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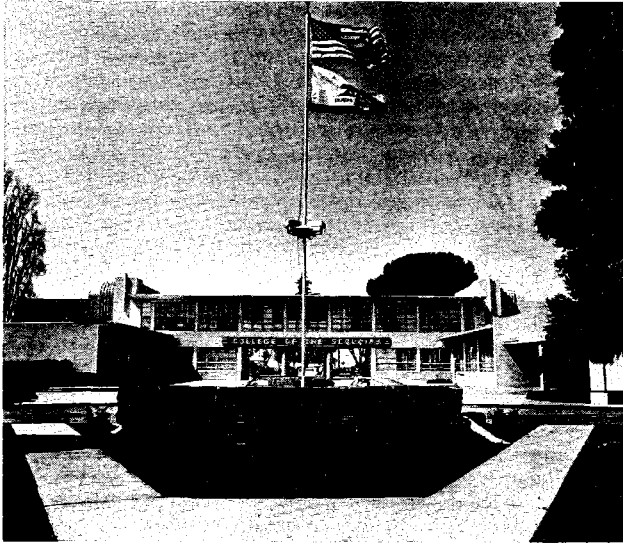
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GENERAL CATALOG  
◆ C O L L E G E ◆  
OF THE  
*Sequoias*

# **COLLEGE OF THE SEQUOIAS**

A PUBLIC COMMUNITY COLLEGE

## **CATALOG 1986-1987**



COLLEGE OF THE SEQUOIAS JUNIOR COLLEGE DISTRICT

915 Mooney Boulevard

209-733-2050

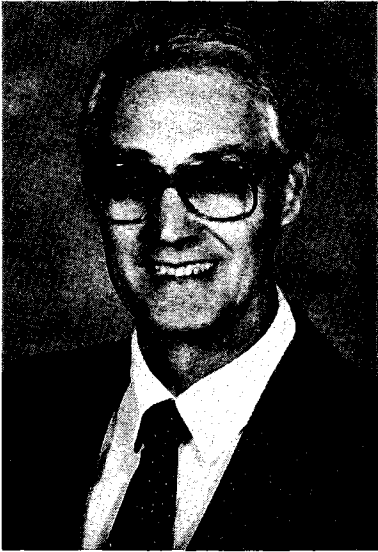
Visalia, California 93277

Published by the Board of Trustees

The College of the Sequoias is a member of the American Association of Community and Junior Colleges and the California Association of Community Colleges.

The college is officially accredited by the Western Association of Schools and Colleges and is approved for veteran training under both State and Federal laws.

The University of California and other colleges and universities of high rank give full credit for appropriate courses completed at College of the Sequoias.



To College of the Sequoias Students:

We at COS are pleased that you have chosen to attend College of the Sequoias. I want to welcome you to our college and wish you every success in your college career. College of the Sequoias provides you with an excellent faculty and support staff who have dedicated themselves to insuring the high quality of our educational and student services programs. We are here for the purpose of providing you with every opportunity to succeed in attaining your educational and occupational goals.

Over the years, our college has developed a competent and committed staff of instructors, counselors, administrators and support personnel whose primary objective is to help you seek and attain your educational, professional and occupational goals. In 1986-87, College of the Sequoias, one of the oldest community colleges in the State of California, celebrated its 60th anniversary. COS remains an open-admissions institution. It is our philosophy that the great majority of adults in our district are capable of benefiting from the opportunity to attend collegiate level classes.

In the final analysis, how much you gain from the professional staff and services made available to you depends entirely upon the intensity with which you apply yourself to the work of acquiring an education. We believe that you have the potential to succeed. I, personally, encourage you to take full advantage of the opportunities that are provided to you. Naturally, we expect you to involve yourself deeply in your academic work. In addition, to achieving a well-rounded collegiate experience, I encourage you to participate in student activities and in the fellowship which is available to you on our campus.

Good luck to you in the coming college year. I hope that I have the opportunity to get to know you during your educational experience at College of the Sequoias.

Lincoln H. Hall,  
Superintendent/President

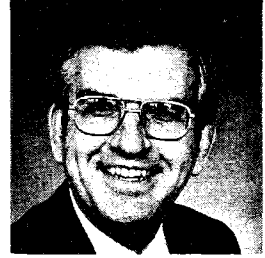
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The College of the Sequoias Community College District has made every reasonable effort to determine that information stated in this catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the Administration of the College of the Sequoias Community College District for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District. The District further reserves the right to add, amend, or repeal any of their rules, regulations, policies, and procedures.

All applicants and students of College of the Sequoias are treated in accordance with the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, which forbid discrimination on the basis of race, color, religion, age, sex, handicap, or national origin.

College of the Sequoias is an equal opportunity-affirmative action employer.



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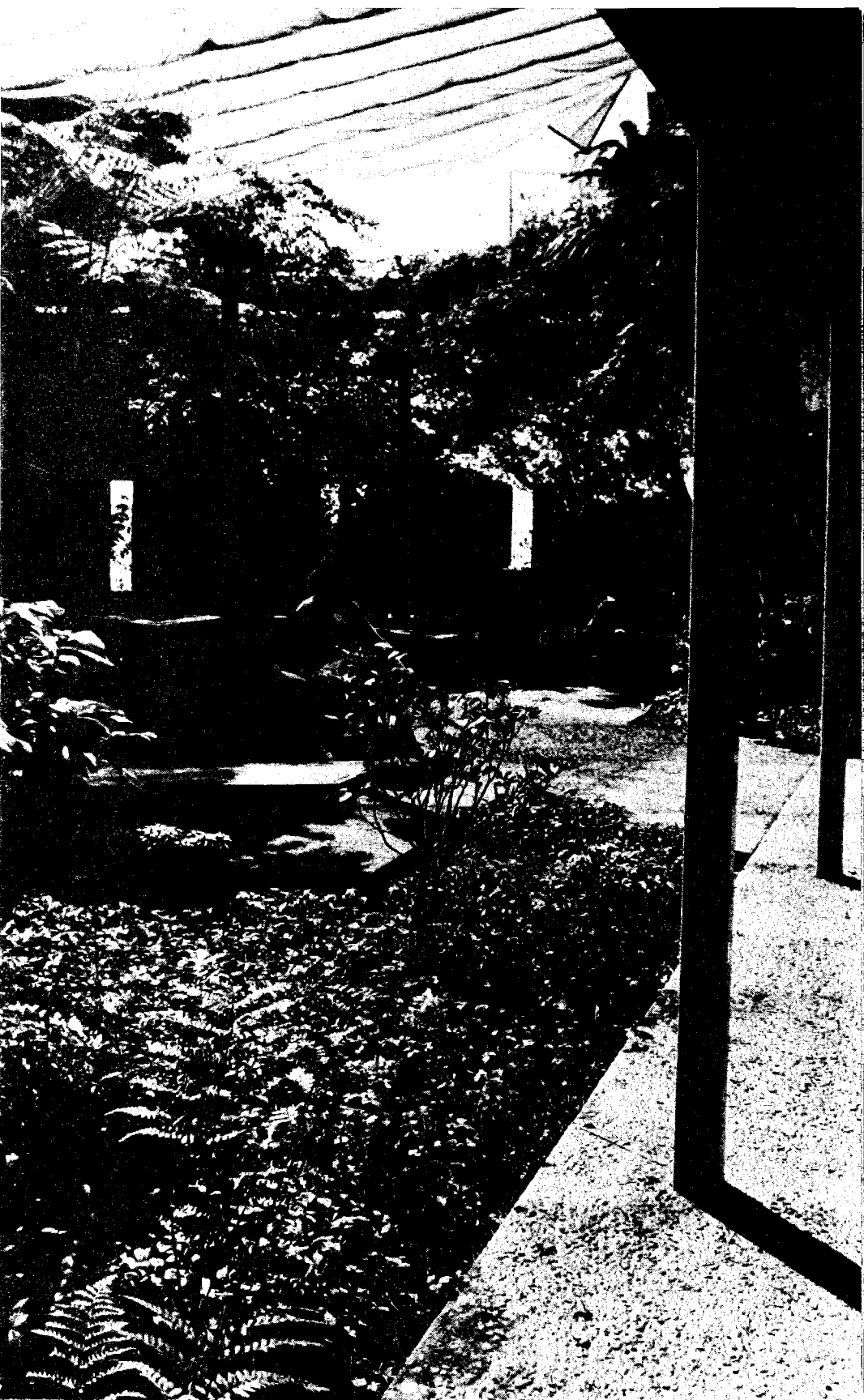
Dean of Vocational Education

**MR. JACK THEIGE**

Associate Dean, Information Services

**DR. DIANNE SHARPLES**

Dean, Extended Day/Community Services



# CALENDAR

## FALL SEMESTER 1987

August 17, 1987 — December 18, 1987

April 1	.....Last Day to Petition for Readmission after Scholastic Disqualification
May 4-8	.....Registration Begins for Continuing Students
May 9	.....COS Placement Test and Chemistry 1A Test
May 23	.....COS Placement Test
June 20	.....COS Placement Test
June 15	.....Orientation and Advisement for All New Students
July 15	.....Mail-in Registration Begins for Extended Day and Off-Campus Classes
July 18	.....COS Placement Test and Chemistry 1A Test
July 31	.....Last Day for Mail-in Registration for Extended Day and Off-Campus Classes
August 3-7	.....Registration for New and Former Students
August 8	.....COS Placement Test and Chemistry 1A Test
August 12	.....Registration for High School Accelerates
August 17	.....Instruction Begins
August 17-21	.....Program Changes (with instructor permission)
August 28	.....Last Day to Drop a Class Without Fee
September 7	.....Labor Day Holiday
September 25	.....Last Day to File for Associate Degree
October 16	.....Mid-Semester
November 2	.....Mail-in Reg Extended Day/Off Campus begins, S'88
November 12	.....Last Day to Drop Classes.
November 13	.....Veterans Day Holiday (no classes)
November 20	.....End of Mail-in Registration
November 26,27	.....Thanksgiving Holiday (no classes)
December 7-11	.....Registration - Continuing Students
December 14-18	.....Final Exams
December 18	.....End of Semester
December 18	.....Last Day to Remove Incomplete "I" Grade for the Spring, 1987 semester.
December 21-31	.....Christmas Recess (Holiday)
January 1-8	.....Recess Between Semesters

# SPRING SEMESTER 1988

January 11, 1988 — May 25, 1988

November 2.....Last Day to Petition for Readmission After Scholastic Disqualification  
January 4-8.....New and Returning Students Register  
January 7.....Registration of High School Accelerates  
January 10.....COS Placement Test  
January 11.....Instruction Begins  
January 11-15.....Program Changes (with instructor permission)  
January 18.....Martin Luther King Day Holiday (no classes)  
January 22.....Last Day to Drop Without Fees  
February 11.....Cal Grant Financial Aid Deadline for New & Transferring Students  
February 12.....Lincoln's Birthday Holiday (no classes)  
February 15.....Washington's Birthday Holiday (no classes)  
February 19.....Last Day to File for an Associate Degree  
March 18.....Mid Semester  
March 28-April 1.....Easter Recess  
April 1.....COS Scholarship Application Deadline  
April 8.....Last Day to Drop Classes  
May 7.....COS Placement Test for Summer Session  
May 19-25.....Final Exams  
May 21.....COS Placement Test for Summer Session  
May 25.....Commencement/End of Semester  
May 25.....Last Day to Make Up Incomplete "I" Grade for the Fall 1987 Semester  
May 30.....Memorial Day Holiday (no classes)  
June 13 - July 22, 1988.....Summer Session  
\*June - August.....COS Placement Tests/Orientation for all new students.

*\*Contact Student Services for specific dates and times.*





# GENERAL INFORMATION

## THE COLLEGE

The college was established by the Visalia Union High School Board of Trustees as Visalia Junior College in 1925, and offered by the first post-high school instruction to students of this area beginning September, 1926. College classes were housed in the Visalia Union High School plant until September, 1940. At that time the college moved to its own campus southwest of Visalia where new buildings had been completed.

On January 18, 1949, the voters of Tulare Union High School District and the Visalia Union High School District elected to organize the area in these two high school districts into a junior-college district. During the spring the students voted on a name for the newly-formed junior-college district. From the names suggested by the students, the Board of Trustees chose the name, College of the Sequoias.

In 1950, voters in the Exeter Union High School, Woodlake Union High School and Lindsay Unified District voted to join the COS District.

In 1962, the Orosi Union High School, Corcoran Unified, Hanford High School and Westside Unified Districts elected to join the district.

In 1976, the Strathmore High School District joined the COS District.

College of the Sequoias serves an area of more than three thousand square miles in the heart of the San Joaquin Valley. Its offerings include an educational program for students who plan to continue their education, as well as courses for specific occupations. The college provides counseling service for all students with special emphasis on vocational programs.

In addition to the fifty-five acre site on which the main buildings are located, the college has a farm consisting of 160 acres. This farm has many buildings which include a shop, grade-A dairy farm, beef, hog, and poultry units. This farm is used as an experimental laboratory by the agriculture department.

College of the Sequoias, with its strategic location, its excellent buildings and facilities, together with a well-trained staff, will continue to serve the citizens of this area. Constructive suggestions from students and patrons are always welcomed.

## PHILOSOPHY/STATEMENT OF PURPOSE

College of the Sequoias is a community-oriented, open-door, lower division educational institution dedicated to the principle that society benefits when all its members have an opportunity to develop to their fullest potential. Students are recognized as unique individuals with a capacity to learn and should be provided the opportunity to develop intellectually, occupationally and culturally in an atmosphere which stimulates a free exchange of ideas, intellectual inquiry, and effective instruction.

College of the Sequoias is dedicated to serving a diversified and changing population through excellence in teaching and in support services. The College, as an integral part of the community, meets the educational needs and aspirations of the people it serves. The primary purpose of College of the Sequoias is to offer high quality, comprehensive and flexible programs designed to develop personal, academic, and/or job-related skills to all adult members of the college district.

The College endeavors to meet the diverse needs of the community by providing vocational, remedial, adult basic education, community services and transfer educational opportunities. Reflecting a principle that education is a life-long process, the desire is to produce an educated citizenry that is both prepared and stimulated to function effectively and responsibly in all essential aspects of personal and community life.

Further, the purpose of the College's programs and services is to enhance the quality of human life by providing public access to a college education without regard to race, ethnic or national origin, sex, age, disability, sexual orientation, or prior educational status or any other unreasonable basis for discrimination.

## OBJECTIVES

The instructional offerings and support services are designed to meet a variety of educational needs of the community and include the following objectives:

**A. Responsibility to and Involvement of the Community.**

The district's primary responsibility is to meet the changing educational needs of its adult population. This responsibility is achieved through community participation in planning, educational offerings and community services.

**B. Open Access Principle**

The district maintains an open access admissions policy. Enrollment is open to any person who is a high school graduate or who is 18 years of age or over and able to benefit from instruction. Enrollment is also open to high school students who qualify for enrollment.

## **FUNCTIONS**

**1. General Education**

To provide courses that help students value cultural similarities and differences, attain a sense of self-worth and personal emotional stability, develop critical thinking, maintain physical health and fitness, gain aesthetic awareness, understand the environment and its ecology, and increase the student's abilities to cope with everyday living as an adult in a rapidly changing world.

**2. Transfer Curriculum**

To provide quality programs which develop the intellectual potential and offer prerequisite courses so students may successfully transfer with advanced standing to four-year colleges and universities.

**3. Vocational and Technical Training**

To provide degree and certificate programs and special courses designed to prepare students with skills and competencies leading to successful competition in the job market.

**4. Citizenship Education**

To provide training and experiences which will prepare every student to function effectively as a patriotic citizen with pride in the United States of America.

**5. Employment Development**

To provide training and assistance in obtaining the knowledge and skills for pursuing employment opportunities.

**6. Support Services**

To provide a broad base of support services to assist students in successfully attaining their academic and occupational goals. Included are comprehensive counseling and guidance services, assessment, financial aid and scholarships, job placement, veterans' assistance, tutorial programs, disabled student programs and extended opportunity services.

**7. Remediation**

To provide courses that enable students to acquire basic skills to enhance their ability to benefit from the college's instructional programs.

**8. English As A Second Language**

To provide courses that enable students to acquire language skills to enhance their ability to benefit from the college's instruction programs.

**9. Community Services**

To provide fee-based educational opportunities including professional growth, personal enrichment and athletic/recreational opportunities.

**10. Adult and Lifelong Learning Education**

To provide courses leading to upgrading of educational skills, new skill preparation, or instruction to meet the needs of adults in the district.

## **POLICIES, PROCEDURES, REGULATIONS AND SERVICES**

### **ACADEMIC PROBATION**

Students are placed on academic probation whenever their cumulative grade point average is less than 2.0 (1.99 or lower). In addition, newly admitted non-high school graduates must enter the college on probation. Students who are placed on probation will be notified by letter, and on their grade report, of their status and due notice thereof

entered on their permanent college records. They will remain on probation until a cumulative "C" (2.0) grade average has been attained. Students on probation will be limited to a maximum program of 16 units except on approval by the Academic Review Board.

## **ACCESS TO STUDENTS' OFFICIAL RECORDS**

Except as prescribed by law, a student's academic records may not be released to outside agencies or individuals, including prospective employers, without the express consent of the student. An exception is "directory information" which is limited to a student's name, address, telephone number, date and place of birth, major, activities, dates of attendance, degrees and awards received, and educational institutions attended. Denial of access to "directory information" may be accomplished, if desired, by the completion and filing of an access denial form by the student in the Student Services Center each semester such access denial is to be in force.

## **ADMISSIONS**

Any graduate of an accredited high school may be admitted to College of the Sequoias. Also, any person having successfully completed the California High School Proficiency Examination (CHSPE) or the General Educational Development Test (G.E.D.) with scores of 45 overall and with no subtest lower than 35 may be admitted.

Upon completion of applicable admission requirements, registration permits are issued by the Admissions and Records Office. For dates relating to registration, check the calendar in the front of the catalog or inquire at the college Office of Admissions and Records, Room 101.

## **Provisional Admission of Students**

The college may admit other persons 18 years of age or over when the evidence indicates that the individual will benefit from college level instruction. Students are encouraged to complete high school prior to enrolling in the college.

An applicant to a district college who is 18 years of age or older and is not a high school graduate may enroll as a provisional student for 12 semester units or more for one semester, with the stipulation that in order to enroll for subsequent semesters as a full-time student, he/she must earn a 2.0 GPA in the units attempted. This regulation does not apply to part-time students.

## **Summary of Admission Requirements for Full-Time Students (12 or more units)**

Full matriculation will be required of any student who intends to enroll for 12 or more units of credit. A part-time student is one who enrolls for less than 12 units. Full matriculation shall require that a prospective student:

1. File a completed admission application prior to the deadline as specified in the catalog.
2. If you are under 21 years of age, request the last high school attended to send one transcript of work completed or attempted. If you have attended college, we require only college transcripts. Transcripts are to be official copies sent directly from previous schools to the Admissions and Records Office, College of the Sequoias, 915 S. Mooney Blvd., Visalia, CA 93277.
3. If the G.E.D. Test or the California High School Proficiency Examination (CHSPE) was taken in the last two years, have the G.E.D. scores or a copy of the CHSPE Certificate sent to the Admissions and Records Office.
4. Request each college of attendance to send one complete transcript of work attempted, whether or not credit was earned. Transcripts are to be official copies sent directly from the previous schools to College of the Sequoias. The first official copy of the transcript should be mailed to the ADMISSIONS OFFICE at COS. Also an official copy and any other transcripts required should be mailed to the offices listed below IF participating in any of the following programs: 1) Financial Aids Office; 2) Veterans' Office; 3) Mini-Corps Office; 4) Nursing Office.

## **Summary of Admission Requirements for Part-time Students (11 1/2 or Fewer Units)**

1. File a completed admission application prior to the deadline as specified in the catalog.
2. File one transcript of all previous high school and/or college academic records if the student wishes to:
  - a. Apply for a Certificate of Achievement or an Associate Degree.
  - b. Apply for financial assistance (EOPS, financial aid, veterans).
  - c. Apply for special programs, particularly in the health arts and sciences.
  - d. Validate that a prerequisite has been met either in high school or at another college.

## **ADVANCED PLACEMENT**

College of the Sequoias recognizes high achievement by students who have successfully completed one or more Advanced Placement Examinations as authorized by the College Entrance Examination Board.

Students who have successfully completed courses in the Advanced Placement Program with a score of 3, 4, or 5 shall be granted credit for purposes of general education certification, graduation, advanced placement in the college's sequence courses, and for curriculum requirements.

Students desiring credit for Advanced Placement Examinations shall submit their request to the Dean of Admissions and Records. Requests should be made prior to registration or as soon as possible during the first semester of attendance.

## **ASSOCIATED STUDENTS (THE)**

The Associated Students of College of the Sequoias is the official student-body organization. Upon payment of a student activity fee at registration each semester, students receive student-body cards which entitle them to participate in the activities of the organization so long as they remain in good standing. Most activities which concern the student body as a whole are sponsored by the Associated Students.

The business of the Associated Students is carried on by the Student Executive Board. Comprising the Executive Board are the president, vice-president, commissioners of clubs, activities, athletics, records and finance, one student senator from each division, and six freshmen representatives.

## **AUDITING CREDIT CLASSES**

No class can be taken on an audit basis at College of the Sequoias.

## **CAMPUS PARKING**

Parking facilities on campus are extremely limited. Students are encouraged to ride COS buses (Student Body Card required) or public transportation rather than drive their own vehicles because of the added safety, financial savings, and parking congestion.

Those who do bring vehicles on campus are required to purchase a permit and to obey PARKING regulations. Citations will be issued by the College of Safety Services/ Campus Police to anyone who is in violation of the college parking policy or California Vehicle Code. A brochure containing the parking policies is available at registration or at the Campus Police Office.

## **CAREER CENTER**

A complete career counseling program is offered to students, as well as other interested parties. The main emphasis of this program is to assist individuals in finding careers, occupations, and college majors that will contribute to a meaningful life experience. The center offers career testing and computerized career search programs.

## CLASSIFICATION OF STUDENTS

**Freshmen:** Students with fewer than 30 units of college credit.

**Sophomores:** Students who have completed 30 units or more of college credit.

**Others:** Students who have completed more than 60 units of college credit.

**Full-time Students:** Students carrying 12 units or more.

**Part-time Students:** Students carrying less than 12 units.

**Continuing Students:** Students currently enrolled.

**Former/Returning Students:** Students who were not enrolled during the previous semester.

**New Students:** Students who have never attended COS.

## COLLEGE LEVEL EXAMINATION PROGRAM(CLEP)

College of the Sequoias awards credits for the five General Examination sections of the College Level Examination Program. Six units of credit may be awarded for each examination that a student completes with a score of 500 or more.

Only students who are enrolled and matriculated at College of the Sequoias may receive credit on a College of the Sequoias transcript. The CLEP will not be applied to the General Education Certification requirement. For further information, contact the Dean of Admissions, Student Services Center.

## COLLEGE OF THE SEQUOIAS FOUNDATION

College of the Sequoias and the San Joaquin Valley are partners in progress..each relying upon the other for strength and support. The COS Foundation shares in the partnership. Supported by members of our area, the Foundation greatly enhances services the college provides to students.

The COS Foundation was organized in the fall of 1985 to assist the college in the attainment of its educational, cultural and scientific goals. It raises funds for the college and also solicits donations of property and other assets. Contributions are used for such things as construction, scholarships, equipment and other outlay needs. Gifts to the Foundation aid the college in providing quality education at an affordable cost, ensuring that College of the Sequoias will continue to graduate well-trained, competent men and women who will take their places in the business, industry and service occupations of our valley.

Persons desiring to learn how they may contribute to the COS Foundation and the work of the College of the Sequoias are invited to contact Andy Balerud in the Foundation Office at COS, 733-2050, Extension 351.

## COUNSELING

Counseling is an important aspect of the college program. The counselors and deans constitute the regular counseling staff. All faculty members participate as advisers, and students are encouraged to consult them on problems concerning their courses.

Specialized counseling services are available from the counseling staff in the Student Services Center. The purpose of these services is to give guidance in personal matters and counseling in vocational and educational fields. Professionally trained staff are available in the Career Center to assist students in analyzing their aptitudes, interests, abilities, and personality traits.

Students may obtain information about vocational training and opportunities from their instructors, their counselors, the Career Center, from the Special Student Services Office, or from the Dean of Vocational Education.

## COURSE REPETITION POLICY

### A. Courses specifically designated as repeatable

A student may repeat specified courses without petitioning or receiving prior written permission. These repeatable courses are identified in this catalog, as well as in the schedule of classes, by a lower-case letter designation "a" to "d".

Courses that are repeatable are approved for inclusion in this category on the following basis:

1. Skills or proficiencies are enhanced by supervised repetition and practice; or
2. Active participation experience is a basic means by which learning occurs.

College of the Sequoias monitors student enrollment in repeatable courses. Students enrolled in courses the permitted number of times will receive credit. Any student enrolled for more than the maximum number of times will be dropped. Students are urged to keep track of the number of times they repeat such courses, because no prior warning can be provided by the College that the repetition limit has been reached.

- B. A student may repeat a course:
1. If a grade of "Credit" or "CR" was received and prior permission of the Vice President, Student Services, has been granted.
  2. If a final course grade of "D", "F", or "NC" was received.
  3. If the grade was affected by interruptions such as verifiable accident, illness, or other circumstances beyond the control of the student.
  4. If a significant lapse of time has occurred since the course was taken (usually at least one calendar year).
  5. When repeating a course with an initial grade of "C" or better, the student to have the most recent grade recorded, **MUST** obtain a petition from Admissions and Records and have written approval from the Vice President of Student Services **PRIOR** to repeating a course. The second grade awarded for repeated courses in which a "C" or better was received initially, shall not be counted in calculating a student's grade point average. However, the second grade earned will appear on the official transcript.
- C. The following courses have a restriction on the total number of times they may be taken. A student will not be allowed to enroll in these courses more than the total number of times indicated.
1. **Three (3) Repetitions**  
Ag 10, 80; Ag Mech 2, 10; An Sci 20; Art 10, 15, 23, 48; C.J. 60, 61, 86; Bus 65, 90; Educ 26; Eng 55, 59, 70; Fire Science 60; Hum Dev 24, 53; Home Economics 90, 97; I&T 10, 11; Journ 3, 4, 16, 50; Music 5-7, 9, 11, 16, 18-24, 30, 40-42, 55-59, 70, 80, 85; Nursing 31; O.H.12; P.E. 2, 4, 6, 8-10, 12-17, 21-24, 26, 27, 42, 43, 47, 48, 50-65, 73, 78, 80-82, 86; Photo 2,10; Psych 19; Soc 23, 30, 33, Thtr Arts 9, 11, 14, 15, 20, 25, 41, 55; Work Experience, Independent Study; Supervised Practice.
  2. **Two (2) Repetitions**  
Eng 61, 71, 72; Cosmetology 61; Italian 51; Voc Nursing 50; Work Experience; Independent Study; Supervised Practice.
  3. **One (1) Repetition**  
Ag Mech 5, 6; An Sci 24; Air Cond 50; Art 9, 12, 14, 20, 25-27, 53, 54; Bus 52, 53, 65; C.J. 121; Eng 14, 48; Home Econ 40, 42, 47, 70; I&T 63; Journ 9; Music 3-4, 14, 17, 30, 51; OH 2, 63, 69; Paralegal 121; Philo 10; Photo 60, 70, 71; Soc 50, 71; Spanish 51, 60, 61; Thtr Arts 11, 12, 13, 16; Voc Nursing 51, 52.

## CREDIT BY EXAMINATION

Credit by examination is authorized by the California Administrative Code, Title 5, Section 55753. To become eligible, a student must:

1. Have a minimum of 15 units at the college with a grade point average of 2.0 ("C") or better, be in good standing, and be currently registered.
2. File for approval a petition to challenge a course by examination with the Admissions and Records Office.
3. Furnish strong proof to the satisfaction of the Vice President, Instruction, division chairperson and instructor that previous background, experience or training would insure a reasonable measure of success in the challenge.
4. A student will not be allowed to challenge a course and receive credit if he/she has already earned credit for a more advanced level course in that area.

If the petition is approved, the examination or series of tests shall be administered by the appropriate instructor as designated by the division chairperson. The course, with units and grade assigned, shall be entered on the student's record in the same way as regularly scheduled courses. A student who fails the examination shall not be permitted to repeat it. A maximum of 12 units may be earned through credit by examination. (This limitation is waived in the case of registered nursing students).

Only those courses listed in the current catalog are approved and only in the amount of credit listed. Each division shall designate which of its course

offerings may be challenged for credit. If a student is already registered in a class, he/she may not petition to receive credit by examination. Ordinarily, no activity, performance or skill course may be approved. Laboratory courses are not eligible for credit by examination.

Once the student receives approval by the faculty member for credit by examination, it must be honored by the student unless extenuating circumstances prohibit the challenge.

## **CREDIT—NO CREDIT**

Student evaluation on a credit—no credit basis is limited to the following courses:

Business 34a—Computer Fundamentals (Beginning)  
Business 34b—Computer Fundamentals (Advanced)  
Business 35b—Survey of Word Processing Using the Microcomputer  
Business 35c—Introduction to Microcomputer Spread Sheets  
Business 36a—Computer Systems and Repairs/Beginning  
Business 36b—Computer Systems and Repairs/Advanced  
Criminal Justice 60a-e—Specialized Training for Peace Officers  
Human Development 51a-c—Career Awareness  
Human Development 53a-d—Vocational Exploration for the Handicapped  
English 61a-c—Spelling Vocabulary  
English 62a-f—English as a Second Language  
English 63a—Study Skills  
Mathematics 64a—Mathematics

All "O" unit credit classes offered by the College of the Sequoias are also evaluated credit—no credit.

## **DEFICIENCY NOTICES**

Deficiency notices are mailed to the student at mid-term (the end of the first nine weeks of a semester) for classes in which unsatisfactory ("D" or "F") work is being done.

Students receiving deficiency notices are urged to discuss with their instructors reasons and possible remedies for lack of academic success.

## **DROPPING A CLASS**

It is the **STUDENT'S RESPONSIBILITY** to drop a class in which he/she no longer wishes to be enrolled. The student can obtain the necessary form from the Student Services Center or the instructor and then take the form to the **Cashier's Window** located adjacent to Room 2 and pay the Drop Fee. **Failure to complete this procedure could result in a failing grade.**

A student may withdraw from a class through the last day of the 13th week of instruction. No grade will be entered on a student's record for drops during the first two weeks of the semester. A grade of 'W' will be entered for drops between the third and 13th weeks.

## **Drop Fee**

Section 72250 of the California Education Code requires each student dropping a course after the second week of instruction in any term to pay \$10, and another \$10 for dropping a second course; a total of \$20 shall be the maximum payable. Students meeting certain criteria may be exempt from paying the drop fee; contact Student Services or the Business Office for information.

## **Withdrawal from College**

Any student wishing to totally withdraw from college must obtain and complete a withdrawal form and file it with the Dean of Students' Office for day students and the Extended Day Office in the Administration Building for night students.

Each student who withdraws from college must complete the required clearance form in order to receive a complete withdrawal.



Please refer to the section above regarding Dropping a Class for grading policies, fees and effect on the students' record relative to withdrawals.

## **Extenuating Circumstances**

Title 5, Section 55758 defines extenuating circumstances as those which apply to the following college drop-date procedures: verified cases of accidents, illness, death in the immediate family, jury duty, family displacement, job displacement, and/or other circumstances which are justifiable in the judgment of the administrators in Student Services and Instruction, but preferably the Vice President, Student Services.

## **EXTENDED DAY**

The Extended Day is an integral part of the college. It offers lower division subjects leading to graduation from college, and work to meet the special needs and interests of adults. A regular class schedule is planned on campus for each semester. A number of Extended Day classes are also held at off-campus sites within the district. College terminal and transfer credit is granted. A few non-credit courses of varying lengths also are conducted during semesters. All evening (Extended Day) credit classes conform to the standards of regular day classes and are open to mature residents of the college district. All policies, procedures and regulations are the same for Day and Extended Day students.

Most classes meet once or twice a week for two to five hours. They are planned to assist the adult learner. These classes may be scheduled for both day and evening from eight o'clock in the morning to eleven o'clock in the evening, Monday through Saturday. A limited number of evening appointments with a trained counselor may be made by students in the Administration Office of the college.

## **EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)**

Extended Opportunity Programs and Services is a state funded program that provides grants, tutorial services, supportive social services, student advisors, and recruitment to those students who are identified as being financially or educationally disadvantaged. A special summer college program is offered to entering freshmen. The program director is located in Room 103, the Student Financial Services Office.

## **FEES AND EXPENSES**

Effective with the Fall 1984 Semester, laws passed by the State of California mandate that a \$50 maximum per semester enrollment fee be charged of any student who registers for six (6) or more units. Students registering for fewer than six (6) units are to pay \$5 per semester unit. An additional tuition fee of \$88 per unit will be charged to all nonresident students. Refund of enrollment fees will be made according to an established refund policy. (See Index—Refund Policy)

The college also has two optional fees:

1. A parking fee for those students who wish to park their vehicle on campus. (See Index—Campus Parking)
2. A Student Association Fee: Students may purchase Associated Student Body Memberships. The ASB card entitles the student to participate in or attend all activities sponsored by the ASB, which includes athletic events, various fine arts productions, and apply for scholarships sponsored by the Associated Students. This card can also be used for identification purposes in riding the bus, checking out equipment, and check cashing.

**A permissive fee may be levied in certain courses approved by the Board of Trustees. Students are advised to consult the Schedule of Classes for additional course fees. Textbooks and school supplies average approximately \$150 per semester. These costs, however, vary according to the student's major. New and used textbooks and essential supplies may be purchased at the Bookstore.**

## **FEE ASSISTANCE**

The California Legislature has made funds available to low-income students who desire to attend a community college but who are prevented from doing so by the mandatory enrollment fee. The Board of Governors' Financial Assistance Program provides several ways to help lower-income students pay the enrollment fee. Please contact the Student Financial Services Office, Room 103, for eligibility information.

## **FOREIGN STUDENT PROGRAM**

College of the Sequoias accepts a limited number of foreign students each year. In order to keep a well-balanced representation of the various nations of the world, the number of students accepted from any one country is restricted.

Transcripts of academic records and good health verification are required to qualify for admission. To be admitted, foreign students are required to make a score of at least 500 on the Test of English as a Foreign Language (TOEFL), which is administered in their own country or at a test center in the United States. The foreign student's annual tuition fee of \$2640 is the same as for other non-resident students. Payment of \$1320 tuition for the first semester must be paid upon being accepted by the college. Payment should be by bank draft or money order and must be received before the Form 1-20 will be issued by the college. Tuition for subsequent semesters will be paid at the time of registration.

All foreign students are required to purchase medical insurance, the cost of which is approximately \$150 for the school year. The money to cover the insurance should be sent with the non-resident tuition.

No scholarships from the College of the Sequoias are available to foreign students. Working during the first semester is generally not allowed and students must have sufficient funds to defray expenses. Each application must be accompanied by a certified statement regarding monies which are available.

Students on an "F" or "J" type visa are required to register for a minimum of 12 units and they must maintain the same scholastic standards as other students.

The deadline for application is April 1 for the fall and October 1 for the Spring semester. Requests for application forms should be sent to the Dean of Admissions.

## **GRADING PROCEDURES**

All college work is measured in terms of both quantity and quality. The measure of quantity is the unit, and the measure of quality is the grade point.

High school courses for which credit was received in high school may be repeated as remedial work in college for improvement in grade, but no college credit will be granted for such work.

For purposes of grading or transfer to other collegiate institutions, it is necessary for the student to obtain a "C" average.

"A," "B," "C," and "D" are passing grades, corresponding to excellent, good, satisfactory, and passing. "F" is failure. A grade of "I" (Incomplete) will be given in cases of extenuating circumstances. The student is entitled to all grade points upon satisfactory completion of assignments within one semester.

It is understood that instructors' grades when handed in are final and not subject to change by reason of revision of judgment on the part of the instructor. Grade changes may be made by the instructor only in cases of mistakes in grade calculation.

## **HANDICAPPED STUDENTS' SERVICES**

Services are provided to enhance accessibility to and success in all classes and activities offered at College of the Sequoias.

Services are individualized, with personal, physical, academic, and vocational needs considered. Services may include, but are not limited to academic, personal and vocational counseling; specially designated parking; mobility assistance; notetakers; resources for the visually impaired; specialized equipment; instruction for learning impaired students; adaptive physical education; speech training and transportation. Further information may be obtained by contacting the Enabler Office, 915 S. Mooney Boulevard, Visalia, CA, 93277, or telephone (209) 733-2050, Extension 295. (TDD 627-2378)

## INCOMPLETE GRADES

Incomplete grades (I) may be given for incomplete academic work due to extenuating circumstances. The condition for removal of the (I) shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the (I) and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the Dean of Admissions and Records until the (I) is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The (I) may be made up no later than one semester following the end of the term in which it was assigned. The (I) symbol shall not be used in calculating units attempted nor for grade points.

A student may petition the Academic Review Board for an extension of time due to unusual circumstances by securing the proper form from the Admissions Office.

## INDEPENDENT STUDY

The purpose of an independent study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement existing courses. The independent study requires a minimum of 54 hours of academic work per unit.

NOTE: Before a student may enroll, the student must have completed all beginning level courses offered at the college in the subject. Only in very unusual cases may students be enrolled in independent study without completing the beginning level courses. Students must have written approval from the instructor, the division chairperson and the Vice President, Instruction. Credit for Independent Study is accepted at both the UC and CSU.

### Independent Study Application Procedure

1. A student who has completed all beginning level courses and wishes to pursue a subject of interest may obtain an independent study application form in the Admissions Office, in Room 101. A student must be registered for the semester in which the independent study credit is being sought.
2. The student seeking independent study should outline his/her proposal and discuss it with an appropriate instructor. The student should then complete the independent study application form.
3. The student should present the completed independent study application form to the supervising instructor.
4. The form should then be passed from instructor to division chairperson to Vice President, Instruction.
5. If approved, the form is sent from the Office of Instruction to the Student Services Center and entered on the student's schedule of classes. Registration is complete at this point. A copy of the approved form is then sent to the student by mail.
6. If disapproved, the reason for the disapproval is written (stated) on the form and returned to the instructor and/or division chairperson who approved the Independent Study. The instructor then notifies the student as to the reason for the denial.
7. Roll sheets will be distributed to the appropriate instructors by the Office of Instruction.
8. At the end of the semester, grade reports for independent study classes must be turned in to the Admissions Office at the same time as are those for regularly scheduled classes.
9. If the independent study project must continue beyond the semester's end, a grade of "I" (Incomplete) will be assigned to the student. An incomplete must be made up according to the stated procedure in the college catalog.
10. A complete roster of all independent study students will be kept by semester for a given year and filed in the Student Services Center.

## IN PROGRESS (IP)

The "IP" symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the

student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages.

The "IP" symbol shall be used only in the following classes:

Business 65a-d	English 65B
Cosmetology 61 & 62	English 70a-d
English 50	English 71a-c
English 51	English 72a-c
English 60	English 73A
English 1	English 73B
English 61a-c	English 74C
English 64A	Fire Science 80
English 64B	Mathematics 50a-c
English 65A	Mathematics 64a-f

## **JOB PLACEMENT SERVICES**

A job placement program is offered to all students. This service includes both full-time and part-time employment. All students needing work while attending college are urged to avail themselves of this service. Services are also provided for students who qualify for the Work-Study Program. Contact the Campus Career Center to register.

## **LEAVES OF ABSENCE**

Students finding it necessary to be absent for a period of three days or more are requested to obtain and complete a leave of absence form available in the Dean of Students' Office. The reason for the absence is to be indicated on this form, as well as the dates of the proposed absence. If the leave is granted by the instructor, the student has the right of making up the work missed to the satisfaction of the instructor(s).

## **LIBERAL ARTS INTER-DIVISION MAJOR**

When preparing a program which meets the requirements for graduation, students should plan to enroll in as many courses as feasible in the field in which they are primarily interested. Students who are planning to transfer to another institution upon graduation from College of the Sequoias should prepare, with the aid of their counselors, educational programs which will enable them to transfer to a college or university of their choice with full junior standing.

## **LIBRARY**

The COS Library, planned to meet the academic and recreational reading interests of the student body and faculty, is organized into three major areas. The main reading room houses a 75,000 volume general collection on open shelves both downstairs and on the mezzanine. This general collection is supplemented by a changing recreational reading collection of recent fiction and non-fiction. Current issues of over 400 popular magazines and scholarly journals plus a number of local, state and national newspapers, are at hand for browsing or research. The main reading area also offers a typing room and one of three library copy machines.

The reference room, on the second floor, houses an extensive reference collection of 12,000 volumes, including an outstanding section of legal materials. Another special feature of the reference area is the **MICROBOOK LIBRARY OF AMERICAN CIVILIZATION**, which contains microfiche reproductions, of several thousand classic volumes on the development of the U.S. through the end of the 19th Century. The reserved book collection is located in the reference room behind the circulation desk. A copy machine is nearby.

The periodicals wing houses back issues of the magazine collection and of newspapers, including a complete file of the **NEW YORK TIMES** since 1971, as well as the various indexes which make journal articles accessible to the reader. Six conference rooms and a microfilm reader-copier room are open off the periodicals room. A large quiet study room for students who prefer to work in complete silence is nearby.

Coordinating and overseeing these three areas, a staff of three professional librarians, four paraprofessionals, and a number of college student assistants work toward offering the best in library service to COS students and faculty.

## **MAXIMUM UNIT LIMIT**

The normal requirement for a college schedule comprises 15-16 units of work. No student will be granted credit in excess of 21 units a semester, except in the case of a student of proven ability or one who needs additional units to complete required work for graduation.

## **MILITARY SERVICE CREDIT**

To be eligible for military service credit, a veteran must have completed basic training and must have been honorably discharged. Credit will not be applicable until at least 15 units of credit with a grade point average of 2.0 ("C") has been earned at the College of the Sequoias.

The college will grant credit on this basis only for service courses or schools as described in the "Guide of the Evaluations of Educational Experiences in the Armed Forces," by the American Council of Education.

It is strongly urged that students, if eligible, apply for their military service credit after transfer from the college, or instead, if appropriate petition for credit by examination.

A maximum of 15 units may be earned through military service credit.

## **NON-RESIDENT TUITION FEES**

The non-resident tuition fee for the academic year 1987-88 is \$88.00 per semester unit, payable each semester upon registration. Foreign students are subject to the same fees as other non-residents. Fees applicable whether non-residents enroll for credit or non-credit.

Non-resident or foreign students who are compelled to withdraw from college will be given refunds based on the following basis — if the student withdraws before the fourth Monday of school, a 100% refund will be granted. After this period, no refund will be allowed.

A limited number of on-campus part-time jobs are available to needy students to assist them in paying non-resident tuition. Applications for these jobs must be submitted by July 1 for the Fall Semester and by December 1 for the Spring Semester. Interested students should contact the Dean of Student Financial Services in Room 103 for further information.

## **PARKING FEE**

Students who park on campus must pay a parking fee. Semester parking permits may be purchased for a fee of \$15.00 per semester per vehicle for students taking 12 or more units; \$7.00 for students taking 11 units or less. All motorcycle and moped semester parking permits are \$7.00 per vehicle regardless of units carried. Parking permits may also be purchased on a daily basis from red permit dispensers located in Lots 1, 3, and 4 for 50 cents (two quarters) per day. Daily permits are valid from time of purchase until 10:00 p.m. A permit purchased at the main campus is also valid at the COS farm. (For parking refunds, refer to Index—Refund Policy)

## **PEACE CORPS CREDIT**

Credit will be granted for service in the Peace Corps only if the work is earned on an official college transcript. No credit can be granted for field work.

## **PLACEMENT TESTS**

College of the Sequoias requires that all students entering directly from high school take the COS Placement Test prior to program advising and admission to the college. All others who have an AA/AS degree objective or wish to enroll in any English or Math class must also take the test. Tests are administered on several days throughout the year.

Information on test dates and test registration may be obtained by contacting Student Services. Test scores will be kept on file for three years. Students not enrolling during this time will be required to retake the COS Placement Test. Also, all students who wish to enroll in Chem 1A must take the Chemistry Placement Test.

## **PROBATION AND DISMISSAL**

### **Academic Probation**

A student who has attempted at least 12 cumulative semester units as shown by the official academic record at College of the Sequoias shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on the basis of the grading scale.

#### **Unit Limitation:**

A student on academic probation may be limited to 15 units plus a physical education activity course or to a maximum load recommended by the student's counselor.

#### **Academic Probation Removal:**

A student on academic probation for a grade point deficiency shall be removed from probation automatically when the accumulated GPA is 2.0 or higher.

#### **Computation:**

**Grade Point Average equals: Total Grade Points Earned divided by Total Units Attempted with Letter Grade.**

### **Academic Dismissal Procedures**

A student on academic probation shall be subject to dismissal if the student earns a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters which were graded on the basis of the grading scale.

The term "consecutive semesters of enrollment" is defined on the basis of student enrollment. For example, a student enrolled in two fall semesters and not enrolled for the spring semester between would have two consecutive semesters of enrollment. Summer session is considered a semester of enrollment for dismissal purposes.

Students on academic probation will not be dismissed after their third semester of below satisfactory work (below 2.0 cumulative GPA) if during that third semester and every subsequent semester they maintain a 2.0 GPA until their cumulative GPA is above the probationary level.

Academically disqualified students will be so informed by letter and on their grade report and notice of their status will be entered on their permanent record.

A student who has been dismissed shall not be eligible for reinstatement or readmission until one semester has elapsed after the dismissal. Students may be notified of other requirements which must be fulfilled prior to submitting a petition for readmission. A petition for readmission is required prior to enrollment and is available from the Dean of Admissions and Records Secretary.

Any student readmitted after disqualification remains on probation until probation removal requirements have been fulfilled. Students dismissed for the second time are not eligible to re-petition for admission until another semester of non-attendance has elapsed.

### **Academic Forgiveness**

A student may petition the Academic Review Board to have "WF" and "F" grades disregarded from inclusion in the totals and grade points as listed on the permanent record. Prior to petitioning for the removal of a "WF" grade, condition (1) and (2) below must be met before the Academic Review Board will accept a petition for the removal of a "F" grade.

(1) Fifteen or more semester units of college work with a 2.0 ("C") or better grade point average at College of the Sequoias or another accredited institution of higher learning must be completed following the semester in which the "WF" grades were earned.

(2) At least three years must have elapsed since the "F" grades were received. Instructors who originally assigned the "F" grades must give written approval for their removal. In cases where the faculty members cannot be located, the final decision for removal of "F" grades will reside with the Academic Review Board.

### **Progress Probation**

A student who has enrolled in a total of at least 12 cumulative semester units as shown by the official academic record at College of the Sequoias shall be placed on

progress probation when the percentage of all units in which a student has enrolled and for which entries of "W", "I", and "NC" are recorded reaches or exceeds 50 percent.

After the second progress probation, students who satisfactorily complete 50 percent or more of units registered each semester will continue on progress probation rather than be dismissed (even if insufficient units have been completed to remove them from probation). If students complete 49 percent or fewer of units enrolled in any semester while they continue on progress probation, they will be subject to progress dismissal.

**Progress Probation Removal:**

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

**Computation:**

**Progress Percentage equals: Total Units with "W", "I", and "NC" divided by Total Units Enrolled.**

**Progress Dismissal Procedures**

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

Disqualified students will be so informed by letter and on their grade report and notice of their status may be entered on their permanent record.

A student who has been dismissed shall not be eligible for reinstatement or readmission until one semester has elapsed after the dismissal. Students may be notified of other requirements which must be fulfilled prior to submitting a petition for readmission. A petition for readmission is required prior to enrollment and is available from the Dean of Admissions and Records Secretary.

Any student readmitted after disqualification remains on probation until probation removal requirements have been fulfilled. Students dismissed for the second time are not eligible to repetition for admission until another semester of non-attendance has elapsed.

## **REGISTRATION**

Registration should be completed before the beginning of each semester. In addition, students must verify their intention to attend by being present at the first meeting of each class in which they have enrolled. **Students may be withdrawn from all classes in which they were absent on the first meeting of the semester.** If unusual circumstances prevent the student from attending, the student should notify the Dean of Students's office. However, the decision to retain a student in the class is the decision of the faculty member.

**NOTE: Before scheduling a counseling appointment and admission to the College: (1) students must have a completed application on file; (2) have taken the COS placement test; (3) and have the appropriate transcripts on file prior to the first day of instruction, to be a full-time student.**

Extended Day students may register by mail or in person during announced dates in the calendar section of the catalog. Counseling services from the counseling staff are available to Extended Day students by appointment.

## **REFUND POLICY**

**Enrollment Fees:**

Enrollment fees of students who withdraw from school prior to the end of the second week of instruction will be as follows:

- Those paying \$50 enrollment fee will receive the full amount minus \$10 administration fee.
- For those paying \$25 or less, they will receive the full amount minus \$5 administration fee.
- After the first two weeks of school, no refund will be given.

**Parking Fees:**

- Those paying \$15 parking fee will receive the full amount minus a \$4 service fee.
- Those paying \$7 will receive the full amount minus \$2.

—Parking permit remnants must be returned to the Safety Service/Campus Police Office to initiate the refund procedure. Refund check will be mailed in approximately 4-6 weeks.

## REPORT DELAYED (RD)

The "RD" symbol may be assigned by the Dean of Admissions and Records only. It is to be used when there is a delay in reporting the grade of the student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

## RESIDENT REGULATIONS

Residency determination shall be made on the basis of a residence statement completed at the time of registration.

A "resident" is a student who has residence in the state for more than one year immediately preceding the residence determination date (EC28812).

A student shall be required to present evidence of physical presence in California, intent to make California a home for other than a temporary purpose and if the student was classified as a non-resident in the preceding term, financial independence (EC54010).

The residence determination date is that date immediately preceding the opening day of instruction of the semester (EC54002).

Physical presence within the state solely for educational purposes does not constitute establishing California residence regardless of the length of that presence (EC54022).

Residents of another state are non-residents of California (EC54030).

The burden is on the student to demonstrate clearly both physical presence in California and intent to establish California residence (EC54026).

A student who is a member of the Armed Forces of the United States stationed in this State on active duty, except those assigned for educational purposes to State-supported institutions of higher education, shall be entitled to resident classification until he/she has resided in the State the minimum time necessary to become a resident (EC68075).

A student who is a natural or adopted child, stepchild (under 18 years of age), or spouse who is a dependent of a member of the Armed Forces of the United States stationed in this State on active duty shall be entitled to resident classification until he/she has resided in the State the minimum time necessary to become a resident (EC68074).

## SCHOLASTIC HONORS

Special recognition is granted to top scholars each semester. The President of the college acknowledges, on the **Deans' List**, those students who attain both a cumulative and a semester grade point average of 3.0 (B) or better. In addition, he also recognizes on the **President's Honor List** those special students who attain both a cumulative and a semester grade point average of 3.5 or better. Qualification for either honor requires enrollment in a minimum of twelve units.

A record of these accomplishments becomes a part of the student's permanent scholastic record. In addition to the academic recognition, the student also will receive special priority for early appointment for program planning.

## SCHOLASTIC REGULATIONS

The scholastic average is obtained by dividing the total number of grade points by the total number of units for which the student was registered. Grade points are assigned as follows:

Grade A receives 4 points per unit; grade B, 3 points per unit; grade C, 2 points per unit; and grade D, 1 point per unit; grade F, 0 points per unit.

**Satisfactory Scholarship** means at least a "C" (2.0) average. To achieve at least a "C" (or 2.0) average, students must have a minimum of twice as many grade points as they have units attempted.

**Transfer Students:** Any student transferring from another college shall be subject immediately to these same scholastic regulations.



It is the responsibility of all students to compute their current grade point averages for their own guidance in determining whether their scholastic records are meeting their needs.

As an example of computing a grade point average, let us assume a student undertook the subjects shown below and earned grades as indicated:

Subjects	Units		Grade	Grade Points
	Attempted	Passed		
Physical Education	1	1	C	2
English 1a	3	0	F	0
Chemistry	5	5	A	20
Geology 1a	4	4	B	12
Math 54	3	0	F	0
Hygiene 1	0	0	W	0
	16	10		34

The grade point average equals 34 divided by 16, or 2.12.

Explanation: Since Hygiene 1 was dropped with a "W," it does not count as units attempted. All other subjects which were carried count as units attempted, including Math 54 in which the grade was "F" and English 1a in which the grade was "F."

## SERVICES FOR THE DEAF AND HEARING IMPAIRED

COS employs a full-time instructor/counselor of the deaf to provide educational, vocational and social opportunities for the hearing impaired population. In addition, COS employs various part-time instructors to teach such specialized courses as English, reading, lip reading and speech training.

Services depend on individual need and may include any of the following: educational assessment; individual educational planning; in-class interpreters (oral, manual and total communication interpreters); specialized tutoring; vocational, academic and personal counseling; notetakers; and specialized telephone equipment (MCM and TTY).

COS also offers extensive training in the use of sign language and interpreter training (expressive, receptive, reverse and oral). This training is open to hearing impaired students interested in education of the deaf as a profession and potential interpreters. For additional information, contact the Enabler Office, 915 S. Mooney Boulevard, Visalia, CA, 93277, or telephone (209)733-2050, Extension 295 (TDD627-2378).

## SOCIAL SERVICES/HOUSING

The Social Services and Housing Program is a component of the Extended Opportunity Program and Services (EOPS). Student advising and free typing services are available to EOPS eligible students through this office.

The Social Services Program provides information and referrals on: Social Security, Legal Aid, Food Stamps, Medical Card, Voter Registration, Family Planning, Tulare County Health Department Services, Emergency food and clothing, and additional sustenance programs. Current lists of doctors and dentists accepting new patients, child care centers in Tulare County, licensed child care homes in the Visalia area, and private attorneys are also available for student use. A Textbook Loan Program is available to needy students who meet program criteria.

The Housing Program provides students with assistance in locating apartments, rooms, houses, and roommates. A daily list of housing available is posted for student use. The Social Services and Housing Program is located in the Student Services Center. There are no dormitories on campus.

## STUDENT ACTIVITIES

COS recognizes its responsibility for students' emotional and social growth. The college, therefore, offers a variety of co-curricular programs, including student government, clubs, assembly programs, community service projects and social activities. If there is interest in joining a club or organization or starting a club or organization, see the Associated Student Body Advisor.

## **STUDENT CONDUCT**

Students are expected to observe a standard of conduct as set forth in the college's Code of Student Conduct. Failure to show such respect for order, morality, and personal honor as is expected of good citizens may be sufficient cause for removal from college. The complete student conduct policy is available upon request from Student Services.

## **STUDENT FINANCIAL AID PROGRAMS**

College of the Sequoias recognizes that many students need financial assistance to pursue their educational goals and strives to provide this assistance to as many students as possible. The College offers a coordinated program of scholarships and grants, loans and employment opportunities to assist students in meeting their college expenses.

Financial aid awards are made on the basis of demonstrated financial need. For the purpose of establishing financial need, students should submit the Student Aid Application for California (SAAC). Application materials and detailed instruction booklets will be available at California high school counseling offices and/or College of the Sequoias Financial Aid Office after December 1 of each year. For further information, please contact College of the Sequoias Financial Aid Office in Room 103.

## **STUDENT GRIEVANCE PROCEDURE**

College of the Sequoias has adopted a student grievance procedure under which students who feel that their rights have been abridged may appeal their cases to a committee composed of representatives from the administration, faculty, and student body. A full description of the procedure is available upon request from Student Services.

Anyone desiring additional information or wishing to file a complaint in regard to the above statement should contact the Vice President, Student Services Office.

## **STUDENT INSURANCE COVERAGE**

All students of the College of the Sequoias are covered by an accident insurance policy. This policy provides coverage for accidents occurring during school-sponsored and supervised curricular and co-curricular activities. After the first \$100.00 deductible, the insurance policy becomes an excess plan coordinating with any other health or accident insurance you may have.

Voluntary insurance coverage is available to College of the Sequoias students and protects against the expense of emergency illness or accidental injury. The plan is available at the start of both the fall and spring semesters. At the student's option, coverage may be extended to include spouse and/or children. Although the plan is a voluntary one, we strongly recommend that every student be covered by this policy or have equivalent coverage. Extreme financial hardship can result when a major illness or accident occurs and there is no insurance protection.

Further information on the complete coverage and applications are available at the Student Activities Office.

## **STUDENT PROGRESS**

If satisfactory progress through College of the Sequoias' specialized support service programs (i.e., the Learning Assistance Center, Developmental Studies program, etc.) is not made during two semesters, life-goal setting and career counseling will occur with the individual student involved. The Academic Review Board and selected faculty members will determine, for referral purposes, the most appropriate educational or community-based agency to better serve the student's need.

## **SUMMER SESSION**

A six- or eight-week summer session may be offered with a variety of courses on the college campus each summer.

Enrollment is open to all high school graduates and persons eighteen years of age or older. Elementary and high school students may enroll, provided that their school principals and parents grant written permission and certify that their past academic work indicates probable success in college level courses.

Summer session enrollment is limited to a maximum of eight units.  
Brochures describing the summer program may be obtained from the Student Services Center about May 1st, if a summer session is offered.

## SYMBOLS, TERMS AND COURSE DESCRIPTION

The following is a sample catalog course description illustrating the notations and symbols used for course descriptions throughout the College of the Sequoias catalog:

### PARALEGAL 14—REAL ESTATE LAW (1) BA /D/

Prerequisite: Paralegal 1 and 2A.

One hour lecture per week.

A general overview course covering practices and procedures of real estate law and acquainting the student with forms, drafting, and legal writings pertaining to property law.

### LINE 1—COURSE IDENTIFICATION (SUBJECT AND COURSE NUMBER), TITLE, UNIT VALUE, DEGREE APPLICABLE, AND SEMESTER OFFERED.

The first line of the course description contains the official Course Identification used in the class schedule, student registration lists, and transcripts. It is followed by the complete course title, unit value, degree applicable, and semester offered code.\* Credit for courses offered by College of the Sequoias is awarded in terms of semester units. The value of a course is computed on the basis of one unit for each hour of lecture or discussion, two hours of laboratory, or two hours of activity per week, for a 18 week semester.

\*The semester a course is normally offered is symbolized as follows:

/D/ Offered on demand.

/S/ Offered during the spring semester.

/F/ Offered during the fall semester.

/SS/ Offered during the summer session

### LINE 2—PREREQUISITES, AND PERMISSION OF DEPARTMENT.

Registration requirements are outlined on the line immediately following the course title and are defined as follows:

**Prerequisites:** You must fulfill specific coursework or other conditions before you will be allowed to enroll in the course. Prerequisites may be waived by the department only on approval of a formal petition which fully outlines the equivalent attainment. The prerequisites line may also contain the following information:

**Recommended Background:** It is recommended that you have prior coursework or knowledge; the term is used to advise and caution you but not to prevent your enrollment.

**Recommended Concurrent:** You are advised to take a recommended concurrent enrollment; it is used to advise you of proper course sequence.

**Permission of Department:** You must obtain permission of the department responsible for the course before registration can be allowed. Inquire in the department office for specific instructions regarding permission to register.

### LINE 3—THE COURSE DESCRIPTION:

A complete course description is provided.

*\*Courses offered during any one semester and/or session may be cancelled if class enrollment does not meet sufficient class enrollment specifications (15 students per class).*

## TRANSCRIPTS

Applicants must file certified transcripts or their high school record with College of the Sequoias. Applicants who have attended another college or university must, in addition, file transcripts from each college or university attended showing all attempted work. College of the Sequoias grants credit for lower division work from accredited colleges or universities.

COS requires two official transcripts as follows:

1. The first official copy of the transcript should be mailed to the **ADMISSIONS OFFICE** at COS.
2. An official copy and any other transcripts required should be mailed to the offices listed below IF participating in any of these programs:
  - a. Financial Aids Office
  - b. Veterans Office
  - c. Mini-Corp Office

#### **d. Nursing Office**

Failure to file transcripts will delay or prevent admission or graduation. Transcripts should be sent directly from the high school or college to College of the Sequoias. All transcripts become the property of the College and will not be returned.

EXCEPTION: The high school transcript requirement may be waived for:

1. Those who have attended college.
2. Those who have attained a college degree.
3. If 21 years or older.

### **TRANSFER DEFICIENCIES**

In the case of an applicant not eligible for clear admission to a college or university at the time of entrance to the community college, deficiencies in both subject and grade requirements for such admission should be removed in the community college.

Repetition of a college course for the purpose of removing a grade deficiency is permissible by contacting the Admissions and Records Office for details.

### **TRANSPORTATION**

Limited transportation is provided to and from the College by a fleet of busses. These busses operate on "shoestring" runs, staying overnight at the end of the run. Areas served by busses include: Corcoran, Cutler, Exeter, Farmersville, Hanford, Ivanhoe, Lindsay, Orosi, Pixley, Strathmore, Three Rivers, Tulare, Visalia, Woodlake, and Yettum. Further information is available at the Transportation Office.

### **VETERAN'S EDUCATION**

The College is approved for training veterans under the provisions of all state and federal laws. Any student who plans to receive such benefits should contact the Veteran's office as soon as possible for further information and guidance.

School policy regarding PROBATION applies to all students, including veterans. However, when a veteran attending COS on the GI Bill is placed on probation for failure to obtain or maintain a G.P.A. of 2.0 or above, that veteran has one semester to raise the G.P.A. If, after one semester of probation the G.P.A. is NOT raised to 2.0, then the school is required to notify the Veteran's Administration that the veteran is not making "Satisfactory Progress." The VA will then terminate educational benefits and require the veteran to obtain a VA counselor's approval to continue in school under the GI Bill Educational Benefits Program.

### **VETERAN DEPENDENT'S EDUCATIONAL ASSISTANCE PROGRAM**

Dependent's Educational Assistance, formerly known as War Orphans' Educational Assistance, is for the purpose of providing opportunities for education to children, spouses, survivors of veterans whose deaths or permanent total disabilities were service-connected and for spouses and children of service persons missing in action or prisoners of war. Eligibility is established on a case-by-case basis. Contact our Veterans Affairs Office for information and assistance in establishing your claims.

## **GENERAL EDUCATION PHILOSOPHY FOR THE ASSOCIATE DEGREE**

General education breadth requirements emphasize democratic concepts based on the value and dignity of each individual, thus helping students prepare to undertake the responsibilities of citizenship and to participate knowledgeably in the varied experiences of life.

We believe in the vital importance of major requirements to educate students in the area of specialization and in breadth requirements to help them develop the capacity for independent judgment.

We also believe that the general education breadth requirements are of vital importance in the personal, social, and vocational/professional life of each student.

- A) In personal development, breadth requirements help students develop self-awareness, thus increasing understanding of personal potentialities and limitations.
- B) In social relationships and in the life of society, breadth requirements help the students communicate more effectively, promote better understanding of the communications of others and help develop awareness of societal relationships.
- C) In professional development the breadth requirements help the student become a more effective person in the workplace through more effective communication with fellow workers and through a better understanding of the relationship between the job at hand and the larger world into which it fits.

General education breadth requirements will help the student by:

- 1) exposing them to the major disciplines of accumulated knowledge,
- 2) stimulating curiosity about our surroundings,
- 3) evaluating alternatives so that personal values can be formed,
- 4) developing effective communication skills,
- 5) gaining a sense of self worth,
- 6) learning to make rational decisions based on the utilization of problem-solving techniques,
- 7) questioning simple solutions of complex problems, if appropriate, seeking alternatives.

## REQUIREMENTS FOR GRADUATION

The Associate of Arts or Associate of Science degree will be awarded to all students upon the satisfactory completion of the following requirements:

1. A minimum of 60 units of college work, at least 15 of which must be taken in residence at the College of the Sequoias, with a "C" (2.0) average. To achieve a grade point average of "C," a student must earn twice as many grade points as units attempted.
2. Satisfactory completion of two units of Physical Education general activities courses. Students 21 years of age and over, or students who turn 21 during matriculation, are exempt from this requirement.
3. Two units of Personal and Community Hygiene. This requirement is satisfied by completion of Hygiene 1\* or Hygiene 7.\*
4. English 51, Business 96b, English 1 or English 60 with a grade of "C" or higher. Courses taken to satisfy this requirement may be counted in satisfaction of the general education requirement.
5. Eighteen units of general education including at least 3 units from each of the following areas:
  - Area A—Natural Science:  
Agriculture 3, Biology 14, Chemistry 53, Physical Science 14, Ornamental Horticulture 1, or any transfer science class.
  - Area B—Social and Behavioral Science:  
History 17A or 17B, Political Science 5, or Social Science 76.
  - Area C—Humanities:  
English 53, or one three (3) unit course in art, theatre arts, foreign language, literature, music, philosophy or sign language
  - Area D1—English Composition  
Business 96b, English 51, 60, or 1, with a grade of "C" or higher.
  - Area D2—Critical Thinking  
Journalism 7/Political Science 7, English 2, Speech 1, Agriculture 1, Business 19, 20, 3, 5, 7, or any Math course that meets the AA/AS degree proficiency requirement or Math 48, 51, 52, 53 or any transfer math course.

## Area E

Business 92, Business 98, Home Economics 1, Home Economics 31, Home Economics 38, Home Economics 39, Psychology 50 and any transfer Social Sciences course or courses listed in Areas A, B, C, D1, or D2.

6. **The Associate of Arts degree** requires a major consisting of at least **20** units of satisfactory work, only four of which can be work experience, in specific subject areas or approved related fields.
7. **The Associate of Science degree** requires a major consisting of at least **30** units of satisfactory work, only four of which can be work experience, in specific subject areas or approved related fields listed below. Registered nursing students must earn a grade of at least "C" in all nursing and concomitant nursing courses.

*\*Registered Nursing and Vocational Nursing students are exempt from this requirement.*

### List of Approved A.S. Degree Majors:

Agriculture (all)	Engineering	Registered Nursing
Air Conditioning	Fire Technology	Sign Language Studies
Automotive Technology	Home Economics	Science
Building Trades	Industry & Technology	Vocational Drafting
Business	Mathematics - Science	Vocational Nursing
Cosmetology	Metal Technology	Welding Technology
Criminal Justice	Paralegal	
Electronics Technology		

### List of Approved A.A. Degree Majors:

Agriculture	English	Music
Air Conditioning	Fire Technology	Paralegal
Architecture	Foreign Language	Philosophy
Art	General Mechanics	Physical Education
Automotive Technology	History	Political Science
Building Trades	Home Economics	Science
Business	Humanities	Sign Language Studies
Communications	Industry & Technology	Social Sciences
Criminal Justice	Liberal Arts*	Sociology
Early Childhood Education	Mathematics	Speech-Theater Arts
Theater Arts	Mathematics-Science	Vocational Drafting
Electronics Technology	Metal Technology	Welding Technology

*\*This major requires the completion of twenty units in at least four of the following five fields: Social Sciences, Science/Mathematics, Foreign Language, Humanities, (art drama, literature, music, philosophy) and English.*

## Competency Certification

State law requires that the candidate for the Associate of Arts or Associate of Science degree be certified as competent in the areas of writing, reading, and computation. College of the Sequoias students may establish competency by one of the following:

- A. **Writing**—Writing proficiency for the A.A. and A.S. degrees may be certified in one of the following ways:
  1. if the student scores 5 or 6 on the COS Placement Test; or
  2. if the student passes English 51, English 1, or Business 96b with a grade of "C" or higher; or
  3. pass English 60 with a grade of "B" or better.
  4. if the student passes an approved alternate proficiency test with a score of 5 or 6 after completing one semester or more of English 51, 60, or 1; or
  5. if a student transfers to COS with a grade of "C" or higher in a course equivalent to English 1.
- B. **Reading**—Reading proficiency for the A.A. or A.S. degrees may be certified in one of the following ways:
  1. if a student scores at the 12th grade reading level or 75 percentile or above on the COS Placement Test, which may be repeated once a year, or
  2. if a student scores at an equivalent level or higher on a test or tests given by the Reading Department.

3. pass English 1 with a grade of "C" or higher.
  4. pass English 27 or English 65 with a grade of "C" or better.
  5. pass a reading test given at the end of English 64.
- C. Computation—Computation proficiency for the A.A. or A.S. degrees may be certified when the student has met one of the following:
1. High school algebra 1 and geometry with a "C" or higher;
  2. Math 51 and 52 at COS with a "C" or higher;
  3. Math 53 or higher math with a "C" or better;
  4. Math equivalency for all students not meeting the above criteria by passing the Math Competency Exam with a successful score.

## GENERAL EDUCATION REQUIREMENT CERTIFICATION FOR CALIFORNIA STATE UNIVERSITY

(Note: Does not meet University of California certification. Check with a counselor for requirements for individual UC campuses.)

Beginning in the 1981-82 college year, all beginning students were required to complete a minimum of 48 semester units in general education/breadth courses in order to be eligible for a bachelors degree at a California State University campus. At least 9 of the 48 units must be upper division units which the student has earned at the campus granting the degree. College of the Sequoias, therefore, can certify completion of no more than 39 units of the general education/breadth requirements.

Students who wish to have the college certify completion of general education/breadth courses must select from the courses listed below. The number of units listed in parentheses to the right of the courses listed in each area is the least number to be completed in that area. An additional 3 units should be selected from either Area A, B, C, or D to total 39 units and achieve a balanced pattern for certification.

### AREA A (6 units minimum)

(Oral and written communication and critical thinking, including consideration of common fallacies in reasoning.)

One course in this category must be English 1

Speech 1a

English 1

English 2 (includes critical thinking)

### AREA B (9 units minimum)

(Natural Sciences and Mathematics)

Choose at least one life science course and one physical science course—one of which must be a laboratory course—and one of the math courses.

#### —LIFE SCIENCES—

\*Anatomy 1

\*Biology 1 (Zoology)

\*Biology 2 (Botany)

\*Biology 10

\*Botany 10

Ecology 1

\*Ecology 2

\*Microbiology 1

\*Physiology 1

\*Zoology 10

#### —PHYSICAL SCIENCES—

Astronomy 10

\*Chemistry 1A

\*Chemistry 2A

Geography 1

\*Geology 1A

*\*Indicates Laboratory Science*

Geology 12

Meteorology 1

Physical Science 10

\*Physical Science 12

\*Physics 2A

\*Physics 5A

#### —MATHEMATICS—

Business 19

Business 20

Mathematics 40

Mathematics 53

Mathematics 54

Mathematics 30

Mathematics 21

Mathematics 16A

Mathematics 5A

**AREA C (9 units minimum)**

(Arts, Literature, Philosophy and Foreign Language. Literature required. **Not more than one course in each discipline**)

Art 1A	English 20
Art 1B	English 30
Art 2A	English 31
Art 2B	English 32
Art 2C	English 35
Art 6A	English 44
Art 7A	English 45
Art 19	English 46
Cinema Arts 1	French 1-4
Cinema Arts 2	Music 1
Theatre Arts 1	Music 10
Theatre Arts 2	Music 19A
Theatre Arts 10A	Music 21
Theatre Arts 10B	Music 22A
English 5	Music 23A
English 6	Music 42A
English 8	Philosophy 10A
English 9	Philosophy 10B
English 10	Spanish 1-4
English 12	Spanish 12
English 13	

**AREA D (9 units minimum)**

(Human social political and economic institutions and behavior and their historical background.)

History 17A or History 17B and Political Science 5 (Satisfies the U.S. History and Institutions requirement.)

Agriculture Management 1	History 4B
Anthropology 2	History 17A
Economics 1A	History 17B
Economics 1B	History 18A
Geography 2	History 18B
History 4A	Political Science 5

**AREA E (3 units)**

(Designed to equip persons for lifelong understanding and development of themselves as integrated physiological and psychological beings.)

Psychology 1A  
Sociology 1A

NOTE: Students who transfer to state collegiate institutions with only partial fulfillment and without certification of completion of the College of the Sequoias general education breadth requirements will be required to meet the general education requirements of the state university or college to which they transfer.

