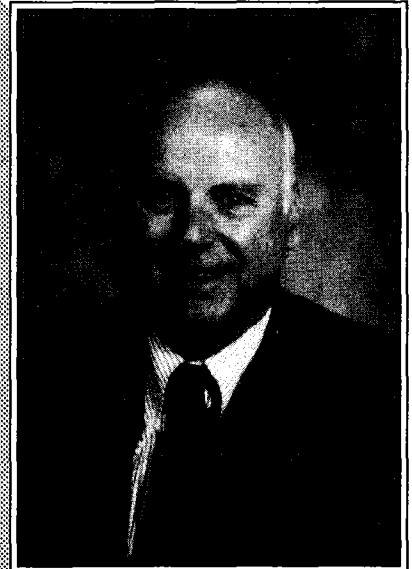


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College of the Sequoias
General Catalog
1993-94

Welcome to College of the Sequoias



College of the Sequoias is part of this nation's largest system of higher education. In California alone 1.5 million students enroll in community colleges every year. COS now serves more than 9,000 students.

For the past four years, COS has experienced significant enrollment increases placing a greater demand on the existing facilities and equipment at the college. With the UC and CSU systems facing decreased funding and the rise in unemployment, more and more students will turn to community colleges for lower-division course requirements and retraining in new technologies.

The COS Board of Trustees supports an aggressive facilities construction plan to accommodate the increasing number of students seeking admission. Construction and planning for future construction will be a way of life at COS for the next several years.

COS will continue to explore partnerships with business and education with an emphasis on building for the future while adapting to the changing needs of the residents of our District.

Robert A. Lombardi
Superintendent/President

GENERAL INFORMATION



GENERAL INFORMATION

Catalog and Announcement of Courses

College of the Sequoias
A Public Community College

1993-1994



COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT
915 South Mooney Boulevard
Visalia, California 93277
(209) 730-3700

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 Community College League of California. 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.

GENERAL INFORMATION

The College

College of the Sequoias Community College District was established in 1925 and moved to its current 55 -acre site in 1940. In addition to the primary campus, COS conducts an agriculture program on a 120 acre farm as well as offering general education coursework in nearby communities including a college center in the Hanford area.

Serving more than 9,000 students with a wide variety of academic and vocational programs, the college administration, faculty and staff are committed 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 to a diversified, changing population which has increased by more than 20 percent in the past decade.

Many of our students come to COS in order to take the first two years of undergraduate coursework before transferring to a four-year college or university.

A large portion of our students take specific vocational coursework as job preparation or to improve their skills and knowledge for positions of current employment. Classes for these students, as well as classes for self-satisfaction and personal improvement, are offered through a wide variety of day and evening classes on the campus and a number of community facilities.



College of the Sequoias, with its strategic location, its excellent buildings and facilities and well-trained staff, will continue to respond to the needs of the community by serving as a center of culture and intellectual vitality.

The Community

College of the Sequoias is located in Visalia, a community which grew 52 percent between 1980 and 1990. The population of Visalia has reached approximately 86,000 while Tulare County reflected a similar growth rate in reaching a population of approximately 319,600.

Visalia, which is situated just an hours drive from the mountains on the east and two hours from the ocean on the west is known as the Gateway to the Sequoias. Our small town catches the eye of many people passing through as a quiet, well-groomed town still with the small town image. Visalians enjoy a symphony orchestra, two ballet groups and

several theater groups. Visalia also features 20 city parks, 5 golf courses, 8 theaters and 2 hospitals.

Although Visalia enjoys a retail and professional sector, Tulare County is predominately agricultural. It is the second most productive agricultural county in the world.

The Student

College of the Sequoias is well represented by a variety of ethnic backgrounds.

College of the Sequoias is represented predominately by students who live in Visalia, Exeter, Porterville, Hanford, Corcoran, Orosi, Tulare, Cutler, Farmersville, Lindsay, and Woodlake.

GENERAL INFORMATION



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Gail Robinson, Catalog Design and Edit

Kristy Robinson, Cover Photograph

David Cargill, Facilities Print Shop, COS, Map graphics

Photographers: Bill Schell, Mike Anderson, Bruce Maynard, and photographers from the college newspaper, The Campus.

GENERAL INFORMATION

Academic Calendar

Fall Semester, 1993

August 16, 1993—December 21, 1993

April*	Registration for Continuing Students
July 1	Last Day to Petition for Fall 1993 Readmission After Scholastic Disqualification
August 2-12 and 16-18	Registration for Eligible Students
August 10	Registration for High School Accelerates
August 10	Last day to have application on file
August 10	Last day to take COS Placement test before Fall semester
August 23	Classes Begin
August 23 - September 3	Late Registration/Program Changes (with instructor permission)
September 3	Last Day to Drop a Class Without a "W"
September 6	Labor Day Holiday (no classes)
October 1	Last Day to File for Associate Degree
November 1	Last Day to Petition for Spring 1994 Readmission After Scholastic Disqualification
November 12	Veterans Day Holiday (no classes)
November 19	Last Day to Drop Classes
November 25, 26	Thanksgiving Holiday (no classes)
December*	Spring Registration for Continuing Students
December 15-21	Final Exams
December 21	End of Semester
December 21	Last Day to Remove Incomplete "I" Grade for the Spring 1993 Semester and 1993 Summer Semester
December 22-31	Christmas Recess (Holiday)
January 1-14	Recess Between Semesters

***Contact Registration Coordinator for specific dates at 730-3762.**

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

GENERAL INFORMATION

Academic Calendar

Spring Semester, 1994

January 24, 1994—May 27, 1994

November 1	Last Day to Petition for Spring 1994 Readmission After Scholastic Disqualification
January 4-13	Registration for Eligible Students
January 11	Last Day to have Application on file
January 11	Registration for High School Accelerates
January 17	Martin Luther King Jr.'s Birthday Holiday
January 18-19	Registration for Eligible Students
January 18-21	Faculty/Staff Inservice
January 24	Classes Begin
January 24 - February 4	Late Registration/Program Changes (with instructor permission)
February 4	Last Day to Drop a Class Without a "W"
February 18	President's Day Holiday (no classes)
February 18	COS Scholarship Application Deadline
February 21	Washington's Birthday Holiday (no classes)
February 25	Last Day to File for an Associate Degree
March 2	Cal Grant Financial Aid Deadline for New and Transferring Students
March 28 - April 1	Easter Recess
April 22	Last Day to Drop Classes
May 23-27	Final Exams
May 27	Commencement/End of Semester
May 27	Last Day to Make Up Incomplete "I" Grade for Fall 1993 Semester
May 30	Memorial Day Holiday (no classes)
June 13-July 21	Summer Semester
July 1	Last Day to Petition for Fall 1994 Readmission After Scholastic Disqualification

***Contact Registration Coordinator for specific dates at 730-3762.**

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

GENERAL INFORMATION

Compliance Statement

BOARD OF TRUSTEES

Ned F. Baker
Vice-President
(Ward 3)

Luther Khachigian
Clerk
(Ward 1)

Lee M. Lockhart
(Ward 5)

Robert Lyman
President
(Ward 4)

Louis E. Sweet
(Ward 2)

SUPERINTENDENT/ PRESIDENT

Dr. Robert A. Lombardi

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), the Age Discrimination Act of 1975 (pertaining to age), and the Americans with Disabilities Act of 1990. 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:

Mr. Rudy Pina, Affirmative Action Officer
Mr. David Bockman, Title IX Coordinator
Mr. Donald Mast, Section 504 Coordinator
and ADA Compliance Office

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 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.

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.

GENERAL INFORMATION

College Administration

Dr. Gilbert M. Dominguez
Vice President, Instruction

Dr. David C. Bockman
Dean of Instruction
Applied Sciences

Mr. Gary Kuncel
Director
Police Training/Public Safety

Dr. Lynn Mirviss
Associate Dean, Instruction
Nursing & Summer Session

Mr. Dale Norton
Associate Dean, Instruction
Precollegiate Studies

Dr. Dianne Sharples
Dean of Instruction
Liberal Arts & Extended Day

Dr. Robert A. Lombardi
Superintendent/President

Mr. Dave Adams
Director
Facilities and Planning

Mr. Al Branco
Athletic Coordinator

Dr. Edmund Carlson
Executive Director
COS Foundation

Mr. Victor Collins
Director
Personnel Services

Mr. David J. Erickson
Vice President
Administrative Services

Mr. Don Mast
Associate Dean, Student Services
Enabler Program, Health Services

Mr. Joe Nemcek
Director, Information Services

Mr. Rudy Pina
Affirmative Action Officer

Dr. Don Goodyear
Vice President
Student Services

Mr. Bill Bettencourt
Dean of Students
Counseling, Activities

Mr. J. Ronald Hays
Dean of Students Services
Special Programs

Mr. Robert G. Heath
Dean of Students
Admissions and Records

Ms. Christina Knox
Associate Dean, Student Services
Matriculation

To Be Filled
Associate Dean, Student Services
EOP&S

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, scholarships, equipment and other critical needs. Donations can be given in a number of ways: cash, stock, real property, deferred gifts, memorials, matching gifts and scholarships.

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 Dr. Edmund Carlson, Executive Director of the COS Foundation at 730-3861.

GENERAL INFORMATION

College of the Sequoias Facilities

Traditional facilities at the campus include lecture classrooms; science laboratories; computer laboratories in English, Math, Business, and Nursing; a photography laboratory; a multi-purpose gymnasium; theater; an industrial and automotive technology complex; a library and media center; a learning resource center; administrative and Student Services offices; an Enabler Skills complex; cafeteria, book store, and student activities office.

Recreational facilities include a track and field complex; outdoor tennis, racquetball courts; basketball and volleyball courts (gym); softball, baseball, and football fields; weight room which utilizes both nautilus and free weights; and an outdoor stage.

In addition, College of the Sequoias has developed facilities that support its academic programs.

Children's Learning Center

Serving as a training laboratory for Child Development program majors as well as a child care center for students and community members, the professionally staffed Children's Learning Center offers an outstanding pre-school program. Facilities include a well-equipped playroom, cafeteria complex and fenced playground. Call the Consumer/Family Studies Division Office for more information at 730-3799.

Farm

The COS Farm located at 2245 South Linwood, Visalia 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 120 acre laboratory provides students with worksites in animal science, horse production, dairy, ornamental horticulture, floriculture, turf culture, crop production, vegetable gardening and soils.

Hanford Center

College of the Sequoias has a center at 12582 13th Road 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 including testing, orientation, counseling, registration, tutoring, and book sales. Call (209) 583-8215 for further information.

Off-Campus Sites

To make it easier for COS students to attend classes, the college offers regular accredited courses at nine off-campus locations within the district.

During registration, students may sign up for off-campus classes during regular registration hours on campus or during the first class session at off-campus sites.

OFF CAMPUS LOCATIONS

CORCORAN

Corcoran High School
Whitley & Letts Avenues

John Muir School
Letts and Bell Avenues

Kings Lake School
1520 Patterson Avenue

CUTLER/OROSI
Cutler-Orosi Unified High School
418 Road 128

EXETER
Exeter High School
820 San Juan Avenue

FARMERSVILLE
Farmersville Senior Center

HANFORD

Hanford COS Center
12582 13th Road
Hanford, Ca
Rooms: 1-8

LINDSAY

Lindsay High School
1701 East Tulare Road

WOODLAKE

Woodlake Union High
400 West Whitney

THREE RIVERS

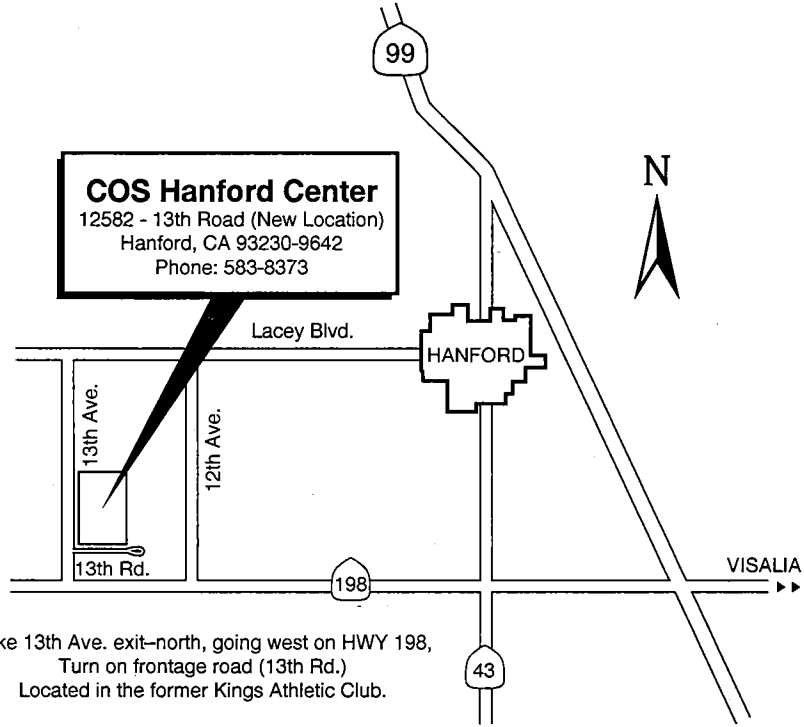
Three Rivers Elementary School
41932 Sierra Drive

TULARE

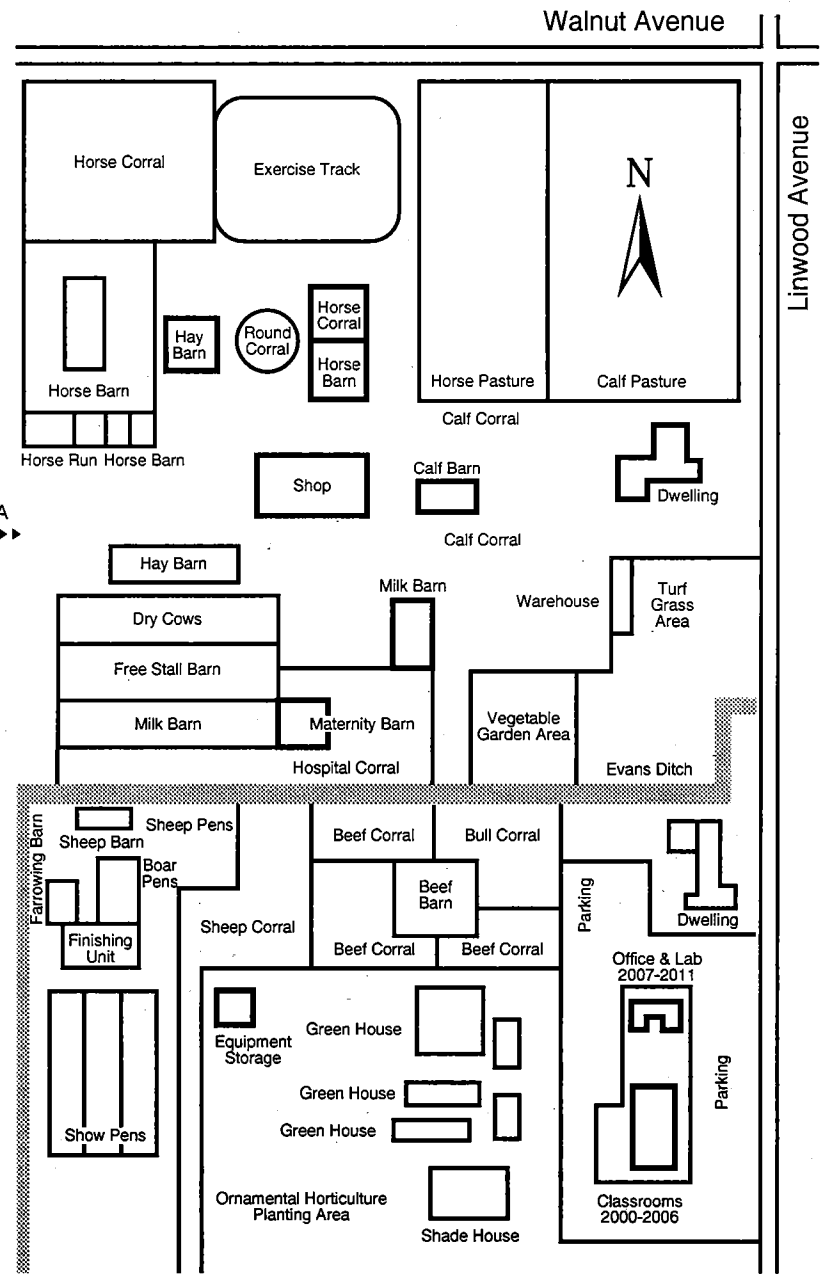
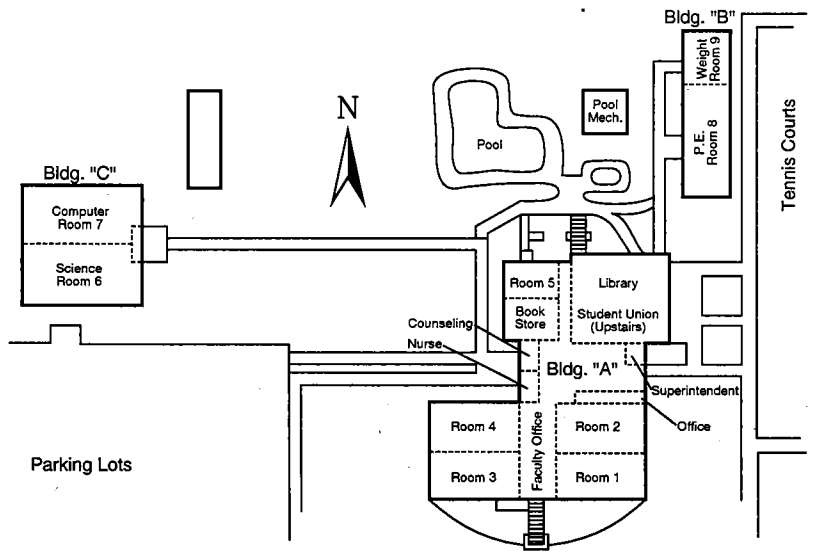
Tulare Union High School
755 East Tulare

COS Farm • 2245 South Linwood • Visalia, CA (209) 730-3916

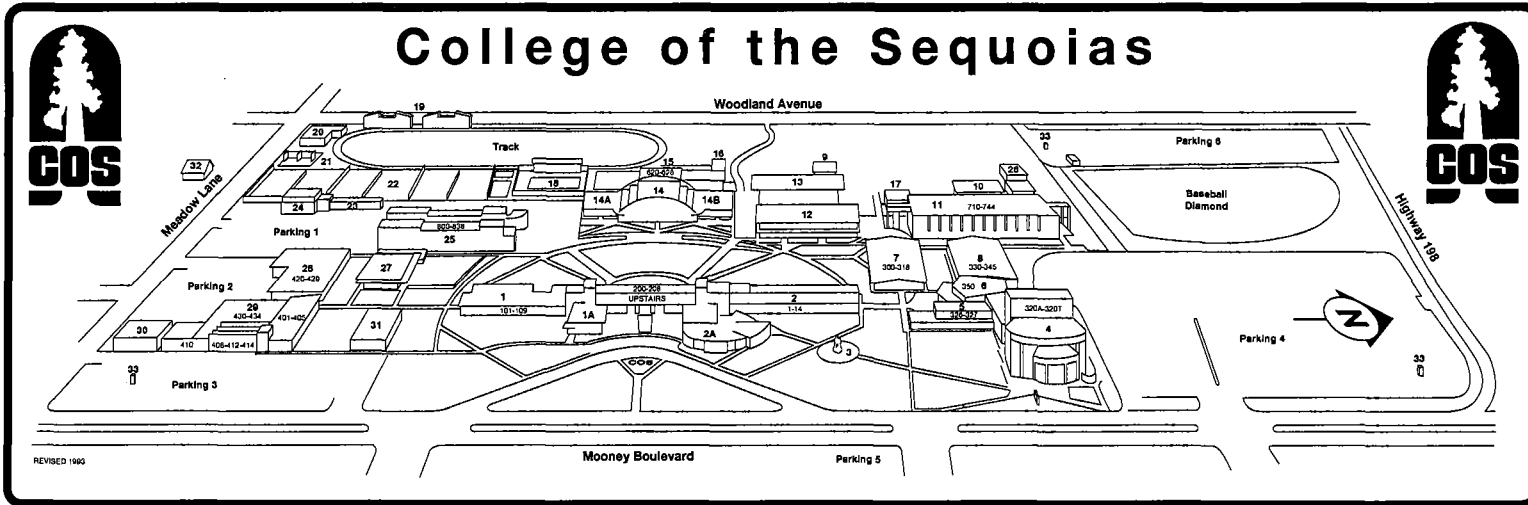
COS Hanford Center
 12582 - 13th Road (New Location)
 Hanford, CA 93230-9642
 Phone: 583-8373



Take 13th Ave. exit-north, going west on HWY 198,
 Turn on frontage road (13th Rd.)
 Located in the former Kings Athletic Club.



GENERAL INFORMATION



MAIN CAMPUS

915 South Mooney Boulevard • Visalia, California 93277 • (209) 730-3700

NUMERICAL LIST

1. Administration South	15. Gym Annex
1A. Student Services	16. Adaptive P.E.
2. Health Center	17. CSUF/COS Center
2. Administration North	18. Pool
2A. Administrative Offices	19. Racquetball
3. Giant Statue	20. Maintenance Shops
4. Theatre	21. Handball
5. Music	22. Tennis
6. Lecture Hall	23. Safety Services & Transportation
7. Life Sciences/Math	24. Print Shop & Facilities Office
8. Social Sciences	25. Consumer/Family Studies
9. Portable Classroom	26. GAIN/JTPA
10. Nursing	27. Student Union
11. 700 Building	28. Industry & Technology West
12. Library	29. Industry & Technology East
13. Instructional Media Center	30. Vocational Admin./Classroom
14. Gymnasium	31. Bookstore
14A. Athletic Office	32. Personnel
14B. Student Activities Office	33. Parking Permit Machine

ALPHABETICAL LIST

Adaptive P.E.	16	Dance Studio	15	Mill Cabinet Lab	28
Administration	2A	Drafting Technology	29	Music	5
Administration of Justice	11	EOP&S	1	Music Library	5
Admissions & Records	1	Electronics Technology	28	Nursing Lab	10
Air Conditioning Technology	29	Enabler Office	12	Nursing Office	10
Architectural Technology	29	English	25	Physics	2
Art	1	Facilities and Operations Office	24	Pool	18
Art Gallery	4	Financial Aids	1	Portable Classroom	9
Assessment & Testing	1A	Foreign Language	11	Print Shop	24
Athletic Training Room	14A	Foundation Office	24	Public Information Office	24
Automotive Technology	28	JTPA/GAIN	26	Racquetball	19
Biology	7	Giant Statue	3	Receiving	24
Board Room	24	Gymnasium	14	Scholarship Services	1
Bookstore	31	Gym Annex	15	Science	2 & 7
Box Office	4	Handball	21	Social Sciences	8
Business Division	11	Health Center	2	Student Activities Office	14B
California State University		Home Economics	25	Student Services Center	1
Fresno/COS Center	17	Industry & Technology	28 & 29	Student Union	27
Career Center	12	Information	2A	Tennis	22
Cashier's Office	2A	Instructional Media Center	13	Theatre	4
Chemistry	2	JTPA/GAIN	26	Transfer Center	14
Community Services	2A	Learning Disabilities Classroom	13	Transportation	23
Computer Services	11	Lecture Hall	6	Veteran Services	1
Construction Technology	30	Library	12	Welding Technology	29
Consumer/Family Studies	25	Maintenance Shops	20	Women's Locker Room	148
Cooperative Education Office	2	Maintenance Technology	29	700 Building	11
Counseling Center	1A	Metals Lab	29		

GENERAL INFORMATION

Mission and Goals of the College

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:

- **Remain sensitive to the needs of the students by providing appropriate assessment, matriculation, career guidance, and cultural awareness;**
- **Respond to the needs of the community by serving as a center of culture and intellectual vitality;**
- **Meet the needs of the staff by nurturing their intellectual, professional, emotional and personal growth; and**
- **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:

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.

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.

PROGRAMS AND SERVICES

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.

Transfer Curriculum

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

Vocational and Technical Training

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

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.

Employment Development

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

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.

GENERAL INFORMATION

COLLEGE OBJECTIVES (Continued)

Remediation

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

Community Services

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

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.



History of 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.



Admissions/Matriculation



Admissions/Matriculation

Eligibility for Admission

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 107.

Placement Tests

All students are required to take the COS Placement Test for math and English if they have completed or will complete six (6) or more units AND plan to pursue either a certificate, Associate degree, or transfer program. All other students who plan to enroll in an English or math course or any course with an English and/or math prerequisite, must also take the test. Students may be exempt from the Placement Test requirements based upon criteria listed in the Matriculation Policies section of the catalog. Tests are administered on several days throughout the year. Information on test dates and test registration may be obtained by contacting the Assessment Center in Room 101B. 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.

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.

Summary of Admission Requirements for Full-Time Students (12 or more units) and students planning to take more than six units

Full matriculation will be required of any student who intends to enroll for 7 or more units of credit. 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, Six (6) 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

Admissions/Matriculation

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 requests 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.

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.

Other:

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.

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' Office. However, the decision to retain a student in the class is the decision of the faculty member. However, it is the student's responsibility to drop a class in which he/she no longer wishes to be enrolled. **NON-ATTENDANCE DOES NOT RELEASE THE STUDENT FROM THIS RESPONSIBILITY.**

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.

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 (EC68017).

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 (T554010).

The residence determination date is that date immediately preceding the opening day of instruction of the semester (EC68023/T554002).

Physical presence within the state solely for educational purposes does not constitute establishing California residence regardless of the length of that presence (T554022).

Admissions/Matriculation

Resident Regulations (Continued)

Residents of another state are non-residents of California (T554030). The burden is on the student to demonstrate clearly both physical presence in California and intent to establish California residence (T554026).

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).

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 elective credit on a College of the Sequoias transcript. The CLEP will not be applied to the Transfer General Education Certification requirement. For further information, contact the Dean of Admissions and Records, Room 107.

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 \$3,480 is the same as for other non-resident students. Payment of \$1,740 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 \$350 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 and Records.

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:

Admissions/Matriculation

Transcripts (Continued)

- 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 requirements may be waived for:

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

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 103B, for eligibility information.

Fees and Expenses

Health Fee

A \$10.00 health fee is charged of all COS students enrolled in classes for units or who are repeating a class under the Community Service Option.

Material Fees

A material fee may be levied in certain courses approved by the Board of Trustees. Textbooks and school supplies average approximately \$250 per semester. These costs, however, vary according to the student's major. New and used textbooks and essential supplies may be purchased at the COS Book store.

Fees and Expenses

ALL FEES ARE DUE AND PAYABLE AT TIME OF REGISTRATION

Enrollment Fee	--\$13.00 per unit (NO CAP)
Differential Enrollment Fee	--\$ 50.00 per unit
Health Service Fee	--\$ 10.00 MANDATORY FEE FOR ALL STUDENTS
Parking Fee (Optional)	--\$ 20.00 per semester (12 units or more) --\$ 10.00 per semester (11 units or less)
Student Activities Card	--\$ 15.00 per year (optional)
Material Fees	--Check Class Schedule for specific classes
Non-resident fees	--\$116.00 per unit plus above applicable fees
Representation Fee	--\$1.00 (Six (6) units or more)

*Dislocated workers, displaced homemakers, and recipients of public assistance shall be exempted from paying the differential enrollment fee and shall instead be charged the enrollment fee (Title V, Section 58501.1) Exemption forms are available in Room 107.

Note: All fees are mandated by the State and are subject to change without prior notice. Any increase in fees after the student registers will be charged and billed accordingly. Fee assistance is available to eligible students. Eligibility information may be obtained from the Financial Aid Office--Room 103B

Admissions/Matriculation

Fees and Expenses

The college also has two optional fees:

1. **Parking Fee:** A fee for those students who wish to park their vehicle on the main campus or college farm property.
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.

Nonresident Tuition Fees

The nonresident tuition fee for the academic year 1993-94 is \$116 per semester unit, payable each semester upon registration. The nonresident tuition fee for foreign students is \$121 per semester unit when the student is both a citizen and a resident of a foreign country. Fees are applicable whether non-residents enroll for credit or noncredit. Guidelines and regulations for fee refunds for the nonresident student are the same as for all other students.

Parking Fees

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 \$10.00. Motorcycle and moped parking is free in designated areas. Parking permits may also be purchased on a daily basis from red permit dispensers located in Lots 3, 4, 6 and the COS Farm for 50 cents (two quarters) per day. Daily permits are valid from time of purchase until 10:00 p.m.

Student Representation Fee

The fee of \$1.00 per semester will be charged for each student starting with Fall 1993 registration. A waiver of this fee can be obtained for religious, political, moral, or financial reasons. The Representation Fee is an includable cost in student budgets for students receiving federal and/or state financial aid benefits.

Refund Policy

Enrollment, Health, Non-resident, 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.**
- **Short-term classes MUST be dropped on or before the first day of class for a refund.**

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 6-8 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.

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 - receives 3 points per unit;**
- Grade C - receives 2 points per unit**
- Grade D - receives 1 point per unit;**
- Grade F - receives 0 points per unit**

Satisfactory Scholarship

Satisfactory scholarship means at least a "C" (or 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.

Admissions/Matriculation

Scholastic Regulations

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
PE	1	1	C	2
English	3	0	F	0
Chem	5	5	A	20
Geol 1	4	4	B	12
Math 154	3	0	F	0
Hyg 1	0	0	W	0
Total	16	10		34

The grade point average equals 34 divided by 16, or 2.125.

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 154 in which the grade was "F" and English 1 in which the grade was "F."

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 to early appointment for program planning.



Admissions/Matriculation

Matriculation Policies

Matriculation is a process that assists students in planning, choosing, and achieving educational and career goals. It begins with applying for admission and ends when the student completes the expressed goal. The purpose of matriculation is to ensure access to appropriate programs and courses offered by the college and to facilitate successful completion of student educational objectives. Through a coordinated program between instruction and support services, the college promotes and sustains efforts to help students achieve their goals.

Matriculation is a partnership between the student and the community college. It comprises mutual responsibilities and agreements for both partners. Any student who enrolls in credit classes for the purpose of realizing an educational or career goal is considered a matriculant. Matriculated students are expected to:

1. express a broad educational intent at the time of admissions;
2. declare a specific educational objective within a reasonable period of enrollment;
3. complete the COS Placement Test or other assessments;
4. attend an orientation or the STEPS to SUCCESS program;
5. discuss educational/vocational choices and class selections with a counselor prior to registration;
6. diligently attend classes and complete assigned coursework;
7. seek support services as needed and complete courses to maintain progress toward an educational goal.

The community college agrees to provide:

1. an admission process,
2. a pre-enrollment assessment process,
3. an orientation to college programs, services, and procedures,
4. a pre-enrollment counseling and advising session,
5. an Educational Study Plan,
6. a suitable curriculum or program of courses,
7. a quality instructional experience,
8. a continuous follow-up on student progress with referrals to support services when needed, and
9. institutional research and evaluation to review the effectiveness of programs in assisting students to reach their goals.

All students who are deemed matriculants are required to participate in the Matriculation activities. Non-exempt students may request exemption status by completing a form and presenting their case to the Associate Dean of Student Services, Matriculation. Students who are exempt based upon the following criteria are welcome to request any service or activity from the respective departments.

Exemption Criteria for Assessment

All students are required to take the COS Placement Test for math and English if they have completed or will complete six (6) or more units AND plan to pursue either a certificate, Associate degree, or transfer program.

All students are exempt from the math and/or English test if they satisfy one of the criteria listed below:

MATH TEST:

1. enrolling in courses other than a math class or a class that lists a math recommendation/prerequisite; or
2. presenting a valid college transcript that demonstrates successful completion of math courses that are equivalent to courses offered at COS.
3. providing scores for the ACT or SAT (ACT Math=28, after October of 1989, or SAT Math=560).
4. providing passing scores from the ELM, after April of 1992.

ENGLISH TEST:

1. enrolling in courses other than an English class or a class that lists an English recommendation/prerequisite; or
2. presenting a valid college transcript that demonstrates successful completion of English courses that are equivalent to courses offered at COS; or
3. providing scores for the ACT or SAT (ACT English Usage = 23, or SAT Verbal = 510).

Admissions/Matriculation

Exemption Criteria for Orientation and Steps to Success Program

All students are required to participate in the STEPS to SUCCESS Program or the alternative one-hour orientation session unless they meet one of the criteria listed below:

1. enrolling in six or less units without the desire to obtain a certificate, AA/AS degree, or transfer requirements for a four-year institution; or
2. verifying previous participation in an Orientation at College of the Sequoias (orientations at other colleges do not apply); or
3. having accrued more than 30 units at College of the Sequoias (units accrued at other colleges do not apply).

Exemption Criteria for Counseling

All students are required to consult a counselor unless they meet one of the criteria listed below:

1. enrolling in six or less units without the desire to obtain a certificate, an AA/AS degree, or transfer requirements for a four-year institution; or
2. enrolling in six or less units of classes that do not require reading, writing or computational skills; or
3. verifying a prior counseling session in conjunction with the development of a current COS Educational Study Plan.

Exemption Procedures

Any student who is considered non-exempt from the Matriculation services by district criteria (mentioned above), yet wishes to be considered for exemption for one or more of the activities, shall be directed to the Associate Dean of Student Services, Matriculation.

FORMAL PROCEDURE:

1. The student can acquire the Matriculation Exemption Form from Admissions & Records, Counseling, or the Office of the Associate Dean of Student Services, Matriculation.
2. The student must return the form to the Associate Dean.
3. The Associate Dean (or a proxy in the event of absence) will review all cases on the same day as they are submitted. Exemptions that are submitted during evening registration will be reviewed the following day.
4. The student may file an Appeal/Grievance Form requesting a hearing from the Matriculation Appeal/Grievance Committee within 10 working days of submission if the student is dissatisfied with the exemption status.

Appeal/Grievance Procedures

An appeal/grievance may be filed with the Associate Dean of Student Services, Matriculation, under the following situations:

1. If a student feels entitled to any matriculation service or program to which he/she has been denied access; and/or
2. If a student feels that any matriculation procedure is being applied in a discriminatory manner.

The Matriculation Appeal/Grievance Form and Procedures are available in the Office of the Associate Dean of Student Services, Matriculation.

FORMAL PROCEDURE:

1. The student must complete the form and submit it to the Office of the Associate Dean of Student Services, Matriculation.
2. Within 10 working days, the Associate Dean will personally review the case with the student.
3. If the student is still dissatisfied with the resolution, the student can request a hearing from the Matriculation Appeal/Grievance Committee within 10 additional working days to review the Appeal/Grievance.

(For details consult the Matriculation Appeal/Grievance Procedure Handbook located in the Office of the Associate Dean of Student Services, Matriculation.)

Admissions/Matriculation

Fees

Enrollment Fee

Fewer than 10 units \$13.00 per unit (NO CAP)
 \$ 6.50 per 1/2 unit

All students with B.A. or higher \$50.00 per units
 (Fee waivers are available for low income students)

Refunds: Enrollment refunds will be mailed to the Students from the Accounts Receivable Office within 6-8 weeks after instruction begins. Short-term classes MUST be dropped on or before the first day of class for a refund.

100% refund, less a \$5 handling fee, is given to students if they completely withdraw from class the last day of registration BEFORE school begins or the class is cancelled by the college. 90% refund if prior to the second week of instruction. **NO REFUNDS WILL BE GIVEN AFTER THE SECOND WEEK OF INSTRUCTION.**

Health Service Fee

The health services fee helps support campus health services, including student accident insurance.

All students \$10 per semester

Fee Waivers are available for low income students

Refunds: 100% refund is given to students if they completely withdraw from classes prior to the first day of the semester or the class is cancelled by the college.

Parking Fee

Parking fees have been instituted to provide the resources needed to repair and maintain COS Parking Lots.

(Per Semester)
 Students using parking lots .50 per sticker per day
 \$10.00 11 units or less
 \$20.00 12 units or more
 \$10.00 Summer Session
 Motorcycle and Moped parking is free in designated areas

Fresno State Students Refunds:

\$10.00 per semester
 Parking fee refunds must be requested at Public Safety.

Purchase of a parking permit does not guarantee a space will be available. The College District is not responsible for losses due to theft or damage.

Class Material Fees

Nominal material fees are charged for some classes. Fees vary and are noted in the Schedule of Classes.

Refunds: 100% refund is given to students if they completely withdraw from class the last day of registration BEFORE school begins or if the class is cancelled by the college.

NO REFUNDS WILL BE GIVEN FOR MATERIAL FEES AFTER THE CLASS BEGINS.

ASB Representation, Photo & ID Fee

Optional purchase of an ID card entitles you to all the privileges of Associated Student Body membership, including local merchant discounts.

Price: \$15.00 per year for photo and ID
 \$1 per semester* Student Representation Fee

Refunds: Through ASB Office

*Note: A waiver of this fee can be obtained for religious, political, moral, or financial reasons. The representation fee is an includable cost in student budgets for students receiving federal and/or state financial aid benefits.

