified as Fire Fighter II.
- FS 23**
.5 Unit
Lecture: .5 hour
Prerequisite: Eligibility for Eng 51
- VOLUNTEER FIRE FIGHTER III**
This course introduces the volunteer fire fighter to basic investigation procedures of a fire scene and the preservation of important evidence.
- FS 24**
.5 Unit
Lecture: .5 hour
Prerequisite:
Eligibility for Eng 51
- VOLUNTEER FIRE FIGHTER IV**
This course introduces the volunteer fire fighter to the tactics and strategy in fighting structure fires.
- FS 25**
.5 Unit
Lecture: .5 hour
Prerequisite:
Eligibility for Eng 51
- VOLUNTEER FIRE FIGHTER V - SAFETY**
This course introduces the volunteer fire fighter to the overall safety procedures that must be practiced at all times, as they apply to fire responses or rescues.
- FS 26**
.5 Unit
Lecture: .5 hour
Prerequisite:
Eligibility for Eng 51
- VOLUNTEER FIRE FIGHTER VI - EQUIPMENT MAINTENANCE**
This course introduces the volunteer fire fighter to the maintenance of the fire station, fire equipment, electronic gear, and how maintenance records are kept.
- FS 27 A-E**
.5 Unit
Lecture: .5 hour
Prerequisite:
Eligibility for Eng 51
- HAZARDOUS MATERIAL AWARENESS - MODULE I**
This course examines the potential for injury and mortality to the public and emergency services personnel who are the initial responders to emergencies, and the necessary precautions needed to protect the public and responders.
- FS 28 A-E**
.5 Unit
Lecture: .5 hour
Prerequisite:
Eligibility for Eng 51
- HAZARDOUS MATERIALS HANDLING - MODULE II**
This course is an in-depth study of hazardous materials that pose special problems to first responders dealing with hazardous materials.

<p>FS 29 A-E .5 Unit Lecture: .5 hour Prerequisite: Eligibility for Eng 51</p>	<p>AIRCRAFT FIRE AND RESCUE FOR VOLUNTEERS This course provides the necessary entrance level information for volunteer emergency responders to effectively accomplish the tasks in aircraft fire fighting and rescue.</p>
<p>FS 30 1 Unit Lecture: 1 hour Prerequisite: Eligibility for Eng 51</p>	<p>VOLUNTEER WILDLAND FIRE ACADEMY This course introduces the volunteer fire fighter to the tactics and procedures to prevent and control wildland fires.</p>
<p>FS 31 .33 Unit Laboratory: 1 hour Prerequisite: Eligibility for Eng 51</p>	<p>VOLUNTEER OVER THE SIDE RESCUE This course introduces volunteer fire fighters to the practical hands-on use of ropes and knots, slings, harness, litter rigging, zee rigs, and general rescue procedures.</p>
<p>FS 32 1.25 Units Lecture: .5 hour Laboratory: 2.25 hours Prerequisite: Eligibility for Eng 51</p>	<p>VOLUNTEER PUMP OPERATIONS ACADEMY This course introduces the volunteer fire fighter to pump theory, hydraulics, hose apparatus, and pumping evolutions.</p>
<p>FS 57 CSU 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51 and Rdg 60 or concurrent enrollment in Eng 50</p>	<p>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.</p>
<p>FS 58 CSU 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51 and Rdg 60 or concurrent enrollment in Eng 50</p>	<p>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.</p>
<p>FS 61 CSU 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51 and Rdg 60 or concurrent enrollment in Eng 50</p>	<p>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.</p>
<p>FS 62 CSU 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51 and Rdg 60 or concurrent enrollment in Eng 50</p>	<p>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.</p>

- FS 63A CSU**
1 Unit
Lecture: 1 hour
Prerequisite:
Eligibility for
Eng 51 and Rdg 60
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 60
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 60
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 60
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 60
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 75 CSU**
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
Eng 51 and Rdg 60
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 60
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.

<p>FS 80 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51, Rdg 60 or concurrent enrollment in Eng 50</p>	<p>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.</p>
<p>FS 81 CSU 2 Units Lecture: 2 hours Eligibility for Eng 51 and Rdg 60 or concurrent enrollment in Eng 50</p>	<p>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.</p>
<p>FS 82 CUS 2 Units Lecture: 2 hours Prerequisite: Eligibility for Eng 51 and Rdg 60 or concurrent enrollment in Eng 50</p>	<p>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.</p>
<p>FS 84 CSU 2 Units Lecture: 2 hours Prerequisite: Eligibility for Eng 51 and Rdg 60 or concurrent enrollment in Eng 50</p>	<p>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.</p>
<p>FS 85 .2 Units Laboratory: .5 hour Prerequisite: Eligibility for Eng 51</p>	<p>TRUCK COMPANY OPERATIONS This course introduces the career and volunteer fire fighter to the proper use and tactical placement of a truck company at an emergency response.</p>
<p>FS 87 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 51 and Rdg 60 or concurrent enrollment in Eng 50</p>	<p>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.</p>
<p>FS 88 CSU 2 Units Lecture: 2 hours Prerequisite: Eligibility for Eng 51 and Rdg 60 or concurrent enrollment in Eng 50</p>	<p>FIRE INVESTIGATION I The students will study the national arson problem and the cost factors affecting the American public. Topics studied will include responsibilities of the fire inspecting officer, the nature and affect of ethical and unethical conduct, and the authority and responsibility the inspecting officer has to his/her profession.</p>

- FS 89 CSU**
2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for Eng 51 and Rdg 60 or concurrent 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 60 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 60 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, fireground 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 60 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.
- FS 93 CSU**
2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for Eng 51 and Rdg 60 or concurrent enrollment in Eng 50
- 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.
- FS 94 CSU**
2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for Eng 51 and Rdg 60 or concurrent enrollment in Eng 50
- 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.
- FS 95 CSU**
2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for Eng 51 and Rdg 60 or concurrent enrollment in Eng 50
- 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.

FS 96 CSU
2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for
Eng 51 and Rdg 60
or concurrent
enrollment in Eng 50

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.

FS 97 CSU
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
Eng 51 and Rdg 60
or concurrent
enrollment in Eng 50

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.

FS 98
1 Unit
Lecture: 1 hour
Prerequisite:
Eligibility for
Eng 51

EMERGENCY MANAGEMENT AND SIMULATION OPERATIONS
This course is designed to teach the career or volunteer fire fighter the basic process of effective management and supervision through fire simulation.

FOREIGN LANGUAGES

FRENCH

Fr 1 CSU, UC
5 Units
Lecture: 5 hours
Prerequisite:
Eligibility for Eng 51;
concurrent enrollment in FL 99

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 1A-
Concurrent enrollment
in FL 99; Fr 1B- Successful
Completion of
Fr 1A or equivalent;
concurrent enrollment
in FL 99

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 or 2A after completion of FR 1B.

Fr 2 CSU, UC
5 Units
Lecture: 5 hours
Prerequisite: FR 1, FR
1A,B or two years high
school French or
equivalent; concurrent
enrollment in
FL 99

ELEMENTARY FRENCH
Continuation of French 1 or 1A,B.

Fr 2A,B CSU, UC

3 Units

Lecture: 3 hours

Prerequisite:

2A - Fr 1 or Fr 1B or 1 yr. high school French; 2B - Fr 2A or 2 yrs. high school French; concurrent enrollment in foreign language lab

ELEMENTARY FRENCH

The 2A, B courses cover the same material as the full semester French 2 course. It is designed to provide realistic communicative situations in the classroom so the students can develop basic communicative skills and learn about the Francophone world.

Fr 3 CSU, UC

4 Units

Lecture: 4 hours

Prerequisite: Fr 2 or

three years high school French or equivalent; concurrent enrollment in FL 99

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 3 or

three years high school French or equivalent; concurrent enrollment in FL 99

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; concurrent enrollment in FL 99, 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 40 CSU, UC

3 Units

Lecture: 3 hours

Prerequisite:

Eligibility for Eng 51

FRENCH CIVILIZATION

This course traces the development of the French language and culture from the beginning to modern times. The course is conducted in English.

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

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.

GERMAN

Ger 1 CSU, UC
5 Units
Lecture: 5 hours
Prerequisite: Concurrent enrollment in FL 99

ELEMENTARY GERMAN

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

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

ELEMENTARY GERMAN

This course provides a study of the essentials of German grammar and pronunciation as well as oral and written exercises. Ger 1A covers approximately the first half of the work in Ger 1; Ger 1B covers approximately the second half of the work in Ger 1.

Ger 2 CSU, UC
5 Units
Lecture: 5 hours
Prerequisite: Ger 1, or 1A,B or equivalent

ELEMENTARY GERMAN

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

Ger 2A,B CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: 2A - Ger 1 or Ger 1B or 1 yr. high school German; 2B - Ger 2A or 2 yrs. high school German; concurrent enrollment in foreign language lab

ELEMENTARY GERMAN

This two-semester series of elementary courses is the same as German 2 and is a continuation of German 1 or German 1A,B. German 2A covers the first half of German 2, and German 2B covers the second half of the work in German 2.

Ger 40 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51

GERMAN CIVILIZATION

This course offers an introduction to the major currents and characteristics of German culture as expressed through the centuries in literature, fine arts, philosophy, and the natural sciences. The course is conducted in English.

Ger 41A,B,C,D CSU
3-3-3-3 Units
Lecture: 3 hours
Prerequisites: Successful completion of sequential courses required for Ger 41 B,C,D

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.

ITALIAN

Ital 1 CSU, UC
5 Units
Lecture: 5 hours
Prerequisite: Eligibility for Eng 51; concurrent enrollment in FL 99

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.

Ital 1A, B CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Ital 1A,
concurrent enrollment
in FL 99; Ital 1B, Ital
1A, concurrent enroll-
ment in FL 99

Ital 2 CSU, UC
5 Units
Lecture: 5 hours
Prerequisite: Ital 1 or
two years high school
Italian or equivalent;
concurrent enrollment
in FL 99

Ital 2A,B CSU, UC
3 Units
Lecture: 3 hours
Prerequisite:
2A - Ital 1 or Ital 1B or
1 yr. of high school
Italian; 2B - Ital 2A or
2 yrs. of high school
Italian; concurrent enroll-
ment in foreign lan-
guage lab

Ital 3 CSU, UC
4 Units
Lecture: 4 hours
Prerequisite: Italian
2 or three years high
school Italian, or
equivalent; concurrent
enrollment in FL 99

Ital 4 CSU, UC
4 Units;
Lecture: 4 hours
Prerequisite: Italian
3 or four years high
school Italian or
equivalent; concurrent
enrollment in FL 99

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

ELEMENTARY ITALIAN

This course offers instruction in the essentials of Italian speech, grammatical structure, pronunciation, oral and written practice, and reading on Italian culture and civilization. Ital 1A covers approximately the first half of the work in Ital 1; Ital 1B covers approximately the second half of the work in Ital 1.

ELEMENTARY ITALIAN

This course presents the essentials of Italian speech, grammatical structure and pronunciation, oral practice, exercises in composition, readings on Italian culture and civilization. It is a continuation of Ital 1 or 1A,B.

ELEMENTARY ITALIAN

These two courses cover the same material as the full semester Italian 2 course. They cover the essentials of Italian speech, grammatical structure and pronunciation, oral practice, exercises in composition, as well as Italian culture and civilization.

INTERMEDIATE ITALIAN

This course provides 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 is included as well; oral or written reports on outside reading.

INTERMEDIATE ITALIAN

This course is a continuation of Italian 3 with greater emphasis on reading selections from Italian literature, composition and conversation.

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.