## GENERAL EDUCATION/BREADTH REQUIREMENTS FOR UNIVERSITY OF CALIFORNIA AND PRIVATE COLLEGES

**GENERAL INFORMATION FOR ADMISSION**

A student who expects to transfer to the University of California or another institution maintaining equivalent standards must meet three principal kinds of requirements in order to attain full junior standing. These requirements are:

1. The removal of all matriculation (entrance) deficiencies.
2. The completion of the specific requirements for junior standing in the proposed senior college.
3. The completion of the lower-division prerequisites for the major. These prerequisites vary according to the major selected and also according to the



institution in which the student expects to enroll. All students expecting to transfer to some other college or university should consult the catalog of that institution regarding specific requirements for upper-division standing. It is highly desirable that every student decide upon a major as early as possible after entering community college.

#### **UNIVERSITY OF CALIFORNIA**

Students may complete all lower division course requirements for any campus of the University of California at College of the Sequoias. Before planning their programs, students who expect to transfer to a University of California campus should consult the appropriate university catalog and review their plans with a member of the counseling staff.

#### **PRIVATE COLLEGES AND UNIVERSITIES**

Completion of lower division requirements preparatory to admission to junior status at private colleges and universities is possible at College of the Sequoias. It is essential, however, that the student consult a current catalog of the institution to which transfer is desired to determine lower division requirements. A college counselor should review the planned sequence of courses prior to the student's enrollment.

## **AIR FORCE RESERVE OFFICER TRAINING PROGRAM (AFROTC)**

A minor in aerospace studies consists of satisfactory completion of the AFROTC program (16 upper division units). Open to men and women.

Air Force ROTC is a College-Based program whose primary goal is to provide students with a choice of well-paying, challenging, and relevant positions after graduation. The few years of service will provide young officers with leadership experience which will be invaluable for either an Air Force or civilian career.

Two routes for an Air Force commission are available to college students in Air Force ROTC. Entering students may enroll in the four-year program, while students with at least two academic years remaining in college may apply for the two-year program.

The Air Force ROTC education program provides pre-professional preparation for future Air Force officers. It is designed to develop men and women who can apply their education to their initial active duty assignments as Air Force commissioned officers. In order to receive a commission, an Air Force ROTC cadet must complete all requirements for a degree in accordance with University guidelines as well as completing certain courses specified by the Air Force.

Air Force ROTC courses are taken for academic credit as part of student's electives. The two major phases of the curriculum are the General Military Course (GMC) and the Professional Officer Course (POC). In Aerospace courses, all books, supplies and uniforms are furnished at no cost to the student.

Air Force ROTC scholarships are available to qualified applicants in both the four- and two-year program. Each scholarship provides full tuition, laboratory and incidental fees, and full reimbursement by curriculum-required textbooks. In addition, scholarship cadets receive a nontaxable \$100 subsistence each month during the school year. All two-year program cadets, regardless of scholarship status, also receive this monthly allowance.

For further information contact Department of Aerospace Studies, Raymond M. Hanson, Chairman, California State University, Fresno.

## **ARMY RESERVE OFFICER TRAINING PROGRAM (ROTC)**

For information pertaining to the ROTC program, please call California State University, Fresno at (209) 294-2540.

# VOCATIONAL EDUCATION CERTIFICATE PROGRAMS

Students who have need for intensive short-term occupational training may enroll in one of the many certificate programs at COS without being required to take transfer or general education classes. For example, a student may enroll in as many as 15 units of auto mechanics each semester and complete the requirements for a certificate in one year. Remedial math or English may be required if the admissions test indicates reading or math abilities below those necessary for the certificate classes.

## CERTIFICATE PROGRAMS AT COLLEGE OF THE SEQUOIAS

(See Division Chairperson or Certificate Brochure for required classes.)

### CERTIFICATES IN AGRICULTURE

Agriculture Management  
Agriculture Pest Management  
Animal Science  
Dairy Science  
Floristry Management  
Horse Production

Landscape Management  
Mechanized Agriculture  
Nursery Management  
Ornamental Horticulture  
Plant Sciences

### CERTIFICATES IN HOME ECONOMICS AND CHILD CARE

Clothing/Textiles  
Color/Image Consulting  
Early Childhood Education  
Fashion Design

Fashion Merchandising  
Home Economics  
Interior Design  
Nutrition Aide

### CERTIFICATES IN BUSINESS

Accounting  
Business Management  
Data Processing  
General Business/Clerical

Information/Word Processing  
Marketing  
Real Estate  
Secretarial

### CERTIFICATES IN INDUSTRY AND TECHNOLOGY

Air Conditioning  
Architectural Drafting  
Automotive Technology  
Building Inspector  
Building Trades:  
    a. Carpentry  
    b. Mill Cabinet  
Civil Drafting  
Electrical Drafting

Electronics Technology  
Graphic Design  
Maintenance Technician  
Manufacturing Drafting  
Metal Technology/Machinist  
Technical Illustration  
Vocational Drafting  
Welding Technology

## CERTIFICATES IN ADMINISTRATION OF JUSTICE

Basic Police Academy  
Corrections  
Law Enforcement

Parlegal  
Police Officers Reserve Training (PC 832)  
Security Guard Training

## CERTIFICATES IN SPECIAL PROGRAMS

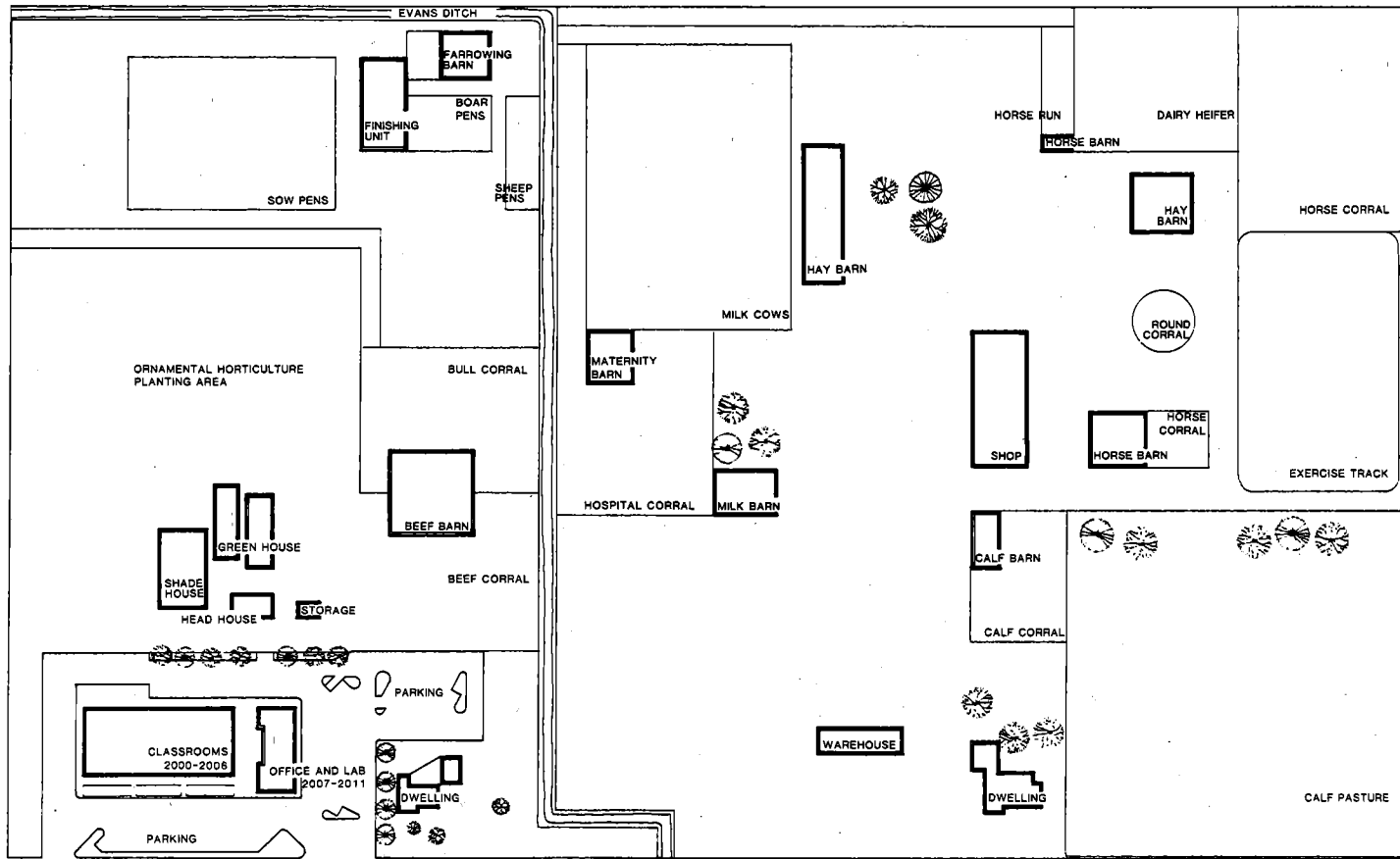
Cosmetology  
Fire Technology:  
Fire Academy  
Fire Technician

## CERTIFICATES IN NURSING AND HEALTH SCIENCE

Emergency Medical Technician  
Nurse Assistant

Registered Nurse  
Vocational Nurse



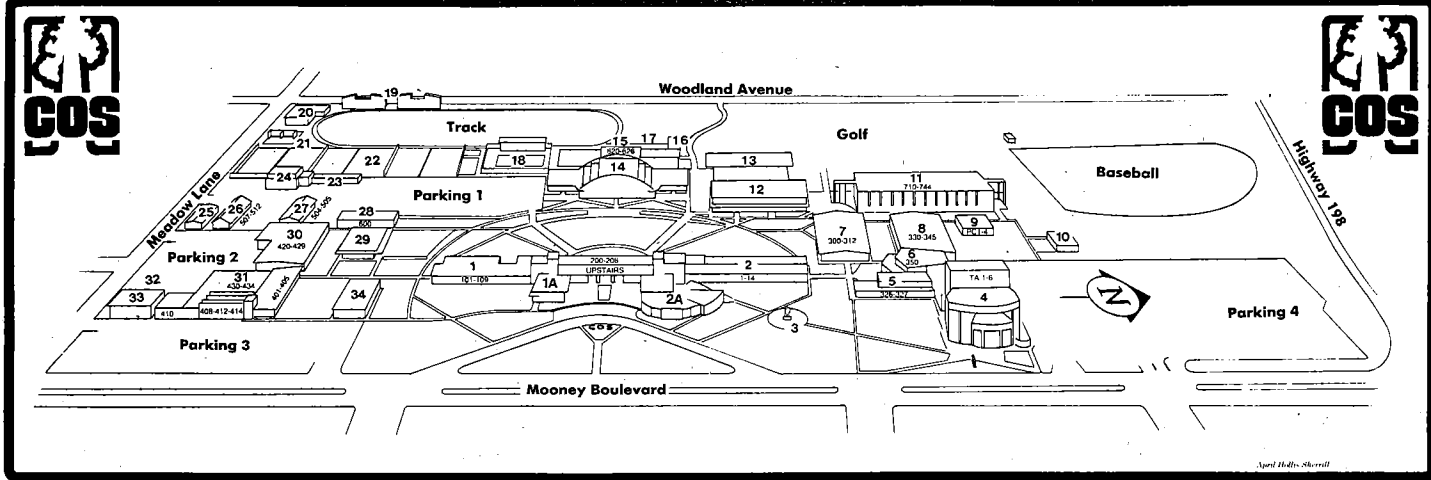


LINWOOD AVE

COLLEGE OF THE SEQUOIAS FARM



WALNUT AVE



April 1985, Sherrell

◆ COLLEGE ◆  
 OF THE  
*Sequoias*

**NUMERICAL LIST**

- |                            |                      |                                |
|----------------------------|----------------------|--------------------------------|
| 1. Administration South    | 11. 700 Building     | 23. Safety Services            |
| 1A. Student Services       | 12. Library          | 24. Transportation             |
| 2. Administration North    | 13. Media Center     | 25. Print Shop                 |
| 2A. Administrative Offices | 14. Gymnasium        | 26. Journalism                 |
| 3. Giant Statue            | 15. Gym Annex        | 27. Home Economics             |
| 4. Theatre                 | 16. Adaptive P.E.    | 28. Enabler                    |
| 5. Music                   | 17. Volleyball       | 29. Student Union              |
| 6. Lecture Hall            | 18. Pool             | 30. Industry & Technology West |
| 7. Life Sciences/Math      | 19. Racquetball      | 31. Industry & Technology East |
| 8. Social Sciences         | 20. Maintenance Shop | 32. Project House              |
| 9. Lecture Rooms North     | 21. Handball         | 33. Building Trades            |
| 10. Nursing Office         | 22. Tennis           | 34. Bookstore                  |

**ALPHABETICAL LIST**

- |                             |                                    |                                    |
|-----------------------------|------------------------------------|------------------------------------|
| Adaptive P.E. .... 16       | Foreign Language ..... 11          | Physical Science ..... 2           |
| Administration ..... 2A     | Foundation Office ..... 13         | Pool ..... 18                      |
| Admissions ..... 1A         | Giant Statue ..... 3               | Print Shop ..... 25                |
| Air Conditioning ..... 31   | Gymnasium ..... 14                 | Project House ..... 32             |
| Art ..... 1                 | Gym Annex ..... 15                 | Publications ..... 26              |
| Art Gallery ..... 4         | Handball ..... 21                  | Public Information Office ..... 13 |
| Athletic Office ..... 14    | Home Economics ..... 27            | Racquetball ..... 19               |
| Automotive ..... 30         | Industry & Technology ..... 30, 31 | Receiving ..... 33                 |
| Board Room ..... 2A         | Journalism ..... 26                | Safety Services ..... 23           |
| Bookstore ..... 34          | Lecture Hall ..... 6               | Social Sciences ..... 8            |
| Box Office ..... 4          | Lecture Rooms North ..... 9        | Student Activities Office ..... 14 |
| Building Trades ..... 33    | Library ..... 12                   | Student Services Center ..... 1A   |
| Business ..... 11           | Life Sciences ..... 7              | Student Union ..... 29             |
| California State University | Metals Lab ..... 31                | Tennis ..... 22                    |
| Fresno Office ..... 12      | Maintenance Shops ..... 20         | Theatre ..... 4                    |
| Career Center ..... 12      | Maintenance Office ..... 23        | Training Room ..... 14             |
| Cashier's Office ..... 2A   | Math ..... 7                       | Transportation ..... 24            |
| Chemistry ..... 2           | Media Center ..... 13              | Veteran Services ..... 1           |
| Criminal Justice ..... 11   | Men's Locker Room ..... 15         | Volleyball ..... 17                |
| Drafting ..... 31           | Music ..... 5                      | Welding ..... 31                   |
| Electronics ..... 30        | Music Library ..... 5              | Women's Locker Room ..... 14       |
| Enabler ..... 28            | Nursing ..... 1                    | Woods Lab ..... 30                 |
| English ..... 11            | Nursing Office ..... 10            | 700 Building ..... 11              |
| Financial Aids ..... 1      | Photography ..... 26               |                                    |



# ***DIVISIONS***

**ADMINISTRATION OF JUSTICE**

**AGRICULTURE, NATURAL RESOURCES/HOME ECONOMICS**

**BUSINESS**

**FINE ARTS**

**INDUSTRY AND TECHNOLOGY**

**LANGUAGE ARTS AND COMMUNICATIONS**

**NURSING AND HEALTH SCIENCE**

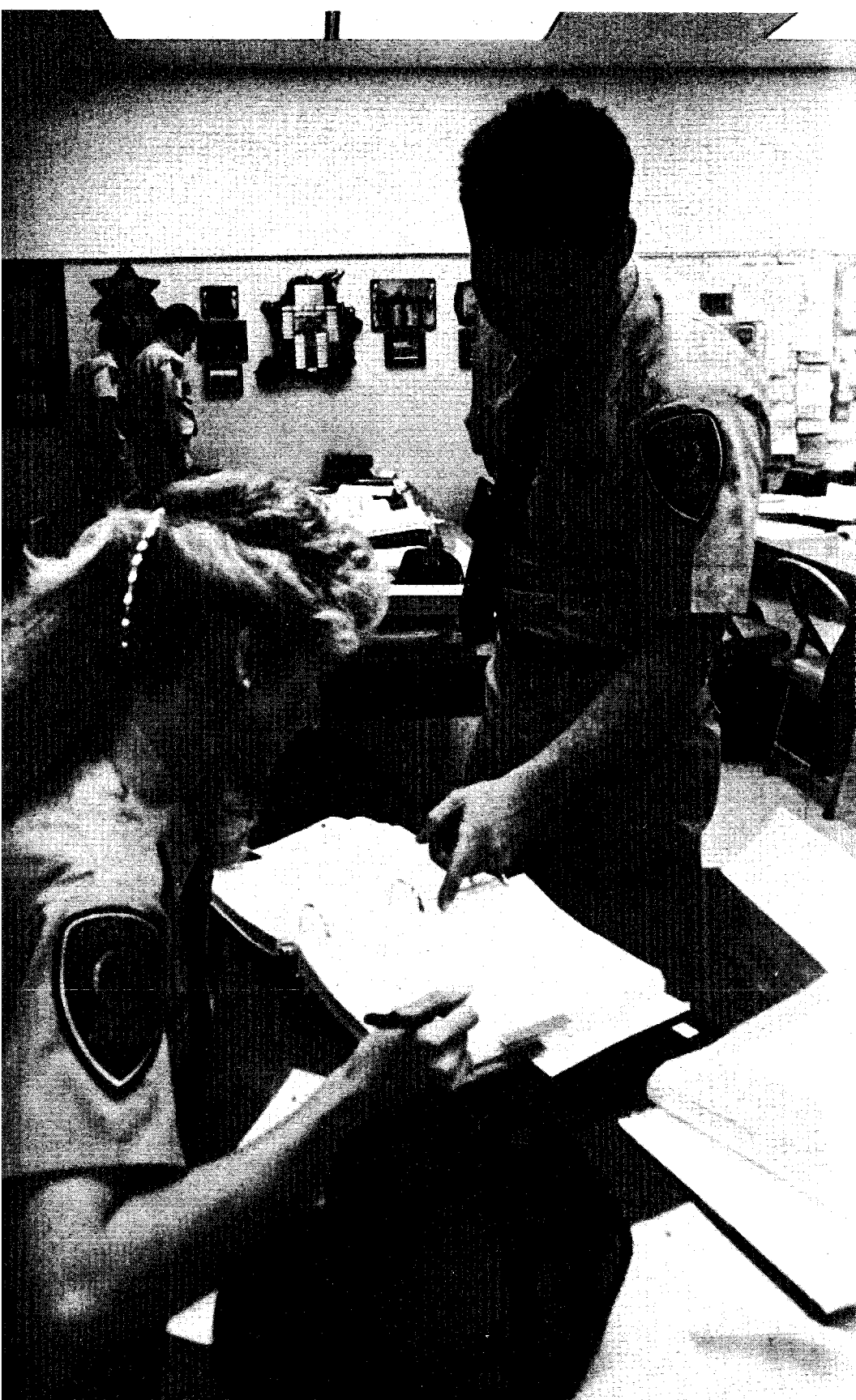
**PHYSICAL EDUCATION, HEALTH, ATHLETICS AND RECREATION**

**SCIENCE, MATHEMATICS AND ENGINEERING**

**SOCIAL SCIENCES**

**SPECIAL PROGRAMS**





# **DIVISION OF ADMINISTRATION OF JUSTICE**

CHAIRPERSON: DR. TIM HART

## **CRIMINAL JUSTICE**

This curriculum is designed to prepare men and women for service in various agencies of the Criminal Justice system.

In addition to the general requirements for admission to the College, the student must possess certain basic personality and intelligence qualifications, a portion of which is a satisfactory scholastic record in high school, information indicating above-average social adjustment, and satisfactory demonstration of aptitude on college entrance examinations.

For those students desiring a generalized major in Criminal Justice, it is suggested they take the following Associate of Arts Degree Program. Twenty (20) units in the major are required for this degree. Prerequisites for all courses should be checked prior to enrollment.

Those students definitely planning to transfer to four-year institutions should consult with their counselors regarding specific requirements at the college or university of their choice.

It is suggested that the law enforcement-oriented student place his/her major emphasis in law enforcement courses and the corrections-oriented student place his/her major emphasis in the correction-oriented courses. Twenty (20) units of Criminal Justice courses are required for a major in Criminal Justice leading to an Associate of Arts degree. Thirty (30) units in Criminal Justice courses are required for a major in Criminal Justice leading to an Associate of Science degree.

### **PEACE OFFICERS BASIC ACADEMY CERTIFICATION**

Larry O. Burge, Police Academy Coordinator

The certificate of completion will be issued to students that successfully complete the following requirement:

Successful completion of 670 hours of law enforcement training specified by California Commission of Police Officers Standards and Training.

#### **P.C. 832 Police Officer Reserve Level III, II, and I Certification of Completion**

IT SHOULD BE NOTED that successful completion of BOTH Level III and Level II are required before a student can obtain Reserve Peace Officer Status.

1. Level III a-b/Completion of 80 hours of law enforcement training.
  - 1) Laws of Arrest 36 hours
  - 2) Firearms Training 20 hours
  - 3) Community Rel., etc. 24 hours

2. Level II—Completion of 70 hours of law enforcement training.

- 1) CPR 8 hours
- 2) First Aid 8 hours
- 3) Role of Backup Officer 38 hours
- 4) Shotgun 6 hours
- 5) Advanced Firearms 10 hours

3. Level I/Completion of 118 hours of law enforcement training.

- 1) Professional Orientation 3 hours
- 2) Crime Prevention 10 hours
- 3) Law 28 hours
- 4) Vehicle Operations 5 hours
- 5) Patrol Procedures 27 hours
- 6) Traffic 9 hours
- 7) Criminal Investigation 21 hours
- 8) Custody 2 hours
- 9) Physical Fitness 8 hours
- 10) Examinations 5 hours

**SECURITY GUARD TRAINING CERTIFICATE**

1. A certificate of completion will be issued to students that successfully complete the following training:

- a) Firearms 16 hours
- b) Baton—Side Handle 12 hours
- c) Baton—Straight Stick 12 hours
- d) Chemical Agents (Mace) 4 hours

2. Additional certificates will be issued for successful completion of specialized law enforcement/correctional training.

**ASSOCIATE OF ARTS**

**FIRST YEAR**

FIRST SEMESTER	UNITS
English 51, 1 or 11.....	3
Social Science 76 or Hist 17A or 17B.....	3
Criminal Justice 1.....	3
Criminal Justice 32 or Criminal Justice Elective.....	3
Sociology 1A.....	3
	15

SECOND SEMESTER	UNITS
English 1, 11 or Literature.....	3
Psychology 1A.....	3
Criminal Justice 10.....	3
Criminal Justice 18.....	3
Sociology 1B.....	3
	15

**SECOND YEAR**

FIRST SEMESTER	UNITS
Political Science 5.....	3
Speech 1A.....	3
Hygiene 1 or 7.....	2
Electives **.....	4
Criminal Justice 20 or 31.....	3
	15

SECOND SEMESTER	UNITS
Criminal Justice 22 or 33.....	3
Natural/Physical Science.....	3
C.J. Electives*.....	3
Electives**.....	6
	15

For those students desiring a greater indepth study of the Criminal Justice field, it is suggested they take the following Associate of Science degree program: Thirty (30) units in the major are required for this degree.

A student who is enrolled in the Associate of Science degree program, but has not earned thirty (30) units in the major may be awarded the Associate of Arts degree if all Associate of Arts degree requirements have been met.

## ASSOCIATE OF SCIENCE

### FIRST YEAR

FIRST SEMESTER	UNITS
English 51, 1 .....	3
Social Science 76 or Hist 17A or 17B .....	3
Criminal Justice 1 .....	3
Criminal Justice 32 or Criminal Justice Elective .....	3
Sociology 1A .....	3
	15

SECOND SEMESTER	UNITS
English 1, Tech Writing or Literature .....	3
Psychology 1A .....	3
Criminal Justice 10 .....	3
Criminal Justice 18 .....	3
Criminal Justice 20 .....	3
	15

### SECOND YEAR

FIRST SEMESTER	UNITS
Political Science 5 .....	3
Criminal Justice 21 or 31 .....	3
Criminal Justice 5 or 33 .....	3
Sociology 1B .....	3
Hygiene 1 or 7 .....	2
Electives** .....	3
	15

SECOND SEMESTER	UNITS
Natural/Physical Science .....	3
Criminal Justice 22 or 34 .....	3
C.J. Electives* .....	6
Electives** .....	3
	15

*\*It is suggested that the law enforcement-oriented student place major emphasis in the law enforcement courses and the corrections-oriented student place major emphasis in the corrections-oriented courses. Twenty (20) units of Criminal Justice, leading to an Associate of Arts degree. Thirty (30) units in Criminal Justice courses are necessary for a major in Criminal Justice, leading to an Associate of Science degree.*

*\*\*It is recommended that for the electives available, transferable courses in Criminal Justice, Political Science, Psychology, or Sociology be taken.*

## PARALEGAL

DR. PAMELA FALLER, COORDINATOR

The field of paralegalism is the second fastest growing career today. Paralegals, also called legal assistants, perform a variety of functions within the field of law which include: conducting legal research and memoranda writing, preparing pleadings and other legal forms and documents, obtaining information through client interview and investigation, law office management, and a variety of other tasks. A paralegal is not an attorney and, therefore, cannot practice law without a license.

The Paralegal Program strives to maintain academic excellence in its students through pre-testing, counseling, remedial education where necessary, and high academic standards. The academic workload is heavy and requires a serious commitment to classroom attendance and homework. Thus, the college recommends that full-time students not accept outside employment exceeding fifteen (15) hours per week. However, many part-time students with full-time jobs have successfully completed the program.

While the key thrust of the program is toward vocational education, pre-law students and others desiring a background in the practical application of the law will benefit from the program. Other classes which are helpful to paralegal students are word processing, accounting, or foreign languages.

# ASSOCIATE OF SCIENCE DEGREE

## FIRST YEAR

### FALL

FIRST SEMESTER	UNITS
Paralegal 1 (Intro).....	3
Paralegal 6 (Terms).....	1
GE Area D1 - Eng 1.....	3
GE Area D2 - Math Comp.....	3
GE Area B - Pol Sci 5.....	3
Hygiene 1 or 7.....	2
Physical Education (under 21).....	1
	<hr/>
	16

### SPRING

SECOND SEMESTER	UNITS
Paralegal 3 (Off Mgmt).....	1
Paralegal 4A (Civ Pro 1).....	3
Paralegal 21 (Interview).....	1
Paralegal 10 (Torts) and Paralegal 11 (Contracts).....	3
GE Area E—Bus 98.....	3
Bus 35B (Word Proc).....	1
Speech 1A.....	3
Physical Education (under 21).....	1
	<hr/>
	16

## SECOND YEAR

### FALL

FIRST SEMESTER	UNITS
Paralegal 2A (R&W).....	3
Paralegal 4B (CP II).....	3
Paralegal 7 (Fam Law) or Para 12 (Probate).....	3
GE Area A—Nat Sci.....	3
GE Area C—Humanities.....	3
	<hr/>
	15

### SPRING

SECOND SEMESTER	UNITS
Paralegal 2B (R&W II).....	3
Paralegal 121 (Intern).....	3
Paralegal Electives.....	9
	<hr/>
	15

## REQUIRED PARALEGAL COURSES FOR AN ASSOCIATE OF SCIENCE DEGREE

	Units
Paralegal 1—Introduction to Paralegalism.....	3
Paralegal 2A—Legal Research and Writing I.....	3
Paralegal 2B—Legal Research and Writing II.....	3
Paralegal 3—Law Office Management.....	1
Paralegal 4A—Civil Procedure I.....	3
Paralegal 4B—Civil Procedure II.....	3
Paralegal 21—Interviewing for the Paralegal.....	1
Paralegal 121*—Intern/Cooperative Education.....	3
	<hr/>
	20

*\*Paralegal 121 may not be taken until completion of Paralegal 2A and 4A. The student must be enrolled in other courses in the semester in which he or she takes Paralegal 121. In other words, the student should not save Paralegal 121 to be taken alone the last semester.*

## Course Descriptions

# CRIMINAL JUSTICE

### **CRIMINAL JUSTICE 1—INTRODUCTION TO CRIMINAL JUSTICE (3) BA /F/S/SS/**

*Three hours lecture per week.*

The history and philosophy of criminal justice in America; recapitulation of the system; identifying the various subsystems, role expectations, and their inter-relationships; theories of crime, punishment, and rehabilitation; ethics, education and training for professionalism in the system.

### **CRIMINAL JUSTICE 5—POLICE PATROL (3) BA /S/**

*Three hours lecture per week.*

A practical and thorough study of the procedures, philosophies and concepts of the police patrol system. Covers the important areas of patrol preparation, field observation, field interviews, patrol systems, police ethics and professionalism, public service responsibilities and their relationship to the criminal justice system.

### **CRIMINAL JUSTICE 7—POLICE TRAFFIC PROCEDURES (3) BA /F/**

*Three hours lecture per week.*

A general study of traffic procedures as confronted by the working police officer, designed to give a student a background in California Vehicle Code, traffic enforcement tactics, driving under influence enforcement, courtroom testifying, mechanics of writing citations, and accident investigation.

### **CRIMINAL JUSTICE 9—POLICE OFFICER SURVIVAL (3) BA /F/**

*Three hours lecture per week.*

A study of the mental, physical and tactical considerations for peace officer survival. The scope of the course includes the considerations required to exercise good judgment and competency in the use of deadly force, ancillary police weaponry and weaponless defense.

### **CRIMINAL JUSTICE 10—PRINCIPLES AND PROCEDURES OF THE CRIMINAL JUSTICE SYSTEM (3) BA /F/S/SS/**

*Three hours lecture per week.*

An in-depth study of the role and responsibilities of each segment within the Criminal Justice System; law enforcement, judicial, corrections. A past, present and future exposure to each sub-system's procedures from initial entry to final disposition and the relationship each segment maintains within system members.

### **CRIMINAL JUSTICE 12—POLICE ADMINISTRATION (3) BA /F/**

*Three hours lecture per week.*

An introductory course dealing with the basic fundamentals of organization, administration, and management as generally practiced by law enforcement today. Provides the necessary background for those desiring to pursue more advanced administration courses.

### **CRIMINAL JUSTICE 18—COMMUNITY RELATIONS (3) BA /F/S/SS/**

*Three hours lecture per week.*

An in-depth exploration of the roles of the Criminal Justice practitioners and their agencies. Through interaction and study, the student will become aware of the interrelationships and role expectations among the various agencies and the public.

**CRIMINAL JUSTICE 20—CRIMINAL LAW I (3) BA /F/**

*Three hours lecture per week.*

Introduction and historical development, philosophy of law and constitutional provisions, definitions, classification of crime, and their application to the Criminal Justice system.

**CRIMINAL JUSTICE 21—CRIMINAL LAW II (3) BA /S/**

*Three hours lecture per week.*

An in-depth study of the substantive laws commonly encountered by the municipal, county, or state police officer or investigator, or other criminal justice employee.

**CRIMINAL JUSTICE 22—CRIMINAL EVIDENCE (3) BA /S/**

*Three hours lecture per week.*

Origin, development, philosophy and constitutional basis of evidence, constitutional and procedural considerations affecting arrest, search and seizure; kinds of degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies.

**CRIMINAL JUSTICE 30—JUVENILE PROCEDURES (3) BA /F/S/**

*Three hours lecture per week.*

The organization, function and jurisdiction of juvenile agencies, the processing and detention of juveniles, juvenile case disposition; juvenile status and court procedures.

**CRIMINAL JUSTICE 31—JUVENILE DELINQUENCY (3) BA /F/S/**

*Three hours lecture per week.*

Explore the problem of delinquency: what is delinquency, and who are the delinquents; theories of causation (psychological, sociological, and anthropological approaches); institutions for delinquents; a review of agencies dealing with delinquent behavior; programs designed for the prevention of delinquency.

**CRIMINAL JUSTICE 32—INTRODUCTION TO CORRECTIONS (3) BA /F/S/**

*Three hours lecture per week.*

The history, principles and practices in the field of corrections. This is a basic course in the operation of local, state, and federal judicial systems of jails, correctional institutions, probation and parole.

**CRIMINAL JUSTICE 33—PROBATION AND PAROLE (3) BA /F/S/**

*Three hours lecture per week.*

The philosophy, theory and concepts of probation and parole at the local, state and federal levels.

**CRIMINAL JUSTICE 34—CORRECTIONS, INTERVIEWING AND COUNSELING (3) BA /S/**

*Three hours lecture per week.*

An introduction to the philosophy and techniques of interviewing and counseling used in probation, parole, and corrections.

**CRIMINAL JUSTICE 43—CRIMINAL INVESTIGATION (3) BA /S/**

*Three hours lecture per week.*

Fundamentals of investigation; criminal scene search; recording data; collection and preservation of evidence; scientific aids; principles of interrogation; follow-up and case preparation.

**CRIMINAL JUSTICE 44—CRIMINAL IDENTIFICATION (3) BA /F/**

*Three hours lecture per week.*

Theory and practice in the study of fingerprints, description of persons, history of criminal identification, and modus operandi in its application to individual characteristics.

**CRIMINAL JUSTICE 46—WOMEN IN THE CRIMINAL JUSTICE FIELD (3) BA /F/**

*Three hours lecture per week.*

A survey of the professional responsibilities and special functions of women in the administration of criminal justice and related fields in national, state and local government and private agencies.

**CRIMINAL JUSTICE 121a-d—OCCUPATIONAL COOPERATIVE WORK**

**EXPERIENCE/INTERNSHIP (1-4) BA /F/S/SS/**

*See index—Occupational Cooperative Work Experience 121 a-d for hours required to earn each unit.*

*Prerequisites: Sophomore standing. Six units in Criminal Justice.*

## **CRIMINAL JUSTICE (Occupational Training)**

The following courses are designed to fulfill requirements mandated by either the California Penal Code, State Commission on Penal Officer Standards and Training, or California Bureau of Consumer Affairs. Units awarded for the following courses are to be used as elective units and will not count toward the 20 units needed for a Criminal Justice major.

**CRIMINAL JUSTICE—SPECIALIZED TRAINING FOR INDIVIDUAL CITIZENS, PRIVATE AND INDUSTRIAL SECURITY PERSONNEL (1-6) /F/S/SS/**

This specialized training is designed for private and industrial security personnel, as well as providing instruction to meet the specific needs of individual citizens interested in basic firearms and chemical agent training. Successful completion of each course qualifies the trainee to apply to the appropriate state agencies for licensing.

**CRIMINAL JUSTICE 60a—FIREARMS (1) /F/S/SS/**

*Sixteen hours per class.*

This training is designed to meet the needs of individual citizens in basic firearms instruction, as well as specialized training for private and industrial security personnel. Each course as offered will provide recent update in firearms.

**CRIMINAL JUSTICE 60b—SIDE HANDLE BATON (1) /F/S/SS/**

*Twelve hours per class.*

This training is designed to meet the specific needs of law enforcement, private, and industrial security personnel.

**CRIMINAL JUSTICE 60c—STRAIGHT STICK BATON (1) /F/S/SS/**

*Twelve hours per class.*

This training is designed to meet the specific needs of law enforcement, private, and industrial security personnel.



**CRIMINAL JUSTICE 60d—CHEMICAL AGENTS (0) /F/S/SS/**

*Four hours per class.*

This training is designed to meet the specific needs of individual citizens interested in the care and handling of chemical agents (mace), as well as, for private and industrial security personnel.

**CRIMINAL JUSTICE 60E-L—SPECIALIZED TRAINING FOR PEACE OFFICERS AND CORRECTIONAL OFFICERS (0-12) /F/S/SS/**

*Number of hours may vary.*

This training course is designed to meet the specific needs of local agencies in providing instruction in advanced occupational subject matter for law enforcement and correctional officers personnel. Each course, as offered, will provide recent update in that particular area of specialization.

**CRIMINAL JUSTICE 61a-d—BASIC FIREARMS (1) /F/S/SS/**

*Sixteen hours per class.*

This training is designed to meet the needs of individual citizens in basic firearms for renewal instruction, as well as, specialized training for private and industrial security personnel. Each course, as offered, will provide recent update in firearms.

**CRIMINAL JUSTICE 82—TULARE-KINGS COUNTIES PEACE OFFICERS BASIC TRAINING ACADEMY (12) /F/S/SS/**

*Forty hours lecture per week for 15 weeks.*

*Prerequisite: Interview by Department. Must be 18 years of age, graduate from high school or G.E.D.*

A training course designed for those either currently employed in law enforcement or those desiring future employment in the criminal justice field. Covers instruction of law enforcement, criminal law, criminal evidence, administration of justice, criminal investigation, community-police relations, patrol procedures, traffic control, juvenile procedures, defense tactics, firearms, first-aid, and other relevant subjects. This course complies with the State Commission of Peace Officers Standards and Training regulations.

**CRIMINAL JUSTICE 83—SUPERVISORY TECHNIQUES (5) /F/**

*Prerequisite: Completion of Criminal Justice 82 (Basic Police Academy).*

*Forty hours lecture per week for two weeks (80 hours).*

Class meets from 8:00 a.m. to 5:00 p.m. Monday through Friday. A training course for law enforcement supervisory positions covering the techniques of supervision as prescribed by the State Commission of Peace Officer Standards and Training regulations.

**CRIMINAL JUSTICE 85—ADVANCED PEACE OFFICERS TRAINING (0-12) /F/S/SS/**

*Prerequisite: Completion of Criminal Justice 82 (Basic Police Academy).*

*Twenty to forty lecture hours per course. The exact number of hours per course to be determined prior to class registration.*

A training course designed for criminal justice positions below supervisory level and above the basic level which complies with the regulations prescribed by the State Commission on Peace Officer Standards and Training. Subject content geared to meet the current training needs in the area.

**CRIMINAL JUSTICE 86a-d—RESERVE PEACE OFFICER TRAINING (P.C. 832)  
(1.5-7.5) /F/S/SS/**

*The Level III Reserve Course will consist of two three-hour lectures per week and firearms range practice for a total of 80 hours.*

*The Level II Reserve Course will consist of two three-hour lectures per week plus practical training for a total of 70 hours.*

*The Level I Reserve Course will consist of two four-hour lectures per week plus several Saturdays, for a total of 118 hours.*

Designed to satisfy the curriculum standards of the Commission on Peace Officer Standards and Training, as required by Penal Code Section 832 for Reserve Peace Officers. The training received in this course will satisfy the requirement for Limited Function Reserve Officer (Level III), Ride-Along Reserve Officer (Level II), and Ride-Along Reserve Officer (Level I). The total amount of training exceeds the minimum amount of hours as required.

## **PARALEGAL**

**PARALEGAL 1—INTRODUCTION TO PARALEGALISM (3) BA /F/S/SS/**

*Prerequisite: A score at the 40 percentile or higher on the reading comprehension part of the COS Placement Test and be eligible for English 51 or completion of English 51 with a "C" grade or better.*

*Three hours lecture per week.*

This introductory course is part of a program designed to train the student for employment as a paralegal. It is a survey course which includes basic knowledge of the relationship of the paralegal to an attorney and the legal community; career opportunities; legal ethics and exposure to various areas of the law; briefing case opinions.

**PARALEGAL 2A—LEGAL RESEARCH AND WRITING I (3) BA /F/**

*Prerequisite: Paralegal 1*

*Three hours lecture per week.*

Designed to familiarize the paralegal with the basic tools of legal research in both Federal and California law. The student will learn to locate authority relevant to particular cases and clearly and concisely write various legal pleadings, documents and memoranda.

**PARALEGAL 2B—LEGAL RESEARCH AND WRITING II (3) BA /S/**

*Prerequisite: Paralegal 1 and 2A*

*Three hours lecture per week.*

A second semester course in advanced legal research and writing designed to expand the paralegal students' ability to use legal research and legal analysis.

**PARALEGAL 3—LAW OFFICE MANAGEMENT (1) BA /S/**

*Prerequisite: Paralegal 1*

*One hour lecture per week.*

A course designed to train the student in the management of a law office. Content of the course includes law office organization, time keeping, accounting, scheduling, and calendaring, management of personnel, retrieval systems for law, and other aspects of law office management for the efficient operation of a law office.

**PARALEGAL 4A—CIVIL PROCEDURE I (3) BA /S/**

*Prerequisites: Paralegal I (concurrent enrollment allowed)*

*Three hours lecture per week.*

A course designed to familiarize the paralegal student with the concepts of both California and Federal Civil Procedure and the many stages of civil litigation. The student will be instructed in the use of many standard judicial forms.

**PARALEGAL 4B—CIVIL PROCEDURE II (3) BA /F/**

*Prerequisites: Paralegal 1 and 4A, Paralegal 2A recommended but not required.*

*Three hours lecture per week.*

A second semester course which draws upon the basic concepts of civil procedure learned in Paralegal 4A to enable the student to learn to draft complicated civil pleadings, discovery devices, and extraordinary writs.

**PARALEGAL 6—LEGAL TERMINOLOGY (1) BA /F/S/**

*No prerequisites.*

*One hour lecture per week.*

A general course acquainting the student with legal terminology, concepts, and definitions.

**PARALEGAL 7—FAMILY LAW (3) BA /F/**

*Prerequisites: Paralegal 1 and 4A.*

*Three hours lecture per week.*

A course designed to familiarize the paralegal with California law relating to adoption, annulment, dissolutions, paternity, and community property. The student will become acquainted with all the necessary forms related to each area as utilized by the attorney and paralegal.

**PARALEGAL 8—BANKRUPTCY (1) BA /S/**

*Prerequisite: Paralegal 1 and 2A.*

*One hour lecture per week.*

Provides the paralegal with a general knowledge of the law of bankruptcy. Students will study types of bankruptcy, jurisdiction, bankruptcy court procedures, duties of bankrupts and trustees, and adversary proceedings. Offered every other year.

**PARALEGAL 10—TORT LAW (1&1/2) BA /S/**

*Prerequisite: Paralegal 1.*

*One and one-half lecture hours per week.*

A broad overview of torts including intentional torts, negligence and strict liability as well as defenses to the same. The student will learn to draft standard form complaints based on common tort theories.

**PARALEGAL 11—CONTRACTS (1&1/2) BA /S/**

*Prerequisite: Paralegal 1.*

*One and one-half lecture hours per week.*

Provides the paralegal with a general knowledge of the law of contracts. The paralegal will learn what constitutes a contract, how to draft contracts and how to locate and utilize forms associated with contract law.

**PARALEGAL 12—WILLS, TRUSTS AND PROBATE (3) BA /F/**

*Prerequisites: Paralegal 1 and 4A.*

*Three lecture hours per week.*

A course designed to familiarize the student with the legal aspects of wills, trusts, and probate. Included is the effect of death upon property ownership and community property considerations and the drafting of forms associated with probate law.

**PARALEGAL 13—CORPORATE LAW (1) BA /D/**

*Prerequisite: Paralegal 1 and 2A.*

*One hour lecture per week.*

This course enables the paralegal to understand the corporate structure and gives special attention to the areas of agency, partnership, rights of stockholders, and legal aspects of certain negotiable instruments such as stocks and bonds.

**PARALEGAL 14—REAL ESTATE LAW (1) BA /D/**

*Prerequisite: Paralegal 1 and 2A.*

*One lecture hour per week.*

A general overview course covering practices and procedures of real estate law and acquainting the student with forms, drafting, and legal writings pertaining to property law.

**PARALEGAL 16—ADMINISTRATIVE LAW (1) BA /D/**

*Prerequisite: Paralegal 1 and 2A.*

*One lecture hour per week.*

A general overview course covering the practices and procedures of State and Federal administrative agencies and the jurisdiction and judicial review of these administrative agencies.

**PARALEGAL 19—WORKERS COMPENSATION LAW (1) BA /D/**

*Prerequisite: Paralegal 1 and 2A.*

*One hour lecture per week.*

A course designed to familiarize the student with the law and procedures related to workers compensation. It covers the medical and legal problems inherent to work-related injuries and benefits due employees.

**PARALEGAL 23—ENFORCEMENT OF JUDGMENTS (1) /S/D/**

*Prerequisite(s): Paralegal 1 and 4A or consent of department.*

*One hour lecture per week.*

This course will familiarize the student with methods of collecting money judgments. It will emphasize actual preparation of legal documents necessary to enforce money judgments.

**PARALEGAL 49a-b—INTERNSHIP (3) BA /F/S/SS**

*Prerequisites: Paralegal 1, 2A, 2B and 4.*

*See Index—Occupational Cooperative Work Experience 121a-d for hours required to earn each unit.*

**PARALEGAL 49a-b—INTERNSHIP (3) BA /F/S/**

*Prerequisites: Paralegal 1, 2A, 2B and 4.*

*See index—Occupational Cooperative Work Experience 121a-d for hours required to earn each unit.*

**PARALEGAL 60 A-N—SPECIALIZED TRAINING FOR PARALEGALS  
(1-9) BA /D/**

*18 to 162 hours per course (according to units).*

This training course is designed to meet the specific needs of paralegals by providing instruction in advanced occupational subject matter.



# ***DIVISION OF AGRICULTURE HOME ECONOMICS AND NATURAL RESOURCES***

**CHAIRPERSON: MR. BILL DOWNES**

## **AGRICULTURE**

The COS agriculture program is designed to meet the needs of all levels of students interested in furthering their education in the agriculture field. For students entering the program right out of high school the program is designed to offer a major course of study to add to the Associate of Arts or Science degree. Each agriculture course is articulated with major state colleges and universities to provide undergraduate degree curriculum requirements for those students planning to transfer. The agriculture program is also designed to meet the needs of students who are primarily interested in obtaining a certificate in one of several different agriculture areas of study to enhance their job skills for employment in the agriculture industry. The program also meets the needs of those individuals in the community who are returning to the classroom to further their education or update skills required for their jobs.

The agriculture program offers certificates in Agriculture Management, Ag Pest Management, Animal Science, Dairy Science, Floristry Management, Horse Production and Training, Landscape Management, Mechanized Agriculture, Nursery Management, Ornamental Horticulture and Plant Science. The certificate programs are designed to meet the different needs of the students and can be completed in a one or two year study program. The certificates can be obtained individually or in combination with an AA or AS degree or utilized as part of a transfer program for students continuing their education.

The agriculture program stresses "learn by doing" and offers a 160 acre school farm laboratory for students to gain the practical knowledge skills necessary in agriculture. The farm has animal units consisting of beef, sheep and swine and a 55 cow dairy along with complete facilities for horses. There are 130 acres of crops on a rotation program of cotton, corn, cereals and alfalfa. Facilities are available for laboratory work in ornamental horticulture, including a head house, two greenhouses, one shade house, walk-in floral refrigerator, flower shop lab, plus outside planting areas for turfgrasses, sod and all types of ornamental plants.

### **Major Programs:**

Agricultural Management  
Animal Science  
Plant Science

Mechanized Agriculture  
Ornamental Horticulture

### **Certificate Programs:**

Agriculture Management  
Ag Pest Management  
Animal Science  
Dairy Science  
Floristry Management  
Horse Production and Training

Landscape Management  
Mechanized Agriculture  
Nursery Management  
Ornamental Horticulture  
Plant Science

# AGRICULTURAL MANAGEMENT

## Certificate/Major Courses

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
AM 3—Intro to Farm Mgt .....	4	AM 2—Ag Marketing and Sales .....	3
AM 1—Intro to Ag Econ .....	3	AM 4—Farm Accounting .....	3
Ag 1—Basic Ag Mathmatics .....	3	*AM 5B—Computers in Agriculture .....	3
*DS 3—Commercial Dairy Herd Mgt .....	3	*Ag 4—Soils .....	3
AM 5A—Computers in Agriculture .....	3	Ag 121—Occupational Coop Wk Exp .....	3
	16		15

\*These courses may be substituted with the following:

PS 12—Pomology .....	3
Me Ag 1—Basic Farm Mechanics .....	2
PS 3—Forage Crops .....	3
DS 1—Elements of Dairying .....	3
AS 11—Beef Production .....	3
AS 22—Elements of Horse Husbandry .....	3
OH 1—Basic Horticulture Skills .....	3

## Degree/Major Courses

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
AM 1—Agriculture Economics .....	3	AM 2—Agriculture Marketing .....	3
Me Ag 1—Basic Farm Mechanics .....	2	AS—Beef, Sheep or Swine Production .....	3
Ag Mgt 5—Computers in Agriculture .....	3	Me Ag 4—Farm Machinery .....	3
Ag 1—Basic Agriculture Math .....	3	Ag 4—Soils .....	3
Hygiene 1 .....	2	GE Area D1—English 51 .....	3
PE .....	1		15
	14		
THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
AS 30—Elements of Dairying .....	3	AS—Horse Production of Equitation .....	3
AM 3—Farm Management .....	4	AM 4—Farm Accounting .....	3
Me Ag 6—Farm Welding .....	2	AS 32—Com Dairy Herd Management .....	3
PS 3—Forage Crops or Intro to Crops .....	3	OH 1—Basic Horticulture or Area A .....	3
GE Area B—History or Pol Sci .....	3	Music—Area C—Music 10 .....	2
	15	GE Area A,B,C,D1,D2 or Ag 3 .....	3
			17

## AG PEST MANAGEMENT

### Certificate/Major Courses

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Ag 3—Agriculture Entomology .....	3	Me Ag 4—Farm Machinery .....	3
PS 1—Intro to Crop Science .....	4	AM 5A—Computers in Agriculture .....	3
PS 12—Pomology 1 .....	3	Ag 1—Agricultural Mathematics .....	3
Ag 80 Topics—Prin of Pesticide Use .....	3	PS 5—Cereal & Oil Crops .....	3
PS 2—Row Crops .....	3	PS 14—Citrus Fruits .....	3
	16	Ag 121—Occup Coop Wk Exp .....	1-4
			16-19

Recommended Agricultural courses to qualify for the PCA License:

Ag 5—Fertilizers .....	3
Me Ag 8—Irrigation .....	3
PS 4—Weed Control .....	3
PS 3—Forage Crops .....	3
PS 11—Beekeeping .....	3
PS 21—Truck Crops .....	3
AM 2—Marketing Farm Products .....	3

## ANIMAL SCIENCE

### Certificate/Major Courses

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
AS 1—Intro to Animal Science .....	4	AS 11—Beef Production .....	3
AS 10—Swine Production .....	3	AS 12—Sheep Production .....	3
*AS 2A—Livestock Selection & Eval .....	2	AS 6—Intro to Meat Science .....	3
*AM 5A—Computers in Agriculture .....	3	AS 3—Feeds & Feeding .....	4
*Ag 1—Ag Mathematics .....	3	AS 4—Animal Diseases & Sanitation .....	3
Ag 121—Occup Coop Wk Exp .....	1-4		
	16-19		16

\*Courses may be substituted with the following:

Me Ag 1—Basic Farm Mechanics .....	2
AM 3—Farm Management .....	4
Me Ag 3—Farm Power .....	3
AM 2—Marketing .....	3
PS 1—Intro to Crop Science .....	4
PS 3—Forage Crops .....	3

### Degree/Major Courses

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
AS 1—Intro to Animal Science .....	4	AS 11—Beef Production .....	3
Ag 1—Agricultural Mathematics .....	3	AS 12—Sheep Production .....	3
Ag 121—Occup Coop Wk Exp .....	1-4	PS 3—Forage Crops .....	3
AS 2A—Livestock Selection and Eval .....	2	GE Area A—Natural Sciences .....	3
Hygiene 1 or 7 .....	2	GE Area C—Humanities .....	3
GE Area D1—English Comp .....	3	Physical Education .....	1
Physical Education .....	1		
	16		16
THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
AS 10—Swine Production .....	3	AS 3—Feeds and Feeding .....	3
AS 2B—Livestock Select and Eval .....	2	AS 4—Animal Diseases and Sanitation .....	3
AM 5—Computers in Agriculture .....	3	AS 6—Intro to Meat Science .....	3
Me Ag 1—Basic Farm Mechanics .....	2	AM 3—Farm Management .....	3
GE Area E—General .....	3	AS 22—Elements of Horse Husbandry .....	3
GE Area B—Social/Behav Sci .....	3	Ag 121—Occup Coop Wk Exp .....	1-4
	16		16



## DAIRY SCIENCE

### Certificate/Major Courses

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
DS 1—Elements of Dairying .....	3	DS 3—Commercial Dairy Herd Mgt .....	3
DS 2—Milk Production .....	3	DS 4—Breeding & Selection of Dairy Cattle .....	3
Ag 1—Agriculture Mathematics .....	3	*AM 5A—Computers in Agriculture .....	3
*AM 3—Intro to Farm Mgt .....	4	*AM 4—Farm Accounting .....	3
Ag 121—Occup Coop Wk Exp .....	2	*AS 3—Feeds and Feeding .....	4
	15		16

\*These courses may be substituted with the following:

Me Ag 6—Farm Welding .....	2
PS 3—Forage Crops .....	3
Ag 4—Soils .....	3
Me Ag 1—Basic Farm Mechanics .....	2
Me Ag 4—Farm Machinery .....	3
Me Ag 2—Farm Equipment Construction .....	3
AS 4—Animal Diseases & Sanitation .....	3

### Degree/Major Courses

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
DS 1—Elements of Dairy .....	3	DS 2—Milk Production .....	3
Me Ag 1—Basic Farm Mechanics .....	2	AS 3—Feeds and Feeding .....	3
Ag Mgt 5—Computers in Agriculture .....	3	Me Ag 4—Farm Machinery .....	3
Ag 1—Basic Agriculture Math .....	3	Ag 4—Soils .....	3
Hygiene 1 .....	2	GE Area D1—English 1 .....	3
Physical Education .....	1	Physical Education .....	1
	14		16
THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
DS 3—Commercial Dairy Herd Mgt .....	3	DS 4—Breeding & Selection of Dairy .....	3
AM 3—Farm Management .....	4	AM 4—Farm Accounting .....	3
Me Ag 6—Farm Welding .....	2	AS 4—Animal Disease & Sanitation .....	3
PS 3—Forage Crops .....	3	OH 1—Basic Horticulture or Area A .....	3
GE Area B—History or Pol Sci .....	3	GE Area C—Music 10 .....	2
	15	GE Area A,B,C,D1,D2, or Ag 3 .....	3
			17

## FLORISTRY MANAGEMENT

### Certificate/Major Courses

REQUIRED COURSES	UNITS
OH 10—Commercial Floristry I.....	3
OH 11—Commercial Floristry II.....	3
OH 12—Commercial Floristry III.....	3
OH 13—Commercial Floristry IV.....	3
OH 1—Basic OH Skills.....	3
Ag 1—Ag Math.....	3
Ag 5A—Computers in Ag.....	3
	21

#### PLUS 9 ELECTIVE UNITS FROM THE FOLLOWING:

UNITS	UNITS
OH 3—Nursery Practices.....	3
OH 4—Plant Propagation.....	3
OH 6—Landscape Design.....	3
OH 7—Landscape Construction.....	3
Bus 131-137 (Any).....	3
Art 6A—Color & Design.....	2
Plus:	
Ag 121—Occup Coop Wk Exp.....	1-4
Art 6B—Color & Design.....	2
Bus 18—Business Law.....	3
Bus 70—Retail Store Salesmanship.....	3
Bus 74A—Marketing Principles.....	3
Bus 87—Acct for Small Business.....	3
& Bus 131-137	

### Degree/Major Courses

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
OH 1—Basic Horticulture Skills.....	3	OH 2b—Plant Identification.....	3
OH 2a—Plant Identification.....	3	OH 11—Commercial Floristry II.....	3
OH 10—Commercial Floristry I.....	3	OH 4—Plant Propagation.....	3
Hygiene 1 or 7.....	2	GE Area C—Humanities.....	3
GE Area D1—English.....	3	*GE Area D2—Math.....	3
Physical Education.....	1	Physical Education.....	1
	15		16
THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
OH 5—Landscape Drafting.....	3	OH 13—Commercial Floristry IV.....	3
OH 12—Commercial Floristry III.....	3	OH 4—Plant Propagation.....	3
GE Area E—General.....	3	OH 8—Landscape Design.....	3
GE Area B—Social and Behavioral Science.....	3	Electives.....	6
OH 3—Nursery Practices.....	3		15
	15		

\*Math level will depend on student's ability.

# LANDSCAPE MANAGEMENT

## Certificate/Major Courses

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
OH 2a—Plant Identification .....	3	OH 2b—Plant Identification .....	3
OH 5—Landscape Drafting.....	3	OH 6—Landscape Design.....	3
OH 7—Landscape Construction.....	3	OH 8—Landscape Maintenance.....	3
Ag 1—Ag Math.....	3	OH 9—Turfgrass Management.....	3
*Electives.....	3	Me Ag 9—Small Engines.....	3
	15	OH 69—Sprinkler Irrigation.....	2
			17
		Plus:	
		Ag 121—Occup Coop Wk Exp .....	1-4

### \*ELECTIVES:

Three units to be selected from the following:

OH 1—Basic Horticulture Skills .....	3
Ag 4—Soils .....	3
Ag 5—Fertilizers .....	3
OH 4—Plant Propagation.....	3

## Degree/Major Courses

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
OH 1—Basic Horticulture Skills .....	3	OH 2b—Plant Identification.....	3
OH 2a—Plant Identification .....	3	OH 4—Plant Propagation.....	3
OH 3—Nursery Practices.....	3	Me Ag 9—Small Engines.....	3
Hygiene 1 or 7.....	2	GE Area C—Humanities .....	3
GE Area D1—English Comp .....	3	*GE Area D2—Math .....	3
Physical Education.....	1	Physical Education.....	1
	15		16
THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
OH 5—Landscape Drafting.....	3	OH 6—Landscape Design.....	3
OH 7—Landscape Construction.....	3	OH 9—Turfgrass Management.....	3
GE Area E—General .....	3	OH 8—Landscape Maintenance.....	3
GE Area B—Social and Behavioral Science .....	3	Ag 5—Fertilizer.....	3
Ag 4—Soils .....	3	Elective.....	3
	15		15

*\*Math level will depend on students ability*

## NURSERY MANAGEMENT

### Certificate/Major Courses

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
OH 1—Basic Horticulture Skills .....	3	OH 2b—Plant Identification.....	3
OH 2A—Plant Identification .....	3	OH 6—Landscape Design.....	3
OH 3—Nursery Practices.....	3	OH 8—Landscape Maintenance.....	3
Ag 1—Ag Math.....	3	OH 9—Turfgrass Management.....	3
*Elective .....	3	*Elective .....	3
	15		15

Plus: Ag 121a-d—Occ Coop Wk Exp ...1-4

\*Electives: (Six units to be selected from the following):

OH 4—Plant Propagation.....	3
OH 5—Landscape Drafting.....	3
Ag 3—Economic Entomology.....	3
Ag 4—Soils .....	3
Ag 5—Fertilizers .....	3
OH 10—Commercial Floristry I.....	3
OH 69—Sprinkler Irrigation.....	2

### Degree/Major Courses

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
OH 1—Basic Horticulture Skills .....	3	OH 2b—Plant Identification.....	3
OH 2a—Plant Identification .....	3	OH 4—Plant Propagation.....	3
OH 3—Nursery Practices.....	3	Me Ag 9—Small Engines.....	3
Hygiene 1 or 7.....	2	GE Area C—Humanities .....	3
GE Area D1—English Comp .....	3	*GE Area D2—Math .....	3
Physical Education.....	1	Physical Education.....	1
	15		16
THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
OH 5—Landscape Drafting.....	3	OH 6—Landscape Design.....	3
OH 7—Landscape Construction.....	3	OH 9—Turfgrass Management.....	3
GE Area E—General .....	3	OH 8—Landscape Maintenance.....	3
GE Area B—Social and Behavioral Science.....	3	Ag 5—Fertilizer.....	3
Ag 4—Soils .....	3	Elective.....	3
	15		15

\*Math level will depend on student's ability.

## PLANT SCIENCES

### Certificate/Major Courses

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
PS 1—Introduction to Crop Science .....	4	*PS 5—Cereal and Oil Crops .....	3
*PS 2—Row Crops .....	3	PS 4—Weed Control .....	3
Ag 3—Agriculture Entomology .....	3	*PS 3—Forage Crops .....	3
Ag 4—Soils .....	3	Ag 5—Fertilizers .....	3
*Me Ag 3—Farm Power .....	3	Me Ag 8—Irrigation .....	3
	16	Ag 121—Occup Coop Wk Exp .....	1-4
			16

\*These courses may be substituted with the following:

Me Ag 7—Farm Surveying .....	3
Me Ag 6—Farm Welding .....	2
Me Ag 4—Farm Machinery .....	3
PS 12—Pomology 1 .....	3
PS 14—Citrus Fruits .....	3
PS 15—Viticulture .....	3
PS 21—Truck Crops .....	3
Ag 1—Basic Ag Mathematics .....	3

### Special Requirements & Prerequisites:

Elective-additional 12 units from this list of courses: Ag 1; Me Ag 6; Me Ag 7; AM 2; AM 3; AM 5; PS 12; PS 14; PS 15; PS 21.

### Degree/Major Courses

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
PS 1—Intro to Crop Science .....	4	PS 3—Forage Crops .....	3
PS 2—Row Crops .....	3	Me Ag 4—Farm Machinery .....	3
Me Ag 3—Farm Power .....	3	AM 2—Agriculture Marketing .....	3
GE Area D1—English Comp .....	3	AM 5—Computers in Agriculture .....	3
Hygiene 1 or 7 .....	2	GE Area E—General .....	3
Physical Education .....	1	Physical Education .....	1
	16		16
THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
Ag 3—Entomology .....	3	PS 4—Weed Control .....	3
Ag 4—Soils .....	3	Ag 5—Fertilizers .....	3
PS 5—Cereal and Oil Crops .....	3	Me Ag 8—Irrigation .....	3
Ag 1—Agricultural Mathematics .....	3	Me Ag 7—Surveying .....	3
GE Area B—Social and Behavioral Science .....	3	GE Area C—Humanities .....	3
	15		15

## HORSE PRODUCTION AND TRAINING

### Certificate/Major Courses

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
AS 20—Equitation .....	2	AS 20—Equitation .....	2
AS 24—Colt Breaking .....	2	AS 24—Colt Breaking .....	2
AS 22—Horse Husbandry .....	3	AS 23—Horse Production .....	3
AM 5A—Computers in Agriculture .....	3	AS 4—Diseases and Sanitation .....	3
*Elective .....	3	*Elective .....	3
**Ag 121—Occup Coop Wk Exp .....	1-4	**Ag 121—Occup Coop Wk Exp .....	1-4
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14-17		14-17	

**\*SELECT AN ELECTIVE FROM THE FOLLOWING LIST OF COURSES:**

PS 3—Forage Crops .....	3
AM 4—Farm Records .....	3
Me Ag 3—Farm Power .....	3
Me Ag 2—Farm Construction .....	3
AS 3—Feeds and Feeding .....	3
Ag 4—Soils .....	3
Ag 2—Ag Sales and Marketing .....	3
Ag 1—Ag Math .....	3
Ag 5B—Computers in Agriculture .....	3

\*\*Ag Work Experience has to be in the horse industry.

### Degree/Major Courses

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
AS 20—Equitation .....	2	AS 20—Equitation .....	2
AS 22—Horse Husbandry .....	3	AS 23—Horse Production .....	3
AS 1—Intro to Animal Science .....	4	AS 4—Diseases and Sanitation .....	3
Hygiene 1 or 7 .....	2	GE Area C—Humanities .....	3
GE Area D1—English Comp .....	3	GE Area D2—Math .....	3
Physical Education .....	1	Physical Education .....	1
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15		15	
THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
AS 24—Colt Breaking .....	2	AS 24—Colt Breaking .....	2
AM 5A—Computers in Agriculture .....	3	AG 1—Ag Math .....	3
*Elective .....	3	AS 3—Feeds and Feeding .....	3
GE Area E—General .....	3	AM 4—Farm Records .....	3
GE Area B—Social & Behavioral .....	3	GE Area A—Natural Science .....	3
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14		17	

\*Electives:

AS 20—Equitation .....	2
AM 5B—Computers in Agriculture .....	3
Ag 121—Occup Coop Wk Exp .....	1-4

## MECHANIZED AGRICULTURE

### Certificate/Major Courses

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Me Ag 1—Basic Shop .....	2	Me Ag 2—Farm Equipment Const.....	3
Me Ag 3—Farm Power .....	3	Me Ag 4—Farm Machinery .....	3
Me Ag 5—Farm Structures .....	3	Me Ag 7—Farm Surveying.....	3
Me Ag 6—Farm Welding.....	2	*AS 1—Introduction to Animal Science..	3
*PS 5—Cereal & Oil Crops .....	3	*AM 5A—Computers in Ag.....	3
*OH 7—Landscape Construction .....	3	Me Ag 9—Small Engines.....	2
	16		17

\*These courses may be substituted with the following:

PS 2—Row Crops .....	3
Ag 1—Ag Mathematics .....	3
OH 1—Basic OH Skills .....	3
AM 1—Introduction to Ag Econ .....	3
Ag 4—Soils .....	3
AS 30—Elements of Dairy .....	3
Me Ag 8—Irrigation .....	3
Ag 121—Occup Coop Wk Exp .....	1-4

### Degree/Major Courses

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Me Ag 1—Basic Farm Mechanics.....	2	Me Ag 4—Farm Machinery .....	3
Me Ag 3—Farm Power .....	3	Me Ag 6A—Farm Welding .....	2
PS 1—Intro to Crop Science .....	4	Me Ag 5A—Farm Structures.....	3
Hygiene 1 or 7.....	2	GE Area A—Natural Sciences .....	3
GE Area D1—English Comp .....	3	*GE Area D2—Math .....	3
Physical Education.....	1	Physical Education.....	1
	16		15
THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
Me Ag 2A—Farm Equip Const .....	3	Me Ag 7—Farm Surveying.....	3
Ag 1—Ag Mathematics .....	3	Me Ag 9—Small Engines and Equipment .....	2
AM 3—Farm Management.....	3	GE Area C—Humanities .....	3
OH 7—Landscape Const .....	3	AM 5—Computers in Ag.....	3
GE Area B—Social and Behavioral Science .....	3	GE Area E—General .....	3
	15	Ag 121—Occup Coop Wk Exp .....	1-4
			15-18

\*Math level will depend on student's ability.

## ORNAMENTAL HORTICULTURE

### Certificate/Major Courses

See: Floristry Management  
Landscape Management  
Nursery Management

### Degree/Major Courses

FIRST SEMESTER	UNITS
OH 1—Basic Horticulture Skills .....	3
OH 2—Plant Identification.....	3
OH 3—Nursery Practices.....	3
Hygiene 1 or 7.....	2
GE Area D1—English Comp .....	3
Physical Education.....	1
	15

THIRD SEMESTER	UNITS
OH 5—Landscape Drafting.....	3
OH 7—Landscape Construction.....	3
GE Area E—General .....	3
GE Area B—Social & Behavioral Science .....	3
Ag 4—Soils .....	3
	15

SECOND SEMESTER	UNITS
OH 2B—Plant Identification .....	3
OH 4—Plant Propagation.....	3
ME Ag 9—Small Engines .....	3
GE Area C—Humanities .....	3
*GE Area D2—Math .....	3
Physical Education.....	1
	16

FOURTH SEMESTER	UNITS
OH 6—Landscape Design.....	3
OH 9—Turfgrass Management.....	3
OH 8—Landscape Maintenance.....	3
Ag 5—Fertilizer.....	3
Elective.....	3
	15

*\*Math level will depend on student's ability.*



# HOME ECONOMICS

Home Economics is a diversified field. The main areas of instruction at C.O.S. are early childhood education, interior design, textiles and clothing, fashion design, fashion merchandising, foods and nutrition, color/image consulting and consumer economics.

There are several choices which enable students to meet their educational goals in home economics: (1) Students can take one or more courses in home economics, as electives or for personal/family use. (2) Students can work toward one of the certificates by following the recommended courses of study. Current certificates include color/image consulting, dressmaking and alterations, early childhood education, fashion design, fashion merchandising, interior design and nutrition aide. (3) Students can work toward an Associate of Arts or Science degree in home economics. Options include clothing and textiles, color/image consulting, early childhood education, fashion design, fashion merchandising and interior design, as well as general home economics. (4) Students can work toward the transfer program. They can complete 45-70 units at College of the Sequoias before transferring to a four-year college as a junior.

## Majors:

Color/Image Consulting	Fashion Design
Clothing/Textiles	Fashion Merchandising
Early Childhood Education	Interior Design
Home Economics	

## HOME ECONOMICS

### CERTIFICATES, DEGREES AND TRANSFER PROGRAMS

#### HOME ECONOMICS CERTIFICATE

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 21a or 22a Clothing.....	3	H Ec 10 A Foods.....	3
H Ec 20 Fashion Image.....	3	H Ec 31 Personal Management.....	3
H Ec 1 or 2 Interior Design.....	3	Nutrition 18.....	3
H Ec 39 Child Development.....	3		9
	12		

### HOME ECONOMICS ASSOCIATE OF ARTS DEGREE

#### Suggested Sequence of Courses

#### FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
*H Ec 21a or 22a—Clothing.....	3	*H Ec 31—Personal Management.....	3
*H Ec 20—Fashion Image.....	3	*H Ec 10A—Foods.....	3
English 1, 51, 60 or Bus 96b.....	3	GE Area C.....	3
Hygiene 1 or 7.....	2	Physical Education.....	1
Physical Education.....	1	Electives.....	5
Electives.....	3		15
	15		

## SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
*H Ec 1 or 2—Interior Design.....	3	*Nutrition 18—Nutrition.....	3
*H Ec 39—Child Development.....	3	GE Area E.....	3
GE Area D2—Math.....	3	History 17A or B, Pol Sci 5 or Soc Sci 76	3
GE Area A.....	3	Electives.....	6
Electives.....	3		
	15		15

\* These courses fulfill the major requirement.

## HOME ECONOMICS ASSOCIATE OF SCIENCE DEGREE

### Suggested Sequence of Courses

### FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 10A Foods.....	3	H Ec 31 Personal Management.....	3
H Ec 20 Fashion Image.....	3	H Ec 21a or 22a - Clothing.....	3
English 1, 51, 60 or Bus 96b.....	3	GE Area C.....	3
Hygiene 1 or 7.....	2	Physical Education.....	1
Physical Education.....	1	H Ec or ECE Electives.....	3
Electives.....	3	Electives.....	2
	15		15

### SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 1 or 2—Interior Design.....	3	Nutrition 18—Nutrition.....	3
H Ec 39—Child Development.....	3	GE Area E.....	3
Speech 1 or other GE Area D2 requirement.....	3	History 17A or B, Pol Sci 5 or Soc Sci 76	3
GE Area A.....	3	H Ec or ECE electives.....	3
H Ec or ECE electives.....	3	Electives.....	3
	15		15

## HOME ECONOMICS

### Suggested Transfer Program

Students planning to transfer to a four-year institution should check with their counselor and a current catalog of the institution to which they expect to transfer to ensure that their program is appropriate.

### FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 10A—Foods.....	3	H Ec 31—Pers Management.....	3
H Ec 21a or 22a—Clothing.....	3	H Ec 39—Child Development.....	3
Music 10—Music Appreciation.....	3	Botany 10 or Zoology 10 or other	3
English 1—Reading & Comp.....	3	GE Area B requirement.....	3
Pol Sci 5—Government.....	3	English 2 or other	3
	15	GE Area A-D Elective.....	3
		Art 19 or other GE Area C requirement...	3
			15

## SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H E 1 or 2—Interior Design.....	3	Nutrition 18.....	3
H Ec 20—Fashion Image.....	3	Chemistry 2A or other	
G. E. math requirement.....	3	GE Area B requirement.....	3
English 20 or other GE Area C		Psych 1A or Soc 1A.....	3
requirement.....	3	GE Area D.....	3
History 17A or B—U. S. History.....	3	Speech 1A.....	3
	15		15

## CLOTHING/TEXTILES CERTIFICATES, DEGREES AND TRANSFER PROGRAMS

### CLOTHING/TEXTILES CERTIFICATE

This program is designed for those students interested in the fashion, textiles and construction aspects of the curriculum. Millions of people are involved in fashion production through manufacturing, marketing or design. There are many career opportunities for clothing/textiles majors including: dressmaker, alterationist, samplermaker, manufacturer's sales representative, fashion consultant, pattern drafter, clothing/fabric sales, teacher, teacher's aide.