Nonresident Tuition

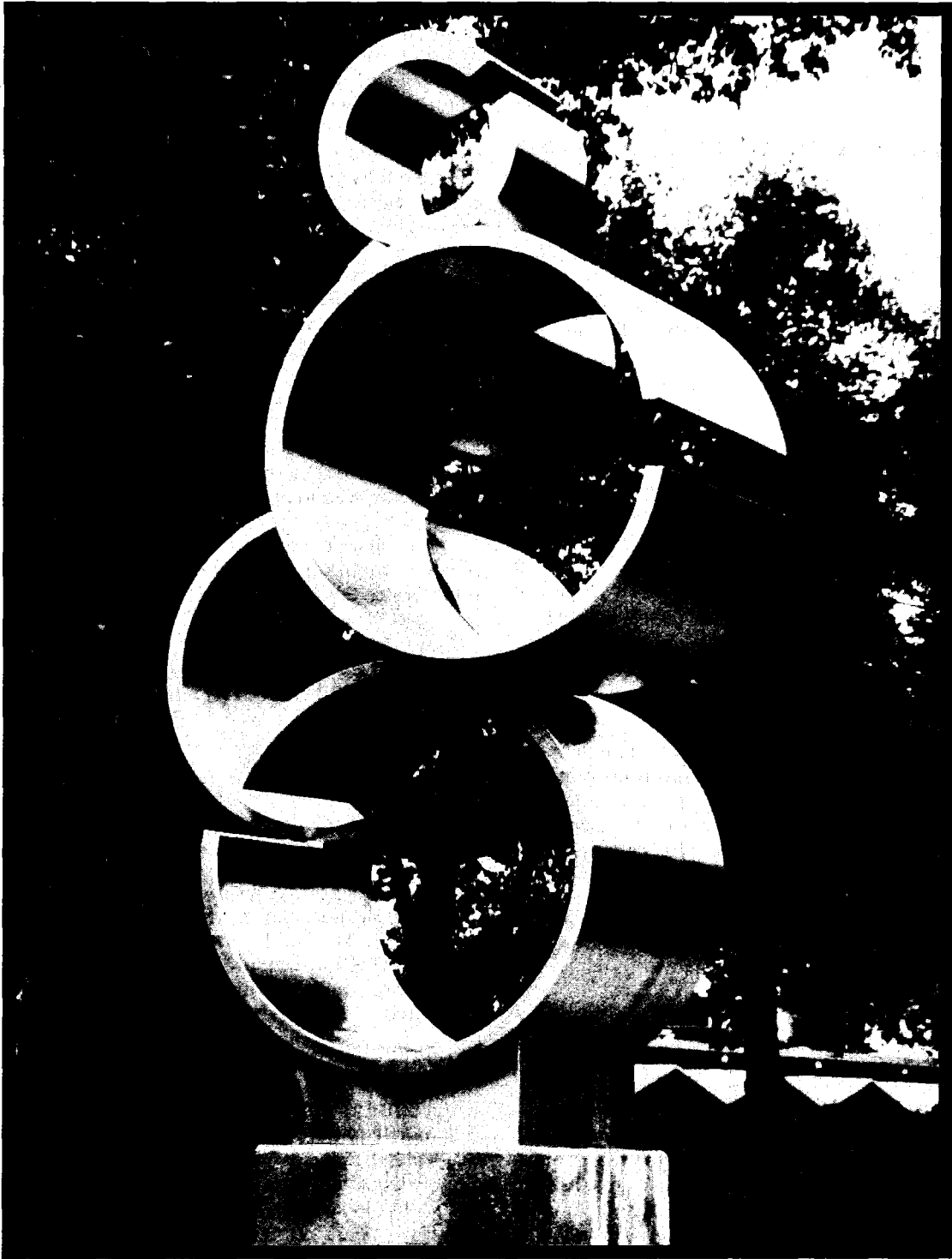
Students who have not been legal residents of California for a full year prior to registration, must pay a tuition fee in addition to the enrollment fee.

Nonresident Tuition:* \$116 per unit per semester

*\$116 per unit per semester applies if student is both a citizen and a resident of a foreign country

Refunds: Cashier's Office

100% refund, less a \$5 handling fee, is given to students if they completely withdraw from class the last day of registration BEFORE school begins or the class is cancelled by the college. 90% refund if prior to the second week of instruction. **NO REFUNDS WILL BE GIVEN AFTER THE SECOND WEEK OF INSTRUCTION.**



Academics

Auditing Credit Classes

No class can be taken on an audit basis at College of the Sequoias. For insurance purposes, no person may attend or participate in a class without being properly enrolled.

CAN (California Articulation Number)

Applicable CAN numbers are printed at the end of courses listed in the "Course Descriptions" portion of this catalog. Check for the specific course/s in which you have interest in the "Course Descriptions" to see if they are designated as "CAN" referenced. For further information refer to Page 68.

Class Cancellations

Courses listed in the Schedule of Classes are subject to cancellation based on low enrollment. If a class is cancelled, fees will automatically be refunded and every effort will be made to reschedule students to meet their needs. Early registration and attendance of first class meetings will help ensure continuance of scheduled classes.

Class Waiting Lists

Waiting lists are established for some high demand classes that have filled to the maximum enrollment. Students may register on waiting lists and are encouraged to attend the first two class meetings. Waiting list students will be added to the class as other students are dropped, in the order that they registered.

Instructors teaching classes with waiting lists are required to promptly drop enrolled students who do not attend the first class meeting without notifying the instructor.

Community Service Option

A student who has taken a course designated as repeatable the total number of times allowed for credit, may then opt, with the instructor's permission, to repeat certain classes under the auspices of Community Service for no credit. Students will not be allowed to enroll for the community service repetition option until the **THIRD** week of school. Instructor permission forms can be obtained in Administration Office from the

Community Service Secretary and fees paid at the Accounts Receivable Office. Fees for students enrolled in Community Services shall be \$15 per unit, a \$10 Health Fee, and a materials fee if applicable. Since Community Service is a separate account, no funds can be transferred from credit to Community Service accounts or vice versa. If students choose to drop a class they are taking for credit and take it as a Community Service class, they must pay the additional Community Service Fee.

A course must have a minimum of 20 students enrolled in a lecture credit course, and 15 students enrolled in laboratory credit course. If there are fewer students enrolled in the lecture or lab course, the course will be cancelled. It may then be offered under the auspices of Community Services and the fee will be set according to the Community Service fee formula. When this occurs, the instructor may restructure the class to reduce the number of hours it meets as a means of reducing fees to students.

For a list of courses that may use the Community Service repetition option, please contact the Community Service Secretary in the Administration Office.

NO PERSON MAY ATTEND OR PARTICIPATE IN A CLASS WITHOUT BEING PROPERLY ENROLLED DUE TO INSURANCE STIPULATIONS.

Cooperative Education Program

The Cooperative Education Program offers students an opportunity to use their work experience to earn college credit. Any student who is employed (paid or volunteer) and can meet the criteria to qualify may participate. The employer must be willing to assist the student in setting measurable learning objectives, which will be accomplished during the grading period and evaluated as to degree of accomplishment.

Each semester one to four units can be earned depending on the type of employment and the hours worked. Students must register in Leadership Training 1 if participating for the first time and Leadership Training 2 if participating for the second semester. Some division offerings may have different requirements in place of the Leadership class.

Additional information may be obtained in the Cooperative Education Office which is located in Office 4 of the Administration building. Students must fill in an application in this office to register.

Course Repetition Policy

Only courses which fall into the following categories may be repeated. Enrollment in two sections of the same course is not permitted.

1. Courses designated "a-b," "a-c," and "a-d" may be repeated for credit; however, they may not be taken concurrently. Courses may be repeated according to the following schedule.

"a-b" May be taken 2 times for credit

"a-c" May be taken 3 times for credit

"a-d" May be taken 4 times for credit

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. See "Community Service Option" regarding course attendance in repeatable courses once the repetition limit has been reached.

A student may petition to repeat a course:

1. If a grade of "Credit" or "CR" was received and prior permission of the Dean of Admissions and Records, has been granted.
2. If a final course grade of "D," "F," or "NC" was received.
3. If course has been repeated previously with substandard grades received a second time, student must have prior permission of Dean, Admissions and Records.
4. If the grade was affected by interruptions such as verifiable accident, illness, or other circumstances beyond the control of the student.
5. If a significant lapse of time has occurred since the course was taken (usually at least one calendar year).

6. 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 and have written approval from the Dean, Admissions and Records 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-No Credit/Zero Unit Courses

The below listed courses are zero unit courses and do not receive a grade. Evaluation is on a "credit/no credit basis".

CONSUMER/FAMILY STUDIES

Foster Care 400, Discipline
Foster Care 401, Working with the System
Foster Care 402, Disruptive Behavior
Foster Care 403, Child Sexual Abuse
Foster Care 404, Special Needs
Foster Care 405, Adult Independent Living
Foster Care 406, Youth Independent Living
Foster Care 407, Child Abuse
Foster Care 408, Child Health Issues
Foster Care 409, Connecting with Parent Support Services
Foster Care 410, Child Safety and Nutrition

INDUSTRY AND TECHNOLOGY

Automotive Mechanics 499, Professional Technician Update

LANGUAGE ARTS/COMMUNICATIONS

English 401a-d, Nostalgic and Reminiscent Writing

NURSING

Nursing 401, Nursing and Other Health Careers for Ethnic Diversity

STUDENT SERVICES

Human Development 423, Tutor Training
Human Development 424, Supervised Tutoring

Academics

Credit by Examination

CONDITIONS AND REQUIREMENTS FOR CREDIT BY EXAMINATION

1. Students must be currently registered and in good standing at COS. Good standing is defined as not on probationary status.
2. Students must file a petition for approval to challenge a course by examination with the Admissions and Records office.
3. Students must furnish strong proof to the satisfaction of the instructor/department, division chair person and the Vice President of Instruction that previous background, experience or training would insure a reasonable measure of success in the challenge.
4. 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 letter grade as signed, shall be entered on the student's record and will be reflected in the student's cumulative grade point average.
5. The student's academic record shall be clearly annotated to reflect that credit was earned by examination. A maximum of 12 units may be earned through credit by examination. (This limitation is waived in the case of registered nursing students.) Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.
6. Any course listed or qualified to be listed in the college catalog is available for challenge within the limits of condition "3" above.
7. Once the student receives approval for credit by examination, the examination must be completed within the same semester unless extenuating circumstances are shown to justify an extension of time. In the event the examination is not completed within the semester approval was obtained, an NC (no credit) grade will be assigned. If a NC grade is assigned, the student will not be allowed to challenge the same course again.
8. A non-refundable material fees and a processing fee of \$15 will be assessed for each credit by examination petition in addition to the appropriate enrollment, differential and/or nonresident fees charged for each semester unit to be challenged.

Academics

Dropping a Class

It is the student's responsibility to drop a class in which he/she no longer wishes to be enrolled. Non-attendance does not release the student from this responsibility. The last day to drop a Fall 1993 class is November 19 and the last day to drop a Spring 1994 class is April 22. The student can obtain the necessary form from the Admissions Office or the instructor. After completing the necessary information return the form as follows:

- If during the first two weeks of school, to Room 1.
- If after the first two weeks school or pro-rated period of a short term class, the Admissions Office, Room 107.

Drop Fee

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

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 judgement of the administrators in Student Services and Instruction, but preferably the Dean of Admissions and Records.

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.

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 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.

In Progress (IP)

The "IP" symbol shall be used only in those courses which extend 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.

Academics

Incomplete Grades

Incomplete grades (I) may, at the instructor's option, 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 year 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.

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.

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
 - Vice President, Instruction

Credit for Independent Study is accepted at the CSUs. Independent Study courses are accepted for the granting of transfer credit at a UC campus contingent upon an evaluation of the course outline by a UC campus. Maximum credit allowed is 3-1/3 semester units per term, 6 units total in any or all appropriate areas combined.

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 107. **A student must be currently registered at COS in one or more units before applying for independent study credit.**
2. The student seeking independent study should outline his/her proposal and discuss it with an appropriate instructor. With the instructor's approval, the student should then complete the independent study application form. Once the form is completed, the student should return it to the supervising instructor. This approval process should be completed before the third week of the semester.
3. The form should then be passed from instructor to division chairperson to the Vice President, Instruction.
4. If approved, the form is sent from the Office of Instruction to the Admissions Office 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.
5. 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.
6. Roll sheets will be distributed to the appropriate instructors by the Admissions Office.
7. 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.**
8. 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.

Independent Study Application Procedure (Continued)

9. A complete roster of all independent study students will be kept by semester for a given year and filed in the Admissions Office.

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).

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. In addition, a student on academic probation shall be subject to dismissal if the student earned a cumulative grade point average of less than 2.0 in 30 units of precollegiate basic skills courses.

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 COS, or instead, if appropriate petition for credit by examination.

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

Peace Corp 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.

Prerequisites and Corequisites

Under the Title 5 Matriculation Regulations, students are entitled to enroll in any course for which they can meet necessary and valid prerequisites. A **prerequisite** is a course that must be completed before a more difficult course is attempted. For example, a student must complete Math 230 (Intermediate Algebra) with a "C" or better prior to attempting Math 45 or 21. A **recommended prerequisite** differs from a prerequisite because it is **not** required. A recommended prerequisite is a course that a student is advised to complete before a more difficult course is attempted. For example, a student is advised to complete English 1 prior to enrolling in Philosophy 20. A **corequisite** is a course which a student is required to simultaneously take in order to enroll in another course. For example, a student must concurrently enroll in Geology 1 and Geology 351 because the latter is a field trip associated with the former, a lecture class. Course prerequisites and corequisites are identified in the college catalog course sections.

Section 58106 of the Matriculation Regulations permits the establishment of prerequisites if the particular prerequisite:

- a. was established prior to July 6, 1990 and is part of a sequence of degree-applicable courses within a given discipline;
- b. is required by statute or regulation;
- c. is part of a closely related lecture-laboratory course pairing which requires concurrent enrollment; or
- d. is required by a four-year institution to ensure transferability of subsequent courses.

According to Section 55534 and 58106 of the Matriculation Regulations, any prerequisite may be challenged by a student based upon one or more of the grounds listed below. Grounds for challenge occur when:

Academics

Prerequisites and Corequisites (Continued)

1. a prerequisite, which must be validated pursuant to subdivision (c) (2) of Section 55534, has not been validated or is being applied in a discriminatory manner;
2. the student has the knowledge or ability to succeed in the course despite not meeting the prerequisite;
3. a prerequisite which does not need validation under subdivision (c) (2) and has not been so validated is discriminatory or is being applied in a discriminatory manner;
4. the prerequisite for a course is not offered in a given semester; or
5. the necessary pre-collegiate basic skills course is not reasonably available because availability may be limited by a permissible "first-come first-serve basis" as an authorized registration procedure.

Important to note is that challenges MUST BE resolved in a timely manner and the student must be permitted to enroll in the course in question if the challenge is upheld. The Appeal/Grievance form to challenge a prerequisite can be obtained from the Associate Dean of Student Services, Matriculation, in Room 101.

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 earned a cumulative grade point average of less than 2.0 in all units attempted in each of the three consecutive semesters which were graded on the basis of the grading scale. In addition, no student will be granted credit in excess of 30 units for precollegiate basic skills courses, except in the case of a student who has applied for and received a waiver from the Director of Precollegiate Studies.

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 a readmission is required prior to enrollment and is available from the Dean of Admissions and Records Secretary in Room 107.

Any student readmitted after disqualification remains on probation until probation removal requirements have been fulfilled. Students dismissed

Academic Dismissal Procedures (Continued)

for the second time are not eligible to repetition for admission until another semester of nonattendance has elapsed.

Academic Forgiveness

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

(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"/"F" grades were earned.

(2) At least three years must have elapsed since the "WF"/"F" grades were received. Instructors who originally assigned the grades must give written approval for their removal. In cases where the faculty members cannot be located, the final decision for removal of "WF"/"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 reports 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 in Room 107.

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.

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.

Academics

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.

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.

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 Admissions and Records Office, Room 107 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. Students withdrawing after the final drop date must bring documentation of extenuating circumstances.

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



Student Rights and Responsibilities



Students Rights and Responsibilities

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 or the student body;
 - c. Follow district policies, individual publications policies (The Campus and other publications 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. Student's records will be released only on the written consent of the student, 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.

Student Rights and Responsibilities

Student Record Privacy Rights and Access to Students' Official Records

Student's 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 tests scores, and any correspondence students may have had with the College. As the student progresses through college, his transcript 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 most agencies or individuals outside the college, including prospective employers without the expressed written consent of the student. Students referring agencies or individuals to College of the Sequoias for their records should, therefore, provide the inquiring agency with a signed, dated statement granting permission for record 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 indicating under the Family Education and Privacy Act Section on the COS Application.

Students desiring to do so may have access to their record files. Counselors will be happy to review record with students on an appointment basis. In event of inaccuracy or misrepresentation, students have the right of challenge through petition of the Academic 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 filed each semester the student wants access denied.

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 procedures is available upon request from Student Services.

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

Students Rights and Responsibilities

Code of Student Conduct

Students are subject to charges of misconduct for any of the following acts on the college campus, an extension of the campus, or at a college-sponsored activity:

1. Cheating or plagiarism in connection with the academic program.
2. Forgery, alteration or misuse of college documents or knowingly furnishing false information to the college.
3. Misrepresentation of oneself or an organization as an agent of the college.
4. Obstruction or disruption of the college's educational, administrative or other college process.
5. Physical abuse or the threat of abuse to any member of the college process.
6. Theft of or damage to college property or property owned by a member of the college community.
7. Unauthorized entry into, unauthorized use or misuse of college property.
8. Possession of or being under the influence of alcohol or unlawful narcotics.
9. Possession or use of explosives or weapons.
10. Indecent or obscene behavior.
11. Abusive behavior or hazing.
12. Gambling.
13. Any other cause identified as good cause by the Education Code or other laws governing a community college.

Students charged with misconduct may be subject to the following penalties:

1. **Reprimand:** Written warning that continued misconduct will result in more serious disciplinary action.
2. **Temporary Exclusion:** Removal from class or college activity for the duration of its scheduled period.
3. **Suspension:** Exclusion from classes, activities, and/or student privileges for a specified number of days, up to a maximum of five days.
4. **Expulsion:** Termination of student status at this college.

Certain members of the campus community are authorized to impose the above penalties as follows:

1. Any instructor may temporarily exclude the offending student from his class for the remainder of the class session and the next class day.
2. Any administrator may temporarily exclude the student from any college sponsored activity for the remainder of the activity time.
3. The Vice President of Student Services may impose reprimand or temporary exclusion, or may recommend suspension or expulsion.
4. The President of the College may impose suspension or recommend expulsion.
5. The Board of Trustees may impose expulsion.

Attendance

Regular class attendance not only is essential to the maintenance of satisfactory grades, but also is the means by which the college obtains financial support. So, your absences hurt you as a student and mean a loss of revenue to the college.

Each instructor has his/her own attendance policy which he/she will announce early in the semester.

Students should be aware that some courses and activities include trips and that they are responsible, first, for informing their instructors when they will be absent because of these trips and, second, for completing the work missed. If the instructor is late for class, students are obligated to wait for 10 minutes from the time the class is officially to begin before leaving.

If a student has prior knowledge that he/she will be missing class for a day or more, he/she should go to the Dean of Students' office and obtain a leave of absence form for his instructors to sign or in cases of emergencies, contact the office of the Dean of Students at 730-3774. Written notification of a student's absence will be done only if the absence is five (5) consecutive days or longer. However, an excused leave of absence in no way relieves the student of the responsibility of completing all work to the satisfaction of the instructors involved.

Student Rights and Responsibilities

Dropping a class

IT IS THE STUDENT'S RESPONSIBILITY TO DROP A CLASS IN WHICH HE/SHE NO LONGER WISHES TO BE ENROLLED.

Non-attendance does not release the student from this responsibility.

The student can obtain the necessary form from the Admissions Office or the instructor. After completing the necessary information return the form as follows:

- ✓ **If during the first two weeks of school, to Room 1.**
- ✓ **If after the first two weeks of school, the Admissions Office, Room 107.**

Eating

Eating is allowed in the Student Union and areas outside of buildings, **BUT IS NOT PERMITTED IN CLASSROOMS OR CONFERENCE ROOMS.**

Liquor and Drugs

Students and guests of students, regardless of age, may not use or be in possession or under the influence of alcohol or unauthorized drugs on either the main campus, college farm or at COS sponsored events. Violation of this regulation may result in citation and/or suspension or expulsion from college (25608 Business and Professional Code).

Smoking

The College of the Sequoias Board of Trustees has adopted a policy which does not allow the sale of cigarettes or any other tobacco products on the college campus and prohibits smoking in any of the college buildings. COS ordinance #204, per 76033e Educational Code.

Pets

Pets are not permitted on campus without approval.

Messages

The college cannot relay any personal communication for such things as medical appointments, car breakdowns, lost keys, employer contacts, transportation problems, jury duty, etc.

Posting of Materials

Clearance must be obtained from the Student Activities' Office for posting or distribution of any materials on campus. If there is any question of appropriateness, materials may be referred to the Dean of Students for clearance.

Materials may be posted only on bulletin boards that say "Approved for Posting" across the top. There is also a special "For Sale" bulletin board by the Student Service's Office. General Advertisements (for sale, roommates or transportation needed, etc.) may be placed on cards available in Student Activities.

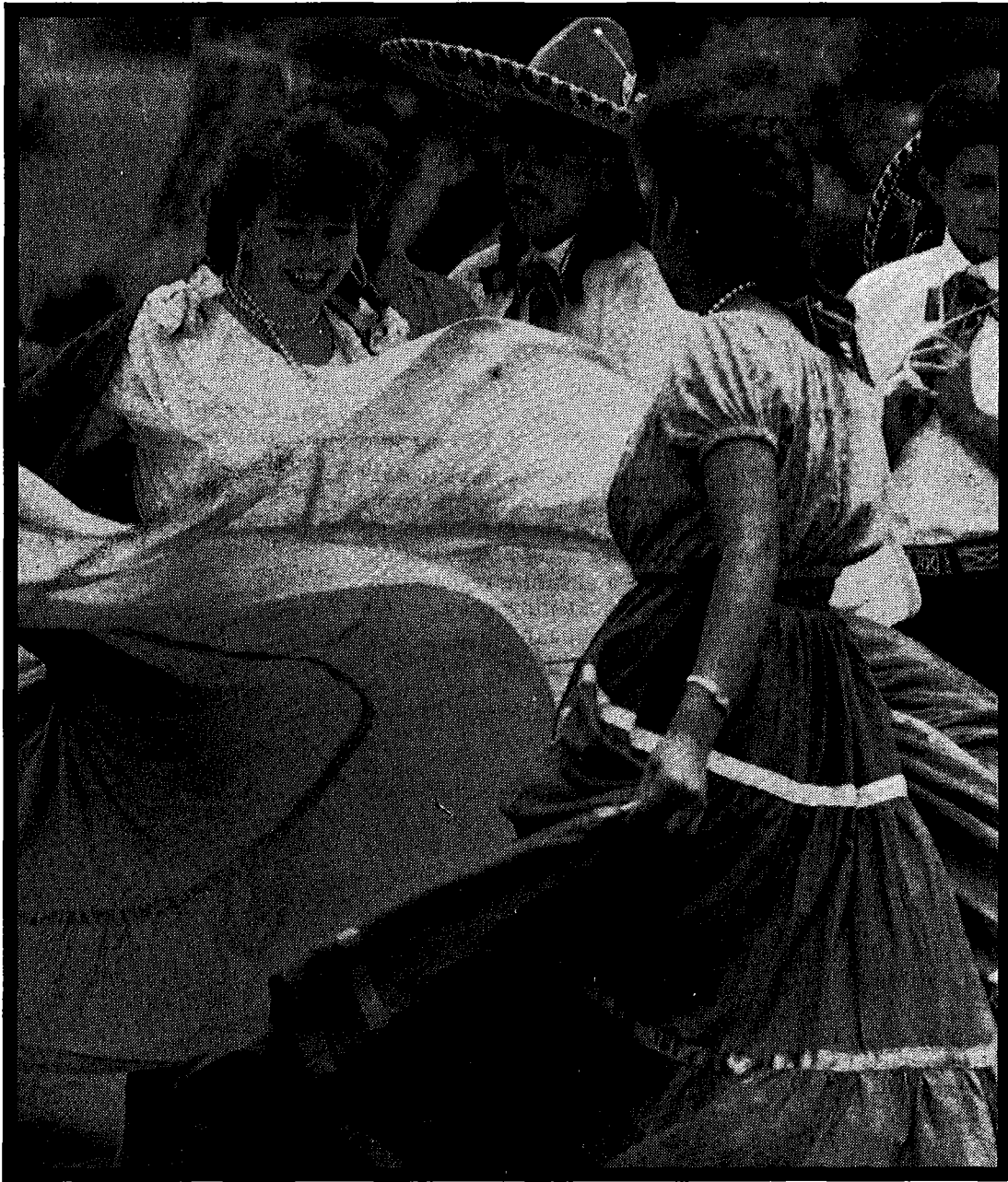
**Last Day to Drop
A Class**

**The last day to drop a Fall 1993
class is November 19 and
the last day to drop a Spring
1994 class is April 22.**

Students Rights and Responsibilities



Student Services



Student Services



Counseling Services

Counselors at College of the Sequoias provide complete educational and career guidance services. They meet with students on an individual or small group basis for a range of purposes: interpreting the assessment scores, recommending further assessment/testing, determining specific courses for immediate and future registration, developing a student's Educational Study Plan, identifying a person's concerns for referrals and services, and supporting the progress and successful achievement of the student's goal through follow-up services. Personal and social concerns are also addressed as they relate to college success. Students are encouraged to take advantage of these services offered at no cost.

The goal-purpose of counseling is to help students succeed in their studies through self-evaluation, decision-making, careful planning, and commitment. Because accurate information is essential, our counselors are dedicated to insuring that students receive current and correct information. This information is usually documented in an Educational Study Plan which reflects the current goal of a student. Students wishing to change their goal should see a counselor to revise their Educational Study Plan.

Counselors are available during the day either by appointment or on a walk-in basis. Evening counseling is available on Wednesday by appointment only. It is advised that students make appointments well in advance of registration because of the high demand for counseling. Walk-in students should be aware that they may have to wait to see an available counselor.

College of the Sequoias' students wishing to make an appointment on the main campus may call or stop by the Counseling Office located in the Student Services Center. The telephone number is (209) 730-3741, or 730-3715. To schedule a counseling appointment on the Hanford campus, students may call (209) 583-8373.

Orientation Services

Orientation is a required activity for all new matriculated students at College of the Sequoias. A comprehensive orientation program includes an hour general information session, a campus tour, two small group sessions, an individual counseling appointment and the development of an Educational Study Plan. The entire process takes approximately 3 hours; a student is then ready to register for classes.

Additional orientation activities occur during the academic semester. A set of college survival workshops are offered to assist students in the development of their study skills throughout the semester. Math and Test Anxiety Study Skills, and Time Management are examples of some popular workshops. Contact the Peering advising Desk in the Student Services Center for information regarding the dates and locations of the workshops.

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 Free Application for Federal Student Aid (FAFSA). Application materials and detailed instruction booklets will be

Student Services

Student Financial Aid Programs (Continued)

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 103B.

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 \$150 to \$4,000 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 103B. The deadline for submitting scholarship applications is February 18.

Transfer/Career Center

The Transfer Center has been recently merged with the Career Center which is located next to the COS Library. The Transfer Center offers many services to help students prepare for transfer to a four-year institution. Examples of available services include: regularly scheduled visits by representatives from four-year colleges and universities; university campus tours; specialized workshops; monthly calendar of transfer activities; assistance with completing application forms; "Transfer Day" to provide information about four-year institutions; catalogs and a reference library; applications for the CSU and UC systems; and information sheets regarding the CSU and UC admission requirements.

Campus Parking

Parking facilities on campus are extremely limited. Students are encouraged to participate in car pools or ride 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 ALL PARKING regulations. Citations may 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 3, 4, 6 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.

REFUND PROCEDURE:

- ◆ Apply for parking refunds at the Public Safety Office in Lot 1.
- ◆ A \$4 service fee will be deducted from all full-time permit refunds and \$2 from all part-time permit 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 6-8 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.

Purchase of a parking permit does not guarantee a space will be available. The College District is not responsible for losses due to theft or damage. All parking lot users are urged to lock their vehicles and not leave valuables within view.

Student Services



Library

The COS Library, planned to meet the academic and recreational reading interests of the student body and faculty, is organized into four major areas. The main reading room houses a 60,000 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. A special feature of this area is The Microbook Library of American Civilization, which contains microfiche reproductions of the several thousand classic volumes on the U.S. through the end of the 19th century. 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.

Added in January 1992 to the main reading room has been an on-line public catalog for improved access to the book collection. Books added from January 1992 forward can be accessed only through these computers, but older titles can also still be found in the card catalog, which will remain on the floor a couple of years until all books can be converted into the computer database. Users should generally use both the OPAC & card catalog.

The Reference Room, on the second floor, houses an extensive reference collection of 10,000 volumes, including

an outstanding section of legal materials. The reserved book collection is located in the Reference Room behind the circulation desk. A copy machine is nearby.

The periodicals room houses back issues of the magazine and newspaper collection. Indexes to much of the collection are now in two formats: the printed indexes, such as the Reader's Guide and others, and now the CD-ROM indexes and summarizes 570 magazines and journals and gives the full text (without graphics) for articles in 90 of these magazines. You may now read many of the articles you need on the computer. A printer is available for your needs; the cost is five cents a half-page.

Six conference/study rooms and a microfilm reader and copier room are open off the periodicals room for your use.

The fourth major area of the library is the Audio-Visual Department. A wide range of materials for use by students in the audio visual laboratory include audio tapes, 35 mm slides, filmstrips, pamphlets, phonograph records and video tapes.

Coordinating and overseeing these areas is a staff of three full-time and one part-time professional librarians, eight paraprofessionals, and a number of college student assistants.

Student Services

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 103B.

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 at 730-3854 for information and assistance in establishing your claims.

Disabled 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; interpreting for the deaf; notetakers; resources for the visually impaired; specialized equipment; instruction for learning impaired students; and adapted physical education. Further information may be obtained by contacting the Enabler Office, 915

S. Mooney Boulevard, Visalia, CA, 93277, or telephone (209) 730-3805. (TTY 730-3913).

Services for the Deaf and Hard of Hearing

COS employs a lead interpreter to coordinate academic support services for the deaf and hard of hearing 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 (TTY); and a personal FM system.

For additional information, contact the Enabler Office, 915 S. Mooney Boulevard, Visalia, CA, 93277, or telephone (209) 730-3805, (TTY 730-3913).

Student Health Center

The Health Center is located in Room 3 of the Administration Building. Services offered have evolved from student need and will expand gradually. Current services include 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. 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.

A \$10 health fee is charged to all COS students enrolled in classes for units or the Community Service Option. If you have any questions, contact the Health Services Coordinator at 730-3880 or 730-3881.

Student Services

The Associated Students

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, California Student Association of Community Colleges Representative (CalSACC), and Student Board of Trustees member.

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

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. The Career Center is also the location for the Transfer Center.

Re-entry Services

Students entering or returning to college after a considerable absence from school, will receive special support services at COS. Re-entry Peer Advisors and college survival workshops are available for re-entry students who need academic and personal support. Contact the Peer Advising Desk in the Student Services Center for advising appointments and workshop dates and times, 730-3813.

A Re-entry Student Services Office is available to offer information on services and resources on campus and in the community. The office is staffed by student peer advisors and re-entry students. Homemakers, housewives, divorcees, military retirees, persons making mid-life career changes and other returning students are encouraged to use this service. The Re-entry Services Office is located in Room 307, and the phone number is 730-3743.

Tutorial Center

The Tutorial Center provides student tutors free of charge for students who need help with any class that is taught at COS. The center strives to teach students to be independent learners by training them in study skills such as how to take notes, improve memory and take tests. The center also has audio tapes and computer programs to teach study skills and class subjects.

The Tutorial Center is located in the northeast corner of the Instructional Media Center (IMC) and is open from 8 a.m. to 4 p.m.

Department of Public Safety

The COS Department of Public Safety functions for the protection of school facilities, students and staff. It also sells parking permits for students wishing to park on campus who don't buy permits during registration.

Other services provided by the Department of Public Safety include:

1. Auto lockout assistance
2. Traffic accident reports for insurance purposes
3. Escort service from building to parking areas
4. Patrol of buildings and parking areas to aid in crime prevention
5. Campus lost and found
6. Investigations of theft and other crimes
7. Security functions at COS-sponsored special events
8. Emergency medical aid services

Students should remember to always lock their cars and lockers; and not leave valuables unsecured in hallways or dressing rooms. Do your part to prevent crime on campus by reporting all suspicious activity to the Department of Public Safety 24 hours a day.

The Department of Public Safety is located in Parking Lot 1 off Meadow Lane next to the bus transportation building. Call 730-3999.

Student Services

Clubs and Organizations

Students are encouraged to become active in one or more of the various clubs at COS to enrich and round-out their college experience. A list of clubs, their advisors and meeting times is listed on various bulletin boards on campus. Further information is available in the Student Activities Office on the north side of the gym.

Any group which wants to be organized at COS must be chartered through the Associated Student Body. Forms are obtained in the Student Activities Office.

An "Activity Hour" is scheduled every Thursday at 12 noon for activities. It is set up so groups can plan meetings, social activities, and assemblies when most students are free to attend. Only a few classes are scheduled for these hours.

Child Care

COS Children's Learning Center provides child care for children ages two through five during the school year. Children are enrolled on a first come, first serve basis with students' children given first priority.

Each Class has a licensed teacher who is aided by college students enrolled in COS' Early Childhood Education classes. Fees are depending on the amount of classes the children's parent is taking.

Call the Learning Center for fee schedule and referral to other child care services.

Bookstore

The bookstore carries all textbooks required in COS classes, as well as other books, stationery and art supplies, gifts and other items.

Textbooks are grouped by division, course name and instructor. Students may purchase their books before class or wait until after the first class session.

Refunds are given during the first three weeks of the semester on textbooks. **NO REFUNDS WITHOUT A CASH REGISTER RECEIPT.** See brochures at bookstore for refund details.

The Bookstore will buy back used books during the last three days of finals week if the books are being used the following semester and are needed.

Bookstore hours are 7:45 a.m. to 4 p.m., Monday through Friday, and 6 p.m. to 7 p.m., Monday through Thursday. (For the first three weeks of each semester, the Bookstore is open 6 p.m. to 8 p.m. Monday through Thursday.)

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, athletics, music groups, clubs, assembly programs, community service projects and social activities. Further information on any activities can be obtained through the Student Activities Office.

Audio Visual

The Library's audio visual services for students are available in the Audio Visual Department located on the ground floor of the Instructional Media Center (IMC) behind the library.

Students may check out and use audio visual material in the audio visual laboratory and preview rooms. A wide range of materials are available, including audio tapes, 35mm slides, filmstrips, pamphlets, phonograph records and video tapes. Computer terminals are also located in the A.V. lab for students use.

The department is open Monday through Friday, 7:45 a.m. to 4:15 p.m.

Extended Opportunity Programs and Services (EOP&S)

Extended Opportunity Programs and Services (EOP&S) is a state funded program that provides target recruitment to those students identified as being financially or educationally disadvantaged. Academic and personal counseling is emphasized and progress is monitored. Tutorial supportive social services and student advisors are available for student success.

Student Services

Extended Opportunity Programs and Services (EOP&S)

A special Summer College Readiness Program is offered to entering freshman. Students who feel uncomfortable starting college or are having problems trying to make it through college, should visit the EOP&S office in Room 103A for information and assistance.

C A R E

(Cooperative Agencies Resources for Education)

CARE is the combined effort of Public Social Services and Extended Opportunity Programs and Services of the College of the Sequoias.

CARE will assist single parents receiving AFDC (Aid to Families with Dependent Children) to:

- Increase their educational skills
- Enhance their employment ability
- Become more confident and self-sufficient
- Move from AFDC to independence

Students eligible for student financial aid may receive an augmented Pell grant for child care expenses.

For more information about other child care assistance programs, inquire in the EOP&S office, Room 103-A, or call 730-3877.

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 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 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 ATHLETIC 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 and Health Center.

Food Services--Student Union

The Student Union welcomes all new and returning students and offers a variety of food services. The Student Union is open morning, noon and evening for the convenience of students.

Service includes breakfast from 7 to 10 a.m. and lunch from 10 a.m. to 9 p.m. The grill closes at 2 p.m. but other items may be purchased until 9 p.m.

Also a snack cart is available by the "300" building from 7:15 a.m. to 9 p.m., Monday through Thursday, and 8 a.m. to 3 p.m. on Fridays.

Features include a salad bar, assorted sandwiches, hot and cold drinks, desserts and homemade bakery items. Soup is offered all the time. For variety, there are also daily specials. The Student Union features video games and is a convenient gathering spot on campus.

Graduation and Transfer



Graduation and Transfer

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.

① In **personal development**, breadth requirements help students develop self-awareness, thus increasing understanding of personal potentialities and limitations.

② 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.

③ 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:

- exposing them to the major disciplines of accumulated knowledge,
- stimulating curiosity about our surroundings,
- evaluating alternatives so that personal values can be formed,
- developing effective communication skills,
- gaining a sense of self-worth,
- learning to make rational decisions based on the utilization of problem-solving techniques,
- 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:

- ❑ A minimum of 60 units of college work numbered from 1 to 299, 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.
- ❑ Satisfactory completion of two units of Dance, Intercollegiate Athletics or Physical Education general activities courses. Students 21 years of age and over at the time of graduation are exempt from this requirement. A medical exemption is available.
- ❑ Two units of Personal and Community Hygiene. This requirement is satisfied by completion of Health and Wellness (Formerly Hygiene) 1*, 7*, or 104*.
- ❑ English 251, Business 184, or English 1 with a grade of "C" or higher. Courses taken to satisfy this requirement may be counted in satisfaction of the general education requirement.
- ❑ A minimum of 20 units must be completed within the major for an Associate of Arts degree; a minimum of 30 units must be completed within the major for an Associate of Science degree. Check with a counselor or the instructional division granting the major for specific courses.
- ❑ Eighteen units of general education including at least three (3) units from each of the following areas is required. However, completion of the CSU or IGETC general education requirements or general education requirements at any accredited university will fulfill the COS general education and graduation requirements for the AA/AS Degree.**

* Degrees in Registered Nursing are exempt from this requirement. Veterans exempt with approved DD214 or DD295.

** CLEP exam scores of 500 or higher will satisfy this local GE requirement

Graduation and Transfer

Requirements for Graduation (Continued)

Area A1 - Written Communication

English 1, 1H
English 251
Business 184
CLEP English Examination (Test 1)
Note: Grade of "C" or higher is
required in Area A1.

Area A2 - Oral Communication and Analytical Thinking

Ag 201
Business 20, 25, 119, 295
Computer 5, 6, 7
English 2
Journal 7 or Poli Sci 7
Philosophy 20, 25
Speech 1, 4, 5, 8
Any Math course numbered 1-299
CLEP Math Examination (Test V)

Area B - Natural Science

Ag 3
OH 101
Nutr/Food 18
Any Science course numbered 1-199
on The CSU GE Pattern
CLEP Natural Science Examination
(Test III)

Area C - Humanities

A minimum of 3 units chosen from the
following:

Anthro 4, 5, 5H
Arch 10, 20, 21, 120, 121a-c
Art (1-299)
CFS 6, 7
English 4, 10, 15-46, 253
Foreign Language (1-299)
Humanities 1H, 2H
Interior Design 121, 124
Music (1-299)
Philosophy (1-299)
Sign Language (1-299)
Spanish 12
Theater Arts/Cinema Arts (1-299)
CLEP Humanities Examination
(Test IV)

Area D - Social/Behavioral Science

Ag. Mgmt. 1
AJ 11, 114
Anthro 10
Bus 25
CD/Psych 39, CD 42
Econ 1, 2
Fashion 179
Geog 2, 3
History 4, 5, 5H, 17, 18, 18H, 19,
20, 23, 31
Poli Sci 5, 5H, 7
Psych 39
Social Science 276
CLEP Social Sciences/History
Examination (Test II)

Area E - Exploration*

*Must be selected from Health
and Wellness (Formerly Hygiene),
PE, Applied Science (vocational),
or a GE class outside the major (1-
299).

