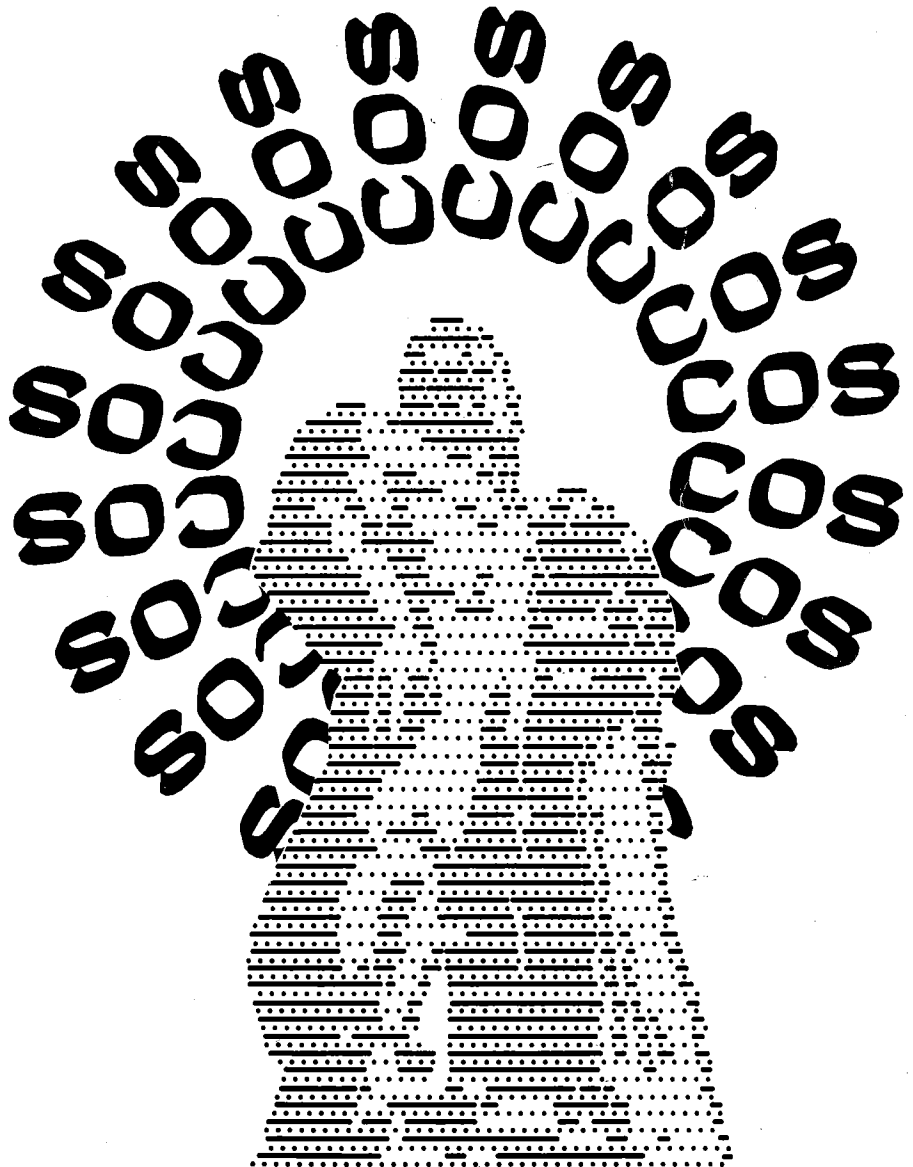


COLLEGE OF THE SEQUOIAS

GENERAL CATALOG



1990

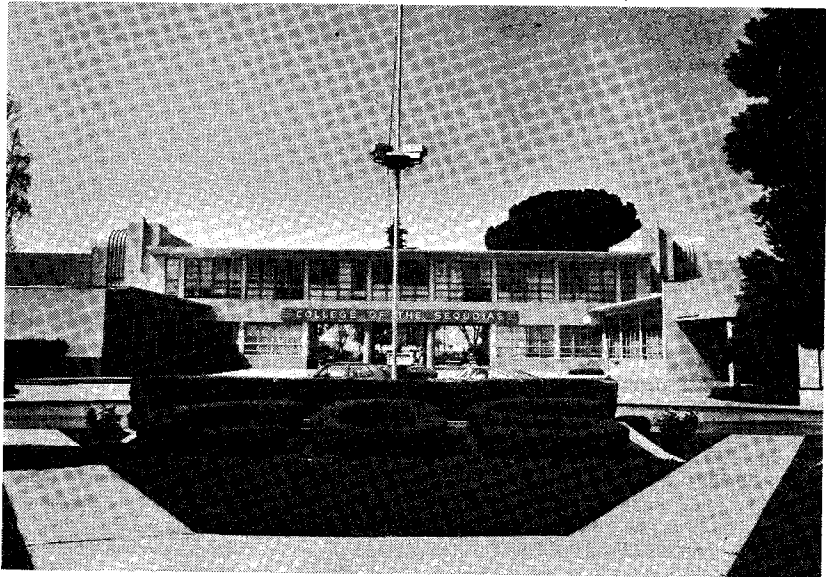
1991

D. TRISER

COLLEGE OF THE SEQUOIAS

A PUBLIC COMMUNITY COLLEGE

CATALOG 1990-1991



**COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE
DISTRICT**

915 Mooney Boulevard

209-730-3700

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.

Cover design by: Doris Treiber (Graphic Design Major)
Photographs by: Donald Wallis and Jeff Joseph



To College of the Sequoias Students:

On behalf of the faculty, staff and Board of Trustees of the College of the Sequoias, I want to welcome you to our college and tell you how pleased I am that you have chosen to attend COS. You have made a wise decision. Our college is fortunate to enjoy an excellent faculty and support staff who are dedicated to providing educational and student services of the highest level. All of us are here for the primary purpose of providing you with the best possible opportunity to succeed in attaining the educational and occupational goals you have set. For more than 60 years, College of the Sequoias has provided college level opportunities to thousands of residents of the central San Joaquin Valley. Through the years, we have developed a competent and committed staff of teachers, counselors, administrators and support personnel to teach, advise and assist you. Our philosophy is that a community college should be a teaching institution with an open-admissions policy that assures to the great majority of adults in our district the opportunity to benefit from collegiate level classes.

No matter how great our commitment to providing you with an excellent college education, it will be your dedication to the task of learning, in the final analysis, that determines what you gain from our college. I encourage you to take full advantage of all the opportunities College of the Sequoias offers you. In addition to the academic work which we expect you to involve yourselves in deeply, I suggest that you take part in the many student activities and fellowship that are available to you on our campus.

Please accept my personal wishes for a successful college year. I hope that I will have the opportunity to meet you and get to know you during your stay 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.

ADMINISTRATION

DR. LINCOLN H. HALL

Superintendent/President

TO BE NAMED

Vice President, Instruction

DR. DON GOODYEAR

Vice President, Student Services

MR. DAVID J. ERICKSON

Vice President, Administrative Services

Mr. Dave Adams

Director of Campus Facilities
& Operations

Mr. Richard Grajeda

Associate Dean, EOPS

Mr. Bill Bettencourt

Dean of Students

Mr. Gary Kuncel

Director Police Training/Public Safety

Dr. David C. Bockman

Dean of Instruction, Applied Sciences

Mr. Don Mast

Associate Dean, Enabler Program

Mr. Victor Collins

Personnel Manager

Dr. Lynn Mirviss

Associate Dean, Instruction/Nursing

Mr Ronald Hays

Dean, Special Student Services

Mr. Joseph V. Nemcek

Director, Information Services

Mr. Robert G. Heath

Dean, Admissions and Records

Ms. Christina Knox

Associate Dean, Matriculation

Dr. Dianne Sharples

Dean of Instruction, Evening College
& Liberal Arts

COMPLIANCE STATEMENT

College of the Sequoias does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (Pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and the Age Discrimination Act of 1975 (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of grievance, or to request a copy of the grievance procedures covering discrimination complaints may be directed to:

Mrs. Darlean McClure, Affirmative Action Officer
Dr. David Bockman, Title IX Coordinator
Mr. Donald Mast, Section 504 Coordinator

College of the Sequoias
915 South Mooney Boulevard
Visalia, California 93277
(209) 730-3700

The lack of English language skills will not be a barrier to admission and participation in the college's vocational education programs.

College of the Sequoias recognizes its obligation to provide overall program accessibility throughout the College for handicapped persons. Contact the Section 504 Coordinator to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to:

Office for Civil Rights
U.S. Department of Education
221 Main Street, Suite 1020
San Francisco, California 94105

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

CALENDAR

FALL SEMESTER 1990

August 20, 1990 — December 21, 1990

May 1	Last Day to Petition for Fall 1990 Readmission after Scholastic Disqualification
*April	Registration for Continuing Students
*June	Mail-In Registration for Extended Day and Off-Campus
*August	Registration for Eligible Students
August 15	Registration for High School Accelerates
August 15	Last day to have application on file.
August 15	Last day to take COS Placement test before fall semester
August 20	Instruction begins
August 20-31	Program Changes (with instructor permission)
August 31	Last Day to Drop a Class Without a "W"
September 3	Labor Day Holiday
September 28	Last Day to File for Associate Degree
October 13	Mid-Semester
November 1	Last Day to Petition for Spring 1991 Readmission After Scholastic Disqualification.
*December	Mail-In Registration for Extended Day and Off-Campus Classes, Spring 1991
November 12	Veterans Day Holiday (no classes)
November 16	Last Day to Drop Classes
November 22, 23	Thanksgiving Holiday (no classes)
*November	Registration-Continuing Students
December 13-19	Extended Day Final Exams
December 17-21	Final Exams
December 21	End of Semester
December 21	Last Day to Remove Incomplete "I" Grade for the Spring 1990 Semester and 1990 Summer School
December 24-31	Christmas Recess (Holiday)
January 1-11	Recess Between Semesters

**Contact Registration Coordinator for specific dates.*

COS PLACEMENT TEST IS ADMINISTERED PERIODICALLY THROUGHOUT THE YEAR. CONTACT ASSESSMENT CENTER FOR SPECIFIC DATES AT 730-3737

SPRING SEMESTER 1991

January 14, 1991 — May 29, 1991

November 1	Last Day to Petition for Spring 1990 Readmission After Scholastic Disqualification
* January	Registration for Eligible Students
January 9	Last Day to have Application on file
January 9	Registration of High School Accelerates
January 21	Martin Luther King Jr.'s Birthday Holiday
January 14	Instruction Begins
January 14-28	Program Changes (with Instructor's Permission)
January 28	Last Day to Drop a Class Without a "W"
February 8	Lincoln's Birthday Holiday (no classes)
February 18	Washington's Birthday Holiday (no classes)
February 28	Last Day to File for an Associate Degree
March 1	COS Scholarship Application Deadline
March 2	Cal Grant Financial Aid Deadline for New Transferring Students
March 19	Mid Semester
March 25-29	Easter Recess
April 19	Last Day to Drop Classes
May 1	Last Day to Petition for Fall 1991 Readmission After Scholastic Disqualification
May 16-22	Extended Day Final Exams
May 22-29	Final Exams
May 29	Commencement/End of Semester
May 29	Last Day to Make Up Incomplete "I" Grade for Fall 1990 Semester
May 27	Memorial Day Holiday (no classes)
June 10-July 19	Summer Session

**Contact Registration Coordinator for specific dates.*

COS PLACEMENT TEST IS ADMINISTERED PERIODICALLY THROUGHOUT THE YEAR. CONTACT ASSESSMENT CENTER FOR SPECIFIC DATES AT 730-3737.



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 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.

COLLEGE MISSION

The 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.

We are dedicated to reaching out and serving a diversified, changing population during their lifelong learning process through the development of a current, responsive, flexible, creative and meaningful curriculum and teaching framework.

In pursuit of its four-fold mission in the areas of transfer, vocational, and remedial education and community service, COS will endeavor to:

1. Remain sensitive to the needs of the students by providing appropriate assessment, matriculation, career guidance, and cultural awareness;
2. Respond to the needs of the community by serving as a center of culture and intellectual vitality;
3. Meet the needs of the staff by nurturing their intellectual, professional, emotional and personal growth; and
4. Operate in the most accountable, creative, cost-effective manner possible.

COLLEGE 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.

SERVICES AND PROGRAMS

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 Records Office 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 the student activity fee at registration, students become official members of the Associated Student Body and represented by the Student Executive Board. Upon payment of the activity fee, students are issued a student-body card which entitles them to participate in activities of the organization as 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 out by the Student Executive Board. Members comprising the Student Executive Board are: Associated Student-Body President, Vice-President, Parliamentarian, Commissioners of Activities, Clubs, Records, Finance Publicity, three Freshmen Representatives, three Sophomore Representatives, and a California Student Association of Community Colleges Representative (CalSACC).

All clubs on campus are officially chartered by the Associated Student Executive Board.

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 the main campus or college farm are required to purchase a permit and to obey PARKING regulations. Citations will be issued by the Department of Public Safety 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 Public Safety Office.

Students wishing to park on campus must pay a fee for a semester parking sticker. The cost is \$20 for full-time students and \$10 for part-time students.

Students not wishing to purchase semester parking stickers may purchase one-day parking passes for 50 cents from the dispensers located in Parking Lots 1, 3, 4 and at the College Farm.

Parking refunds will be available to students withdrawing from school prior to the end of the second week of instruction. Students withdrawing from school after the second week will not receive refunds.

- Apply for parking refunds at the Public Safety Office in Lot 1.
- A \$2 service fee will be deducted from all refunds.
- Parking permits or remanents must be returned to the Public Safety Office before refunds will be processed.
- A refund check will be mailed in 4-6 weeks.
- Full-time students dropping units to part-time status may, during the third week only, file for a partial refund.
- Permits must be picked up as soon as purchased as a limited number will be issued.

CAN (CALIFORNIA ARTICULATION NUMBER)

Refer to "Symbols, Terms and Course Description" of this catalog.

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, computerized career search programs, and bibliographical resources.

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 this 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, 730-3861,

COMMUNITY SERVICE CLASSES

Community service classes are short-term, no credit lectures, courses, seminars and workshops not available in the regular program. They are provided to meet cultural, recreational, personal improvement, skill improvement, career development and continuing education needs of the community. Since these classes are not tax-supported, participants pay fees which cover the costs of the program. Fees for classes vary and are determined by instructor salary, course length, materials, facility rentals, minimum enrollment numbers, etc.

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 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".

The following is an explanation of "a" - "d":

- "a" represents the **first time** the class is taken.
- "b" represents the **second time** the class is taken.
- "c" represents the **third time** the class is taken.
- "d" represents the **fourth time** the class is taken.

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.

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 35E—Microcomputer Operations, Introduction to Wordperfect.
 Business 36A—Computer Systems and Repairs/Beginning
 Business 36B—Computer Systems and Repairs/Advanced
 Business 150—Career/Life Perceptions
 Criminal Justice 60a-e—Specialized Training for Peace Officers
 Geology 50A—Field Trip of a Portion of the Mojave Desert
 Geology 50B—Field Trip from Visalia to Central California Coast and Return
 Human Development 30—SUCCESS Seminar
 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
English 70 a-d—English As A Second Language-Consumer 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 return the form to the Student Services Center. **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

No drop fees are being charged by the college at this time.

—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 for which 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. Classes are scheduled from 4:00 p.m. to 11 p.m., Monday through Friday. Occasional classes are offered on Saturday. Evening appointments with a 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. Students who feel uncomfortable starting college or are having problems trying to make it through college should visit the EOP&S Office for information and assistance. The office is located in Room 103.

FEEES 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 more than ten (10) units. Students registering for fewer than ten (10) units are to pay \$5 per semester unit. An additional tuition fee of \$94 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)

A Health Fee: A \$7.50 health fee is charged of all COS students enrolled in classes for units or who are repeating a class under the Community Service Option. (Refer to Student Health Center caption for more information regarding services available.)

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.

The college also has two optional fees:

1. A parking fee for those students who wish to park their vehicle on the main campus or college farm property. (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.

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. Students who qualify for the Board of Governors Fee Assistance Program are exempted from payment of the mandatory Health Fee (AB2336/BOG 73352.1). Please contact the Special Student Services, 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 \$2880 is the same as for other non-resident students. Payment of \$1440 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 \$220 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) 730-3805. (TDD 627-2378)

HANFORD CENTER

College of the Sequoias has a center at 217 West 7th Street in Hanford, California. A wide variety of general education classes and some vocational classes are offered at that site during day and evening hours. Services available to students include testing, orientation, counseling, registration, tutoring, and book sales. Call (209) 583-8373 for further information.

HEALTH AND WELFARE SMOKING POLICY

In the interest of employee health and the general welfare of students and the general public, smoking is not permitted in any indoor college facility, except as may be required for Theater Arts rehearsals and performances.*

Adopted as Board Policy 12/21/87

COS Ordinance #204

Education Code 76033E

HONORS PROGRAM

The Honors Program is open to highly motivated students who wish to participate in innovative classes where dialogue, writing and the interdisciplinary nature of knowledge are stressed. The Honors in the General Education portion of the program involves courses in English, Humanities, Science and History each of which is accompanied by an Honors Colloquium that will develop and present workshops with visiting scholars and public figures. These courses will be part of the student's general education program and when combined with one of COS's academic majors, provides excellent preparation for transfer to four-year colleges and universities. The Honors in the Major option allows students who complete independent projects in their area of specialization to receive honors recognition.

The program is open to students in all majors and is designed to provide small classes where students can develop effective communication and reasoning skills. Applications for the program can be obtained from the Honors Coordinator.

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, 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
Criminal Justice 82	English 71a-c
English 50	English 72a-c
English 51	English 73A
English 60	English 73B
English 1	English 74C
English 61a-c	Fire Science 80
English 64A	Mathematics 50a-c
English 64B	Mathematics 64a-f
English 65A	

JOB REFERRAL SERVICES

A job referral 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 to make 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 a copy machine.

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 1990-91 is \$96.00 per semester unit, payable each semester upon registration. Foreign students are subject to the same fees as other non-residents. Fees are 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.

OFF-CAMPUS CLASSES

Transfer, vocational, and remedial college courses are offered at a number of sites in the College of the Sequoias District. Registration can take place by mail during specified times, at the college or on site at the first class session. See the college schedule for specific course offerings, dates, times and registration information. Off-campus sites include: Corcoran, Exeter, Hanford, Lindsay, Orosi, Three Rivers, Tulare, and Woodlake.

PARKING FEE

Students who park on campus must pay a parking fee. Semester parking permits may be purchased for a fee of \$20.00 per semester per vehicle for students taking 12 or more units; and \$10.00 for students taking 11 units or less. Parking permits for summer session will be \$10. Motorcycle and moped parking is free. Parking permits may also be purchased on a daily basis from red permit dispensers located in Lots 1, 3, 4, and the COS Farm for 50 cents (two quarters) per day. Daily permits are valid from time of purchase until 10.00 p.m. (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 schools 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 or any class with a math and/or English prerequisite, 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. Math Placement test scores are valid for only three semesters. Students not enrolling during this time will be required to retake the COS Math Placement test. Also, all students who wish to enroll in Chemistry 1A must take the Chemistry Placement Test.

PREREQUISITES

Prerequisites are prescribed courses covering information that is normally expected to be acquired prior to enrolling in another course. The intent of prerequisites is to ensure that any student enrolling in a course in which specific information is required will have the necessary background so that every opportunity exists for experiencing success. Therefore, any course with prerequisites presumes that subject matter will be acquired in a sequential way, i.e., Math 51 prior to Math 53; Chemistry 1A prior to Chemistry 2A, etc.

While many courses prescribe prerequisites, students must understand that any courses requiring a prerequisite presupposes that the student is prepared with a set of skills to successfully engage the next level.

Students enrolling in courses without the appropriate prerequisite may find they are ill-prepared to continue their studies in that course. Prerequisites are designed to enhance success.

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 "W" or "F" 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, Health and Parking Fees for students who completely withdraw from college prior to the end of the **SECOND WEEK OF INSTRUCTION** will be as follows: **Enrollment and Health Fees:**

- Full refunds less a \$5.00 handling fee will be mailed approximately 6 to 8 weeks after instruction begins.
- **NO REFUNDS WILL BE GIVEN FOR CLASSES DROPPED AFTER THE FIRST TWO WEEKS OF SCHOOL.**

Parking Fees:

Parking refunds will be available to students withdrawing from school prior to the end of the second week of instruction. Students withdrawing from school after the second week will not receive refunds.

- Apply for parking refunds at the Public Safety Office in Lot 1.
- A \$2 service fee will be deducted from all refunds.
- Parking permits or remnants must be returned to the Public Safety Office before refunds will be processed.
- A refund check will be mailed in 4-6 weeks.
- Full-time students dropping units to part-time status may, during the third week only, file for a partial refund.
- Permits must be picked up as soon as purchased as a limited number will be issued.

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 with a letter grade.

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.

SCHOLARSHIP PROGRAM

College of the Sequoias offers numerous Scholarship Awards each year to eligible student applicants. Awards sponsored by the College, COS Foundation,

and many community donors, range from \$50 to \$3,000 and are offered to incoming freshman, continuing sophomores, and graduating/transferring students.

Eligibility information, applications, and a Scholarship Directory may be obtained from the Scholarship Office located in Room 105. The deadline for submitting scholarship applications is March 1, 1991.

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 Attempted	Units Passed	Grade	Grade Points
Physical Education	1	1	C	2
English 1	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 1 in which the grade was "F."

SERVICES FOR THE DEAF AND HEARING IMPAIRED

COS employs a lead interpreter to coordinate academic support services for the hearing impaired population.

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; specialized telephone equipment (TDD); and a personal FM system.

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)730-3805, (TDD627-2378).

SOCIAL SERVICES/HOUSING

The Social Services and Housing Program is a component of the Extended Opportunity Programs 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 available housing is posted for student use.

The Social Services and Housing Program is located in Room 109. 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 Special Student Services 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 Dean of Students Office.

STUDENT HEALTH CENTER

A new health center was opened on the COS campus in the Fall of 1989. The center is located in Room 3 of the administration building.

Services offered have evolved from student need and will expand gradually. Current services include some testing such as blood pressure screening, T.B. skin testing, vision and hearing screening, immunizations and nursing assessments. The health center staff will assist with counseling referrals for drug and alcohol abuse, mental health, eating disorders, pregnancy, family planning and illness. Alcoholics Anonymous, Narcotics Anonymous and Co-Dependence Support groups meet in the Health Center on a weekly basis. A rest area and some over-the-counter medications are available for students.

Health education information and materials are available in the health center on topics such as physical fitness, wellness, sexually transmitted diseases, AIDS, diet and nutrition. Arrangements for classroom presentations on health related topics may be scheduled through the health center.

A \$7.50 health fee is charged to all COS students enrolled in classes for units or the Community Service Option. A portion of the fee covers accident insurance. If you already have insurance, this will serve as a secondary policy to cover excess costs. For those students without a health plan, their student insurance will provide coverage.

If you have any questions, contact the Health Services Coordinator at 730-3880 or 730-3881.

STUDENT INSURANCE COVERAGE

All students are covered by an accident insurance policy that provides coverage for accidents occurring during school-sponsored, supervised curricular and co-curricular activities. The policy coordinates with students' personal insurance so duplicate benefits are not paid. "STUDENTS INVOLVED IN AN ACCIDENT MUST FILL OUT AN ACCIDENT FORM AND CLAIM IN THE STUDENT ACTIVITIES OFFICE."

Students may also buy voluntary health insurance through COS during registration. Coverage may be extended to include spouse and children. Although the plan is a voluntary one, the college recommends that every student be covered by this policy or an equivalent one. Extreme financial hardship can result when a major illness or accident occurs and there is no insurance protection. More information is available in the 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.

STUDENT RECORD PRIVACY RIGHTS

Students' educational records essentially contain the forms and records submitted for admission plus pertinent information accumulated during the period of enrollment at College of the Sequoias. These usually include high school and, sometimes, other college transcripts, application and health forms, entrance test scores, and any correspondence students may have had with the College. As the student progresses through college, his transcripts of record is added along with various routinely used materials such as counseling, program changes, attendance and deficiency forms.

In compliance with the law, a student's educational records may not be released to agencies or individuals outside the college, including prospective employers without the expressed written consent of the student. Those referring agencies or individuals to College of the Sequoias for their records should, therefore, either complete a "release" form in the Student Services Office or provide the inquiring agency with a signed, dated statement granting permission for records access.

Certain kinds of information may be made available without a release. Such information is known as "directory information" and consists of one or more of the following items: student's name, address, telephone number, date and place of birth, major, class schedule, activities, dates of attendance, degrees and awards received and institutions attended. Any student wishing to deny the release of his/her directory information may do so by written notification to the COS Student Services Office.

Students desiring to do so may have access to their record files. Counselors will be happy to review records with students on an appointment basis. In event of

inaccuracy or misrepresentation, students have the right of challenge through petition of the Scholastic Review Board.

Copies of currently enrolled students' class schedules are placed on the receptionist's desk in the Student Services Center. These are provided for general on-campus use of students and, occasionally, others trying to locate individual students. Any student not wanting his class schedule available for use has the right to have it removed. This may be accomplished by completing and filing a form in the Student Services Center denying such access. This form must be refiled each semester the student wants access denied.

STUDENT RIGHTS

Student Bill of Rights

Preamble

College of the Sequoias students, as members of the academic community, have the same rights and freedoms that all citizens have as students, and as students they are accountable to federal and state laws and statutes. In addition, students are also accountable to the College of the Sequoias Board policies and individual college campus rules and regulations.

Student's Rights

In the context of these concepts, students' rights consist of the following:

1. In preparing student publications, the editorial staff and faculty advisors shall be free from censorship and advance copy approval. These publications shall do the following:
 - a. Adhere to canons of responsible journalism, such as avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo;
 - b. State on the editorial page that the opinions expressed are not necessarily those of the college of the student body;
 - c. Follow district policies, individual publications policies (The Campus and other publications), and adhere to state and federal laws regarding publication of information and the free flow of ideas as a public forum.
2. Students shall have the right to take stands on issues, the right to examine and discuss questions of interest to them, and the right to support causes by orderly means which are in harmony with the regular functioning of the institution.
3. Students shall have the right to hear speakers on any subject, and on-campus recognized student organizations shall have the right to present speakers on any subject. In addition, students shall have the right of free assembly on campus subject to regulations that concern the regular functioning of the institution, to ensure that there is orderly scheduling of facilities and adequate preparation for the event. The recognized organizations, together with the Student Activities Office, shall be responsible for following the policies for scheduling and use of facilities for campus activities.
4. Students shall have the right to form an organization around any particular interest; this right will include the freedom to organize and join student organizations subject to published associated student and district regulations.
5. Students shall have the right to be informed on all campus matters that can be shown to be directly relevant to them by having a voice in decision-making that affects their academic future with the exception of staff appointment, termination, and tenure. In case of conflict in determining what campus matters are relevant to students, the determination will be made by the Committee on Student Conduct and Grievance.
6. Students shall have the right to have their academic records treated in a confidential and responsible manner with due regard to the personal nature of the information these records contain. Students' records will be released only on the written consent of the students, according to the law.

7. Students shall have the right of protection against prejudiced or capricious academic evaluation. At the same time; however, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
8. Students shall have the right to receive the quality education as outlined in this catalog and in the Education code, Title 5, and the Code of Ethics of the teaching profession.
9. Students shall have the right to file a grievance under the procedures of the district student grievance policy which provides a prompt and equitable method of resolution.

SUMMER SESSION

A six-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 1, if a summer session is offered.

TRANSCRIPTS

Applicants must file certified transcripts of 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-Corps 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 buses. These buses operate on "shoestring" runs, staying overnight at the end of the run. Further information is available at the Transportation Office.

VETERAN'S EDUCATIONAL BENEFITS

College of the Sequoias is approved for training of veterans under the provisions of State and Federal law. Students planning to attend the college and request certification for Veteran Benefits should contact the Veteran's Office to receive information regarding required forms and procedures.

College policy regarding Academic Probation applies to all students including veterans. When a veteran student receiving educational benefits is placed on Academic Probation for failure to maintain a 2.0 or 'C' grade point average, he or she has one semester to improve their grades. If, after one semester of probation the GPA has not improved, then the college is required to notify the Veterans Administration that the veteran student is not making satisfactory progress. Should educational benefits be discontinued, reinstatement may occur only by the Veterans Administration. An informational brochure is available from the Special Student Services Office, Room 103.

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 the Veterans Affairs Specialist 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, Nutrition 18, 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, Speech 4, Philosophy 25, 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)	Electronics Technology	Registered Nursing
Air Conditioning	Engineering	Sign Language Studies
Automotive Technology	Fire Technology	Science
Building Trades	Home Economics	Vocational Drafting
Business	Industry & Technology	Vocational Nursing
Cosmetology	Mathematics - Science	Welding Technology
Criminal Justice	Metal Technology	
Early Childhood Ed.	Paralegal	

List of Approved A.A. Degree Majors:

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

**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:

WRITING:

- Eligibility for English 1 based on the COS Placement Test
 - Score 32 or higher on objective writing test
 - Score 5 or 6 on essay
- English 1, 51, or Business 96B with grade 'C' or higher
- Pass English 60 with grade of 'B' or higher
- Pass approved alternate competency test with score of 5 or 6 after one semester of English 1, 51, or 60
- Transfer to COS with grade of 'C' or higher in a course equivalent to English 1

READING:

- Score 25 or higher on COS Reading Placement Test
- Score at equivalent level or higher on test given by Reading Department
- Pass English 1 with a 'C' or higher
- Pass English 27 or English 65 with 'C' or higher
- Pass reading test given at end of English 64

COMPUTATION:

- High School algebra 1 and geometry (one year each) with 'C' or higher
- Math 51 and Math 52 at COS with a 'C' or higher
- Math 53 or higher math with 'C' or better
- Math competency exam with a successful score (70 percentile) for all students not meeting above criteria

A.A./A.S. DEGREE GUIDELINES

CHOICE OF CATALOG TO DETERMINE DEGREE REQUIREMENTS:

As long as a student maintains "continuous attendance," he or she may elect to fulfill graduation requirements of the catalog in effect at the time attendance begins at COS or of the catalog in effect during the semester of graduation.

"Continuous attendance" is defined as being officially enrolled at least one semester during a calendar year on a continuing basis without a break of more than one semester—excluding the summer semester. A student is considered to have been in attendance even if he or she registered and totally withdrew from school during that semester as long as the official transcript so indicates.

The following exceptions may apply:

1. If a student has a break in attendance of more than one semester but has completed 15 or more units at COS, he may fulfill the graduation requirements in effect during semester of first attendance.
2. If a student has completed 15 or more units at another institution and enrolls immediately at COS without a break in attendance, he may graduate under requirement in effect during semester of first attendance at previous institution.

MULTIPLE DEGREES:

A Student may obtain:

1. Any and all degrees for which requirements have been met.
2. An A.A. degree in a given major and then, at a later date (one or more semesters), earn an A.S. degree within that same major.
3. An A.A. degree and an A.S. degree during the same semester in different majors provided all requirements for each major and the degree have been met.
 - a) Only one diploma will be provided by COS at no cost to the student. A student may purchase additional (2nd or more if earned) diplomas at a cost to be determined by COS. Notations of all degrees and majors will automatically appear on transcripts. A receipt from the cashier for an additional diploma must accompany the Application for Graduation.

GENERAL EDUCATION REQUIREMENT CERTIFICATION FOR CALIFORNIA STATE UNIVERSITY

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

College of the Sequoias, therefore, can certify completion of no more than 39 units of the general education requirements.

Students who wish to have the college certify completion of general education 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.

AREA A (7 units minimum)

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

All three sections of Area A are required.

A1—Speech 1A or Speech 4

A2—English 1 or English 1H

A3—English 2 or Philosophy 25

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 or Biology 10H
- *Botany 10
- Ecology 1
- *Ecology 2
- *Microbiology 1
- *Physiology 1
- *Zoology 10

—PHYSICAL SCIENCES—

- Astronomy 10
- *Chemistry 1A, 1B, 1C
- *Chemistry 2A, 2B, 2C
- Geography 1
- *Geology 1A

**Indicates Laboratory Science*

- Geology 12
- Meteorology 1
- Physical Science 10
- *Physical Science 12
- *Physics 2A, 2B
- *Physics 5A, 5B, 5C
- MATHEMATICS—**
- Business 19
- Business 20
- Mathematics 5A, 5B, 5C
- Mathematics 6
- Mathematics 16A, 16B
- Mathematics 21
- Mathematics 30
- Mathematics 40
- Mathematics 45
- Mathematics 54

AREA C (9 units minimum)

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

- | | |
|------------------|----------------|
| Art 1A | English 30 |
| Art 1B | English 31 |
| Art 2A | English 32 |
| Art 2B | English 35 |
| Art 2C | English 44 |
| Art 6A | English 45 |
| Art 7A | English 46 |
| Art 19 | Humanities 10H |
| Cinema Arts 1 | French 1-4 |
| Cinema Arts 2 | Music 1 |
| Theater Arts 1 | Music 10 |
| Theater Arts 2 | Music 19A |
| Theater Arts 10A | Music 21 |
| Theater 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 | Spanish 22 |
| English 20 | Spanish 23 |

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 are required. (Satisfies the U.S. History and Institutions requirement.)

- | | |
|--------------------------|------------------------------|
| Agriculture Management 1 | History 4B |
| Anthropology 2 | History 17A |
| Economics 1A | History 17B or History 17B-H |
| 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.)

English 14A and 14B

Home Economics 38

Nutrition 18

Psychology 1A

Sociology 1A

Sociology 26/Home Economics 26

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 (CORE CURRICULUM)

Students may complete all lower division General Education/ Breadth 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 U.C. Transfer Core Curriculum, and review their plans with a member of the counseling staff.

UC TRANSFER CORE CURRICULUM

Courses used to fulfill the requirements must be passed with a letter grade of 'C' or better.

AREA 1

Foreign Language

French 1, 2, 3, 4

German 1, 2, 3, 4

Spanish 1, 2, 3, 4

AREA 2

—Terms Required: Two (2) Semesters

—Units Required: Six (6) Semester Units

English Composition

English 1 or English 1H (Honors); and 2 or 20*

*If English 20 is counted in Area 2, then it cannot also be counted in Area 4.

AREA 3

- Terms Required: One (1) Semester
- Units Required: Three (3) Semester Units

Mathematics/Quantitative Reasoning

Math 5A, 5B, 5C, 6, 11, 16A, 16B, 21, 30

AREA 4

Arts and Humanities

- Terms Required: Three (3) Semesters
 - Units Required: Nine (9) Semester Units
- (At least one course in each)**

Art

Art 1A, 1B, 2A, 2B, 19
Anthropology 6A, 6B (No credit taken after Art 2A/2B)
Music 4A, 4B, 10, 14A, 14B
Theatre Arts 1, 2

Humanities

English 5, 6, 8, 9, 10, 13, 20, 30, 31, 32, 44, 45, 46
History 4A, 4B, 7, 17A, 17B, 17B-H, 18A, 18B, 21, 22, 23, 31
Humanities 10H
Philosophy 10A, 10B, 11, 13, 14, 25
Spanish 12

AREA 5

Social and Behavioral Sciences

- Terms Required: Three (3) Semesters
 - Units Required: Nine (9) Semester Units
- Anthropology 2
Economics 1A, 1B
Geography 2
Political Sciences 2, 5, 7 (No credit if taken after Journ 7)
Psychology 1A, 1B, 10, 33, 34, 39 (No credit if taken after HE 39)
Sociology 1A, 1B

AREA 6

Physical and/or Biological Sciences

- Terms Required: Two (2) Semesters
 - Units Required: Seven (7) Semester Units
- Anatomy 1*
Astronomy 10
Biology 1*, 2*, 10*, 10H*
Botany 10*
Chemistry 1A*, 1B*, 2A*, 2C*, 5*, 12A*, 12B*#
Ecology 1, 2*
Geography 1
Geology 1A*
Meteorology 1
Microbiology 1*

Physical Science 10, 12*#
 Physics 2A*, 2B*, 5A*, 5B*, 5C*#
 Physiology 1*
 Zoology 10*

(One course must be a laboratory science. Laboratory sciences are identified with an asterisk “*”. #Unit limit applies—See counselor.)

The guidelines as outline above accumulates to a total of 11 semesters and 34 semester units.

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.

UNIVERSITY OF CALIFORNIA

SYSTEMWIDE COURSE ARTICULATION

ACCOUNTING

(See Business)

AGRICULTURE

Ariculture

Ag 3—Economic Entomology..... 3 **Units**

Ag 4—Soils 3

Ag Management

Ag Mgmt 1—Intro to Ag Economics..... 3 **Units**

Animal Science

Animal Science 1—Intro to Animal Science 4 **Units**

Animal Science 2—Livestock Selection & Evaluation..... 3

Animal Science 22—Elements of Horse Husbandry..... 3

Natural Resources

Natural Resources 1—Intro to Forestry..... 3 **Units**

Ornamental Horticulture

Ornamental Horticulture 2a-b—Plant Identification 3,3 **Units**

Ornamental Horticulture 6—Landscape Design 3

Plant Science

Plant Science 1—Introduction to Plant Science.....(with lab)4 **Units**

Plant Science 12—Pomology I 3

Plant Science 13—Pomology II 3

ANATOMY

Anatomy

Anatomy 1—Human Anatomy (with Lab)4 **Units**

Physiology 1—Human Physiology(with lab)4

ANTHROPOLOGY

Anthropology

Anthropology 2—Introduction to Cultural Anthropology 3 **Units**

Anthropology 4—Introduction to Physical Anthropology 3

Anthropology 6A—Pre-Columbian Art of Meso-America 3

Anthropology 6B—Pre-Columbian Art of North, Central and South America 3

(Same as Art 2A, 2B).

ARCHITECTURE AND ARCHITECTURAL ENGINEERING

Architecture

Architecture 1A—Intro to Architecture & Environmental Design..... 2 **Units**

Architecture 1B—Environmental Design Fundamentals 2

Architecture 1C,D—Environmental Design Fundamentals.....	3,3
Architecture 2A—Intro to Architectural Drawing and Perspective	2
Architecture 2B—Basic Graphics	2
*Architecture 6B—Strength of Materials.....	2
*Architecture 37A—Engineering Surveying	2

*Limit maximum 16 units.