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 3—Textiles.....	3	H Ec 23—Creative Pattern Design.....	3
H Ec 21—Clothing Construction.....	3	H Ec 24A—Special Projects.....	2
H Ec 22a—Tailoring.....	3	H Ec 29—Fashion Analysis.....	2
H Ec 27—Intro to Fashion Merch.....	3	H Ec 20—Fashion Image.....	3
	12	H Ec 48—Supervised Practice or	
		H Ec 121—Coop Wk Exp.....	1-3
		H Ec 75—Career Dressing.....	1
			12-14

### CLOTHING/TEXTILES OPTION ASSOCIATE OF ARTS DEGREE

#### Suggested Sequence of Courses

#### FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
*H Ec 21a—Clothing Construction.....	3	*H Ec 23A—Creative Pattern Design.....	3
*H Ec 22a—Tailoring.....	3	*H Ec 24A—Special Projects.....	2
*H Ec 27—Intro to Fashion Merch.....	3	Nutrition 18 or other science.....	3
English 51, 60, 1 or Bus 96a.....	3	*H Ec 29—Fashion Analysis.....	2
Electives.....	2	H Ec 31 or other Area E requirement.....	3
Physical Education.....	1	Electives.....	2
	15		15

\*These courses fulfill the major requirement.

## SECOND YEAR

FALL SEMESTER	UNITS
*H Ec 3—Textiles .....	3
History 17A or B, Political Science 5, or Soc Sci 76 .....	3
GE Area C .....	3
Physical Education .....	1
**Electives .....	5
	<hr/> 15

SPRING SEMESTER	UNITS
*H Ec 20—Fashion Image .....	3
*H Ec 48—Supervised Practice or H Ec 121—Coop Wk Exp .....	1-3
*H Ec 75—Career Dressing .....	1
GE Area D2—Math .....	3
Hygiene 1 or 7 .....	2
**Electives .....	3-4
	<hr/> 13-16

\* These courses fulfill the major requirement.  
Recommended electives: H Ec 21b, 22b, 23b, 70a-b.

## CLOTHING/TEXTILES

### Suggested Transfer Program

Students planning to transfer to a four-year institution should check with their counselor and a current catalog of the institution to which they expect to transfer to ensure that their program is appropriate.

## FIRST YEAR

FALL SEMESTER	UNITS
H Ec 21a—Clothing Construction .....	3
H Ec 22a—Tailoring .....	3
Pol Sci 5—Government .....	3
English 1—Reading and Comp .....	3
Art 19 or other GE Area C requirement ...	3
	<hr/> 15

SPRING SEMESTER	UNITS
H Ec 20—Fashion Image .....	3
H Ec 23A—Creative Pattern Design .....	3
English 2 or other GE Area A-D elective .....	3
History 17A or B—U.S. History .....	3
Music 10—Music Appreciation .....	3
	<hr/> 15

## SECOND YEAR

FALL SEMESTER	UNITS.
H Ec 3—Textiles .....	3
Life science requirement .....	3
English 20 or other Area C lit. req. ....	3
GE Area —Math .....	3
Speech 1A .....	3
	<hr/> 15

SPRING SEMESTER	UNITS
H Ec 24A—Special Projects .....	2
H Ec 29—Fashion Analysis .....	2
Geology 1A or other physical science general education requirement .....	4
GE Area D .....	3
Psych 1A or Soc 1A .....	3
Electives .....	1
	<hr/> 15

## COLOR/IMAGE CONSULTING CERTIFICATES, DEGREES AND TRANSFER PROGRAMS

### COLOR/IMAGE CONSULTING CERTIFICATE

This program is designed for those students interested in becoming a color/image consultant. In addition to consulting, the student would have an excellent background for employment in areas such as cosmetics, fashions, and accessories.

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 3—Textiles .....	3	H Ec 28—Merch Coord & Promotion.....	3
H Ec 20—Fashion Image.....	3	H Ec 29—Fashion Analysis .....	2
H Ec 6A—Color and Design .....	2	H Ec 75—Career Dressing.....	1
H Ec 5—Applied Color Theory.....	2	H Ec 76—Color Theory & Appl.....	2
	10	Speech 1A.....	3
			11

### COLOR/IMAGE CONSULTING OPTION

#### ASSOCIATE OF ARTS DEGREE

##### Suggested Sequence of Courses

#### FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
*H Ec 5—Applied Color Theory .....	2	*H Ec 20—Fashion Image .....	3
H Ec 31, 38, 39 or other GE Area E requirement .....	3	*H Ec 76—Color Theory & Appl .....	2
English 1, 51, 60 or Bus 96B.....	3	*H Ec 29—Fashion Analysis.....	2
Electives .....	7	Art 1B, 19 or other GE Area C requirement .....	3
	15	Physical Education.....	1
		Electives .....	4
			15

#### SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
*H Ec 3—Textiles .....	3	*H Ec 6B—Color & Design .....	2
*H Ec 6A—Color & Design .....	2	*H Ec 28—Merch Coord & Promotion .....	3
Hygiene 1 or 7 .....	2	*H Ec 75—Career Dressing .....	1
Nutrition 18 or other science req .....	3	Speech 1A .....	3
Physical Education.....	1	History 17A or B, Pol Sci 5 or Soc Sci 76 .....	3
Electives .....	4	GE Area D2—Math.....	3
	15		15

\* These courses fulfill the major requirement.

*Recommended Electives: Bus 15—Personal Computers, Bus 70 or 71—Salesmanship, Bus 98—Human Relations in Business.*

## COLOR/IMAGE CONSULTING

### Suggested Transfer Program

Students planning to transfer to a four-year institution should check with their counselor and a current catalog of the institution to which they expect to transfer to ensure that their program is appropriate.

### FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 5—Applied Color Theory.....	2	H Ec 76—Color Theory & Appl.....	2
H Ec 20—Fashion Image.....	3	H Ec 29—Fashion Analysis.....	2
H Ec 27—Intro to Fashion Merch.....	3	Life science general education	
English 1—Reading and composition.....	3	requirement.....	3
History 17A or B—U.S. History.....	3	English 2 or other GE Area A-D elective..	3
Electives.....	2	Art 19 or other GE Area C requirement...	3
	15	Electives.....	2
			15

### SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 3—Textiles.....	3	H Ec 28—Merch Coord & Promotion.....	3
H Ec 6A—Color & design.....	2	Mus 10 or other GE Area C requirement..	3
Geology 1A or other physical science GE.		Pol Sci 5—Government.....	3
requirement.....	4	Psych 1A or Soc 1A.....	3
Speech 1A.....	3	GE Area D2—Math.....	3
English 20 or other GE Area C			
requirement.....	3		15
	15		

## EARLY CHILDHOOD EDUCATION CERTIFICATES, DEGREES AND TRANSFER PROGRAMS

The College of the Sequoias Early Childhood Education program is offered through the Home Economics department. The program provides classes for persons wanting to work in private day care and nursery schools; classes to earn a Children's Center Permit for employment in State or Federally funded programs; an Associate of Arts degree in Early Childhood Education; and an Associate of Science degree in Early Childhood Education. Each area has specific requirements for the student to meet.

The area of early childhood education is a viable employment field with jobs in daycare, nursery school, home care, co-op schools, aides in elementary schools, etc.

## EARLY CHILDHOOD EDUCATION PRIVATE AND SPONSORED PROGRAMS VOCATIONAL CERTIFICATE

The State Department of Health, Education and Welfare requires all teachers of young children to complete 12 specific units in Early Childhood Education. These units make you eligible to be employed in private and sponsored child care, nursery schools, parent co-op programs, YMCA child care, etc. Upon completion of 18 units, the College of the Sequoias awards a Vocational Certificate in Early Childhood Education to the student.

The 12 units of Early Childhood Education (core classes) are:

- Home Ec 39—Child Development
- ECE 40A—Principles of Early Childhood Education (four hours lab)
- ECE 40B—Practices of Early Childhood Education (four hours lab)
- ECE 41—The Child, Family and Society

A person may be employed upon the completion of 6 units if she/he is enrolled in the additional six (6) units.

## EARLY CHILDHOOD EDUCATION CHILDREN'S CENTER PERMIT

With a Children's Center Permit that is issued by the State Department of Education, Early Childhood students can be employed by State or Federal funded pre-schools.

Students must apply for this permit through the credentialing specialist at the County Department of Education upon completion of the following requirements:

1. Twenty-four (24) semester units of early childhood/child development course work.
2. Sixteen (16) diversified units in general education. Students must select a minimum of one class (3 units) from each of the following areas:\*
  - Humanities (Area C)
  - English (Area D)
  - Math and Science (Area A, D2)
  - Social Science (Area B)
3. Experience requirements in an instructional capacity which can be met in different ways.\*\*

The college offers the 24 semester units of early childhood/child development course work needed for the permit. The following 12 units are required by the state:

	UNITS
H Ec 39—Child Development.....	3
ECE 40A—Principles of Early Childhood Education .....	3
ECE 40B—Practice of Early Childhood Education .....	3
ECE 41—The Child, Family & Society .....	3

**STUDENTS MAY SELECT THE REMAINING 12 UNITS FROM THE FOLLOWING CLASSES:**

	UNITS
H Ec 12—Children's Nutrition.....	3
ECE 33A-B—Montessori .....	1-1
ECE 37A-Music Experiences in ECE .....	1
ECE 37B-Children's Literature.....	1
ECE 37C-Science Experiences in ECE.....	1
ECE 42a-b—Creative Activities for Young Children.....	2-2
ECE 43—Administration of Early Childhood Education .....	3
ECE 44—Parenting.....	3
ECE 45—Exceptional Child.....	3
ECE 46—Infant/Toddler.....	3
ECE 47—Child Health and Safety .....	3

\*For specific classes in each area, see the general education requirements in the catalog.

\*\*For details on the experience requirements for a permit, see one of the early childhood instructors.

## EARLY CHILDHOOD EDUCATION

### Associate of Arts Degree—Suggested Transfer Program

Early Childhood is a major appropriate for students interested in vocational opportunities based on working with children. It may lead to employment in the area of preschool, child center, private nursery, early childhood, and other related vocations.

The Associate of Arts degree requires twenty-four (24) units of satisfactory work in Early Childhood Education plus 33 of the 39 units in general education. Within this program a student is eligible for the Children's Center Permit from the State of California.

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
H Ec 39 .....	3	ECE 40B .....	3
ECE 40A .....	3	ECE 41 .....	3
Hygiene .....	2	Speech 1A .....	3
Psychology 1A .....	3	Nutrition 18 .....	3
PE .....	1	Soc 1A .....	3
English 1 .....	3	*ECE Elective .....	3
	<hr style="width: 100%; border: 0.5px solid black;"/> 15		<hr style="width: 100%; border: 0.5px solid black;"/> 18

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Botony/Zoology 10 .....	3	English 20 .....	3
Math 53 or higher .....	3	Humanities .....	3
Pol Sci 5 .....	3	History 17A or B .....	3
*ECE Elective .....	3	*ECE Elective .....	3
GE Area D Recommended—Econ 1A .....	3	*ECE Elective .....	3
Physical Education .....	1		<hr style="width: 100%; border: 0.5px solid black;"/> 15
	<hr style="width: 100%; border: 0.5px solid black;"/> 16		

Still required to fulfill transfer general education program: Humanities, 3 units; Science, 3 units.

*\*ECE Electives: H Ec 12—Child Nutrition; ECE 33A-B—Montessori; ECE 37A—Music Experiences in ECE; ECE 37B—Children's Literature; ECE 37C—Science Experiences in ECE; ECE 42AB—Creative Activities; ECE 43—Administration of ECE; ECE 44—Parenting; ECE 45—Exceptional Child; ECE 46—Infant/Toddler; ECE 47—Child Health and Safety.*

## EARLY CHILDHOOD EDUCATION

### ASSOCIATE OF SCIENCE DEGREE

An Associate of Science degree in Early Childhood Education requires at least 30 units of satisfactory work in Early Childhood Education, only four (4) of which can be Work Experience, plus 18 units of general education.

Refer to 'Requirements for Graduation' for general education electives and required courses which may be completed to qualify for the Associate of Science degree. The Associate of Science degree provides the 24 units of ECE and the 16 units of general education required by the State for the Children's Center Permit..

#### Suggested Program:

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
*H Ec 39—Child Development .....	3	*ECE 40B—Practice in ECE .....	3
*ECE 40A—Prin in ECE .....	3	*ECE 41—Child Family, Society .....	3
Eng 51, 60, 1 or Bus 96B (Area D1) .....	3	History 17A or B, Pol Sci 5, or Soc Sci 76 (Area B) .....	3
Art 3—Intro crafts or other Area C .....	2	H Ec 31 or other Area E .....	3
*ECE Electives .....	3	*ECE Elective .....	2
PE .....	1	Physical Education .....	1
	<hr style="width: 100%; border: 0.5px solid black;"/> 15		<hr style="width: 100%; border: 0.5px solid black;"/> 15



## SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Music 8A—Piano or Other Electives.....	2	Speech 1 or other Area D2.....	3
Nutr 18 or other Area A.....	3	Hygiene 1 or 7.....	2
H Ec 6A—Color & Design or other GE		H Ec 26—Marr and Family or other	
Area A requirement.....	2	Electives.....	3
*ECE Electives.....	6	*ECE Electives.....	6
Electives.....	2	Electives.....	1
	15		15

*\*Required for major ECE electives: HEC 12—Child Nutrition; ECE 33A-B—Montessori; ECE 37A—Music Experiences in ECE; ECE 37B— Children's Literature; ECE 37C—Science Experiences in ECE; ECE 42A,B—Creative Activities; ECE 43, Admin ECE; ECE 44—Parenting; ECE 45—Exceptional Child; ECE 46, Infant/Toddler; ECE 47—Child Health and Safety; ECE 121, Work Experience.*

## FASHION DESIGN

### CERTIFICATES, DEGREES AND TRANSFER PROGRAMS

#### FASHION DESIGN CERTIFICATE

This program is designed for those interested in the design aspect of fashions and accessories. Career opportunities include: designer, pattern drafter, pattern grader, samplemaker, showroom model, production manager, shipping manager, sales representative, fashion illustrator.

	UNITS
H Ec 3—Textiles.....	3
H Ec 20—Fashion Image.....	3
H Ec 27—Introduction to Fashion Merchandising.....	3
H Ec 29—Fashion Analysis.....	2
H Ec 21a—Clothing Construction.....	3
H Ec 21b or 22a—Clothing Construction or Tailoring.....	3
H Ec 23a—Creative Pattern Design.....	3
Art 7A—Drawing Fundamentals.....	2
Art 8a-b—Life Drawing.....	2-2
	26

#### FASHION DESIGN OPTION ASSOCIATE OF ARTS DEGREE

##### Suggested Sequence of Courses

### FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
*H Ec 21a—Clothing Construction.....	3	*H Ec 23a—Creative Pattern Design.....	3
*H Ec 27—Intro to Fashion Merch.....	3	*H Ec 29—Fashion Analysis.....	2
English 1, 51, 60 or Business 96b.....	3	Nutrition 18 or other GE Area A	
H Ec 31 or other GE Area E requirement...		requirement.....	3
.....	3	Physical Education.....	1
Electives.....	3	Electives.....	6
	15		15

## SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
*H Ec 21b—Clothing Const or H Ec 22a—Tailoring.....	3	*H Ec 20—Fashion Image.....	3
*H Ec 3—Textiles.....	3	*Art 8B—Life Drawing.....	2
**Art 8A—Life Drawing.....	2	History 17A or 17B, Pol Sci 5 or Soc Sci 76.....	3
GE Area D2—Math.....	3	Hygiene 1 or 7.....	2
Physical Education.....	1	Electives.....	5
Electives.....	3		15
	15		

\* These courses fulfill the major requirement.

\*\* May need prerequisite: Art 7a—Drawing Fundamentals.

Suggested electives: H Ec 23b—Creative Pattern Design, H Ec 75—Career Dressing, H Ec 77—Color Selection, H Ec 22b—Tailoring, Art 8c-d—Life Drawing, Art 6A, 6B—Color & Design.

## FASHION DESIGN

### Suggested Transfer Program

Students planning to transfer to a four-year institution should check with their counselor and a current catalog of the institution to which they expect to transfer to ensure that their program is appropriate.

## FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 21a—Clothing Const.....	3	H Ec 23a—Creative Pattern Design.....	3
H Ec 27—Intro to Fashion Merch.....	3	H Ec 29—Fashion Analysis.....	2
English 1—Reading & Composition.....	3	Life science requirement.....	3
Music 10 or other Area C requirement.....	3	English 2 or other GE Area A-D elective.....	3
Art 6A or other Area C requirement.....	2	Speech 1.....	3
	14	Art 7A (if required for prerequisite).....	2
			16

## SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 21b—Clothing Const or H Ec 22a—Tailoring.....	3	H Ec 20—Fashion Image.....	3
H Ec 3—Textiles.....	3	Art 8B—Life Drawing.....	2
*Art 8A—Life Drawing.....	2	Geology 1A or other physical science general education requirement.....	4
GE Math requirement.....	3	Pol Sci 5—Government.....	3
English 20 or other Area C literature requirement.....	3	*History 17A or B—U.S. History.....	3
Psych 1A or Soc 1A.....	3	(This sequence lacks 3 units of Area D general education requirement)	—
	17		15

\*May need prerequisite: Art 7a—Drawing Fundamentals.

# FASHION MERCHANDISING

## CERTIFICATES, DEGREES AND TRANSFER PROGRAMS

### FASHION MERCHANDISING CERTIFICATE

This program is designed for those students interested in the retail aspect of fashions and accessories. Career opportunities include: Store manager/owner, buyer, assistant buyer, department manager, merchandise manager, sales representative, personnel recruiter/trainer, fashion coordinator/director, fashion shopper, display specialist.

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 3—Textiles.....	3	H Ec 20—Fashion Image.....	3
H Ec 5—Applied Color Theory.....	2	H Ec 28—Merch Coord & Promo.....	3
H Ec 27—Intro to Fashion Merch.....	3	H Ec 29—Fashion Analysis.....	2
Bus 15—Intro to Personal Computers.....	3	H Ec 75—Career Dressing.....	1
H Ec 6A—Color & Design.....	2	H Ec 121—Coop. Work Experience.....	2
	13		11

### FASHION MERCHANDISING OPTION ASSOCIATE OF ARTS DEGREE

#### Suggested Sequence of Courses

#### FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
*H Ec 27—Intro to Fashion Merch.....	3	*H Ec 29—Fashion Analysis.....	2
*H Ec 5—Applied Color Theory.....	2	*H Ec 20—Fashion Image.....	3
English 1, 51, 60 or Bus 96.....	3	Art 19 or 1b or other GE Area C requirement.....	3
History 17A or B, Pol Sci 5 or Soc Sci 76.....	3	Speech 1A.....	3
Electives.....	4	H Ec 31 or 39 or other GE Area E requirement.....	3
	15	Physical Education.....	1
			15

#### SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
*H Ec 3—Textiles.....	3	*H Ec 28—Merch Coord & Prom.....	3
*Bus 15—Personal Computers.....	3	*H Ec 75—Career Dressing.....	1
Nutrition 18 or other GE Area A requirement.....	3	*H Ec 121—Coop. Work Experience ...	2-4
Hygiene 1 or 7.....	2	Bus 70 or 71—Salesmanship.....	3
P. E.....	1	Electives.....	4-6
GE Area D2—Math.....	3		15
	15		

\* These courses fulfill the major requirement.

Recommended electives: Business 74a—Marketing, Typing, Bus 98—Human Relations in Business.

## FASHION MERCHANDISING

### Suggested Transfer Program

Students planning to transfer to a four-year institution should check with their counselor and a current catalog of the institution to which they expect to transfer to ensure that their program is appropriate.

#### FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 20—Fashion Image.....	3	H Ec 29—Fashion Analysis.....	2
H Ec 27—Intro to Fashion Merch.....	3	English 2 or other GE Areas A-D Elective requirement.....	3
English 1—Reading & Composition.....	3	Art 1B or 19 or other GE Area C requirement.....	3
Music 10 or other GE Area C requirement.....	3	Pol Sci 5—Government.....	3
History 17A or 17B, U.S. History.....	3	Geology 1A or other physical science general education requirement.....	4
	15		15

#### SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 3—Textiles.....	3	H Ec 28—Merchandise Coordination & Promotion.....	3
Bus 15—Personal Computers.....	3	H Ec 121—Coop. Work Experience.....	1-3
Psych 1A or Soc 1A.....	3	Speech 1A.....	3
Life science requirement.....	3	Econ 1A or other GE Area D requirement.....	3
English 20 or other GE Area C requirement.....	3	GE Math requirement.....	3
	15	Electives.....	2
			15

## INTERIOR DESIGN

### CERTIFICATES, DEGREES AND TRANSFER PROGRAMS

#### Interior Design Certificate

This program is designed for those students interested in interior design. Career opportunities include: interior designer, model home consultant, sales representative, showroom personnel, color and materials consultant, furniture sales, furniture specialty sales, sales/decorator, display and visual promotion, lighting specialist.

#### FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 1—Materials/Interior Design.....	3	H Ec 2—Housing/Interior Design.....	3
Arch 1A—Intro to Architectural & Environmental Design.....	2	Arch 1B—Environmental Design Fundamentals.....	2
Arch 53—Prospective Drawing.....	2	Building Trades 51B—Drawing for Bldg Const.....	2
Building Trades 51A—Drawing for Bldg Const.....	2		7
	9		

## SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 3—Textiles.....	3	*H Ec 28—Merch Prom/Coor.....	3
I&T 26—Intro to Computer Drafting.....	3	*Bus 74A—Marketing.....	3
Arch 40—Freehand Drawing.....	1	H Ec 121—Work Experience.....	1-3
Bus 70 or 71—Store Salesmanship.....	3		<u>7-9</u>
	<u>10</u>		

## INTERIOR DESIGN OPTION ASSOCIATE OF SCIENCE DEGREE

### FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
*H Ec 1—Materials/Interior Design.....	3	*H Ec 2—Housing/Interior Design.....	3
*Arch 1A—Intro to Design.....	3	*Arch 1B—Design Fundamentals.....	2
*Arch 53—Prospective Drawing.....	2	*Building Trades 51B—Drawing for Bldg Const.....	2
*Building Trades 51A—Drawing for Bldg Const.....	2	OH1, Phys Sci 14 or other Area A-GE Requirement.....	3
English 1, 51, 60 or Bus 96B.....	3	H Ec 31 or 39 or Area E-GE Requirement .....	3
Art 1A or 19 or Area C- GE requirements.....	3	P.E.....	1
	<u>15</u>		<u>14</u>

### SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
*I&T 26—Intro to Computer Drafting.....	3	*H Ec 28—Merchandise Coordination & Promotion.....	3
*H Ec 3—Textiles.....	3	*Bus 74A—Marketing Principles.....	3
*Arch 40—Freehand Drawing.....	1	Art 1B or Other GE Elective.....	3
*Bus 70 or 71—Sales.....	3	Hygiene 1 or 7.....	2
Hist 17A or B, Pol Sci 5 or Soc Sci 76.....	3	**Electives.....	1-2
GE Area D2—Math.....	3	Physical Education.....	2
	<u>16</u>		<u>15-18</u>

\* These courses fulfill the major requirement.

\*\*Recommended Electives: Arch 6A, Materials of Constr; Arch 2B, Basic Graphics; I&T 27, Computer Assisted Drafting; BT 53A, Blueprint Reading; Business 15, Personal Computers.

### INTERIOR DESIGN TRANSFER PROGRAM

Students planning to transfer to a four-year institution should check with their counselor and a current catalog of the institution to which they expect to transfer to ensure that their program is appropriate.

### FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 1—Materials/Interior Design.....	3	H Ec 2—Housing/Interior Design.....	3
Arch 1A—Intro to Architecture & Envi- ronmental Design.....	2	Arch 1B—Environmental Design Fund....	2
I&T 26—Intro to Computer Drafting.....	3	English 20 or other GE Area C requirement.....	3
English 1—Reading and Composition.....	3	Pol Sci 5—Government.....	3
History 17A or B—U. S. History.....	3	Econ 1A or other GE Area D requirement .....	3
	<u>14</u>	Electives.....	1-2
			<u>15-16</u>

## SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
Arch 2A—Intro to Arch Drawing .....	2	Arch 31—Light-Wood Frame	
Arch 40—Freehand Drawing .....	1	Construction .....	2
Botany 10 or other GE life science		Speech 1A .....	3
requirement .....	3	Music 10 or other GE Area C requirement	
English 2 or GE Areas A-D elective		.....	3
requirement .....	3	Geology 12 or other physical science	
Psych 1A or Soc 1A .....	3	general education requirement .....	3
Art 1B, 19 or other GE Area C		General education math requirement .....	3
requirement .....	3	Electives .....	1-2
	15		15-16

## NUTRITION AIDE

### Certificate

This program is designed for those students working in clinical nutrition facilities or considering the field of dietetics. Upon satisfactory completion of the classes listed, the student would be qualified to work in a nutritional care department, under the guidance of a clinical dietitian or dietetic assistant.

	UNITS
Nutrition 18 .....	3
H Ec 12—Children's Nutrition .....	3
H Ec 10A—Foods .....	3
*H Ec 121—Coop. Work Experience .....	1-4
	10-13

*\*Must be supervised by a clinical dietitian or dietetic assistant after successful completion of H Ec 10A and Nutr 18.*

## Course Descriptions

# AGRICULTURE

### AGRICULTURE 1—AGRICULTURAL MATHEMATICS (3) BA /F/S/SS/

*Four hours lecture-laboratory per week.*

Practical problems in soils, crops, dairy, forestry, horticulture, livestock, poultry, and feeds; discounts and interest, percentages, equations, formulas, linear measurements, area, volumes, metric measures, and their application in today's agriculture.

### AGRICULTURE 3—ECONOMIC ENTOMOLOGY (3) BA /F/

*Four hours lecture-laboratory per week.*

An introduction course of western insects, their life cycles and habits, economics, importance, control and pest management.

### AGRICULTURE 4—SOILS (3) BA /F/S/

*Four hours lecture-laboratory per week.*

Biological, chemical, physical and genetic soil properties, interpretation of soils information for agricultural management, and production; proper land use and conservation; and soil and water management.

**AGRICULTURE 5—FERTILIZERS (3) BA /F/S/**

*Prerequisite: Ag 4 is recommended.*

*Four hours lecture-laboratory per week.*

A study of fertilizers and soil amendments, their properties, methods of application, plant nutrient requirements, interaction with soils and plants and visual recognition of typical deficiencies.

**AGRICULTURE 49a-c—INDEPENDENT STUDY (1-3) BA /F/S/SS/**

*See Index.*

**AGRICULTURE 63—SPANISH FOR FARMERS (2) /F/S/**

*Three hours lecture per week.*

A study of the words, phrases, and terminology needed to instruct farm workers to do their jobs correctly and safely. (Formerly Agriculture 99)

**AGRICULTURE 80a-c—PRINCIPLES OF PESTICIDE USE (3) /F/S/**

Concepts of pest management which include selective use and placement of pesticides, plant resistance, cultural and mechanical control, chemical and radiation sterilization, and the use of antimetabolites, hormones, pheromones, attractants, and repellants selected combinations of these approaches; related laws.

**AGRICULTURE 82a-c—PEST CONTROL ADVISORS CONTINUING EDUCATION /D/**

*Twenty-four hour course. 1/2 unit for 8 hours completed*

A continuing education course for licensed Pest Control Advisors for license renewal, obtaining current information on usage and application of ag chemicals; awareness of new trends in the management of chemicals.

**AGRICULTURE 85—DAIRY COMPUTER - 305 (1) /D/**

*Six hours per week.*

The operation and use of the Dairy Comp-305 Herd Health Computer Program.

**AGRICULTURE 100—TOPICS IN AGRICULTURE (1) /D/**

Short courses to specific agriculture skills and topics.

**AGRICULTURE 121 A-D—OCCUPATIONAL COOPERATIVE WORK EXPERIENCE (1-4) BA /F/S/SS/**

*Prerequisite: Must take Leadership Training 1 concurrently or perform a designated coordinating activity.*

*Open to agriculture students only.*

*Seventy five hours work per semester for each unit of credit.*

*See Index—Occupational Cooperative Work Experience.*

## **MECHANIZED AGRICULTURE**

**ME AG 1—BASIC FARM MECHANICS (2) BA /F/**

*Four hours lecture-laboratory per week.*

Identification and use of tools and materials; shop safety and fire prevention; tool sharpening and care; concrete mixes and materials; simple electric wiring; metal work; pipe fitting; basic woodworking; estimating quantities and costs. Students are required to meet safety regulations in laboratory work.

**ME AG 2a-d—FARM EQUIPMENT CONSTRUCTION (3-3-3-3) BA /F/S/**

*One hour lecture and 5 hours laboratory per week.*

Characteristics, types and costs of construction materials, and their use in farm equipment and buildings. The application of these principles to build individually owned projects in the shop.

**ME AG 3—FARM POWER (3) BA /F/**

*Four hours lecture-laboratory per week.*

Operation, maintenance and theory of farm tractors; with lectures, demonstrations and lab work including service, maintenance and minor repairs of gas and diesel type engines.

**ME AG 4—FARM MACHINERY (3) BA /S/**

*Four hours lecture-laboratory per week.*

A course in the operation, care, repair of farm machinery with lectures, demonstrations and laboratory work on tillage, planting, spraying, harvesting machinery, and hand leveling.

**ME AG 5a-b—FARM STRUCTURES (3-3) BA /F/S/**

*Four hours lecture-laboratory per week.*

A course in planning, designing and building various types of farm buildings necessary to agriculture enterprises in the San Joaquin Valley.

**ME AG 6a-b—FARM WELDING (2-2) BA /F/S/**

*Four hours lecture-laboratory per week.*

Arc and oxyacetylene welding as used in construction and repair in the farm shop. Includes brazing, burning and hard facing.

**ME AG 7—FARM SURVEYING (3) BA /S/**

*Four hours lecture-laboratory per week.*

Use of the level, transit, laser sending and receiving units; steel tape, practice in laying out buildings, profile leveling for irrigation and drainage, land leveling, and field measurement. The computer is used in developing land leveling maps.

**ME AG 8—IRRIGATION (3) BA /S/**

*Four hour lecture-laboratory per week.*

Fundamental principles and practices of irrigation. Water transport and measurement. Soil-moisture measurement and soil moisture relationships. Water pumps and their relation to irrigation. Farm irrigation distribution systems.

**ME AG 9—SMALL ENGINES AND EQUIPMENT (2) BA /S/**

*Four hours lecture-laboratory per week.*

Operation, maintenance, and repair of small gas and diesel engines and landscaping equipment.

**ME AG 10a-d—AG PROJECT CONSTRUCTION (2-2-2-2) /F/S/**

*Prerequisite: Me Ag 1 or demonstrated equivalent ability.*

*Four hours lecture-laboratory per week.*

A practical course in building metal and wooden projects having to do with Agriculture. This course is for two year tech students who wish to work in a light agricultural manufacturing firm or in a large farm shop.



# AGRICULTURE MANAGEMENT

## **AM 1—INTRODUCTION TO AGRICULTURE ECONOMICS (3) BA /F/**

*Four hours lecture-laboratory per week.*

Study of micro-economics and basic economic principles. Allocation of resources, supply and demand elasticities, the producer decision process, variable inputs, cost determination, market supply and demand, along with the determinates of price. Agriculture production costs, market competition, and agriculture commodities are also included.

## **AM 2—AGRICULTURE SALES & MARKETING (3) BA /S/**

*Four hours lecture-laboratory per week.*

Sales and marketing of agriculture products. Basic selling techniques including communication before a sale, during and closing of a sale. Advertising and promotional campaigns, public relations and information gathering. Application of successful selling practices, including spending a day with a successful agriculture salesperson in the area.

## **AM 3—INTRODUCTION TO AGRICULTURE MANAGEMENT (3) BA /F/**

*Four hours lecture per week.*

The role of agribusiness in society and how agribusiness is organized. Understanding of the basic traits of a good manager, analyzing financial statements, controlling the agribusiness and marketing of agriculture products. Farm planning, management, and evaluation of successful agribusiness organizations.

## **AM 4—FARM ACCOUNTING (3) BA /S/**

*Four hours lecture-laboratory per week.*

Basic financial accounting principles as they apply to agriculture. General bookkeeping setup, enterprise accounting, and financial statements. Conversion of book accounts to computer accounting packages. Use of various software accounting packages used in agriculture. Analyzing and establishments of financial statements generated by computer accounting programs.

## **AM 5A—COMPUTERS IN AGRICULTURE (3) BA /F/S/SS/**

*Four hours lecture/laboratory per week.*

Basic introduction to computers and how they are used in agriculture. Use of spreadsheets for agriculture application, word processing programs, data base management, and various systems setup and use.

## **AM 5B—COMPUTERS IN AGRICULTURE (3) BA /F/S/SS/**

*Prerequisite: AM 5A—Computers in Agriculture*

*Four hours lecture/laboratory per week.*

# ANIMAL SCIENCE

## **AS 1—INTRODUCTION TO ANIMAL SCIENCE (4) BA /F/**

*Four hours lecture-laboratory per week.*

A survey course of the sources of the world's supply of animal products. The origin, characteristics, and adaptation of the more important breeds of livestock and dairy.

**AS 2—LIVESTOCK SELECTION/EVALUATION (2) BA /F/**

*Four hours lecture-laboratory per week.*

A study of the animal form in relation to its various functions. This course is designed for students interested in intercollegiate competition.

**AS 3—FEEDS AND FEEDING (4) BA /S/**

*Four hours lecture-laboratory per week.*

A study of the constituents of feeds, the digestive system, and the compiling of rations for livestock.

**AS 4—ANIMAL DISEASES AND SANITATION (3) BA /S/**

*Four hours lecture-laboratory per week.*

Study of the common diseases and parasites of livestock. Cause, symptoms, prevention and treatment of common diseases and parasites of livestock.

**AS 5 a-c—PREPARING LIVESTOCK FOR SALES AND SHOWS (1-1-1) /S/**

*Two hours lecture-laboratory per week.*

A general study of handling beef, sheep, and swine species; selecting high quality livestock and grooming them to their best advantage.

**AS 6—INTRODUCTION TO MEAT SCIENCE (3) BA /S/**

*Four hours lecture per week.*

A study of basic practices used in slaughtering, processing, inspection, and marketing of red meat animals in the meat industry.

**AS 10—SWINE PRODUCTION (3) BA /F/**

*Four hours lecture-laboratory per week.*

A study of market swine production. Selection of breeding stock, feeders, and equipment. Care and management of the herd.

**AS 11—BEEF PRODUCTION (3) BA /S/**

*Prerequisite: Animal Science 1 suggested.*

*Four hours lecture-laboratory per week.*

A study of market beef production. Selection of breeding stock, feeders, and equipment. Care and management of herd.

**AS 12—SHEEP PRODUCTION (3) /S/**

*Prerequisite: Animal Science 1 suggested.*

*Four hours lecture per week.*

A study of sheep production in California with a special emphasis on basic management practices.

**AS 20a-d—BASIC EQUITATION (2-2-2-2) BA /F/S/**

*Four hours lecture-laboratory per week.*

Grooming, saddling, bridling, mounting, seat and hands. Horseback riding both bareback and under saddle. Designed to teach basic equitation.

**AS 22—ELEMENTS OF HORSE HUSBANDRY (3) BA /F/**

*Four hours lecture-laboratory per week.*

Status of horse industry. Breeds of horses and their use, anatomy, selection of horses, unsoundness, diseases, ailments, gaits.

**AS 23—HORSE PRODUCTION (3) BA /S/**

*Prerequisite: Animal Science 1 or 22 is suggested.*

*Four hours lecture-laboratory per week.*

Care of breeding herd. Feeding and breeding schedules. Herd management and records. Extended instruction in horsemanship.

**AS 24a-d—COLT BREAKING (2-2-2-2) BA /F/S/**

*Four hours lecture-laboratory per week.*

Theory and practice of basic training principles and methods. Handling, training, grooming of yearling and two year old. Instruction in long line training, ground driving, riding and schooling the colt.

**AS 25—EQUINE INDUSTRIES (1) /SS/**

*Thirty-six (36) hours lecture-laboratory total.*

A field study tour of the equine industry of California. Includes the preparation, consignment and sale of equine broodmares. The tour will include visitation to various thoroughbred and equine production operations in northern California.

**DS 1—ELEMENTS OF DAIRYING (3) BA /F/**

*Four hours lecture-laboratory per week.*

An introduction to dairying in Tulare County and the State of California. Basic principles and practices in milking, feeding, breeding, selection, judging, fitting and showing of dairy cattle, calf raising, housing, and dairy facility management. Use of COS dairy for practical application of skills is learned. Formerly AS 30—Elements of Dairying.

**DS 2—MILK PRODUCTION (3) BA /S/**

*Four hours lecture-laboratory per week.*

Anatomy and physiology of the mammary gland of lactating dairy cattle. Dairy cattle nutrition, application of computer feeding systems, and software. Milking management including types of equipment, maintenance and testing, and milker skills. Milk quality evaluation, common tests, and sanitation practices. Dairy facility inspection and scoring systems are also included. Formerly AS 31—Milk Production.

**DS 3—COMMERCIAL DAIRY HERD MANAGEMENT (3) BA /F/**

*Four hours lecture-laboratory per week.*

Managing the Commercial Dairy Herd in California. Includes computer herd health software packages, accounting software, and integration of computer software and hardware in the dairy management process. Evaluation of dairy records, cost of production, milk pricing formulas, feed costs, and evaluation of the culling process for dairy cattle. Formerly AS 32—Commercial Dairy Herd Management.

**DS 4—BREEDING AND SELECTION OF DAIRY ANIMALS (3) BA /S/**

*Four hours lecture-laboratory per week.*

Evaluation of sire summaries, selection of sires based on type and production. Evaluation of pedigrees, Dairy Mating Service programs, and the Holstein Association Linear program. Use of computer software packages associated with sire summaries. Anatomy and physiology of the male and female reproductive system of dairy cattle. Artificial insemination of dairy cattle, semen handling, evaluation and embryo transfer in dairy cattle. Formerly AS 33—Breeding and Selection of Dairy Animals.

# PLANT SCIENCE

## **PS 1—INTRODUCTION TO PLANT SCIENCE (4) BA /F/**

*Four hours lecture-laboratory per week.*

Introduction to plant science includes basic botany, identification, ecology, propagation and principles of agricultural crops and certified seed production.

## **PS 2—ROW CROPS (3) BA /F/S/**

*Four hours lecture-laboratory per week.*

The production principles of row crops including cotton, sugar beets, soybeans, black-eyed peas and potatoes.

## **PS 3—FORAGE CROPS (3) BA /S/**

*Four hours lecture-laboratory per week.*

A study of the common forage crops, alfalfa, permanent pastures, silages and native pastures.

## **PS 4—WEEDS AND WEED CONTROL (3) BA /S/**

*Four hours lecture-laboratory per week.*

Identification, cultural, chemical, and biological control or prevention of the major weeds affecting crops and livestock in the Tulare-Kings Counties area.

## **PS 5—CEREALS AND OIL CROPS (3) BA /F/**

*Four hours lecture-laboratory per week.*

The production principles of cereal crops, including field corn and sorghums and oil crops. Fundamental taxonomy, botany and cultural practices including tillage, planting, irrigation, pest control, and harvesting. (Formerly PS 1)

## **PS 11—BEEKEEPING (3) BA /S/**

*Four hours lecture-laboratory per week.*

Practical instruction and exercises in the handling of honey bees, crop pollination, honey production, disease control, and inspection.

## **PS 12—POMOLOGY I (3) BA /S/**

*Four hours lecture-laboratory per week.*

Planting and planning the deciduous orchard. Production practices in walnut, olive, fig, persimmons, pomegranates, almonds, apple, and pear management practices.

## **PS 13—POMOLOGY II (3) BA /F/**

*Four hours lecture-laboratory per week.*

Production practices common to peaches, nectarines, plums, apricots, and prunes.

## **PS 14—CITRUS FRUITS (3) BA /F/**

*Four hours lecture-laboratory per week.*

Economic importance of the citrus industry. Historical development, areas of production, environmental requirements and citrus climatology, citrus botany, commercial varieties and rootstocks. Critical evaluation and comparison of citrus production practices from commercial citrus regions around the world. Orchard planning and development, nursery practices, tree management, pest and disease control, irrigation and fertilization, pruning, harvesting and marketing.

**PS 15—VITICULTURE (3) BA /F/**

*Four hours lecture-laboratory per week.*

A survey of the grape industry, grape varieties and economics, with a study of the cultural practices in production.

**PS 21—TRUCK CROPS (3) BA /F/S/**

*Four hours lecture-laboratory per week.*

Principles involved in the production, harvesting, and marketing of truck crops grown in the San Joaquin Valley.

**NAT RES 1—INTRODUCTION TO FORESTRY (3) BA /F/S/**

*Four hours lecture-laboratory per week.*

Basic forest management such as establishment, timber harvesting, surveying, forest practices; legislation and forest recreation are covered. The identification and silvicultural characteristics of 50 trees native or common to California.

## **ORNAMENTAL HORTICULTURE**

**OH 1—BASIC HORTICULTURE SKILLS (3) BA /F/S/SS/**

*Four hours lecture-laboratory per week.*

Principles of ornamental gardening. Includes instruction in many horticultural skills such as preparing soils, propagation methods, pruning, plant identification, garden management, house plants and vegetable gardening. Students are encouraged to bring their garden problems to class for discussion.

**OH 2A—PLANT IDENTIFICATION (3) BA /F/S/**

*Four hours lecture-laboratory per week.*

The identification and use of 200 ornamental trees, shrubs, annuals, perennials and ground covers.

**OH 2B—PLANT IDENTIFICATION (3) BA /F/S/**

*Four hours lecture-laboratory per week.*

*Prerequisites: None. OH 2A is not a prerequisite for OH 2B.*

This course is **NOT** a continuation of OH 2A. This course identifies the use of 200 ornamental trees, shrubs, and annuals perennials and ground covers not identified in OH 2A.

**OH 3—NURSERY PRACTICES (3) BA /F/**

*Four hours lecture-laboratory per week.*

A survey of commercial nursery operations. Preview of nursery and floral industries, propagation, seed selection, sowing, transplanting, potting, and pest control. Bedding plants, green house plants, trees, and shrubs.

**OH 4—PLANT PROPAGATION (3) BA /S/**

*Four hours lecture-laboratory per week.*

Principles of plant propagation by seed, cutting, layering, division, separation, grafting and budding with special reference to fruit and ornamental plants.

**OH 5—LANDSCAPE DRAFTING (3) BA /F/**

*Four hours lecture-laboratory per week.*

Introduction to basic drafting skills and standards used in the landscape industry. Practice in the use of drafting tools and the application of lines, symbols and lettering to construct typical landscape drawings. Overview of the history of landscape design from ancient civilizations to the present. Students will need to acquire a prescribed list of drafting tools.

**OH 6—LANDSCAPE DESIGN (3) BA /S/SS/**

*Prerequisite: Ornamental Horticulture 5 suggested.*

*Four hours lecture-laboratory per week.*

Basic principles and elements of landscape design related to the problem solving process, design theory and composition, introduction to the creative problem solving process as a means to developing a landscape design, functional and design uses of landscape materials, client and maintenance criteria and an expansion of drafting skills including perspective.

**OH 7—LANDSCAPE CONSTRUCTION (3) BA /F/**

*Four hours lecture-laboratory per week.*

Construction and repair of projects, using materials and methods unique to ornamental horticulture. Design and construction of simple irrigation systems related to the broad horticulture field.

**OH 8—LANDSCAPE MAINTENANCE (3) BA /S/**

*Four hours lecture-laboratory per week.*

The maintenance of homes, parks, schools, golf courses, plus street and highway planting. Establishing, pruning, fertilizing, irrigating, pest control, and landscape management are covered.

**OH 9—TURFGRASS MANAGEMENT (3) BA /S/**

*Four hours lecture-laboratory per week.*

An introduction to turfgrass management that includes selection and use of turfgrass varieties and their use for parks, recreation areas, golf courses, and home use.

**OH 10—COMMERCIAL FLORISTRY I (3) BA /F/S/**

*Four hours lecture-laboratory per week.*

Principles, theory, techniques and skills currently practiced in the floral design industry. This course is required for the flower shop industries certificate and is equivalent to OH 125 at Cal Poly, San Luis Obispo, and OH 65 at CSUF. Fee required: \$40.00. Formerly OH 10—Floral Design.

**OH 11—COMMERCIAL FLORISTRY II (3) /F/S/**

*Prerequisite: OH 10 or consent of Department.*

*Four hours lecture-laboratory per week*

Provides advanced design techniques, wire service know-how, design classification, servicing of floral orders, and training for advancement not easily available from on-the-job training. It is required for the Floral design Certificate. Fee required: \$50.00. Formerly OH 11—Floral Design II.

**OH 12—COMMERCIAL FLORISTRY III (3) /F/S/**

*Prerequisites: OH 10 and OH 11.*

*Four hours lecture/laboratory per week.*

Advanced styling of floral design used in sympathy work, casket sprays, wreaths, hospital arrangements, and solid work. It is required for the floral industries certificate. Fee required: \$50.00.

**OH 13—COMMERCIAL FLORISTRY IV (3) /F/S/**

*Prerequisites: OH 10, OH 11, and OH 12.*

*Four hours lecture/laboratory per week.*

Advanced styling of floral design to wear and carry, as practiced specifically in wedding work, wedding bouquets, corsages, church decorations, ballroom and banquet decor. Fee required: \$50.

**OH 14—HORTICULTURE INDUSTRIES (1) /S/**

*Prerequisite: O.H.1 or O.H. 10, or permission of department.*

*Thirty-six (36) hours lecture-laboratory total*

Field trip to ornamental horticulture outlets and the industry businesses that supply them; garden centers, flower shops, foundation and display gardens, public education facilities, wholesalers; others working with retailers.

**OH 17—HOME VEGETABLE GARDENING (0) /F/S/SS/**

*Four hours lecture-laboratory per week.*

An introduction to small scale vegetable production including selection, soils, fertilizers, planting, care, irrigation, harvesting, and storage. Students will grow own vegetables in plots on the school farm.

**OH 63a-b—PLANT IDENTIFICATION (2-2) /F/S/**

*Three hours lecture-laboratory per week.*

Identification growth habits, culture and ornamental use of trees, shrubs, vines, ground covers, and herbaceous plants adapted to the Central San Joaquin Valley.

**OH 69a-b—SPRINKLER IRRIGATION (2-2) /S/**

*Three hours lecture-laboratory per week.*

Identification and recognition of components, installation and assembly of systems.

**OH 70—TURF IRRIGATION EQUIPMENT MAINTENANCE (1) /F/**

*Three hours lecture-laboratory per week.*

An introduction to turfgrass management that includes selection and use of turfgrass varieties and their use for parks, recreation areas, golf courses, and home use.

## **EARLY CHILDHOOD EDUCATION**

**ECE 32—DEMONSTRATION SCHOOL—CREATING A LEARNING ENVIRONMENT FOR YOUNG CHILDREN (4) BA /SS/**

*Prerequisite: Two (2) years of teaching experience or consent of department.*

*Twelve hours per week for six weeks.*

A demonstration school in Early Childhood education to present new teaching techniques and ideas for persons presently working with young children.

**ECE 33A—MONTESSORI (1) BA /F/**

*Two hours lecture per week for nine weeks.*

A basic look at the philosophy and techniques of the Montessori method of education. Content includes analysis of the Montessori classroom, the role of the Montessori teacher, a look at the child in light of Dr. Montessori's findings and Montessori in the home setting.

**ECE 33B—MONTESSORI PARENTING (1) BA /S/**

*Three hours lecture per week for six weeks.*

This course approaches the aspects of parenting from a Montessori-base viewpoint. Content includes specific topics and pointers in regard to child care and child guidance. Appropriate techniques and activities for use with the child outside the school setting will be discussed. This class will apply toward the Children's Center Permit.

**ECE 37A—MUSIC EXPERIENCES IN ECE (1) BA /D/**

*Two hours per week for nine weeks.*

The course includes identifying significant materials and methods appropriate for the development of children's understanding of self and objects as music makers.

**ECE 37B—CHILDREN'S LITERATURE (1) BA /D/**

*Two hours lecture per week for nine weeks.*

The course identifies significant materials and methods appropriate for the development of children's appreciation and understanding of books, storytelling, and literature.

**ECE 37C—SCIENCE EXPERIENCES IN ECE (1) BA /D/**

*Two hours lecture per week for nine weeks.*

The course includes identifying significant materials and methods appropriate for the development of a child's understanding of him/herself and his/her physical environment. The development of a science curriculum for young children is discussed.

**ECE 40A—PRINCIPLES IN EARLY CHILDHOOD EDUCATION (3) BA /F/S/**

*Two hours lecture and four hours nursery school lab practices per week.*

Fulfills part of the requirements by the State of California for persons interested in teaching in nursery schools or child-care centers. Early childhood programs will be studied for the purpose of planning experiences which encourage physical, mental, social and emotional growth. The lab will consist of supervised work in the COS lab school, the Children's Learning Center. (Formerly HE 40a)

**ECE 40B—PRACTICE IN EARLY CHILDHOOD EDUCATION (3) BA /F/S/**

*Prerequisite: ECE 40a*

*Two hours lecture and four hours nursery school laboratory practice per week.*

Fulfills part of the requirement by the State of California for persons interested in teaching in nursery schools or child-care centers. Setting up curriculum through learning centers on the developmental level of the child, working with parents and learning different types of disciplines and their use. The lab will consist of supervised work in the COS lab school, the Children's Learning Center. (Formerly HE 40b)



**ECE 41—THE CHILD FAMILY AND SOCIETY (3) BA /F/S/**

*Three hours lecture per week.*

This course is a study of the effects of the family and the society on the young child. Content includes information to enable parents and teachers to better understand the socialization process. This course partially fulfills the requirements by the State of California for a Children's Center permit. (Formerly HE 41.)

**ECE 42A—CREATIVE ACTIVITIES FOR YOUNG CHILDREN (2) BA /F/**

*Three hours lecture-laboratory per week.*

Introduction to creative activities as it relates to the various aspects of early childhood curriculum, including art, music, literature, dramatics, language, food and media. The class uses materials in all areas, primarily relating to fall, winter, and holidays contained within. Recommended for teachers of young children, elementary education majors and parents. (Formerly HE 42a)

**ECE 42B—CREATIVE ACTIVITIES FOR YOUNG CHILDREN (2) BA /S/**

*Three hours lecture and laboratory per week.*

Introduction to creative activities as it relates to the various aspects of early childhood curriculum, including art, music, literature, dramatics, language, food and media. The class uses materials in all areas, primarily relating to spring and summer and holidays contained within. Recommended for teachers of young children, elementary education majors and parents. (Formerly HE 42b)

**ECE 43—ADMINISTRATION OF EARLY CHILDHOOD EDUCATION (3) BA /S/**

*Prerequisite: ECE 40A,B or equivalent.*

*Three hours lecture per week.*

A basic course in the fundamentals of directing a nursery school, such as organization and supervision, curriculum organization, administration and personnel, budgets, licensing and evaluation. (Formerly HE 43)

**ECE 44—PARENTING (3) BA /F/S/**

*Three hours lecture per week.*

This course is designed for both the parent and the teacher of young children. A variety of parenting techniques are included to improve communication, to develop problem solving skills, and to effectively use rewards and punishments, encouragement and environmental structuring. (Formerly HE 44)

**ECE 45—EXCEPTIONAL CHILD (3) BA /F/S/**

*Three hours lecture per week.*

A study of the needs and characteristics of the exceptional child in terms of development, family, and social relationships and social expectations. The course should prepare students to provide experiences that encourage physical, mental, social and emotional growth for children in pre-school programs. It will examine various handicapping conditions including developmental disabilities and other health impaired problems. (Formerly HE 45.)

**ECE 46—INFANT/TODDLER - CHILD CARE (3) BA /F/S/**

*Three hours lecture per week.*

Three hour lecture class relating to the developmental areas of the infant/toddler with emphasis in care, development of the child in all areas and teaches helpful aids to the parent and/or care-giver. (Formerly HE 46)

**ECE 47—CHILD HEALTH AND SAFETY (3) BA /F/S/**

*Three hours lecture per week.*

This course is a study of health and safety as related to the young child. Content includes information to enable the preschool teacher and the parent to become more fully aware of their role in developing the overall well-being of the children in their care. (Formerly HE 47)

**ECE 95—FOSTER PARENTING CHILDREN WITH SPECIAL NEEDS (0) /D/**

*Two hours lecture per week for six weeks.*

A study of health problems as related to the foster child. Content includes information to enable foster parents and social service staff to identify and manage the child with special health needs, resulting from abuse, neglect, birth defects, and genetic defects.

**ECE 97a-d—TOPICS IN CHILD DEVELOPMENT/EARLY CHILDHOOD EDUCATION (1) /D/**

*Sixteen classroom hours per unit of credit.*

A series of workshops designed to meet the specific needs of licensing agencies by providing instruction in advanced occupational subject matter for Family Day Care or Day Care Centers. (Formerly HE 97a-d)

**ECE 98A—ISSUES IN FOSTER PARENTING—CHILD SEXUAL ABUSE (0) /D/**

*Two hours lecture per week for six weeks.*

A study of child sexual abuse as it affects the victim, the victim's family, foster care, social services, and the legal system.

**ECE 98B—ISSUES IN FOSTER PARENTING—DISCIPLINE (0) /D/**

*Two hours lecture per week for six weeks.*

A study of discipline and its application to the foster parent and foster children, including attitudes and techniques.

**ECE 98C—ISSUES IN FOSTER PARENTING—ADOLESCENT SUBSTANCE ABUSE (0) /D/**

*Two hours lecture per week for six weeks.*

A study of substance abuse and chemical dependency, with special focus on family system dynamics when a family member is a substance abuser. Includes behavioral effects of chemical dependency on youth in foster care, and overview of different drug types and their effects.

**ECE 99—ISSUES IN FOSTER PARENTING—DISRUPTIVE BEHAVIOR (0) /D/**

*Two hours lecture per week for six weeks.*

A study of disruptive behavior including lying, stealing, bedwetting, aggression, destructiveness and hyperactivity as related to foster children and foster parenting.

## HOME ECONOMICS

**HE 1—MATERIALS/INTERIOR DESIGN (3) BA /F/S/**

*Three hours lecture per week.*

Examination and application of various products and materials used in making interior environments aesthetically pleasing and functional. Emphasis on presentation techniques, use of design principles, color theory and selections, using artistic, functional, quality and cost criteria.

**HE 2—HOUSING/INTERIOR DESIGN (3) BA /F/S/**

*Three hours lecture per week.*

Introduction to the architectural skills used by the professional interior designer in the field of commercial/residential design. Emphasis given to space planning, lighting, electrical, furniture styles and application through design problems, utilizing knowledge and skills needed by the professional designer.

**HE 3—TEXTILES (3) BA /F/**

*Three hours lecture per week.*

A survey of natural and man-made fiber classifications, methods of textile fabrication, and types of finishes. The selecting of textiles products for clothing and home furnishings is related to consumer's intended use and characteristics of the product. Fulfills lower division requirement for textiles in four year schools. This class is a requirement for the fashion merchandising and interior design programs.

**HE 5—APPLIED COLOR THEORY (2) BA /F/S/**

*One hour lecture and two hours lab per week.*

A systematic, organized process for selection of individualized colors. Study includes an examination of contemporary color theories, color perceptions, color matching, and development of a color nomenclature. Also for use in such areas as fashion merchandising and design, interior design, etc.

**HE 6A—COLOR AND DESIGN (2) BA /F/S/**

*Four hours lecture-laboratory per week.*

A basic course in art with the primary purpose of familiarizing the student with the elements and principles used in art through the study of historic examples from all countries and periods. Creative imagination and judgment are simulated through problems involving various media. Experiments with line, form and color, in two and three dimensions. Cross-titled Art 6a.

**HE 6B—COLOR AND DESIGN (2) BA /F/S/**

*Prerequisite: Art 6a or equivalent.*

*Four hours lecture-laboratory per week.*

Exploration of two and three dimensional space with emphasis on form and color. Cross-titled Art 6b.

**HE 10A—FOODS (3) (BA) /F/S/**

*Two hours lecture and three hours laboratory per week.*

A study and application of the basic principles of food preparation, the development of the ability to plan, purchase, prepare and serve attractive, well-balanced individual and family meals, with emphasis on conservation of the basic resources of time, money, energy and nutritional needs.

**HE 10B—FOODS (2) BA /S/**

*One hour lecture, three hours laboratory per week.*

A continuation of Home Economics 10a with topics ranging from creative cookery, i.e., foreign foods, spice and herb cookery, and entertaining to practical aspects of planning and meal preparation, i.e., energy conservation.

**HE 12—CHILDREN'S NUTRITION (3) BA /F/S/**

*Three hours lecture per week.*

A study of the nutritional requirements during development and growth of a child including the implications of the nutritional status of the pregnancy on the child, and the impact of environmental factors on the development of the child's food habits.

**NUTRITION 18—NUTRITION (3) BA /F/S/**

*Three hours lecture per week.*

A scientific study of the basic chemical, biological, and physiological concepts of human nutrition. The study includes the adapting of these principles to the individual's uniqueness and the translation of knowledge into food choice throughout one's life. Open to all students.

**HE 19—NUTRITION FOR FITNESS, EXERCISE AND SPORTS (2) BA /F/S/**

*Two hours lecture per week.*

*Course offered as P.E. 29—Nutrition for Fitness.*

This course is designed to acquaint students with the nutritional needs of physically active persons. Topics include special nutritional needs, evaluation of current information and application of personal food choices. Open to all students.

**HE 20—FASHION IMAGE (3) BA /F/S/**

*Three hours lecture per week.*

The selection of clothing suited to the individual's life-style, figure and personal coloring. Applications of the principles of color, line and design in developing a personal fashion image. This includes a personal image assessment, color analysis, figure analysis, basic wardrobe plan, closet organization, hair styles, makeup, accessories, fashion terms, shopping techniques and clothing maintenance.

**HE 21a-b—CLOTHING CONSTRUCTION (3-3) BA /F/S/**

*Six hours lecture-laboratory per week.*

A study of the principles of clothing construction from pattern to completed garment. Emphasis on fabric performance, garment fit and various construction techniques for woven and knit fabrics. Designed for both beginners and experienced sewers.

**HE 22a-b—TAILORING (3) BA /F/**

*Two hours lecture and 4 hours laboratory per week.*

A study of traditional and contemporary tailoring techniques, including construction of a man's or woman's coat or suit jacket. Emphasis on garment fit, quality construction and pattern selection.

**HE 23a-b—CREATIVE PATTERN DESIGN (3-3) BA /S/**

*Two hours lecture and four hours laboratory per week.*

Designing clothes through the use of flat pattern techniques. Includes the design, drafting, and construction of garments.

**HE 24A—SPECIAL CLOTHING PROJECTS: PANTS CONSTRUCTION/ PATTERN ALTERATION (2) BA /S/**

*Three hours lecture-laboratory per week.*

Construction of pants using woven and/or knit fabrics. Commercial patterns will be used to develop a personal, basic pants pattern. Special attention will be given to proper fit. Pattern alteration will be covered so students can properly fit patterns to fit his/her figure.

**HE 24C—SPECIAL CLOTHING PROJECTS: SHIRT/BLOUSE CONSTRUCTION AND DESIGN (2) BA /F/**

*Three hours lecture-laboratory per week.*

Elementary and advanced shirt/blouse construction utilizing contemporary methods and techniques; techniques involved in the modification of commercial patterns; basic methods of adapting patterns to one's personal design ideas.

**HE 26—MARRIAGE AND FAMILY LIFE (3) BA /F/S/**

*Three hours lecture per week.*

This course is designed to give the student greater insight into family living. Consideration of such topics as roles played by various family members, importance of the family for individuals and society; choosing a mate; successful living as husband, wife, parent, child; emotional; sexual and financial adjustment in marriage. Cross-titled as Sociology 26.

**HE 27—INTRODUCTION TO FASHION MERCHANDISING (3) BA /F/**

*Three hours lecture per week.*

An introduction to the production, distribution and consumption of fashion products. This study covers fashion terminology, fashion designers, fashion trends, manufacturers, retail outlets, marketing and career opportunities. The inter-relationship of economic and social factors to the fashion industry is also included. Fulfills lower division requirement for fashion merchandising in four year schools.

**HE 28—MERCHANDISE COORDINATION AND PROMOTION (3) BA /S/**

*Two hours lecture and two hours laboratory per week.*

A study of the basic techniques needed for visual presentation of merchandise. Store windows and interior displays, as well as their coordination with sales promotion, will be studied. Fashion publicity, including the planning and production of fashion shows, will be analyzed. This class is a requirement for the fashion merchandising program and the interior design program.

**HE 29—FASHION ANALYSIS (2) BA /S/**

*Two hours lecture per week.*

This course is designed to study apparel and accessories. It includes an analysis of historical fashion cycles, cultural clothing customs, psychological and aesthetic factors of apparel, fashion terminology, fashion personalities, and relevant consumer information. This class is a requirement for the fashion merchandising program.

**HE 31—PERSONAL MANAGEMENT AND CONSUMER ECONOMICS (3) BA /F/S/**

*Three hours lecture per week.*

A general education course designed to help students understand and analyze money management and consumer purchasing to achieve satisfaction in personal and family goals. Topics include money management, use of credit, and purchase of consumer goods and services, such as insurance and housing.

**HE 38—LIFESPAN DEVELOPMENT (3) BA /F/S/**

*Three hours lecture per week.*

A study of the major stages of life from conception to old age. Emphasis on cognitive, social, physical, emotional and moral development. Includes major topics of human development such as human behavior, sexuality, nutrition, health, stress, relationships to the social and physical environment. Fulfills three units of CSU general education requirements in Area E.

**HE 39—CHILD DEVELOPMENT (3) BA /F/S/**

*Three hours lecture per week.*

A study of prenatal through adolescent stages of growth and development of children. Emphasis on cognitive, social, physical, emotional and moral development. Course is also offered as Psychology 39—Child Development.

**HE 48a-c—SUPERVISED PRACTICE (1-3) BA /F/S/**

*Prerequisite: Sophomore standing.*

*Two laboratory hours per unit of credit.*

Selected home economics majors assist and direct less advanced students under the supervision of a master home economics instructor.

**HE 49a-c—INDEPENDENT STUDY (1-3) BA /F/S/**

(See Index)

**HE 60—MODERN MEALS (2) /F/**

*One hour lecture and three hours laboratory per week.*

Basic meal planning and preparation to meet the needs of individuals and families. Emphasis on economy, efficiency, nutrition and attractiveness. Open to all interested students.

**HE 70a-d—PRINCIPLES OF CLOTHING CONSTRUCTION (2-2) /F/S/**

*Four hours lecture-laboratory per week.*

A study of the principles of clothing construction from pattern to completed garment. Emphasis on garment fit and use of construction techniques for woven and knit fabrics. Designed for both beginner and experienced sewers.

**HE 75—CAREER DRESSING (1) /S/**

*Two hours lecture per week—1/2 semester.*

This course is designed for students who want to update, enhance and improve their career appearance. Specific methods for the selection of clothing and accessories, suitable for the working environment, are presented.

**HE 76—COLOR THEORY AND APPLICATION (2) /S/**

*Two hours lecture and two hours laboratory per week.*

This course will focus on expansion of personal color selections. It also includes development of a color inventory, related to a color consulting business. Methods of studio design, publicity and promotion, client bookings, and record keeping.

**HE 77—COLOR SELECTION (1) /F/S/**

*A minimum of 16 classroom hours per unit of credit.*

Instruction in the selection and use of colors related to personal coloring. A shopping aid of fabric samples will be developed. Information on color combinations and effects of colors will be included.

**HE 90a-d—TOPICS IN FOODS AND NUTRITION (1-4) /D/**

*A minimum of 16 classroom hours per unit of credit.*

This course is designed to meet specific skill needs of the college community by providing instruction in specific advisory areas of need as identified by the advisory committee, community, students and faculty.

**HE 91—FOOD PRESERVATION (0) /SS/**

Food selection, handling, treatment and methods of preservation including drying, canning, freezing and pickling.

**HE 121 A-D—OCCUPATIONAL COOPERATIVE WORK EXPERIENCE (1-4) BA /F/S/**

*Prerequisite: Must take Leadership Training 1 concurrently or perform a designated coordinating activity.*

*Open to all majors.*

See Index—Occupational Work Experience.



# ***DIVISION OF BUSINESS***

CHAIRPERSON: MRS. JENNY SHELLY

## **BUSINESS**

Employment studies show a constant demand for skilled secretaries, stenographers, typists, word processors, accountants, programmers, and a variety of sales and service personnel. Currently, and in the foreseeable future, two out of every three job openings in California, will continue to be professional, managerial, clerical, or sales workers.

New developments are taking place in all areas of business, with many new and exciting careers constantly developing. College of the Sequoias strives to meet these growing trends by offering programs to meet the individual needs of its students.

A business student may choose one or more of the following routes in satisfying his/her business educational courses:

1. Students may elect to take one or more courses in business. It is not necessary for the student to pursue a degree or to take classes in any other division.
2. Achievement Certificate Program. By following a prescribed course of study, a student may complete a certificate in approximately one year. This certificate does not require students to take course work outside the Business Division.
3. Associate of Arts degree. A complete offering is available for students who wish to graduate with an Associate of Arts degree in business. This degree requires 60 units of college work with at least 20 units in business.
4. University Transfer. A student may elect the transfer program which would allow him to complete the first two years of college with the College of the Sequoias before transferring to the university as a junior.

## **COLLEGE TRANSFER BUSINESS PROGRAM**

All college transfer courses listed for the Business Division parallel in content those same lower-division courses offered at the state colleges and universities.

Business administration students planning to transfer to a state college or university should consult the catalog of the school of their choice as the lower-division requirements vary from school to school.

Most state colleges require that the business major complete Business 1A-1B and Economics 1A-1B in the lower division. Additional requirements for most schools are Finite Mathematics (Quantitative Methods), Business Law, Statistics, and Data Processing. Students should consult the catalog for the lower-division requirements in the field of their specialization as these requirements do not follow set patterns.

Students should check catalogs for the total number of business units transferable in their majors so they will not acquire more lower-division units in business subjects than will be accepted.

Transfers to the University of California or one of the branches should check carefully to see that they have fulfilled the mathematics requirements in addition to having taken Business 1A-1B and Economics 1A-1B.

### **Majors:**

Accounting  
Marketing  
Business Data Processing  
Real Estate

Information/Word Processing  
General Business/Clerical  
Secretarial (General)  
Business Management



# AA, AS, AND CAREER CERTIFICATE PROGRAMS

College of the Sequoias offers seven two-year business career programs as preparation for occupational competency in the area of the student's choice. These programs, which lead to the Associate of Arts or Associate of Science degree, require full-time enrollment with a minimum of 60 units, broadened by the addition of general education courses of value to the student, and are available in: Accounting, Business Data Processing, General Business/ Clerical, Information/Word Processing, Marketing, Real Estate, and Secretarial.

Career Certificates are awarded by the Business Division to students who meet the major requirements in these subject fields: Accounting, Business Data Processing, Business Management, General Business/Clerical, Information/Word Processing, Marketing, Real Estate, and Secretarial.

The completion of the course sequences in the accounting, business data processing, business management, and real estate, certificate programs preclude their completion within two semesters, but a student may complete the requirements for any of the other programs within that time.

Prerequisites for obtaining a Business Career Certificate in one of the areas listed are:

1. Satisfactory completion of the designated program of the special field.
2. Where indicated, performance of the required skill at the "junior" employment level.  
Shorthand: Secretarial—80 wpm for five minutes with 95% accuracy.  
Typewriting: 45 cwpm for five minutes with no more than 5 errors.
3. Maintenance of a grade point average of C (2.0) with no grade falling below this point.
4. Acceptable standards of attendance and citizenship.

## BUSINESS DIVISION KEYBOARDING REQUIREMENT

Any student seeking an AA or AS degree in Business or wishing to enroll in one of the classes listed below, must demonstrate a speed of 20 cwpm or have successfully completed a keyboarding (typing) class prior to enrolling in a class which requires keyboarding skills (i.e., Bus 3, 4, 5, 7, 14, 15, 16, 17, 50, 51, 51A, 52, 58A, 61A, 61B, 65B, 65C, 66, 69, and 96B. Prerequisites listed in the catalog for individual classes supersede the 20 cwpm minimum.)

## CAREER CERTIFICATE PROGRAMS

NOTE: Some certificates will require more than two semesters:

### ACCOUNTING

		UNITS
Business	80A-B	Elementary Accounting.....4-4
	82	Principles of Income Tax .....3
	92	Survey of Modern Business.....3
	15*	Intro to Personal Computers..3
	96B	Business Communications .....3
	18	Business Law .....3
	95A or B	Business Arithmetic .....3
		Or
	68A	Elect Calculating.....2
	74A or 98	Marketing or Human Relations.....3
		Or
	92	Survey of Modern Business.....3
	35C	Microcomputer Operations—Intro to Spreadsheets.....1
	17	Microcomputer Operations—DOS.....2
		28-29

\*Keyboarding requirement of 20 cwpm.

## BUSINESS DATA PROCESSING

Business	3*	BASIC Programming .....	3
	5*	Intro to Computer Info Systems .....	3
	7*	COBOL Programming .....	4
	17*	Microcomputer Operations—DOS .....	2
	15*	Microcomputer Operations—Intro to Personal Computers .....	3
	92	Survey of Modern Business Or	
	98	Human Relations in Business .....	3
	96B	Business Communications .....	3
	18	Business Law .....	3
	80A-B	Elementary Accounting .....	4-4
		Or	
	1A**	Principles of Accounting .....	4
			32

\*Keyboarding requirement of 20 cwpm

\*\*Prerequisite: Sophomore Standing

## BUSINESS MANAGEMENT

### GROUP A

(Required: 15 units which are to be completed in Extended Day)

Business	131	Management Communications.....	3
	132	Organization and Management.....	2
	133	Psychology for Management.....	2
	134	Management Economics .....	2
	135	Personnel Management Techniques.....	2
	136	Conference Techniques.....	2
	137	Labor Management Relations.....	2

### GROUP B

(A minimum of 12 units must be selected from the following classes)

	5*	Intro to Computer Info Systems .....	3
	15*	Microcomputer Operations—Intro to Personal Computers .....	3
	18	Business Law .....	3
	1A**	Principles of Accounting .....	4
	98	Human Relations.....	3
	121A	Occupational Work Experience or Elective.....	3
	99	Professional Update for Women in Business.....	2
	17*	Microcomputer Operations—DOS.....	2
			27

\*Prerequisite - Keyboarding requirement of 20 cwpm

\*\*Prerequisite - Sophomore Standing

## GENERAL BUSINESS/CLERICAL

Business	60	Beginning Keyboarding (45 cwpm for 5 minutes, 5 errors) .....	3
		Or	
	61A	Intermediate Typing .....	3
	61B	Advanced Typing .....	3
	68A	Electronic Calculating.....	2

87 or 80A	Accounting for Small Business Or Elementary Accounting.....	3-4
95A or B	Business Arithmetic .....	3-3
59	Records Management .....	2
92 or 98	Survey of Modern Business or Human Relations in Business .....	3-3
74A	Marketing.....	3
18	Business Law .....	3
96B	Business Communications .....	3
15*	Microcomputer Operations—Intro to Personal Computers .....	3
		29-32

\*Prerequisite - Typing requirement of 20 cwmp.

