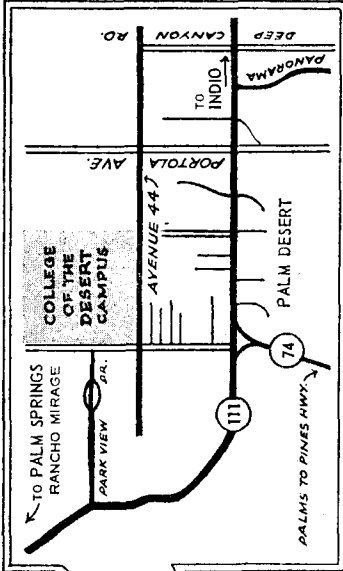
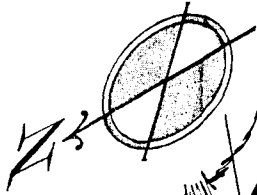


COLLEGE OF THE DESERT



CATALOG
1966 * 1967



COLLEGE OF THE DESERT CAMPUS

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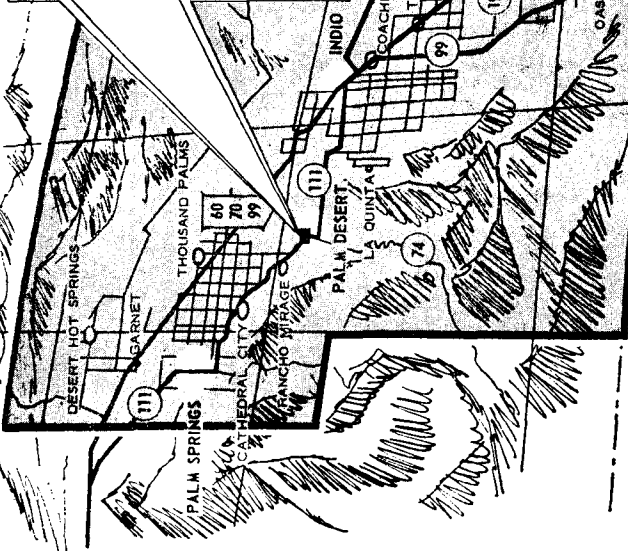
PALM DESERT

DEEP CANYON RD.

PANORAMA

TO INDIO

PALMS TO PINES HWY.



COLLEGE of the DESERT
Coachella Valley College District

COLLEGE OF THE DESERT

A California Public Junior College

CATALOG
and
ANNOUNCEMENT
of
COURSES

Fifth Year

Volume V, No. 1

1966-1967

43-500 MONTEREY AVENUE
PALM DESERT, CALIFORNIA 92260
TELEPHONE FIRESIDE 6-8041

ACADEMIC CALENDAR 1966-67

FALL SEMESTER

August 15	Last day to apply for admission
August 25	Placement examinations (1:30 p.m.)
August 27	Placement examinations (8:00 a.m.)
September 1	Placement examinations (7:00 p.m.)
September 5	Labor Day—Holiday
September 6	Placement examinations (8:00 a.m.)
September 8-9	Advising and registration
September 12	Classes begin
September 19	Last day for full-time students to register or add courses
November 4	Last day to withdraw or drop courses without responsibility for grades
November 11	Veterans' Day—Holiday
November 24-25	Thanksgiving Vacation
December 19-January 2	Christmas Vacation
January 16-20	Review week (closed to all other activities)
January 23-27	Fall semester final examinations
January 27	Fall semester ends

SPRING SEMESTER

January 31	Advising and registration
February 1	Classes begin
February 8	Last day for full-time students to register or add courses
February 13	Lincoln's Birthday—Holiday
February 22	Washington's Birthday—Holiday
March 22	Last day to withdraw or drop courses without responsibility for grades
March 23-24	Easter Vacation
May 30	Memorial Day—Holiday
May 29-June 2	Review week (closed to all other activities)
June 4	Baccalaureate
June 5-9	Spring semester final examinations
June 9	Spring semester ends
June 10	Commencement

SUMMER SESSION

June 19	Registration and classes begin
June 21	Last day to register or add courses
June 23	Last day to withdraw or drop courses without responsibility for grades
July 4	Holiday
July 28	Summer session final examinations
July 28	Summer session ends

SUMMARY OF SCHOOL DAYS

<i>Fall Semester</i>		<i>Spring Semester</i>	
September	17	February	19
October	21	March	21
November	19	April	20
December	12	May	22
January	19	June	7
	<hr/>		<hr/>
	88		89
		Total:	177

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ADMINISTRATION

BOARD OF TRUSTEES

The members of the Board of Trustees for the College of the Desert are elected by the people of the Coachella Valley Junior College District (see map inside front cover) for a term of four years. The present Board consists of the following persons:

David M. McGahey, Palm Springs. Elected 1958. President of the Board 1964-65, 1965-66. Term expires 1969.

Don H. Mitchell, Indio. Elected 1958. President of Board 1958-64. Term expires 1967.

John F. Outcalt, Palm Desert. Appointed 1962 to fill unexpired term of William Cook, resigned. Term expires 1969.

Raymond Rummonds, Indio. Elected 1958. Term expires 1967.

Mrs. Helen Staley, Palm Springs. Appointed 1961 to fill unexpired term of William A. Mason, deceased. Term expires 1967.

OFFICERS OF THE COLLEGE

Roy C. McCall, *President and District Superintendent*

Edwin T. Ingles, *Dean of Instruction*

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

Fern D. Stout, *Dean of Student Personnel Services*

GENERAL INFORMATION

OBJECTIVES

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

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

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

1. *Academic Preparation for Advanced Study*

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

GENERAL INFORMATION

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

2. *Occupational Training*

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

3. *General Education*

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

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

GENERAL INFORMATION

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

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

HISTORY

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

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

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

The Board and a limited administrative staff spent three years studying junior college education, and planning curriculum, buildings, and policies, before contracts were let in the summer of 1961 for actual construction of the initial nine buildings on the 160 acre site at Monterey and 44th Avenues in Palm Desert. The College's first students were received in the fall of 1962.

GENERAL INFORMATION

ACCREDITATION

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

FACILITIES

The campus of College of the Desert is a 160 acre tract in Palm Desert at Monterey and 44th Avenues. Although it is masterplanned for 2,500 full-time students, the eleven buildings completed to date will accommodate conveniently about 1000 regular students and 3000 part-time students and adults.

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

The Library, designed to occupy the focal center of the campus, and thus planned in size, esthetics, and function to justify that location, was omitted from the first increment of buildings for financial reasons. However, as a result of a second bond election, the library is now a reality.

Other buildings are designed in groups according to function. The Campus Center group is composed of three buildings: Administration, including some classrooms; Dining Hall, and a Student Center. The Science group comprises in the first phase a Laboratory Building and a Lecture Hall. The Liberal Arts Building is the first of a classroom group which will ultimately house the humanities and social sciences. The Health and Physical Education group is composed of a gymnasium, a locker-shower unit, a shallow pool for swimming, a deep pool for diving, and six tennis courts. A Technology building houses varied laboratory units for related courses in engineering and technology. A warehouse and maintenance building is located in the campus date garden. A campus residence for the president's family was included with the site as purchased. Paved roadways and parking lots for 500 autos were included in the initial construction, and 50 units have been added. Bleachers to seat 1,000 have been completed and a playing field is lighted. Four additional buildings are on the drawing boards and will be added soon.

GENERAL INFORMATION

EVENING CLASSES

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

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

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

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

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

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

STUDENT PERSONNEL PROGRAM

COUNSELING AND GUIDANCE

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

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

Each entering freshman at College of the Desert is enrolled during the first semester in a course in group guidance called Orientation to College, which meets the first half of the semester as a regular class (see page 95). During this period the student is given orientation to campus life, study habits, reading techniques, and other study skills which will help him with his college work, a depth study of his interest and potential in relation to choice of a career and appropriate preparation for it.

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

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

STUDENT PERSONNEL PROGRAM

STUDENT SERVICES

Health Services. The College has a nurse on duty to provide health consultation, first aid and general health services. A physician employed by the College adheres to a schedule for campus visitations with students. The College, however, does not maintain an infirmary and cannot provide extended medical care in case of illness or injury.

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

Food Services. Breakfast, lunch and dinner are served daily except Saturday and Sunday in the College dining hall. This facility is maintained jointly by the Governing Board of the College and the Associated Students. Hours of service are from 7:15 a.m. to 9:30 p.m. Service may be extended to special student groups at other hours upon request.

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

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

Bookstore. The bookstore is operated jointly by the Governing Board and the Associated Students. Profit from its operation is returned to the Student Body treasury. Books and supplies used in the classroom may be purchased at the bookstore from a list recommended by the instructors. The bookstore is a self-service store open daily except Saturday and Sunday, from 7:45 a.m. until 4 p.m. and evenings when necessary.

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

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

STUDENT PERSONNEL PROGRAM

SCHOLARSHIPS AND LOANS

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

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

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

Palm City Woman's Club Loan Fund. (\$300) Established the fourteenth day of January, 1963. This fund is to be used for loans or grants at the discretion of the Dean of Students.

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

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

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

Faculty Woman's Club of College of the Desert. (\$75) Established the nineteenth day of May, 1963. To be awarded to a full-time regular student who is returning to College of the Desert as a sophomore. The student must be deserving and in financial need.

Pearl McCallum McManus Scholarship Loan Fund. (\$2000) Established the tenth day of January, 1963. Both loans and grants are available to worthy students from this fund.

STUDENT PERSONNEL PROGRAM

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

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

Seroptimist Club of Coachella Valley Emergency Loan Fund. (\$500) Established the sixteenth day of June, 1964. This fund permits making emergency short-term (no-interest) loans in small amounts to responsible students who are in temporary need of financial assistance while attending College of the Desert.

Max E. Willcockson Memorial Scholarship Fund. (\$100) Established the twenty-eighth day of October, 1963. Scholarships and loans are made to deserving students from this memorial fund which was created by friends of the late Max E. Willcockson.

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

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

STUDENT ACTIVITIES

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

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

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

STUDENT PERSONNEL PROGRAM

The Associated Men Students coordinates similar functions among the men of the College.

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

Athletics. College of the Desert is a member of the Desert Conference for all sports except football. The football conference to which the College belongs is the Central California Conference. Intercollegiate athletic competitions are initiated in major and minor sports as feasible from the standpoint of student interest and enrollment.

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

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

ACADEMIC INFORMATION

ACADEMIC REGULATIONS COMMITTEE

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

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

CLASSIFICATION OF STUDENTS

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

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

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

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

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

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

Special: A student who is not a candidate for transfer or graduation, or who is unable to meet entrance requirements.

UNIT OF CREDIT

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

GRADING SYSTEM

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

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

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

ACADEMIC INFORMATION

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

Grade F denotes a record so poor that it may be raised to a passing grade only by repeating the course. (See page 17, Withdrawal.)

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

GRADE POINTS

The College of the Desert uses the same system of grade points used by most other colleges and universities in the state to give an over-all appraisal of the student's level of achievement.

Semester grades are assigned grade points as follows:

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

Semester marks with no assigned grade points are as follows:

F, I, P, NP, W, and WF 0 grade points

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

DEAN'S LIST

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

ACADEMIC PROBATION

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

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

ACADEMIC INFORMATION

DISQUALIFICATION

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

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

UNITS TAKEN	GPA	GRADE POINTS	GRADE POINTS BELOW 2.00
15	1.00	15	-15
20	1.50	30	-10
30	1.70	51	- 9
40	1.80	72	- 8
50	1.90	95	- 5
62	2.00	124	

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

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

SCHOLARSHIP REPORTS

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

FINAL EXAMINATIONS

Final examinations are obligatory in all courses except those specifically designated as requiring special treatment in lieu of final examination. All examinations will so far as practicable be conducted in writing, and a maximum time will be assigned beforehand for each examination.

ACADEMIC INFORMATION

CREDIT BY EXAMINATION

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

Some specific provisions are as follows:

1. Course and unit credit by examination is allowed.
2. A letter grade for the course is given as though the student completed the course normally. Likewise the student who fails the examination receives an F for the course which is recorded on his transcript.
3. The maximum credit allowable by examination is 10 semester units.
4. College of the Desert will accept credit that was granted by examination at other colleges, but such credits will be included in the maximum allowed by examination.
5. The minimum residence requirement prior to taking examination for credit is 12 semester units.

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

REPETITION OF COURSES

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

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

CHANGE OF PROGRAM

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

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

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

WITHDRAWAL

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

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

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

TRANSCRIPT

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

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STUDENT CONDUCT

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

STUDENT RESPONSIBILITY

Each student is responsible for compliance with the regulations printed in this catalog and with other official notices distributed throughout the campus or posted on bulletin boards.

CLASS ATTENDANCE

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

An excuse for absence other than illness or official leave of absence is the responsibility of the instructor. When absences are excused due to personal illness, or to serious illness or death of a member of the student's family, or to a field trip or to an authorized absence in behalf of the College, all work and assignments to be made up must be described by the instructor to the student in advance of the absence when possible. It is the student's responsibility to make up all class work missed to the satisfaction of the standards for the course.

LEAVES OF ABSENCE

A student who has need to withdraw for a short time, but who wishes to retain his status in classes and resume work before the end of the current semester, should apply for a Brief Leave of Absence, which expires on a definite date. If the student must depart suddenly, as in a family emergency, he should write the Dean of Students as soon as possible requesting a leave to be away from classes. Brief Leaves also may be issued upon recommendation of the student health service in cases of illness. A petition for a Brief Leave of Absence may be secured from the Office of the Dean of Students.

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

Leave to be absent from a final examination must be obtained by written petition to and with the approval of the Academic Regulations Committee.

RELEASE POLICY

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

The Board of Trustees of College of the Desert has established the following policy concerning releases which will prevail for the school year 1966-67:

1. Students who require a college credit program which is not offered at College of the Desert may be released to attend another California junior college.
2. Students may be released to attend any junior college in California which will not make a charge to College of the Desert for the attendance of the student.
3. The provisions of release specified above apply equally to youths and adults and to full-time and part-time students.
4. Release forms are available at the Office of Student Services.
5. Students who have been granted a release to attend another junior college for one year must reapply for permission to attend for a second year.
6. Releases should be applied for in person at the College office, 43-500 Monterey Avenue, Palm Desert, California.
7. It is important that the policies stated above be strictly interpreted. Deviations may be made only by written application to the Board of Trustees, stating carefully the reason for the exception.

LIBRARY SERVICES

The College Library serves the entire College community, including day and evening students and faculty members. As the materials center of the College, the library provides books, periodicals, pamphlets, government documents, and audio-visual materials to supplement classroom instruction and laboratory experiments. On the main floor of the new, centrally located, three story College Library are the general book, reserve,

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reference, periodical, and microfilm collections; temporarily located on the mezzanine are classrooms, faculty offices, reading laboratory, and reading skills laboratory; on the lower floor are the non-book instructional materials such as closed circuit TV, language laboratory, listening rooms, and classrooms.

In the library collection are approximately 16,500 volumes, 300 periodicals, and 1,100 reels of microfilm. Approximately 3,500 volumes will be added annually until the holdings approximate 75,000 volumes.

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

AUDIO-VISUAL AND RADIO-TELEVISION SERVICE

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

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

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

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

1. A 24-station listening (language) laboratory complete with individual tape recording facilities.
2. Three individual study-listening rooms equipped with stereophonic recording and playback capabilities.
3. Three small group study-listening rooms equipped with stereophonic recording and playback capabilities.
4. A studio and control room for recording, playback, and dubbing audio and video materials.
5. Master control of the campus closed circuit television system.
6. Instructional materials preparation laboratory and stockroom.
7. Still picture, motion picture, audiotape, videotape, and record circulation libraries.

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ADMISSION

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

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

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

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

Students Residing in California Districts Maintaining a Junior College. Students whose official residence is in another junior college district will not be permitted to enroll in College of the Desert until a release or a permit from the home district has been received, and until they have presented evidence of acceptable living arrangements, good citizenship, and academic competency.

Admission of Out-of-State Students. High school graduates and students with advanced standing from out of state are eligible to enroll at College of the Desert provided acceptable transcripts of past achievement are presented, and when they have presented evidence of acceptable living arrangements, good citizenship, and academic competency.