ART

Art	Units
Art 1A,B—History of Art	3,3
Art 2A—Pre-Columbian Art of Meso-America	3
Art 2B—Pre-Columbian Art of North, Central, and South America	3
(Same as Anthropology 6A, 6B)	
Art 6A—Color and Design	2
Art 6B—Color and Design	2
(Same as Home Ec 6A, 6B)	
Art 7A—Drawing Fundamentals.....	2
Art 7B—Drawing Composition	2
Art 8a-d—Life Drawing	(2 each)
Art 10a-d—Sculpture	(2 each)
Art 12A—Watercolor Painting	2
Art 12B—Watercolor Painting	2
Art 14A—Oil Painting	2
Art 14B—Oil Painting	2
Art 15a-d—Studio Painting	(2 each)
Art 19—Art Appreciation	3
Art 20A—Printmaking	2
Art 20B—Printmaking	2
Art 49a-c—Independent Study	1-3
Art 53A—Basic Ceramics	2
Art 53B—Basic Ceramics	2
Art 54A—Decorative Ceramics	2
Art 54B—Decorative Ceramics	2

ASTRONOMY

Astronomy	Units
Astronomy 10—Survey of Astronomy	3

BIOLOGY

Biology	Units
Biology 1—General Biology	5
Biology 2—General Biology	5
Biology 10—Frontiers in Biology (with lab)	4
Biology 10H—Frontiers in Biology-Honors.....(with lab)	4
(Biology 10 and 10H; maximum credit, one course; No credit for Biology 10 or 10H if taken after Biology 1)	
Biology 12—Human Heredity: Order and Disorder.....	3

BOTANY

Botany	Units
Botany 10—Plant Biology (with lab)	3
<i>No credit for Botany 10 if taken after Biology 2.</i>	

BUSINESS

Business	Units
Business 1A—Principles of Accounting.....	4
Business 1B—Principles of Accounting.....	4
Business 18—Business Law.....	4
Business 20—Statistics for Business	3
(Business 20 and Math 21: maximum credit, one course)	

BUSINESS DATA PROCESSING

Business Data Processing	Units
Business 3—Basic Programming	3
Business 4—Applied Programming Using PASCAL.....	3
Business 5—Introduction to Computer Information Systems	3
Business 7—COBOL Programming	4

CHEMISTRY

Chemistry	Units
Chemistry 1A—General Chemistry (with lab).....	5
Chemistry 1B—General Chemistry (with lab).....	5
Chemistry 1C—Engineering Chemistry	3
Chemistry 2A—General Chemistry (with lab).....	3
Chemistry 2B—General Chemistry (with lab).....	3
Chemistry 2C—Intro to Organic and Biol. Chemistry (with lab).....	3
Chemistry 5—Analysis (with lab).....	4
Chemistry 8—Organic Chemistry.....	3
Chemistry 9—Organic Chemistry (with lab)	3
Chemistry 12A—Organic Chemistry (with lab).....	5
Chemistry 12B—Organic Chemistry (with lab).....	5

CINEMA ARTS/THEATER ARTS

Theater Arts	Units
Cinema Arts 1—Motion Picture Appreciation	2
Cinema Arts 2—Motion Picture Appreciation	2

CRIMINAL JUSTICE

Criminal Justice	Units
Criminal Justice 1—Intro to Criminal Justice	3
Criminal Justice 10—Principles & Procedures of the CJ System.....	3
(CJ1 and CJ10: maximum credit, one course)	
Criminal Justice 18—Community Relations	3
Criminal Justice 20—Criminal Law I.....	3

EARLY CHILDHOOD EDUCATION

Early Childhood Education	Units
ECE 41—The Child, Family and Society	3
(Formerly Home Ec 41)	

ECOLOGY

Ecology	Units
Ecology 1—Environmental Sciences	3
Ecology 2—Field Ecology.....	3

ECONOMICS

Economics	Units
Economics 1A—Principles of Economics	3
Economics 1B—Principles of Economics	3
Economics 49a-c—Independent Study.....	1-3

ENGINEERING

Engineering	Units
Engineering 5A—Graphics and Descriptive Geometry.....	3
Engineering 5B—Statics	3
Engineering 5C—Material Science	3
Engineering 5D—Alternating Current Circuits	3
Engineering 7—Plane Surveying.....	3
Engineering 9—Matrix Algebra	2
Engineering 15—Numerical Methods	2
Engineering 49a-c—Independent Study	1-3

ENGLISH

English	Units
English 1—First Year Reading and Composition.....	3
English 1—First Year Reading and Composition (Sci/Eng).....	3
English 1H—First Year Reading and Composition-Honors.....	4
English 2—Logic and Composition.....	3
English 5—History of English Literature.....	3
English 6—History of English Literature.....	3
English 7—Literature of the San Joaquin Valley.....	3
English 8—Literature of the Black American.....	3
English 9—Women in Literature.....	3
English 10—Mexican-American Literature.....	3
English 13—Contemporary Black and Chicano Literature.....	3
English 20—First Year Reading: Composition and Literature.....	3
English 30—American Literature I.....	3
English 31—American Literature II.....	3
English 32—The Bible as Literature.....	3
English 44—World Literature I.....	3
English 45—World Literature II.....	3
English 46—Shakespeare.....	3
English 49a-d—Independent Study.....	1-4

FRENCH

French	Units
French 1—Elementary French.....	4
French 2—Elementary French.....	4
French 3—Intermediate French.....	4
French 4—Intermediate French.....	4
French 49a-c—Independent Study.....	1-3

GEOGRAPHY

Geography	Units
Geography 1—Physical Geography.....	3
Geography 2—World Regional Geography.....	3

GEOLOGY

Geology	Units
Geology 1A—Physical Geology Lecture and Lab.....	4
Geology 12—Environmental Geology.....	3

German

German	Units
German 1—Elementary German.....	4
German 2—Elementary German.....	4
German 3—Intermediate German.....	4
German 4—Intermediate German.....	4
German 49a-c—Independent Study.....	1-3

HISTORY

History	Units
History 4A—History of Western Civilization.....	3
History 4B—History of Western Civilization.....	3
History 7—History of Women in the U.S.....	3
History 17A—The People of the United States.....	3
History 17B—The People of the United States.....	3
History 17B-H—American History through the Eyes of Fiction-Honors.....	4
(History 17B and 17B-H: maximum credit, one course)	
History 18A—The People of Latin America.....	3
History 18B—The People of Latin America.....	3
History 21—The People of Mexico.....	3
History 22—Afro-American History.....	3
History 23—Mexican-American History.....	3
History 31—The People of California.....	3
History 49a-c—Independent Study.....	1-3

HOME ECONOMICS

Home Economics	Units
Home Economics 3—Textiles	3
Home Economics 6A—Color and Design	2
Home Economics 6B—Color and Design	2
(Same as Art 6A, 6B)	
*Home Economics 36—Intro to Gerontology	3
(Same as Psych 36, and Nursing 36)	
*Home Economics 38—Lifespan Development	3
*Home Economics 39—Child Development	3
(Same as Psychology 39)	
<i>*Home Economics 36, 38, 39: maximum credit, two courses.</i>	

HYGIENE

Hygiene	Units
Hygiene 1—Personal and Community Hygiene	2
Hygiene 3—Red Cross First Aid	2
Hygiene 5—Principles of Community Health	3
Hygiene 6—Understanding Cancer	3
Hygiene 7—Sports Health	2

JOURNALISM

Journalism	Units
Journalism 1—Beginning Newswriting	3
Journalism 7—Mass Communication	3
(Same as Political Science 7)	

LINGUISTICS

Linguistics	Units
Linguistics 10—Introduction to Language	3

MATHEMATICS

Mathematics	Units
Mathematics 5A—Calculus	5
Mathematics 5B—Calculus	5
Mathematics 5C—Calculus	3
Mathematics 6—Differential Equations	4
Mathematics 11—Linear Algebra	3
Mathematics 15A—Computer Science I	3
Mathematics 15B—Computer Science II	3
Mathematics 16A—Survey of Calculus	3
Mathematics 16B—Survey of Calculus	3
Mathematics 21—Intro to Statistics	3
Mathematics 30—College Algebra	3
Mathematics 45—Modern Applications of Mathematics	3
Mathematics 49a-c—Independent Study	1-3

MUSIC

Music	Units
Music 1—Music Fundamentals	2
Music 3a-d—Woodwind Instruments	(1 each)
Music 4A—Comprehensive Musicianship	5
Music 4B—Comprehensive Musicianship	5
Music 5a-d—Brass Instruments	(1 each)
Music 6a-d—Percussion Instruments	(1 each)
Music 7a-d—String Instruments	(1 each)
Music 8A—Piano I	1
Music 8B—Piano II	1
Music 9a-d—Intermediate Piano III - IV	(1 each)
Music 10—Appreciation of Music History and Literature	3

Music 11a-d—Rehearsal and Performance.....	3
Music 14A—Theory II, Comprehensive Musicianship II	5
Music 14B—Theory II, Comprehensive Musicianship II	5
Music 16a-d—Pep Band..... (1 each)	
Music 17A—Orchestration	2
Music 17B—Orchestration	2
Music 18a-d—Marching Band..... (2 each)	
Music 19a-d—Concert Band..... (2 each)	
Music 22a-d—String Orchestra..... (2 each)	
Music 23a-d—Concert Choir..... (2 each)	
Music 24a-d—Concert Choir..... (1 each)	
Music 30—Voice.....	1
Music 40a-d—Performance Music..... (1 each)	
Music 41a-d—Musical Theatre Performance	(2 each)
(Same as Theatre Arts 41 a-d)	
Music 42a-d—Chamber Singers	(1 each)
Music 43a-d—Women’s Chorus	(1 each)
Music 49a-c—Independent Study	1-3
Music 57a-d—College Community Chorus..... (1 each)	
Music 58a-d—Community Jazz Ensemble	(1 each)
Music 59a-d—College Community Opera Workshop..... (1 each)	
Music 60a-d—Community Dance Band	(1 each)
Music 70a-d—Study of Organ Technique & Repertoire	(1 each)
Music 81a-d—Community Orchestra	1
Music 82a-d—Community Orchestra.....	1
Music 85a-d—Symphonic Orchestra	2

NURSING

Nursing	Units
Nursing 36—Intro to Gerontology	3
(Same as Psych 36 and Home Ec 36)	

NUTRITION

Nutrition	Units
Nutrition 18—Nutrition.....	3

PHILOSOPHY

Philosophy	Units
Philosophy 10A—The Development of Western Thought.....	3
Philosophy 10B—The Development of Western Thought.....	3
Philosophy 11—Comparative Religion	3
Philosophy 13—Introduction to the Old Testament.....	3
Philosophy 14—Introduction to the New Testament	3
Philosophy 15—Religious Diversity in America	3
Philosophy 16—Lives of Great Western Religious Figures.....	3
Philosophy 25—Critical Thinking	3

PHOTOGRAPHY

Photography	Units
Photography 1—Basic Photography	3
Photography 2a-d—Advanced Photograph Lab..... (1 each)	
Photography 51—Introduction to Photography.....	1
Photography 52—Beginning Photography Lab.....	1

PHYSICAL EDUCATION

Physical Education	Units
Physical Education 2a-d—Badminton..... (1 each)	
Physical Education 4a-d—Soccer..... (1 each)	
Physical Education 6a-d—Modern Dance	(1 each)
Physical Education 8a-d—Golf..... (1 each)	
Physical Education 9a-d—Swimming	(1 each)
Physical Education 10a-d—Tennis	(1 each)

Physical Education 12a-d—Weight Lifting	(1 each)
Physical Education 14a-d—Aerobic Fitness	(1 each)
Physical Education 15a-d—General Activities	(1 each)
Physical Education 16a-d—Choreography	(1 each)
Physical Education 17A - 27D—Activities	(1 each)
Physical Education 30C—Orientation in Physical Education	2
Physical Education 33C—Tennis	1
Physical Education 35—Advanced Life Saving and Water Safety	1
Physical Education 36—Water Safety Instructors Course	2
Physical Education 37C—Golf	1
Physical Education 38—Anatomy & Physiol of Human Phys Efficiency	3
Physical Education 42a-d—Fundamentals of Football	(1 each)
Physical Education 44a-d—Fundamentals of Softball	(1 each)
Physical Education 45a-d—Adaptive Seasonal Sports	(1 each)
Physical Education 46—Water Polo Methods	2
Physical Education 47a-d—Adaptive Physical Education	(1-3 each)
Physical Education 50A - 62D—Intercollegiate Activities	(2 each)
Physical Education 70—Principles of Officiating	2
Physical Education 73a-d - 81a-d—Activities	(1 each)
Physical Education 86a-d - 95a-d—Activities	(1 each)

PHYSICAL SCIENCE

Physical Science	Units
Physical Science 10—Physical Science Survey	3
Physical Science 12—Introduction to Physical Science	3

PHYSICS

Physics	Units
Physics 2A—General Physics (with lab)	4
Physics 2B—General Physics (with lab)	4
Physics 5A—General Physics (with lab)	4
Physics 5B—General Physics (with lab)	4
Physics 5C—General Physics (with lab)	4

PHYSIOLOGY

Physiology	Units
Physiology 1—Human Physiology (with lab)	4

POLITICAL SCIENCE

Political Science	Units
Political Science 2—Comparative Government	3
Political Science 5—Federal, State and Local Government	3
Political Science 7—Mass Communications	3
(Same as Journalism 7)	
Political Science 49a-c—Independent Study	1-3

PSYCHOLOGY

Psychology	Units
Psychology 1A—General Psychology	3
Psychology 1B—Applied Psychology	3
Psychology 10—Human Sexuality	3
Psychology 33—Personal and Social Growth	3
Psychology 34—Abnormal Psychology	3
Psychology 36—Intro to Gerontology	3
(Same as Home Ec 36 and Nursing 36)	
Psychology 39—Child Development	3
(Same as Home Economics 39)	
Psychology 40—Psychology of the Mexican-American	3
Psychology 49a-c—Independent Study	1-3

PUBLIC ADMINISTRATION

Public Administration	Units
Public Administration 1—Introduction to Public Administration	3

RECREATION

(No Credit)

SIGN LANGUAGE STUDIES

(No Credit)

SOCIOLOGY**Sociology**

	Units
Sociology 1A—Introduction to Sociology	3
Sociology 1B—The Sociology of Social Problems	3
Sociology 49a-c—Independent Study.....	1-3

SPANISH**Spanish**

	Units
Spanish 1—Elementary Spanish.....	4
Spanish 2—Elementary Spanish.....	4
Spanish 3—Intermediate Spanish.....	4
Spanish 4—Intermediate Spanish.....	4
Spanish 12—Hispanic Literature	3
Spanish 22—Spanish 2 for the Bilingual Student	4
Spanish 23—Spanish 3 for the Bilingual Student	4
Spanish 48a-c—Independent Study	1-3

SPEECH ARTS**Speech Arts**

	Units
Speech 1A—Fundamentals of Public Speaking	3
Speech 3—Oral Interpretation	3
(Same as Theater Arts 3)	
Speech 4—Interpersonal Communications	3

SPORTS MEDICINE**Sports Medicine**

	Units
Sports Medicine 40—Care and Prevention of Athletic Injuries.....	3
Sports Medicine 60—Concepts in Health and Fitness	3
Sports Medicine 70,71—Sports Medicine Fall and Spring	2,2
Sports Medicine 72,73—Advanced Sports Fall and Spring.....	2,2
(Sports Medicine 40, 70, 71, 72, and 73: maximum credit, one course)	

THEATER ARTS (FORMERLY DRAMA)**Theater Arts**

	Units
Theater Arts 1—History of Theater	3
Theater Arts 2—History of Theater	3
Theater Arts 3—Oral Interpretation	3
(Same as Speech 3)	
Theater Arts 9a-d—Tech Theater Lab	(3 each)
Theater Arts 10a-d—Fundamental/Intermediate Acting	(3 each)
Theater Arts 11a-d—Rehearsal and Performance	(3 each)
Theater Arts 12A—Costume and Makeup	2
Theater Arts 12B—Costume and Makeup	2
Theater Arts 14a-d—Stagecraft.....	(2 each)
Theater Arts 15a-d—Stage Lighting	2-2
Theater Arts 16A—Advanced Theater Crafts	3
Theater Arts 16B—Advanced Theater Crafts	3
Theater Arts 41a-d—Musical Theater Performance.....	(2 each)
Theater Arts 49a-c—Independent Study	1-3
Theater Arts 55a-d—Theater Workshop.....	(2 each)

ZOOLOGY**Zoology**

	Units
Zoology 10—Animal Biology (with lab)	3

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 BUSINESS

Accounting
Business Management
Data Processing
General Business/Clerical

Information/Word Processing
Marketing
Real Estate
Secretarial
Paralegal

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 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 NURSING AND HEALTH SCIENCE

Emergency Medical Technician
Nurse Assistant

Registered Nurse
Vocational Nurse

CERTIFICATES IN PHYSICAL EDUCATION

Sports Medicine

CERTIFICATES IN SOCIAL SCIENCES

Human Services (Social Work)

CERTIFICATES IN SPECIAL PROGRAMS

Cosmetology
Fire Control Technology:
 Fire Technician
P.O.S.T. Basic Police Academy
Security Guard Training

Police Officers Reserve
 Training (P.C. 832)
Corrections
Law Enforcement

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.

LINE 3—THE COURSE DESCRIPTION:

A complete course description is provided. **CAN Numbers**

The California Articulation Number (CAN) System provides a cross reference number for courses which have been evaluated by faculty and determined to be acceptable 'in lieu of' each other. Only lower division, transferable, introductory courses commonly taught on two and four-year college and university campuses are included in the System.

CAN numbers have been assigned to COS courses. They are designated in this catalog after the course description, i.e., (CAN—Anth 2).

Careful consideration of prerequisite and required courses which have been identified with a California Articulation Number will help you to plan your lower division program. You will be assured that the courses will not only be transferable, but will also satisfy lower division preparation requirements at the college you have chosen to attend.

—Determine the course, or sequence of course, you must complete to meet lower division requirements. (See catalogs.)

—Check the list of courses qualified to use a California Articulation Number: 1- for the campus you are currently attending; 2- for the campus where you have completed course work previously; and for the campus where you plan to transfer.

Consult your counselor or advisor and formulate your plans as early as possible!

Recommended Coenrollment: 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.

Degree Applicable/Non-Degree Applicable/Non-Credit Course.

At the end of the course description the course will be further identified as:

Degree Applicable (College Credit) Course

These courses have been approved by the college curriculum committee upon the recommendation of the division curriculum committee to satisfy the associate degree and in some cases transfer requirements to four-year institutions.

Non-Degree (College Credit) Course

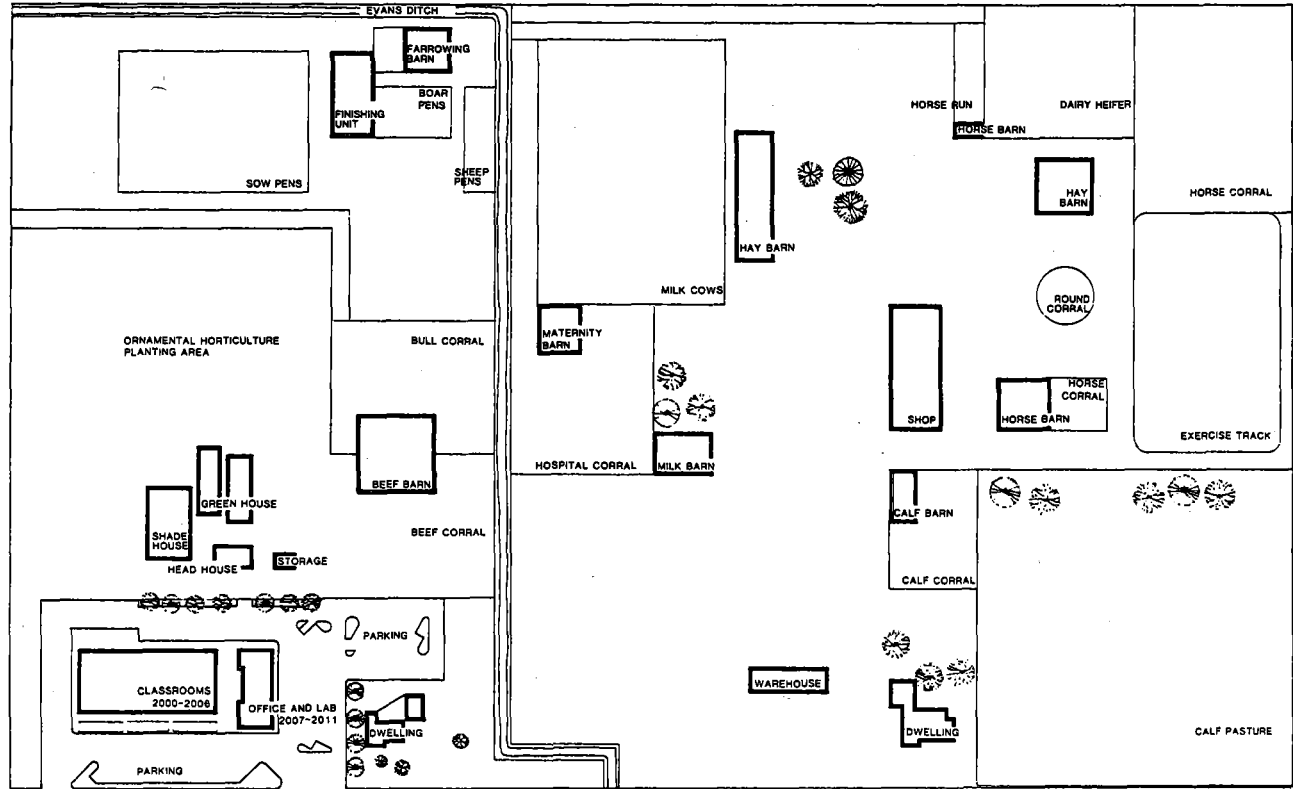
These courses have been approved by the college curriculum committee upon the recommendation of the division curriculum committee and DO NOT apply toward the associate degree BUT may apply to certificates and other non-degree type programs.

Non Credit College Course

These courses have been approved by the college curriculum committee upon the recommendation of the division curriculum committee and DO NOT have college credit.

An Asterick following this designation will mean that the course is presently being reviewed by the division curriculum committee and the college curriculum committee and has not yet met Title 5 requirements.

**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).*

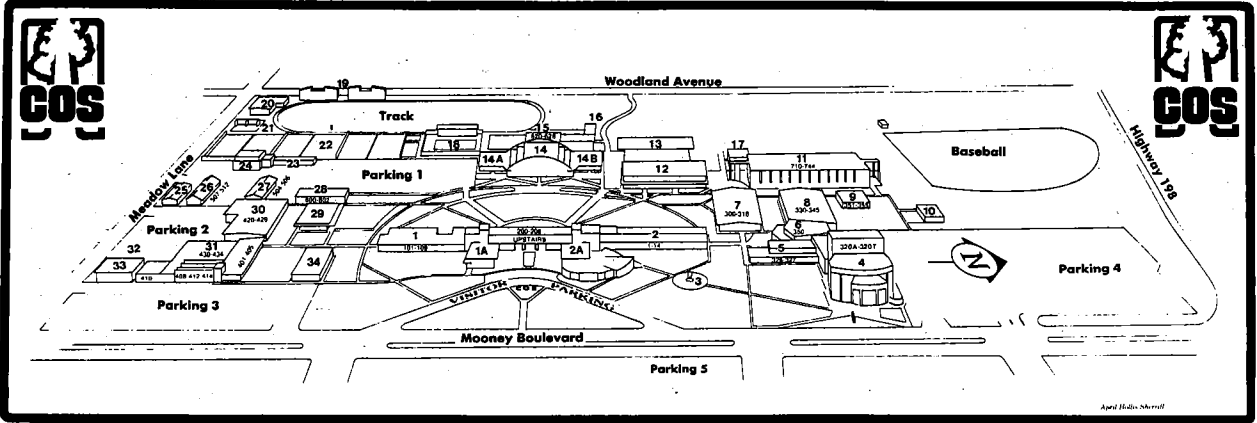


LINWOOD AVE

WALNUT AVE

COLLEGE OF THE SEQUOIAS FARM





MAIN CAMPUS



NUMERICAL LIST

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

ALPHABETICAL LIST

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



DIVISIONS

- AGRICULTURE AND NATURAL RESOURCES
- BUSINESS
- CONSUMER/FAMILY STUDIES
- 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

AGRICULTURE
NAT. RES.

BUSINESS

CONSUMER/
FAMILY
STUDIES

FINE ARTS

INDUSTRY &
TECHNOLOGY

LANG. ARTS
& COMMUN.

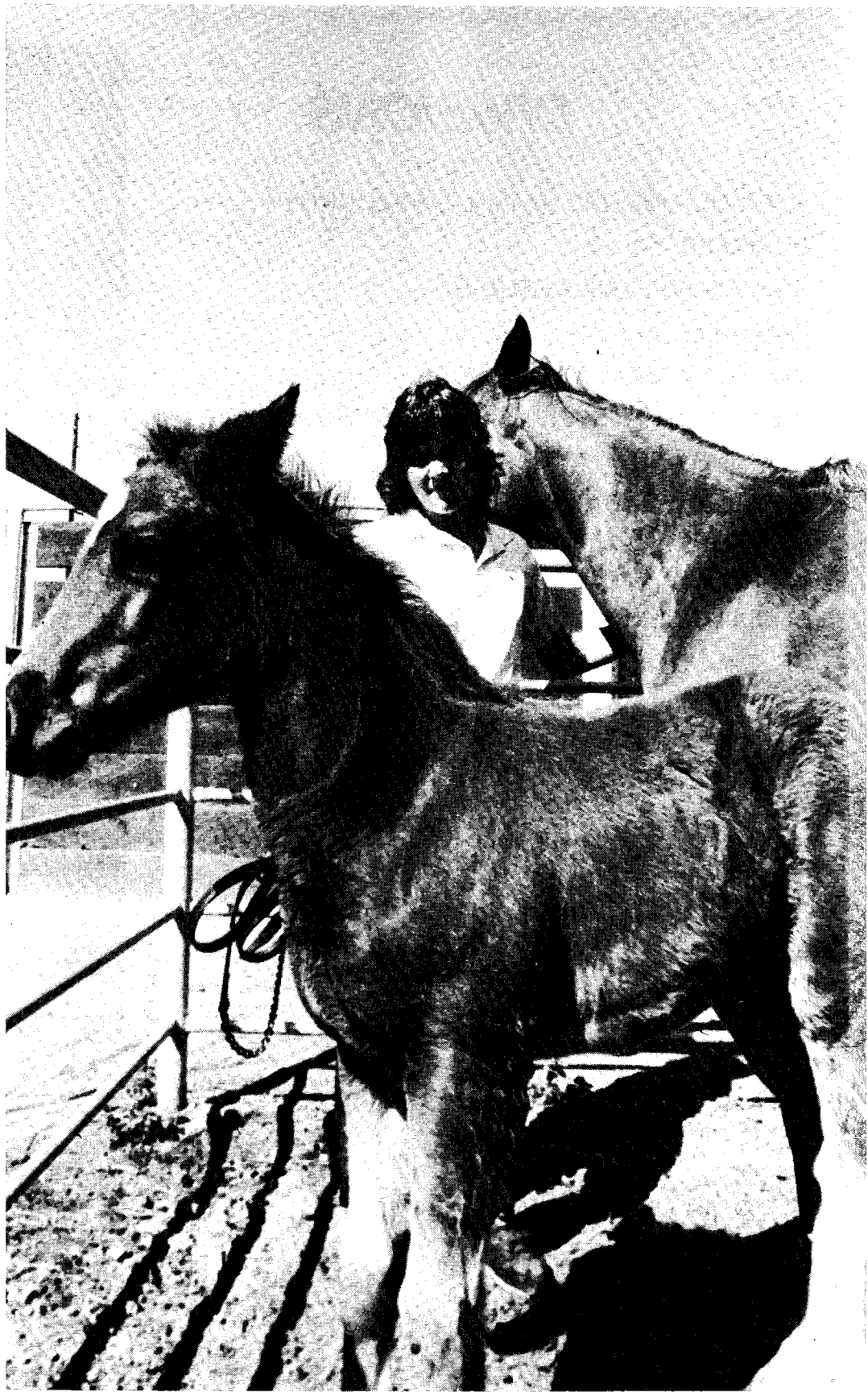
NURSING &
HLTH. SCI.

PHYSICAL ED
HEALTH
ATHLETICS
RECREATION

SCIENCE
MATH
ENGINEERING

SOCIAL
SCIENCES

SPECIAL
PROGRAMS



DIVISION OF AGRICULTURE AND NATURAL RESOURCES

CHAIRPERSON: MR. BILL DOWNES

AGRICULTURE

The COS Agriculture Program is designed to meet the needs of all levels of students in furthering their education in the agriculture fields. For the student who has just completed their high school education and plans to transfer to a four year institution the COS Agriculture Program provides a variety of educational services. A student can concentrate on becoming General Education Certified while taking lower division agriculture courses that are fully articulated with state universities. Student in the agriculture program are counseled by agriculture instructors and transfer to the CSU system with Associated Science Degrees, General Education Certified and often times with a practical Certificate in one of numerous Agriculture Certificate Areas.

For the student who is just out of high school and would like to gain job entry skills in a variety of agriculture areas, COS provides a complete core of Agriculture Certificate programs. These include Ornamental Horticulture, Agriculture Business Management, Animal Science, Dairy Science, Floristry Management, Horse Production, Landscape Management, Plant Science, Nursery Management, Mechanized Agriculture and Agriculture Pest Management. The certificate programs can be completed within two semesters or can be obtained over a four semester program in conjunction with an Associated Science Degree from COS.

The COS agriculture program provides an excellent extended day program for re-entry students to upgrade job skills for advancement in agriculture careers. Evening programs in horticulture, pest management, computers horse production, plant science and a variety of short courses gives adults an excellent opportunity to achieve their educational goals while working full or part-time in the industry.

The COS Farm Laboratory provides each agriculture student with hands on, learn-by-doing education in a wide range of skills. The laboratory consists of a 70-cow Registered Holstein herd which is one of the top herds in the area of milk production. A complete horticulture facility provides students with practical, current landscape practices while working in the unit during class laboratories or after hours at student work sites. The 160 acre laboratory provides students with worksites in animal science, horse production, dairy, ornamental horticulture, floriculture, turf culture, crop production, vegetable gardening and soils.

Major Programs:

Agricultural Management
Animal Science
Plant Science

Mechanized Agriculture
Ornamental Horticulture
Dairy Science

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 Ag Bus Mgmt	3	AM 2—Ag Marketing and Sales	3
AM 1—Intro to Ag Econ.....	3	AM 4—Farm Accounting	3
Ag 1—Basic Ag Mathematics.....	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—Occup Coop Wk Exp	3
	15		15

*These courses may be substituted with the following:

Me Ag 3—Farm Power	3
Me Ag 1—Basic Farm Mechanics	2
PS 3—Forage Crops	3
DS 1—Elements of Dairying	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 Prod.....	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 23—Horse Production/Equitation..	3
AM 3—Intro to Ag Bus Mgmt	3	AM 4—Farm Accounting	3
Me Ag 6—Farm Welding.....	2	AS 32—Com Dairy Herd Mgt.....	3
PS 3—Forage Crops or Intro		OH 1—Basic Horticulture or Area A....	3
to Crops	3	Music—Area C—Music 10.....	3
GE Area B—History or Pol Sci	3	GE Area A,B,C,D1,D2 or Ag 3.....	3
	14		18

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 or 2	3	*Ag 1—Agricultural Mathematics	3
Ag 80 Topics—Prin of Pesticide Use ..	3	*PS 5—Cereal & Oil Crops	3
*Ag 4—Soils.....	3	*PS 14—Citrus Fruits.....	3
	16	Ag 121—Occup Coop Wk Exp	1-4
			16-19

*These courses may be substituted with the following:

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

The above program of study will prepare students for the PCA Licenses Exam.

ANIMAL SCIENCE

Certificate/Major Courses

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
AS 1—Intro to Animal Science	3	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	3
*Ag 1—Ag Mathematics	3	AS 4—Animal Diseases & Sanitation ..	3
Ag 121—Occup Coop Wk Exp	1-4		15
	15-18		

*Courses may be substituted with the following:

Me Ag 1—Basic Farm Mechanics	2
AM 3—Intro to Ag Bus Mgmt	3
Me Ag 3—Farm Power	3
AM 2—Ag Sales.....	3
PS 1—Intro to Crop Science	3
Ps 3—Forage Crops.....	3
An Sci 5a-c—Preparing Livestock for Shows and Sales	2
AS 9 a-b—Meat Grading and Selection	2

Degree/Major Courses

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
AS 1—Intro to Animal Science	3	AS 11—Beef Production	3
Ag 1—Agricultural Mathematics.....	3	AS 6—Intro to Meat Science	3
Ag 121a-d—Occup Coop Wk Exp ...	1-4	PS 3—Forage Crops	3
AS 2A—Livestock Select 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 9a—Meat Grading and Selection...2	
Me Ag 1—Basic Farm Mechanics	2	AS 12—Sheep Production.....	3
GE Area E—General.....	3	AM 3—Intro to Ag Bus Mgt	3
GE Area B—Social/Behav Sci	3	An Sci 5a—Preparing Livestock for Shows and Sales	2
	16	Ag 121—Occup Coop Wk Exp	1-4
			18-21

DAIRY SCIENCE

Certificate/Major Courses

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
DS 1—Elements of Dairying	3	DS 2—Milk Production	3
DS 3—Comm Dairy Herd Mgt	3	DS 4—Breeding & Selection of Dairy Cattle	3
Ag 1—Agriculture Mathematics	3	*AM 5A—Computers in Agriculture.....	3
*AM 3—Intro to Ag Bus Mgt.....	3	*AM 4—Farm Accounting.....	3
Ag 121—Occup Coop Wk Exp	3	*DS 6—Intro to Dairy Products.....	3
	15		15

*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
DS 5a-d—Dairy Judging	1-4

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
DS 6—Into to Dairy Prod Tech	3	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
DS 5a-d—Dairy Cattle Judg	1	GE Area C—Music 10.....	3
GE Area B—History or Pol Sci	3	GE Area A,B,C,D1,D2, or Ag 3.....	3
	15		18

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 Horticulture	3
Ag 1—Ag Math	3
OH 19—Interior Scapes	3
Ag 5A—Computers in Ag	3
	24

PLUS 9 ELECTIVE UNITS FROM THE FOLLOWING:

	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
AM 2—Ag Sales.....	3
Bus 18—Business Law	3
Plus: Ag 121—Occup Coop Wk Exp	1-4

Degree/Major Courses

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
OH 1—Basic Horticulture	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	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	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	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
OH 20—Pests/Disease Ornamentals..	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

Degree/Major Courses

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
OH 1—Basic Horticulture	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

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 Sales.....	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—Economic 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
S	14-17	S	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
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
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
14		*Electives.....	3
		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—Intro 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 Horticulture	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	3	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	
AM 3—Farm Management	3	Equipment	2
OH 7—Landscape Const	3	GE Area C—Humanities	3
GE Area B—Social and		AM 5—Computers in Ag	3
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	SECOND SEMESTER	UNITS
OH 1—Basic Horticulture	3	OH 2B—Plant Identification.....	3
OH 2—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 & Behavioral Science	3	Ag 5—Fertilizer	3
Ag 4—Soils	3	Elective.....	3
	15		15

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

Course Descriptions

AGRICULTURE

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

Three hours of lecture and one hour of lab per week.

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

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

Three hours of lecture and one hour of laboratory per week.

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

AGRICULTURE 4—SOILS (3) BA /F/S/

Three hours of lecture and one hour of laboratory per week.

This course also supports and is required to attain a certificate in the following vocational programs: Agriculture Management, Ag Pest Management, Animal Science, Dairy Science, Landscape Management, Nursery Management, Plant Science, Horse Production, Mechanized Agriculture, and Ornamental Horticulture. The student will learn 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. **Degree Applicable.***

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

Prerequisite: Ag 4 is recommended.

Three hours of lecture and one hour of 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. ***Degree Applicable.****

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

*See Index. Degree Applicable.**

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. This course is designed to give students an understanding of the Spanish language as used by the farmworker. Students will practice translating short sentences useful to them in their work. They will also develop their reading of the Spanish language and will have to practice speaking in Spanish. Also offered as Spanish 63.

Non-Degree College Credit Course.*

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

Three hours of lecture per week.

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. ***Degree Applicable.****

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

Twenty-four hour lecture 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. ***Non-Degree College Credit Course.****

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

A total of 36 hours.

Short courses to specific agriculture skills and topics. ***Degree Applicable.****

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. Degree Applicable.**

MECHANIZED AGRICULTURE

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

Three hours lecture and one hour laboratory per week.

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

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

Three hours of lecture and one hour 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. **Degree Applicable.***

ME AG 3—FARM POWER (3) BA /F/

Four hours lecture-laboratory per week.

Operation, maintenance and theory of farm machinery with lectures, demonstrations and laboratory work on tillage, planting, spraying, harvesting machinery, and land leveling. **Degree Applicable.***

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 land leveling. **Degree Applicable.***

ME AG 5a-b—FARM STRUCTURES (2) BA /F/S/

Three hours of lecture and one hour of laboratory per week.

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

ME AG 6a-b—FARM WELDING (2) BA /F/S/

Three hours of lecture and one hour of laboratory per week.

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

ME AG 7—FARM SURVEYING (3) BA /S/

Three hours of lecture and one hour 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. **Degree Applicable.***

ME AG 8—IRRIGATION (3) BA /S/

Three hours lecture and one hour 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. **Degree Applicable.***

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

Three hours of lecture and one hour of laboratory per week.

Operation, maintenance, and repair of small gasoline engines and lawn and landscaping equipment. **Degree Applicable.***

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

Prerequisite: Me Ag 1 or demonstrated equivalent ability.

Three hours of lecture and one hour 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. **Degree Applicable.***

AGRICULTURE MANAGEMENT

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

Three hours of lecture and one hour of lab 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. **Degree Applicable.***

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

Three hours lecture and one hour of laboratory per week.

The selling techniques as they relate to the agriculture industry. Agriculture selling strategies and approaches are emphasized. Market research, prioritizing potential customers and defining the dominant buying urge are covered. Techniques used in pre-call planning, group and individual sales presentations are used to give students a basic understanding of the selling process. Improving self-image and oral communication skills are stressed for each student. **Degree Applicable.***

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

Three hours lecture and one hour of laboratory per week.

The role of management in agriculture in terms of development; types and forms of farm related businesses; the function of management; approaches to management and the planning and decision making process; managerial decision making; organizing and leadership techniques are covered. **Degree Applicable.**

AM 4—FARM ACCOUNTING (3) BA /S/D/

Three hours of lecture and one hour of 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. **Degree Applicable.***

AM 5a-b—COMPUTERS IN AGRICULTURE (3) BA /F/S/SS/

Three hours of lecture and one hour of 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. ***Degree Applicable.****

ANIMAL SCIENCE

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

Three hours of lecture and one hour of laboratory per week.

A survey course of the world's hunger problems and supply of animal products. The origin, characteristics, and adaptation of the more important breeds of livestock are discussed, along with job opportunities in animal agriculture. It is a required course that can be applied toward the Animal Science Certificate. ***Degree Applicable.****

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

One hour lecture and three hours of laboratory per week.

A study of the animal form in relation to its various functions. Beef, sheep, and swine species are evaluated using performance data and live observation. ***Degree Applicable.****

AS 3—FEEDS AND FEEDING (3) BA /S/

Three hours of lecture and one hour laboratory per week.

A study of the constituents of feeds, the digestion and utilization of feedstuffs, and identification of feeds for each class of livestock. An introduction to feeding standards and computation of simple rations, and the economics in feeding and purchasing feeds by nutritive values. ***Degree Applicable.****

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

Three hours of lecture and one hour laboratory per week.

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

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

Two hours of laboratory per week.

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

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

Three hours of lecture and one hour of laboratory per week.

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

AS 9a-b—MEAT GRADING AND SELECTION (2) BA /S/

One hour of lecture and three hours of laboratory per week.

An advanced course of evaluation methods used in grading and selecting red meat carcasses and wholesale cuts in the meat industry. ***Degree Applicable.****

AS 10—SWINE PRODUCTION (3) BA /F/

Three hours of lecture and one hour of laboratory per week.

A study of swine production and herd management in California. Basic skills include pre- and post-natal care, nutrition, and breed selection. **Degree Applicable.***

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. **Degree Applicable.***

AS 12—SHEEP PRODUCTION (3) BA /S/

Prerequisite: Animal Science 1 suggested.

Four hours lecture and laboratory per week.

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

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

Two hours of lecture and two hours of laboratory per week.

The student will learn the proper way to catch, groom, saddle, bridle and mount the horse for the first time. A great deal of time is spent on ground work. The student will learn the proper method of lounging and driving the young horse from the ground. This class is designed to teach not only the students with little or no experience, but also the advanced riders wanting to develop their colt-breaking skills further. \$35 Riding Fee. **Degree Applicable.***

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

Three hours lecture and one hour of laboratory per week.

An introductory course to the current status of the horse industry, evaluation of the horse, breeds of horses, and their uses. Anatomy, diseases, unsoundness, vices, gaits, selection, and management of the equine. **Degree Applicable.***

AS 23—HORSE PRODUCTION (3) BA /S/

Prerequisite: Animal Science 1 or 22 is suggested.

Three hours lecture and one hour of laboratory per week.

Intense care of a breeding herd. The students have a hands-on approach to the care, feeding, and breeding of the horses at the COS Farm. This includes the care of the brood mares before, during, and after foaling, basic health concerns for a herd of horses, and experience working with horses of all ages. **Degree Applicable.***

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

Two hours lecture and two hours laboratory per week.

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

AS 25—EQUINE INDUSTRIES (1) /SS/

Thirty-six (36) hours 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. **Degree Applicable.***

DAIRY SCIENCE

DS 1—ELEMENTS OF DAIRYING (3) BA /F/

Three hours lecture on one hour 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. **Degree Applicable.**

DS 2—MILK PRODUCTION (3) BA /S/

Three hours lecture and one hour 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. **Degree Applicable.**

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

Three hours lecture and one hour 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. **Degree Applicable.**

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

Two hours of lecture and one hour of 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. **Degree Applicable.**

DS 5a-d—DAIRY CATTLE JUDGING AND SHOWING (1-1-1-1) BA /F/S/

One hour lecture and one hour of laboratory per week.

Introduction to dairy cattle judging and showing. Students encouraged to participate at community college dairy judging contests throughout the state and on the national level. Basic selection techniques of dairy cattle are covered and students are also able to fit and show dairy cattle at local dairy shows. **Degree Applicable.**

DAIRY SCIENCE 6—INTRODUCTION TO DAIRY PRODUCTS TECHNOLOGY (3) BA /SS/

Prerequisites: None

Three hours lecture/discussion and one hour laboratory per week.

An introductory course designed to give students a basic understanding of the science and technology of dairy food products. Students will learn about the dairy manufacturing industry in Tulare, Kings, and Fresno counties as well as the economic impact of the dairy manufacturing industry, career opportunities, and job entry skills. **Degree Applicable.**

PLANT SCIENCE

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

Three hours of lecture and one hour of laboratory per week.

A fundamental study of general botany, taxonomy, and cultural practices of crops grown in California, United States, and the world. Identification, cultural, chemical, and biological control or prevention of the major weeds affecting crops and livestock in the Tulare-Kings Counties area. ***Degree Applicable.****

PS 2—ROW CROPS (3) BA /F/

Three hours of lecture and one hour of laboratory per week.

The production principles of row crops including cotton, sugar beets, soybeans, black-eyed peas and corn. ***Degree Applicable.****

PS 3—FORAGE CROPS (3) BA /S/

Three hours of lecture and one hour of laboratory per week.

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

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

Three hours lecture and one hour 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. ***Degree Applicable.***

PS 5—CEREALS AND OIL CROPS (3) BA /S/

Three hours of lecture and one hour of laboratory per week.

The production principles of cereal crops, sorghums and oil crops. Fundamental taxonomy, botany and cultural practices including tillage, planting, irrigation, pest control, and harvesting. ***Degree Applicable.****

PS 11—BEEKEEPING (3) BA /S/

Three hours of lecture and one hour laboratory per week.

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

PS 12—POMOLOGY I (3) BA /F/

Three hours of lecture and one hour of laboratory per week.

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

PS 14—CITRUS FRUITS (3) BA /F/

Three hours of lecture and one hour of 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. ***Degree Applicable.****

PS 15—VITICULTURE (3) BA /F/

Three hours of lecture and one hour of laboratory per week.

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

PS 21—TRUCK CROPS (3) BA /F/S/SS/

Three hours lecture and one hour laboratory per week.

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

NATURAL RESOURCES

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

Three hours of lecture and one hour of 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. **Degree Applicable.***

ORNAMENTAL HORTICULTURE

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

Three hours of lecture and one hour of 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. **Degree Applicable.***

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

Three hours of lecture and one hour of laboratory per week.

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

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

Three hours of lecture and one hour of 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. **Degree Applicable.***

OH 3—NURSERY PRACTICES (3) BA /S/

Three hours of lecture and one hour of 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. **Degree Applicable.***

OH 4—PLANT PROPAGATION (3) BA /F/D/

Three hours of lecture and one hour of laboratory per week.

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

OH 5—LANDSCAPE DRAFTING (3) BA /F/

Three hours of lecture and one hour of 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. **Degree Applicable.***

OH 6—LANDSCAPE DESIGN (3) BA /S/SS/

Prerequisite: Ornamental Horticulture 5 suggested.

Three hours of lecture and one hour of 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. **Degree Applicable.***

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

Three hours of lecture and one hour of 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. **Degree Applicable.***

OH 8—LANDSCAPE MAINTENANCE (3) BA /S/

Three hours of lecture and one hour of 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. **Degree Applicable.***

OH 9—TURFGRASS MANAGEMENT (3) BA /S/

Three hours of lecture and one hour of 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. **Degree Applicable.***

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

Three hours of lecture and one hour of 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: \$50.00. **Degree Applicable.***

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

Prerequisite: OH 10 or consent of Department.

Three hours of lecture and one hour of 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. **Degree Applicable.***

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

Prerequisites: OH 10 and OH 11.

Three hours of lecture and one hour of 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. **Degree Applicable.***

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

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

Three hours of lecture and one hour of 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. **Degree Applicable.***

OH 14A—HORTICULTURE INDUSTRIES (1) /S/D/

Thirty-six (36) hours total.

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

OH 14B—HORTICULTURE INDUSTRIES (1) /S/D/

A total of thirty-six (36) hours.

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

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

Four hours 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. **Non-Credit Course.***

OH 19—INTERIOSCAPE (3) /F/S/

Three hours of lecture and one hour of laboratory per week.