## INFORMATION /WORD PROCESSING

Business	17	Microcomputer Operations—DOS.....	2
	65A	Microcomputer Operations—Conceptual Approach to Word Processing .....	3
	65B	Microcomputer Operations—Word Process- ing with Wordstar .....	3
	65C	Microcomputer Operations—Word Process- ing with Displaywrite/er.....	3
	66	Job Search Skills and Professional Development .....	2
	96A or 96B	*Business English or Business Communications .....	3-3
	61A or 61B	Intermediate Typing (45 cwpm for 5 minutes with five errors) or Advanced Typing.....	3-3
	69	Machine Transcription .....	2
	58A	Office Procedures .....	3
	15	Microcomputer Operations—Intro to Personal Computers.....	3
	16	Microcomputer Operations— Telecommunications.....	2
			30

Alternate classes if typing requirement is met. (Typing speed will be tested by the Business Division)

	68A	Electronic Calculating.....	2
	58B	Career Dressing .....	1
	98	Human Relations in Business .....	3
	92	Survey of American Business .....	3

## MARKETING

Business	70	Retail Store Salesmanship.....	3
	71	Applied Professional Selling .....	3
	74A	Marketing.....	3
	92 or 98	Survey of Modern Business or Human Relations in Business .....	3-3
	18	Business Law .....	3
	95A or 95B	Business Arithmetic .....	3
	96B	Business Communications .....	3
	80A	Elementary Accounting.....	4
	15*	Microcomputer Operations—Introduction to Personal Computers .....	3
	68A	Electronic Calculating.....	2
			30

\*Prerequisite: Keyboarding Requirement of 20 cwmp

## REAL ESTATE

**AREA A—All real estate classes are to be completed in Extended Day.**

Business	40A	Real Estate Principles .....	3
	40B	Real Estate Practice.....	3
	41	Real Estate Finance.....	3
	42A	Legal Aspects of Real Estate.....	3
	43	Real Estate Economics.....	3
	45A	Real Estate Appraisal I.....	3

**AREA B—**

Plus any 9 units from the classes listed below.

	18	Business Law .....	3
	15*	Microcomputer Operations—Intro to Personal Computers .....	3
	71	Applied Professional Selling.....	3
	42B	Tax Aspects of Real Estate.....	3
	80A-80B	Elementary Accounting.....	4-4
	17*	Microcomputer Operations—DOS.....	2
Speech	1A	Fundamentals of Public Speaking.....	3
			27

*\*Keyboarding requirement of 20 cwpm.*

## SECRETARIAL SCIENCE

Business	*50, 51, 51A	Shorthand (80 wpm for 5 minutes with 95 percent accuracy).....	5-5-1
	60, 61A, 61B	Typewriting (45 cwpm for 5 minutes, with 5 or fewer errors).....	3-3
	58A	Office Procedures .....	3
	96B	Business Communications .....	3
	59	Records Management .....	2
	87 or 80A	Accounting for Small Business or Elementary Accounting.....	3-4
	92 or 98	Survey of Modern Business or Human Relations in Business .....	3-3
	18	Business Law .....	3
	69	Machine Transcription .....	2
	96A	Business English.....	3
	15	*Microcomputer Operations—Intro to Personal Computers.....	3

*\*Keyboarding requirement of 20 cwpm.*

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# AA/AS DEGREE PROGRAMS

## ACCOUNTING

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 80A.....	4	Business 80B.....	4
Hygiene.....	2	Business 15*.....	3
Business 60, 61A, or 61B.....	3	Business 92.....	3
Business 59.....	2	Business 95B.....	3
Business 95A.....	3	Business 68A.....	2
Physical Education.....	1	Physical Education.....	1
	15		16

\*Prerequisite: Keyboarding Requirement of 20 cwpm.

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 18.....	3	Area C.....	3
Business 98.....	3	Business 3*.....	3
Business 96B.....	3	Business 82A.....	3
Business 5*.....	3	Business 97.....	3
Area B.....	3	Natural Science.....	3
	15		15

Recommended elective Business 58A (Office Procedures)

The student who has had two years of high school bookkeeping should register for Business 80B, substituting recommended electives for Business 80A.

\*Keyboarding requirement of 20 cwpm.

## DATA PROCESSING

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 5*.....	3	Business 3**.....	3
Business 17*.....	2	Business 15*.....	3
Business 92.....	3	Business 96B.....	3
English 53 or Area C.....	3	Physical Education.....	1
Business 60, 61A, or 61B or 63.....	1-3	Hygiene.....	2
Physical Education.....	1	Math Elective.....	3
	16-15		15

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 7*.....	4	Business 18.....	3
Business 80A or Business 1A.....	4	Business 82A.....	3
Natural Science or Area A.....	2	Business 98.....	3
Math Elective.....	3	Business 80B or Business 1B.....	4
Social Science 76 or Area B.....	3	Business 20.....	3
	16		16

Suggested elective: Math 15 (Fortran) or Bus 4 (Pascal)

\*Keyboarding requirement of 20 cwpm

\*\*Prerequisite - Business 17 or concurrent enrollment

## GENERAL BUSINESS/CLERICAL SKILLS

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 60, 61A, or 61B .....	3	Business 61A or Business 61B .....	3
Business 70 .....	3	Business 68A.....	2
Business 95A or 95B.....	3	Business 59 .....	3
English 51 or Area D.....	3	Business 15*.....	3
Business 92 .....	3	Business 96A.....	3
Business 35B* .....	1	Hygiene.....	2
	<u>16</u>	Physical Education.....	1
			<u>16</u>

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 61B.....	3	Business 98 .....	3
Business 69 .....	2	Business 58A.....	3
Business 96B.....	3	Business 18 .....	3
**Business 87 or 80A .....	3-4	English 53 or Area C.....	3
Natural Science or Area A .....	3	Social Science 76 or Area B.....	3
Physical Education.....	1		
	<u>15-16</u>		<u>15</u>

\*Keyboarding requirement of 20 cwpm.

\*\*An elective should be substituted if the student has had high school bookkeeping or accounting.

## INFORMATION/WORD PROCESSING

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 15*.....	3	Business 65A.....	3
Business 60 or 61A or 61B.....	3	Business 69 .....	2
Business 59 .....	2	Business 95A or 95B.....	3
Business 96A.....	3	Business 92 .....	3
Social Science 76 or Area B .....	3	Hygiene.....	2
Business 17*.....	2	Physical Education.....	1
	<u>16</u>	Elective.....	2
			<u>16</u>

\*Keyboarding requirement of 20cwpm.

## SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 65B.....	3	Business 65C.....	3
Business 58A.....	3	Business 66.....	2
Business 68A.....	2	Business 18.....	3
Business 96B.....	3	Business 98.....	3
English 53 or Area C.....	3	Natural Science or Area A.....	3
Physical Education.....	1	Elective.....	3
	15		17

## MARKETING

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 70.....	3	Business 80B.....	4
Business 80A.....	4	English 53 or Area C.....	3
Business 92.....	3	Business 68A.....	2
Business 95A or 95B.....	3	Social Science 76 or Area B.....	3
Hygiene 1.....	2	Business 60 or 61A or Elective.....	3
	15	Physical Education.....	1
			16

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 18.....	3	Business 59.....	2
Business 98.....	3	Business 97.....	3
Natural Science or Area A.....	3	Business 17*.....	2
Business 74A.....	3	Business 96B.....	3
Occupational Work Experience 121a-d.....	3	Business 15*.....	3
	15	Physical Education.....	1
			14

NOTE: Business 60 or Business 63 is required if the student has not already had typewriting.

\* Keyboarding requirement of 20 cwpm.

## REAL ESTATE

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
*Business 40A.....	3	*Business 40B.....	3
Business 92.....	3	Business 98.....	3
Social Science 76 or Area B.....	3	Business 59.....	2
Business 71.....	3	Business 18.....	3
English 53 or Area C.....	3	Hygiene.....	2
Physical Education.....	1	Physical Education.....	1
	16	GE Area B2 - Math.....	3
			17

\*To be completed in Extended Day

## SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
*Business 41.....	4	*Business 43.....	3
*Business 42.....	3	*Business 45A.....	3
Business 97.....	3	Business 80B or 1B.....	4
Business 80A or 1A.....	4	Business 96B.....	3
Natural Science or Area A.....	2	Business 5** or 15**.....	3
	16		16

\*To be completed in Extended Day.

\*\*Keyboarding requirement of 20 cwpm.

## SECRETARIAL

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 50.....	5	Business 51.....	5
Business 60, 61A, or 61B.....	3	*Business 17.....	2
Business 96A.....	3	*Business 96B.....	3
Business 59.....	2	Business 87 or 80A.....	3-4
Social Science 76 or Area C.....	3	Hygiene 1.....	2
Business 35B.....	1	Physical Education.....	1
	17		16-17

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
*Business 15.....	3	Business 58A.....	3
Business 95B.....	3	Business 92 or 98.....	3
Business 65A.....	3	Business 68A.....	2
Business 65B.....	3	English 53 or Area C.....	3
Natural Science or Area A.....	3	Business 65C or Elective.....	3
Physical Education.....	1	Business 51A.....	1
	15		15

\*Keyboarding requirement of 20 cwpm required.

## Course Descriptions

# BUSINESS

### BUSINESS 1A—PRINCIPLES OF ACCOUNTING (4) BA /F/S/

*Prerequisite: SOPHOMORE STANDING.*

*Lecture/discussion of five hours per week.*

A college transfer course covering the basic theory of accounting. Particular attention is devoted to corporate and management accounting—long term liabilities and investments, costs systems, and the analysis of financial statements and accounting data.



**BUSINESS 1B—PRINCIPLES OF ACCOUNTING (4) BA /F/S/**

*Prerequisite: SOPHOMORE STANDING. Business 1A or Business 80B.*

*Lecture/discussion of five hours a week.*

A college transfer course covering basic theory of accounting. Particular attention is devoted to corporate and management accounting—long-term liabilities and investments, cost systems, and the analysis of financial statements and accounting data.

**BUSINESS 10—MODERN BUSINESS (3) BA /D/**

*Three hours lecture per week.*

Business 10 examines the significance of business as a major force in our society: past, present, and future. Consideration is given to our democratic and capitalistic institutions. Business structures, their operation and impact on our economy are studied.

**BUSINESS 18—BUSINESS LAW (3) BA /F/S/SS/**

*Three hours lecture, discussion, and simulation per week.*

A survey of the principles of business law with particular emphasis given to contracts and agency. The student is introduced to the American legal system.

**BUSINESS 19—QUANTITATIVE METHODS (3) BA /S/**

*Prerequisites: Two years of high school algebra or completion of Mathematics 53.*

*Three hours lecture per week.*

A course designed for the transfer student majoring in Business Administration. Students will learn about such quantitative methods and concepts as set theory, linear and nonlinear functions, matrix algebra, inequalities and linear programming, functions in finance, including future and present value, annuities and sinking funds, and amortization and perpetuities. All topics will be dealt with as they pertain specifically to business. Designed for students transferring to California State University at Fresno or San Diego. Not to be taken by students taking Math 16A.

**BUSINESS 20—STATISTICS FOR BUSINESS (3) BA /F/S/**

*Prerequisite: Two years of high school algebra or completion of Mathematics 53. SOPHOMORE STANDING.*

*Three hours lecture and discussion per week.*

A course designed for the transfer student majoring in business administration. Students will learn about such statistical operations and concepts as collection of data, construction of tables and charts, measures of central tendency and dispersion, times series analysis, index numbers, sampling and sampling techniques, tests of hypotheses, and various distributions including the normal distribution. Equivalent to Business 73 at California State University, Fresno.

**BUSINESS 27—INVESTMENTS(3) BA /F/S/**

Investments is designed to help the student understand the principles of investment analysis and investment strategy. Stocks and bonds, investment trusts, real estate, insurance commodities, tax shelters, annuities, syndications and tax deferred retirement plans will be emphasized. Money markets and business cycles will be the medium of concentration in the analysis of investment practice.

**BUSINESS 121 A-D—OCCUPATIONAL COOPERATIVE WORK EXPERIENCE (1-4) BA /F/S/**

*Prerequisite: Must take Leadership Training 1 concurrently or perform a designated coordinating activity.*

*Open to all majors.*

See Index—Occupational Cooperative Work Experience.

# BUSINESS DATA PROCESSING

## **BUSINESS 3—BASIC PROGRAMMING (3) BA /F/S/**

*Prerequisite: Business 5, Business 17, or concurrent enrollment. Keyboarding requirement of 20 cwpm.*

*Four hours lecture-laboratory per week.*

Through computer terminal application in problems, the learner will study BASIC program language, how to program typical problems, how to make changes in programs, and simple computer characteristics. Problems will be executed on the college's computer terminals, and/or microcomputers.

## **BUSINESS 4—APPLIED PROGRAMMING USING PASCAL (3) BA /D/**

*Prerequisite: Business 5 or Math 15 (or equivalent).  
Keyboarding requirement of 20 cwpm.*

*Three hours lecture per week.*

Introductory course in structured programming using the Pascal computer language, with emphasis on data storage and retrieval (data base) and applications to business.

## **BUSINESS 5—INTRODUCTION TO COMPUTER INFORMATION SYSTEMS (3) BA /F/S/SS/**

*Prerequisite: Keyboarding requirement of 20 cwpm.*

*Two hours lecture and two hours laboratory per week.*

A study of the concepts, terminology, and uses of computer systems, with emphasis upon information systems and processing. Topics include the history of information processing, discussion of computer hardware and software components, systems problem solving (computer program design, and coding in BASIC), and the effects of computers in society. Course requirements include laboratory and out-of-class assignments that are done on the college's primary computer system and/or microcomputers. Course is a prerequisite for any other computer-oriented course in the Business Division. Course conforms to DPMA Model Curriculum (1982).

## **BUSINESS 7—COBOL PROGRAMMING (4) BA /F/S/**

*Prerequisites: Business 5 with a grade of 'C'. Keyboarding requirement of 20 cwpm.*

*Five hours lecture-laboratory per week.*

*For the transfer student majoring in accounting or data processing.*

Through application problems the learner will study Common Business Oriented Language (COBOL), how to program typical business problems in Structured COBOL, how to find and correct errors in the program and characteristics of computers. Problems are run by the student using the college's computer.

# BUSINESS MICROCOMPUTER OPERATIONS

## **BUSINESS 14—MICROCOMPUTER OPERATIONS: DATABASE PROCESSING (3) BA /F/S/**

*Prerequisites: Business 17 and a keyboarding speed of 20 cwpm. Business 15 recommended.*

*Four hours lecture/laboratory per week.*

Database processing for microcomputers course emphasizing relational database theory as well as design and implementation. Practical applications will include using the database software, first to recreate examples from the text, then to design a database, and last to build applications to use it.

## **BUSINESS 15—MICROCOMPUTER OPERATIONS: INTRODUCTION TO PERSONAL COMPUTERS (3) BA /F/S/SS/**

*Prerequisite: Business 63 or a keyboarding speed of 20 cwpm.*

*Two hours lecture and two hours laboratory per week.*

Provides instruction in the use of personal (or micro- or desk-top) computers. Assuming no prior experience, students will learn to operate a personal computer. The course will provide instruction in the use of some of the most popular computer software packages including 'word processing' and 'spreadsheet' applications. Some elementary instruction in a programming language; BASIC, will also be included.

## **BUSINESS 16—MICROCOMPUTER OPERATIONS: TELECOMMUNICATIONS (2) BA /F/S/**

*Prerequisites: Business 17 and a keyboarding speed of 20 cwpm.*

*Two hours of lecture per week. Additional lab hours required.*

A telecommunications and microcomputer operations course, including theory and technical information on the usage of the telephone lines, modems, microcomputer telecommunications software, and microcomputers to access data bases locally, nationally, and internationally. Practical applications will include exercises which will prepare the student to use electronic mail, facsimile applications, and stored data bases.

## **BUSINESS 17—MICROCOMPUTER OPERATIONS: DOS (2) BA /F/S/SS/**

*Prerequisite: Keyboarding speed of 20 cwpm.*

*Three hours lecture/laboratory per week. Additional lab hours by arrangement.*

This course provides information and equipment training in the use of a microcomputer. It covers the major components of a microcomputer system with emphasis on the operating system command structure, and terminology. Students will use operating commands in various applications of routine computer work functions. Learning objectives will be achieved through active participatory experience in individual study and/or group assignments.

## **BUSINESS 34A—MICROCOMPUTER OPERATIONS: COMPUTER FUNDAMENTALS - BEGINNING (1/2) /F/S/**

*Ten and one half hours lecture/laboratory.*

This class is intended for students with no previous experience in computer use—although it should not necessarily be restricted to those who have taken courses equivalent to our Business 5. Participants in this course will receive instruction to (a) operate and maintain a micro-, or personal computer and diskettes in general, and, (b) write elementary computer programs.

**BUSINESS 34B—MICROCOMPUTER OPERATIONS: COMPUTER FUNDAMENTALS -  
ADVANCED (1/2) /F/S/**

*Ten and one half hours lecture/laboratory.*

Participants in this course will receive instruction on how to (a) operate and maintain a microcomputer or personal computer and diskettes in general, and (b) select and use available 'packaged' software.

**BUSINESS 35B—MICROCOMPUTER OPERATIONS: SURVEY OF WORD PROCESS-  
ING (1) /F/S/**

*Prerequisite: Keyboarding speed of 20 cwpm.*

*Twenty-one hours lecture/laboratory.*

*Students receive only 'credit/no credit' for this class.*

This word processing mini-course, introduced on the microcomputer, is designed to walk the first-time user, step-by-step, through some basic word processing concepts and activities. Students will create, edit, and print their first word processing document.

**BUSINESS 35C—MICROCOMPUTER OPERATIONS: INTRODUCTION TO SPREAD-  
SHEETS (1) /F/S/**

*Prerequisite: Keyboarding speed of 20 cwpm.*

*21 hours lecture-laboratory.*

*Students receive only 'credit/no credit' for this class.*

Through the use of microcomputers, the learner will study a popular electronic spreadsheet program. Basic concepts of spreadsheets will be explored including layouts, command structure, and mathematical formulas. Various types of business applications will also be explored.

**BUSINESS 35D—MICROCOMPUTER OPERATIONS: INTRODUCTION TO DATA BASE  
MANAGEMENT SYSTEMS (DBMS) (1) /F/S/**

*Prerequisite: Keyboarding speed of 20 cwpm.*

*Twenty-one hours lecture/lab.*

*Students receive only 'credit/no credit' for this class.*

Through the use of a 'typical' data base management system (dBASE or similar product), the student will learn the capabilities and typical business applications of this class of software on micro-computers.

**BUSINESS 36A—MICROCOMPUTER OPERATIONS: SYSTEMS AND REPAIRS -  
(1/2) /D/**

*Ten and one half hours lecture/laboratory.*

Participants in this course will receive instruction that will extend the skills and concepts developed in Business 34a-b to include (1) maintaining and servicing microcomputers and (2) selecting and using peripherals.

**BUSINESS 36B—MICROCOMPUTER OPERATIONS: SYSTEMS AND REPAIRS -  
ADVANCED (1/2) /D/**

*Ten and one half hours lecture/laboratory.*

Participants in this course will receive instruction that will extend the skills and concepts developed in COMPUTER FUNDAMENTALS (Bus 35A) and COMPUTER SYSTEMS AND REPAIRS—BEGINNING that include (1) selecting microcomputers and peripherals, (2) reading and modifying computer programs, and (3) selecting and applying computer software to meet business and personal needs.

**BUSINESS 65A—MICROCOMPUTER OPERATIONS: A CONCEPTUAL APPROACH TO WORD PROCESSING (3) BA /F/S/**

*Three hours lecture per week.*

A course designed to study the development of today's modern office as it uses automated equipment and trained personnel. The emphasis is placed on learning the basic concepts and understanding practical applications which utilize the modern electronic technologies. Emphasis is also placed on the organization of word processing from input through distribution, equipment available, and roles of participants in information/word processing systems.

**BUSINESS 65B—MICROCOMPUTER OPERATIONS: WORD PROCESSING WITH WORDSTAR (3) BA /F/S/**

*Prerequisites: Business 65A: Information/Word Processing Concepts or concurrent enrollment. Business 61A or its equivalent (Typing Speed: 45 cwpm). Completion of or concurrent enrollment in Business English (96A) or its equivalent. Business 17 or concurrent enrollment.*

*Four hours lecture/laboratory per week. Plus additional hours lab required.*

A course designed to enable the student to develop fundamental skills required by the Information/Word Processing Operator. Emphasis is placed on keyboarding techniques, accuracy, speed, and keyboarding procedures. Special attention is given to basic language skills and proofreading. To introduce the students to realistic business communication—the kinds of letters, memorandums, itineraries, and invoices they might expect to find on the job. A basic knowledge in the operation of the IBM Personal Computer, using WordStar, is attained.

This course will familiarize students with basic operations as well as formatting applications of word processing applications software. An emphasis on language arts skills and proofreading as they relate to word processing will be stressed. Students requesting enrollment in this course may be subject to testing for verification of typing speed (40 cwpm).

**BUSINESS 65C—MICROCOMPUTER OPERATIONS: WORD PROCESSING WITH DISPLAYWRITE/ER (3) BA /F/S/**

*Prerequisites: Business 58A: Office Procedures or its equivalent (work experience). Concurrent enrollment acceptable. Business 61A: Intermediate Typing or its equivalent (45 cwpm). Business 69: Machine Transcription (Concurrent enrollment acceptable). Permission for enrollment may be granted by the division.*

*Three hours lecture with additional hours to be arranged per week.*

This course is designed to enable the student to develop advanced skills (hands on) required by the Information/Word Processing Specialist. Students will be trained in 'real' work using business correspondence, document formats, machine transcription, proof-reading skills, office procedures, and professional ethics. Proficiency in the operation of a dedicated word processor and an advanced software program for the microcomputer is attained.

# INSURANCE

## **BUSINESS 21—PRINCIPLES OF INSURANCE (3) BA /D/**

*Prerequisite: Knowledge of general insurance terms helpful.*

*Three hours lecture per week.*

This is the first course in a three-semester program leading to the Certificate in General Insurance from the Insurance Institute of America (IIA) which is designed for persons who have a need for insurance contract knowledge. The first semester of study begins with an introduction to the concept of risk and methods of handling risks. The second and third semesters emphasize contracts and contract analysis.

## **BUSINESS 22—PROPERTY INSURANCE (3) BA /D/**

*Prerequisite: Knowledge of general insurance terms helpful.*

*Three hours lecture per week.*

Primary emphasis is placed on understanding coverages, policy provisions, and concepts common to property insurance. Contracts and forms studied include the Standard Fire Policy, Extended Coverage Endorsement, Dwelling and Contents Form, Crime Policies, Business Interruption Forms, Personal Articles Floater, Bailees' Customers Policy, and the property coverages provided by multiple-line contracts.

## **BUSINESS 23—CASUALTY INSURANCE (3) BA /D/**

*Prerequisite: Knowledge of general insurance terms helpful.*

*Three hours lecture per week.*

Principal emphasis in this course is placed on understanding coverages, policy provisions, and concepts peculiar to the common casualty, surety, and multiple-line contracts. Contracts studied include the Standard Family and Special Automobile; Employers' Liability and Workmen's Compensation; Owners', Landlords' and Tenants' Liability; Comprehensive General Liability, Comprehensive Personal Liability, and life and health coverages; and the liability insurance aspects of modern multiple-line contracts.

## **BUSINESS 24A—ECONOMIC SECURITY AND INDIVIDUAL LIFE INSURANCE (CLU) HS-325 (3) BA /D/**

*Three hours lecture per week.*

Employee benefit plans for providing security with respect to economic problems resulting from death, disability, old age and unemployment. Analysis of group insurance benefits, including contract provisions, plan design and alternative funding methods. Also, basic features of pension plans, profit-sharing plans, other retirement plans, and deferred compensation arrangements.

## **BUSINESS 24B—LIFE INSURANCE LAW AND MATHEMATICS (CLU) HS-324 (3) BA /D/**

*Three hours lecture per week.*

Legal aspects of contract formation, policy provisions, assignments, ownership rights, creditor rights, beneficiary designations, disposition of life insurance proceeds, and life insurance agency. Also covered are insurance company types, organization, operations, and regulation. The regulation aspects include investments, privacy, reserves, surrender values, policy approval, and company examination. One assignment is concerned with the psychological and procedural aspects of death and dying.

**BUSINESS 24C—GROUP INSURANCE AND SOCIAL INSURANCE  
(CLU) HS-325 (3) BA /D/**

*Three hours lecture per week.*

Analysis of group insurance benefits, including the regulatory environment, contract provisions, marketing, underwriting, ratemaking, plan design, and alternative funding methods. Also, various governmental programs related to the economic problems of old age, death, unemployment and disability.

**BUSINESS 24D—ECONOMICS (CLU) HS-322 (3) BA /D/**

*Three hours lecture per week.*

Basic economic concepts with emphasis on such macro-economic and micro-economic topics as the price system and the market economy, the circular flow of national income and product, the determinants of national income, multiplier theory and fiscal policy, money and monetary policy, unemployment and inflation, and stabilization policy.

**BUSINESS 24E—ACCOUNTING AND FINANCE (CLU) HS-323 (3) BA /D/**

*Three hours lecture per week.*

This is the first course in the CLU and Charter Financial Consultant programs providing coverage of products, tools, and techniques. The initial assignments cover various topics related to personal and business financial statements, including the basic concepts of accounting, the format and contents of key financial statements, the techniques of financial statement analysis, and personal budgeting. The second section of the course describes various types of individual insurance coverage available for meeting life, health, personal property and liability risks. These include individual life insurance policies, individual annuities, disability income policies, medical expense insurance, homeowners policies and automobile insurance.

**BUSINESS 24F—FINANCIAL SERVICES, ENVIRONMENT AND PROFESSIONS (CLU)  
HS-320 (3) BA /D/**

*Three hours lecture per week.*

This introductory course sets the stage for the CLU and Chartered Financial Consultant programs by providing an overview of the environment in which financial services professionals assist clients in meeting their financial counseling and planning needs. The financial planning process is presented as the framework for identifying client objectives and formulating and assessing plans to achieve them. Special emphasis is placed on effective information gathering and client counseling techniques.

**BUSINESS 24G—INCOME TAXATION (CLU) HS-321 (3) BA /D/**

*Three hours lecture per week.*

The federal income tax system with particular reference to the taxation of life insurance and annuities. The income taxation of individuals, sole proprietorships, partnerships, corporations, trusts, and estates.

**BUSINESS 24H—PENSION PLANNING (CLU) HS-326 (3) BA /D/**

*Three hours lecture per week.*

Introduction to qualified and nonqualified deferred compensation, design of qualified pension, profit sharing and other qualified plans; cost factors and funding instruments for qualified plans; income and estate tax aspects. Also, individual retirement plans, tax-deferred annuities and nonqualified deferred-compensation plans.

**BUSINESS 24I—BUSINESS INSURANCE (CLU) HS-331 (3) BA /D/**

*Three hours lecture per week.*

Tax and legal aspects of organizing a business; problems in continuing a business after an owner's death and the insured buy-sell agreement, retirement of a business owner, including estate planning and 'estate freezing' techniques, stock dividends, corporate recapitalizations, stock redemptions, and other techniques; lifetime disposition of a business interest-taxable and tax free dispositions and the use of the installment sale and other methods; business uses of life and health insurance for the benefit of business owners; disability buy-sell agreements, key employee life and health insurance plans, and split dollar life insurance plans; and business uses of property and liability insurance. The course also covers special problems of professional corporations.

**BUSINESS 24J—ESTATE PLANNING AND TAXATION (CLU) HS-330 (3) BA /D/**

*Three hours lecture per week.*

Estate and gift tax planning including the nature, valuation, transfer administration and taxation of property. Particular emphasis will be given to a basic understanding of the unified estate, and gift tax system. The course covers gratuitous transfers of property outright or in trust, wills, powers of appointment, federal estate and gift taxation, the marital deduction, uses of life insurance in estate planning and other estate planning devices. Also covered is the estate planning process including the client interview, fact finding and development of appropriate personal estate plans using various estate planning devices.

## **REAL ESTATE**

**BUSINESS 40A—REAL ESTATE PRINCIPLES (3) BA /F/S/**

*Three hours lecture per week.*

A general survey of the real estate industry in California emphasizing basic Real Estate principles. Tracing of a typical real property transaction from beginning to completion. Real property ownership and investments explored.

**BUSINESS 40B—REAL ESTATE PRACTICE (3) BA /F/S/**

*Prerequisite: Business 40A recommended.*

*Three hours lecture per week.*

A course to provide students with a broad overview of the real estate field and to provide an understanding of the ethical standards of real estate practice, which will include listing and its valuation, advertising and selling, real estate financing, and professional and public relations.

**BUSINESS 41—REAL ESTATE FINANCE (3) BA /F/S/**

*Prerequisite: Business 40A recommended.*

*Three hours per week.*

A course covering the means of financing, provisions regarding real estate financing, and the various taxation aspects of real estate finance.

**BUSINESS 42A—LEGAL ASPECTS OF REAL ESTATE (3) BA /D/**

*Prerequisite: Business 40A recommended.*

The practical applications of real estate law, utilizing illustrative cases and examples and designed to help avoid legal difficulties arising from real estate transactions, instruments, zoning, and planning.



**BUSINESS 42B—TAX ASPECTS OF REAL ESTATE (3) BA /D/**

*Prerequisites: Business 40A, or substantial knowledge of real estate or accounting.*

*Three hours lecture.*

Income tax aspects of buying, selling or leasing real property for investment, inventory, personal residence, and trade or business. Study of tax considerations affecting every real estate transaction or operation.

**BUSINESS 43—REAL ESTATE ECONOMICS (3) BA /D/**

*Prerequisite: Business 40A*

*Three hours lecture per week.*

A practical study of the economic aspects of real estate designed to provide a grasp of the dynamic economic conditions and other factors underlying the real estate business. It is especially intended as a background course and a prerequisite for more practical and specialized courses offered in the Real Estate Certificate Program.

**BUSINESS 44—CITY AND REGIONAL PLANNING (3) BA /D/**

*Three hours per week.*

The course in City and Regional Planning will cover recent planning practice, roots of planning, legislation, State and local government as related to administration and implementation of planning proposals, community goals, neighborhood theory, zoning, Federal programs, public housing, subdivisions, utopian schemes, new towns, regional planning and general planning.

**BUSINESS 45A—REAL ESTATE APPRAISAL I (3) BA /F/S/**

*Prerequisite: Business 40A recommended.*

An introductory course designed to teach students the appraisal techniques involved in both residential and commercial properties and the methods employed in the determination of loan, market, and insurance values. This course is required for the California Real Estate Broker's Examination.

**BUSINESS 45B—REAL ESTATE APPRAISAL II (3) BA /D/**

*Prerequisite: Business 40A recommended and Bus 45A.*

A continuation of Business 45A, real estate appraisal of multi-family dwellings, apartment houses, commercial and special purpose property, covering residual techniques, eminent domain proceeding, taxation, and land and vacant lot valuation.

**BUSINESS 45C—APPRAISAL III (RURAL) (3) BA /D/**

*Prerequisite: Business 45A recommended.*

An advanced course in real estate appraisal of rural properties which includes row-crop, orchard, and livestock properties.

**BUSINESS 46A—PROPERTY MANAGEMENT (3) BA /D/**

*Three hours lecture per week.*

A practical course covering the essential techniques and methods of managing income producing real estate with special emphasis on multiple residential properties. (Includes a study of methods used to improve the economic and physical aspects of a selected property by the application of accepted management practices.)

**BUSINESS 46B—REAL ESTATE OFFICE ADMINISTRATION (3) BA /D/**

*Prerequisites: Business 40A—Real Estate Principles or Business 40B—Real Estate Practices or equivalent knowledge in the real estate field.*

A general course on the subject of Real Estate Office Administration. The semester considers the Introduction to Management, Research, Marketing, Management decisions, Management controls, goals, objectives, and future planning. Office policy, recruiting and selection of personnel plus the training and developing of associates is gone into in depth.

**BUSINESS 48—BASIC PRINCIPLES OF ESCROW (3) BA /D/**

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. The material covered should be of value to all those either involved directly or indirectly in the escrow industry.

**BUSINESS 49a-c—INDEPENDENT STUDY (1-3) /D/**

*(See Index)*

## SECRETARIAL SKILLS

**BUSINESS 50—ELEMENTARY SHORTHAND (5) BA /F/**

*Prerequisite: The student must be able to demonstrate a typing speed of 30 cwpm and score equal to English 51 on the English placement test.*

*Five hours lecture per week.*

Business 50 is a beginning shorthand course in the theory and technique of Century 21 shorthand. This class is open for credit only to those students who have had no previous instruction in shorthand.

**BUSINESS 51—INTERMEDIATE SHORTHAND (5) BA /S/**

*Prerequisites: Typewriting must be taken concurrently with Bus 51 if typewriting speed is less than 40 cwpm. Score equal to English 51 on placement test necessary.*

*One or two years of high school shorthand with a speed of less than 60 cwpm on sustained dictation or Bus 50 with a grade of C or better.*

*Five hours lecture per week.*

A second semester shorthand course where emphasis is placed on the skills necessary to use shorthand in the office. In addition to shorthand theory, the class covers transcription skills, speed building, and vocabulary enlargement. This course is for the student with a one-semester or one-year background in shorthand.

**BUSINESS 51A—SHORTHAND FOR SPEED BUILDING (1) /S/**

*Prerequisites: Business 50 and Business 51 with a grade of C or better or two years of high school shorthand. A score equal to English 51 on the placement test.*

*Two hours lecture/laboratory per week.*

A 22-hour advanced shorthand course where emphasis is placed on shorthand dictation speed to attain job entry level skill just prior to entering the work force. The students will meet every Thursday and Friday beginning with the seventh week of instruction until the end of the seventeenth week.

**BUSINESS 56A—MEDICAL TERMINOLOGY (3) /F/S/**

*Prerequisite: A score equal to English 51 on placement test.*

*Three hours lecture per week.*

Medical terminology is a course which helps the medical secretarial student to develop the ability to understand the language of medicine. Efforts are directed to promote a knowledge of the elements of medical terms, an understanding of standard medical abbreviations, and the ability to spell medical terms.

**BUSINESS 58A—CLERICAL OFFICE PROCEDURES (3) /F/S/**

*Prerequisite: Business 61A or its equivalent. Satisfactory typing speed of 30 cwpm and knowledge of WordStar.*

*Three hours lecture per week.*

The learner will receive comprehensive training in general office techniques and duties through realistic office assignments and simulations. The training program prepares students for initial office jobs and lays the foundation for job growth.

NOTE: This course is not open for credit to those students who have had previous training in a one-year high school office practice class.

**BUSINESS 58B—CAREER DRESSING (1) /F/S/**

*Two hours lecture—1/2 semester.*

This course is designed for students who want to update, enhance, and improve their career appearance. Specific methods for the selection of clothing and accessories, suitable for the working environment, are presented.

**BUSINESS 59—RECORDS MANAGEMENT (2) /F/S/**

*Two hours lecture per week.*

A business management course presenting a quick overview of the scope of and opportunities in the field of filing, the methods for processing, storing, retrieving and restoring the various kinds of records that business must keep, which provides practice in the operation of the most commonly used filing systems and methods. This course is recommended for all business majors.

**BUSINESS 60—BEGINNING KEYBOARDING (3) BA /F/S/**

*Prerequisite: Business 60 is open only to those students who have had no previous instruction in keyboarding (typewriting).*

*Five hours lecture-laboratory per week.*

An elementary course covering the fundamentals of keyboarding necessary for electronic keyboards and typewriting keyboards. Emphasis is placed upon technique, speed, accuracy, rhythm, and skills.

**BUSINESS 61A—INTERMEDIATE TYPEWRITING (3) BA /F/S/**

*Prerequisite: Typing speed of 30 cwpm.*

*Five hours lecture-laboratory per week.*

The student will review the fundamentals of typewriting and will strive to improve his/her speed and accuracy not only on straight copy materials but on forms and letters as well.

**BUSINESS 61B—ADVANCED TYPEWRITING (3) BA /F/S/**

*Prerequisite: Business 61A or a typing speed of 40 cwpm.*

*Five hours lecture-laboratory per week.*

Typical office materials used in the typewriting problems include business letters, legal documents, manuscripts, and other business forms and papers. The emphasis in this course is upon decision making and independent work performance. Students become proficient on electronic typewriters.

**BUSINESS 63—ELEMENTARY COMPUTER KEYBOARDING (1) /F/S/**

*Prerequisite: Business 63 is open to those students who have had no previous instruction in keyboarding or who need to satisfy the Business Division keyboarding requirement.*

*A total of twenty-seven hours of instruction.*

A beginning course covering the basic skills of keyboarding necessary for using a computer keyboard. Emphasis is placed upon technique, accuracy, and keyboarding terminology.

**BUSINESS 66—JOB SEARCH SKILLS AND PROFESSIONAL DEVELOPMENT (2) BA /F/S/**

*Two hours lecture per week.*

This course is designed to increase the student's understanding of researching jobs and organizations, employment interviewing, getting a job and keeping a job, professional development including communication skills by presenting theories, techniques, and principles behind these skills. Students will develop a personal portfolio.

**BUSINESS 68A—ELECTRONIC CALCULATING (2) BA /F/S/**

*Prerequisite: Business 95, if the student has not recently had a course in arithmetic—or it may be taken concurrently.*

*Three hours lecture-laboratory per week.*

The student will become acquainted with those electronic machines in most common use in business offices and will build skill in performing the fundamental arithmetic operations on them

**BUSINESS 69—MACHINE TRANSCRIPTION (2) BA /F/S/**

*Prerequisite: Knowledge of WordStar or Displaywrite word processing program on the Personal Computer, typewriting speed of 40 cwpm, and English 51 or Business 96A with a grade of 'C' or better.*

*Three hours lecture-laboratory per week.*

The learner will, through this course of instruction, be trained in the operation and care of transcribing machines. The learner will develop a marketable job skill as a transcriptionist from machine dictation.

## **MARKETING**

**BUSINESS 70—RETAIL STORE SALESMANSHIP (3) BA /F/S/**

*Three hours lecture per week.*

A course offered to students, both business and nonbusiness majors, with content designed around principles, practices, and problems in successful retail store salesmanship. Emphasis is given toward development of product knowledge, techniques in motivating consumers to buy with confidence, and elements of contemporary requirements for customer services, both in the maintenance of traditional and the development of new retail trade. This course is recommended to anyone who may consider permanent or even temporary occupation in a retail store.

**BUSINESS 71—APPLIED PROFESSIONAL SELLING (3) BA /S/**

*Three hours lecture per week.*

A study of the personal factors and techniques which influence people, including the mechanics and methods of dealing with the many kinds of customers encountered. Practice is given in the selling process, using the psychological and social aspects of persuasion.

**BUSINESS 74A—MARKETING PRINCIPLES (3) BA /F/S/**

*Three hours lecture per week.*

This course deals with the distribution of commodities from the producer to the retailer. Emphasis is placed upon classification of commodities, and functions of the various distribution systems. Specific areas covered include advertising, transportation, storage, pricing, grading, packaging, and government regulations.

## **ACCOUNTING**

**BUSINESS 80A—ELEMENTARY ACCOUNTING (4) BA /F/S/**

*Five hours per week of lecture/discussion.*

An elementary course in accounting principles and practice, covering business papers, general and special journals, general ledgers with control accounts, subsidiary ledgers, posting, periodic adjustments, work sheets, financial statements, and closing entries. Single proprietorship. A retail practice set accompanies the course.

**BUSINESS 80B—ELEMENTARY ACCOUNTING (4) BA /S/**

*Prerequisite: Business 80A or the completion of two years of high school bookkeeping with a satisfactory grade, or the equivalent.*

*Five hours per week of lecture/discussion.*

An elementary course in accounting principles and practice applying a greater in-depth treatment in the accounting transactions and adjustments related to notes, receivables and uncollectible accounts, inventories, tangible long-lived assets (plant and equipment), voucher systems, corporate owners' equity, bonds, financial statement analysis, partnership, and manufacturing. A wholesale, partnership practice set is used during the last half of the semester.

**BUSINESS 82A—PRINCIPLES AND APPLICATION OF INCOME TAX (3) BA /S/**

*Three hours lecture per week.*

A specialized course involving the study of the Federal income tax laws, the application of the laws by computation of various practical problems and the completion of forms required by the IRS.

**BUSINESS 87—ACCOUNTING FOR SMALL BUSINESS (3) BA /F/**

*Three hours lecture per week.*

The student will develop an understanding of the effects that transactions have on a business, learn to apply the accounting equation to the analysis of transactions, record transactions in general and combined journals, posting to ledgers, balancing the accounts, making trial balances, adjustments, completing the worksheet and financial statements, journalizing and posting the adjusting and closing entries for professional practices and service (nonmerchandising), single owner types of businesses. Units are also included on bank accounts, bank statement reconciliations, petty cash funds, change funds, and payroll accounting. Primarily designed for nonbusiness majors and business majors who do not take more accounting and will not be involved or concerned about buying and selling merchandise. Credit is given only to those who have not had a year of high school bookkeeping or accounting, Business 80a or 1a or the equivalent.

## **BUSINESS BACKGROUND**

**BUSINESS 90a-d—TOPICS IN BUSINESS (1-3) /D/**

*Prerequisites: Varies with the topic taught.*

*Number of hours each week would vary according to subjects covered.*

This training course is designed to meet the specific needs of local businesses by providing instruction in areas identified by employers as needing improvement.

**BUSINESS 92—SURVEY OF MODERN BUSINESS (3) /F/S/**

*Prerequisite: English 51 score on the placement test.*

*Three hours lecture per week.*

Explores the nature and scope of business, business social responsibility, business and the economic system, how business is owned, organized and managed. Other areas covered are: government regulation, business ethics, the process of management, internal organization, management and unions, and human resources management. For the business major this course affords assistance in choosing an area of specialization and a background for the more specialized business courses. This course is not open to the student who has taken Business 10. Satisfies Area E graduation requirements.

**BUSINESS 95A—REVIEW OF ARITHMETIC FOR BUSINESS (3) /F/S/**

*Three hours lecture per week.*

The objective of this course is to expose the student to a review of the four functions of arithmetic including whole numbers and fractions accompanied with an analysis of the processes of the functions for the deeper understanding of arithmetic as it is applied in business. The increased emphasis in analysis—along with the review of the functions—is designed to help prepare the student to make logical and critical arithmetic judgments that are strongly coincidental with those which anyone in a business discipline is commonly confronted. Can be taken for prerequisite in Business 95B at the option of the student.

**BUSINESS 95B—BUSINESS ARITHMETIC (3) /F/S/**

*Prerequisite: Business 95A with a grade of 'C' or better or an equivalent achievement score on the placement test.*

*Three hours lecture per week.*

A broad course designed toward student development of skills and analysis of business computations of percents, discounts, markups, financing on long- and short-term loans. Included is the study of APR (Actual Percentage Rate), the Metric System of Measurements, the use of graphs, some statistical measurements and probability, as well as some applied use of algebra in solving simple equations dealing with ration and percents.

**BUSINESS 96A—BUSINESS ENGLISH (3) BA /F/S/**

*Prerequisite: English 51 score on the placement test.*

*Three hours lecture per week.*

The student will review and practice basic English skills necessary for success in business. The review includes fundamentals of English grammar, sentence structure, punctuation, and aids in the building of an adequate business vocabulary. Students will demonstrate their English skills in written assignments. Not open to students who have taken English 51.

**BUSINESS 96B—BUSINESS COMMUNICATIONS (3) BA /F/S/**

*Prerequisites: English 1 score of the placement test or a 'C' grade in either English 51 or Business 96A; knowledge of WordStar.*

*Three hours lecture per week.*

Business communication theory will be introduced. The student will learn the techniques of written and oral communications helpful in handling common business transactions—letters, memos, reports, and dictation. The student will find this course extremely useful in all types of business occupations.

**BUSINESS 97—PERSONAL FINANCE (3) /F/S/**

*Three hours lecture per week.*

In this general education course open to both business and nonbusiness majors, students gain knowledge of personal income and expenditures. To be discussed will be such topics as savings accounts; investments; borrowing money; budgets, charge accounts and installment buying; property, income, estate inheritance and gift taxes; life, health, accident, property, and miscellaneous insurance; pension plans and social security; trust funds and wills; inflation and business cycles; and problems of owning a home.

**BUSINESS 98—HUMAN RELATIONS IN BUSINESS (3) BA /F/S/**

*Three hours lecture per week.*

All students will become acquainted with those accepted principles of human relations which will enhance their skills in the workplace. The student learner will be exposed to management techniques applicable in his/her business, domestic, personal, and social life. Opportunities are given to discuss and explore possible answers to problems in management and employee relationships.

**BUSINESS 99—PROFESSIONAL UPDATE FOR WOMEN IN BUSINESS (2) /D/**

*Two hours lecture per week.*

A professional update for women in business designed to assist in self-assessment, self-presentation, and strategies for success.

# BUSINESS MANAGEMENT

## **BUSINESS 131—MANAGEMENT COMMUNICATION (3) /D/**

*Three hours lecture per week.*

Designed to give managerial personnel skill in coping with communication problems. Includes the study of the communication process, the analysis of the barriers to effective oral and written communication, and the development of guidelines to improve interpersonal relations within an organization through effective methods of communication.

## **BUSINESS 132—ORGANIZATION AND MANAGEMENT (2) /D/**

*Two hours lecture per week.*

The supervisor's responsibility for planning, organizing, directing, controlling and coordinating are covered. Teaches the supervisor these basic functions of an organization and his responsibility for carrying out these objectives in accordance with the organization's plan.

## **BUSINESS 133—PSYCHOLOGY FOR MANAGEMENT (2) /D/**

*Prerequisites: Experience in management recommended.*

*Two hours lecture per week.*

A course to assist supervisors in understanding the people with whom they work, with emphasis on the psychological aspects, perceptions, learning processes, emotions, attitudes and personalities.

## **BUSINESS 134—MANAGEMENT ECONOMICS (2) /D/**

*Prerequisites: Experience in management recommended.*

*Two hours lecture per week.*

Traces the development of our economic institutions. Establishes understanding of competition, money, credit, value, wages, and prices. Includes discussion of the influences of government activity in industry on the business cycle. Develops a critical attitude towards economics in management—supervisory—employee relationships.

## **BUSINESS 135—PERSONNEL MANAGEMENT TECHNIQUES (2) /D/**

*Prerequisites: Experience in management recommended.*

*Two hours lecture per week.*

A study of the principles and methods involved in recruitment, selection and placement of employees in business and industry with regard to training, experience, aptitudes, and abilities. Discussion, illustration, and case study are used in delineating the various types of personnel problems.

## **BUSINESS 136—CONFERENCE TECHNIQUES (2) /D/**

*Two hours lecture per week.*

A study of the principle patterns used in conducting conferences. Each student is given the opportunity to structure and conduct two conferences. A critical appraisal is made for the conference group.

## **BUSINESS 137—LABOR MANAGEMENT RELATIONS (2) /D/**

*Prerequisite: Business 132 or experience in management.*

*Two hours lecture per week.*

This course emphasizes the supervisor's responsibility for good labor relations and the union contract and grievance procedure through study of the National Labor Relations Act, the Wagner Act, and the Taft-Hartley Act.





# DIVISION OF FINE ARTS

CHAIRPERSON: MR. DUANE WESTON

## Majors:

Fine Arts  
 Commercial Art  
 Humanities (music, art, theatre  
 arts, literature and philosophy)  
 Music

Theatre Arts  
 Music  
 Speech  
 Speech-Theatre Arts

## ART

Art offerings at College of the Sequoias are designed to give maximum opportunities to both terminal and transfer students. These courses also provide basic training for students wishing to equip themselves for a vocation as well as for those who may enter other fields but desire to enrich their understanding and appreciation of art.

Transfer students may not be able to follow the suggested outline exactly because of the academic requirements of the university or special art school to which they wish to transfer. Art transfers are asked to secure guidance from their counselors in planning their program.

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Art 6A.....	2	Art 6B.....	2
Art 7A.....	2	Art 7B or Art 8a.....	2
Political Science 5.....	3	History 17A or 17B.....	3
Art 1A.....	3	Science.....	3
English 1.....	3	English 20.....	3
Elective.....	3	Art 1B.....	3
Physical Education.....	1	Physical Education.....	1
	17		17

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Art 15a or 12a.....	2	Art 8a-d.....	2
Art 10a, 25a, 53, or 20a.....	2	Social Sciences Elective.....	3
Science.....	3	Hygiene 1.....	2
Speech 1A.....	3	Electives/General Education.....	5
Psychology 1A.....	3	Art 15b, 12b, 10b, 25b, 53b, or 20b.....	3
Art 7B or Art 8a-d.....	2	Physical Education.....	1
Physical Education.....	1		16
	16		

\*Art history majors should be certain to include Art 1A, 1B, 2B and 19 in their programs at C.O.S.  
 Art 20, 53 should be considered for some schools.

# THEATRE ARTS

## FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
**Theatre Arts 1.....	3	**Theatre Arts 2.....	3
**Theatre Arts 10A.....	3	**Theatre Arts 10b.....	3
**Theatre Arts 14A or 15A.....	2	**Theatre Arts 14b or 15b.....	2
Science.....	3	History 17A or 17B.....	3
English 1.....	3	Speech 1A.....	3
Physical Education 80.....	1	Physical Education 80.....	1
Music 10 or Elective.....	3	Math or Elective.....	3
	18		18

## SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
**Theatre Arts 10C.....	3	**Theatre Arts 10D.....	3
**Theatre Arts 14c or 15c.....	2	**Theatre Arts 14d or 15d.....	2
Art 1A or Elective.....	3	Art 1B or Elective.....	3
Science.....	3	Hygiene 1.....	2
Psychology 1A.....	3	Anthropology 2.....	3
History 4A.....	3	History 4B.....	3
Physical Education 81 or 83.....	1	Physical Education.....	1
	18		17

**\*\*Major Requirement**

*\*Needed to transfer to Cal State Fresno*

*Suggested Electives: Theatre Arts 13a-b; Art 6A, 6B; Music 30a-d; Industry and Technology 5a-b; 6A or 6B; Speech 3; English 20; Cinema Arts 1 and 2.*

## THEATRE ARTS MAJORS

### Required courses—20 units minimum.

With an acting emphasis:

Theatre Arts 1 and 2.....	6
Theatre Arts 10A,B,C,D.....	12
Theatre Arts 14a-b or 15a-b.....	4
Speech 3.....	3
Cinema Arts 1 and 2.....	4
	29

With a Tech. emphasis:

Theatre Arts 1 and 2.....	6
Theatre Arts 10A,B.....	6
Theatre Arts 14a-d and 15a-d.....	16
Cinema Arts 1 and 2.....	4
	32

Required participation in all COS Theatre Arts productions, either by audition (acting) or technical theatre.

Majors with an acting emphasis must audition for all COS Theatre Arts productions.

# MUSIC

The following courses are offered to the student majoring in music to enable him/her to obtain the Associate of Arts degree and complete a program that is comparable to the first two years of many other institutions. Besides the music courses listed below the major should carry 40 units of general education work in line with the graduation requirements established by the College of the Sequoias and the lower-division program of the institution to which transfer is planned.

## Music Transfer to State Colleges

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Music 4a.....	5	Music 4b.....	5
Music 18, 19, 21, 22, 24.....	2	Music 18, 19, 21, 22, 23.....	2
English 1.....	3	English 20.....	3
Science.....	3	Political Science 5.....	3
History 17A or 17B.....	3	Science.....	3
Physical Education.....	1	Physical Education.....	1
	17		17

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Music 14a.....	5	Music 14b.....	5
Music 18, 19, 21, 22, 24.....	2	Music 18, 19, 21, 22, 23.....	2
Speech 1A.....	3	Psychology 1A.....	3
Science.....	3	Hygiene 1.....	2
Social Sciences Elective.....	3	Elective.....	3
Physical Education.....	1	Physical Education.....	1
	17		16

All music majors are required to participate in at least one music ensemble group per semester according to their individual interests. Choose from Music 22—String Orchestra, Music 23 or 24—Choir, Music 18a-b—Marching Band, Music 19a-b—Concert Band and Music 21—Jazz Ensemble.

It is recommended that music majors choose electives from the following courses: Music 7—Beginning Strings, class instruction, Music 3a-b—Beginning Woodwinds, class instruction, Music 5a-b—Beginning Brass, Music 6a-b—Percussion class instruction, Music 9a—Intermediate Piano, class instruction, and Music 30 a-b, Elementary Voice, class instruction.

## Course Descriptions

# ART

### ART 1A—HISTORY OF ART (3) BA /F/S/

*Three hours lecture per week.*

A survey of the art history of the Western world from Prehistoric times to the end of the Middle Ages. Illustrated lectures.

**ART 1B—HISTORY OF ART (3) BA /F/S/**

*Prerequisite: Art 1a is not a prerequisite to 1b.*

*Three hours lecture per week.*

A survey of the history of art of the Western world from the Renaissance to the present. Illustrated lectures.

**ART 2A—PRE-COLUMBIAN ART OF MEXICO AND SOUTH AMERICA (3) BA /D/**

*Three hours lecture per week.*

A survey of the arts and crafts of Mexico and South America from 1500 B.C. until the European conquest. Illustrated lectures.

**ART 2B—THE ARTS OF AFRICA (3) BA /D/**

*Three hours lecture per week.*

An art history survey of the arts and crafts of Africa from ancient times to the present. While emphasizing the stylistic variety evident in African tribal art, the course also utilizes art as a means of understanding these people's philosophy, religion and general way of life. (Special emphasis is placed on the sculpturally rich areas of west Africa and the Congo.)

**ART 2C—PRIMITIVE ART SURVEY (3) BA /D/**

*Three hours lecture per week.*

An art historical survey of the arts and crafts of African, Oceanic and North American tribal people. While stressing the stylistic characteristics and techniques unique to each culture, the course will also view art cross-culturally, seeking out similarities of form, function and meaning across tribal and geographical boundaries.

**ART 3—INTRODUCTORY CRAFTS (2) BA /F/S/**

*Four hours of demonstration and laboratory per week.*

Selected experiences from various craft areas. Recommended for art majors, elementary education majors and prospective teacher aides, and anyone interested in general crafts.

**ART 6A—COLOR AND DESIGN (2) BA /F/S/SS/**

*Four hours lecture and laboratory per week.*

A basic course in art with the primary purpose of familiarizing the student with the elements and principles used in art. Creative imagination and judgment are stimulated through problems involving various media. Experiments with line, form, and color, in two and three dimensions.

**ART 6B—COLOR AND DESIGN (2) BA /F/S/SS/**

*Prerequisite: Art 6A or equivalent.*

*Four hours lecture and laboratory per week.*

Exploration of two and three dimensional space with emphasis on form and color.

**ART 7A—DRAWING FUNDAMENTALS (2) BA /SS/**

*Four hours demonstration and laboratory per week.*

An introduction of basic principles of graphic representation. Studio practice emphasizes fundamentals of drawing and pictorial organization in dark and light. Techniques of pencil, ink and charcoal.

**ART 7B—DRAWING COMPOSITION (2) BA /S/**

*Prerequisite: Art 7A or equivalent.*

*Four hours demonstration and laboratory per week.*

The expressive and compositional aspects of drawing.

**ART 8a-d—LIFE DRAWING (2) /F/S/**

*Prerequisite: Art 7A or equivalent.*

*Four hours lecture and laboratory per week.*

The representation of the human form in both traditional and non-traditional styles and techniques. Drawing from live models.

**ART 9a-b—COMMERCIAL ART (2) BA /F/S/**

*Prerequisite: Art 6A and Art 7A.*

*Four hours laboratory per week.*

Lettering, rendering, air brush, layout design, paste-up, product design, brochure design, advertising, and portfolio representation.

**ART 10a-d—SCULPTURE (2) BA /F/S/**

*Four hours laboratory per week.*

The manipulation of three dimensional materials with basic studio practice in wood, plaster, clay, fabrics and synthetics. Fee charged.

**ART 11a-d—LETTERING (3) BA /F/S/**

*Two hours lecture, two hours laboratory per week.*

The development of basic techniques in the use of freehand lettering. The understanding of uses of basic letter forms.

**ART 12a-b—WATERCOLOR PAINTING (2) BA /F/S/**

*Prerequisites: Art 6A and Art 7A, or equivalents.*

*Four hours laboratory per week.*

The theory and techniques of watercolor painting. Studio practice in still life, landscape and other subject matter using water color media.

**ART 14a-b—OIL PAINTING (2) BA /F/S/**

*Prerequisites: Art 6A and Art 7A or equivalents.*

*Four hours laboratory per week.*

Experimental painting of still life, landscape and the human figure. A study of painting procedures, color, theory and techniques. Medium—oil paints.

**ART 15a-d—STUDIO PAINTING (2) BA /F/S/**

*Prerequisite: Art 6A and Art 7A or equivalent.*

*Four hours lecture and laboratory per week.*

The theory, techniques and styles of painting. Students may explore media of their choice: Oils, acrylics, and/or others.

**ART 19—ART APPRECIATION (3) BA /F/S/**

*Three hours lecture per week.*

A basic course designed to introduce ways of understanding and enjoying the visual arts, and of developing an aesthetic awareness of our surroundings and the work of artists in history and today.

**ART 20A—PRINTMAKING (2) BA /D/**

*Prerequisite: Art 7A or equivalent or consent of department.*

*Four hours laboratory per week.*

Introduction to wood and silk screen printing. Fee charged.

**ART 20B—PRINTMAKING (2) BA /D/**

*Prerequisite: Same as that for Art 20A (Art 20A is not a prerequisite for Art 20B).*

*Four hours laboratory per week.*

Advanced study in intaglio and silk screen printing. Fee charged.

**ART 23a-b—VISUAL ARTS WORKSHOP—WATERCOLOR PAINTING (1) /D/**

*Thirty-six hours lecture and laboratory class.*

Learning through transparent watercolor painting of Sierra environment. A workshop for beginning and advanced students in the beautiful and scenic natural settings of Sequoia and Kings Canyon National Parks, painting redwoods, meadows, lakes, streams, plants and wild life. Designed to stimulate the student by painting on the spot locations. Demonstrations will cover the various approaches and techniques of the transparent medium. Hiking and lectures about the parks' wonders by a native of the area. Critiques, discussions and media presentations.

**ART 25A,B—EXHIBITION DESIGN, GALLERY TECHNIQUES (2) BA /F/S/**

*Two hours lecture and two hours laboratory per week.*

Theory and techniques of exhibition, gallery and museum display design. Lecture and laboratory with practical application in exhibition areas.

**ART 49a-c—INDEPENDENT STUDY (1-3) BA /F/S/D/**

See index.

**ART 53a-b—BASIC CERAMICS (2) BA /F/S/**

*Four hours laboratory per week.*

The first year course in the use and making of clay products. Fee charged.

**ART 54a-b—DECORATIVE CERAMICS (2) BA /D/**

*Four hours laboratory per week.*

The first year course in the decoration of clay, copper and glass. Fee charged.

**ART 60a-d—PAINTING/PHOTOGRAPHIC REALISM (2) /F/S/**

*Four hours lecture and laboratory per week.*

The course will explore the painting process of photographic realism and its historical and contemporary influences. The student will need a camera or have access to one for obtaining subject matter for painting.

**ART 121 A-D—OCCUPATIONAL COOPERATIVE WORK EXPERIENCE BA /F/S/D/**

*Open to all majors.*

See Index—Occupational Cooperative Work Experience.

# CINEMA ARTS

## **CINEMA ARTS 1-2—MOTION PICTURE APPRECIATION (2) BA /F/S/**

*Three hours lecture per week.*

An exploration of the origin of motion picture production, objectives of various directors, actors and producers in their films, and technology and aesthetic changes in motion picture production. Students are taught to view the motion picture as an art form and to evaluate the objectives of motion pictures and their attainment. Cinema Arts 1 covers the period from beginning to the present, with emphasis on American films. Cinema Arts 2 covers contemporary film, 1930 to present, with emphasis on international films.

# THEATRE ARTS

## **THEATRE ARTS 1—HISTORY OF THEATRE (3) BA /F/**

*Three hours lecture per week.*

History of the development of the stage and theatre arts from primitive times to the present and a critical study and analysis of representative masterpieces of dramatic literature. This segment covers the period in western civilization from classical Greece through the Renaissance.

## **THEATRE ARTS 2—HISTORY OF THEATRE (3) BA /S/**

*Three hours lecture per week.*

Complementary course to Theatre Arts 1. This segment includes the period from the Renaissance to the present, with emphasis on modern drama. Theatre Arts 1 is not prerequisite to Theatre Arts 2. The year sequence is strongly recommended as a general education course in the humanities.

## **THEATRE ARTS 9a-d—TECHNICAL THEATRE LABORATORY (3-3) BA /SS/**

*Six hours laboratory per week.*

Construction principles and performance techniques in stagecraft and lighting design.

## **THEATRE ARTS 10A—FUNDAMENTALS OF ACTING I (3) BA /F/**

*Four hours lecture, demonstration and laboratory per week.*

Intensive application of acting techniques through study and performance and the learning of basic exercises for the actor, study and development of characters in performance from the contemporary theatre and recent internationally representative plays and musicals.

## **THEATRE ARTS 10B—FUNDAMENTALS OF ACTING II (3) BA /S/**

*Four hours lecture, demonstration, and laboratory per week.*

Appraisal and analysis of stage techniques, acting theories and practices in performance from experimental dramas and the theatre of the absurd.



**THEATRE ARTS 10C—INTERMEDIATE ACTING I (3) BA /F/**

*Prerequisite: Theatre Arts 10A and 10B.*

*Four hours lecture, demonstration and laboratory per week.*

A theoretical as well as practical approach to the techniques of acting, the physical and psychological resources necessary for acting, demonstration and practice in pantomime, scene, improvisation and characterization from The Greek Theatre through The Restoration of the Eighteenth Century.

**THEATRE ARTS 10D—INTERMEDIATE ACTING II (3) BA /S/**

*Prerequisite: Theatre Arts 10A and 10B.*

*Four hours lecture, demonstration and laboratory per week.*

A theoretical as well as practical approach to the technique of acting; the physical and psychological resources necessary for acting, demonstration and practice in pantomime, scene, improvisation, and characterization from the nineteenth century through the social dramas of the thirties.

**THEATRE ARTS 11a-d—REHEARSAL AND PERFORMANCE (3) BA /SS/**

*Six hours laboratory per week.*

Rehearsal and performance in COS summer repertory theatre.

**THEATRE ARTS 12a-b—COSTUME AND MAKE-UP (2) BA /F/S/**

*Four hours demonstration and laboratory per week.*

Costume construction, fabrics, basic patterns, wardrobe plotting and historical styles; theory and techniques in the use of theatrical make-up. Work on crews for college productions required.

**THEATRE ARTS 13a-b—THEATRE MANAGEMENT (2) BA /F/S/**

*Two hours lecture per week.*

Survey and practical application in areas of public relations, box office management, promotion and publicity, box office and ticket operation. Work on college productions is required.

**THEATRE ARTS 14a-b—STAGECRAFT (2) BA /F/S/**

*Four hours demonstration and laboratory per week.*

Practical experience in the design, construction and painting of stage sets and scenery. Practical application is accomplished through participation in the technical staging of all college dramatic and musical productions. Work on crews for college productions required.

**THEATRE ARTS 14c-d—STAGECRAFT (2) BA /F/S/**

*Prerequisite: Theatre Arts 14a-b.*

*Four hours demonstration and laboratory per week.*

Additional work in stagecraft techniques with added responsibilities as construction crew and production staff leaders. Individual design and construction problems as well as scene shop and theatre maintenance techniques will be assigned.

**THEATRE ARTS 15a-b—STAGE LIGHTING (2) BA /F/S/**

*Four hours per week.*

Technical problems in stage lighting. Practical experience in the setting up and use of lighting control equipment for plays, dance and musicals. Work on crews for college productions required.

**THEATRE ARTS 15c-d—STAGE LIGHTING (2) BA /F/S/**

*Prerequisite: Theatre Arts 15a-b.*

*Four hours per week.*

Students will design and execute lighting and sound for programs such as dance, one-act plays, variety shows, etc. Leadership roles on crews for all College productions will be required with individual projects in lighting, special effects and sound.

**THEATRE ARTS 16a-b—ADVANCED THEATRE CRAFTS (3) BA /F/S/**

*Prerequisites: Theatre Arts 12a-b or Theatre Arts 14a-d, or Theatre Arts 15a-d, and interview by department.*

The study of advanced design and construction techniques in theatre crafts: costuming, make-up, stage design, lighting, and construction. Supervision on theatrical productions, and work on crews for drama productions required.

**THEATRE ARTS 41a-d—MUSICAL THEATRE PERFORMANCE (2) BA /S/**

*One hundred twenty hours per semester.*

Experience in drama and theatre through active participation in major musical and dramatic productions. Includes training and experience in all facets of the theatre.

**THEATRE ARTS 49a-c—INDEPENDENT STUDY (1-3) BA /F/S/**

*(See Index)*

**THEATRE ARTS 55a-d—THEATRE WORKSHOP (2) BA /F/S/**

Experience in drama and theatre through active participation in major dramatic productions. Includes training and experience in acting, costuming make-up, set design, scenery, props, and lighting.

**THEATRE ARTS 64—THEATRE SOUND AND LIGHTING TECHNICIAN (2) BA /F/S/**

*Prerequisite: Verification of experience in the operation of sound and/or lighting systems or interview by department.*

The student will be able to make setups and operate public address, music and monitoring systems manufactured by all of the leading audio system manufacturers. The student will be able to make simple lighting setups and operate the lighting console, preset panel, patch panel and arc spotlight at the Visalia Convention Center and Theatre Complex.

## MUSIC

**MUSIC 1—MUSIC FUNDAMENTALS (2) BA /F/S/**

*One hour lecture and one hour lab per week.*

Simple rhythmic notation, scales, intervals, melodies in major mode, emphasizing the tendency of tones individually and their significance in groups, music reading of material containing simple tonal relations and simple rhythmic designs, phrasing and general principles of music interpretation.

**MUSIC 2A—GUITAR I - BEGINNING (1) /F/S/**

*Two hours laboratory per week.*

A beginning, non-transferable guitar class for students with limited musical experience.

**MUSIC 2B—GUITAR II - INTERMEDIATE (1) /F/S/**

*Two hours laboratory per week.*

An intermediate, non-transferable guitar class.

**MUSIC 3A—WOODWIND INSTRUMENTS (1) /F/S/**

*Two hours lecture and laboratory per week.*

Elementary instruction; correct tone production; technique and care of instruments; emphasis on clarinet.

**MUSIC 3B—WOODWIND INSTRUMENTS (1) /F/S/**

*Two hours lecture and laboratory per week.*

Continuation of 3a with emphasis on flute, oboe, saxophone and bassoon.

**MUSIC 3C—WOODWIND INSTRUMENTS (1) /F/S/**

*Two hours lecture and laboratory per week.*

Solo and ensemble playing emphasis on double reeds.

**MUSIC 3D—WOODWIND INSTRUMENTS (1) /F/S/**

*Two hours lecture and laboratory per week.*

Solo and ensemble playing on advanced level.

**MUSIC 4a-b—COMPREHENSIVE MUSICIANSHIP (5-5) BA /F/S/**

*Five hours lecture per week.*

An integrated approach to the study of harmony, counterpoint, and music analysis. The following skills are developed: listening, analytic, writing, dictation, sightsinging, and historical.

**MUSIC 5a-d—BRASS INSTRUMENTS (1) /F/S/**

*Two hours lecture and laboratory per week.*

Ensemble instruction, correct tone production, and technique and care of instruments.

**MUSIC 6a-d—PERCUSSION INSTRUMENTS (1-1) BA /S/**

*Two hours laboratory per week.*

Elementary instruction; correct tone production, technique, and care of instruments.

**MUSIC 7a-d—STRING INSTRUMENTS (1) /F/S/**

*Two hours lecture and laboratory per week.*

Elementary instruction in violin, viola, cello, and string bass; tone production, bowing, technique, care of instrument. The course is designed to enable the student to gain elementary playing proficiency on orchestral string instruments. The student will select either violin, viola, cello or string bass for study.

**MUSIC 8A—PIANO I (1) BA /F/S/**

*Two hours lecture-laboratory per week.*

For the beginning pianist who has had no previous piano training.

**MUSIC 8B—PIANO II (1) BA /F/S/**

*Prerequisite: Music 8A or 1 year of private piano instruction.*

*Two hours lecture-laboratory per week.*

Continuation of Music 8A.

**MUSIC 9A—PIANO III (1) BA /F/S/**

*Prerequisite: Music 8B or 2 years of private piano instruction.*

*Two hours lecture-laboratory per week.*

Continuation of Music 8B.

**MUSIC 9b-d—INTERMEDIATE PIANO IV, V, VI (1) BA /D/**

*Prerequisite: Music 9A or 3 years of private piano instruction.*

*Two hours lecture-laboratory per week.*

Continuation of Music 9a.

**MUSIC 10—APPRECIATION OF MUSIC HISTORY AND LITERATURE (3) BA /F/S/**

*Three hours lecture per week.*

Designed to aid the average student in developing an understanding and enjoyment of the music of the great composers. No previous musical training required. Special emphasis given to the problems of the musically untrained listener.

**MUSIC 11a-d—REHEARSAL & PERFORMANCE (3) BA /S/**

*Time per week arranged.*

The Sequoias repertory orchestra will emphasize the rehearsal and performance techniques necessary to accompanying the repertory theater in the production of a musical.

**MUSIC 14a-b—THEORY II, COMPREHENSIVE, MUSICIANSHIP II (5) BA /F/S/**

*Prerequisite: Music 4a-4b.*

*Five hours lecture per week.*

A continuation of Music 4a-4b. This course covers advanced harmonic and counterpoint techniques, modulation, chromaticism, and form of music in the 19th and 20th centuries.

**MUSIC 16a-d—PEP BAND (1) /F/S/**

*Two hours laboratory per week.*

This course is designed for students who are interested in performing in smaller groups at athletic functions (basketball, volleyball, etc.). This class is an extension of the marching band and will use much of the same literature.

**MUSIC 17a-b—ORCHESTRATION (2) BA /D/**

*Prerequisite: Music 4a-4b.*

17a—Range, technique, timbre, transposition of band and orchestral instruments; exercises in orchestration for individual instrumental choirs.

*Prerequisite: Music 17a.*

17b—Scoring for small instrumental combinations and for full band and orchestra. Introduction to stage band arranging also included.

**MUSIC 18a-d—MARCHING BAND (2) BA /F/**

*Six hours lecture/laboratory per week.*

Open to all students who demonstrate ability to play a band instrument. Physical education activity credit is granted by concurrent enrollment in Phys Ed. 15a or 15b. Students who want to participate in the band two to four hours per week may enroll in Music 40 (Performance Music) for one unit, but no P.E. credit is granted. The band represents the college in public functions which may include the performance of band literature at athletic events, rallies, parades and concerts.

**MUSIC 19a-d—CONCERT BAND (2) BA /S/**

*Five hours lecture/laboratory per week.*

A study and performance of standard band music, with special attention to interpretation, tone, technique, and general effect. Planned for those interested in improving their musicianship. Some outside or public performances are required.

**MUSIC 20a-d—DIXIELAND BAND (1) /F/S/**

*Prerequisite: Proficiency in playing an instrument of the dixieland band and interview by department.*

*One hour lecture and laboratory per week plus performances.*

A course designed for students who are interested in learning to play dixieland music. Good basic playing techniques are practiced. Music of the dixieland variety are rehearsed and performed in public.

**MUSIC 21a-d—JAZZ ENSEMBLE (2) BA /F/S/**

*Prerequisite: Competent playing ability and interview by department. Should be taken concurrently with Music 18a-18b and Music 19a-19b.*

*Five hours per week.*

A terminal course which includes the organization, training procedures, rehearsal techniques, and other phases of stage band playing. Public performances and field trips are required. The emphasis is on the correct interpretation of jazz ensemble playing and the development of improvisation.

**MUSIC 22a-d—STRING ORCHESTRA (2) BA /F/S/**

*Prerequisite: Consent of department.*

*Three hours laboratory per week.*

A course designed for students and adults who are proficient in playing their instruments. The orchestra prepares music for accompaniment of oratorio, light opera, orchestral, string quartet, and string ensemble literature. Participation in public performances is expected.

**MUSIC 23a-d—CONCERT CHOIR (2) BA /F/S/**

*Prerequisite: Audition by department.*

*Five hours lecture-laboratory per week.*

A study of the best choral literature for mixed voices, with emphasis on tone production, precision and interpretation. Attendance at all public performances is required.