JAPANESE

Jpn 1 A, B, CSU, UC
3 Units

Lecture: 3 hours

Prerequisite:

Jpn 1A:

eligibility for

Eng 51-Jpn 1B:

Jpn 1A or equivalent

Jpn 2A,B CSU, UC
3 Units

Lecture: 3 hours

Prerequisite:

2A - Jpn 1 or Jpn 1B or

1 yr. of high school

Japanese; 2B - Jpn 2A

or 2 yrs. of high school

Japanese; concurrent

enrollment in foreign

language lab

RUSSIAN

Rus 41 A, B, C, D CSU
3-3-3-3 Units

Lecture: 3 hours

Prerequisite:

successful

completion of sequen-

tial courses required for

Rus 41 B, C, D

Rus 1A,B CSU, UC
3 Units

Lecture: 3 hours

Prerequisite:

1A - eligibility for Eng

51; 1B - Rus 1A or

equivalent; concurrent

enrollment in foreign

language lab

SPANISH

Span 1 CSU, UC
5 Units

Lecture: 5 hours

Prerequisite:

Eligibility for

Eng 51; concurrent

enrollment in FL 99

Span 1A,B CSU, UC
3-3 Units

Lecture: 3 hours

Prerequisite:

Span 1A-Eligibility

for Eng 51; concurrent

enrollment in FL 99.

Span 1B-

Successful completion

of Span 1A; concurrent

enrollment in FL 99

ELEMENTARY JAPANESE

This course introduces the student to elementary communication skills of learning, speaking, reading and writing Japanese. The student will learn the fundamentals of grammar and pronunciation, practical vocabulary and useful phrases and idioms. Students will also gain an understanding and appreciation of Japanese culture as well as be introduced to honorific, polite, and humble forms of vocabulary and expressions and will analyze the importance of human relationships among different strata of the Japanese society.

ELEMENTARY JAPANESE

This course sequence advances the student in her/his acquisition of elementary communication skills in Japanese. While speaking will be an important objective in this course, emphasis will be placed on reading comprehension and writing production. Grammar, syntax and cultural exposure will be an integral part of the course as well.

BASIC SPOKEN RUSSIAN

This is a series of courses designed to introduce the student to the fundamental formalities of the Russian language emphasizing oral practice, structure, and vocabulary development from an every-day situation point of view. The A, B, C, D designates correspond to linguistic skills and cultural content.

ELEMENTARY RUSSIAN

This course introduces the student to elementary communication skills: how to understand, speak, read and write Russian. Fundamentals of grammar and pronunciation, practical vocabulary and useful idioms will be covered. The student will also gain an understanding and appreciation of Russian culture.

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.

<p>Span 2 CSU, UC 5 Units Lecture: 5 hours Prerequisite: Span 1 or equivalent or 2 years high school Spanish; concurrent enrollment in FL 99</p>	<p>ELEMENTARY SPANISH Span 2 is a second semester continuation of Span 1 or 1A, B.</p>
<p>Span 2A,B CSU, UC 3 Units Lecture: 3 hours Prerequisite: 2A - Span 1 or 1B or 1 yr. high school Spanish; 2B - Span 2A or 2 yrs. of high school Spanish; concurrent enrollment in foreign language lab</p>	<p>ELEMENTARY SPANISH The 2A and 2B courses cover the same material as the full semester Spanish 2 course. They are designed to present the fundamentals of Spanish grammar and pronunciation, exercises in composition, conversation and reading. The audio-lingual approach is stressed with emphasis on oral proficiency and structural correctness in both speaking and writing skills.</p>
<p>Span 3 CSU, UC 4 Units Lecture: 4 hours Prerequisite: Span 2 or three years of high school Spanish, or equivalent; concu- rent enrollment in FL 99</p>	<p>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.</p>
<p>Span 4 CSU, UC 4 Units Lecture: 4 hours Prerequisite: Span 3, or four years high school Spanish, or equivalent; concurrent enrollment in FL 99</p>	<p>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.</p>
<p>Span 5 CSU, UC 3 Units Lecture: 3 hours Prerequisites: Span 4 or equivalent; con- current enrollment in FL 99</p>	<p>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.</p>
<p>Span 6 CSU, UC 3 Units Lecture: 3 hours Prerequisites: Span 5 or equivalent; concu- rent enrollment in FL 99</p>	<p>ADVANCED SPANISH This program is essentially the same as Spanish 5 with emphasis on Spanish-American Literature and Culture.</p>
<p>Span 8A,B CSU, UC 3-3 Units Lecture: 3 hours Prerequisite: Span 2 or three years high school Spanish or equivalent; concurrent enrollment in FL 99. The courses need not be taken in sequence</p>	<p>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.</p>

Span 10 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: eligibility
for Eng 51

SPANISH FOR THE BILINGUAL STUDENT

This course covers spelling, punctuation, the written accent, correct usage of verb tenses, proper sentence structure and diction. Oral and written compositions will be part of the course. It aims to distinguish anglicisms and archaic expressions from standard language. It is designed for the Spanish speaker born in the U.S. and for the Spanish speaker who has never had formal instruction in Spanish.

Span 11 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Span 10
or equivalent

SPANISH FOR THE BILINGUAL STUDENT

This course is a continuation of Spanish 10. It is designed to improve the communicative skills in Spanish for the bilingual student both orally and in writing and to enhance her/his style of expression. It will include a practical application of all the verb tenses. Written compositions and oral presentations will be the main activities of the course.

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

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.

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

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.

FL 97A,B,C,D
.5 Unit

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. Emphasis will be on the one-to-one tutorial as well as the computer-assisted and audiotape monitoring approaches. The grading method is **credit/no credit**.

1.5 hours
98A,B,C,D
1.0 unit
3.0 hours
99A,B,C,D
2.0 units
6.0 hours

Corequisite:
Concurrent enrollment
in a foreign language
course.

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 UC 2 Units Lecture: 1.5 hours Laboratory: 1.5 hours	RAPE PREVENTION/DEFENSE (W) This course is designed to help women learn how to avoid becoming the victims of a criminal act and as a practical guide for those who wish to develop the precautions and skills necessary for the safety of their property and persons.
PE 15 CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours	INTRODUCTION TO CHOREOGRAPHY This course is an introduction to the fundamental elements of choreography and their practical application.
PE 23 CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: Good swimming ability	SENIOR LIFESAVING Practice in performing various swimming strokes and water rescue skills. Upon successful completion of this course the student is awarded a Red Cross Senior Life Saving Certificate and C.P.R. Certificate.
PE 24 CSU, UC 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: Red Cross Senior Life Saving Certificate	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.
PE 29 CSU 2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: Admission to Golf Management Degree Program	METHODS OF TEACHING GOLF Methods of teaching golf including practical experience in teaching and analysis of the swing, including correcting of errors.
PE 30 CSU, UC 1 Unit Lecture: 1 hour Laboratory: 3 hours Prerequisite: Admission to Golf Management Degree Program and PE 36 and PE 29 with a grade of "C" or better	SHORT GAME AND PUTTING The techniques used to develop an effective short game and putting stroke are taught in this class.

PE 34 CSU
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Admission to Golf Management Degree Program

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.

PE 36 CSU, UC
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite: Admission to Golf Management Degree Program

FUNDAMENTALS AND RULES OF GOLF

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

ACTIVITIES (The "C" section of each activity class may be repeated once)

PE 40A,B,C CSU, UC
1-1-1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

ARCHERY

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

PE 43 A,B,C CSU, UC
1-1-1 Unit
Lecture: .5 hour
Laboratory: 1.5 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: .5 hour
Laboratory 1.5 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: .5 hour
Laboratory: 1.5 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: .5 hour
Laboratory: 1.5 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: .5 hour
Laboratory: 1.5 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: .5 hour
Laboratory: 1.5 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: .5 hour
Laboratory: 1.5 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: .5 hour
Laboratory: 1.5 hours
- PE 56A,B,C CSU, UC
1-1-1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours
- PE 57A,B,C CSU, UC
1-1-1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours
- PE 59A,B,C CSU, UC
1-1-1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours
- PE 62A,B,C CSU, UC
1-1-1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours
- PE 63A,B,C, CSU, UC
1-1-1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours
Prerequisite: Must be physically handicapped.
- PE 64A,B,C CSU, UC
1-1-1 Unit
Lecture: .5
Laboratory: 1.5 hours
Prerequisite: Must be physically handicapped.
- PE 65A,B,C CSU, UC
1-1-1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours
- PE 66A,B,C CSU, UC
1-1-1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours
Prerequisite: Must be physically handicapped.
- PE 68A,B,C CSU, UC
1-1-1 Unit
Lecture: .5
Laboratory: 1.5 hours
- PE 74A,B,C CSU, UC
1-1-1 Unit
Lecture: .5 hour
Laboratory: 1.5 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.
- 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.
- 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.
- 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.
- GOLF
This course includes beginning, intermediate and advanced instruction and practice in the skills and strategies of golf.
- HANDICAPPED ARCHERY
Beginning, intermediate and advanced archery for the handicapped offers instruction in development of shooting skills; knowledge of etiquette, rules, safety and tackle; and practice in tournament rounds. This course is modified to meet each individual's particular needs.
- HANDICAPPED TENNIS
Beginning, intermediate and advanced tennis for the handicapped offers instruction and practice in modified skills, strategies and officiating of the sport to meet each individuals 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.

- PE 75A,B,C CSU, UC
1-1-1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours
- RACQUETBALL**
This course includes beginning, intermediate and advanced instruction and practice in the skills and strategies of racquetball.
- PE 77A,B,C CSU, UC
1-1-1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours
- 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.
- PE 78A,B,C CSU, UC
1-1-1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours
- SELF-DEFENSE (KARATE)**
Beginning, intermediate and advanced self-defense/karate emphasizes physical conditioning, sport, self-defense, aesthetic appreciation of form and motion, and philosophy.
- PE 79A,B,C CSU, UC
1-1-1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours
- SOCCER-TOUCH FOOTBALL**
This course offers beginning, intermediate and advanced instruction and practice in the skills and strategies of soccer-touch football.
- PE 80A,B,C CSU, UC
1-1-1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours
- SOFTBALL (CO-ED)**
This course offers beginning, intermediate and advanced instruction and practice in skills, strategies and rules of softball.
- PE 82A,B,C CSU, UC
1-1-1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours
Prerequisite:
82B: Elementary skills
82C: Intermediate skills.
- SWIMMING**
This course offers beginning, intermediate, and advanced instruction and practice in the various swimming techniques.
- PE 86A,B,C CSU, UC
1-1-1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours
- TENNIS**
This course offers beginning, intermediate and advanced instruction and practice in skills, strategies, and officiating of tennis.
- PE 87A,B,C CSU, UC
1-1-1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours
- TRACK AND FIELD (CO-ED)**
This course offers beginning, intermediate and advanced instruction and practice in various techniques of events in track and field.
- PE 88A,B,C CSU, UC
1-1-1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours
- TUMBLING AND GYMNASTICS**
Beginning, intermediate and advanced tumbling and gymnastics includes instruction in the use of the parallel bars, pommel horse, horizontal bar, balance beam, and tumbling, vaulting and floor exercise.
- PE 91A,B,C CSU, UC
1-1-1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours
- VOLLEYBALL**
This course offers beginning, intermediate and advanced instruction and practice skills, strategies, and officiating of volleyball.
- PE 93 A,B,C CSU, UC
1-1-1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours
- WATER EXERCISES**
Beginning, intermediate and advanced water exercises emphasizes increasing physical fitness through vigorous exercises in the water. The pool is only 4 feet deep. You do not need to know how to swim.
- PE 96A,B,C CSU, UC
1-1-1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours
- WEIGHT TRAINING**
This course offers beginning, intermediate and advanced instruction emphasizing increasing physical fitness through use of weights and vigorous activities.

RECREATION

Re 1 CSU

2 Units

Lecture: 2 hours.

Re 2A,B,C,D CSU,
UC

1-1 Unit 2 A,C

Laboratory: 75 hours
per semester

2-2 Units 2 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

1-1-1-1 Unit

5 hours plus games

Prerequisite: Tryouts

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

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.

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.