OH 19 is a lecture and lab course on using plants in interior situations. Students study plant materials and maintenance, as well as residential and commercial design. This course is part of COS's extensive OH program. It is of great value to anyone pursuing a career in ornamental horticulture or as a part of a fundamental education for anyone interested in plant materials. **Degree Applicable.***

OH20—PEST AND DISEASES OF ORNAMENTALS (3) /F/S/

Three hours of lecture and one hour of laboratory per week.

This course introduces the principles and theories of diseases and pests of ornamental plant materials. It includes the methods of identification, life cycles, symptoms and controls of diseases, insects, weeds and other landscape and nursery pests. Included are the selection, storage and handling of ornamental pesticides. It is a necessary class for the landscape, gardening and nursery industry. **Degree Applicable***

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

Two hours of lecture and two hours of 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. **Degree Applicable.***

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

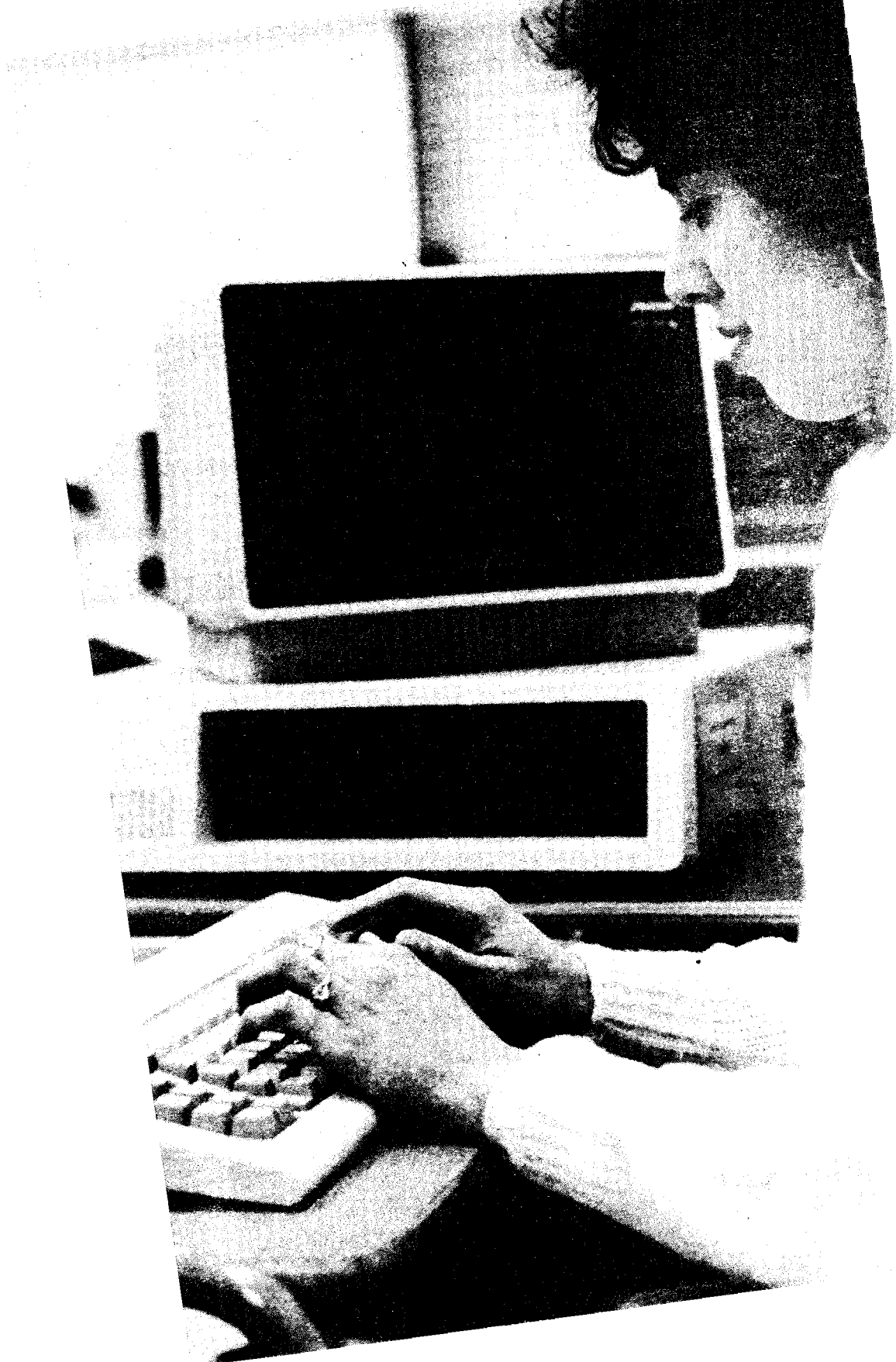
Two hours of lecture and two hours of laboratory per week.

Identification and recognition of components, installation and assembly of systems. **Degree Applicable.***

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

One hour of lecture and two hours of 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. **Degree Applicable.***



DIVISION OF BUSINESS

CHAIRPERSON: MS. JENNY ROOT

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/her 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.

Areas of Concentration:

A business major may specialize in one of the following areas.

Accounting	Information/Word Processing
Marketing	General Business/Clerical
Business Data Processing	Secretarial (General)
Real Estate	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, 5, 7, 14, 15, 16, 17A, 17B, 50, 51, 51A, 58A, 61A, 61B, 64, 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 or 1A/B Elementary Accounting.....	4-4
	82 Principles of Income Tax	3
	92 Survey of Modern Business	3
	15* Intro to Personal Computers	4
	96B Business Communications	3
	18 Business Law.....	4

95A or B	Business Arithmetic.....	3
	Or	
68	Electronic Calculating	2
74 or 98	Marketing or Human Relations.....	3
35C	Microcomputer Operations—Intro to Spreadsheets	1
17A	Microcomputer Operations—DOS.....	3
		29-31

*Keyboarding requirement of 20 cwpm.

BUSINESS DATA PROCESSING

Business	3*	BASIC Programming	3
	5*	Intro to Computer Info Systems	3
	7* or 14	COBOL Programming.....	4
	17A*	Microcomputer Operations—DOS.....	3
	17B	Microcomputer Oper Adv-DOS	2
	15*	Microcomputer Operations—Intro to Personal Computers	4
	92	Survey of Modern Business Or	
	98	Human Relations in Business.....	3
	96B	Business Communications	3
	16	Microcomputer Operator/ Telecommunications	2
	80A-B	Elementary Accounting.....	4-4
		Or	
	1A** or 1B**	Principles of Accounting.....	4-4
			33

* 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.....	4
	1A**	Principles of Accounting	4
	98	Human Relations	3
	121A	Occupational Work Experience or Elective	3
	16	Microcomputer Operations Telecommunications.....	2
	17A*	Microcomputer Operations—DOS.....	3
			29

*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
	68	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
	74	Marketing	3
	18	Business Law	4
	96B	Business Communications	3
	15*	Microcomputer Operations—Intro to Personal Computers	4
			32-34

**Prerequisite - Typing requirement of 20 cwpm.*

INFORMATION/WORD PROCESSING

Business	16	Microcomputer Operations— Telecommunications	2
	17A	Microcomputer Operations—DOS	3
	64	Microcomputer Operations—Desktop Publishing for Business	4
	65B	Microcomputer Operations—Word Processing with Wordstar	3
	65C	Microcomputer Operations—Word Processing with WordPerfect	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 or certificate from COS	3-3
	69	Machine Transcription	2
	58A	Office Procedures	3
	15	Microcomputer Operations—Intro to Personal Computers	4
			31

Alternate classes if typing requirement is met. (Typing speed will be tested by the Business Division)

	68	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
	74	Marketing	3
	92 or 98	Survey of Modern Business or Human Relations in Business	3-3
	18	Business Law	4
	95A or 95B	Business Arithmetic	3
	96B	Business Communications	3
	80A	Elementary Accounting	4
	15*	Microcomputer Operations— Introduction to Personal Computers ..	4
	68A	Electronic Calculating	2
			32

*Prerequisite: Keyboarding Requirement of 20 cwpm

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	4
	15*	Microcomputer Operations—Intro to Personal Computers	3
	71	Applied Professional Selling	3
	42B	Tax Aspects of Real Estate	3
	80A/B, 1A/B	Elementary Accounting	4-4
	17A*	Microcomputer Operations—DOS	2
Speech	1A or 4	Fundamentals of Public Speaking Interpersonal Communications	3
			28

*Keyboarding requirement of 20 cwpm.

SECRETARIAL

Business	*50 or 51	Shorthand (80 wpm for 5 minutes with 95 percent accuracy)	5-5
	60, 61A, 61B	Typewriting (45 cwpm for 5 minutes, with 5 or fewer errors)	3-3
	58A	Office Procedures	3
	96A	Business English	3
	96B	Business Communications	3
	59	Records Management	2
	65B or 65C	Micro Oper/WP with WordStar or Micro Oper/WP with WordPerfect.....	3
	92 or 98	Survey of Modern Business or Human Relations in Business	3-3
	64	*Microcomputer Operations—Desktop Publishing for Business.....	4
			28

**Keyboarding requirement of 20 cwpm.*

AA/AS DEGREE PROGRAMS

Suggested Course Sequence

ACCOUNTING CONCENTRATION

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	4	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
	16		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 CONCENTRATION

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 5*	3	Business 3**	3
Business 17A*	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* or 14	4	Business 18	4
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		17

Suggested elective: Math 15 (Fortran) or Bus 4 (Pascal)

*Keyboarding requirement of 20 cwpm

**Prerequisite - Business 17A 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.....	2
English 51 or Area D	3	Business 15*	3
Business 92.....	3	Business 96A	3
Business 35B*	1	Hygiene	2
	16	Physical Education.....	1
			16

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.....	4
**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		16
	15-16		

**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
	16	Elective.....	2
			16

**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.....	4
Business 96B	3	Business 98.....	3
English 53 or Area C	3	Natural Science or Area A	3
Physical Education.....	1	Elective.....	3
	15		18

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.....	3
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.....	4	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 Exp 121a-d.....	3	Business 15*.....	3
	16	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.....	4
English 53 or Area C.....	3	Hygiene.....	2
Physical Education.....	1	Physical Education.....	1
	16	GE Area B2 - Math.....	3
			18

*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	<u>1</u>	Physical Education.....	<u>1</u>
	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.....	<u>1</u>	Business 51A	<u>1</u>
	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. (CAN—BUS 2) ***Degree Applicable.****

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. (CAN—BUS 4) ***Degree Applicable.****

BUSINESS 18—BUSINESS LAW (4) BA /F/S/SS/

Four hours lecture and discussion per week.

Introduction to the American legal system; sources of law; administrative, criminal, tort, admiralty and labor law; economic regulation and legal aspects of international trade. More extensive study of contract and agency law. Case studies, discussion and analysis. This is a transfer class and provides practice in preparing court cases according to the laws of contracts and agency. Class simulation of these cases provide an enjoyable learning experience. (CAN—BUS 8) ***Degree Applicable.***

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. ***Degree Applicable.****

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. ***Degree Applicable.****

BUSINESS 27—INVESTMENTS (3) BA /F/S/

Recommended Prerequisite: Score equal to English 51 on Placement Test.

Three hours of lecture per week.

Students will become acquainted with alternative investments such as savings, stocks, bonds, mortgages, and other securities, mutual funds, credit unions, banks, real estate investment, trusts, insurance, portfolio management, and the operations of the financial markets. ***Degree Applicable.****

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. ***Degree Applicable.***

BUSINESS DATA PROCESSING

BUSINESS 3—BASIC PROGRAMMING (3) BA /F/S/

Prerequisite: Business 5, Business 17, or concurrent enrollment. Keyboarding requirement of 20 cwpm.

Two hours lecture and two hours laboratory per week.

Class is designed to teach a beginning student the BASIC programming language and essential analysis and programming techniques for preparing typical business reports. Topics included are: math and logic operations; data editing, storage, and retrieval; arrays or table processing; creating and maintenance of sequential and random file structures; interactive techniques; menu development; sorting and selecting data. (CAN—SCI 6) ***Degree Applicable.****

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). (CAN—BUS 6) ***Degree Applicable.****

BUSINESS 7—COBOL PROGRAMMING (4) BA /F/S/

Recommended Prerequisites: Business 17A or concurrent enrollment. Keyboard requirement of 20 wpm.

Three hours lecture-discussion and two hours laboratory per week.

For the student majoring in accounting or data processing. The class is designed to teach a beginning student the Common Business Oriented Language (COBOL), how to plan and program typical business problems in Structured COBOL, how to find and correct errors in the program, and document the program. The student will develop increasingly challenging programs to prepare reports, construct and use tables, use data files, on-line systems, etc.(CAN—SCI 8) ***Degree Applicable.****

BUSINESS MICROCOMPUTER OPERATIONS

BUSINESS 14—MICROCOMPUTER OPERATIONS: DATABASE PROCESSING (3) BA /F/S/

Prerequisites: Business 17A and Business 15a with a keyboarding speed of 20 cwpm.

Business 15 recommended.

Four hours lecture and discussion per week.

Database processing for microcomputers emphasizes 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 an application using the database. ***Degree Applicable.****

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 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, spreadsheet, and database applications. ***Degree Applicable.****

**BUSINESS 16—MICROCOMPUTER OPERATIONS: TELECOMMUNICATIONS (2)
BA /F/S/**

Prerequisites: Business 17A/17B or permission of department.

Two hours of lecture and discussion per week.

This is an entry level, hands-on course in telecommunications using a communications software program with the microcomputer, a modem, and a telephone line. Students explore many data bases, electronic bulletin boards and future technologies using facsimile machines and networks. **Degree Applicable.***

BUSINESS 17A—MICROCOMPUTER OPERATIONS: DOS (2) BA /F/S/SS/

Prerequisite: Keyboarding speed of 20 cwpm.

Two hours lecture and discussion and one hour lab per week.

Business 17A is a first-semester lecture/lab microcomputer course covering the basic disk operating system commands of Version 3.3 DOS. Students enrolling in the class will be able to understand the function each DOS command performs and will be able to use those DOS commands to perform operations such as managing files, creating menus, working with sub-directories, making backups, and troubleshooting the system. No previous computer operating experience is required. It is recommended that students enrolling in this course have a keyboarding speed of 20 cwpm. An additional two to four hours of computer time will be needed each week to enable a student to complete his/her assignments. **Degree Applicable.**

**BUSINESS 17B—MICROCOMPUTER OPERATIONS—ADVANCED
DOS (2) /F/S/SS/**

Recommended Prerequisites/Corequisites: Business 17A with a "C" grade or better.

Business 17B is a second semester lecture/lab microcomputer course covering the advanced disk operation system commands of Version 3.3 DOS. The course provides information to help the computer user achieve maximum effectiveness on his/her personal computer. The course will enable DOS users to gain a better understanding of and insight into the DOS environment. Students will be able to analyze and explain various advanced batch files, interpret errors in the DOS environment, and attack and solve specific problems found in the DOS environment. **Degree Applicable.**

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. **Non-Degree College Credit Course.***

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. **Non-Degree College Credit Course.***

BUSINESS 35B—MICROCOMPUTER OPERATIONS: SURVEY OF WORD PROCESSING (1) /F/S/

Prerequisite: Keyboarding speed of 20 cwpm.

Twenty-seven hours lecture/laboratory.

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. **Non-Degree College Credit Course.***

BUSINESS 35C—MICROCOMPUTER OPERATIONS: INTRODUCTION TO SPREADSHEETS (1) /F/S/

Prerequisite: Keyboarding speed of 20 cwpm.

Twenty-seven hours lecture-laboratory.

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. **Non-Degree College Credit Course.***

BUSINESS 35D—MICROCOMPUTER OPERATIONS: INTRODUCTION TO DATA BASE MANAGEMENT SYSTEMS (DBMS) (1) /F/S/

Prerequisite: Keyboarding speed of 20 cwpm.

Twenty-seven hours lecture/lab.

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. **Non-Degree College Credit Course.**

BUSINESS 35E—MICROCOMPUTER OPERATIONS: INTRODUCTION TO WORDPERFECT (1) /F/S/

Prerequisite: Keyboarding speed of 20 cwpm.

Twenty-seven (27) hours lecture/laboratory.

The course is designed to give the student an overview and hands-on experience of the Wordperfect word processing program. It is a non-credit course which meets 21 hours. Students will become familiar with the following formats: letters, reports, tables, columns, and merging shell documents with different variables. **Non-Degree College Credit Course.**

BUSINESS 64—MICROCOMPUTER OPERATIONS: DESKTOP PUBLISHING FOR BUSINESS (4) BA /F/S/

Recommended Prerequisite/Corequisites: Bus 17A or its equivalent. English 51 score on the Placement Test.

Four hours of lecture and discussion per week.

This is a basic course in Desktop publishing where students will learn the essentials of design, typography, graphics and text using PageMaker Software. Desktop Publishing for Business is the use of a microcomputer based system to produce publication materials. The materials include sales reports, project proposals, notices, fliers, office forms, brochures, reports, manuals, and newsletters. Desktop Publishing is considered prepress technology. In other words, Desktop Publishing is the method to produce masters for reproduction. **Degree Applicable.***

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).
Degree Applicable.*

BUSINESS 65C—MICROCOMPUTER OPERATIONS: WORD PROCESSING USING WORD PERFECT (3) BA /F/S/

Recommended Prerequisite/Corequisites: The ability to write a properly structured sentence; typing 45 wpm; be able to use a transcription machine and type from dictation; Bus 17A or current enrollment.

Three hours of lecture and discussion per week.

The course is designed to teach the student the Word Perfect word processing program. This competency based course will familiarize the student with advanced operations using proper formatting procedures. An emphasis will be placed on language arts skills, machine transcription, and proofreading as they relate to information/word processing. This course is designed to fulfill the requirement for the Word Processing Major and/or the Word Processing Certificate. **Degree Applicable.**

INSURANCE

BUSINESS 21—PRINCIPLES OF INSURANCE (3) BA /D/

Recommended Prerequisite/Corequisites: Score equal to English 51 on the placement test.

Three hours lecture and discussion per week.

This is the first course in a three-semester program leading to the Certificate in General Insurance from the Insurance Institute of American (IIA) which is designed for persons who have a need of insurance contract knowledge. The first semester of study begins with an introduction to the concept of risks, methods of handling risks, and the various operations of insurance companies.
Degree Applicable.*

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. **Degree Applicable.***

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. **Degree Applicable.***

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. **Degree Applicable.***

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. **Degree Applicable.***

BUSINESS 41—REAL ESTATE FINANCE (3) BA /F/S/

Prerequisite: Business 40A recommended.

Three hours lecture per week.

A course covering the means of financing, provisions regarding real estate financing, and the various taxation aspects of real estate finance. **Degree Applicable.***

BUSINESS 42A—LEGAL ASPECTS OF REAL ESTATE (3) BA /D/

Prerequisite: Business 40A recommended.

Three hours lecture per week.

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. **Degree Applicable.***

BUSINESS 42B—TAX ASPECTS OF REAL ESTATE (3) BA /D/

Prerequisites: Business 40A, or substantial knowledge of real estate or accounting.

Three hours lecture per week.

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. ***Degree Applicable.****

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. ***Degree Applicable.****

BUSINESS 44—CITY AND REGIONAL PLANNING (3) BA /D/

Three hours lecture 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. ***Degree Applicable.****

BUSINESS 45A—REAL ESTATE APPRAISAL I (3) BA /F/S/

Prerequisite: Business 40A recommended.

Three hours lecture per week.

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. ***Degree Applicable.****

BUSINESS 45B—REAL ESTATE APPRAISAL II (3) BA /D/

Prerequisite: Business 40A recommended and Bus 45A.

Three hours lecture per week.

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. ***Degree Applicable.****

BUSINESS 45C—APPRAISAL III (RURAL) (3) BA /D/

Prerequisite: Business 45A recommended.

Three hours lecture per week.

An advanced course in real estate appraisal of rural properties which includes row-crop, orchard, and livestock properties. ***Degree Applicable.****

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.) **Degree Applicable.***

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. **Degree Applicable.***

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. **Degree Applicable.***

BUSINESS 49a-c—INDEPENDENT STUDY (1-3) /D/

(See Index) Degree Applicable.

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 5I on the English placement test.

Five hours lecture per week.

Business 50 is a beginning shorthand course in the theory and technique of Century 2I shorthand. This class is open for credit only to those students who have had no previous instruction in shorthand. **Degree Applicable.***

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 5I 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. **Degree Applicable.***

BUSINESS 51A—SHORTHAND FOR SPEED BUILDING (1) /D/

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.

Twenty-two hours lecture/laboratory.

Students receive only "credit/no credit" for this class.

A review shorthand course where emphasis is placed on shorthand dictation speed to attain job entry level skill just prior to entering the work force. Students will meet for 22 hours of instruction. ***Degree Applicable.****

BUSINESS 56—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. ***Degree Applicable Course.****

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.

Business 58A introduces the student to an accepted definition of the secretarial position and introduces them to the procedures and practices that they may encounter in an office career.

This course will acquaint the student with the secretarial world and help them decide if these are the areas of expertise they wish to pursue throughout their working career. The subject matter covers a broad spectrum of the duties of a clerical worker, including composition, telephone techniques, selection of equipment, procedures, grooming, and human relations. It prepares the student for initial office jobs and lays the foundation for job growth. ***Degree Applicable.***

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. (Cross titled as Home Ec 75) ***Degree Applicable.****

BUSINESS 59—RECORDS MANAGEMENT (2) /F/S/

Two hours lecture per week.

A business management course presenting a quick overview of the opportunities in the field of filing, the methods for processing, storing, retrieving, and restoring the various kinds of records that business must keep. The operation of the most commonly used filing systems and methods are presented. This course is recommended for business majors. ***Degree Applicable.***

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. ***Degree Applicable.****

BUSINESS 61A—INTERMEDIATE TYPEWRITING (3) BA /F/S/

Prerequisite: Typing speed of 30 cwpm.

Two hours lecture-discussion and three hours lab 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. An intermediate course with emphasis on business correspondence, forms, tables, manuscripts, and production typing. Continued development of speed and accuracy. ***Degree Applicable.****

BUSINESS 61B—ADVANCED TYPEWRITING (3) BA /F/S/

Recommended Prerequisite/Corequisites: Bus 61A or its equivalent: Satisfactory keyboarding speed of 40 cwpm.

Two hours lecture and discussion and three hours of laboratory per week.

Business 61B is an advanced keyboarding class which allows the student to demonstrate his/her proficiency in the application and knowledge of business keyboarding. Provides an opportunity to demonstrate speed and accuracy as well as his/her understanding of typical office problems such as keyboarding letters, legal documents, manuscripts, and business forms. The emphasis in this course is upon decision making and independent performance on electronic typewriters. ***Degree Applicable.****

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. ***Non-Degree Credit Course.****

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. ***Degree Applicable.****

BUSINESS 68—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. ***Degree Applicable.****

BUSINESS 69—MACHINE TRANSCRIPTION (2) BA /S/

Recommended Prerequisite/Corequisites: Typing 40 cwpm or concurrent enrollment in Bus 61A; Bus Eng 96A or Bus 50 and 51.

Two hours lecture and discussion and one hour of laboratory per week.

Machine transcription is a skill course where the student must be able to type, punctuate, format and spell the material that he/she transcribes from taped dictation. Proficiency requires a working knowledge of basic English skills. Upon satisfactory completion, the student should be able to transcribe at a rate of 40 to 50 correct words a minute. **Degree Applicable.***

MARKETING

BUSINESS 70—RETAIL STORE SALESMANSHIP (3) BA /F/S/

Three hours lecture and discussion per week.

A practical course in retail sales principles and practices which emphasizes career opportunities, the current market environment, contemporary sales, techniques and the sales promotion. Open to all students considering permanent or part-time retail sales positions. Required for marketing certificate, and the AA/AS degrees in marketing, general business/clerical skills, and home economics fashion merchandising majors. **Degree Applicable.***

BUSINESS 71—APPLIED PROFESSIONAL SELLING (3) BA /S/

Recommended Prerequisites/Corequisites: English 51 score on the placement test.

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. **Degree Applicable.***

BUSINESS 74—MARKETING PRINCIPLES (3) BA /F/S/

Three hours lecture and discussion per week.

Provides basic understanding of marketing principles as well as training and experience in planning, producing, storing, promotion, selling and distribution of commodities. A computer marketing simulation game adds to the excitement of combining principles with practice and quick results for a great learning experience. **Degree Applicable.***

ACCOUNTING

BUSINESS 80A—ELEMENTARY ACCOUNTING (4) BA /F/S/

Five hours lecture and discussion per week.

Business 80A is a vocational course in accounting principles and practice covering the effect of transactions, adjustments, closing and reversing entries on the asset, liability and owner's equity elements of professional, service and merchandising businesses. The above are recorded in general and various special journals and posted to general and subsidiary ledgers. Eight or ten column work sheets (working papers) are used for the purpose of organizing the financial data for the financial reports (profit or loss statement of owner's equity and balance sheet), adjusting and closing entries. The concepts of cash, modified cash and accrual basis of accounting are studied. Other topics studied are bank statement reconciliations, petty cash funds, change funds, cash short or over, completing payroll registers, computing the employers' payroll taxes and journalizing the data, purchases and sales of merchandise, credit and debit memos, trade and cash discounts, and f.o.b. charges. This course is most suitable for those persons desiring a practical knowledge of accounting but do not intend to earn the bachelor degree and for those who want the knowledge to understand their own business. The student should plan for ten hours of homework per week. ***Degree Applicable.****

BUSINESS 80B—ELEMENTARY ACCOUNTING (4) BA /S/

Recommended Prerequisite/Corequisites: Bus 80A or 1A or the completion of high school bookkeeping (accounting) with a grade of A or B in each of the four semesters, or the equivalent.

Five hours of lecture and discussion per week.

This course continues to apply the fundamental accounting equation to additional topics, including: Computations for and recording of interest bearing and discounted notes payable, interest bearing notes receivable, discounting notes receivable and the end-of-period adjustments. Direct write-off and reserve methods for the treatment of uncollectible accounts. Methods of assigning values to ending inventories. In-depth study of various methods of depreciation and assigning costs to plant and equipment. The voucher system of accounting. Partnerships: characteristics of, division of net income or loss, realization and dissolution. Corporations: various classes of capital stock and related transactions, recording of and paying taxes, retained earnings and appropriations, cash and stock dividends. Insurance of bonds, bond sinking funds and bond redemptions. Analyzing and interpreting financial statements: vertical, horizontal, and other. Manufacturing accounting: recording the various elements of, inventory values and the statement of the cost of goods manufactured. ***Degree Applicable.****

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. ***Degree Applicable.****

BUSINESS 87—ACCOUNTING FOR SMALL BUSINESS (3) BA /F/

Three hours lecture and discussion per week.

A vocational course in accounting principles and practice covering the effect of transactions, adjustment, and closing entries on the asset, liability and owner's equity elements of professional and/or service businesses. The above are recorded in general journals and combined journals (general journals with columns added for accounts receiving frequent activity) and posted to general ledgers. Eight or ten column work sheets (working papers) are used for the purpose of organizing the financial data for the financial reports (profit or loss statement, statement of owners equity and balance sheet), adjusting and closing entries. The concept of cash, modified cash and accrual basis of accounting are studied. Other topics studied are bank statement reconciliations, petty cash funds, change funds, cash short or over, completing payroll registers, computing the employers' payroll taxes and journalizing the data. This course is most suitable for those persons desiring a practical knowledge of accounting, but do not intend to earn a bachelor degree and plan to work only for or have their own nonmerchandising form of business. The student should plan for six to nine hours of homework each week. ***Degree Applicable.****

BUSINESS BACKGROUND

BUSINESS 92—SURVEY OF MODERN BUSINESS (3) /F/S/

Prerequisite: English 51 score on the placement test.

Three hours lecture per week.

Business 92 is an introductory course which examines the business enterprise. The course covers a wide range of topics which include social responsibility and business ethics; business organization and functions; the historical, environmental and economic setting of business; the human resource; the structure of American business; and management of business. This course counts toward the AA/AS degree under Area E of the graduation requirements. For the business major, this course assists him/her in choosing an area of specialization and an orientation to the business administration field. For other students, this course will show them how the business system affects them in their role as wage earner or consumer. ***Degree Applicable.***

BUSINESS 95A—REVIEW OF ARITHMETIC FOR BUSINESS (3) /F/S/

Three hours lecture and discussion per week.

This course is designed to review the four functions of addition, subtraction, multiplication and division of whole numbers and fractions with emphasis of application to the discipline of business. Time is provided to analyze arithmetic logic rather than memorize problem-solving processes in an attempt to guarantee a life-long lasting ability to apply problem-solving skills among an infinite number of business problem situations and to promote reasonable judgment for evaluating outcomes with a sound degree of personal security. Frequent examination of problem-solving options is a strong part toward which class time is devoted. Can be taken as a self-contained review of basic problem-solving use incorporating the use of arithmetic functions with particular emphasis in business applications and/or a suggested prerequisite for Business 98. ***Degree Applicable.****

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. ***Degree Applicable.****

BUSINESS 96A—BUSINESS ENGLISH (3) BA /F/S/

Prerequisite: English 51 score on the placement test.

Three hours lecture per week.

This course 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. ***Degree Applicable.****

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 wordprocessing.

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, and reports. ***Degree Applicable.****

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. ***Degree Applicable.****

BUSINESS 98—HUMAN RELATIONS IN BUSINESS (3) BA /F/S/

Three hours lecture per week.

Recommended Prerequisite: English 51 with an acceptable grade.

Students will become acquainted with those accepted patterns of behavior and performance standards 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. Discussion and classroom material explores possible problems and solutions in management and employee relationships. ***Degree Applicable.****

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. ***Degree Applicable.****

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. ***Degree Applicable.****

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. ***Degree Applicable Course.****

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. ***Degree Applicable.****

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. ***Degree Applicable.****

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. ***Degree Applicable.****

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. ***Degree Applicable.****

BUSINESS 138—LEADERSHIP 1 TRAINING (1) BA /S/SS/F

One hour lecture per week.

See Occupational Work Experience, Leadership 1. Also offered as Occupational Work Experience, Leadership 1 ***Degree Applicable Course.****

BUSINESS 139—LEADERSHIP 2 (1) BA /S/SS/F

One hour lecture per week.

See Occupational Work Experience, Leadership 2. Also offered as Occupational Work Experience, Leadership 2. ***Degree Applicable Course.****

BUSINESS 150—CAREER/LIFE PERCEPTIONS (1) /F/S/

Prerequisites: English 60, Math 50.

Corequisites: SUCCESS Seminar/Program SUCCESS Electives.

This course is one of a series of courses designed to help students develop competence and confidence necessary for successful college study in both academic, vocational and avocational courses. Students MUST be enrolled in Program SUCCESS. (For information regarding the SUCCESS Program please contact the Counseling Center.) ***Non-Degree College Credit Course.****

BUSINESS 151—FUNDAMENTALS OF KEYBOARDING/COMPUTER SKILLS (3)

Prerequisite: Concurrent enrollment in SUCCESS program.

SUCCESS business course introduced on IBM PC, is hands-on approach designed to walk the first time user, step-by-step through basic keyboarding skills. ***Non-Degree College Credit Course.****

PARALEGAL

DR. PAMELA FALLER, COORDINATOR

This curriculum is designed to prepare a student for a career as a paralegal and fulfill the American Bar Association requirements for approval of Legal Assistant Education Programs. 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.

**ASSOCIATE OF SCIENCE DEGREE
APPROVED BY THE AMERICAN BAR ASSOCIATION**

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
	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

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
Paralegal Electives.....	3

15

SPRING

SECOND SEMESTER	UNITS
Paralegal 2B (R&W II).....	3
Paralegal 121 (Intern).....	3
Paralegal Electives.....	6
GE Area C—Humanities.....	3

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
	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.*

PROGRAM COMPLETION REQUIREMENTS:

Paralegal students must earn a grade of at least "C" in all paralegal courses applied to the 30 units in the major.

PARALEGAL

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

Three hours lecture and discussion per week.

Recommended Prerequisite/Corequisites: Paralegal 6, Corequisite: English 1 eligibility.

This required survey course is the initial course in a program designed to train the student for employment as a paralegal. The student is given basic knowledge of the role of a paralegal in the legal community, career opportunities, legal ethics, legal analysis including case briefing, introduction to the law library and exposure to various substantive and procedural areas of the law. ***Degree Applicable.***

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. ***Degree Applicable.***

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. ***Degree Applicable.***

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

Recommended Prerequisites: Paralegal 1, 2A, 4A, and concurrent enrollment in Paralegal 121 (internship).

One hour lecture and discussion per week.

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

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

Prerequisites: Paralegal I (concurrent enrollment allowed)

Three hours lecture per week.

A required 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. ***Degree Applicable.****

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

Recommended Prerequisite/Corequisites: Paralegal 1, 2A, and 4A.

Three hours of lecture and discussion 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. ***Degree Applicable.****

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

Recommended Prerequisites and Corequisites: Concurrent enrollment in Paralegal 1.

One hour lecture per week.

An elective course acquainting the student with legal terminology, concepts, and definitions. ***Degree Applicable.****

PARALEGAL 7—FAMILY LAW (3) BA /F/

Prerequisites: Paralegal 1 and 4A.

Three hours lecture per week.

An elective 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 dissolution actions. ***Degree Applicable.****

PARALEGAL 8—BANKRUPTCY (1) BA /S/

Prerequisite: Paralegal 1 and 2A.

One hour lecture per week.

An elective course which provides general knowledge of the types of bankruptcy, jurisdiction, bankruptcy court procedures, duties of bankrupts and trustees, and adversary proceedings. ***Degree Applicable****

PARALEGAL 10—TORT LAW (1&1/2) BA /S/

Prerequisite: Paralegal 1 and 4A.

One and one-half lecture hours per week.

This elective course provides 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. ***Degree Applicable.****

PARALEGAL 11—CONTRACT LAW (1&1/2) BA /S/

Prerequisite: Paralegal 1 and 4A.

One and one-half lecture hours per week.

This elective course provides a general knowledge of what constitutes a contract, how to draft contracts and how to locate and utilize forms associated with contract lawsuits. ***Degree Applicable.****

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

Prerequisites: Paralegal 1 and 4A.

Three lecture hours per week.

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

PARALEGAL 13—CORPORATE LAW (1) BA /D/

Prerequisite: Paralegal 1 and 2A.

One hour lecture per week.

This elective course enables the paralegal to understand the corporate structure and gives special attention to the areas of agency, partnership, rights of stockholders, and the drafting of legal documents associated with these business entities. ***Degree Applicable.****

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

Prerequisite: Paralegal 1 and 4A.

One lecture hour per week.

An elective course covering practices and procedures of real estate and landlord-tenant law, including the drafting of legal forms used in these areas. ***Degree Applicable.****

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

Prerequisite: Paralegal 1 and 2A.

One lecture hour per week.

An elective course covering the practices and procedures of state and federal administrative agencies. Students learn to draft documents for use in agency proceedings. ***Degree Applicable.****

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

Prerequisite: Paralegal 1 and 2A.

One hour lecture per week.

An elective course covering the practices and procedures related to workers compensation actions. Students learn to draft documents for use in this agency. ***Degree Applicable.****

PARALEGAL 21—CLIENT INTERVIEWING FOR THE PARALEGAL (1) BA /S/

Prerequisite: Paralegal 1, 2A, 4A, and concurrent enrollment in Paralegal 121 (Internship).

One hour lecture per week.

This required course will familiarize the student with interviewing techniques, ethical considerations for the interviewer, and methods of documenting and summarizing interviews. ***Degree Applicable.****

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

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

One hour lecture per week.

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

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

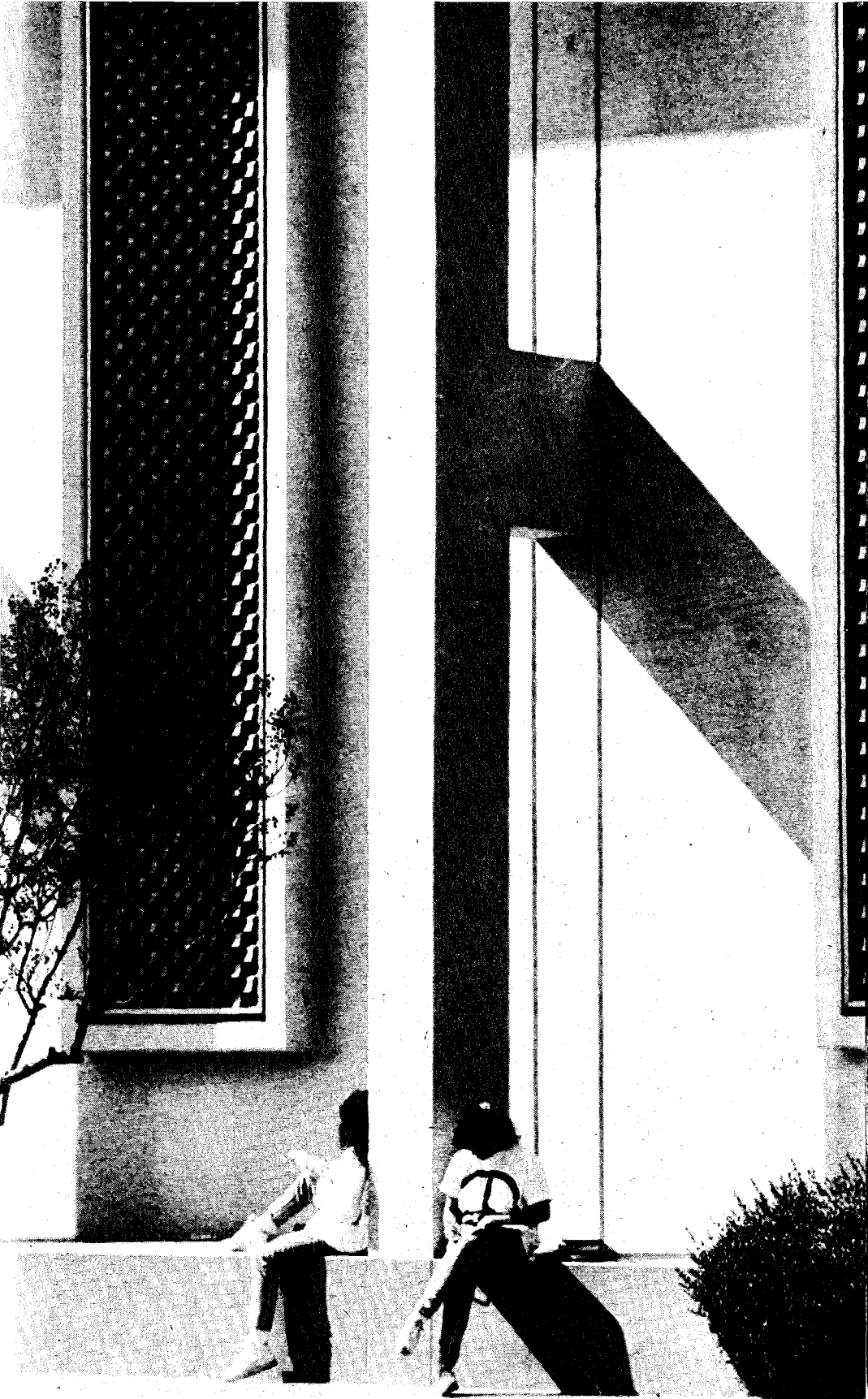
18 to 162 hours per course (according to units).

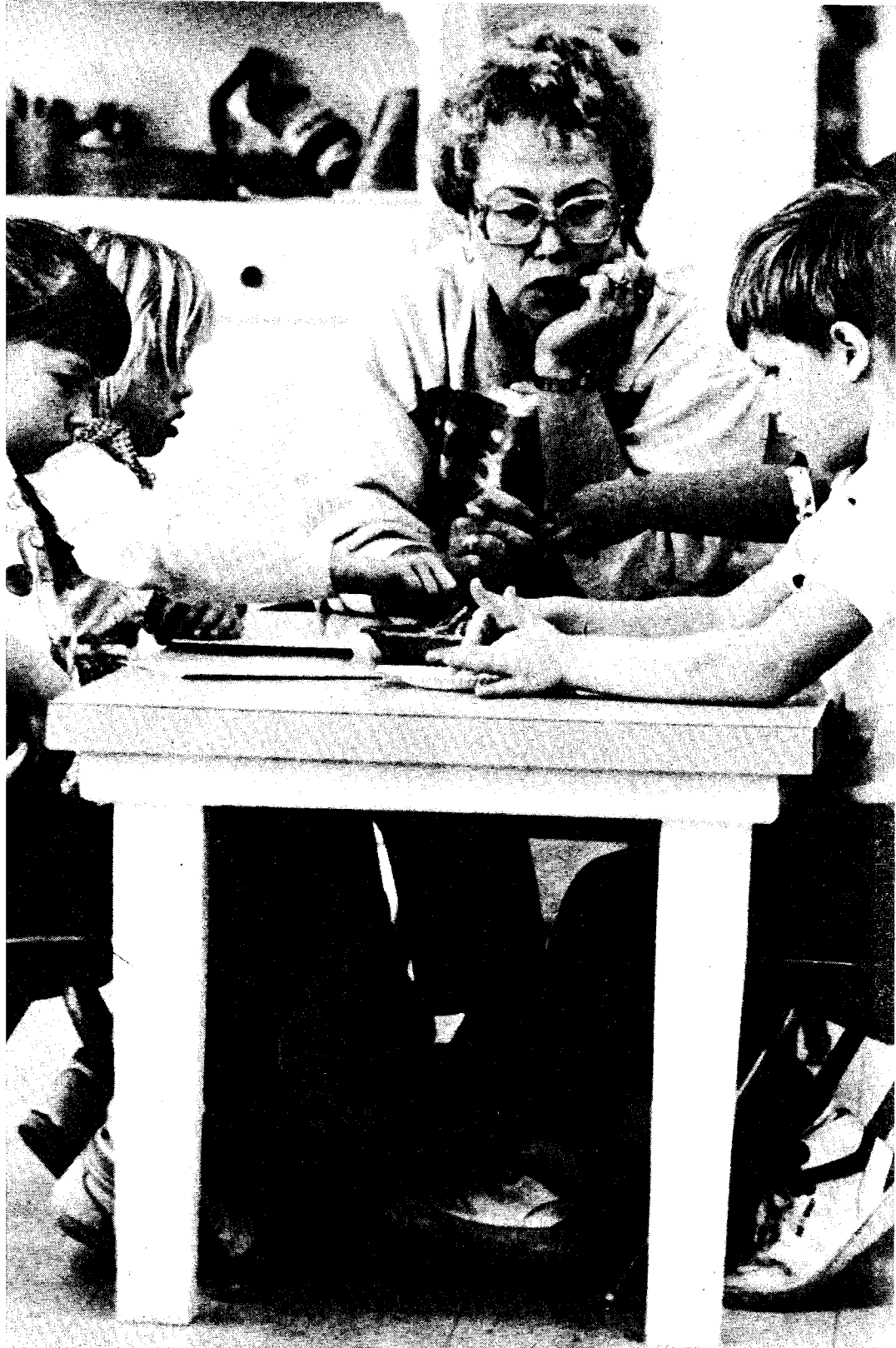
This training course is designed to meet the specific needs of paralegals by providing instruction in advanced occupational subject matter.