- 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.
- 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. Registered nursing students must earn a grade of at least "C" in all major classes required for licensing.

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:

Graduation and Transfer

A.A./A.S. Degree Guidelines

Catalog Rights

Students may graduate under the general education requirements in effect:

1. At the time for first enrollment as long as continuous enrollment is maintained, or
2. Under the requirements in effect from the time continuous enrollment is established and maintained, or
3. Under the requirements in effect at the time of graduation.

Continuous enrollment is defined as enrollment in at least one semester during a calendar year on a continuing basis without a break of more than one semester excluding summer session. Any academic record symbol (A-F, CR, NC, I, IP, RD, W) shall constitute enrollment.

Graduation Application

An Application to Graduate must be filed by each student who wishes to receive an Associate Degree. Students must have a graduation checklist completed prior to submitting their application. Applications are available in the Admissions and Counseling Offices.

The completed application must be returned to the Admissions Office prior to the deadlines published in the college calendar which can be found in the Schedule of Classes, College Catalog, and Student Bulletin.

Competency Certification

Writing

- English 1, 251, or Business 184 with a grade of "C" or higher
- Transfer to COS with a grade of "C" or higher in a course equivalent to English 1, English 251, or Business 184
- CLEP English Examination (Test 1)

Reading

- Score of 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 265a or 265b with a grade of "C" or higher
- CLEP English Examination (Test 1)

Mathematics

- High school algebra 1 and geometry (one each) with a grade of "C" or higher
- Math 200 or 210 and 215; and Math 220 at COS or equivalent courses at an accredited college with a grade of "C" or higher
- Math 230 or a more advanced math with a grade of "C" or better
- Pass Math competency exam with a successful score (at least 70 percent)
- CLEP Math Examination (Test V)

American Institutions

- Completion of a one-year high school Civics, U.S. History or Political Science course with a minimum grade of "C" or better in both semesters.
- Completion of History 17, 18, 18H, Political Science 5, 5H, or Social Science 276.

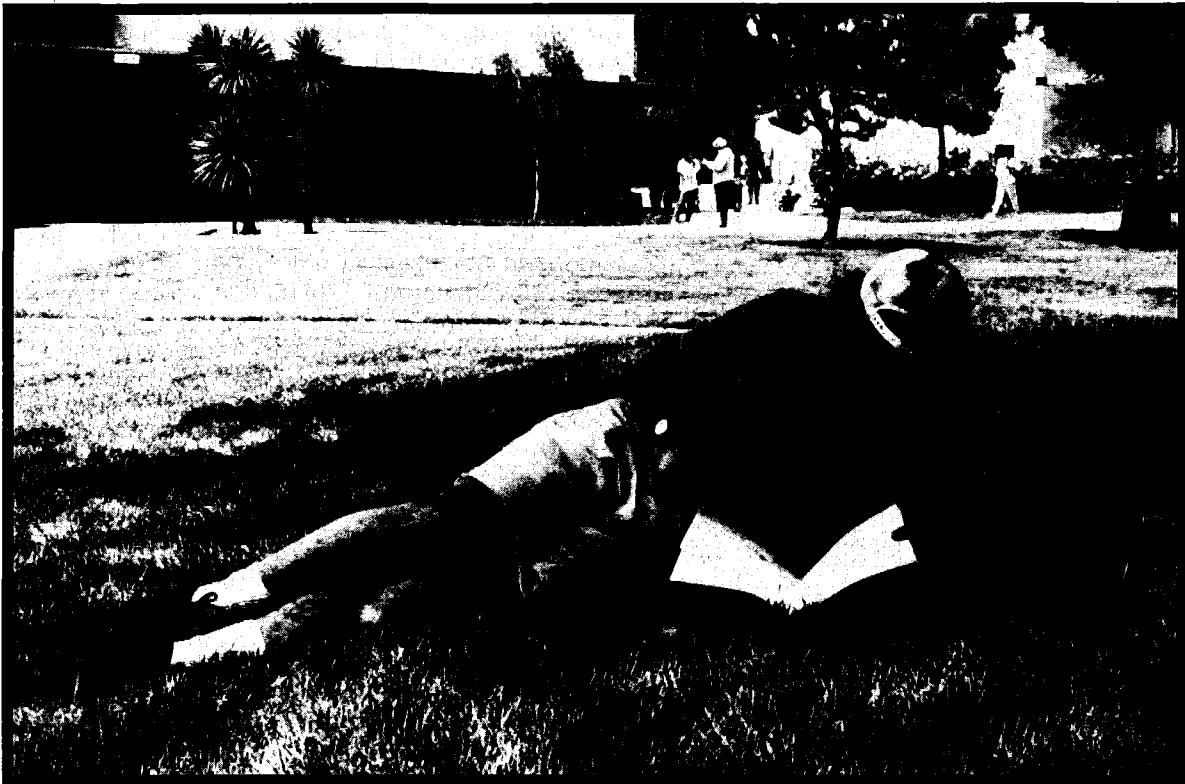
Starting with the 1991-92 catalog year, courses numbered 300 and above will not be associate degree applicable regardless of your establishing catalog rights prior to the 1991-92 catalog year.

Graduation and Transfer

Second Degree

Subsequent to the completion of an AA or AS Degree, a second AA or AS Degree may be earned by completing:

1. A minimum of 15 semester units at COS subsequent to completion of the first AA or AS Degree with attendance during the last semester prior to graduation, or a total of forty-five (45) units in residence if not in attendance during the last semester prior to graduation. Units earned through Credit by Examination may not be counted as units in residence.
2. Courses specifically required in the major field of the second degree.
3. Any additional state and local requirements such as general education, competencies, etc. as specified for the second degree by the catalog in effect at the time of pursuing the second degree.
4. Only one diploma will be provided by COS at no costs to the student. A student may purchase additional (2nd or more, if earned) diplomas at a cost to be determined by COS.
5. Notations of all degrees earned and majors completed will appear on your transcripts.
6. A receipt from the cashier for an additional diploma must accompany the application for a degree.
7. A student seeking a second degree shall only be required to satisfy the requirements



Graduation and Transfer

Catalog Rights

All California State University bound transfer students must fulfill degree requirements from one catalog, not the most favorable requirements from two or more catalogs. As long as a student maintains continuous attendance, *he or she may elect, for purposes of fulfilling graduation requirements, one of the following:

1) The catalog in effect at the time a student begins attending a California community college such as College of the Sequoias.

2) The catalog in effect at the time a student begins attending the transfer campus.

3) The catalog in effect at the time a student graduates from the transfer campus.

All students planning to transfer to the University of California or a private university must fulfill degree requirements from one catalog, not the most favorable requirements from two or more catalogs. These transfer students typically use the catalog in effect at the time they begin continuous attendance.*

*Continuous attendance is defined as being officially enrolled in at least one semester or two quarters during a calendar year regardless of the number of units completed. Also, a student is considered to have been in attendance even if he or she registered and totally withdrew from school during that semester/quarter as long as the official transcript so indicates.

Transfer planning

Students planning to transfer have a wide variety of options. The California State University with 20 campuses; the University of California with 9 campuses; and over 60 private, independent colleges in California provide a wide range of academic programs, physical and academic environments, and social climates. College of the Sequoias offers the equivalent of the first two years of these four year college and university programs. Students wishing to pursue any of these educational alternatives should meet with a counselor as early as possible to discuss their educational study plan. Careful planning will help you avoid mistakes which could prolong your academic pursuits.

Successful transfer planning requires the following steps:

- Selecting a career goal
- Selecting an appropriate major to meet your career goal
- Selecting an appropriate college or university
- Planning and completing an appropriate transfer program
- Completing the application process

All colleges and universities have specific admissions requirements and may have special course and unit requirements, as well as minimum grade averages that must be met prior to transfer. Once students identify their major and the college or university to which they wish to transfer, they should consult the respective catalog of the college or university for specific requirements. Catalogs for the California State University campuses, the University of California campuses, and selected private, independent colleges are available for use in the Transfer Center and the Career Center. Students are encouraged to purchase their own catalog by writing directly to the college or university.

Four year colleges and universities require students to complete specific general education requirements as well as major requirements for the baccalaureate degree. Students should work toward completing both general education and lower division major requirements prior to transfer. The Counseling Office maintains articulation agreements with course equivalencies and curriculum major sheets for selected majors and colleges. COS counselors will assist with interpreting the curriculum major sheets, articulation agreements and catalog statements and requirements.

In accordance with Executive Order No. 167 from the Chancellor's Office of the California State Universities and Colleges, College of the Sequoias has developed a list of courses which are baccalaureate level. Courses that are numbered 1-199 are accepted by the California State Universities and most private, independent colleges. Courses numbered 1-99 are accepted by the University of California; however, students should consult the "University of California Transfer Course List" in this catalog for specific limitations. COS courses transfer to four year colleges and universities in terms of specific or elective credit depending upon the school and major selected.

Graduation and Transfer

All students must assume the responsibility for complying with regulations and instructions set forth in catalogs for selecting the courses which will permit them to meet their educational objectives, and for satisfying prerequisites for any programs or courses which they plan to take. College requirements and articulation agreements are continually changing; the following pages represent an attempt to provide some current and pertinent information for transfer students.

THE CALIFORNIA STATE UNIVERSITY

Initial Application filing period

Summer Quarter: February 1-28
Fall: November 1-30
Winter Quarter: June 1-30
Spring: August 1-31

All applicants are encouraged to file within the initial application filing period. Applications to impacted majors must be filed within the first month of the filing period. Each campus accepts applications until capacities are reached. If applying after the initial filing period, consult the COS Transfer Center for current information. Applications for admissions are available in the Transfer Center.

Eligibility for Transfer

You will meet minimum qualifications for admissions as a transfer student if you have a grade point average of 2.0 (C) or better in all transferable units attempted, be in good standing at the last college or university attended and meet any of the following standards:

1. You will meet the freshman* admission requirements in effect for the term to which you are applying.
2. You were eligible as a freshman* at the time of high school graduation and have been in continuous attendance in an accredited college since high school** graduation.
3. You were eligible as a freshman at the time of high school graduation except for the subject requirements, have made up the missing subject, and have been in continuous attendance in an accredited college since high school graduation.
4. You have completed at least 56 transferable semester (84 quarter) units and have made up any missing subject requirements (see "Making Up Missing College Preparatory Subjects" section). Nonresidents must have a 2.4 grade point average or better.

* *Refer to the CSU application for the freshman eligibility index and subject requirements.*

** *Continuous attendance is defined by CSU as attendance in at least one course for at least one semester or two quarters in any calendar year.*

Graduation and Transfer

Making Up Missing College Preparatory Subject Requirements

If you did not complete the subject requirements in high school, you may make up missing subjects by any of the following ways. One college course of at least three semester or four quarter units will be considered equivalent to one year of high school study.

1. Complete appropriate courses with a "C" or better in adult school or high school summer sessions.
2. Complete appropriate college courses with a "C" or better.
3. Earn acceptable scores on specified examinations.
4. If you have 56 or more semester (84 quarter) units you may complete one of the following alternatives:

1987 or earlier high school graduates: complete the CSU general education requirements in communication in the English language (at least 9 semester units) and mathematics (usually 3 semester units), with a "C" or better in each course;

1988 and later high school graduates: complete a minimum of 30 semester (45 quarter) units, with a "C" or better in each course, to be chosen from courses in English, arts and humanities, social science, science, and mathematics of at least equivalent level to courses that meet general education or transfer curriculum requirements. You must complete all CSU general education requirements in communication in the English language (at least 9 semester units) and mathematics (usually 3 semester units) as part of the 30 unit requirement.

For this section, transferable courses are those numbered 1-199. A maximum of 70 units of these designated transferable courses may be transferred to the CSU system.

General Education Requirements for California State University

All campuses of the CSU system require a minimum of 48 units of general education. Thirty-nine of these units may be taken at community colleges. Beginning with Fall 1991, students may fulfill the lower division general education requirements prior to transfer by completing one of the following three options:

1. The **California State University General Education Certification** which will fulfill the lower division breadth/general education requirements for all CSU campuses.
2. The **Intersegmental General Education Transfer Curriculum** which will fulfill the lower division breadth/general education requirements for all CSU and most UC campuses.
3. The specific lower division breadth/general education requirements of the campus to which they intend to transfer.

The California State University General Education Certification and Intersegmental General Education Transfer Curriculum patterns are listed below. Students should consult a COS Counselor to determine which option is best suited for their educational objective.

Graduation and Transfer

California State University

General Education Certification

For Transfer to CSU

Students may complete the following pattern of courses within the stated rules to be eligible to receive General Education Certification prior to transfer. This certification requires all CSU campuses to apply all 39 units toward the 48 unit minimum general education requirement.

Area A: Oral and written communication and critical thinking. Choose one course from each section (9 units minimum).

A1	Oral Communication.....	Speech 1, 4, 8
A2	Written Communication.....	English 1, 1H
A3	Critical Thinking.....	English 2, Philosophy 25, 20 Bus 25*, Speech 5

All courses in Area A must be completed with a grade of "C" or better.

*Courses with asterisks can be counted in ONE AREA ONLY.

Area B: Natural Sciences and Mathematics (9 units minimum). Choose one course from each group. One laboratory science is required. (Labs Underlined)

GROUP 1: PHYSICAL SCIENCE

Astronomy 10, Geography 1
Chemistry 1, 2, 20, 21
Geology 1, 12, Meteorology 1
Physical Science 12, 12H, 20
Physics 5, 6, 7, 20, 21

GROUP 2: LIFE SCIENCES

Biology 1, 2, 20, 20H, 21, 22,
Biology 25, 30, 31, 40

GROUP 3: MATHEMATICS

Math 21, 45, 61, 62, 70, 75, 76, 77,
Math 80, 81, 154, Business 20, 119

Course in GROUP 3 must be completed with a grade of "C" or better.

Graduation and Transfer

California State University

General Education Certification

For Transfer to CSU

**Area C: Arts, Literature, Philosophy and Foreign Language (9 units minimum).
The nine units must include at last one course from Groups 1 and 3.**

GROUP 1: ARTS (Art, Dance, Music, Theatre

Art 1, 2, 3, #4, #5, #5H, #6, #7,8, 9
Cinema Arts 31, 32, Theatre Arts 1,2, 3
Music 1, 10, 34a-d, 36a-d, 52a-d,
Music 74a-d, 72a-d

GROUP 2: HUMANITIES (Philosophy, Foreign Language)

Humanities 1H, 2H, Phil 10, 10H, 11, 11H
Spanish 1, 2, 3, 4, 22, 23, 24
French 1, 2, 3, 4, SLS 101, 102, 103

GROUP 3: LITERATURE

English 4, 10, 15, 16, 18, 19, 30, 31
English 32, 44, 45, 45H, 46, Spanish 12

Art 4 & 5 & 5H same as Anthro 4 & 5 & 5H; Art 6 & 7 same as CFS 6 & 7

**Area D: Historical, Political, and Economic Institutions (9 units minimum).
The nine units must include 3 units each from groups 1 and 2.**

GROUP 1: AMERICAN INSTITUTIONS: Political Science 5, 5H

GROUP 2: AMERICAN INSTITUTIONS: History 17, 18, 18H

**GROUP 3: Ag Mgmt 1, AJ 11, 114, Anthro 10, Bus 25*, Child Dev. 39#, 42,
Econ 1, 2, Geog 2, 3, Hist 4, 5, 5H, 19, 20, 23, 31, Poli Sci #7,
Fash 179**

#Child Dev. 39 same as Psych 39; Poli Sci 7 same as Journal 7

* Courses with asterisks can be counted in ONE AREA ONLY.

Graduation and Transfer

California State University

General Education Certification

For Transfer to CSU

AREA E: Understanding & Self-Development (3 units minimum).

Psychology 1, 10, 133, Sociology 1, #126, Nutr/Food 18,
Child & Family Studies 80, #126, 186, English 14a, 14b,

Sociology 126 is the same as Consumer & Family Studies 126.

American Institutions Requirement

All CSU graduates must complete coursework in U.S. History, Constitution, and American Ideals as required by Section 40404 of Title 5 of the Administrative Code. This requirement may be fulfilled at COS for 19 of the 20 CSU campuses by completing Political Science 5 or 5H and either History 17, 18 or 18H as part of the General Education Certification. California State University, Chico is the only campus that will not allow these courses to meet both the general education requirement and the American Institutions requirement. See a COS counselor for details.

Graduation and Transfer

Intersegmental General Education Transfer Curriculum

For Transfer to CSU and UC

Students may complete the following pattern of courses within the stated rules to be eligible to receive the Intersegmental General Education Transfer Curriculum (IGETC) Certification. This certification requires all CSU and UC campuses to consider all lower division breadth/general education requirements fulfilled. All courses must be completed with a grade of "C" or better.

AREA 1. ENGLISH COMMUNICATION

CSU - 3 courses required, one from each group below
UC - 2 courses required, one each from group A and B

Group A: English Composition
1 course, 3 semester units

English 1, 1H

Group B: Critical Thinking - English Composition
1 course, 3 semester units

English 2, Philosophy 25

Group C: Oral Communication - (CSU REQUIREMENT ONLY)
1 course, 3 semester units

Speech 1, 4, 5, 8

AREA 2. MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

1 course, minimum 3 semester units

Math 21*, 61*, 62*, 70*, 75*, 76*, 77, 80, 81

- * Indicates that number of transfer units may be limited by UC. Please consult the "University of California Transfer Course List," located in this catalog for transfer unit limitations.

Graduation and Transfer

Intersegmental General Education Transfer Curriculum

For Transfer to CSU and UC

AREA 3. ARTS AND HUMANITIES

Minimum 3 courses, 9 semester units. Select at least one course each from Groups A and B below.

Group A: Art

Art 1, 2, 3, #4, #5, #5H* Music 4*, 5*, 6, 7, 10, Thtr Art 1

#Art 4 & 5 and 5H are the same as Anthropology 4 & 5 & 5H

Group B: Humanities

English 4, 10, 15, 16, 18, 19, 30, 31, 32, 44, 45*, 45H* 46

History 4, 5*, 5H*17+, 18+*, 18H+*, 19, 20, 21, 23, 31

Humanities 1H, 2H

Philosophy 10*, 10H*, 11*, 11H*, 12, 13, 14,

Spanish 3*, 4*, 12, 23*, 24*

French 3, 4

Theatre Arts 60

AREA 4. SOCIAL AND BEHAVIORAL SCIENCES

Select at least three courses from at least two disciplines. Minimum 9 semester units.

Anthropology 10, Economics 1, 2, Geography 2, 3

Political Science 5+*, 5H+*, 7#, Sociology 1, 2,

Psychology 1, 5, 10, 34, 39#

Political Science 7 is the same as Journal 7

Psychology 39 is the same as Child Development 39

- *Indicates that number of transfer units may be limited by UC. Please consult the "University of California Transfer Course List," located in this catalog for transfer unit limitations.*
- *If course is used to meet the CSU Graduation Requirement in U.S. History, Constitution, and American Ideas it can NOT also be used to meet IGETC Requirements.*

Graduation and Transfer

AREA 5. PHYSICAL AND BIOLOGICAL SCIENCES

Minimum 2 courses, 7-9 semester units. Select at least one course each from Groups A and B, at least one course must include a laboratory. (Labs Underlined)

Group A: Physical Sciences:

Chemistry 1*, 2*, 5, 12*, 13, 20*, 21*
Physics 5*, 6*, 7*, 20*, 21*
Astronomy 10, Geography 1, Geology 1,
Meteorology 1, Physical Science 12*, 12H*

Group B: Biological Sciences:

Biology 1, 2, 20*, 20H*, 21*, 22*, 30, 31, 40

Language Other Than English (UC Requirement Only)

This requirement may be fulfilled by the completion of two years of a foreign language in high school with a grade of "C" or better, or equivalent proficiency demonstrated by performance on tests, such as earning a minimum score of 550 on an appropriate College Board Achievement Test in a foreign language. If you are not able to demonstrate proficiency as indicated above, you can fulfill this requirement by completing one of the following courses:

Spanish 1
French 1

CSU Graduation Requirement in U.S. History, Constitution, and American Ideals

This is not part of the IGETC; however, this requirement may be completed prior to transfer. Select one course each from Groups 1 and 2.

Group 1. Political Science 5+, 5H+

Group 2. History 17+, 18+, 18H+

- * Indicates that number of transfer units may be limited by UC. Please consult the "University of California Transfer Course List", located in this catalog for transfer unit limitations.
- + If course is used to meet the CSU Graduation Requirement in U.S. History, Constitution, and American Ideals it can NOT also be used to meet IGETC Requirements.

Graduation and Transfer

University of California

Priority Application filing period

Fall Quarter: November 1-30
Winter Quarter: July 1-31
Spring Quarter: October 1-31

UC Berkeley:
Fall Semester: November 1-30
Spring Semester: July 1-31

All applicants are encouraged to file within the priority application filing period. If applying after the priority filing period, consult the COS Transfer Center for current information. Applications for admissions are available in the Counseling Office and the Transfer Center.

Eligibility For Transfer

1. If you were eligible for admission to the University when you graduated from high school--meaning you satisfied the Subject, Scholarship, and Examination Requirements--you are eligible to transfer if you have a "C" (2.0) average in your transferable college coursework.
2. If you met the Scholarship Requirement, but did not satisfy the Subject Requirement, you must take college courses in the subjects you are missing to be eligible to transfer. You will need to earn a grade of "C" or better in each of these required courses and an overall "C" (2.0) average in all transferable college coursework. If you completed less than 12 quarter or semester units of transferable college coursework, you must also satisfy the Examination Requirement.
3. If you were not eligible for admission to the University when you graduated from high school because you did not meet the Scholarship Requirement, or you did not meet the Scholarship Requirement and did not complete all the required "a-f" subjects, you must:
 - a. Complete 84 quarter units or 56 semester units of transferable college credit with a grade point average of at least 2.4, and satisfy either (b) or (c) as follows.
 - b. Take college courses on the subject you are lacking and earn a grade of "C" or better in each one. (The University will waive up to two units of the required high school course-work except in mathematics and English.)
 - c. Complete one college course in mathematics, one in English, and one selected from either U.S. history, laboratory science, or foreign language. You must earn a grade of "C" or better in each course. All courses, with the exception of the required mathematics course, must be transferable. The course in mathematics must assume a proficiency level equivalent to three years of high school mathematics (i.e., elementary algebra, advanced algebra, and geometry). The course may be trigonometry or a more advanced course in mathematics or statistics for which advanced algebra is a prerequisite.

If the number of applicants exceeds the spaces available for a particular campus or major--as is often the case--the campus uses criteria that exceed the minimum requirements to select students. Therefore, meeting the minimum requirements is not enough to gain admission to many UC campuses and programs.

Graduation and Transfer

Clearing High-School Subjects with College Courses

UC SUBJECT REQUIREMENT ("A" THROUGH "F")	HIGH SCHOOL REQUIREMENT	HOW TO CLEAR A-F DEFICIENCY OR OMISSION (All courses must be completed with a grade of "C" or better.)
(a) History	One Year	A transferable college course of three quarter (or two-semester) units in U.S. history, civics, or American government.
(b) English	Four Years	For each year of deficiency, one course of four quarter (three-semester) units in English composition, literature (American or English), speech, foreign literature in translation, public speaking, or oral interpretation of literature. Literature and speech courses must have substantial composition.
(c) Mathematics	Three years required,	For each year of deficiency, one course in math, such as elementary algebra, intermediate algebra, or plane or solid geometry. The course need not be transferable. To clear the entire deficiency, complete a three quarter (two semester) unit course in trigonometry or one math course in mathematics or statistics for which intermediate algebra is prerequisite.
(d) Laboratory Science	One year	Any course in a natural (physical or biological) science with at least 30 hours of laboratory (not "demonstration"). Applied or vocationally slanted courses are not acceptable, nor are narrowly defined disciplines, e.g., electronics.
(e) Foreign Language	Two years	To clear entire deficiency, any course or courses held by the college or university to be equivalent to two years of high-school language (excluding conversation).
(f) College Preparatory Electives.**	Four years	Any one course beyond those listed above as clearing requirements (a), (b), (c), (d), or (e) – or a course having as a prerequisite courses equivalent to (c), (d), and (e) or the equivalent of two high school years in a second language. In addition, any transferable course of four or more quarter units in history, social science or visual and performing arts.

Graduation and Transfer

General Education Requirements for University of California

Each school and college at every UC campus has its own breadth/ general education requirements. Beginning with Fall 1991, students may fulfill the lower division breadth/general education requirements at any UC campus by completing one of the following two options:

1. The **Intersegmental General Education Transfer Curriculum** which will fulfill the lower division breadth/general education requirements for all UC and CSU campuses.
2. The specific lower division breadth/general education requirements of the campus they intend to transfer to.

The Intersegmental General Education Transfer Curriculum is listed on page 60. Students should consult a COS Counselor to determine which option is best suited for their educational objective.

University of California Transfer Course List

College of the Sequoias courses that are acceptable by the University of California including all unit limitations are as follows:

ACCOUNTING

1, 2

ADMINISTRATION OF JUSTICE

11*, 12*, 13, 14

*11 and 12 combined: maximum credit allowed, one course

AGRICULTURE

3, 4

AGRICULTURE MANAGEMENT

1

ANIMAL SCIENCE

1, 2a-b, 22

ANTHROPOLOGY

4, 5*, 5H* 10, 11

*5 and 5H combined: maximum credit, one course

ARCHITECTURE

10, 11, 20, 21, 40*

*Limit 40 with Engineering courses (maximum 16 units)

ART

1, 2, 3, 4, 5**, 5H**, 6+, 7+, 8*, 9*, 10a-d*, 11a-d+, 12a-b*, 13a-d*, 15+, 16+, 17a-b+, 18a-b+

*Any or all of these courses combined: maximum credit allowed, 16 units

+Any or all of these courses combined: maximum credit allowed, 12 units

**5 and 5H combined: maximum credit allowed, one course

Note: Art 4 & 5 same as Anthro 4 & 5; Art 6 & 7 same as CFS 6 & 7

ASTRONOMY

10

BIOLOGY

1, 2, 3, 20+, 20H+, 21*, 22*, 25, 30, 31 40

+No credit for Bio 20/20H if taken after Bio 1; Bio 20 and Bio 20H combined: maximum credit allowed, one course

*No credit for Bio 21 if taken after Bio 2; no credit for Bio 22 if taken after Bio 1

Graduation and Transfer

University of California Transfer Course List

BUSINESS

18, 20*, 25

* Bus 20 and Math 21 combined: maximum credit allowed, one course

CHEMISTRY

1*, 2*, 5, 12+, 13+, 20*, 21+

*Chem 1, 2, & 20 combined: maximum credit allowed, 2 courses
+12, 13 and 21 combined; maximum credit allowed, 2 courses

CHILD DEVELOPMENT

39, 42

Note: Child Development 39 same as Psychology 39

CONSUMER/FAMILY STUDIES

6+, 7+, 80

Note: Consumer & Family Studies 6 & 7 same as Art 6 & 7
+See Art 6 & 7 for limitation

CINEMA ARTS

31, 32

COMPUTER

5, 6, 7

DANCE

6a-d, 8a-d*, 10a-d*, 12a-d*, 13a-b*, 16a-b*, 41a-d+

*Any or all of these courses combined; maximum credit, 12 units
+41a-d combined with (+) theater Arts courses; maximum credit, 12 units

ECONOMICS

1, 2

ENGINEERING

1*, 2*, 3*, 4*, 7*

*Any or all of these courses combined with Architecture 40, maximum credit allowed, 16 units

ENGLISH

1*, 1H*, 2, 4, 10, 14a-b, 15, 16, 18, 19, 30, 31, 32, 44, 45, 45H+ 46

+45 and 45H combined: maximum credit, one course

*1 and 1H combined: maximum credit allowed, one course

FASHION

12a-b*, 17a-b*, 76

*12a-b and 17a-b combined with (+) Thrt Art courses; Maximum credit, 12 units

FRENCH

1, 2, 3, 4

GEOGRAPHY

1, 2, 3

GEOLOGY

1, 12

HISTORY

4, 5+, 5H+, 17, 18*, 18H*, 19, 20, 21, 23, 31

*18 and 18H combined: maximum credit allowed, one course

+5 and 5H combined: maximum credit allowed, one course

HUMANITIES

1H, 2H

HEALTH AND WELLNESS (FORMERLY HYGIENE)

1*, 3, 7*

*1 and 7 combined with Sports Medicine 60; maximum credit allowed, one course

INDEPENDENT STUDY

(See COS Counselor)

INTER-COLLEGIATE ATHLETICS

1a thru 29d*

* See Physical Education (*) for limitation

Graduation and Transfer

University of California Transfer Course List

JOURNALISM

1, 7

MATHEMATICS

15**, 17**, 21*, 45, 61+, 62+, 70#, 75+, 76+, 77, 80, 81

*21 and Bus 20 combined: maximum credit allowed, one course

+61, 62, 75, 76 combined: maximum credit allowed, 2 courses

#70 maximum credit allowed, 4 units

**Limit with all other computer courses: Maximum credit, 6 courses

METEOROLOGY

1

MUSIC

1++, 4++, 5++, 6, 7, 8a-b, 10, 20*, 21*, 22a-d*, 23a-d*, 30a-b*, 32a-d*, 34a-d*, 36a-d*, 40a-d*, 50a-d*, 52a-d*, 54a-d*, 60a-d*, 61a-d*, 62a-d*, 63a-d*, 72a-d*, 74a-d*, 75a-d+, 76a-d+, 90a-d*, 91a-d*, 92a-d*, 94a-d*, 97a-d#

*Any or all courses combined: maximum credit allowed, 12 units

+Limit with (*) P.E. courses: maximum credit allowed, 4 units

#Limit with (+) Th. Art courses: maximum credit allowed, 12 units

++1, 4 & 5 combined: no credit for 1 if taken after 4 & 5

NUTRITION

18

ORNAMENTAL HORTICULTURE

2*, 3*, 7

*2 and 3 combined: maximum credit allowed, one course

PHILOSOPHY

10*, 10H*, 11+, 11H+, 12, 13, 14, 20, 25

* 10 and 10H combined: maximum credit allowed, one course

+ 11 and 11H combined: maximum credit allowed, one course

PHOTOGRAPHY

1*, 2a-d*

* Any or all of these courses combined with (+) Art courses: maximum credit allowed, 12 units

PHYSICAL EDUCATION

1a through 16d*, 17+, 18a through 26d*, 27, 28, 30a through 35b*, 36, 37+, 41a-d*, 52a through 67d*

*Any or all of these courses combined with Music 75a-d or 76a-d: maximum credit allowed, 4 units

+Any or all of these courses combined: maximum credit allowed, 8 units

PHYSICAL SCIENCE

12*, 12H*, 20*

*12, 12H, and 20 combined: maximum credit allowed, one course

No credit for 12, 12H, 20 if taken after a college course in Astronomy, Chemistry, Geology or Physics

PHYSICS

5*, 6*, 7*, 20*, 21*

20* and 5 combined: deduct 2 units from 20

20 and 6 combined: deduct 1 unit from 20

21 and 7 combined: deduct 2 units from 21

21 and 5 combined: deduct 1 unit from 21

PLANT SCIENCE

1, 12

POLITICAL SCIENCE

5*, 5H*, 7

* 5 and 5H combined: maximum credit allowed, one course

Note: Political Science 7 same as Journal 7

PSYCHOLOGY

1, 5, 10, 34, 39

SOCIOLOGY

1, 2

Graduation and Transfer

University of California Transfer Course List

SPANISH

1, 2, 3, 4, 12, 22*, 23*, 24*

*22 is equivalent to 2: maximum credit allowed, one course; 23 is equivalent to 3: maximum credit allowed, one course; 24 is equivalent to 4: maximum credit allowed, one course

SPEECH ARTS

1, 3, 4, 5, 8

SPORTS MEDICINE

40*, 60+, 70*, 71*, 72*, 73*

*40, 70, 71, 72, 73 combined: maximum credit allowed, one course
+60 and Hygiene 1 & 7 combined: max. credit allowed, one course

THEATRE ARTS

1, 2, 3, 4, 5, 11a-d+, 12a-b+, 13a-b+, 14a-b+, 15a-b+, 16a-b+, 17a-b+, 18a-b+, 19a-d+, 20a-d+, 21a-d+, 60

+Any or all of these courses combined: maximum credit allowed, 12 units

Private Independent Colleges

College of the Sequoias is accredited by the Western Association of Schools and Colleges. Therefore, COS courses numbered 1-199 will usually be accepted as transfer credit at universities and colleges throughout the country. Students who plan to transfer to a private or out-of-state college should consult the specific catalog with the assistance of a COS counselor to determine lower division requirements necessary for transfer.

California Articulation Number System

The California Articulation Number (CAN) System identifies some of the transferable, lower division preparatory courses commonly required by four year colleges and universities. Lists of courses for campuses participating in the CAN system are available in the Counseling Office and the Transfer Center. The system assures students that CAN courses on one participating campus will be accepted "in lieu of" the comparable CAN course on another participating campus. Example: CAN CHEM 2 at College of the Sequoias will be accepted for CAN CHEM 2 at any other participating campus. California Articulation Numbers are listed parenthetically after each course description in this catalog. See a counselor for assistance.

Divisions



Divisions

Agriculture Division

Tulare County is the nations leading Agriculture producing county in the nation and agriculture is the largest industry in California. Although technology and management efficiency have changed the number of people living and working directly on farms, the number of positions in the nonfarming segments of agriculture have increased dramatically. A graduate from the College of the Sequoias Agriculture Department can look forward to an exiting future in agriculture-related occupations in the business industry, specialized services, education, conservation and recreation, as well as production.

College of the Sequoias offers 13 agriculture certificates ranging from Floral Production to Dairy Science to Ag Pest Management and Ag Mechanics. These programs reflect the growing diversity and skills required in modern day agriculture and its related professions.

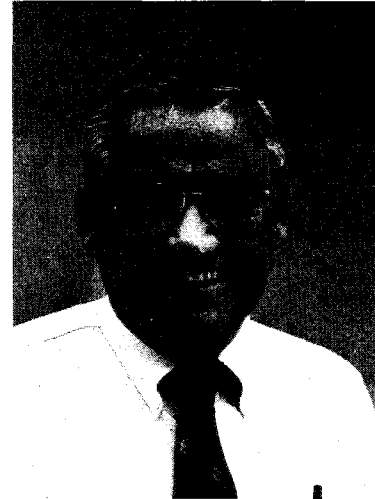
The College of the Sequoias Agriculture Department is located on a 200-acre farm which includes animal production flocks and herds, a 73 cow dairy, an extensive nursery including four greenhouses, as well as 180 acres of cotton, alfalfa, barley and or corn.

The Agriculture Department has recently updated its computer laboratory to one of the newest and most complete on the College of the Sequoias campus. The college provides an opportunity to learn the fundamental skills involved in the care, maintenance, and operation of agricultural equipment and facilities.

A supervised work experience program is an important part of instruction, which links the college with industry and provides valuable experience for our graduates.

The Agriculture Club is the largest campus club and is open to all students enrolling in agriculture classes. The Ag Club hosts such activities as Ag Mania, an open house for the department, and a booth at the California Farm Equipment Show. In addition to these activities the Ag Club, along with the department, host an intercollegiate horse show, various plant sales and floral shows, intercollegiate judging teams, and contests in meats, milk and dairy judging.

Faculty in the Agriculture Department are experts in their disciplines and are dedicated to teaching. They are eager to help students learn, are readily available for consultation and are proud of their close relationship with students.



Norm Isbell, Chairperson

Business Division

The COS Business division continues to keep pace with the work force needs, providing the instruction necessary to prepare for today's job market. With the ever-increasing need for computer skills, the Business division provides hands-on experience in DOS, Word Perfect 5.1, Quatro Pro, DBase III+, PageMaker 4.0, telecommunications, microcomputer accounting, BASIC, and COBOL. To meet the need for computer experience, the Business Division offers beginning course work as well as full semester courses in each of the softwares.

A student may select a concentrated field of study in accounting, general business, marketing, computers, information services/word processing, real estate, paralegal or secretarial. Any of these fields will lead to a certificate when the student completes approximately 30 units in their chosen area. In order for a student to qualify for a certificate, a minimum grade of "C" must be achieved in each required class. The course work is designed for the student choosing to attend school full time or for the student desiring to upgrade a specific skill.

The Business Division's curriculum is designed to provide the course work necessary for transfer to a four-year university, to receive an AA/AS degree, certificate, or to be skilled to enter the work force.



Jenny Glass, Chairperson

Divisions

Consumer/Family Studies

Focus of Consumer/Family Studies

The focus of Consumer/Family Studies is to improve the quality of life for individuals and families. Our classes do this by helping students fulfill transfer and AA/AS degree general education requirements, achieve vocational goals, enrich lifestyles, expand horizons, develop imaginative outlets for creative talents and leisure time, explore alternate methods of using resources and update everyday skills and knowledge.

Areas of Study

The following are the general areas of study taught in the Consumer/Family Studies Division:

Child Development is designed to help students develop an understanding of the uniqueness of children and relationships with them. The child development 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; classes for a special education option; classes for an AA/AS degree in child development; and/or classes for a transfer option. Child Development 39 and 42 count as Area D transfer general education classes; and CFS 80 counts as an Area E transfer general education class. Two kinds of vocational certificates for employment are available in the child development program.

Consumer Economics is designed to help students adapt to the complexities of consumer decision-making. Emphasis is on money planning, credit use, insurance and consumer protection suitable for an individual's or family's lifestyle. CFS 186 counts as an Area E transfer general education class.

Fashion is designed to help students become familiar with individualizing current fashion and personal image trends to their vocational and personal needs. The fashion program provides classes for persons interested in fashion merchandising, fashion design, clothing construction, color/image or modeling and includes classes for an AA/AS degree and/or a transfer option. Fashion 179 counts as an Area D transfer general education class. Four kinds of vocational certificates for employment are available within the fashion program.

Food Service provides classes to help students obtain or upgrade employment in the food service industry. A vocational certificate for employment is available through the food services program.



Susan Audino, Chairperson

Consumer/Family Studies

Foster Care is designed to help foster parents become trained in the situations and problems specific to foster parenting. Certificates of participation are issued for each of the non-unit foster care classes attended.

Interior Design is designed to help students gain more knowledge relating to the color, design and space of housing and furnishings, as well as evaluating the use, purpose and adaptability of housing and furnishings. It includes classes for an AA/AS degree and/or a transfer option. Interior Design 121 and 124 count as Area C general education classes. A vocational certificate for employment is available in the Interior design program.

Susan Audino, Chairperson

Divisions

Fine Arts

The Fine Arts Division represents the Performing and Visual Arts here at College of the Sequoias. We are a very involved and busy Division offering classes in Music, Drama, Art, Art History, Dance, Speech, and Photography.