- 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
2-2 Units
10 hours plus meets
Prerequisites: Tryouts
- VS 74A,B CSU, UC
2-2 Units
10 hours plus matches
Prerequisite: Tryouts
- VARSIY TENNIS (M)
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.
- VARSIY TENNIS (W)
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.
- VARSIY TRACK & FIELD (M)
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest for track and field.
- VARSIY TRACK & FIELD (W)
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest for track and field.
- VARSIY VOLLEYBALL (W)
Intercollegiate competition for student athletes who demonstrate a high degree of skill and interest.

HUMAN SERVICES

EARLY CHILDHOOD EDUCATION

- ECE 1
1 Unit
Lecture: 1 hour
Prerequisite: Eligibility for Eng 51
- 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
- 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: 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 CSU
3 Units
Lecture: 3 hours
Prerequisite: 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 CSU**
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: 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 CSU**
2 Units
Laboratory: 6 hours
Prerequisite: ECE 10A with a grade of "C" or better; concurrent enrollment in ECE 14
- EARLY CHILDHOOD LABORATORY**
Under supervision, at College of the Desert 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 16**
1 Unit
Lecture: 1 hour
- PARENTING THE CHILD UNDER SIX**
This class will explore parent-child interaction patterns. Understanding age-appropriate behaviors, problem behaviors, observation and communication strategies will be emphasized.
- ECE 19**
3 Units
Lecture: 3 hours
Prerequisite: Eligibility for Eng 51
- 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 CSU**
3 Units
Lecture: 3 hours
Prerequisite: ECE 10A with a grade of "C" or better
- INFANT/TODDLER GROWTH AND DEVELOPMENT**
This course will study the process of human development from conception through age two as determined by heredity, society and human interaction with implication for child guidance. Prenatal development and the birth process are emphasized. Observation of a neonate, infant and toddler are required. Articulated with CSUSB through the TEACH Project.
- ECE 21**
2 Units
Lecture: 2 hours
Prerequisite 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 working with children in these stages.
- ECE 22**
1 Unit
Lecture: 1 hour
Prerequisite: Eligibility for Eng 51
- 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**
3 Units
Lecture: 3 hours
Prerequisite: 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: 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.

<p>ECE 26 2 Units Lecture: 2 hours Prerequisite: ECE 10B with a grade of "C" or better</p>	<p>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 autoharp.</p>
<p>ECE 30A 1 Unit Lecture: 1 hour Prerequisite: Eng 51</p>	<p>EARLY CHILDHOOD CURRICULUM DESIGN & IMPLEMENTATION - Part I This course is a study of curriculum development for early childhood programs. Included will be the relationship of child development principles to curriculum design and organization, daily routine and room arrangement. Understanding how children develop language, representation and social skills will be emphasized.</p>
<p>ECE 30B 1 Unit Lecture: 1 hour Prerequisite: Eng 51</p>	<p>EARLY CHILDHOOD CURRICULUM DESIGN & IMPLEMENTATION - Part II This course is an intermediate level study of curriculum development for early childhood programs. Included will be developmentally appropriate strategies for worktime, circle time and writing lesson plans. Understanding how children develop number and logical reasoning skills will be emphasized.</p>
<p>ECE 30C 1 Unit Lecture: 1 hour Prerequisite: Eng 51</p>	<p>EARLY CHILDHOOD CURRICULUM DESIGN & IMPLEMENTATION - Part III This course is an advanced level study of curriculum development of early childhood programs. Included will be developmentally appropriate strategies for small group time and outside time. Assessment of young children and understanding how children develop concepts of space and time will be emphasized. Music and movement activities for young children will also be included.</p>
<p>ECE 32 1 Unit Lecture: 1 hour Prerequisite: Eligibility for Eng 51</p>	<p>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.</p>
<p>ECE 33 3 Units Lecture: 3 hours Prerequisite: ECE 10A with a grade of "C" or better</p>	<p>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.</p>
<p>ECE 35A 1 Unit Lecture: 1 hour Prerequisite: Eligibility for Eng 51</p>	<p>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.</p>
<p>ECE 35B 1 Unit Lecture: 1 hour Prerequisite: Eligibility for Eng 51</p>	<p>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.</p>
<p>ECE 35C 1 Unit Lecture: 1 hour Prerequisite; Eligibility for Eng 51</p>	<p>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.</p>
<p>ECE 35D 1 Unit Lecture: 1 hour Prerequisite: Eligibility for Eng 51</p>	<p>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, mainstreaming and the responsibilities of the classroom teacher, parents and the specialist.</p>

- ECE 35E**
1 Unit
Lecture: 1 hour
Prerequisite: Eligibility for Eng 51
- ECE 40A**
2 Units
Lecture: 2 hours
Prerequisite: Eligibility for Eng 51
- ECE 40B**
2 Units
Lecture; 2 hours
Prerequisite: Eligibility for Eng 51
- ECE 40C**
2 Units
Lecture: 2 hours
Prerequisite: Eligibility for Eng 51
- ECE 40D**
2 Units
Lecture: 2 hours
Prerequisite: Eligibility for Eng 51
- ECE 42 CSU**
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: ECE 10A with a grade of "C" or better
- ECE 43**
2 Units
Lecture: 2 hours
Prerequisite: Eligibility for Eng 51
- ECE 44**
2 Units
Lecture: 2 hours
Prerequisite: Eligibility for Eng 51
- ECE 45A**
1 Unit
Lecture: 1 hour
- ECE 45B**
1 Unit
Lecture: 1 hour
- 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.
- 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.
- 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.
- 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.
- 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 appropriate to different stages of development.
- PLAY, SOCIALIZATION AND DISCIPLINE**
This course will explore the applications of developmental theory for designing early childhood settings, for understanding and guiding child behavior, and for communicating and interacting with young children. Included will be a discussion of behavior problems and methods of self-discipline, criteria modification and positive reinforcement techniques, and principles of play actions in relation to the socialization used for directed experiences in working with children in a child development setting. Articulated with ROP and CSUSB through the TEACH Project.
- 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.
- 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.
- LICENSED FAMILY CHILD CARE I**
This course will prepare students to integrate basic principles of child development in establishing a quality child care program within a family home environment. How to set up a recordkeeping system and files for each child will be emphasized. Information about good health and nutrition practices and adult CPR certification will be included.
- LICENSED FAMILY CHILD CARE II**
This course will prepare students to integrate basic principles of child development in establishing a quality child care program within a family home environment. Understanding of the strengths and limitations of 0 to 6 year old children will be emphasized along with requirements for age-appropriate curriculum. Fire safety procedures, earthquake preparedness and infant/child CPR will be included.

<p>ECE 50 2 Units Lecture: 2 hours Prerequisite: ECE 10A with a grade of "C" or better</p>	<p>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 of children and family.</p>
<p>ECE 51 2 Units Lecture: 2 hours Prerequisite: ECE 50 with a grade of "C" or better</p>	<p>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.</p>
<p>ECE 52 2 Units Lecture: 2 hours Prerequisite: ECE 51 with a grade of "C" or better</p>	<p>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.</p>
<p>ECE 60A CSU .5 Units Lecture: .25 hours Laboratory: .75 hours Prerequisite: Eligibility for Eng 51</p>	<p>KEEPING THE INFANT SAFE This course will provide the <u>infant</u> caregiver the skills necessary to provide a safe indoor and outdoor environment, the ability to respond to emergencies appropriately and to help children begin to develop safety habits.</p>
<p>ECE 60B CSU .5 Units Lecture: .25 hours Laboratory: .75 hours Prerequisite: Eligibility for Eng 51</p>	<p>KEEPING THE TODDLER SAFE This course will provide the <u>toddler</u> caregiver the skills necessary to provide a safe indoor and outdoor environment, the ability to respond to emergencies appropriately, and to help children begin to develop safety habits.</p>
<p>ECE 60C CSU .5 Units Lecture: .25 hours Laboratory: .75 hours Prerequisite: Eligibility for Eng 51</p>	<p>KEEPING THE PRESCHOOLER SAFE This course will provide the <u>preschool</u> caregiver the skills necessary to provide a safe indoor and outdoor environment, the ability to respond to emergencies appropriately, and to help children begin to develop safety habits.</p>
<p>ECE 61A CSU .5 Units Lecture: .25 hours Laboratory: .75 hours Prerequisite: Eligibility for Eng 51</p>	<p>CREATING A LEARNING ENVIRONMENT FOR INFANTS This course will provide the <u>infant</u> caregiver the skills necessary to encourage play and exploration, selecting and arranging appropriate materials and equipment that fosters growth and learning, and plan schedules and routines appropriate to the ages of children.</p>
<p>ECE 61B CSU .5 Units Lecture: .25 hours Laboratory: .75 hours Prerequisite: Eligibility for Eng 51</p>	<p>CREATING A LEARNING ENVIRONMENT FOR TODDLERS This course will provide the <u>toddler</u> caregiver the skills necessary to encourage play and exploration, selecting and arranging appropriate materials and equipment that fosters growth and learning, and plan schedules and routines appropriate to the ages of children.</p>
<p>ECE 61C CSU .5 Units Lecture: .25 hours Laboratory: .75 hours Prerequisite: Eligibility for Eng 51</p>	<p>CREATING A LEARNING ENVIRONMENT FOR PRESCHOOLERS This course will provide the <u>preschool</u> caregiver the skills necessary to encourage play and exploration, selecting and arranging appropriate materials and equipment that fosters growth and learning, and plan schedules and routines appropriate to the ages of children.</p>

<p>ECE 62A CSU .5 Units Lecture: .25 hours Laboratory: .75 hours Prerequisite: Eligibility for Eng 51</p>	<p>PROMOTING INFANT GOOD HEALTH/NUTRITION This course will provide the <u>infant</u> caregiver the skills necessary to provide a healthy indoor and outdoor environment, teach children to practice healthful activities, and a reporting process for child abuse and neglect.</p>
<p>ECE 62B CSU .5 Units Lecture: .25 hours Laboratory: .75 hours Prerequisite: Eligibility for Eng 51</p>	<p>PROMOTING TODDLER GOOD HEALTH/NUTRITION This course will provide the <u>toddler</u> caregiver the skills necessary to provide a healthy indoor and outdoor environment, teach children to practice healthful activities, and a reporting process for child abuse and neglect.</p>
<p>ECE 62C CSU .5 Units Lecture: .25 hours Laboratory: .75 hours Prerequisite: Eligibility for Eng 51</p>	<p>PROMOTING PRESCHOOLERS GOOD HEALTH/NUTRITION This course will provide the <u>preschool</u> caregiver the skills necessary to provide a healthy indoor and outdoor environment, teach children to practice healthful activities, and a reporting process for child abuse and neglect.</p>
<p>ECE 63A CSU .5 Units Lecture: .25 hours Laboratory: .75 hours Prerequisite: Eligibility for Eng 51</p>	<p>PROMOTING INFANT PHYSICAL DEVELOPMENT This course will provide the <u>infant</u> caregiver the skills necessary to reinforce and encourage children's physical development, to select the appropriate equipment and activities for gross and fine motor development.</p>
<p>ECE 63B CSU .5 Units Lecture: .25 hours Laboratory: .75 hours Prerequisite: Eligibility for Eng 51</p>	<p>PROMOTING TODDLER PHYSICAL DEVELOPMENT This course will provide the <u>toddler</u> caregiver the skills necessary to reinforce and encourage children's physical development, to select the appropriate equipment and activities for gross and fine motor development.</p>
<p>ECE 63C CSU .5 Units Lecture: .25 hours Laboratory: .75 hours Prerequisite: Eligibility for Eng 51</p>	<p>PROMOTING PRESCHOOL PHYSICAL DEVELOPMENT This course will provide the <u>preschool</u> caregiver the skills necessary to reinforce and encourage children's physical development, to select the appropriate equipment and activities for gross and fine motor development.</p>
<p>ECE 64A CSU .5 Units Lecture: .25 hours Laboratory: .75 hours Prerequisite: Eligibility for Eng 51</p>	<p>PROMOTING INFANT COGNITIVE DEVELOPMENT This course will provide the <u>infant</u> caregiver the skills necessary to provide opportunities for children to use their senses to explore, interact, build confidence, and develop a cognitive frame of reference.</p>
<p>ECE 64B CSU .5 Units Lecture: .25 hours Laboratory: .75 hours Prerequisite: Eligibility for Eng 51</p>	<p>PROMOTING TODDLER COGNITIVE DEVELOPMENT This course will provide the <u>toddler</u> caregiver the skills necessary to provide opportunities for children to use their senses to explore, interact, build confidence, and develop a cognitive frame of reference.</p>
<p>ECE 64C CSU .5 Units Lecture: .25 hours Laboratory: .75 hours Prerequisite: Eligibility for Eng 51</p>	<p>PROMOTING PRESCHOOL COGNITIVE DEVELOPMENT This course will provide the <u>preschool</u> caregiver the skills necessary to provide opportunities for children to use their senses to explore, interact, build confidence, and develop a cognitive frame of reference.</p>