PARALEGAL 121—INTERNSHIP (3) BA /F/S/

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

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





CONSUMER/FAMILY STUDIES

CHAIRPERSON: MRS. MARCY HALL

(Formerly Home Economics)

Home Economics is a diversified field. The 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.

Several options are available to students, depending upon their educational and career goals: (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, clothing/textiles, 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 and Certificates:

Color/Image Consulting
Clothing/Textiles
Early Childhood Education
Home Economics

Fashion Design
Fashion Merchandising
Interior Design

CONSUMER/FAMILY STUDIES

CERTIFICATES, DEGREES AND TRANSFER PROGRAMS

HOME ECONOMICS CERTIFICATE

This program is designed for those who are interested in all the general areas of home economics. There are many career opportunities for home economics majors, including teaching, consumer affairs, and specialties in the separate areas of home economics.

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 21a or 22a—Clothing Const.....	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 or			9
H Ec 38—Human Development	3		
	12		

HOME ECONOMICS ASSOCIATE OF ARTS DEGREE

Suggested Sequence of Courses

FIRST YEAR

FALL SEMESTER	UNITS
*H Ec 21a or 22a—Clothing Const	3
*H Ec 20—Fashion Image.....	3
English 1, 51, 60 or Bus 96b	3
Hygiene 1 or 7	2
Physical Education	1
Electives	3
	15

SPRING SEMESTER	UNITS
*H Ec 31—Personal Management.....	3
*H Ec 10A—Foods.....	3
GE Area C	3
Physical Education.....	1
Electives	5
	15

SECOND YEAR

FALL SEMESTER	UNITS
*H Ec 1 or 2—Interior Design	3
*H Ec 39—Child Development or H Ec 38—Human Development	3
GE Area D2—Math	3
GE Area A.....	3
Electives	3
	15

SPRING SEMESTER	UNITS
*Nutrition 18—Nutrition	3
GE Area E.....	3
History 17A or B, Pol Sci 5 or Soc Sci 76	3
Electives	6
	15

* These courses fulfill the major requirement.

HOME ECONOMICS ASSOCIATE OF SCIENCE DEGREE

Suggested Sequence of Courses

FIRST YEAR

FALL SEMESTER	UNITS
H Ec 10A—Foods	3
H Ec 20—Fashion Image.....	3
English 1, 51, 60 or Bus 96b	3
Hygiene 1 or 7	2
Physical Education.....	1
Electives	3
	15

SPRING SEMESTER	UNITS
H Ec 31—Personal Management.....	3
H Ec 21a or 22a—Clothing	3
GE Area C	3
Physical Education.....	1
H Ec or ECE Electives	3
Electives	2
	15

SECOND YEAR

FALL SEMESTER	UNITS
H Ec 1 or 2—Interior Design.....	3
H Ec 39—Child Development	3
Speech 1 or other GE Area D2 requirement	3
GE Area A.....	3
H Ec or ECE electives	3
	15

SPRING SEMESTER	UNITS
Nutrition 18—Nutrition.....	3
GE Area E.....	3
History 17A or B, Pol Sci 5 or Soc Sci 76	3
H Ec or ECE electives	3
Electives	3
	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	
English 1—Reading & Comp	3	GE Area B requirement	3
Pol Sci 5—Government	3	English 2 or other	
	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, alteration-ist, samplemaker, 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 21—Clothing Construction	3
H Ec 23—Creative Pattern Design	3	H Ec 29—Fashion Analysis	2
H Ec 22a—Tailoring	3	H Ec 20—Fashion Image	3
H Ec 27—Intro to Fashion Merch	3	H Ec 48—Supervised Practice or	
	12	H Ec 121—Coop Wk Exp	1-3
		H Ec 75—Career Dressing	1
			10-12

CLOTHING/TEXTILES OPTION ASSOCIATE OF ARTS DEGREE

Suggested Sequence of Courses

FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
*H Ec 23A—Creative Pattern Design ..3		*H Ec 21a—Clothing Construction3	
*H Ec 22a—Tailoring3		Nutrition 18 or other science.....3	
*H Ec 27—Intro to Fashion Merch.....3		*H Ec 29—Fashion Analysis2	
English 51, 60, 1 or Bus 96a3		H Ec 31 or other Area E requirement...3	
Electives2		Electives4	
Physical Education.....1			15
	15		

SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
*H Ec 3—Textiles3		*H Ec 20—Fashion Image.....3	
History 17A or B, Political Science 5, or Soc Sci 763		*H Ec 48—Supervised Practice or H Ec 121—Coop Wk Exp.....1-3	
GE Area C3		*H Ec 75—Career Dressing1	
Physical Education.....1		GE Area D2—Math3	
**Electives5		Hygiene 1 or 72	
	15	**Electives3-4	
			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	SPRING SEMESTER	UNITS
H Ec 23A—Creative Pattern Design3		H Ec 20—Fashion Image3	
H Ec 22a—Tailoring3		H Ec 21a—Clothing Construction3	
Pol Sci 5—Government3		English 2 or other GE Area A-D elective.....3	
English 1—Reading and Comp3		History 17A or B—U.S. History3	
Art 19 or other GE Area C requirement3		Music 10—Music Appreciation3	
	15		15

SECOND YEAR

FALL SEMESTER	UNITS.	SPRING SEMESTER	UNITS
H Ec 3—Textiles3		H Ec 29—Fashion Analysis2	
Life science requirement3		Geology 1A or other physical science general education requirement4	
English 20 or other Area C lit. req.....3		GE Area D3	
GE Area —Math.....3		Psych 1A or Soc 1A3	
Speech 1A.....3		Electives3	
	15		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 25a—Fashion Illustration	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 28—Merch Coord & Promotion	3
*H Ec 25a—Fashion Illustration	2	*H Ec 75—Career Dressing	1
Hygiene 1 or 7	2	Speech 1A	3
Nutrition 18 or other science req	3	History 17A or B, Pol Sci 5 or Soc Sci 76	3
Physical Education	1	Electives	2
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 requirement	3
English 1—Reading and Comp	3	English 2 or other GE Area A-D elective	3
History 17A or B—U.S. History	3	Art 19 or other GE Area C requirement	3
Electives	2	Electives	2
	15		15

SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 3—Textiles	3	H Ec 28—Merch Coord & Promotion	3
H Ec 25a—Fashion Illustration	2	Mus 10 or other GE Area C requirement	3
Geology 1A or other physical science GE requirement	4	Pol Sci 5—Government	3
Speech 1A	3	Psych 1A or Soc 1A	3
English 20 or other GE Area C requirement	3	GE Area D2—Math	3
	15		15

EARLY CHILDHOOD EDUCATION PROGRAMS AND DEGREES

The College of the Sequoias Early Childhood Education Program is offered through the Consumer/Family Studies 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; classes for infant/toddler care; classes in administration for director qualifications; an Associate in Science degree in Early Childhood Education; and a transfer Associate of Arts 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

The State Department of Health, Education and Welfare requires all teachers of young children to complete 12 units in early childhood/child development, including one class in child development (DS1), one class in child and family or society (DS2), and one class in curriculum and programs (DS3). With these 12 units, students are eligible for employment in private and sponsored child care, nursery schools, parent co-op programs, YMCA child care, etc. Upon completion of 12 units that include the above state requirements, students may request a certification card from College of the Sequoias Early Childhood Education instructor. Students may be employed upon the completion of six (6) units if they are enrolled in the additional six (6) units.

To fulfill the 12 units, the College of the Sequoias Early Childhood Education staff recommends the following courses which can also fulfill the 12 required units toward a Children's Center Permit:

- Home Ec 39—Child Development (DS1)
- ECE 40A—Principles of Early Childhood Education (DS3)
- ECE40B—Practices of Early Childhood Education (DS3)
- ECE41—Child, Family and Society (DS2)

Other available ECE courses to complete this core are:

Course	Units
H Ec 12—Children's Nutrition.....	3
ECE 34—School-Age Child Care	3
ECE 35—Child Abuse.....	2
ECE 37A—Music Experiences in ECE.....	1
ECE 37B—Children's Literature.....	1
ECE 37C—Science Experiences in ECE.....	1
ECE 42A—Creative Activities (DS3).....	2
ECE 42B—Creative Activities (DS3).....	2
ECE 43A—Administration of ECE (DS6).....	3
ECE 43B—Advanced Administration of ECE (DS6).....	3
ECE 44—Parenting.....	3
ECE 45—Exceptional Children.....	3
ECE 46—Infant/Toddler Child Care (DS4).....	3
ECE 47—Child Health and Safety (DS7).....	3
ECE 48a-c—Supervised Practice.....	1-3
ECE 96A—Family Day Care Management.....	1
ECE 96B—Family Day Care Principles & Practices.....	1
ECE 97a-d—Topics in Child Development/ECE.....	1-1-1-1

**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. Twelve (12) specified units, including 3 units in child development (DS1), 3 units in child and family or society (DS2), and six (6) units in curriculum and programs (DS3).
2. Twelve (12) additional units in Early Childhood Education and Child Development which combine for a total of 24 units.
3. 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 & Science (Area A, D2) Social Science (Area B)
 For specific classes in each area, see the general education requirements in the catalog.
4. Experience requirements in an instructional capacity which can be met in different ways. For details on experience requirements, see an Early Childhood Education instructor.

College of the Sequoias offers a variety of units to fulfill the course work needed for the permit. To fulfill the required 12 units, the COS, ECE staff recommends the following courses:

- H Ec 39—Child Development (DS1)
- ECE 40A—Principles of Early Childhood Education (DS3)
- ECE 40B—Practices of Early Childhood Education (DS3)
- ECE 41—Child, Family and Society (DS2)

Students may select the remaining 12 units from other available Early Childhood Education courses listed in the previous section.

INFANT/TODDLER CARE GIVERS

Students currently working or planning to work in a child-care center that cares for children two years of age or younger are required by state regulations to have an infant/toddler class. College of the Sequoias offers ECE 46 -Infant/Toddler Child Care (DS4).

PROGRAM DIRECTORS

To direct a private child care program (Title 22), students must have an administration class.

To obtain a California Supervisory Center Permit and direct a state of federally funded child care program (Title 5), students must have two administration classes.

College of the Sequoias offers two administration classes: ECE 43A, Administration of Early Childhood Education (DS6) and ECE 43B, Advanced Administration of ECE (DS6).

Students who intend to apply for the supervisory permit are advised not to use the administration classes toward the Children's permit.

EARLY CHILDHOOD EDUCATION ASSOCIATE OF SCIENCE DEGREE

The Associate of Science degree in Early Childhood Education requires 30 units of satisfactory work in early childhood education plus 18 units in general education. Within this program students are eligible for the Children's Center Permit from the State of California.

Required ECE classes:

Course	Units
*H Ec 39—Child Development (DS1)	3
*ECE 40A—Principles of ECE (DS3)	3
*ECE 40B—Practice of ECE (DS3)	3
*ECE 41—Child, Family & Society (DS2)	3
*ECE 35—Child Abuse	2
*ECE 47—Child, Health & Safety (DS7)	3
**ECE Electives	13

**Required for Major*

***Students may select these electives from other available ECE courses listed in the section under "Private and Sponsored Programs".*

GENERAL EDUCATION REQUIREMENTS AND OTHER CLASSES:

Course	Units
Hygiene 3—Red Cross First Aid	2
Area A—Nutrition 18 or other Area A course	3
Area B—Soc Sci 76, History 17A or B, or Poly Sci 5	3
Area C—Music 1 and Art 3, or other Area C course	3 or 4
Area D1—English 51, 60, 1, or Bus 96B	3
Area D2—Speech 1 or other Area D2 course	3
Area E—H Ec 31 or other Area E course	3
Hygiene 1	2
Electives	8

EARLY CHILDHOOD EDUCATION ASSOCIATE OF ARTS DEGREE— SUGGESTED TRANSFER PROGRAM TO CAL POLY, SAN LUIS OBISPO

The Associate of Arts Degree requires 20 units of satisfactory work in ECE plus the 39 units of general education requirements for CSU certification. A student must add four units of ECE to this program to be eligible for the Children's Center Permit from the state of California.

REQUIRED ECE CLASSES:

Course	Units
ECE 41—Child, Family & Society (DS2)	3
ECE 40A—Principles of ECE (DS3).....	3
ECE 40B—Practice of ECE (DS3)	3
ECE 42A-B—Creative Activities (DS3).....	2-2
ECE 46—Infant/Toddler (DS4).....	3
H Ec 39—Child Development (DS1)	3
ECE Elective.....	1

Requirements for General Education Certification to Cal Poly SLO:

Course	Units
Area A—English 1.....	3
Area A—English 2.....	3
Area A—Speech 1A.....	3
Area B—Life Science.....	3
Area B—Physical Science.....	3
Area B—*Math 21.....	3
Area C—English 20.....	3
Area C—Music 1.....	2
Area C—Humanities Elective.....	4
Area D—History 17B.....	3
Area D—Poly Science 5.....	3
Area D—*Economics 1A.....	3
Area D—Psych 1A.....	3
Area D—Hygiene 1 (AA degree requirement).....	3

**Cal Poly requirement*

The above classes allow a student to graduate with 61 units and transfer. If desire, students can also take the following classes that are required in the four-year ECE program, and transfer up to 70 units:

Course	Units
Music 10.....	2
H Ec 26.....	3
*Hygiene 3.....	2

**Articulation pending*

**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.

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
Home E 21A or 22A—Clothing Construction.....	3	Home Ec 20—Fashion Image.....	3
Home Ec 27—Intro to Fashion Merch.....	3	Home Ec 21A or 21B—Clothing Construction.....	3
Home Ec 3—Textiles.....	3	Home Ec 29—Fashion Analysis.....	2
Home Ec 23a—Pattern Design.....	3	Home Ec 25b—Fashion Illustration.....	2
Home Ec 25a—Fashion Illustration.....	2		10

FASHION DESIGN OPTION ASSOCIATE OF ARTS DEGREE

Suggested Sequence of Courses

FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
*H Ec 23a—Creative Pattern Design	3	*H Ec 21a—Clothing Construction	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 requirement	3
H Ec 31 or other GE Area E requirement	3	H Ec 25a—Fashion Illustration	2
Electives	3	Electives	6
	15		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	History 17A or 17B, Pol Sci 5 or Soc Sci 76	3
H Ec 25b—Fashion Illustration	2	Hygiene 1 or 7	2
GE Area D2—Math	3	Physical Education	1
Physical Education	1	Electives	6
Electives	3		15
	15		

* These courses fulfill the major requirement.

Suggested electives: H Ec 23B—Creative Pattern Design, H Ec 75—Career Dressing, H Ec 5—Applied Color Theory, H Ec 22b—Tailoring, HE 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 23a—Creative Pattern Design	3	H Ec 21a—Clothing Const	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 Area C requirement	3	English 2 or other GE Area A-D elective	3
Art 6A or Area C requirement	2	Speech 1	3
	14		14

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	H Ec 25b—Fashion Illustration	2
H Ec 25a—Fashion Illustration	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)	3
	17		15

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 Personal Computers	3	H Ec 75—Career Dressing	1
H Ec 25a—Fashion Illust	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	H Ec 25a—Fashion Illustration	2
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
			14

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 Exp	2-4
Hygiene 1 or 7	2	Bus 70 or 71—Salesmanship	3
Physical Education	1	Art 19 or 1b or other GE Area C requirement	3
GE Area D2—Math	3	Electives	3-5
	15		16

* 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	
English 1—Reading & Composition	3	Elective requirement	3
Music 10 or other GE Area C		Art 1B or 19 or other GE Area C	
requirement	3	requirement	3
History 17A or 17B, U.S. History	3	H Ec 28—Merchandise Coordination & Promotion	3
	15	Geology 1A or other physical science general education requirement	4
			15

SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 3—Textiles	3	Pol Sci 5—Government	3
Bus 15—Personal Computers	3	H Ec 121—Coop. Work Exp	1-3
Psych 1A or Soc 1A	3	Speech 1A	3
Life science requirement	3	Econ 1A or other GE Area D	
English 20 or other GE Area C		requirement	3
requirement	3	GE Math requirement	3
	15	H Ec 25a—Fashion Illustration	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 Design	3	Arch 1B—Design Fundamentals	3
Arch 53—Perspective Drawing	3	H Ec 28—Merchandise Coord and Promotion	3
Building Trades 51A—Drawing for Bldg Const	2	Building Trades 51B—Drawing for Bldg Const	2
	11		11

SECOND YEAR

FALL SEMESTER	UNITS
H Ec 3—Textiles	3
I&T 26—Intro to Computer Drafting	3
Arch 40—Freehand Drawing	3
H Ec 121—Work Experience	1-3
	10-12

INTERIOR DESIGN OPTION ASSOCIATE OF SCIENCE DEGREE

FIRST YEAR

FALL SEMESTER	UNITS
*H Ec 1—Materials/Interior Design	3
*Arch 1A—Intro to Design	3
*Arch 53—Perspective Drawing	3
*Building Trades 51A—Drawing for Bldg Const	2
English 1, 51, 60 or Bus 96B	3
Art 1A or 19 or Area C- GE requirements	3
	17

SPRING SEMESTER	UNITS
*H Ec 2—Housing/Interior Design	3
*Arch 1B—Design Fundamentals	3
*Building Trades 51B—Drawing for Bldg Const	2
OH1, Phys Sci 14 or other Area A-GE Requirement	3
H Ec 31, 38 or 39 or Area E-GE Requirement	3
P.E.	1
	15

SECOND YEAR

FALL SEMESTER	UNITS
*I&T 26—Intro to Computer Drafting ...	3
*H Ec 3—Textiles	3
*Arch 40—Freehand Drawing	3
Hist 17A or B, Pol Sci 5 or Soc Sci 76..	3
GE Area D2—Math	3
	15

SPRING SEMESTER	UNITS
*H Ec 28—Merchandise Coordination & Promotion	3
Art 1B or Other GE Elective	3
Hygiene 1 or 7	2
**Electives	1-3
H Ec 121—Work Experience	1-3
Physical Education	1
	13-15

* 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
H Ec 1—Materials/Interior Design	3
Arch 1A—Intro to Design	3
I&T 26—Intro to Computer Drafting	3
English 1—Reading & Composition	3
History 17A or B—U. S. History	3
	15

SPRING SEMESTER	UNITS
H Ec 2—Housing/Interior Design	3
Arch 1B—Design Fundamentals	3
English 20 or other GE Area C requirement	3
Pol Sci 5—Government	3
Econ 1A or other GE Area D requirement	3
	15

SECOND YEAR

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

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 or H Ec 19—Nutrition for Fitness	2-3
H Ec 10A—Foods	3
*H Ec 121—Coop. Work Experience	1-4
	9-13

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

Course Descriptions

EARLY CHILDHOOD EDUCATION

ECE 34—SCHOOL-AGE CHILD CARE (3) BA /D/

Three hours lecture per week.

This course is a study of school-age child care. The content includes an overview of the physical, social and cognitive development of school-age children as well as care programs and community resources. This course investigates a variety of enrichment activities and curriculum for school-age children, including literature, science, drama, music, physical education and arts and crafts. This course is appropriate for teachers, aides, family day care providers, parents, and others interested in selecting school-age activities and curriculum. ***Degree Applicable***

ECE 35—CHILD ABUSE (2) BA /F/S/

Two hours lecture per week.

A study of child abuse that will include causes, detection, reporting, treatment and prevention, as well as prosecution assistance. The California social service, mental health, child care education and judicial system roles relating to child abuse will be examined. This course is required for an AS in early childhood education. ***Degree Applicable***

ECE 37A—MUSIC EXPERIENCES IN ECE (1) BA /F/S/

Three hours per week for six weeks.

This course investigates various methods of utilizing musical experiences in the curriculum such as songs and fingerplays for different themes, activities and seasons; using and creating musical instruments. Appropriate for teachers, aides, care providers, parents and others who want to enhance children's musical knowledge and experience. **Degree Applicable.**

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

Three hours lecture per week for six weeks.

The course includes selection of appropriate literature for various ages of children. Successful methods of presenting literature of various types will be explored, along with storytelling techniques. Appropriate for teachers, aides, care providers, parents and others interested in selecting literature for children. Can be applied toward the 12 basic units required for employment in child care centers, and toward the State Children's Center Permit. **Degree Applicable.**

ECE 37C—SCIENCE EXPERIENCES IN ECE (1) BA /F/S/

Three hours lecture per week for six weeks.

This course investigates various methods of integrating science experiences into the early childhood curriculum. Students will develop materials and methods appropriate for the development of the child and his/her understanding. Appropriate for teachers, aides, care providers, parents and others interested in enhancing the child's science experiences. This course can be applied toward the basic 12 units required for employment in child care centers and toward the State Children's Center Permit. **Degree Applicable.***

ECE 40A—PRINCIPLES IN EARLY CHILDHOOD EDUCATION DS3 (3) BA /F/S/

Prerequisite: Approved tuberculin skin test. Test must be conducted within 1 year prior to first day of class or within 7 days after.

Two hours lecture and four hours lab practices per week.

This course includes the study of early childhood programs, and the needs of the preschool child as related to the physical, mental, social, emotional and creative growth of the child. Together with ECE 40B it prepares the student for classroom teaching. The lab consists of supervised work in the COS lab school, the Children's Learning Center, or in approved off-campus sites. It fulfills a requirement toward the 12 basic units required for employment in child care centers, and toward the State Children's Center Permit. **Degree Applicable.**

**ECE 40B—PRACTICE IN EARLY CHILDHOOD
EDUCATION DS3 (3) BA /F/S/**

Prerequisite: ECE 40A or equivalent course articulated with area high schools. Approved tuberculin skin test. Test must be conducted within 1 year prior to first day of class or within 7 days after.

Two hours lecture and four hours lab practice per week.

This student teaching course includes the study of a broad range of early childhood programs, and requires the student to develop and utilize a self-designed curriculum which meets the physical, mental, social, emotional and creative needs of the preschool child. Included in the lab experience at COS lab school, the Children's Learning Center, or in approved off-campus sites, is the presentation of 13 curriculum activity presentations and one laboratory session in charge of the classroom as the teacher. Can be applied toward the 12 basic units required for employment in child care centers and toward the State Children's Center Permit. **Degree Applicable.**

ECE 41—THE CHILD FAMILY AND SOCIETY DS2 (3) BA /F/S/

Three hours lecture per week.

A study of the effects of the family and the society on the young child. Content includes family functions, structures and roles; societal influences; community resources; and special needs groups. One of the required core classes for both the 12 basic units required for employment in child care centers, and the State Children's Center Permit. **Degree Applicable.**

ECE 42A—CREATIVE ACTIVITIES FOR YOUNG CHILDREN DS3 (2) BA /F/

Two hours lecture and one hour lab per week.

This course includes the selection, planning and preparation of materials for activities in the ECE curriculum. Materials relate to a variety of theme with emphasis on the fall-winter season and holidays. Recommended for teachers, education majors (elementary and special), instructional aides, care providers, parents and others who are interested in planning a variety of creative activities for children. Can be applied toward the basic 12 units required for employment in child care centers and toward the State Children's Center Permit. **Degree Applicable.**

ECE 42B—CREATIVE ACTIVITIES FOR YOUNG CHILDREN DS3 (2) BA /S/

Two hours lecture and one hour laboratory per week.

This course includes the selection, planning and preparation of materials for activities in the ECE curriculum. Materials relate to a variety of themes with emphasis on the early winter and spring seasons and holidays. Recommended for teachers, education majors (elementary and special), instructional aides, care providers, parents and others who are interested in planning a variety of creative activities for children. It can be applied toward the basic 12 units required for employment in child care centers and toward the State Children's Center Permit. **Degree Applicable.**

ECE 43A—ADMINISTRATION OF EARLY CHILDHOOD EDUCATION DS6 (3) BA /F/

Prerequisite: ECE 40A,B or equivalent.

Three hours lecture per week.

Will study the tasks of administering programs for children with special emphasis on the management of preschool and day care programs. Course includes program planning, organization, budgeting, personnel policy, record keeping, legal requirements and relationships with community, parents and regulatory agencies. It fulfills the state requirement for directors in licensed child care centers. **Degree Applicable.**

ECE 43B—ADVANCED ADMINISTRATION OF ECE DS6 (3) BA /S/

Prerequisite: ECE 43A or equivalent.

Three hours of lecture per week.

An advanced course in the administration of quality early childhood education programs, including time management, staff inservice, programs, parent and staff handbooks, grant writing, goal setting, marketing, business plans, evaluation and accreditation. Fulfills the state requirement for directors in licensed child care centers. 43A and 43B together fulfill the requirements for a California Supervisory Center Permit. ***Degree Applicable.***

ECE 44—PARENTING (3) BA /F/S/

Three hours lecture per week.

This course is a comprehensive study of parenting and guidance techniques for those who influence the development of young children from parents to child care providers to teachers. Study is focused on communication, problem solving, positive guidance, environmental structuring and needs of young children. The course can be applied toward the 12 basic units required for employment in child care centers, and the State Children's Center Permit. ***Degree Applicable.***

ECE 45—EXCEPTIONAL CHILD (3) BA /F/S/

Three hours lecture per week.

This course provides basic information about the characteristics and distinctive problems of exceptional children and their unique patterns of development. Adaptation of the educational environment is studied, as well as the family's and teacher's roles. Identification is studied with emphasis on early intervention during the preschool years. This course can be applied toward the 12 basic units required for employment in child care centers and toward the State Children's Center Permit. ***Degree Applicable.***

ECE 46—INFANT/TODDLER - CHILD CARE DS4 (3) BA /F/S/

Three hours lecture per week.

A study of the developmental areas of the infant/toddler. Course includes the areas of social/emotional development, nutrition, cognitive/motor development, limit setting, language development, socializing among children and play and learning. Working knowledge to assist parents and care givers. Fulfills state requirements for infant/toddler; can be applied toward the 12 basic units required for employment in child care centers, and toward the Children's Center Permit. ***Degree Applicable.***

ECE 47—CHILD HEALTH & SAFETY DS7 (3) BA /F/S/

Three hours lecture per week.

A study of health, safety and nutrition as related to the young child. Content includes information to enable teachers and parents to become more fully aware of their role in developing the overall well-being of the children in their care. Topics include preventive health care, environmental safety, foods and nutrients, children's health problems and emergency and medical procedures. The course can be applied toward the 12 basic units required for employment in child care centers, and the State Children's Center Permit. ***Degree Applicable.***

ECE 48a-c—SUPERVISED PRACTICE (1-3) BA /D/

Three hours lab per week per unit.

Selected students assist and direct less advanced students under the supervision of a master early childhood instructor. This course provides experience in working with individuals or small groups of adults and children. Students will develop skills in using positive guidance with children. **Degree Applicable.***

ECE 49a-c—INDEPENDENT STUDY (1-3) BA /F/S/

*(See index) Degree Applicable.**

ECE 94—WORKING WITH THE SYSTEM-FOSTER CARE (0) /D/

A total of 16 hours of lecture, two hours per class, twice a week for four weeks.

A study of the foster care system including the laws governing children placed in foster care and the roles of those responsible for these children, the agencies working with the child, the natural family and the foster family. Communication within the system as well as record keeping will be studied. **Non-Credit Course.**

ECE 95—FOSTER PARENT/CHILDREN WITH SPECIAL NEEDS (0)

Teaches and helps foster parents understand the functions of the agencies they deal with as foster parents, i.e., courts, protective services, counseling services and support groups. **Non-credit College Course.***

ECE 96A—FAMILY DAY CARE MANAGEMENT (1) /D/

Sixteen hours per course.

This is an introductory course designed to meet the training needs of family day care providers. This course combines theory and practical application to introduce licensing requirements, health and safety practices, record keeping, developing business policies, support services and procedures unique to family day care. Can be applied toward the 12 basic units required for employment in child care centers, and toward the State Children's Center Permit. **Degree Applicable.**

ECE 96B—FAMILY DAY CARE PRINCIPLES AND PRACTICES (1) /D/

Sixteen hours per course.

This is an introductory course designed to meet the training needs of family day care providers. This course combines theory and practical application to introduce daily routines for family day care, parent/provider relationships, problem solving, growth and development, discipline techniques, and avoidance of provider burnout. Can be applied for the 12 basic units required for employment in child care centers, and toward the State Children's Center Permit. **Degree Applicable.**

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

Eighteen classroom hours per unit of credit.

This course was developed to include materials and information of current community interest or in response to recently enacted legislation for state mandated certification. Topics could include new regulations and techniques for infant care, current health issues in child care, employer sponsored child care, food programs, respite care systems, funded care regulations, major regulation changes, child guidance techniques. This course may enhance the student's job opportunities so they can be matched to reasonable employment prospects in various care child facilities. **Degree Applicable.**

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

Two hours lecture per week for eight weeks.

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

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

Two hours lecture per week for eight weeks.

A study of discipline and its application to the foster parent and foster children, including attitudes and techniques. **Non-credit Course.***

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

Two hours lecture per week for eight 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. **Non-Credit Course.***

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

Two hours lecture per week for eight weeks.

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

HOME ECONOMICS

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

Three hours lecture per week.

Examination and application of various products and materials available to the professional interior designer in creating functional and aesthetically pleasing interior environments. Emphasis on presentation techniques, use of elements and principles of design, color theory and selections. Topics include carpeting, resilient flooring, textiles, window treatments and other design materials. This course is appropriate for career oriented individuals or for persons interested in interior design in general. **Degree Applicable.**

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

Three hours lecture per week.

A study of the basic architectural skills used by the professional interior designer in the field of commercial/ residential design. Emphasis given to space planning, lighting, electrical, furniture layouts and blueprint reading. This course is appropriate for career oriented individuals or for persons interested in designing their own home. **Degree Applicable.**

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 selection of textile products for clothing and home furnishing related to consumer's intended use and characteristics of the product. Fulfills lower division requirements for textiles in four-year schools. (CAN—HE6) **Degree Applicable.**

HE 4—INTERIOR DESIGN/14-20 CENTURY (3) BA /D/

Three hours lecture per week.

A stylistic survey of historical period style furniture designs. This course is designed to give the student a background of the various period styles of furniture design from antiquity to present times. **Degree Applicable Course.**

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

Two hours lecture and one hour lab per week.

A study of color and its relationships to individuals and their environments including interior design, advertising, fashion merchandising, floral design, etc. Contemporary color theories, color perceptions, color matching and the development of a color nomenclature are included. Projects assist the student in development a sensitive and discriminating eye for making color choices. Attention is given to the selection of an individualized color palette. **Degree Applicable.**

HE 5B—ADVANCED COLOR THEORY (2) BA /S/

Two hours lecture and one hour lab per week.

The advanced color theory course expands color's applications and investigates color uses in areas of student interest. Time is given to visual testing, research and development of skills valuable for planning a color related career. Field work helps the student examine community and regional employment possibilities. **Degree Applicable.**

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. (CAN—H EC 4) **Degree Applicable.***

HE 6B—COLOR AND DESIGN (2) BA /F/S/

Prerequisite: H Ec 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. (CAN—H EC4) **Degree Applicable.***

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 conserving time, money, energy and nutritional needs. (CAN—H EC8) **Degree Applicable.**

HE 10B—FOODS (2) BA /S/

One hour lecture, three hours laboratory per week.

A foods class designed for students with basic food preparation skills. This course will explore a wide range of topics such as experimental cooking, entertaining, creative cooking, foreign foods and special diets. **Degree Applicable.**

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

Three hours lecture per week.

A survey course of children's nutritional requirements. This course focuses on children's nutrition prior to conception through adolescence. Study centers on nutrition basics, feeding principles and current topics. Fulfills three units toward the State Children's Center Permit. An appropriate course for students in education and social services. **Degree Applicable.**

HE 14—SANITATION AND SAFETY (2) BA /D/

Two hours lecture per week.

Basic concepts of sanitation and safety and their application in the food service industry. Instruction in CPR. Federal, state and local regulations. **Degree Applicable.**

HE 15A—COMMERCIAL FOODS I (3) BA /F/

One hour lecture and six hours lab per week.

This class is designed for students who wish to prepare for employment and careers in restaurant, institutional and hotel settings. The curriculum provides an orientation to the food service industry with training and hands-on experience in the preparation of salads and vegetables, breakfast dishes, grilled foods, meats, soups and sauces, as well as dining-room service and kitchen management. The course also includes training in employability skills such as interviewing, resume writing and human relations at work. **Degree Applicable.***

HE15B—COMMERCIAL FOODS II (3) BA /S/

One hour lecture and six hours laboratory per week.

This course is designed for students preparing for employment and careers in restaurant, institutional and hotel settings. The curriculum provides training and hands-on experience in food preparation, including garde-manger; baking and pastry; banquets, buffets and catering; and speciality and gourmet cuisine. **Degree Applicable.***

HE 20—FASHION IMAGE (3) BA /F/S/

Three hours lecture per week.

An introductory course which offers both the fashion merchandising major and the non major, a means of exploring the fashion world and discovering image dressing which is appropriate for various lifestyles. Students study clothing selection suited to the male and female physique and demonstrate personal selection skills based upon assessments of the personal image projection, color evaluation and figure analysis. Skills and topics include the use of art principles to make basic wardrobe plans, nutrition management, applied grooming aids, clothing maintenance and shopping techniques. (CAN—H EC20) **Degree Applicable.**

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

Three hours lecture per week.

General Education—Area E

A scientific study of the basic chemical, biological and physiological principles and concepts of human nutrition. Current scientific theories and research are reviewed, clarified and discussed as these trends apply to the development of sound and preventive nutrition practices. The study includes the adapting of these principles to the individual's uniqueness and the translation of this knowledge into food choices throughout life. (CAN—H EC2) **Degree Applicable.**

HE 19—NUTRITION FOR FITNESS, EXERCISE AND SPORTS (2) BA /F/S/

Two hours lecture per week.

Cross Referenced 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 interested in the relationship between nutrition, exercise and total fitness. Recommended for those interested in recreational and competitive sports. ***Degree Applicable.***

HE 21a-b—CLOTHING CONSTRUCTION (3-3) BA /F/S/

Two hours lecture and three hours of lab 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. Open to all interested students. (CAN—H EC 10) ***Degree Applicable.***

HE 22a-b—TAILORING (3-3) BA /F/

Two hours lecture and three hours lab 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. Open to all interested students. ***Degree Applicable.***

HE 23A—CREATIVE PATTERN DESIGN (3) BA /F/

Two hours lecture and three hours lab per week.

A basic course in apparel design through the use of flat pattern techniques. Includes the design, drafting, and construction of garments. Open to all students interested in clothing design, especially fashion majors, those who are interested in sewing for themselves and others, those who may teach in the clothing area, and those who have fitting problems. ***Degree Applicable.***

HE 23B—ADVANCED PATTERN DESIGN (2) /S/

Six hours laboratory per week.

An advanced lab course in apparel design through the use of flat pattern techniques. Includes the design, drafting and construction of garments. ***Degree Applicable.***

HE 25a-b—FASHION ILLUSTRATION (2-2) BA /F/S/

Two hours lecture and one hour lab per week.

Fundamentals of fashion illustration, including a study of current fashion ideals; drawing fashion proportioned figures and faces, rendering garment details, fabrics and accessories; familiarizing students with fashion publications; preparing illustrations including layout, stylizing drawings, and matting drawings for presentation. Cross referenced as Art 13a-b. ***Degree Applicable.***

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. (CAN—H EC 12) ***Degree Applicable.****

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 are covered. It is required for the fashion merchandising vocational certificate, the AA degree in home economics with a fashion merchandising or fashion design major. (CAN—H EC22) **Degree Applicable.**

HE 28—VISUAL MERCHANDISING AND PROMOTION (3) BA /S/

Two hours lecture and three hours lab 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 advertising and publicity will be analyzed. Required for the Fashion Merchandising Vocational Certificate, the AA Degree in Home Economics with a Fashion Merchandising major and the Interior Design major in Home Economics. **Degree Applicable.**

HE 29—FASHION ANALYSIS (2) BA /S/

Two hours lecture per week.

This course is a study of apparel and accessories from a psychological and sociological perspective. It includes the analysis of historical fashion cycles, cultural factors in dress, the relationship of social class, economics, government and religion on apparel and the relationship of clothing to behavior. This is a required course for the fashion merchandising, fashion design, and color/image consulting vocational certificates, and the AA Degree in Home Economics with a fashion merchandising major. **Degree Applicable.***

HE 31—PERSONAL MANAGEMENT AND CONSUMER ECONOMICS (3) BA /F/S/

Three hours lecture per week.

This course is designed to give students a background in personal and family financial management, including money plans, use of credit, and purchase of consumer goods and services such as insurance and housing. This course is valuable for students pursuing careers in service fields such as home economics, social services, financial business occupations, and personal, family and financial counseling. The class is also part of a fundamental education for those who manage their own finances. **Degree Applicable.**

HE 36—INTRODUCTION TO GERONTOLOGY (3) BA /F/S/

Three hours of lecture per week.

This interdisciplinary course is designed to emphasize aging patterns and the relationship of aging to normal growth and development in cross-cultural settings. It will explore historical and contemporary attitudes held about aging and changes that occur during age progressing including physical, emotional and psychological implications that are typically associated with the older adult. Also offered as Nursing 36 and Psychology 36. **Degree Applicable.***

HE 38—LIFESPAN DEVELOPMENT (3) BA /F/S/

Three hours lecture per week.

A study of human development incorporating the major stages of life from conception to old age and death. Emphasis on physical, cognitive, social, emotional and moral development. Major topics of human growth include human behavior, theory, sexuality, nutrition, health, stress and relationships to the social and physical environment. Open to all interested students. **Degree Applicable. General Education—Area E.**

HE 39—CHILD DEVELOPMENT DS1 (3) BA /F/S/SS/

Three hours lecture per week.

A study of the child that includes cognitive, physical, moral, social, emotional and language development using a chronological approach which covers prenatal through adolescent development. Course combines theory and practical application. Required for the State Children's Center Permit and also valuable for students in education social services, health and law enforcement. Also offered as Psych 39. (CAN—H EC14) **Degree Applicable.**

HE 48a-c—SUPERVISED PRACTICE (1-3) BA /F/S/

Prerequisite: Department interview.

Three laboratory hours per week per unit of credit.

Under the supervision of a master home economics instructor, selected students assist and direct students in less advanced classes. This course provides experience for students interested in teaching, counseling and other employment or volunteer situations where the student is expected to take a leadership role with others. **Degree Applicable.**

HE 49a-c—INDEPENDENT STUDY (1-3) BA /F/S/

(See Index)

HE 60—MODERN MEALS (2) /D/

One hour lecture and three hours laboratory per week.

This course includes the basic principles of menu planning such as meal patterns, nutritional needs and aesthetic consideration. It covers the spectrum of food preparation skills including sanitation and safety; conserving energy; time and money management; basic cooking terminology; measuring facts; meal service; and techniques for preparing various foods. **Degree Applicable.**

HE 70a-d—PRINCIPLES OF CLOTHING CONSTRUCTION (1-1-1-1) /F/S/

Three hours laboratory per week.

A skills-oriented class in clothing construction from pattern to completed garment. Emphasis on garment fit and use of construction techniques for woven and knit fabrics. Special emphasis on efficient sewing techniques. Designed for both beginning and experienced sewers. **Non-Degree College Credit Course.**

HE 75—CAREER DRESSING (1) /S/

Two hours lecture per week—1/2 semester.

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. Excellent preparation for all students desiring to make the right impression for interviews and career changes. Career Dressing is a required course for the fashion design and color/image consulting vocational certificates, and the AA Degree in Home Economics with a fashion merchandising major. Also offered as Business 58B. **Degree Applicable.**

HE 77—COLOR SELECTION (1) /D/

Three hours lecture per week for six weeks.

This course is designed to help students develop a discriminating eye for making individual color choices for their personal clothing and cosmetic needs. **Non-Degree College Credit Course.***

HE 80—INTRODUCTION TO HOME ECONOMICS (3) /F/S/

Recommended Prerequisites/Co-requisites: English 60, Math 50, Human Development 30, Business 150. Open only to students in the SUCCESS program.

Three hours of lecture per week.

This is one of a series of courses designed to help students develop competence and confidence necessary for successful college study in both academic and vocational courses. This class will introduce the student to the discipline of home economics and the skills and knowledge required to successfully complete college classes in that discipline and related areas. Subject areas include: a brief overview of the college system; child development and family relationships; nutrition and foods; consumer economics; fashion, textiles, clothing; interior design. This course is an elective course in the SUCCESS program. **Non-Degree College Credit Course.**

HE 90a-d—TOPICS IN FOODS AND NUTRITION (1-4) /D/

Three hours lecture per week for six weeks.