Foreign Students. Foreign students are welcome at College of the Desert, but no special program has been developed for such students. To be admitted, foreign students should provide evidence of the equivalent of high school graduation, and must demonstrate by examination their proficiency in English to profit from regular college classes. Foreign students wishing to transfer to College of the Desert from other U.S. institutions, are expected to complete one year of satisfactory course work at the U.S. college or university initially admitting them. In addition, they must have presented evidence of acceptable living arrangements, good citizenship, and academic competency.

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APPLICATION

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

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

Transcript of Record. In addition to filing the application, the student should arrange to have complete transcripts of his academic record sent to the Office of the Registrar. A high school senior should have the transcript sent after graduation. Transcripts must be mailed directly from one institution to another and cannot be considered official if they are delivered in person.

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

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

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

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

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

Placement Examinations. All entering freshmen are required to take college placement tests prior to registration. The scores of these tests will be used in advising the student in selecting courses suitable to his academic performance and subject interests. Students with advanced standing are excused from these tests.

Basic Entrance Program. Students who fail to qualify for admission to academic courses on the basis of the placement examination may enroll

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

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

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

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

Expenses. No tuition is charged California residents at College of the Desert. Out-of-state residents will be charged a tuition fee, the amount of which will be determined annually by the State Board of Education. All students should be prepared for the following types of expenditures:

1. Board and lodging if not living within commuting distance.
2. Textbooks, supplies, and special clothing, available in the College bookstore, are estimated at \$100 per year.
3. Library fines and laboratory breakage costs are assessed as circumstances warrant.
4. Associated Student membership fee: Full-time students, \$7.00; adult students, \$2.00.

REGISTRATION

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

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

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

1. Full-time Students: A full-time student (one taking 12 or more units) may register late upon the recommendation of his advisor and the approval of the Academic Regulations Committee. This may be accomplished by reducing the student's load from the normal 15-17 units to something near the minimum of 12 units, and by selecting certain classes that are more conducive to make-up work, or by registering in certain classes such as First Aid which begins at mid-semester. Any full-time student who is approved for late entrance will be required to make up all work missed.
2. Short-term Classes: A student who finds it impossible to register during the time designated at the beginning of the semester may enroll any Monday morning during the academic year or summer session. Such an enrollment may be accomplished by the following procedure:
 - a. Make prior appointment through the Registrar's Office for the services of a counselor.
 - b. Complete that portion of normal registration procedure to the point of being assigned to an instructor-advisor who will instruct and coordinate the assignments for the student during the remainder of the semester. Possible assignments might be:
 - (1) Registration in certain courses that start at mid-semester.
 - (2) Special tutoring in remedial courses required to correct deficiencies discovered in placement examination.
 - (3) Participation in special seminars when sufficient students of similar academic needs are discovered.
 - (4) Special tutoring for "examinations for credit" in those courses where such is appropriate. This assignment is encouraged for the very able student.

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

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

1. He is over 21 years of age.
2. He has met A.A. degree graduation requirements.
3. He has a medical excuse (requires a physician's statement).
4. He is a veteran with at least one year of service.

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

PROGRAMMING

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

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

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

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

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

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1. *Specific Course Requirements*
 - a. English 6 units
 - b. Health 2
 - c. P.E. Activity (1/2 unit each semester)* 2
 - d. Social Science
American History
and American
Institutions
Requirement—Minimum 3
2. *General Education Requirements*

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

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

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

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

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

* Exceptions granted for the following reasons: A veteran with one or more years service; physician's written excuse, renewed each semester; over 21 years of age; graduates, or part-time students taking less than 9 units of credit.

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

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

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

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

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

Every four-year transfer college or university has a basic general education requirement which should be met before the student enters the upper division (junior year).

Lack of space prohibits the listing of these requirements in all the institutions to which College of the Desert students transfer. Records of College of the Desert transfer students show that no one university campus has been chosen in preference to another; however, in the State College System, San Diego State has thus far enrolled the greatest number of College of the Desert students. For this reason, the general education requirements of a typical nearby State University (UCLA) and a State College (San Diego) have been included in this catalog to give general guidance to students and advisors in planning Junior College courses to parallel those required in the lower division of two somewhat typical institutions. However, the University or State College Catalog of the institution to which the student is planning to attend must always be considered the official announcement of regulations and requirements.

Transfer to the University of California (all campuses)

Requirements for Admission to Freshman Standing.

An applicant for admission to freshman standing must meet the requirements described on the list which follows.

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GRADUATION FROM HIGH SCHOOL

SUBJECT REQUIREMENTS

a. *History* 1 unit

This must consist of 1 unit of United States History, or $\frac{1}{2}$ unit of United States History and $\frac{1}{2}$ unit of civics or American Government.

b. *English* 3 units

These must consist of three units of English composition, literature, and oral expression.

c. *Mathematics* 2 units

These must consist of two units of subjects such as elementary algebra, geometry, trigonometry, calculus, elementary functions, matrix algebra, probability, statistics, or courses combining these topics. Arithmetic and such non-academic subjects as shop mathematics and business mathematics are excluded.

d. *Laboratory Science* 1 unit

This must consist of an eleventh- or twelfth-grade year course in one laboratory science. Both semesters must be in the same subject field.

e. *Foreign Language* 2 units

These must be in one language. Any foreign language with a written literature is acceptable.

f. *Advanced Course* 1 (or 2) units

This must be chosen from the following:

Mathematics, a total of 1 unit of second-year algebra, solid geometry, trigonometry, or other certified advanced courses.

Foreign language, either 1 additional unit in the same foreign language offered under *e* or 2 units of another foreign language.

Science, 1 unit of either chemistry or physics in addition to the science offered under *d*.

ELECTIVES

Additional elective units to complete the minimum of 15 standard entrance units are also required.

SCHOLARSHIP REQUIREMENTS

At least a B average is required in courses taken after the ninth year used to meet the subject requirements. Grades received in elective courses or in courses taken in the ninth year or earlier are not used in computing this average. Subject requirements are satisfied by courses in which a grade

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of C or higher has been assigned. Grades are considered on a semester basis except from schools that give only year grades. Grades, including those earned in accelerated and advanced courses, are accepted as they appear on the transcript.

In determining the B average, a grade of A in one course will be used to balance a C in another, but an A may not be used to compensate for a D, E, or F grades.

Courses taken in the ninth year or earlier in which a grade of D or lower is received may be repeated to establish subject credit.

Courses taken after the ninth year in which a grade of C or lower is received may be repeated to establish subject credit or to improve scholarship. Grades earned in the first repetition may be used to satisfy scholarship. Grades of C or higher in additional repetitions, or grades earned in a summer session following graduation, will satisfy the subject requirement, but will not be counted higher than a C in scholarship computation.

Courses may be repeated in an amount not to exceed 2 units of the *a* to *f* pattern.

ADMISSION TO ADVANCED STANDING

An applicant who has registered in a junior college, a four-year college, a university, extension classes of college level, or any comparable institution since graduation from high school is subject to regulations governing admission to advanced standing. The applicant may not disregard his college record and apply for admission to freshman standing.

REQUIREMENTS FOR ADMISSION TO ADVANCED STANDING

An applicant for admission to advanced standing must meet the requirements listed below.

The requirements for admission to advanced standing vary in accordance with the high school record of the applicant. Each applicant, however, must present from the last accredited college or university attended a statement of good standing and an academic record with a grade-point average of C (2.0) or better. If the record established in any one accredited institution is below a C (2.0) average, an additional unit and scholarship requirement may be imposed on subsequent credit completed to offset the deficit incurred. In addition, the applicant must meet one of the following conditions:

1. An applicant who was eligible for admission to the University in freshman standing, may be admitted at any time he has established an overall grade point average of C (2.0) or better.
2. An applicant who was ineligible for admission to the University in freshman standing, but whose only deficiency arose from not

ACADEMIC PROCEDURES

having studied one or more of the required high school subjects, may be admitted when the following conditions are met:

- a. He has established an overall grade point average of C (2.0) or better.
- b. He has satisfied, by appropriate courses for a grade of C or better, the subject requirements for admission to freshman standing.

Exception: Deficiencies in subject requirements will be waived in an amount not exceeding 2 high school units if the applicant has established a minimum of 84 acceptable quarter units or 56 acceptable semester units passed with a grade-point average of 2.4 or better. Subject deficiencies in excess of 2 units must be satisfied.

3. An applicant who was ineligible for admission to the University in freshman standing because of low scholarship or a combination of low scholarship and incomplete subject preparation (omission, or by grades of D or lower) may be admitted when the following conditions are met:
 - a. He has established a minimum of 84 acceptable quarter units or 56 acceptable semester units passed with a grade-point average of 2.4 or better.
 - b. He has satisfied, by appropriate courses, subject requirements for admission to freshman standing except that subject deficiencies will be waived in an amount not exceeding 2 high school units.

Transfer to UCLA College of Letters and Science

Requirements for Admission to the Upper Division.

It is advisable that each of the requirements (A) to (G) be completed as early as possible in the student's progress toward the degree, normally all of them within the first 60 units of college work. In fields of concentration requiring unusually heavy preparations some postponements are possible; and in certain fields, exemptions have been authorized. (Consult UCLA catalog for details).

A. *General University Requirements.*

1. *Subject A. (English Composition).* This requirement may be satisfied by completion of English-Speech 1A with a grade of C or better.
2. *American History and Institutions.* This requirement may be satisfied by History 8A-B, or History 17A-B, and Political Science 1.

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B. *Foreign Language*. At least 16 units in not more than two languages.

1. The first two years of high school work in a foreign language will be counted in satisfaction of 4 units of this requirement; the third and fourth years in the same language will be counted in satisfaction of 4 units each. Only work of grade C or higher may be counted.
2. If a new language is begun on the college level it may not apply on this requirement unless course 2 is completed.
3. This requirement may also be satisfied in one of the following ways: (a) by passing a proficiency examination on the campus in one foreign language; or (b) on petition, by presentation of credentials from a secondary school in which the language of instruction is a foreign language.
4. Courses given in English by a foreign language department will not be accepted in fulfillment of the requirement.
5. College credit for the mother tongue of a foreign student and for its literature is allowed only for courses taken in native institutions of college grade, or for upper division and graduate courses actually taken at the University of California or at another English-speaking institution of approved standing.

C. *Mathematics*. Elementary algebra and plane geometry. If a year of each of these subjects was not completed in high school, they may be taken at College of the Desert but will not be counted as part of the 60 units.

D. *English Composition*. At least three units in English Composition. This requirement may be satisfied with English-Speech 1A with a grade of C or better. This requirement may also be satisfied by passing a proficiency examination in English Composition set and administered by the Department of English with the approval of the Executive Committee of the College of Letters and Science.

E. *Natural Sciences*.

1. At least 5 units in physical science chosen from the following:

Astronomy 2, 2L

Chemistry 1A, 1B, 4A, 4B

Geography 1

Geology 1A

One course (not more than three units) from Philosophy 10,

Mathematics 1A, 1B, 2A, 2B, 10, and 30

Meteorology 1

Physics 1A, 1B, 1C, 2A, 2B

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2. At least 5 units in Biological Sciences, chosen from the following:
Anthropology 1
Biology 2A, 2B, 8 and 8L, 12 and 12L (all courses underlined must be completed to count on science requirement)
Psychology 1B
Zoology 1A, 1B

F. Social Sciences

1. A year course in history chosen from the following:
History 4A-4B, 8A-8B, 17A-17B
2. At least 6 units in Social Sciences exclusive of history and including courses in at least two subjects, chosen from the following list:
Anthropology 2
Economics 1A, 1B
Geography 2
Political Science 1
Psychology 1A
Sociology 1

G. Humanities. Two of the following three groups:

1. *Literature*. At least 4 units in English, American, or any foreign literature, in the original language or in translation, selected from the following:
English 10A, 10B, 11A, 11B, 12, 13, Latin 4
2. *Philosophy*. A year course in philosophy selected from the following:
Philosophy 6A-6B
3. *The Arts*. At least 4 units selected from the following:
Art 2A, 2B, 10
Music 10A, 10B, 11A, 11B

DEPARTMENTAL REQUIREMENTS, College of Letters and Science, UCLA
Junior College transfer preparations for baccalaureate majors and curricula.

In addition to the above lower division requirements designed by the College of Letters and Science at UCLA, each department or curriculum has its own requirements; and both should be completed before upper division departmental or interdepartmental majors are begun. College of the Desert program advisors are prepared to assist transfer students in planning transfer programs and in selecting specific courses to satisfy the lower division requirements of baccalaureate majors. It is essential, however, to refer to the UCLA catalog for complete departmental major requirements.

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Transfer to the State Colleges—(All Campuses)

GENERAL ADMISSION REQUIREMENTS

Requirements for admission to the California State Colleges are in accordance with Title 5, Chapter 5, Subchapter 2, of the California Administrative Code as amended by the Board of Trustees of the California State Colleges on January 21, 1965. A prospective applicant who is unsure of his status under these requirements is encouraged to consult with a school or college counselor or contact the admissions office of the state college of his choice.

ADMISSION AS A FRESHMAN DIRECTLY FROM HIGH SCHOOL

An applicant who has had no college work will be considered for admission under one of the following provisions. Except as noted, submission of the results of the American College Test is required.

California High School Graduates and Residents. An applicant who is a graduate of a California high school or a legal resident for tuition purposes must have a grade point average and composite score on the ACT which provides an eligibility index placing him among the upper one-third of California high school graduates. The grade point average is based upon the last three years and does not include physical education or military science. The table below does not cover every case, but gives several examples of the test score needed with a given grade point average to be eligible for admission.

Grade Point Average	ACT Needed
3.20 and above	Eligible with any score
2.80	18
2.40	26
2.00	34
1.99 and below	Not eligible

Recommended Preparation. Overall excellence of performance in high school subjects and evidence of academic potential provide the basis for admission at the State Colleges. While no course pattern is required, the applicant to be properly prepared to undertake a full program of studies and particularly to pursue the required program in General Education, is strongly encouraged to include the following subjects as minimally adequate background for college work:

1. College preparatory English.
2. Foreign language.
3. College preparatory mathematics.
4. College preparatory laboratory science.
5. College preparatory history and/or social science.
6. Study in speech, music, art, and other subjects contributing to general academic background.

ACADEMIC PROCEDURES

ADMISSION AS AN UNDERGRADUATE TRANSFER

Any applicant who has attempted college work will be considered for admission under one of the following provisions. An applicant must report all college work attempted (including extension and correspondence courses) no portion of which may be disregarded in transferring. An applicant disregarding this regulation will be subject to dismissal from the college.

Applicant With 60 or More Semester Units. An applicant who has completed 60 or more semester units or the equivalent will be admitted if he has achieved a grade point average of 2.0 (C) on all college work attempted and he was in good standing at the last college attended.

Applicants With Fewer Than 60 Semester Units. An applicant who completed fewer than 60 semester units or the equivalent may be admitted if he meets the above requirements and he meets requirements currently in effect for first-time freshman or, if he has been in full-time continuous enrollment at a college since his graduation from high school, he meets the requirements in effect for first-time freshmen at the time of his high school graduation.

Junior College Credit. A maximum of 70 semester units earned in a junior college may be applied toward the degree, with the following limitations: (a) No upper division credit may be allowed for courses taken in a junior college; (b) No credit may be allowed for professional courses in education taken in a junior college, other than an introduction to education courses.

TRANSFER TO SAN DIEGO STATE COLLEGE

Students may earn a Bachelor of Arts degree or a Bachelor of Science degree under one of two plans: the Liberal Arts and Sciences and the Applied Arts and Sciences. General education requirements differ according to the two plans. Although transfer students should strive to complete as many of the general education courses as possible in the junior college, it should be remembered that these are requirements for the Bachelor's degree, not requirements for transfer.

General Education Requirements in the Applied Arts and Sciences San Diego State College

- A. Natural Sciences 9 - 12 units
To include both biological and physical sciences, with at least one laboratory course.
- B. Social Sciences 9 - 12 units
History 17A-B and one or more courses selected from the following:
Anthropology 2, Geography 2, Economics 1A, Sociology 1, or Business 20.