<p>ECE 65A CSU .5 Units Lecture: .25 hours Laboratory: .75 hours Prerequisite: Eligibility for Eng 51</p>	<p>USING THE INFANT'S ENVIRONMENT TO ENCOURAGE COMMUNICATION This course will provide the <u>infant</u> caregiver the skills necessary to interact with children in ways that encourage them to communicate their thoughts and feelings to other people.</p>
<p>ECE 65B CSU .5 Units Lecture: .25 hours Laboratory: .75 hours Prerequisite: Eligibility for Eng 51</p>	<p>USING THE TODDLER'S ENVIRONMENT TO ENCOURAGE COMMUNICATION This course will provide the <u>toddler</u> caregiver the skills necessary to interact with children in ways that encourage them to communicate their thoughts and feelings to other people.</p>
<p>ECE 65C CSU .5 Units Lecture: .25 hours Laboratory: .75 hours Prerequisite: Eligibility for Eng 51</p>	<p>USING THE PRESCHOOL ENVIRONMENT TO ENCOURAGE COMMUNICATION This course will provide the <u>preschool</u> caregiver the skills necessary to interact with children in ways that encourage them to communicate their thoughts and feelings to other people.</p>
<p>ECE 66A CSU .5 Units Lecture: .25 hours Laboratory: .75 hours Prerequisite: Eligibility for Eng 51</p>	<p>PROMOTING CREATIVITY IN INFANTS This course will provide the <u>infant</u> caregiver the necessary skills to use imagination techniques to interact with infants by providing activities that promote creative expression.</p>
<p>ECE 66B CSU .5 Units Lecture: .25 hours Laboratory: .75 hours Prerequisite: Eligibility for Eng 51</p>	<p>PROMOTING CREATIVITY IN TODDLERS This course will provide the <u>toddler</u> caregiver the necessary skills to use imagination techniques to interact with toddlers by providing activities that promote creative expression.</p>
<p>ECE 66C CSU .5 Units Lecture: .25 hours Laboratory: .75 hours Prerequisite: Eligibility for Eng 51</p>	<p>PROMOTING CREATIVITY IN PRESCHOOLERS This course will provide the <u>preschool</u> caregiver the necessary skills to use one's imagination and thinking skills techniques to interact with preschoolers by providing activities that promote creative expression.</p>
<p>ECE 67A CSU .5 Units Lecture: .25 hours Laboratory: .75 hours Prerequisite: Eligibility for Eng 51</p>	<p>BUILDING INFANT'S SELF-ESTEEM This course will provide the <u>infant</u> caregiver the necessary skills to build a positive relationship with each child and to help children understand and appreciate their self worth and to feel successful and competent.</p>
<p>ECE 67B CSU .5 Units Lecture: .25 hours Laboratory: .75 hours Prerequisite: Eligibility for Eng 51</p>	<p>BUILDING TODDLER'S SELF-ESTEEM This course will provide the <u>toddler</u> caregiver the necessary skills to build a positive relationship with each child and to help children understand and appreciate their self worth and to feel successful and competent.</p>
<p>ECE 67C CSU .5 Units Lecture: .25 hours Laboratory: .75 hours Prerequisite: Eligibility for Eng 51</p>	<p>BUILDING PRESCHOOLER'S SELF-ESTEEM This course will provide the <u>preschool</u> caregiver the necessary skills to build a positive relationship with each child and to help children understand and appreciate their self worth and to feel successful and competent.</p>

ECE 68A CSU

.5 Units

Lecture: .25 hours

Laboratory: .75 hours

Prerequisite: Eligibility
for Eng 51

PROMOTING INFANT SOCIAL DEVELOPMENT

This course will provide the infant caregiver the necessary skills to understand and teach children to develop socially, learn to share, cooperate, take turns and negotiate with other children and adults, and enjoy people in their lives.

ECE 68B CSU

.5 Units

Lecture: .25 hours

Laboratory: .75 hours

Prerequisite: Eligibility
for Eng 51

PROMOTING TODDLER SOCIAL DEVELOPMENT

This course will provide the toddler caregiver the necessary skills to understand and teach children to develop socially, learn to share, cooperate, take turns and negotiate with other children and adults, and enjoy people in their lives.

ECE 68C CSU

.5 Units

Lecture: .25 hours

Laboratory: .75 hours

Prerequisite: Eligibility
for Eng 51

PROMOTING PRESCHOOL SOCIAL DEVELOPMENT

This course will provide the preschool caregiver the necessary skills to understand and teach children to develop socially, learn to share, cooperate, take turns and negotiate with other children and adults, and enjoy people in their lives.

ECE 69A CSU

.5 Units

Lecture: .25 hours

Laboratory: .75 hours

Prerequisite: Eligibility
for Eng 51

PROVIDING POSITIVE GUIDANCE TO INFANTS

This course will provide the infant caregiver the skills necessary to encourage self-discipline, to use positive methods to guide and help children to express their feelings in an acceptable manner.

ECE 69B CSU

.5 Units

Lecture: .25 hours

Laboratory: .75 hours

Prerequisite: Eligibility
for Eng 51

PROVIDING POSITIVE GUIDANCE TO TODDLERS

This course will provide the toddler caregiver the skills necessary to encourage self-discipline, to use positive methods to guide and help children to express their feelings in an acceptable manner.

ECE 69C CSU

.5 Units

Lecture: .25 hours

Laboratory: .75 hours

Prerequisite: Eligibility
for Eng 51

PROVIDING POSITIVE GUIDANCE TO PRESCHOOLERS

This course will provide the preschool caregiver the skills necessary to encourage self-discipline, to use positive methods to guide and help children to express their feelings in an acceptable manner.

ECE 71 CSU

.5 Units

Lecture: .25 hours

Laboratory: .75 hours

Prerequisite: Eligibility
for Eng 51

WORKING WITH FAMILIES

This course will provide the caregiver who works with families the necessary information and skill to: communicate, encourage parental participation at the child care center, and help families respond appropriately to their child's behavior.

ECE 72 CSU

.5 Units

Lecture: .25 hours

Laboratory: .75 hours

Prerequisite: Eligibility
for Eng 51

BEING A CLASSROOM MANAGER

This course will provide the caregiver the skill to use a systematic approach to managing the child's development program as it pertains to the classroom setting.

ECE 73 CSU

.5 Units

Lecture: .25 hours

Laboratory: .75 hours

Prerequisite: Eligibility
for Eng 51

MAINTAINING A COMMITMENT TO PROFESSIONALISM IN THE CLASSROOM

This course will provide child caregivers an understanding of the importance of professionalism in child care and that each caregiver is a member of a team that provides an important service.

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.

HUMAN SERVICES ALCOHOL/DRUG

HSAD 1 CSU
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
Eng 51

INTRODUCTION TO ALCOHOL/DRUG STUDIES

This is a survey course that examines, interprets and evaluates the significant terms and definitions used in the study of drugs, addiction and alcoholism as a family affair. It looks at the causes and consequences of alcohol/drug use and abuse (i.e. psychological, sociological, physiological, economic, and political), as well as the myths, images and stereotypes of substance abuse and substance users, and finally it examines the modalities utilized in education, prevention, intervention, treatment, recovery, and relapse. This is the basic prerequisite for the Alcohol/Drug Studies Certificate.

HSAD 4 CSU
2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for
Eng 51

PERSONAL AND PROFESSIONAL GROWTH

This course is designed to cover the professional aspects of alcohol and drug counseling as a career. It will deal with such problematic areas as burnout, recovery, certification and credential requirements, professional associations and personal and professional growth. It introduces problems and possible solutions that will be thematic in many courses in this program. This is a required course for the Alcohol/Drug Certificate.

HSAD 20 CSU
3 Units
Lecture: 3 hours
Prerequisite:
HSAD 1

BIOMEDICAL/PHARMACOLOGICAL ASPECTS OF ALCOHOL/DRUGS

This course investigates the where, why and how alcohol and drugs affect the human body and determine aspects of human behavior. Models and biomedical principles of the disease process and treatment are presented. Interpretations and evaluations of the strategies utilized in recovery by various treatment modalities are studied. Students will be expected to be familiar with the definitions used in the field, know the unique characteristics and the classifications of mind-altering drugs, be aware of the medical complications associated with chronic drug use and understand the signs and symptoms of the various withdrawal syndromes. This is a required course for the Alcohol/Drug Studies Certificate.

HSAD 22 CSU
3 Units
Lecture: 3 hours
Prerequisite:
HSAD 1

ALCOHOL AND DRUG STUDIES CASE MANAGEMENT

This course deals with all aspects of case management from the initial intake and assessment of an individual, to recovery planning, record keeping, after-care, follow-up and referral. This is a required course for the Alcohol/Drug Studies Certificate.

HSAD 24 CSU
3 Units
Lecture: 3 hours
Prerequisite:
HSAD 1

LAW/ETHICS: COMMUNITY RESPONSES

This course is the study, interpretation, and practice of legal/ethical responsibilities and liabilities encountered when providing and utilizing Human Services. Special focus is placed on privileged relationships, counseling, and confidentiality. This course also deals with community agencies responsible for outreach education and referrals. This is a required course for the Alcohol/Drug Certificate.

HSAD 30 CSU
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for
Eng 51

INDIVIDUAL, GROUP AND FAMILY COUNSELING

This is a survey course that addresses the differences and similarities of individual and group counseling with special emphasis on the functional alcohol/drug family situations. It traces the development of individual and group counseling and explores its dynamics. It will interpret and assess the impact on individuals and on their relationships. In addition, it will interpret and assess the impact on society and on its institutions. Practical strategies and experiential exercises will be utilized. Skills development in counseling the family unit will be addressed. This course is a prerequisite for all supervised field work. This is a required course for the Alcohol/Drug Certificate.

HUMAN SERVICES COUNSELING

HSC 2 CSU

3 Units

Lecture: 3 hours

Prerequisite:

Eligibility for

Eng 51

INTRODUCTION TO HUMAN SERVICES COUNSELING

This is an intensive, exploratory, communication/counseling course that introduces the student to the principles, strategies and practices of helping skills as useful tools. Through the use of problem solving simulation, the student will learn how to support coping skills in a client. This is a required course for the Alcohol/Drug Studies Certificate.

INSTRUCTIONAL AIDE

IA 51

3 Units

Lecture: 3 hours

INTRODUCTION TO INSTRUCTIONAL AIDE TRAINING

This course is 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

This course is the 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)

This course is the 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

This course is the 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

This course is the study of methods and materials in art, drama, and music.

IA 57

2 Units

Lecture: 2 hours

COMMUNITY AND SCHOOL RELATIONS

This course includes 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

This course is 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

This course is 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

This course is designed to familiarize paraprofessionals with the laws and education code directly related to bilingual education, 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

This course is the study of the role of the aide in special education. The course includes current federal and state legislation regarding 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.