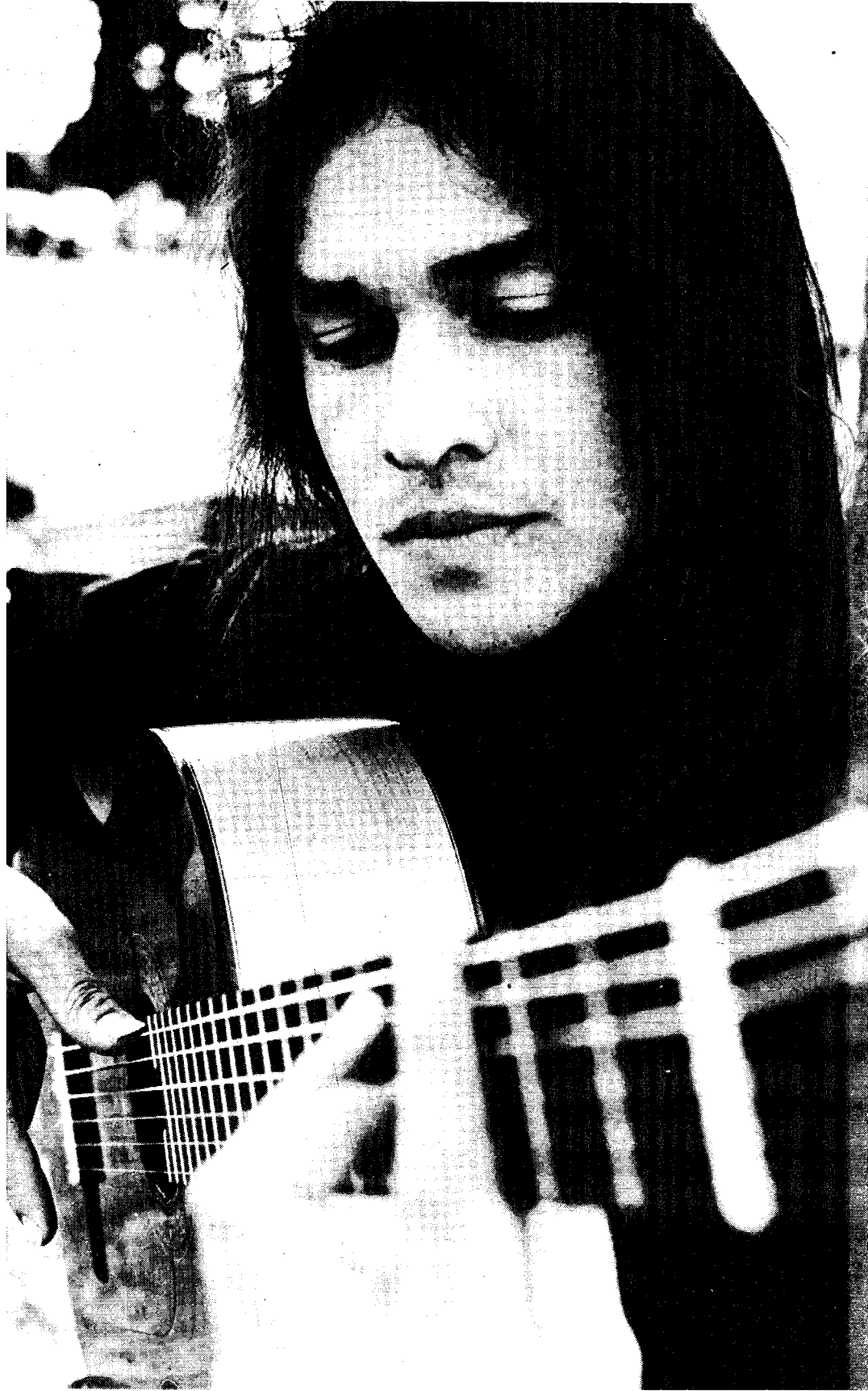
The application of foods and nutrition principles to the specific needs of certificated programs, state-mandated certification and community interests. Each section covers a different topic dependent on need. **Degree Applicable.**

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. **Degree Applicable Course.***



DIVISION OF FINE ARTS

CHAIRPERSON: MS. BARBARA STRONG

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 or 7B, 8A, 10A, 12A, 15A	2-4
Art 7A	2	History 17A or 17B	3
Political Science 5	3	Science.....	3
Art 1A	3	English 20.....	3
English 1	3	Art 1B	3
Elective.....	3	Physical Education.....	1
Physical Education.....	1		17-19
	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.

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.....	8
Cinema Arts 1 and 2.....	4
	24

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, or 19, 21, 22, 24.....	2	Music 18, or 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		17-19

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Music 14a.....	5	Music 14b.....	5
Music 18, or 19, 21, 22, 24.....	2	Music 18, or 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/

Three hours lecture-discussion per week.

Traces the development of art from the Paleolithic era through the Middle Ages. The interrelationships between art and religion, politics, historical events, and philosophy are major foci of study. (CAN—ART2) **Degree Applicable.**

ART 1B—HISTORY OF ART (3) BA /S/

Prerequisite: Art 1A is not a prerequisite to 1B.

Three hours lecture-discussion per week.

A survey of the history of art of the Western world and its socio-cultural milieu from the Proto-Renaissance to the present. Illustrated lectures. (CAN—ART 4) **Degree Applicable.**

ART 2A—PRE-COLUMBIAN ART AND CULTURE OF THE AMERICAS: MESOAMERICA (3) BA /F/

Three hours lecture and discussion per week.

Course offered also as Anthropology 6A.

A survey of the major cultures of Mesoamerica from the Early Hunters Stage until the European conquest. The course uses art as a vehicle for understanding these peoples' philosophy, religion, politics, history, and economics. Illustrated lectures. **Degree Applicable.**

ART 2B—PRE-COLUMBIAN ART AND CULTURE OF THE AMERICAS: CENTRAL & SOUTH AMERICA (3) BA /S/

Three hours lecture and discussion per week.

Course offered also as Anthropology 6B.

A survey of the major cultures of Central and South America from the Early Hunters Stage until the European conquest. The course uses art as a vehicle for understanding these peoples' philosophy, religion, politics, history, and economics. Illustrated lectures. **Degree Applicable.**

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. **Degree Applicable.***

ART 5a-c—ART ILLUSTRATION (3) /F/S/

Prerequisite: Art 6A and/or 7A, or by permission of the department.

Two hours lecture and four hour laboratory per week.

Process and preparation of illustration for advertising and editorial assignments. Areas covered include fashion, children's books, cartooning, storyboarding, product and packaging. Various media and rendering techniques emphasized in relation to the problem given. **Degree Applicable.***

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. This course is cross-referenced as Home Ec 6A. (CAN—H EC4) and (CAN—ART 16) **Degree Applicable.**

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. This course is also offered as Home Ec 6B. (CAN—ART 16) **Degree Applicable.***

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. (CAN—ART 8) **Degree Applicable.***

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. ***Degree Applicable.****

ART 8a-d—LIFE DRAWING (2) BA /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. ***Degree Applicable.****

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: \$20. ***Degree Applicable.****

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. ***Degree Applicable.****

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. ***Degree Applicable.****

ART 13a-b—FASHION ILLUSTRATION (2) /F/S/

One hour lecture and two hours laboratory per week.

Designed to teach the fundamentals of fashion illustration, including a study of current fashion ideals; drawing fashion proportioned figures and faces, rendering garment details, fabrics and accessories; familiarizing students with fashion publications; preparing illustrations including layout, stylizing drawings, and matting drawings for presentation. Also offered as: Home Ec 25a-b, Fashion Illustration. ***Degree Applicable.****

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. ***Degree Applicable.****

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. ***Degree Applicable.****

ART 18—ART STUDY TOUR (1) /D/

Five hours per week for four weeks.

Directed trip to galleries, museums, archaeological sites, and other places of interest to the student of art. Evaluation of students' work will be based on participation, an assigned essay and/or examinations. ***Degree Applicable.****

ART 19—ART APPRECIATION (3) BA /F/S/

Three hours lecture and discussion per week.

A basic course designed to augment the understanding and enjoyment of the visual arts, and to develop an aesthetic awareness of our surroundings and of works of artists in history and today. ***Degree Applicable.****

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 and metal printing. Fee charged: \$20. ***Degree Applicable.****

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: \$20. ***Degree Applicable****

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. ***Degree Applicable.****

ART 49a-c—INDEPENDENT STUDY (1-3) BA /F/S/D/

*See index. Degree Applicable.**

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: \$20. ***Degree Applicable.***

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: \$20. ***Degree Applicable.****

ART 60—PHOTOREALISM (2) /F/S/

Four hours lecture and laboratory per week.

The course will explore the use of photography in painting and its historical and contemporary influences. Students will utilize photographs as subject matter while painting in oils, acrylics, or watercolors. ***Degree Applicable.****

ART 64—INTRODUCTION TO HUMANITIES (3) /F/

Prerequisite: Enrollment is the SUCCESS Program.

This is one of a series of courses designed to help students develop the competence and confidence necessary for successful college study in both academic and vocational courses. Art 64 is an introductory course in visual arts which traces the development of Western Civilization from Paleolithic times to the present. Although this course will focus on man's artistic creations, these objects are explored as reflections of their cultural contexts. This is an elective course in the SUCCESS program. **Non-Degree College course.**

ART 121 A-D—OCCUPATIONAL COOPERATIVE WORK EXPERIENCE BA /F/S/D/

Open to all majors.

See Index—Occupational Cooperative Work Experience. **Degree Applicable.***

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. **Degree Applicable.***

HUMANITIES

HUMANITIES 10H—THE GREEK WORLD(3) BA /S/

Prerequisite: Enrollment in the Honors Program.

Four hours lecture and discussion per week.

A study of the fundamental ideas and values evolved in the Greek World from 4000 BC through the Hellenistic period and their reflection in mythology, literature, philosophy, and the visual arts. **Degree Applicable.***

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. **Degree Applicable.**

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. **Degree Applicable.***

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 in COS Summer Repertory Theater. **Degree Applicable.***

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. **Degree Applicable.***

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. **Degree Applicable.***

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. **Degree Applicable.***

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. **Degree Applicable.***

THEATRE ARTS 11a-d—REHEARSAL AND PERFORMANCE (3) BA /SS/

Six hours laboratory per week.

Rehearsal and performance in COS summer repertory theatre. **Degree Applicable.***

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. **Degree Applicable.***

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. ***Degree Applicable.****

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. ***Degree Applicable.****

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. ***Degree Applicable.****

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. ***Degree Applicable.****

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. ***Degree Applicable.****

THEATRE ARTS 16a-b—ADVANCED THEATRE CRAFTS (3) BA /F/S/

Prerequisites: Theatre Arts 12 a-b, or Theatre Arts 14a-d, or Theatre Arts 15a-d, and interview by department.

Two hours lecture and four hours laboratory per week.

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. ***Degree Applicable.****

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. ***Degree Applicable.****

THEATRE ARTS 49a-c—INDEPENDENT STUDY (1-3) BA /F/S/

*(See Index) Degree Applicable.**

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. **Degree Applicable.***

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. **Degree Applicable.***

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. **Degree Applicable.***

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. **Degree Applicable***

MUSIC 2B—GUITAR II - INTERMEDIATE (1) /F/S/

Two hours laboratory per week.

An intermediate, non-transferable guitar class. **Degree Applicable Course.***

MUSIC 2C—GUITAR III - ADVANCE (1) /F/S/

Prerequisite: Music 2B or Department's consent.

Two hours laboratory per week.

Students will play challenging melodies and accompaniments to songs which are standards in the folk/pop/country guitar repertoire. They will transpose, play lead parts, harmonize melodies and experiment with song writing. Understanding of music theory as it relates to music reading, chord structures and transposition will be expanded. **Degree Applicable Course.***

MUSIC 3A—WOODWIND INSTRUMENTS (1) BA /F/S/

Two hours lecture and laboratory per week.

Elementary instruction; correct tone production; technique and care of instruments; emphasis on clarinet. **Degree Applicable.***

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. **Degree Applicable.***

MUSIC 3C—WOODWIND INSTRUMENTS (1) /F/S/

Two hours lecture and laboratory per week.

Solo and ensemble playing emphasis on double reeds. **Degree Applicable.***

MUSIC 3D—WOODWIND INSTRUMENTS (1) /F/S/

Two hours lecture and laboratory per week.

Solo and ensemble playing on advanced level. **Degree Applicable.***

MUSIC 4A—COMPREHENSIVE MUSICIANSHIP (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, sight-singing, and historical. **Degree Applicable.***

MUSIC 4B—COMPREHENSIVE MUSICIANSHIP (5) BA /F/S/

Five hours lecture per week.

Continuation of Music 4A, Comprehensive Musicianship. **Degree Applicable***

MUSIC 5a-d—BRASS INSTRUMENTS BA (1) /F/S/

Two hours lecture and laboratory per week.

Ensemble instruction, correct tone production, and technique and care of instruments. **Degree Applicable.***

MUSIC 6a-d—PERCUSSION INSTRUMENTS (1-1) BA /S/

Two hours laboratory per week.

Elementary instruction; correct tone production, technique, and care of instruments. **Degree Applicable.***

MUSIC 7a-d—STRING INSTRUMENTS BA (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. **Degree Applicable Course.***

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. **Degree Applicable.***

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. **Degree Applicable***

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. **Degree Applicable.***

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. ***Degree Applicable.****

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. ***Degree Applicable.****

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. ***Degree Applicable.****

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. ***Degree Applicable.****

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. ***Degree Applicable.****

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. ***Degree Applicable.****

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. ***Degree Applicable.****

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. **Degree Applicable.***

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. **Degree Applicable.***

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. **Degree Applicable.***

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. **Degree Applicable***

MUSIC 23a-d—CONCERT CHOIR (2) BA /F/

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. **Degree Applicable.***

MUSIC 24a-d—CONCERT CHOIR (1) /F/

Prerequisite: Audition by Department.

Two hours lab per week.

A study of the best choral literature for mixed voices, with emphasis on tone production, precision, and interpretation. **Degree Applicable.***

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. **Degree Applicable.***

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. ***Degree Applicable.****

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. ***Degree Applicable.****

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. ***Degree Applicable.****

MUSIC 43a-d—WOMEN'S CHORUS (1) BA /F/S/

Prerequisite: Audition by department.

Two hours of lecture per week.

An advanced women's chorus which includes a study and performance in literature for treble voices. ***Degree Applicable.****

MUSIC 49a-b-c—INDEPENDENT STUDY (1-3) BA /F/S/

(See Index) Degree Applicable.

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. ***Degree Applicable.****

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. ***Degree Applicable.****

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. ***Degree Applicable.****

MUSIC 60a-d—COMMUNITY DANCE BAND (1) /F/

Prerequisite: Proficiency in playing an instrument in a dance band.

Three hours laboratory per week.

Music 60 will rehearse and perform music for ballroom dancing. **Degree Applicable.***

MUSIC 59a-d—COLLEGE COMMUNITY OPERA WORKSHOP (1) /F/S/

Prerequisite: Prior vocal or theatrical experience.

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. **Degree Applicable Course.**

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. **Degree Applicable.***

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. Degree Applicable.**

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. **Degree Applicable.***

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. **Degree Applicable.***

SPEECH 3—ORAL INTERPRETATION (3) BA /F/S/

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. **Degree Applicable.***

SPEECH 4—INTERPERSONAL COMMUNICATIONS BA (3) /F/S/

Prerequisite: Qualify for English 1 (transfer English).

Three hours lecture per week.

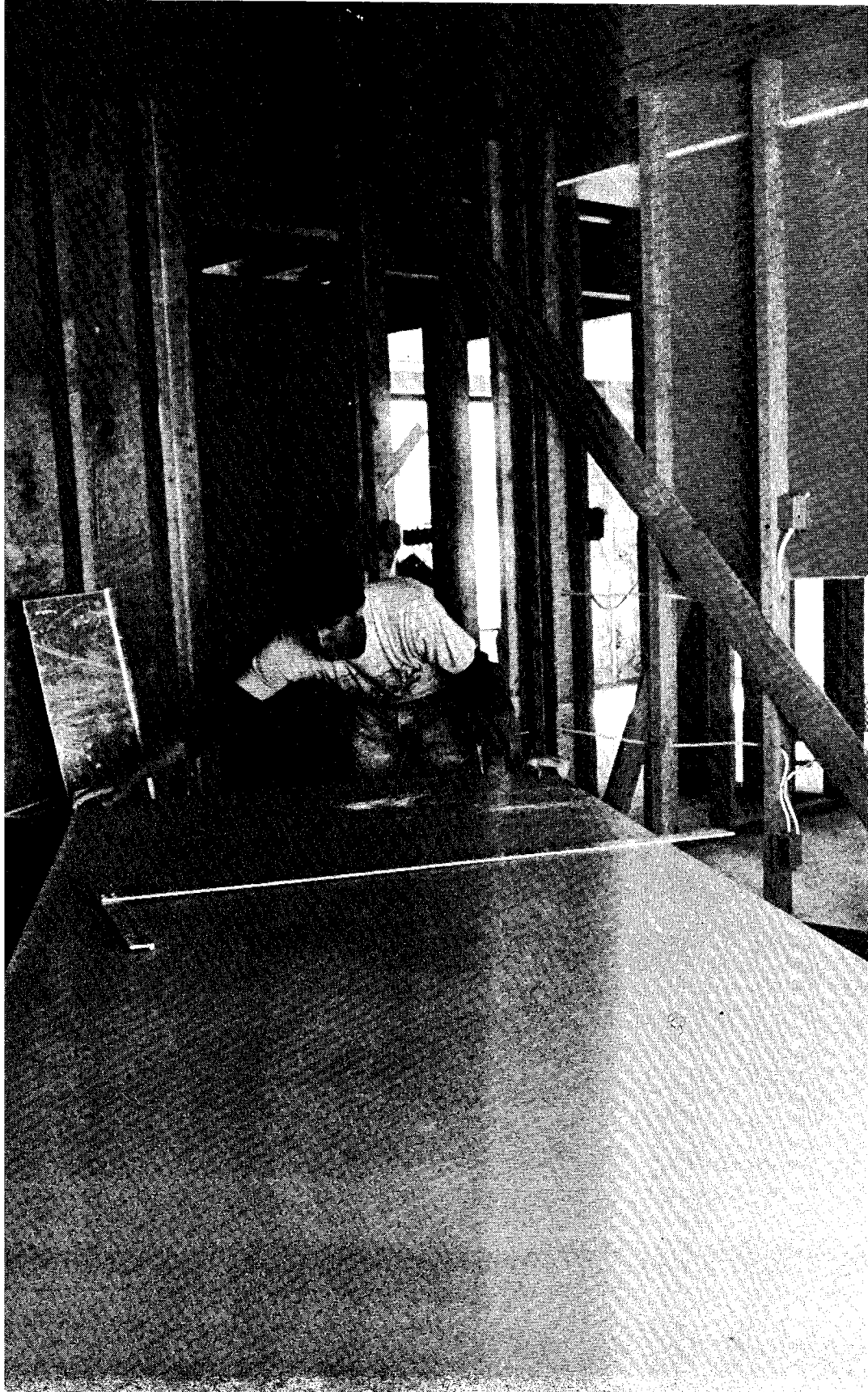
This course is designed to introduce students to the basic concept of interpersonal communications by providing them with insight into their own effectiveness as a communicator and deal with the application of effective interpersonal communication behavior in one's own personal and professional life. ***Degree Applicable Course.****

SPEECH 50—BASIC FUNDAMENTALS OF COMMUNICATION (3)

Recommended Prerequisites: English 80

This is one of a series of courses designed to help students develop competence and confidence necessary for successful college study in both academic and vocational courses. This course involves the study and practice of the basic concepts of communication skills used in everyday life. It provides communication skills in the specific areas of public speaking, group discussion, oral interpretation, and interpersonal relationships. This course will help students prepare for all collegiate disciplines. This course is an elective course in the SUCCESS program. ***Non-Degree College Credit Course.***





DIVISION OF INDUSTRY AND TECHNOLOGY

CHAIRPERSON: MR. KEN BROYLES

Majors:

Air Conditioning
 Architecture
 Automotive Technology
 Building Trades
 Drafting
 Electronics Technology
 General Mechanics

Graphic Arts
 Metal Technology
 Mill Cabinet
 Industrial Arts
 Industrial Maintenance
 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	12
Air Conditioning 80A	8	I&T 40B (Gen Metal Wk) or 42 (Sheet Metal)	3
I&T 40 (Gen Metal Wk) or 41 (Sheet Metal)	3		15
	15		

TWO-YEAR AIR CONDITIONING PROGRAM

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Air Conditioning 79.....	4	Air Conditioning 80B	12
Air Conditioning 80A	8	Business 87	2
Physical Science 14	3	Drafting 22—Drawing	3
I&T Math 50 or 15.....	2	Physical Education.....	1
Physical Education.....	1		18
	18		

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 87, 97, Welding 6A—Oxy-Ace.

ARCHITECTURE AND ARCHITECTURAL ENGINEERING

College of the Sequoias offers architecture courses that are patterned after California State Polytechnic University's (SLO) 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. Those students who find that they are not prepared for Math 5A and Physics 5A should enroll in whatever math they are capable of and plan to take extra years to complete the transfer requirements, or plan to transfer to schools which do not require that level of math or physics.

City and Regional Planning majors may substitute Math 16A-B and Physics 2A-B for Math 5A-B and Physics 5A-B. Architecture majors going to Arizona State University or University of Oregon may take Math 16A-B and Physics 2A-B. Articulation by portfolio only.

The program listed below is also for Construction Engineering majors. See Industry and Technology, Industrial Arts, and Drafting in the Industry and Technology Division.

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			

SECOND 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

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.

ONE YEAR ACHIEVEMENT CERTIFICATE PROGRAM

A student may complete a certificate in one year by following a prescribed course of study. Thirty units completed with a grade "C" or better is the minimum requirement to earn this certificate. Units earned in extended day classes can be applied along with day time classes to achieve this goal.

This certificate does not require a student to take course work outside the Automotive Department.

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	Welding 6A.....	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

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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		
	18		16

***Math level will depend on the students ability.
Recommended Electives: Business 70 and I & T 80*

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
Building Trades 80 (House Wiring)	3	Elective - (Art 6A)	2
	18		17

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

Recommended Electives: Home Economics 2; Art 6A-Color and Design; Business 87; Welding 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

Drafting 21 A
Drafting 22
Drafting 23
Drafting 26
Drafting 52
Drafting 54A

SPRING

Drafting 21B
Drafting 24
Drafting 27
Drafting 30
Drafting 35
Drafting 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. Use of test equipment and trouble-shooting techniques are emphasized in ALL classes.

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 and 12.
2. Associate of Science; Minimum of 30 Electronics units. Required classes: 1A, 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.
3. 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. Students should take both Electronics 1A and Electronics 10 or 52A in the first semester." All classes must be completed with a grade of "C" or better to be degree applicable.

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	Electronics 12.....	4
Humanities (Area 3).....	3	Natural Science (Area A).....	3
GE—Area E Requirement.....	3	Elective.....	3
	14		14

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
Elective.....	3	Elective.....	3
	17		18

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	Elective.....	3
			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	Elective.....	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 Circuits.....	6
Physics 2A or Chemistry 2A.....	4	Physics 2B or Chemistry 2B.....	3
Economics 1A.....	3	GE Area A-D—Transfer Electives.....	3
Electronics 12 (Microprocessor 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.

RECOMMENDED ELECTIVES:

- Electronics 4—OP-AMPS
- Electronics 5—Design and Fabrication
- Electronics 13—PC Trouble-shooting
- I&T 80—Industry and Technology Math
- B.T. 80—Residential Wiring
- I&T 70—Electronic Motor Control
- Business 3—Basic Programming

If a class is not offered in a particular semester, other classes may be substituted with the permission of the division.

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		UNITS
I&T 10A—Machining.....	3	GE Area D1—English.....	3
Drafting 52—Beginning Drawing.....	2	*GE Area D2—Math.....	3
Weld 6A—Oxy-Acet. Welding.....	3	Physical Education.....	1
			15

SECOND SEMESTER	UNITS
I&T 10B—Machining.....	3
Drafting 22—Applied Drawing.....	3
Welding 6B—Arc Welding.....	3
GE Area B—Soc Sci.....	3

Hygiene 1 or 7.....	2
Physical Education.....	1
	<u>15</u>

SECOND YEAR

FIRST SEMESTER	UNITS
I&T 10C—Machining.....	3
I&T 40A or 41—Sheet Metal.....	3
GE Area A—Nat Sci.....	3
GE Area E.....	3
Elective—Math 51.....	3
	<u>15</u>

SECOND SEMESTER	UNITS
I&T 10D—Machining.....	3
Bus 87—Accounting.....	3
GE Area C—Humanities.....	3
Elective—Math 52.....	3
Elective—I&T 26 C.A.D.....	3
	<u>15</u>

**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, 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 (Elements of Woodwork)	3	Drafting 22—Applied Drawing.....	3
I&T 11 or 15 (Electricity) or Electronics 1A	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 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
Drafting 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) or Electronics 1A	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	Drafting 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	Drafting 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—Drafting 23
- Architectural Drafting—Drafting 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, 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

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 1.....	3	English 20.....	3
Mathematics 16A.....	3	Math 16B.....	3
History 17A and 17B.....	3	Pol Sci 5.....	3
Drafting 22 (Applied Drawing).....	3	I&T 10A (Machine).....	3
Hygiene.....	2	GE Elective.....	3
Physical Education.....	1	Physical Education.....	1
	15		16

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Physics 2A or Chemistry 2A.....	4	Physics 2B or Chemistry 2B.....	4
Economics 1A.....	3	Economics 1B.....	3
I&T 15 (Electricity) or Electronics 1A.....	3	Humanities.....	3
Speech 1A.....	3	I&T Elective.....	3
Psychology 1A.....	3	Electives.....	3
	16		16

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 6A.

Electricity/Electronics Emphasis: Chemistry 2A, 2B

Graphic Communications Emphasis: Chemistry 2A, 2B

Metals Emphasis: Chemistry 2A, 2B, Drafting 22, Welding 6A, 17, I&T 40A,

Transportation Emphasis: Chemistry 2A, 2B, Drafting 6A, 22, I&T 40A.

Wood Products Emphasis: Chemistry 2A, 2B, I&T 1, 2 and Drafting 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
Drafting 52—Beginning Drawing.....	2	Drafting 22 Applied Drawing.....	3
I&T 40A—General Metal.....	3	I&T 15—Basic Electricity or	
Elect 1A—Basic D-C.....	6	Electronics 1B.....	3
*GE Area D-2—Math.....	3	Building Trades 80—Elect Trades.....	2
Hygiene 1 or 7.....	2	GE Area A—Phys Sci 14.....	3
	16	GE Area D-1—English.....	3
		Physical Education.....	1
			15

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I&T 10A—Machining.....	3	I&T 10B—Machining.....	3
Weld 6A—Oxy-Acet. Welding.....	3	Weld 6B—Arc Welding.....	3
Building Trades 77A.....	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		15
	16		

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

Suggested electives: Additional English or Speech, Physical Science 12, Mathematics 52, 53, I & T 80, Business 70, 71, or 87, 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 Qualification, 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 Qualification requires passing a manipulative test that conforms to the A.W.S. D1.1 or D1.2 Structural Code or A.S.M.E. Pressure vessel codes.

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
Welding 6A—Welding	3	Welding 6B—Welding	3
Drafting 52—Beginning Drawing	2	Drafting 22—Applied 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
Welding 7A—Adv Welding	3	Welding 7B—Adv Welding & Metallurgy	3
GE Area A—Nat Sci	3	3
GE Area E	3	Welding 17—Metalurgy	3
Elective—Math 51	3	GE Area C—Humanities	3
Elective	<u>3</u>	Elective—Math 52	3
	15	Elective	<u>3</u>
			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, Chemistry. 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.

Three, six or nine 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. **Degree Applicable.***

AIR CONDITIONING 50A—MAJOR APPLIANCE REPAIR (2) /F/S/

Two hours lecture and one hour 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. **Degree Applicable.***

AIR CONDITIONING 50B—MAJOR APPLIANCE REPAIR (2) /D/

Two hours lecture and one hour 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. **Degree Applicable.***

AIR CONDITIONING 79—BASIC REFRIGERATION AND HEATING THEORY, OPERATION, MAINTENANCE AND INSTALLATIONS (4) /F/

Two hours lecture and demonstration and four 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, how to install, and how to properly maintain them. **Degree Applicable.***

AIR CONDITIONING 80A—BASIC THEORY AND APPLIED THEORY (8) BA /F/

Seven hours lecture and seven 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. **Degree Applicable.***

**AIR CONDITIONING 80B—ADVANCED AIR CONDITIONING/REFRIGERATION
BOTH COMMERCIAL AND DOMESTIC (12) BA /S/**

Prerequisite: Air Conditioning 79 and 80A.

Eight hours lecture and 12 hours 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 motor controls. Each area will be an in-depth explanation of problems, procedures and design, finalizing the studies which have preceeded. **Degree Applicable.***

REFRIGERATION 60—FUNDAMENTALS OF REFRIGERATION (2) /F/

Two hours lecture and demonstration and one hour lab per week.

Servicing, testing, checking, repairing, installation, and startup of refrigeration and air conditioning and heating equipment plus the applied electrical series. The study of the theory of electricity and its use in the refrigeration industry. **Degree Applicable.**

REFRIGERATION 61—SHOP PRACTICES AND TECHNIQUES (2) /S/

Prerequisite: Refrigeration 60 or equivalent training or experience.

Two hours lecture and demonstration and one hour lab per week.

Procedures in installing refrigerant lines, silver brazing of refrigerant joints, techniques of leak testing, evacuation procedure, general service techniques plus applied gas heating series. This heating course offers a student a strong foundation in the theory of gas heating and operation, service and troubleshooting gas fired furnances. This course also gives hands on experience in repairing heating and refrigerating equipment. **Degree Applicable.**

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. **Degree Applicable.***

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. **Degree Applicable.**

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. ***Degree Applicable Course.***

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. ***Degree Applicable Course.****

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. ***Degree Applicable Course.****

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. ***Degree Applicable Course.****

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. ***Degree Applicable Course.****

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. ***Degree Applicable Course.****

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. ***Degree Applicable Course.****

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. Movement and shear diagrams, axial eccentric loading, and deflection. Sizing of structural members of homogeneous and compound materials. ***Degree Applicable Course.****

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. ***Degree Applicable Course.****

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. ***Degree Applicable Course.****

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. ***Degree Applicable Course.****

ARCHITECTURE 40—FREEHAND DRAWING (3) BA /F/

Two hours lecture, two hours laboratory per week.

Exercises in drawing without mechanical aids. ***Degree Applicable Course.****

ARCHITECTURE 53—PERSPECTIVE DRAWING (3) BA /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. ***Degree Applicable Course.****

AUTOMOTIVE TECHNOLOGY

AUTOMOTIVE MECHANICS 49a-d—SUPERVISED PRACTICE (1-3) BA /D/

Prerequisite: "B" average in college automotive major courses and interview by department.

Three, six or nine 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. ***Degree Applicable.****

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. **Degree Applicable.***

AUTOMOTIVE MECHANICS 61—ENGINE TUNE-UP (2) BA /D/

Three hours lecture and demonstration per week.

Study of compression, electrical and fuel systems. **Degree Applicable.***

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. **Degree Applicable.***

AUTOMOTIVE MECHANICS 63a-d—CLEAN AIR CAR COURSE (2) /D/

Recommended Prerequisites/Corequisites: Auto Mechanics 70, 71, 72, 78 and 82 or employed by a registered automobile repair facility.

Four hours lecture and discussion and two to four hours laboratory per week.

Auto 63a-d is an intensive course of study designed to develop technical skills in emission systems maintenance. The course will prepare the student for certification by the Bureau of Automotive Repairs to test, replace or repair automotive emission components. The course of study includes a summary of the causes of automobile emissions, the vehicle components designed to control each of these undesirable gases, and the test procedure required to evaluate each component's condition. **Degree Applicable Course.***

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. **Degree Applicable.***

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. **Degree Applicable.***

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. **Degree Applicable.***

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. **Degree Applicable.***

AUTOMOTIVE MECHANICS 68—AUTOMOTIVE POWER TRAIN (2) BA /D/

Three hours lecture-demonstration per week.

Instruction in theory, servicing and repair of automotive clutches, manual transmissions, universal joints, drive lines and differentials. **Degree Applicable.***

AUTOMOTIVE MECHANICS 70—BENCH WORK AND SAFETY (1) BA /F/S/

Prerequisites: None.

Must be taken by all beginning Automotive Technology Majors.

One hour of lecture and one hour of laboratory per week.

Instruction in developing skills in automotive bench work and the use of hand tools. The lab work consists of cutting and splicing wire; flaring tubing; measuring bolts and screws; drilling, tapping and threading mild steel; sharpening drill bits, tire classification and rating; micrometer reading and handling; chassis lubrication; oil and grease classification; and preparation of repair orders. **Degree Applicable.***

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. **Degree Applicable.***

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. Cooling system, operation testing, and minor repairs. Emission control systems inspection and repair. **Degree Applicable.***

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. **Degree Applicable.***

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. **Degree Applicable.***

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. **Degree Applicable.***

AUTOMOTIVE MECHANICS 76—BASIC AUTOMATIC TRANSMISSIONS (4) BA /F/

Prerequisite: Auto Mech 70 and Auto Mech 71 (May be taken concurrently)

Three 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. **Degree Applicable.***

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. **Degree Applicable.***

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 distributor overhaul, and alternator overhaul. Tune-up and trouble-shooting of the engine and related circuits. **Degree Applicable.***

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; turn signals; speed controls; power seats; power windows; automatic light dimmers, door locks. **Degree Applicable.***

AUTOMOTIVE MECHANICS 81a-c—AUTOMOTIVE COMPUTER/ELECTRONIC CONTROLLED SYSTEMS (3) /D/

Three hours lecture and demonstration per week.

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. This course may be repeated due to the rapid changes in computer controlled automobile technology. **Degree Applicable.***

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. **Degree Applicable.***

AUTOMOTIVE MECHANICS 91—AUTO FAMILIARIZATION (1) /D/

Three hours lecture per week.

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. **Non-Degree College Credit Course.***

**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. **Non-Credit College Course.***

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*

Three, six or nine 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. **Degree Applicable.***

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. **Degree Applicable.***

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). ***Degree Applicable.****

BUILDING TRADES 52—RAFTER FRAMING AND STAIR LAYOUT (3) /D/

Prerequisite: Ability to read and understand blueprints.

Three hours per week.

Class is offered during evenings only.

Designed to give the student the knowledge to layout and frame a roof and to layout and frame a stair unit. ***Degree Applicable.****

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. ***Degree Applicable.****

BUILDING TRADES 54A—ESTIMATING FOR THE BUILDING TRADES RESIDENTIAL (3) BA (F/S/)

Prerequisite: Working knowledge of the Building Trades.

Three hours lecture and discussion per week.

A practical course in estimating for the Building Trades, including specifications, excavation, concrete, framing, masonry, paints, hardware, electrical, plumbing, and Building Code. ***Degree Applicable.****

BUILDING TRADES 54B—ESTIMATING FOR THE BUILDING TRADES COMMERCIAL BUILDING (3) BA /F/S/

Prerequisite: Building Trades 54A or consent of the department.

Three hours lecture per week.

A practical course in estimating for the Commercial builder. Study of specifications, building codes and building supervision. ***Degree Applicable.****

BUILDING TRADES 55A—CARPENTRY (RESIDENTIAL CONSTRUCTION) (3) /F/

Recommended Prerequisites/Corequisites: Building Trades 75A and BT 51A should be taken concurrently.

Three hours of lecture and discussion per week.

Building Trades 55A is an introductory lecture course in residential construction that covers the various phases of house building as they occur on the job. The students study pre-job planning, nomenclature, fasteners, building layout, insulation and roofing. Proper employee practices are also stressed. This course is an integral part of an extensive Building Trades program intended for those persons desiring to enter the construction industry. It is also of great value to persons pursuing careers in structural engineering or architecture or as a part of a fundamental education for everyone who will eventually own a home. ***Degree Applicable.****

BUILDING TRADES 55B—CARPENTRY (RESIDENTIAL CONSTRUCTION)
(3) /S/

Recommended Prerequisites: Building Trades 55A.

Three hours lecture and discussion per week.

Building Trades 55B is the second course in residential construction that covers various phases of house building as they occur on the job. The students cover dry-wall, interior finish work and exterior finish work. Proper employee practices are stressed.

This course is an integral part of an extensive Building Trades program intended for those persons desiring to enter the construction industry. It is also of great value to persons pursuing careers in Structural Engineering or Architecture or as a part of a fundamental education for everyone who will eventually own a home. ***Degree Applicable.****

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. ***Degree Applicable.****

BUILDING TRADES 56B—ADVANCED CARPENTRY TRADE RELATED INFORMATION (3) BA /S/

Prerequisites: Building Trades 55A and 55B, 56A, and 75A and 75B.

Six hours lecture per week.

A continuation to Building Trades 56A. This course covers stair building, estimating, and property description. ***Degree Applicable.****

BUILDING TRADES 59—CONTRACTORS LICENSE LAW (3) /F/S/

Three hours lecture per week.

Class is offered during evenings only.

A study of the laws and regulations leading to a contractors license in building construction. ***Degree Applicable.****

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. ***Degree Applicable.****

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. ***Degree Applicable.****



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. ***Degree Applicable.****

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. ***Degree Applicable.****

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. ***Degree Applicable.****

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. ***Degree Applicable.****

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. ***Degree Applicable.****

BUILDING TRADES 75A—BASIC RESIDENTIAL CONSTRUCTION (4) BA /F/

Recommended Prerequisites/Corequisites: Building Trades 55A and Building Trades 51A should be taken concurrently.

Two hours lecture and discussion and six hours of lab per week.

Building Trades 75A is the first class in the Building Trades program that provides hands-on learning through the process of constructing a house. It is a lecture/lab class with two (2) hours per week of lecture and six (6) hours per week of lab. It is recommended that Building Trades 55A and Building Trades 51A be taken previously or concurrently in order to attain maximum learning from the Building Trades program.

The student will participate in the construction of a house including building layout, construction of foundation floor, wall, ceiling and roof systems, roofing, plumbing, insulating and window installation. ***Degree Applicable.****

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.

Three hours lecture and five hours of 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. ***Degree Applicable.***

**BUILDING TRADES 76—CARPENTRY (PROJECT HOUSE CONSTRUCTION)
(4) BA /F/**

Recommended Prerequisites/Corequisites:

Building Trades 51A, 51B

Building Trades 55A, 55B

Building Trades 75A, 75B

Or by trade experience

Or permission of the department

An advanced study of the fundamental concepts, principles, and applications of house construction, covering the many phases of, safety, the layout and construction of the foundation, underpinning, floor joists and subfloor, plates and walls, ceiling joist, rafters, and the different kinds of roof covering. Also included in the course of study is, the use of materials and trade nomenclature. This course is an invaluable career asset for people interested in the construction industry, whether pursuing a career in cabinetmaking, woodworking, interior decorating, drafting, architecture, or maintenance engineers. It would also be of interest to the individual wanting to remodel, build, or buy a home. ***Degree Applicable.****

BUILDING TRADES 77A—CABINETMAKING AND MILLWORK (4) BA /S/

Recommended Prerequisites/Corequisites:

Building Trades 51A, 51B

Building Trades 55A, 55B

Building Trades 75A, 75B

Or Trade Experience

Or Permission of the department

Four hours of lecture and discussion and two hours of laboratory per week.

A study of the fundamental concepts, principles, and applications of cabinet making and mill work covering many phases of cabinet design, safety, use of materials, cabinet drafting and sketching, planning and estimating, trade nomenclature, theory of cabinet construction, and methods of layout. This course is an invaluable career asset for people interested in cabinetmaking, woodworking, or furniture making fields. It is also of real value to the person pursuing a career in construction, drafting, interior decorating, architecture, or maintenance engineers. It would be of value to the individual wanting to remodel, build, or buy a home. ***Degree Applicable.****

BUILDING TRADES 77B—CABINETMAKING AND MILLWORK (4) BA /S/

Recommended Prerequisites/Corequisites:

Building Trades 51A, 51B

Building Trades 55A, 55B

Building Trades 75A, 75B

Building Trades 56A, Building Trades 76

Building Trades 77A, 78A

Or Trade Experience

Or Permission of Department

A study of the fundamental concepts, principles, and applications of cabinetmaking and millwork covering the many phases of cabinet design, safety, use of materials, cabinet hardware, glues, clamps, trade nomenclature, cabinet construction, methods of layout, counter tops, and the installing of cabinets and tops. This course is an invaluable career asset for people interested in the cabinetmaking, woodworking, or furniture making fields. It is also of great value to the person pursuing a career in drafting, interior decorating, architecture, construction, or maintenance engineers. It would be of value to the individual just wanting to remodel, build, or buy a home. ***Degree Applicable.****

BUILDING TRADES 78A—MILL CABINET LAB (3) BA /F/

Recommended Prerequisites/Corequisites:

Building Trades 51A, 51B

Building Trades 55A, 55B

Building Trades 75A, 75B

Building Trades 77A, 76

Or Trade Experience

Or Permission of Department

Two hours lecture and discussion and four hours laboratory per week.

A study of the fundamental concepts, principles, and applications of cabinetmaking and millwork covering the many phases of: tool and machine safety, the identification of, proper use of, and maintenance of, the hand tools, hand power tools and machines used in the cabinet shop. The student will study woodworking techniques, cabinet and milling drawing details, various methods of layout, and construction of the project house millwork. This course is an invaluable career asset for people interested in cabinetmaking, woodworking, or furniture making fields. It is of great value to the person pursuing a career in drafting, interior decorating, architecture, construction, or maintenance engineers. It would also be of value for construction, or maintenance engineers or to individuals just wanting to remodel, build or buy a home. ***Degree Applicable.****

BUILDING TRADES 78B—CABINETMAKING AND MILLWORK LAB (3) /F/

Recommended Prerequisites/Corequisites:

Building Trades 51A, 51B

Building Trades 55A, 55B

Building Trades 75A, 75B

Building Trades 76

Building Trades 77A, 78A (must be taken before 77B, 78B)

Building Trades 77B

Or Trade Experience

Or permission of the department

Two hours lecture and discussion and four hours laboratory per week.

A study of the fundamental concepts, principles, and applications of cabinetmaking and millwork covering the many phases of: tool and machine safety, identification of hand tools, hand power tools and machines used in the cabinet shop, proper use of hand tools, hand power tools, and machines, tool and machine maintenance, woodworking construction, cabinet and milling details and drawings, various methods of layout, and construction of project house cabinets. This course is an invaluable career asset for people interested in cabinet making or furniture making fields. It is of great value to the person pursuing a career in drafting, interior decorating, architecture or construction. It would also be of value to the individual just wanting to remodel, build, or buy a home. ***Degree Applicable.****

BUILDING TRADES 80—ELECTRICAL TRADES—RESIDENTIAL (3) /F/

Two hours of lecture and one hour of lab and demonstration per week.

Methods of installation and pertinent code requirements are presented for the wiring of a modern home. Includes Blueprint reading. ***Degree Applicable.****

DRAFTING TECHNOLOGY

DRAFTING 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. Formerly I&T 21A ***Degree Applicable.****

DRAFTING 21B—GRAPHIC DESIGN APPLICATION (3) BA /F/S/

Prerequisites: Drafting 21A.

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. Formerly I&T 21B ***Degree Applicable.****

DRAFTING 22—APPLIED DRAWING (3) BA /D/

Prerequisite: Drafting 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. Formerly I&T 22. ***Degree Applicable.****

DRAFTING 23—DESCRIPTIVE GEOMETRY (3) BA /D/

Prerequisite: Drafting 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. Formerly I&T 23. **Degree Applicable.***

DRAFTING 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. Formerly I&T 23. **Degree Applicable.***

DRAFTING 26A—INTRODUCTION TO COMPUTER ASSISTED DRAFTING (3) BA /F/S/

Prerequisites: Drafting 52, or one year high school mechanical drawing.