We are always looking for ways to expand our already full curriculum to meet the needs and interests of our students.

Our Theater Department is always involved in presenting plays. Each Fall one to two plays are offered and join with the Music and Dance Department in the spring of every year to present a musical involving student and community members. This musical is a long-time tradition for COS and Visalia.

Our Dance Arts Department is equally involved in performing by presenting a dance show at the end of each semester featuring the talents of the dance students.

Our Speech Department offers some interesting and challenging courses and is becoming a very viable part of our COS curriculum.

Christmas time has brought to COS our Madrigal Dinner which is a unique experience that gets us all in the mood for the holiday season. The Madrigal involves all the Fine Arts Departments in some capacity, yes, even the speech department (we do a great job waiting on tables).

Even in these difficult financial times, the future of our Fine Arts division is one of expansion and moving forward. We have begun a Fine Arts Foundation Fund to assist us in presenting the very finest performing and visual arts we can possibly offer to our community. We thank our patrons for their kind donations to this Foundation. We try to plan several special events each semester which are sponsored by our Foundation.



Marlene Taber, Chairperson

Industry and Technology



The COS Industry and Technology division is designed to meet the needs of all level of students interested in furthering their education in the industrial arena. Our seven individual departments provide educational opportunities for transfer students as well as the student seeking job skills for employment. The program also meets the needs of those individuals in the community who are returning to the classroom to further their education or update skills required for their jobs.

The Industry and Technology division offers certificates in automotive Mechanics, Architecture/Drafting, Air Conditioning, building Trades Construction and Mill Cabinetry, Electronics, Maintenance Technology, and Welding. In order to qualify for a certificate, a student must meet minimum standards of proficiency on both written and manipulative tests.

The I&T program stresses "learn by doing" and provides well-equipped laboratory facilities for students.

Ken Broyles, Chairperson

Divisions

Language Arts and Communications

The Language Arts Division encompasses several departments: English, English as a Second Language, Foreign Languages, Sign Language Studies, and Journalism. Courses offered in the division meet the Area C requirements for the AA/As degree and for transfer to the CSU system; many also fulfill the Area 3 requirements to the UC system. Spanish or French fulfill foreign language requirements of the UC system as well.

Almost all students at College of the Sequoias take classes in composition. Faculty in the English department help students improve their foundation skills in reading and writing—skills essential for all major fields—and we begin work with students whatever their entering skill levels. In addition, we offer a variety of courses in literature, from an Introduction to Literature to more specialized courses like Shakespeare, American and British Literature, Women in Literature, Black and Chicano Literature, and

World Literature. Several on staff are published writers, and students can benefit from these staff members' experience in creative writing courses. Our advanced composition course—like many other courses we offer—sharpens critical thinking skills and is one of a very few that COS offers to meet the critical thinking requirement of the CSU and UC transfer package. Majoring in English prepares students for specific careers in teaching and law fields, and increasingly, employers in business fields look for strong English and thinking skills in their applicants. Moreover, because of the close look literature offers into our human spirit, the English major draws people who want to explore the great struggles—in love, death, wealth, poverty, initiation, among others—of this spirit and thereby live their own lives more deeply.

Coursework in English as a Second Language is intended for students whose first language is one other than English. The program differs from that offered through the adult school in its rigor and focus. Courses make college-level demands on students, requiring intense study in and outside of class, and they focus on academic reading, writing, speaking and listening skills, rather than the life-skills focus of the adult school program. Beginning courses are designed for students with minimal skills in one or more of the reading, writing, speaking and listening areas; advanced courses are equivalent to the developmental composition courses in the English department but stress improvement of the skills with an emphasis on the special needs of the non-native speaker. The program seeks to support and encourage students as they take coursework elsewhere in the college curriculum, and thus many students take courses simultaneously in ESL and in other disciplines.

The Foreign Language department offers coursework in German, French, and Spanish. The German program emphasizes conversational German, and the French and Spanish programs too offer this strand. In addition, French and Spanish offer coursework through the fourth level. Beginning courses emphasize language acquisition; more



Candace Byrne, Chairperson

Divisions

Language Arts and Communications

Spanish program offers many sections, both for English speakers who wish to learn Spanish and for Spanish speakers who wish to perfect their written skills and conceptual awareness of the language. The Spanish program has been particularly active, sponsoring the campus MECHA Club, producing a newspaper in Spanish, inviting high school students to a Chicano-Latino Youth Conference, and offering students opportunity for study abroad every other year. The Spanish program also offers Spanish for particular professions, most recently Spanish for agriculture and for court interpreting.

With the addition of a full-time Sign Language Studies instructor in 1990, the College is committed to the growing interest in this field. The program has expanded study of American Sign Language through the fourth level—like the offerings in the Foreign Language department—and as enrollment continues to grow, we plan further expansion to prepare students for state certification as interpreters for the deaf.

The Journalism department is responsible for the production of the campus newspaper, called The Campus. Students interested in journalism can gain invaluable experience, seldom offered to students in their first two years at a four-year college, in all areas of newspaper production, from news and editorial writing, to photojournalism and layout. The new journalism computer lab offers students the opportunity to use word processors for composing news stories, an environment that simulates production of local and national newspapers. In addition, the course in Mass Communications meets a transfer requirement in Area 4 for the CSU and UC transfer student under the IGETC agreement.

Candace Byrne, Chairperson

Divisions

Math, Science, and Engineering

The Division of Math, Science and Engineering is one of the largest divisions at College of the Sequoias. It consists of the Departments of Biology, Chemistry, Mathematics and Physics/Engineering. Major programs are offered in each of these disciplines. Each of these areas offer a transfer program to either state colleges or universities.

The Biology Department offers a wide variety of courses for non-majors and majors alike. The department also offers the courses needed for students entering the health-related fields, such as nursing, dental hygiene, physical therapy and sports medicine. The Biology Department participates in and offers courses for the Honors Program.

The Chemistry Department offers courses for chemistry majors and for the health-related fields. This is one of the very few community college chemistry departments that offers the second year of chemistry for majors, specifically Organic Chemistry.

The Mathematics Department provides educational opportunities ranging from basic math to calculus. The department also offers courses in statistics and computer programming. This department participates in the Success Program which is designed to help under-prepared individuals succeed at college.

The Physics/Engineering Department offers the first two years of courses necessary for engineers. The department has a transfer agreement with Cal Poly at San Luis Obispo, UC Davis and UC Santa Cruz, which automatically accepts transfers from this program into the third year of study. This department also participates in the Success Program. Other related courses taught here include Astronomy and Geology.



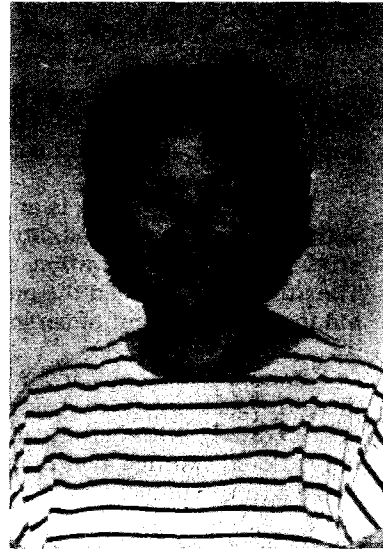
Thea Trimble, Chairperson

Nursing and Health Science

LYNN HAVARD MIRVISS, DIRECTOR

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, 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.



The nursing curriculum integrates scientific knowledge of professional nursing and general education courses to fulfill requirements of the 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 faculty is directly responsible for teaching nursing classes and supervising clinical experience.

The purpose of the Nursing and Health Science Division is to provide a sound program for the education of students in the nursing and health care areas and to provide beginning practitioners to safely and effectively meet community health care needs. The Division welcomes applications from qualified men and women of all ages, races and ethnic origin groups. Students who are interested in health care education, are encouraged to visit the division 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 and Health Science 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.

Norma Freeborn, Chairperson

Divisions

Nursing and Health Science

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 enables the graduate to become a contributing member of professional nursing.

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 Examination for Registered Nurses.

Admission Requirements

In addition to meeting College of the Sequoias academic standards for admission, the applicants must be in good standing and satisfy the following requirements:

1. Residency in the College of the Sequoias College District (first priority). Residency in a 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. Successful completion of the COS Associate Degree Nursing math qualifying exam with a grade of 85% or higher. Applicants will be notified of the test dates. Applicants are given two opportunities to take the test, and if are unsuccessful after the second attempt, they are advised to seek remedial measures.
6. Completion of Nutrition 18, Biology 30 (anatomy), Biology 31 (physiology), Biology 40

Norma Freeborn, Chairperson

Nursing and Health Science

(microbiology), Chemistry 20, and English 1 at the 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 forms and submission of high school and college transcripts for all schools attended previously.
8. Students must provide own transportation to clinical agencies and must have a valid California drivers license, access to transportation, and insurance as required by California law.

Curriculum

First Semester	Units	Third Semester	Units
Nursing 101	10	Nursing 103	12
Nursing 122	3	Speech 1 or Speech 4	3
Nursing 106, Sociology 1, or Anthropology 10	3	Humanities	3
Total	16	Total	18

Second Semester	Units	Fourth Semester	Units
Nursing 102	12	Nursing 104	13
Nursing 110	2	History 17 or 18, or	
Psychology 1	3	Political Science 5	3
Total	17	Total	16

Scholastic Requirements

To remain in the nursing program, students must maintain a grade of "C" or better, in all nursing and other required 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.

Norma Freeborn, Chairperson

Divisions

Nursing and Health Science

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.

Norma Freeborn, Chairperson

Physical Education



Physical Education uses physical activity to produce holistic improvements in a person's physical, mental and emotional qualities. It treats each person as a unit--a whole being--rather than as having separate physical and mental qualities that bear no relation to and have no effect on each other.

Here at College of the Sequoias, physical education covers a broad field of interests. Courses are offered in the areas of Sport Activities, Dance, Fitness and Health, Sports Medicine and Athletic Training, and Adapted Physical Education. We are also proud of our outstanding Intercollegiate Athletic program which offers collegiate competition to student/athletes.

The facilities include a newly equipped gymnasium, weight room, dance studio and aerobic room with mirrors, special handicapped facilities, a football field and a regulation track. Baseball and softball fields are on campus as well as a swimming and diving pool. There are also tennis, handball, racquetball and volleyball courts in addition to a "mini" golf course. Most recently the department has added a new sports medicine and training center which includes a fitness lab.

Through the courses offered in the Physical Education and Athletic Department, we are preparing students to meet the physical, mental and emotional needs of the 21st Century.

Tracy Myers, Chairperson

Divisions

Social Sciences



The goal of the Social Sciences Division is to provide an appreciation of the rich diversity and the fundamental commonality of all human experience. The Social Sciences constitute studies in human behavior, individual and collective past and present, distant and local. Their intent constitutes a search for greater social justice, personal freedom and mutual understanding.

The division offers courses in administration of justice, anthropology, economics, education, geography, history, human services, philosophy, political science, public administration, social science, and sociology. These courses will satisfy transfer, associate degree and general education requirements.

The division also offers career training in the following areas: human services and administration of justice. Programs in these two areas lead to a certificate or to an AA or AS degree.

Frank Beck, Chairperson

Majors



Majors

Department	Major	Code	Top Code	Top Title
Not Listed	Liberal Arts	900	4999.00	Other
	Undecided	999	4999.00	Other
Ag/Natural Resources	Agriculture Mgt.	150	0112.10	Agri-Business
	Agriculture	161	0101.10	Ag/Nat'l resources
	Animal Science	151	0102.10	Ag Prod., Livestock
	Dairy Science	162	0102.10	Ag Prod., Livestock
	Landscape Mgt.	154	0109.10	Ornament Hort Mgmt
	Mechanized Agricult	155	0101.10	Ag/Nat'l Resources
	Nursery Mgt.	156	0109.10	Ornament Hort Mgmt
	Ornamental Horticult	157	0101.10	ag/Nat'l Resources
	Plant Science	158	0102.40	Ag Prod, Plant Sci
Business	Accounting	200	0502.00	Accounting
	Business Mgt.	202	0506.00	Bus. Management
	Computer & Info Sys	201	0703.00	Data Processing
	Marketing Management	205	0509.50	Merchandising
	Paralegal	220	1401.10	Legal Assistant
	Real Estate	206	0511.00	Real Estate
	Secretarial	207	0514.00	Secretarial Study
	Typing, Gen Office	203	0514.50	Clerical
	Word Processing	204	0514.70	Word Processing
Consumer/ Family Studies	Child Development	353	2107.10	Early Child Ed Aid
	Color/Image Consult.	351	1304.00	Consumer/Homemaker
	Consumer/Family Stud.	354	1304.00	Consumer/Homemaker
	Fashion Design	355	1304.00	Consumer/Homemaker
	Fashion Merchandise	356	1304.00	Consumer/Homemaker
	Food Service	362	1304.00	Consumer/Homemaker
	Interior Design	357	1304.00	Consumer/Homemaker
Fine Arts	Art	300	1002.00	Art
	Commercial Art	301	1009.00	Applied Design
	Dance	312	1007.00	Theatre Arts
	Dram Arts/Tech Thr	311	1007.00	Theatre Arts
	Dramatic Arts/Acting	310	1007.00	Theatre Arts
	Humanities	302	1500.00	Humanities
	Music/Composition	307	1004.00	Music
	Music/Instrumental	309	1004.00	Music
	Music/Piano	303	1004.00	Music
	Music/Vocal	308	1004.00	Music
	Speech/Communication	305	1506.00	Speech/Deb/For Sci

Majors

Department	Major	Code	Top Code	Top Title
Industry/ Technology	Architecture	430	0201.00	Environment Design
	Automotive Technol	401	0948.10	Auto Mechanics
	Building Trades	402	0952.10	Carpentry
	Construction Inspect	427	0952.10	Carpentry
	Drafting Technology	403	0953.00	Drafting Tech
	Electronics Tech	404	0925.40	Electronics
	Environmt Control Tec	400	0945.10	A/C Env. Cont. Tech.
	Graphic Design	406	0953.00	Drafting Tech
	Industrial Technol	410	0956.21	Industrial Techn, Gen.
	Maintenance Tech'n	420	0956.20	Industrial Techn, Gen
	Mill Cabinet	408	0952.10	Carpentry
	Technical Illustratn	426	0953.00	Drafting Tech
Welding Technology	411	0956.25	Welding	
Language	Commun (Eng. & Jour)	500	0602.00	Journalism
	English	501	1501.00	English
	Ethnic Studies	511	2201.00	Social Sci., Gen'l
	Foreign Language	508	1101.00	Foreign Lang, Gen
	French	510	1102.00	French
	Journalism	509	0602.00	Journalism
	Sign Language	502	1101.02	Foreign Lang/Sign Ln
Spanish	503	1105.00	Spanish	
Math, Science & Engr	Biological Science	601	0401.10	Biology
	Chemistry	602	1905.00	Chemistry, General
	Engineering	603	0901.00	Engineering & Other
	Mathematics	604	1701.00	Mathematics, Gen'l
	Mathematics-Science	605	1701.00	Mathematics, Gen'l
	Physical Science	606	1901.00	Physical Sci., Gen
	Physics	607	1902.00	Physics, General
Nursing & Health Sci	Registered Nursing	700	1203.00	Nursing
Physical Education	Health Education	753	0835.00	Physical Education
	Physical Education	750	0835.02	Physical Education
	Recreation	751	0835.03	Physical Education
	Sports Medicine	752	1212.10	Athletic Trainer

Majors

Department	Major	Code	Top Code	Top Title
Social Sciences	Admin of Justice	808	2105.00	Admin of Justice
	Community Service	800	2101.00	Community Serv, Gen
	Corrections	100	2105.02	Admin of Justice
	Law Enforcement	101	2105.03	Admin of Justice
	Social Sciences	801	2201.00	Social Sci., Gen'l
	Social Worker Aide	810	2201.02	Social Sci., Gen'l
Special Programs	Cosmetology	850	3007.00	Cosmetology
	Fire Technology	851	2133.00	Fire Control Tech

Certificate Program

N

o person shall, on the grounds of sex, race, or national origin, be excluded from participation in, be denied the benefits to, or be subjected to discrimination in any vocational education program at College of the Sequoias.



AA/AS Degree Requirements: All courses listed as required for certificates on the following pages will apply toward the AA or AS degree. Students interested in obtaining an AA/AS degree should refer to the "Graduation and Transfer" section of this catalog for the General Education requirements necessary for a degree. Counselors can help you design your program and verify that you are meeting the requirements.

Certificate Program

Certificate Policy

The College of the Sequoias will issue certificates to those students who satisfactorily complete the requirements and who demonstrate proficiency and competency in a prescribed vocational training program. The certificate is widely recognized and accepted by employers as verification of job preparedness and skill achievement.

Students receiving certificates from College of the Sequoias have the confidence and pride in knowing their certificate represents the highest standards in occupational proficiency and educational excellence.

College of the Sequoias issues the following certificates:

Certificates of Completion:

1. Certificates of completion are issued to those students completing a prescribed vocational study program consisting from 12 to 42 semester units with a "C" or better grade in each of the required certificate classes.
2. Students must complete at least 50% of the units required for the certificate in classes offered through COS.
3. The requirements for each certificate are on the following pages. Substitutions or waiver of required courses based upon work or other experience should be approved by the Program Coordinator and/or the Vocational Dean. Most certificate courses can be applied toward an AA or AS degree. Students wishing to obtain a certificate and a degree should see their counselor for general education or other requirements beyond those required for their certificate.

Certificates of Participation (Short Term):

1. Certificates of Participation are issued to those students completing a class or series of classes requiring less than twelve semester units of instruction with a "C" or better grade in each certificate class.
2. Students must complete at least 50% of the required units for the certificate in classes offered through COS.
3. The requirements for each certificate are on the following pages. Substitutions or waiver of required courses based upon work or other experience should be approved by the Program Coordinator and/or the Vocational Dean. Most certificate courses can be applied toward an AA or AS degree. Students wishing to obtain a certificate and a degree should see their counselor for general education or other requirements beyond those required for their certificate.

Certificates of Participation (Short Term):

Advanced Officer Training	Children of Alcoholics	Disruptive Behavior
Emerg Medical Technology	EMT Refresher	Foster Care Sexual Child Abuse
Foster Parent/Social Worker Team	Hazardous Materials First Responder Awareness Level	Hazardous Materials First Responder Operations Level
Learning Disabilities	Level 1 Reserve Officer Training	Level II Reserve Officer Training
Level III Reserve Officer Training	Livestock Theft and Rural Crime Investigation	Nurse Assistant
Pre-Academy	The Unattached Child	Occult Crimes
Waste Water Treatment Fundamentals	Water Treatment Fundamentals	Traffic Accident Investigation

Certificate Program

Accounting

Business Division

Without accounting, no economic decision could be made, no business planning or decision making could take place, no companies could operate. Accountants gather, record, report, and interpret financial information. The Accounting program is designed to prepare students to enter the workforce to do bookkeeping/accounting. Career opportunities are available in government, civil service, business and industry, private accounting firms, and self-employment. There are also accounting specialties such as tax accounting, cost accounting, budget accounting and data processing.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
5	Accounting 201	General Vocational Accounting
5	Accounting 202	General Vocational Accounting
4	Or Accounting 1	Principles of Accounting
4	And Accounting 2	Principles of Accounting
3	Accounting 210	Micro Oper-Accounting General
5	Accounting 282	Individual Income Tax
3	Business 184	Business Communications
3	Business 295	Business Mathematics
2	Or Business 268	Electronic Calculating
3	Business 174	Marketing Principles
3	Or Business 182	Introduction to Business
3	Or Business 188	Human Relations in Business
3	Computer 5	Introduction to Computer Information Sys
4	Or Computer 130	Micro Oper-Introd to Personal Computers
3	Computer 131	Micro Oper-Beginning DOS
3	Computer 138	Micro Oper-Spreadsheet Design for Business

33-37 TOTAL UNITS NEEDED FOR CERTIFICATE

Support/Additional Courses:

3	Business 185	Ethics in Business
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Enrollment in Business 160 or Business 360 is recommended if the keyboarding skill requirement is not met.

Certificate Program

Ag Management

Agriculture Division

Courses in agriculture management prepare students for a variety of occupations in the agriculture industry. Ag economics, sales and management classes give students valuable skills necessary to manage the whole spectrum of a diverse agriculture industry. Courses in agriculture computers and related fields in Dairy Science, Horticulture and the Animal-Crop Sciences areas supplement the production side of management and give students a broad foundation of agriculture skills and competencies.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Ag Mgt 1	Introduction to Ag Economics
3	Ag Mgt 102	Agriculture Sales and Marketing
3	Ag Mgt 103	Introduction to Ag Management
3	Ag Mgt 104	Farm Accounting
3	Ag Mgt 105a-b	Computers in Agriculture
3	Ag 193	Work Experience
3	Ag 201	Agricultural Mathematics
9	-----	Required Support/Additional Courses (See below)
30	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses (Choose 9 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Ag 4	Soils
3	Dairy 103	Commercial Dairy Herd Management
3	OH 101	Basic Ornamental Horticulture Skill
3	Dairy 101	Elements of Dairying
1	Ag 299	Agriculture Topics
2	Ag Mech 101	Introduction to Ag Mechanics
3	Plant Sci 1	Introduction to Plant Science
3	An Sci 1	Introduction to Animal Science

Certificate Program

Ag Mechanics/Engineering Technology

Agriculture Division

Agriculture is highly mechanized today. No farming industry can exist without machinery. Mechanized Agriculture students develop skills and knowledge using tools and equipment on the modern COS Farm. Farm buildings are constructed and repaired using both wood and metal fabrication techniques. Students also study irrigation principles, land surveying and laser leveling equipment. Farming industries are in need of mechanized agriculture experts. Jobs are available on farms, in sales and service of farm equipment, equipment manufacture, ag mechanics and welding.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
2	Ag Mech 102a-d	Farm Equipment Construction
3	Ag Mech 104	Farm Machinery
3	Ag Mech 107	Farm Surveying
2	Ag Mech 109	Small Engines and Equipment
2	Ag Mech 101	Introduction to Ag Mechanics
3	Ag Mech 103	Farm Power
3	Ag Mech 105a-b	Farm Structures
2	Ag Mech 106a-b	Farm Welding
1-4	Ag 193-194	Ag Coop/Work Experience
6	-----	Required Support/Additional Courses (See Below)

27-30 TOTAL UNITS NEEDED FOR CERTIFICATE

Support/Additional Courses (Choose 6 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Plnt Sci 102	Row Crops
3	Plnt Sci 103	Cereal & Oil Crops
3	Ag 201	Agricultural Mathematics
3	An Sci 1	Introduction to Animal Science
3	OH 101	Basic Ornamental Horticulture Skills
3	OH 108	Landscape Construction
3	Ag Mgt 1	Introduction to Ag Economics
3	Ag Mgt 105a-b	Computers in Agriculture
3	Ag 4	Soils
3	Dairy 101	Elements of Dairying
3	Ag Mech 108	Irrigation
2	Ag Mech 110a-d	Ag Project Construction

Certificate Program

Ag Pest Management

Agriculture Division

Food production is of primary importance to the ever increasing human population of the world. Both insect pests and plant diseases limit this production. Even though the American growers use a variety of pesticides, control for the pests is not adequate or effective for growers.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Ag 3	Economic Entomology
3	Plnt Sci 1	Introduction to Plant Science
3	Ag 4	Soils
3	Ag 125	Principles of Pesticide Use
3	OH 120	Pests and Diseases of Ornamentals
3	Ag 105	Fertilizers
3	Ag Mgt 105a-b	Computers in Agriculture
3	Ag Mech 104	Farm Machinery
1-4	Ag 193	Work Experience
6	-----	Required Support/Additional Courses (See Below)

31-34 TOTAL UNITS NEEDED FOR CERTIFICATE

Support/Additional Courses (Choose 6 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Plnt Sci 12	Fruit and Nut Tree Production
3	Plnt Sci 102	Row Crops
3	Plnt Sci 111	Citrus Production
3	Ag Mech 108	Irrigation
3	Plnt Sci 104	Forage Crops
3	Ag Mgt 102	Ag Sales & Marketing
3	OH 101	Basic Ornamental Horticulture Skill
3	OH 104	Nursery Practice
3	OH 109	Landscape Maintenance
3	Plnt Sci 105	Weeds and Weed Control
3	OH 2	Plant Identification 1
3	OH 3	Plant Identification 2

Certificate Program

Agricultural Science

Agriculture Division

This course of study in Agricultural Science is designed to give a student the opportunity to develop a variety of skills in Animal Science, Horse Production, Ornamental Horticulture, Ag Business, Mechanics, Agriculture Education and Crop Science. The general Ag certificate can be used for those individuals who are undecided about which area of agriculture to pursue and wish to get a broad base of education for a career in the agriculture industry.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Ag Mgt 105a-b	Computers in Agriculture
3	Ag 193	Work Experience
3	An Sci 1	Introduction to Animal Science
3	Dairy 101	Elements of Dairying
3	OH 101	Basic Ornamental Horticulture Skills
3	Plnt Sci 1	Introduction to Plant Science
2	Ag Mech 101	Introduction to Ag Mechanics
10	-----	Required Support/Additional Courses (See Below)
30	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses (Choose 10 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Dairy 102	Milk Production
3	Plnt Sci 102	Row Crops
3	Ag Mgt 102	Ag Sales & Marketing
3	An Sci 103	Animal Nutrition
3	OH 105	Plant Propagation
3	Ag Mech 104	Farm Machinery
3	Ag 4	Soils
3	Ag 3	Economic Entomology
3	Ag 201	Agricultural Mathematics
3	Plnt Sci 12	Fruit and Nut Tree Production

Certificate Program

Animal Science and Industry

Industry and Technology Division

The Animal Science program is designed for students whose major interest is in working with beef cattle, sheep or swine species. Students work on the college's 160-acre farm and with the various animal units, combining practical experience with technical knowledge in the various livestock enterprises. Most COS Animal Science majors return to livestock operations in the area for employment or go to work for one of the agriculture businesses supporting the livestock industry such as feedlots, meat packing and processing plants, animal nutrition, lending institutions and agriculture education.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	An Sci 1	Introduction to Animal Science
3	An Sci 103	Animal Nutrition
3	An Sci 104	Animal Diseases and Sanitation
3	An Sci 107	Introduction to Meat Science
3	An Sci 110	Swine Production and Management
3	An Sci 111	Beef Production and Management
3	An Sci 112	Sheep Production and Management
1-4	Ag 193-194	Work Experience
6	-----	Required Support/Additional Courses (See Below)

28-31 TOTAL UNITS NEEDED FOR CERTIFICATE

Support/Additional Courses (Choose 6 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Ag 201	Agricultural Mathematics
3	Ag Mgt 105a-b	Computers in Agriculture
3	Ag Mgt 104	Farm Accounting
2	An Sci 105a-d	Preparing Livestock for Shows and Sales
2	An Sci 2a-b	Livestock Selection and Evaluation
2	An Sci 108a-b	Meat Grading and Selection
3	Plnt Sci 1	Introduction to Plant Science
3	Ag Mech 104	Farm Machinery
3	Ag 4	Soils

Certificate Program

Architecture and Architectural Drafting

Industry and Technology Division

The Certificate program is designed to provide the student with the skills necessary for employment in architectural or building design firms or related construction drafting firms.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Arch 10	Intro to Architectural Environmental Design
3	Arch 11	Environmental Design Fundamentals
3	Arch 20	Introduction to Graphics & Perspectives
3	Arch 21	Basic Graphics
3	Arch 120	Freehand Drawing
3	Arch 131	Light Wood Frame Construction
2	Arch 150	Computer Analysis of Building Energy Use
3	Arch 160	Materials of Construction
3	Arch 161	Computer Assisted Architectural Detailing
4	-----	Required Support/Additional Courses (See Below)
30	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses (Choose 4 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Arch 40	Strength of Materials
4-12	Arch 121a-c	Perspective Alternatives
3	Arch 141	Stress Analysis
1-3	Arch 141a-d	Independent Study
1-4	Arch 190a-d	Supervised Practice
3	Art 6	Color and Design
3-3	Bld Tr 104 &/or 105	Carpentry (Res. Const.) I &/or II
4-4	Bld Tr 114 &/or 115	Carpentry (Project House Const. 1 &/or II)
4	Drafting 110	Introduction to Computer Assisted Drafting
4	Drafting 111	Computer Assisted Drafting
4	Drafting 130	Introduction to Computer Assisted Cabinet Design
3-3	Drafting 201 &/or 202	Civil Engineering Drafting/Design
5-5	Math 75 &/or 76	Calculus with Analytic Geometry I and/or II
3-3	OH 106 &/or 7	Landscape Drafting &/or Landscape Design
4-4	Physics 5 &/or 6	Physics for Scientists and Engineers
3	Drafting 203	Computer Assisted Civil Drafting

Certificate Program

Automotive Technology

Industry and Technology Division

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 and 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. ALL BEGINNING students must take Auto 100 and 101. Auto 100 and 101 may be taken with Auto 102, 103, 104, 105, 106 and 109. Auto 107 cannot be taken until 106 is completed. Auto 108 and 113 cannot be taken until 100, 101 and 102 are completed. Auto 108 and 113 should be taken concurrently. A student may also complete a certificate in one year by following a prescribed course of study.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
1	Auto 100	Bench Work and Safety
4	Auto 101	Automotive Electricity
3	Auto 102	Fuel and Cooling Systems
3	Auto 105	Brakes and Alignment
4	Auto 106	Automatic Transmissions
5	Auto 108	Automotive Engine Tune Up
3	Auto 109	Air Conditioning/Accessories
3	Auto 113	Computerized Engine Control
4	Auto 263a-d	Clean Air Car Course
30	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses: The following courses may be substituted for required courses. Permission to substitute must be obtained from the program coordinator.

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
4	Auto 103	Automotive Engines
3	Auto 104	Auto Power Train Analysis
3	Auto 107	Advanced Auto Transmissions
1-3	Auto 190a-d	Supervised Practice
4	Welding 161	Oxy-Acetylene Welding
3	Acct 287	Accounting for Service Businesses
2	I&T 201	Industry and Technology Math

Certificate Program

Building Trades, Construction Option

Building Trades, Construction Option

Industry and Technology Division

An educational program has been established for the Building Trades as an integral part of a regular two-year community college curricula. An option system is used to meet the needs of individual students. The basic emphasis of the Building Trades, Construction Option, is carpentry. Technical classroom, as well as manipulative (hands on) instruction is given on nomenclature, wood and composite building materials, fasteners, building layout, roof framing, stair construction, rough carpentry and finish carpentry. In addition, instruction is given in the areas of plumbing, wiring, insulation, roofing, dry-wall, painting and drawing for the construction trades. Manipulative instruction is taught by building a complete residence and appropriate small projects. Safety glasses and approved clothing are used during manipulative classes.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
2	Bld Tr 200	Drawing for Building Construction I
2	Bld Tr 201	Drawing for Building Construction II
3	Bld Tr 104	Carpentry I (Residential Construction)
3	Bld Tr 105	Carpentry II (Residential Construction)
3	Bld Tr 108	Advanced Carpentry/Roof Framing I
3	Bld Tr 109	Advanced Carpentry/Stair Bld/Estimating II
4	Bld Tr 114	Carpentry/Project House Construction I
4	Bld Tr 115	Carpentry/Project House Construction II
4	Bld Tr 118	Carpentry/Project House Construction III
4	Bld Tr 119	Carpentry/Project House Construction IV
32	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Bld Tr 130	Blueprint Reading/Residential Construction
3	Bld Tr 134	Residential Construction Estimating
3	Bld Tr 138	Contractors License Law
4	Bld Tr 150	Cabinetmaking and Mill Work I
3	Bld Tr 160	Cabinetmaking and Mill Work II
3	I&T 270a-b	Residential Wiring
1-3	Bld Tr 190a-d	Supervised Practice

Certificate Program

Building Trades, Mill Cabinet Option

Building Trades, Mill Cabinet Option

Industry and Technology Division

An educational program has been established for the Building Trades as an integral part of a regular two-year community college curricula. An option system is used to meet the needs of individual students. The basic emphasis of the Building Trades, Mill Cabinet Program is residential cabinetry and finish millwork. Technical classroom as well as manipulative (hands on) instruction is given on the safety, maintenance and use of hand tools, power tools and machinery; woodworking joinery and milling procedures; woods, plywoods and hardboard; cabinet hardware, and cabinet design, layout, construction, and installation. In addition, instruction is given in fundamental and advanced drafting techniques, estimating and contracting procedures.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
2	Bld Tr 200	Drawing for Building Construction I
2	Bld Tr 201	Drawing for Building Construction II
3	Bld Tr 104	Carpentry I (Residential Construction)
3	Bld Tr 105	Carpentry II (Residential Construction)
4	Bld Tr 114	Carpentry/Project House Construction I
4	Bld Tr 115	Carpentry/Project House Construction II
4	bld Tr 150	Cabinetmaking and Millwork I
4	Bld Tr 151	Cabinetmaking and Millwork III
3	Bld Tr 160	Cabinetmaking and Millwork II
3	Bld Tr 161	Cabinetmaking and Millwork IV
4	Drafting 130	Introduction to Computer Assisted Cabinet
36	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses: The following courses may be substituted for required courses. Permission to substitute must be obtained from the program coordinator.

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Bld Tr 138	Contractors License Law
3	Bld Tr 162	Basic Cabinetmaking
3	Bld Tr 130	Blueprint Reading/Residential Construction
1-3	Bld Tr 190a-d	Supervised Practice
3	I&T 270a-b	Residential Wiring

Certificate Program

Child Development

Consumer/Family Studies Division

Increased attention is being focused on the educational needs and potential of the young child. Students trained in child development will have a direct impact on those children. As more mothers return to work and need day care, there is a growing need for trained men and women who have a sound understanding of the social, emotional, physical, cognitive and creative needs of the young child. Employment opportunities include jobs in day care, homecare, co-op schools and aides in public schools. The child development program provides the twelve units required by the State of California for private day care centers and the twenty-four units required by the state for a children's center permit, as well as degree, transfer and certificate classes.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
2	Chld Dev 134	Child Abuse
3	Chld Dev 39	Child Development
3	Chld Dev 140	Principles in Early Childhood Education
3	Chld Dev 141	Practice in Early Childhood Education
3	Chld Dev 42	Child, Family and Society
3	Chld Dev 148	Child Health and Safety
7	-----	Required Support/Additional Courses (See Below)
24	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses (Choose 7 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Nutr/Food 112	Child Nutrition
1	Chld Dev 135	Music Experiences in ECE
1	Chld Dev 136	Children's Literature
1	Chld Dev 137	Science Experience in ECE
2-2	Chld Dev 149 &/or 150	Creative Activities for Children
3	Chld Dev 143	Administration of Early Childhood Education
3	Chld Dev 144	Adv Admin of Early Childhood Education
3	Chld Dev 145	Parenting
3	Chld Dev 146	Exceptional Child
3	Chld Dev 147	Infant/Toddler-Child Care
1-3	Chld Dev 190a-d	Supervised Practice
1-1	Chld Dev 156 &/or 157	Family Day Care Mgmt/Principles
1-1-1-1	Chld Dev 199	Topics in Child Development

Certificate Program

Child Development, Special Education Option

Consumer/Family Studies Division

The number of children with special needs in preschools and elementary schools is increasing, some in special education programs and some mainstreamed into regular educational and child care programs. Adults working with these children as aides and assistants need training and experience in child development and specific courses related to the special needs child. Employment opportunities include public elementary schools, Headstart and state preschools, private centers and homes.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Chld Dev 39	Child Development
3	Chld Dev 140	Principles in Early Childhood Education
3	Chld Dev 141	Practice in Early Childhood Education
3	Child Dev 42	Child, Family and Society
3	Chld Dev 146	Exceptional Chld
2	Hygiene 3	Standard First Aid
2	Chld Dev 193	Cooperative Work Experience
5	-----	Required Support/Additional Courses (See Below)
24	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses (Choose 5 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Chld Dev 145	Parenting
3	Chld Dev 148	Child Health and Safety
2	-----	Any Other Child Development courses

Certificate Program

Color/Image

Consumer/Family Studies Division

Colors can affect mood, appearance...a person's very image of him or herself. The color/image program has been developed to provide background in color/image selection for planning, evaluating and coordinating wardrobes. Color analysis is an exciting new field and consultants are in great demand. However, in addition to people interested in a color/image consulting career, there are many whose employment and personal lives will be enhanced by color/image knowledge, such as fashion buyers, hair dressers, cosmetic consultants, interior designers, retail clerks, personal shoppers, home economics educators, 4-H advisors and scout leaders.

Required Courses for Certificate :

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
2	Fash 167	Applied Color Theory
2	Fash 168	Advanced Color Theory
3	Fash 175	Fashion Image
2	Fash 174a-b	Fashion Illustration
2	Fash 179	Fashion Analysis
1	Fash 260	Career Dressing
3	Speech 1	Fundamentals of Public Speaking
6	-----	Required Support/Additional Courses (See Below)
21	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses (Choose 6 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Fash 76	Textiles
3	Fash 117a-b	Makeup
3	Fash 178	Visual Merchandising and Promotion

Certificate Program

Commercial Art

Industry and Technology Division

Commercial Art is a vital component of today's business. Artists that can create visually stimulating messages for Advertising, Education and Politics are very much in demand. Today's commercial artist not only creates with brush and pen, but also with video and computer graphics. We see these images all around us in newspapers, magazines, television and motion pictures and other areas where they are a vital part of commerce. Students in this program learn skills in illustration, lettering, layout and graphics.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Art 1	Art Appreciation
3	Art 6	Color and Design
3	Art 8	Drawing Fundamentals
2	Art 15	Printmaking
3	Art 103	Art Illustrating
3	Art 104a-d	Lettering
3	Photo 1	Beginning Photography
3	Drafting 160	Graphic Design
2	Ind St 151 or 251	Independent Study (Computer Illus)
12	-----	Required Support/Additional Courses (See Below)
42	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses (Choose 12 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Art 9	Drawing Composition
2-4	Art 10a-d	Figure Drawing
2-4	Art 12a-b	Watercolor
2	Art 13a-d	Studio Painting
2	Art 16	Advanced Printmaking
3	Art 104a-d	Lettering
2	Art 174a-b	Fashion Illustration

Certificate Program

Computer & Information Systems, General

Business Division

The Computer has become the constant feature found in almost any business or classroom today. Computers are becoming integrated into all aspects of the work environment as the tool of choice. For example, computers are today used in business, sports, math, drafting, statistics, journalism, communications, and psychology. Computers do three basic jobs commonly found in the office--word processing, database management, and spreadsheets. The Computer Certificate will give the individual a foundation in computer languages as well as the various software applications. The certificate holder will be prepared to use the microcomputer effectively in a business environment.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
4	Computer 5	Introduction to Computer Info Systems
4	Or Computer 130	Micro Oper-Introduction to Personal Computers
3	Computer 6	BASIC Programming
4	Computer 7	COBOL Programming
3	Computer 131	Micro Oper-Beginning DOS
3	Business 182	Introduction to Business
3	Or Business 188	Human Relations in Business
3	Business 184	Business Communications
5	Acct 201	General Vocational Accounting
5	Acct 202	General Vocational Accounting
4	Or Acct 1	Principles of Accounting
10	-----	Required Support/Additional Courses (See Below)
30	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses (Choose 10 Units). Enrollment in Business 160 or Business 360 is recommended if the keyboard skill is not met.