ACADEMIC PROCEDURES

- C. Literature, Philosophy, and the Arts 8 - 12 units
(At least one course in groups 1, 2, and 3)
1. One course in literature selected from
English-Speech 1B, English 10A, 10B, 11A, 11B, 12.
 2. Philosophy 6A, or 10
 3. Two or three units selected from:
Art 3A, 10, 2A
Music 1A, 10A, 11A, or 22 through 35
May substitute a maximum of three units of mathematics from
courses 1A, 1B, 2A, or 2B
 4. Electives—up to three units of courses in art, music, or
philosophy, or any course in literature, Dramatics 1A, History
4A, 4B
- D. Communications 5 units
English-Speech 1A-1B
- E. Personal and Social Development 7 - 10 units
Must include:
Health 1
Physical Education 20 (2 units required)
Psychology 1A
Electives:
Home Economics 1A, 1B, 10, 2A, 2B, 2C
- F. General Electives 0 - 7 units
Students must complete the minimum requirements (38 units) in
areas A through E. To fulfill the total requirement of 45 units in
general education, students must elect courses within the areas as
indicated above or may select from the following courses:
Foreign Language—maximum of 6 units
Mathematics 6, 30, 1A, 1B, 2A, 2B

General Education Requirements in the Liberal Arts and Sciences
San Diego State College

- A. Natural Science 12 units
1. Science 9 units
 - a. Not less than three units of Biology 4 and 4L, or 8 and 8L
 - b. Not less than three units from:
Astronomy 2 and 2L, Chemistry 1A, or 4A, Geology 1A or
Physics 1A, or 2A
 - c. If in meeting the above requirements the student has not
completed at least nine units, the remaining units of the
total requirement of nine may be satisfied by choosing a
course, with or without laboratory from the following:

ACADEMIC PROCEDURES

Geography 1, Meteorology 1 and 1L, astronomy, biology, chemistry, geology, botany, microbiology, physics, or zoology.

2. Mathematics 3 units
Mathematics 1A
- B. Social Science 12 units
 1. American Institutions 6 units
History 17A-17B
 2. Social science 6 units
Two three-unit courses choosing from:
Anthropology 1A or 1B (but not both), Economics 1A, Geography 2 or Sociology 1.
- C. The Humanities and fine Arts 12 units
(Must complete both of the following):
 1. History 4A - 4B
 2. Six units in literature, philosophy, or the history or appreciation of art or music. Applicable courses are:
Art 10, 2A, 2B
Music 10A-B, 11 A-B
Philosophy 6A, 6B, 10
English 10A, 10B, 11A, 11B, 12
At least three units must be in literature or philosophy.
- D. Other
 1. Foreign language as required by the major departments 0 - 12 units
The foreign language requirement of a knowledge of a language other than one's native tongue may be met by the satisfactory completion of courses through 12 units at the college level, by 4 years of one language in high school, or by written examination.
 2. Communication 8 - 9 units
English-Speech 1A-1B
 3. Psychology 1A
 4. Health 1
 5. Physical education activity courses (four semesters required)

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

In general, the requirements of independent colleges and universities are similar to those of the lower division of the College of Letters and

ACADEMIC PROCEDURES

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

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

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

Other occupational and semi-professional competencies may be obtained as a result of enrollment in a combination of courses. See Page 39 for a suggested list of courses to enhance employment in certain occupational fields. This chart is designed to show the student how he may combine the requirements of a vocational program with graduation requirements in order to qualify for the Associate in Arts degree from College of the Desert.

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

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

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

High school credit for courses taken at College of the Desert normally will be allowed on the basis of 10 high school semester periods for each 3-unit course and 5 high school semester periods for each 2-unit course. If courses which fulfill high school graduation requirements do not constitute a full program, the student may enroll in additional courses for college credit for which he qualifies. College courses used to meet high

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school requirements will not be counted as part of the 62 units required for the Associate in Arts degree at College of the Desert.

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

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

COURSE RECOMMENDATIONS

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

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

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

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

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

<u>Curricula</u>	<u>2-Year Terminal (Major)</u>	<u>Transfer (Pre- Major)</u>	<u>Curricula</u>	<u>2-Year Terminal (Major)</u>	<u>Transfer (Pre- Major)</u>
Accounting	x	x	Biochemistry		x
Advertising	x	x	Biological Science		x
Agriculture	x	x	Botany		x
Agronomy		x	Business Administration	x	x
Animal Science		x	Chemistry		x
Business	x	x	Chemical Technology		x
Engineering		x	Church Music	x	
Farm Management		x	Criminology		x
General	x	x	Dental Hygiene		x
Ornamental			Dentistry		x
Horticulture	x	x	Diesel Mechanics	x	
Mechanics	x		Distributive Education	x	x
Plant Science	x	x	Drama	x	x
Architecture		x	Economics		x
Architectural Drafting	x		Electronic Communication		
Art			Maintenance	x	
Advertising	x	x	Engineering		x
Three-Dimensional			English		x
Design	x	x	Entomology and Parasitology		x
Two-Dimensional			Escrow	x	
Design	x	x	Fire Science	x	
Automotive Mechanics	x		Food Science		x
Bateriology		x	Forestry		x

COURSE RECOMMENDATIONS

<u>Curricula</u>	<u>2-Year Terminal (Major)</u>	<u>Transfer (Pre- Major)</u>	<u>Curricula</u>	<u>2-Year Terminal (Major)</u>	<u>Transfer (Pre- Major)</u>
Geology		x	Physical Therapy		x
Health Education		x	Physiology		x
History		x	Plant Science		x
Home Economics	x	x	Political Science		x
Industrial Drafting	x		Psychology		x
Industrial Education		x	Public Health		x
Industrial Technology	x	x	Public Relations		x
Interior Decoration		x	Radio		
International Trade		x	Production	x	x
Journalism	x	x	Technical	x	x
Labor and Industrial Relations		x	Range Management		x
Landscape Architecture		x	Real Estate	x	x
Language, Foreign		x	Recreation	x	x
Law		x	Retail Merchandising	x	x
Law Enforcement	x	x	Salesmanship	x	
Librarianship		x	Scene Designing		x
Linguistics		x	Science—General		x
Literature		x	Scientific Aide	x	
Machine Shop and Metals	x		Secretarial—Legal	x	
Mathematics		x	Secretarial—Medical	x	
Mechanical Engineering Technology	x		Secretarial Science	x	x
Medical Technology		x	Secretarial—Technical	x	
Medicine		x	Social Welfare	x	x
Meteorology		x	Sociology		x
Ministry		x	Speech		x
Mortuary Science		x	Statistics		x
Music		x	Surveying		(1 yr)x
Nursing		x	Teaching—Elementary		x
R.N.-A.A. Degree	x		Teaching—High School		x
Vocational	x(1 yr)		Television		
Occupational Therapy		x	Production	x	x
Office Administration	x	x	Technical	x	x
Optometry		x	Veterinary Science		x
Pharmacy		x	Welding	x	
Physical Education		x	Wildlife Management		x
			X-Ray Technician		x
			Zoology		x

COURSES OF INSTRUCTION

CLASSIFICATION AND NUMBERING OF COURSES

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

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

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

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

4. *Remedial Courses.* Courses designated by letters instead of numbers are remedial, refresher, or make-up type courses. They are usually required of students who must remove certain deficiencies before enrolling in specific courses in the program for graduation. No credit is given for remedial courses.

CREDIT VALUE

The number in parentheses after the course title indicates the number of units of credit given for the semester. The course description English 14 Shakespeare (3) would indicate that the course is one semester in duration and that 3 units of credit are available. The number of lecture and laboratory hours per week is then given. Business 1A-1B Accounting (4-4) 3 Lec 3 Lab would describe the fact that the course extends throughout the year and carries 4 units of credit each semester; furthermore, it indicates that 3 hours per week are devoted to lecture and 3 to laboratory work. Where laboratory work is not indicated, the course is considered to be a lecture type primarily. The word "lecture" in the course description does not mean to imply that class discussion or participation is not an essential part of the course work.

PREREQUISITES

The prerequisites for each course as shown in the description of the course must be met before enrollment in the course will be permitted.

AGRICULTURE

Prerequisites stated are intended to insure that the student will have sufficient preparation to assure a reasonable chance of success in the course.

SCHEDULE OF CLASSES

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

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

Agriculture

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

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

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

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

- 1 Soils and Fertilizer (3)
 2 hours lecture and 3 hours laboratory.
 Soil derivation, classification and general characteristics; properties of soil and soil evaluation, soil maps and their interpretation; use of soils and their management, including fertilizers, and soil moisture. Structure, cultivation, organic materials, and microbiology; alkali soils and reclamation.

- 4 Turf Grass Management (3)
 2 hours lecture and 3 hours laboratory.
 This course is designed to bring about an understanding of the major factors controlling the production of good turf grasses and the modifying effects of these factors upon each other.

- 5A Ornamental Plant Identification and Materials (3)
 2 hours lecture and 3 hours laboratory.
 Identification, growth habits, culture, and ornamental use of house plants, vines, groundcovers, annuals, perennials, small shrubs adapted to the climates of the central valleys of California. Saturday field lab will be required each semester.

AGRICULTURE

- 5B Ornamental Plant Identification and Materials (3)
2 hours lecture and 3 hours laboratory.
Identification, growth habits, culture, and use of larger shrubs and trees adapted to the climates of the central valleys of California. Saturday field lab each semester will be required.
- 6 Nursery Practices (3)
2 hours lecture and 3 hours laboratory.
A general course in ornamental horticulture with emphasis on nursery operation. Including nursery structures and layout, seeding, transplanting, potting, balling, canning, fertilizing, pest control, plant diseases, and abnormalities. Propagating and planting mediums, their preparation and use. The use and maintenance of the common tools and equipment.
- 7 Home Nursery Practices (3)
1 hour lecture and 3 hours laboratory.
Study and application of horticultural principles and practices applicable to the home owner and retail nurseryman. Includes plant science, landscape design, plant identification, and legal information pertinent to home landscaping.
- 8 Park and Nursery Maintenance (3)
2 hours lecture and 3 hours laboratory.
Designed to bring about an understanding of skills and knowledge of the various areas of the plant installation and maintenance fields; to develop proficiency in those skills necessary for the student to qualify as a technician in this area. Special interest will be directed through the Agriculture 8 course to provide specific skills in such areas as Forestry, City Parks, Highway Maintenance, State Parks.
- 9 Landscape Planning and Design (3)
2 hours lecture and 3 hours laboratory.
Prerequisites: Ag 1, 5A, 5B, or approval of instructor.
This course is designed for students interested in the planning and designing of landscaped areas. Emphasis will be placed upon the location of lawns, trees, shrubs, walks, driveways, patios, planters, and other landscape structures for home and park landscaping.
- 10 Elements of Agriculture Economics (3)
2 hours lecture and 2 hours laboratory.
A consideration of factors of production, basic economic laws and farm prices, farm organization and management, marketing facilities and state and federal farm programs affecting the farmers' economic position.

AGRICULTURE

- 12 **Farm Management (3)**
2 hours lecture and 2 hours laboratory.
Background of California agriculture. Application of principles of farm organization, work simplification and measurement of earnings in determining production efficiency. There will be on-the-spot study and reorganization of a given farm. A term paper will be required.
- 20 **Field Crops (3)**
2 hours lecture and 3 hours laboratory.
Field crops common to locality. Intensive study of four or five representative crops; cultural sequence and related factors; marketing, cost analysis, and risk. Environmental relationships, moisture, temperature, general weather influence. Relation of local crops to national crop economy. Field trips.
- 23 **Viticulture (3)**
2 hours lecture and 3 hours laboratory.
California grape production; study of varieties, characteristics, uses and adaptations. Production practices, propagation, planting, training, thinning, girdling and pruning systems. Grape pests and diseases, including recognition and control.
- 25 **Citrus and Date Culture (3)**
2 hours lecture and 3 hours laboratory.
Growing and marketing of oranges, lemons, grapefruit, avocados, and dates as well as the minor subtropical fruits. Field trips and orchard practice.
- 27 **Crop Pest Control (3)**
2 hours lecture and 3 hours laboratory.
Symptoms, identification and method of control of the principal diseases and pests of field, truck, fruit, and nursery crops. Field practices in the operation of spray equipment and dust machines. Combating disease, insects, and other pests by various methods. Sprays, dusts, fumigants, poisons, cultural and sanitary control.
- 30 **General Animal Husbandry (3)**
2 hours lecture and 3 hours laboratory.
Survey of sources of the world's supply of animals and their products; distribution and factors influencing domestic animals in the United States; selection, breeding, feeding, and management of cattle, sheep and swine on California farms; breed characteristics and origin of the important breeds.
- 40 **Agricultural Engineering-Construction (3)**
1 hour lecture and 6 hours laboratory.
Study and practice in the selection and use of farm structural and mechanical equipment. Includes farm wiring, carpentry, painting, metalwork and welding, and blueprint reading.

AGRICULTURE

- 41 Agricultural Engineering-Basic Mechanical Skills (2)
1 hour lecture and 3 hours laboratory.
Study of principles, practices, and materials used in agricultural mechanics and application of same under actual shop conditions.
- 42 Farm Power and Machinery (3)
1 hour lecture and 6 hours laboratory.
Principles and practice in the use of farm power equipment. Includes gasoline, diesel and electric motors and pumps, and other harvesting and farm maintenance equipment suitable to the area.
- 45 Irrigation and Drainage (3)
2 hours lecture and 3 hours laboratory.
A study of the practices and methods of irrigation. Includes soil moisture relationships, pumping and water measurements and water requirements. Methods of land reclamation.
- 46 Landscape Engineering (3)
2 hours lecture and 3 hours laboratory.
This course is designed to bring about a thorough understanding and appreciation of the major tools, equipment, supplies, and machinery used in the landscape engineering field. Emphasis will be placed upon both the principles and practices involved in the mechanical areas of the landscaping field.
- 48 Horticultural Equipment (2)
1 hour lecture and 3 hours laboratory.
Principles and practices in the maintenance, operation and selection of equipment and power units used in the horticultural field.
- 49 Individual Study Project (1-3)
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge and understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor.
- 59A-B-C-D Agriculture Experience Program (1-3)
Practical experience program required of all agricultural students, either through a "self-owned" program or a "placement" program with an approved farmer or businessman. Records required of each student. Consideration of enterprise problems. Student is responsible for his own program, but will be guided by the instructor in selection and operation of the program.
- 70 Special Problems (1-3)
Supervised placement for experience with nurseries, florists, landscape contractors, golf courses and other established ornamental horticulture enterprises. Designed to provide experience in the major areas of interest through directed nonreimbursed participation by students majoring in the ornamental horticultural field and closely allied areas of employment. Spring and Fall.

ART

Art

- 1A Drawing and Composition (2)
4 hours lecture and laboratory.
A basic course in the principles, theories, and techniques of drawing and composition. Emphasis is placed upon subject matter in terms of composition and upon individual interpretation.
- 1B Life Drawing (2)
4 hours lecture and laboratory.
Emphasis is placed on the study of the human figure from the model with quick sketches and more careful studies. The study of anatomy in relation to the interpretation of the human figure will be a basic part of the course.
- 2A History of Art (3)
A survey of art from prehistoric times to the Renaissance.
- 2B History of Art (3)
A survey of art from the Renaissance to the present time.
- 3A Basic Design and Color (3)
6 hours lecture and laboratory.
A study of design principles, functional design, and color theory. Uses of various media in two-dimensional problems.
- 3B Three-Dimensional Design (3)
6 hours lecture and laboratory.
This course provides three-dimensional problems in construction, carving, modeling, and casting. Experimental projects will be selected from various three-dimensional areas, such as ceramics, jewelry, and sculpture.
- 4 Lettering (2)
4 hours lecture and laboratory.
The study of basic alphabets by using the lettering pen, steel brush, and lettering brush provides the basic background for the course. The consideration of spacing and the combination of letters into words and groups will be considered as an application of lettering techniques.
- 6A Painting (Water Color) (2)
4 hours lecture and laboratory.
An experimental study of water color techniques with the application to still life, landscape, and contemporary problems.
- 6B Painting (Oil) (2)
4 hours lecture and laboratory.
A basic course in oil painting with emphasis on painting still life and landscapes. Experimental studies in color mixing and general techniques are part of the course.