Two hours lecture and four hours laboratory per week.

An introduction to the basic concepts, principles and applications of a computer driven drafting system. The students will generate simple industrial and architectural drawings with the computer system. This course will greatly benefit all students seeking the knowledge and skills for entry into architecture, construction, engineering, manufacturing, drafting and computer applications. Formerly I&T 26A. **Degree Applicable.***

DRAFTING 26B—COMPUTER ASSISTED DRAFTING (3) BA /F/S/

Prerequisite: Drafting 22 and 26; Drafting 22 may be taken concurrently.

Two hours lecture and four hours laboratory per week.

A study of the fundamental concepts, principles, and application of a computerized drafting system. Through the utilization of computers, students will create working drawings and plans for various industrial and architectural applications. This is an exemplary career preparation course for any person interested in acquiring the requisite knowledge and skills for entry into architecture, construction, engineering, manufacturing, drafting and computer applications. Formerly I&T 26B. **Degree Applicable.***

DRAFTING 29—INTRO TO COMPUTER ASSISTED CABINET DESIGN (3) /F/

*Recommended Prerequisites/Corequisites:
Any Drafting class, mill cabinet class, or experience.*

Three hours lecture and discussion and two hours laboratory per week.

A study of the fundamental concepts, principles, and applications of a computerized system covering all phases of cabinet design. By utilizing computers, students will design cabinets, generate cabinet drawings, cutting lists, estimates for material and labor, and contract documents. This course is an invaluable career asset for people interested in architecture, construction, cabinet and furniture manufacturing, drafting, and computer applications. Formerly I&T 29. **Degree Applicable Course.***

DRAFTING 35—TECHNICAL ILLUSTRATING (3) BA /S/

Prerequisite: Drafting 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. Formerly I&T 35. ***Degree Applicable.***

DRAFTING 49a-d—SUPERVISED PRACTICE (1-3) BA /F/S/

Prerequisite: "B" average in college drafting major courses and approval of department.

Three, six or nine hours student supervision per week.

These selected Drafting or Industrial Arts Education majors assist and direct less advanced students under the supervision of a master drafting instructor. Formerly I&T 49a-d. ***Degree Applicable.****

DRAFTING 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. Formerly I&T 52 ***Degree Applicable.****

DRAFTING 54A—CIVIL ENGINEERING (3) /F/S/

Three hours lecture per week.

Civil engineering basics as applied to most drafting and planning occupations. Formerly I&T 54A. ***Degree Applicable Course.****

DRAFTING 54B—CIVIL ENGINEERING DRAFTING (3) /F/S/

Prerequisites: DRAFTING 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. Formerly I&T 54B. ***Degree Applicable Course.****

ELECTRONICS TECHNOLOGY

ELECTRONICS 49a-d—SUPERVISED PRACTICE (1-3) BA /F/S/

Prerequisite: "B" average in college electronics major courses and approval of department.

Three, six or nine 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. ***Degree Applicable.****

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, use of test equipment, and soldering. A background in science is desirable. Equivalent to or parallel to Electronics 20A. ***Degree Applicable.****

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 use of test equipment, including the oscilloscope. **Degree Applicable.***

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 solid state devices and circuits including: power supplies, regulators, audio, and oscillators. Also includes use of test equipment and trouble shooting techniques. **Degree Applicable***

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. Includes a.m. and f.m. transmitters and receivers. Student should be qualified to obtain FCC or equivalent license upon completion. **Degree Applicable.***

ELECTRONICS 4A—OPERATIONAL AMPLIFIERS: THEORY AND APPLICATION (3) BA /S/

Prerequisite: Electronics 2A with a grade of "C" or better.

Three 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. **Degree Applicable.***

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. **Degree Applicable.***

ELECTRONICS 10—DIGITAL CIRCUITS (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 circuits such as gates, flip-flops, arithmetic elements and memories. Lab assignments help students understand and troubleshoot standard digital circuit configurations. **Degree Applicable.***

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. Includes trouble-shooting techniques, utilizing pulser, detector, and current probes. **Degree Applicable.***

ELECTRONICS 12—MICROPROCESSOR APPLICATIONS (4) BA /F/S/

Recommended Prerequisites: Student must have completed Electronics 11/52B or permission of department.

Three hours lecture and discussion and three hours laboratory per week.

This course offers the student a study of advanced microcomputer and microprocessor interfacing techniques. Lectures, demonstrations, and laboratory assignments will study Intel 8085A and 8088 microprocessor-based systems. Special emphasis is placed on 'hand-on' laboratory experience with various interface technologies. **Degree Applicable.***

ELECTRONICS 13—PC TROUBLESHOOTING (4) BA /F/

Recommended Prerequisites/Corequisites: A basic knowledge of electronic and digital circuits, and have basic keyboarding skills.

Three hours lecture and discussion and three hours laboratory per week.

This is an advanced digital course covering technical operation, troubleshooting and repair of the IBM PC and compatibles. Students will be introduced to technical foundations of the IBM PC, advanced DOS concepts, understanding assembly programs, diagnostic software, and troubleshooting and repair of all PC components and peripherals. **Degree Applicable.***

ELECTRONICS 20A—BASIC D.C. (4) BA /D/

Prerequisite: Math and science desirable.

Four hours lecture and three 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, use of test equipment, and soldering. A background in science is desirable. Equivalent to or parallel to Electronics 1A. This class is only offered through the Extended Day program. **Degree Applicable.***

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.

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 use of test equipment including the oscilloscope. This class is only offered through the Extended Day program. **Degree Applicable.***

ELECTRONICS 21A—ELECTRONIC DEVICES (4) BA /S/

Prerequisite: Electronics 20B or equivalent with a grade of "C" or better.

Four hours lecture and three 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 solid state devices and circuits including: power supplies, regulators, audio, and oscillators. Also includes use of test equipment and trouble-shooting techniques. This class is only offered through the Extended Day program. ***Degree Applicable.****

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.

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 trouble-shooting. Includes a.m. and f.m. transmitters and receivers. Student should be qualified to obtain FCC or equivalent license upon completion. This class is offered only through the Extended day program. ***Degree Applicable.****

ELECTRONICS 53—MICROCOMPUTER SYSTEMS (3) /D/

Prerequisite: None

Four hours of lecture per week.

An introductory course to familiarize the student with the basics of small business and home computers. Lectures, demonstrations and use of actual computers will be available. Topics to be covered include selecting a computer, operating systems, disk drives, interfacing and machine language programming. ***Degree Applicable.****

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. ***Degree Applicable.****

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. ***Degree Applicable.****

I&T 10C—MACHINING (3) BA /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. ***Degree Applicable.****

I&T 10D—MACHINING (3) BA /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. **Degree Applicable.***

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. **Degree Applicable Course.***

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. **Degree Applicable.***

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. **Degree Applicable.**

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. **Degree Applicable.***

MACHINE SHOP 49a-d—SUPERVISED PRACTICE (1-3) BA /F/S/

Prerequisite: 'B' average in metals major and consent of department.

Three, six or nine hours student supervision per week.

Selected metal shop majors to assist and direct less advanced students under the supervision of the machine shop instructor. **Degree Applicable.***

INDUSTRIAL ARTS

I&T 1—ELEMENTS OF WOODWORK (3) BA /D/

Prerequisite: One year high school mechanical drawing or drafting. Drafting 52 or Drafting 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. **Degree Applicable.***

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. **Degree Applicable.***

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. **Degree Applicable.***

I&T 15—BASIC ELECTRICITY (3) BA /D/

Three hours lecture and three hours laboratory per week.

This course offers basics of d-c circuits. Consists of lecture-demonstration. Covering OHMS law, series, parallel, components, and meter circuits, selected laboratory projects including use of test equipment and soldering. **Degree Applicable.***

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. **Degree Applicable.***

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. **Degree Applicable.***

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. **Degree Applicable.***

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. **Degree Applicable.***

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. **Degree Applicable.***

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. **Degree Applicable.***

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. **Degree Applicable.***

I&T 70A—PRINCIPLES OF ELECTRICAL POWER (2) /D/

Prerequisite: A basic understanding of the fundamentals of practical background in electrical circuitry; or an understanding of arithmetic/math functions that would enable him to solve simple algebraic equations; or be knowledgeable in basic subject matter as depicted in Industrial Arts II or Physical Science II.

Two hours lecture and one hour of laboratory per week.

The first semester of a two-semester basic course covering fundamental theories, principles, and practices needed to solve the everyday problems encountered by the Industrial Electrician in the trades of Installation, Maintenance, Rewinding, and Repair of Rotating Electrical Power equipment. **Degree Applicable.***

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. **Degree Applicable.***

I&T 72—ELECTRICAL WIRING/INDUSTRIAL (3) /D/

Recommended Prerequisites: I&T 71 Commercial Wiring or approval of the department.

Industry and Technology 72 is the third in a series of three electrical wiring courses. This course is recommended for all students entering the field of electrical contracting or maintenance technology. It builds on the knowledge and experience gained through working with the I&T residential and commercial class. This course is an integral part of an extensive electrical trades program intended for those persons desiring to enter the construction or maintenance trades. **Degree Applicable Course.**

I&T 74—SOLID STATE FUNDAMENTALS FOR ELECTRICIANS (2) /D/

Recommended Prerequisites: Electronics 1A, Basic DC, Electronics 1B, Basic AC, or approval of department.

I&T 74 is a lecture/laboratory course in the electronic field that is necessary for the industrial electrician. The student will learn solid state devices and their uses. This course is an integral part of an extensive electrical trades program intended for those persons desiring to enter the construction or maintenance electrician field. **Degree Applicable Course.**

I&T 80—INDUSTRY AND TECHNOLOGY MATH (2) /D/

Prerequisites: None.

Two and one-half hours lecture/lab per week.

This course is designed for Industry and Technology students needing to refresh their mathematics skills. Utilizes the hand-held calculator as a tool for reviewing math principles and for solving problems encountered in their various trade areas. **Non-Degree College Credit Course.***

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. **Degree Applicable.***

WELDING TECHNOLOGY

WELDING TECHNOLOGY 49a-d—SUPERVISED PRACTICE (1-3) BA /F/S/

Prerequisite: "B" average in welding major and interview by department.

Three, six or nine hours student supervision per week.

Selected welding technology or Industrial Education majors to assist a certificated instructor with less advanced students. **Degree Applicable.***

WELDING 2—WELDING OPERATOR QUALIFICATION (3) /D/

Three hours lecture and three 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). Formerly I&T 2. **Degree Applicable.***

WELDING 6A—OXY-ACETYLENE WELDING (3) BA /F/S/

Three hours lecture and three hours laboratory per week.

Instruction in oxy-acetylene welding, flame cutting, brazing, and soldering of common ferrous and non-ferrous materials and pipe. Formerly I&T 6A. **Degree Applicable***

WELDING 6B—SHIELDED METAL ARC WELDING (3) BA /F/S/

Three hours lecture and three hours laboratory per week.

Instruction in flame cutting, shielded metal arc welding, E6010, E6011, E6013, E7014, E7024, air carbon arc cutting, weld testing, properties and identification of ferrous metals. Formerly I&T 6B. **Degree Applicable Course.***

WELDING 7A—ADVANCED WELDING (3) BA /F/S/

Three hours lecture and three hours laboratory per week.

Instruction in flame cutting (alternative fuel gases), advanced shielded metal arc welding (low hydrogen electrodes), gas tungsten arc welding, gas metal arc welding (short circuit and spray transfer), plasma cutting, destructive testing of ferrous and non-ferrous metals. Formerly I&T 7A. **Degree Applicable.***

WELDING 7B—ADVANCED WELDING AND METALLURGY (3) BA /F/S/

Three hours lecture and three hours laboratory per week.

Instruction in advanced gas tungsten arc welding, flux cord arc welding, gas metal arc welding of aluminum, modern shielding gas technology, self-shielded and non-ferrous filler metals, hard facing, submerged arc welding, resistance spot welding. Introduction to metallurgy in ferrous metals. Formerly I&T 7A **Degree Applicable.***

WELDING 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. Formerly I&T 17. **Degree Applicable.***

WELDING 64—WELDING UPGRADE (1-3) /D/

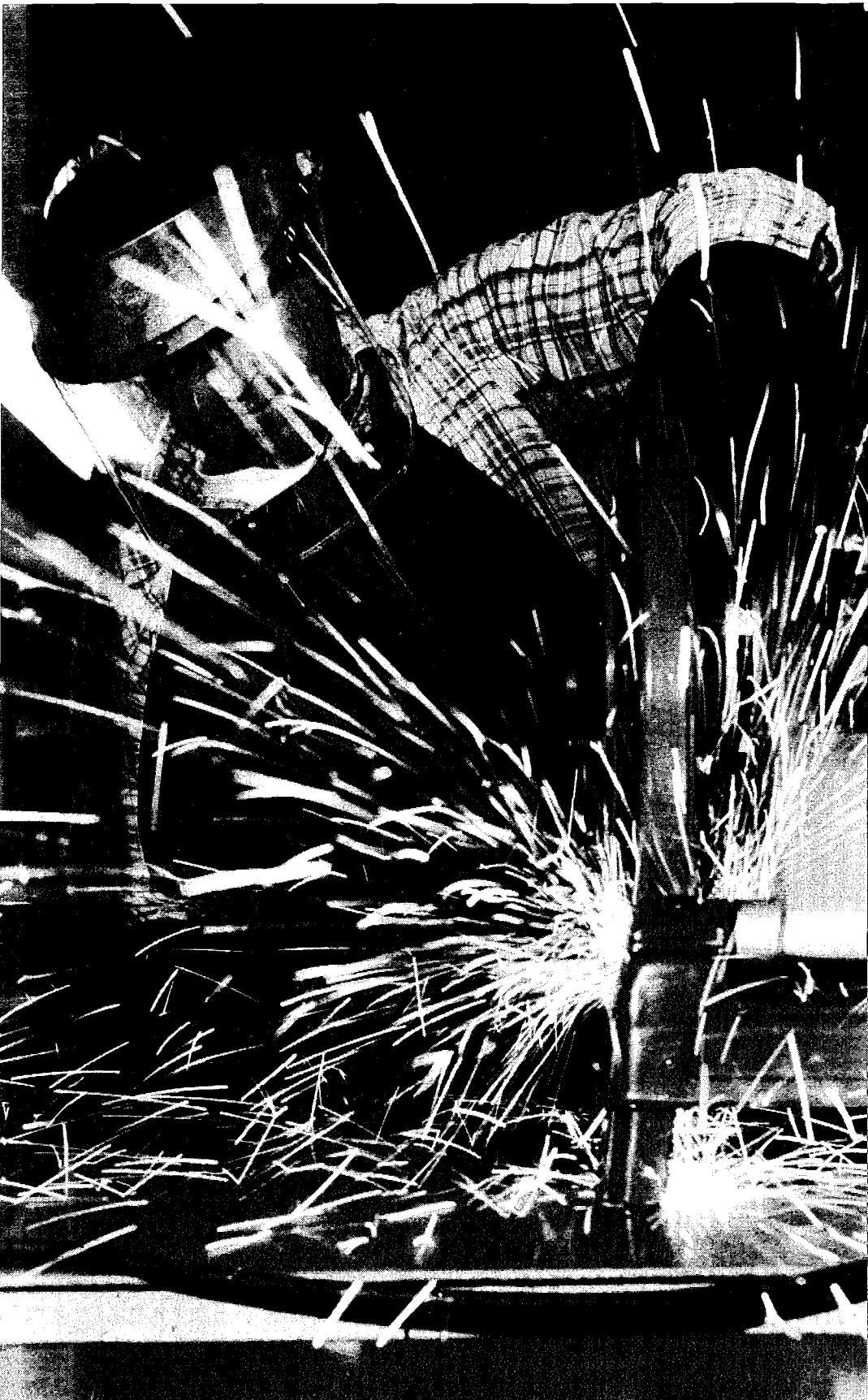
A year round open entry-open exit course.

A course in a specific metals and plastics joining process. Within the lecture, various fusion processes will be demonstrated using laboratory training to develop a proficient skill level. **Non-Degree College Credit Course.***

WELDING 121 a-d (1-4) /D/

See Index for Occupational Cooperative Work Experience.

Occupational Cooperative Education-Designed to allow students the opportunity to use job-site learning to earn college credits. **Degree Applicable.***





Laird

LANGUAGE IN AMERICA

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LANE
CROOK

A HISTORICAL PERSPECTIVE ON AMERICAN SIGN LANGUAGE

310.7
L31-1

DIVISION OF LANGUAGE ARTS AND COMMUNICATIONS

CHAIRPERSON: MS. MARY CARMICHAEL

Majors

English

Spanish
Communications
Combined English
Journalism
Speech
Sign Language

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 CONCENTRATION: SIGN LANGUAGE STUDIES

The intent of this program is to provide a depth of understanding of Deaf people by studying their language and culture. The courses were designed and are taught by deaf and hearing professionals whose backgrounds include interpreting, educational counseling, rehabilitation counseling, Deaf education, and community service work.

Courses prepare people to become interpreters for Deaf people, instructional aides, community service workers and advocates for Deaf people. Students planning to transfer to a university to complete advanced degrees in Deaf Studies, Deaf Education, Audiology, Speech Therapy, Counseling and other professional fields, should meet with a counselor to review specific university catalogs since major course requirements vary.

Since American Sign Language (A.S.L.) is the fourth most used language in the United States, it is very useful for nurses, social workers, law enforcement personnel, counselors and other service providers who want to be able to communicate directly with Deaf people.

All courses in the major are accepted for transfer by the California State Universities.

DEGREE REQUIREMENTS:

CORE (required for all students)	12 Units
S.L.S. 1A	3 Units
S.L.S. 1B	3 Units
S.L.S. 1C	3 Units
S.L.S. 5	3 Units
S.L.S. ELECTIVES	8 Units

GENERAL EDUCATION	18-39 Units
Non-transfer	18 Units
C.S.U	39 Units
HYGIENE 1 OR 7	2 Units
PHYSICAL EDUCATION (if under 21 at graduation)	2 Units
OTHER ELECTIVES (or double major)	0-20 Units
TOTAL	60 UNITS

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. (CAN—ENGL 2) **Degree Applicable.***

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. (CAN—ENGL 2) **Degree Applicable.***

ENGLISH 1H—FIRST YEAR READING AND COMPOSITION (4) BA /F/S/

Prerequisite: Acceptance into the Honors Program

Four hours of lecture, discussion and activity per week.

Teaches students intelligent and correct oral and written expression through reading and analysis, discussion and production of various expository styles. It emphasizes various techniques of organization, stylistic variation, clarity, integrating research (especially primary research) into students' work, and close reading of various writers. Idiomatic and grammatical correctness is assumed. English 1 honors differs from standard English 1 in that students must be accepted into the Honor Program and will enroll concurrently in a one unit colloquium. **Degree Applicable.**

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. A 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.

Degree Applicable.*

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. (CAN—ENGL 8) ***Degree Applicable.****

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. (CAN—Engl 10)

Degree Applicable Course.*

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. ***Degree Applicable.****

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. ***Degree Applicable.****

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 effects of these stereotypes upon women today and the emergence of strong, new self-concepts will be a major concern. The emphasis will be on works written by women. ***Degree Applicable.****

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. ***Degree Applicable.****

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. ***Degree Applicable.****

ENGLISH 14a-b—CREATIVE WRITING (3) BA /F/S/

Recommended Prerequisites: English 1A.

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. ***Degree Applicable.****

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. ***Non-Credit College Course.****

**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. (CAN—ENGL 4) ***Degree Applicable.****

ENGLISH 27—SPEED READING (3) BA /F/S/

Prerequisite: An acceptable score on the Reading Placement Test or comparable test administered by reading lab instructors.

Three hours lecture. Two additional lab hours required.

A course designed to help students improve comprehension and thinking skills by intensive analytical practice with short reading passages, followed by longer and increasingly more difficult essays and articles. Students will develop two kinds of skills: comprehension and critical analysis. ***Degree Applicable.****

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. (CAN—ENGL 14) ***Degree Applicable.****

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. (CAN—Engl 16) ***Degree Applicable Course.****

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. ***Degree Applicable.****

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. ***Degree Applicable.****

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. ***Degree Applicable.****

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.

Degree Applicable.*

ENGLISH 46—SHAKESPEARE (3) BA /D/

Prerequisite: English 1.

Three hours lecture per week.

An introduction to Shakespeare through films, lectures and student reports.

Degree Applicable.*

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. ***Degree Applicable.****

ENGLISH 49a-c—INDEPENDENT STUDY (1-3) BA /F/S/

*(See Index) Degree Applicable Course.**

ENGLISH 50—BASIC WRITING (3) /F/S/

Prerequisite: Acceptable score on COS Placement Test. Two additional lab hours required.

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. ***Non-Degree College Credit Course.****

ENGLISH 51—FUNDAMENTALS OF COLLEGE WRITING (3) /F/S/SS/

Prerequisite: An acceptable score on the placement test or grade "C" or better in English 50 or recommendation through departmental evaluation.

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. ***Degree Applicable.****

ENGLISH 53—READING FOR ENRICHMENT (3) /F/S/

Prerequisite: An acceptable score on the COS Reading Placement Test.

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. ***Degree Applicable Course.****

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. ***Non-Degree Credit Course****

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. ***Non-Degree College Credit.****

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. ***Non-Degree College Credit.****

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. ***Non-Degree College Credit Course.****

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. ***Non-Degree College Credit Course****

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. **Non-Degree College Credit Course.***

ENGLISH 64A—DEVELOPMENTAL READING (3) /F/S/

Prerequisite: An acceptable score on the Reading Placement Test.

Three hours lecture per week. Two additional lab hours required.

A course designed to help students accomplish reading tasks with efficient expenditure of time and effort, and also to enable students to read college textbooks using literal and critical reading skills. This course focuses on the development of vocabulary, comprehension, and study-reading techniques. This course also encourages students to approach reading as an active thinking process. **Non-Degree College Credit Course.***

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. **Non-Degree College Credit Course.***

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. **Non-Degree College Credit Course.***

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. **Non-Degree College Credit Course.***

ENGLISH 65A—DEVELOPMENTAL READING (3) /F/S/

Prerequisite: An acceptable score on 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.

A course designed to help students accomplish reading tasks with efficient expenditure of time and effort, especially diverse literal and critical reading skills in college textbooks. Vocabulary improvement, comprehension, analysis of forms of writing, and study-reading techniques are also emphasized. Students are also taught how to approach reading as an active thinking process and as an information-processing system. ***Degree Applicable Course.****

ENGLISH 65B—DEVELOPMENTAL READING (3) /F/S/

Prerequisite: English 65A

Three hours lecture per week. Two additional lab hours required.

*Continuation of English 65A. **Degree Applicable Course.****

ENGLISH 70A—ENGLISH AS A SECOND LANGUAGE, BEGINNING LEVEL 1 (8) /F/S/

Recommended Prerequisite: Students entering this class should have completed 1) six years or less of formal education in the native country or 2) beginning ESL at a high school or adult school.

Seven hours of lecture and three hours of laboratory per week.

English 70A is a beginning English as a Second Language class for students who want to learn to speak, read, and write English. ***Non-Degree College Credit Course.****

ENGLISH 70B—ENGLISH AS A SECOND LANGUAGE, BEGINNING LEVEL 2 (8) /F/S/

Recommended Prerequisites: Beginning Level 2 students should meet one of the following criteria:

- 1) Completion of seven years or more of formal education in their native country*
- 2) Completion of Intermediate ESL at an adult school or high school*
- 3) Completion of English 70A*

Seven hours of lecture and discussion and three hours of lab per week.

English 70B is a beginning English as a Second Language class for students who want to learn to speak, read, and write English. ***Non-Degree College Credit Course.****

ENGLISH 71A—ENGLISH AS A SECOND LANGUAGE, INTERMEDIATE LEVEL 1 (8) /F/S/

Recommended Prerequisites:

- 1) Completion of English 70B with a "C" or better*
- 2) Appropriate test score on LES Placement Test*

Seven hours lecture and discussion and three hours of laboratory per week.

An intermediate English as a Second Language class for students who want to speak, read, and write English. ***Non-Degree College Credit Class.****

ENGLISH 71B—ENGLISH AS A SECOND LANGUAGE, INTERMEDIATE LEVEL 2 (8) /F/S/

Recommended Prerequisites:

- 1) Completion of English 71A with "C" or better
- 2) Appropriate test score on LES Placement Test

Seven hours of lecture and discussion and three hours of laboratory per week.

An intermediate English as a Second Language class for students who want to learn to speak, read, and write English. **Non-Degree College Credit Course.***

ENGLISH 72A—ENGLISH AS A SECOND LANGUAGE, ADVANCED LEVEL 1 (8) /F/S/

Recommended Prerequisites: Students entering this class will have completed:

- 1) English 71B with a minimum of "C" or
- 2) will have earned an appropriate score on LES Placement Test.

Seven hours lecture and discussion and three hours of laboratory per week.

An advanced English as a Second Language class for students who want to improve their English speaking, reading, and writing. **Non-Degree College Credit Course.***

ENGLISH 72B—ENGLISH AS A SECOND LANGUAGE, ADVANCED LEVEL 2 (8) /F/S/

Recommended Prerequisites: Students entering this class will have completed:

- 1) English 72A with a minimum of "C" or
- 2) Will have earned an appropriate score on LES Placement Test.

Seven hours of lecture and discussion and three hours of laboratory per week.

English 72B is an advanced English as a Second Language class for students who want to improve their English speaking, reading, and writing. **Non-Degree College Credit Course.***

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. **Degree Applicable.***

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 plus additional lab hours to be arranged.

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. **Degree Applicable.***

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 per week plus additional lab hours to be arranged.

Continuation of French 1. **Degree Applicable.***

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 plus additional lab hours to be arranged.

*Continuation of French 2 with excerpts from modern literature as the vehicle for continued oral and written fluency. **Degree Applicable****

FRENCH 4—INTERMEDIATE FRENCH II (4) BA /S/

Prerequisite: French 3 or four years of high school French; a placement test may be required.

Four hours lecture per week plus additional lab hours to be arranged.

*Continuation of French 3. **Degree Applicable.****

FRENCH 49a,b,c—INDEPENDENT STUDY (1-3) BA /F/S/

*(See Index) **Degree Applicable.***

FRENCH 50—CONVERSATION, LEVEL I (3) /F/S/

Three hours lecture per week.

*First semester, non-transfer, conversational French. **Non-Degree College Credit.****

FRENCH 51—CONVERSATION, LEVEL II (3) /F/S/

Three hours lecture per week.

*Second semester, non-transfer conversational French. **Non-Degree College Credit Course.****

FRENCH 52—CONVERSATION, LEVEL III (3) /D/

Three hours lecture per week.

*Third semester, non-transfer conversational French. **Non-Degree College Credit Course.****

FRENCH 53—CONVERSATION, LEVEL IV (3) /D/

Three hours lecture per week.

*Fourth semester, non-transfer conversational French. **Non-Degree College Credit Course.****

GERMAN

GERMAN 50—CONVERSATION, LEVEL I (3) /F/S/

Three hours lecture per week plus additional lab hours to be arranged.

*First semester, non-transfer conversational German. **Non-Degree College Credit Course.****

GERMAN 51—CONVERSATION, LEVEL II (3) /F/S/

Three hours lecture per week plus additional lab hours to be arranged.

*Second semester, non-transfer conversational German. **Non-Degree College Credit Course.****

GERMAN 52—CONVERSATION, LEVEL III (3) /D/

Three hours lecture per week plus additional lab hours to be arranged.

Third semester, non-transfer conversational German. **Non-Degree College Credit Course.***

GERMAN 53—CONVERSATION, LEVEL IV (3) /D/

Three hours lecture per week plus additional lab hours to be arranged.

Fourth semester, non-transfer conversational German. **Non-Degree College Credit Course.***

ITALIAN

ITALIAN 50—CONVERSATION, LEVEL I (3) /F/S/

Three hours lecture per week.

First semester, non-transfer conversational Italian. **Non-Degree College Credit Course.***

ITALIAN 51—CONVERSATION, LEVEL II (3) /F/S/

Three hours lecture per week.

Second semester, non-transfer conversational Italian. **Non-Degree College Credit Course.***

ITALIAN 52—CONVERSATION, LEVEL III (3) /D/

Three hours lecture per week.

Third semester, non-transfer conversational Italian. **Non-Degree College Credit Course.***

ITALIAN 53—CONVERSATIONAL, LEVEL IV (3) /D/

Three hours lecture per week.

Fourth semester, non-transfer conversational Italian. **Non-Degree College Credit Course.***

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. **Degree Applicable.***

SPANISH 2—ELEMENTARY SPANISH (4) BA /F/S/

Prerequisite: A grade of "C" or better in Spanish 1 or one year of high school Spanish.

Four hours lecture per week.

Continuation of Spanish 1. **Degree Applicable.***

SPANISH 3—INTERMEDIATE SPANISH (4) BA /F/S/

Prerequisite: A grade of "C" or better in Spanish 2 or two years of high school Spanish.

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. **Degree Applicable.***

SPANISH 4—INTERMEDIATE SPANISH (4) BA /S/

Prerequisite: A grade of "C" or better in Spanish 3 or or Spanish 23 or three years of high school Spanish.

Four hours lecture per week.

Continuation of Spanish 3 or Spanish 23. This is the most advanced level. **Degree Applicable.***

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. **Degree Applicable.***

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. **Degree Applicable.***

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. Degree Applicable.***

SPANISH 48a-c—INDEPENDENT STUDY (1-3) BA /F/S/

*(See Index) Degree Applicable.**

SPANISH 50—CONVERSATION, LEVEL I (3) /F/S/

Three hours lecture per week.

First-semester, non-transfer conversational Spanish. **Non-Degree College Credit Course.**

SPANISH 51—CONVERSATION, LEVEL II (3) /F/S/

Three hours lecture per week.

Second-semester, non-transfer conversational Spanish. **Non-Degree College Credit Course.***

SPANISH 52—CONVERSATION, LEVEL III (3) /F/S/

Three hours lecture per week.

Third-semester, non-transfer conversational Spanish. **Non-Degree College Credit Course.***

SPANISH 53—CONVERSATION, LEVEL IV (3) /F/S/

Three hours lecture per week.

Fourth semester, non-transfer conversational Spanish. **Non-Degree College Credit Course.***

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. **Non-Degree College Credit Course.***

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. **Non-Degree College Credit Course.***

SPANISH 62a-b—SPANISH FOR LAW ENFORCEMENT (3) /D/

Three hours lecture per week.

A course in basic Spanish communication skills for law enforcement personnel. **Non-Degree College Credit Course***

SPANISH 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. (Course also offered as Agriculture 63). **Non-Degree College Credit Course.***

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. (CAN—JOUR 2) **Degree Applicable.***

JOURNALISM 3a-d—NEWSPAPER PRODUCTION (3) /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. **Degree Applicable.***

JOURNALISM 4a-d—EDITORIAL BOARD(1) /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. ***Degree Applicable.****

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. (CAN—JOUR 4). ***Degree Applicable.****

JOURNALISM 49a-c—INDEPENDENT STUDY (1-3) BA /F/S/

*(See Index) Degree Applicable.**

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) ***Degree Applicable.****

PHOTOGRAPHY 2a-c—ADVANCED PHOTOGRAPHY LABORATORY (1) /F/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) ***Degree Applicable.****

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). ***Degree Applicable.****

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. ***Non-Degree College Credit Course.****

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) ***Non-Degree College Credit Course.****

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) **Non-Degree College Credit Course.***

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) **Non-Degree College Credit Course.***

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 (A.S.L) and fingerspelling. This course will provide basic conversational skills in the language used by most Deaf people in the U.S. Introduction to the Deaf Community and its culture. This course will transfer to all CSUs. It will also satisfy Area C, humanities, requirement for general education for the associate degree. **Degree Applicable.***

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. This course will transfer to all CSUs. It will also satisfy Area C, humanities, requirements for general education for the associate degree. **Degree Applicable.***

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. **Degree Applicable.***

SIGN LANGUAGE STUDIES 2A—VOCABULARY DEVELOPMENT 1 (3) BA /D/

Recommended Prerequisites: Sign Language 1A.

Three hours of lecture and discussion per week.

Development of skills necessary to communicate with deaf adults and children through the use of sign language in English. The course will be open to students with handicaps, parents of deaf and hard of hearing children, students interested in working with the deaf, professionals from the community, and other interested students. **Degree Applicable.***

SIGN LANGUAGE STUDIES 2B—VOCABULARY DEVELOPMENT 2 (3) BA /D/

Recommended Prerequisites: Sign Language 1B.

To further develop the skills presented in Sign Language 2A. This course will focus on the actual use of the manual communication skills of the students. The course will be open to students with handicaps, parents of deaf and hard of hearing children, students interested in working with the deaf and hard of hearing, professionals from the community and other interested students.
Degree Applicable.*

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. ***Degree Applicable****

SIGN LANGUAGE STUDIES 10A—SIGN-TO-VOICE INTERPRETING 1 (3) BA /F/

*Prerequisite: Completion of S.L.S. 1C or equivalent with a grade of "C".
Department may require a skills test.*

Three hours lecture/lab.

A beginning course in interpreting with emphasis on A.S.L.-To-Voice (Reverse). ***Degree Applicable.****

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 A.S.L. To-Voice Interpreting ***Degree applicable.****

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-A.S.L. ***Degree Applicable Course.****

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 A.S.L. ***Degree Applicable.****

LANGUAGE ARTS & COMMUNICATION 121 A-D—OCCUPATIONAL COOPERATIVE WORK EXPERIENCE (1-4). BA /D/

Open to all majors.

See Index—Occupational Cooperative Work Experience.

*Must arrange through S.L.S. Department an Cooperative Work Experience.
Degree Applicable.*



DIVISION OF NURSING AND HEALTH SCIENCE

CHAIRPERSON: TO BE NAMED

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 their educational philosophy for the nursing division on the belief that:

Nursing, utilizing a body of knowledge from the behavioral, physical, and biological sciences, is directed toward meeting the total nursing needs of the patient and/or significant others. The art and science of nursing is incorporated by utilizing the human needs approach and the nursing process. Within the health team, the nurse independently, interdependently and dependently contributes toward the common goal of prevention of illness, and the maintenance and/or restoration of health.

The person, family and/or significant others needing nursing intervention are seen as dynamic systems with real or potential health problems. These individuals have a right to participative health care and knowledge.

The nursing program seeks to address the role of nursing in meeting the varied health care needs of the community. The college district includes a wide diversity of cultures, rapid population expansion and comprehensive urban and smaller rural health care settings.

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, and readiness to learn, and the student-teacher environment. The student is afforded the opportunity to acquire and utilize knowledge and skills that will aid in the attainment of personal and professional goals.

Committed faculty involvement is essential to and inherent within this program. A student-teacher ratio that assures quality academic, professional, and personal relationships is supported. With active community support and approval, this program uses a variety of educational settings including, but not limited to, the classroom, skills laboratory, hospital, clinic and the home.

This educational program prepares nurses for beginning positions in hospitals and other community institutions; it serves as a basis for further education and specialization and enables the graduate to become a contributing member of professional nursing.

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. 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 the Nursing Student Handbook.

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. 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
	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		16
	17		

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), English 51 (or higher), 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. 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. Application information is available in the Nursing Office.

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	<u>15</u>
Nursing 23	<u>3</u>		15
	18		
 SECOND SEMESTER	 UNITS		
Vocational Nursing 2	15		
	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.

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. ***Degree Applicable Course.****

NURSING 2—(12) BA /F/S/

Prerequisite: Nursing 1 and Nursing 22.

Six hours lecture and eighteen hours laboratory per week.

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. ***Degree Applicable Course.****

NURSING 3—(12) BA /F/S/

Prerequisites: Nursing 1, 2, and 10.

Six hours lecture and eighteen hours laboratory per week.

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-genito-urinary-renal system. ***Degree Applicable Course.****

NURSING 4—(13) BA /F/S/

Prerequisites: Nursing 1, Nursing 2, and Nursing 3.

Six hours lecture and twenty-one laboratory hours per week.

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. ***Degree Applicable Course.****

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 antidiarrheals. ***Degree Applicable Course.****

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. ***Degree Applicable Course.****

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, English 1, or English 51.

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. ***Degree Applicable Course.****

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. ***Degree Applicable Course.****

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. ***Degree Applicable Course.****

VOCATIONAL NURSING 23—PHARMACOLOGY FOR NURSES (3) BA /D/

Prerequisite: Acceptance into VN 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. **Degree Applicable Course.***

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. **Non-Degree College Credit Course.***

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. **Non-Credit College Course.***

NURSING ASSISTANT

NURSING 51—(5) /F/S/SS/

Three hours lecture and six 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. **Non-Degree College Credit Course.***

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. **Non-Degree College Credit Course.***

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. **Degree Applicable Course.***

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, 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. **Degree Applicable Course.***

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. **Non-Degree College Credit Course.***

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. **Degree Applicable Course.***

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. ***Degree Applicable Course.****

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. ***Degree Applicable 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. ***Non-Degree College Credit Course.****

NURSING 34—MENTORSHIP - TRANSITION FROM STUDENT TO NURSE (1) BA /F/S/

Prerequisite: Registered Nurse with minimum of one year experience in acute care.

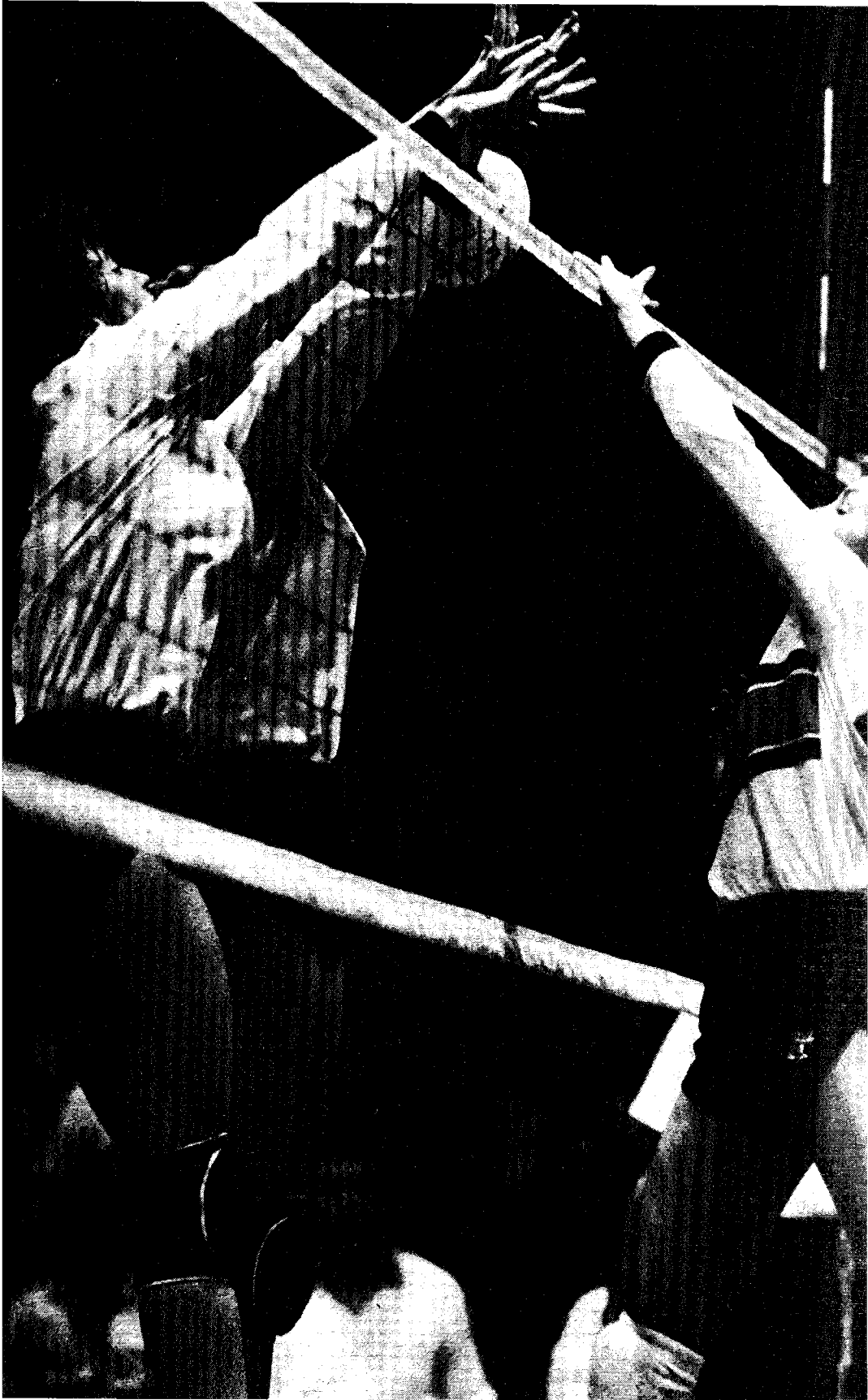
Twenty hours lecture.

A series of seminar classes for **Registered Nurses** serving as mentors to Nursing 4 students during their leadership 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. ***Degree Applicable Course.****

NURSING 36—INTRODUCTION TO GERONTOLOGY (3) /F/S/

Three hours of lecture per week.

This course is designed with emphasis on aging patterns and the relationship of aging to normal growth and development in cross-cultural settings. It will explore historical and contemporary attitudes held about aging and changes that occur during aging processes including physical, emotional and psychological implications that are typically associated with the older adult. Cross referenced as Home Ec 36 and Psychology 36. ***Degree Applicable Course.****



DIVISION OF PHYSICAL EDUCATION

CHAIRPERSON: TO BE NAMED

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	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		
Botany 10 or Zoology-10	3		16 16
	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.*

SPORTS MEDICINE OPTION

This program has been designed to prepare students for appropriate procedures in the prevention and care of athletic injuries.

Suggested Two-Year Option in Sports Medicine

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Sports Medicine 40	3	Sports Medicine 60	3
Sports Medicine 70	2	Sports Medicine 71	2
Hygiene 3	2	Physical Education 30C	2
Hygiene 7	2	GE—Area A Anatomy	4
*GE—Area D-1 English	3	Physical Education	1
*GE—Area D-2 Math	3	Elective	3
Physical Education	1		
	16		15

SECOND YEAR

THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
Sports Medicine 72	2	Sports Medicine 73	2
Chemistry 2A	4	Physiology 1	4
GE—Area B Social Science	3	GE—Area C Humanities	3
GE—Area E Psych 1A	3	Electives	3
Elective	3	Electives	3
	15		15

PREREQUISITES:

Chemistry 2A: High school chemistry or Chemistry 53 with a grade of 'C' or better. Also, Math 51 or equivalent with a grade of 'C' or better.