**MUSIC 24a-d—CONCERT CHOIR (1) BA /F/S/**

*Prerequisite: Audition by department.*

*Three hours lecture-laboratory per week.*

A study of the best choral literature for mixed voices, with emphasis on tone production, precision and interpretation. Attendance at all public performances required.

**MUSIC 30a-b—VOICE (1) /F/S/**

*Two hours lecture-laboratory per week.*

Basic components of singing, designed to help individual vocalist improve voice and develop solo repertoire.

**MUSIC 40a-d—PERFORMANCE MUSIC (1) BA /F/S/**

*Two hours laboratory per week.*

Performance in music activities such as recitals, rallies, musicals, concerts, or in group ensembles such as band, chorus, orchestra, and pep squad. Hours are arranged for those wishing to participate but are unable to meet the regular schedule. Physical education credit is not granted. (Formerly Music 51a-51b-51c-51d)

**MUSIC 41a-d—MUSICAL THEATRE PERFORMANCE (2) BA /S/**

*Prerequisite: Interview by department.*

*One hundred twenty hours per semester.*

Experience in drama and theatre through active participation in major musical and dramatic productions. Includes training and experience in all facets of the theatre.

**MUSIC 42a-d—CHAMBER SINGERS (2) BA /F/S/**

*Prerequisite: Audition by department.*

*Five hours lecture-laboratory per week.*

A selected performing group limited to twenty members selected from the Concert Choir. Performance of music written especially for small ensembles. Participation in public performances is required.

**MUSIC 49a-b-c—INDEPENDENT STUDY (1-3) BA /F/S/**

*(See Index)*

**MUSIC 55a-d—COLLEGE COMMUNITY ORCHESTRA (1) BA /F/S/**

*Prerequisite: Interview by department.*

*Two hours laboratory per week.*

Orchestra for experienced musicians. Rehearsal of concert orchestra literature. Public performance expected. Evening rehearsals.

**MUSIC 56a-d—COLLEGE COMMUNITY JAZZ WORKSHOP (1) /F/S/**

*Prerequisite: Interview by department.*

*Two hours laboratory per week.*

This class will review, rehearse, and perform music literature from the swing years, as well as materials from contemporary listings in jazz and jazz rock. This group will prepare and perform as a concert jazz ensemble and as a dance band. Previous experience in reading and performing stage band literature is a requirement.

**MUSIC 57a-d—COLLEGE COMMUNITY CHORUS (1) /F/S/**

*Two hours per week.*

Open to all interested singers. Chorus rehearses major choral works and presents a public performance each semester.

**MUSIC 58a-d—COMMUNITY JAZZ ENSEMBLE (1) /F/S/**

*Prerequisite: Audition by department.*

*Two hours laboratory per week.*

This class will rehearse and perform contemporary jazz music. There will be an emphasis on sight reading, ensemble playing and solo improvisation. Performances at jazz concerts and festivals will be expected.

**MUSIC 59a-d—COLLEGE COMMUNITY OPERA WORKSHOP (1) /F/S/**

*Two hours lecture/laboratory per week.*

This class will study and rehearse major opera work. Emphasis on the literature of the classics and also lesser known works.

**MUSIC 61—INTRODUCTION TO STAGE BAND ARRANGING (2) BA /F/S/**

*Prerequisite: One year of music theory (Music 4a-4b) or equivalent, or interview by department.*

*Two hours lecture and demonstration per week.*

Theory and techniques in the fundamentals of music arranging and scoring for the stage band or dance band, beginning with small phrases for sections and evolving to full arrangements, with class performance of materials scored by students and reading of newly published materials for the stage band.

**MUSIC 70a-d—STUDY OF ORGAN TECHNIQUE AND REPERTOIRE (1) BA /F/S/**

*Prerequisite: One year keyboard; audition for enrollment.*

*Two hours lecture and demonstration and one hour manipulative performance per week.*

**MUSIC 80a-d—SYMPHONIC ORCHESTRA (0) /F/S/**

*Prerequisite: For experienced musicians. Audition by department.*

*Three hours lecture/lab per week.*

Rehearsal and performance of standard symphonic repertoire as a member of the Tulare County Symphonic Orchestra.

**MUSIC 85a-d—SYMPHONIC ORCHESTRA (2) /F/S/**

*Prerequisite: For experienced musicians. Audition by department.*

*Three hours lecture/lab per week plus hours arranged.*

Rehearsal and performance of standard symphonic repertoire.

## **SPEECH ARTS**

**SPEECH 1A—FUNDAMENTALS OF PUBLIC SPEAKING (3) BA /F/S/**

*Three hours lecture per week.*

This is the basic course in speech. It is concerned with training in meeting practical speech situations. Techniques of organizing speech materials, effective use of voice in communication, and good platform manners are stressed.

**SPEECH 3—ORAL INTERPRETATION (3) BA /F/**

*Three hours lecture per week.*

The techniques of understanding and interpreting prose, poetry, and dramatic selections, as well as criticism and appreciation of oral literature. Emphasis will be on the individual's ability to communicate literature orally. Does not meet general education requirement in speech at state colleges and universities.

**SPEECH 4—INTERPERSONAL COMMUNICATIONS (3) /F/**

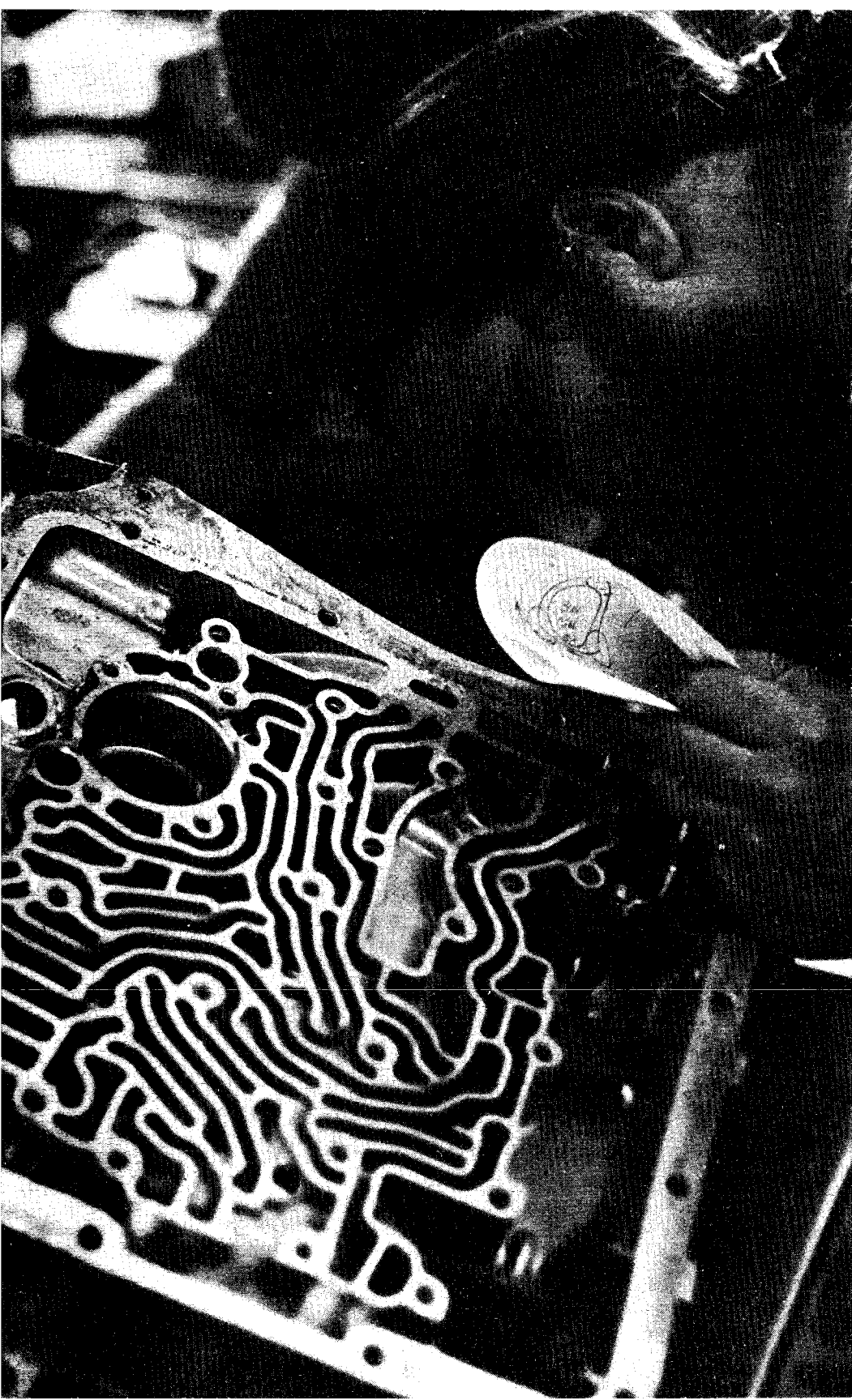
*Prerequisite: Qualify for English 1 (transfer English).*

*Three hours lecture per week.*

This course is designed to introduce students to the basic concept of interpersonal communications by providing them with insight into their own effectiveness as a communicator and deal with the application of effective interpersonal communication behavior in one's own personal and professional life.







# DIVISION OF INDUSTRY AND TECHNOLOGY

CHAIRPERSON: MR. ALBERT SINDLINGER

## Majors:

Air Conditioning  
Automotive Technology  
Building Trades  
Drafting  
Electronics Technology  
General Mechanics

Graphic Arts  
Metal Technology  
Mill Cabinet  
Industrial Arts  
Industrial Technology  
Welding Technology

## AIR CONDITIONING— COOLING—HEATING

This training program is planned to prepare a person who possesses appropriate aptitudes for entry into employment in the several areas of air conditioning. It is expected that the student will develop job entry knowledge and skills necessary for the maintenance and repair of air conditioning—refrigeration—cooling—heating equipment. From this base a person should also be able to do well in related occupations.

Students should have a broad understanding of the principles of science and mathematics.

### ONE-YEAR AIR CONDITIONING CERTIFICATE

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Air Conditioning 79.....	4	Air Conditioning 80B.....	8
Air Conditioning 80A.....	8	I&T 40B (Gen Metal Wk) or 42 (Sheet	
I&T 40 (Gen Metal Wk) or 41 (Sheet		Metal).....	3
Metal).....	3		
	<u>15</u>		<u>11</u>

### TWO-YEAR AIR CONDITIONING PROGRAM

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Air Conditioning 79.....	4	Air Conditioning 80B.....	8
Air Conditioning 80A.....	8	Business 87.....	2
Physical Science 14.....	3	I&T 22 Drawing.....	3
I&T Math 50 or 15.....	2	Physical Education.....	1
Physical Education.....	1		
	<u>18</u>		<u>14</u>

## SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I&T 40A (Gen Metal Wk) or 41 (Sheet Metal).....	3	I&T 40B (Gen Metal Wk) or 42 (Sheet Metal).....	3
Social Science 76.....	3	English 53.....	3
English 51.....	3	Business 70.....	3
Hygiene 1.....	2	Electives.....	6
Chemistry 53.....	3	Physical Education.....	1
Physical Education.....	1		16
	15		

Suggested electives: I&T 52, Auto Mechanics 79, Business 92, 97.

## AUTOMOTIVE TECHNOLOGY

This program offers pre-employment vocational training for the student desiring full-time work in automotive service and repair. The two-year course of study includes lecture, demonstration, laboratory instruction, all emphasizing fundamental mechanical principles. Instructors fully qualified both by shop experience as master mechanics and by training as teachers conduct all technical classes in both lecture-demonstration and laboratory sections. An advisory committee composed of employers and working mechanics assist the college in maintaining a program geared to current needs of the trade.

The student will learn modern shop practices and techniques, working on current model units and assemblies supplied by local repair shops. The program is so scheduled that general education elective and required courses may be completed to qualify for the Associate of Arts degree.

### TWO-YEAR PROGRAM FOR AUTOMOTIVE TECHNOLOGY

(This Program May Be Taken In One Year—See Department)

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Auto Mechanics 70 (Bench).....	1	Auto Mech 74 (Power Train).....	3
Auto Mechanics 71 (Elec).....	4	Auto Mech 79 (Air Cond).....	3
Auto Mechanics 72 (Fuel).....	3	I & T 6A (Welding).....	3
Auto Mechanics 73 (Engine).....	4	GE Area B—Soc Sci.....	3
**GE Area D-2.....	3	GE Area D-1—English 51.....	3
Physical Education.....	1	Physical Education.....	1
	16		16

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Auto Mechanics 76 (Auto Trans).....	4	Auto Mechanics 78 (Tune-Up).....	4
Auto Mechanics 75 (Brakes).....	3	Auto Mech 77 (Adv Trans).....	3
GE Area A—Nat Sci.....	3	Auto Mech 80 or 82.....	3
GE Area E.....	3	GE Area C—Humanities.....	3
Hygiene 1 or 7.....	2	Elective (Business 87).....	3
I&T 10A Machining.....	3		16
	18		

\*\*Math level will depend on the students ability.  
Recommended Electives: Business 70

# BUILDING TRADES (CARPENTRY & MILL—CABINETRY)

A training curriculum in the Building Trades has been set up as an integral part of a regular two-year community college program. The emphasis system is used to meet the needs of individual students. The areas of basic emphasis are: carpentry and mill cabinet. Manipulative instruction also provided in painting, plumbing, dry wall, roofing, basic electrical, and insulation. Manipulative training is given each year on a major project such as a residence and minor projects as deemed instructionally useable.

Safety glasses and approved clothing are used during manipulative classes. Trade technical classroom instruction is given in fundamental and advanced procedures in drafting and blueprint reading, estimating and contracting procedure, land location and description, roof framing principles, building layout, stair layout, and cabinet design, layout and construction.

Upon completion of this course, the students are able to enter the job market in any of the trades associated with residential construction.

A student wishing to take the entire proposed expanded Building Trades curriculum could follow the suggested program below:

## CARPENTRY & MILL CABINETRY

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Building Trades 51A (Drafting).....	2	Building Trades 51B (Drafting).....	2
Building Trades 55A (Elem Carp).....	3	Building Trades 55B (Elem Carp).....	3
Building Trades 75A (Project House).....	5	Building Trades 75B (Project House).....	5
GE Area D-1 (English).....	3	GE Area B (Soc Sci).....	3
**GE Area D-2.....	3	Hygiene 1 or 7.....	2
Physical Education.....	1	Physical Education.....	1
	17		16

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Building Trades 56A (Roof Framing).....	3	Building Trades 56B (Stair Layout and Estimating).....	3
Building Trades 76 (Project House).....	3	Building Trades 77B (Mill Cab).....	3
Building Trades 77A (Mill Cab).....	3	Building Trades 78 (Mill Cab Lab).....	3
GE Area A (Nat Sci).....	3	GE Area C (Humanities).....	3
GE Area E.....	3	Elective - (Bus 87).....	3
Elective - (Art 6A).....	2	Elective (HE 2).....	3
	17		18

**\*\*Math level will depend on the student's ability.**

**Recommended Electives:** Home Economics 2; Art 6A-Color and Design; Business 87; I&T 6A Oxy-Acet. Welding; I&T 42, Sheet Metal.

## DRAFTING TECHNOLOGY

There are several degree and certificate programs available in Drafting Technology. Each certificate program is designed to prepare students to enter into specific fields of drafting or a variety of other related fields. The degree programs are designed for students wishing to obtain an Associate of Arts degree as well as prepare for certain drafting or related jobs.

The following is a list of the degree and certificate programs available:

**\*DEGREE**

Architectural Drafting  
Civil Engineering Drafting  
Electrical Drafting  
Graphic Design  
Manufacturing Drafting  
Technical Illustration  
Vocational Drafting

**\*CERTIFICATE**

Architectural Drafting  
Civil Engineering Drafting  
Electrical Drafting  
Graphic Design  
Manufacturing Drafting  
Technical Illustration  
Vocational Drafting  
One Year Intensive Vocational  
Drafting

*\*Students wishing a list of required classes for any of the programs should contact the Industry and Technology Division or a COS counselor.*

Although course offerings are based upon enrollment expectations, the classes in Drafting Technology will normally be offered as follows:

**FALL**

I & T 21 A  
I & T 22  
I & T 23  
I & T 26  
I & T 52  
I & T 54A

**SPRING**

I & T 21 B  
I & T 24  
I & T 27  
I & T 30  
I & T 35  
I & T 54B

## ELECTRONICS TECHNOLOGY

This program offers pre-employment vocational training for students desiring employment in the electronics industry. The two-year course of study combining lecture and laboratory instruction. Includes theory and analysis of basic electronics, electronic circuits, and test equipment.

In accordance with his previous preparation, personal objectives, and ability, the student may prepare either for more advanced study at a four year college or for immediate employment in communications, manufacturing, or microcomputers.

Two degree options are offered in Electronics Technology. The electronics classes required for each are as follows:

**Note: Any substitutions of classes must be approved by department.**

1. Associate of Arts, minimum 20 electronics units.  
Required classes: 20A, 20B, 21A, 21B, 52A, 52B.
2. Associate of Science; Minimum of 30 Electronics units. Required classes: 1B, 2A, 2B, 10, 11, and 12. Classes are so scheduled that the student may complete additional general education electives to qualify for the Associate degree or a transfer program.

Upon completion of AS degree with communication/microcomputer emphasis, the student should be prepared to obtain the General Radio Telephone Operator's License administered by the Federal Communications Commission (or equivalent).

"Students must have completed at least one semester of algebra with a grade of "C" or better and be qualified for English 51 or higher to enter program."

## SUGGESTED AA PROGRAM

**FOR STUDENTS WHO PLAN TO ENTER INTO THE  
ELECTRONICS INDUSTRY UPON COMPLETION  
(Extended Day Students)**

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Electronics 20A (Basic D.C.) .....	4	Electronics 20B (Basic A.C.) .....	4
Electronics 52A (Digital).....	3	Electronics 52B (Microprocessors).....	3
Math (GE—Area D2).....	3	Hygiene 1 or 7.....	2
English.....	3	Social Science (GE—Area B).....	3
Elective.....	3	Elective.....	3
	16		15

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Electronics 21A (Elec Devices).....	4	Electronics 21B (Basic Electronics) .....	4
Electronics 12 (Microprocessor Applications) .....	4	Natural Science (GE—Area A) .....	3
Humanities (Area 3) .....	3	Elective.....	3
GE—Area E Requirement.....	3	Elective.....	3
	14	Elective.....	3
			16

## SUGGESTED TWO-YEAR ASSOCIATE OF SCIENCE PROGRAM

**(COMMUNICATIONS/MICROCOMPUTER EMPHASIS)  
FOR STUDENTS WHO PLAN TO ENTER THE ELECTRONICS  
INDUSTRY UPON COMPLETION**

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Electronics 1A (Basic D.C.) .....	6	Electronics 1B (Basic A.C.) .....	6
Electronics 10 (Digital).....	3	Electronics 11 (Microprocessors) .....	3
Math (GE—Area D2).....	3	GE Area D-1—English.....	3
Hygiene 1 or 7.....	2	GE Area B—Social Science.....	3
Physical Education.....	1	Electives .....	3
	15	Physical Education.....	1
			19

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Electronics 2A (Devices).....	6	Electronics 2B (Comm Circuits) .....	6
Electronics 12—Microprocessor Application .....	4	Electronics 4 (OP Amps Filter).....	3
GE Area E .....	3	Natural Science (GE—Area A) .....	3
Humanities (GE—Area C).....	3	Elect 5 (Design & Fabrication).....	3
	16		15

## SUGGESTED TWO YEAR PROGRAM

FOR STUDENTS WHO PLAN TO TRANSFER TO A FOUR YEAR

UNIVERSITY PROGRAM UPON COMPLETION

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Electronics 1A (Basic D.C.) .....	6	Electronics 1B (Basic A-C) .....	6
Electronics 10 (Digital).....	3	Electronics 11 (Microprocessors).....	3
English 1 (Tech. Comp.).....	3	English 20 .....	3
Math 16A .....	3	Speech 1A.....	3
Hygiene 1 or 7.....	2-2	Physical Education.....	1
Physical Education.....	1		16
	18		

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Electronics 2A (Circuits).....	6	Electronics 2B—Communications	
Physics 2A or Chemistry 2A .....	4	Circuits .....	6
Economics 1A.....	3	Physics 2B or Chemistry 2B.....	3
Electronics 12 (Microprocessor		GE Area A-D—Transfer Electives.....	3
Applications) .....	4	GE Area C—Humanities.....	3
	17		15

Transfer students should complete the general education requirements for California State University transfer students. It may be necessary to complete additional units in summer school in addition to the above classes.

## METAL TECHNOLOGY

This curriculum comprises a series of shop, mathematics, and drawing courses which are intended to prepare a student for entry into a job in a machine shop or related mechanical trade. If the student decides to pursue schooling in a four year college, an evaluation of his/her work toward a bachelor's degree may be obtained.

Emphasis is on manufacturing processes, machine shop, sheet metal, foundry, and shop drawing and general metal.

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I&T 10A—Machining .....	3	I&T 10B—Machining .....	3
I&T 52—Beginning Drawing.....	2	I&T 24 Mach Drawing.....	3
I&T 6A—Oxy-Acet. Welding .....	3	I&T 6B—Arc Welding.....	3
GE Area D1—English .....	3	GE Area B—Soc Sci.....	3
*GE Area D2—Math .....	3	Hygiene 1 or 7.....	2
Physical Education.....	1	Physical Education.....	1
	15		15

## SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	
I&T 10C—Machining .....	3	I&T 10D—Machining .....	3
I&T 40A or 41—Sheet Metal .....	3	Bus 87—Accounting .....	3
GE Area A—Nat Sci .....	3	GE Area C—Humanities .....	3
GE Area E .....	3	Elective—Math 52 .....	3
Elective—Math 51 .....	3	Elective—I&T 26 C.A.D. ....	3
	15		15

\*Math level will depend on the student's ability.

Suggested Electives: Additional English or Speech, I&T 40A and 40B, Physical Science 10, 11, Mathematics 52, 53 and 54, Business 70, 71, 92, Sociology 26.

See Index for Requirements for Graduation.

# INDUSTRIAL EDUCATION

## INDUSTRIAL ARTS PROGRAM FOR TEACHING CREDENTIAL

The student interested in a career in teaching industrial arts may complete his lower division requirements at College of the Sequoias and transfer as a junior at the end of two years. The sample program shown parallels the lower division at California State University, Fresno, and is acceptable for majors in this area. The student should carefully check the lower division requirements of other colleges, to which transfer is planned, for minor variations.

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I&T 1 (Woodwork) .....	3	I&T 22 (Drawing) .....	3
I&T 11 or 15 (Electricity) .....	3	Elective Social Science .....	3
English 1 .....	3	English 20 .....	3
History 17A or 17B .....	3	Political Science 5 .....	3
Physical Science 10 .....	3	Physical Science 12 .....	3
Physical Education .....	1	Physical Education .....	1
	16		16

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Gen Education Electives .....	3	Hygiene 1 .....	2
I&T 10A (Machine) .....	3	Humanities Elective .....	3
Psychology 1A .....	3	Speech 1A .....	3
Biological Science .....	3	Electives .....	6
Social Science elective .....	3	I&T 40A (Basic Gen Metal) .....	3
	15		17

Suggested Electives: Art 6A, 7A, Economics 1A, Sociology 1A, Mathematics 54, Mathematics 53, Industry & Technology 4A, 6A, 10B, I&T 2.

Note: If Mathematics 51 (Algebra) and Mathematics 52 (Geometry) were not completed in high school, they will be required for all Fresno State transfers.

See Index for Requirements for Graduation.

## BACHELOR OF SCIENCE DEGREE IN INDUSTRIAL TECHNOLOGY—CONSTRUCTION OPTION

The student interested in a professional technical management position in the construction industry may complete lower division requirements at the College of the



Sequoias and transfer as a junior at the end of two years. The sample program shown parallels the lower division at California State University, Fresno, and is acceptable for majors in this area.

## INDUSTRY TECHNOLOGY CALIFORNIA STATE UNIVERSITY, FRESNO

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Math 16A .....	3	Physics 2A or Chemistry 2a.....	4
English 1 (Technical Writing) .....	3	Economics 1A.....	3
History 17A or B .....	3	I&T 10A (Machine).....	3
I&T 22 (Drawing).....	3	Biological Science (Elective).....	3
Hygiene 1 .....	2	Physical Education.....	1
Physical Education.....	1		14
	15		

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Math 16B.....	3	Physics 2B or Chemistry 2B.....	4
English 20 .....	3	Economics 1B.....	3
Pol Sci 5.....	3	I&T 40A (Basic Gen. Metal).....	3
I&T 11 or 15 (Electricity).....	3	Speech 1A.....	3
Psychology 1A.....	3	Elective.....	3
	15		16

## INDUSTRY TECHNOLOGY CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Math 16A (Survey or Geometry) .....	3	Physics 2A .....	4
English 1 (Technical Writing) .....	3	Economics 1A.....	3
Chemistry 2A .....	4	Psychology 1A .....	3
History 17A or B .....	3	Humanities (Elective) .....	3
Hygiene 1 .....	2	I&T 22 (Drawing).....	3
Physical Education.....	1	Physical Education.....	1
	16		17

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Math 21 (Elem Statistics) .....	3	Physics 2B.....	4
Literature.....	3	Economics 1B.....	3
Chemistry 2B .....	4	Speech 1A.....	3
Political Science 5.....	3	I&T 30 (Drawing).....	3
Biological Science 5.....	3	I&T 11 or 15 (Electricity).....	3
	16		16

General education electives should be chosen to meet the requirements for the certification established by COS for transfer to a bachelor's degree program.

**ELECTIVES FOR EMPHASIS**

- Heavy Construction—I&T 23
- Architectural Drafting—I&T 23
- Light Building Construction—Business 18
- Real Estate—Business 18
- Building Materials—Math 15

**ELECTIVE FOR OPTION**

- Chemistry 2A,2B
- Architecture 2A, 6A, 6B, 6C, 32, 32, 33, 37A, 37B, 40
- Carpentry and Mill Cabinet 49a-d
- Building Trades 51A, 51B, 55B, 56A, 60, 62, 64, 75A
- Business 40A, 70

An additional 6 units of credit may be taken in summer session or as an overload to accelerate a student's program and maximize transfer credit toward the BS degree (70 units). Courses may be chosen from the Electives for the major (above).

**BACHELOR OF SCIENCE DEGREE IN INDUSTRIAL TECHNOLOGY**

**MANUFACTURING OPTION**

The student interested in a professional technical management position in industry may complete lower division requirements at College of the Sequoias and transfer as a junior at the end of two years. The sample program shown parallels the lower division at California State University, Fresno, and is acceptable for majors in this area:

**FIRST YEAR**

<b>FIRST SEMESTER</b>	<b>UNITS</b>	<b>SECOND SEMESTER</b>	<b>UNITS</b>
English 1 .....	3	English 20 .....	3
Mathematics 16A.....	3	Math 16B.....	3
History 17A and 17B.....	3	Pol Sci 5.....	3
I&T 22 (Drawing).....	3	I&T 10A (Machine).....	3
Hygiene.....	2	GE Elective.....	3
Physical Education.....	1	Physical Education.....	1
	<u>15</u>		<u>16</u>

**SECOND YEAR**

<b>FIRST SEMESTER</b>	<b>UNITS</b>	<b>SECOND SEMESTER</b>	<b>UNITS</b>
Physics 2A or Chemistry 2A .....	4	Physics 2B or Chemistry 2B.....	4
Economics 1A.....	3	Economics 1B.....	3
I&T 15 (Electricity).....	3	Humanities .....	3
Speech 1A.....	3	I&T Elective.....	3
Psychology 1A .....	3	Electives.....	3
	<u>16</u>		<u>16</u>

*General education electives should be chosen to meet the requirements for certification established by COS for transfer to a bachelor's degree program.*

*An additional 6 units of credit may be taken in summer session or as an overload to accelerate a student's program and maximize transfer credit toward the BS degree (70 units). Courses should be chosen from the list of approved technical electives below toward the emphasis of the student's choice:*

*Drafting Design Emphasis*

*Electricity/Electronics Emphasis*

*Drafting/Design Emphasis: Chemistry 2A, 2B, I&T 23, Arch. 1A, I&T 4A.*

*Electricity/Electronics Emphasis: Chemistry 2A, 2B*

*Graphic Communications Emphasis: Chemistry 2A, 2B*

*Metals Emphasis: Chemistry 2A, 2B, I&T 22, I&T 4A, 17, 40A*

*Transportation Emphasis: Chemistry 2A, 2B, I&T 12, 22, I&T 4A, 40A.*

*Wood Products Emphasis: Chemistry 2A, 2B, I&T 1, 2 and 22.*

*See Index for Graduation Requirements.*

## MAINTENANCE TECHNICIAN

A program made up of mechanical, mathematics and science courses which should prepare a student with mechanical aptitude and interest to enter employment as a general maintenance man in a shop, packing plant or factory.

General education courses may be chosen from the list of options listed under requirements for graduation for those who wish to earn an associate degree.

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I&T 52—Beginning Drawing.....	2	I&T 24 Mach Drawing.....	3
I&T 40A—General Metal.....	3	I&T 15—Basic Electricity.....	3
Elect 1A—Basic D-C.....	6	Building Trades 80—Electrical Trades.....	2
*GE Area D-2—Math.....	3	GE Area A—Phys Sci 14.....	3
Hygiene 1 or 7.....	2	GE Area D-1—English.....	3
	16	Physical Education.....	1
			15

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I&T 10A—Machining.....	3	I&T 10B—Machining.....	3
I&T 6A—Oxy-Acet. Welding.....	3	I&T 6B—Arc Welding.....	3
I&T 1—Woodwork.....	3	GE Area C—Humanities.....	3
GE Area B—Soc Sci.....	3	GE Area E.....	3
Math 53.....	3	Business 87.....	3
Physical Education.....	1		
	16		15

\*Math level will depend on the student's ability.

Suggested electives: Additional English or Speech, Physical Science 12, Mathematics 52, 53, Business 70, 71, or 92, Sociology 26.

See Index for Requirements for Graduation.

## WELDING TECHNOLOGY

The Welding Technology program offers pre-employment and advanced welding instruction for men and women students desiring employment in the welding industry. Metallurgy and materials testing is also offered for students interested in advanced studies or pre-university instruction.

Classes are scheduled so that students may acquire an Associates of Arts degree in Welding Technology, Welding Operator Certification, and College of the Sequoias Welding Technology Certificate of Completion.

The Welding Technology Certificate of Completion requires a grade of "C" or above in four of the following classes: Welding 6a, 6b, 7a, and 7b.

The Welding Operator Certification requires passing a manipulative test that conforms to the A.W.S. D1.1 or D1.2 Structural Code.

Refer to General Education Requirements for Associate of Arts degree and the Associate in Science degree in Welding.

# ASSOCIATE OF ARTS DEGREE FOR WELDING TECHNOLOGY FOR STUDENTS ENTERING THE WELDING TRADE

## FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I&T 6A—Welding.....	3	I&T 6B—Welding.....	3
I&T 52—Beginning Drawing.....	2	I&T 22—Mach Drawing.....	3
GE Area D1—English.....	3	GE Area B—Soc Sci.....	3
*GE Area D2—Math.....	3	Hygiene 1 or 7.....	2
Elective.....	3	Elective.....	3
Physical Education.....	<u>1</u>	Physical Education.....	<u>1</u>
	15		15

## SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I&T 7A—Adv Welding.....	3	I&T 7B—Adv Welding and Metallurgy.....	3
GE Area A—Nat Sci.....	3	I&T 17—Metallurgy.....	3
GE Area E.....	3	GE Area C—Humanities.....	3
Elective—Math 51.....	3	Elective—Math 52.....	3
Elective.....	<u>3</u>	Elective.....	<u>3</u>
	15		15

*\*Math 50 is required for students who need instruction as determined by standardized tests. If student receives a grade of "C" or better in English 51 or English 1, 3 units will fulfill the graduation requirements for a Welding major.*

*Suggested Electives: Math 52, 53, additional English, machine shop, Business 87, Physical Science. See index for Requirements for Graduation.*

*Recommended Electives: I&T Courses.*

## Course Descriptions

# AIR CONDITIONING (COOLING—HEATING) TECHNOLOGY

### AIR CONDITIONING 49a-d—SUPERVISED PRACTICE (1-3) BA /F/S/

*Prerequisite: 'B' average in college air conditioning major courses and interview by department.*

*Two, four or six hours student supervision per week.*

Selected Air Conditioning Technology majors assist and direct less advanced students under the supervision of a master air conditioning instructor.

### AIR CONDITIONING 50A—MAJOR APPLIANCE REPAIR (2) /F/S/

*One hour lecture and two hours demonstration and component repair per week.*

Instruction, discussions and demonstrations of basic electricity and light refrigeration as applied to the servicing and repairing of major appliances. The use of proper procedures and techniques to make diagnostic evaluation of the appliance's components.

**AIR CONDITIONING 50B—MAJOR APPLIANCE REPAIR (2) /D/**

*One hour lecture and two hours demonstration and component repair per week.*

Instructions, discussions and demonstrations in the use of shop techniques and equipment to service and repair major appliances. Evaluation procedures of components and the methods of repair or replacement. Building of test instruments to diagnose defective components.

**AIR CONDITIONING 79—BASIC REFRIGERATION AND HEATING THEORY, OPERATION AND MAINTENANCE (4) /F/**

*Four hours lecture and demonstration and two hours lab per week.*

The student will receive instruction and demonstrations in the different means of heating and cooling residential and light commercial. The student will be exposed to the various units, how they operate, and how to properly maintain them.

**AIR CONDITIONING 80A—BASIC THEORY AND APPLIED THEORY (8) BA /F/**

*Five hours lecture and nine hours laboratory per week.*

1. BASIC THEORY: Instruction and demonstration in applied electrical theory and fundamentals of refrigeration. Lab work consists of soldering tubing, evacuation, and charging of systems, refrigerators, freezers, and furnaces.
2. APPLIED THEORY: Instruction, demonstration and training in the fine art of troubleshooting refrigeration system and electrical circuits pertaining to air conditioners, heat pumps, and furnaces. These skills accomplished by using industrial trainers and live equipment. Air Conditioning 80A must be taken by all beginning air conditioning technology majors unless permission is granted by the department to enter an advanced course.

**AIR CONDITIONING 80B—ADVANCED AIR CONDITIONING/REFRIGERATION BOTH COMMERCIAL AND DOMESTIC (8) BA /S/**

*Prerequisite: Air Conditioning 79 and 80a.*

*Fourteen hours lecture and laboratory per week.*

Instruction and demonstration in repair and maintenance of single and multi-zone equipment found in commercial and residential applications. The maintenance and application of pneumatic controls. Each area will be an in-depth explanation of problems, procedures and design, finalizing the studies which have preceeded.

**REFRIGERATION 60—FUNDAMENTALS OF REFRIGERATION (2) /F/**

*Three hour lecture and demonstration per week.*

Servicing, testing, checking, repairing, installation, and startup of refrigeration and air conditioning equipment.

**REFRIGERATION 61—SHOP PRACTICES AND TECHNIQUES (2) /S/**

*Prerequisite: Refrigeration 60 or equivalent training or experience.*

*Three hours lecture and demonstration per week.*

Procedures in installing refrigerant lines, silver brazing of refrigerant joints, techniques of leak testing, evacuation procedure, general service techniques.

**I&T 41—AIR CONDITIONING SHEET METAL (3) BA /F/S/**

*Prerequisite: One year high school drawing or Industry and Technology 52 concurrently.*

*Two hours lecture and four hours laboratory per week.*

General sheet metal work, including bending, shaping, soldering, riveting, and spot welding. Layout and fabrication of flat sheet metal fittings with basic hand tools of the sheet metal air conditioning trade.

**I&T 42—ADVANCED AIR CONDITIONING SHEET METAL (3)BA F/S/**

*Prerequisite: Industry and Technology 41.*

*Two hours lecture and four hours laboratory per week.*

Training in the layout, fabrication and installation of sheet metal fittings used in air conditioning (cooling-heating) duct systems and kitchen equipment. Development of triangulation and true length line layout and fabrication.

## **AUTOMOTIVE TECHNOLOGY**

**AUTOMOTIVE MECHANICS 49a-d—SUPERVISED PRACTICE (1-3) BA /D/**

*Prerequisite: 'B' average in college automotive major courses and interview by department.*

*Two, four or six hours student advisement per week.*

Selected Automotive Technology or Industrial Arts Education majors assist and direct less advanced students under the supervision of a master automotive instructor.

**AUTOMOTIVE MECHANICS 59—BASIC AUTOMOTIVE ELECTRICITY (2) BA /D/**

*Three hours lecture-demonstration per week.*

Instruction in the theory of electricity, magnetism and induction. Theory and operation of battery, starting, ignition, generating and regulating systems. Overhaul and service of all of the above items.

**AUTOMOTIVE MECHANICS 61—ENGINE TUNE-UP (2) BA /D/**

*Three hours lecture and demonstration per week.*

Study of compression, electrical and fuel systems.

**AUTOMOTIVE MECHANICS 62—AUTOMATIC TRANSMISSIONS (2) BA /D/**

*Three hours of lecture-demonstration per week.*

Theory, application and theory, repairs, care and maintenance and trouble diagnosis of Ford C4 and C6, Torqueflite and Turbo-Hydramatic transmissions.

**AUTOMOTIVE MECHANICS 63P, 63L, 63B—POLLUTION, LAMPS, BRAKES (2) BA /D/**

*Prerequisite: Automotive maintenance personnel preferred.*

*Three hours lecture-demonstration per week.*

Instruction in preparation for certification by the California Highway Patrol for the service of Automotive Pollution Control Devices (A.M. 63P), Automotive Lamp Adjustment (A.M. 63L) and Automotive Brake Service and Adjustment (A.M. 63B).

**AUTOMOTIVE MECHANICS 64—AUTOMOTIVE AIR CONDITIONING (2) BA /D/**

*Three hours lecture-demonstration per week.*

Instruction in the theory, servicing, and repairing of automotive air conditioning.

**AUTOMOTIVE MECHANICS 65—CARBURETION (2) BA /D/**

*Three hours lecture-demonstration per week.*

Instruction in the theory, operation and repairing of automotive carburetors and fuel supply systems.

**AUTOMOTIVE MECHANICS 66—AUTOMOTIVE BRAKES (2) BA /D/**

*Three hours of lecture and demonstration per week.*

Instruction in basic hydraulics, repair and reconditioning of several types of drum brakes, disc brakes and power braking systems.

**AUTOMOTIVE MECHANICS 67—AUTOMOTIVE WHEEL ALIGNMENT AND SERVICE (2) BA /D/**

*Three hours lecture-demonstration per week.*

Instruction in automotive front wheel alignment, steering geometry, front suspension systems and wheel balancing.

**AUTOMOTIVE MECHANICS 70—BENCH WORK AND SAFETY (1) BA /F/S/**

*Prerequisite: Must be taken by all beginning Automotive Technology majors.*

*One hour lecture and one hour laboratory per week.*

Instruction in developing the skills in automotive bench work and the use of hand tools. The lab work consists of cutting and filing metal; assembly of tubing fittings; soldering tubing, wire splices and terminals; measuring bolts, nuts, and screws; simple sheet metal layout; drilling, tapping and threading mild steel; tapping cast iron; chassis lubrication; and oil and grease classification.

**AUTOMOTIVE MECHANICS 71—ELECTRICITY (4) BA /F/S/**

*Prerequisites: Auto Mech 70—may be taken concurrently. Must be taken by all beginning Automotive Technology majors.*

*Three hours lecture and four hours laboratory per week.*

Instruction in the theory of electricity, magnetism and induction. Theory and operation of battery, starting, ignition, generating and regulation systems. Overhaul and service of all the above items in the laboratory section of the class.

**AUTOMOTIVE MECHANICS 72—FUEL SYSTEMS AND COOLING SYSTEMS (3) BA /F/D/**

*Prerequisites: Auto Mech 70 and Auto Mech 71 (May be taken concurrently with Auto Mech 70 and Auto Mech 71).*

*Two hours lecture and four hours laboratory per week.*

Instruction in the testing of the complete fuel system, including the servicing of carburetors, fuel pumps, fuel tank gauges and senders, fuel filters and complete overhaul of carburetors, also cooling system, operation testing, and minor repairs.

**AUTOMOTIVE MECHANICS 73—ENGINES (4) BA /F/S/**

*Prerequisites: Auto Mech 70 and Auto Mech 71 (May be taken concurrently with Auto Mech 70 and Auto Mech 71).*

*Two hours lecture and six hours laboratory per week.*

Instruction in the repair of automotive engines. Includes disassembly and the assembly of engines; reconditioning or replacement and fitting and adjustment of component parts. Students are expected to furnish an engine for the laboratory exercises by the end of the first week. Fifteen dollars should purchase an engine which meets minimum requirements. An engine which will function after being rebuilt will cost the student \$300 or more. Students should check with the instructor for specific requirements.

**AUTOMOTIVE MECHANICS 74—POWER TRAIN (3) BA /S/**

*Prerequisite: Auto Mech 70 and Auto Mech 71 (May be taken concurrently with Auto Mech 70 and Auto Mech 71).*

*Two hours lecture and four hours laboratory per week.*

Instruction in the removal, repair, replacement and adjustment of component parts of the engine coupling, transmission (std), overdrives, drive lines, final drives, steering theory, repair, adjustment of standard and power steering gears.

**AUTOMOTIVE MECHANICS 75—BRAKES AND ALIGNMENT (3) BA /F/**

*Prerequisite: Auto Mech 70 and Auto Mech 71 (May be taken concurrently with Auto Mech 70 and Auto Mech 71).*

*Two hours lecture and four hours laboratory per week.*

Instruction in basic hydraulics, repair and reconditioning of several types of standard and power braking systems. Instruction in alignment, steering geometry and suspensions systems.

**AUTOMOTIVE MECHANICS 76—BASIC AUTOMATIC TRANSMISSIONS (4) BA /F/**

*Prerequisite: Auto Mech 70 and Auto Mech 71 (May be taken concurrently)*

*Two hours lecture and six hours laboratory per week.*

Instruction in basic hydraulics and planetary gearing. Basic operation and function of Powerglide, Ford C4 and C6 and Torqueflite transmissions, plus repair, inspection and trouble diagnosis.

**AUTOMOTIVE MECHANICS 77—ADVANCED TRANSMISSIONS (3) BA /S/D/**

*Prerequisite: Auto Mech 76 and Sophomore standing.*

*Two hours lecture and four hours laboratory per week.*

Instruction in basic theory, inspection, repair, care and maintenance of the Ford FMX, Turbo Hydramatic transmissions, and GM automatic trans axles.

**AUTOMOTIVE MECHANICS 78—TUNE-UP AND ADVANCED ELECTRICITY (4) BA /S/**

*Prerequisite: Auto Mech 70, Auto Mech 71, Auto Mech 72 and Sophomore standing.*

*Three hours lecture and six hours laboratory per week.*

Instruction in advanced electrical theory, related to the entire electrical system. Transistor ignition and regulation. Transistor distribution overhaul, and alternator overhaul. Tune-up and trouble-shooting of the engine and related circuits.

**AUTOMOTIVE MECHANICS 79—AIR CONDITIONING AND ACCESSORIES (3) BA /S/**

*Prerequisite: Auto Mech 70, Auto Mech 71 (may be taken concurrently with Auto Mech 70 and Auto Mech 71).*

*Two hours lecture and four hours laboratory per week.*

Instruction of all accessories in the automobile; refrigeration service; anti-Air Pollution Systems; inspection and repair; turn signals; speed controls; power seats; power windows; automatic light dimmers, door locks.



**AUTOMOTIVE MECHANICS 80—AUTOMOTIVE DIESEL (3) BA /D/**

*Prerequisite: Auto Mech 70, Auto Mech 71, Auto Mech 72 (Auto Mech 73 recommended.) (May be taken concurrently with Auto Mech 72).*

*Two hours lecture and four hours laboratory per week.*

Instruction in the operation of the Diesel Engine and differences between it and the gasoline engine. Theory and operation of the Automotive Diesel fuel systems and the overhaul and repair of component parts. Diesel engine tune-up and diagnosis procedures.

**AUTOMOTIVE MECHANICS 81—AUTOMOTIVE COMPUTER/ELECTRONIC CONTROLLED SYSTEMS (1) /D/**

*Three hours lecture and one hour laboratory per week for nine weeks.*

Provides upgrading and retaining to current employees in the automotive industry. Provides learning environment for understanding new concepts and skills that are now necessary for automotive technicians due to the integration of computer control engine systems.

**AUTOMOTIVE MECHANICS 82—COMPUTERIZED ENGINE CONTROL (3) /S/**

*Prerequisite: Auto Mech 78—may be taken concurrently.*

*Two hours lecture and four hours laboratory and demonstration per week.*

Instruction in advanced electrical theory, related to Computerized Engine Controls. Trouble shooting and repair of computer systems on the modern automobile.

**AUTOMOTIVE MECHANICS 91—AUTO FAMILIARIZATION (1) /D/**

*Two sessions per semester—nine weeks each.*

A study of automobiles and light trucks, batteries, ignition, lighting, power generation, carburetion, fuel pumps, steering, brakes, tires and wheels with instruction at a practical, easily understood level.

**AUTOMOTIVE MECHANICS 92—PROFESSIONAL TECHNICIAN UPDATE SERIES (0) /D/**

*Six (6) hours lecture and demonstration per week.*

*Prerequisites: Automotive Mechanics 70, 71, 72, and 78; may be taken with 78 or with permission of department; currently employed or enrolled in the automotive field.*

Instruction in current and advanced Automotive Technology, related to Computerized Engine Controls. Trouble shooting and repair of computer systems on the modern automobile as well as more conventional systems and industry management systems.

## **BUILDING TRADES**

**BUILDING TRADES, CARPENTRY AND MILL CABINET 49a-d  
—SUPERVISED PRACTICE (1-3) BA /F/D/**

*Prerequisite: 'B' average in carpentry major and interviewed by department.  
SOPHOMORE STANDING*

*Two, four or six hours student supervision per week.*

Selected vocational carpentry students assist and direct less advanced students under the supervision of a master carpenter and mill cabinet instructor.

**BUILDING TRADES 51A—DRAWING FOR BUILDING CONSTRUCTION (2) /F/**

*One hour lecture and three hours laboratory per week.*

A practical course in drawing for the building trades, including the fundamentals of architectural drafting, blueprint reading, details, symbols, codes, and specifications. The plans for the building trades project house are developed in this class. This course or one equal to is required of all Building Trades (carpentry and mill cabinet) majors.

**BUILDING TRADES 51B—DRAWING FOR BUILDING CONSTRUCTION (2) /S/**

*Prerequisite: Building Trades 51A.*

*One hour lecture and three hours laboratory per week.*

Building Trades 51B is a continuation of the course in drawing for the building trades (Building Trades 51A), which includes the fundamentals of architectural drafting, blueprint reading, details, symbols, codes, and specifications. The plans for the building trades project house are finished in this class. This course or one equal to is required of all Building Trades (carpentry and mill cabinet majors)

**BUILDING TRADES 52—RAFTER FRAMING AND STAIR LAYOUT (3) /F/D/**

*Prerequisite: Ability to read and understand blueprints.*

*Three hours per week.*

Designed to give the student the knowledge to layout and frame a roof and to layout and frame a stair unit.

**BUILDING TRADES 53A—BLUEPRINT READING (3) BA /F/S/**

*Three hours lecture per week.*

A practical course in blueprint reading for all building trades, including scaling, symbols, reading details, specifications, plot plan layout and familiarization with building codes.

**BUILDING TRADES 54A—ESTIMATING FOR THE BUILDING TRADES RESIDENTIAL (3) BA (/F/S/**

*Three hours lecture per week.*

*Prerequisite: Working knowledge of the Building Trades.*

A practice course in estimating for the Building Trades, including specifications, excavation, concrete, framing, masonry, paints, hardware, electrical, plumbing, and Building Code.

**BUILDING TRADES 54B—ESTIMATING FOR THE BUILDING TRADES COMMERCIAL BUILDING (3) BA /F/S/**

*Three hours lecture per week.*

*Prerequisite: Building Trades 54A or consent of the department.*

A practical course in estimating for the Commercial builder. Study of specifications, building codes and building supervision.

**BUILDING TRADES 55A—CARPENTRY (RESIDENTIAL CONSTRUCTION) (3) /F/**

*Three hours lecture per week.*

*Prerequisites: None*

An introductory course in carpentry covering the phases of residential construction as they occur on the job; such as: pre-job planning, nomenclature, level and transit, nails and nailing, horizontal and vertical layout, and interior wall covering.

**BUILDING TRADES 55B—CARPENTRY (RESIDENTIAL CONSTRUCTION)  
(3) /S/**

*Three hours lecture per week.*

*Prerequisites: None* The second semester of an introductory course in carpentry covering interior and exterior and trim, doors and windows, and sheetrock application and finishing.

**BUILDING TRADES 56A—ADVANCED CARPENTRY TRADE RELATED INFORMATION (3) BA /F/**

*Six hours lecture per week.*

*Prerequisites: Building Trades 55A and 55B and Building Trades 75A and 75B.*

A continuation of Building Trades 55A and 55B. This course covers roof framing and related roof construction.

**BUILDING TRADES 56B—ADVANCED CARPENTRY TRADE RELATED INFORMATION (3) BA /S/**

*Six hours lecture per week.*

*Prerequisites: Building Trades 55A and 55B, 56A, and 75A and 75B.*

A continuation to Building Trades 56A. This course covers stair building, estimating, and property description.

**BUILDING TRADES 59—CONTRACTORS LICENSE LAW (3) /F/S/**

*Three hours lecture per week.*

A study of the laws and regulations leading to a contractors license in building construction.

**BUILDING TRADES 60—CONSTRUCTION SUPERVISION AND INSPECTION (3) BA /D/**

*Prerequisite: General knowledge and/or employment in the field of building inspection.*

*Three hours lecture per week.*

Structural Series No. 1. A course of study designed to meet the needs of persons engaged in the supervision and inspection of building under construction.

**BUILDING TRADES 62—CONSTRUCTION SUPERVISION AND INSPECTION (3) BA /D/**

*Prerequisite: Building Trades 60 General knowledge and/or employment in the field of building inspection.*

*Three hours lecture per week.*

Structural Series No. 2. A continuation of Building Trades 60, emphasizing wood, masonry and steel.

**BUILDING TRADES 63—CONSTRUCTION SUPERVISION AND INSPECTION (3) BA /D/**

*Prerequisite: Building Trades 60 and 62 General knowledge and/or employment in the field of building inspection.*

*Three hours lecture per week.*

Structural Series No. 3. A continuation of Building Trades 60 and 62, emphasizing the study, interpretation and analysis of the uniform Building, Plumbing, and Mechanical Codes, the National Electrical Code. Titles 19, 21, and 24 of the State Administrative Code and the grading of lumber materials.

**BUILDING TRADES 64—CONSTRUCTION, SUPERVISION AND INSPECTION (3) BA /D/**

*Prerequisite: Building Trades 60, 62 and 63. General knowledge and/or employment in the field of building inspection.*

*Three hours lecture per week.*

Structural Series No. 4. A continuation of Building Trades 60, 62 and 63, emphasizing the study, interpretation and analysis of the building codes.

**BUILDING TRADES 67—CONSTRUCTION, SUPERVISION AND INSPECTION (3) BA /D/**

*Prerequisite: Building Trades Construction and Supervision series for field experience in building inspection.*

*Three hours lecture per week.*

Structural Series No. 5 Mechanical—emphasizing the study, interpretation and analysis of the Building Codes. Mechanical code and general practices related to Heating and Air Conditioning.

**BUILDING TRADES 68—CONSTRUCTION SUPERVISION AND INSPECTION (3) BA /D/**

*Prerequisite: Building Trades Construction and Supervision series or field experience in building inspection.*

*Three hours lecture per week.*

Structural Series No. 6 Plumbing—emphasizing the study, interpretation of the Plumbing Codes and general practices related to plumbing.

**BUILDING TRADES 69—CONSTRUCTION SUPERVISION AND INSPECTION VII, PLAN READING AND TECHNICAL MATH (3) BA /D/**

*Prerequisite: General knowledge and/or employment in the field of building inspection.*

*Three hours lecture per week.*

Structural Series No. 7 Symbols— designed to convey an understanding of basic building and engineering symbols together with the mathematics necessary to interpret plans and specifications for the building inspector.

**BUILDING TRADES 75A—BASIC RESIDENTIAL CONSTRUCTION (5) BA /F/**

*Prerequisite: B.T. 51a, B.T. 55b must have been taken previously or may be taken concurrently. Otherwise interview by department required.*

*Two hours lecture and six hours laboratory per week.*

In this course the student participates in the construction of a project house. The coursework includes basic instruction in the care, use and safety of hand and power tools, the use of transit and layout construction procedures. The student is furnished the hand and power tools used in the trade.

**BUILDING TRADES 75B—BASIC RESIDENTIAL CONSTRUCTION (5) BA /S/**

*Prerequisite: B.T. 51b and B.T. 55b may be taken concurrently. Otherwise interview by the department required.*

*B.T. 75A is recommended but not required for B.T. 75B.*

*Two hours lecture and six hours laboratory per week.*

In this course the student will participate in the completion of a project house. The coursework includes installation and finish of drywall, exterior finish siding and trim, finish floor, finish trim (doors, windows and base mouldings), painting, finish plumbing, finish electrical and finish air conditioning.

**BUILDING TRADES 76—ADVANCED CARPENTRY, MANIPULATIVE INSTRUCTION (3) BA /F/**

*Prerequisite: B.T. 51A,B; B.T. 55a-b, and B.T. 75A,B; or interview by department. B.T. 56a-b may be taken concurrently.*

*One hour lecture and five hours laboratory per week.*

The student performs the work of an advanced carpenter on a project house built on campus, including floor, wall and roof framing, layout work and material estimating and ordering, interior-exterior finish.

**BUILDING TRADES 77A—ELEMENTARY MILL CABINET (3) BA /F/**

*Four hours lecture and two hours laboratory per week.*

An introductory course in mill cabinet which includes safety, care and use of hand and machine tools, cabinet layouts, drafting, blueprint reading, and estimating. The course is optional to all second year carpentry day students. It may be taken by others only after receiving permission by the department.

**BUILDING TRADES 77B—ELEMENTARY MILL CABINET (3) BA /S/**

*Four hours lecture and two hours laboratory per week.*

Mill cabinet which includes safety, care and use of hand and machine tools, cabinet layouts, drafting, blueprint reading, and estimating. The course is optional to all second year carpentry day students. It may be taken by others only after receiving permission by the department.

**BUILDING TRADES 78—MILL CABINET LAB (3) BA /S/**

*Prerequisite: B.T. 51a-b; B.T. 55a-b; B.T. 75A,B; . B.T. 77A, B.T. 77B, may be taken at the same time.*

*One hour lecture and five hours laboratory per week.*

An introductory course, mill-cabinet includes safety and use of hand and machine tools, layout and construction of the cabinets, mill work, counter tops and their installation for the project house. This course is optional to all second year carpentry day students. It may be taken by others only after receiving permission by the department.

**BUILDING TRADES 80—ELECTRICAL TRADES—RESIDENTIAL (2) /F/**

*One hour lecture and two hours lab and demonstration per week.*

Methods of installation and pertinent code requirements are presented for the wiring of a modern home. Includes Blueprint reading.

## **DRAFTING TECHNOLOGY**

**I&T 21A—GRAPHIC DESIGN (3) /F/S/**

*Three hours lecture and three hours laboratory per week.*

Graphic design theory, elements, principles, processes, and methodology as used in the graphic communication industry.

**I&T 21B—GRAPHIC DESIGN APPLICATION (3) BA /F/S/**

*Three hours lecture and three hours laboratory per week.*

Application of graphic design theory, elements, principles, processes and the methodology as used in the graphic communication industry.

**I&T 22—APPLIED DRAWING (3) BA /D/**

*Prerequisite: I&T 52 or one year of high school mechanical drawing.*

*Two hours lecture and four hours laboratory per week.*

Geometric construction; freehand pictorials; theory of orthogonal projection; simple auxiliaries, sectioning; fasteners; dimensioning simple working drawing.

**I&T 23—DESCRIPTIVE GEOMETRY (3) BA /D/**

*Prerequisite: I&T 52, or one year of high school mechanical drawing, Math 51, 52.*

*Two hours lecture and four hours laboratory per week.*

The fundamental principles of descriptive geometry and their application to the solution of three-dimensional problems arising in the various branches of engineering.

**I&T 24—MACHINE DRAWING (3) BA /D/**

*Prerequisite: I&T 22.*

*Two hours lecture and four hours laboratory per week.*

Cams and gears, detail and assembly drawings of machine parts; freehand sketches; structural detailing; piping layouts; application of American standards in drafting room practice; tolerances; classes of fit and machining specifications. Job application techniques.

**I&T 26—INTRODUCTION TO COMPUTER ASSISTED DRAFTING (3) BA /F/S/**

*Two hours lecture and four hours laboratory per week.*

The fundamentals of Computer Assisted Drafting as they relate to industrial applications.

**I&T 27—COMPUTER ASSISTED DRAFTING (3) BA /F/S/**

*Prerequisite: I&T 26.*

*Two hours lecture and four hours laboratory per week.*

Application of the techniques of computer assisted drafting in the preparation of detail and working drawings.

**I&T 30—BUILDING PLANS AND CODE (3) BA /D/**

*Prerequisite: I&T 22.*

*Two hours lecture and four hours laboratory per week.*

Code and architecture drafting technique. A study of different architecture plans for light construction.

**I&T 35—TECHNICAL ILLUSTRATING (3) BA /S/**

*Prerequisite: I&T 22.*

*Two hours lecture and four hours laboratory per week.*

A beginning course in technical illustrating. The art of developing and presenting pictures of different machine parts and small objects.

**I&T 49a-b—SUPERVISED PRACTICE (1-3) BA /F/S/**

*Prerequisite: "B" average in college drafting major courses and approval of department.*

*Two, four or six hours student supervision per week.*

Selected Drafting or Industrial Arts Education majors assist and direct less advanced students under the supervision of a master drafting instructor.

**I&T 52—BEGINNING MECHANICAL DRAWING (2) /F/S/**

*One hour lecture and three hours laboratory per week.*

A rapid comprehensive coverage of the fundamentals of mechanical drawing and modern drafting practice; lettering; geometric drawings; orthographic projection, pictorial representation and blueprinting.

**I&T 54A—CIVIL ENGINEERING (3) /F/S/**

*Three hours lecture per week.*

Civil engineering basics as applied to most drafting and planning occupations.

**I&T 54B—CIVIL ENGINEERING DRAFTING (3) /F/S/**

*Prerequisites: I&T 54a, advanced drafting courses or experience.*

*One hour lecture and two hours laboratory per week.*

Advanced civil engineering basics as applied to most drafting and planning occupations.

## **ELECTRONICS TECHNOLOGY**

**ELECTRONICS 49a-d—SUPERVISED PRACTICE (1-3) BA /F/S/**

*Prerequisite: 'B' average in college electronics major courses and approval of department.*

*Two, four or six hours student supervision per week.*

Selected Electronics or Industrial Arts Education majors assist and direct less advanced students under the supervision of a master electronics instructor.

**ELECTRONICS 1A—BASIC D.C. CIRCUITS (6) BA /F/**

*Prerequisite: One semester of algebra with a grade of 'C' or better and qualified for English 51 or higher.*

*Five hours lecture and five hours laboratory per week.*

This class offers training for students seeking employment in the electronics field. Lecture and laboratory instruction with d.c. circuits including mathematics, circuits, and use of test equipment. A background in science is desirable. Equivalent to or parallel to Electronics 20A.

**ELECTRONICS 1B—BASIC A-C CIRCUITS (6) BA /S/**

*Prerequisite: Electronics 1A or equivalent with a grade of "C" or better.*

*Five hours lecture and five hours laboratory per week.*

This class offers training for students seeking employment in the electronics field. Offers lecture and laboratory instruction in theory and analysis of basic a-c circuits and test equipment.

**ELECTRONICS 2A—ELECTRONIC CIRCUITS (6) BA /F/**

*Prerequisite: Electronics 1B or equivalent with a grade of "C" or better.*

*Five hours lecture and five hours laboratory per week.*

This class offers training for students seeking employment in the electronics industry. Lecture and laboratory instruction in theory and analysis of transistors, FET's basic circuits. Includes use of test equipment and troubleshooting.

**ELECTRONICS 2B—ELECTRONIC SYSTEMS (6) BA /S/**

*Prerequisite: Electronics 2A or equivalent with a grade of "C" or better.*

*Five hours lecture and five hours laboratory per week.*

This class offers training for students seeking employment in the electronics industry. Lecture and laboratory instruction in communications circuits with emphasis on use of equipment and troubleshooting. Student should be qualified to obtain FCC or equivalent license upon completion.

**ELECTRONICS 4—OPERATIONAL AMPLIFIERS: THEORY AND APPLICATION (3) BA /S/**

*Prerequisite: Electronics 2A with a grade of "C" or better.*

*Two hours lecture and three hours laboratory per week.*

This course offers the student an advanced study of operational amplifiers. These components are used in a multitude of commercial and military products. The course will include theory of operation, circuit configurations, practical uses, and laboratory breadboarding/troubleshooting/testing.

**ELECTRONICS 5—DESIGN AND FABRICATION (3) BA /F/**

*Prerequisite: Electronics 1B with a grade of "C" or better.*

*One hour lecture and four hours laboratory per week.*

This course offers the student a working knowledge of the tools, techniques, materials, and procedures used in industry. The course will include schematic generation, project documentation, chassis layout and preparation, breadboarding, PC board etching, and design philosophy.

**ELECTRONICS 10—DIGITAL THEORY AND PRACTICE (3) BA /F/S/**

*Two hours lecture and three hours laboratory per week.*

This course offers the student a working knowledge of the theory and application of practical digital circuits. Digital circuits are introduced as combinations of simple units such as gates, flip-flops, arithmetic elements and memories. Lab assignments help students to understand and troubleshoot standard digital circuit configurations. A semester project is the culminating experience. (Project Cost: \$25).

**ELECTRONICS 11—MICROPROCESSORS (3) BA /F/S/**

*Prerequisite: Electronics 52A, 10, or equivalent with a grade of "C" or better.*

*Two hours lecture and three hours laboratory per week.*

This course offers the student a study of basic microprocessor theory. It is an introduction to microprocessor internal architecture and the software techniques used to program proper operation of these devices. Laboratory experiments use the Hewlett Packard Microprocessor Lab Model 5036A, with 8085A circuitry.

**ELECTRONICS 12—MICROPROCESSOR INTERFACING (4) BA /F/S/**

*Prerequisites: Elect 11, 52B, or equivalent with a grade of "C" or better.*

*Three hours lecture and three hours laboratory per week.*

This course offers the student a study of advanced microprocessor and microcomputer interfacing techniques. Lectures, demonstrations, and laboratory assignments will study Intel 8085, Rockwell 6502, and Motorola 6800 microprocessor based systems. Special emphasis is placed on "hands-on" laboratory experience with various interface technologies.



**ELECTRONICS 20A—BASIC D.C. (4) BA /D/**

*Prerequisite: Math and science desirable.*

*Four hours lecture and three hours laboratory per week.*

A beginning course in basic electricity and electronic principles including OHMS Law, d-c circuits, and use of equipment. This is semester number one in preparation for the FCC General Radio Telephone Commercial License (or equivalent).

**ELECTRONICS 20B—BASIC A.C. (4) BA /F/**

*Prerequisite: Electronics 20A or equivalent with a grade of "C" or better.*

*Four hours lecture and three hours laboratory per week.*

Includes basic a-c theory and laboratory projects including use of O'scopes. Semester number two in preparation for the FCC General Radio Telephone Commercial License (or equivalent).

**ELECTRONICS 21A—ELECTRONIC DEVICES (4) BA /S/**

*Prerequisite: Electronics 20B or equivalent with a grade of "C" or better.*

*Four hours lecture-laboratory per week.*

Includes transistors, vacuum tubes, power supplies, and audio circuits. Both lecture and laboratory projects. This is semester number three in preparation for the FCC General Radio Telephone Commercial License or equivalent.

**ELECTRONICS 21B—ELECTRONIC SYSTEMS (4) BA /F/**

*Prerequisite: Electronics 21A or equivalent with a grade of "C" or better.*

*Four hours lecture and three hours laboratory per week.*

Includes R.F. basic transmitters, AM, modulation, receivers, and antennas. This is semester number four in preparation for the FCC General Radio Telephone Commercial License (or equivalent).

**ELECTRONICS 29A—BASIC TELEVISION SERVICING (3) BA /SS/**

*Prerequisite: Elect 1B or equivalent with a grade of "C" or better.*

*Three hours lecture and two hours laboratory per week.*

A beginning course in television/computer-monitor servicing. Designed to teach job entry skills. Students will perform selected laboratory projects using both black and white and color receivers.

**ELECTRONICS 29B—ADVANCED TELEVISION SERVICING (3) BA /SS/**

*Prerequisite: Elect 29A or equivalent with a grade of "C" or better.*

*Three hours lecture and two hours laboratory per week.*

An advanced course in color television/computer monitor servicing. Designed to teach job entry skills. Students will perform selected laboratory projects using color receivers.

**ELECTRONICS 52A—DIGITAL ELECTRONICS (3) BA /F/S/**

*Four hours per week of combined lecture and laboratory.*

A course designed to teach the skills to understand and trouble shoot digital circuits. Laboratory consists of projects utilizing the latest H.P. Digital trainers.

**ELECTRONICS 52B—BASIC MICROPROCESSORS (3) BA /F/S/**

*Prerequisite: Successful completion of Electronics 52A or equivalent with a grade of "C" or better.*

*Four hours lecture-laboratory per week.*

This course is specifically intended to satisfy the need of the general technical community for understanding how microcomputers work, and how to repair them. Laboratory experiments use Hewlett Packard Microprocessor Lab. Model 5036A with 8085A circuitry.

## **METAL TECHNOLOGY MACHINE AND SHEET METAL**

**I&T 10A—BASIC MACHINING (3) BA /F/S/**

*Two hours lecture and four hours laboratory per week.*

Study of materials, supplies, tools and equipment. Project construction involving layout, setup, and operation of jobs on lathes, drill presses, grinders, milling machines and shapers.

**I&T 10B—MACHINING (3) BA /F/S/**

*Two hours lecture and four hours laboratory per week.*

Study of advanced milling machine operations, spur gear theory, metal characteristics, quality control and construction of eccentrics and spur gears.

**I&T 10C—MACHINING (3) /F/S/**

*Two hours of lecture and four hours laboratory per week.*

Study of advanced machining processes such as plastics, chipless machining, powder metallurgy, jig and fixtures construction. Introduction to numerical control.

**I&T 10D—MACHINING (3) /F/S/**

*Two hours lecture and four hours laboratory per week.*

Study of tool sharpening, tool maintenance, adjustment and repair of equipment and materials. Tooling and gearing principles. Tool and die work and experimental work.

**I&T 40A—GENERAL METALWORKING (3) BA /F/S/**

*Two hours lecture four hours laboratory per week.*

Introduction to and exploration in various metal areas including materials and processes of sheet metal, sheet metal layout, soldering, heat treating, bench metal, art metal, wrought iron, foundry and forging.

**I&T 40B—GENERAL METAL WORKING (3) BA /F/S/**

*Two hours lecture and four hours laboratory per week.*

An introductory course covering the study of materials and processes, tools, and machines in the general metal field.

**I&T 41—AIR CONDITIONING SHEET METAL (3) BA /F/S/**

*Prerequisite: One year high school drawing or Industry and Technology 51A concurrently.*

*Two hours lecture and four hours laboratory per week.*

General sheet metal work, including bending, shaping, soldering, riveting and spot welding. Layout and fabrication of flat sheet metal fittings with basic hand tools of the sheet metal air conditioning trade.

**I&T 42—ADVANCED AIR CONDITIONING SHEET METAL (3) BA /F/S/**

*Prerequisite: Industry and Technology 41.*

*Two hours lecture and four hours laboratory per week.*

Training in the layout, fabrication and installation of sheet metal fittings used in air conditioning (cooling-heating) duct systems and kitchen equipment. Development of triangulation and true length line layout and fabrication.

**MACHINE SHOP 49a-d—SUPERVISED PRACTICE (1-3) BA /F/S/**

*Prerequisite: 'B' average in metals major and consent of department.*

*Two, four or six hours student supervision per week.*

Selected metal shop majors to assist and direct less advanced students under the supervision of the machine shop instructor.

## **PRE-INDUSTRIAL ARTS**

**I&T 1—ELEMENTS OF WOODWORK (3) BA /D/**

*Prerequisite: One year high school mechanical drawing or drafting. I&T 52 or I&T 22 may be taken concurrently.*

*Two hours lecture and four hours laboratory per week.*

The basic processes of bench woodworking; use and care of hand tools; fundamental hand tool exercises and correct construction methods; basic operations with light portable electric woodworking machinery, wood turning is also included. This is a transfer course designed primarily for students majoring in Industrial Arts Education.

**I&T 2—MACHINE WOODWORKING (3) BA /D/**

*Prerequisite: I&T 1.*

*Two hours lecture and four hours laboratory per week.*

Operation, care and maintenance of woodworking machinery used in the construction of general woodworking projects, cabinets, and furniture. Safety in the operation of woodworking machines and power tools. This is a transfer course designed primarily for students majoring in Industrial Arts Education.

**I&T 11—BASIC ELECTRICITY (3) BA /D/**

*Two hours lecture and four hours laboratory per week.*

Basic fundamentals of direct current and alternating current electricity will be studied. Lectures, demonstrations and laboratory experiments will cover such topics as: the electron theory, cells and batteries, Ohm's and Kirchoff's laws, series, parallel, and series-parallel circuitry, meter movements, generators and motors, alternating current, inductance, capacitance and operation of the oscilloscope. Not open to students enrolled in or with credit in Physical Science 11, Electronics 50ab, 51ab or any other basic college course in electricity or electronics.

**I&T 15—BASIC ELECTRICITY (3) BA /D/**

*Three hours lecture and three hours laboratory per week.*

This course offers the student a review of basic calculator mathematics principles as they relate to basic electronics. It will serve the needs of all Industry and Technology students.

**I&T 22—APPLIED DRAWING (3) BA /D/**

*Prerequisite: I&T 51a, I&T 52, or one year of high school mechanical drawing and Math 51.*

*Two hours lecture and four hours laboratory per week.*

Geometric construction; freehand pictorials; theory of orthogonal projection; simple auxiliaries, sectioning; fasteners, dimensioning simple working drawing. Math 52 may be taken concurrently. Recommended for technology students.

**I&T 23—DESCRIPTIVE GEOMETRY (3) BA /D/**

*Prerequisite: Plane geometry and I&T 22 may be taken concurrently.*

*Two hours lecture and four hours laboratory per week.*

The fundamental principles of descriptive geometry and their application to the solution of three-dimensional problems arising in the various branches of engineering.

**I&T 24—MACHINE DRAWING (3) BA /D/**

*Prerequisite: I&T 22.*

*Two hours lecture and four hours laboratory per week.*

Cams and gears, detail and assembly drawings of machine parts, freehand sketches; structural detailing; piping layouts; application of American standards in drafting room practice; tolerances; classes to fit and machining specifications. Job application techniques.

**I&T 49a-d—SUPERVISED PRACTICE (1-3) BA /F/S/**

*Prerequisite: 'B' average in college industrial arts major courses and interview by department required.*

*Two, four or six hours student supervision per week.*

Selected Industrial Arts majors assist and direct less advanced students under the supervision of a master industrial arts instructor.

**I&T 52—BEGINNING MECHANICAL DRAWING (2) /D/**

*One hour lecture and three hours laboratory per week.*

A rapid comprehensive coverage of the fundamentals of mechanical drawing and modern drafting practice; lettering; geometric drawings; orthographic projection, pictorial representation, and blueprinting.

**I&T 63—MACHINE WOODWORKING (2) /D/**

*Prerequisite: One year of high school drawing.*

*Four hours laboratory per week.*

This course covers the use and care of basic shop woodworking machines. Safety is stressed and insisted upon at all times. Students will construct small projects approved by the instructor and will purchase the material they use.