HUMANITIES

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

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 major movements will be made.

MATHEMATICS

Math 1A CSU, UC
5 Units
Lecture: 5 hours
Prerequisite:
Eligibility for
Eng 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 2B CSU, UC
4 Units
Lecture: 4 hours
Prerequisite: A grade of "C" or better in Math 1B

LINEAR ALGEBRA
This course is a standard introductory course in linear algebra. Topics will include vectors in R^n , matrices and systems of linear equations, determinants, vector spaces, linear independence, linear transformations, eigenvalues, eigenvectors, and diagonalization of certain quadratic forms.

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, homogeneous differential equations; solutions by power series; Laplace transform; Fourier series; and application.

Math 5 CSU

3 Units

Lecture: 3 hours

Prerequisite: A grade of "C" or better in Math 30 and Math 40 at COD or "C" or better in Plane Geometry and second year algebra in high school within the past three years

Math 6 CSU, UC

3 Units

Lecture: 3 hours

Prerequisite: Math 5, Math 10

Math 10 CSU, UC

4 Units

Lecture: 4 hours

Prerequisite: Grade of "C" or better in Math 30 and Math 40; 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 30, Math 40 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 13 CSU, UC

3 Units

Lecture: 3 hours

Prerequisite: Math 40 with a grade of C or better or Level III on Algebra Assessment Test; eligibility for Eng 1A

Math 14 CSU, UC

4 Units

Lecture: 4 hours

Prerequisite: A grade of "C" or better in Math 40 and English 51

Math 20 CSU, UC

3 Units

Lecture: 3 hours

Prerequisite: Math 40

TRIGONOMETRY

This is 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.

CALCULUS FOR ENGINEERING TECHNOLOGY

This is 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.

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 the polynomial, rational, exponential, logarithmic, trigonometric, and inverse trigonometric functions. Additional topics, will include the real and complex number system, an algebraic review and systems of equations.

LIBERAL ARTS MATHEMATICS

This course is designed for the non-science liberal arts major. Survey topics may include the concept of proof (deduction and induction), probability and statistics, game theory, linear programming, geometry and computers.

STATISTICAL METHODS

This course will study topics from both descriptive and inferential statistics including: histograms, frequency polygons, measures of central tendency and dispersion probability, binomial and normal distributions, estimation and hypothesis testing, and regression and correlation analysis.

MATHEMATICS FOR BUSINESS ANALYSIS

This course includes compound statements, probability theory, vectors, and matrices with applications to Markov chains; linear programming, theory of games, and finite difference.

Math 30
3 Units
Lecture: 3 hours
Prerequisites: Math 50
or one year high school
algebra

Math 40 CSU
4 Units
Lecture: 4 hours
Prerequisite: Math 50
or one year high school
algebra with a grade of
"C" or better within
last 3 years; or appro-
priate score on place-
ment test

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 comple-
tion of one year of high
school mathematics

Math 56
2 Units
Lecture: 2 hours
Prerequisite: Eligibility
for Math 50 and Rdg
60A

Math 57
3 Units
Lecture: 3 hours
Prerequisite: Satisfac-
tory score on the COD
Assessment Test

Mus 1A,B,C,D CSU,
UC
3-3-3-3 Units
Lecture: 3 hours
Laboratory: 2 hours
Prerequisite: Concur-
rent enrollment in
Mus 2A, B,C,D

Mus 2A,B,C,D CSU,
UC
3-3-3-3 Units
Lecture: 3 hours
Prerequisite: Concur-
rent enrollment in
Mus 1A,B,C,D

PLANE GEOMETRY

This course includes fundamentals of plane geometry, including topics in solid and coordinate geometry, developed by both inductive and deductive processes.

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 of linear and quadratic equations; and conic sections.

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.

INTRODUCTORY TECHNICAL MATHEMATICS FOR ELECTRONICS

This is a basic mathematics course with emphasis on skills needed in electronics. The course includes fractions, decimals, percentage, signed numbers, scientific notation, algebraic operations, the metric system as used in electronics; graphing, and trigonometric principles.

COLLEGE ARITHMETIC

This course is designed to give students an understanding of and a competency in the basic operations of elementary arithmetic. Topics include adding, subtracting, multiplying and dividing whole numbers, decimals, and fractions. Other topics include: ratios and proportions, percents, signed numbers, metric system, and basic algebra problem solving.

MUSIC

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.

HARMONY

This course is the study of the harmonization of figured bass and of given and original melodies; including triads, passing and auxiliary tones, seventh chords, and modulations.

<p>Mus 3A,B CSU, UC 3-3 Units Lecture: 3 hours Prerequisite: MUS 1A,B; MUS 2A,B</p>	<p>HISTORY AND LITERATURE OF MUSIC This course is 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. Representative readings and papers will be required.</p>
<p>Mus 4 CSU, UC 3 Units Lecture: 3 hours Prerequisite: Mus 1A,B, 2A,B</p>	<p>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.</p>
<p>Mus 10 CSU, UC 3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 50</p>	<p>INTRODUCTION TO MUSIC Introduction to Music is designed for the general college student and non-music major. This course is a general survey of the development of music with emphasis on the esthetic, formal and historical factors, correlated with parallel movements in the other arts.</p>
<p>Mus 11A,B CSU, UC 3-3 Units Lecture: 3 hours Prerequisite: Eligibility for Eng 50</p>	<p>SURVEY OF MUSIC LITERATURE This course is designed for the music major. It is comprised of a study of representative musical master works and their background. In conjunction with material being studied, students will be required to attend designated concerts.</p>
<p>Mus 12 CSU, UC 3 Units Lecture: 3 hours</p>	<p>FUNDAMENTALS OF MUSIC Fundamentals of Music is designed for the general college student and prospective elementary teachers. The course covers the study of the basic fundamentals of music: lines and spaces, notes and note values, meter, time signatures, modes, major and minor scales, key signatures, intervals and chords.</p>
<p>Mus 14A,B, C,D CSU, UC 2-2-2-2 Units Lecture: 2 hours</p>	<p>SURVEY OF OPERA This course is a critical study of representative operas. Selections will be made from works being performed locally, on radio, television and recordings.</p>
<p>Mus 15 CSU, UC 2 Units Lecture: 2 hours Prerequisite: Mus 12 or equivalent</p>	<p>INTRODUCTION TO MUSIC THEORY This course is 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.</p>
<p>Mus 21A,B,C,D CSU, UC 2-2-2-2 Units Lecture: 1 hour Laboratory: 3 hours</p>	<p>CLASS PIANO This course will include fundamentals of piano technique, tone production, rhythm, sight reading, interpretation and keyboard facility. It is open to beginners or advanced students, placed in the appropriate course according to ability.</p>
<p>Mus 22A,B,C,D, CSU, UC 2-2-2-2 Units Lecture: 1 hour Laboratory: 3 hours</p>	<p>CLASS VOICE This course teaches fundamental techniques of solo and ensemble singing. Problems of tone production, breathing, diction, repertoire, and song interpretation are addressed.</p>
<p>Mus 23A,B,C,D CSU, UC 2-2-2-2 Units Lecture: 1 hour Laboratory: 3 hours</p>	<p>STRINGED INSTRUMENTS This course combines class and laboratory study of orchestral stringed instruments. The class is designed for those who expect to teach in the public schools. Basic techniques will be studied for violin, viola, cello and string bass.</p>

Mus 24A,B,C,D
CSU, UC
2-2-2-2 Units
Lecture: 1 hour
Laboratory: 3 hours
Prerequisite:
Basic knowledge of
music (treble and bass
clef, notation, key
signatures)

BRASS AND WOODWIND INSTRUMENTS

This course will include class and laboratory study of orchestral wind instruments. This class is designed for those who expect to teach in the public schools. Basic technique on trumpet, French horn, tuba, clarinet, oboe, bassoon, flute, and saxophone will be studied.

Mus 25A,B,C,D
CSU, UC
2-2-2-2 Units
Lecture: 1 hour
Laboratory: 3 hours

CLASS PERCUSSION

This course will include the fundamentals of snare drum technique and basics of counting. It is designed for non-music majors with no background in reading music or the playing of percussion instruments.

Mus 28A,B,C,D
CSU, UC
1-1-1-1 Units
Lecture: .5 hour
Laboratory: 1.5 hours
Prerequisite:
Approval of
instructor

PIANO ENSEMBLE

This course is designed to provide ensemble training for pianists. Public performance in a student recital is required each semester. Repertoire includes literature from all periods written for two pianos, one piano - four hands, two pianos - eight hands, and piano concertos.

Mus 31A,B,C,D
CSU, UC
1-1-1-1 Unit
4 hours rehearsal
each week
Prerequisite:
Ability to play an
orchestral instrument
at medium to
advanced
level as determined
by the conductor

COLLEGE ORCHESTRA

The content of this course comprises the study and performance of concert orchestra literature. Participation in public performances is required.

Mus 32A,B,C,D
CSU, UC
1-1-1-1 Unit
3 hours rehearsal
each week

COLLEGE CHORUS

This course includes the study and performance of either one large scale work or a program of representative choral works; public performance is required. Three hours of rehearsal will be required each week, as well as attendance at 12 on-campus concerts.

Mus 33A,B,C,D
CSU, UC
1-1-1-1 Unit
4 hours rehearsal
each week
Prerequisite:
Permission
of instructor
by audition

SYMPHONIC BAND

The College Symphonic Band is a combination laboratory and performance organization dedicated to acquaint the student with a wide variety of symphonic band musical literature, composers and soloists.

Mus 34A,B,C,D
CSU, UC
1-1-1-1 Unit
4 hours rehearsal
each week
Prerequisite: Vocal
reading ability

VOCAL ENSEMBLE

This course is the study and performance of music literature for small vocal ensembles; rehearsals and public performances are required.

Mus 35A,B,C,D
CSU, UC
1-1-1 Unit
4 hours rehearsal
each week.
Prerequisite:
Consent of
instructor

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 Unit
4 hours rehearsal
each week.
Prerequisite: Ability
to perform on one or
more instruments

Mus 38A,B,C,D
CSU, UC
1-1-1-1 Unit
Laboratory: 3 hours
Prerequisite: Concur-
rent enrollment in
Guitar Performance

Mus 39A,B,C,D CSU,
UC
2-2-2-2 Units
Lecture: 1 hour
Laboratory: 3 hours

Mus 40A,B,C,D-
48A,B,C,D
CSU, UC
2-2-2-2 Units
Lecture: 2 hours
Prerequisite:
Audition and
concurrent enrollment
in Mus 99

INSTRUMENTAL CHAMBER ENSEMBLE

This course involves the development of *musicianship through the organization of various chamber music groups to study and perform the representative works in music literature. Four hours rehearsal is required each week, as well as preparation of recitals.*

OPERA WORKSHOP

This course is 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 are required.

CHAMBER MUSIC

This course involves the development of musicianship through the performance of music of various periods and styles. Public performance required.

GUITAR ENSEMBLE

The course will require three hours of laboratory per week. The student will acquire 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. The class is open to persons with a background in classical techniques on guitar.

CLASS GUITAR

This class covers the 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.