ART

- 7A Ceramics (2)
4 hours lecture and laboratory.
Basic fundamentals in making and decorating pottery, including clay modeling, wheel throwing, glazing, and firing.
- 7B Ceramics (2)
4 hours lecture and laboratory.
Prerequisite: 7A.
More advanced work in the areas covered in 7A.
- 8 Advertising Art (2)
4 hours lecture and laboratory.
Prerequisite: Art 4.
The application of lettering to posters, newspaper and magazine advertising. The study of composition combined with lettering and special study of modern tendencies in publicity.
- 9 Graphic Processes (2)
4 hours lecture and laboratory.
Design principles will be applied to various duplicating processes such as linoleum and wood block printing, silk screen printing, etching, and lithography. The student will have many opportunities to experiment with print making and to apply designs to useful objects. Required for majors in applied art and advertising art.
- 10 Introduction to Art (3)
An introduction to the understanding, evaluation, and enjoyment of art in the home, community, religion, and industry. A brief survey of architecture, sculpture, and painting. The study of the basic principles of design and the problems of organization will provide a background for the evaluation of the forms of art. For students who elect art to satisfy the humanities requirement. Not open to art majors.
- 11A Sculpture (2)
4 hours lecture and laboratory.
A basic course in sculpture. Students will explore three-dimensional form with a variety of materials.
- 11B Sculpture (2)
4 hours lecture and laboratory.
Prerequisite: 11A.
A combination of 11A with more advanced problems in sculpture.
- 49 Individual Study Project (1-3)
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge and understanding of some particular problem or topic or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor.

BUSINESS

Business

- 1A-B **Accounting (3-3)**
2 hours lecture and 3 hours laboratory.
Recording, analyzing, and summarizing procedures used in preparing balance sheets and income statements. Includes payroll and income tax accounting, partnership and corporation accounts, manufacturing and cost accounting, and supplementary statements.
- 10 **Business Organization and Management (3)**
The study of the formation, structure, functions, objectives and ethics of contemporary American business enterprises; the significance of the small business organization and the role of large business organizations; practices for the development of managerial personnel. Recommended for candidates for the Associate in Arts in Business.
- 20A-B **Business Law (3-3)**
Law in its relationship to business. Includes contracts, agency, property, bailments, sales, negotiable instruments, partnerships, corporations, suretyship, real property, and bankruptcy.
- 21 **Marketing (3)**
A study of the distribution of goods and services including retail and wholesale distribution channels, market functions and policies, industrial, agricultural and security exchange systems.
- 22 **Retailing (3)**
Study of opportunities in the retail field with special emphasis in smaller retail institutions, store locations, layout, organization policies, personnel, records, stock control, expense control, buying and selling.
- 23 **Salesmanship (3)**
A study and demonstration of selling techniques. Use is made of visual aids and "on the job" selling presentations by specialty salesmen and merchants. Sales problems and campaigns are analyzed.
- 25 **Advertising (3)**
A study of the psychological, social, and economic aspects of advertising programs, media of advertising, and budgets.
- 49 **Individual Study Project (1-3)**
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge and understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and instructor.
- 50A **Beginning Typewriting (2)**
4 hours lecture and laboratory.
A course for students who are enrolling for their first course in

BUSINESS

typewriting or who do not qualify for 50B. Emphases: Mastery of the keyboard, development of a typing speed of approximately 35 to 45 net words per minute, letter form and placement, limited practice in tabulation and arrangement of columnar materials.

- 50B Intermediate Typewriting (2)
4 hours lecture and laboratory.
A course for students who have completed typing in high school and have attained a speed of 35 net words per minute on a 5 minute, straight copy test. Reenforcing of fundamental typewriting knowledge and competency, practice in the preparation of varied office forms, and speed development.
- 51 Advanced Typewriting (2)
4 hours lecture and laboratory.
A course for students who have attained a speed of 50 net words per minute on a 10 minute straight copy test. A study of executive, professional, and legal office forms and practice in the preparation of these forms; use of duplicating and dictating machines; introduction to key punch operations.
- 60A Beginning Stenography (3)
5 hours lecture and laboratory.
Prerequisite: Completion of 50A, or concurrent enrollment in 50A; or consent of the instructor.
A course for students enrolling for their first course in shorthand, or who do not qualify for 60B. The study of principles and the development of elementary understandings—competence in reading, writing and transcription of shorthand.
- 60B Intermediate Stenography (3)
5 hours lecture and laboratory.
Prerequisite: Completion of 60A and attainment of a level of 60 words per minute in taking dictation, and a minimum typewriting speed of 40 net words per minute on straight copy, 5 minute timed writings, or consent of the instructor.
The continuing study and practice of shorthand principles, dictation and transcription techniques initiated in 60A.
- 61 Advanced Stenography (3)
5 hours lecture and laboratory.
Prerequisite: Demonstration of the ability to take dictation at the rate of 90 words per minute, and to type at a minimum speed of 40 net words per minute on straight copy, 5 minute timed writings, or consent of the instructor.
A finishing course for students with vocational stenographic-secretarial goals. The development of high levels of speed and accuracy in the taking and transcribing of shorthand.

BUSINESS

- 63 Office and Secretarial Procedures (3)
5 hours lecture and laboratory.
Prerequisite: Completion of 50B, concurrent enrollment in 50B or demonstration of the ability to type at the rate of 40 net words per minute on a straight copy, 5 minute timed writing, or consent of the instructor.
A course for students with vocational goals in the field of business.
Units of instruction: Secretarial-general office administrative practices, records management and filing and case problems in general office situations, personality development, and career analysis.
- 64 Filing (2)
4 hours lecture and laboratory.
Study and practice of filing rules and their application to alphabetic, numeric, subject, geographic, variadex, triple check automatic and Soundex systems.
- 65 Business Communication (2)
Study and practice of the principles of effective communication in business matters such as purchasing, credit, collections, inquiries, adjustments, applications, human relations, and report writing. Drill on business English principles, oral communication, and building a business vocabulary.
- 66A-B General Accounting (3-3)
5 hours lecture and laboratory.
A study of such accounting principles and practices as will enable the student to understand and use financial statements in his personal business and civic affairs. The first semester, fundamental book-keeping procedures for the sole proprietorship. The second semester, accounting principles and practices that relate to partnerships and corporations. Students are required to complete independent accounting projects to supplement their discussions and problems assignments.
- 67 Specialized Stenography - Legal (3)
3 hours lecture and 2 hours laboratory.
Prerequisites: Beginning and Intermediate Stenography, or two years high school shorthand, or consent of the instructor. May be taken concurrently with Business 61 and/or Business 68.
Emphasis is placed on speedbuilding, previewing legal vocabulary, intensive dictation for increasing speed and building endurance, English and transcription pointers, proper legal form in typing dictated material.
- 68 Specialized Stenography-Medical (3)
3 hours lecture and 2 hours laboratory.
Prerequisites: Beginning and Intermediate Stenography, or two years of high school shorthand, or consent of the instructor. May be taken concurrently with Advanced Stenogra-

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phy or Specialized Stenography-Legal.

Emphasis is placed on speedbuilding, previewing vocabulary, intensive dictation for increasing speed and building endurance; attention to English and transcription pointers — all in relation to use in a medical office.

69A-B-C-D Stenotype (2-2-2-2)

4 hours lecture and laboratory.

Intensive two-year program that provides a knowledge of the keyboard system of touch shorthand. Principles of operation with emphasis placed on competence in reading and transcribing notes, and bases of speed and accuracy are included. Course outlines job opportunities in the fields of reporting, the sciences, and business.

70 Office Machines Methods (2)

4 hours lecture and laboratory.

Development of skill in mimeographing, duplicating, machine transcription, IBM Executive, PBX Switchboard, and general office routines.

71 Machine Calculation (2)

4 hours lecture and laboratory.

Prerequisite: Completion of Mathematics 20, or possession of equivalent knowledges — understandings, or consent of instructor.

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

72 Business Mathematics (2)

Application of principles of mathematics to business usage. Includes study and practice of trade discounts, commissions, payrolls, taxes, interest, bank discounts, annuities, insurance, graphs, stocks and bonds.

73 Fundamentals of Data Processing (2)

Prerequisite: Completion of Business 1A, or 66A, or consent of the instructor.

Emphasis upon business applications. The study of the characteristics, purposes and functions of tabulating machines and electronic computers; the preparation and the uses of punched cards for recording, summarizing and reporting data; the survey of computer programming techniques, systems, procedures and the use of flow charts. Demonstrations, presentations by resource persons, and field trips.

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- 74 Data Processing—Basic Machine Operations (2)
4 hours lecture and laboratory. Prerequisite: Completion of Business 1A or 66A, or consent of the instructor.
The study of the operation and functioning of the following basic machines for mechanical, punched card data processing: key punch, verifier, sorter, interpreter, collator, reproducing punch and accounting machines.
- 75 Data Processing—Principles of Wiring (2)
4 hours lecture and laboratory.
Prerequisite: Completion of Business 74 or concurrent enrollment in Business 74, or consent of the instructor.
The study of the principles of control panel wiring for mechanical, punched card data processing with respect to the interpreting, printing, reproducing, collating and accounting functions. Practice in the application of wiring techniques.
- 76 Data Processing Systems and Procedures (2)
4 hours lecture and laboratory.
Prerequisite: Business 1A or 66, 73, 74, 75, or consent of the instructor.
The study of electro-mechanical and electronic methods for business data processing; the review of the various kinds of machinery and equipment and the characteristics of each; the determination of the needs for and suitability of various kinds of machinery and systems, feasibility studies, problems of installation, significance of organizational structure and management development programs.
- 81 Principles of Real Estate (3)
The study of principles of real estate as applied to the following areas: land economics, interests in the uses of land, land transfers, buying and selling of real estate, contracts, liens, and encumbrances, real estate finance; preparation of the student for the professional goal of salesman.
- 82 Real Estate Economics (3)
Prerequisite: Business 81, or consent of the instructor.
The study of the economic foundations of real estate with particular emphasis upon the patterns of land use, urban and rural developments, local and regional resources, factors significant for the appreciation of values in the community and in the State of California.
- 83 Real Estate Practice (3)
Prerequisite: Business 81, or consent of the instructor.
The study of real estate as a career, the practical application of the real estate sale cycle and orientation into specialized selling.
The study of the role and functions of the broker and salesman in the real estate office, the application of advertising techniques, listings and their valuations, locating buyers, property management and leasing, public relations, personnel policies and professional ethics.

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- 84 **Legal Aspects of Real Estate (3)**
Prerequisite: Business 81, or consent of the instructor.
The study of the laws of California as related to real estate; property acquisition, transfer and ownership; interests in property; kinds of tenancy, state and Federal courts, land, contracts, liens, restrictions, landlord and tenant, agency, probate and taxes; the licensing of salesmen and brokers, and laws relating to the real estate profession.
- 85 **Real Estate Finance (3)**
Prerequisite: Business 81, or consent of the instructor.
The study of the sources and supply of mortgage funds; construction loans and permanent financing for residential and income properties; procedures for FHA and VA loans. Interest rates, terms, mortgages and mechanics' liens. The significance of appraising.
- 86 **Principles of Appraising (3)**
Prerequisite: Business 81, or consent of the instructor.
The study of principles, methods and techniques for the appraisal of single and multiple dwellings, commercial-business properties, and farm properties. The determination of values for loan and insurance purposes; implications for brokers and salesmen.
- 88 **Principles of Insurance (3)**
Survey of general insurance principles, including history, ethics, economics, and types of insurance; state regulations; agency and brokerage contracts.
- 89 **Real Estate Exchanges and Taxation (3)**
Prerequisite: Business 83 or 84, or consent of the instructor.
A basic course inaugurating real estate brokers in the fundamentals of real estate exchanges and taxation. The theory and current practices with public reaction for the building of estates. Income tax advantages and trends are planned, analyzed and executed. Case studies, actual exchanges, and multiple escrows are discussed in a group-study workshop.
- 90 **Escrow Procedures I (3)**
A basic course intended to explain the methods and techniques of escrow procedure for various types of business transactions with emphasis on real estate. Particular attention is given to legal and ethical responsibilities of persons engaged in escrow work.
- 91 **Escrow Procedures II (3)**
Prerequisite: Business 90, or consent of the instructor.
An advanced escrow course covering the more unusual and difficult types of escrows. Emphasis on real estate with some personal property and bulk sales also covered.
- 92 **Escrow Procedures III (3)**
Prerequisite: Business 91 or consent of the instructor.
A further study of the more unusual and difficult types of escrows with particular attention to those escrows wherein conflict or dispute arises. Case problem approach.

ENGINEERING, ARCHITECTURE and TECHNOLOGY

Engineering, Architecture and Technology

ARCHITECTURE

- 1 Fundamentals of Architectural Design (3)
1 hour lecture and 6 hours laboratory.
Introduction to the field of architecture as a profession and to the design process as a basis for architectural analysis. Emphasis on critique of man's environment. Studies in line, area, color, and textures. Work in two and three dimensions.
- 2 Building Materials (3)
1 hour lecture and 6 hours laboratory.
Prerequisite: Architecture 1
Applications of building materials, structural composition of buildings. Includes fabrication of structural details and testing of construction materials with actual testing equipment.
- 3A Architectural Detailing I (3)
9 hours laboratory.
Prerequisite: Architecture 2.
Working drawings for wood frame and steel frame structures. Includes footing and structural details.
- 3B Architectural Detailing II (3)
9 hours laboratory.
Prerequisite: Architecture 2.
Working drawings for masonry and concrete structures. Includes applications of specifications.
- 5 Perspective, Shades and Shadows (2)
1 hour lecture and 3 hours laboratory.
Basic techniques used in architectural graphic communication. Applications of mechanical and freehand perspectives plus shades and shadows.
- 6 Architectural Delineation (2)
6 hours laboratory.
Prerequisite: Architecture 1.
Two- and three-dimensional representations emphasizing original expression.
- 11 Building Codes (2)
Study of building codes of Federal, state, and local governments relative to all construction and safety considerations.
- 12 Construction Estimating (2)
Methods used in estimating costs and quantities involved in materials, equipment, and labor.

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- 51 Architectural Office Practices (2)
Prerequisite: Architecture 3A or 3B.
Projects in professional practices, job development, office administration, contracts, legalities, and product information.

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- 2 Surveying (2)
1 hour lecture and 3 hours laboratory.
Prerequisite: Math 5 or equivalent.
Care and use of tapes, levels, and transits. Involves the maintenance of field notes; land measurement by tape; differential and profile leveling; profile plotting. Includes elementary transit work and traverses.
- 3 Engineering Graphics (2)
1 hour lecture and 3 hours laboratory.
Prerequisites: Mathematics 1A, 1 year of high school drafting or Drafting 1.
Pictorial sketching, orthogonal principles, precision dimensions, tolerancing. Emphasis placed upon graphical algebra, calculus and data presentation. Computations through the construction of functional scales, nomography.
- 4 Descriptive Geometry (2)
1 hour lecture and 3 hours laboratory.
Prerequisite: Architecture 1 or Engineering 3 or Drafting 1.
Solution of drafting room problems by graphical methods. Space relationships of points, lines, and planes.
- 11 Engineering Statics (3)
Prerequisite: Physics 1A.
Vector approach in two- and three-dimensional force systems. Includes equilibrium conditions, frames, dry friction. Graphical methods and the diagram as an aid to problem solutions.
- 12 Properties of Materials (3)
2 hours lecture and 3 hours laboratory.
Prerequisites: Chemistry 1A, Physics 1A.
Atomic and molecular structures of engineering materials. Mechanical, thermal, electrical, corrosive and radiation properties. Includes materials testing and sample preparation.

TECHNOLOGY - AERONAUTICS

Aeronautics

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

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TECHNOLOGY - AUTOMOTIVE AND POWER

Automotive and Power

- 61 Automotive I (3)
1 hour lecture and 6 hours laboratory.
Automotive engine operation principles. Practical work in the operation and maintenance of engines. Course includes bench work, engine inspection and automotive physics.
- 62 Automotive II (3)
1 hour lecture and 6 hours laboratory.
Prerequisite: Automotive I.
Study of drive train principles, steering mechanisms, brake systems, and suspension. Practical work in operation and maintenance of hydraulic systems.
- 63 Automotive Electrical Systems (3)
1 hour lecture and 6 hours laboratory.
Study of electrical systems, starters, generators, alternators, voltage regulators, lighting systems, control devices. Trouble diagnosis and testing; operation and maintenance.
- 64 Automatic Transmissions I (3)
1 hour lecture and 6 hours laboratory.
Prerequisite: Automotive II.
Study of hydraulics as applied to automatic transmissions. Theory, inspection, care, and maintenance of automatic transmissions.
- 65 Automatic Transmissions II (3)
1 hour lecture and 6 hours laboratory.
Prerequisite: Automotive 64.
Continuation of Automotive 64. Advanced shop practice in automatic transmissions.
- 66 Automotive Accessories (3)
1 hour lecture and 6 hours laboratory.
Prerequisite: Automotive 63.
Course includes automotive air-conditioning theory and maintenance, heater servicing, power accessory controls, radio servicing.
- 67 Engine Diagnosis and Tune-Up (3)
1 hour lecture and 6 hours laboratory.
Prerequisite: Automotive 61.
Practice in the use of various types of diagnostic equipment in the checking of engine performance.
- 68 Engine Rebuilding (3)
1 hour lecture and 6 hours laboratory.
Prerequisite: Automotive 61.
Course includes practice in cylinder boring, wrist pin fitting, rod aligning, valve seat grinding, disassembly and assembly.