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
4	Computer 133	Micro Oper-Data Base Processing
2	Computer 132	Micro Oper-Advanced DOS
3	Computer 134	Micro Oper-Telecommunications
4	Computer 135	Micro Oper-Desktop Publishing for Business
3	Computer 136	Micro Oper-Word Processing with WordPerfect
3	Computer 138	Micro Oper-Spreadsheet Design for Business (Quattro)
3	Computer 210	Computer Accounting
3	Business 185	Ethics in Business

Certificate Program

Construction Inspection

Industry and Technology Division

These courses are offered to the student majoring in Building Construction to enable him/her to obtain an AA Degree in a specific occupational area.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Bld Tr 170	Building Supervision and Inspection
3	Bld Tr 171	Building Supervision and Inspection
3	Bld Tr 172	Building Codes
3	Bld Tr 173	Building Inspection and Supervision - Electrical
3	Bld Tr 174	Building Inspection and Supervision - Mechanical
3	Bld Tr 175	Building Inspection and Supervision - Plumbing
3	Bld Tr 176	Building Inspection and Supervision - Architecture
21	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Course

None

Certificate Program

Consumer/Family Studies

Consumer/Family Studies Division

This program gives a general overview of the various Consumer/Family Studies areas. It enables men and women to develop skills that improve the quality of life and helps them prepare to function effectively in changing family, community and work environments. Designed to give practical training in every day living, the program is also a starting point for those who want to become home economists. Students who continue studies at a four-year college can become home economists, a wide-ranging field with career opportunities in teaching, dietetics, fashion merchandising and design, consumer affairs, family counseling, adult and child services.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Int Des 121 or 122	Interior Design
3	Nutr/Food 101	Foods
3	Nutr/Food 18	Nutrition
3	Fash 175	Fashion Image
3	Fash 160	Clothing Construction
3	Or Fash 161	Tailoring
3	CFS 186	Personal Management/Consumer Econ
3	-----	Required Support/Additional Courses (See Below)
20	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses (Choose 3 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	CFS 80	Lifespan Development
3	Chld Dev 39	Child Development

Certificate Program

Cosmetology

Special Programs

Cosmetologists (beauticians) provide beauty services to their customers. A majority of time is spent shampooing, tinting, bleaching, cutting and styling hair. Cosmetologists may also give manicures and scalp and facial treatments, provide makeup analysis and shape eyebrows. Students receive much practical experience and also learn the theory of cosmetology, anatomy disorders and diseases of the skin, scalp and hair, physiology of skin and nails and chemical composition. After passing the state licensing exam, cosmetologists have career opportunities as beauticians, beauty shop owners and speciality fields such as electrologists and manicurists. This certificate requires 1600 hours to complete.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
12	Cosm 261	Beginning Cosmetology
12	Cosm 262	Intermediate Cosmetology
10	Cosm 263	Advanced Cosmetology
34	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses

None

Certificate Program

Dairy Science

Agriculture Division

The San Joaquin Valley is the leading area in the state for the production and processing of milk and dairy products. A large number of career opportunities are available for students who attend COS and major in Dairy Science. The school operates the only community college dairy in the state and has an outstanding dairy curriculum. The program also offers the only Dairy Manufacturing curriculum on the community college level and works very closely with local facilities to train students in dairy manufacturing.

Required Courses for Certificate

Units	Course Number	Course Title
3	Dairy 101	Elements of Dairying
3	Dairy 102	Milk Production
3	Dairy 103	Commercial Dairy Herd Management
3	Dairy 104	Breeding and Selection
1	Dairy 107a-d	Practical Skills in Dairying
3	Dairy 108	Dairy Nutrition
3	Ag Mgt 105a-b	Computers in Agriculture
1-4	Ag 193-194	Work Experience
3	Ag 201	Agricultural Mathematics
11	-----	Required Support/Additional Courses (See Below)

33-37 TOTAL UNITS NEEDED FOR CERTIFICATE

Support/Additional Courses (Choose 11 Units)

Units	Course Number	Course title
1	Dairy 105a-d	Dairy Cattle Judging & Selection
3	Dairy 106a-b	Introduction to Dairy Products Technology
2	Ag Mech 101	Introduction to Ag Mechanics
3	Ag Mech 103	Farm Power

Certificate Program

Drafting Technology

Industry and Technology Division

The certificate program is designed to prepare students to enter into a variety of drafting, design and related fields. The certificate in architectural drafting is described under the listing of "Architecture and Architectural Drafting."

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Drafting 100	Applied Drawing
3	Drafting 102	Descriptive Geometry
4	Drafting 110	Intro to Computer Assisted Drafting
1	I&T 160	Intro to Technical Computer Applications
3	I&T 185	Ethics in Business and Industry
14	TOTAL UNITS NEEDED FOR CERTIFICATE	

In addition to the required courses, students can also specialize in the following areas of study by completing these units:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>	
Civil Drafting Technology Option			
3	Draft 100	Applied Drawing	
3	Draft 102	Descriptive Geometry	
4	Draft 110	Intro to Computer Assisted Drafting	
1	I&T 160	Intro to Technical Computer Applications	
3	I&T 185	Ethics in Business and Industry	
		Total Units	14
Computer Assisted Drafting Option			
3	Computer 131	Microcomputer Operations - DOS	
4	Draft 111	Computer Assisted Drafting	
3	Draft 120	Intro to Computer Assisted Illustration	
		Total Units	10
Electrical Drafting Technology Option			
5	Elec 101	DC Circuits	
3	Elec 105	Industrial Fabrication and Design	
3	Elec 111	Micro-processor/PLC Fundamentals	
		Total Units	11
Manufacturing Design Graphics Option			
3	Draft 101	Manufacturing Design Graphics	
4	Draft 111	Computer Assisted Drafting	
3	Draft 120	Intro to Computer Assisted Illustration	
		Total Units	10

Certificate Program

Electronics Technology

Industry and Technology Division

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 and electronic circuits. Use of test equipment and trouble-shooting techniques are emphasized in ALL classes. In accordance with 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, consumer products servicing, microcomputers, and manufacturing.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
5	Elect 101	D.C. Circuits
5	Elect 102	A.C. Circuits
5	Elect 103	Active Devices
3	Elect 110	Digital Circuits
4	Elect 111	Microprocessors/PLC Fundamentals
3	Elect 112	Microprocessor Applications
3	Elect 114	OP Amp Circuits
28	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses. The following courses may be substituted for required courses. Permission to substitute must be obtained from the program coordinator.

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
5	Elect 104	Communication Circuits
3	Elect 105	Industrial Fabrication and Design
3	Elect 107	Basic Video Circuits
3	Elect 108	Advanced Video Circuits
4	Elect 113	PC Troubleshooting/Repair
3	Elect 123	Basic RF Circuits
1	Elect 190a-d	Supervised Practice
4	I&T 201	Industry and Technology Math
3	I&T 270a-b	Residential Wiring
3	I&T 272	Electrical Wiring, Industrial
2	I&T 273	Electronic Motor Control

Certificates with Special Emphasis:

Students who have completed the required courses may specialize in the following areas by taking these additional classes:

Emphasis in Video Repair must take as electives: Elect 107, Elect 108

Emphasis in PC Setup and Repair must take as electives: Elect 113, Elect 105, Computer 5

Emphasis in Electronic Motor Controls must take as electives: I&T 273, I&T 274

Emphasis in Electrical Wiring must take as electives: I&T 270, I&T 271, I&T 272

Emphasis in Communication Circuits must take as electives: Elect 104, Elect 105

Certificate Program

Environmental Control Technology (HVAC)

Environmental Control Technology (HVAC)

Industry and Technology Division

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, and 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. A student may complete a certificate in one year by following a prescribed course of study. This certificate does not require a student to take course work outside the Environmental Control Technology department.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
4	ECT 180	Electricity and Controls for HVAC
8	ECT 181	Basic Air Conditioning
12	ECT 182	Adv Air Cond/Refrig Commercial/Domestic
3	I&T 142	Air Conditioning Sheet Metal
3	I&T 143	Advanced Sheet Metal
30	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses. The following courses may be substituted for required courses. Permission to substitute must be obtained from the program coordinator. These electives are suggested to enhance ones career opportunities.

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Acct 287	Accounting for Service Businesses
2	Drafting 200	Beginning Mechanical Drawing
1-3	ECT 190a-d	Supervised Practice
2	I&T 201	Industry and Technology Math
3	I&T 270a-b	Residential Wiring
3	I&T 271	Electrical Wiring - Commercial
2	I&T 273	Electric Motor Controls
4	Welding 161	Oxy-Acetylene

Certificate Program

Fashion Design

Consumer/Family Studies Division

The glamour world of fashion design is a growing industry. California is #2 in the nation when it comes to the clothing industry. Millions of people are involved in fashion production through designing, manufacturing advertising or marketing. The fashion design option will teach you how to design and create for this growing industry or in your own business. Career opportunities include fashion designer, fashion illustrator, pattern drafter, pattern grader, samplemaker, production manager, shipping manager, manufacturer's sales representative, dressmaker and alterationist.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Fash 76	Textiles
3	Fash 175	Fashion Image
3	Fash 162	Creative Pattern Design
3	Fash 163	Advanced Pattern Design
2-2	Fash 174a-b	Fashion Illustration
3	Fash 177	Introduction to Fashion Merchandising
3	Speech 1	Fundamentals of Public Speaking
3	Fash 160a-b	Clothing Construction
3	-----	Required Support/Additional Courses (See below)
28	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses (Choose 3 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Fash 161a-b	Tailoring
3	Fash 112a-b	Costuming

Certificate Program

Fashion Merchandising

Consumer/Family Studies Division

Fashion is big business! Millions of people are involved in fashion production either through direct manufacture or through advertising, marketing or design. Americans spend more than \$82 billion on clothing each year. Over 30,000 new jobs have been created in the California apparel industry in a ten year period, and this trend is expected to continue. Career opportunities are unlimited; retail sales, buyer or manager; fashion coordinator, fashion consultant, display specialist or public relations; teacher; plus related careers such as fashion journalism, advertising and manufacturer's sales representative.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Fash 76	Textiles
2	Fash 167	Applied Color Theory
3	Fash 175	Fashion Image
2	Fash 174a-b	Fashion Illustration
3	Fash 177	Intro to Fashion Merchandising
3	Fash 178	Visual Merchandising and Promotion
2	Fash 179	Fashion Analysis
1	Fash 260	Career Dressing
4	Computer 130	Micro Oper-Intro to Personal Computers
2-4	CFS 193	Work Experience
25-27	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses

None

Certificate Program

Fire Technology

Special Programs

The Fire Technology program is usually taken by persons already working in a fire agency who want to advance in their position. Students learn fire fighting skills, fundamentals of how and why fires start, fire chemistry and physics, practical skills and leadership, command and control techniques of the scene of an emergency, fire protection laws, etc. The program prepares students to work in fire agencies in fire fighting as well as management positions.

Required Courses for Certificate

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
9	Fire Tec 170	Basic Firefighter 1 - Academy
12	-----	Required Support/Additional Courses (See Below)

Support/Additional Courses (Choose 12 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Fire Tec 152	S.F.M. Fire Investigation 1A
3	Fire Tec 153	S.F.M. Fire Investigation 1B
3	Fire Tec 154	Fundamentals of Fire Service Operations
3	Fire Tec 155	Fundamentals of Fire Protection Chemistry
3	Fire Tec 156	Fire Service Hydraulics
3	Fire Tec 157	Fundamentals of Fire Prevention
3	Fire Tec 159	Introduction to Fire Technology
2	Fire Tec 161	S.F.M. Fire Prevention 1A
2	Fire Tec 162	S.F.M. Fire Prevention 1B
3	Fire Tec 163	Fire Protection Systems and Equipment
2	Fire Tec 171	S.F.M. Fire Instructor 1A
2	Fire Tec 172	S.F.M. Fire Instructor 1B
2	Fire Tec 173	Fire Command 1A
2	Fire Tec 174	Fire Command 1B
2	Fire Tec 177	Fire Management 1
4	Fire Tec 240	S.F.M. Non-Ambulance EMT

Certificate Program

Floral Technology

Agriculture Division

The sale of cut flowers, house plants and dried and silk flowers has increased rapidly in recent years. This is because of increases in the population and family income, but also because of an increased interest in the use of flowers. This certificate is designed for those seeking occupations in the floral industry as a florist.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	OH 111	Floral Design
3	OH 112	Sympathy Floral Designs
3	OH 113	Wedding Floral Designs
3	OH 119	Interiorscape
3	OH 101	Basic Ornamental Horticulture Skills
3	Ag 201	Agricultural Math
3	Ag Mgt 105a-b	Computers in Agriculture
1-4	Ag 193-194	Work Experience
9	-----	Required Support/Additional Courses (See Below)

31-34 TOTAL UNITS NEEDED FOR CERTIFICATE

Support/Additional Courses (Choose 9 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	OH 104	Nursery Practice
3	OH 105	Plant Propagation
3	OH 7	Landscape Design
3	OH 108	Landscape Construction
3	Art 1	Art Appreciation
3	Business 170	Retail Store Salesmanship
3	Business 171	Applied Professional Salesmanship

Certificate Program

Food Service

Consumer/Family Studies Division

The food service industry is the #1 retail employer in the United States. Statewide, the restaurant business alone is a billion dollar industry, one of California's largest, with a projected annual growth rate of at least 7 percent over the next ten years. Students majoring in this field will find a wide variety of contemporary employment opportunities such as chef, cook, caterer, menu planner, sales representative and food service manager in the restaurant industry; in schools, hospitals, day-care centers for the young and elderly, and other commercial food facilities; and in residential and health facilities. This program includes National Restaurant Association certification.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
1	Nutr/Food 107	Sanitation and Safety
3	Nutr/Food 105	Commercial Food I
3	Nutr/Food 106	Commercial Food II
3	Nutr/Food 18	Nutrition
2-4	Nutr/Food 193	Work Experience
2	Nutr/Food 199	Food Service Management
3	Business 174	Marketing Principles
3	Business 201	General Accounting
5	Or Business 287	Accounting for Service Businesses
24	TOTAL UNITS NEEDED FOR CERTIFICATE	

Recommended Course:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
4	Computer 130	Micro Oper-Introduction to Personal Computers

Certificate Program

Graphic Design

Industry and Technology Division

Graphic design is one of the most important aspects of graphic communications. It is the creative effort of the graphic designer that attempts to inform, stimulate, provoke, persuade and entertain us in the printed media. The designer's talents are required on everything from newspaper ads to perfume packaging and displays. Students in this program learn a wide variety of artistic skills as well as a general knowledge of the printing industry.

Graphic Designers find employment in various fields of the printing industry as designers, layout artists or paste-up artists.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Computer 131	Microcomputer Operations - DOS
4	Computer 135	Microcomputer Operations: Desktop Publishing for Business
3	Draft 160	Graphic Design
2	Draft 170	Computer Animation
1	I&T 160	Intro to Technical Computer Applications
3	I&T 185	Ethics in Business and Industry
3	Photo 1	Beginning Photography
22	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Arch 10	Intro to Architectural and Environmental Design
3	Arch 20	Intro to Graphics and Perspective
3	Arch 120	Freehand Drawing
3	Art 6	Color and Design
2	Art 15	Printmaking
2	Art 16	Advanced Printmaking
3-9	Art 103a-c	Art Illustrating
3-12	Art 104a-d	Lettering and Graphics
2	Computer 132	Microcomputer Operations-Advanced DOS
3	Computer 138	Microcomputer Operations: Spreadsheet Design for Business
4	Draft 110	Intro to Computer Assisted Drafting
3	Draft 120	Intro to Computer Assisted Illustration
3	Draft 121	Computer Assisted Illustration
1-9	Draft 151	Independent Study (Graphic Design)
1-12	Draft 190a-d	Supervised Practice (Graphic Design)
1-4	Draft 199	Special Topics (Graphic Design)
4	I&T 201	Industry and Technology Math
2	I&T 233	Career Planning/Job Search
1	Photo 2a-c	Advanced Photography Laboratory
2-8	Photo 110a-d	Photo Journalism

Certificate Program

Horse Production

Agriculture Division

The Horse Management and Training Certificate Program includes classes that will expose students to many phases of the horse industry. Students will have the opportunity to train their own horses, along with the college owned stock. Student will study and learn about career and employment opportunities in the equine industry.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
2/2	An Sci 120a-d	Basic Equitation (Requires 2 semesters)
2	An Sci 124a-d	Colt Breaking
3	An Sci 22	Horse Husbandry
3	Ag Mgt 105a-b	Computers in Agriculture (1st semester)
1-4	Ag 193-194-195-196	Work Experience
3	An Sci 1	Introduction to Animal Science
3	An Sci 123	Horse Production
3	An Sci 104	Animal Diseases and Sanitation
6	-----	Required Support/Additional Courses (See Below)
31-34	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses (Choose 6 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Ag Mgt 104	Farm Accounting
3	Ag Mgt 105a-b	Computers in Agriculture (2nd semester)
3	Ag Mech 103	Farm Power
2	Ag Mech 102a-d	Farm Equipment Construction
3	Ag 4	Soils
3	Ag Mgt 102	Ag Sales and Marketing
3	Ag 201	Agricultural Mathematics

Certificate Program

Human Service (Social Work)

Human Service (Social Work)

Social Science Division

Community needs of today require 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 of beginning or paraprofessional 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.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Hum Serv 120	Intro to Social Welfare
4	Hum Serv 121	Interviewing
3	Hum Serv 122	Intro to Human Services
2-2-2	Hum Serv 193-194-195	Work Experience/Internship
2	Hum Serv 228	Alcohol Interview Treatment & Recovery
2	Hum Serv 229	Physical & Psychological Aspects of Drug Abuse
3	Psych 1	General Psychology
3	Psych 10	Human Sexuality
3	Sociology 126	Marriage & Family Life
3	CFS 186	Personal Management/Consumer Economics
3	Or Business 297	Personal Finance
3	Computer 5	Introduction to Computer Information Systems
35	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Elective Classes:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
1-4	Hum Serv 196	Work Experience/Internship

Certificate Program

Industrial Technology

Industry and Technology Division

These core courses are required for all industrial technology degrees and certificates. The prescribed elective courses plus general education classes will earn the candidate an AA or AS Degree:

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	I&T 110	Basic Machining
3	I&T 205a-b	Plumbing
3	I&T 270a-b	Residential Wiring
2	I&T 273	Electric Motor Controls
3	I&T 185	Ethics in Business and Technology
4	I&T 201	Industry and Technology Math
20	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Elective Courses:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
2	I&T 233	Career Planning/Job Search
1	I&T 299	Basic Computer Fundamentals
2	I&T 274	Electric Motor Controls - Programable Cont.
4	Welding 161	Oxy-Acetylene Welding

Certificate Program

Interior Design

Consumer/Family Studies

Interior designers develop an eye for line, form, color and texture to create pleasing spatial arrangements. There is an emphasis on art and drawing as well as knowledge of fashion and marketing. Interior design is a broad field. Careers include commercial/residential interior designer; color/materials consultant for model condominiums and in-house corporations such as hotel and restaurant chains; retail showroom salesperson in drapery, wallcovering, floor covering, upholstering and furniture stores; window display and visual promotion; and wholesale manufacturer's representative.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Int Des 121	Material/Interior Design
3	Int Des 122	Housing/Interior Design
3	Fash 76	Textiles
3	Fash 178	Visual Merchandising & Promotion
2	Bld Tr 200	Drawing for Building Construction I
2	Bld Tr 201	Drawing for Building Construction II
4	Draft 110	Introduction to Computer Assisted Drafting
3	Arch 10	Architectural/Environmental Design
3	Arch 11	Environmental Design Fundamentals
3	Arch 120	Freehand Drawing
3	Arch 121a-c	Perspective Alternatives
3	CFS 193	Work Experience
35	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses

None

Certificate Program

Landscape Technology

Agriculture Division

Landscapers are creative designers and installers of residential and commercial gardens and landscapes. They take a plot of land and turn it into an aesthetically appearing setting. Students learn drafting, designing, estimating, contracting, installation and maintenance and then create their own 10x20 foot patio scenes on the college farm. This program prepares students for work as a landscape contractor, designer, or draftsperson, turf manager or grounds maintenance manager.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	OH 2	Plant Identification I
3	OH 3	Plant Identification II
3	OH 106	Landscape Drafting
3	OH 7	Landscape Design
3	OH 108	Landscape Construction
3	OH 109	Landscape Maintenance
3	OH 110	Turfgrass Management
2	Ag Mech 109	Small Engines and Equipment
1-4	Ag 193	Work Experience
6	-----	Required Support/Additional Courses (See Below)
30-33	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses (Choose 6 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	OH 101	Basic Ornamental Horticulture Skills
3	Ag 4	Soils
3	Ag 105	Fertilizers
3	Ag 201	Agricultural Mathematics
3	OH 105	Plant Propagation
3	OH 117	Sprinkler Irrigation
3	OH 118	Xeriscape
3	OH 119	Interiorscapes

Certificate Program

Law Enforcement

Special Programs

Educational requirements have made entry into the law enforcement field highly competitive. An increasing number of prospective employers now require interested persons to have completed basic training requirements before applying for full-time or reserve positions. The Law Enforcement Training program equips student with the skills and knowledge to enter this highly rewarding field. The Law Enforcement Training program provides inservice training for employed peace officers, correctional personnel and security guards. Each of the courses listed below offers a certificate of completion as well as unit credit. To qualify for a law Enforcement Certificate, the student must complete the Basic Police Academy (AJ200), plus a minimum of 12 units from any combination of the other courses listed below.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
12	AJ 200	Basic Police Academy Prerequisite: High school graduate, no felony convictions, passing score on P.O.S.T. reading and writing test)
0-12	AJ 299	Topics-Advanced Officer Training Prerequisite: AJ 200
2	AJ 203	Traffic Collision Investigation Prerequisite: AJ 200
5	AJ 204	Supervisory Techniques Prerequisite: AJ 200
0-12	AJ 399	Topics In Law Enforcement (Prerequisite: AJ 200)

Certificate Program

Maintenance Technician, Level 1

Maintenance Technician, Level 1

Industry and Technology Division

Level 1 Maintenance Technician is a one-year (two semester) 25 hours per week training program to provide students with job entry skills. The two degree applicable twelve unit classes will provide students with over 850 hours of skill training in the areas of electricity, electronics, welding, machining, refrigeration, hydraulics, pneumatics, and other maintenance areas.

Required Courses for Certificate:

First Semester

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
12	I&T 100a-b (a)	Maintenance Technician, Level 1

Second Semester

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
12	I&T 100 a-b (b)	Maintenance Technician, Level 1
1	I & T 299	Computer Literacy

25 TOTAL UNITS NEEDED FOR CERTIFICATE

Support/Additional Courses

None

Certificate Program

Maintenance Technician, Level 2

Maintenance Technician, Level 2

Industry and Technology Division

Level 2 Maintenance Technician is a program made up of mechanical, electrical and welding courses which should prepare a student with mechanical aptitude and interest to enter employment as a more advanced general maintenance person 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.

Required Courses for Certificate:

Units	Course Number	Course Title
3	I&T 110	Basic Machining
4	I&T 201	Industry and Technology Math
2	I&T 299	Computer Literacy
3	I&T 270a-b	Residential Wiring
3	I&T 272	Electrical Wiring Industrial
2	I&T 273	Electric Motor Controls
2	I&T 274	Electric Motor Control/Prog Control
2	I&T 275	Solid State Fundamentals for Electrician
3	Speech 4	Interpersonal Communications
4	Weld 161	Oxy-Acetylene Welding
4	Weld 162	Shielded Metal Arc Welding

32 TOTAL UNITS NEEDED FOR CERTIFICATE

Support/Additional Elective Courses

Units	Course Number	Course Title
3	Bld Tr 130	Blueprint Reading/Residential Construction
3	Draft 100	Applied Drawing
4	ECT 180	Electricity & Controls for HVAC
1.5	I&T 130	Hazardous Materials Awareness and Safety
3	I&T 143	Adv Air Conditioning Duct Sheet Metal
1-3	I&T 190a-d	Supervised Practice
3	I&T 220	Water Treatment Fundamentals
3	I&T 221	Waste Water Treatment Fundamentals

Certificate Program

Marketing Management

Business Division

Marketing is a wide-ranging concept. It is much more than advertising and promoting a product. It involves everything from researching whether a new product is needed; to labeling, packaging, transportation, warehousing, merchandising and personal selling. Every organization's ability to survive is directly affected by marketing, and the Marketing option is a varied one. Approximately one out of three jobs is directly or closely related to marketing. Entry level jobs exist in manufacturing, service firms, wholesalers, retailers, advertising agencies, consulting firms and private and public non-profit organizations such as hospitals.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Business 174	Marketing Principles
3	Business 182	Introduction to Business
3	Business 188	Human Relations in Business
5	Acct 201	General Vocational Accounting
4	Business 18	Business Law
4	Computer 130	Micro Oper - Introduction to Personal Computers
3	Computer 131	Micro Oper - Beginning DOS
3	Business 184	Business Communications
2	Business 268	Electronic Calculating
3	-----	Required Support/Additional Courses
33	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses (Choose 3 units)

3	Business 170	Introduction to Sales
3	Business 185	Business Ethics
3	Business 231	Starting a Small Business

Enrollment in Business 160 or Business 360 is recommended if the keyboarding skill requirement is not met.

Certificate Program

Nursery Technology

Agriculture Division

Nursery Technology is an ideal field for people with a "green-thumb." Students work in a two-acre nursery area of the COS Farm propagating plants in the two large green houses, growing and maintaining house and garden plants, and learning to package them attractively for sale to retail and wholesale industries. Job opportunities in this field include nursery manager, owner and salesperson, grower, production foreman, turf specialist, landscape nurseryman and estimator.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	OH 101	Basic Ornamental Horticulture Skills
3	OH 2	Plant Identification I
3	OH 3	Plant Identification II
3	OH 104	Nursery Practices
3	OH 105	Plant Propagation
3	OH 109	Landscape Maintenance
3	OH 110	Turfgrass Management
3	OH 106	Landscape Drafting
9		Required Support/Additional Courses (See below)
33	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses (Choose 9 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Ag 3	Economic Entomology
3	Ag 4	Soils
3	Ag 105	Fertilizers
3	OH 111	Floral Design
3	OH 117	Sprinkler Irrigation
3	OH 118	Xeriscape
1-4	Ag 193	Work Experience
3	OH 119	Interiorscapes
3	OH 7	Landscape Design

Certificate Program

Nutrition Aide

Consumer/Family Studies Division

The importance of proper nutrition is becoming more apparent as the American public becomes more health conscious. The Nutrition Aid program is designed for students working in clinical nutrition facilities or considering the field of dietetics. Completion of this program qualifies the student, under the guidance of a clinical dietician or dietetic assistant, in a nutritional care department of a hospital, rest home or other facilities that need a person with foods and nutritional training.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Nutr/Food 101	Foods
1	Nutr/Food 107	Sanitation and Safety
3	Nutr/Food 18	Nutrition
2-4	CFS 193	Work Experience
2-3		Required Support/Additional Courses (See Below)

11-14 TOTAL UNITS NEEDED FOR CERTIFICATE

Support/Additional Courses (Choose 2-3 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Nutr/Food 112	Children's Nutrition
2	Nutr/Food 119	Nutrition for Fitness

Certificate Program

Ornamental Horticulture Technology

Agriculture Division

Ornamental Horticultural Technology continues to be one of California's fastest growing industries. Students learn to grow and arrange plants and flowers, training in such areas as nursery production and operations, landscape drafting, design and construction, plant care and maintenance. COS has many of its students now employed in ornamental horticulture and related agricultural fields such as floral designer, cut flower grower, plant propagator, retail florist, production foreman, plant inspector, pest control operator and garden writer.

Required Courses for Certificates:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	OH 101	Basic Ornamental Horticulture Skills
3	OH 2	Plant Identification I
3	or OH 3	Plant Identification II
3	OH 104	Nursery Practice
3	OH 105	Plant Propagation
3	OH 106	Landscape Drafting
3	OH 109	Landscape Maintenance
3	OH 108	Landscape Construction
3	OH 110	Turfgrass Management
3	OH 7	Landscape Design
1-4	AG 193-194-195-196	Work Experience
3		Required Support/Additional Courses (See Below)
31-34	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses (Choose 3 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Ag 3	Economic Entomology
3	Ag 4	Soils
3	Ag 105	Fertilizers
3	OH 118	Xeriscape
3	OH 111	Floral Design
3	OH 117	Sprinkler Irrigation
3	OH 119	Interiorscapes

Certificate Program

Plant Science and Industry

Agriculture Division

One of the greatest challenges to mankind is to produce enough food for future generations. To meet this challenge, students in the Plant Science and Industry program are trained in all aspects of crop production that will maximize yields as well as profits. Working on the COS Farm, they receive practical as well as technical experience in soils, irrigation, weed control, plant diseases and pests, fertilizers, cultivating and crop production. Good job opportunities exist in farming, irrigation and crop production as well as related industries such as equipment sales, fertilizers, crop protection and consulting.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Plnt Sci 1	Introduction to Plant Science
3	Plnt Sci 105	Weeds and Weed Control
3	Ag Mech 108	Irrigation
3	Ag 105	Fertilizers
3	Ag 3	Economic Entomology
3	Ag 4	Soils
3	Ag Mech 104	Farm Machinery
3	Ag Mgt 104	Farm Accounting
1-4	Ag 193-194-195-196	Work Experience
6		Required Support/Additional Courses (See Below)

31-34 TOTAL UNITS NEEDED FOR CERTIFICATE

Support/Additional Courses (Choose 6 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	An Sci 1	Introduction to Animal Science
3	Ag Mgt 105a-b	Computers in Agriculture
3	Ag 201	Agricultural Mathematics
3	Plnt Sci 102	Row Crops
3	Plnt Sci 104	Forage Crops
3	Plnt Sci 103	Cereal & Oil Crops
3	Plnt Sci 12	Fruit & Nut Tree Production
3	Plnt Sci 113	Grape & Vine Production
3	Plnt Sci 111	Citrus Production
3	OH 105	Plant Propagation

Certificate Program

P.O.S.T. Basic Police Academy

Special Programs

The Basic Police Academy is designed for anyone who desires a career as a law enforcement officer. Police officers must be certified, and the COS Academy is certified by the State of California Commission on Peace Officer Standards and Training (P.O.S.T.). This intensive course prepares a person to enter full-time police work with all the basic skills necessary, including training in firearms, driver's training, CPR, intoxicant, officer survival, community relations, and criminal law.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
12	AJ 200	Basic Police Academy

All applicants must be in good physical health, certified by a medical doctor to participate in a strenuous physical activity program, high school diploma or GED, over 18 years of age and no felony criminal record. A material fee is charged in addition to normal college fees. Interested persons should contact the law enforcement training department (209) 730-3862 prior to registering for the course for details of the application process.

Prerequisites:

Passing score on the entry level reading and writing test. This is a standardized examination administered at the college for no charge by the State of California Commission on Peace Officer Standards and Training.

Certificate Program

Police Reserve, PC 832

Police Reserve, PC 832

Special Programs

The Police Reserve program is designed for students wanting to work part-time as a police officer. The program includes training at three levels as required by the State of California Commission on Police Officer Standards and Training (P.O.S.T.). All classes are in the evening. Level III training qualifies the student to work in police work under close supervision. Level II qualifies the student to ride with a regular police officer. Level I qualifies the student to ride alone as a part-time officer. All students must be in good physical health, over 18 years of age and have no felony record.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
1.5	AJ 209	Agency Firearms (PC 832) Prerequisite: None
3	AJ 210	Level III, Law of Arrest and Firearms (Course length: 80 hours. This course also satisfies requirements of PC 832).
2	AJ 211	Level II, CPR, First Aid and Role of the Backup Officer, Weaponless Defense, Shotgun (Course length: 128 hours) Prerequisite: AJ 210
7.5	AJ 212	Level I With a total of 136 hours of training . (This course meets state training requirements for "work alone" (Level I) Reserve Peace Officers. Prerequisite: AJ 211
14	TOTAL UNITS NEEDED FOR CERTIFICATE	

Certificate Program

Real Estate

Business Division

Real Estate is an exciting and energetic business with large amounts of money at stake. Real estate salespeople bring together buyers and owners of property to work transactions. Working under the supervision of a real estate broker, they sell, exchange and rent real estate for clients. Tasks include obtaining "listings" (agreements to sell property), locating potential customers, making appraisals, showing property, negotiating agreements, renting and managing property and developing new building projects. Real estate salespeople must be licensed by the state. The COS program gives introductory training helpful in studying for the license and provides continuing education for people seeking license renewal.

Required Courses for Certificate:

Units	Course Number	Course Title
3	Real Estate 140	Real Estate Principles
3	Real Estate 141	Real Estate Finance
3	Real Estate 142	Real Estate Law
3	Real Estate 143	Real Estate Economics
3	Real Estate 144	Real Estate Practice
3	Real Estate 145	Real Estate Appraisal
4	Computer 130	Micro Oper-Introduction to Personal Computers
9	-----	Required Support/Additional Courses (See Below)
28	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses (Choose 9 Units)

Units	Course Number	Course Title
4	Business 18	Business Law
3	Computer 131	Micro Oper-Beginning DOS
5	Acct 201	General Vocational Accounting
4	Or Acct 1	Principles of Accounting
3	Speech 1	Fundamentals of Public Speaking
3	Business 185	Business Ethics
3	Business 231	Starting a Small Business

Certificate Program

Secretarial and Related Programs

Business Division

The strength of any well-run office is directly related to its secretary. A person trained in secretarial skills must be interested in all aspects of office operations. Therefore, this program incorporates the clerical skills of filing and typing with the more advanced skills of shorthand, word processing and administrative responsibilities. The secretarial position is usually a higher paying position and often acts as a springboard for advancement with the company. Related fields include legal secretary, medical secretary and office manager.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
5	Business 150	Elementary Shorthand
5	Business 152	Advanced Shorthand
3	Business 160	Beginning Keyboarding
3	Or Business 161	Intermediate Keyboarding
3	Or Business 162	Advanced Keyboarding
3	Computer 136	Micro Oper-Word Processing with WordPerfect
3	Business 182	Introduction to Business
3	Or Business 188	Human Relations in Business
4	Computer 130	Micro Oper-Introduction to Personal Computers
3	Computer 131	Micro Oper-Beginning DOS
3	Business 184	Business Communications
29	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses

(Alternate classes if typing and/or shorthand requirement is met)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Business 185	Business Ethics
3	Business 258	Office Procedures
3	Business 293	Business English
2	Computer 132	Micro Oper-Advanced DOS
4	Computer 135	Micro Oper-Desktop Publishing for Business
3	Business 266	Professional Employment Preparation
1	Business 260	Career Dressing

Certificate Program

Security Guard Training

Special Programs

Security Guard Training program offers courses meeting state requirements for the certification of private security offices in such areas as firearms, police baton and tear gas, as well as other courses improving skills of those already working in the field of security. These courses are offered on Saturdays several times every semester. Private security is a growing field with a variety of job opportunities in manufacturing firms, retail and wholesale businesses, hospitals, public institutions and in security systems.

Required Courses for Certificate:

Units	Course Number	Course Title
1	AJ 220a-d	Basic Security Firearms (16 hours)
1	AJ 221	Security Side Handle Baton (12 hours)

Prerequisites:

Must be over 18 years of age with no felony record. The student must show U.S. citizenship to qualify for the Bureau of Consumer Affairs Security Firearms certificate. Other students, not wishing this certificate may take the course for general interest.

Citizens'/security tear gas is offered as a community service course.

Certificate Program

Technical Illustration

Industry and Technology Division

Every product that requires some assembly is usually accompanied by a pictorial drawing showing all the parts and how they fit together. These "exploded assembly drawings" as well as the extremely realistic animated space scenes associated with the NASA flights shown on television are created by a technical illustrator. Such illustrators are called upon to do everything from mechanical illustrations to medical illustrations, and students in this program receive a thorough knowledge of all drawing and rendering techniques.

Technical illustrators find employment in the drafting field as specialists in preparing exploded assembly drawings, renderings and other pictorial illustrations.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Draft 100	Applied Drawing
4	Draft 110	Intro to Computer Assisted Drafting
4	Draft 111	Computer Assisted Drafting
3	Draft 120	Intro to Computer Assisted Illustration
3	Draft 121	Computer Assisted Illustrations
1	I&T 160	Intro to Technical Computer Applications
3	I&T 185	Ethics in Business and Industry
21	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Elective Courses:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Art 8	Drawing Fundamentals
3	Art 9	Drawing Composition
2	Art 10a	Figure Drawing
3	Art 104a	Lettering for Graphics
3	Arch 20	Intro to Graphics and Perspective
3	Arch 21	Basic Graphics
3	Arch 120	Freehand Drawing
3	Arch 121a	Perspective Alternatives
3	Computer 131	Microcomputer Operations - DOS
2	Computer 132	Microcomputer Operations - Advanced DOS
4	Computer 135	Microcomputer Operations - Desktop Publishing for Business
4	Draft 130	Intro to Computer Assisted Cabinet Design
4	Draft 131	Computer Assisted Cabinet Design
1-9	Draft 151	Independent Study (Computer Illustration)
3	Draft 160	Graphic Design
3	Draft 161	Graphic Design Applications
2	Draft 170	Computer Animation
1-12	Draft 190a-d	Supervised Practice (Computer Illustration)
1-4	Draft 199	Special Topics (Computer Illustration)
2-4	Fash 174a-b	Fashion Illustration
4	I&T 201	Industry and Technology Math
2	I&T 233	Career Planning/Job Search

Certificate Program

Typing, General Office, and Related Programs

Business Division

Figures show that 65 percent of all new jobs are in the general office field. With the service sector of our economy growing so rapidly, it is very important that a majority of the population be trained in general business/clerical occupations. This program teaches a wide variety of skills such as compiling reports, organizing data, preparing statements, writing letters, and working with computers. Students should be able to find entry-level employment in all phases of business, including jobs as clerk typists, receptionists and word processing operators.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Business 160	Beginning Keyboarding
3	Or Business 161	Intermediate Keyboarding
3	Or Business 162	Advanced Keyboarding
5	Acct 201	General Vocational Accounting
3	Business 182	Introduction to Business
3	Or Business 188	Human Relations in Business
3	Or Business 174	Marketing Principles
3	Or Business 170	Retail Store Salesmanship
4	Business 18	Business Law
4	Computer 130	Micro Oper-Intro to Personal Computers
3	Computer 131	Micro Oper-Beginning DOS
3	Computer 136	Micro Oper-Word Processing with Word Perfect
3	Business 184	Business Communications
2	Business 259	Records Management
2	Business 268	Electronic Calculating
3	Or Business 295	Business Mathematics
30-32	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses

3	Business 185	Ethics in Business
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Enrollment in Business 160 or Business 360 is recommended if the keyboarding skill requirement is not met.