Physiology 1: Anatomy 1 and Chemistry 2A with a grade of 'C' or better.

**English and mathematics level will depend on student's ability.*

RECOMMENDED ELECTIVES:

Home Ec 19, Home Ec 38, Hygiene 1, Hygiene 4, Hygiene 7, Nutrition 18, Psychology 39, Sociology 1A, and Speech 1A.

SPORTS MEDICINE OPTION - CSU TRANSFER PROGRAM

PHYSICAL EDUCATION MAJOR-ATHLETIC TRAINING OPTION

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Sport Medicine 40	3	Sport Medicine 60	3
Sport Medicine 70	2	Sport Medicine 71	3
Hygiene 3	2	Physical Education 30C	2
Hygiene 1	2	Anatomy 1	4
*English 1	3	English 20	3
*Mathematics 21	3	Humanities	3
Physical Education	1	Physical Education	1
	16		18

SECOND YEAR

THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
Sport Medicine 72.....	2	Sports Medicine 73.....	2
Chemistry 2A.....	4	Physiology 1.....	4
Political Science 5.....	3	History 17A or 17B.....	3
Psychology 1A.....	3	Anthropology 2.....	3
Speech 1A.....	3	Nutrition 18.....	3
Humanities.....	3		
	18		15

**English and Mathematics levels will depend on student's ability.
The student is reminded to check course prerequisites before enrolling.*

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 Exp).....	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 (Ind 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 5a-d—Waterpolo
- Physical Education 6a-d—Modern Dance
- Physical Education 8a-d—Golf
- Physical Education 9a-d—Swimming for Fitness
- 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)

PHYSICAL EDUCATION 29—NUTRITION FOR FITNESS, EXERCISE AND SPORTS (2) BA /F/S/

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. Course cross-titled as Home Economics 19. ***Degree Applicable Course.****

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. ***Degree Applicable Course.****

PHYSICAL EDUCATION 33C—TENNIS (1) BA /F/S/D/

Three 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. ***Degree Applicable Course.****

**Some activity classes may require an additional hour per week. Check class schedule for listing.*

PHYSICAL EDUCATION 34a-d—INTRODUCTION TO AQUATICS (1) BA /F/S/

Prerequisites: None

Two laboratory hours and one hour by arrangement per week.

Designed to aid the student in understanding the aquatic environment; inclusive of various Red Cross swimming skills, strokes, survival and basic rescue techniques, and an overall concept of the benefits of swimming for developing fitness. **Degree Applicable.***

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.

Three 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. **Degree Applicable.***

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.)

Three 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. **Degree Applicable.***

PHYSICAL EDUCATION 37C—GOLF (1) BA /F/S/D/

Three hours lecture and laboratory per week.

Limited to Physical Education majors—Golf skills, strategy and rules. **Degree Applicable.***

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. **Degree Applicable.***

PHYSICAL EDUCATION 42a-d—FUNDAMENTALS OF FOOTBALL (1) BA /F/S/D/

Two hours laboratory and one hour by arrangement 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. **Degree Applicable.***

PHYSICAL EDUCATION 43a-d—BASEBALL MAINTENANCE OF FIELDS AND FACILITIES (1) /F/S/D/

Two hours laboratory 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. ***Degree Applicable.****

PE 44a-d—FUNDAMENTALS OF SOFTBALL (1) BA /F/

Prerequisites: None

Four hours of laboratory per week.

Fundamentals of softball is designed for the student (women) who wish to improve and increase their knowledge and skills in the sport of softball. ***Degree Applicable.****

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. ***Degree Applicable.****

PHYSICAL EDUCATION 46—WATER POLO METHODS (1) 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. ***Degree Applicable.****

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. ***Degree Applicable.****

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. ***Degree Applicable.****

PHYSICAL EDUCATION 70—PRINCIPLES OF OFFICIATING (2) BA /F/S/D/

Three 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. ***Degree Applicable.****

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. **Degree Applicable***

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. **Degree Applicable.***

PHYSICAL EDUCATION 95a-d—FITNESS FOR SENIOR CITIZENS (1) /F/S/

Three hours of lab per week.

Course is considered mild exercise and is basically designed for older people. Consists of various stretching, bending, twisting, and leaning from different positions while sitting in a chair. A lot of time is spent on isometric type exercises with and without the use of a towel. **Degree Applicable.***

SPORTS MEDICINE

SPORTS MEDICINE 40—THE CARE AND PREVENTION OF ATHLETIC INJURIES (3) BA /F/S/

Three hours lecture and one hour lab per week.

This course partially fulfills the regulations and requirements of the National Athletic Trainers Association Certificate. The course is open and recommended for all students who have an interest in learning about sport(s) injuries and their prevention and management. **Degree Applicable.***

SPORTS MEDICINE 60—CONCEPTS IN HEALTH AND FITNESS (3) BA /F/S/

Three hours lecture per week.

An examination of recommended health practices and concerns. Emphasis is on basic understanding of critical health and fitness issues and applying these to everyday living. **Degree Applicable.***

SPORTS MEDICINE 70—SPORTS MEDICINE-FALL SPORTS (2) BA /F/

One hour lecture and three hours lab per week.

Prerequisite: Permission of Department.

Exposure to immediate recognition and treatment of sports injuries unique to Fall Sports. Emphasis on rehabilitation and taping techniques to enable athletes to return to competition. **Degree Applicable.***

SPORTS MEDICINE 71—SPORTS MEDICINE, SPRING SPORTS (2) BA /S/

One hour lecture and three hours lab per week.

Prerequisite: Permission of Department.

Exposure to immediate recognition and treatment of sports injuries unique to Spring Sports. Emphasis on rehabilitation and taping techniques to enable athletes to return to competition. **Degree Applicable.***

SPORTS MEDICINE 72—SPORTS MEDICINE, ADVANCE FALL SPORTS (2) BA /F/

One hour lecture and three hours lab per week.

Prerequisites: Sports Medicine 70 and/or permission of department.

Additional exposure to immediate recognition and treatment of sports injuries unique to Fall Sports. Emphasis on rehabilitation and taping techniques to enable athletes to return to competition. ***Degree Applicable.****

SPORTS MEDICINE 73—ADVANCED SPORTS MEDICINE, SPRING SPORTS (2) BA /S/

One hour lecture and three hours lab per week.

Prerequisite: Sports Medicine 71 and permission of department.

Exposure to immediate recognition and treatment of sports injuries unique to Spring Sports. Emphasis on rehabilitation and advanced taping techniques to enable athletes to return to competition. ***Degree Applicable.****

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. ***Degree Applicable.****

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. **Degree Applicable.***

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. **Degree Applicable.***

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. **Degree Applicable.***

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. **Degree Applicable.***

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. **Degree Applicable.***

RECREATION 49a-c—INDEPENDENT STUDY (1-4) BA /D/

*(See Index) Degree Applicable.**

RECREATION 121a-d—WORK EXPERIENCE IN RECREATION (1-4) BA /D/

See index—Occupational Cooperative Work Experience

Degree Applicable.

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. ***Degree Applicable.****

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. ***Degree Applicable.****

HYGIENE 4—USE AND MISUSE OF NON-PRESCRIPTION DRUGS (3) BA /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. ***Degree Applicable.****

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. ***Degree Applicable.****

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. ***Degree Applicable.****

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. ***Degree Applicable.****

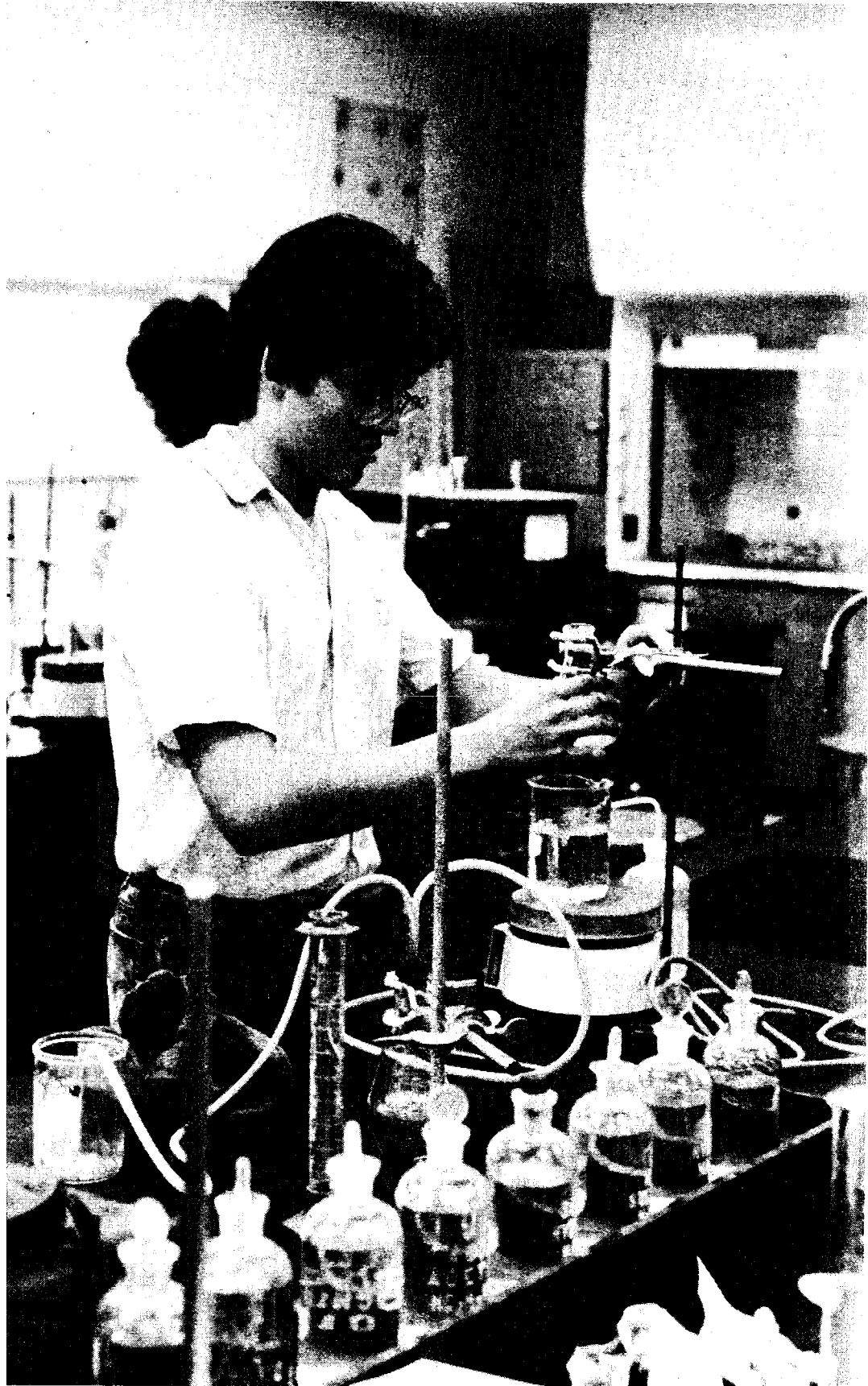
PHYSICAL EDUCATION 121 a-d—OCCUPATIONAL COOPERATIVE WORK EXPERIENCE (1-4) BA /F/S/D/

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

Open to all Majors.

*See Index—Occupational Cooperative Work Experience. ***Degree Applicable.*****





DIVISION OF SCIENCE, MATHEMATICS AND ENGINEERING

CHAIRPERSON: MRS. ELAINE SMITH

Majors

Physical Science
Biological Sciences
Mathematics

Engineering
Mathematics-Science

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	Electives.....	7-10
Electives.....	4-7		15-20
	15-20		

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. 12A (Fall Only)*.....	6-5	Electives.....	2-7
Electives.....	1-3		16-21
	16-17		

GENERAL EDUCATION COURSES

**At least one of these courses usually is completed at COS.*

English 1

Social Sciences (12 units)

Pol. Sci. 5 and either

Hist. 17A, 17B,

General Education Electives

Humanities (6 units)

General Education Electives

OPTION 2

For students with academic deficiencies in mathematics and chemistry.

FIRST YEAR

PRE-SCIENCE MAJOR COURSES:

Astronomy 10	Math 51, 52, 53, 54
Chem. 53	Botany 10, Zoology 10
Geology 1A	Ecology 1
Meteorology 1	
Physical Science 12	

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
	16		17

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		15
	16		

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 1B	5
Engineering 5A	3	Engineering 5B	3
Math 15A	3	Physics 5A	4
	16	*Technical Elective	3
		or Humanities Elective	3
			20

SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
Mathematics 5C	3	Mathematics 6	4
Mathematics 11	3	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
	19		

**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:

ENGINEERING

ENGINEERING 5A—GRAPHICS AND DESCRIPTIVE GEOMETRY (3) BA /F/

Recommended Prerequisites/Corequisites: Completion of trigonometry with a grade of "C" or better. Corequisite of Math 5A.

Three hours lecture and discussion and three hours of laboratory per week.

This is a one semester course in descriptive geometry generally required of mechanical and industrial engineering majors. The course begins with the simple principles of orthographic projection, developing geometrical relationships between points, lines and planes, to the solution of applied problems such as true shape and development of surfaces, regions of outcrop, cuts and fills, two and three dimensional vectors, graphical integration and differentiation, and empirical equations. (CAN—ENGR 2) ***Degree Applicable.***

ENGINEERING 5B:STATICS (3) BA /F/S/

Recommended Prerequisites: Completion of Engineering 5A with a grade of "C" or better.

Three hours of lecture and discussion per week.

This is the second semester of a four semester sequence of lower division engineering courses generally required of most engineering majors. The course consists of a fundamental treatment of the principles of statics in engineering mechanics. Topics included are three dimensional vector operations, equilibrium of rigid bodies, supports and systems of constraint, concentrated and distributed loads on trusses, frames, cables and beams, and energy methods for determination of equilibrium and stability. (CAN—ENGR 8) ***Degree Applicable.***

ENGINEERING 5C—MATERIALS SCIENCE (3) BA /F/

Recommended Prerequisite/Corequisites: Completion of Engr 5B, Chem 1A, and English 1 Technical Writing with a grade "C" or better. Math 5C and Physics 5B may be taken concurrently.

Three hours of lecture and discussion and one hour of laboratory per week.

This is the third semester of a four-semester sequence of lower division engineering courses generally required of most engineering majors. The course consists of a fundamental treatment of the principles of materials science in engineering. Topics included are chemical bonding, crystallography, phase diagrams, reaction rates and mechanical and electrical properties of solids. (CAN—ENGR 4) ***Degree Applicable.***

ENGINEERING 5D—ALTERNATING CURRENT CIRCUITS (4) BA /S/

Recommended Prerequisites/Corequisites: Completion of Engr 5C with Physics 5C and Math 6 taken concurrently.

Three hours of lecture and discussion and three hours of laboratory per week.

This is the fourth semester of a four-semester sequence of lower division engineering courses generally required of most engineering majors. The course consists of a fundamental treatment of the principles of electrical circuits, both AC and DC steady-state and transient. (CAN—ENG 6) ***Degree Applicable.****

ENGINEERING 7—PLANE SURVEYING (3) BA /D/

Recommended Prerequisites/Corequisites: Math 5A may be taken concurrently.

Two hours of lecture and discussion and three hours of laboratory per week.

This is a one semester plane surveying course generally taken by civil engineering and land surveying majors. It consists of an introduction to the techniques of calculation and instrument use in field measurements involved in the horizontal and vertical control of civil engineering projects. As course requirements in this area differ widely among majors and options the student should consult the catalog of the intended transfer institution. (CAN—ENGR 10) ***Degree Applicable.****

MATHEMATICS

(Note: All mathematics placement test scores are for initial placement in the mathematics sequence, and are valid for three (3) semesters from date taken.)

MATHEMATICS 4—PRECALCULUS (5) BA /F/S/

Recommended Prerequisites: Completion of Math 54 with a grade of "C" or better, or appropriate score on the COS Math Placement Test.

Five hours of lecture and discussion per week.

This is a college algebra and trigonometry course which proceeds at an intense pace. Topics include functions and graphs, applications of functions, exponential and logarithmic functions, trigonometric functions and analytic trigonometry, right-triangle trigonometry and vectors, systems of equations, analytic geometry, and roots of polynomial equations. ***Degree Applicable.***

MATH 5A—CALCULUS WITH ANALYTIC GEOMETRY (5) BA /F/

Recommended Prerequisites/Corequisites: Math 4 (Precalculus) or appropriate score on the COS Math Placement Test taken within three semesters.

Five hours of lecture and discussion 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 extrema, areas, volumes, arclength, area of surface of revolution, work, and fluid pressure. Math 5A is designed for majors including mathematics, science, and engineering. It is also appropriate for those individuals interested in mathematics related professional fields. (CAN—MATH 18) ***Degree Applicable.***

MATHEMATICS 5B—CALCULUS WITH ANALYTIC GEOMETRY (5) BA /S/

Recommended Prerequisites: Completion of Math 5A with a grade of "C" or better.

Five hours of lecture and discussion per week.

A second semester course in differential and integral calculus. Topics include logarithm and exponential functions, inverse trigonometric and hyperbolic functions, techniques of integration, improper integrals and L'Hopital's rule, infinite series, analytic geometry, polar coordinates and parametric equations, vectors and three-dimensional space. Applications include: exponential growth, first-order differential equations, numerical integration, Taylor series approximations to functions, arc length, vectors and projections of vectors. Math 5B is designed for majors including mathematics, science, and engineering. It is also appropriate for those individuals interested in mathematics related professional fields. (CAN—MATH 20) **Degree Applicable.**

MATHEMATICS 5C—CALCULUS WITH ANALYTIC GEOMETRY (3) BA /F/

Recommended Prerequisites/Corequisites: Completion of Math 5B with a grade of "C" or better.

Three hours of lecture and discussion per week.

This course is the third semester of the introductory calculus sequence. Topics covered include differentiation and integration of vector-valued functions, partial differentiation, directional derivatives, Lagrange Multipliers, multiple integration with application to surface area, centroids and centers of gravity, and Green's, Stoke's, and Divergence Theorem. Math 5C is designed for majors including mathematics, science, and engineering. It is also appropriate for those individuals interested in mathematics related professional fields. (CAN—MATH 22) **Degree Applicable.**

MATHEMATICS 6—DIFFERENTIAL EQUATIONS (5) BA /S/

Recommended Prerequisites: Completion of Math 5C and Math 11 with a grade of "C" or better.

Five hours of lecture and discussion per week.

An introduction to the methods of solution of ordinary and partial differential equations including matrix solutions of linear systems, Laplace transforms, series solutions, difference equations, separation of variables in partial differential equations, boundary value problems and Fourier series. (CAN—MATH 24) **Degree Applicable.**

MATHEMATICS 11—LINEAR ALGEBRA (3) BA /F/

Recommended Prerequisites/Corequisites: Completion of Math 5B or Math 16B with a grade of "C" or better. Students would also benefit from taking Math 5C concurrently.

Three hours of lecture and discussion per week.

Introduction to linear algebra including systems of linear equations, vectors, matrices and determinants, two- and three dimensional vectors, vector spaces, linear transformations, eigenvalues and eigenvectors, and canonical forms. (CAN—MATH 26) **Degree Applicable.**

MATHEMATICS 15A—COMPUTER SCIENCE I (3) BA /F/

Recommended Prerequisites: Completion of Math 4 with a grade of "C" or better, or a successful score on the Mathematics Placement Test.

Three hours of lecture and discussion per week.

Introduction to structured programming and algorithm design using the FORTRAN language, including data types, program design, conditional control structures, looping, subroutines, and functions. The emphasis will be on using the computer as a problem-solving tool. (CAN—CSCI 4) **Degree Applicable.**

MATHEMATICS 15B—COMPUTER SCIENCE II (3) BA /S/

Prerequisite: Math 15A with a grade of "C" or better.

Three hours of lecture and discussion per week.

Introduction to structured programming and algorithm design using the Pascal language, including discrete and dynamic data structures, program design, efficiency and testing, conditional control structures, looping, procedures and functions, recursion, and search/sort algorithms. The emphasis will be on using the computer as a problem-solving tool. (CAN—CSCI 12) **Degree Applicable.**

MATHEMATICS 16A—SURVEY OF CALCULUS (3) BA /F/S/

Recommended Prerequisites: Completion of Math 4 with a grade of "C" or better or appropriate score on COS Mathematics Placement Test.

Three hours of lecture and discussion per week.

A first semester course in a two semester sequence of differential and integral calculus for the business, industrial technology, biology, or social science major. It is also appropriate for those interested in acquiring an intuitive understanding of calculus. Topics include algebraic, exponential and logarithmic functions; limits, differentiation, the differential, and definite and indefinite integrals. Applications include graphing, optimization, related rates and average value with many examples of the utility of calculus taken from biology and economics. (CAN—MATH 30) **Degree Applicable.**

MATHEMATICS 16B—SURVEY OF CALCULUS (3) BA /S/

Recommended Prerequisites: Completion of Math 16A with a grade of "C" or better.

Three hours of lecture and discussion per week.

A second semester course in a two-semester sequence in differential and integral calculus for the business, industrial technology, biology, or social science major. Topics include: differentiation and integration of the exponential and logarithmic functions and of trigonometric functions; further integration techniques; applications of the integral to biology and economics; the calculus of functions of several variables; differential equations; sequences and series; probability; approximation techniques in calculus. (CAN—MATH 32) **Degree Applicable.**

MATHEMATICS 21—INTRODUCTION TO STATISTICS (4) BA /F/S/

Recommended Prerequisites: Completion of Math 53 with a grade of "C" or better or an appropriate score on the COS Math Placement Test.

Four hours of lecture and discussion per week.

An introductory course in elementary probability and statistics for social science and physical science majors. It is also appropriate for those who wish to gain an understanding of data analysis and statistics. Topics include graphic presentation of data, probability, probability distributions such as the binomial, Poisson, and normal distributions, Central Limit Theorem, one and two sample hypothesis tests and confidence intervals, simple linear regression and correlation, Chi-Square goodness of fit and contingency tables, analysis of variance. Extensive use of computers will be made throughout this course. (CAN—STAT 2) **Degree Applicable.**

MATHEMATICS 45—MODERN APPLICATIONS OF MATHEMATICS (3) BA /F/S/

Recommended Prerequisites: Completion of Math 53 with a grade of "C" or better or a successful score on the COS Math Placement Test taken within three semesters which indicates mastery of intermediate algebra.

Three hours of lecture and discussion per week.

This course is designed to fulfill the CSU mathematics/quantitative reasoning general education requirement. The emphasis is on providing an overview of the practical applications of mathematics as well as developing an appreciation of the history of mathematics and its role in understanding nature. It is designed particularly for non-science majors. Three of more topics are chosen from among the following areas: management science; statistics; size, shape, and growth; geometry and measurement; computer science. It articulates with Math 45 at CSU Fresno. **Degree Applicable.**

MATHEMATICS 50—ARITHMETIC (4) /F/S/

Prerequisite: A successful score on the COS Math Placement Test taken within three semesters.

Four hours of lecture and discussion per week.

A study of the fundamental operations with whole numbers, fractions, mixed numbers, decimals, and their use in applied problems. Other topics include factors and multiples, divisibility, ratio, proportion, introductory algebra, percent, metric units, geometric measurements, and signed numbers. All arithmetic topics will be taught with a pre-algebra perspective. **Non-Degree College Credit Course**

MATHEMATICS 51—ELEMENTARY ALGEBRA (4) /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 three semesters.

Four hours of lecture and discussion per week.

This is a four-day-a-week intensive one-semester course in elementary algebra covering: fundamental operations, linear equations and inequalities, word problems, factoring, rational expressions, graphing, exponents and radicals. **Degree Applicable.**

MATHEMATICS 52—PLANE GEOMETRY (3) /F/S/

Three hours of lecture and discussion per week.

Recommended Prerequisites: Completion of Math 51 with a grade of "C" or better, or an appropriate score on the COS math placement test.

An intensive one-semester course in the elements of plane geometry covering rectilinear figures, the circle, similar figures, ratio and proportion, and areas of plane figures. The logic and construction of deductive proofs will be emphasized throughout the course. It is designed for students who are deficient in high school geometry. **Degree Applicable.**

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 three semesters.

Four hours of lecture and 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. **Degree Applicable.**

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 three semesters.

Three hours lecture and discussion per week.

An intensive one-semester course in the elements of trigonometry including trigonometric functions, solving triangles for unknown parts, proving and applying identities, graphing, solving trigonometric equations, and expressing and using complex numbers in trigonometric form. (CAN—MATH 8) It articulates with Math 5 at CSU Fresno. ***Degree Applicable.***

SCIENCE

BIOLOGICAL SCIENCES

ANATOMY 1—HUMAN ANATOMY (4) BA /F/S/

Three hours lecture and discussion and three hours of laboratory per week.

Anatomy 1 is a general survey course designed to acquaint the beginning student with enough anatomical principles necessary to understand the basic structure of the human body. A systems approach based on the histology of organs is used. Problem solving which utilizes creative thinking, critical thinking, analysis and reasoning as utilized by the International Committee for Anatomical Nomenclature is emphasized. (CAN—BIOL 10) ***Degree Applicable.***

BIOLOGY 1—GENERAL ZOOLOGY (5) BA /F/

Recommended Prerequisites/Corequisites: Completion of one semester of college chemistry (Chem 1A or 2A) Biology 15 is a corequisite.

Three hours of lecture and discussion and six hours laboratory per week.

Biology 1 is the first of a two course sequence (with Biology 2) that serves as the introductory year of biology for biology majors (premedicine, pre dentistry, Prepharmacy, marine biology, biology teaching, etc.). The course studies the principles of the comparative anatomy, physiology and embryology of the major animal phyla. Detailed consideration is given to organismic, cellular and organelle levels of organization. Other topics presented include molecular biology, biochemical and Mendelian genetics, ecology and evolution. (CAN—BIOL SEQ A includes Biol 1+2+15) ***Degree Applicable.***

BIOLOGY 2—GENERAL BOTANY (5) BA /S/

Recommended Prerequisites: One semester of College Chemistry, Biology 1 and Biology 15.

Three hours of lecture and discussion and six hours of laboratory per week.

A biology major's course of study of the basic principles of plant cytology, morphology, biochemistry, plant diversity, classification, phylogenetic survey, evolution, speciation, taxonomy, physiology, and ecology. These principles are developed for the plant, meonera, fungi and protist kingdoms. The course is a combination of lecture, laboratory, and field experience. (CAN—BIOL SEQ A, includes Biol 1+2+15) ***Degree Applicable.***

BIOLOGY 10—FRONTIERS IN BIOLOGY (4) BA /F/S/

Recommended Prerequisites: English 51.

Three hours of lecture and discussion and three hours of 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 for Biology 1. **Degree Applicable.**

BIOLOGY 10H—FRONTIERS IN BIOLOGY/HONORS (4) BA /F/S/

Recommended Prerequisites/Co-requisites: Acceptance into the COS Honors Program.

Three hours of lecture and discussion, two hours of laboratory, and one hour of Honors colloquium 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 for Biology 1. **Degree Applicable.**

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. The laboratory 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. **Degree Applicable.**

BIOLOGY 15—MATTER, ENERGY, AND LIFE (1) BA /F/

Recommended Prerequisites/Corequisites: One semester of college level chemistry. Biology 15 is to be taken concurrently with Biology 1.

One hour of lecture and discussion per week.

This course applies chemical and physical principles to cellular anatomy and physiology, emphasizing replication, transcription, translation, and the biochemistry of enzymes. (CAN BIOL SEQ A includes Biol 1+2+15) **Degree Applicable.**

BOTANY 10—PLANT BIOLOGY (3) BA /F/S/

Recommended Prerequisites/Corequisites: Eligible to enroll in English 1.

Three hours of lecture and discussion per week.

This is a general principles course in plant biology for the nonbiology major. The principal topics included are: general characteristics of plants, plant survey, methods of classification and nomenclature, plant structure and function, growth and development, reproduction and genetics, and ecology. (Not open to students who have received credit in Biology 2.) **Degree Applicable Course.**

ECOLOGY 1—HUMAN ECOLOGY (3) BA /F/S/

Recommended Prerequisites/Corequisites: Eligible to enroll in English 1.

Three hours of lecture and discussion 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 plant and animal species, the use of mineral and energy resources, and the pollution of water, air, and land. ***Degree Applicable Course.***

MICROBIOLOGY 1—GENERAL MICROBIOLOGY (4) BA /F/S/

Recommended Prerequisites/Corequisites: Chemistry 2A and one college level course in life sciences.

Three hours of lecture and discussion 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 microbiology (treatment, testing, and hazards); food and dairy microbiology (emphasis on safety and sanitation); as well as aspects of industrial microbiology. Attention is given to theory as well as to practical application. ***Degree Applicable Course.***

PHYSIOLOGY 1—HUMAN PHYSIOLOGY (4) BA /F/S/

Recommended Prerequisites/Corequisites: Anatomy 1, General Chemistry, Math at least through algebra.

Three hours of lecture and discussion and three hours of laboratory per week.

Physiology 1 is 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 functions, myoneural physiology, internal secretions, circulation, immunity, gas exchange, elimination of wastes, fluid and electrolyte balance and acid-base balance are covered. Demonstrations, instrumentation and experiments in the lab cover techniques and procedures involved in cellular physiology, the translocation of material, reflexes and sensations, endocrine studies, metabolic rates, muscle-nerve preparations, breathing and various physiological recordings such as EKGs, EEGs and EMGs. ***Degree Applicable Course.***

ZOOLOGY 10—ANIMAL BIOLOGY (3) BA /F/S/

Recommended Prerequisites/Corequisites: Eligible for English 1.

Three hours of lecture and discussion and two hours of 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. The principles of scientific method, evolution and adaptation, bioenergetics, homeostasis, genetics, and ecology are emphasized in class and field activities. Not open to students who have received credit for Biology 1. ***Degree Applicable Course.****

PHYSICAL SCIENCES

ASTRONOMY 10—INTRODUCTION TO ASTRONOMY (3) BA /F/S/

Recommended Prerequisites/Corequisites: Eligible for enrollment in English 1. Completion of Math 53 with a grade of "C" or better or a score on the COS Math Placement Test taken within three semesters which indicates mastery of intermediate algebra.

Three hours of lecture and discussion per week.

A survey course covering the basic concepts, theories, history, and laws of astronomy. Emphasis will be given to: motions of the moon, sun, and planets; use of astronomical instruments; study of stellar spectra; properties of the stars; planetology and characteristics of the bodies of our solar system. Laboratory and observation sessions acquaint the student with the tools and methods used in acquiring knowledge about the universe. **Degree Applicable.**

CHEMISTRY 1A—GENERAL CHEMISTRY (5) BA /F/

Recommended Prerequisites and Corequisites: A previous Chemistry course, Algebra II or Math 53, and an acceptable score on the department diagnostic exam.

Three hours of lecture and discussion and six hours of laboratory per week.

A study of the fundamental theories and laws of chemistry with an emphasis on the mathematical treatment as well as the underlying concepts and principles.* This course includes six hours of laboratory per week. Chemistry 1A is designed for those intending to enter chemistry or professional fields requiring chemistry as a foundation. The recommended prerequisites are the minimum necessary to prepare the students for the depth of theory and rigor of calculations.

*Topics include stoichiometry, atomic structure, bonding theories, ionic reactions and properties of gases. (CAN—CHEM 2) **Degree Applicable.**

CHEMISTRY 1B—GENERAL CHEMISTRY (5) BA /S/

Recommended Prerequisites and Corequisites: Chemistry 1A with a grade of "C" or better.

Three hours of lecture and discussion and six hours of laboratory per week.

This course studies 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, and redox phenomena are covered. Nuclear chemistry and a brief introduction to organic chemistry may be included. (CAN—CHEM 4) **Degree Applicable.**

CHEMISTRY 2A—GENERAL CHEMISTRY (4) BA /F/S/

Recommended Prerequisites and Corequisites: Eligibility for Intermediate Algebra (Math 53) as determined by COS mathematics placement procedures. Completion of a previous Chem class (High School Chem, Chem 53) or a physical science course at COS.

Three hours of lecture and discussion and three hours of laboratory per week.

A study of the fundamental theories and the laws of chemistry including such topics as the metric system, three states of matter, nomenclature and oxidation-reduction, stoichiometry, water and liquids, gas laws and concentrations of solutions. This course is not a preparation course for students needing Chemistry 1A. Chemistry 2A is the first semester of a full year (2A-2C) college chemistry course. The full year is designed to meet the needs of the science-related or nonscience major (e.g., agriculture, nursing, home economics or physical therapy). Chemistry 2A alone satisfies an entrance requirement for the COS Registered Nurse Program; a Bachelor's Degree in Nursing requires completion of the full-year (2A-2C). (CAN—CHEM 6) **Degree Applicable Course.**

CHEMISTRY 2C—GENERAL ORGANIC AND BIOLOGICAL CHEMISTRY (4) BA /S/

Recommended Prerequisites/Corequisites: Completion of Chemistry 2A with a grade of "C" or better. This course is part of a sequence.

Three hours of lecture and discussion and three hours of laboratory per week.

Introduction of the basic concepts, nomenclature and reaction 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 2C is the second semester of a full-year (2A-2C) college chemistry course. The full-year is designed to meet the needs of the science related or non-science major (e.g., agriculture, nursing, home economics, physical therapy). **Degree Applicable.**

CHEMISTRY 5—ANALYTICAL CHEMISTRY (5) BA /D/

Recommended Prerequisites/Corequisites: Chemistry 1B with a grade of "C" or better.

Three hours of lecture and discussion and six hours of laboratory per week.

Fundamental principles and methods of quantitative analysis with a theoretical treatment of the laws and theories which apply. For students interested in medicine, chemistry, clinical work, petroleum, or chemical industries. This is a laboratory course for the chemistry major or other major who will use quantitative analysis. **Degree Applicable Course.**

CHEMISTRY 12A—ORGANIC CHEMISTRY (5) BA /F/

Recommended Prerequisites/Corequisites: Chemistry 1A-1B or 2A-2C with a grade of "C" or better.

Three hours of lecture and discussion and six hours of laboratory per week.

This is the first semester of a comprehensive study of organic chemistry. This course, taught at the sophomore level, is primarily for chemistry or biochemistry majors, premedical, pre-dental students, and medical technicians. Emphasis is on structural and functional group chemistry studied from a synthetic and mechanistic point of view. Topics include: nomenclature, stereochemistry, free radical processes, introductory infrared and nuclear magnetic resonance spectroscopy. **Degree Applicable Course.**

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 is a continuation of Chem 12A, a comprehensive study of organic chemistry. The course, taught at a sophomore level is primarily for chemistry, biochemistry majors, premedical, pre dental students, and medical technicians. Emphasis is on 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. **Degree Applicable Course.**

CHEMISTRY 53—SURVEY OF INTRODUCTORY CHEMISTRY (3) /F/S/

Recommended Prerequisites/Corequisites: Since this course starts with elementary algebraic manipulations, it is recommended that beginning algebra (Math 51) or high school equivalent be successfully completed prior to or at least be taken concurrently with Chem 53.

Three hours of lecture and discussion and two hours of laboratory per week.

This is a one-semester elementary chemistry class recommended for students who have never taken high school chemistry or whose previous work in chemistry did not adequately prepare them for Chem 2A or Chem 1A. Basic algebraic manipulations are frequently used. Focus is on: the use of the metric system, basic atomic theory, chemical bonding, chemical nomenclature, equation writing, introduction to the gas laws and stoichiometry. **Non-Degree College Credit Course.**

GEOGRAPHY 1—PHYSICAL GEOGRAPHY (3) BA /F/S/

Recommended Prerequisites/Corequisites: Eligible to enroll in Math 53 and English 1.

Three hours of lecture and discussion per week.

An investigation and interpretation of weather, climate, vegetation, soils, land forms, oceans, and maps. An emphasis is placed on explaining the distribution of physical phenomena on the surface of the earth and the relationship between man and the natural environment. (CAN—GEOG 2) **Degree Applicable Course.**

See Social Sciences, page 252 for Geography 2 and 3.

GEOLOGY 1A—PHYSICAL GEOLOGY LECTURE AND LAB (4) BA /F/S/

Recommended Prerequisites/Corequisites: Be eligible to enroll in Math 53 and English 1.

Three hours of lecture and discussion and three hours of laboratory per week.

A study of the physical activities that work to change the surface of the earth. Included are topics about stream activities, earthquakes, landsliding, shoreline hazards, groundwater contamination and depletion, and the formation of mineral deposits and their economic development. The concepts of plate tectonics will be integrated into the course. (CAN—GEOL 2) **Degree Applicable Course.**

GEOLOGY 12—ENVIRONMENTAL GEOLOGY (3) BA /D/

Recommended Prerequisites/Corequisites: Must be eligible to enroll in Math 53 and English 1.

Three hours of lecture and discussion per week.

A study of man's geologic environment. Earthquakes, landslide, volcanic activity, and flooding will be studied. Emphasizes hazards, materials, energy and water resources, human interference with geologic processes and effects of urbanization, with particular reference to California. One or more optional field trips during the semester will be scheduled. **Degree Applicable Course.**

GEOLOGY 50A—FIELD GEOLOGY OF A PORTION OF THE MOJAVE DESERT (1/2) BA /D/

Recommended Prerequisites/Corequisites: Concurrent enrollment in Geology 1A or Geology 12 required.

Two hours lecture and discussion and eight hours of laboratory. A total of 10 hours for the entire course.

A field trip course introduces the students to a portion of the Mojave Desert from Tehachapi to Yermo, and that portion of the San Joaquin Valley from Visalia to Bakersfield. The course emphasizes the physical geology of the area and the interactions of man and his geological environment. Note: This class will be graded on a credit/no credit basis. **Non-Degree College Credit Course.**

GEOLOGY 50B—GEOLOGY FIELD TRIP FROM VISALIA TO CENTRAL CALIFORNIA COAST AND RETURN (0) BA /D/

Recommended Prerequisites/Corequisites: Concurrent enrollment in Geology 1A or Geology 12 required.

Three hours of lecture and discussion, two hours of laboratory, and five hours of activity. A total of 10 hours for the entire course.

A field trip course which introduces the students to a portion of California between Visalia and the Central California Coast and along the coast from Santa Maria to Cambria. The course emphasizes the physical geology of the area and the interactions of man and his geological environment. Note: This class will be graded on a credit/no credit basis. **Non-Degree College Credit Course.**

METEOROLOGY 1—ELEMENTARY METEOROLOGY (3) BA /S/

Recommended Prerequisites/Corequisites: Eligible to enroll in Math 53 and English 1.

Three hours of lecture and discussion per week.

An introductory course designed to provide insights into physical processes and laws that underlie the phenomena of weather and climate. Topics include solar radiation, temperature, humidity, condensation, precipitation, air pressure, wind, air masses severe weather, forecasting, air pollution, atmospheric optics, and climatology. An emphasis is placed on understanding current meteorological-environmental problems by examining the relationship between man and the atmosphere. **Degree Applicable Course.**

PHYSICAL SCIENCE 12—INTRODUCTION TO PHYSICAL SCIENCE (3) BA /F/S/

Recommended Prerequisites and Corequisites: Eligible for Math 53 and English 51. Not open to students with credit in Physical Science 50.

Three hours of lecture and discussion and two hours of laboratory per week.

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. Topics include observation and interpretation, measurement, laws of nature, characteristic properties, uncertainty, solubility, compounds and separation of substances. **Degree Applicable.**

PHYSICAL SCIENCE 50—FUNDAMENTALS OF PHYSICAL SCIENCE (3) /F/S/

Recommended Prerequisites and Corequisites: Corequisites for this course are: English 60, Math 50 or 51, Human Development 30, Business 150.

Three hours of lecture and discussion and two hours of laboratory per week.

This class will introduce the student to the fundamental reasoning and methods used in the physical sciences. It is designed to help students develop the competence and confidence necessary for successful college study in both academic and vocational courses. **Non-Degree College Credit Course.**

PHYSICS 2A—GENERAL PHYSICS (4) BA /F/

Recommended Prerequisites and Corequisites: Completion of Trigonometry (Math 54 or equivalent) with a grade of "C" or better. Corequisite of Math 16A or equivalent.

Four hours of lecture and discussion and two hours of laboratory per week.

This is the first semester of a two semester introductory non-calculus based physics course. This course includes laboratory experiments in addition to lectures. It is required for premedical, pre dental, pre pharmacy, and occasional science and math students. Topics included are statics; kinematics, dynamics of particles and rigid bodies, simple harmonic motion, and thermal physics. (CAN—PHYS 2) **Degree Applicable Course.***

PHYSICS 2B—GENERAL PHYSICS (4) BA /S/

Recommended Prerequisites/Corequisites: Physics 2A with a grade of "C" or better. Corequisite of Math 16B or equivalent.

Four hours of lecture and discussion and two hours of laboratory per week.

This is the second semester of a two-semester introductory non-calculus based physics course. This course includes laboratory experiments in addition to lectures. It is required for premedical, pre dental, pre pharmacy, and occasionally science and math students. Topics included are: electricity and magnetism, optics, modern and nuclear physics. (CAN—PHYS 4) **Degree Applicable**

PHYSICS 5A—PHYSICS FOR SCIENTISTS AND ENGINEERS (4) BA /S/

Recommended Prerequisites/Corequisites: Completion of Math 5A with a grade of "C" or better.

Four hours of lecture and discussion and two hours of laboratory per week.

This is the first semester of a three semester introductory calculus-based physics course. It is a fundamental treatment of the general principles of physics for the engineering and physics majors. Topics included are statics, kinematics, dynamics of particles and rigid bodies, simple harmonic motion and mechanical properties of solids. (CAN—PHYS 8) **Degree Applicable Course.**

PHYSICS 5B—PHYSICS FOR SCIENTISTS AND ENGINEERS (4) BA /F/

Recommended Prerequisites/Corequisites: Completion of Physics 5A with a grade of "C" or better.

Four hours of lecture and discussion and two hours of laboratory per week.