# OCCUPATIONAL SAFETY

## **OCCUPATIONAL SAFETY 1—INTRODUCTION TO OCCUPATIONAL SAFETY AND HEALTH (3) /D/**

*Three hours lecture per week.*

Historical evolution and modern concepts of loss control, psychological aspects of accident prevention and safe human behavior, hazard recognition, evaluation, and control, safety inspection techniques and accident investigation.

# PRE-INDUSTRY AND TECHNOLOGY

## **I&T 14—SOLAR TECHNOLOGY/CONSTRUCTION AND INSTALLATION (3) /D/**

*Two hours lecture and four hours laboratory per week.*

Basic instruction in the design, construction, and installation of elementary systems which utilize the elements and principles of solar energy.

## **I&T 17—FERROUS METALLURGY (3) BA /D/**

*Three hours lecture and three hours laboratory per week.*

Fundamentals of metallurgy; properties and characteristics of metals; survey of metal welding processes; destructive and non-destructive testing.

## **I&T 20A—WATER TREATMENT FUNDAMENTALS (3) /F/**

*Prerequisite: High school math or equivalent and/or experience with water supply utility are desirable.*

*Three hours lecture per week.*

Water utility science in a program that will lead to the certificate of the water and wastewater treatment plant operator. Certification compliance is under the authority of the California Water Resources Control Board (WRCB). The program is designed to partially fulfill certification requirements for Levels I, II, III, and IV as defined by WRCB.

## **I&T 20B—PRINCIPLES OF WASTEWATER TREATMENT (3) /S/**

*Three hours lecture per week.*

An introductory course in wastewater treatment fundamentals. Intended for wastewater treatment plant operators, operators-in-training or any interested ecology minded students. The course includes a review of the history of wastewater treatment, the fundamentals of wastewater treatment processes and operations and a review of math used in plant operations.

## **I&T 25—ACCIDENT PREVENTION, TRAINING AND SAFETY MANAGEMENT FOR INDUSTRY AND AGRICULTURE (3) /D/**

*Three hours lecture and demonstration per week.*

Introduction to Accident Prevention and Safety Training in Industry and Agriculture.

**I&T 50—MATH (3) /D/**

*Prerequisite: Enrollment in at least one I&T course.*

*Three hours lecture with classroom exercises per week.*

Emphasis is on fundamental arithmetic and mathematics used in making calculations encountered by tradesmen in their regular work. Industry and Technology majors deficient in basic arithmetic are encouraged to enroll in this course in their first semester or as soon thereafter as possible.

**I&T 68A—ELECTRICITY AND SMALL APPLIANCE SERVICING FOR THE HOMEMAKER (2) /D/**

*Three hours lecture and demonstration per week.*

Instruction in theory, safety, and servicing of small home heat producing appliances, including: toasters, irons, electric skillets, etc. Emphasis will be placed on electric safety in the home.

**I&T 70B—PRINCIPLES OF ELECTRICAL MOTOR CONTROL SYSTEMS (2) /D/**

*Prerequisite: I&T 70A, or basic background in the fundamentals of Direct Current and Alternating Current electricity, or current employment in related electrical field with permission of the department.*

*Two hours lecture and one hour laboratory per week.*

A basic course in the fundamentals of electrical power equipment control and protection designed to meet the vocational needs of those currently employed or contemplating employment in the fields of industrial electricity.

## **WELDING TECHNOLOGY**

**WELDING TECHNOLOGY 49a-d—SUPERVISED PRACTICE (1-3) BA /F/S/**

*Prerequisite: 'B' average in welding major and interview by department.*

*Two, four, and six hours student supervision per week.*

Selected welding technology or Industrial Education majors to assist a certificated instructor with less advanced students.

**I&T 2—WELDING OPERATOR CERTIFICATION (3) /D/**

*Two hours lecture and four hours laboratory per week.*

This course offers instruction for men and women to acquire manipulative skills for welding operator certification to conform to the requirements of the American Welding Society ( D.1.1 Structural Welding Code).

**I&T 6A—OXY-ACETYLENE WELDING (3) BA /F/S/**

*One hour lecture and five hours laboratory per week.*

Instruction in oxy-acetylene welding, flame cutting, brazing, and fusion welding all common ferrous metals.

**I&T 6B—SHIELDED METAL ARC WELDING (3) BA /F/S/**

*One hour lecture and five hours laboratory per week.*

Instruction in flame cutting, shielded metal arc welding, welding drawings, weld testing, metal properties and identification of metals.

**I&T 7A—ADVANCED WELDING (3) BA /F/S/**

*One hour lecture and five hours laboratory per week.*

Instruction in flame cutting, advanced shielded metal arc welding, tungsten inert gas welding, shielded metal inert gas welding, plasma welding, plasma cutting and properties of ferrous and non-ferrous metals.

**I&T 7B—ADVANCED WELDING AND METALLURGY (3) BA /F/S/**

*One hour lecture and five hours laboratory per week.*

Instruction in structure of metals, physical and mechanical properties, stress relief and annealing, precipitation hardening, metallurgy of ferrous metals, manufacture of iron and steel, a study of advanced welding techniques.

**I&T 17—FERROUS METALLURGY (3) BA /D/**

*Two hours lecture and four hours laboratory per week.*

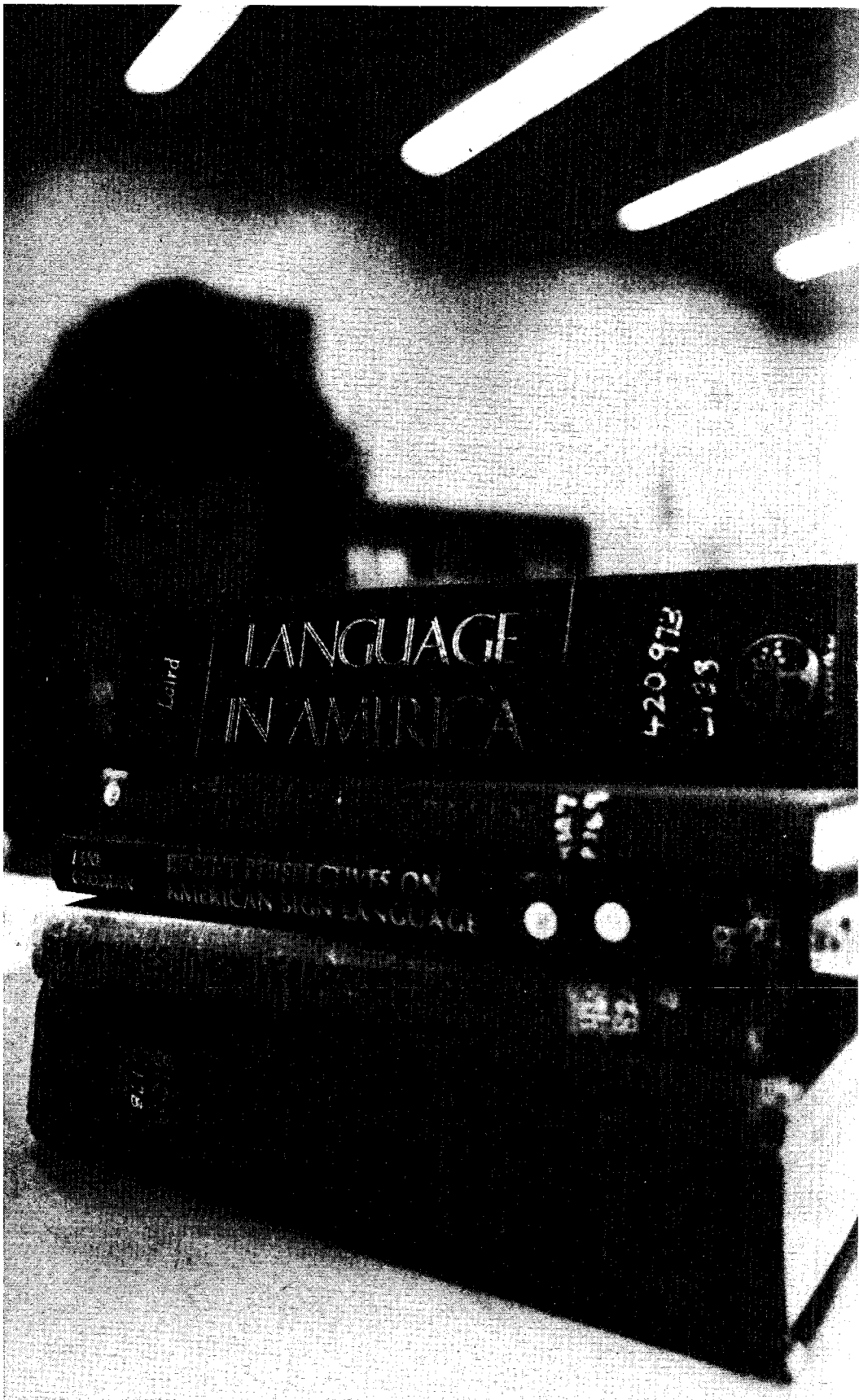
Fundamentals of metallurgy, properties and characteristics of metals; survey of metal welding processes; destructive and non-destructive testing.

**INDUSTRY AND TECHNOLOGY 121 a-d (1-12) /D/**

Occupational Cooperative Education-Designed to allow students the opportunity to use job-site learning to earn college credits.







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# LANGUAGE IN AMERICA

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# ***DIVISION OF LANGUAGE ARTS AND COMMUNICATIONS***

CHAIRPERSON: MS. MIRIAM LaCHANCE

## **Majors**

English  
Communications  
Combined English  
Journalism  
Speech  
Sign Language

Spanish

## **ENGLISH**

The English Department offers instruction in writing, reading, and literature for three general purposes:

1. To provide the first two years of an English major for students planning to transfer to a four-year college or university.
2. To provide general education courses in composition, critical thinking, reading, and literature for both vocational and transfer students.
3. To provide developmental courses in basic reading, writing, and thinking skills for students lacking adequate preparation for college study.

### **ASSOCIATE OF ARTS DEGREE IN ENGLISH**

The A.A. degree in English provides a focus for students desiring a liberal education as well as excellent preparation for professional schools such as law, journalism, business, and education.

The major consists of:

1. At least twenty units of English which must include English 1, English 2, and English 20.
2. Completion of the general education requirement.
3. Additional courses in English and complementary fields to complete the 60 units necessary for graduation.

Consult a counselor or English instructor to help you plan a program that will be transferable.

# SPANISH

## ASSOCIATE OF ARTS DEGREE

(Includes General Education Certification  
for State College and University transfer)

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Spanish 1 .....	4	Spanish 2 .....	4
History 17A or 17B .....	3	History 21 .....	3
GE Area B—Life Science .....	3	Speech 1A or English 2 .....	3
English 1 .....	3	GE Area B—Math .....	3
GE Area C—Elective .....	3	Hygiene 1 .....	2
	16	Physical Education .....	1
			16

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Spanish 3 .....	4	Spanish 4 .....	4
Spanish 12 .....	3	English 10 .....	3
GE Area B—Physical Science .....	3	GE Area C—Elective .....	3
Psych 1A or Soc 1A .....	3	Anthro 2 or Hist 4A .....	3
Pol Sci 5 .....	3	Physical Education .....	1
	16		14

# SIGN LANGUAGE STUDIES

## ASSOCIATE OF ARTS DEGREE IN COMMUNICATIONS

### WITH AN OPTION IN SIGN LANGUAGE

This program option was designed for people interested in careers in the field of deafness. The curriculum was developed and is taught by deaf and hearing professionals with a wide range of backgrounds. The intent of these studies is to provide a depth of understanding of the deaf person's world by studying their language and culture.

The program option is appropriate for persons training to become interpreters, instructional aides, community service workers, teachers, audiologist, speech therapists or counselors. A knowledge of American Sign Language can also be useful for nurses, social workers, law enforcement personnel, counselors and others who want to be able to communicate directly with deaf people.

All courses in the major are accepted by the California State Universities. However, students planning to transfer to a university to complete advanced degrees in Deaf Studies, Deaf Education, Audiology, Speech Pathology, Counseling, etc. should meet with their counselor to review specific university catalogs since requirements vary.

#### DEGREE REQUIREMENTS:

The A.S. degree is recommended for interpreters. The A.A. degree is for all others.

Core: (All students) S.L.S. 1A, 1B, 1C, 5 and Psych 32. (15 units)

A.S.: Core plus five (5) additional S.L.S. courses.

A.A.: Core plus two (2) additional S.L.S. courses.

## FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
SLS 1A.....	3	SLS 1B.....	3
English Comp. Requirement.....	3	SLS 2A.....	3
SLS 5.....	3	Psych 32.....	3
GE Area C—Humanities.....	3	GE Area D-2—Critical Thinking.....	3
Elective or Reading.....	3	Hygiene 1 or 7.....	2
	<u>15</u>	P.E. or Elective.....	1
			<u>15</u>

*Note: The second year curriculum will vary according to the requirements for either the A.A. or A.S.*

## SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
SLS 10A.....	3	SLS 10B.....	3
SLS 11A.....	3	SLS 11B.....	3
GE Area A—Natural Science.....	3	GE Area E—Elective.....	3
SLS 2B.....	3	SLS 1C.....	3
GE Area B—Social & Behavioral Science.....	3	Elective.....	3
	<u>15</u>		<u>15</u>

*\*\*General Education courses should be chosen to meet either the requirements for AA/AS degree or for certification by COS for transfer to a Bachelor's degree program.*

## Course Descriptions

### ENGLISH

#### Placement in Composition Classes:

Students who wish to enroll in a composition or reading course must take the COS Placement Test, which contains a writing sample and a reading comprehension test. (Refer to index for information about the placement test.) The only exception will be that a student who scores 23 or above on the ACT or 510 or above on the SAT (verbal section) will qualify for English 1.

#### **ENGLISH 1—FIRST YEAR: READING AND COMPOSITION (3) BA /F/S/SS/**

*Prerequisite: An acceptable score on the placement test or a grade of "C" or better in English 51 or Business 96A. Students who score 23 and above on the ACT and 510 and above on the SAT will qualify for English 1.*

*Three hours lecture per week.*

This course is designed to provide training in intelligent interpretation and in correct and effective expression, oral and written, through analysis and discussion of expository types of literature, especially the essay, and the writing of themes. Organization of material, clarity and directness of style, and idiomatic correctness are stressed. Experience in the preparation of a formal research paper is included. Students will be required to write 6000 to 8000 words.

**ENGLISH 1—FIRST YEAR:READING AND COMPOSITION (SCIENCE AND ENGINEERING) (3) BA /F/S/**

*Prerequisite: An acceptable score on the placement test or a grade of "C" or better in English 51 or Business 96A. Students who score 23 or above on the ACT or 510 or above on the SAT will qualify for English 1.*

*Three hours lecture per week.*

A course in critical reading and expository writing for science and engineering majors which emphasizes skills necessary for writing correct, clear, and precise reports. Includes principles of logical reasoning, critical reading and discussion of good science writing, and methods of research. Students will be required to write 6000 to 8000 words.

**ENGLISH 2—LOGIC AND COMPOSITION (3) BA /F/S/**

*Prerequisite: English 1.*

*Three hours lecture per week.*

This course is designed to provide training in the study and practice of logic and critical thinking through the writing of argumentative composition and the reading of appropriate materials. The primary focus of the course will be the study of logical fallacies and some propaganda techniques. Students will be required to write 6000 to 8000 words.

**ENGLISH 5—SURVEY OF ENGLISH LITERATURE I (3) BA /F/**

*Prerequisite: English 1.*

*Three hours lecture per week.*

A survey of English literary history as revealed through an intensive study of major authors and their typical masterworks from Beowulf to the period of the Restoration. Offered alternate years.

**ENGLISH 6—SURVEY OF ENGLISH LITERATURE II (3) BA /S/**

*Prerequisite: English 1. English 5 is not requisite to English 6. The year sequence is strongly recommended as a sophomore-level course for speech, drama, English, journalism and liberal arts majors, and as a general education course in the humanities. Offered alternate years.*

*Three hours lecture per week.*

Complementary course to English 5. Representative selections from the Eighteenth Century to the present. Offered alternate years.

**ENGLISH 7—LITERATURE OF THE SAN JOAQUIN VALLEY (3) BA /D/**

*Prerequisite: English 1.*

*Three hours lecture per week.*

The course will study the literature and writers of the San Joaquin Valley. Readings will range from the oral tradition of the Valley's indigenous population (Maidu, Wintu, Miwok) to contemporary writings (Soto, Haslam, Inada). Novels, short stories, poetry, drama and essays will be used to show the diversity of Valley literature.

**ENGLISH 8—LITERATURE OF THE BLACK AMERICAN (3) BA /F/S/**

*Prerequisite: English 1.*

*Three hours lecture per week.*

Masterpieces of black literature from the Colonial Period to the Twentieth Century.

**ENGLISH 9—WOMEN IN LITERATURE (3) BA /F/S/**

*Prerequisite: English 1.*

*Three hours lecture per week.*

A study of the stereotypes and images of women in literature; myths, short stories, essays, novels, and poems. The study of these images shall start with myth and the Bible and shall proceed through the major historical literary periods up to the present. The effects of these stereotypes upon women today and their self-concepts deriving from such images will be a major concern.

**ENGLISH 10—MEXICAN-AMERICAN LITERATURE (3) BA /S/**

*Prerequisite: English 1.*

*Three hours lecture per week.*

This course is designed as an overview of Mexican and Mexican-American literature. It will be geared to all interested students, as it will introduce and acquaint them with this type of literature, and build a cultural understanding of the Mexican-American today.

**ENGLISH 13—CONTEMPORARY BLACK AND CHICANO LITERATURE (3) BA /D/**

*Three hours lecture per week.*

This course will encompass an in-depth study of contemporary Black and Chicano literature. Novels, poetry, short stories and essays will be used as means of instruction. Emphasis will be placed on the similarities of expression by the authors, yet their unique experiences and cultural differences will be noted also.

Rather than a survey, this course will be an in-depth study of the relationships of contemporary Black and Chicano writers in the society in which they live. It will reflect the Black and Chicano experiences in the United States as revealed by their own literary perspectives.

**ENGLISH 14a-b—CREATIVE WRITING (3) BA /F/S/**

*Three hours lecture per week.*

A course dealing with the instruction, analysis, and practice of fundamental short story, drama, and poetry skills. The course focuses on group interaction, analysis, and suggestion, with an emphasis on revision as an essential part of the writing process.

**ENGLISH 16a-d—NOSTALGIC AND REMINISCENT WRITING (0) /F/S/**

*Three hours lecture per week.*

A course in writing based upon personal experiences. Members of the class are encouraged to produce short autobiographical, reminiscent, or nostalgic sketches. Samples of such life-review writings will be available if students choose to read them, but emphasis will be on discussion of what students choose to write about themselves. This course is intended primarily for the senior citizen.

**ENGLISH 20—FIRST YEAR: READING, COMPOSITION,  
AND LITERATURE (3) BA /F/S/SS/**

*Prerequisite: English 1.*

*Three hours lecture per week.*

Introduction to literature, including short stories, the novel, poetry, and drama. Students will be required to write 5000 to 6000 words.

**ENGLISH 27—SPEED READING (3) BA /F/S/**

*Prerequisite: 12.0 and above on the COS Placement Test or comparable test administered by reading lab instructors.*

*Three hours lecture. Two additional lab hours required.*

English 27 is a speed reading course. After a diagnostic test, each student is started on an individual program of improvement. The primary objective is speed, but secondary benefits of the program should be vocabulary improvement, improvement in comprehension, and a better understanding of reading techniques.

**ENGLISH 30—AMERICAN LITERATURE I (3) BA /F/**

*Prerequisite: English 1.*

*Three hours lecture per week.*

A broad, general, chronological survey of the literature of the United States and a study of analysis of major literary works. This segment of the course considers colonial literature, the literature of the early republic, the American Renaissance and the literature of the Civil War years. Offered alternate years.

**ENGLISH 31—AMERICAN LITERATURE II (3) BA /S/**

*Prerequisite: English 1. English 30 is not requisite to English 31. This year sequence or either segment is strongly recommended as a general education course in the humanities.*

*Three hours lecture per week.*

Complementary course to English 30, this segment treats the literature of the post-Civil War era, of the rise and flowering of Realism, of the era between the two world wars, and of the post-World War II period. Offered alternate years.

**ENGLISH 32—THE BIBLE AS LITERATURE (3) BA /F/S/**

*Prerequisite: English 1.*

*Three hours lecture per week.*

A general survey of the history, biography, prophecy, narratives, poetry, and drama of the Old Testament and Apocrypha from a literary point of view, including some consideration of historical backgrounds and influence.

**ENGLISH 35—SCIENCE FICTION (3) BA /D/**

*Prerequisite: English 1.*

*Three hours lecture and discussion per week.*

A course in reading and discussing Science Fiction (or Speculative Fiction) as a literature of social comment and criticism as well as a method of unleashing the imagination.

**ENGLISH 44—WORLD LITERATURE I (3) BA /F/**

*Prerequisite: English 1.*

*Three hours lecture per week.*

A chronological comprehensive survey of the literary heritage of the world, emphasizing the historical and social milieus as they are reflected in the literature of a particular period, and including a study and analysis of selected works from representative writers and civilizations or nations. This segment of the course covers the contributions of the ancient East, classical Greece and Rome, and Europe from the medieval period to the Renaissance-Reformation. Offered alternate years.

**ENGLISH 45—WORLD LITERATURE II(3) BA /S/**

*Prerequisite: English 1. English 44 is not requisite to English 45. The year sequence is highly recommended as a general education course in the humanities.*

*Three hours lecture per week.*

Complementary course to English 44. This segment considers the literary movements of Neo-Classicism, Romanticism, Realism, Naturalism, Expressionism, and Existentialism, and the impact of the Enlightenment, the rise of democracy and the democratic spirit, and the evolution of science and scientific thought upon the literature of the world. Offered alternate years.

**ENGLISH 46—SHAKESPEARE (3) BA /D/**

*Prerequisite: English 1.*

*Three hours lecture per week.*

An introduction to Shakespeare through films, lectures and student reports.

**ENGLISH 48a-b—TEACHER AIDES IN ENGLISH (1-2) BA /F/S/**

*Three or six hours laboratory, discussion per week.*

A semester course for students who want both to develop an in-depth understanding of some phase of English, such as language function, composition, or reading, and to learn to work with individual students and small groups of students.

**ENGLISH 49a-c—INDEPENDENT STUDY (1-3) BA /F/S/**

*(See Index)*

**ENGLISH 50—BASIC WRITING (3) /F/S/**

*Three hours lecture and discussion per week.*

*This course is a prerequisite for English 51 for those students who fail to attain the necessary placement score.*

A course in developing basic writing skills necessary for college study and a vocation.

**ENGLISH 51—GRAMMAR AND COMPOSITION (3) /F/S/SS/**

*Prerequisite: An acceptable score on the placement test or grade "C" or better in English 50.*

*Three hours lecture per week.*

A general course including drills in mechanics, diction, grammar, punctuation, spelling, and practice in writing sentences, paragraphs, and themes.

Intended primarily for those students who fall below the English 1 qualifying score in the English placement test. Some colleges allow partial credit for this course; however, no credit is granted by many four-year institutions.

**ENGLISH 53—READING FOR ENRICHMENT (3) /F/S/**

*Three hours per week.*

This is a course in literature recommended for students who plan to conclude their formal education in the community college. It is designed to increase a person's ability to read perceptively. The four genres—fiction, non-fiction, drama, and poetry—are studied and analyzed in an effort to establish criteria for good literature. A novel and a Shakespearean play are included. The course satisfies the humanities part of the English requirement for graduation with an AA or AS degree.



**ENGLISH 55a-d—ENGLISH FOR HEARING IMPAIRED STUDENTS (3) /F/S/**

*Three hours per week.*

A basic course in developing communication skills for hearing impaired students, emphasizing written and oral expression of ideas. Stories, essays, captioned films and other related media may be selected to stimulate discussions, provide personal enrichment and motivate critical thinking. The course, upon approval of the instructor, will be open to students with disabilities, pre- and para-professional students and other students as space permits.

**ENGLISH 56—INDIVIDUAL VOCABULARY STUDIES (1) /D/**

*Hours per week arranged.*

This course is designed to aid individual students in improvement of their English vocabulary.

**ENGLISH 59a-d—DEVELOPMENTAL READING FOR HEARING IMPAIRED STUDENTS (3) /F/S/**

*Three hours per week.*

This course is designed to expand the student's vocabulary and further develop comprehensive reading skills. It will also include work on functional reading skills and reading for appreciation and recreation. Materials will be based upon the needs of individual students within the class and presented in small groups or individual teaching sessions. The course, will be open to students with disabilities, pre- and para-professional students and other students as space permits.

**ENGLISH 60—WRITING, READING, AND STUDY SKILLS: AN INTRODUCTION TO COLLEGE STUDY (6) /F/S/**

*Prerequisite: Qualifying score on the English Placement Test.*

*Six hours lecture and discussion per week.*

A course integrating writing, reading, study skills, and critical thinking which is designed to help students develop the competence and confidence necessary for successful college study in both academic and vocational courses.

**ENGLISH 61a-c—SPELLING (1-3) /D/**

*Eighteen hours per unit.*

This course will cover three areas to improve the skill of spelling. The relationship between pronunciation and spelling, spelling rules, and homonyms which could present spelling problems will be covered.

**ENGLISH 63—LIBRARY SKILLS (1) /D/**

*Three to five hours per week for six weeks.*

An introduction to the college library—its services and the basic skills for using these services. The subject matter will include the card catalog, periodical indexes, and reference books.

**ENGLISH 64A—DEVELOPMENTAL READING (3) /F/S/**

*Prerequisite: 7.9 grade level or below on the COS Placement Test.*

*Three hours lecture per week. Two additional lab hours required.*

A developmental course to improve reading skills. After an evaluation of reading skill and reading problems, each student is started on an individual multi-level program of improvement in word attack, comprehension, vocabulary and rate of reading. The improvement of study habit skills is also an objective. Placement in this course is contingent on the results of the COS Reading Placement Test; registration must be completed with counselor approval.

**ENGLISH 64B—DEVELOPMENTAL READING (3) /F/S/**

*Prerequisite: English 64A with a grade of "C" or better.*

*Three hours lecture per week. Two additional lab hours required.*

English 64B is a continuation of English 64A.

**ENGLISH 64A—ESL DEVELOPMENTAL READING FOR NON-NATIVE ENGLISH SPEAKERS (3) /F/S/**

*Prerequisite: Between 50 and 80 on the Nelson Reading Test or a comparable score on the COS Reading Placement Test.*

*Three hours lecture per week. Two additional lab hours required.*

*Concurrent enrollment in English 71 or 72 and English 50, 51 or 60 is advised.*

This course, which is designed for non-native English speakers, is equivalent to English 64A—Developmental Reading. The focus is on improving reading, writing, speaking, and study skills through a process of repetition and reinforced oral and written usage of English.

Credit is based on the completion of specific competencies with a minimum average of 70 percent.

**ENGLISH 64B—ESL DEVELOPMENTAL READING FOR NON-NATIVE ENGLISH SPEAKERS (3) /F/S/**

*Prerequisite: Completion of English 64A—Developmental Reading or English 64A—Developmental Reading for Non-Native English Speakers with a "C" or better.*

*Concurrent enrollment in English 71 or 72 and English 50, 51, or 60 is advised.*

*Three hours lecture per week. Two additional lab hours required.*

This course is a continuation of English 64A—Developmental Reading for Non-Native English Speakers.

**ENGLISH 65A—DEVELOPMENTAL READING (3) /F/S/**

*Prerequisite: 8.0 grade level or above on the COS Reading Placement Test or comparable score on a placement test administered by reading lab instructors.*

*Three hours lecture per week. Two additional lab hours required.*

English 65 is a developmental course to improve reading skills. After an evaluation of reading skill and reading problems, each student is started on an individual, multi-level program of improvement in word attack, comprehension, vocabulary and rate of reading. The improvement of study habit skills is also an objective. Placement in this course is contingent on the results of the COS Reading Placement Test; registration must be completed with counselor approval.

**ENGLISH 65B—DEVELOPMENTAL READING (3) /F/S/**

*Prerequisite: English 65A*

*Three hours lecture per week. Two additional lab hours required.*

Continuation of English 65A.

**ENGLISH 70a-d—ENGLISH AS A SECOND LANGUAGE: CONSUMER SKILLS (1-4) /F/S/**

*Prerequisite: Permission of Department.*

*Credit is based on the completion of specific competencies with a minimum average of 70 percent.*

This course is taught only off-campus. It is a beginning level course which focuses on speaking and reading English through the use of consumer skills materials.

**ENGLISH 71—ENGLISH AS A SECOND LANGUAGE FOR COLLEGE STUDENTS (1) /F/S/**

*Prerequisite: Minimum score of 30 on Nelson Reading Test.*

*Concurrent enrollment in English 64A, and 64B for Non-Native English Speakers and English 50 or 51 is recommended when appropriate.*

*Credit is based on the completion of specific competencies with a minimum average of 70 percent.*

*Five hours lecture per week.*

This is an intermediate level course which provides special individualized help in reading, writing, and speaking English for students who plan to enter or are currently enrolled in COS vocational or transfer programs. Study skills and projects dealing with career exploration and planning are included.

**ENGLISH 72—ENGLISH AS A SECOND LANGUAGE FOR COLLEGE STUDENTS (1) /F/S/**

*Prerequisites: English 71 with a minimum average of 70 percent.*

*Concurrent enrollment in English 64A and 64B for Non-Native English Speakers and English 50 or 51 is recommended when appropriate.*

*Credit is based on the completion of specific competencies with a minimum average of 70 percent.*

*Five hours lecture per week.*

This course follows completion of specific competencies in English 71.

**ENGLISH 73—ENGLISH AS A SECOND LANGUAGE FOR COLLEGE STUDENTS (1) /F/S/**

*Prerequisites: English 72 with a minimum average of 70 percent.*

*Concurrent enrollment in English 64A and 64B for Non-Native English Speakers and English 50 or 51 is recommended when appropriate.*

*Credit is based on the completion of specific competencies with a minimum average of 70 percent.*

*Five hours of lecture per week.*

This course follows completion of specific competencies in English 72.

**ENGLISH 74—ENGLISH AS A SECOND LANGUAGE FOR COLLEGE STUDENTS (1) /F/S/**

*Prerequisite: Successful completion of English 73.*

*Five hours lecture per week.*

*Credit is based on the completion of specific competencies with a minimum average of 70 percent.*

*Concurrent enrollment in English 64A and 64B for Non-Native English Speakers and English 50 or 51 is recommended when appropriate.*

English 74 is a continuation of English 73.

**ENGLISH 75—ENGLISH AS A SECOND LANGUAGE FOR COLLEGE STUDENTS (1) /F/S/**

*Prerequisite: English 74 with a minimum average of 70 percent.*

*Prerequisite: Minimum score of 30 on Nelson Reading Test.*

*Five hours lecture per week.*

*Concurrent enrollment in English 64A and 64B for Non-Native English Speakers and English 50 or 51 is recommended when appropriate.*

English 75 is a continuation of English 74.

**ENGLISH 76—ENGLISH AS A SECOND LANGUAGE FOR COLLEGE STUDENTS (1) /F/S/**

*Prerequisite: English 75 with a minimum average of 70 percent.*

*Prerequisite: Minimum score of 30 on Nelson Reading Test.*

*Five hours lecture per week.*

*Concurrent enrollment in English 64A and 64B for Non-Native English Speakers and English 50 or 51 is recommended when appropriate.*

**ENGLISH 77—ESL READING FOR COLLEGE STUDENTS (1) /F/S/**

*Prerequisite: Completion of English 74,75, and 76 or a score of 55 or better on the Nelson Reading Test.*

*Credit is based on completion of specific competencies with a minimum average of 70 percent.*

*Students should enroll concurrently in English 78 and 79. Concurrent enrollment in English 64A and 64B for Non-Native Speakers and English 50, 51 or 60 is also advised.*

*This is an advanced course which provides individualized help to improve reading comprehension with materials commonly used in community college classes.*

**ENGLISH 78—ESL WRITING FOR COLLEGE STUDENTS (1) /F/S/**

*Prerequisite: Completion of English 77 or a score of 55 or better on the Nelson Reading test.*

*Students should enroll concurrently in English 77 and 78. Concurrent enrollment in English 64A, 64B for Non-Native Speakers and English 50, 51, or 60 is also advised.*

*Credit is based on the completion of specific competencies with a minimum average of 70 percent.*

*This advanced ESL course focuses on providing assistance with basic writing skills to non-native speakers.*

**ENGLISH 79—ESL SPEAKING FOR COLLEGE STUDENTS (1) /F/S/**

*Prerequisite: Completion of English 74, 75, and 76 or a score of 55 or better on the Nelson Reading Test.*

*Students should enroll concurrently in English 77 and 78. Concurrent enrollment in English 64A and 64B for Non-Native Speakers and English 50, 51 or 60 is also advised.*

*Credit is based on the completion of specific competencies with a minimum average of 70 percent.*

*This advanced ESL course provides non-native speakers with help to improve their oral language skills.*

**LINGUISTICS 10—INTRODUCTION TO LANGUAGE (3) /D/**

*Three hours per week.*

*A basic course designed to teach the principles of language acquisition and use. History, culture, and thought viewed through the study of language.*

## **FRENCH**

The 1 and 3 level French language courses are offered only in the fall semester; 2 and 4-level courses are offered only in the spring semester; also the 3 and 4 sections are offered only if there is adequate enrollment.

**FRENCH 1—ELEMENTARY FRENCH I (4) BA /F/**

*Four hours lecture per week.*

A course committed to the use of French as the medium of instruction and to the multiple approach system with respect to the four skills of understanding, speaking, writing and reading. Corresponds to the first two years of high school French.

**FRENCH 2—ELEMENTARY FRENCH II (4) BA /S/**

*Prerequisite: French 1 or two years of high school French; a placement test may be required.*

*Four hours lecture and laboratory per week.*

Continuation of French 1.

**FRENCH 3—INTERMEDIATE FRENCH I (4) BA /F/**

*Prerequisite: French 2 or three years of high school French; a placement test may be required.*

*Four hours lecture per week.*

Continuation of French 2 with excerpts from modern literature as the vehicle for continued oral and written fluency.

**FRENCH 4—INTERMEDIATE FRENCH II (4) BA /S/**

*Prerequisite: French 3 or four years of high school French; a placement test may be required.*

Continuation of French 3.

**FRENCH 49a,b,c—INDEPENDENT STUDY (1-3) BA /F/S/**

*(See Index)*

**FRENCH 50—CONVERSATION, LEVEL I (3) /F/S/**

*Three hours lecture per week.*

First semester, non-transfer, conversational French.

**FRENCH 51—CONVERSATION, LEVEL II (3) /F/S/**

*Three hours lecture per week.*

Second semester, non-transfer conversational French.

**FRENCH 52—CONVERSATION, LEVEL III (3) /D/**

*Three hours lecture per week.*

Third semester, non-transfer conversational French.

**FRENCH 53—CONVERSATION, LEVEL IV (3) /D/**

*Three hours lecture per week.*

Fourth semester, non-transfer conversational French.

## **GERMAN**

**GERMAN 1—ELEMENTARY GERMAN (4) BA /F/**

*Four hours lecture per week.*

Phonics, patterns of sentence structure and syntax, conversation and reading. Corresponds to first two years of high school German.

**GERMAN 2—ELEMENTARY GERMAN (4) BA /S/**

*Prerequisite: German 1; a placement test may be required.*

Continuation of German 1.

**GERMAN 3—INTERMEDIATE GERMAN (4) BA /F/**

*Prerequisite: German 2; a placement test may be required.*

*Four hours lecture per week.*

Advanced conversation, extensive reading, composition, review of patterns of structure and syntax.

**GERMAN 4—INTERMEDIATE GERMAN (4) BA /S/**

*Prerequisite: German 3; a placement test may be required.*

*Four hours lecture per week.*

Continuation of German 3.

**GERMAN 49a-c—INDEPENDENT STUDY (1-3) BA /F/S/**

*(See Index)*

**GERMAN 50—CONVERSATION, LEVEL I (3) /F/S/**

*Three hours lecture per week.*

First semester, non-transfer conversational German.

**GERMAN 51—CONVERSATION, LEVEL II (3) /F/S/**

*Three hours lecture per week.*

Second semester, non-transfer conversational German.

**GERMAN 52—CONVERSATION, LEVEL III (3) /D/**

*Three hours lecture per week.*

Third semester, non-transfer conversational German.

**GERMAN 53—CONVERSATION, LEVEL IV (3) /D/**

*Three hours lecture per week.*

Fourth semester, non-transfer conversational German.

## ITALIAN

**ITALIAN 50—CONVERSATION, LEVEL I (3) /F/S/**

*Three hours lecture per week.*

First semester, non-transfer conversational Italian.

**ITALIAN 51—CONVERSATION, LEVEL II (3) /F/S/**

*Three hours lecture per week.*

Second semester, non-transfer conversational Italian.

**ITALIAN 52—CONVERSATION, LEVEL III (3) /D/**

*Three hours lecture per week.*

Third semester, non-transfer conversational Italian.

**ITALIAN 53—CONVERSATIONAL, LEVEL IV (3) /D/**

*Three hours lecture per week.*

Fourth semester, non-transfer conversational Italian.

## **SPANISH**

**SPANISH 1—ELEMENTARY SPANISH (4) BA /F/S/**

*Four hours lecture per week.*

A course designed to instruct the beginning student in basic oral and written communication in Spanish. Corresponds with the first year of high school Spanish.

**SPANISH 2—ELEMENTARY SPANISH (4) BA /F/S/**

*Prerequisite: A grade of "C" or better in Spanish 1 or two years of high school Spanish. A placement test may be required.*

*Four hours lecture per week.*

Continuation of Spanish 1.

**SPANISH 3—INTERMEDIATE SPANISH (4) BA /F/S/**

*Prerequisite: A grade of "C" or better in Spanish 2 or three years of high school Spanish. A placement test may be required.*

*Four hours lecture per week.*

A course that reinforces and expands the student's ability to understand, speak, read, and write in Spanish using culture and literature as learning tools.

**SPANISH 4—INTERMEDIATE SPANISH (4) BA /S/**

*Prerequisite: A grade of "C" or better in Spanish 3 or four years of high school Spanish. A placement test may be required.*

*Four hours lecture per week.*

Continuation of Spanish 3.

**SPANISH 12—HISPANIC LITERATURE (3) BA /F/**

*Three hours lecture per week.*

This course is designed to acquaint students with leading Hispanic writers through readings and discussion of their works. All reading will be in Spanish.

**SPANISH 22—SPANISH 2 FOR BILINGUAL STUDENTS (4) BA /F/**

*Prerequisite: Students should have a bilingual background as well as meet the prerequisite for Spanish 2.*

*Four hours lecture per week.*

This course is designed to improve the written and oral communication skills of Spanish-speaking students. It is equivalent to Spanish 2, although more emphasis is placed on reading and writing for the native speaker.

**SPANISH 23—SPANISH 3 FOR BILINGUAL STUDENTS (4) BA /S/**

*Prerequisite: Completion of Spanish 22 with a grade of "C" or better or permission of the Spanish Department.*

*Four hours lecture per week.*

A continuation of Spanish 22. This course is for native speakers who wish to improve their written and oral communication skills. It is equivalent to Spanish 3.

**SPANISH 48a-c—INDEPENDENT STUDY (1-3) BA /F/S/**

*(See Index)*

**SPANISH 50—CONVERSATION, LEVEL I (3) /F/S/**

*Three hours lecture per week.*

First-semester, non-transfer conversational Spanish.

**SPANISH 51—CONVERSATION, LEVEL II (3) /F/S/**

*Three hours lecture per week.*

Second-semester, non-transfer conversational Spanish.

**SPANISH 52—CONVERSATION, LEVEL III (3) /F/S/**

*Three hours lecture per week.*

Third-semester, non-transfer conversational Spanish.

**SPANISH 53—CONVERSATION, LEVEL IV (3) /F/S/**

*Three hours lecture per week.*

Fourth semester, non-transfer conversational Spanish.

**SPANISH 54—OLÉ PROGRAM (INTENSIVE SUMMER COURSE) (5) /SS/**

*Six hours lecture and laboratory per week for four weeks.*

An intensive program where students will learn Spanish through a variety of approaches. Activities will center on classroom instruction, films, dances, songs, skits, tutoring, food preparation, and cultural awareness. Students will be placed in groups according to their knowledge of Spanish.

**SPANISH 60a-b—PRACTICAL SPANISH FOR THE HEALTH PROFESSIONS (3) BA /F/S/**

*Three hours lecture per week.*

Situational Spanish for the allied health professions.

**SPANISH 61a-b—COURT INTERPRETING (3) /F/S/**

*Three hours lecture.*

The purpose of this course is to train and prepare the student for the State Interpreters Certification Test and to prepare him/her for actual court situations.

**SPANISH 62A—SPANISH FOR LAW ENFORCEMENT (3) /D/**

*Three hours lecture per week.*

A course in basic Spanish communication skills for law enforcement personnel.

**SPANISH 62B—SPANISH FOR LAW ENFORCEMENT (3) /D/**

*Three hours lecture per week.*

Continuation of Spanish 62A.

**SPANISH 63—SPANISH FOR FARMERS (2) /F/S/**

A study of the words, phrases, and terminology needed to instruct farm workers to do their jobs correctly and safely. (Course also offered as Agriculture 63).



# JOURNALISM

## **JOURNALISM 1—BEGINNING NEWSWRITING (3) BA /F/S/**

*Prerequisite: An acceptable score on placement test or a grade of "C" or better in English 51 or Business 96a.*

*Three hours lecture and one hour laboratory arranged.*

A beginning course in writing that will cover news stories and feature stories. Basic writing mechanics and style as well as journalism style are emphasized. Some writing for student publications available.

## **JOURNALISM 2—ARTICLE AND FEATURE WRITING (3) BA /S/**

*Prerequisite: Journalism 1.*

*Three hours lecture per week.*

An advanced course in writing techniques that will focus on writing informational articles and feature stories for the mass media. Some writing for student publications available. Specific instruction on query letters and free-lance writing is included. Usually offered spring semester only.

## **JOURNALISM 3a-d—NEWSPAPER PRODUCTION (3) BA /F/S/**

*Prerequisite: Journalism 1.*

*Two hours lecture and five hours lab to be arranged (TBA) per week.*

Practical experience in all phases of producing the college newspaper, *The Campus*. The class includes emphasis on writing, editing, headline writing, page design, paste-up, typesetting, and photography. Student should be prepared to work on pasting up the paper on either Wednesday or Thursday afternoon.

## **JOURNALISM 4a-d—EDITORIAL BOARD(1) BA /F/S/**

*Prerequisite: Must be an editor for The Campus.*

*One hour lecture, two hours lab per week.*

This course consists of advanced editor-level instruction for the editors of *The Campus*. Students must be an editor to enroll.

## **JOURNALISM 7—INTRODUCTION TO MASS COMMUNICATION (3) BA /F/S/**

*Three hours lecture per week.*

A survey course covering all media of mass communications—newspapers, radio, television, magazines, book publishing, films, others—their strengths and weaknesses, and the major challenges they present to our free society, such as censorship, sensationalism, pornography, propaganda, and monopoly. Extensive use of audio-visual materials and guest speakers. (Also cross-titled as Political Science 7).

## **JOURNALISM 8—INTRODUCTION TO VIDEO DISPLAY TERMINALS (1) BA /D/**

*One hour lecture and one arranged laboratory hour per week.*

The course will provide instruction on the computer-based typesetting and newsroom writing unit. Students will be given opportunities to operate the machine in normal newsroom situations including both writing and editing. Knowledge of editing terms is helpful, but not necessary.

**JOURNALISM 9a-d—SPECIAL STUDIES (1) BA /D/**

*One hour lecture per week.*

This course will cover special, narrow topics within the mass media. Sample topics will range from certain specific writing styles—like editorials or personality profiles—to topics within local media coverage—like coverage of local city governments in the local media.

**JOURNALISM 10a-d—PHOTO JOURNALISM (2) BA /F/S/**

*One hour lecture and three laboratory hours per week.*

This course is designed for those photo students who would like practical publication experience and the chance to get their photos printed in school publications. Students work closely with the editors of the newspaper.

**JOURNALISM 49a-c—INDEPENDENT STUDY (1-3) BA /F/S/**

*(See Index)*

**JOURNALISM 50a-d—PRINTING: A NEW TECHNOLOGY (3) /D/**

*Prerequisites: Level 1: Apprentices—No previous printing experience necessary. Level 2: Journeyman—Skills in one area recommended. Level 3: Master printer—Highly technical experience recommended.*

*Three hours lecture and three hours laboratory per week.*

Provides upgrading and retraining to current employees in the printing industry. Provides learning environment for understanding new concepts and skills that are now necessary for printing workers due to the integration of computer composition, laser printing, and new ink and paper chemistry.

## PHOTOGRAPHY

**PHOTOGRAPHY 1—BASIC PHOTOGRAPHY (3) BA /F/S/**

*Two hours lecture and three hours laboratory per week.*

Basic knowledge and skills in the use of photographic equipment, materials and chemicals, while photographing a variety of technical and artistic subjects. (\$10.00 lab fee)

**PHOTOGRAPHY 2a-d—ADVANCED PHOTOGRAPHY LABORATORY (1) BA /S/**

*Three hours laboratory per week.*

A three-hour laboratory course designed to acquaint students with some of the more advanced techniques of the photographic processes. (\$10.00 lab fee)

**PHOTOGRAPHY 10a-d—PHOTO JOURNALISM (2) BA /F/S/**

*One hour lecture and three hours laboratory per week.*

This course is designed for those photo students who would like practical publication experience and the chance to get their photos printed in school publications. Students work closely with the editors of the newspaper. (\$10.00 lab fee).

**PHOTOGRAPHY 51—INTRODUCTION TO PHOTOGRAPHY (1) /F/S/**

*One hour lecture per week.*

An introductory course in the fundamentals of photography, including basic principles of exposure and composition and the use of small reflex cameras and some camera accessories.

**PHOTOGRAPHY 52—BEGINNING PHOTOGRAPHY LABORATORY (1) /F/S/**

*Three hours lecture/laboratory per week.*

This is an introductory lecture/lab course in picture taking and photo processing. Specific assignments are made for a variety of photographic situations. Students are expected to take the pictures, process the film and print black and white pictures from the negatives. (\$10.00 lab fee)

**PHOTOGRAPHY 60—VOCATIONAL PHOTOGRAPHY (2) /D/**

*One hour lecture and two hours laboratory per week.*

A lecture demonstration and laboratory course broadly designed to acquaint the student with the application and uses of photography in the fields of criminal justice, business, art, journalism, public relations, and the industrial and technical arts. (Developmental skills in the use of photographic equipment and processes and darkroom techniques are included as well as projects in a student's major field.) (\$10.00 lab fee)

**PHOTOGRAPHY 70—COLOR PHOTOGRAPHY (2) /F/S/**

*Four hours lecture/laboratory per week.*

*Prerequisites: Photography 1 or Photograph 51 and 52.*

Designed to serve those persons interested in color photography. Covers color photography theories, practices, and artistic techniques, and will include darkroom work. (\$10.00 lab fee)

**PHOTOGRAPHY 71—PORTRAIT AND COLOR PHOTOGRAPHY (2) /S/**

*Four hours lecture/laboratory per week.*

*Prerequisites: Photography 70 or experience in color photography.*

Designed to serve those persons interested in portrait photography. Color and Black and White techniques will be covered. (\$10.00 lab fee)

## **SIGN LANGUAGE STUDIES**

**SIGN LANGUAGE STUDIES 1A—BEGINNING AMERICAN SIGN LANGUAGE (3) BA /F/S/SS/**

*Three hours lecture per week.*

An introduction to American Sign Language and fingerspelling. This course will provide basic conversational skills in the language used by most deaf people in the U.S. Orientation to: the practical problems imposed by deafness, history of deafness, and the Deaf Community and its culture. (Formerly ASL 18a.)

**SIGN LANGUAGE STUDIES 1B—INTERMEDIATE AMERICAN SIGN LANGUAGE (3) BA /F/S/**

*Prerequisite: S.L.S. 1a with a grade of "C." Students may be required to take a skills test.*

*Three hours lecture per week.*

A second level course in American Sign Language. More in-depth study of the Deaf Community, its history and culture.

**SIGN LANGUAGE STUDIES 1C—ADVANCED SIGN LANGUAGE (3) BA /S/**

*Prerequisite: Sign Language Studies 1B.*

*Three hours lecture per week.*

An advanced course emphasizing conversational receptive/ expressive fluency. Students will examine the Deaf Community and culture, grammatical concepts and expressive styles. This course will transfer to all CSUs. It will also satisfy Area C, humanities, requirement for general education for the associate degree.

**SIGN LANGUAGE STUDIES 2A—VOCABULARY DEVELOPMENT 1 (3) BA /S/**

*Prerequisite: It is recommended that S.L.S. 1a be taken first; however, this may be waived by the department if the student is planning to take no further courses in signs.*

*Three hours lecture per week.*

This course will emphasize signing and speaking simultaneously as well as vocabulary building in sign language. Recommended for students planning to become teachers, interpreters, speech pathologists, audiologists or related professions where signing in English is useful.

**SIGN LANGUAGE STUDIES 2B—VOCABULARY DEVELOPMENT 2 (3) BA /F/**

*Prerequisite: S.L.S. 2a.*

*Three hours lecture per week.*

This course will further develop the skills learned in 2a. It will emphasize vocabulary and rate of signing (while speaking).

**SIGN LANGUAGE STUDIES 5—INTRODUCTION TO DEAFNESS (3) BA /F/**

*Three hours lecture.*

Discussion of various aspects of deafness, including types, causes, education, history and culture, services for deaf people and career opportunities in related fields.

**SIGN LANGUAGE STUDIES 10A—SIGN-TO-VOICE INTERPRETING 1 (3) BA /F/**

*Prerequisite: Completion of S.L.S. 1b and 2b (2b can be done concurrently) with a grade of "C." Instructor may give a skills test.*

*Three hours lecture/lab.*

A beginning course in interpreting with emphasis on Sign-To-Voice (Reverse) skills in American Sign Language.

**SIGN LANGUAGE STUDIES 10B—SIGN-TO-VOICE INTERPRETING 2 (3) BA /S/**

*Prerequisite: Grade of "B" in S.L.S. 10a or interview by department.*

*Three hours lecture/lab.*

A second-level course in Sign-To-Voice Interpreting with emphasis on Sign-To-Voice (Reverse) skills in American Sign Language.

**SIGN LANGUAGE STUDIES 11A—VOICE-TO-SIGN INTERPRETING 1 (3) BA /F/**

*Prerequisite: Completion of S.L.S. 1b and 2b (2b may be taken concurrently) with a grade of "C" required.*

*Three hours lecture/lab.*

A beginning course in interpreting with emphasis on Voice-To-Sign skills in American Sign Language.

**SIGN LANGUAGE STUDIES 11B—VOICE-TO-SIGN INTERPRETING 2 (3) BA /S/**

*Prerequisite: S.L.S. 11A with grade of "C."*

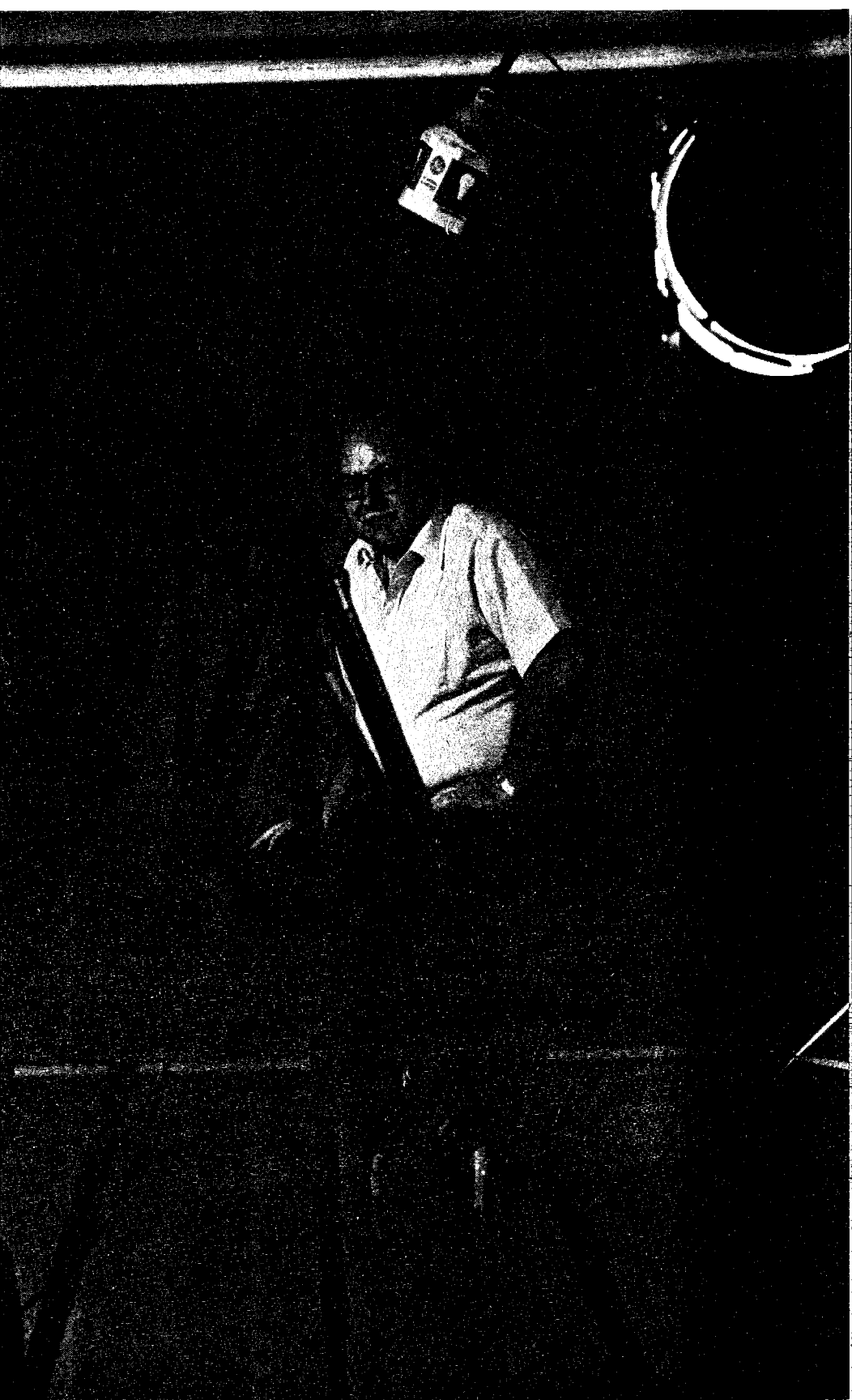
*Three hours lecture/lab.*

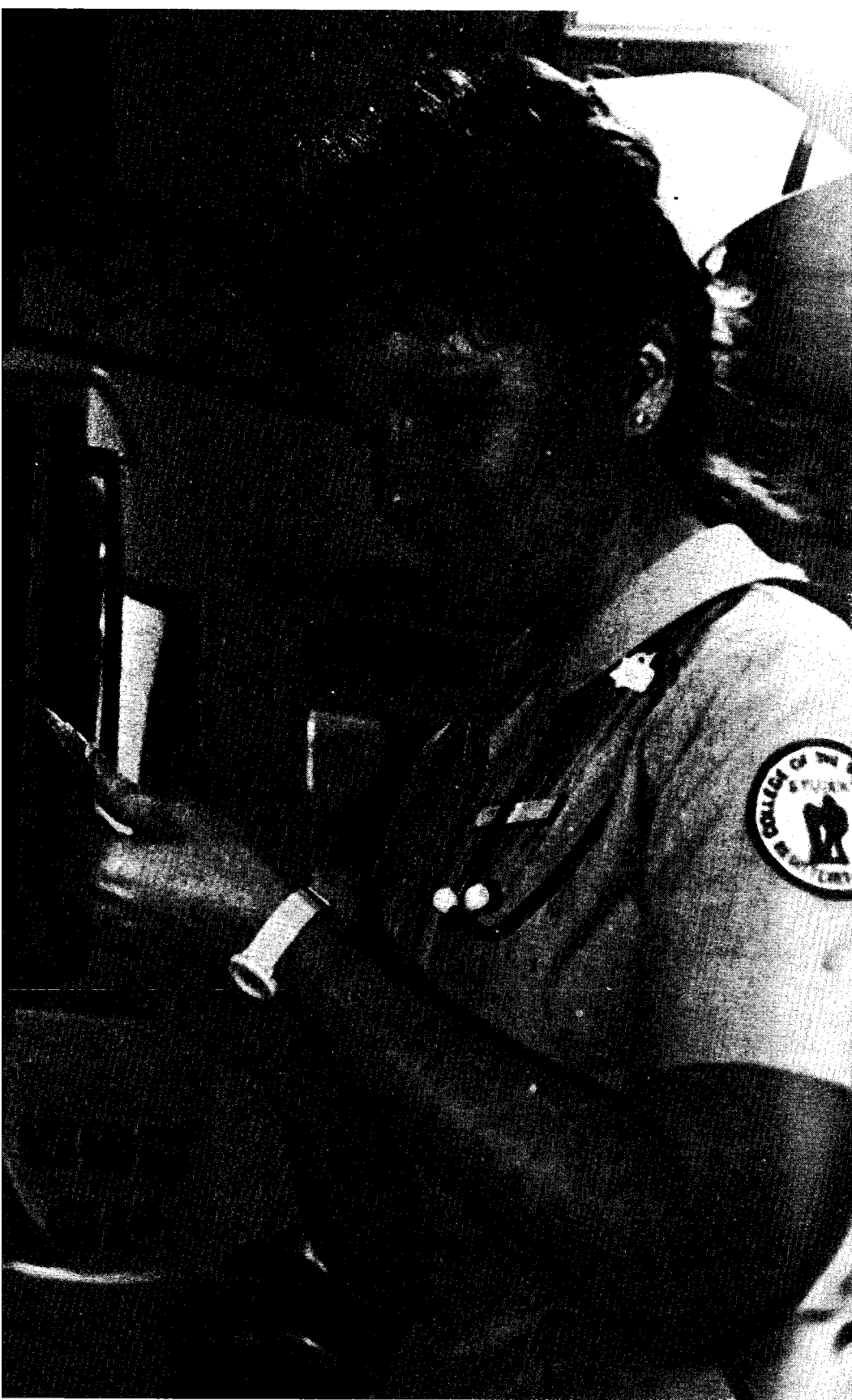
A second-level course in interpreting with emphasis on Voice-To-Sign skills in American Sign Language.

**LANGUAGE ARTS & COMMUNICATION 121 A-D—OCCUPATIONAL COOPERATIVE WORK EXPERIENCE (1-4) BA /D/**

*Open to all majors.*

*See Index—Occupational Cooperative Work Experience.*





# ***DIVISION OF NURSING AND HEALTH SCIENCE***

**CHAIRPERSON: DR. LYNN HAVARD MIRVISS**

## **Majors**

Registered Nursing

Licensed Vocational Nursing

## **GENERAL INFORMATION**

The College of the Sequoias Division of Nursing and Health Science offers a variety of courses and programs for students interested in the health care field. Included among these are a nurse assistant course, an emergency medical technician course, a Vocational Nurse Program, an Associate Degree Registered Nurse Program and a variety of courses designed to meet the continuing education needs of current practitioners. Educational programs are planned to help the student maximize his or her potential and to enhance career mobility. Nursing courses emphasize the value of continuing education throughout the life spectrum.

The curriculum integrates scientific knowledge of professional nursing and general education courses to fulfill requirements of College of the Sequoias and the State of California. Nursing and general education classes are taken on the college campus, and nursing laboratory classes are offered in selected hospitals and community health care agencies. The nursing faculty is directly responsible for teaching nursing classes and supervising clinical experience.

Being a student in the College of the Sequoias Nursing and Health Science Division requires dedication and commitment. It requires dedication to the principles that nursing and health care demand of each of us, the very best that we have to give, and commitment to uphold the philosophies and policies of the college, the Nursing and Health Science Division, the clinical agencies and the applicable certifying and licensing bodies.

The purpose of the Nursing and Health Science Division is to provide a sound program for the education of students in the health care field and to prepare beginning practitioners to safely and effectively meet community nursing needs. The nursing programs are supported by the citizens of this school district. Thus, it is the responsibility of the students and faculty to work together in making this a division in which everyone can take pride.

The Nursing Division welcomes applications from qualified men and women of all ages, races and ethnic origin groups. Students who are interested in nursing education are encouraged to visit the nursing department office for additional information. Regular monthly information meetings are scheduled by the Nursing Division for all students interested in nursing education. Dates and times are available in the nursing office, the counseling office and in the college bulletin.

## **PHILOSOPHY**

The faculty of the College of the Sequoias Nursing Division bases the educational program of the school on the belief that:

The nursing student is an adult learner and as such is considered an active participant with increasing responsibility for independent learning. Learning is dependent upon the student's ability, motivation, readiness and the student-teacher environment. The student is afforded the opportunity to acquire and utilize knowledge that will aid in the attainment of personal and professional goals toward increasing self-actualization.

Committed faculty involvement is essential to and inherent within this program. A low student-teacher ratio is supported to assure quality academic, professional, and personal relationships. This program enjoys active community support and approval. A variety of educational settings are valued, including but not limited to, the classroom, skills laboratory, hospital, clinic and home.



Nursing is a unique service based upon scientific knowledge and directed toward meeting the total nursing needs of the patient. The art and science of nursing is incorporated by utilizing the human needs approach and the nursing process. The practice of nursing utilizes a body of knowledge from the behavioral, physical, and biological sciences. Within the health team the nurse independently, interdependently, and dependently contributes toward the common goal of prevention of illness and the promotion of health.

The person, family or significant others needing nursing intervention are seen as a dynamic system, with real or potential health problems, who have a right to participative health care and knowledge.

Through its rural location, the service area boasts an expansive array of cultures, rapid population expansion, both modest and comprehensive health settings, and increasing numbers and complexity of nursing and medical problems. We hold ourselves accountable for addressing the varied nursing needs of the community.

## SCHOLASTIC REQUIREMENTS

To remain in the nursing program, students must maintain a grade of "C" or better, in all nursing and concomitant classes. Policies regarding admission, transfer and challenge, retention, grading and probation, and graduation are available in the nursing office. Students may take any required general education classes prior to entering the nursing program and are required to complete them by the semester in which they are listed. Anatomy, physiology and microbiology must be completed within 5 years of entrance to the nursing program.

Safe nursing practice is necessary for retention of students in the nursing program. If, at any time, a student's conduct and/or patient care displays a potential harm to the well-being of patients, or if, at any time, the physical or emotional health of a student appears such that he or she cannot withstand the program in nursing, based on the professional judgment of the faculty, the student may be asked to terminate from the nursing program. The amount of time that can be lost in any nursing course, for any reason, will be determined by college catalog and instructor teaching the course.

## REGISTERED NURSING

College of the Sequoias Registered Nurse Program is a two year program leading to an Associate in Science degree. This program is accredited by the California Board of Registered Nursing and successful completion of the nursing requirements qualifies the graduate to apply for admission to the California licensure exam for Registered Nurses.

### ADMISSION REQUIREMENTS

1. Residency in the College of the Sequoias College District (first priority). Residency in adjacent school districts which do not have an RN program (second priority).
2. Graduation from an accredited high school with a G.P.A. of 2.5 or higher, or equivalency (GED).
3. Maintenance of a 2.5 or higher G.P.A. on academic work attempted beyond high school.
4. Satisfactory scores on the Scholastic Aptitude Test (S.A.T.) or the American College Test (A.C.T.).
5. Demonstrate evidence of competency in arithmetical procedures necessary for calculating medication dosages by satisfactorily completing Nursing 21 (within one year of entering the program) or by satisfactory scores on the nursing department math test offered by the department each semester. A study guide to assist the applicant in preparation for this test may be purchased in the COS bookstore.
6. Completion of Nutrition 18, Anatomy 1, Physiology 1, Microbiology 1, Chemistry 2A, and English 1 at College of the Sequoias or equivalent classes at other accredited colleges. Anatomy, physiology and microbiology must be completed within five years of entry into the nursing program.
7. Satisfactory completion of college application and nursing information form and submission of high school and college transcripts.

8. Students must provide own transportation to clinical agencies and must have a valid California drivers license and access to transportation.

## CURRICULUM

FIRST SEMESTER	UNITS	THIRD SEMESTER	UNITS
Nursing 1.....	10	Nursing 3.....	12
Nursing 22.....	3	Speech 1A.....	3
Nursing 6, Soc 1A, or Anthro 2.....	3	Humanities.....	3
	<hr/>		<hr/>
	16		18
SECOND SEMESTER	UNITS	FOURTH SEMESTER	UNITS
Nursing 2.....	12	Nursing 4.....	13
Nursing 10.....	2	Hist. 17A/17B or Pol. Sci. 5.....	3
Psych 1A.....	3		
	<hr/>		<hr/>
	17		16

## APPLICATION PROCEDURE

A class is admitted to the RN Program each semester. Final date for filing applications for each fall class is January 15. The deadline date for receipt of required supporting documents is January 30. The final filing date for each January class is July 15. The deadline for receipt of required supporting documents is July 30. Applicants are encouraged to file their applications as early as possible and not wait until the deadline. Application packets are available in the nursing office.

## VOCATIONAL NURSING ARTICULATION

Three options are available to L.V.N. applicants to facilitate upward mobility. Detailed information on these options is also available in the nursing program office.

## VOCATIONAL NURSING

The Vocational Nurse Program at College of the Sequoias is a three-semester certificate program which is accredited by the Board of Vocational Nursing and Psychiatric Technician Examiners. Successful completion of this program qualifies the graduate to apply for admission to the State Licensure Examination for Vocational Nurses. Students are also encouraged to complete the general education requirements for an Associate of Science degree.

The Licensed Vocational Nurse works in all areas of health care under the supervision of a Registered Nurse and/or a licensed physician.

### ADMISSION REQUIREMENTS

1. Residency in the College of the Sequoias College District (first priority). Residency in adjacent school districts which do not have a VN program (second priority).
2. Graduation from an accredited high school with a G.P.A. of 2.5 or higher, or equivalency (GED).
3. Maintenance of a 2.5 or higher G.P.A. on academic work attempted beyond high school.
4. Completion of Nursing 21, (within one year of entrance into the program), Psychology 1A, and Biology 14. Biology 14 must be completed within five years of entry into the program.
5. Satisfactory completion of college application and nursing information form and submission of high school and college transcripts.
6. Applicants must be eligible for English 51 and are strongly encouraged to complete the class.
7. Students must provide own transportation to clinical agencies and must have a valid California drivers license and access to transportation.

## APPLICATION PROCEDURE

A class is admitted once every three semesters. The next class will be admitted in January 1988. Applications will be available in the nursing department office after February 1, 1987 and final filing date will be July 15, 1987 with all required supporting documents on file in the nursing office by July 30. Applicants are encouraged to submit applications as early as possible and not wait until the deadline.

Policies regarding admission, transfer and challenge, retention, grading and probation, and graduation are detailed in the nursing student handbook which is available in the nursing office.

Three options are available to L.V.N. applicants to facilitate upward mobility. Detailed information on these options is also available in the nursing program office.

## CURRICULUM

FIRST SEMESTER	UNITS	THIRD SEMESTER	UNITS
Vocational Nursing 1.....	15	Vocational Nursing 3.....	15
Nursing 23.....	3		15
	<hr/> 18		
SECOND SEMESTER	UNITS		
Vocational Nursing 2.....	15		
	<hr/> 15		

## NURSE ASSISTANT

The nursing assistant course is designed to prepare the student to participate in giving direct basic patient care as a member of the health care team. Nursing assistants work with other health team members and are directly responsible to the licensed vocational nurses and registered nurses.

Nursing 51—Nursing Assistant, 5 units

## EMERGENCY MEDICAL TECHNOLOGY

### EMERGENCY MEDICAL TECHNOLOGY I

This course instructs the student in appropriate procedures of emergency care. It meets the requirements of the State of California and the County of Tulare for EMT 1 Certification. Satisfactory completion of this course prepares the student for employment with an ambulance service or in a hospital emergency department. A recertification course is also offered each semester. The recertification (refresher) course is required of all EMT 1 certificate holders every 2 years to maintain current status.

Emergency Med. Tech. 50 (EMT 1), 4 units

Emergency Med. Tech. 50 (Refresher), 0 units

## Course Descriptions

# REGISTERED NURSING

### **NURSING 1—(10) BA /F/S/**

*Prerequisites: Physiology 1, Anatomy 1, Microbiology 1, Chemistry 2A, Nutrition 18 and English 1.*

*Six hours lecture and twelve hours laboratory per week plus skills lab assignments by arrangement.*

This course is an introduction to the elements of patient care based on the nursing process. It emphasizes human needs related to communication, safety and comfort, mobility, nutrition, and growth and development. This course introduces the student to the meaning of nursing in health and disease. It includes studies of physical and mental health, interpersonal relationships, legal aspects of nursing, and the principles and techniques of patient centered care. The student will give nursing care to selected patients, under supervision in the clinical area.

### **NURSING 2—(12) BA /F/S/**

*Prerequisite: Nursing 1 and Nursing 22.*

*Six hours lecture and eighteen hours laboratory per week plus skills lab assignments by arrangement.*

The student in Nursing 2 will study the nursing process as it relates to individual and family development. The course is primarily centered around patient needs related to nutrition, balance of regulatory mechanisms, safety and comfort, and sexual expression.

### **NURSING 3—(12) BA /F/S/**

*Prerequisites: Nursing 1, 2, and 10.*

*Six hours lecture and eighteen hours laboratory per week plus skills lab assignments by arrangement.*

The Nursing 3 student will study the nursing process centered around patient needs related to safety and comfort, sexual expression, altered regulatory mechanisms of the cardio-pulmonary systems and gastrointestinal-genitourinary-renal system.

### **NURSING 4—(13) BA /F/S/**

*Prerequisites: Nursing 1, Nursing 2, and Nursing 3.*

*Six hours lecture and twenty-one laboratory hours per week plus skills lab assignments by arrangement.*

This course is a study of the nursing process centered on the needs of patients with altered regulatory and activity mechanisms, safety and comfort, and patients with disintegration of emotional integrity. It focuses on the study of management and leadership principles with skills integrated into practice while utilizing the nursing process.

**NURSING 10—PHARMACOLOGY (2) BA /F/S/**

*Prerequisites: Nursing 1 and Nursing 22.*

*Two hours of lecture per week.*

This course is a study of pharmacologic agents, their actions, uses and implications for the professional nurse. Utilizing the priorities of the human needs theory, discussion areas will be presented in a nursing process format. Topic areas will include: drug standards and legislation, drug actions and interactions, steroids, analgesics, sedatives and hypnotics, anti-infectives, and cathartics, antiemetics and anti-diarrheals.

**NURSING 22—PHYSICAL ASSESSMENT FOR NURSES (3) BA /F/S/**

*Prerequisite: Student in Nursing 1.*

*Two hours of lecture and two hours of lab per week.*

A basic guide to the physical examination designed for students in nursing. The course deals with interviewing techniques, health, history, nursing diagnosis and nursing process, as well as a review of anatomy and physiology of body regions and body systems. The sequence and techniques of the nursing physical examination will be presented and will include pertinent data to assist the student in recognizing normal parameters.

## **VOCATIONAL NURSING**

**VOCATIONAL NURSING 1—FUNDAMENTALS OF NURSING AND MEDICAL AND SURGICAL NURSING INCLUDING ORTHOPEDICS (15) /D/**

*Prerequisites: Biology 14, Nursing 21, and Psychology 1A.*

*Eight hours lecture and twenty-one hours laboratory per week plus skills lab assignments by arrangement.*

This course is a study of the elements of patient care. The student is introduced to nursing concepts emphasizing human needs related to communication, safety and comfort, mobility, nutrition, and growth and development including geriatrics. It is planned to introduce the student to the meaning of nursing in health and disease. Included also are studies of physical and mental health, interpersonal relationships, legal aspects of nursing, and the principles and techniques of patient centered care.