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TECHNOLOGY - DIESEL MECHANICS

Diesel Mechanics

- 61 Diesel Mechanics I (4)
1 hour lecture and 9 hours laboratory.
Diesel engine operation principles. Course includes practice in diesel engine inspection and bench work. Chart and handbook usage; diesel fuel system theory.
- 62 Diesel Mechanics II (4)
1 hour lecture and 9 hours laboratory.
Prerequisite: Diesel Mechanics 61.
Study of drive train principles, steering mechanisms, brake systems, and suspension. Practical work in operation and maintenance of hydraulic systems.
- 63 Diesel Fuel Systems (4)
1 hour lecture and 9 hours laboratory.
Prerequisite: Diesel Mechanics 61.
Course includes theory and practice in carburetor operation; disassembly, assembly, and adjustment of carburetors; fuel injectors; fuel pumps; filters; types of diesel fuels.
- 64 Diesel Engine Operation and Checking (3)
1 hour lecture and 6 hours laboratory.
Prerequisite: Diesel Mechanics 61.
Practice in use of diagnostic equipment. Study of timing, starting, and adjusting diesel engines.

TECHNOLOGY - ELECTRONICS

Electronics

- 31 Electricity (3)
2 hours lecture and 3 hours laboratory.
Emphasizes direct and alternating current theory including batteries, circuits, magnetism, meters, Ohm's Law, Kirchoff's Law, and standard laboratory procedures.
- 51 Electronics I (4)
3 hours lecture and 3 hours laboratory.
Prerequisite: Electronics 31 or equivalent.
Application of basic theory to electronic systems. Includes use of laboratory tools, testing equipment, and electronic components. Involves measurement of current voltages, resistance, capacitance, and inductance in fundamental circuits.
- 52 Electronic Circuitry (4)
3 hours lecture and 3 hours laboratory.
Prerequisite: Electronics 51.
Theory of electronic circuits and components involving induction,

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capacity, and reactance in A.C. and D.C. systems. Includes bridge and filter networks, vacuum tubes, semi-conductors, oscillators, rectifiers, and amplifiers.

- 53 Fundamentals of Solid State Electronics (4)
3 hours lecture and 3 hours laboratory.
Prerequisite: Electronics 52.
Designed to survey the area of solid state electronics with emphasis upon transistors.
- 54 Electronic Communications (4)
3 hours lecture and 3 hours laboratory.
Prerequisite: Electronics 53.
Study of radio reception, transmission, modulation, antennas, amplifiers, reproducers, and transmission lines.
- 55 Special Electronic Circuits (4)
3 hours lecture and 3 hours laboratory.
Prerequisite: Electronics 54.
Study of voltage regulator circuits, cathode ray circuits, switching, photoelectric and timing circuits, circuit trouble-shooting. Includes theory on electronic structure of matter.

TECHNOLOGY - INDUSTRIAL DRAFTING

Industrial Drafting

- 1 Technical Drafting I (3)
1 hour lecture and 6 hours laboratory.
Introductory course including orthogonal and pictorial drawing principles, machine drafting procedures, drafting standards, sections, conventions. Course designed primarily for Industrial Arts Education majors and four-year Industrial Technology students.
- 2 Technical Drafting II (3)
1 hour lecture and 6 hours laboratory.
Prerequisite: Industrial Drafting I.
Continuation of Technical Drafting I involving advanced work in detail and assembly drawing, standard, precision, and true-position dimensioning, parts usage, and drafting for numerical control.
- 51 Mechanisms (3)
1 hour lecture and 6 hours laboratory.
Prerequisite: Drafting 2.
Advanced study of mechanical motion involving cams, gears, racks, and linkages.
- 52 Elements of Machine Design (3)
1 hour lecture and 6 hours laboratory.
Prerequisite: Drafting 51.
Techniques of design of machines. Includes study of sub-assemblies and assemblies. Emphasizes industrial manufacturing processes.

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- 53 Machine Blueprint Reading (2)
1 hour lecture and 3 hours laboratory.
Reading and interpretation of working prints. Includes view representations, meaning of dimensions, tolerancing, symbology, and surface quality.
- 54 Electro-Mechanical Drafting (1)
1/2 hour lecture and 1 1/2 hours laboratory.
Prerequisite: Electronics 51.
Construction of schematic and wiring diagrams. Interpretations of layout and symbols.

TECHNOLOGY - INDUSTRIAL SUPERVISION

Industrial Supervision

- 81 Quality Control (2)
Meaning of quality control. Techniques involved in the application of quality control to the various departments in modern industrial organizations.
- 82 Industrial Purchasing (2)
Methods and techniques used in procurement of materials, products and supplies in industry.
- 83 Developing Employees through Training (2)
Methods involved in the introduction of employees to training and in evaluating their progress in it. Techniques of on-the-job instruction. Apprenticeship, technical training, management development, and the use of consultants and advisory committees.
- 84 Job Analysis for Wage Administration (2)
Analysis of job descriptions, specifications, evaluations and classifications. Local, state, and Federal regulations concerning industrial wages.
- 91 Elements of Supervision (2)
Basic course covering the responsibilities of the industrial supervisor. Major topics include organization, public relations, human relations, training, management-employee relations, production control, and promotion practices.
- 92 Psychology for Supervisors (2)
Studies the role of the supervisor in understanding the people with whom he works, emphasizes psychological processes: perceptions, learning, emotions, attitudes, personalities.
- 93 Human Relations (2)
Study of personnel relations as affected by the application of basic psychological techniques. Emphasis on employer-employee relationships.
- 94 Communications I for Supervisors (2)
Oral and written communications designed for the supervisor and administrative personnel in industry. Emphasis placed upon individual experiences in speaking and in writing.

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- 95 **Communications II for Supervisors (2)**
Prerequisite: Industrial Supervision 94.
Continuation of Industrial Supervision 94.
- 96 **Labor-Management Relations (2)**
Extensive work in such areas as union contracts, grievances, and bargaining procedures. Includes a history of the labor movement. Emphasis placed on Federal and state labor enactments.
- 97 **Industrial Organization Patterns and Management (2)**
Study of the establishment of lines of authority, departmental functions, local policies, general procedures and regulations.
- 98 **Work Simplification (2)**
Time and motion study techniques. Discussions of methods of improving job procedures and techniques.
- 99 **Cost Control for Supervisors (2)**
Factors involved in cost control. Emphasis on materials, salvage, waste, time, and quality requirements. Includes a study of the supervisor's role in controlling costs.

TECHNOLOGY - METALS

Metals

- 21 **Industrial Machine Shop Processes (2)**
1 hour lecture and 3 hours laboratory.
Study of basic lathe, drill press, milling machine, shaper, and grinder operations. Includes precision measurements. Not open to metals technology majors.
- 26 **Hot Metals Fabrication Processes (2)**
1 hour lecture and 3 hours laboratory.
Forging, foundry, and heat treating. Includes a study of metal characteristics and basic pattern making techniques.
- 27 **Industrial Sheet Metal Processes (2)**
1 hour lecture and 3 hours laboratory.
Light gauge metal fabrication through applications of standard techniques and processes. Includes sheet metal pattern layout.
- 51 **Technical Machine Shop I (3)**
1 hour lecture and 6 hours laboratory.
Introduction to machine shop organization, standards, and safety practices. Includes tool bit grinding, bench work, lathe work, and a study of common metallic alloys, lubricants and coolants.
- 52 **Technical Machine Shop II (3)**
1 hour lecture and 6 hours laboratory.
Prerequisite: Metals 51.
Thread cutting, elementary milling, machine work and shaper operations.

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- 53 Technical Machine Shop III (3)
1 hour lecture and 6 hours laboratory.
Prerequisite: Metals 52.
Advanced milling machine and shaper work. Includes gear cutting, slotting, fluting, hardening, tempering, and an introduction to precision grinding.
- 54 Technical Machine Shop IV (3)
1 hour lecture and 6 hours laboratory.
Prerequisite: Metals 54.
Advanced precision grinding and testing operations. Practical applications of carbide tools.

TECHNOLOGY - GENERAL

Technology

- 41 Technical Reports (2)
The written report as used in industrial and technical professions. Practice in organizing and presenting technical material.
- 49 Individual Study Project (1 to 3)
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge and understanding of some particular problem or topic or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor's approval.

TECHNOLOGY - WATER TREATMENT

Water Treatment

- 71 Water Supply and Treatment (3)
Basic course covering historical development of water quality control practices, water sources, public health aspects of water supply, water chemistry, filtration, corrosion, tastes and odors in water, water bacteriology, pump operation.
- 72 Water Supply Hydraulics (3)
Course in practical water supply hydraulics with emphasis on type, location, construction, operation, testing and maintenance of wells, pumping stations, and hydro-pneumatic systems; location, operation and maintenance of water storage facilities and distribution systems; water flow meters and recorders; automatic equipment-activating devices and controls; detection of water losses; fire flow requirements.
- 73 Chemistry of Water Treatment (3)
Includes study of various chemical treatments of water for purification purposes. Involves analysis of different types of chemical purification problems.

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TECHNOLOGY - WELDING

Welding

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

ENGLISH-SPEECH

TECHNOLOGY - WOODS

Woods

- 11 Industrial Wood Processes (2)
1 hour lecture and 3 hours laboratory.
Commercial woods—their characteristics and functions in modern industry. Emphasis placed upon experimentation as applied to wood and wood finishing. Course designed for Industrial Arts Education majors and recommended as a technical elective for the architecture student.

English and Speech

ENGLISH-SPEECH

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

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- BR Basic Reading and Writing (0)
5 hours lecture and laboratory.
A course designed for those students who need improvement in reading and writing competence. Admission on the basis of diagnostic test data. Required for students enrolled in the Basic Entrance Program.
- 2 Reading Improvement (1)
5 hours laboratory for 9 weeks.
An accelerated course designed for those students who have achieved college level but who wish to improve both rate of reading and flexibility of reading. Admission based on diagnostic test data and approval of instructor.

ENGLISH-SPEECH

ENGLISH

- 3A Reading Laboratory (0)
A course designed for the student who needs to improve reading competence for successful college work. Admission and placement on the basis of diagnostic test data and conference with the instructor.
- 3B Reading Laboratory (0)
An advanced course for the student who wishes to improve total reading competence. Admission and placement on the basis of diagnostic test data and approval of the instructor.
- 5 Creative Writing (3)
Prerequisite: Consent of instructor.
Emphasis on fiction and playwriting, but freedom to pursue whatever writing forms may most interest the student.
- 10A-B American Literature (3-3)
Prerequisite: Sophomore standing, English 1A-B or equivalent.
Study of representative American writers from first settlements to 1830 (1st semester) and from 1830-present (second semester). Each semester course may be taken independently of the other.
- 11A-B Survey of English Literature (3-3)
Prerequisite: Sophomore standing, English 1A-B or consent of instructor.
Study of the development of English literature from Beowulf through eighteenth century (first semester) and from 1800 to present (second semester). Each semester course may be taken independently of the other.
- 12 World Literature (3)
Prerequisite: English 1A-B or equivalent, or consent of instructor.
A study of selected works from Western and Oriental literature. Classics in the literature of different countries are studied for their artistic merit and their contribution to modern thought.
- 14 Shakespeare (3)
Reading of Shakespeare's plays with emphasis on the characterization and the philosophy; preparation of critical papers based on reading and investigation.
- 16 Literature of the Desert (3)
A study of non-fiction and fiction written about the desert, inspired by the desert, and by authors living in the desert, with emphasis on the desert literature of the southwestern United States. The course includes an introduction to the desert environment and to man's relation to the desert. Field trips required.
- 30 The English Bible as Literature (3)
A survey of the Bible from a literary and philosophical point of view. Also introducing the great personalities, events and developmental character of this unique literature.

ENGLISH-SPEECH

- 49 Individual Study Project (1 to 2)
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge and understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor.

DRAMA

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

JOURNALISM

- 1A-B Journalism (3-3)
2 hours lecture and 3 hours laboratory. Prerequisite: Passing of English placement test and ability to typewrite recommended.
A study of the history and development of the modern newspaper. The news story, the interview, reporting, news value and the role of the newspaper in contemporary society. Libel, typography and make-up.

ENGLISH-SPEECH AND FIRE SCIENCES

- 2A-B Individual Journalism Assignment (1 to 3)
1 hour lecture and laboratory. Prerequisite: Consent of instructor.
Journalism students may enroll for work and training on various campus publications.
- 49 Individual Study Project (1 to 2)
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge and understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor.

SPEECH

- 2 Oral Interpretation of Literature (3)
Introduction to the oral reading of prose and poetry, practice in speaking and reading with training in the principles of effective delivery.
- 4 Public Speaking (3)
Study and practice of the essentials of public speaking and the forms of public address. Emphasis is placed on invention, organization, and oral style.
- 6 Forensic Workshop (1-2)
Prerequisites: English 1A, Public Speaking, or consent of the instructor.
A lecture-laboratory course training students for inter-collegiate speech tournaments and other speech activities. Designed to equip the student for proficiency in debate, extemporaneous speaking, persuasive speaking, interpretation, and impromptu speech activities.
- 7 Argumentation (3)
Prerequisite: English 1A or consent of the instructor.
A study of the principles of argumentation through reading, discussion, and practical application. Designed to equip the student for proficiency in analysis, persuasion, logical argument, and rhetorical thinking.
- 49 Individual Study Project (1 to 2)
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge and understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor.

FIRE SCIENCES

- 51 Introduction to Fire Protection (3)
Philosophy and history of fire protection, history of loss of life and property by fire. Organization and function of local, county, state, Federal, and private fire protection agencies; survey of professional career opportunities. Field trips may be required.

FIRE SCIENCES AND FOREIGN LANGUAGES

- 52 Introduction to Fire Suppression (3)
Characteristics and behavior of fire; fire hazard properties of ordinary materials; extinguishing agents; fire suppression organization and equipment; basic fire fighting tactics; public relations as affected by fire suppression. Field trips may be required.
- 53 Fundamentals of Fire Prevention (3)
Organization and function of the fire prevention organization; inspection; surveying mapping procedures; recognition of fire hazards; engineering a solution of the hazard; enforcement of the solution; public relations as affected by fire prevention. Field trips may be required.
- 54 Fire Fighting Tactics and Strategy (3)
Review of fire chemistry, equipment, and manpower; basic fire fighting tactics and strategy; methods of attack; preplanning fire problems. Field trips may be required.
- 55 Hazardous Materials (3)
Review of basic chemistry; storage, handling, laws, standards, and fire fighting practices pertaining to hazardous solids, liquids, and gases. Field trips may be required.
- 56 Fire Protection Equipment and Systems (2)
Portable fire extinguishing equipment; sprinkler systems; protection systems for special hazards; fire alarm and detection systems.
- 57 Related Codes and Ordinances (3)
Familiarization with national, state, and local laws and ordinances which influence the field of fire prevention. Field trips may be required.
- 58 Fire Hydraulics (3)
Review of basic mathematics; hydraulic laws and formulas as applied to the fire service; application of formulas and mental calculation to hydraulic problems; water supply problem; underwriters requirements for pumps. Field trips may be required.
- 59 Building Construction for Fire Protection (3)
Fundamental building construction and design; fire protection features; special considerations. Field trips may be required.
- 60 Fire Company Organization and Procedure (3)
Review of fire department organization; fire company organization; the company officer; personnel administration; communications; fire equipment; maintenance; training; fire prevention; fire fighting, company fire fighting capability; records and reports. Field trips may be required.