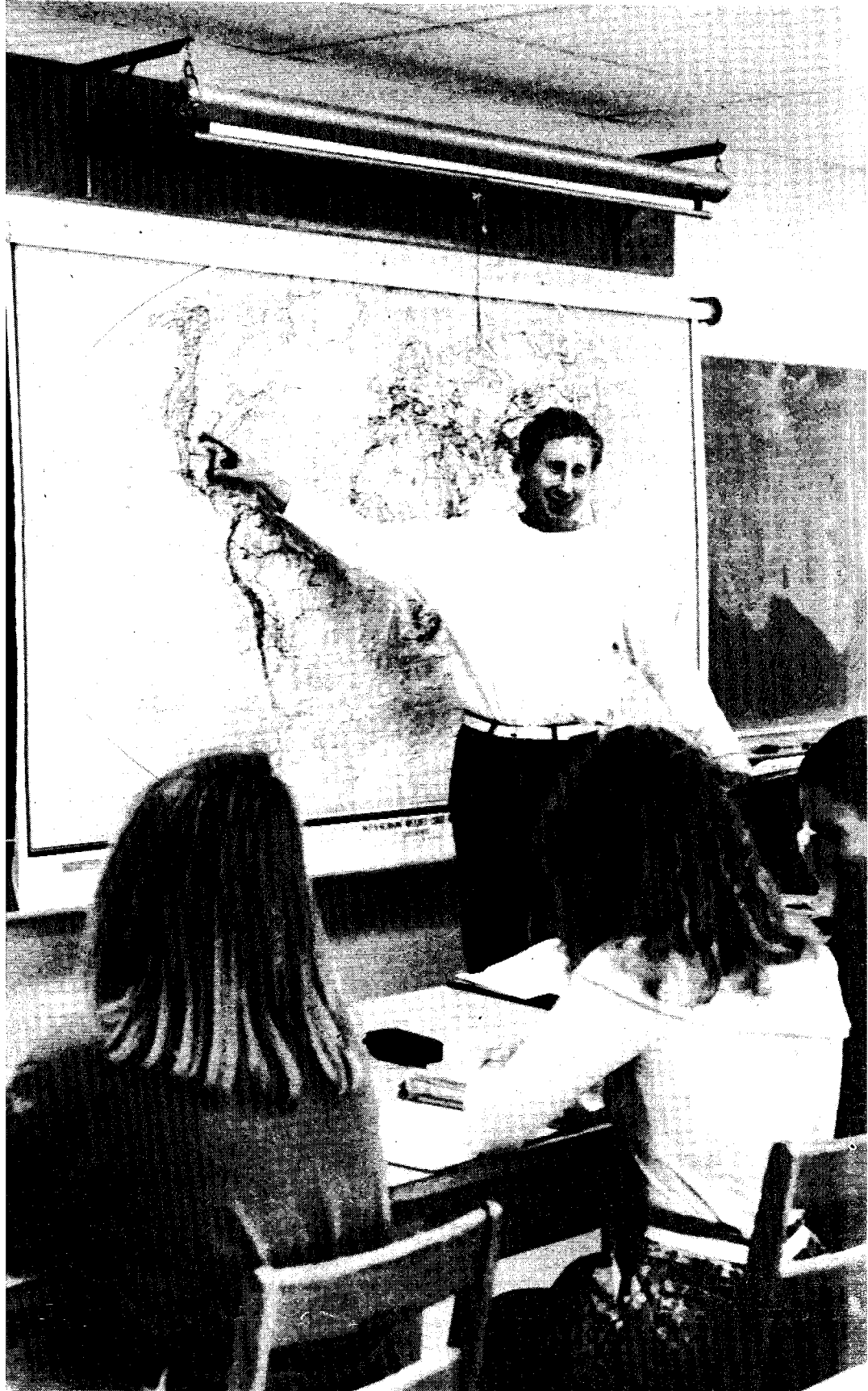
This is the second semester of the three semester introductory calculus-based physics course. It is a fundamental treatment of the general principles of physics for the engineering and physics major. Topics included are mechanical properties of matter, fluid mechanics, wave motion, thermodynamics, and electrostatics. (CAN—PHYS 10) ***Degree Applicable Course.***

PHYSICS 5C—PHYSICS FOR SCIENTISTS AND ENGINEERS (4) BA /S/

Recommended Prerequisites/Corequisites: Completion of Physics 5B with a grade of "C" or better.

Four hours of lecture and discussion and two hours of laboratory per week.

This is the third semester of a three semester introductory calculus-based physics course. It is a fundamental treatment of the general principles of physics for the engineering and physics major. Topics included are electricity, magnetism, and optics. (CAN—PHYS 12) ***Degree Applicable Course.***



DIVISION OF SOCIAL SCIENCES

CHAIRPERSON: DR. WAINO PETERSON

Majors

Human Services

Social Sciences

HUMAN SERVICES MAJOR

(Social Work)

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 welfare eligibility work, probation aide, family service aide, and other social service community agency activity. Students will be required to spend several hours weekly as community service interns in a community service agency during the two-year program. Students intending to transfer should consult a counselor for additional general education courses.

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 51 or 1	3	Speech 1A	3
Soc Sci 76 or History 17A or 17B	3	*Psych 1A	3
*Human Services 20	3	*Human Services 21	4
**Human Services 23A	1-4	*Human Services 23b	1-4
Hygiene 1	2	*Human Services 29	2
*Human Services 28	2	Completion of Math Requirement	3
Physical Education	1	Physical Education	1
	15-19		17-21

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
*Sociology 26	3	*Business 5 or 15	3
*Human Service 22	3	History 23	3
*Human Services 23c	1-4	**Human Services 23D	1-4
*Home Ec 31 or Bus 97	3	*Human Services 25	3
Psych 1B or Psych 34 or 39	3	*Psych 10	3
Completion of Humanities Req	3	Completion of Natural Sciences	3
	16-20		16-19

*Course required for granting of Community Services certificate by College of the Sequoias. It is suggested that the student also take courses in the Spanish language.

**It takes eight (8) units of 23 a-d to complete the requirements for this major. Students may earn up to four (4) units each semester. It takes 60 hours of volunteer field work, or 75 hours of supervised paid employment on a job relating to this major for each unit of credit.

HUMAN SERVICES

(Social Work)

CAREER CERTIFICATE

Community needs of today require the needs of a variety of social service agencies to provide for the economic and emotional needs of those in difficulty. There is a need for trained individuals to provide service in these agencies on a variety of levels. Some of these programs have positions available for those with two years of college instruction.

This is a two year program to prepare students to work in a community setting at a beginning or para-professional level, to train as aides in welfare eligibility work, mental health and family service aide and other social service agency positions.

Students will be required to spend several hours weekly as community service interns during the two-year program.

REQUIREMENTS

Certificate Major Courses	Units
Human Services 20—Public Welfare	3
Human Services 21—Interviewing	4
Human Services 22—Social Work	3
*Human Services 23a-d—Internship (1-4 units each)	8
Human Services 25—Group and Community	3
Human Services 28—Alcoholism	2
Human Services 29—Drug Addiction	2
Psych 1a—General Psychology	3
Psych 10—Human Sexuality	3
Sociology 26—Marriage and Family	3
Business 97—Personal Finance or Home Ec 31—Personal Mgmt	3
Business 5 or 15—Computer	3
	40

**It takes eight (8) units of Human Services 23 a-d to complete this certificate. Students may earn up to 4 units each semester. It takes 60 hours of volunteer field work, or 75 hours of supervised paid employment on a job relating to this certificate for each unit of credit.*

Note: students intending to transfer should consult a counselor for information on additional requirements.

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 21, or 45, or Bus 20	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.

Cultural Anthropology is a multi-disciplinary subject encompassing the studies of extinct cultures around the world. Emphasis is placed on the quality of man, his economic systems, religions, politics, kinship systems, social structures, linguistics, and cultural changes. (CAN—ANTH 4) **Degree Applicable.**

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. (CAN—ANTH 2) **Degree Applicable Course.***

ANTHROPOLOGY 6A—PRE-COLUMBIAN ART AND CULTURE OF MESO-AMERICA (3) BA /F/

Three hours of lecture and discussion per week.

Course offered also as Art 2A. Not open to students have completed Art 2A.

A survey of the major cultures of Mesoamerica from the Early Hunters stage until the European conquest. The course uses religion, politics, history, and economics. Illustrated lectures. **Degree Applicable Course.**

ANTHROPOLOGY 6B—PRE-COLUMBIAN ART AND CULTURE OF CENTRAL, AND SOUTH AMERICA (3) BA /S/

Three hours lecture and discussion per week.

Also offered as Art 2B. Not open to students who have completed Art 2B.

A survey of the major cultures of Central and South America from the Early Hunters stage until the European conquest. The course uses art as a vehicle for understanding these peoples' philosophy, religion, politics, history, and economics. Illustrated lectures. **Degree Applicable.**

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. (CAN—ECON 2) **Degree Applicable Course.***

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. (CAN—ECON 4) **Degree Applicable.***

ECONOMICS 49a,b,c—INDEPENDENT STUDY (1-3) BA /D/

(See Index) Degree Applicable.

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.

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. (CAN—GEOG 2) **Degree Applicable.**

GEOGRAPHY 2—WORLD REGIONAL GEOGRAPHY (3) BA /F/S/

Recommended Prerequisites/Corequisites: Eligible to enroll in English 1.

Three hours lecture per week.

Aspects of physical and cultural geography such as landforms, climate, vegetation, soils, natural resources, demography, political and economic organization and urbanization are applied to various world regions. An emphasis is placed on understanding man-land relationships, promoting cultural awareness, and examining current world problems from a geographical perspective. **Degree Applicable Course.**

GEOGRAPHY 3—CULTURAL GEOGRAPHY (3) BA /F/S/

Recommended Prerequisites and Corequisites: Eligible to enroll in English 1.

Three hours of lecture and discussion per week.

A general background to Cultural Geography including topics such as population, cultural origins, settlement patterns, economic and political systems, resources, man-environment relationships, and map interpretations. An emphasis is placed on promoting cross-cultural understanding and examining current world problems from a global perspective. **Degree Applicable Course.**

HISTORY

HISTORY 4A—HISTORY OF WESTERN CIVILIZATION (3) BA /F/S/

History 4A is NOT a prerequisite to History 4B.

Recommended Prerequisites/Corequisites: Eligible to enroll in English 1, or with counselor recommendation and departmental approval.

Three hours of lecture and discussion per week.

History 4A, "Western Civilization to 1648," is the first of an optional two-semester course sequence which surveys the development of Western Civilization. Covering events from approximately 3000 BCE to 1648 CE, it defines "civilization" traces how institutions and ideas from the ancient Mideast, Greece, Rome, and medieval Europe came together by the middle of the seventeenth century to form a mature "Western" civilization. **Degree Applicable Course.***

HISTORY 4B—HISTORY OF WESTERN CIVILIZATION (3) BA /F/S/

Recommended Prerequisite/Corequisites: Eligible to enroll in English 1, or with counselor recommendation and departmental approval.

Three hours of lecture and discussion per week.

History 4B is the second of a two-course sequence which surveys the history of the modern world. It begins with a study of the rise of absolute dynastic states and commercial empires in the eighteenth century, it then investigates the impact of the French Revolution and the rise of the industrial economy on Europe in the nineteenth and first half of the twentieth century. And finally it describes the so-called information revolution after the Second World War and suggests some of its possible consequences in light of previous historical patterns. This course fulfills general-education requirements for CSU-Fresno and for the University of California, as well as most private liberal arts colleges. It is recommended for all transfer students with college-level reading and writing skills. Students are urged to take History 4A before enrolling in History 4B, but is not necessary to do so. ***Degree Applicable Course.****

HISTORY 17A—THE PEOPLE OF THE UNITED STATES (3) BA /F/S/

History 17A is not a prerequisite for History 17B.

Prerequisite: Eligibility for English 1.

Three hours lecture and discussion per week.

A study of the people of the United States from Reconstruction to the present time emphasizing the interaction of political, economic, and social factors in the evolution of American culture. (CAN—HIST 8) ***Degree Applicable Course.****

HISTORY 17B—THE PEOPLE OF THE UNITED STATES (3) BA /F/S/

Prerequisite: Eligibility for English 1.

History 17A is not a prerequisite for History 17B.

Three hours lecture per week.

A study of the people of the United States from 1865 to the present time, emphasizing the interaction of political, economic, and social factors in the evolution of American culture. (CAN—HIST 10) ***Degree Applicable.****

**HISTORY 17BH—AMERICAN HISTORY THROUGH THE EYE OF FICTION
—THE HONORS PROGRAM (4) BA /F/S/**

Recommended Prerequisites and Corequisites: Completion of English 1H.

Three hours of lecture and discussion and one hour Honors colloquium per week.

A study of the people of the United States from 1865 to the present, emphasizing the interaction of political, economic, and social factors in the evolution of American culture. In addition, this course will emphasize the reflection of each era in the work of representative writers of each period. A one hour colloquium is also required for the fourth unit of credit. ***Degree Applicable Course.***

HISTORY 18A—THE PEOPLE OF LATIN AMERICA (3) BA /F/

Three hours lecture per week.

A comparative study of the culture and heritage of the people of Latin America from the Pre-Columbian period to the end of the wars for independence. Emphasis will be placed upon the social, political, and economic factors shaping the destiny of the countries of Latin America up to the 1850's. Through assigned readings, discussions, and writing, the students gain critical insights into the causes and consequences of Latin America's turbulent history and struggle for independence, as well as its literary and socio-political contributions to world culture and civilization. ***Degree Applicable Course.****

HISTORY 18B—THE PEOPLE OF LATIN AMERICA (3) BA /D/

History 18A is not a prerequisite for History 18B.

Three hours lecture per week.

A comparative study of the culture and heritage of the people of Latin America from the 1850's to the present. Emphasis will be upon the social, political, and economic factors shaping their destiny and role in today's world community. Though assigned readings, discussions, and writing, the students gain critical insights of the major themes and issues that have highlighted the history and development of Latin America, as well as its literary and socio-political contributions to world culture and civilization. ***Degree Applicable Course.****

HISTORY 21—THE PEOPLE OF MEXICO (3) BA /D/

Recommended Prerequisites/Corequisites: Eligibility for English 1.

Three hours lecture per week.

A study of the culture and heritage of the people of Mexico from the Native American period to the present time with an emphasis on the social, political, and economic factors shaping their destiny in the world today. Through assigned reading, discussion, and writing, the students gain critical insights into the history and development of Mexico, as well as its literary, artistic, and sociopolitical contributions to world culture and civilization. ***Degree Applicable Course.****

HISTORY 23—MEXICAN-AMERICAN HISTORY (3) BA /F/S/

Recommended Prerequisites/Corequisites: Eligibility for English 1.

Three hours lecture per week.

A study of the culture and heritage of the Mexican American people from the Native American period to the present time with an emphasis on the social, political, and economic factors shaping their destiny in American Society. ***Degree Applicable Course.****

HISTORY 31—THE PEOPLE OF CALIFORNIA (3) BA /F/

Recommended Prerequisites and Corequisites: Eligibility for English 1.

Three hours lecture per week.

A study of the people of California from the earliest Indian civilizations and subsequent white settlements right down to the present. 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. ***Degree Applicable.****

HISTORY 49a-c—INDEPENDENT STUDY /D/

(See Index) Degree Applicable.

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 social welfare programs. Major contemporary public assistance programs in the United States and California, government. It is recommended that Human Services 23A-B be taken in conjunction with this course. (Also listed as Sociology 20.) ***Degree Applicable Course.****

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, presenting social agencies, developing sensitivity and awareness of the needs, feelings and concerns of those being interviewed; developing skills and the use of interpreters. Special programs, problems in interviewing the children, the troubled and the aged. It is recommended that Human Services 23 be taken in conjunction with this course content. **Degree Applicable Course.***

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.) **Degree Applicable Course.***

HUMAN SERVICES 23a-d—INTERNSHIP (1-4) BA /F/S/

See Sociology 23a-d—Occupational Cooperative Work Experience.

HUMAN SERVICES 25—GROUP AND COMMUNITY SOCIAL SERVICES (3) BA /D/

Three hours lecture per week.

Practical field experience for those interested in a possible career in the social casework, human services, or the helping therapies. Provides advanced direct experience in a community social agency. Required for completion of Community Services Certificate. **Degree Applicable Course.***

HUMAN SERVICES 28—ALCOHOLISM, INTERVENTION TREATMENT AND RECOVERY (2) /F/

Two lecture hours per week.

Provides knowledge about alcoholism and chemical dependency from a social clinical perspective. Emphasis on programs for intervention, treatment and recovery. **Degree Applicable Course.***

HUMAN SERVICES 29—PHYSICAL AND PSYCHOLOGICAL ASPECTS OF DRUG USE (2) /S/

Two lecture hours per week.

The psychological aspects of drug use, include abuse and addiction; physical and psychological dependencies; psychological effects of commonly used drugs; treatment and prevention. **Degree Applicable Course.***

PHILOSOPHY

PHILOSOPHY 10A—THE DEVELOPMENT OF WESTERN THOUGHT (3) BA /F/S/

10A is NOT a prerequisite for 10B.

Recommended Prerequisites/Corequisites: Eligibility for English 1.

Three hours lecture per week.

A broad, general survey of the western cultural heritage in philosophical thought. The classical and medieval traditions are considered with special reference to the systems of Plato, Aristotle, Stoicism/Christianity and the contributions of Presocratics, Socrates, Plato, Aristotle, Augustine and Aquinas. ***Degree Applicable Course.****

PHILOSOPHY 10B—THE DEVELOPMENT OF WESTERN THOUGHT (3) BA /F/S/

Recommended Prerequisites/Corequisites: Eligibility for English 1.

Three hours of lecture and discussion per week.

A broad general survey of the western cultural heritage in philosophical thought. The origin of modern philosophy is considered including humanism, relationalism, utilitarianism, empiricism, idealism, positivism, pragmatism, Marxism, and existentialism and the contributions of philosophers such as Descartes, Spinoza, Hobbes, Locke, Hume, Kant, Hegel, Comte, Bentham, Dewey, Marx, Wittgenstein, and Kierkegaard. ***Degree Applicable Course.****

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. ***Degree Applicable Course.****

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. ***Degree Applicable Course.****

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. ***Degree Applicable Course.****

PHILOSOPHY 25—CRITICAL THINKING (3) BA /F/S/

Three hours of lecture per week.

Principles and methods of valid reasoning from objective evidence. Focus is on a practical defense against fallacious arguments and self deception. Typical topics include deductive and inductive logic, formal and informal fallacies of language and thought, distinguishing fact from judgment, scientific methodology, and creativity. ***Degree Applicable Course.****

POLITICAL SCIENCE

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. (CAN—GOVT 2) **Degree Applicable Course.***

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. (CAN—JOUR 4) **Degree Applicable Course.***

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. **Degree Applicable Course.***

POLITICAL SCIENCE 49a-c—INDEPENDENT STUDY (1-3) BA /D/

*(See Index) Degree Applicable Course.**

PSYCHOLOGY

PSYCHOLOGY 1A—GENERAL PSYCHOLOGY (3) BA /F/S/

Prerequisite: Eligibility for English 1A.

Three hours lecture per week.

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. (CAN—PSY 2) **Degree Applicable Course.***

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. **Degree Applicable Course.***

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. ***Degree Applicable Course.****

PSYCHOLOGY 30—UNDERSTANDING AND CHANGING BEHAVIOR: AN INTRODUCTION TO BEHAVIOR MODIFICATION (3) BA /F/S/

Recommendation: Psychology 1A.

Three hours lecture per week.

This course is designed for teachers, para-professionals, and those pursuing a career in psychology. Students will develop skills in assessing behavior, developing target behaviors and implementing a behavior change program. This course will combine both the theoretical and practical models for understanding human behavior. ***Degree Applicable Course.****

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. ***Degree Applicable Course.****

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. ***Degree Applicable Course.****

PSYCHOLOGY 36—INTRODUCTION TO GERONTOLOGY (3) BA /F/S/

Prerequisite: Psychology I-A or Sociology I-A is desirable.

Three hours of lecture per week.

This interdisciplinary course is designed to emphasize aging patterns and the relationship settings. It will explore historical and contemporary attitudes held about aging and changes that occur during age progressing including physical, emotional and psychological implications that are typically associated with the older adult. Also offered as Home Ec 36 and Nursing 36. ***Degree Applicable Course.****

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. ***Degree Applicable Course.****

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. ***Degree Applicable Course.***

PSYCHOLOGY 57—STRESS REDUCTION AND MANAGEMENT (2) BA /F/S/

Two 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. ***Degree Applicable Course.****

PUBLIC ADMINISTRATION

PUBLIC ADMINISTRATION 6A—MANAGING ORGANIZATIONS (1) /F/

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. ***Degree Applicable Course.****

**PUBLIC ADMINISTRATION 6B—MANAGING ORGANIZATIONS—
ADVANCED THEORY AND TECHNIQUES (1) /S/**

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. ***Degree Applicable Course.****

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. ***Degree Applicable Course.***

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. (CAN—SOC 2) ***Degree Applicable Course.****

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. (CAN—SOC 4) ***Degree Applicable Course.****

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.) ***Degree Applicable Course.****

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.) ***Degree Applicable Course.****

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.) ***Degree Applicable Course.****

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.) ***Degree Applicable Course.****

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. **Degree Applicable Course.***

SOCIOLOGY 49a-b—INDEPENDENT STUDY (1-3) BA

(See Index.)

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.

ASSOCIATE OF ARTS

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Criminal Justice 1.....	3	Criminal Justice 10.....	3
Criminal Justice 31, 32, or Elective.....	3	Criminal Justice 18.....	3
GE Area B - Social Science 76 or History 17A or 17B.....	3	English 1, Tech Writing or Literature...3	3
GE Area D-1 - English 51 or 1.....	3	GE Area E - Psychology 1A.....	3
*GE Area D-2 - Math.....	3	Hygiene 1 or 7.....	2
Physical Education.....	1	Physical Education.....	1
	16		15

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Criminal Justice 20 or Criminal Justice 30	3	Criminal Justice 22 or Criminal Justice 33	3
Political Science 5	3	Criminal Justice Elective	3
Sociology 1A	3	Sociology 1B	3
Speech 1A	3	GE Area A - Natural/Phys Sci	3
GE Area C - Humanities	3	Elective	3
	15		15

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

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	SECOND SEMESTER	UNITS
Criminal Justice 1	3	Criminal Justice 10	3
Criminal Justice 31, 32, or Elective	3	Criminal Justice 18	3
GE Area B - Social Science 76 or History 17A or 17B	3	Criminal Justice 20	3
GE Area D-1 - English 51 or 1	3	English 1 Technical Writing or Literature	3
*GE Area D-2 - Math	3	GE Area E - Psychology 1A	3
Physical Education	1	Physical Education	1
	16		16

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Criminal Justice 5, 30, or 33	3	Criminal Justice 22, 30, or 33	3
Criminal Justice 21	3	Criminal Justice Elective	3
Politicl Science 5	3	Criminal Justice Elective	3
Sociology 1A	3	Sociology 1B	3
GE Area C - Humanities	3	GE Area A - Natural/Physical Sci	3
	15	Hygiene 1 or 7	2
			17

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

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.

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 interrelationships; theories of crime, punishment, and rehabilitation; ethics, education and training for professionalism in the system. (CAN—AJ 2) **Degree Applicable Course.***

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. **Degree Applicable Course.***

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. **Degree Applicable Course.***

CRIMINAL JUSTICE 15—POLICE RECORDS AND REPORTS (3) BA /F/S/

Three hours of lecture per week.

Techniques of communicating facts, information, and ideas effectively in a simple, clear and logical manner in the various types of criminal justice system reports; letters, memoranda, directives and administrative reports; emphasis on criminal justice terminology, use of English and organization of information; practical experience in note-taking and report writing; presentation of testimony in court. **Degree Applicable Course.***

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. **Degree Applicable Course.***

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. (CAN—AJ 4) **Degree Applicable Course.***

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. ***Degree Applicable Course.****

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. (CAN—AJ 6) ***Degree Applicable Course.****

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. ***Degree Applicable Course.****

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. ***Degree Applicable Course.****

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. ***Degree Applicable Course.****

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. ***Degree Applicable Course.****

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. ***Degree Applicable Course.****

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. (CAN—AJ 8) ***Degree Applicable Course.****

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. ***Degree Applicable Course.****

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

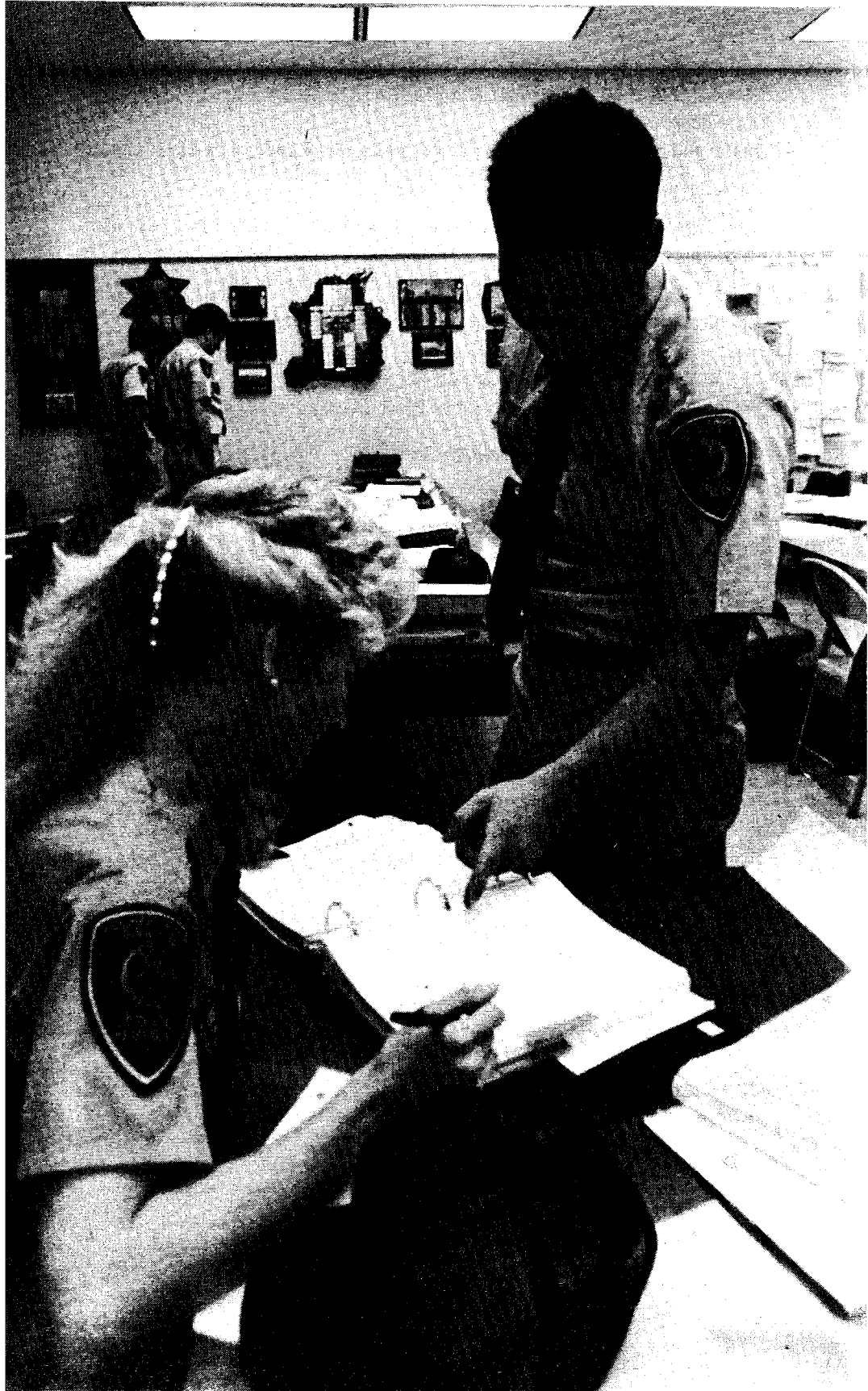
Three hours lecture per week.

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. ***Degree Applicable Course.****

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: Approval by the department.



SPECIAL PROGRAMS

DEAN OF INSTRUCTION,
APPLIED SCIENCES: DR. DAVID BOCKMAN

Majors

Cosmetology
Fire Control Technology
P.O.S.T. Basic Police Academy
P.C. 832 Reserve Police Officer Academy
Criminal Justice Occupational Training

Programs

Cooperative Work Experience/Internship

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 35 hours per week.

CERTIFICATE OF ACHIEVEMENT IN COSMETOLOGY

A Certificate of Achievement in Cosmetology will be granted to students who satisfy the following requirements:

1. Completion of 34 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 Visalia and Tulare.

Course Descriptions

COSMETOLOGY 61A (12) /D/S/

Prerequisite: Admission to the Cosmetology Program.

All instruction offered off campus.

Minimum of 35 hours per week, ten hours theory and lecture and 25 hours lab per week. Class meet five (5) days per week.

A total of 630 hours.
week.

Scientific theory as it applies to cosmetology, anatomy, disorders and diseases of the skin, scalp and hair; physiology of skin, hair 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. Thirty-four (34) units of college credit is the maximum the College of the Sequoias recommends in this program.

COSMETOLOGY 61B (12 Units) /F/S/

A total of 630 hours.

See Cosmetology 61A.

COSMETOLOGY 62 (10 Units) Summer Only

Prerequisite: Approval of contracting beauty college.

Thirty-five hours per week. Five (5) hours lecture and 30 hours lab. A total of ten (10) weeks—340 hours.

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 40 hours per week. Students are required to provide their own uniform and training kit. Class runs for six weeks during the summer.

FIRE CONTROL 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, most classes may be taken in any sequence.

The Fire Technician Certificate will be awarded to those students completing the 260 hour Fire Science Academy (FS 70 -Basic Firefighter I) with a grade of "C" or higher, plus 12 additional units in Fire Control Technology.

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 CONTROL TECHNOLOGY

FIRE SCIENCE 40—S.F.M. NON-AMBULANCE EMT-1 FS (4) /D/

Prerequisite: Persons employed or intended employment in the Fire Service.

Three (3) hours lecture/discussion and three (3) hours laboratory per week.

This course instructs the student in appropriate procedures of emergency care and an introduction in utilizing improvised and commercial tools safely in vehicle extrication. It meets the requirements of the State of California and the State Fire Marshal's Office for EMT-1 Non-Ambulance/Fire Service. Satisfactory completion of this course enables the student to function in the Fire Service as an EMT-1 Non-Ambulance/Fire Service on an engine company. ***Degree Applicable Course.****

FIRE SCIENCE 53A—FIRE INVESTIGATION (3) BA /D/

Prerequisite: Fire Science 70, or 76, or 59.

Three hours lecture per week.

The third course in the standard fire technology program, including introduction to arson and incendiary, 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. ***Degree Applicable Course.****

FIRE SCIENCE 54—FUNDAMENTALS OF FIRE SERVICE OPERATIONS (3) AA /D/

Three hours of lecture and discussion per week.

This is an eighteen week course designed to introduce the fundamentals of fire service operations. It provides the student with the knowledge and understanding of fire department organization, management, and resources, and emphasizes the use of those resources to control various emergencies. ***Degree Applicable Course.****

**FIRE SCIENCE 55—FUNDAMENTALS OF FIRE PROTECTION
CHEMISTRY (3) AA /D/**

Three hours of lecture and discussion per week.

This is an eighteen week course designed to introduce the fundamentals of fire protection chemistry. It provides the student with information and knowledge of the physical and chemical characteristics of matter, fire, hazardous materials, and basic extinguishment theory. ***Degree Applicable Course.****

FIRE SCIENCE 56—FIRE SERVICE HYDRAULIC (3) BA /D/

Three hours lecture per week.

The theory of water at rest and in motion; engineering principles of formulas and mental calculations to hydraulic problems; Underwriters' requirements for pumps. ***Degree Applicable Course.****

**FIRE SCIENCE 57—FUNDAMENTALS OF FIRE
PREVENTION (3) AA /D/**

Three hours of lecture and discussion per week.

This is an eighteen week course designed to introduce the organization and function of fire prevention and inspections. It provides fundamental information regarding this history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education and detection and suppression systems. ***Degree Applicable.****

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. ***Degree Applicable Course.****

FIRE SCIENCE 60A—S.F.M.-FIRE PREVENTION IA (2) BA /D/

A total of 36 lecture 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. ***Degree Applicable Course.****

FIRE SCIENCE 60B—S.F.M.-FIRE PREVENTION IB (2) BA /D/

A total of 36 lecture 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. ***Degree Applicable Course.****

FIRE SCIENCE 61—FIRE PROTECTION EQUIPMENT AND SYSTEMS (3) BA /D/

Prerequisite: None.

Three lecture hours per week.

Portable fire extinguishing equipment; sprinkler systems; protection systems for special hazards; fire alarm and detection systems. ***Degree Applicable Course.****

FIRE SCIENCE 66—WILDLAND FIRE CONTROL (3) BA /D/

Prerequisite: None.

Three lecture 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. ***Degree Applicable Course.****

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.

A total of 108 hours of lecture and 132 hours of laboratory.

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. ***Degree Applicable Course.****

FIRE SCIENCE 71A—S.F.M.-FIRE INSTRUCTOR IA (2) BA /D/

Forty-hour lecture 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. ***Degree Applicable Course.****

FIRE SCIENCE 71B—S.F.M.-FIRE INSTRUCTOR IB (2) BA /D/

Forty hour lecture course.

This course 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. ***Degree Applicable Course.****

FIRE SCIENCE 72A—S.F.M.-FIRE COMMAND IA (2) (BA) /D/

Forty hour lecture 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. ***Degree Applicable Course.****

FIRE SCIENCE 72B—S.F.M.-FIRE COMMAND IB (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. ***Degree Applicable Course.****

FIRE SCIENCE 77A—S.F.M.-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 lecture 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. ***Degree Applicable Course.****

LAW ENFORCEMENT 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 core courses needed for a Criminal Justice major.

LAW ENFORCEMENT TRAINING CERTIFICATES

Students may earn certificates of completion in the following topic areas:

Peace Officer Reserve
PC 832
Corrections
Advanced Officer Training
P.O.S.T. Basic Peace Officers Academy

SECURITY GUARD TRAINING CERTIFICATES

Security guards and other interested persons may earn certificates of completion in the following topic areas:

Firearms
Side-Handle Baton
Tear Gas

Course Descriptions:

CRIMINAL JUSTICE 60a-d—TOPICS IN CRIMINAL JUSTICE (0-12) BA /F/S/SS/

Recommended Prerequisites/Corequisites: Completion of CJ82 (Basic Training Academy), or the equivalent.

Lecture, Discussion, and Lab vary with topic.

This variable unit course provides an opportunity for students to study the latest issues and problems in the law enforcement field. CJ 60a-d is an umbrella course under which numerous diverse law enforcement topics can be developed which do not meet State format requirements for Advanced Officer Training as addressed in the CJ 85 series. The CJ 60 series, further meets the training needs of local agencies by presenting either single or multiple topic courses of diverse lengths. Each of these courses will be certified by one of three State regulatory agencies. ***Degree Applicable Course.****

CRIMINAL JUSTICE 60I—TRAFFIC COLLISION INVESTIGATION (2) /D/

Recommended Prerequisites/Corequisites: Completion of CJ82 or its equivalent.

Thirty-six (36) hours lecture and discussion and four hours of laboratory per week.

This 40-hour course is intended to upgrade officers' skills in conducting preliminary investigations of traffic collisions. Topics include: Review of the California Collision Investigation Manual, court decisions pertaining to liability, collision scene management, collision scene evidence and correct completion of the report. **Non-Degree College Credit Course.***

CRIMINAL JUSTICE 71a-d—BASIC FIREARMS (1) /F/S/SS/

Twelve (12) hours lecture and discussion and four hours of laboratory per week.

This 16-hour course is designed to satisfy state training requirements for the initial qualification of security guards to carry sidearms on duty. All guards must requalify annually. Requalifying students will register under community service and take the course concurrently with initial qualifiers after repeating the course three times. This course was previously offered as CJ60a—Firearms. **Non-Degree College Credit Course.***

CRIMINAL JUSTICE 72a-d—SIDE HANDLE BATON (1) /F/S/SS/

Eight (8) hours of lecture and discussion and four hours of laboratory per week.

Specialized training for security guards, peace officers and other interested persons. This course is designed to meet specific requirements of the California Bureau of Consumer Affairs and the Commission on Peace Officer Standards and Training (P.O.S.T.). Completion of this course will enable security guards to gain state certification to carry the side handle baton while on duty. The course also fulfills standards required of law enforcement personnel. Previously offered as CJ60b—Side Handle Baton. **Non-Degree College Credit Course.***

CRIMINAL JUSTICE 73—CITIZEN AND SECURITY TEAR GAS (0) /F/S/SS

Four hours of lecture, discussion, and laboratory.

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. Previously offered as CJ60d—Chemical Agents. **Non-Credit College Course.***

CRIMINAL JUSTICE 82—BASIC POLICE ACADEMY (12) /F/S/SS/

Recommended Prerequisites/Corequisites: Passing score on the P.O.S.T. entry level reading and writing test, high school diploma or G.E.D., no felony criminal record, and a valid California Driver's licenses.

Forty-nine (49) hours of lecture, discussion, and laboratory per week.

A state certified basic training course for peace officers. Covers introduction to law enforcement criminal law, evidence, administration of justice, criminal investigation, community-police relations, patrol procedures, traffic control, juvenile procedures, defensive tactics, firearms, and first aid. This course complies with the State Commission on Peace Officers Standards and Training Regulations. **Degree Applicable Course.***

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

Recommended Prerequisites/Corequisites: Completion of Criminal Justice 82 (Basic Police Academy).

Forty (40) hours of lecture, discussion, and laboratory per week for two weeks.

The course satisfies a state mandate for the training of law enforcement first-line supervisors. Topics include: values, ethics, professional principles, leadership styles, civil liability, performance appraisal and corrective counseling. This is a lecture-intensive course; however, role playing is utilized. **Degree Applicable Course.***

CRIMINAL JUSTICE 85a-d—ADVANCED PEACE OFFICER TRAINING (0-12) /F/S/SS/

Recommended Prerequisites/Corequisites: Completion of CJ 82 (Basic Training Academy) or equivalent.

Variable hours of lecture, discussion, and laboratory based on units awarded.

An in-service training course for peace officers below management level. This course complies with regulations prescribed by the California Commission on Peace Officer Standards and Training (P.O.S.T.) This variable unit course presents advanced coverage of topics taught in the Basic Training Academy. The topics presented in this course will be responsive to the changing training needs of area enforcement agencies. **Degree Applicable Course.***

CRIMINAL JUSTICE 86A—LEVEL III, RESERVE POLICE OFFICER TRAINING: "LAWS OF ARREST" (1) /F/S/SS/

Eight (8) hours of lecture and discussion per week.

This 80 hour course is designed to satisfy the curriculum standards of the Commission on Peace Officers Standards and Training as required by Penal Code Section 832 in regards to Level II Reserve Peace Officers. Includes: professional orientation, law, laws of evidence, community relations, communications, report writing and arrest and control. This course is mandated by state law for anyone who will work a Level III Reserve Peace Officer. This course is required before taking CJ 86B-Level III Reserve Police Office, "Firearms." It is also required before continuing on to Level II and Level I Reserve Peace Officer Training. **Degree Applicable Course.***

CRIMINAL JUSTICE 86B—LEVEL III, RESERVE PEACE OFFICER TRAINING: "FIREARMS" (1) /F/S/SS/

Recommended Prerequisites/Corequisites: Completion of CJ 86A.

Eight (8) hours of lecture and discussion and variable lab and activity hours per week.

Designed to satisfy the curriculum standards of the Commission on Peace Officers Standards and Training as required by Penal Code Section 832 in regards to Level II Reserve Peace Officers. Includes: Firearms safety, care and cleaning of firearms, handgun shooting principles, target shooting and combat shooting. The course is mandated by State law for anyone who will work as a Level III Reserve Peace Officer and will carry a firearm. This course follows the Level III, "Laws of Arrest Course", CJ 86A and is required before taking Level II, CJ 86C course. **Degree Applicable Course.***

CRIMINAL JUSTICE 86C—LEVEL I, RESERVE PEACE OFFICER TRAINING: "RIDE ALONG" (3) /F/S/SS/

Recommended Prerequisites/Corequisites: Completion of CJ 86A, Laws of Arrest (Level III) and completion of CJ 86B, Firearms (Level III).

Designed to satisfy the curriculum standards of the Commission on Peace Officers Standards and Training as required by Penal Code Section 832 in regards to Level II Reserve Peace Officers. Includes: professional orientation, law, communications, drivers awareness, force and weaponry, patrol procedures, traffic, custody, physical fitness and defensive techniques. The course is mandated for anyone who will work as a Level II Reserve Peace Officer. The prerequisites of completion of the Level III Reserve Peace Officer course is required before taking this course; and this course serves as a prerequisite for anyone interested in working as a Level I Reserve Police Officer. **Degree Applicable Course.**

CRIMINAL JUSTICE 86D—LEVEL I, RESERVE PEACE OFFICER TRAINING: "RIDE ALONG" (3) /F/S/SS/

Recommended Prerequisites/Corequisites: Completion of CJ 86A, Laws of Arrest (Level III); Completion of CJ 86B, Firearms (Level III); and Completion of CJ 86C, "Ride Along" (Level II).

Designed to satisfy the curriculum standards of the Commission on Peace Officers Standards and Training as required by Penal Code Section 832 in regards to Level 1 Reserve Peace Officers. Includes: professional orientation, police community relations, law, evidence, patrol procedures, traffic, and criminal investigations. Upon completion of this course, the student will qualify a Level I (work alone) reserve peace officer. **Degree Applicable Course.**

COOPERATIVE WORK EXPERIENCE/ INTERNSHIP

COORDINATOR: MR. RICHARD CONLEY

**OCCUPATIONAL COOPERATIVE WORK EXPERIENCE/INTERNSHIP
121a-d—(1-4) BA /S/SS/F/**

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 /S/SS/F/

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 /S/SS/F

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. Also offered as Business 138.
Degree Applicable Course.*

LEADERSHIP TRAINING 2 (1) BA /S/SS/F/

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. Also offered as Business 139.
Degree Applicable Course.*

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 30—COLLEGE SUCCESS SKILLS (1) /F/

One hour of lecture per week.

SUCCESS Seminar is a course designed to help students investigate the factors which affect their success in college. Topics in this course include test anxiety, campus resources, communication skills, and personal issues that face many college students.

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

BILL M. DOWNES
Division of Agriculture,

TO BE NAMED
Division of Nursing and Health
Science

MARCY HALL
Division of Consumer/Family Studies

TO BE NAMED
Division of Physical Education,
Health and Athletics

JENNY ROOT
Division of Business

ELAINE SMITH
Division of Science, Mathematics,
and Engineering

BARBARA STRONG
Division of Fine Arts

WAINO PETERSON
Division of Social Sciences

KEN BROYLES
Division of Industry and Technology

MARY CARMICHAEL
Division of Language Arts and
Communication

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- PETERSEN, LEANNE** *ECE*
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