Certificate Program

Welding

Industry and Technology Division

The Welding Technology Certificate of Completion requires a grade of "C" or better in the seven (7) following classes:

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
4	Welding 161	Oxy-Acetylene Welding
4	Welding 162	Shielded Metal Arc Welding
4	Welding 171	Advanced Welding I
4	Welding 172	Advanced Welding II
3	Welding 181	Blueprint Reading and Ferrous Metallurgy
3	Drafting 100	Applied Drawing
4	Drafting 110	Intro to Computer Assisted Drafting
26	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Speech 4	Interpersonal Communications
2	Drafting 200	Beginning Mechanical Drawing
3	I&T 160	Intro to Technical Computer Applications
3	Welding 105a-c	Basic Metalcraft Welding and Forging

Certificate Program

Word Processing

Business Division

If the world of whirring disks, chattering printers and blinking lights sounds interesting, consider enrolling in the Information/Word Processing option. This program teaches concepts, procedures and terminology, as well as the skills and applications necessary to operate computers. Information/Word Processing specialists find jobs in the automated office utilizing personal computers and various software packages such as word processing, database management and electronic spreadsheets.

Required Courses for Certificate:

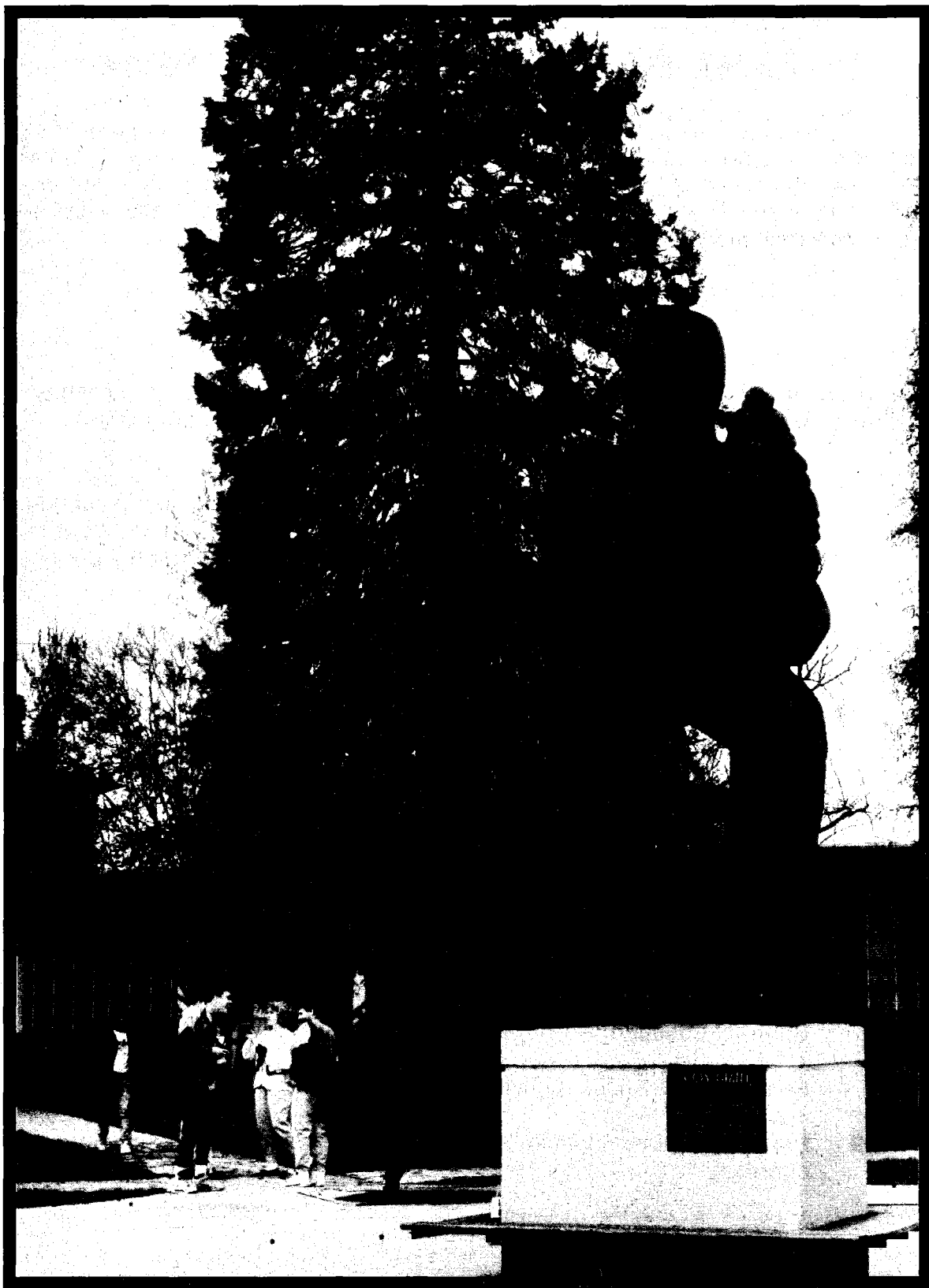
<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
4	Computer 130	Micro Oper-Introduction to Personal Computers
3	Or Computer 5	Introduction to Computer Information Systems
3	Computer 131	Micro Oper-Beginning DOS
3	Computer 134	Micro Oper-Telecommunications
4	Computer 135	Micro Oper-Desktop Publishing for Business
3	Computer 136	Micro Oper-Word Processing with WordPerfect
3	Business 161	Intermediate Keyboarding
3	Or Business 162	Advanced Keyboarding
3	Business 184	Business Communications
3	Or Business 293	Business English
8	----- (See Below)	Required Support/Additional Courses

33-34 TOTAL UNITS NEEDED FOR CERTIFICATE

Support/Additional Courses (choose 8 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	Business 258	Office Procedures
2	Business 269	Machine Transcription
2	Computer 132	Micro Oper - Advanced DOS
3	Business 182	Introduction to Business
3	Business 188	Human Relations in Business
1	Business 260	Career Dressing
2	Business 268	Electronic Calculating

COURSE DESCRIPTIONS



COURSE DESCRIPTIONS

Course Numbering System

We have changed our course numbering system to enable our students to easily identify those courses needed in their plan of study at College of the Sequoias. We apologize for the inconvenience to those students who have memorized the old numbers; but we are sure they will benefit from this change in future planning of their studies at College of the Sequoias. Below is the new course numbering system.

Explanation of Numbering System

All courses numbered 299 or lower are associate degree credit courses. They can be applied toward the 60 unit AA/AS graduation requirement and for vocational certificates.

- 1-99** Courses accepted by the University of California system. For a complete list, including all unit limitations, see University of California Transfer Course list. For specific course to course articulation (equivalency), consult the Counseling Office.
- 1-199** Courses accepted by the California State University system and most other four-year colleges and universities. For specific course to course articulation (equivalency), consult the Counseling Office.
- 200-299** Associate degree applicable. Occasionally these courses are acceptable for transfer credit by four-year institutions. (The determination of acceptance of these courses will be made by the receiving institution.)
- 300-399** College credit, Non-degree applicable, and basic skill courses.
- 400-499** Non-credit, general courses.
- 500-599** Not assigned at this time
- 700-799** Contract Educational Courses (non-ADA Courses)
- 800-999** Community Services Activities (non-ADA Courses)
- 1000-1099** Professional Development courses for faculty and staff. (0 unit, non-ADA courses)

COURSE DESCRIPTIONS

ACCOUNTING

ACCT 1 PRINCIPLES OF ACCOUNTING 4 UNITS
Hours: 5 Lecture/Discussion

A course that introduces students to fundamental business organization; recording of business financial activities; accounting statements preparation and inter-relationships; and the analysis of financial activities for sole proprietorships, partnerships and corporations. Formerly BUS 1A. CAN BUS 2
Recommended Prerequisite: Sophomore standing (at least 30 college units completed).

ACCT 2 PRINCIPLES OF ACCOUNTING 4 UNITS
Hours: 5 Lecture/Discussion

This is a second transfer-level Principles of Accounting course, which expands the discussion of corporate financing and ownership; continues financial statement analysis and interpretation; studies managerial control, information systems, cost accumulation and capital budgeting techniques; and other measuring and reporting methods. Formerly BUS 1B. CAN BUS 4

Recommended Prerequisites: Satisfactory completion of ACCT 1.

ACCT 201 GENERAL VOCATIONAL ACCOUNTING 5 UNITS
Hours: 5 Lecture/Discussion

Accounting 201 is a vocational course in accounting principles and practices; covering the effect of transactions, adjustments, closing and revising 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.

ACCT 202 GENERAL VOCATIONAL ACCOUNTING 5 UNITS
Hours: 5 Lecture/Discussion

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. Issuance of bonds, bond sinking funds and bond

ACCOUNTING

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. Formerly BUS 80B.

Recommended Prerequisites: ACCT 201 or ACCT 1 or the completion of high school bookkeeping (accounting) with a grade of "A" or "B" in each of the four semesters, or the equivalent.

ACCT 210 MICROCOMPUTER OPERATIONS: 3 UNITS
COMPUTER ACCOUNTING

Hours: 3 Lecture

This course will teach students to use computer-based accounting packages to handle the accounting procedures for a business. These packages are usually referred to as "General Ledger Accounting" packages. This course is an introduction to accounting applications software for accountants and business managers. Students will use standard accounting programs, including general ledger, accounts receivable/payable, payroll and inventory control. Students will survey current accounting applications for microcomputers.

Recommended Prerequisites: 1) Accounting 201 and/or Accounting 1; 2) Satisfactory completion of a microcomputer class.

ACCT 282 INDIVIDUAL INCOME TAX 5 UNITS
Hours: 5 Lecture/Discussion

Materials Fee: \$5.00

A study of the Federal and California income tax laws that apply to the individual taxpayer(s), the application of the laws by computation of various practical problems and the completion of forms required by the Internal Revenue Service and the California State Franchise Tax Board. The requirements for becoming a licensed tax preparer and the rules and regulations governing licensed tax preparers. This course may be taken for personal use, but is primarily designed for the vocational student; to orient the student toward working with these problems in an accounting office, a financial institution, an enrolled agent's office, the Internal Revenue Service, the California State Franchise Tax Board, a state licensed tax preparer's office or in their own office as a California state licensed tax preparer. Formerly BUS 82.

ACCT 287 ACCOUNTING FOR 3 UNITS
SERVICE BUSINESSES

Hours: 3 Lecture/Discussion

A vocational course in accounting principles and practice covering the effect of transaction, adjustment, and closing entries on the asset, liability and owner's equity elements of professional and/or service businesses. 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. 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. Formerly BUS 87.

COURSE DESCRIPTIONS

ADMINISTRATION OF JUSTICE

- AJ 11 INTRO TO CRIMINAL JUSTICE 3 UNITS**
Hours: 3 Lecture/Discussion
Introduction to Criminal Justice offers an overview of the entire criminal justice system. This course refers to the structure, functions and decision making processes of the criminal justice system that work with the management and control of crime and criminal offenders—the police, courts, and corrections. Formerly CJ 1. CAN AJ 2
- AJ 12 PRINCIPLES & PROCEDURES FOR THE CRIMINAL JUSTICE SYSTEM 3 UNITS**
Hours: 3 Lecture/Discussion
An in-depth study of the role and responsibilities of various segments of the criminal justice system including law enforcement, judicial, and corrections. A past, present, and future exposure to each subsystem procedures from initial entry to final disposition, and the relationship each segment maintains with the rest of the system. Formerly CJ 10.
- AJ 13 COMMUNITY RELATIONS 3 UNITS**
Hours: 3 Lecture/Discussion
An in-depth exploration of the roles of criminal justice practitioners and their systems. Through interaction and study, the student will become aware of the interrelationships and role expectations among the criminal justice system and the community. Formerly CJ 18.
- AJ 14 INTRODUCTION TO CRIMINAL LAW I 3 UNITS**
Hours: 3 Lecture/Discussion
Introduction to Criminal Law I is a historical development and philosophy of law and constitutional provisions, definitions, classification of crime, and their application to the criminal justice system; legal research; study of case law, methodology, and concepts of law as a social force. Formerly CJ 20. CAN AJ 4.
- AJ 110 POLICE PATROL PROCEDURES 3 UNITS**
Hours: 3 Lecture/Discussion
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, arrest powers, basic investigative techniques, public service responsibilities, and their relationship to the criminal justice system. Formerly CJ 5.
- AJ 111 WRITING FOR CRIMINAL JUSTICE 3 UNITS**
Hours: 3 Lecture/Discussion
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. Formerly CJ 15.

ADMINISTRATION OF JUSTICE

- AJ 112 CRIMINAL EVIDENCE 3 UNITS**
Hours: 3 Lecture/Discussion
This course involves the origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; and kinds and degrees of evidence and rules governing admissibility. Judicial decisions interpreting individual rights and case studies are also studied. Formerly CJ 22. CAN AJ 6.
- AJ 113 JUVENILE LAWS AND PROCEDURES 3 UNITS**
Hours: 3 Lecture/Discussion
This is a course of study in the organization, functions and jurisdiction of juvenile justice agencies in California and the various state juvenile justice agencies across the United States. The processing and detention of juveniles, juvenile case disposition, juvenile status, state and federal court procedures are examined. Formerly CJ 30.
- AJ 114 JUVENILE DELINQUENCY 3 UNITS**
Hours: 3 Lecture/Discussion
This is an introductory course designed to explore the concept of juvenile delinquency. Emphasis is focused on defining delinquency and identifying who are the delinquents and theories of causation, (biological, psychological and sociological). A general review of societies' institution for delinquent, including formal agency dealing with delinquent behavior and community based programs designed for the prevention of delinquency. Formerly CJ 31.
- AJ 115 CRIMINAL LAW II 3 UNITS**
Hours: 3 Lecture/Discussion
Historical development, philosophy of law and constitutional provisions; definitions, classifications of crime and their application to the system of administration of justice; legal research, review of case law, methodology and concepts of law as a social force. Explores substantive crimes against persons, property and the state, as a social, religious and historical ideology.
- AJ 116 PROBATION AND PAROLE 3 UNITS**
Hours: 3 Lecture/Discussion
Course contains a historical and theoretical perspective on the organization and functions of probation/parole. An emphasis on probation/parole as community based correctional services; principles and practices at the federal, state, and local levels. A review of the resocialization/reorganization processes pertaining to the criminal/juvenile offender.
- AJ 117 CORRECTIONS, INTERVIEWING AND COUNSELING 3 UNITS**
Hours: 3 Lecture/Discussion
An introduction to the philosophy and techniques of interviewing and counseling used in probation, parole, and corrections. Formerly CJ 34.
Recommended Prerequisite: Eligible for English 1.

COURSE DESCRIPTIONS

ADMINISTRATION OF JUSTICE

AJ 118 CRIMINAL INVESTIGATION 3 UNITS
Hours: 3 Lecture/Discussion

This course is an in-depth study of the fundamentals of criminal investigation. Topics covered are techniques of crime scene search and recording, collection and preservation of physical evidence, modus operandi processes, sources of information, interview and interrogation, and follow-up investigation. Formerly CJ 43. CAN AJ 8.

AJ 119 CRIMINAL IDENTIFICATION 3 UNITS
Hours: 3 Lecture/Discussion

Theory and practice in the study of fingerprints, description of persons, history of criminal identification and modus operandi in its application to individual characteristics. Study of new techniques used in suspect and victim criminal identification. Formerly CJ 44.

AJ 120 WOMEN IN THE CRIMINAL JUSTICE FIELD 3 UNITS
Hours: 3 Lecture/Discussion

An in-depth study of the professional responsibilities and special functions of women in the administration of criminal justice/corrections and related fields. The course will examine the historical and current employment of women in the criminal justice profession. Formerly CJ 46.

AJ 121 INTRODUCTION - CORRECTIONS 3 UNITS
Hours: 3 Lecture/ Discussion

This is an introductory course designed to review concepts of criminal and juvenile corrections. Emphasis is focused on exploring the history, principles and practices in the field of corrections, including local, state and federal correctional institutions. Formerly CJ 32.

AJ 193- COOPERATIVE/WORK EXPERIENCE 1-4 UNITS
196

Hours: Arranged

You are a participant in the College of the Sequoias Cooperative/Work Experience class. This class is designed to bring the academics of the classroom together with practical experiences of the job to enhance your academic and career growth. Your assigned employer will become a partner with the College to develop a plan of expanded learning which takes place on your job site. Your internship is coordinated by the classroom instructor, you must contact him for information on the requirements pertaining to course activities.

AJ 200 BASIC POLICE ACADEMY 12 UNITS
Hours: 26 Lecture/Discussion
22 Activity

Materials Fee: \$75.00

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. Formerly CJ 82.

Prerequisite: 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 License.

ADMINISTRATION OF JUSTICE

AJ 203 TRAFFIC COLLISION INVESTIGATION 2 UNITS

Hours: 36 Lecture/Discussion
4 Lab

This 40-hour course is intended to upgrade officer's skills in conducting preliminary investigations of traffic collisions. Formerly CJ 601.

Recommended Prerequisite: AJ 200 or its equivalent.

AJ 204 SUPERVISORY TECHNIQUES 5 UNITS
Hours: 80 Lecture/Discussion

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. Formerly CJ 83.

Prerequisite: Completion of Administrative Justice 200 or its equivalent.

AJ 208 P.C. 832 (NON-FIREARMS) 2 UNITS
Hours: 32 Lecture/Discussion

8 Lab (40 hour course - 1 week)

Short Term Course

Designed to satisfy the curriculum standards of the Commission on Peace Officers' Standards and Training (POST) as required by Penal Section 832. Topics include: Professional Orientation, California Criminal Law, Rules of Evidence, Laws of Arrest, Use of Force and Community Relations. This course is mandated by state law for persons in diverse peace officer classifications not requiring the carrying of firearms.

AJ 209 PC 832/FIREARMS 1.5 UNITS

Hours: 16 Lecture/Discussion
8 Lab

Short Term Course (Usually taught 3 consecutive days)

Designed to satisfy the curriculum requirements of the California Commission on Peace Officers' Standards as required by Penal Code Section 832. This course is required for probation officers, correctional officers and other diverse peace officer classifications whose jobs require the carrying of a side arm.

Recommended Prerequisite: AJ 208 or equivalent.

AJ 210 LEVEL 3, RESERVE POLICE OFFICER TRAINING 3 UNITS

Hours: 6 Lecture/Discussion
2 Lab

Materials Fee: \$28.00

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 III Reserve Peace Officers. Includes: professional orientation, law, laws of evidence, community relations, communications, report writing, arrest and control, firearms safety, care and cleaning, handgun shooting principles, and combat survival tactics. This course is mandated by state law for anyone who will work as a Level III Reserve Peace Officer. Formerly CJ 86A, CJ 86B.

COURSE DESCRIPTIONS

ADMINISTRATION OF JUSTICE

AJ 211 LEVEL 2, RESERVE PEACE OFFICER TRAINING 3 UNITS

**Hours: 8 Lecture/Discussion
16 Lab**

Designed to satisfy the curriculum standards of the Commission of 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, driver 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 (Ride-Along) Reserve Peace Officer. Formerly CJ 86C.

Recommended Prerequisites: Completion of Adm Jus 209 and 210.

AJ 212 LEVEL 1, RESERVE PEACE OFFICER TRAINING 3 UNITS

**Hours: 8 Lecture/Discussion
Lab Hours variable**

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 I 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 as a Level I (work alone) reserve peace officer. Formerly CJ 86D.

Recommended Prerequisites: Completion of AJ 209, 210 and 211.

AJ 299 a-d TOPICS--ADVANCED PEACE OFFICER TRAINING 1-12 UNITS

Hours: Variable

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.). The subject content is designed to meet current training needs in the area and will change with time. Formerly CJ 85a-d.

Recommended Prerequisites: Completion of AJ 200 (Basic Training Academy) or equivalent.

AJ 301 PRACTICAL LAW 2 UNITS

**Hours: 2 Lecture/Discussion
Cross Ref: Para 301**

This basic skills class enhances study skills and basic competencies in math, reading, oral communication and written communication in a legal content course. This class is meant to supplement the skills learned in other precollegiate courses. It is recommended for students interested in pursuing a law related career but not yet ready for degree applicable courses.

ADMINISTRATION OF JUSTICE

AJ 313 BASIC ACADEMY PREPARATION 3 UNITS

**Hours: 64 Lecture
20 Lab**

This course provides an opportunity for students to develop the requisite knowledge and skills for passing the prerequisite examination for the Basic Training Academy. Topics include study skills, reading and writing skills, cultural awareness law enforcement professional values, and Police Academy orientation.

Recommended Prerequisites: Completion of English 382, an equivalent course, or possession of Intermediate English language skills as indicated by an instructor evaluated writing sample.

AJ 320a-d BASIC FIREARMS 1 UNIT

**Hours: 12 Lecture/Discussion
4 Lab**

Specialized training for private and industrial security as well as for persons seeking skills with personal firearms. This course is designed to meet specific requirements of the 16 hour California Bureau of Consumer Affairs and Commission on Peace Officer Standards and Training. Topics include: legal and moral aspects of firearms use, slidearm familiarization and safety, and shooting fundamentals. Formerly CJ 71a-d.

AJ 321 SIDE HANDLE BATON .5 UNIT

**Hours: 8 Lecture/Discussion
4 Lab**

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.). Formerly CJ 72a-d.

AGRICULTURE

AG 3 ECONOMIC ENTOMOLOGY 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

A general study of western insects, their life cycles, classification, and identification, methods of control, and economic importance in California.

AG 4 SOILS 3 UNITS

**Hours: 2 Lecture/Discussion
2 Lab**

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.

AG 105 FERTILIZERS 3 UNITS

**Hours: 2 Lecture/Discussion
2 Lab**

A broad study of fertilizers and soil amendments is done regarding their chemical and physical properties, methods of application, value in plant nutrition, interaction with soils and plants and visual recognition of typical plant nutrient deficiencies. Formerly AG 5.

Recommended Prerequisites: AG 4.

COURSE DESCRIPTIONS

AGRICULTURE

AG 125 PRINCIPLES OF PESTICIDE USE 3 UNITS
Hours: 3 Lecture/Discussion

A study of the fundamentals, basic concepts and principles of pesticide use, handling and application with emphasis on plant pests, pesticide mode of action and pest control methods, pesticide label interpretation, and worker safety. This course is designed for those preparing for agricultural pest control licensing or who require continuing education. Formerly AG 80a-c.

AG 201 AGRICULTURAL MATHEMATICS 3 UNITS
Hours: 3 Lecture/Discussion
1 Lab

Practical problem-solving in soils, crops, dairy, horticulture, livestock, poultry, and feeds; discounts and interests, percentages, linear measurements, area, volume, metric measures, and their application in today's agriculture.

AG 299a-d SPECIAL TOPICS IN AGRICULTURE 1 UNIT
Hours: 36 Activity

The course is designed for a student to do individualized research in an agriculture topic area. A student must spend a minimum of thirty-six hours doing in-depth study of a topic with prior approval of the instructor. A hypothesis will be established, an outline discussed with the instructor and term paper will be completed after the research has been conducted. The course is designed to give students an opportunity to investigate preconceived ideas about agriculture subjects and then do research to prove or disprove their theories. Formerly AG 100a-d.

AG 300 INTRODUCTION TO THE AGRICULTURAL INDUSTRY 3 UNITS
Hours: 3 Lecture/Discussion
1 Lab/Demonstration

This course will survey the agriculture industry with a special emphasis on careers, economics, animal, and crop sciences. This is one of a series of courses designed to help student develop competence and confidence necessary for successful college study in both academic and vocational courses. **Recommended Prerequisites:** Must be enrolled in the SUCCESS Program.

AG 301 a-d VECTOR CONTROL I 1 UNIT
Hours: 16 Lecture/Discussion
4 Activity

A course of regional training for public agency Vector Control personnel to meet biennial State certification requirements. Formerly AG 900a-d.

Prerequisites: Prospective or certified local public health Vector Control personnel, or by permission of division faculty.

AG 363 SPANISH FOR FARMERS 2 UNITS
Hours: 2 Lecture/Discussion
1 Lab

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. Formerly AG 63.

AGRICULTURE MANAGEMENT

AG MGT 1 INTRODUCTION TO AGRICULTURE ECONOMICS 3 UNITS
Hours: 3 Lecture/Discussion
1 Lab

The first course in the Agriculture Management Certificate Program at COS. The course gives a student a basic introduction to economics concerning the decision making process in determining what to produce, how much to produce and the law of supply and demand.

AG MGT AGRICULTURE SALES AND MARKETING 3 UNITS
102
Hours: 3 Lecture/Discussion
1 Lab

This course covers the selling technique as it relates to the agriculture industry. Agriculture selling strategies and approaches are emphasized. Marketing 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 communications skills are stressed for each student. Formerly AG MGT 2.

AG MGT INTRODUCTION TO AGRICULTURE MANAGEMENT 3 UNITS
103
Hours: 3 Lecture/Discussion
1 Lab

Materials Fee: \$5.00

An introduction to the basic concepts of management as they relate to agriculture. Emphasis will be placed on the agribusiness organization and how basic management concepts are used in the management of agriculture businesses. The management environment, strategic planning and managerial decision-making will be discussed. The basic steps involved in organizational design will be covered. Formerly AG MGT 3.

AG MGT FARM ACCOUNTING 3 UNITS
104
Hours: 3 Lecture/Discussion
1 Lab

Materials Fee: \$5.00

An introduction to the basic concepts of accounting as they relate to agriculture. The course is designed to give students a basic understanding of accounting principles using a journal and ledger system, income statements, balance sheets and various other types of accounting procedures used in agriculture businesses. Students will be using computer applications for general accounting, payroll, depreciation, enterprise accounting and inventory control in the C.O.S. Agriculture Lab. Formerly AG MGT 4.

COURSE DESCRIPTIONS

AGRICULTURE MANAGEMENT

AG MGT INTRODUCTION TO AGRICULTURE COMPUTERS 3 UNITS
105a-b
Hours: 3 Lecture/Discussion
1 Lab

Materials Fee: \$10.00

An Introduction to the basic concepts of computers as they relate to agriculture. The course is designed to give students a basic understanding of computer principles using software programs such as SuperCalc 5, Wordstar 4.0 and DataBase Management III Plus. The course deals with the use of these software programs as they can be applied to agriculture. Formerly AG MGT 5a-b.

AGRICULTURE MECHANICS

AG MECH BASIC FARM MECHANICS 3 UNITS
101
Hours: 3 Lecture/Discussion
1 Lab

An Introductory course in the Ag Engineering discipline designed to give students a basic understanding of the theory and practical operation of farm shops.

AG MECH FARM EQUIPMENT CONSTRUCTION 2 UNITS
102a-d
Hours: 3 Lecture/Discussion
1 Lab

Materials Fee: \$15.00

Farm Equipment Construction is an introductory course designed to give students a basic understanding of the mechanics and technology of building and the repair of agricultural implements. This class will study the characteristics, types, and costs of construction materials for their use in farm equipment and buildings. This is a practical course in building metal and wooden projects having to do with agriculture.

AG MECH FARM POWER 3 UNITS
103
Hours: 3 Lecture/Discussion
1 Lab

A study in the basic principles of the modern farm tractor including operation, service, repairs, and maintenance. Lectures, demonstrations and lab work will include theory and practical operation of all systems of diesel and gasoline powered tractors.

AG MECH FARM MACHINERY 3 UNITS
104
Hours: 3 Lecture/Discussion
1 Lab

Materials Fee: \$5.00

A study in the basic principles of the modern farm equipment including the operation, service, repairs, and maintenance. Lectures, demonstrations, and lab work will include theory and practical operation of many different pieces of farm equipment. The following types of farm equipment will be studied: spray rigs, discs, plows, planters, cultivators, swathers, balers, and many others. Formerly AG MECH 4.

AGRICULTURE MECHANICS

AG MECH FARM STRUCTURE 3 UNITS
105a-b
Hours: 3 Lecture/Discussion
1 Lab

Materials Fee: \$5.00

Farm Structures is an integral part of the Agriculture Engineering curriculum designed to give the student a basic understanding of farm structures. The course will stress farmstead layout, cost of construction, foundation, types and sizes, column sizes and strength, live and static loads, and determining beam sizes and strengths. The repeatable b, c, and d courses that follow involve a higher level of skill development based upon the essential knowledge learned in "a." Each of these courses requires that the student successfully master the level below it in the hierarchy. Formerly ANIMAL SCIENCE 5a-b.

AG MECH FARM WELDING 2 UNITS
106a-b
Hours: 2 Lecture/Discussion
2 Lab

Materials Fee: \$9.00

A study of the fundamental principles and practices of arc and oxygen-acetylene welding as used in agriculture construction and repair of farm buildings, fences, and equipment. Lectures, demonstrations, and lab work will include theory and practical operations with many different electrodes and metal types. All positions, joint types, hard surfacing, cutting, brazing, and mig welding will be studied.

AG MECH FARM SURVEYING 3 UNITS
107
Hours: 3 Lecture/Discussion
1 Lab

This course is designed to prepare the student to be able to compute cuts, fills, and cubic yards of soil to be moved for a land leveling job. The computer will be used to develop cut and fill maps for land leveling jobs. The student will be able to use levels, transits, rods, and chains to measure and survey. Laser scraper and tractors will be used to complete a land leveling job.

AG MECH IRRIGATION 3 UNITS
108
Hours: 3 Lecture/Discussion
1 Lab

A fundamental course designed to give students an understanding of basic soil and water relationships. The Blaney-Griddle formula is the foundation for irrigation design of when to irrigate and how much water to apply. Pumps, measurement, and transport of water and salt problems will be an important part of the study.

COURSE DESCRIPTIONS

AGRICULTURE MECHANICS

AG MECH SMALL ENGINES 2 UNITS
109 AND EQUIPMENT

Hours: 2 Lecture/Discussion
2 Lab

A study in the basic principles of modern small engines, lawn and garden equipment including operation, service, repairs, safety, and maintenance. Lectures, lab work and demonstrations will include theory and practical operations of many different engines and equipment. The following types of equipment will be studied: spray rigs, lawn mowers, trenchers, thatchers, edgers, chain saws, sod cutters, and many others.

AG MECH AGRICULTURE PROJECT 2 UNITS
110a-d CONSTRUCTION

Hours: 2 Lecture/Discussion
2 Lab

Material Fee: \$15.00

Ag Project Construction is an introductory course designed to give students a basic understanding of the mechanics and technology of building and repairing agriculture implements. This class will study the characteristics, types, and costs of construction materials for their use in farm equipment and buildings. This is a practical course in building metal and wooden projects having to do with agriculture.

AIR FORCE ROTC

College of the Sequoias students, men or women, may register for lower division classes designed for those who wish to explore becoming an officer in the United States Air Force. The classes are conducted at California State University, Fresno. Students must be in good academic standing and must be full-time at COS (enrolled in at least 12 semester units).

Upon receipt of CSUF transcript, College of Sequoias will accept the units as general elective units toward the AA or AS degree. Enlistment in the Air Force does not come until the student's junior year. (A limited number of competitive scholarships are available through CSUF)

For information concerning what courses are offered at California State University, Fresno contact either the COS Counseling Office or visit the Aerospace Studies Department on the California State University, Fresno campus in North Gym Room 158 or call (209) 278-2593.

ANIMAL SCIENCE

AN SCI 1 INTRODUCTION 3 UNITS
TO ANIMAL SCIENCE

Hours: 3 Lecture/Discussion
1 Lab

A survey course of the world's hunger problems and supply of animal products. The origin, characteristics, and adaption of the more important breed of livestock are discussed, along with job opportunities in animal agriculture. It is a required course applied toward the Animal Science Certificate.

ANIMAL SCIENCE

AN SCI LIVESTOCK 2 UNITS
2 a-b SELECTION AND EVALUATION

Hours: 2 Lecture/Discussion
2 Lab

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. This course is designed to train students for intercollegiate livestock judging events.

AN SCI 22 HORSE HUSBANDRY 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

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.

AN SCI LIVESTOCK 2 UNITS
101a-d AND MANAGEMENT SKILLS

Hours: 1 Lecture/Discussion
2 Lab
1 Activity

This course is designed to give students a chance to gain practical skills in livestock production. Students will be able to care and feed beef cattle, swine, and sheep species with instructor approval. Other skills learned will be feeding young stock, exhibiting and general livestock work.

AN SCI ANIMAL NUTRITION 3 UNITS
103

Hours: 3 Lecture/Discussion
1 Lab

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.

Recommended Prerequisite: Animal Science 1; Agriculture Math or Math 53.

AN SCI ANIMAL DISEASES 3 UNITS
104 AND SANITATION

Hours: 3 Lecture/Discussion
1 Lab

Animal Science 104 is a study of the common diseases and parasites of livestock. Topics of interest include, cause, symptoms, prevention and treatment of common diseases and parasites found in livestock. Formerly AN SCI 4.

AN SCI PREPARING 2 UNITS
105a-d LIVESTOCK FOR SHOWS AND SALES

Hours: 2 Lecture/Discussion
2 Lab

Materials Fee: \$10.00

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

COURSE DESCRIPTIONS

ANIMAL SCIENCE

AN SCI 107 INTRODUCTION TO MEAT SCIENCE 3 UNITS
Hours: 3 Lecture/Discussion 1 Lab

A study of the meat processing industry, USDA Grading Service, and marketing and nutritional aspects of meat products. Basic skills include the processing, handling, inspection, and storing of livestock and poultry species.

AN SCI 108a-b MEAT GRADING AND SELECTION 2 UNITS
Hours: 4 Lecture/discussion 56 Activity

Materials Fee: \$5.00

An advanced course designed to train students in determining USDA Quality and Yield Grades of beef, lamb, and pork carcasses, along with the selection of wholesale cuts. Students may compete in Intercollegiate Judging events locally and national events.

AN SCI 110 SWINE PRODUCTION AND MANAGEMENT 3 UNITS
Hours: 3 Lecture/Discussion 1 Lab

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

AN SCI 111 BEEF PRODUCTION AND MANAGEMENT 3 UNITS
Hours: 3 Lecture/Discussion 1 Lab

A study of beef production and herd management in California. Basic skills focus primarily on purebred and commercial cow-calf operations.

AN SCI 112 SHEEP PRODUCTION AND MANAGEMENT 3 UNITS
Hours: 3 Lecture/Discussion 1 Lab

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

AN SCI 120a-d BASIC EQUITATION 2 UNITS
Hours: 2 Lecture/Discussion 2 Lab

Material Fee: \$50.00

The student will learn the proper way to catch, groom, saddle, bridle, and mount the horse. A great deal of time is spent on the proper use of their natural aids. Riding under saddle, this class is designed to teach not only the students with little or no experience, but also the advanced riders wanting to develop their riding skills further.

ANIMAL SCIENCE

AN SCI 123 HORSE PRODUCTION 3 UNITS
Hours: 3 Lecture/Discussion 1 Lab

Animal Science 123 involves the 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 experiences working with horses of all ages. Formerly ANSCI 23.

AN SCI 124a-b COLT BREAKING 2 UNITS
Hours: 2 Lecture/Discussion 2 Lab

Material Fee: \$5.00

The student will learn the proper way to catch, groom, saddle, bridle, 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 loughing, 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.

AN SCI 225 EQUINE INDUSTRIES 1 UNIT
Hours: 40 hour Short Course (Field Trip Class)

This required field trip will include visitations to several facilities that produce, raise, and sell horses on a commercial basis. Formerly AN SCI 25.

ANTHROPOLOGY

ANTHRO 4 PRE-COLUMBIAN ART AND CULTURE OF THE AMERICAS: MESOAMERICA 3 UNITS
Hours: 3 Lecture/Discussion

CROSS REF: Art 4

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 this culture's philosophy, religion, politics, history, and economics. Included are the Olmec, Zapotec, Tajin, Mixtec, Maya and Aztec.

Anthropology 4 is **NOT** open to students who have completed or are enrolled in Art 4. Formerly ANTHRO 6A.

Recommended Prerequisite: English 1

ANTHRO 5 PRE-COLUMBIAN ART AND CULTURE OF THE AMERICAS: CENTRAL AND SOUTH AMERICA 3 UNITS
Hours: 3 Lecture/Discussion

CROSS REF: Art 5

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 this culture's philosophy, religion, politics, history, and economics. Anthropology 5 is **NOT** open to students who have completed or are enrolled in Art 5. Formerly ANTHRO 6B.

Recommended Prerequisites: English 1.

COURSE DESCRIPTIONS

ANTHROPOLOGY

ANTHRO 5H ART AND CULTURE OF PRE-COLUMBIAN LATIN AMERICA 4 UNITS

Hours: 4 Lecture/Discussion

Cross Ref: Art 5H

A study of the fundamental ideas and values evolved by Pre-Columbian South Americans as they are reflected in their art, archaeological remains, historical records, and more recent oral traditions and rituals. Formerly Art 2BH.

Prerequisites: Approval of the Art Department or Honors Program.

ANTHRO 10 CULTURAL ANTHROPOLOGY 3 UNITS

Hours: 3 Lecture/Discussion

Cultural Anthropology is a multi-disciplinary subject encompassing the studies of extinct and extant cultures (archaeology and ethnology) around the world. Emphasis is placed on the equality of man, his economic systems, religions, politics, kinships, personalities, social structures, linguistics, and cultural changes. Formerly ANTHRO 2. CAN ANTH 4

Recommended Prerequisite: Eligibility for English 1.

ANTHRO 11 PHYSICAL ANTHROPOLOGY 3 UNITS

Hours: 3 Lecture/Discussion

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. Formerly ANTHRO 4. CAN ANTH 2

Recommended Prerequisite: Eligibility for English 1.

ARCHITECTURE

ARCH 10 INTRODUCTION TO ARCHITECTURE AND ENVIRONMENTAL DESIGN 3 UNITS

Hours: 2 Lecture/Discussion

2 Lab

Introduction to creative problem solving within the professional fields of environmental design, specifically: Architecture, engineering, landscape architecture, interior design, construction, and city, urban and regional planning. The elements and principles of design and design processes are introduced as a basis for architectural analysis.