**VOCATIONAL NURSING 2—MEDICAL AND SURGICAL NURSING INCLUDING OBSTETRICS, INFANT CARE AND PEDIATRICS (15) /D/**

*Prerequisite: Vocational Nursing 1 and Nursing 23.*

*Eight hours lecture and twenty-one hours laboratory per week plus skills lab assignments by arrangement.*

The vocational Nursing 2 student will study patient care emphasizing human needs of exchange of gases, regulatory mechanisms, nutrition, communication, safety and comfort, and sexual expression as they relate to patients with cardiopulmonary problems and to maternal-child care.

### **VOCATIONAL NURSING 3—MEDICAL AND SURGICAL NURSING (15) /D/**

*Prerequisite: Vocational Nursing 1 and Vocational Nursing 2.*

*Eight hours lecture and twenty-one hours laboratory per week plus skills lab assignments by arrangement.*

The student in Vocational Nursing 3 will study patient care emphasizing human needs of regulatory mechanisms, mobility, nutrition, communication, safety and comfort, and sexual expression as they relate to patients with endocrine, orthopedic, neurological, integumentary, renal, or body sense problems, and patients with disintegration of emotional integrity.

Principles reinforced throughout the entire nursing program include: human development and sexuality, nutrition including therapeutic aspects, pharmacology, cultural diversity and ethnicity, legal, social and ethical issues, and community health.

Students will be assigned to care for patients of all ages throughout the life continuum and will learn to meet the needs of patients with problems involving all of the bodily systems.

### **VOCATIONAL NURSING 23—PHARMACOLOGY FOR NURSES (3) BA /D/**

*Prerequisite: Acceptance into VIN I.*

*Two hours lecture per week plus one hour by arrangement.*

This course is an overview of pharmacology including classification, use, action, side effects, dosage and administration of drugs with special emphasis on nursing intervention and responsibility in drug therapy.

## **EMERGENCY MEDICAL TECHNOLOGY**

### **EMERGENCY MEDICAL TECHNOLOGY 50—VOCATIONAL TRAINING PROGRAM FOR EMERGENCY MEDICAL TECHNICIANS (4) /F/S/**

*Four hours lecture and demonstration per week plus additional hours by arrangement.*

This course will emphasize the development of skills in the recognition of symptoms of illness and injury and appropriate implementation of procedures of emergency care. This course meets the requirements of the California Department of Health and the County of Tulare for certification as EMT 1.

### **EMERGENCY MEDICAL TECHNOLOGY 50 (REFRESHER)/(0) /F/S/**

*Twenty-four hours of lecture and demonstration plus additional hours for testing.*

This is a 24-hour refresher course required by law every 2 years for all EMT 1 certificate holders to maintain their current status.

# NURSING ASSISTANT

## **NURSING 51—(5) /F/S/SS/**

*Three hours lecture and four hours of laboratory per week. Laboratory hours will be by arrangement.*

A course in basic patient care, including principles and practice in providing for patient needs of safety and comfort, personal hygiene and protection. The student will practice the role of the nursing assistant in a supervised clinical situation. Introductory material related to ethics, communication, nutrition, socialization, and rehabilitation will also be presented. Basic anatomy and physiology will be integrated throughout the course. The course will fulfill requirements for California Nursing Assistant Certification.

# ELECTIVE AND CONTINUING EDUCATION COURSES

## **NURSING 5—CARDIOPULMONARY RESUSCITATION (1) /F/S/SS/**

*One hour lecture demonstration per week.*

This course is designed according to the standards of the American Heart Association to teach the student to recognize signs and symptoms of cardiopulmonary arrest and to appropriately implement CPR. Successful completion of this course certifies the student in basic CPR.

## **NURSING 6—CULTURAL DIVERSITY IN HEALTH AND ILLNESS (3) BA /F/S/**

*Three hours lecture per week.*

This course addresses anthropological concepts and knowledge of cross-cultural comparisons to promote understanding as applied to interrelationships within the community. The emphasis will be placed on culture as it applies to lifelong understanding and cultural change in health and illness.

## **NURSING 20—NURSING CARE DURING SURGICAL INTERVENTION (6) BA /SS/**

*Twenty-eight hours lecture and lab per week plus two hours by arrangement.*

*Prerequisite: Student in the RN program (must have satisfactorily completed Nursing 1, 2, and 3), Registered Nurse, or permission of the department.*

This course is designed to prepare a competent and knowledgeable practitioner to administer optimum care to select surgical patients during the pre-operative, intra-operative and post-operative phase of surgical intervention.

## **NURSING 21—GENERAL MATHEMATICS RELATED TO NURSING (3) BA /F/S/SS/**

*Three hours lecture per week.*

This course focuses on the development of skills in arithmetic, algebra and geometry for use in nursing applications. Selected topics from consumer mathematics, graphing, the metric system, statistical measurement and probability will be included.

**NURSING 25—CARE OF THE PATIENT IN INTENSIVE CARE (6) BA /SS/**

*Twenty-eight hours lecture and lab per week plus two hours by arrangement.*

*Prerequisites: Completion of Nursing 3, or consent of department.*

This course is designed to assist the RN student in developing greater proficiency in caring for acutely ill patients in an intensive care environment. The emphasis is on providing total patient care and perfection of skills pertinent to the critical care situation, including specialized electronic monitoring techniques.

**NURSING 27—ONCOLOGY NURSING (6) BA /SS/**

*Prerequisite: Nursing 1.*

*Twenty-eight hours lecture/lab per week plus two hours by arrangement.*

This course is designed to increase the depth and breath of the students understanding of the physiological process of cancer and its psychological affects on the patient and family. The student will utilize the nursing process to plan and implement individualized care of the oncology patient utilizing principles of the neoplastic process, regulatory mechanisms, nutrition, pharmacology, radiographic treatment and psychosocial processes.

**NURSING 30—RN DIPLOMA PROGRAM CREDIT (30) BA /D/**

*Hours by arrangement.*

This course is designed to give 30 units of registered nursing college credit to registered nurses who are diploma graduates. In order to qualify, applicants must have completed all general education units required by College of the Sequoias RN Program and must have completed a minimum of 15 units at College of the Sequoias. An application form must then be completed in the registered nursing office verifying current licensure in California. Further information may be obtained in the RN office.

**NURSING 31—CHANGING PERSPECTIVES IN HEALTH CARE (3) /D/**

*Three hours lecture per week.*

A continuing education course for RN's and LVN's to provide an update on nursing theory and practice in a variety of clinical areas. The course is divided into several 2-4 week sections, each covering a different topical area of study. California BRN credit for continuing education as well as college credit will be given for this course.

**NURSING 33—INTRAVENOUS THERAPY CERTIFICATION (2) /D/**

*Prerequisite: Licensure as R.N. or L.V.N.*

*Thirty hours lecture lab.*

This course is designed to give the licensed nurse a theoretical base and clinical expertise in intravenous therapy. It meets the California requirements for certification for the Licensed Vocational Nurse to administer intravenous therapy in a hospital setting and may also be a refresher course for Registered Nurses.

**NURSING 34—MENTORSHIP - TRANSITION FROM STUDENT TO NURSE (1) BA /F/S/**

*Prerequisite: Registered Nurse with minimum of one year experience in acute care.*

*Twenty hours lecture.*

A series of seminar classes for Registered Nurses serving as mentors to Nursing 4 students during their medical-surgical rotation. There will be three (3) phases aimed toward teaching the Registered Nurse how to help the student apply nursing principles in the clinical setting. Each phase will consist of three two (2) hour classes (each to be offered at two different time periods) that will address specific criteria essential to successful completion of student objectives.



**NURSING 99—HOLISTIC HEALTH (3) /D/**

*Three hours lecture and discussion per week.*

A comprehensive look at the influences that affect human growth and development. This course incorporates research in the disciplines of medicine, education, sociology and psychology. Emphasis is on the functional relation between factors within the individual (body, mind and spirit) and those outside (cultural, social, physical and global environment). Health will be examined as an ongoing dynamic process.

**HEALTH SCIENCE 5—(2) /S/**

*Thirty-six (36) hours.*

This course is designed for persons employed as activity directors in skilled nursing facilities and intermediate care facilities. The American Nursing Home Association supports this multidisciplinary course designed to meet State and Federal regulations for certification of activity coordinator training.

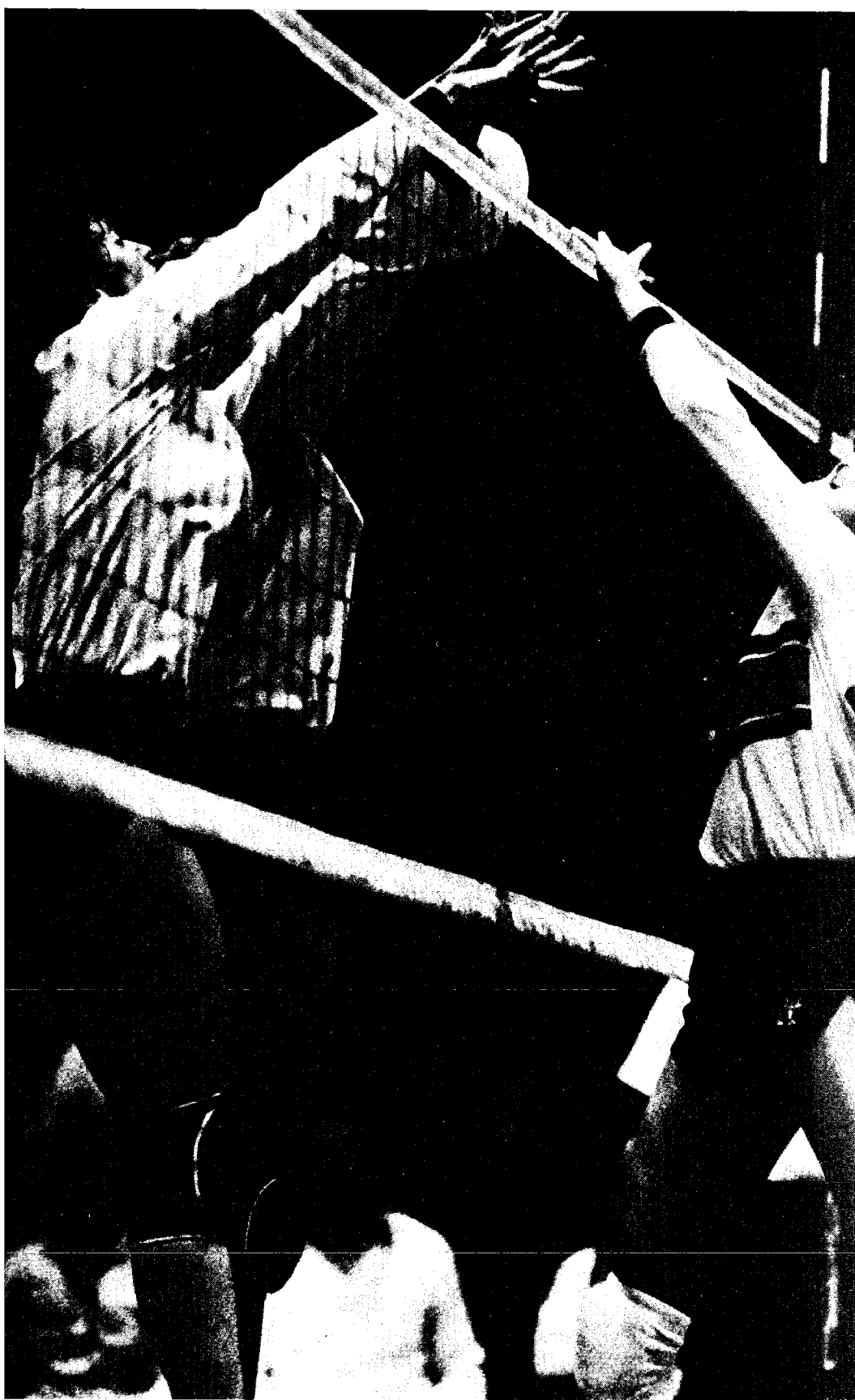
**HEALTH SCIENCE 60a-c—NURSING READINESS FOR ESL STUDENTS (4) /D/**

*Prerequisites: Biology 14, Psychology 1A, and Nursing 21.*

*Eight hours lecture per week.*

This course is for ESL students who are interested in the Vocational Nurse Program. It is designed to help them develop language and vocabulary skills necessary for success in the VN program and in the health careers field. Health Science 60 a-c covers three semesters.





# DIVISION OF PHYSICAL EDUCATION

CHAIRPERSON: MR. DAVE ADAMS

Students majoring in physical education are encouraged to study carefully the course requirements in the college or university to which they expect to transfer in order that they may complete the proper lower division requirements at College of the Sequoias. The subjects listed below are suggested.

## Majors

Physical Education

Recreation

### \*PHYSICAL EDUCATION FOR MEN—STATE COLLEGES

FIRST YEAR	UNITS	SECOND YEAR	UNITS
English 1-20.....	3 3	Speech 1A.....	3
History 17A or 17B.....	3	**Anatomy 1.....	4
Political Science 5.....	3 3	Physiology 1.....	4
Chemistry.....	3	Art 19 or Music 10.....	2
P.E. 33c (Tennis).....	1	Psychology 1A.....	3
P.E. 30c (Orientation).....	2	Hygiene 3.....	2
Hygiene 1.....	2	Electives.....	5 4
Sociology 1A/1B.....	3 3	Nutrition 18 or Ecology 1.....	2
P.E. 9a, P.E. 35.....	1	P.E. 8a (Golf).....	1
P.E. 36.....	2	P.E. 10a (Tennis).....	1
P.E. 24 (Volleyball).....	1	P.E. 12a (Weight Training).....	1
P.E. 23 (Racquetball).....	1		16 16
Botany 10 or Zoology 10.....	3		
	17 17		

### \*PHYSICAL EDUCATION FOR WOMEN—STATE COLLEGES

FIRST YEAR	UNITS	SECOND YEAR	UNITS
English 1-20.....	3 3	Speech 1A.....	3
History 17A or 17B.....	3	**Anatomy 1.....	4
Pol Sci 5.....	3	Nutrition 18.....	3
Phys Sci.....	3	Physiology 1.....	4
Hygiene 1.....	2	Art 19 or Music 10.....	2
Sociology 1A/1B.....	3 3	Psychology 1A.....	3
P.E. 30c (Orientation).....	2	Hygiene 3.....	2
P.E. 35.....	1	P.E. 81 (Ballet).....	1
P.E. 36 (WST).....	2	P.E. 8a (Golf).....	1 1
P.E. 80a-d (Jazz).....	1	P.E. 12 (Weight Training).....	1
P.E. 10 (Tennis).....	1	P.E. 23 (Racquetball).....	1
P.E. 24 (Volleyball).....	1	Electives.....	2 2
	15 16		16 14

*\*It is recommended that physical education majors take two activities courses each semester.*

*\*\*Physical education majors should check catalogs of transfer colleges for anatomy requirements. California State University, Fresno, for example, offers a special anatomy course for Majors and prefers that it be taken there. If so, students should take Ecology, Nutrition 18, Chemistry 1A or Astronomy 10, Experience in Intramurals, P.E. 35-36, P.E. 48a-d (Teacher's Aide, Recreation 1 and 4 are recommended). Experience in Varsity Sports is recommended by those interested in coaching.*

## TWO-YEAR AA DEGREE IN RECREATION—P.E.

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
*Recreation 1.....	3	*Recreation 2.....	3
Hygiene 1.....	2	*Recreation 121a (Work Experience)....	2-4
English 51, 54 or 1.....	3	*P.E. 36, OH 1, or Ecology 1.....	2-3
Art 3.....	2	Theatre Arts 10A.....	3
Psychology 50 or 1A.....	3	(or approved elective)	
*P.E. Activity.....	1	*P.E. Activity.....	1
Electives.....	2		14-17
	16		

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
*Recreation 3.....	3	*Recreation 4.....	3
English 53 or 20.....	3	*Hygiene 3.....	2
Nutrition 18.....	3	Psychology 33 or 39.....	3
Art 6A or 7A.....	2	or Home Economics 39	
Sociology 26.....	3	Speech 3 or approved elective.....	3
*P.E. Activity.....	1	Social Science 76.....	3
	15	Electives.....	1
		*P.E. Activity.....	1
		*Recreation 49 (Independent Study).....	1-4
			17-20

*\*These 20 units are the 20-unit major requirements for an AA.*

*Approved electives: Sociology 1A, Human Services 20, Music 10, Music 21, Art 10a, Economics 1A, Political Science 5, Home Ec. 42 (Creative Activities for Children), Astronomy 10, Ornamental Horticulture 1,*

*Photo 1a, Education 50a, History 17A, History 17B, Physical Education 8, 10, 12, 24, 35, 36, 37, 70, 73, 80, 81, Journalism.*

## TWO-YEAR STATE UNIVERSITY TRANSFER IN RECREATION

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
*Recreation 1.....	3	*Recreation 2.....	3
Psychology 1A.....	3	Speech 1A.....	3
*Hygiene 3.....	2	*Psychology 33 or 39.....	3
Art 3.....	2	Theatre Arts 10A.....	3
English 1.....	3	Hygiene 1.....	2
Nutrition 18.....	3	*P.E. Activity.....	1
*P.E. Activity.....	1		15
	17		

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Photo 1.....	3	*Recreation 4.....	3
Sociology 1A or 26.....	3	Science elective.....	3
English 20.....	3	Pol Sci 5.....	3
U.S. History.....	3	Art 6A.....	2
*Recreation 3.....	3	Elective.....	3
*P.E. Activity.....	1	*P.E. Activity.....	1
	16		15

Also recommended: Ornamental Horticulture 1, Ecology 1, Physical Education: 8a, 10, 12, 24, 35, 36, 37, 70, 73, 80, 81, Recreation 49a-d (Independent Study), Recreation 121 (Work Experience) and Home Ec. 42.

This program would give both an AA in Recreation—P.E. and fulfill the 40 units General Education requirement for transfer.

*\*20 units required for an AA major in Recreation—P.E.*

## WATER SAFETY INSTRUCTOR LIFEGUARD

Students who are 17 years of age or older and have completed P.E. 9a or have intermediate skills may take a year course which qualifies them to:

- a. Teach swimming for all city aquatic programs and agency swim programs such as the YMCA, Boy Scouts, Church Camps and City Recreation Departments.
- b. Guard at all pools. Meets state standards for Life Guards.

### REQUIRED CLASSES:

#### Fall:

- P.E. 35—Advanced Life Saving
- Hygiene 3—Standard and Advanced First Aid

#### Spring:

- P.E. 36—Water Safety Instructor's Training
- C.P.R.—Certificate in Cardio-Pulmonary Resuscitation

### Course Descriptions:

# PHYSICAL EDUCATION

## PHYSICAL EDUCATION—GENERAL ACTIVITY COURSES \* (1) BA

*Two hours per week.*

- Physical Education 2a-d—Badminton
- Physical Education 4a-d—Soccer
- Physical Education 6a-d—Modern Dance
- Physical Education 8a-d—Golf
- Physical Education 9a-d—Swimming
- Physical Education 10a-d—Tennis
- Physical Education 12a-d—Weight Lifting
- Physical Education 14a-d—Par Course Training for Aerobic Fitness
- Physical Education 15a-d—General Activities—Not Listed
- Physical Education 16a-d—Choreography (Prerequisite: A dance background)
- Physical Education 17a-d—Hunch Basketball
- Physical Education 21a-d—Diving
- Physical Education 22a-d—Special Competitive Tennis (2-2) (Four hours per week)
- Physical Education 23a-d—Racquetball
- Physical Education 24a-d—Volleyball
- Physical Education 26a-d—Advanced Baseball (6 hours per week)
- Physical Education 27a-d—Advanced Aquatics
- Physical Education 47a-d—Adaptive Physical Education
- Physical Education 73a-d—Aquatic Calisthenics (3 hours per week)
- Physical Education 80a-d—Beginning and Intermediate Jazz Dance
- Physical Education 81a-d—Beginning Ballet
- Physical Education 82a-d—Varsity Performance
- Physical Education 86a-d—Body Conditioning
- Physical Education 87a-d—Rhythmic Conditioning (3 hours per week)

*\*Some activity classes may require an additional hour per week. Check class schedule for listing.*

**PHYSICAL EDUCATION 29—NUTRITION FOR FITNESS, EXERCISE AND SPORTS  
(2) BA /F/S/**

*Course also offered as Home Economics 19—Nutrition for Fitness, Exercise and Sports.*

*Two hours lecture per week.*

This course is designed to acquaint students with the nutritional needs of physically active persons. Topics include special nutritional needs, evaluation of current information and application of personal food choices. Open to all students.

**PHYSICAL EDUCATION 30C—ORIENTATION IN PHYSICAL  
EDUCATION (2) BA /F/S/D/**

*Two hours lecture per week.*

Introduction to the physical education program, personal, social and professional requirements.

**PHYSICAL EDUCATION 33C—TENNIS (1) BA /F/S/D/**

*Two hours lecture and demonstration per week.*

For men and women physical education majors and minors. Analysis of skills, techniques, strategy, history, and official rules of tennis.

**PHYSICAL EDUCATION 35—ADVANCED LIFE SAVING AND WATER  
SAFETY (1) BA /F/S/D/**

*Prerequisite: Satisfactory completion of Physical Education 9a or approval by department.*

*Two hours lecture and laboratory per week.*

Advanced skills, life saving, and water safety, including the opportunity to qualify for the American Red Cross Advanced Life Saving Certificate.

**PHYSICAL EDUCATION 36—WATER SAFETY INSTRUCTORS  
COURSE (2) BA /F/S/D/**

*Prerequisite: Current Advanced Life Saving Certificate and Standard First Aid Card. (Hygiene 3 may be taken concurrently.)*

*Two hours lecture and laboratory per week.*

Review of Advanced Life Saving, swimming skills and water safety with the opportunity to qualify for the American Red Cross Safety Instructor's Certificate. Techniques, material and methods of teaching included.

**PHYSICAL EDUCATION 37C—GOLF (1) BA /F/S/D/**

*Two hours lecture and laboratory per week.*

Limited to Physical Education majors—Golf skills, strategy and rules.

**PHYSICAL EDUCATION 38—THE ANATOMY AND PHYSIOLOGY OF HUMAN  
PHYSICAL EFFICIENCY (3) BA /F/S/D/**

*Two hours lecture and two hours laboratory per week.*

An introductory course exploring the efficient functioning of the human body. Basic principles of kinesiology, anatomy and physiology concepts are used. Laboratory work and experiments are of a practical nature and take place in the gym, on the field and in the swimming pool. Not a P.E. Major class.

**PHYSICAL EDUCATION 42a-d—FUNDAMENTALS OF FOOTBALL (1) BA /F/S/D/**

*Two hours per week*

Lower division course for students interested in intercollegiate football, especially physical education majors. Includes fundamentals, strategy, and rules of football; exercise, conditioning, and weight training.

**PHYSICAL EDUCATION 43a-d—BASEBALL MAINTENANCE OF FIELDS AND FACILITIES (1) /F/S/D/**

*Two hours per week.*

A course to develop knowledge, understanding of and application of proper care and techniques of baseball field and facility maintenance. This course is designed to acquaint the student to procedures and techniques necessary to maintain and operate the complete baseball working facility. This includes groundskeeping methods and maintenance. This course is background material for those preparing for a coaching career.

**PHYSICAL EDUCATION 45a-d—ADAPTIVE SEASONAL SPORTS (1) /F/S/**

*Three lab hours per week.*

This course is designed to assist disabled students in learning the basic fundamentals, rules, strategies, and/or skills necessary for swimming, tennis, track and field, and bowling. Trained assistants are available.

**PHYSICAL EDUCATION 46—WATER POLO METHODS (2) BA /F/S/D/**

*Three hours lecture and laboratory per week.*

This course is designed to introduce students to the game of water polo and covers a variety of aspects and interests including those of spectators, players, teachers and coaches and officials. It includes individual and team tactics, training and officiating.

**PHYSICAL EDUCATION 47a-d—ADAPTIVE PHYSICAL EDUCATION (1) BA /F/S/D/**

*Three hours per week.*

For men and women with physical handicaps. Class offers physical therapy exercises, hydrotherapy, relaxation techniques, and recreational activities designed to meet individual needs of the physically disabled. This course, will be open to students with disabilities, pre- and para-professional students, and other students as space permits.

**PHYSICAL EDUCATION 48a-d—TEACHER AIDES IN PHYSICAL EDUCATION (1-3) BA /F/S/D/**

*Prerequisite: Interview by department.*

*Two, four, or six laboratory hours per week.*

Selected physical education majors, minors and dance majors assist and direct less advanced students at COS and/or community schools under the supervision of a master teacher.

**PHYSICAL EDUCATION 70—PRINCIPLES OF OFFICIATING (2) BA /F/S/D/**

*Two hours per week lecture/laboratory.*

Rules, advanced skills and officiating techniques for track, water polo, swimming, wrestling, baseball, basketball and football. Intended primarily for those in the community involved in officiating for high schools, colleges and the recreation departments of elementary school programs, and for physical or recreation majors.

**PHYSICAL EDUCATION 82a-d—VARSITY PERFORMANCE (2) /F/S/D/**

*Six hours laboratory per week.*

Performance at varsity athletic and student body activities. Limited to those designated by election.

**PHYSICAL EDUCATION 85—TECHNIQUES OF BASKETBALL COACHING (2) /F/S/D/**

This course is designed to benefit the person who is presently involved in the coaching of basketball; consists of advanced techniques of teaching the game.



# INTER-COLLEGIATE ATHLETICS

*Ten hours laboratory per week.*

The 50 and 60 courses are for students who excel in athletic ability and wish to participate in the inter-collegiate program competing against other community colleges. The students participating in this program are also expected to work toward demonstrating minimum ability in at least one activity in any of the several recreational groups which is not a duplicate of their team activities. Students intending to enter this program are advised to plan their regular schedule to include a minimum of ten hours per week during the seasons of each competitive sport entered.

## **VARSITY ATHLETICS FOR MEN:**

Physical Education 50a-d—Varsity  
Football (2) BA  
Physical Education 51a-d—Varsity  
Basketball (2) BA  
Physical Education 52a-d—Varsity  
Baseball (2) BA  
Physical Education 53a-d—Varsity  
Track (2) BA  
Physical Education 54a-d—Varsity  
Tennis (2) BA  
Physical Education 55a-d—Varsity  
Swimming (2) BA  
Physical Education 57a-d—Varsity  
Golf (2) BA  
Physical Education 58a-d—Varsity  
Cross Country (2) BA  
Physical Education 60a-d—Varsity  
Water Polo (2) BA  
Physical Education 62a-d—Soccer (2)  
BA  
Physical Education 65a-d—Special  
Sports Practice (N/C)

## **VARSITY ATHLETICS FOR WOMEN:**

Physical Education 51a-d—Varsity  
Basketball (2) BA  
Physical Education 53a-d—Varsity  
Track (2) BA  
Physical Education 54a-d—Varsity  
Tennis (2) BA  
Physical Education 55a-d—Varsity  
Swimming (2) BA  
Physical Education 56a-d—Varsity  
Volleyball (2) BA  
Physical Education 58a-d—Cross  
Country (2) BA  
Physical Education 61a-d—Varsity  
Softball (2) BA  
\*Physical Education 65a-d—Special  
Sports Practice (N/C)

*\*Physical Education 65a-d is a course in connection with any intercollegiate sports activity as determined and required by the coach (or any of his assistants) if further instruction and practice beyond that which is normally covered during the regular class schedule are deemed necessary for the student in order to develop maximum athletic proficiency through advanced techniques, strategy, skills, rules, and team plays.*

# RECREATION

## **RECREATION 1—INTRODUCTION TO COMMUNITY RECREATION (3) BA /D/**

*Three hours lecture per week.*

Introductory course in recreation for both transfer majors and two-year certificate majors, and fulfills requirement for recreation majors, minors, physical education majors and is transferable for other students as a general service course. Provides historical foundation, philosophy of recreation services, and a practical base for understanding the major divisions of recreation services.

**RECREATION 2—PROGRAM PLANNING AND ORGANIZATION (3) BA /D/**

*Three hours lecture, laboratory, and demonstration per week.*

The class is designed to introduce the recreation major to the principles of Program Planning and Organization for recreational services and agencies. Opportunities will be provided for practical experiences in supervision and leadership in a recreation setting.

**RECREATION 3—RECREATION GROUP LEADERSHIP (3) BA /D/**

*Three hours lecture, laboratory and demonstration per week.*

Class is designed to introduce the Recreation major, Physical Education major and minor, as well as elementary school teacher to principles of leadership and motivation techniques as they apply to various age and ability groups. Opportunities will be given to gain practical experience in recreation activities as well as opportunities to observe in various agencies different types of leadership skills.

**RECREATION 4—CAMP COUNSELING (3) BA /D/**

*Combination three hours lecture/laboratory per week.*

Basic training in camp organization and leadership. Practical skills in campcraft and outdoor recreation. Organization of family, day, school, church, and agency camps. Includes camping and cooking experience.

**RECREATION 5—CAMP LEADERSHIP & FIELD EXPERIENCE (2) BA /D/**

*Eighty hours lecture and laboratory.*

The Directed Leadership experience is basically a laboratory experience which gives the student the opportunity to relate theory and principle to practice through a progression of laboratory experience which includes observations, conferences, individual leadership assignments and practical field work, in a resident camp situation. Directed leadership supervisors from the College coordinate the student's experience in order to guide the student as an individual based on the student's needs, attitudes, and professional interest.

**RECREATION 6—HEALTH SERVICES 5—ACTIVITY COORDINATOR IN CARE FACILITIES (2) BA /D/**

*Two hours lecture, discussion per week.*

This class is designed to create awareness of all aspects in the coordination of activities in care facilities. This would include organization of programs, personnel relationships and development of therapeutic activities.

**RECREATION 49a-c—INDEPENDENT STUDY (1-4) BA /D/**

*(See Index)*

**RECREATION 121a-d—WORK EXPERIENCE IN RECREATION (1-4) BA /D/**

## **HYGIENE**

**HYGIENE 1—PERSONAL AND COMMUNITY HYGIENE (2) BA /F/S/D/**

*Two hours lecture per week.*

A general course including the facts necessary for intelligent maintenance of physical and mental health and a scientific discussion of the effects of narcotics and alcohol. Interpretation of life processes; a study of the principal body systems and the hygiene associated with each; includes fire prevention. Fulfills state requirements.

**HYGIENE 3—RED CROSS FIRST AID (2) BA /F/S/D/**

*Two hours lecture and laboratory per week.*

The American Red Cross first aid course includes the opportunity to receive the Standard and Advanced First Aid Certificate. It includes fire prevention and emergency childbirth procedures.

**HYGIENE 4—USE AND MISUSE OF NON-PRESCRIPTION DRUGS (3) /F/S/D/**

*Two hours lecture per week.*

This course is designed to provide an individual with the necessary information, explanation, advice and warning on over-the-counter drugs in order to assure that self-medication achieves its greatest good and least possible harm.

**HYGIENE 5—PRINCIPLES OF COMMUNITY HEALTH (3) /F/S/D/**

*Three hours lecture and discussion per week.*

This course has been designed as a general introduction to community health principles with emphasis in the areas of Public and Environmental Health.

**HYGIENE 6—UNDERSTANDING CANCER (3) /F/S/D/**

*Three hours lecture per week.*

The biological, clinical, and psychosocial nature of cancer will be explored through the perspective of medical researchers, biologists, physicians, and health educators. This course is designed to increase the public's understanding of what cancer is and how it affects the human condition.

**HYGIENE 7—SPORTS HEALTH (2) BA /F/S/D/**

*Two hours lecture per week.*

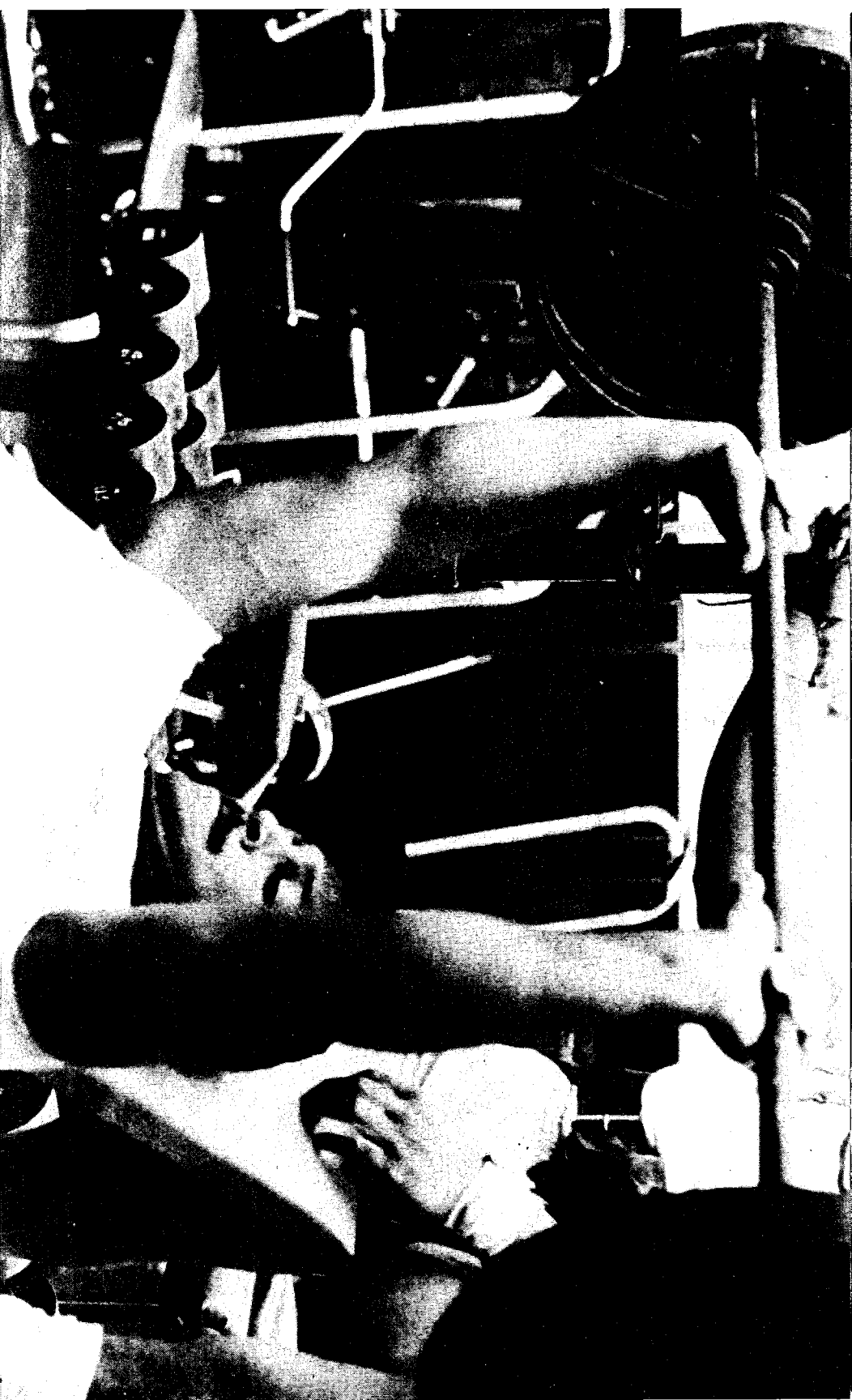
Sports becomes the medium through which achievement of life's goals are explored. The subject matter is somewhat similar to that of Hygiene 1 with a change in emphasis resulting in diverse and different methods of study. A wide variety of topics is covered, using sport as a major motivating factor to understanding.

**PHYSICAL EDUCATION 121 a-d—OCCUPATIONAL COOPERATIVE WORK EXPERIENCE (1-4) BA /F/S/D/**

*Prerequisite: Must take Leadership 1 Training concurrently or perform a designated coordinating activity.*

*Open to all Majors.*

*See Index—Occupational Cooperative Work Experience.*





# DIVISION OF SCIENCE, MATHEMATICS AND ENGINEERING

CHAIRPERSON: MRS. ELAINE SMITH

## Majors

Architecture  
Biological Sciences  
Mathematics

Physical Science  
Engineering  
Mathematics-Science

## ARCHITECTURE AND ARCHITECTURAL ENGINEERING

College of the Sequoias offers architecture courses that are patterned after California State Polytechnic University's (San Luis Obispo) courses. This will allow College of the Sequoias students to transfer into Cal Poly's architecture and architectural engineering department upon meeting other entrance requirements.

The program listed below is also for Construction Engineering majors.

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Architecture 1A.....	3	Architecture 1B.....	3
Architecture 2A.....	3	Architecture 2B.....	3
Architecture 6A.....	2	Architecture 31.....	3
Architecture 40.....	3	*Mathematics 5B.....	5
*Mathematics 5A.....	5	*Physics 5A.....	4
History 17A or 17B.....	3	English 1 (Tech Writing).....	3
Hygiene.....	2	Physical Education.....	1
Physical Education.....	1		22
	22		

*\*Those students who find that they are not prepared for Math 5A, 5B, and Physics 5A and 5B should be enrolled in whatever math they are capable of and plan to take three years to complete the Cal Poly, SLO program or plan to transfer to schools which do not require that level of math or physics.*

### FINAL YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Architecture 1C.....	3	Architecture 1D.....	3
Architecture 6B.....	3	Architecture 6C.....	3
Architecture 32.....	2	Political Science 5.....	3
Architecture 37A.....	2	Elective.....	3
Physics 5B.....	4	Elective.....	1
Elective.....	3	Physical Education.....	1
Physical Education.....	1	Speech 1A.....	3
	18		17

Total articulation of all architecture courses exists at Cal Poly, SLO only.

City and Regional Planning majors may substitute Math 16A and 16B for Math 5A and 5B and Physics 2A and 2B for 5A and 5B.

Architecture majors going to Arizona State University or the University of Oregon may take Math 16A and 16B and Physics 2A and 2B. Articulation by portfolio only.

See Industry and Technology, Industrial Arts, and Drafting in the Industry and Technology Division.

# BIOLOGY

## OPTION 1

For Majors in Biology, Botany, Zoology, Pre-Medicine, Pre-Dentistry, Pre-Pharmacy and related Life Sciences

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Chem 1A .....	5	Chem. 1B .....	5
Math 16A or 5A .....	3-5	Math 16B or 5B.....	3-5
English 1 .....	3	Gen. Ed. courses .....	7-10
Gen. Ed. courses .....	4-7		<u>15-20</u>
	<u>15-20</u>		

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Biology 1 (Fall Only) .....	5	Biology 2 (Spring Only) .....	5
Biology 15 .....	1	Physics 2B (Spring Only).....	4
Physics 2A (Fall Only)*.....	4	Chem. 12B (Continues 12A) .....	5
Chem. 8,9 or Chem. 12A (Fall Only)* ..	6-5	Gen. Ed. courses .....	2-7
Gen. Ed. courses .....	1-3		<u>16-21</u>
	<u>16-17</u>		

*\*At least one of these courses usually is completed at COS.*

## OPTION 2

For students with academic deficiencies in mathematics and chemistry.

### FIRST YEAR

#### GENERAL EDUCATION COURSES

English 1  
 Social Sciences (12 units)  
   Pol. Sci. 5 and either  
   Hist. 17A, 17B,  
   General Education Electives

Humanities (6 units)  
 General Education Electives

## FIRST YEAR

### PRE-SCIENCE MAJOR COURSES:

Astronomy 10  
Chem. 53  
Geology 1A, 12  
Meteorology 1  
Physical Science 10, 12

Math 30, 51, 52, 53, 54  
Biology 12, 14  
Botany 10, Zoology 10  
Ecology 1, 2

## SECOND AND THIRD YEARS

Follow the two-year program in Option 1.

# CHEMISTRY

### RECOMMENDED LOWER DIVISION TRANSFER PROGRAM

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Chem 1A .....	5	Chem 1B .....	5
Math 5A .....	5	Math 5B.....	5
English 1 (tech writing).....	3	Physics 5A .....	4
G.E. Electives .....	3	G.E. Electives .....	3
	<u>16</u>		<u>17</u>

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Chem 12A .....	5	Chem 12B .....	5
Physics 5B.....	4	Physics 5C .....	4
Math 5C.....	3	G.E. Electives .....	6
G.E. Electives .....	4		<u>15</u>
	<u>16</u>		

NOTE: Chem 5 may be taken at COS or at the transfer college.

SUGGESTED ELECTIVES IN ADDITION TO GENERAL EDUCATION:

Computer Language, Differential Equations, Linear Algebra, or German.

Please consult the catalog of your transfer university, UC, or State University.



# ENGINEERING

## RECOMMENDED LOWER DIVISION TRANSFER PROGRAM

College of the Sequoias offers a two-year lower division engineering program which closely parallels that of most four-year institutions, including the University of California and the California State University. This curriculum is common to Aeronautical, Civil, Electrical, Mechanical, and Industrial Engineering.

Students considering Chemical Engineering or Computer Science should consult the catalog of the senior institution to which they expect to transfer. All students should consult the catalog of the senior institution when selecting electives.

### FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
Mathematics 5A.....	5	Mathematics 5B.....	5
Chemistry 1A.....	5	Chemistry 1C.....	3
Engineering 5A.....	3	Engineering 5B.....	3
Math 15A.....	3	Physics 5A.....	4
	16	*Technical Elective.....	3
		or Humanities Elective.....	3
			18

### SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
Mathematics 5C.....	3	Mathematics 6.....	4
Engineering 9.....	2	Engineering 5D.....	4
Physics 5B.....	4	Physics 5C.....	4
Engineering 5C.....	3	Humanities Electives.....	3-6
**English 1.....	3	*Technical Elective.....	2-3
Humanities Elective.....	3		15-18
	18		

\*TECHNICAL ELECTIVES: (Before selecting from the following list consult the catalog of the senior institution to which you plan to transfer)

Engineering 7, Math 15B, Engineering 15, Geology 1A, Biology 1, Mathematics 21.

\*\*Scientific/Technical Reading and Composition Required

# MATHEMATICS

## SUGGESTED MATHEMATICS PROGRAM: UNIVERSITY TRANSFER, CSU OR UC

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Mathematics 5A.....	5	Mathematics 5B.....	5
Mathematics 15A.....	3	Mathematics 15B.....	3
Physics 2A or German 1 or French 1.....	4	Physics 5A or Physics 2B or German 2 or French 2.....	3-4
English 1.....	3	English 20.....	3
Physical Education.....	1	Physical Education.....	1
	16		15-16

## SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Mathematics 5C .....	3	Mathematics 6 .....	4
Mathematics 11 .....	3	Electives .....	3
Physics 5B or Chemistry 1A or German 3 or French 3.....	4-5	Physics 5C or Chemistry 1B or German 4 or French 4.....	4/5
History 17A or 17B.....	3	Political Science 5.....	3
Physical Education.....	1	Physical Education.....	1
	14-15		15-16

### Course Descriptions:

# ARCHITECTURE AND ARCHITECTURAL ENGINEERING

### **ARCHITECTURE 1A—INTRODUCTION TO ARCHITECTURAL AND ENVIRONMENTAL DESIGN (3) BA /F/**

*Two hours lecture, two hours laboratory per week.*

Familiarization with the professional fields of Environmental Design, specifically: Architecture, Engineering, Landscape Architecture, Interior Design, Construction, and Design related to city, urban, and regional planning. Introduction to elements and principles of design and design processes which form the basis of architectural analysis.

### **ARCHITECTURE 1B—ENVIRONMENTAL DESIGN FUNDAMENTALS (3) BA /S/**

*Prerequisite: Architecture 1A or equivalent.*

*Two hours lecture and two hours laboratory per week.*

Elements of environmental and visual-perception, including color, texture, light and three-dimensional design principles. Development of communication and presentation skills, and problem-solving techniques as they apply to the environmental professions.

### **ARCHITECTURE 1C—ENVIRONMENTAL DESIGN (3) BA /F/**

*Prerequisite: Architecture 1B.*

*Two hours lecture and two hours laboratory each week.*

Environmental Design theories, Program Development, and Analytic Techniques with emphasis upon problem solving methodologies for human environs.

### **ARCHITECTURE 1D—ADVANCED ENVIRONMENTAL DESIGN (3) BA /S/**

*Prerequisite: Architecture 1C.*

*Two hours lecture and two hours laboratory each week.*

Advanced problem solving methodologies integrating design theories, qualitative materials, and societal influences upon the human environment.

**ARCHITECTURE 2A—INTRODUCTION TO ARCHITECTURAL DRAWING AND PERSPECTIVE (3) BA /F/**

*Two hours lecture and three hours laboratory per week.*

Basic techniques used in graphic communication. Orthographic and isometric projection. Mechanical perspective, shades, and shadows.

**ARCHITECTURE 2B—BASIC GRAPHICS (3) BA /S/**

*Prerequisite: Architecture 2A or equivalent.*

*Two hours lecture, three hours laboratory per week.*

Drawing as a communication tool in the Environmental Design fields. Exercises to develop basic skills and speed in the representation of ideas. Use of various drawing media. Black and white and color media.

**ARCHITECTURE 6A—MATERIALS OF CONSTRUCTION (2) BA /F/**

*Two hours lecture per week.*

The use and application of building materials, and the structural makeup of buildings.

**ARCHITECTURE 6B—STRENGTH OF MATERIALS (2) BA /D/**

*Prerequisite: Math 5A, Physics 5A (2A-2B).*

*Three hours lecture per week.*

Physical properties of construction materials. Moment and shear diagrams, axial eccentric loading, and deflection. Sizing of structural members of homogeneous and compound materials.

**ARCHITECTURE 31—LIGHT WOOD-FRAME CONSTRUCTION (3) BA /D/**

*Two hours lecture, four hours laboratory per week.*

Introduction to construction techniques and working drawings for light wood-frame structures.

**ARCHITECTURE 32—HEAVY WOOD-FRAME CONSTRUCTION (2) BA /D/**

*Prerequisite: Architecture 31.*

*Two hours lecture and two hours laboratory per week.*

Introduction to construction techniques and working drawings for heavy wood-frame structures. Theory and application of laws and codes affecting buildings. Cost estimating procedures.

**ARCHITECTURE 37A—ENGINEERING SURVEYING (2) BA /D/**

*Prerequisite: Math 54.*

*One hour lecture and three hours laboratory per week.*

Selection, care and use of tapes, levels and transits. Keeping field notes; measurement by tape; differential and profile leveling, and the plotting of profiles. Introduction to the transit; field operation; introduction to traverses.

**ARCHITECTURE 40—FREEHAND DRAWING (3) BA /F/**

*Two hours lecture, two hours laboratory per week.*

Exercises in drawing without mechanical aids.

### **ARCHITECTURE 53—PERSPECTIVE DRAWING (3) /F/S/**

*Two hours lecture and two hours laboratory per week.*

Class will explore three different methods of layout of perspective drawings for architectural exteriors and interiors and appropriate entourage in pencil and ink: common or office, plan or measuring points, and approximate measuring points. This course meets the needs of interior design classes.

## **ENGINEERING**

### **ENGINEERING 5A—GRAPHICS AND DESCRIPTIVE GEOMETRY (3) BA /F/**

*Prerequisite: Math 5A to be taken concurrently.*

*Three two-hour recital sessions per week (6 hours total)*

Fundamentals of descriptive geometry; Orthographic projection, visibility, principles of projection, true lengths and shapes, developments, and intersections. Fundamentals of graphical mathematics; vectors and vector diagrams, data presentation, arithmetic, algebra, calculus, empirical equations and numerical analysis.

### **ENGINEERING 5B—STATICS (3) BA /S/**

*Prerequisite: Completion of Math 5A, and Engr. 5A, each with a grade of "C" or better with Math 5B, and Physics 5A taken concurrently.*

*Three hours lecture per week.*

Fundamentals of engineering statics; force systems, two and three-dimensional structures, frames, beams and cables, centroids, friction and virtual work.

### **ENGINEERING 5C—MATERIALS SCIENCE (3) BA /F/**

*Prerequisite: Completion of Chemistry 1C, Math 5B, and Physics 5A with a grade of 'C' or better.*

*Three hours lecture, one hour recitation and two hours laboratory per week.*

Mechanical and electrical properties of atoms, crystals, metals and glasses, phase and heat-treating diagrams, strengthening mechanisms, electrical properties and corrosion.

### **ENGINEERING 5D—ALTERNATING CURRENT CIRCUITS (4) BA /S/**

*Prerequisite: Completion of Math 5C, Physics 5B and Engr. 5C each with a grade of "C" or better with Math 5D and Physics 5C to be taken concurrently.*

*Three hours lecture and three hours laboratory per week.*

An introductory energy course in alternating current circuits.

### **ENGINEERING 7—PLANE SURVEYING (3) BA /D/**

*Prerequisite: Completion of Math 5A and Engr. 5A with a grade of "C" or better and concurrent enrollment in Physics 5A and Math 5B.*

*Two hours lecture and three hours laboratory per week.*

Horizontal distance measurement, leveling, random and system errors, angle measurement, traverses, horizontal and vertical curves and triangulation.

**ENGINEERING 9—MATRIX ALGEBRA (2) BA /D/**

*Prerequisites: Math 5B, Engineering 5B, Physics 5A*

*Two hours lecture per week.*

An introductory course in matrix methods as applied in engineering and the physical sciences. Extensive use will be made of engineering examples developed in the prerequisite physics and engineering courses.

**ENGINEERING 15—NUMERICAL METHODS (2) BA /D/**

*Prerequisites: Math 1A or 5A, Math 15 or Engineering 10A, Physics 2A or 5A.*

*Two hours lecture per week.*

An introductory course in numerical methods for Physical Science and Engineering students.

**ENGINEERING 49a-c—INDEPENDENT STUDY (1-3) BA /D/**

*(See Index)*

## MATHEMATICS

**(Note: All mathematics placement test scores are valid for one year from date taken.)**

**MATHEMATICS 5A—CALCULUS (5) BA /F/**

*Prerequisite: Mathematics 54 and Mathematics 30 with a grade of "C" or better, or a successful score on the COS Math Placement Test taken within one year.*

*Five hours lecture per week.*

A first semester course in differential and integral calculus. Topics include limits, differentiation and integration of algebraic, trigonometric and transcendental functions. Applications include: related rates, curve sketching, relative and absolute extremes, areas, volume, arc length, area of surface of revolution, work, and fluid pressure. (Formerly Math 1a)

**MATHEMATICS 5B—CALCULUS (5) BA /S/**

*Prerequisite: Mathematics 5A with a grade of "C" or better.*

*Five hours lecture per week.*

A second semester course in differential and integral calculus. Topics include: logarithm, exponential, and hyperbolic functions and their inverses, first order differential equations, techniques of integration, series, polar coordinates, and vectors. (Formerly Math 1b)

**MATHEMATICS 5C—CALCULUS (3) BA /F/**

*Prerequisite: Mathematics 5B with a grade of "C" or better.*

*Three hours lecture per week.*

Partial differentiation, multiple integration, and vector analysis including: Green's Theorem, Stoke's Theorem, and the Divergence Theorem. (Formerly Math 1c)

**MATHEMATICS 6—DIFFERENTIAL EQUATIONS (4) BA /S/**

*Prerequisite: Mathematics 5C with a grade of "C" or better.  
better.*

*Five hours lecture/discussion per week.*

An introduction to the theory and application of differential equations including: linear systems, LaPlace transforms, series solutions, difference equations and Fourier series. (Formerly Math 1d)

**MATHEMATICS 11—LINEAR ALGEBRA (3) BA /F/**

*Prerequisite(s): Mathematics 5B, or 16B with a grade of "C" or better.*

*Three hours lecture per week.*

Elementary linear algebra. The study of the properties and applications of vectors, matrices, determinants, vector spaces, linear transformations, Eigenvectors, Eigenvalues, and canonical forms of matrices.

**MATHEMATICS 15A—COMPUTER SCIENCE I (3) BA /F/**

*Prerequisite: Math 30 with a grade of "C" or better, or a successful score on the Mathematics Placement test.*

*Two hours lecture and three hours laboratory per week.*

Introduction to structured programming and algorithm design using the FORTRAN language, including data types, program design, conditional control structures, looping, subroutines, functions and logical control. The emphasis will be on using the computer as a problem-solving tool.

**MATHEMATICS 15B—COMPUTER SCIENCE II (3) BA /S/**

*Prerequisite: Math 15A with a grade of "C" or better.*

*Two hours lecture and two hours laboratory per week.*

This course in intermediate structured programming and algorithm design uses the Pascal language. The content of the course will include Pascal syntax, data structures, program structure and modularity, algorithm design, and efficiency concerns.

**MATHEMATICS 16A—SURVEY OF CALCULUS (3) BA /F/S/**

*Prerequisite: Mathematics 30 with a grade of "C" or better or a successful score on the COS Math Placement Test taken within one year.*

*Note: For those considering continuing with Mathematics 16B, Mathematics 54 should be taken concurrently with Mathematics 16A if there is a deficiency in trigonometry.*

*Three hours lecture per week.*

A survey of calculus covering limits, differentiation, maxima and minima, integration, exponential and logarithmic functions, graphing, and other applications of differentiation.

**MATHEMATICS 16B—SURVEY OF CALCULUS (3) BA /S/**

*Prerequisite: Mathematics 54 and Mathematics 16A with a grade of "C" or better.*

*Three hours lecture per week.*

Applications of the definite integral, differentiation and integration of trigonometric functions, further integration techniques, numerical integration, differential equations, and probability functions.

**MATHEMATICS 21—INTRODUCTION TO STATISTICS (3) BA /F/S/**

*Prerequisite: Mathematics 53 with a grade of "C" or better, or a successful score on the COS Math Placement test taken within one year.*

*Three hours of lecture per week.*

An introductory course in probability and statistics. Topics include: basic probability theory; the binomial, normal, Poisson, and chi-square distributions; hypotheses testing; and linear regression and correlation.

**MATHEMATICS 30—COLLEGE ALGEBRA (3) BA /F/S/**

*Prerequisite: Mathematics 52 and Mathematics 53 with a grade of "C" or better, or a successful score on the COS Math Placement Test taken within one year.*

*Three hours lecture per week.*

An intensive study of algebra. Topics include: quadratic equations, conic sections, algebraic functions, exponential and logarithmic functions, polynomial functions, and systems of equations and inequalities.

**MATHEMATICS 40—MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS (3) BA /F/**

*Prerequisite: Math 53 with a grade of "C" or better, or a successful score on the COS Math Placement Test taken within one year.*

*Three hours lecture per week.*

This course is designed for elementary credential candidates. Topics covered will be problem solving, development of number systems, sets and relations, equivalence classes, algorithm development and task analysis, number theory, probability and statistics, and geometry.

**MATHEMATICS 48—GENERAL MATHEMATICS (3) /F/S/**

*Prerequisite: Mathematics 50 with a grade of "C" or better or a successful score on the COS Math Placement Test taken within one year.*

*Three hours lecture per week.*

A mathematics course that focuses on the development of skills in arithmetic, algebra, and geometry for use in general applications. Selected topics from consumer mathematics, graphing, the metric system, statistical measurement, and probability will be included. This course prepares the student to take the COS Mathematics Competency Exam for the AA/AS degree.

**MATHEMATICS 49a-c—INDEPENDENT STUDY (1-3) BA /F/S/D/**

*(See Index)*

**MATHEMATICS 50—ARITHMETIC (3) /F/S/**

*Prerequisite: A successful score on the COS Math Placement Test taken within one year.*

*Three hours lecture per week.*

A study of the fundamental operations with whole numbers, fractions and decimals and their use in applied problems. Other topics include factors, multiplicity, divisibility, ratio, proportion, percent, applications of percent, integers, and introduction to algebra.

**MATHEMATICS 51—ELEMENTARY ALGEBRA (3) /F/S/**

*Prerequisite: Mathematics 50 or Mathematics 48 with a grade of "C" or better, or a successful score on the COS Math Placement Test taken within one year.*

*Five hours lecture/discussion per week.*

An intensive one-semester course in elementary algebra covering: fundamental operations, linear equations and inequalities, word problems, factoring, graphing, exponents, radicals, and quadratic equations.

**MATHEMATICS 52—PLANE GEOMETRY (3) /F/S/**

*Three hours lecture per week.*

*Mathematics 51 with a grade of "C" or better, or a successful score on the COS Math Placement Test taken within one year.*

An intensive one-semester course in the elements of plane geometry covering rectilinear figures, the circle, similar figures, ratio and proportion, and area of plan figures. The course is given for students who are deficient in high school geometry.

**MATHEMATICS 53—INTERMEDIATE ALGEBRA (3) BA /F/S/**

*Prerequisite: Mathematics 51 with a grade of "C" or better, or a successful score on the COS Math Placement Test taken within one year.*

*Five hours lecture/discussion per week.*

An intensive one-semester course in intermediate algebra covering linear and quadratic equations and inequalities in one and two variables, operations with polynomials, rational expressions, exponents, radicals, logarithms, word problems, and graphing.

**MATHEMATICS 54—TRIGONOMETRY (3) BA /F/S/**

*Prerequisite: Mathematics 52 and Mathematics 53 with a grade of "C" or better, or a successful score on the COS Math Placement Test taken within one year.*

*Three hours lecture per week.*

Introduction to trigonometric functions of angles, solution of right and oblique triangles, proving and using identities, graphing of trigonometric functions, solving trigonometric equations, and development and use of polar coordinates.

**MATHEMATICS 64A-F—INDIVIDUALIZED BASIC MATHEMATICS (1-3) /D/**

*Prerequisite: Consent of department.*

*Four hours lecture per week.*

An individualized computational arithmetic program for students requiring remediation in whole numbers, fractions, decimals, ratio/ proportion, and percentage. The operations to be covered will be decided upon by the instructor and the student according to his needs. This course is for limited English speakers.



# SCIENCE

## BIOLOGICAL SCIENCES

### **ANATOMY 1—HUMAN ANATOMY (4) BA /F/S/**

*Three hours lecture and three hours lab per week.*

A course designed to introduce the student to the basic structure of the human body. A systemic approach is taken with emphasis placed on the correlation between structure and function, the use of anatomical terms in communication, and classification of tissues and organs and changing attitudes in the field of anatomy. Considerable histology is used to make the study of gross structures more meaningful.

### **BIOLOGY 1—GENERAL BIOLOGY (5) BA /F/**

*Prerequisite: One semester of college chemistry. Chemistry 12A and 12B or Chemistry 8 and 9 recommended concurrently. Biology 1 is a prerequisite of Biology 2; Biology 15 is to be taken concurrently with Biology 1.*

*Three hours lecture and six hours laboratory per week.*

A study of the comparative morphology and embryology of the major animal and plant phyla; organismic, cellular and organelle form and homeostasis, including bioenergetics and molecular biology; biochemical genetics and mendelian genetics; ecology; and evolution.

### **BIOLOGY 2—GENERAL BOTANY (5) BA /S/**

*Prerequisite: Chemistry 1A or 2A and Biology 15.*

*Three hours lecture and six hours laboratory per week.*

A general botany course needed by science majors, eg. botany, biology, zoology, pre-pharmacy, pre-med, or any other similarly intensive program of study including sections of agriculture. The course relies heavily on field experiences to illustrate natural laws and relationships.

### **BIOLOGY 10—FRONTIERS IN BIOLOGY (4) BA /F/S/**

*Prerequisite: A score of 40 percentile or higher on the reading comprehension part of the COS placement test, or completion of English 51 with a "C" grade or better, and be eligible to enroll in Math 53.*

*Three hours lecture and two hours laboratory per week.*

A general principles course for transfer students that are not life-science majors. The principles of homeostasis, genetics, energy flow, evolution, reproduction and ecology will be used to explore contemporary topics in biology. Not open to students who have received credit in Biology 1.

### **BIOLOGY 12—HUMAN HEREDITY: ORDER AND DISORDER (3) BA /D/**

This course is designed to demonstrate the basic principles of human heredity as well as point out the potentials for the future. It will include how inheritance works; common inherited disorders; role of genes and the environment; how disorders are screened for and detected; care, treatment, and management of affected individuals; future of human genetics (scientific, political, legal and social).

**BIOLOGY 14—ANATOMY AND PHYSIOLOGY (4) /F/S/**

*Three hours lecture and three hours laboratory per week.*

A survey of human anatomy and physiology designed to develop an understanding of the correlation of the structure and function of the body. Lab work will consist of microscope work, dissection, experimentation and demonstrations. This course does NOT satisfy the requirements for entrance into the registered nursing program and is not accepted as a transfer course by most state universities.

**BIOLOGY 15—MATTER, ENERGY, AND LIFE (1) BA /F/**

*Prerequisite: One semester of college chemistry.*

*Five hours of lecture per week for three and one-half weeks.*

This course applies chemical and physical principles to cellular anatomy and physiology, emphasizing replication, transcription, translation and the biochemistry of enzymes. Biology 15 is to be taken concurrently with Biology 1.

**BOTANY 10—PLANT BIOLOGY (3) BA /F/S/**

*Prerequisite: A score of 40 percentile or higher on the reading comprehension part of the COS placement test, or completion of English 51 with a grade of "C" or better, and be eligible to enroll in Math 53.*

*Two hours lecture and two hours laboratory per week.*

A general principles course in plant biology designed to meet the needs of a transfer student who is not a life-science major. This course emphasis is on plant structure, function, and ecology. Not open to students that have received credit in Biology 2.

**ECOLOGY 1—HUMAN ECOLOGY (3) BA /F/S/**

*Prerequisite: A score of 40 percentile or higher on the reading comprehension part of the COS placement text, or completion of English 51 with a grade of "C" or better, and be eligible to enroll in Math 53.*

*Three hours lecture per week.*

This survey course covers ecological principles and the historic and modern impact of human societies as agents of ecosystem modification. Topics covered include: ecosystem structure and function; modern human societies and the short-range and projected long-range results of their activities in such areas as population, food and agriculture, the survival of non-human plant and animal species, the use of mineral and energy resources, and the pollution of water, air, and land.

**ECOLOGY 2—FIELD ECOLOGY (3) BA /D/**

*Prerequisite: Ecology 1 with a grade of "B" or better.*

*Two hours lecture and two hours laboratory per week.*

A laboratory/field trip oriented class dealing with the physical and biological factors of the environment. This course helps to satisfy the laboratory requirement in the natural sciences.

### **MICROBIOLOGY 1—GENERAL MICROBIOLOGY (4) /F/S/**

*Prerequisite(s): Chemistry 2A (Chemistry 2C recommended) and one college level course in life sciences.*

*Three hours lecture, three hours laboratory per week.*

This is a basic foundation course designed primarily for students entering the health sciences, home economics, and related fields. Depending upon the transfer school, this class also meets the needs of life science majors. This course covers development of the science of microbiology through modern times; anatomy, morphology and physiology of microbes; techniques of cultivation and identification; growth control measures (physical, chemical, chemotherapeutic) plus isolation and disposal techniques for contaminated materials; medical microbiology (disease and infection, host defenses/immunology epidemiology and public health measures); water micro (treatment, testing, and hazards); food and dairy micro (emphasis on safety and sanitation); as well as aspects of industrial microbiology. Attention is given to theory as well as practical application.

### **PHYSIOLOGY 1—HUMAN PHYSIOLOGY (4) BA /F/S/**

*Prerequisite: Algebra I or Math 51, Chemistry 2A and Anatomy 1. Prerequisites cannot be taken concurrently.*

*Three hours lecture and three hours lab per week.*

A general survey course designed to acquaint the beginning student with enough physiological principles necessary to understand the basic functioning of the human body. In lecture, basic principles of homeostasis, cellular function, circulation, immunity, myoneural physiology, fluid and electrolyte balance, gas exchange, digestion and internal secretions of the body are covered. Demonstrations, instrumentation and experiments in lab cover techniques and procedures involved in C-V physiology, the translocation of material, endocrine studies; metabolic roles breathing, muscle-nerve preparations, and various physiological recordings such as EKG's, EEG's, and EMG's.

### **ZOOLOGY 10—ANIMAL BIOLOGY (3) BA /F/S/**

*Prerequisite: A score of 40 percentile or higher on the reading comprehension part of the COS placement test, or completion of English 51 with a grade of "C" or better, and be eligible to enroll in Math 53.*

*Two hours lecture and two hours laboratory per week.*

A general principles course in animal biology designed to help meet a laboratory requirement for transfer students who are not life-science majors. This course emphasizes animal structure, function, behavior, evolution, and ecology. Not open to students that have received credit in Biology 1.

## **PHYSICAL SCIENCES**

### **ASTRONOMY 10—SURVEY OF ASTRONOMY (3) BA /F/S/**

*Prerequisite: A score of 40 percentile or higher on the reading comprehension part of the COS placement test, or completion of English 51 with a grade of "C" or better, and be eligible to enroll in Math 53.*

*Three hours lecture per week.*

A survey course in astronomy emphasizing the physical concepts and methods of astronomy. Present advances are evaluated in the light of historical background. Laboratory and observation sessions acquaint the student with the tools and methods used in acquiring knowledge of the universe.

### **CHEMISTRY 1A—GENERAL CHEMISTRY (5) BA /F/**

*Prerequisite: High school chemistry and high school algebra or Math 53 with a grade of "C" or better. Eligible to take English 1. An acceptable score on the departmental placement exam.*

*Three hours lecture and six hours laboratory each week.*

A study of the fundamental theories and laws of chemistry with an emphasis on the mathematical treatment of chemistry as well as the underlying concepts of principles. This course includes six hours of laboratory each week. Chemistry 1A is designed for those intending to enter chemistry or professional fields requiring chemistry as a foundation.

### **CHEMISTRY 1B—GENERAL CHEMISTRY (5) BA /S/**

*Prerequisite: High school chemistry, high school algebra or Math 53, and Chemistry 1A with a grade of "C" or better.*

*Three hours lecture and six hours laboratory each week.*

A study of the fundamental theories and laws of chemistry with an emphasis on the mathematical treatment of chemistry as well as the underlying concepts of principles. Thermodynamics, kinetics, acid-base theory, ionic equilibria, redox phenomena, nuclear chemistry, and a brief introduction to organic chemistry may be included.

### **CHEMISTRY 1C—ENGINEERING CHEMISTRY (3) /S/**

*Prerequisite: A minimum grade of "C" in Chemistry 1A and enrollment in the engineering program.*

*Three hours of lecture per week.*

A continuation of the fundamental theories and laws of chemistry with an emphasis on the mathematical treatment of chemistry as well as the underlying concepts of principles as taught in Chemistry 1A. This course includes the identical subject matter and rigor of Chemistry 1B, however, there is no laboratory. This course is for engineering students only.

### **CHEMISTRY 2A—GENERAL CHEMISTRY (4) BA /F/S/**

*Prerequisite: High School Chemistry or Physical Science 12 or Chemistry 53 with a grade of "C" or better; Math 51 or equivalent; score of 3-4 on writing sample and 40-99 on reading sample of COS English Placement Test or completion of English 51.*

*Three hours lecture and three hours laboratory per week.*

A study of the fundamental theories and laws of chemistry, including such topics as metric system, states of matter, nomenclature and formula writing, atomic structure, bonding, oxidation-reduction, stoichiometry, liquids, and concentrations of solutions.

### **CHEMISTRY 2B—GENERAL CHEMISTRY (4) BA /D/**

*Prerequisite: A minimum grade of "C" in Chemistry 2A.*

*Three hours lecture and three hours laboratory per week.*

A continuation of the study of fundamental laws and theories of chemistry, including solution stoichiometry, acid-base theories, ionization, chemical equilibrium, electro-chemistry, nuclear chemistry, and the nomenclature and reactions of hydrocarbons.

**CHEMISTRY 2C—INTRODUCTION TO ORGANIC AND BIOLOGICAL /S/  
CHEMISTRY (4) BA**

*Prerequisite: A minimum grade of "C" in Chemistry 2A.*

*Three hours lecture and three hours laboratory per week.*

Introduction to the basic concepts of organic and biochemical compounds, including: hydrocarbons, alcohols, ethers, carbonyl compounds, amines, their derivatives; and carbohydrates, lipids, amino acids, and proteins. Also includes acid-base ionization and equilibrium.

**CHEMISTRY 5—ANALYSIS (4) BA /D/**

*Prerequisite: Chemistry 1A and 1B with a grade of "C" or better.*

*One hour lecture, one hour recitation, six hours laboratory per week.*

Fundamental principles of quantitative analysis with a theoretical treatment of the laws and theories which apply and general instructions in various methods of gravimetric and volumetric analyses. For students interested in medicine, clinical work, petroleum, or chemical industries in general.

**CHEMISTRY 8—ORGANIC CHEMISTRY (3) BA /D/**

*Prerequisite: Chemistry 1A or 2A-2B with a grade of "C" or better.*

*Three hours lecture per week.*

Fundamental theories and laws of chemistry of the aliphatic and aromatic carbon compounds.

**CHEMISTRY 9—ORGANIC CHEMISTRY (3) BA /D/**

*Prerequisite: Chemistry 8, which may be taken concurrently.*

*One hour lecture and six hours laboratory per week.*

A study of the properties and reactions of the common type of carbon compounds. Designed as the laboratory for Chemistry 8.

**CHEMISTRY 12A—ORGANIC CHEMISTRY (5) BA /F/**

*Prerequisite: Chemistry 1A-1B or 2A-2B with grades of "C" or better.*

*Three hours lecture and six hours laboratory each week.*

This is the first semester of a comprehensive study of organic chemistry. The course, taught at the sophomore level, is primarily for chemistry majors, premedical and pre dental students, med-techs, and biochemical majors. Emphasis is on the structural and functional group chemistry studied from a synthetic and mechanistic point of view. Topics include: nomenclature, stereochemistry, free-radical processes, introductory infra-red and Nuclear Magnetic Resonance spectroscopy.

**CHEMISTRY 12B—ORGANIC CHEMISTRY (5) BA /S/**

*Prerequisite: Chemistry 12A with a grade of "C" or better.*

*Three hours lecture and six hours laboratory each week.*

This course is the continuation of Chemistry 12A, a comprehensive study of organic chemistry. The course, taught at the sophomore level, is primarily for chemistry majors, premedical and pre dental students, med-techs, and biochemical majors. Emphasis is on the structural and functional group chemistry studied from a synthetic and mechanistic point of view. Topics include: reactions of aromatic compounds, condensations, natural products chemistry, introductory biochemistry, mass spectrometry, and ultraviolet/visible spectroscopy.

**CHEMISTRY 53—SURVEY OF INTRODUCTORY CHEMISTRY (3) /F/S/**

*Prerequisite: A score of 40 percentile or higher on the reading comprehension part of the COS placement test, or completion of English 51 with a grade of "C" or better.*

*Three hours lecture and two hours laboratory per week.*

A one-semester elementary chemistry course for students who have not had chemistry or whose previous work in chemistry did not adequately prepare them for Chemistry 1A or 2A. This is a non-transfer course introducing the theories, concepts and vocabulary of chemistry.

**GEOGRAPHY 1—PHYSICAL GEOGRAPHY (3) BA /F/S/**

*Prerequisite: A score of 40 percentile or higher on the reading comprehension part of the COS placement test, or completion of English 51 with a grade of "C" or better.*

*Three hours lecture per week.*

A systematic study of the physical elements of geography, climate, land forms, maps and map projections, natural vegetation and soils, the weather and the oceans, combined with a study of the world's natural regions and the physical patterns of the earth's surface. Map activity and library reading assignments, supplements the lectures.

**GEOLOGY 1A—PHYSICAL GEOLOGY LECTURE AND LAB (4) BA /F/S/**

*Prerequisite: A score of 40 percentile or higher on the reading comprehension part of the COS placement test, or completion of English 51 with a grade of "C" or better, and be eligible for Math 53.*

*Three hours lecture and three hours laboratory per week.*

A consideration of the composition and structure of the earth and the internal and external processes which modify the crust and surface. One or more optional field trips during the semester.

**GEOLOGY 12—ENVIRONMENTAL GEOLOGY (3) BA /F/S/**

*Prerequisite: A score of 40 percentile or higher on the reading comprehension part of the COS placement test, or completion of English 51 with a grade of "C" or better, and be eligible to enroll in Math 53.*

*Three hours lecture per week.*

A study of our geologic environment, emphasizes: hazards, materials, energy and water resources, human interference with geologic processes, and effects of urbanization. One or more optional field trips during the semester.