Mus 50 CSU 2 Units Lecture: 2 hours	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.)
Mus 51A,B,C,D CSU, UC 2-2-2-2 Units Lecture: 2 hours Prerequisite: Basic knowledge of Harmony and consent of instructor	ARRANGING This course involves scoring for all types of vocal and instrumental groups.
Mus 52A,B,C,D CSU 2-2-2-2 Units Lecture: 2 hours	CHURCH MUSIC This course includes the study of the music of the church, its history and meaning, and practical application of this material in present-day church services.
Mus 55 CSU 3 Units Lecture: 1 hour Laboratory: 6 hours Prerequisite: Enrollment in Mus 47A,B,C,D, or have completed some private instruction in voice	SINGERS DICTION The Singer's Diction course is designed to enable the singer to acquire the necessary skills for utilization in vowel and consonant formation. These skills will be applied to the languages of: (1) English, (2) Latin, (3) German, (4) French, (5) Italian and emphasis will be on pronunciation through the International Phonetic Alphabet. Concurrent enrollment in one of the above languages is recommended but not required.
Mus 59 A,B,C,D CSU, UC 2-2-2-2 Units Lecture: 1 hour Laboratory: 3 hours Prerequisite: Successful completion of Mus 23 A-D or equivalent	INTERMEDIATE STRINGED INSTRUMENTS This course is designed for those who have completed Stringed Instruments (MUS 23ABCD) or who have had from one to two years string instruction. It is designed to advance the students playing ability between Beginning Strings and Music Performance, to prepare the student for more advanced level performance in both solo and group playing.
Mus 61A,B,C,D CSU, UC 2-2-2-2 Units Lecture: 2 hours Laboratory: 2 hours Prerequisite: Audition or consent of instructor	ACCOMPANYING (Piano) This course involves the study and performance of piano accompaniment for instrumentalists, vocalists, and ensembles. Participation in rehearsals, recitals, juries, and concerts is required.
Mus 62A,B,C,D CSU, UC 1-1-1-1 Unit Laboratory: 4 hours Prerequisite: Audition or approval of instructor	PERCUSSION ENSEMBLE In this course the student will study and perform literature originally written for any grouping of percussion instruments.
Mus 63A,B, CSU, UC 3-3 Units Lecture: 3 hours Prerequisite: Ability to play a musical instrument; improvisational skills desirable	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.

<p>Mus 70 A,B 2-2 Units Lecture: 2 hours</p>	<p>INTRODUCTION TO COMMERCIAL MUSIC This course is an 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.</p>
<p>Mus 71A,B,C,D CSU, UC 1-1-1-1 Unit 4 hours rehearsal each week Prerequisite: Permission of instructor by audition</p>	<p>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.</p>
<p>Mus 72A,B,C,D CSU, UC 2-2-2-2 Units Lecture: 1 hour Laboratory: 4 hours Prerequisite: Required/concurrent enrollment in Mus 73A,B,C,D and Mus 74A,B,C,D; accept- ance by audition or ap- proval of instructor</p>	<p>CELEBRATION - PRODUCTION The content of this course comprises the study and performance of an original musical show to be presented in public performance. Members of this group will assist in the development and implementation of show ideas and all necessary activities related to producing each show.</p>
<p>Mus 73A,B,C,D CSU, UC 2-2-2-2 Units Lecture: 1 hour Laboratory: 4 hours Prerequisite: Concurrent enrollment in Mus 72A,B,C,D and Mus 74A,B,C,D; ac- ceptance by audition or approval of instruc- tor.</p>	<p>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.</p>
<p>Mus 74A,B,C,D CSU, UC 2-2-2-2 Units Lecture: 1 hour Laboratory: 4 hours Prerequisite: Concurrent enrollment in Mus 72A,B,C,D and Mus 73A,B,C,D; ac- ceptance by audition or approval of instruc- tor</p>	<p>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.</p>
<p>Mus 75A,B,C,D CSU, UC 3 Units Lecture: 2 hours Laboratory: 3 hours Prerequisite: Approval of instructor through audition</p>	<p>RECORDING TECHNIQUES The content of this course will include the study and performance of specifically 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. Open to instrumental and vocal students.</p>

<p>MUS 78A,B,C,D CSU 2 Units Lecture: 2 hours Laboratory: 1 hour Prerequisite: Background in music and basic knowledge of keyboard desirable</p>	<p>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.</p>
<p>Mus 81A,B,C,D CSU, UC 2-2-2-2 Units Lecture: 2 hours Prerequisite: Basic fundamentals of technique and instructor approval</p>	<p>MUSIC PERFORMANCE - PIANO This course is designed to provide training for pianists; consideration upon technical and musical proficiency; repertoire to include literature from all periods.</p>
<p>Mus 82A,B,C,D CSU, UC 2-2-2-2 Units Lecture: 2 hours Prerequisite: Completion of Mus 59 or equivalent</p>	<p>MUSIC PERFORMANCE - STRINGS This course is designed for those students wishing to continue education on violin, viola, violoncello, or string bass. Students are encouraged to play for the class, either as soloist or in ensembles. A half-hour lab is also scheduled for each student with the instructor to work on individual problems and develop individual repertoire.</p>
<p>Mus 83A,B,C,D CSU, UC 2-2-2-2 Units Lecture: 2 hours Prerequisite: Suitable knowledge of and ability on a woodwind instrument</p>	<p>MUSIC PERFORMANCE - WOODWINDS This course is designed to provide training for woodwind instrumentalists with emphasis upon performance. Repertoire will be selected for technical proficiency from the wealth of woodwind literature of all periods.</p>
<p>Mus 84A,B,C,D CSU, UC 2-2-2-2 Units Lecture: 2 hours Prerequisite: Suitable knowledge of and ability on a brass instrument</p>	<p>MUSIC PERFORMANCE - BRASSES This course is designed to provide training for brass instrumentalists with emphasis upon performance. Repertoire will be selected for technical proficiency from the wealth of brass literature of all periods.</p>
<p>Mus 85A,B,C,D CSU, UC 2-2-2-2 Units Lecture: 2 hours Prerequisite: Suitable knowledge of and ability on a percussion instrument</p>	<p>MUSIC PERFORMANCE - PERCUSSION This course is designed to provide training for percussion instrumentalists with emphasis upon performance. Repertoire will be selected for technical proficiency from the wealth of percussion literature of all periods.</p>
<p>Mus 86A,B,C,D CSU, UC 2-2-2-2 Units Lecture: 2 hours</p>	<p>MUSIC PERFORMANCE - ORGAN This course includes knowledge of basic organ registration. It also includes the study of organ techniques and literature chosen from four centuries of repertoire for the instrument. Public performance is encouraged but not required.</p>
<p>Mus 87A,B,C,D CSU, UC 2-2-2-2 Units Lecture: 2 hours</p>	<p>MUSIC PERFORMANCE - VOICE This course is designed to provide training for students interested in developing a background and understanding of the art of singing. Public performance is encouraged each semester. Repertoire will include literature that suits the vocal needs and capabilities of each student.</p>

Mus 88A,B,C,D CSU,
UC
2-2-2-2 Units
Lecture: 2 units
Prerequisite:
Suitable knowledge of
and ability on a guitar

Mus 89 A,B,C,D, CSU
1-1-1-1 Unit
Laboratory: 3 hours
Prerequisite:
Ability to perform
level III - IV
swing music

Mus 90 A,B,C,D
CSU, UC
1-1-1-1 Unit
Laboratory: 3 hours
Prerequisite:
Ability to perform
level III and IV
musical selections

Mus 97A,B,C,D
2-2-2-2 Units
Lecture: 2 hours
Prerequisite:
Completion of Mus
87A,B,C,D;
Co-requisite:
Enrollment in private
study

Mus 99 CSU, UC
1 Unit
Lecture: 1 hour
Prerequisite: Concur-
rent enrollment in Mus
40A,B,C,D through
48A,B,C,D

MUSIC PERFORMANCE - GUITAR

This course is designed to provide training for guitar instrumentalists with emphasis upon performance. Repertoire will be selected for technical proficiency from the wealth of guitar literature of all periods.

STAGE BAND

This class is designed as a popular, modern music performing group for a variety of school and community related activities and functions.

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.

VOCAL PERFORMANCE SEMINAR

This course is designed to provide advanced instruction in stage performance techniques for vocalists. Repertoire will be selected from legitimate musical theatre, classical song literature, opera, and oratorio. Students in this class are required to perform in class and in a final recital.

RECITAL ATTENDANCE

This course is 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.

SCIENCES-BIOLOGICAL, CHEMICAL AND PHYSICAL

ASTRONOMY

A 1 CSU, UC
3 Units
Lecture: 3 hours
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
Prerequisite: 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 eli-
gibility 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: Concur-
rent or prior enroll-
ment 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. Eli-
gibility for Eng 51 and
Math 50 Bi 1A is rec-
ommended

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

Bi 21L CSU, UC
1 Unit
Laboratory: 3 hours
Prerequisite: Concurrent or prior enrollment in Bi 21; eligibility for Eng 51 and Math 50

Bi 22 CSU, UC
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: Eligibility for Math 50 and Eng 51

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

CHEMISTRY

Ch 1A,B CSU, UC
5-5 Units
Lecture: 3 hours
Laboratory: 6 hours
Prerequisite: One year high school chemistry, or Ch 3 or Ch 4 with a grade of "C" or better; Eng 51 and Math 9, 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

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.

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.

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.

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.

GENERAL CHEMISTRY

This is a two semester course that covers the basic principles and concepts of chemistry, with emphasis on chemical calculations. Inorganic chemistry is stressed, and the material includes a discussion of atomic structure, chemical bonding, molecules, reaction types, thermodynamics, equilibria, and 2 more detailed study of the chemistry of selected elements. There is a brief introduction to organic, biological, and radiation chemistry. The laboratory part of the course complements the lectures, and covers qualitative analysis. Note: This course is designed for pre-professional, science, and engineering major transfer students. —(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.

Ch 5 CSU, UC
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

GEOLOGY

G 1 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng
51 and Math 50

G 1L CSU, UC
1 Unit
Laboratory: 3 hours
Prerequisite: Prior or
concurrent enrollment
in G1

G 2 CSU, UC
4 Units
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: G 1 or G
10 with a grade of C or
better; Eng 51 and
Math 50

G 3 CSU, UC
4 Units
Lecture: 2 hours
Laboratory: 6 hours
Prerequisite: 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

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.

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).

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.

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

Prerequisite: 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: Prior 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: 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: 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. (CAN PHYS SEQ B)

Ph 5 CSU, UC
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite:
Math 10 or
Math 12 with a grade
of C or better; eligibil-
ity 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

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

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

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).

GEOGRAPHY

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

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: Prior 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

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. (CAN GEOG 4)

Geog 7 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51

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

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

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

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

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).

PHILOSOPHY

Phil 6 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51

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

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

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

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: Eng 1A or
3A; Eligibility for Math
50

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: Eng 1A or
3A; Eligibility for Math
40

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

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

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

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

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.

PS 55A,B,C,D CSU
2 Units
Lecture: 2 hours
Prerequisite:
Eligibility for Rdg 60
and Eng 51

PSYCHOLOGY

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

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

Psy 10 CSU
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51

Psy 12
3 Units
Lecture: 3 hours
Prerequisite:
Psy 1; Eligibility for Eng
51

Psy 20, CSU
3 Units
Lecture: 3 hours
Eligibility for Eng
51

Psy 33 CSU
3 Units
Lecture: 3 hours
Prerequisite: Psy 1
Eligibility for Eng 51;
Psy 1
or equivalent

SOCIOLOGY

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

Soc 2 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite: Soc 1

PRINCIPLES OF STUDENT LEADERSHIP

Students will study parliamentary procedures, organizational structure and governance models. They will have opportunities to develop leadership skills, including communication; facilitation, problem solving and conflict resolution through small group communication. This course is also listed as DEGU 55A,B,C,D and SP 55A,B,C,D

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).

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.

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.

HUMAN SEXUALITY

Including both the behavioral and biological aspects of human sexuality, this course introduces the topic through the psychological approach. Further development includes physiological, social, legal, and religious issues as they may be of pressing interest to today's college students. The subjects discussed include values and ethics, gender roles, love and sex, sexual decisions, sexual techniques, sex therapy, contraception, abortion, AIDS and other venereal diseases, homosexuality, prostitution, rape, and sexual harassment.

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.

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.

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).

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. (CAN SOC 4)

Soc 3 CSU, UC
4 Units
Lecture: 4 hours
Prerequisite: Eng 51
and Math 9

STATISTICAL METHODS FOR BEHAVIORAL SCIENCES

This course will study the fundamental concepts and techniques of statistical analysis as employed in both descriptive and inferential statistics. The subject matter includes tabular and graphic presentation of data, measures of central tendency, measures of dispersion, normal and binomial distributions, regression and correlation analysis, sampling, confidence intervals and hypothesis tests utilizing parametric and nonparametric techniques.