Foreign Languages

Students enrolled in Language 1, 2 or 3 which might duplicate courses completed in high school or at another institution of collegiate level will not be allowed unit credit. The first two years of work in a foreign language in high school is considered to be equivalent to one semester

FOREIGN LANGUAGES

in college (4 units); each successive year in a foreign language in high school is equal to one additional semester in college (4 units).

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

FRENCH

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

GERMAN

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

FOREIGN LANGUAGES

- 3 Intermediate German (4)
4 hours lecture and 1 hour laboratory. Prerequisite: German 2, three years high school German, or its equivalent.
A thorough audio-lingual review of grammatical structure. Advanced composition and translations introduced with continued readings in literature and culture. The course is designed to reinforce the student's progress in developing writing skills and oral fluency and accuracy in idiomatic usage.
- 4 Intermediate German (4)
4 hours lecture and 1 hour laboratory. Prerequisite: German 3, four years of high school German, or its equivalent. Continuation of German 3.

LATIN

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

RUSSIAN

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

HEALTH, PHYSICAL EDUCATION — RECREATION

- 3 Intermediate Russian (4)
4 hours lecture and 1 hour laboratory. Prerequisite: Russian 2, three years high school Russian, or its equivalent.
A thorough audio-lingual review of grammatical structure. Advanced composition and translations introduced with continued readings in literature and culture. The course is designed to reinforce the student's progress in developing writing skills and oral fluency and accuracy in idiomatic usage.

SPANISH

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

Health, Physical Education — Recreation

HEALTH EDUCATION

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

HEALTH, PHYSICAL EDUCATION — RECREATION

PHYSICAL EDUCATION

- 1 **First Aid and Safety (2)**
Theory and practice in immediate and temporary care given in case of accident or sudden illness until service of a physician can be procured. Complies with requirements for Red Cross Standard Course. Upon successful completion of this course, each student is awarded a Standard and Advanced Red Cross Certificate.
- 8 **Introduction to Health, Physical Education and Recreation (2)**
Introduces the student to the professional field of physical education. Aids the student in seeing the relationship of the physical education profession to past and present day problems in the United States, its present status, professional organizations, literature, requirements; and makes an appraisal of individual competency in the above areas.
- 20 **Archery (1/2)**
2 hours laboratory.
Beginning and intermediate archery. Students placed according to ability.
- Badminton (1/2)**
2 hours laboratory.
Instruction and practice in skills, strategies, and officiating of the sport.
- Basketball (M) (1/2)**
2 hours laboratory.
Instruction and practice in skills, strategies, and officiating of the sport.
- Basketball (W) (1/2)**
2 hours laboratory.
Instruction and practice in skills, strategies, and officiating of the sport.
- Body Fundamentals (1/2)**
2 hours laboratory.
Emphasis upon increasing physical fitness through use of weights and vigorous competitive activities.
- Field Sports (M) (1/2)**
2 hours laboratory.
Instruction and practice in the skills and strategies of various team sports in season.
- Field Sports (W) (1/2)**
2 hours laboratory.
Instruction and practice in the skills and strategies of various team sports in season.
- Folk-Square Dance (1/2)**
2 hours laboratory.
Instruction and practice in the basic figures of square dance, including some instruction in folk dance.

HEALTH, PHYSICAL EDUCATION — RECREATION

- 20 **Modern Dance (1/2)**
2 hours laboratory.
Beginning and intermediate modern dance. Fundamental dance movements and dance composition.
- Social Dance (1/2)**
2 hours laboratory.
Basic dance steps of several popular contemporary social dances.
- Golf (1/2)**
2 hours laboratory.
Beginning, intermediate, and advanced golf. Students placed in section according to ability.
- Rehabilitation Activities (1/2)**
2 hours laboratory.
For those who must take a restricted activity program on written recommendation of student's physician. Doctor's order to be filed with College nurse before entering this class.
- Soccer-Touch Football (1/2)**
2 hours laboratory.
Instruction and practice in the skills and strategies of these two sports.
- Swimming and Diving (1/2)**
2 hours laboratory.
Beginning, intermediate and advanced swimming and diving. One semester each—students placed according to ability.
- Senior Lifesaving (1/2)**
2 hours laboratory.
Practice in performing various swimming strokes and water rescue skills. Upon completion of this course the student is awarded a Red Cross Senior Life Saving Certificate.
- Springboard Diving (1/2)**
2 hours laboratory.
Instruction and practice in the various groups of dives, body mechanics, and judging.
- Synchronized Swimming (W) (1/2)**
2 hours laboratory.
Beginning and advanced synchronized swimming. Fundamental aquatic art skills, composition, and choreography.
- Tennis (1/2)**
2 hours laboratory.
Beginning, intermediate, and advanced tennis. Students placed according to ability.
- Track and Field (M) (1/2)**
2 hours laboratory.
Instruction and practice in the track and field events.

HEALTH, PHYSICAL EDUCATION – RECREATION

- 20 Track and Field (W) (1/2)
2 hours laboratory.
Instruction and practice in the track and field events.
Tumbling and Gymnastics (1/2)
2 hours laboratory.
Instruction and performance in gymnastic skills on mats, trampoline, and other apparatus.
Water Safety Instruction (1/2)
2 hours laboratory.
Prerequisite: Valid Red Cross Senior Lifesaving Certificate.
Practice in performing and teaching the various swimming strokes and water skills. Upon successful completion of this course, the student is awarded a Red Cross Water Safety Instructor's Certificate.
Wrestling (M) (1/2)
2 hours laboratory.
Instruction and practice in the skills and strategies of the activity.
- 21A-B Professional Activities (1-1)
Prerequisite: Major in Health, Physical Education and Recreation.
Laboratory and testing program in the four areas of individual activities, team sports, aquatics, and dance. Instruction in activities according to the needs of professional students.
- 22A-B Professional Activities (1-1)
Prerequisite: Major in Health, Physical Education and Recreation.
Continuation of 21A-B.
- VARSAITY SPORTS**
- 30 Baseball (1)
10 hours plus games. Prerequisite: Tryouts.
Basketball (1)
10 hours plus games. Prerequisite: Tryouts.
Football (1)
10 hours plus games. Prerequisite: Tryouts.
Golf (1)
10 hours plus games. Prerequisite: Tryouts.
Swimming (1)
10 hours plus meets. Prerequisite: Tryouts.
Tennis (1)
10 hours plus games. Prerequisite: Tryouts.
Track (1)
10 hours plus games. Prerequisite: Tryouts.
- 31 Basketball (W) (1/2)
5 hours plus games. Prerequisite: Tryouts.

HOME ECONOMICS

RECREATION EDUCATION

- 1 Recreation Leadership (2)
A theory and activity course teaching: (1) leadership of recreation activities, with emphasis on the social development and integration of individuals into group programs, and (2) mechanics of planning, techniques of presentation, and a repertoire of social activities as tools for social recreation.

Home Economics

- 1A-B Foods and Nutrition (3-3)
6 hours lecture and laboratory.
Principles of human nutrition. Methods of selecting, storing, preparing and serving foods.
- 2A-B-C Clothing and Textiles (3-3-3)
Beginning, Intermediate and Advanced. Commercial patterns and their adaptation; fitting and construction. Selection and care of textiles. Wardrobe planning, grooming, and buying practices.
- 4 Home Management (2)
4 hours lecture and laboratory.
Study of the abilities, skills, and attitudes needed in the modern home as the center of family living, in relationship to meals, clothing, and management of time, energy and money.
- 5 Home Planning (2)
4 hours of lecture and laboratory.
Study of housing trends, sites and home planning, building. Fundamentals of reading and drawing plans.
- 6 Home Furnishings (2)
4 hours of lecture and laboratory.
Prerequisite: Home Planning or consent of instructor.
Study of housing trends and home planning, furniture and furniture selection, and interior and exterior decoration.
- 10 Marriage and Family (2)
A study of the modern family with emphasis on personal adjustment, courtship, marriage, parenthood, and family administration. Open to both men and women.
- 49 Individual Study Project (1 to 3)
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge and understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor.
- 51 Food Preparation (2)
4 hours lecture and laboratory.
Study of planning and preparing meals with emphasis on food short cuts, quick and easily prepared meals, with the principles of nutrition

HOME ECONOMICS

and meal service included. Enrollment for this introductory course is limited to men interested in hotel and restaurant management, or those interested in learning how to cook.

- 52 **The Child and His Family (3)**
Study of the infant and the child in relation to the family group, and the interaction between family and community agencies.
- 62 **Clothing Pattern Drafting (2)**
1 hour lecture and 3 hours laboratory.
Flat pattern techniques used to develop skills in creating or copying dress design and modifying commercial patterns.
- 63 **Clothing Selection (1)**
A study of factors which influence one's personal appearance; grooming; color and design in wardrobe selection and building; buying practices; modeling.

SCHOOL LUNCH MANAGEMENT

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

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

- 79 **Nutrition (1)**
Prerequisite: Employment in school lunchroom, or consent of instructor.
A study of dietary needs of children and youth; the role of proteins, fats, carbohydrates, minerals and vitamins in nutrition; factors to be considered in developing good food habits.
- 80 **Beginning Menu Planning (1)**
Prerequisite: Employment in school lunchroom, or consent of instructor.
Emphasis is directed to the basic factors included in planning menus based on the Type A Lunch pattern; planning to make the Type A Lunch attractive; use of menu planning worksheets.
- 81 **Sanitation and Safety (1)**
Prerequisite: Nutrition (Home Ec. 79), Beginning Menu Planning (Home Ec. 80), or consent of instructor.
A survey of personal cleanliness; sanitary practices in food preparation; cause, control and investigation of illnesses caused by food contamination; dishwashing, storage and refrigeration; sanitation of kitchen and equipment; cleansing materials; garbage and refuse disposal; safety precautions and training for accident prevention.

HOME ECONOMICS AND LAW ENFORCEMENT

- 82 **Work Simplification (1)**
Prerequisite: Nutrition (Home Ec. 79), Beginning Menu Planning (Home Ec. 80), or consent of instructor.
Principles of motion economy as related to the use of the human body and work place. Application of work simplification procedures to school lunchroom problems.
- 83 **Advanced Menu Planning (1)**
Prerequisite: Nutrition (Home Ec. 79), Beginning Menu Planning (Home Ec. 80), or consent of instructor.
Advanced work in menu planning based on the Type A Lunch pattern, including adaptation to different age levels; development of variety in menu planning; evaluation of nutritional standards; budgetary controls.
- 84 **Food Purchasing (1)**
Prerequisites: Nutrition (Home Ec. 79), Beginning Menu Planning (Home Ec. 80), or consent of instructor.
A study of the methods involving food purchasing by the school district, and the factors responsible for influencing quantity selection, standards and grades, and prices.
- 85 **Quantity Food Preparation (1-2)**
Prerequisite: Nutrition (Home Ec. 79), Beginning Menu Planning (Home Ec. 80), or consent of instructor.
This course will provide experience in the methods of quantity food preparation which retain nutritive values; use of standard recipe files; use of weights and measures; use of equipment; timing, selection, preparation, display and service of foods for the school lunch program.
- 86 **Personnel Management for School Lunch (1)**
20 hours lecture.
Selection of employees; personnel relations, training techniques; work schedules. Federal, state and local laws affecting school food service personnel.

Law Enforcement

- 51 **Introduction to Law Enforcement (3)**
Field trips, interviews and reports required.
An overview of the administration of criminal justice in the United States; the impact of crime upon society; the development and function of law enforcement in the United States and California; the relationships between Federal, state, county, and city administration of criminal justice; law enforcement career opportunities and career information.

HOME ECONOMICS AND LAW ENFORCEMENT

- 52 **Criminal Law (3)**
Field trips required. Prerequisite: Police Science 51, or current employment in a law enforcement agency.
History and sources of criminal law; examination and discussion of the California Penal Code, Welfare and Institutions Code, and related codes containing criminal statutes; review and discussion of "elements of crimes" as applied to specific offenses against person, property, or peace; the place of municipal and county ordinances in law enforcement.
- 53 **Criminal Evidence (3)**
Field trips may be required. Prerequisite: Police Science 51, or current employment in a law enforcement agency.
Rules defining evidence and its admissibility in court actions; discussion of the relevancy, materiality and competency of evidence; examination of the "Hearsay" Rule and the exceptions thereto; opinion evidence; problems arising in the use of physical evidence in court; comprehensive review of prosecution and defense practices in criminal trials.
- 54 **Administration of Justice (3)**
Prerequisite: Police Science 51, or current employment in a law enforcement agency.
A composite course for the working peace officer, dealing with the basic essentials of knowledge and job performance; includes laws and ordinances; practical and legal aspects of law enforcement; field techniques; reports and record procedures, community problems in crime prevention and control, inter-relationships of law enforcement agencies, juvenile laws and procedures.
- 55 **Criminal Investigation (3)**
Field trips may be required. Prerequisite: Police Science 51, or current employment in a law enforcement agency.
Problems involved in the investigation of specific offenses with emphasis upon felonies; sources of information, cooperation with related agencies; review of investigative procedures as applicable to the specific crime.
- 56 **Patrol Procedures (3)**
Field trips may be required. Prerequisite: Police Science 51, or current employment in a law enforcement agency.
The purpose and methods of beat patrol; the identification of police hazards and effective techniques to cope with them; observation of persons, places and incidents; the operation of emergency vehicles; field note taking; the preparation of adequate reports; the processing of routine complaints; beat, sector, zone and post duties.
- 57 **Traffic Control (3)**
Field trips may be required. Prerequisite: Police Science 51, or current employment in a law enforcement agency.
Basic accident investigation; the use of the State Accident Report Form; the principles of "selective" enforcement; parking and inter-

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section control; the basic provisions of the California Vehicle Code governing the operation of motor vehicles; the responsibilities of the community in traffic control.

- 58 Juvenile Procedures (3)
Field trips may be required. Prerequisite: Police Science 51, or current employment in a law enforcement agency.
The place of the juvenile in the community; legislation prescribing the special treatment of juveniles; related agencies interested in children; a study of crimes committed upon or by minors; investigation of such crimes and the relationship of the officer to the juvenile and the parents; survey of various codes relating to juveniles.
- 59 Firearms (1)
3 hours laboratory. Prerequisite: Police Science 51, or current employment in a law enforcement agency.
Elementary use of all types of firearms including safety, range techniques, and etiquette; basic fundamentals of firing with actual use of firearms; lectures on firearm topics; safety, nomenclature, use, and laws relating to firearms.

Mathematics

- 1A Calculus with Analytic Geometry (4)
Prerequisite: Satisfactory completion of high school algebra, plane geometry, and trigonometry followed by satisfactory achievement on a mathematics performance aptitude test or Mathematics 5 and 6 or Mathematics 10 with at least a grade of C.
Elements of analytical geometry, introduction to differential and integral calculus with applications.
- 1B Calculus with Analytic Geometry (4)
Prerequisite: Mathematics 1A.
Continuation of Mathematics 1A.
- 2A Calculus with Analytic Geometry (4)
Prerequisite: Math 1B.
Continuation of Math 1A-B with introduction to mathematics of physics and modern engineering.
- 2B Calculus with Analytic Geometry (4)
Prerequisite: Math 2A.
Continuation of Math 2A with emphasis on mathematics of physics and modern engineering.
- 5 Trigonometry (1 or 3)
Prerequisites: Plane geometry and one and one-half years of high school algebra, or Math 6. Students with one year of high school algebra may enroll in this course concurrently

MATHEMATICS

with course 6. Students taking this course who have had trigonometry in high school will be limited to one unit of credit.

Plane trigonometry, with special emphasis on trigonometry analysis.

- 10 **College Algebra (3)**
Prerequisite: Trigonometry and one and one-half years of high school algebra or two years of high school algebra and Mathematics 5 concurrently with approval of the department.
Course includes exponents, determinants, inequalities, complex numbers, theory of equations, permutations, combinations, and probability.
- 30A **Mathematics for Elementary Teachers (3)**
Course designed to meet the needs of the elementary education major and the instructor who will be teaching mathematics in the elementary school.
- 30B **Mathematics for Elementary Teachers (3)**
Prerequisite: Mathematics 30A.
Study of the real number system through the axiomatic and postulational approach; set theory; mathematical induction; mathematical logic; functions, relations; elementary number theory; finite mathematical structures.
- 49 **Individual Study Project (1 to 3)**
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge and understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor.
- 50 **Elementary Algebra (3)**
Includes first degree equations, special products and factoring, ratio, radicals, and quadratic equations.
- 51 **Intermediate Algebra (3)**
Prerequisite: At least one year of high school algebra.
Simultaneous linear and quadratic equations, binomial theorem, progressions and logarithms.
- 52 **Plane Geometry (3)**
Prerequisite: High school algebra or Math 20.
Fundamentals of plane geometry developed by both inductive and deductive processes.