**GEOLOGY 50A—FIELD GEOLOGY OF A PORTION OF THE MOJAVE DESERT (1/2) BA /D/**

*Approximately 20 hours of field trip experience.*

A field trip course on a portion of the Mojave Desert from Tehachapi to Yermo, including that portion of the San Joaquin Valley from Visalia to Bakersfield and across the southern portion of the Sierra Nevadas. Concurrent enrollment in Geology 1A or Geology 12 required.

**GEOLOGY 50B—GEOLOGY FIELD TRIP FROM VISALIA TO CENTRAL CALIFORNIA COAST AND RETURN (1/4) BA /D/**

*Approximately 8 hours of field trip experience.*

A field trip course designed to acquaint students with "real world" examples of geologic features discussed in class. The trip is used to illustrate the geology across the Great Valley and the Coast Range, and shoreline activities. Concurrent enrollment in Geology 1a or Geology 12 required.

**METEOROLOGY 1—ELEMENTARY METEOROLOGY (3) BA /S/**

*Prerequisite: A score of 40 percentile or higher on the reading comprehension part of the COS placement test, or completion of English 51 with a grade of "C" or better, and be eligible to enroll in Math 53.*

*Three hours lecture per week.*

A brief general course designed to give the student an insight into the physical processes and laws underlying the phenomena of weather and climate. Meets the needs of the general education student as a non-laboratory science course.

**PHYSICAL SCIENCE 10—PHYSICAL SCIENCE SURVEY (3) BA /D/**

*Prerequisite: A score of 40 percentile or higher on the reading comprehension part of the COS placement test, or completion of English 51 with a grade of "C" or better, and be eligible to enroll in Math 53.*

*Three hours lecture and demonstration per week.*

This course is an introduction to and a partial survey of physical science. Topics covered may include: mechanics, the Kinetic Molecular Theory, Electricity and Magnetism, the Atom, Astronomy, Geology, meteorology, and nuclear processes.

**PHYSICAL SCIENCE 12—INTRODUCTION TO PHYSICAL SCIENCE (3) BA /D/**

*Prerequisite: A score of 40 percentile or higher on the reading comprehension part of the COS placement test, or completion of English 51 with a grade of "C" or better, and be eligible to enroll in Math 53.*

*Three hours lecture and two hours laboratory.*

A laboratory-based course in physical science designed to meet the laboratory science requirement for transfer students who are not science majors. This course emphasizes the methods and reasoning used in the physical sciences.

**PHYSICAL SCIENCE 14—ALTERNATIVE ENERGY AND CONSERVATION (3) BA /D/**

*Three hours lecture per week.*

A broad, general survey of the past and present state of the art of trapping, storing, and utilizing a significant percentage of the energy provided by the sun, both direct and diffuse, for the purpose of water heating, agricultural drying/dehydrating, and electrical power generation. Heavy emphasis will be placed on residential space and water heating. The student will learn to read the necessary graphs and charts, view many slides of existing successful application, and become familiar with individual systems of heat collection, transfer, and utilization as it applies to energy saving and the environment.

**PHYSICS 2A—GENERAL PHYSICS (4) BA /F/**

*Prerequisite: Trigonometry or Math 54; Math 16A is a corequisite.*

*Four hours lecture and two hours laboratory each week.*

A survey course and laboratory in physics covering properties of matter, mechanics, heat, and sound. Required for premedical, pre dental, pre-pharmacy and pre-professional students. May be taken by other students to satisfy science requirements.

**PHYSICS 2B—GENERAL PHYSICS (4) BA /S/**

*Prerequisite: Physics 2A, Trigonometry or Math 54; Math 16B is a corequisite.*

*Three hours lecture and three hours laboratory each week.*

A survey course and laboratory in physics covering light, electricity and magnetism, and modern physics. Required for premedical, pre dental, prepharmacy and pre-professional students. May be taken by other students to satisfy science requirements.

**PHYSICS 5A—PHYSICS FOR SCIENTISTS AND ENGINEERS (4) BA /S/**

*Prerequisite: Grade of "C" or better in Math 5A.*

*Three hours lecture, one hour recitation, and two hours laboratory each week.*

Introductory, Calculus-based physics. Fundamental treatment of the general principles of physics for the engineering and physical science major. Topics included are statics, kinematics, dynamics of particles and rigid bodies, and oscillatory motion.

**PHYSICS 5B—PHYSICS FOR SCIENTISTS AND ENGINEERS (4) BA /F/**

*Prerequisite: Grade of "C" or better in Physics 5A.*

*Three hours lecture, one hour recitation, and two hours laboratory each week.*

Introductory, Calculus-based physics. Fundamental treatment of the general principles of physics for the engineering and physical science major. Topics included are mechanical properties of matter, fluid mechanics, wave motion, and thermodynamics.

**PHYSICS 5C—PHYSICS FOR SCIENTISTS AND ENGINEERS (4) BA /S/**

*Prerequisite: Grade of "C" or better in Physics 5B.*

*Three hours of lecture and three hours of laboratory each week.*

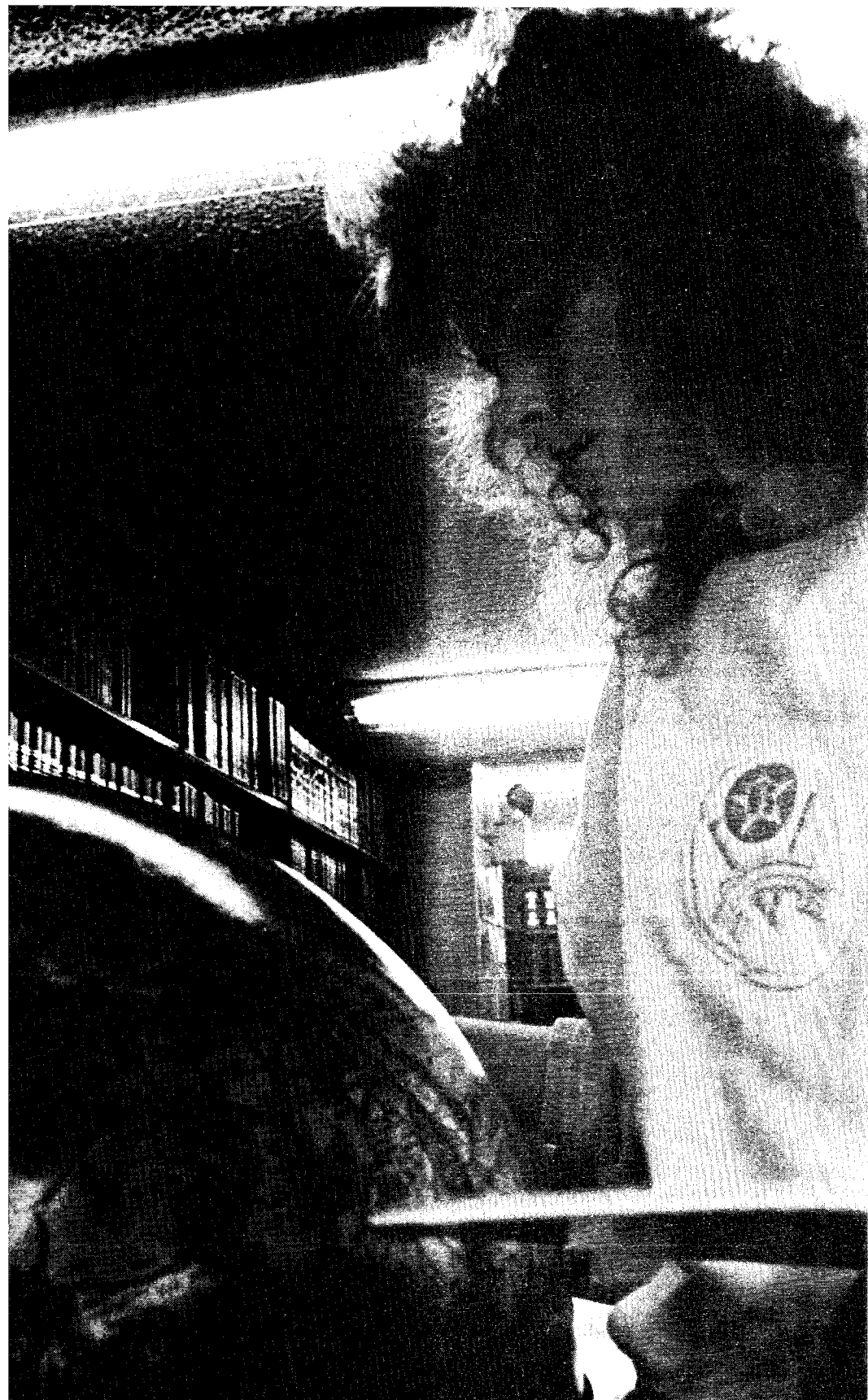
Introductory, Calculus-based physics. Fundamental treatment of the general principles of physics for the engineering and physical science major. Topics included are electrostatics, circuits, magnetism, electromagnetic radiation, and optics.

**PHYSICS 50A—SURVEY OF RADIATION DETECTION TECHNIQUES (1/2) /D/**

*Approximately 20 hours of field trip experience.*

A field trip course to visit the Goldstone Deep Space Communications Facility and the Southern California Edison Solar I project. The course will compare the techniques of Electromagnetic Radiation gathering from the 10 Megawatt Solar I project to the Radio Telescopes at Goldstone which receive energy at levels less than one-ten millionth of a watt.





# DIVISION OF SOCIAL SCIENCES

CHAIRPERSON: MR. RONALD RUIZ

## Majors

Community Service

Social Sciences

### SPECIAL SOCIAL SCIENCES MAJOR

Designed to Prepare Graduates For  
Entry Into Various Types of Community Service Work

A two-year program which is designed to prepare students for a variety of public and private community service para-professional positions including eligibility work, probation aide, family planning aide and child care. Students will be required to spend several hours per week as community service interns in a community service agency during a minimum of four semesters of the two-year program.

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 51 or 1.....	3	Speech 1A.....	3
*Social Science 76.....	3	*Psych 1A.....	3
*Human Services 20.....	3	*Human Services 21.....	3
*Human Services 23a.....	2	*Human Services 23b.....	2
Hygiene 1.....	2	Sociology 1A.....	3
Physical Education.....	1	Physical Education.....	1
Elective.....	3		15
	17		

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
*Sociology 26.....	3	*Business 5.....	3
*Human Service 22.....	3	History 23.....	3
*Human Services 23c.....	2	*Human Services 23d.....	2
Economics 1A.....	3	*Psych 10.....	3
Psych 1B or Psych 34.....	3	Electives.....	5
Elective.....	3		16
	17		

*\*Course required for granting of Community Services certificate by College of the Sequoias. Suggested electives: English 8, 10, or 13; History 21; Sociology 1B; Psychology 34.*

## SOCIAL SCIENCES MAJOR, CSU SYSTEM

### FOUR-SEMESTER COURSE OF STUDY

This course of study is designed to prepare the student for majoring in the upper division in any discipline in the Social Sciences.

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 1 .....	3	English 2 or Speech 1A .....	3
Math (53 or above).....	3	*Phys Sci Elective.....	3
Psych 1A.....	3	Soc 1A.....	3
History 17A.....	3	Hist 17B.....	3
Pol Sci 5.....	3	Anthro 2.....	3
	15		15

\*Phys Sci Electives: Phys Sci 12, Geol 1, Geol 12, Met 1, Geog 1

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
**English Elective.....	3	***Humanities Elective.....	3
***Life Sci Elective.....	3	****Soc Sci Elective.....	3
Econ 1A.....	3	Geog 2.....	3
Hist 4A.....	3	Hist 4B.....	3
Philos 10a or 10b.....	3	Soc 26.....	3
	15		15

\*\*English Electives: Eng 20, Eng 31, Eng 45

\*\*\*Life Sci Electives: Zoo 10, Bot 10

\*\*\*Humanities Electives: Art 2A (Cross referenced as Anthro 6), Art 1A (Usually offered only in fall semester), Art 1b (Usually offered only in spring semester) Theater Arts 1 (Usually offered only in fall semester), Theater Arts 2 (usually offered only in spring semester), and Foreign Language.

Additional courses for the Associate of Arts degree: Hyg 1 or Hyg 7, 2 units

P.E. - 2 courses, 2 units.

\*\*\*\*Soc Sci Electives: Econ 1B, Hist 9, Hist 21, Hist 22, Hist 23, Psych 1B, Psych 10, Psych 33, Psych 34, Psych 39, Soc 1B.

## EDUCATION

### TEACHING CREDENTIALS

The State of California requires a credential in order to teach in the public schools. Preparation requires five years of college training. Under certain circumstances the fifth year of college may be completed while teaching.

There will be two types of credentials: Teaching Credentials and Service Credentials. For the community college student, only the Teaching Credential should be considered.

The teaching credentials are:

1. Single Subject—usually considered secondary
2. Multiple Subject—usually considered elementary
3. Specialist Instruction
4. Designated Subjects

For the Single Subject Credential, the student will be able to teach only the subject in which he majors or passes a subject matter examination.

For the Multiple Subject Credential, the student must follow the Liberal Studies Major as outlined in the college or university catalog to which he/she is transferring. This consists of 21 units from four fields: English-Speech, Science-Mathematics, Social

Sciences, and Humanities. Most colleges have specific courses to meet these eighty-four units for the Liberal Study Major.

Students should follow the general education requirements for the four-year college or university to which they wish to transfer. In addition, students should follow the requirements for the Single Subject Major or the Liberal Studies Major at that institution.

## Course Descriptions

# ANTHROPOLOGY

### **ANTHROPOLOGY 2—INTRODUCTION TO CULTURAL ANTHROPOLOGY (3) BA /F/S/**

*Three hours lecture per week.*

A course covering the nature of culture; a survey of the range of cultural phenomena including material culture, the life cycle, marriage and kinship, social organization and control, art, religion and world view.

### **ANTHROPOLOGY 4—INTRODUCTION TO PHYSICAL ANTHROPOLOGY (3) BA /F/S/**

*Three hours lecture per week.*

The course discusses the behavioral characteristics of the living primates, the emergence of man and the evidence presented by human fossils. Human genetics and the probable reasons for human variation are considered, as is the physical adaptation of the human species to its environment.

### **ANTHROPOLOGY 6—PRE-COLUMBIAN CULTURES OF MEXICO AND SOUTH AMERICA (3) BA /F/S/**

*Three hours lecture per week.*

A survey of the major cultures of Mexico and South America from 1560 B.C. until the European conquest. While emphasizing the technical and stylistic evolution of the material creations of Pre-Columbian peoples, the course also utilizes material culture as a vehicle for understanding these peoples' philosophy, religion, and general way of life. Included are the Olmec, Maya, Zapotec, Aztec, Chavin, and Inca. Not open to students who have completed Art 2a.

### **ANTHROPOLOGY 20—FACES OF CULTURE (T.V.) (2) (BA) /D/**

*Two hours lecture per week.*

Understanding cultures, recognize similarities in cultures, appreciate the number of valid cultural solutions to mankind's problems, understand the factors involved in culture change, know the meaning of basic anthropological terms.

# ECONOMICS

## ***ECONOMICS 1A—PRINCIPLES OF ECONOMICS (3) BA /F/S/***

*Prerequisite: Students should be able to comprehend basic college algebra and have college level reading and writing ability.*

*Three hours lecture per week.*

Macroeconomics: Principles and applications in the analysis of national output, income, employment and prices. Determination and measurement of total production, the level of inflation, the role of the banking system and the uses of fiscal and monetary policy. The national economy is also linked to the world economy in an analysis of international trade and finance.

## ***ECONOMICS 1B—PRINCIPLES OF ECONOMICS (3) BA /F/S/***

*Prerequisite: Students should be able to comprehend basic college algebra and have college level reading and writing ability.*

*Three hours lecture per week.*

Microeconomics: Principles and applications in the theory of producer and consumer behavior, and the distribution of factor payments as derived from output markets. Various market structures are reviewed and the role of government production, regulation and involvement in firm decisions and consumer behavior is analyzed.

## ***ECONOMICS 49a,b,c—INDEPENDENT STUDY (1-3) BA /D/***

*(See Index)*

# EDUCATION

## ***EDUCATION 26A—EXPERIENCES WITH MIGRANT CHILDREN/MINI-CORPS (2) BA /F/S/***

*Two hours lecture per week.*

An orientation course for Mini-Corps Teacher Assistants who are prospective teachers. Emphasis will be on Migrant Education Programs, Mini-Corps programs, materials and strategies utilized in Bilingual/Bicultural classrooms. Classroom discussion and problems are combined with field work and observations of actual teaching situations.

## ***EDUCATION 26B—EXPERIENCES WITH MIGRANT CHILDREN/MINI-CORPS (2) BA /F/S/***

*Two hours lecture per week.*

An overview course of the basic processes of classroom management for Mini-Corps Teacher Assistants who are prospective teachers. Emphasis will be on professional teaching techniques, classroom management and an overview of basic functions of a teacher aide. Classroom discussion and problems are combined with field work and observations of actual teaching situations.

**EDUCATION 26C—EXPERIENCES WITH MIGRANT CHILDREN/MINI-CORPS (2) BA /F/S/**

*Two hours lecture per week.*

An intermediate course for Mini-Corps Teacher Assistants who are prospective teachers. Emphasis will be on Language Arts, language acquisition, the terminology used by educators in describing this process, the types of diagnostic approaches that have been developed to evaluate the process. Classroom discussion and problems are combined with field work and observations of actual teaching situations.

**EDUCATION 26d—EXPERIENCES WITH MIGRANT CHILDREN/MINI-CORPS (2) BA /F/S/**

*Two hours lecture per week.*

An advanced course for mini-corps teacher assistants who are prospective teachers. Emphasis will be on assessment of children's math achievement plus training in basic math terminology, training in methods of teaching basic math methods/materials file. This course will also provide an introduction to some practical methods of collecting, observing, classifying and measuring for use in teaching life and earth sciences in the classrooms. Classroom discussion and problems are combined with field work and observations of actual teaching situations.

**EDUCATION 50A—TEACHER AIDE TECHNIQUES (3) /D/**

*Two hours lecture and four hours of classroom internship (time by arrangement).*

An introductory course designed to acquaint the teacher aide with public education and teaching techniques. Students will receive training in the operation of motion picture projectors, slide projectors, tape recorders and other audio-visual aids. Includes training in graphic arts (construction of transparencies, bulletin boards, flannel boards, etc.)

**EDUCATION 50B—DEVELOPMENT OF INSTRUCTIONAL MATERIALS (3) /D/**

*Prerequisite: Education 50A or departmental approval.*

*Two hours lecture and four hours classroom internship per week.*

Development of instructional materials.

## **GEOGRAPHY**

**GEOGRAPHY 1—PHYSICAL GEOGRAPHY (3) BA /F/S/**

*Three hours lecture per week.*

A systematic study of the physical elements of geography, climate, land forms, maps and map projections, natural vegetation and soils, the weather and the oceans, combined with a study of the world's natural regions and the physical patterns of the earth's surface. Map activity and library reading assignments supplement the lectures. (Cross-listed in the Physical Science section.)

**GEOGRAPHY 2—WORLD REGIONAL GEOGRAPHY (3) BA /F/S/**

*Three hours lecture per week.*

A study of the physical settings, population patterns, natural resources, and economic and political status of each of the contemporary world's major regions and their constituent countries. Map projects, library reading activities and independent study assignments will supplement the lectures.

# HISTORY

## **HISTORY 4A,B—HISTORY OF WESTERN CIVILIZATION (3-3) BA /F/S/**

*History 4A is NOT a prerequisite to History 4B.*

*Recommendation: Students should meet the qualifications for English 1 before taking History 4A, 4B.*

*Three hours lecture per week.*

The evolution of Western culture from antiquity to modern times. A survey of economic, political, intellectual and social development, including the impact of the West on other civilizations and cultures. History 4A ends with the study of the late Middle Ages, the crusades, Medieval culture and the emergence of national states. History 4B begins with the Enlightenment, the French Revolution, and Napoleon.

## **HISTORY 7—HISTORY OF WOMEN IN THE UNITED STATES (3) BA /S/**

*Three hours lecture per week.*

A general survey of women in the United States from the Colonial Period to the present with emphasis on the 19th and early 20th centuries. The course will consider the evolution of the social and economic position of women in American society, the participation of women in social movements, and the development of a woman's rights movement. Open to both transfer and two-year students.

## **HISTORY 17A,B—THE PEOPLE OF THE UNITED STATES (3-3) BA /F/S/**

*History 17A is not a prerequisite for History 17B.*

*Prerequisite: Eligibility for English 1.*

*Three hours lecture per week.*

A study of the people of the United States from colonial beginnings to the present time, emphasizing the interaction of political, economic, and social factors in the evolution of American culture. History 17A takes the study to the end of the Civil War. History 17B continues to the present. Each course meets the American history requirement in general education and fulfills state requirements in American history.

## **HISTORY 18A,B—THE PEOPLE OF LATIN AMERICA (3-3) BA /D/**

*History 18A is NOT a prerequisite for History 18B.*

*Three hours lecture per week.*

A comparative study of the social, political, and economic institutions of the people of Latin America from European discovery to the present time. History 18A takes the study to the end of the wars for independence. History 18B continues the study to the present time, with emphasis on the 20th Century. This two-course sequence consists of two separate courses: History 18A and History 18B.

## **HISTORY 21—THE PEOPLE OF MEXICO (3) BA /D/**

*Three hours lecture per week.*

A brief survey of the historical development of the economic, political, and social institutions of Mexico from the time of the Spanish Conquest to the present, emphasizing the place of Mexico in the world today and the heritage, traditions and ideas of its people. A general education course open to both transfer and two-year students.

**HISTORY 22—AFRO-AMERICAN HISTORY (3) BA /D/**

*Three hours lecture per week.*

A survey of the role of the black American in the United States from the colonial period, to the present time and an analysis of the status of the black person in American society today. Open to both transfer and two-year students.

**HISTORY 23—MEXICAN-AMERICAN HISTORY (3) BA /F/**

*Three hours lecture per week.*

A general survey of the Mexican-Americans. This course traces the background and history from the birth of the Mexican to the present day Mexican-American. Emphasis will be placed on the historical roots which help explain the social, political, economic, and cultural experiences and development of the Mexican-American in the United States.

**HISTORY 31—THE PEOPLE OF CALIFORNIA (3) BA /F/**

*Three hours lecture per week.*

A study of the people of California from the earliest settlements down to our own time. An inquiry into the political, social, and economic institutions of California as a part of Spain, Mexico, and the United States. Open to both transfer and two-year students.

**HISTORY 49a-c—INDEPENDENT STUDY /D/**

*(See Index)*

## **HUMAN SERVICES**

**HUMAN SERVICES 20—SURVEY OF PUBLIC WELFARE (3) BA /F/**

*Three hours lecture per week.*

A general survey of the social, economic, political, historical and philosophic components in the development of the social welfare programs. Major contemporary public assistance programs in the United States and California, basic principles of Social Security Programs, roles of Federal, State, and local government. It is recommended that Human Services 23a-d be taken in conjunction with this course. (Also listed as Sociology 20.)

**HUMAN SERVICES 21—INTERVIEWING (4) BA /S/**

*Three hours lecture, two hours laboratory per week.*

Methods and techniques of interviewing. Emphasis is on obtaining social information and representing social agencies, developing sensitivity and awareness of the needs, feelings, and concerns of those being interviewed; developing skills in the use of interpreters. Special problems in interviewing children, the troubled and the aged. It is recommended that Human Services 23a-d be taken in conjunction with this course. (Also listed as Sociology 21.)

**HUMAN SERVICES 22—INTRODUCTION OF HUMAN SERVICES (3) BA /F/**

*Three hours lecture per week.*

A study of the uses of human services (social work) in meeting the social problems of the community. An examination of the field as a profession, along with a survey of the techniques of social casework as a method of intervention in personal, marital, interpersonal and community dysfunction. It is recommended that Human Services 23a-d be taken in conjunction with this course. (Also listed as Sociology 22.)



**HUMAN SERVICES 23a-d—INTERNSHIP (1-4) BA /F/S/**

*See Sociology 23a-d—Occupational Cooperative Work Experience.*

**HUMAN SERVICES 47A—CARE PROVIDING FOR THE DEVELOPMENTALLY DISABLED (3) /D/**

*Three hours lecture per week.*

Designed to provide state licensed care providers who provide residential services for people with developmental disabilities, the necessary knowledge and tools to appropriately assess a resident's needs for skill and behavioral training and develop program goals related to those needs. Care providers will be introduced to planning individualized programs and evaluating the progress of their residents.

**HUMAN SERVICES 47B—CARE PROVIDING FOR THE DEVELOPMENTALLY DISABLED—FACILITY MANAGEMENT (3) BA /D/**

*Three hours lecture per week.*

A course designed to provide state licensed care providers providing residential services to persons with developmental disabilities the knowledge and tools to efficiently and effectively operate their small family care home. Care providers will become familiar with Central Valley Regional Center and licensing philosophy regarding the residential care, learning requirements, nursing, health and safety procedures.

**HUMAN SERVICES 47C—CARE PROVIDING FOR THE DEVELOPMENTALLY DISABLED/BEHAVIOR MANAGEMENT (3) BA /D/**

*Prerequisite: Human Services 47a and 47b.*

*Three hours lecture per week.*

This course trains students to effectively manage behavior using a positive approach. Initial portions of the course define a framework of behaviors which the students can use with clients to assist in the maintenance of discipline. Positive methods of developing these behaviors are discussed and demonstrated. Topics covered include: Stimulus Control, Modeling, Positive and Negative Reinforcement, Time Out, Management of Problem Behavior, Response Priming and Shaping. An emphasis is placed upon the practical application of general learning principles applicable in a wide variety of situations. As learning is considered an active process, a number of activities are used in the class to demonstrate teaching points and add variety. The course is designed to be a reinforcing experience for both instructors and participants.

## PHILOSOPHY

**PHILOSOPHY 10a-b—THE DEVELOPMENT OF WESTERN THOUGHT (3) BA /F/S/**

*10a is NOT a prerequisite for 10b.*

*Three hours lecture per week.*

A broad, general survey of the western cultural heritage in philosophical thought. The first semester considers the classical and medieval worlds with special reference to the contributions of Socrates, Plato, Aristotle, St. Augustine and St. Thomas Aquinas, and the systems of Platonism, hedonism, stoicism and Christianity.

The second semester covers the period of the Renaissance to modern times. Included are the contributions of Descartes, Spinoza, Hobbs, Locke, Hume, Kant, Hegel and Dewey, and the systems of humanism, rationalism, utilitarianism, empiricism idealism, pragmatism, and existentialism.

**PHILOSOPHY 11—COMPARATIVE RELIGION (3) BA /D/**

*Three hours lecture per week.*

A general survey of the major religions of the world (Hinduism, Jainism, Buddhism, Sikhism, Confucianism, Taoism, Shinto, Zoroastrianism, Judaism, Christianity, and Islam), including brief considerations of primitive religion and the recent interest in spiritualism, astrology, and psychic phenomenon. The emphasis is on a comparison of themes and problems common to all, or most religions.

**PHILOSOPHY 13—INTRODUCTION TO THE OLD TESTAMENT (3) BA /S/**

*Three hours lecture per week.*

A general survey of the religion of the Hebrews with particular emphasis on the thoughts and writings of the Old Testament as they are seen in the historical context of the history of Israel.

**PHILOSOPHY 14—INTRODUCTION TO THE NEW TESTAMENT (3) BA /F/**

*Three hours lecture per week.*

A general survey of the theological positions represented by various major figures in the early Christian community, namely, Jesus, Paul, and the writers of the four gospels, Hebrews and James. Emphasis is placed upon seeing these persons and their viewpoints in their historical context.

**PHILOSOPHY 15—RELIGIOUS DIVERSITY IN AMERICA (3) BA /D/**

*Three hours lecture per week.*

A general survey course of the major religious traditions in America with respect to their historical development and their interaction with cultural and political aspects of American life. Some attention will be given to minor religious movements and the emerging American interest in traditions outside Judaism and Christianity.

**PHILOSOPHY 16—LIVES OF GREAT WESTERN RELIGIOUS FIGURES (3) BA /D/**

*Three hours per week.*

A general survey course dealing with the life and thought of 28 great religious figures in western history, selected as representatives of widely variant traditions. General categories will be the theologians, mystics, reformers, prophets of the inner life and social critics and activists.

## **POLITICAL SCIENCE**

**POLITICAL SCIENCE 2—COMPARATIVE GOVERNMENT (3) BA /D/**

*Three hours per week.*

A comparative study of constitutional principles and political problems of the various major governments of the world. An analysis of the evolution and contemporary nature of English, Soviet, and Norwegian political institutions. Course does not satisfy requirements in Constitution of the United States and the state and local governments of California.

**POLITICAL SCIENCE 3—GOVERNMENT IN CALIFORNIA (3) BA /D/**

*Three hours per week.*

An examination of the legislative, administrative, judicial and electoral systems of California. Emphasis will also be given to city and county government and present problems of California. This course satisfies all state requirements in the state and local governments of California, but does not satisfy the Constitution of the United States requirement.

**POLITICAL SCIENCE 5—FEDERAL, STATE AND LOCAL GOVERNMENT (3) BA /F/S/**

*Three hours per week.*

*Prerequisite: Eligibility for English 1.*

An introduction to the principles and problems of national, state and local government, with particular emphasis on the Constitution of the United States and the state and local governments of California.

**POLITICAL SCIENCE 7—MASS COMMUNICATIONS (3) BA /F/S/**

*Three hours lecture per week.*

A survey course covering all media of mass communication—newspapers, television, radio, magazines, book publishing, films, others—their strengths and weaknesses in light of their influence upon the political thinking of humans and the major challenges they present to our free society, especially in the sensitive and critical areas of censorship, sensationalism, pornography, propaganda, and monopoly. (Also cross-titled as Journalism 7.)

**POLITICAL SCIENCE 48—GOVERNMENT IN THE UNITED STATES (0) /D/**

*Prerequisite: Must be an in-service teacher.*

Study for in-service teachers only. The California Administrative Code, Title 5, Education, requires that teachers in the public schools, regardless of teaching field, be familiar with the essentials of government in the United States. Teachers may fulfill this requirement at College of the Sequoias in either of two ways: (1) Political Science 5, (2) Political Science 48, independent study followed by a comprehensive examination without unit credit.

**POLITICAL SCIENCE 49a-c—INDEPENDENT STUDY (1-3) BA /D/**

*(See Index)*

## **PSYCHOLOGY**

**PSYCHOLOGY 1A—GENERAL PSYCHOLOGY (3) BA /F/S/**

*Three hours lecture per week.*

*Recommendation: Students should meet the qualifications for English 1 before taking Psychology 1A.*

Introduces the field of psychology through a study of the facts and principles involved in learning, development, motivation, personality, adjustment and the physiological basis of behavior. Presents basic concepts, vocabulary and methods of psychology. Emphasis is placed on those concepts which relate to an understanding of human behavior.

**PSYCHOLOGY 1B—APPLIED PSYCHOLOGY (3) BA /D/**

*Prerequisite: Psychology 1A with a grade of "C" or better, or the approval of the department.*

*Three hours lecture per week.*

A survey of psychology as its findings apply to some of our socially relevant problems. These would include the results of studies on bystander apathy, sleep and dreams. Interpersonal attraction, self esteem, authoritarianism, social aggression, the concept of intelligence and IQ and the development of competence in children.

**PSYCHOLOGY 10—HUMAN SEXUALITY (3) BA /F/S/**

*Three hours lecture per week.*

A biological, psychological, and sociological approach to the study of human sexual behavior.

**PSYCHOLOGY 19a-d—FUNDAMENTALS OF LEADERSHIP (2) BA /F/S/**

*Two hours lecture and discussion per week.*

A course for members of the student executive board for the study of the student body, constitution, parliamentary procedures, organizations, publicity, and finance, and for the development of leadership qualities through an activities program. Course repetitions provide enhancement of leadership skills.

**PSYCHOLOGY 32—PSYCHOLOGY OF DEAFNESS (3) BA /S/**

*Three hours per week.*

*Prerequisite: S.L.S. 5 and Psychology 1A*

An exploratory introduction to the psychological adjustment problems associated with the hearing impaired. A critical look at the way in which the person with a hearing impairment copes with social, personal and vocational adjustment to a hearing loss which imposes certain limitations and is felt as a loss or denial of something valuable.

**PSYCHOLOGY 33—PERSONAL AND SOCIAL GROWTH (3) BA /F/S/**

*Prerequisite: Psychology 1a or departmental approval.*

*Three hours lecture per week.*

A study of one's personality and potential for personal growth as an individual and in relationship to others.

**PSYCHOLOGY 34—ABNORMAL PSYCHOLOGY (3) BA /F/S/**

*Prerequisite: Psychology 1a or departmental approval.*

*Three hours lecture per week.*

This course is designed to be a broad general survey class that covers the field of abnormal psychology. It will explore the development and nature of behavior deviations in our society. This will include the treatment presently afforded to these conditions and our culture's role in shaping them. A field trip may be arranged for some semesters.

**PSYCHOLOGY 35a-b—SMALL GROUP DYNAMICS (1) BA /D/**

*Prerequisite: Any basic course in psychology.*

*Two hours discussion per week.*

A course organized to help the participant gain insight into his own behavior, as well as that of others, to learn what a sharing experience is, and to grow in his ability to relate to others as a human being.

**PSYCHOLOGY 39—CHILD DEVELOPMENT (3) BA /F/S/**

*Three hours lecture per week.*

A study of prenatal through adolescent stages of growth and development of children. Emphasis on cognitive, social, physical, emotional and moral development. Course is also offered as Home Economics 39—Child Development.

**PSYCHOLOGY 40—PSYCHOLOGY OF THE MEXICAN-AMERICAN (3) BA /D/**

*Three hours lecture per week.*

A review of the current psychological and sociological perspectives of the Chicano. We will attempt to identify the Mexican-American by presenting the elements of their lifestyle which make them unique and at the same time describe the psychological effects that these elements have on them.

**PSYCHOLOGY 41—WORKING IN THE FIELD OF MENTAL HEALTH SERVICES (3) BA /D/**

*Two hours lecture and two hours laboratory per week.*

This course offers a beginning look at the basic knowledge, skills, and abilities, as well as the ethical elements of the mental health professional.

**PSYCHOLOGY 42—KNOWLEDGE OF HUMAN BEHAVIOR (3) BA /D/**

*Two hours lecture and four hours laboratory per week.*

This course identifies the problems, issues and concerns of modern living to which mental health, and mental health professionals address themselves.

**PSYCHOLOGY 43—BASIC INTERVENTION SKILLS (3) BA /D/**

*Two hours lecture and two hours laboratory per week.*

A basic course on communication skills and interaction between persons.

This course also provides the student with the framework for assessing how decisions about intervention and treatment in mental health cases are made.

**PSYCHOLOGY 45—COMMUNITY RESOURCES, HUMAN SERVICES, AND REFERRAL PROCESS (3) BA /D/**

*Two hours lecture and two hours laboratory per week.*

The basic knowledge of the mental health professionals, professional power and influence, related professions (probation, welfare, corrections, law enforcement, public health employment, development, etc..) Definition of terminology and history of mental health, legal and fiscal structure of the various mental health agencies in the community, and the components of the referral process.

**PSYCHOLOGY 49a-c—INDEPENDENT STUDY (1-3) /D/**

*(See Index)*

**PSYCHOLOGY 50—INTRODUCTION TO BASIC PSYCHOLOGY (3) /F/S/**

*Three hours lecture per week.*

A survey of the principles of psychology with emphasis on understanding everyday behavior. Not intended for transfer to a university.

**PSYCHOLOGY 57—STRESS REDUCTION AND MANAGEMENT (3) BA /F/S/**

*Three hours per week.*

A general course in the social sciences/psychology field for the general public and health professionals who wish to gain an overview of and an insight in the dynamics of stress, its effects on the human body, ways and means of minimizing and coping with stress, and to obtain supervised classroom training in some of the basic passive and active relaxation and imagery visualization techniques which may be used in the reduction and management of stress with patients, clients, and for the 'do-it-yourself' individual.

# PUBLIC ADMINISTRATION

## **PUBLIC ADMINISTRATION 1—INTRODUCTION TO PUBLIC ADMINISTRATION (3) BA /D/**

*Three hours lecture per week.*

An introduction to the elements, principles, and trends in public administration; government and administrative process as means of accomplishing public goals.

## **PUBLIC ADMINISTRATION 2—PUBLIC PERSONNEL ADMINISTRATION (3) BA /D/**

*Three hours lecture per week.*

Study of principles and practices of personnel management—the procurement, development, maintenance and use of an effective work force.

## **PUBLIC ADMINISTRATION 3—ELEMENTS OF PUBLIC FINANCE (3) BA /D/**

*Three hours per week.*

A non-technical introduction to the elements of public finance; the fiscal processes of financing public improvements in an equitable and efficient manner without loss of growth.

## **PUBLIC ADMINISTRATION 4—ADMINISTRATIVE LAW AND PROCEDURE (3) BA /D/**

*Three hours per week.*

An introduction to the law concerning the powers and procedures of administrative agencies. The transfer of power from legislatures to agencies, the exercise of power by the agencies and review administrative action by the courts.

## **PUBLIC ADMINISTRATION 5—PLANNING, PROGRAMMING, BUDGETING (3) BA /D/**

*Three hours per week.*

The presentation of a financial management process which discusses planning, budgeting, accounting and reporting as specific individual processes to be incorporated into public financial functions. The course will be presented to provide a general understanding of planning, programming, budgeting.

## **PUBLIC ADMINISTRATION 6A—MANAGING ORGANIZATIONS (1) /S/**

*Two eight-hour seminar sessions.*

A general course in the managing of public sector organizations in the 1980s. Specific content to include: Conflict Resolution, Management Styles, Organizational Stress and Organizational Behavior as it relates to the everyday management of organizations. This would be an excellent course for managers to gain insight to their strengths and weaknesses and how they manage organizations as a practical matter.

## **PUBLIC ADMINISTRATION 6B—MANAGING ORGANIZATIONS— ADVANCED THEORY AND TECHNIQUES (1) /F/**

*Two eight-hour seminar sessions.*

An advanced course in the art of managing organizations. Specific content to include management styles, inventory, economic analysis of public policy, dealing with organizational conflict, comparative evaluation of American/Japanese industry and time management. As part of the second session, specific topics will be developed to meet the needs of those attending. This should be an excellent course for managers who wish to become a bit more focused on specific topics as they relate to managing organizations as well as gaining additional insights to their strengths and weaknesses and how they relate to the practical problems of managing an organization.

# SOCIAL SCIENCE

## **SOCIAL SCIENCE 76—AMERICA (3) /F/S/**

*Three hours per week.*

A study built around Alistair Cooke's film series "America." Films and discussions emphasize the inter-relationship in the student's life of social, cultural, political and economic forces in an evolutionary setting. This course is especially designed to fulfill the social science AA degree requirement for occupationally-oriented students in the two-year program.

# SOCIOLOGY

## **SOCIOLOGY 1A—INTRODUCTION TO SOCIOLOGY (3) BA /F/S/**

*Three hours per week.*

An introductory course covering basic principles and concepts, including culture, personality, social organization, social interaction, human ecology, and social change.

## **SOCIOLOGY 1B—THE SOCIOLOGY OF SOCIAL PROBLEMS (3) BA /S/**

*Three hours per week.*

Major social problems are studied and analyzed, including crime and delinquency, race, personal pathologies and poverty, as well as such social issues as the family, religion, education and population.

## **SOCIOLOGY 20—SURVEY OF PUBLIC WELFARE (3) BA /F/S/**

*Three hours lecture per week.*

A general survey of the social, economic, political, historical and philosophic components in the development of social welfare programs. Major contemporary public assistance programs in the United States and California, basic principles of Social Security Programs, roles of Federal, state and local government. It is recommended that Sociology 23a-d be taken in conjunction with this course. (Also listed as Human Services 20.)

## **SOCIOLOGY 21—INTERVIEWING (4) BA /F/S/**

*Three hours lecture and two hours laboratory per week.*

Methods and techniques of interviewing. Emphasis is on obtaining social information and representing social agencies; developing sensitivity and awareness of the needs, feelings, and concerns of those being interviewed; developing skills in the use of interpreters. Special problems in interviewing children, the troubled and the aged. It is recommended that Sociology 23a-d be taken in conjunction with this course. (Also listed as Human Services 21.)

## **SOCIOLOGY 22—INTRODUCTION OF HUMAN SERVICES (3) BA /F/S/**

*It is recommended that Sociology 23a-d be taken in conjunction with this course.*

*Three hours lecture per week.*

A study of the uses of human services (social work) in meeting the social problems of the community. An examination of the field as a profession, along with a survey of the techniques of social casework as a method of intervention in personal, marital, interpersonal and community dysfunction. (Also listed as Human Services 22.)

**SOCIOLOGY 23a-d—INTERNSHIP (1-4) BA /F/S/**

*One hour lecture per week.*

*See index—Occupational Cooperative Work Experience 121A-D for hours required to earn each unit.* Direct practical community experience for students interested in a career in the helping services. Activities are assigned in community social service agencies. Course repetition provides enhancement of internship skills. This course should be taken in conjunction with the sequence in Sociology 20-22. (Also listed as Human Services 23a-d.)

**SOCIOLOGY 26—MARRIAGE AND FAMILY LIFE (3) BA /F/S**

*Three hours lecture per week.*

This course is designed to give the student greater insight into family living. Consideration of such topics as roles played by various family members; importance of the family for individuals and society; choosing a mate; successful living as husband, wife, parent, child; sexual and financial adjustment in marriage. (Also cross-titled as Home Ec. 26.)

**SOCIOLOGY 27—COMMUNICATIONS WITHIN THE FAMILY (3) /D/**

*Three hours per week.*

This class will examine the ways that people interact within families, and provide participants with practical methods of dealing with feelings, solving personal and interpersonal problems, and increasing self-esteem. Participants will learn why marriages and parent-child relationships often fail, while acquiring the skills required to strengthen these types of relationships. A good course for parents, couples and people in the helping professions.

**SOCIOLOGY 49a-b—INDEPENDENT STUDY (1-3) BA**

*(See Index.)*





# SPECIAL PROGRAMS

DEAN, VOCATIONAL EDUCATION: DR. DAVID BOCKMAN

## Majors

Cosmetology

Fire Technology

## COSMETOLOGY

Theory and practical experience in the art of cosmetology for males and females. Hair cutting, styling, coloring, etc. is taught by professionals in approved privately owned beauty colleges under contract with College of the Sequoias. These classes lead to certification by the State of California. Students must provide special uniforms and supplies as well as attend classes 36 hours per week.

*COSMETOLOGY 61a (15 units)*

*COSMETOLOGY 61b (15 units)*

*COSMETOLOGY 62 (10 units) Summer Only*

*Prerequisite: Approval of contracting beauty college.*

*Thirty-six hours per week.*

Training in the theory and application of cosmetology leading to certification by the State of California. Students attend classes at commercial beauty colleges off campus for a minimum of 36 hours per week for 15 units per class (Summer class 10 units). Students are required to provide their own uniform and training kit.

## CERTIFICATE OF ACHIEVEMENT IN COSMETOLOGY

A Certificate of Achievement in Cosmetology will be granted to students who satisfy the following requirements:

1. Completion of 40 units of cosmetology with a grade of "C" or better.
2. Completion of the 1600 hours of instruction specified by the California State Board of Cosmetology.

## ASSOCIATE OF ARTS DEGREE IN COSMETOLOGY

(See Index for Requirements for Graduation.)

\*Cosmetology training is available to COS students through selected beauty colleges in the Visalia area.

## Course Descriptions

## COSMETOLOGY

*COSMETOLOGY 61a-b (15)—See Cosmetology 62 /F/S/*

## **COSMETOLOGY 62 (10) Summer Only**

*Prerequisite: Admission to the Cosmetology Program. (See above for details.)*

All instruction offered off campus.

Minimum of thirty-six hours lecture and laboratory per week.

Scientific theory as it applies to cosmetology, anatomy, disorders and diseases of the skin, scalp and hair; physiology of skin and nails; chemistry and electricity; salon management; bacteriology and sterilization; chemical composition and correct application of shampoos; finger-waving and shaping; curl construction, including pin curling and sculpture curling; cold waving, including chemical composition of and reactions to materials used; color rinses and vegetable tints, manicuring; and basic hair cutting.

Hair styling and introductory contest work; introduction to salon clinic, permanent hair coloring, massage and scalp treatments; intermediate permanent waving, hair shaping, hair straightening. Shaping and styling of wigs, and care of hair pieces; manicuring; permanent waving; hair colorings; giving facials and scalp treatments. Training and experience as a receptionist is provided. Salesmanship is learned through actual practice. Students serve as receptionists in the college salon. Advanced theory and 127 hours of State Board preparatory testing are included.

Sixteen hundred (1600) hours of successful training is required by the California State Board of Cosmetology for licensure. All cosmetology students enrolled through College of the Sequoias should complete their 1600 hours in three semesters. In order to meet these requirements, it will be necessary for the cosmetology student to attend 36 to 40 hours per week. Forty (40) units of college credit is the maximum the College of the Sequoias recommends in this program.

# **FIRE TECHNOLOGY**

## **AA/AS DEGREE AND CERTIFICATE PROGRAM**

College of the Sequoias offers both a Fire Training Academy (F.S. 70 for 260 hours) and a series of Fire Technology classes leading toward a Certificate or an A.S. degree.

### **Certificate Major Requirement:**

Fire Technology classes are currently offered only during the evening or extended day hours. Since few prerequisites are necessary, more classes may be taken in any sequence.

### **Course**

### **Units**

Fire Science 59 .....	3
Fire Science 60 .....	2
Fire Science 61 .....	3
Fire Science 74 .....	3
Fire Science 75 .....	3
Fire Science 76 .....	3

17

Plus 12 additional units in Fire Technology classes or equivalent training approved by the division.

### **DEGREE MAJOR REQUIREMENTS:**

The Associate of Arts degree in Fire Technology and Associate of Science degree in Fire Technology is available; however, due to the small number of classes offered each semester, more than two years are usually required for completion.

Please see the catalog for general education requirements beyond the 30 units in Fire Technology required for the AS degree. AA degree requires 20 units in Fire Technology plus the general education requirement. Both the AA and AS degrees require a minimum of 60 semester units of college work.

## **FIRE TECHNOLOGY**

### ***FIRE SCIENCE 51—INTRODUCTION TO FIRE SUPPRESSION (3) BA /D/***

*Three hours lecture per week.*

The first segment of the standard fire-training curriculum, a consideration of the following topics: fire suppression organization, fire suppression equipment; characteristic and behavior of fire; fire-hazard properties of ordinary materials; building design and construction; extinguishing agents; basic fire-fighting tactics; and public relations.

### ***FIRE SCIENCE 52—FIRE APPARATUS AND EQUIPMENT (3) BA /D/***

*Prerequisite: Fire Science 51, or equivalent training and experience.*

*Three hours lecture per week.*

The second sequence in the standard fire-training curriculum, this course covers fire apparatus and fire department vehicles. Included are driving laws and driving techniques and the construction, operation and maintenance of all kinds of fire apparatus—pumping engines, ladder trucks, aerial platforms and specialized equipment.

### ***FIRE SCIENCE 53A—FIRE INVESTIGATION I (3) BA /D/***

*Prerequisite: Fire Science 51 and 52.*

*Three hours lecture per week.*

The third course in the standard fire technology program, including introduction to arson and incendiarism, arson laws and types of incendiary fires; methods of determining fire causes, recognizing and preserving evidence, interviewing and detaining witnesses; procedures in handling juveniles; court procedure and giving testimony.

### ***FIRE SCIENCE 53B—FIRE INVESTIGATION II (2) BA /D/***

*Prerequisite: Fire Science 51, 52 and 53a.*

*Thirty-six hours - Instruction.*

Advanced instruction in arson and incendiarism, arson laws, and types of incendiary fires. Methods of determining fire causes, recognizing and preserving evidence, interviewing and detaining witnesses.

### ***FIRE SCIENCE 55—BASIC CHEMISTRY FOR FIRE SCIENCE (3) /D/***

*Three hours lecture per week.*

A lecture and demonstration in basic chemistry designed as either a prerequisite or a preparation for the Fire Science courses in Hazardous Materials. This course will not satisfy General Education requirements for transfer students.

### ***FIRE SCIENCE 58—FIRE FIGHTING TACTICS AND STRATEGY (3) BA /D/***

*Three hours per week.*

Review of fire chemistry, equipment, and manpower; basic fire fighting tactics and strategy; methods of attack; preplanning fire problems.

**FIRE SCIENCE 59—INTRODUCTION TO FIRE TECHNOLOGY (3) BA /D/**

*Three hours lecture per week.*

An 18-week course providing an introduction to fire protection; career opportunities in fire protection and related fields; history of fire protection; fire loss analysis; public quasi-public and private fire protection services; specific fire protection functions; basic fire chemistry and physics.

Designed to give the learner an overview of fire technology, the fire service and the fire protection field as career potentials.

**FIRE SCIENCE 60A—FUNDAMENTALS OF FIRE PREVENTION (2) BA /D/**

*A total of 36 hours per course.*

This course is designed to meet the needs of the beginning fire inspector. The course teaches an inspector how to use a code and recognized standards while performing an inspection. The student is introduced to various codes and standards in order to develop a working knowledge of their application in the inspection process.

**FIRE SCIENCE 60B—FUNDAMENTALS OF FIRE PREVENTION (2) BA /D/**

*A total of 36 hours per course.*

To provide BASIC fire prevention information for company officers and fire prevention personnel so they may respond to a variety of fire prevention situations in a professional and effective manner.

**FIRE SCIENCE 61—FIRE PROTECTION EQUIPMENT AND SYSTEMS (3) BA /D/**

*Prerequisite: Fire Science 51 or equivalent training and experience.*

*Three hours per week.*

Portable fire extinguishing equipment; sprinkler systems; protection systems for special hazards; fire alarm and detection systems.

**FIRE SCIENCE 62—RELATED CODES AND ORDINANCES (3) BA /D/**

*Prerequisite: Fire Science 51 or equivalent training and experience.*

*Three hours per week.*

Familiarization of national, state, and local laws, and ordinances which influence the field of fire prevention.

**FIRE SCIENCE 64—FIRE VEHICLE MAINTENANCE FOR OPERATORS AND MECHANICS (3) BA /D/**

*Three hours lecture per week.*

A survey course in the fundamentals of all fire vehicle structure. Basic construction of the vehicle, including the main powering systems (fire pumps excluded) and techniques of maintenance.

**FIRE SCIENCE 65—BUILDING CONSTRUCTION FOR FIRE PROTECTION (3) BA /D/**

*Prerequisite: Introduction to Fire Science, or employment or experience in a related field, such as Fire Protection, Insurance, Construction, Architecture, Engineering.*

*Three hours per week.*

Fundamentals of building construction as it relates to fire protection. Classification by occupancy and types of construction with emphasis of fire protection features, including: building equipment, facilities, fire resistive materials and high-rise considerations.

**FIRE SCIENCE 66—WILDLAND FIRE CONTROL (3) BA /D/**

*Prerequisite: Fire Science 51 or equivalent training and experience.*

*Three hours per week.*

A course designed to provide the employed fireman or fire science major with a fundamental knowledge of the factors affecting wildland fire prevention, fire behavior, and control techniques.

**FIRE SCIENCE 67—HAZARDOUS MATERIAL (3) BA /D/**

*Prerequisite: Fire Science 51 or equivalent training and experience.*

*Three hours per week.*

An introduction to basic fire chemistry and physics. Problems of flammability as encountered by firefighters when dealing with fuels and oxidizers. Elementary fire fighting practices pertaining to hazardous materials in storage and transit.

**FIRE SCIENCE 70—BASIC FIREFIGHTER 1—ACADEMY (9) BA /D/**

*Prerequisite: Completion of 9 units in basic concepts in fire service organization and theories of fire control, or presently employed as a firefighter or volunteer firefighter.*

*Five weeks (260 hours).*

A course in manipulative and technical training in basic concepts in fire service organization and theories of fire control, including laws and regulations affecting the fire service, fire service personnel, and functions, fire organizations; principles of fire behavior, and the basic consideration in fire strategy and tactics.

**FIRE SCIENCE 71a-b—TECHNIQUES OF FIRE SERVICE INSTRUCTION (2) BA /D/**

*Forty-hour course.*

This course is recommended for Fire Service personnel having training responsibilities within their fire departments. Techniques of Fire Service Instruction 71a deals with such topics as terms pertaining to instruction; concepts of learning; course development; lesson development; supplementary instruction sheets; planning; organizing and managing instructional activities; teaching methods and teaching aids as they relate to teaching both manipulative skills and technical information in the Fire Service. 71b deals with such topics as: evaluation; a method of improving instruction; introduction to testing and measurement; constructing and using various types of tests; analyzing test results; and managing the evaluation process.

**FIRE SCIENCE 72A—FIRE COMMAND 1a (2) (BA) /D/**

*Forty hour course designed to be completed in one week.*

A course to provide the Company Officer with information and experience in command and control techniques at the scene of an emergency. The course emphasizes the act of commanding, the authority to command the personnel, and area under a commander, the performance requirements for Fire Service Officer.

**FIRE SCIENCE 72B—FIRE COMMAND 1b (2) /D/**

*Forty-hour course designed to be completed in one week.*

A course to provide the Company officer with information and experience in command and control techniques at the scene of a Hazardous Material Incident. Develop skills in the decision-making process for Hazardous Material Incidents by using identification and containment methods. The course also emphasizes the act of commanding, the authority to command, and officer responsibilities.

**FIRE SCIENCE 73—VEHICLE EXTRICATION (1) /D/**

*Prerequisite: Completion of 9 units in basic concepts in the fire service training or presently employed as a firefighter or volunteer firefighter.*

*A sixteen-hour course.*

A course designed to present an organized approach to vehicle extrication situations; an introduction to the safe use and utilization of improvised and commercial tools; "C" spine management and patient handling techniques; and an opportunity for the student to apply the recently acquired knowledge in practice sessions and simulated wrecks.

**FIRE SCIENCE 74—FUNDAMENTALS OF PERSONAL FIRE SAFETY AND EMERGENCY ACTION (3) /D/**

*Three hours per week.*

Designed to provide basic skills in assessing fire dangers, handling common fire situations in the home and/or industry, basic CPR and Standard First-Aid.

**FIRE SCIENCE 75—FUNDAMENTALS OF FIRE PROTECTION (3) /D/**

*Three hours per week.*

Theory and fundamentals of fire protection, including fire protection laws, water systems and public fire protection systems, fire protection in buildings and open areas.

**FIRE SCIENCE 76—FUNDAMENTALS OF FIRE BEHAVIOR AND CONTROL (3) /D/**

*Three hours per week.*

Theory and fundamentals of how and why fires start, spread and are controlled; an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents and fire control techniques.

**FIRE SCIENCE 77A—FIRE MANAGEMENT I (2) BA /D/**

*Prerequisites: Completion of 9 units in Fire Science or presently employed as a firefighter or serving as a volunteer firefighter.*

*Two hours per week.*

Reviews the most important findings in modern industrial psychology and behavioral management, and then very quickly, through the use of in-action exercises, simulations, and case studies, allows each officer to experience how these basic principles can be effectively applied for on-the-job results. Emphasis throughout is on building practical skills that constitute the "how to's" of basic leadership.

**FIRE SCIENCE 77B—FIRE MANAGEMENT II (2) /D/**

*Two hours per week.*

Reviews the most important findings in modern industrial psychology and behavioral management and then very quickly, through the use of in-action exercises, simulations, and case studies, allows each officer to experience how these basic principles can be effectively applied for on-the-job results. Emphasis throughout is on building practical skills that constitute the "how to's" of basic leadership.

**FIRE SCIENCE 79—FOREST FIREFIGHTER TRAINING (3) /D/**

*Seventy-two hours Instruction.*

This training course fulfills the mandatory safety and basic training requirements for new firefighters for California Department of Forestry..

**FIRE SCIENCE 80—FIRE SCIENCE TECHNIQUES (2) /F/**

*Seventy-two hours Instruction.*

This course is designed to provide the employed fire service worker with current techniques of fire fighting and to provide upgrade skills in various areas.

**FIRE SCIENCE 82A—RESIDENTIAL FIRE SPRINKLERS (3) /D/**

*Sixty hour course.*

The student will study the need for residential fire sprinklers, explore various code standards used by various cities and states, design systems and estimate the costs, and be involved in full scale tests of residential fires.

**FIRE SCIENCE 82B—RESIDENTIAL FIRE SPRINKLERS (2) /D/**

*Prerequisite: Fire Science 82A.*

*Sixty hour course.*

The student will study the standards, codes and conduct tests to verify or justify proposed changes to standards or codes. This will be done by conducting full scale fire tests in homes under scientifically controlled conditions.

## **COOPERATIVE WORK EXPERIENCE/ INTERNSHIP**

**COORDINATOR: MR. RICHARD CONLEY**

**OCCUPATIONAL COOPERATIVE WORK EXPERIENCE/INTERNSHIP 121a-d—(1-4)  
BA /F/S/D/**

Students who have paid or volunteer employment at sites which provide opportunities for learning which relate to their college major or career goal may earn up to 4 units each semester. A maximum of 16 units may be earned in the program. Students must have new/expanded learning opportunities each semester. Division offerings should be checked for internship which correspond to Occupational Cooperative Work Experience. If an internship is listed, the student should contact the instructor/coordinator in that division, otherwise see Mr. Conley in the Cooperative Work Experience office. First semester students having their work coordinated by Mr. Conley must enroll in Leadership Training 1 and second semester participants must enroll in Leadership Training 2.

Units are based on hours worked. One unit is granted for each 75 hours of paid employment, or 60 hours of non-paid work. This is approximately 5 hours per week for paid employment and 4 hours per week for non-paid work.

**GENERAL COOPERATIVE WORK EXPERIENCE 122a-b—(1-3) BA /F/S/D/**

Students who have paid or volunteer employment at a site which is not directly related to their major may earn up to three units each semester for two semesters, or a maximum of six units. The first semester participants must also enroll in Leadership Training 1 and second semester participants must enroll in Leadership Training 2. Students must contact Mr. Conley in the Cooperative Work Experience office.

Units are based on hours worked. One unit of credit is granted for each 75 hours of paid employment, or 60 hours of non-paid work. This is approximately 5 hours per week for paid employment and 4 hours per week for non-paid work.



### **LEADERSHIP TRAINING 1 (1) BA**

*One hour lecture per week.*

This course is designed to give the student an understanding of the role of a leader or supervisor. The coverage includes the development of management thought, which highlights the various leadership styles, techniques of communication, discipline, and employee evaluation. Students will gain an understanding of and establish Measurable Learning Objectives.

This class must be taken by all first semester Occupational and General work experience participants having their work coordinated by Mr. Conley. Students completing Leadership Training 1 and Leadership Training 2 may substitute this for one of the management classes for the Management Certificate and/or apply both units toward their business major.

### **LEADERSHIP TRAINING 2 (1) BA**

*One hour lecture per week.*

This class builds on Leadership Training 1 and furthers the student's understanding of leadership and supervision. Problem solving techniques, motivation theories, source and use of authority and methods of bringing about change in organizations are some of the topics covered. Students will be instructed on how to conduct a career search and will update their working papers.

Second semester participants in Occupational or General work experience must be enrolled in this class if their work is coordinated by Mr. Conley. Any student who has completed Leadership Training 1 may enroll. The unit earned will apply toward the business major. Completion of both Leadership Training 1 and 2 substitutes for one of the management classes leading to the management certificate.

## **HUMAN DEVELOPMENT**

### **HUMAN DEVELOPMENT 22a-b—PEER COUNSELING (2) BA**

*Prerequisite: Psychology 1a or interview by department. Sophomore standing.*

*Two hours lecture and three hours laboratory per week.*

This course is useful for the student who has a sincere interest in helping his fellow student. Most of the time is spent in person-to-person relationships. There is a training period to help the student understand basic problems of personal education, and vocational guidance situations.

### **HUMAN DEVELOPMENT 23a-c—TUTOR PREPARATION (1-3) BA**

*18 hours per semester.*

Students who show a knowledge of and proficiency in certain courses will learn skills to act as a tutor in the Tutorial Center. Some development of tutorial techniques will occur through classroom instruction, reading assigned materials and practice in tutoring under instructional supervision with follow-up evaluations and grades.

### **HUMAN DEVELOPMENT 51a-c—CAREER AWARENESS (1)**

*18 hours per semester.*

An introduction to the basic work characteristics required of the prospective employee and employment trends which will provide the student with the sophistication and knowledge of existing and emerging employment opportunities.

**HUMAN DEVELOPMENT 53a-d—VOCATIONAL EXPLORATION FOR THE HANDICAPPED (1-3)**

*Eighteen hours per semester.*

May be repeated for a maximum of six units.

Career Vocational Goal Planning for the Handicapped, utilizing aptitude testing, physical ability testing, and actual work sampling to enable the student to make a realistic vocational goal plan.

**HUMAN DEVELOPMENT 58—SUMMER COLLEGE READINESS (6)**

*Sixty hours of lecture, laboratory, and discussion.*

Designed to help EOPS students be prepared for the kinds of studying demanded of them at College of the Sequoias. It will present study skills, reading skills, writing skills, and research skills necessary for many of the college courses. (It will also acquaint students with the college structure, the courses and programs offered, career exploration, vocational opportunities, and a broader community awareness.)

## **MILITARY SCIENCE**

**MILITARY SCIENCE 12—BASIC MILITARY LEADERSHIP AND MANAGEMENT (2)**

*Two lecture hours per week.*

Beginning course of graded lessons acquainting the student with the principles of leadership, development of subordinates and leaders, evaluation of unit efficiency, leadership assessment, and leadership skills.

## **ENABLER SKILLS**

**DIRECTOR: MR. DON MAST**

**ENAB SKL 1a-d—COMPUTATION (1-3)**

*Prerequisite: Must meet statewide learning disabilities eligibility criteria.*

*Two to six hours per week.*

Open to students with learning deficits in computation.

**ENAB SKL 2a-d—EXPRESSION (1-3)**

*Prerequisite: Must meet statewide learning disabilities eligibility criteria.*

*Two to six hours per week.*

Open to students with learning deficits in written expression of ideas.

**ENAB SKL 3a-d—READING (1-3)**

*Prerequisite: Must meet statewide learning disabilities eligibility criteria.*

*Two to six hours per week.*

Open to students with learning deficits in mastering the coded relationship between the written letter and the phoneme sound.

**ENAB SKL 4a-d—ORGANIZATION (1-3)**

*Prerequisite: Must meet statewide learning disabilities eligibility criteria.*

*Two to six hours per week.*

Open to students with learning deficits in organization of ideas affecting study skills.

**ENAB SKL 5a-d—SEQUENCING (1-3)**

*Prerequisite: Must meet statewide learning disabilities eligibility criteria.*

*Two to six hours per week.*

Open to students with learning deficits in sequential memory affecting spelling.

# ***DIVISION CHAIRPERSONS***

**TIMOTHY R. HART**  
Division of Administration of Justice

**MIRIAM LaCHANCE**  
Division of Language Arts and  
Communication

**BILL M. DOWNES**  
Division of Agriculture,  
Home Economics and Natural  
Resources

**LYNN HAVARD MIRVISS**  
Division of Nursing and Health Science

**JENNY SHELLY**  
Division of Business

**DAVID ADAMS**  
Division of Physical Education, Health  
and Athletics

**DUANE WESTON**  
Division of Fine Arts

**ELAINE SMITH**  
Division of Science, Mathematics, and  
Engineering

**ALBERT SINDLINGER**  
Division of Industry and Technology

**RONALD RUIZ**  
Division of Social Sciences

## ***FACULTY***

**ADAMS, DAVID** *Athletic Director*  
B.A., M.A., California State College, Fresno

**ANDERSON, KENNETH W.** *Political Science/Psychology*  
B.A., Duke University; M.A., California State University, San Diego; M.A., California  
State University, Sonoma

**ANDERSON, VERNON A.** *Sociology/Physical Education*  
A.B., M.A., California State University, Fresno

**ANTHONY, BETTY** *Home Economics*  
B.S., California State University, Fresno

**AUDINO, VIRGINIA SUE** *Home Economics*  
A.B., California State University, Fresno

**BARBA, JOSEPH J.** *English/Physical Education*  
B.S., M.S., Purdue University

**BARTON, JAMES** *Mathematics*  
A.B., California State University, Fresno; M.A., University of Washington

**BECK, FRANCIS O.** *Criminal Justice*  
B.A., M.S., California State University, Fresno

**BENNETT, LESLIE J.** *Welding*  
B.V. Ed., California State University, Fresno; A.A., College of the Sequoias

**BETTENCOURT, BILL** *Dean of Students*  
A.B., M.A., California State University, Fresno

**BIRD, DAVID** *Chemistry*  
B.A., M.S., California State University, Fresno

- BIVONA, MICHAEL J.** *Sociology*  
B.A., M.A., California State University, San Jose
- BLACK, CHERYL** *Nursing*  
B.S., M.S., California State University, Fresno
- BLACK, ELLSWORTH** *Nursing*  
B.S., M.S., California State University, Fresno
- BOCKMAN, DAVID C.** *Dean of Vocational Education*  
B.A., M.A., California State University, Fresno; Ed. D, University of Northern Colorado
- BRANCO, ALLEN A.** *Physical Education*  
B.S., Washington State University; M.S., California Polytechnic State University, San Luis Obispo
- BRINGHURST, NEWELL G.** *History, Political Science*  
B.S., M.S., University of Utah; Ph.D., University of California, Davis
- BROYLES, KENNETH** *Automotive Technology*  
A.A., College of the Sequoias; Community College Vocational Credential
- BRUNNER, ILA JUNE** *Registered Nursing*  
B.S., Bethany Nazarene College, Okla; M.S., University of Nebraska
- BURGE, LARRY** *Criminal Justice*  
B.A. Southern Oregon State
- BUYUKLIAN, HARRY B.** *Music*  
B.A., California State University, Fresno; M.M., University of Southern California
- CARMICHAEL, MARY A.** *English*  
B.A., University of California, Santa Barbara; M.A., California State University, Fresno
- CHILDS, WOODROW** *English*  
B.S., Dickinson State College, N.D.; M.A., California Polytechnic State University, San Luis Obispo
- COLE, JAMES M.** *Psychology*  
B.A., M.A., California State University, San Jose
- COMBS, LARAIN Y.** *English/Mathematics*  
B.A., California State University, Fresno; M.A. University of California, Los Angeles
- CONLEY, RICHARD** *Cooperative Education Coordinator*  
B.S., M.S., California State University, Chico
- COTTRELL, RICHARD S.** *Architecture*  
B.A., M.A., California State University, Fresno
- CRAIN, JOHN** *Geology*  
B.S., M.S., University of Nevada
- CULVER, LOUISE** *English*  
B.A., M.A., University of California, Riverside
- DECKER, IRVING** *Social Welfare*  
B.S., Brigham Young University; M.S.W. University of Utah
- DECKER, WILLIAM K.** *English*  
B.A., M.A., University of Northern Colorado

- DE SILVA, DAVID** *Agriculture*  
B.S., M.S., California Polytechnic State University, San Luis Obispo
- DOWNES, BILL M.** *Agriculture*  
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- DUARTE, RUDOLPH A.** *Criminal Justice—Physical Education*  
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- DUNN, GENE** *Building Trades*  
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- DUTTO, LAURENCE** *Agriculture*  
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- FALCONER, JEFF** *Business*  
B.S., University of Oregon; M.A., University of Denver
- FALLER, PAMELA N.** *Paralegal*  
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- FINNEY, NANCY** *Assistant Librarian*  
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- FIRSTMAN, ARANGA** *Biological Sciences*  
B.S., M.S., California State Polytechnic University, Pomona  
Ed.D., Nova University
- FLAHERTY, MICHAEL W.** *Vice President, Administrative Services*  
B.B.A., Woodbury College; B.A., New Mexico Highlands University; M.A., Pepperdine College
- FLATTLEY, MERLE** *Physical Education*  
B.A., California State University, San Jose
- FRANSCIONI, DONALD N.** *Business*  
B.B.A., M.B.A., Armstrong College; B.A., M.A., San Jose State University.
- FREEBORN, NORMA** *Nursing*  
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- FRIEDBERG, MARY NORA** *Home Economics*  
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- GANDY, GAYLE** *Nursing*  
St. Mary's School of Nursing; B.S., Chapman College; M.A., Fresno Pacific
- GEHMAN, ROBERT** *Psychology*  
B.S. Pennsylvania State University; M.A., Ohio State University
- GILCREST, THOMAS S.** *Counseling/Physical Education*  
A.B., California State University, Fresno; M.A., Stanford University
- GOODYEAR, DON L.** *Vice President, Student Services*  
B.A. University of Nebraska; M.A., Ed D., University of Northern Colorado

- GORLEY, PAUL D.** *Counselor*  
A.A., College of the Sequoias; B.A., California State University, Sacramento; M.A., California Polytechnic State University, San Luis Obispo
- GRAJEDA, RICHARD L.** *Director, EOPS*  
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- GREENING, JOHN S.** *Biology*  
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- GRUMBLING, BETTY** *English*  
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- GRUMBLING, HENRY M.** *Photography*  
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- GUADIANA, TERESA A.** *Counseling*  
B.A., M.E., University of Arizona, Tucson
- HALL, LINCOLN H.** *Superintendent/President*  
B.S., University of California, Los Angeles; M.A., Claremont Graduate School; Ph.D., University of Southern California
- HALL, MARCY M.** *Home Economics*  
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- HALL, ROBERT J.** *English*  
A.B., Northern State Teachers College, South Dakota; M.A., University of South Dakota
- HAMILTON, C. RICHARD** *English/Journalism*  
A.B., M.A., California State University, Fresno
- HAMILTON, WILLIAM H.** *Psychology*  
B.A., M.A., California State University, San Jose; Ph.D., California School of Professional Psychology
- HARNER, RUTH J.** *Business*  
B.S. Illinois State University; M Ed. University of Illinois
- HARRIS, RICHARD** *Agriculture*  
B.S., M.S., California State University, Fresno
- HART, TIM** *Administration of Justice*  
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- HAVARD, JILL J.** *Nursing*  
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- HAYS, J. RONALD** *Dean of Student Financial Services*  
B.S., California State University, Fresno; M.A., California Polytechnic State University, San Luis Obispo
- HEATER, MARGARET ANN** *Head Librarian*  
B.A., M.A.L.S., West Virginia University
- HEATH, ROBERT G.** *Dean of Admissions and Records*  
B.A., M.A., California State University, Sacramento
- HESTER-REYES, MICHELE A.** *Spanish*  
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- HETTICK, LARRIMORE W.** *English*  
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- HOLT, BERT** *Physical Education*  
A.B., California State University, Fresno
- HOMAN, RALPH J.** *Art*  
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DEETZ, LINCOLN	<i>Architecture/Voc. Drafting,</i>	1956-1984
ESSEX, WILFRID	<i>Chemistry,</i>	1955-1984
FISCHER, CURT	<i>History, Anthropology,</i>	1955-1984
FLY, JOHN	<i>Building Trades,</i>	1961-1984
GUARISCO, JOSEPH A.	<i>Dean of Voc. Education,</i>	1948-1977
HOWARD, KENYON	<i>Physical Science,</i>	1972-1984
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**COVER DESIGNER:**

Brian Sheesley, an art major, designed this year's COS catalog cover as part of his graphic design class. A 1985 graduate of Redwood High School in Visalia, he plans to attend the California Institute of the Arts in Valencia and become an animator or cartoonist.



**PHOTOGRAPHERS:**

Student photographers, Roger Osmon (left) and Kenny Valenzuela, took the photos in this year's catalog. Osmon is a graduate of COS who has returned to study photography. A native of Tulare, he has been involved in photography for 10 years and hopes to pursue a career in photo advertising. Valenzuela is a resident of Lindsay and is planning on graduating in the fall of 1987 with a liberal arts degree. He has been studying photography for the past year and hopes to someday own his own studio.