ARCH 11 ENVIRONMENTAL DESIGN 3 UNITS

Hours: 2 Lecture/Discussion

2 Lab

This course is the study of environmental and visual perception and the articulation of three-dimensional design elements including space, form, scale, texture, and light. Creative problem solving is integrated into development of communication and presentation skills.

Recommended Prerequisites: Architecture 10

ARCHITECTURE

ARCH 20 INTRODUCTION TO GRAPHICS & PERSPECTIVE 3 UNITS

Hours: 2 Lecture/Discussion

2 Lab

The course is an introduction to the basic of techniques of graphical analysis, problem solving and presentation. The theories and principles of orthographics and isometric projection, descriptive geometry, vector geometry, and mechanical perspective are applied in the solution of problems in architectural design graphics. The laws of light, shade and shadow are also utilized in the preparation of architectural presentations.

Recommended Prerequisites: Entering student.

ARCH 21 BASIC GRAPHICS 3 UNITS

Hours: 2 Lecture/Discussion

3 Lab

Architecture 21 continues the development of the techniques of graphic analysis and communication necessary for architects, engineers, planners and landscape architects. Various media and presentation techniques will be explored including perspective drawings and colored media.

Recommended Prerequisites/Corequisites: Architecture 20.

ARCH 40 STRENGTH OF MATERIALS 3 UNITS

Hours: 3 Lecture/Discussion

Architecture 40 introduces the basic principles of structural systems, structural design, and the structural properties of the materials used in the construction of buildings. Topics include loads on buildings, force systems, equilibrium, trusses, shear, moments and arch and cable structures.

Recommended Prerequisites/Co-requisites: Math 75 and Physics 5

ARCH 120 FREEHAND DRAWING 3 UNITS

Hours: 2 Lecture/Discussion

2 Lab

This is the initial course in freehand drawing. It is an intensive application of the media and techniques for developing interpretative and conceptual drawings within an environmental design context. The architectural entourage is the subject matter for graphical problem solving and communicative skill development. This class is required for all students majoring in architecture and is recommended for all students interested in any design profession. Formerly ARCH 40.

ARCH 121a-c PERSPECTIVE ALTERNATIVES 3 UNITS

Hours: 3 Lecture/Discussion

3 Lab

A study of the fundamental concepts, principles, and applications of accelerated architectural perspective and rendering techniques. By utilizing charts, entourage, underlayment sheets, and photographs students will generate finished architectural renderings. This course is a valuable career asset for people interested in architecture, illustration, building trades, and interior design. Formerly ARCH 44a-c.

COURSE DESCRIPTIONS

ARCHITECTURE

- ARCH 131 LIGHT WOOD FRAME CONSTRUCTION** **3 UNITS**
Hours: 3 Lecture/Discussion
3 Lab
 An Introduction to residential and light commercial building construction and construction documents including typical materials and systems, methods, codes, and cost estimating. Working drawings and specifications will be prepared for a residence or small commercial structure.
Recommended Prerequisites: Architecture 20 and 160. Formerly ARCH 31.
- ARCH 141 STRESS ANALYSIS** **3 UNITS**
Hours: 3 Lecture/Discussion
 An Introduction to the basic principles of stress analysis of structures. Students will analyze and design beams, columns, indeterminate structures, and connections. The effects of soil and hydrostatic pressures on structural systems will be explored.
Recommended Prerequisites: Completion of Arch 40. Formerly ARCH 6C.
- ARCH 150 COMPUTER ANALYSIS OF BUILDING ENERGY USE** **2 UNITS**
Hours: 2 Lecture/Discussion
2 Lab
 A basic course in the application of computer programs approved by the California Energy Commission to demonstrate compliance with California Energy Commission to demonstrate compliance with California Building Efficiency Standards (Title 24) of new and remodeled residential and nonresidential buildings. Computer analysis of building heating and cooling requirements, and design applications for building energy efficiency.
Recommended Prerequisites: Some previous experience using computers. Formerly ARCH 20.
- ARCH 160 MATERIALS OF CONSTRUCTION** **2 UNITS**
Hours: 2 Lecture/Discussion
 An Introduction to the materials and systems of materials used in building construction. The course combines the theories of materials and structures with practical applications of these theories. Field trips will be made to the construction sites of various types of structures under construction. Formerly ARCH 6A.
- ARCH 161a-d COMPUTER ASSISTED ARCHITECTURAL DETAILING** **3 UNITS**
Hours: 2 Lecture/Discussion
3 Lab
 An advanced study of the architectural design and construction process. The study of architectural detailing methods and techniques is carried out through the application of drafting techniques and computer graphics to the interrelated areas of architectural/engineering design and construction materials and processes.
Recommended Prerequisites/Co-requisites: Drafting 110 or equivalent, Architecture 131 or equivalent.

ART

- ART 1 ART APPRECIATION** **3 UNITS**
Hours: 3 Lecture/Discussion
 Art 1 introduces the student to a wide range of approaches to the visual arts, from a study of the personal, social, and physical functions of the arts to an understanding of the elements and principles of design and their utilization in visual analysis. The course culminates in an abbreviated survey of the major periods and artists of art history. Formerly ART 19.
- ART 2 ART HISTORY** **3 UNITS**
Hours: 3 Lecture/Discussion
 Art 2 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. Formerly ART 1A. CAN ART 2.
- ART 3 ART HISTORY** **3 UNITS**
Hours: 3 Lecture/Discussion
 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. Formerly ART 1B. CAN ART 4.
Prerequisites: Art 2 is NOT a prerequisite to Art 3.
- ART 4 PRE-COLUMBIAN ART AND CULTURE OF THE AMERICAS: MESOAMERICA** **3 UNITS**
Hours: 3 Lecture/Discussion
CROSS REF: Anthro 4
 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. Included are the Olmec, Zapotec, Taino, Mixtec, Maya and Aztec.
 Art 4 is **NOT** open to students who have completed or are enrolled in Anthropology 4. Formerly ART 2A.
Prerequisites: English 1 recommended.
- ART 5 PRE-COLUMBIAN ART AND CULTURE OF THE AMERICAS: CENTRAL AND SOUTH AMERICA** **3 UNITS**
Hours: 3 Lecture/Discussion
CROSS REF: Anthro 5
 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. Art 5 is **NOT** open to students who have completed or are enrolled in Anthropology 5. Formerly ART 2B.
Prerequisite: English 1 recommended.
- ART 5H ART AND ARCHAEOLOGY OF CENTRAL AND SOUTH AMERICA--HONORS** **4 UNITS**
Hours: 4 Lecture/Discussion
Cross Ref: Anthropology 5H
 A study of the fundamental ideas and values evolved by Pre-Columbian South Americans as they are reflected in their art, archaeological remains, historical records, and more recent oral traditions and rituals. Formerly Art 2BH.
Prerequisites: Approval of the Art Department or Honors Program.

COURSE DESCRIPTIONS

ART

ART 6 COLOR AND DESIGN 3 UNITS
Hours: 2 Lecture/Discussion
 2 Lab

CROSS REF: CFS 6

Materials Fee: \$10.00

This is a basic course in art with a primary purpose of familiarizing the students with elements and principles used in design art. It includes fundamental concepts of form, shape, line and color in second dimensions. Formerly ART 6A. CAN ART 14

ART 7 COLOR AND DESIGN 2 UNITS
Hours: 2 Lecture/Discussion
 2 Lab

CROSS REF: CFS 7

Materials Fee: \$10.00

Advanced course in art with a primary purpose of developing further elements of design into a student's personal style. A continuation of design principles as it applies to art methods. Formerly ART 6B.

Recommended Prerequisite: Art 6 or CFS 6.

ART 8 DRAWING FUNDAMENTALS 3 UNITS
Hours: 2 Lecture/Discussion
 2 Lab

Materials Fee: \$10.00

A basic course designed to introduce the beginning student to the fundamentals of drawing. Lecture and studio practice emphasize such fundamentals as perspective and shading, use of a pencil, markers, ink, and charcoal. This course is strongly recommended for beginning art major and persons wishing to develop a non-verbal skill of communication. Formerly ART 7A. CAN ART 8.

ART 9 DRAWING COMPOSITION 3 UNITS
Hours: 2 Lecture/Discussion
 2 Lab

Materials Fee: \$10.00

A second semester drawing course exploring the expressive and compositional aspects of drawing. Art 8, Drawing Fundamentals, is a recommended prerequisite. Formerly ART 7B.

ART 10a-d FIGURE DRAWING 2 UNITS
Hours: 2 Lecture/Discussion
 2 Lab

Materials Fee: \$10.00

Art 10a-d is basically a drawing course designed to provide the learner with a variety of approaches in representing the human figure. Formerly ART 8a-d.

Recommended Prerequisite: Art 8.

ART 11a-d SCULPTURE 2 UNITS
Hours: 1 Lecture/Discussion
 3 Lab

Materials Fee: \$20.00

The manipulation of 3-dimensional materials and basic studio practices using clay, plaster, wood, fibers, and synthetic materials. Techniques of sculpturing and the finishing processes for preservation. Formerly Art 10a-d. CAN ART 12 includes ART 11a or 11b.

Recommended Prerequisites/Co-requisites: Art 6 or 8.

ART

ART 12a-b WATERCOLOR PAINTING 2 UNITS
Hours: 2 Lab
 2 Activity

The theory and techniques of watercolor painting. Studio practice in still life landscape and other subject matter using watercolor media.

Recommended Prerequisites: Art 6, Art 8.

ART 13a-d STUDIO PAINTING 2 UNITS
Hours: 2 Lecture/Discussion
 2 Lab

Lecture and studio practice in the theories, techniques, and styles of easel painting. Emphasis is on oil and acrylic mediums. Can be repeated for up to 8 units credit.

Recommended Prerequisites: Art 6 and 8. Formerly Art 15a-d.

ART 15 PRINTMAKING 2 UNITS
Hours: 1 Lecture/Discussion
 3 Lab

Materials Fee: \$20.00

A basic course in the use of the following printmaking areas: silkscreen, metal etching, and collagraphs. CAN ART 20

Recommended Prerequisite: Art 6. Formerly ART 20A.

ART 16 ADVANCED PRINTMAKING 2 UNITS
Hours: 1 Lecture/Discussion
 3 Lab

Materials Fee: \$20.00

An advanced course in the use of printmaking. This course will develop a student's personal artistic ideas using the printmaking process. CAN ART 20

Recommended Prerequisite: Art 6 and Art 15. Formerly Art 20B.

ART 17a-b BASIC CERAMICS 2 UNITS
Hours: 1 Lecture/Discussion
 3 Lab

Materials Fee: \$20.00

A basic course in making objects in clay using coil, pinch and slab construction techniques. Both additive and subtractive approaches will be explored and student will be provided with a beginning level exposure to throwing clay on a wheel. Formerly ART 53a-b.

ART 18a-b DECORATIVE CERAMICS 2 UNITS
Hours: 1 Lecture/Discussion
 3 Lab

Materials Fee: \$20.00

This class is an overview of various materials and methods employed by production potters, with emphasis on use of the potters wheel, mold making and slip casting. Major emphasis on problem-solving and involvement with the "art-making" process. Formerly ART 54a-b.

ART 101 INTRODUCTORY CRAFTS 2 UNITS
Hours: 1 Lecture/Discussion
 3 Lab

Materials Fee: \$20.00

Selected experiences from various craft areas. Recommended for art majors, elementary education majors, prospective teacher aides, and anyone interested in general crafts. Formerly ART 3.

COURSE DESCRIPTIONS

ART

ART 103a-d ART ILLUSTRATING 3 UNITS

Hours: 2 Lecture/Discussion
4 Lab

Materials Fee: \$20.00

Students will experience the exciting and fast-paced life of an agency artist, taking their commercial illustrations from layout to comp to camera-ready, creating excellent portfolio pieces. As well as creating projects like full-color magazine spreads, T-shirt designs etc., students will experience various agency jobs and learn to bill the customer. Formerly ART 5a-c.

Recommended Prerequisites: Art 6 and/or Art 8 or by permission of the department.

ART 104a-d LETTERING FOR GRAPHICS 3 UNITS

Hours: 2 Lecture/Discussion
2 Lab

Manipulation of graphic tools; examples, pencils, pens, ink, watercolor into the development of precise and interesting letter forms. Formerly ART 11a-d.

ART 105a-c BASIC METALCRAFT WELDING & FORGING 3 UNITS

Hours: 3 Lecture/Discussion
3 Lab

Cross Ref: Welding 105a-c

Instruction for women and men in metalcraft welding and forging techniques, basic tools for welded craft projects and sculpture, and construction of abstract shapes and finished sculptures.

ART 110 ART STUDY TOUR 1 UNIT

Hours: 20 Lecture/Discussion

Art 110 is an art tour course for general students, the public, and art majors. Participants are expected to prepare themselves prior to the tour by reading pertinent materials selected by the instructor. These may include historical art, archaeological and historical sources as well as more general orientations to the region/regions being visited. The purpose of the course is to expose students, first hand, to major works of art (including painting, sculpture, and architecture). Evaluation of students' work will be based on participation, an assigned essay and/or examinations. Formerly ART 18.

ART 111a-b EXHIBITION DESIGN, GALLERY 2 UNITS

Hours: 1 Lecture/Discussion
3 Lab

This course covers the theory and technique of the proper presentation of art works; the exhibition of student, local, and national professional artists' works; and the participation in the display of projects other than those of works of art. Formerly ART 25a-b.

ART 114 ART PRODUCTION 3 UNITS

Hours: 2 Lecture/Discussion
4 Lab

This course covers the process and preparation of graphic design for advertising and editorial assignments.

Recommended Prerequisites: Art 6 and/or Art 8, Art 103, or by permission of the department.

ART

ART 174a-b FASHION ILLUSTRATION 2 UNITS

Hours: 2 Lecture/Discussion
1 Lab

CROSS REF: FASH 174a-b

Fundamentals of fashion illustration, including a study of current fashion ideals; drawing fashion proportioned figures and faces, rendering garment details, fabrics and accessories; familiarizing student with fashion publications; preparing illustration including layout, stylizing drawings, and matting drawings for presentation. Formerly ART 13a-b.

ART 212 PAINTING/PHOTOGRAPHIC REALISM 2 UNITS

Hours: 2 Lecture/Discussion
2 Lab

Exploration and practice of the historical and contemporary use of photography as the subject and an aid to painting. Beginning and advanced work in oils and/or acrylics. Formerly ART 60a-d.

Recommended Prerequisites: Art 6 and 8.

ASTRONOMY

ASTRONOMY INTRODUCTION TO ASTRONOMY 3 UNITS

Hours: 3 Lecture/Discussion

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. **Recommended Prerequisite:** 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.

AUTOMOTIVE MECHANICS

AUTO 100 BENCH WORK AND SAFETY 1 UNIT

Hours: 1 Lecture/Discussion
1 Lab

The first course in the automotive program and is required for all Auto Mech students. Topics that will be covered are development of shop skills, safe conduct and use of tools, fastener tightening procedures, bolt size selection, use of correct fluids and tire construction and care. Formerly AUTO 70.

COURSE DESCRIPTIONS

AUTOMOTIVE MECHANICS

AUTO 101 AUTOMOTIVE ELECTRICITY 4 UNITS
Hours: 3 Lecture/Discussion
4 Lab

An introductory course in the automotive electrical system. Instruction covers the inspection, testing and repair of the total electrical system. The lab portion of the course is conducted in a service garage type atmosphere which allows the students to receive as much hands-on experience as possible. Formerly AUTO 71.

Recommended Prerequisite: Automotive Mechanics 100.

AUTO 102 FUEL AND COOLING SYSTEMS 3 UNITS
Hours: 2 Lecture/Discussion
4 Lab

A core course in automotive fuel and cooling systems. Instruction covers the testing and repair of the complete automotive fuel system; cooling system operation, testing and repair; emission control systems inspection and repair. The student will be working with both trainer models and operational units. Formerly AUTO 72.

Prerequisites: Automotive Mechanics 100 and 101.

AUTO 103 AUTOMOTIVE ENGINES 4 UNITS
Hours: 2 Lecture/Discussion
6 Lab

Instruction in the construction, theory and repair of the automotive engine. The lab work will require that the student perform the necessary steps to rebuild an automotive engine. The student will be required to furnish an engine for their lab work. Formerly AUTO 73.

Prerequisites: Automotive Mechanics 100 and 101.

AUTO 104 AUTOMOTIVE POWER TRAIN ANALYSIS 3 UNITS
Hours: 2 Lecture/Discussion
4 Lab

A study of the mechanical transmission of power utilized in the modern automobile and light truck. Study includes clutch operation and repair; three, four, and five speed transmissions operation and repair; drive shaft, differential and drive axle operation and repair; power steering pump and power steering gear operation and repair. Formerly AUTO 74.

Recommended Prerequisites: Automotive Mechanics 100 and 101, or employment as an apprentice mechanic.

AUTO 105 BRAKES AND ALIGNMENT 3 UNITS
Hours: 2 Lecture/Discussion
4 Lab/Demonstration

Instruction in basic hydraulics, repair and reconditioning of several types of standard and power braking systems. Instruction in alignment, steering geometry and suspension systems. Formerly AUTO 75.

Prerequisites: Automotive Mechanics 100 and 101.

AUTOMOTIVE MECHANICS

AUTO 106 AUTOMATIC TRANSMISSIONS 4 UNITS
Hours: 2 Lecture/Discussion
6 Lab

A study of automatic transmissions and transaxles currently used in domestic and import automobiles and light trucks. Study includes torque converter operation and diagnosis; hydraulic system function and diagnosis; planetary gear theory and application. These theories and principles are then put into practice by overhauling specified two and three speed automatic transmissions. Formerly AUTO 76.

Recommended Prerequisites: Automotive Mechanics 100 and Automotive Mechanics 101, or employment as an apprentice mechanic.

AUTO 107 ADVANCED AUTO TRANSMISSIONS 3 UNITS
Hours: 2 Lecture/Discussion
4 Lab

An advanced course in automatic transmission service and repair. The student will have already passed the basic course and will be ready to deal with today's more sophisticated transmissions. The course is generally directed toward the Chrysler, Ford, and General Motors automatic overdrive transmissions. Automatic transaxles are also covered in the course of study. Formerly AUTO 77.

Recommended Prerequisites: Automotive Mechanics 100, 101, and 106.

AUTO 108 AUTOMOTIVE ENGINE TUNE-UP 5 UNITS
Hours: 3 Lecture/Discussion
6 Lab

Instruction in advanced electrical theory, related to the entire electrical system, transistor ignition and regulation. Transistor distributor and alternator overhaul. Tune-up and troubleshooting of the engine and related circuits. Formerly AUTO 78.

Recommended Prerequisites: Automotive Mechanics 100 & 101. Automotive Mechanics 102 may be taken concurrently.

AUTO 109 AIR CONDITION AND ACCESSORIES 3 UNITS
Hours: 2 Lecture/Discussion
4 Lab

Instruction in most automotive accessories with emphasis in heating and air conditioning system diagnosis and repair. Formerly AUTO 79.

Recommended Prerequisites: Automotive Mechanics 100 & 101.

AUTO 112 ADVANCED AUTOMOTIVE FUEL INJECTION 3 UNITS
Hours: 3 Lecture/Discussion
1 Lab

Auto Mechanics 112 is an in-depth study of automotive fuel injection systems and related emission control devices. Instruction covers from basic mechanical fuel injection to modern electronic fuel injection systems. Included for each system is its description, operation, components, basic testing and servicing, and diagnostic aids and procedures.

Recommended Prerequisites/Co-requisites: Auto Mechanics 202 or department approval.

COURSE DESCRIPTIONS

AUTOMOTIVE MECHANICS

AUTO 113 COMPUTERIZED ENGINE CONTROL 3 UNITS

**Hours: 2 Lecture/Discussion
4 Lab/Demonstration**

Instruction in advanced electrical theory related to computerized engine controls, trouble-shooting and repair of computer control systems on the modern automobile. Formerly AUTO 82.

Recommended Co-requisite: Auto Mechanics 108.

AUTO 160 BASIC AUTOMOTIVE ELECTRICITY 2 UNITS

**Hours: 2 Lecture/Discussion
1 Lab**

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. Formerly AUTO 59.

AUTO 161 AUTOMOTIVE ENGINE TUNE-UP 2 UNITS

**Hours: 2 Lecture/Discussion
1 Lab**

Study of compression, electrical and fuel systems as it pertains to automotive tune-up. Formerly AUTO 61.

AUTO 162 AUTOMOTIVE TRANSMISSIONS 2 UNITS

**Hours: 1 Lecture/Discussion
2 Lab
2 Activity**

An introductory course in automatic transmission theory, maintenance and repair. Study includes torque converter operation and diagnosis; hydraulic system function and diagnosis; planetary gear theory and application. These theories and principles are then put into practice by overhauling specific three and four speed automatic transmissions. Formerly AUTO 62.

AUTOMOTIVE MECHANICS

AUTO 164 AUTOMOTIVE AIR CONDITIONING 2 UNITS

**Hours: 2 Lecture/Discussion
1 Lab**

Instruction in automotive heating and air conditioning systems operation, diagnosis, and repair. Formerly AUTO 64.

AUTO 165 AUTOMOTIVE FUEL SYSTEMS 2 UNITS

**Hours: 2 Lecture/Discussion
1 Lab**

An in-depth study of automotive fuel systems. Instruction covers testing and repairing carburetors, mechanical and electronic fuel injection. Fuel pump filters and support components of the automotive fuel system are covered in the course of study. Formerly AUTO 65.

Recommended Prerequisite: Basic engine theory recommended.

AUTO 166 AUTOMOTIVE BRAKES 2 UNITS

**Hours: 2 Lecture/Discussion
1 Lab**

Instruction in basic hydraulics, repair and reconditioning of several types of drum brakes, disc brakes, and power braking systems. Formerly AUTO 66.

COURSE DESCRIPTIONS

AUTOMOTIVE MECHANICS

AUTO 167 AUTOMOTIVE WHEEL ALIGNMENT AND SERVICE 2 UNITS

Hours: 2 Lecture/Discussion
1 Lab

Instruction in automotive front wheel alignment, steering geometry, front suspension systems, and wheel balancing. Formerly AUTO 67.

AUTO 168 AUTOMOTIVE POWER TRAIN 2 UNITS

Hours: 1 Lecture/Discussion
2 Lab
2 Activity

Instruction in theory, servicing, maintenance and repair of automotive clutches, manual transmission, transaxles, universal joints, drive lines, drive axles and differentials. This course is primarily designed to allow already employed mechanics to broaden their fields of expertise in automotive repair. Formerly AUTO 68.

AUTO 169a-c COMPUTER/ELECTRONIC CONTROLLED OPTIONS 2 UNITS

Hours: 2 Lecture/Discussion
1 Lab

Provides upgrading and retraining to current employees in the automotive industry. Provides a learning environment for understanding new concepts and skills that are now necessary for automotive technicians due to the integration of computer controlled engine systems. This course may be repeated due to the rapid change in computer control automobile technology. The repeatable b, c, d courses that follow involve a higher level of skill development based upon the essential knowledge learned in "a". Students are given projects and activities which require not only this higher level of skill, but also new and more complex situations which require higher levels of analysis, abstraction and creativity. Each of these courses requires that the student successfully master the level below it in the hierarchy. Formerly AUTO 81a-c.

Recommended Prerequisite: It is recommended that the participant have an automotive background. The class will combine students with very little repair experience with journeymen who have had extensive training.

AUTO 202 AUTOMOTIVE FUEL INJECTION 3 UNITS

Hours: 3 Lecture/Discussion

An in-depth study of automotive fuel injection systems. Instruction covers testing, diagnosis and repair of modern electronic fuel injection systems. Fuel pumps, filters and support components of the automotive fuel system are covered in the course of study.

AUTOMOTIVE MECHANICS

AUTO 263a-d CLEAN AIR CAR COURSE 4 UNITS

Hours: 4 Lecture/Discussion
8 Lab (2, 4 hr labs per semester)

The Clean Air Car course is designed to prepare students to take the Bureau of Automotive Repair Smog Check licensing exam. The prerequisite to taking the Clean Air Car course for licensing purposes is one year of trade experience in emissions/tune up or equivalent formal education, as verified by the department. However, other interested parties are allowed to take the course, but will not be certified as eligible to take the licensing examination.

Recommended Prerequisites: Auto 100, 101, 102, 108 and 113 or one year trade experience in emissions/tune up.

AUTO 300 AUTOMOTIVE FAMILIARIZATION 1.5 UNITS

Hours: 2 Lecture/Discussion
1 Lecture/Demonstration

Short Term Course: 9 weeks

A nine week survey course in automotive technology. The course of study includes batteries, starters, ignitions systems, fuel systems, charging systems, brakes, tires and wheels. The course is for those with minimal mechanical knowledge and ability. The primary thrust is to teach the students how to shop for the correct product or service to meet their individual needs. Such items as which battery to buy, how often the oil should be changed, and other periodic maintenance requirements will be covered. Formerly AUTO 91.

Prerequisite: Must be enrolled into the SUCCESS Program.

AUTO 499 PROFESSIONAL TECHNICIAN UPDATE 0 UNITS

Hours: Lecture/Discussion as arranged by instructor

An introduction to current and advanced automotive technology to keep automotive technicians up to date on changes in the industry. Formerly AUTO 92a-d.

BIOLOGY

BIOLOGY 1 GENERAL ZOOLOGY 5 UNITS

Hours: 3 Lecture/Discussion
6 Lab

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, predentistry, 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.

Recommended Prerequisite: Completion of one semester of college chemistry (Chem 1 or 20). Biology 3 is a co-requisite.

COURSE DESCRIPTIONS

BIOLOGY

BIOLOGY 2 GENERAL BOTANY 5 UNITS

Hours: 3 Lecture/Discussion
6 Lab

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, monera, fungi, and protist kingdoms. The course is a combination of lecture, laboratory, and field experience. CAN BIOL 6.

Prerequisite: One semester of college chemistry, Biology 1 and Biology 3.

BIOLOGY 3 MATTER, ENERGY AND LIFE 1 UNIT

Hours: 5 Lecture hrs per week for 3 1/2 weeks

Short Term Course

This course applies chemical and physical principles to cellular anatomy and physiology, emphasizing replication, transcription, translation, and the biochemistry of enzymes. Biology 3 meets one hour each day during the first three and one-half weeks of the semester. Formerly BIOLOGY 103.

Prerequisites: One semester of college level chemistry. Biology 3 is to be taken concurrently with Biology 1.

BIOLOGY 20 FRONTIERS IN BIOLOGY 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

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.

Recommended Prerequisite: Eligible for English 1. Formerly BIOLOGY 10.

BIOLOGY 20H FRONTIERS IN BIOLOGY - HONORS 4 UNITS

Hours: 3 Lecture/Discussion
2 Lab
1 Honors Colloquium

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. Formerly BIOLOGY 10H.

Co-requisite: Acceptance into the COS Honors Program.

BIOLOGY 21 PLANT BIOLOGY 3 UNITS

Hours: 3 Lecture/Discussion
2 Lab

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.) Formerly BOTANY 10.

Recommended Prerequisite: Eligible to enroll in English 1.

BIOLOGY

BIOLOGY 22 ANIMAL BIOLOGY 3 UNITS

Hours: 3 Lecture/Discussion
2 Lab

This is 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 the scientific method, evolution and adaptation, bioenergetics, homeostasis, genetics, and ecology are emphasized in class and field activities. It is not open to students who have received credit for Biology 1. Formerly ZOOLOGY 10.

Recommended Prerequisites: Eligible for English 1.

BIOLOGY 25 HUMAN ECOLOGY 3 UNITS

Hours: 3 Lecture/Discussion

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. Formerly ECOLOGY 1.

Recommended Prerequisite/Corequisite: Eligible for enrollment in English 1.

BIOLOGY 30 HUMAN ANATOMY 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

Biology 30 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. This course will satisfy the needs of health and life science majors requiring a course in human anatomy. Units received from this course are usually transferable to four-year colleges and universities. The student is urged, however, to check with the college of his or her choice to be certain specific needs will be satisfied. Formerly ANATOMY 1. CAN BIOL 10.

BIOLOGY 31 HUMAN PHYSIOLOGY 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

Biology 31 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. Demonstration, 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. Formerly PHYSIOLOGY 1. CAN BIOL 12

Prerequisites: Biology 30, General Chemistry, Math at least through algebra.

COURSE DESCRIPTIONS

BIOLOGY

BIOLOGY 40 GENERAL MICROBIOLOGY 4 UNITS
Hours: 3 Lecture/Discussion
 3 Lab

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. Formerly MICROBIOLOGY 1, CAN BIOL 14.

Recommended Prerequisite: Chemistry 20 and one college level course in life sciences.

BIOLOGY 126 NATURAL HISTORY OF THE GIANT SEQUOIA 1 UNIT
Hours: Short Term Course - 54 hrs. Activity (1 Week)

An intensive one-week field experience examining the natural history of the Giant Sequoia. Held in Kings Canyon and Sequoia National Parks, the biology of the Sequoia tree will be studied with regard to ecology and human impact. Offered in conjunction with the Sequoias Natural History Association's Field Seminar program.

Recommended Prerequisites: College level biology course desirable.

BIOLOGY 230 ANATOMY AND PHYSIOLOGY 4 UNITS
Hours: 3 Lecture/Discussion
 3 Lab

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. Formerly BIOLOGY 14.

BUILDING TRADES

BLD TR 100 DRAWING FOR BUILDING CONSTRUCTION 2 UNITS
Hours: 2 Lecture/Discussion
 2 Lab

A required four (4) hour per week practical course in drawing for the building trades. The fundamentals of architectural drafting, blueprint reading, details, symbols, codes and specifications are covered. The floor and foundation plans for the Project House are developed in this class. Formerly BLD TR 51A.

Recommended Prerequisites: BLD TR 104 and BLD TR 114 (usually taken concurrently).

BUILDING TRADES

BLD TR 101 DRAWING FOR BUILDING CONSTRUCTION II 2 UNITS
Hours: 2 Lecture/Discussion
 2 Lab

A required course in drawing for all building trades students. The fundamentals of architectural drafting, blueprint reading, details, symbols, codes and specifications are covered. The ceiling framing plan, roof framing plan, sections, elevations, and electrical plans for the Project House are developed in this course. Formerly BLD TR 51B.

Recommended Prerequisites: BLD TR 104, 114, 115 and 200. BLD TR 105 and 115 are normally taken concurrently.

BLD TR 104 CARPENTRY I, RESIDENTIAL CONSTRUCTION 3 UNITS
Hours: 3 Lecture/Discussion

An introductory lecture course in residential construction that covers various phases of house building as they occur on the job. Pre-job planning, nomenclature, fasteners, building layout, insulation and roofing, and proper employee practices are also included. Formerly BLD TR 55A.

Recommended Prerequisite: BLD TR 114 and BLD TR 200 should be taken concurrently.

BLD TR 105 CARPENTRY II, RESIDENTIAL CONSTRUCTION 3 UNITS
Hours: 3 Lecture/Discussion

The second course in residential construction that covers various phases of house building as they occur on the job. Dry-wall, interior finish work, exterior finish work, and proper employee practices are included. Formerly BLD TR 55B.

Recommended Prerequisites: BLD TR 104.

BLD TR 108 ADVANCED CARPENTRY I, ROOF FRAMING 3 UNITS
Hours: 2 Lecture/Discussion
 4 Lab

A study of the fundamental concepts, principles and applications of roof framing covering the many phases of: roof design, planning and estimating, safety, use of materials, trade nomenclature, the identification of, proper use of, and maintenance of the hand tools and power tools used in the construction of the cut and stack type of roofs. The student will study the techniques of laying out and cutting the various kinds of roofs. Formerly BLD TR 56A.

Recommended Prerequisites: Bldg. Trades 104, 105, 114, 115, 100 or 101; trade experience; or permission of the department.

BLD TR 109 ADVANCED CARPENTRY II STAIR BUILDING 3 UNITS
Hours: 2 Lecture/Discussion
 4 Lab

A study of the fundamental concepts, principles, and applications of stair building, estimating, and lot descriptions. The student will study the techniques of layout and cutting various kinds of stairs, the various methods of estimating, and investigate the ways property is laid and numbered in the state of California. Formerly BLD TR 56B.

Recommended Prerequisite/Corequisite: BLD TR 100, 101, 104, 105, 114, 115, 108; Trade experience or permission of the department.

COURSE DESCRIPTIONS

BUILDING TRADES

BLD TR 114 RESIDENTIAL CONSTRUCTION I 4 UNITS
Hours: 2 Lecture/Discussion
6 Lab

The first class in the Building Trades program that provides hands-on learning through the process of constructing a house. 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. Formerly BLD TR 75A.

Recommended Prerequisite/Corequisite: Building Trades 104 and 100 should be taken concurrently.

BLD TR 115 RESIDENTIAL CARPENTRY II 4 UNITS
Hours: 2 Lecture/Discussion
6 Lab

The second class in the Building Trades program that provides hands-on learning through the process of constructing a house. The student will participate in the construction of a house including dry-wall installation, taping and texturing, interior finish carpentry, exterior finish carpentry, painting and finish plumbing. Hand and power tools are provided, although the students are required to provide their own nail bags and tape measures. Formerly BLD TR 75B.

Recommended Prerequisites: BLD TR 104, 100, 114, 105 and 101. BLD TR 105 and 101 are normally taken concurrently.

BLD TR 118 RESIDENTIAL CONSTRUCTION III 4 UNITS
Hours: 3 Lecture/Discussion
3 Lab

The third project house class, this an advanced study 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. Formerly BLD TR 76.

Recommended Prerequisites/Corequisite: Building Trades 104, 105, 114, 115, 100, and 101 or by permission of the department.

BLD TR 119 RESIDENTIAL CARPENTRY IV 4 UNITS
Hours: 3 Lecture/Discussion
3 Lab

The fourth project house class, this an advanced study of house construction, covering the many phases of safety, the layout and installation of drywall including taping and texturing. Finish carpentry such as hanging doors, jambs, casing, base boards and windows. Apply the exterior finish and trim. Also included in the course of study is the use of materials and trade nomenclature. Formerly BLD TR 76B.

Recommended Prerequisites/Corequisite: Building Trades 118, or by permission of the department.

BLD TR 125 FUNDAMENTAL REMODELING 4 UNITS
Hours: 3 Lecture/Discussion
3 Lab

This course is a basic remodeling course with no prerequisites. The course covers framing, plumbing, electrical, insulation, drywall, finish carpentry and painting. This course is designed for persons interested in remodeling from the novice to the experienced builder or anyone interested in remodeling. This course will be taught using a lecture/demonstration presentation with hands-on remodeling projects. The use and safety of typical construction tools and equipment will be taught.

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BUILDING TRADES

BLD TR 130 BLUEPRINT READING, RESIDENTIAL CONSTRUCTION 3 UNITS
Hours: 3 Lecture/Discussion

A study of the fundamental concepts, principles and applications of blueprint reading. The student will learn the basic fundamentals of reading and interpreting building plans and specifications. It is of great value to the person pursuing a career in drafting, construction inspection, real estate, or as a maintenance engineer. Formerly BLD TR 53A.

BLD TR 134 RESIDENTIAL CONSTRUCTION ESTIMATING 3 UNITS
Hours: 3 Lecture/Discussion

A study of the fundamental concepts, principles, and applications covering the many phases of residential construction estimating. Such items as cost, materials, quality of materials, materials take off, and trade nomenclature will be discussed and studied for each phase of estimating. Formerly BLD TR 54A.

Recommended Prerequisites: Other Building Trades classes offered by C.O.S.; working knowledge of the construction trade; permission of the department.

BLD TR 138 CONTRACTORS LICENSE LAW 3 UNITS
Hours: 3 Lecture/Discussion

A study of the fundamental concepts, principles, and applications of construction laws, lien laws, safety, and business laws concerning the construction industry. Building Trades 138 is designed for the individual interested in taking the California State examination for the General Contractors (B) License, or the Specialty Contractors (C) License, or for the student interested in the laws governing the construction trade. Formerly BLD TR 59.

Recommended Prerequisites: BLD TR experience or permission of the department.

BLD TR 149 INTRODUCTION TO BUILDING TRADE CAREERS FOR WOMEN--CABINET MAKING 4 UNITS
Hours: 3 Lecture/Discussion
3 Lab

This course includes study of the fundamentals, concepts, principles and applications of cabinetmaking and millwork covering: 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 the construction of cabinets.

BLD TR 150 CABINETMAKING I FUNDAMENTALS OF CABINETMAKING 4 UNITS
Hours: 4 Lecture/Discussion
2 Lab

A study of the fundamental concepts, principles, and applications of cabinetmaking 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. Formerly BLD TR 77A.

Recommended Prerequisites/Corequisite: Building Trades 104, 105, 114, 115, 100, and 101 or by permission of the department.

COURSE DESCRIPTIONS

BUILDING TRADES

BLD TR 151 CABINETMAKING III 4 UNITS
Hours: 4 Lecture/Discussion
2 Lab

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. Formerly BLD TR 77B.

Recommended Prerequisites/Corequisite: Building Trades 150, 160, taken concurrently with BLD TR 161; trade experience or by permission of the department.

BLD TR 160 CABINETMAKING II 4 UNITS
CABINETMAKING TOOLS AND MILLWORK
Hours: 3 Lecture/Discussion
3 Lab

Materials Fee: \$5.00

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, power tools and machines used in the cabinet shop. The students will study woodworking techniques, cabinet and milling drawing details, various methods of layout, and construction of the project house millwork. Formerly BLD TR 78A.

Recommended Prerequisites/Corequisite: BLD TR 150 If not completed previously, should be taken concurrently. Trade experience or permission of the department.

BLD TR 161 CABINETMAKING IV 3 UNITS
RESIDENTIAL CABINET CONSTRUCTION
Hours: 2 Lecture/Discussion
4 Lab

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 and various methods of layout, and construction of project house cabinets. Formerly BLD TR 78B.

Recommended Prerequisites/Corequisite: BLD TR 150 and 160. Corequisite, BLD TR 151.

BLDG TR BASIC CABINETMAKING 4 UNITS
162a-b
Hours: 3 Lecture
3 Lab

This course includes study of the fundamentals, concepts, principles and applications of cabinetmaking and millwork covering: 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 the construction of cabinets. Formerly BLD TR 78C.

Recommended Prerequisites: Any Building Trades courses, Trade experience, or permission of the department.

BUILDING TRADES

BLDG TR COMMERCIAL CABINET CONSTRUCTION 3 UNITS
163a-b
Hours: 2 Lecture
4 Lab

The study of woodworking techniques, cabinet and milling details and drawings, the study and construction of cabinet doors and drawers, various methods of layout, and the construction of commercial cabinets. It is of great value to the person pursuing a career in drafting, interior decorating, architecture or construction.