MUSIC

- B** **Basic Mathematics Workshop (0)**
3 hours lecture and laboratory.
A review of the fundamentals of arithmetic as applied to everyday problems. Required for students who have not achieved a satisfactory score on the counseling examination. (Credit for this course may not be applied toward the Associate in Arts degree).
- C** **Algebra Workshop (0)**
3 hours lecture and laboratory.
This course is designed for those students who have taken high school algebra but feel they need refresher work before enrolling in advanced courses. Review of basic algebraic processes. (Credit for this course may not apply toward the Associate of Arts degree).

Music

THEORY AND LITERATURE

- 1A-B-C** **Musicianship (2-2-2)**
Prerequisite: Concurrent enrollment in course 2A-B-C-D.
Ear training, sight singing, dictation, and keyboard harmony correlated with corresponding semester of Course 2A-B-C-D.
- 2A-B-C** **Harmony (2-2-2)**
3 hours lecture.
Prerequisite: Concurrent enrollment in course 1A-B-C.
The harmonization of figured bass and of given and original melodies; includes triads, passing and auxiliary tones, seventh chords, modulations.
- 2D** **Counterpoint (2)**
Prerequisite: Completion of 1A-B-C and 2A-B-C.
- 10A** **Introduction to Music (3)**
3 hours lecture.
Prerequisite: None.
Designed for the general college student and non-majors in music. A general survey of the development of music with emphasis on the aesthetic, formal and historical factors, correlated with parallel movements in the other arts.
- 11A-B** **Survey of Music Literature (3-3)**
3 hours lecture.
Designed for the music major. The study of representative musical masterworks and their background.
- 12** **Fundamentals of Music (3)**
3 hours lecture.
May not be applied toward a major in music. Designed for the general student and prospective elementary teachers. Includes ear training, singing, music reading, elementary harmony, transposition, and conducting.

MUSIC

PERFORMANCE

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

2 hours lecture and laboratory.

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

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

2 hours lecture and laboratory.

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

23A-B Stringed Instruments (1-1)

2 hours lecture and laboratory.

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

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

2 hours lecture and laboratory.

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

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

4 hours rehearsal each week.

The study and performance of concert orchestra literature. Participation in public performances is required.

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

4 hours of rehearsal each week.

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

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

4 hours of rehearsal each week.

Study and performance of standard literature for concert band; participation in public concerts and festivals is required.

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

4 hours of rehearsal each week.

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

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

MUSIC

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

4 hours rehearsal each week.

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

The development of musicianship through the performance of music of various periods and styles. Public performances required.

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

4 hours of rehearsal each week.

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

41-47 Music Performance (1 each course)

One hour performance-discussion each week.

Designed to provide training for vocalists or instrumentalists; concentration upon technical proficiency. Public performance in student recital each semester. Repertoire to include literature from all periods. Additional credit (1 hour) may be granted for study with a private teacher under the following conditions:

a. Concurrent enrollment in one of the Music Performance series:

- 41 Piano
- 42 Strings
- 43 Woodwinds
- 44 Brasses
- 45 Percussion
- 46 Organ
- 47 Voice

b. Approval of the teacher prior to registration

c. Minimum of one-half hour lesson each week predicated upon a minimum of five hours' practice

d. Jury examination at the end of the semester involving the student, private teacher, and the music staff of the College of the Desert

49 Individual Study Project (1 to 3)

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

51A-B-C-D Arranging (2-2-2-2)

Prerequisite: Consent of the instructor.

Scoring for vocal instrumental groups of all types.

52A-B Church Music (2-2)

Prerequisite: Consent of the instructor.

Study of the music of the church, its history and meaning, and practical application of this material in present day church services.

NURSING

Nursing

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

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

ASSOCIATE IN ARTS NURSING PROGRAM

ADMISSION

Procedure: Classes are admitted in the fall semester each year. Requests for admission should be addressed to the Department of Nursing, College of the Desert.

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

Specific Requirements:

1. Graduation from high school with a C average or better in a college preparatory course.
2. Completion of high school chemistry or its equivalent in college with a grade of C or better.
3. Completion of a nursing department application.
4. Satisfactory character recommendations.
5. Satisfactory personal interview with a department of nursing representative.
6. Physical and dental examinations and specified immunizations.

NURSING

- 5 Nursing Fundamentals I (5)
2 hours lecture and 9 hours laboratory.
Prerequisite: High school chemistry and acceptance into the nursing program.
An introduction to health principles and community resources as

NURSING

related to the family and the needs of each of its members. Principles of individual health, school health, and community health, and the organization of various institutions caring for members of the family, will be introduced. Laboratory experiences will include visits to selected institutions and will involve basic nursing procedures.

- 6 Nursing Fundamentals II (6)
3 hours lecture and 9 hours laboratory.
Prerequisite: Nursing Fundamentals I.
Progression of understanding of health and illness as related to the family and each of its members. Curriculum to include the preventative, remedial, supportive and rehabilitative aspects of nursing, including the physical, emotional, and social components; and to include pre-natal nursing and obstetrical nursing as a part of the normal process of reproduction. Laboratory experience provides opportunity to apply theory to practice, through arrangements with local hospitals, well-baby clinics, public health agencies, schools, and other facilities.
- 7 Nursing Fundamentals III (8)
3 hours lecture and 15 hours laboratory.
Prerequisite: Nursing Fundamentals II.
Progression of understanding of health and illness, nursing principles, and application of science principles of nursing problems. Growth and development from birth to death. Laboratory experience provides opportunity to apply theory to practice and to develop problem-solving techniques in planning nursing care.
- 8 Nursing Fundamentals IV (7)
3 hours lecture and 12 hours laboratory for 13 weeks.
Prerequisite: Nursing Fundamentals III.
Building upon preceding courses, the student is introduced to more complex problems encountered by the family, including the problems of pregnancy, pediatrics, and the adult patient. Laboratory experience provides opportunity to apply problem-solving techniques to patient care problems.
- 9 Nursing Trends and Background (2)
Covers modern history of nursing as a background for understanding of our present beliefs and practices in nursing; social aspects and their effects upon levels of nursing practice, nursing organizations, and the law as it relates to nursing.
- 10 Psychiatric Nursing (3)
1 hour lecture and 6 hours laboratory for 5 weeks. To be given during the same semester as Nursing Fundamentals IV.
Prerequisite: Nursing Fundamentals III.
Specialized study of nursing care of the mentally ill and mentally retarded patient. To include all ages. Laboratory experience provides opportunity to apply theory to practice.

NURSING

A.A. DEGREE NURSING CURRICULUM

(tentative)

1st year

Fall Semester — 18 weeks

Psychology 10	Lect. 1 u
English 1A	Lect. 4 u
Sociology 1	Lect. 3 u
Anatomy	Lect. 2 u
	Lab. 1 u
Nursing Fund. I	Lect. 2 u
	Lab. 3 u
P.E.	1/2 u
Nursing: 5 u (11 hrs/wk)	
Total weekly hours: 25 hrs/wk 16 1/2 u	

Spring Semester — 18 weeks

Microbiology	Lect. 2 u
	Lab. 1 u
English 1B or English Lit.	Lect. 4 u
Physiology	Lect. 2 u
	Lab. 1 u
Nursing Fund. II	Lect. 3 u
	Lab. 3 u
P.E.	1/2 u
Nursing: 6 u (12 hrs/wk)	
Total weekly hours: 26 hrs/wk 16 1/2 u	

Summer Session — 6 weeks

Amer. History and Gov't.	Lect. 3 u
	(7 1/2 hrs/wk)
Humanities (art, music, drama, creative writing)	Lect. 3 u
	(7 1/2 hrs/wk)

2nd year

Fall Semester — 18 weeks

Psychology IA	Lect. 3 u
Nutrition	Lect. 2 u
Nursing Fund. III	Lect. 3 u
	Lab. 5 u
P.E.	1/2 u
Nursing: 8 u (19 hrs/wk)	
Total weekly hours: 25 hrs/wk 13 1/2 u	

Spring Semester — 18 weeks

*Psych. Nurs.	Lect. 2 u
	Lab. 1 u
Nursing Fund. IV	Lect. 3 u
	Lab. 4 u
Nursing Trends and Background	Lect. 2 u
P.E.	1/2 u
Nursing: 12 u (24 hrs/wk)	
Total weekly hours: 25 12 1/2 u	
*Psych. Nursing (5 wks.—25.2 hrs/wk) given at Patton State Hosp.	
Other nursing: 13 wks. — 23.5 hrs.	

Summary: Nursing	31 u
Academic	32 u
*P.E.	2 u
Total	65 u

* P.E. required for students under 21 years of age.

NURSING

VOCATIONAL NURSING PROGRAM

ADMISSION

Classes are admitted in the fall semester. Requests for admission should be addressed to: Department of Nursing, College of the Desert, Palm Desert, California.

Specific Requirements

1. Completion of high school or equivalent of tenth grade education attainment as established by tests given at College of the Desert.
2. Completion of Vocational Nursing Application.
3. Satisfactory character recommendations.
4. Physical examination and recommendation by a licensed physician, chest x-ray, and special immunizations.
5. Satisfactory personal interview with a member of the department of nursing.

General Information

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

Courses must be taken in consecutive order as listed:

N 75	Medical-Surgical Nursing	11 u
N 76	Maternal Infant Care	4 u
N 77	Medical-Surgical Nursing	15 u
N 78	Medical-Surgical Nursing	15 u

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

BIOLOGICAL SCIENCES

Biological Sciences

Students majoring in biological sciences or aiming toward careers in medicine, dentistry, pharmacy, veterinary medicine or other pre-professional programs should take **Biology 2A and 2B** or **Zoology 1A, 1B**. Transfer students electing biology to meet science requirement should elect one of the following sequences or combinations of these, preferably with laboratory, but the latter may be omitted depending upon the equivalent course in the transfer institutions of their choice. The equivalent of zoology in our sequence is **Biology 4, 4L, 8, 8L**. Equivalent of botany is **Biology 4, 4L, 12, 12L**. Equivalent of microbiology is **Biology 4, 4L, 15, 15L**.

ZOOLOGY

- 1A-B General Zoology (4-4)**
Lectures and laboratory. Prerequisite: Chemistry 1A, and a biological science, or consent of instructor.
An introduction to modern concepts of animal biology. Cells, tissues, organs, and systems are studied from the molecular, morphological and physiological approaches. Principles of embryology, genetics, ecology and evolution are introduced. The invertebrate and vertebrate kingdoms are surveyed. Emphasis is placed on vertebrate zoology in 1B.
- 4 Elements of Biology (2)**
(Taken with or without Biology 4L.)
A course without prerequisite to acquaint the student with the fundamental unifying processes of life and their background in chemistry and physics. This course is the basic or beginning course in biology comprising the background necessary for success in subsequent biological studies. Followed by either Biology 8-8L or 12-12L it constitutes the equivalent of a course in either botany or zoology. Transfer students are urged to take a sequence with laboratories.
- 4L Elements of Biology Laboratory (1)**
3 hours attendance.
(Assumes previous or concurrent enrollment in Biology 4.)
Practical experiments and techniques in the principles of biology.
- 8 Animal Biology (3)**
(May be taken with or without Biology 8L.)
Prerequisite: Biology 4-4L or consent of the instructor.
A study of biology as exemplified in the animal kingdom and their development and genetics and evolution. The phyla are studied along with the anatomy and natural history of the individual groups. The place of man in the animal world is assayed.
- 8L Animal Biology Laboratory (1)**
3 hours attendance.
(Assumes previous or concurrent enrollment in Biology 8.)
Laboratory study of animal biology. Dissection and survey of the animal phyla under laboratory conditions.

BIOLOGICAL SCIENCES

- 12 Plant Biology (2)
2 hours of attendance.
Prerequisite: Biology 4-4L or consent of the instructor.
(May be taken with or without Biology 12L.)
A study of the biology of the plant kingdom. The anatomy, physiology and phyla of the plant kingdom are emphasized.
- 12L Plant Biology Laboratory (1)
3 hours attendance.
(Assumes previous or concurrent enrollment in Biology 12.)
The laboratory study of plant biology.
- 15 General Microbiology (2)
2 hours of attendance.
Prerequisite: Biology 4-4L or consent of the instructor.
(May be taken with or without Biology 15L.)
A study of microorganisms and the instruments and techniques involved. Those affecting man and his health and economy are emphasized. Concurrent enrollment in Biology 15L is strongly recommended.
- 15L General Microbiology Laboratory (1)
3 hours attendance.
(Assumes previous or concurrent enrollment in Biology 15.)
A practical study of the techniques used in the microbiological laboratory using non-pathogenic organisms.
- 20 Elements of Anatomy (3)
2 hours lecture and 3 hours laboratory.
Prerequisite: Sophomore standing, Biology 1A or consent of instructor.
An introduction to human anatomy through the use of models, charts, skeletons, microscopic slides, and dissection of a mammal. For students in physical education or pre-nursing. Not recommended for pre-medical or pre-dental students.
- 24 Elements of Physiology (3)
2 hours lecture and 3 hours laboratory.
Prerequisite: Chemistry and anatomy.
Study of the principal facts and theories regarding the functioning of the body, including the muscular, nervous, circulatory, digestive, endocrine, and reproductive systems. For home economics, nursing, and physical education majors.
- 49 Individual Study Project (1 to 3)
A course designed to provide an opportunity for a student to work closely with an instructor in order to encourage the student to extend his knowledge and understanding of some particular problem or topic, or to allow the student to complete a specific project. The exact nature of the individual assignment would depend upon the special interest of the student and the instructor.

CHEMISTRY

CHEMISTRY

- 1A-B General Chemistry (5-5)
3 hours lecture and 6 hours laboratory. Prerequisite: Good scholarship in high school chemistry, mathematics, or physics. All students who intend to take this course must take and pass a standardized chemistry placement examination prior to registration. Results of this examination will be used for advisory purposes only.
General principles of chemistry with emphasis on inorganic materials. Qualitative analysis is included in the second semester with a brief introduction to organic chemistry.
- 4A-B General Introductory Chemistry (3-3)
2 hours lecture, 3 hours laboratory. Both semesters necessary for transfer. Prerequisite: High school chemistry or mathematics.
An introduction to inorganic, organic, and biological chemistry. This course satisfies the chemistry requirements for pre-nursing majors, and certain home economics majors.
- 5 Quantitative Analysis (3)
1 hour lecture and 6 hours laboratory. Prerequisite: Chemistry 1A-B.
An introduction to the methods of gravimetric and volumetric analysis; oxidation-reduction methods; introduction to physicochemical methods of analysis. The course is generally required of all students continuing in chemistry, medicine, dentistry, and some phases of agriculture.
- 12 Organic Chemistry (5)
3 hours lecture and 6 hours laboratory.
Prerequisite: Chemistry 1A-B.
The study of the compounds of carbon, including both aliphatic and aromatic hydrocarbons and their derivatives.
- 50 Chemical Techniques (2)
(Concurrent enrollment in Chemistry 50L is recommended.)
Prerequisites: None.
A course designed to meet the needs of prospective workers in chemically related industries. The chemical elements and their symbols, the metric system, chemical balances, the making of solutions, the use of instruments in routine analysis are emphasized.
- 50L Chemical Techniques Laboratory (1)
3 hours attendance.
(Assumes previous or concurrent enrollment in Chemistry 50.)
Laboratory experience in chemical techniques.

PHYSICAL SCIENCE

Physical Sciences

ASTRONOMY

- 2 Descriptive Astronomy (3)
(May be taken with or without Astronomy 2L.)
An introductory survey course in the general principles and fundamental facts of astronomy, designed for students not intending to major in physical sciences or mathematics.
- 2L Elementary Astronomical Laboratory (1)
3 hours attendance.
(Assumes previous or concurrent enrollment in Astronomy 2.) Plane trigonometry recommended.
Practical approach to the use of the telescope and other astronomical instruments; application of the constellations to orientation.