Soc 10 CSU
3 Units
Lecture: 3 hours
Prerequisite: Eligibility
for Eng 51

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

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

DANCE

Danc 15
3 Units
Lecture: 3 Units
Prerequisite:
Eligibility for Eng 51

HISTORY OF DANCE

This survey course examines the chronological development of dance and includes the study of pre-classic through contemporary forms. Representative readings, papers and laboratory projects will be required.

THEATRE ARTS

TA 1 CSU, UC
3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for Eng 51 or
concurrent enrollment
in Eng 50

INTRODUCTION TO THEATRE

This course is designed as a general survey of the theory and practice of theatre art from the beginning to the present time. The study includes 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: Depend-
ent 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
3-3-3-3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite:
Dependent on
faculty's evaluation
of the individual's
level of ability and
training

ACTING 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 6A,B,C, CSU, UC
1-3 Units
Laboratory: 3-9 hours
Prerequisite:
Performance ability
and audition
- TA 7A,B CSU, UC
3-3 Units
Lecture: 3 hours
Prerequisite:
TA 2A,B; TA 3A,B; TA
20A,B; or consent of
instructor
- TA 8A,B CSU, UC
3-3 Units
Lecture: 2 hours
Laboratory: 3 hours
- TA 9 A,B CSU, UC
3-3 Units
Lecture: 2 hours
Laboratory: 3 hours
- TA 10A,B CSU, UC
3-3 Units
Lecture: 2 hours
Laboratory: 3 hours
- TA 11A,B CSU, UC
3-3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite:
TA 9 or instructor's
consent
- TA 20A,B,C,D CSU,
UC
1-1-1-1 Unit
Laboratory: 3 hours
- TA 21A,B,C,D CSU,
UC
2-2-2-2 Units
Laboratory: 6 hours
- TA 22A,B,C,D CSU,
UC
3-3-3-3 Units
Laboratory: 9 hours
- TA 23A,B,C,D CSU,
UC
4-4-4-4 Units
Laboratory: 12 hours
- THEATRE DANCE**
This course is designed to expose the student to the methods and execution of dance as it applies directly to a fully mounted musical production. It 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 will be placed on rehearsal techniques and "polishing" production dance numbers.
- DIRECTING**
This course is designed to provide the student with a solid overview of all elements of directing for the theatre. Topics covered include: the theory of play directing, script analysis, casting procedures, style and production considerations, rehearsal techniques, directorial methods of composition, movement, and rhythm in staging drama.
- 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 laboratory projects.
- STAGECRAFT I**
This course offers the student an introduction to the art of stage scenery and theatrical properties. The class deals with the techniques of construction and organizational process, the group dynamic and the understanding of good stage scenery and/or theatrical property. Students are required to apply the skills they learn in actual college productions.
- STAGECRAFT II**
This course offers the student an introduction to the art of stage scenery and theatrical properties. The class deals with the techniques of construction and organizational process, the group dynamic, and the understanding of good stage scenery and/or theatrical property. Students are required to apply the skills they learn in actual college productions.
- THEATRE SOUND**
This course is designed as an overview of the basic principles of sound design and use of sound equipment. Students will be involved with the practical application of sound theory for theatre productions.
- PLAY PRODUCTION - ACTING**
This course involves participation in a specific area of acting in a faculty directed stage production. The style and artistic discipline will vary drastically with each production. This course is designed to give the student practical application of acting skills and actual performance experience.
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- PLAY PRODUCTION - ACTING**
This course involves participation in a specific area of acting in a faculty directed stage production. The style and artistic discipline will vary drastically with each production. This course is designed to give the student practical application of acting skills and actual performance experience.

- TA 24A,B,C,D CSU, UC
1-1-1-1 Unit
Laboratory: 3 hours
Prerequisite: Audition by Theatre Staff
- PLAY PRODUCTION, DANCE
This course includes practical training in Jazz, Ballet and Modern Dance for stage performance, as well as basic theory and application of various choreographic techniques. It also includes an arranged laboratory involving participation in theatre-dance productions.
- TA 25A,B,C,D CSU, UC
2-2-2-2 Units
Laboratory: 6 hours
Prerequisite: Audition by Theatre Staff
- PLAY PRODUCTION, DANCE
This course includes practical training in Jazz, Ballet and Modern Dance for stage performance, as well as basic theory and application of various choreographic techniques. It also includes an arranged laboratory involving participation in theatre-dance productions.
- TA 26A,B,C,D CSU
3-3-3-3 Units
Laboratory: 9 hours
Prerequisite: Audition by Theatre Staff
- PLAY PRODUCTION, DANCE
This course includes practical training in Jazz, Ballet and Modern Dance for stage performance, as well as basic theory and application of various choreographic techniques. It also includes an arranged laboratory involving participation in theatre-dance production.
- TA 27A,B,C,D, CSU, UC
4-4-4-4 Units
Laboratory: 12 hours
Prerequisite: Audition by Theatre Staff
- PLAY PRODUCTION, DANCE
This course includes practical training in Jazz, Ballet and Modern Dance for stage performance, as well as basic theory and application of various choreographic techniques. It also includes an arranged laboratory involving participation in theatre-dance production.
- TA 30A,B,C,D CSU, UC
1-1-1-1 Unit
Laboratory: 3 hours
- PLAY PRODUCTION - TECHNICAL
This course permits progressive participation and instruction in technical play production. Students will have hands-on experience in execution of technical roles for actual productions, such as sets, props, or scene painting, as well as instruction in the various tools, skills, and techniques used in contemporary theatre. This course may be repeated to accumulate not more than four units.
- TA 31A,B,C,D CSU, UC
2-2-2-2 Units
Laboratory: 6 hours
- PLAY PRODUCTION - TECHNICAL
This course permits progressive participation and instruction in technical play production. Students will have hands-on experience in execution of technical roles for actual productions, such as sets, props, or scene painting, as well as instruction in the various tools, skills, and techniques used in contemporary theatre. This course may be repeated to accumulate not more than four units.
- TA 32A,B,C,D CSU, UC
3-3-3-3 Units
Laboratory: 9 hours
- PLAY PRODUCTION - TECHNICAL
This course permits progressive participation and instruction in technical play production. Students will have hands-on experience in execution of technical roles for actual productions, such as sets, props, or scene painting, as well as instruction in the various tools, skills, and techniques used in contemporary theatre. This course may be repeated to accumulate not more than four units.
- TA 33A,B,C,D CSU, UC
4-4-4-4 Units
Laboratory: 12 hours
- PLAY PRODUCTION - TECHNICAL
This course permits progressive participation and instruction in technical play production. Students will have hands-on experience in execution of technical roles for actual productions, such as sets, props, or scene painting, as well as instruction in the various tools, skills, and techniques used in contemporary theatre. This course may be repeated to accumulate not more than four units.
- TA 40A,B,C,D CSU, UC
1-1-1-1 Unit
Laboratory: 3 hours
- THEATRE COSTUMING
This course is structured to teach the principles of design and construction of theatrical costume. Requirements include the construction of costumes for specific theatre productions.
- TA 41A,B,C,D CSU, UC
2-2-2-2 Units
Laboratory: 6 hours
- THEATRE COSTUMING
This course is structured to teach the principles of design and construction of theatrical costume. Requirements include the construction of costumes for specific theatre productions.
- TA 42A,B,C,D CSU, UC
3-3-3-3 Units
Laboratory: 9 hours
- THEATRE COSTUMING
This course is structured to teach the principles of design and construction of theatrical costume. Requirements include the construction of costumes for specific theatre productions.

- TA 43A,B,C,D CSU,
UC
4-4-4-4 Units
Laboratory: 12 hours
- THEATRE COSTUMING
This course is structured to teach the principles of design and construction of theatrical costume. Requirements include the construction of costumes for specific theatre productions.
- TA 50A,B,C,D CSU,
UC
1-1-1-1 Unit
Laboratory: 3 hours
Prerequisite:
Enrollment by
audition
- THEATRE DANCE
This course is designed to expose the student to the methods and execution of dance as it applies directly to a fully mounted musical production. It 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 will be placed on rehearsal techniques and "polishing" production dance numbers.
- TA 51A,B,C,D CSU,
UC
2-2-2-2 Units
Laboratory: 6 hours
Prerequisite:
Enrollment by
audition
- THEATRE DANCE
This course is designed to expose the student to the methods and execution of dance as it applies directly to a fully mounted musical production. It 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 will be placed on rehearsal techniques and "polishing" production dance numbers.
- TA 52A,B,C,D CSU,
UC
3-3-3-3 Units
Laboratory: 9 hours
Prerequisite:
Enrollment by
audition
- THEATRE DANCE
This course is designed to expose the student to the methods and execution of dance as it applies directly to a fully mounted musical production. It 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 will be placed on rehearsal techniques and "polishing" production dance numbers.
- TA 53A,B,C,D CSU,
UC
4-4-4-4 Units
Laboratory: 12 hours
Prerequisite:
Enrollment by
audition
- THEATRE DANCE
This course is designed to expose the student to the methods and execution of dance as it applies directly to a fully mounted musical production. It 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 will be placed on rehearsal techniques and "polishing" production dance numbers.
- TA 60A,B CSU, UC
3-3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite:
TA 9 or instructor's
consent
- SCENE DESIGN - BEGINNING
This course is designed to introduce the principles of scenic design and training in basic graphics skills. Experimentation with personal style and creativity will be emphasized. Use of recent technology for scene construction will also be examined.
- TA 61A,B CSU, UC
3-3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisites: TA 9 or
instructor's consent
- SCENE DESIGN - BEGINNING
This course is designed to introduce the principles of scenic design and training in basic graphics skills. Experimentation with personal style and creativity will be emphasized. Use of recent technology for scene construction will also be examined.
- 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
3-3 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
3-3 Units
Lecture: 3 hours
Prerequisite:
Eligibility for Eng 51 or
concurrent enrollment
in Eng 50

DRAMATIC LITERATURE

This course is a study of the masterworks of theatre, from the Greek Classic period to the present. Students will develop skills in the reading and analysis of drama, projecting the imagination, and oral delivery of lines.

TA 70A,B CSU, UC
3-3 Units
Lecture: 2 hours
Laboratory: 3 hours
Prerequisites: TA 9A or
instructor's consent

THEATRE SOUND

This course is designed as an overview of the basic principles of sound design and use of sound equipment. Students will be involved with the practical application of sound theory for theatre productions.

TA 71 A,B,C,D CSU,
UC
1-1-1-1 Unit
Laboratory: 3 hours
Prerequisite: TA 9 or
instructor's consent

SCENE PAINTING

This course is designed to introduce the student to both the theories and applications of scene painting. Scene painting is the craft which supplies the final application of paint and detailed design concept to a theatrical set. This course will include individual student projects as well as participation in college-sponsored theatre productions. This class will examine painting techniques and color relationships.

TA 72 A,B,C,D, CSU,
UC
2-2-2-2 Units
Laboratory: 6 hours
Prerequisite: TA 9 or
instructor's consent

SCENE PAINTING

This course is designed to introduce the student to both the theories and applications of scene painting. Scene painting is the craft which supplies the final application of paint and detailed design concept to a theatrical set. This course will include individual student projects as well as participation in college-sponsored theatre productions. This class will examine painting techniques and color relationships.

TA 73 A,B,C,D CSU,
UC
3-3-3-3 Units
Laboratory: 9 hours
Prerequisite: TA 9 or
instructor's consent

SCENE PAINTING

This course is designed to introduce the student to both the theories and applications of scene painting. Scene painting is the craft which supplies the final application of paint and detailed design concept to a theatrical set. This course will include individual student projects as well as participation in college-sponsored theatre productions. This class will examine painting techniques and color relationships.