GEOLOGY

- 1 Physical Geology (3)
3 hours lecture.
(Should register for Geology 1L concurrently.)
The composition, origin, and distribution of earth materials, and their modification through mechanical and chemical processes.
- 1L Physical Geology Laboratory (1)
(Should be taken concurrently with Geology 1.)
Comprises the laboratory exercises and experiences appropriate to beginning students of geology.
- 2 Historical Geology (3)
3 hours of lecture.
(Should register for Geology 2L concurrently.)
Theories of earth origin and the evolutionary history of the earth as traced through rock and fossil records. Consideration of the Paleontological Sequence.
- 2L Historical Geology Laboratory (1)
(Should be taken concurrently with Geology 2.)
Comprises laboratory exercises appropriate for students of Historical Geology.
- 51 Practical Micropaleontology (2)
3 hours lecture and laboratory.
Techniques used in micropaleontology laboratories of oil companies. Classification and identification of species, stratigraphic sequence of micro faunas, and microfaunal correlations. The course will be oriented toward preparing students to become junior micropaleontologists in an oil company laboratory.

SOCIAL SCIENCE

METEOROLOGY

- 1 Descriptive Meteorology (3)
(May be taken with or without laboratory.)
Elementary survey of the causes and distribution of weather and climate. An understanding of weather phenomena. The reading of weather maps.
- 1L Descriptive Meteorology Laboratory (1)
3 hours attendance.
(Assumes previous or concurrent enrollment in Meteorology 1.)
Practical study of instruments and methods for the study and recording of weather and the reading and plotting of weather maps.

PHYSICS

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

Social Science

ANTHROPOLOGY

- 1 Physical Anthropology (3)
An introduction to the study of man's place in nature, and to the physical variability of the human species. Emphasis will be placed on biological evolution, relationships of body structure and functions, human variation, genetic determination and environmental-physiological interactions.

SOCIAL SCIENCE

- 2 Cultural Anthropology (3)
Prerequisite: Anthropology 1 recommended.
An introduction to the study of the nature, development, organization and variability of culture. Special emphasis on primitive cultures, institutional structures, culture and personality. Culture contacts and cultural change.

ECONOMICS

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

GEOGRAPHY

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

HISTORY

- 4A-B History of Western Civilization (3-3)
A broad study of the major elements in the Western heritage. Designed to develop the student's understanding and attitude toward institutions basic to Western civilization.
- 8A-B History of the Americas (3-3)
Survey of western hemisphere history. First semester is a survey of Indian cultures and colonial development. Second semester emphasizes the evolution of the American nations and their inter-American relations.

SOCIAL SCIENCE

- 17A United States History (3)
Prerequisite: Sophomore standing.
A survey of the political and social development of the United States from the discovery of America to the Reconstruction period.
- 17B United States History (3)
Prerequisite: Sophomore standing.
A survey of the political and social development of the United States from the Reconstruction period to the present.
- 19A-B Introduction to History of Asia (3-3)
Prerequisite: Sophomore standing.
Survey of political and cultural history of major countries of Asia from ancient to modern times. Development of civilizations of China, India, Iran, Arabia, Turkey, Mongolia, Japan, and Southeast Asia. Relations with Western Europe, Russia, and America.
- 20 History of California (3)
A general survey of the history of the Pacific coast with major emphasis on cultural, economic, and social development of California.
- 21A-B History of Russia (3)
The political, social, economic and cultural development of the Russian people and the Russian state from their origins to the present day. The emphasis is upon Russian history since Peter the Great, and particular attention is given to the expansion of Russia, cross currents and interrelations between Russia and Asia and the West, the causes and character of the Russian Revolution and the nature and dynamics of Soviet society since 1917.
- 23 Latin American Civilization (3)
Origins and main currents of Latin American Civilization. Geography, history, customs and economic and political development of the Latin American nations. Special emphasis is given to the cultural similarities and differences between the Anglo-American and Spanish American peoples.
- 72 History of Mexico (2)
A survey of the history of Mexico from pre-Columbian times to the present, with emphasis on bettering the student's understanding of our important neighbor to the south.

PHILOSOPHY

- 6A Introduction to Philosophy (3)
Prerequisite: Sophomore standing.
An introduction to the general types of philosophy and to the search for meaning as seen in the work of the great philosophers, with an attempt to relate their contribution to the contemporary situation.
- 6B Introduction to Philosophy (3)
Prerequisite: Sophomore standing.
A critical approach to the problems of philosophy involving the

SOCIAL SCIENCE

student in intellectual situations that provoke reflection and expression, and stimulate a concern for the critical techniques essential to developing a sound personal philosophy.

- 10 **Logic (3)**
Introduction to deductive and inductive logic. Logic and language. Analysis of fallacies. Uses of logic in science and in daily life.
- 12 **Religions of the World (3)**
A historical introduction to the world's religious philosophies—Hinduism, Jainism, Buddhism, Sikhism, Taoism, Confucianism, Shinto, Zoroastrianism, Judaism, Christianity, and Islam—from an examination of their original writings and subsequent commentaries. Field trips to nearby temples, synagogues, and significant churches. Guest speakers representing Judaism, Catholicism and Protestantism.
- 14 **Introduction to Ethics (3)**
A systematic examination of the concepts of right and wrong as traditionally conceived and the application of moral values and principles to problems of daily life. The philosophy of conduct as related to contemporary moral issues.

POLITICAL SCIENCE

- 1 **Introduction to Government (3)**
An introduction to the principles and problems of government with particular emphasis on national government in the United States. This course meets the American institutions requirement in Constitution and state and local government.
- 2 **Introduction to Comparative Government (3)**
Prerequisite: History 17A-B, or Political Science 1.
A comparative study of constitutional principles, governmental institutions, and political problems of selected governments abroad.
- 3 **American Institutions (3)**
A survey of America's heritage in history and government. Includes a study of the Federal Constitution, California history and government and U.S. History. Satisfies the College of the Desert requirement in accordance with the California Education Code. (Designed for students not transferring to another college.)

PSYCHOLOGY

- 1A **General Psychology (3)**
Prerequisite: Sophomore standing.
Introduction to facts and principles governing human behavior. General topics covered include native equipment, heredity and environment, learning, memory, motivation, emotions, observation, intelligence and personality.
- 1B **General Psychology (3)**
Prerequisite: Psychology 1A.
Study of the integrative relations of psychological processes to nervous, muscular, and glandular features of the response mechanisms, including the structure and functions of the sense organs.

SOCIAL SCIENCE

- 10 **Orientation to College (1)**
Required of all full-time beginning freshmen.
A group guidance program designed to assist the student in undertaking collegiate work and to aid him in preparing an educational program leading to his choice of vocation or profession. Administration and evaluation of vocational and personality tests to be followed by individual counseling interviews.
- 10B **Orientation (1)**
Similar in purpose to Psychology 10 but designed for students enrolled in Basic Entrance Program.

SOCIAL SCIENCE

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

SOCIOLOGY

- 1 **Introductory Sociology (3)**
Survey of the characteristics of social life, the processes of social interaction, and the tools of sociological investigation.
- 2 **Sociological Analysis (3)**
Prerequisite: Sociology 1.
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.

Faculty 1966-1967

- LENI G. BERGIN (1964)Business
B.S., 1958; M.S., 1959, University of Southern California.
- MARION NESBITT BLONDIS (1965)Nursing
R.N., 1947, Hospital of the Good Samaritan; A.B., 1958, San Francisco State College.
- WINIFRED D. BRUNNING (1965)Chairman, Home Economics
A.B., 1965, San Diego State College.
- JOHN COEFIELD (1963).....Chairman, Health and Physical Education
B.S., 1952, Slippery Rock State College of Pennsylvania; M.S., 1955, Ed.D., 1964, University of Oregon.
- HAROLD CROW (1962).....Engineering and Technology
B.S., 1954, M.A., 1961, New Mexico Western College.
- EDGAR L. De FOREST (1962).....English
Theatre Arts Diploma, 1937, Leland Powers School of the Theatre, Boston; B.S., 1940, Boston University; M.A., 1941, University of Southern California; Ed.D., 1955, Columbia University.
- DANIEL V. DETI (1962).....Chairman, Foreign Language
B.A., 1942, University of Wyoming; M.A., 1951, Middlebury College; Diploma, 1954, Ecole Superieure des Professeurs de Francais a l'Etranger, University of Paris.
- M. W. ELLERBROEK (1961).....Dean of Business Services
A.B., 1947, University of Redlands; M.A., 1953, Claremont Graduate School; Ed.D., 1957, University of Southern California.
- HENRY G. ENG (1965).....Assistant Librarian
B.S., 1950, University of Colorado; M.A., 1958, University of Denver.
- FRANCES JEAN EVANS (1965).....Health and Physical Education
B.S., 1958, Northwestern University; M.A., 1963, Michigan State University.
- CAROLYN FISHER (1963).....Dean of Women
B.A., 1951, University of Redlands; M.A., 1963, Syracuse University.
- CHARLES B. FLATT (1964).....Social Science
B.A., 1958, Pasadena College; M.A., 1959, University of Idaho.
- WENDELL C. FORD (1965).....Coordinator of Audio-Visual and Broadcast Instruction
B.A., 1956, San Jose State College; M.A., 1957, San Francisco State College.
- LAWRENCE FREDERICK (1962).....Chairman, Engineering and Technology
B.S., 1942, Pennsylvania State University; M.S., 1948, Iowa State University; Ed.D., 1955, University of Missouri.
- LEANORA FURR (1962).....English
A.B., 1926, M.A., 1928, Washington University; Ph.D., 1930, Cornell University.
- GEORGE GOODWIN (1962).....Philosophy and Religion; Counselor
A.B., 1939, D.D., 1956, West Virginia Wesleyan; S.T.B., 1942, S.T.M., 1952, Ph.D., 1965, Boston University.

FACULTY 1966-1967

- ROBERT M. GRIFFIN (1966).....English
A.B., 1935, University of the Pacific; M.A., 1939, Ph.D., 1943, University of California.
- EUGENE HALL (1962).....Chairman, Music
B.A., 1941, M.A., 1944, North Texas State University; Ed.D., 1954, New York University.
- RICHARD W. HOSTROP (1965).....Registrar
B.A., 1950, M.A., 1952, University of California.
- ROY HUDSON (1962).....Chairman, English
B.A., 1948, Fresno State College; M.A., 1949, University of Oregon; Ph.D., 1953, Cornell University.
- FRANK E. HUTCHINSON (1965).....Agriculture
B.S., 1952, Kansas State College; M.A., 1959, University of California.
- EDWIN T. INGLES (1960).....Dean of Instruction
A.B., 1929, Pacific University; M.A., 1935, Ed.D., 1947, University of Oregon.
- WILLIS L. JACOBUS, M.D. (1962).....School Physician
M.D., 1931, University of Kansas.
- DAN L. JONES (1964).....English
B.A., 1960, University of Utah.
- ROY C. McCALL (1959).....President
A.B., 1930, University of Redlands; M.A., 1931, Ph.D., 1936, University of Iowa.
- ASHLEY T. McDERMOTT (1964).....Social Science
A.B., 1961, San Diego State College; M.A., 1964, San Francisco State College.
- BARBARA D. McFADYEN (1965).....Social Science
A.B., 1944, M.A., 1945, 1957, University of Denver; Ph.D., 1965, University of Colorado.
- MARTIN S. McKELL (1965).....Chairman, Business
B.A., 1959, University of California; M.A., 1963, George Washington University.
- ROY MALLERY (1962).....Chairman, Art
B.S., 1938, George Peabody College for Teachers; M.S., 1943, University of Oregon.
- THOMAS E. MANCINI (1964).....Music
Credentialed under "Outstanding Eminence" 1964, Fellowship granted at Juilliard Graduate School of Music, New York City; Music Director, Staff Orchestra, National Broadcasting Company, Hollywood, California, 12 years.
- JEAN R. MASTERS, Jr. (1964).....Speech
B.A., 1951, Humboldt State College; LL.B., 1954, Willamette University; M.A., 1964, San Francisco State College.

FACULTY 1966-1967

- EVERETT L. MOORE (1962).....Librarian
 B.A., 1949, Wheaton College; B.D., 1950, Life Bible College; M.A.,
 1954, Pasadena College; M.A. (L.S.), 1960, George Peabody College for
 Teachers.
- DOROTHY M. MOTTWEILER (1965).....Chairman, Nursing
 B.S., 1957, Indiana University; M.S., 1965, Loma Linda University; R.N.,
 1936, Methodist Hospital of Indianapolis.
- GEORGE J. NELSON (1963).....Chemistry
 B.S., 1932, Andrews University; M.S., 1939, Ph.D., 1947, University of
 Colorado.
- JOHN NORMAN (1962).....Music
 B.S., 1950, Northeastern State College; M.M., 1957, University of
 Oklahoma.
- SEAMUS NUNAN (1962).....Chairman, Social Science
 B.S., 1941, New York University; M.A., 1947, Columbia University;
 Ed.D., 1958, University of Southern California.
- THOMAS H. O'CONNOR (1964).....Health and Physical Education
 B.A., 1959, Chapman College; M.A., 1960, Washington State University.
- ROBERT ALSON RADCLIFF (1965).....Health and Physical Education
 B.S., 1957, M.S., 1965, University of Oregon.
- WILBUR D. RANKIN (1964).....Geology
 B.S., 1925, M.S., 1927, University of California.
- M. LANCE READ (1964).....Dean of Men
 A.B., 1951, M.Ed., 1958, University of California.
- ALICE C. REAM (1965).....Nursing
 R.N., 1945, University of Wisconsin.
- BRETT ROMER (1964).....Physics
 B.S., 1963, M.S., 1964, New Mexico Highlands University.
- VICTOR SLADKOWSKY (1962).....Foreign Language
 B.A., 1935, Belgrade University; M.A., 1961, Indiana University.
- ILAH G. SPAULDING (1965).....School Nurse
 R.N., 1924, Decatur and Macon County School of Nursing; B.S., 1964,
 California State College at Los Angeles.
- LARRY WAYNE STEPHENSON (1965).....Science
 B.S., 1962, University of Redlands; M.S., 1964, Montana State University.
- FERN D. STOUT (1964).....Dean of Student Personnel Services
 B.S., 1947, New Mexico State University; M.A., 1957, Eastern New
 Mexico University; Ed.D., 1962, University of New Mexico.
- KENTON K. SUTHERLAND (1965).....English
 B.A., 1958, University of the Americas; M.A., 1965, University of
 California.

FACULTY 1966-1967

- TED SYPOLT (1962).....Chairman, Agriculture
B.S., 1952, M.Ed., 1957, University of California.
- DONALD D. THOMPSON (1965).....Health and Physical Education
B.A., 1958, California State College at Los Angeles.
- FREDERICK THON (1962).....Director, Drama
A.B., 1931, Harvard University; M.F.A., 1940, Yale University School
of Drama.
- MILDRED TRENshaw (1965).....Assistant Registrar
A.B., 1961, Immaculate Heart College; M.A., 1964, University of
Alabama.
- ROGER M. TWEDT (1965).....Art
B.A., 1952, San Diego State College; M.F.A., 1958, Drake University.
- DANIEL WACHTER (1962).....Mathematics
A.B., 1947, M.A., 1948, Montclair State Teachers College.
- HARRY WALTHALL (1962).....Assistant Librarian
B.A., 1953, Ottawa University; M.S., 1956, Kansas State Teachers College.
- LAWRENCE WEISHART (1965).....English
B.A., 1950, M.A., 1951, University of California.
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B.A., 1954, M.A., 1956, Arizona State University.
- LINDSAY R. WINKLER (1962).....Chairman, Science
B.S., 1942, Madison College; B.A., 1947, M.A., 1953, Walla Walla
College; Ph.D., 1957, University of Southern California.

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Application and Registration Check List

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

APPLICATION FOR ADMISSION

Student's Name: _____ <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Last</td> <td style="width: 33%; border: none;">First</td> <td style="width: 33%; border: none;">Middle</td> </tr> </table> Address while at College _____ _____ Phone _____	Last	First	Middle	Parent or Guardian's Name: _____ Address: _____ _____ _____ Phone _____
Last	First	Middle		

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

Name of School	Location	Dates		Reason for Leaving
		From	To	

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

I certify that the statements in this application are true and complete to the best of my knowledge and that I have attended no institutions other than those listed above.
 I further certify that I understand that all transcripts and documents submitted to College of the Desert in conjunction with this application become the property of College of the Desert.

Signed _____ Date of this Application _____

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