TA 80A,B,C,D CSU
2-2-2-2 Units
Lecture: 2 hours
Laboratory: 3 hours

THEATRE MAKEUP

This course is designed to give the student the opportunity to learn how to make up his face and others' faces for theatrical productions. Students will be introduced to basic principles and techniques of the art of makeup.

TA 81A,B,C,D CSU
1-1-1-1 Unit
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
2-2-2-2 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
3-3-3-3 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
4-4-4-4 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
1-1-1-1 Unit
Laboratory: 3 hours

MUSICAL THEATRE WORKSHOP

This course serves to introduce the staging styles of contemporary music and Broadway musicals. Students will be exposed to the complete creative concept through execution in all three areas of musical theatre; acting, choreography, and music. Individual coaching is also provided in dance, singing, and acting.

TA 91A,B,C,D CSU,
UC
2-2-2-2 Units
Laboratory: 6 hours

MUSICAL THEATRE WORKSHOP

This course serves to introduce the staging styles of contemporary music and Broadway musicals. Students will be exposed to the complete creative concept through execution in all three areas of musical theatre; acting, choreography, and music. Individual coaching is also provided in dance, singing, and acting.

TA 92A,B,C,D CSU,
UC
3-3-3-3 Units
Laboratory: 9 hours

MUSICAL THEATRE WORKSHOP

This course serves to introduce the staging styles of contemporary music and Broadway musicals. Students will be exposed to the complete creative concept through execution in all three areas of musical theatre; acting, choreography, and music. Individual coaching is also provided in dance, singing, and acting.

TA 93A,B,C,D CSU,
UC
4-4-4-4 Units
Laboratory: 12 hours

MUSICAL THEATRE WORKSHOP

This course serves to introduce the staging styles of contemporary music and Broadway musicals. Students will be exposed to the complete creative concept through execution in all three areas of musical theatre; acting, choreography, and music. Individual coaching is also provided in dance, singing, and acting.

TA 94 A,B,C,D CSU,
UC
1-1-1-1 Unit
Laboratory: 3 hours
Prerequisite: TA 91 or
instructor's consent

ADVANCED MUSICAL THEATRE

This course provides the student with advanced development and refinement of the theatrical techniques of Musical Theatre including; singing, dancing and acting. Stage presence and performance techniques are stressed. This course includes participation in Musical Theatre productions.

TA 95A,B,C,D CSU,
UC
2-2-2-2 Units
Laboratory: 6 hours
Prerequisite: TA 91 or
instructor's consent

ADVANCED MUSICAL THEATRE

This course provides the student with advanced development and refinement of the theatrical techniques of Musical Theatre including; singing, dancing and acting. Stage presence and performance techniques are stressed. This course includes participation in Musical Theatre productions.

TA 96A,B,C,D CSU,
UC
3-3-3-3 Units
Laboratory: 9 hours
Prerequisite: TA 91 or
instructor's consent

ADVANCED MUSICAL THEATRE

This course provides the student with advanced development and refinement of the theatrical techniques of Musical Theatre including; singing, dancing and acting. Stage presence and performance techniques are stressed. This course includes participation in Musical Theatre productions.

TA 97A,B,C,D CSU,
UC
4-4-4-4 Units
Laboratory: 12 hours
Prerequisite: TA 91 or
instructor's consent

ADVANCED MUSICAL THEATRE

This course provides the student with advanced development and refinement of the theatrical techniques of Musical Theatre including; singing, dancing and acting. Stage presence and performance techniques are stressed. This course includes 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)
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B.A. 1958, California State University, Los Angeles
M.A. 1975, University of Redlands

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B.A. 1965, Arizona State University
M.A. 1968, Arizona State University
Ed.D. 1972, Arizona State University

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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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B.S. 1966, University of Redlands
M.S. 1970, University of Arizona

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Ed.D. 1976, University of Southern California

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M.A. 1968, Manhattan College, New York
Ph.D. 1974, Arizona State University

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Diploma, 1954 Ecole Superieure des
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B.A. 1973, Chapman College, California
M.A. 1976, Chapman College, California

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M.A. 1965, Sacramento State College

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President

B.A. 1964, Arizona State University, Tempe
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Ed.D. 1977, University of Massachusetts,
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MBA-Marketing Research, Stanford, CA

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Professor of Art
B.S. 1952, Bob Jones University, South Carolina
M.A. 1957, Columbia University, New York
Ed.D. 1979, Columbia University, New York

TERRY NORMAN NICHOLSON (1974)
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B.A. 1968, San Francisco State University
M.A. 1969, San Francisco State University

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Professor of Music
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B.A. 1950, Northeastern State College,
Oklahoma
M.M. 1957, University of Oklahoma
Ph.D. 1968, Michigan State University

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B.A. 1971, University of San Francisco
M.A. 1981, California State College,
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B.S. 1957, Illinois State University
M.S.T. 1965, University of Arizona
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Programs
B.S. 1956, University of Madras, India
M.S. 1974, University of Massachusetts,
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M.B.A. 1976, Western New England College,
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B.F.A. 1967, Ohio State University
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B.S. 1961, Moorhead State University,
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B.S. 1969, University of London, England
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Diploma in Audio-Visual Aids, 1964, University of London, England
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A.A. 1963, Bakersfield College, California
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M.S. 1969, University of California, Davis

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B.A. 1953, Ottawa University, Kansas
M.S. 1956, Kansas State Teachers College, Emporia

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B.S. 1961, Roosevelt University, Chicago
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Professor of Mass Communication and Journalism
A.A. 1955, Modesto Junior College, California
A.B. 1958, California State University, Fresno
M.A. 1966, California State College, Stanislaus
Ed.D. 1973, University of Southern California

FACULTY EMERITI

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M.A. 1967, Trenton State College, N.J.
Ed.D. 1972, Brigham Young University, Utah

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Ph.D. 1974, University of Arizona

MARION BLONDIS (1965) (Deceased)
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M.A. 1964, Northern Arizona University

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EDGAR L. De FOREST (1962)
Professor Emeritus, English and Speech
Theatre Arts Diploma, 1937, Leland Powers School of Theatre, Massachusetts
B.S. 1940, Boston University, Massachusetts
M.A. 1941, University of Southern California,
Ed.D. 1955, Columbia University, New York

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Ed.D. 1957, University of Southern California

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A.M. 1928, Washington University
Ph.D. 1940, Cornell University, New York

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DESERT COMMUNITY COLLEGE DISTRICT POLICY STATEMENTS

For complete policy procedures, refer to policies manual in the Admissions or Counseling offices.

POLICY STATEMENT #1 - (Admission of International Students with F-1 or M-1 Status, p. 11).

The District, to enrich and diversify the institutional environment, admits a limited number of international students who met specific criteria.

POLICY STATEMENT #2 - (Evaluation and acceptance of Transfer courses and grades, p. 31).

The District evaluates and accepts transfer courses, units and grades in an equitable manner in accordance with the standards of the Western Association of Schools and Colleges Accrediting Association.

POLICY STATEMENT #3 - (Catalog requirements under which a student graduates, p. 31).

The District requires students to satisfy catalog graduation requirements based on time of entrance, time of attendance and time of graduation.

The District authorizes course substitutions under specific circumstances.

POLICY STATEMENT #4 - (Student Classification for Matriculation, p. 10).

The District classifies students for matriculation services and requirements based on student goal(s) and academic level.

POLICY STATEMENT #5 - (Admission of Special Students, p. 11)

The District allows K-12 students to enroll based on student readiness, and approval of school officials and parent(s).

POLICY STATEMENT #6 - (Admission of Special Students to Summer Sessions, p. 10).

The District allows K-12 students to enroll in summer session(s) based on lack of opportunity to enroll in equivalent course at school of attendance, student readiness and approval of school officials and parent(s).

POLICY STATEMENT #7 - (Early Admission/Special Students/Full Student Status, p. 11).

The District allows early admission for special students with regular student status based on student readiness, approval of the governing board of the school district in which the student is enrolled and consent of the parent(s).

POLICY STATEMENT #8 - (Matriculation Services, p. 10).

The District has a matriculation process to ensure students are provided with the information and services to set and realize educational goals.

POLICY STATEMENT #9 - (Course Repetition, Substandard Grades, p. 29).

The Districts permits students who have earned grades of "D", "F", and/or "NC" to repeat these courses.

POLICY STATEMENT #10 - (Course Repetition, Satisfactory Grades, p. 29).

The District permits students to repeat a course or courses with grade(s) of "C", "B", "A", or "CR" when a lapse in time, change in course content, or need to upgrade skills justifies the repetition.

POLICY STATEMENT #11 - (Student Exemptions for Matriculation, p. 10).

The District exempts students from participation in specific components of the Matriculation process based on student's declared educational goal.

POLICY STATEMENT #12 - (Student Assessment for Placement, p. 12).

The District has a multi-measure assessment program to ensure that appropriate educational support services and opportunities are provided for students.

POLICY STATEMENT #13 - (Student Grade Responsibility, p. 24).

The District allows students to withdraw from classes without penalty until the last day of the fourteenth week or seventy-fifth percent point of a semester or session, whichever is less.

POLICY STATEMENT #14 - (Catalog, Period of Time in Effect, p. 2).

The District catalog is valid from July 1 through June 30. (This is for the purpose of degree/certificate programs, advising students, etc.)

POLICY STATEMENT #15 - (Student Counseling/Advisement Program, p. 14, 15).

The District provides academic advisement/counseling for all students. Advisement/counseling is required for matriculated students once per semester.

POLICY STATEMENT #16 - (Computer Software Copyright Compliance.)

All District employees, students, and guests shall adhere to computer software copyright statutes when on district-owned or controlled property or when participating in officially approved or sanctioned district activities.

POLICY STATEMENT #17 - (Student Orientation, p. 14).

The District provides timely and comprehensive orientation programs. Orientation is mandatory for new students classified as matriculated, and available to all students.

POLICY STATEMENT #18 -(Student Code of Academic Integrity, p. 29).

The District assumes the responsibility for fostering student academic integrity by considering cheating, fabrication, facilitating academic dishonesty and plagiarism to be serious student offenses.

POLICY STATEMENT #19 -(Graduation, Student Honors, p. 26).

The District recognizes academic accomplishment by awarding associate degrees with Highest Honors, High Honors, and Academic Distinction designations.

POLICY STATEMENT #20 -(Ownership of Literary Works, Including Computer Software) Pending -

POLICY STATEMENT #21 -(Enrollment, Student Holds, p. 26, 29).

The District may prevent students from enrolling in classes who are on Academic and/or Progress Disqualification or Conduct Suspension and Expulsion.

POLICY STATEMENT #22 - (Student Grievance Policy, p. 30).

The District has established a student grievance procedure to ensure fair and equitable treatment for students who feel they have been unfairly treated.

POLICY STATEMENT #23 -(Credit for Advanced Placement Examinations, p. 28).

The District grants credit toward its degrees for completion of examinations of the Advanced Placement Program of the College Board with minimum acceptable scores.

POLICY STATEMENT #24 -(Records - Student Holds, p. 13).

The District places holds on student records, including transcripts, grades, enrollment verifications and diplomas, for monies owed to the college.

GLOSSARY

ACCREDITATION

A satisfactory evaluation of a college (or other institution) by an association of colleges or by professional agencies.

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, soccer (hosted by South Coast Conference), 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.

GUARANTEED ADMISSION CONTRACT

A transfer admission agreement, co-sponsored by California State University San Bernardino and College of the Desert, which guarantees admission to those students completing specified admission criteria. Contracts are available through the Transfer Center, located in the Administration Building, Room 5.

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.

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.

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. Three 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 and Relations includes: Admission and Records, Career Guidance, EOPS, Financial Aid, 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 CENTER

A service provided by the Counseling Department to assist students in all phases of the transfer process, including admission, financial aid/scholarship information, programs and majors. The Transfer Center is located in Administration, Room 5.

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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