Recommended Prerequisites: Any cabinetmaking course. Trade experience or permission of the department.

BLDGTR 171 BUILDING SUPERVISION AND 3 UNITS
INSPECTION
Hours: 3 Lecture

This course is designed to meet the needs of persons desiring employment in the supervision and inspection of building construction. This course will provide the student with an understanding of the scope of their authority and extent of their responsibility on a construction project. The student will develop an understanding for the fundamental engineering properties of wood, metal and paving materials.

Recommended Prerequisites: Experience in Building Trades or permission of the department.

BLDGTR 172 BUILDING CODES 3 UNITS
INSPECTION
Hours: 3 Lecture

This course is designed to meet the needs of persons desiring employment in the supervision and inspection of building construction and also in the reviewing and checking of building plans for code compliance. This course will provide the student with an understanding of the Uniform Building Code and the California Building Code which is another name for the California Code of Regulations, Title 24, Part 2. The student will develop an understanding of the various sections of the building code and their relationship to each phase of a construction project. They will also develop their ability to research and interpret the many different aspects of the code such as the Administrative requirements, allowable structural qualities of various building materials and the Fire and Life Safety regulations.

Recommended Prerequisites: Experience in Building Trades or permission of the department.

BLDGTR 173 BUILDING INSPECTION & 3 UNITS
SUPERVISION--ELECTRICAL
Hours: 3 Lecture

This is a fundamental course designed to acquaint the student with methods and techniques used in plan review and field inspection of electrical systems. The necessary mathematics to effectively review plans and specifications for building inspection and project supervision will be included in the course.

Recommended Prerequisites: Employment as craftsman or inspector in building industry or department approval for students involved in Building Trades courses.

COURSE DESCRIPTIONS

BUILDING TRADES

BLDGTR 174 BUILDING INSPECTION & SUPERVISION-MECHANICAL 3 UNITS

Hours: 3 Lecture

This is a fundamental course designed to acquaint the student with the methods and techniques used in plan review and field inspection of mechanical systems. The necessary mathematics to effectively review plans and specifications for building inspection and project supervision will be included in the course.

Recommended Prerequisites: Employment as craftsman or inspector in building industry or department approval for students involved in Building Trades courses.

BLD TR 175 BUILDING INSPECTION & SUPERVISION-PLUMBING 3 UNITS

Hours: 3 Lecture/Discussion

This is a fundamental course designed to acquaint the student with the methods and techniques of plumbing systems, the plumbing code application, field inspection and supervision of projects. The necessary mathematics to effectively review plans and specifications for building inspection and project supervision will be included in the course.

Recommended Prerequisites: Employment as craftsman or student in building industry or department approval for students involved in Build Trades courses.

BLDGTR 176 BUILDING SUPERVISION AND INSPECTION--ARCHITECTURE 3 UNITS

Hours: 3 Lecture

This course is designed to meet the needs of persons engaged in the supervision and inspection of buildings under construction, emphasizing the study of engineering symbols and use of model codes together with the mathematics necessary to interpret plans and specifications for building inspection and project supervision.

Recommended Prerequisites: Experience as a building inspector. Work experience in the construction industry or consent of department.

BLD TR 180 MULTIPLE RESIDENTIAL FIRE SPRINKLERS 2 UNITS

Hours: 1.5 Lecture/Discussion
1 Lab

Building Trades 180 trains and educates the student to inspect and/or design fire sprinkler systems for homes, apartments and motels. The course is for sprinkler contractors, fire inspectors and building inspectors and interested home owners. The course requires one and one-half hours per week of lectures with extensive class participation. One hour per week will be used to layout and design fire sprinkler systems. At least two hours per week will be required to fulfill homework assignments. Formerly BLD TR 83.

BUSINESS

BUS 18 BUSINESS LAW 4 UNITS

Hours: 4 Lecture/Discussion

This course is an introduction to the American legal system. Topics include sources of law; administrative, criminal, tort, admiralty and labor law; economic regulation and legal aspects of international trade, ethics, labor, contract agency law, and computer torts. CAN BUS 8.

BUS 20 BUSINESS STATISTICS 3 UNITS

Hours: 3 Lecture/Discussion

This is an introductory course in elementary statistics and probability for business administration majors. The course content includes graphic presentation of data, measures of central tendency and dispersion, time series analysis, index numbers, sampling and sampling techniques, tests of hypothesis, probability distributions including the binomial, hypergeometric, poisson, and normal distributions, and simple linear regression and correlation analysis.

Recommended prerequisite: Two years of high school Algebra or completion of Math 230.

BUS 25 CONSTITUTIONAL LAW INTERPRETATION: CIVIL LIBERTIES, FACT AND FALLACY 3 UNITS

Hours: 3 Lecture/Discussion

Cross Listed: Paralegal 25

This course allows students to study and apply logic and critical thinking to written and oral communication through the study of the fundamental rights as protected by the United States Constitution. Business 25 will develop an understanding of the role of the courts and key court cases interpreting individual rights. Students will develop the skills to analyze others' arguments, produce their own arguments and develop solutions to problems utilizing the case study method in legal research and analysis. Students will be required to write a total of 6,000 to 8,000 words. Formerly BUS 125.

Recommended Prerequisites/Co-requisites: English 1, Speech 1, or equivalencies.

BUS 119 QUANTITATIVE METHODS 3 UNITS

Hours: 3 Lecture/Discussion

This is an introductory course in quantitative methods for Business Administration majors. The course is designed to develop an appreciation of the value of quantitative methods in decisionmaking. The course content includes: 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. Formerly BUS 19.

Recommended Prerequisites: Two years of high school Algebra or completion of Math 230.

BUS 127 INVESTMENTS 3 Units

Hours: 3 Lecture/Discussion

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. Formerly BUS 27.

Recommended Prerequisite: Score equal to English 251 on the COS Placement Test.

COURSE DESCRIPTIONS

BUSINESS

BUS 138 LEADERSHIP TRAINING I 1 UNIT

Hours: 1 Lecture/Discussion
CROSS REF: Leadership Training 101

This class is offered to give students leadership training and is one of a sequence of classes designed to prepare them for leadership roles. Students learn to write Measurable Learning Objectives, which is a means of establishing a plan of action leading to self-improvement and provides an understanding of how to maximize learning opportunities on the job. Coverage of the organizational structure, the development of management thought, styles of leadership, discipline, communications, and the evaluation process provide a framework for the understanding of the responsibilities of a leader.

BUS 139 LEADERSHIP TRAINING II 1 UNIT

Hours: 1 Lecture/Discussion
CROSS REF: Leadership Training 102

This class builds on Leadership Training I. Students interested in advancing into leadership positions will be instructed in problem solving techniques, which will be presented through lecture and case problem analysis. The presentation of motivation theories and a behavior modification project will add to the understanding of tools available to the leader to accomplish organizational goals. Methods of bringing about change in organizations and a presentation of authority, power, and influence are integral parts of leadership coverage. Students will be instructed on how to present the best image in a job interview and each will be taken through the process of preparing or updating their working papers.

Recommended Prerequisites: Bus 138

BUS 150 ELEMENTARY SHORTHAND 5 UNITS

Hours: 5 Lecture/Discussion

Business 150 is a beginning symbol shorthand class covering the theory and technique of Gregg or Century 21 shorthand. The recommended prerequisites of a score equal to English 251 on the Placement Test and a keyboarding skill of 30 cwpm are essential if one is to be successful. Students will learn all the theory of the shorthand system, speed building, automatization of brief forms and the application of the theory. Formerly BUS 50.

Prerequisites: A keyboarding speed of 30 cwpm.

Recommended Prerequisite: Eligibility for English 251.

BUS 152 ADVANCED SHORTHAND 5 UNITS

Hours: 5 Lecture/Discussion

Business 152 is the 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. Formerly BUS 51.

Prerequisites: Completion of Business 150 with a grade of "C" or better; or completion of a one or two-year high school shorthand curriculum with a grade of "C" or better. Keyboarding speed of 40 cwpm. Score equal to English 251 on the placement test.

BUSINESS

BUS 160 BEGINNING KEYBOARDING 3 UNITS

Hours: 2 Lecture/Discussion
3 Lab

Business 160 is a beginning keyboarding course covering touch typing, formatting letters, reports and tables. Students are expected to develop speed and accuracy on production work and timings. Formerly BUS 60.

BUS 161 INTERMEDIATE KEYBOARDING 3 UNITS

Hours: 2 Lecture/Discussion
3 Lab

Business 161 is an intermediate course with emphasis on business correspondence, forms, tables, manuscripts, and production typing. 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.

Formerly BUS 61A.

Recommended Prerequisite: Business 160 or one year of previous typing instruction.

BUS 162 ADVANCED KEYBOARDING 3 UNITS

Hours: 2 Lecture/Discussion
3 Lab

Business 162 is an advanced keyboarding class which allows the student to demonstrate his/her proficiency in the application and knowledge of business situations be able to key problems in various letter or table styles, verify information or look it up in the instructions within an acceptable time frame. 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. They are given experience in various types of office assignments including general offices, medical offices, legal offices, government, and financial offices. Formerly BUS 61B.

Recommended Prerequisites: Business 161 or its equivalent; Satisfactory keyboarding speed of 40 cwpm.

BUS 170 INTRODUCTION TO SALES 3 UNITS

Hours: 3 Lecture/Discussion

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 A.A./A.S. degrees in marketing, general business/clerical skills, and home economics fashion merchandising majors. Formerly BUS 70.

Recommended Prerequisite: English 251 score on the placement test.

BUS 171 APPLIED PROFESSIONAL 3 UNITS

SALESMANSHIP
Hours: 3 Lecture/Discussion

An examination, study, and analysis of general and individual factors and applied techniques which influence persons toward buying goods and services. The selling process is scientifically observed and implemented. Formerly BUS 71.

COURSE DESCRIPTIONS

BUSINESS

BUS 174 MARKETING PRINCIPLES 3 UNITS
Hours: 3 Lecture/Discussion
This course provides basic understanding of marketing principles as well as training and experience in planning, producing, storing, promoting, selling and distributing commodities.

BUS 182 INTRODUCTION TO BUSINESS 3 UNITS
Hours: 3 Lecture/Discussion
Business 182 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. 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. Formerly BUS 92.
Recommended Prerequisite: Score equal to English 251 on the placement test.

BUS 184 BUSINESS COMMUNICATIONS 3 UNITS
Hours: 3 Lecture/Discussion
The student entering this course should be proficient in English grammar. The course is designed to improve the student's communication skills. Written work will be done on personal computers using wordprocessing software so that rewrites can be done easily. 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. Formerly BUS 96B.
Recommended Prerequisites: English 1 score on the Placement Test or a "C" grade in either English 251 or Business 293, knowledge of Wordperfect or Wordstar.

BUS 185 ETHICS IN BUSINESS AND INDUSTRY 3 UNITS
Hours: 3 Lecture/Discussion
Cross Ref: I&T 185
This course is designed to better prepare students to deal with the many moral dilemmas they will inevitably face in their personal and professional lives. The focus of the class will be primarily on the application of ethics to contemporary issues occurring in today's business and industry. Students will research, discuss, analyze and reflect on issues such as accountability, loyalty, confidentiality, honesty, justice, education, discrimination, etc.

BUS 188 HUMAN RELATIONS IN BUSINESS 3 UNITS
Hours: 3 Lecture/Discussion
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. Formerly BUS 98.
Recommended Prerequisite: English 251.

BUSINESS

BUS 230 SUPERVISION-MANAGEMENT FOR THE FIRST-LINE SUPERVISOR 3 UNITS
Hours: 3 Lecture/Discussion
Business 230 is designed to begin the process leading to a career in supervision or the first step toward higher management. This course will provide information to address the need for a cooperative effort among workers and their managers, and building a foundation necessary to practice successful supervision. Topics include obtaining and training an employee, appraising employee performance, counselling employees, handling discipline and grievances, understanding the group dynamics of an organization, understanding unions, coping with ethics and institutional politics, increasing productivity, and self-appraisal.
Recommended Prerequisite: Score equal to English 251 on the placement test.

BUS 231 STARTING A NEW BUSINESS 3 UNITS
Hours: 3 Lecture/Discussion
This course prepares students for the many challenges of opening a new business. Students will learn about business plans, management, marketing and finances. They will also have a better understanding of the risks and opportunities presented when starting a new business.
Recommended Prerequisite: Business class or previous business experience.

BUS 256 MEDICAL TERMINOLOGY 3 UNITS
Hours: 3 Lecture/Discussion
This course is designed to provide a foundation for the understanding of medical terminology using simple, nontechnical explanations of medical terms. The fundamentals of word analysis are explained to make the understanding of complex terminology easier. Formerly BUS 56.
Recommended Prerequisite: A score equal to English 251 on the COS Placement Test.

BUS 258 OFFICE PROCEDURES 3 UNITS
Hours: 3 Lecture/Discussion
This course will acquaint the students 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. Formerly BUS 58A.
Recommended Prerequisites: Business 161 or its equivalent; Satisfactory keyboarding of 30 cwpm.

BUS 259 RECORDS MANAGEMENT 2 UNITS
Hours: 2 Lecture/Discussion
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 businesses must keep. The operation of the most commonly used filing systems and methods are presented. This course is recommended for all business majors. Formerly BUS 59.

COURSE DESCRIPTIONS

BUSINESS

BUS 260 CAREER DRESSING 1 UNIT

Hours: 1 Lecture/Discussion
CROSS REF: Fash 260

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. Formerly BUS 58B.

BUS 266 PROFESSIONAL EMPLOYMENT PREPARATION 3 UNITS

Hours: 3 Lecture/Discussion

This course is designed to increase the student's understanding of researching jobs and organizations, employment interviewing, getting a job, professional development including communication skills by presenting theories, techniques, and principles behind these skills. Students will develop a personal portfolio. Formerly BUS 66.

Prerequisite: English 251 or Business English 184 recommended.

BUS 268 ELECTRONIC CALCULATING 2 UNITS

Hours: 1 Lecture/Discussion
2 Lab

This course introduces the student to the electronic calculator, develops the touch method, builds speed in using the calculator, reviews the principles of arithmetic, and transfers the skills to the solution of business problems. Formerly BUS 68.

Recommended Prerequisite: Business 395. If the student has not recently had a course in arithmetic, or it may be taken concurrently.

BUS 269 MACHINE TRANSCRIPTION 2 UNITS

Hours: 2 Lecture/Discussion
1 Lab

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 would be able to transcribe at a rate of 40 to 50 correct words a minute. Formerly BUS 69.

Recommended Prerequisite: Typing 40 cwpm or concurrent enrollment in Business 161; Business 293 or English 251.

BUS 293 BUSINESS ENGLISH 3 UNITS

Hours: 3 Lecture/Discussion

Business 293 is a lecture/discussion class which is designed to help the business student become more proficient in, and therefore more comfortable with, the use of the English language. It provides a complete review of and practice in using the fundamental of English grammar: the parts of speech, spelling, sentence structure, punctuation, and vocabulary building. Students review the concepts and then are expected to use them in written assignments. Formerly BUS 96A.

Recommended Prerequisites: Eligibility for English 251.

BUSINESS

BUS 295 BUSINESS MATHEMATICS 3 UNITS

Hours: 3 Lecture/Discussion

A broad course designed to expose students to a wide variety of business computations and applications, such as percents, discounts, markups and markdowns, simple and compound interest, consumer credit, payroll, depreciation, and investments, as well as the applied use of algebra in solving business problems.

Recommended Prerequisite: Completion of BUS 395 or Math 360 with a grade of "C" or better or an appropriate score on the Math Placement Test.

BUS 297 PERSONAL FINANCE 3 UNITS

Hours: 3 Lecture/Discussion

In this course open to both business and nonbusiness majors, students gain knowledge of personal income and expenditures. To be discussed are 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 house. Formerly BUS 97.

BUS 350 CAREER/LIFE PERCEPTIONS 1 UNIT

Hours: 1 Lecture/Discussion

This credit/no credit 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. Formerly BUS 150.

Recommended Prerequisites: English 360, Math 50, SUCCESS Program.

BUS 360 ELEMENTARY KEYBOARDING 1 UNIT

Hours: 9 Lecture/Discussion
17 Lab

An introductory course covering basic keyboarding skills necessary for using a typewriter or computer keyboard by touch. Emphasis is placed on technique accuracy, terminology, and achieving a minimum skill level of 20 cwpm. Formerly BUS 63.

BUS 395 REVIEW OF ARITHMETIC FOR BUSINESS 3 UNITS

Hours: 3 Lecture/Discussion

This course is designed to review the concepts and mechanics of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals with an emphasis on business applications.

COURSE DESCRIPTIONS

CHEMISTRY

CHEM 1 GENERAL CHEMISTRY 5 UNITS
Hours: 3 Lecture/Discussion
6 Lab

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. Topics include stoichiometry, atomic structure, bonding theories, ionic reactions and properties of gases. This course includes six hours of laboratory per week. Chemistry 1 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. Formerly CHEM 1A. CAN CHEM 2.

Prerequisite: Completion of a previous chemistry course (Math 230) with a grade of "C" or higher; or completion of a previous chemistry course with a grade of a "C" or higher with eligibility for Math 21 or higher determined by the COS Mathematics Placement Procedures.

CHEM 2 GENERAL CHEMISTRY 5 UNITS
Hours: 3 Lecture/Discussion
6 Lab

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. Formerly CHEM 1B. CAN CHEM 4.

Prerequisite: Chemistry 1 with a grade of "C" or better.

CHEM 5 ANALYTICAL CHEMISTRY 5 UNITS
Hours: 3 Lecture/Discussion
6 Lab

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. CAN CHEM 12

Prerequisite: Chemistry 2 with a grade of "C" or better.

CHEMISTRY

CHEM 12 ORGANIC CHEMISTRY 5 UNITS
Hours: 3 Lecture/Discussion
6 Lab

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 groups chemistry studied from a synthetic and mechanistic point of view. Topics include: nomenclature, stereochemistry, free radical processes, Introductory Infrared and nuclear magnetic resonance spectroscopy. Formerly CHEM 12A.

Prerequisites: Chemistry 1-2 or 20-21 with a grade of "C" or better.

CHEM 13 ORGANIC CHEMISTRY 5 UNITS
Hours: 3 Lecture/Discussion
6 Lab

This is a continuation of Chem 12, 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. Formerly CHEM 12B.

Prerequisite: Chem 12 with a grade of "C" or better.

CHEM 20 GENERAL CHEMISTRY 4 UNITS
Hours: 3 Lecture/Discussion
3 Lab

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, acid-base theory, and ionic equilibria. CAN CHEM 6.

Prerequisites: Eligibility for Intermediate Algebra (Math 230) as determined by COS mathematics placement procedures. Formerly CHEM 2A.

Recommended Prerequisite: High school chemistry or Chemistry 353.

CHEM 21 GENERAL ORGANIC AND BIOLOGICAL CHEMISTRY 4 UNITS
Hours: 3 Lecture/Discussion
3 Lab

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. Chemistry 21 is the second semester of a full-year college chemistry course designed to meet the needs of the science related or non-science major (e.g. agriculture, nursing, home economics, physical therapy). Formerly CHEM 2C. CAN CHEM 8

Prerequisite: Completion of Chemistry 20 with a grade of "C" or better. This course is part of a sequence.

COURSE DESCRIPTIONS

CHEMISTRY

CHEM 253 INTRODUCTION TO THE SCIENCE OF CHEMISTRY 3 UNITS

**Hours: 3 Lecture/Discussion
2 Lab**

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 20. Basic algebraic manipulations are frequently used. Focus is on: building skills in simple algebraic and calculator manipulations and graphing; problem solving techniques involving dimensional analysis; chemical formulas, names and equation balancing; and the basic laws and theories of chemistry including atomic and mole concepts. Formerly CHEM 53.

Prerequisites: Completion of Math 360. It is also suggested that Math 200 be taken prior to enrolling in Chemistry 253.

CHILD DEVELOPMENT

CHLD DEV 39 CHILD DEVELOPMENT 3 UNITS

Hours: 3 Lecture/Discussion

CROSS REF: Psychology 39

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. The course combines theory and practical application. It is required for the State Children's Center Permit and also valuable for students in education, social services, health and law enforcement. Formerly ECE 39, CAN H EC 14.

CHLD DEV 42 CHILD, FAMILY AND SOCIETY 3 UNITS

Hours: 3 Lecture/Discussion

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; special needs groups. Formerly ECE 41.

CHLD DEV 112 CHILDREN'S NUTRITION 3 UNITS

Hours: 3 Lecture/Discussion

Cross Ref: Nutr/Foods 112

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 California State Children's Center permit. An appropriate course for students in education and social services. Formerly Home Ec 12.

CHLD DEV 134 CHILD ABUSE 2 UNITS

Hours: 2 Lecture/Discussion

A study of child abuse that will include causes, detection, reporting, treatment and prevention, as well as prosecution assistance. The California Social Services, mental health, child care education and judicial system roles relating to child abuse will be examined. Formerly ECE 35.

CHILD DEVELOPMENT

CHLD DEV 135 MUSIC EXPERIENCES IN EARLY CHILDHOOD EDUCATION 1 UNIT

Hours: 1 Lecture/Discussion

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. Formerly ECE 37A.

CHLD DEV 136 CHILDREN'S LITERATURE 1 UNIT

Hours: 1 Lecture/Discussion

This course includes selection of appropriate literature for various ages of children, successful methods of presenting literature of various types and storytelling techniques. Appropriate for teachers, aides, care providers, parents and others interested in selecting literature for children. Formerly ECE 37B.

CHLD DEV 137 SCIENCE EXPERIENCES IN EARLY CHILDHOOD EDUCATION 1 UNIT

Hours: 1 Lecture/Discussion

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. Formerly ECE 37C.

CHLD DEV 140 PRINCIPLES OF EARLY CHILDHOOD EDUCATION-DS3 3 UNITS

**Hours: 2 Lecture/Discussion
4 Lab**

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 CD 141, it prepares the student for classroom teaching. The lab consists of supervised work in the C.O.S. 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. Formerly ECE 40A.

CHLD DEV 141 PRACTICE IN EARLY CHILDHOOD EDUCATION 3 UNITS

**Hours: 2 Lecture/Discussion
4 Lab**

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 C.O.S. lab school, the Child Development 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. Formerly ECE 40B.

Recommended Prerequisite: Child Dev. 140 or equivalent course as articulated with area high schools.

COURSE DESCRIPTIONS

CHILD DEVELOPMENT

CHLD DEV 143 ADMINISTRATION OF EARLY CHILDHOOD EDUCATION 3 UNITS
Hours: 3 Lecture/Discussion
 Students will study the tasks of administering programs for children with special emphasis on the management of preschool and day care programs. The 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. Formerly ECE 43A.
Recommended Prerequisite: Child Dev. 140 and 141 or previous teaching experience.

CHLD DEV 144 ADVANCED ADMINISTRATION OF EARLY CHILDHOOD EDUCATION-DS6 3 UNITS
Hours: 3 Lecture/Discussion
 An advanced course in the administration of quality early childhood education programs, including time management, staff in service, 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. CD 143 and 144 together fulfill the requirements for a California Supervisory Center Permit. Formerly Child Dev. 143.
Recommended Prerequisites: Child Dev. 140 and 141 or previous teaching experience and Child Dev. 143.

CHLD DEV 145 PARENTING 3 UNITS
Hours: 3 Lecture/Discussion
 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. Formerly ECE 44.

CHLD DEV 146 EXCEPTIONAL CHILD 3 UNITS
Hours: 3 Lecture/Discussion
 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. Formerly ECE 45.

CHLD DEV 147 INFANT/TODDLER-CHILD CARE 3 UNITS
Hours: 3 Lecture/Discussion
 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. Students will develop a working knowledge to assist parents and care givers. Formerly ECE 46.

CHILD DEVELOPMENT

CHLD DEV 148 CHILD HEALTH AND SAFETY 3 UNITS
Hours: 3 Lecture/Discussion
 A study of health, safety and nutrition as related to the young child. This course enables teachers and parents to become fully aware of their contribution to 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. Formerly ECE 47.

CHLD DEV 149 CREATIVE ACTIVITIES FOR YOUNG CHILDREN 2 UNITS
**Hours: 2 Lecture/Discussion
1 Lab**
Materials Fee: \$5.00

Creative Activities is a lecture/lab course in the early childhood education program designed to prepare the student in planning a wide variety of materials for creative activities for use in the integrated thematic early childhood curriculum. Students select, plan and prepare resources for use in the fall semester which include seasonal and holiday themes as well as curriculum areas. Formerly ECE 42A.

CHLD DEV 150 CREATIVE ACTIVITIES FOR YOUNG CHILDREN 2 UNITS
**Hours: 2 Lecture/Discussion
1 Lab**
Materials Fee: \$5.00

This course includes the selection, planning and preparation of materials for activities in the Early Childhood Development 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. Formerly ECE 42B.

CHLD DEV 152 SCHOOL-AGE CHILD CARE 3 UNITS
Hours: 3 Lecture/Discussion

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. It is appropriate for teachers, aides, family day care providers, parents, and other interested in selecting school-age activities and curriculum. Formerly ECE 34.

CHLD DEV 156 FAMILY DAY CARE MANAGEMENT 1 UNIT
Hours: 1 Lecture/Discussion

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. Formerly ECE 96A.

COURSE DESCRIPTIONS

CHILD DEVELOPMENT

CHLD DEV 157 FAMILY DAY CARE PRINCIPLES AND PRACTICES 1 UNIT
Hours: 1 Lecture/Discussion

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. Formerly ECE 96B.

CHLD DEV 190a-d SUPERVISE PRACTICE 1-3 UNITS
Hours: 3 Lab per unit

Under the supervision of an 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 situation where the student is expected to take a leadership role with others. Formerly ECE 48a-c.

Prerequisite: Permission of the department.

CHLD DEV 199 TOPICS IN CHILD DEVELOPMENT/EARLY CHILDHOOD EDUCATION 1-4 UNIT

Hours: Variable

Topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience in a discipline. Credits may be earned in 199 transfer level.

CHLD DEV 299 TOPICS IN CHILD DEVELOPMENT/EARLY CHILDHOOD EDUCATION 1-4 UNIT

Hours: Variable

Topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience in a discipline. Credit in Topics 299 is non-transferable.

CHLD DEV 300 INTRO TO CHILD DEVELOPMENT 3 UNITS
Hours: 3 Lecture/discussion

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 child development and the skills and knowledge required to successfully complete college classes in that discipline and related areas. Subject areas include: overview of child development, child development ages and stages, parenting and community resources. This course is an elective course in the SUCCESS program.

Prerequisites: Must be enrolled in the SUCCESS Program.

CINEMA ARTS

CINEMA ARTS 31 MOTION PICTURE APPRECIATION 2 UNITS
Hours: 1 Lecture/Discussion
2 Lab

Explores the origin of motion picture production, objectives of various directors, actors and producers in their films, and technology and esthetic 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 31 offered only in fall semester. Covers the period from the beginning to the present with emphasis on American films. Formerly CINEMA ARTS 1.

CINEMA ART 32 MOTION PICTURE APPRECIATION 2 UNITS
Hours: 1 Lecture/Discussion
2 Lab

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 32, offered only in spring semester, covers contemporary film 1930 to present, with emphasis on international films. Formerly CINEMA ARTS 2.

COMPUTER

COMPUTER INTRODUCTION TO COMPUTER INFORMATION SYSTEMS 4 UNITS
5
Hours: 4 Lecture/Discussion

Materials Fee: \$7.00

Computer 5 is a course intended to introduce students to the science of data/information processing. Students will learn how computer systems work and how they are used in society in general and in business in particular. This course discusses the theory, concepts and terminology used in computer information systems today. Students will learn to use a microcomputer system, how to write some very simple programs, and how to use some important applications software packages—a word processing, a spreadsheet and a data base program. CAN BUS 6.

Recommended Prerequisite: Keyboarding capability of at least 20 cwpm.

COMPUTER BASIC PROGRAMMING 3 UNITS
6
Hours: 2 Lecture/Discussion
2 Lab

Materials Fee: \$7.00

The class is designed to teach the BASIC programming language and essential analysis and programming techniques for preparing typical business reports. Topics included are: math and logic operation; 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. Formerly BUS 3. CAN CSCI 6.

Recommended Prerequisites: Computer 5 or Computer 131 or concurrent enrollment. Keyboarding requirement of 20 words per minute.

COURSE DESCRIPTIONS

COMPUTER

COMPUTER COBOL PROGRAMMING 4 UNITS 7

Hours: 3 Lecture/Discussion
2 Lab

Materials Fee: \$7.00

This is an advanced computer class designed to teach students 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 how to document the program. The student will develop increasingly challenging programs to prepare reports, construct and use tables, use date files, and on-line systems. Formerly BUS 7. CAN CSCI 8.

Recommended Prerequisites: Computer 5 or Computer 131 or concurrent enrollment. Keyboard requirement of 20 words per minute.

COMPUTER MICROCOMPUTER 4 UNITS 130 OPERATIONS: INTRO TO PERSONAL COMPUTERS

Hours: 4 Lecture/Discussion

Materials Fee: \$7.00

This course 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. Most transfer business students should take Computer 5 instead of Computer 130. Computer 130 is not recommended for students who have completed Computer 5. Formerly BUS 15.

Recommended Prerequisites: Keyboarding speed of 20 cwpm.

COMPUTER MICROCOMPUTER 3 UNITS 131 OPERATIONS - DOS

Hours: 3 Lecture/Discussion

Materials Fee: \$7.00

Computer 131 is a first-semester lecture/discussion 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 be able to use those DOS commands to perform routine operations such as managing files, creating menus, working with sub-directories, making backups, and troubleshooting the systems. 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. Formerly BUS 17A.

Recommended Prerequisite: Keyboarding speed of 20 cwpm.

COMPUTER

COMPUTER MICROCOMPUTER 2 UNITS 132 OPERATIONS - ADVANCED DOS

Hours: 2 Lecture/Discussion
1 Lab

Materials Fee: \$7.00

Computer 132 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. Formerly BUS 17B.

Recommended Prerequisites: Computer 131 with a grade of "C" or better.

COMPUTER MICROCOMPUTER 4 UNITS 133 OPERATIONS: DATABASE PROCESSING

Hours: 4 Lecture/Discussion

Materials Fee: \$7.00

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. Formerly BUS 14.

Recommended Prerequisites: Previous experience on microcomputers with a keyboarding speed of 20 cwpm and Computer 130 and 131.

COMPUTER MICROCOMPUTER OPERATIONS: 3 UNITS 134 TELECOMMUNICATIONS

Hours: 3 Lecture/Discussion **Materials Fee: \$5.00**

Microcomputer Operations: Telecommunications and resulting technology. Provides an understanding and working knowledge of both managerial and technical aspects of microcomputer communications. The student learns how to use communications software, access electronic bulletin boards, data bases, another computer or unattended remote access computers. Various types of hardware, formatting codes, and public information utilities are included. Formerly BUS 16.

Recommended Prerequisites: Computer 131 or permission of the department.

COURSE DESCRIPTIONS

COMPUTER

COMPUTER MICROCOMPUTER 4 UNITS
135 OPERATIONS:

DESKTOP PUBLISHING FOR BUSINESS

Hours: 4 Lecture/Discussion

Materials Fee: \$8.00

This is a basic course in desktop publishing where students will learn the essentials of design, typography, graphics and text using PageMaker Software, Windows, and DOS. 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. Formerly BUS 64.

Recommended Prerequisites: Computer 131 or its equivalent. English 251 score on the Placement Test.

COMPUTER MICROCOMPUTER 3 UNITS
136 OPERATIONS: WORD

PROCESSING USING WORD PERFECT

Hours: 3 Lecture/Discussion

Materials Fee: \$7.00

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. Formerly BUS 65C.

Recommended Prerequisite: The ability to write a properly structured sentence; typing 45 wpm; be able to use a transcription machine and type from dictation; Computer 131 or current enrollment.

COMPUTER MICROCOMPUTER 3 UNITS

137 OPERATIONS: WORD
PROCESSING WITH WORDSTAR

Hours: 3 Lecture/Discussion

Materials Fee: \$8.00

The course is designed to teach the student the Wordstar word processing application program. This competency based course will familiarize the student with simple to complex operations using proper formatting procedures. An emphasis will be placed on language arts skills, proofreading, and office procedures skills 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

Recommended Prerequisites: Business 160 or keyboard at 35 cwpm. Computer 131 or current enrollment recommended. Formerly BUS 65B.

COMPUTER

COMPUTER MICROCOMPUTER 3 UNITS
138 OPERATIONS: SPREADSHEET DESIGN

FOR BUSINESS

Hours: 3 Lecture/Discussion

Materials Fee: \$7.00

This course emphasizes the design, creation, and use of spreadsheets for business applications. Students will learn beginning to advanced features of microcomputer spreadsheets including: basic spreadsheet design and creation; beginning and advanced spreadsheet formatting; creating and using templates, macros, and tables; data entry and management; and presentation graphics, including report generation, creating and customizing graphs, and creating and running computer slide-shows. Lotus 1-2-3 or similar spreadsheet software will be used with an emphasis on business applications.

Recommended Prerequisite/Corequisites: Keyboarding speed of 20cwpm and microcomputer experience.

COMPUTER 210 MICROCOMPUTER OPERATIONS: 3 UNITS
COMPUTER ACCOUNTING

Hours: 3 Lecture

Cross Ref: Acct 210

This course will teach students to use computer-based accounting packages to handle the accounting procedures for a business. These packages are usually referred to as "General Ledger Accounting" packages. This course is an introduction to accounting applications software for accountants and business managers. Students will use standard accounting programs, including general ledger, accounts receivable/payable, payroll and inventory control. Students will survey current accounting applications for microcomputers.

Recommended Prerequisites: 1) Accounting 201 and/or Accounting 1; 2) Satisfactory completion of a microcomputer class.

COMPUTER MICROCOMPUTER 1 UNIT
302 OPERATIONS: INTRODUCTION TO

WORDSTAR

Hours: 9 Lecture/Discussion

17 Lab (26 hr. Course)

Materials Fee: \$5.00

The course is designed to give the student an overview of and hands-on experience with the WordStar word processing program. It is a non-degree college credit course. Students will become familiar with the following formats: letters, reports, tables columns, and merging with variables. Formerly BUS 35B.

Recommended Prerequisite: Keyboarding speed of 20-30 cwpm.

COURSE DESCRIPTIONS

COMPUTER

COMPUTER MICROCOMPUTER 1 UNIT
304 OPERATION: INTRODUCTION TO THE SPREADSHEET
 Hours: 9 Lecture/Discussion
 17 Lab (26 hr. Course)

Materials Fee: \$5.00

Through the use of microcomputers (DOS-based), the student will become able to use a popular electronic spreadsheet program. Basic concepts of spreadsheets will be explored including layouts, command structure, and mathematical formulas. Various types of business and personal applications to solve any problem that can be placed in columns and rows will be explored. The particular spreadsheet used for any offering of this course may be either Lotus 123, SuperCalc, Quattro, depending upon availability. Formerly BUS 35C.

Prerequisites: Keyboarding speed of 20 cwpm is recommended.

COMPUTER MICROCOMPUTER 1 UNIT
306 OPERATIONS: INTRODUCTION TO WORDPERFECT
 Hours: 9 Lecture/Discussion
 17 Lab (26 hr. Course)

Materials Fee: \$5.00

This course is designed to give the student an overview and hands-on experience of the Wordperfect word processing program. It is a non-degree, college credit course. Students will become familiar with the following formats: letters, reports, tables, columns, and merging shell documents with different variables. Formerly BUS 35E.

Recommended Prerequisite: Keyboarding speed of 20-30 cwpm.

COMPUTER FUNDAMENTALS 3 UNITS
351 OF KEYBOARDING AND COMPUTER SKILLS
 Hours: 3 Lecture/Discussion

Materials Fee: \$8.00

This SUCCESS Program course, introduced on the IBM Personal Computer designed to walk the first time user, step-by-step through the basic keyboarding skills, microcomputer operation protocol terminology, and basic application software including DOS, data base management, word processing, electronic spreadsheets, and business graphics, and proofreading skills. Formerly BUS 151.

Prerequisites: Must be enrolled in the SUCCESS Program.

CONSUMER FAMILY STUDIES

CFS 6 COLOR AND DESIGN 3 UNITS
 Hours: 2 Lecture/Discussion
 2 Lab

CROSS REF: Art 6

Materials Fee: \$10.00

This is a basic course in art with a primary purpose of familiarizing the students with elements and principles used in design art. It includes fundamental concepts of form, shape, line and color in second dimensions. Formerly H EC 6A. CAN ART 14

CONSUMER FAMILY STUDIES

CFS 7 COLOR AND DESIGN 2 UNITS
 Hours: 1 Lecture/Discussion
 3 Lab

CROSS REF: Art 7

Materials Fee: \$10.00

Advanced course in art with a primary purpose of developing further elements of design into a student's personal style. A continuation of design principles as it applies to art methods. Formerly ART 6B.

Recommended Prerequisite: Art 6 or CFS 6.

CFS 80 LIFE SPAN DEVELOPMENT 3 UNITS
 Hours: 3 Lecture/Discussion

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. Formerly H EC 38.

CFS 126 MARRIAGE AND FAMILY LIFE 3 UNITS
 Hours: 3 Lecture/Discussion

CROSS REF: Sociology 126

An introductory course to marriage and family life. This course will emphasize the following topics: dating, marriage changing roles, communication skills, family planning, human sexuality, parenting, divorce and remarriage. Formerly H EC 26. CAN H EC 12.

Recommended Prerequisite: Eligible for English 1.

CFS 186 PERSONAL MANAGEMENT/ CONSUMER ECONOMICS 3 UNITS
 Hours: 3 Lecture/Discussion

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. Formerly H EC 31.

CFS 190a-d SUPERVISED PRACTICE 1-3 UNITS
 Hours: 3 Labs per unit

Under the supervision of an 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. Formerly HEC 48a-c.

Prerequisite: Permission of the department.

CFS 199 TOPICS IN CONSUMER/FAMILY STUDIES 1-4 UNIT
 Hours: Variable

Topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience in a discipline. Credits may be earned in 199 transfer level.

COURSE DESCRIPTIONS

CONSUMER FAMILY STUDIES

CFS 299 TOPICS IN CONSUMER/FAMILY STUDIES 1-4 UNIT

Hours: Variable

Topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience in a discipline. Credit in Topics 299 is non-transferable.

CFS 300 INTRODUCTION TO CONSUMER/FAMILY STUDIES 3 UNITS

Hours: 3 Lecture/Discussion

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 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. Formerly H EC 80.

Prerequisites: Must be enrolled in the SUCCESS program.

COSMETOLOGY

COSMETOL BASIC COSMETOLOGY 261 12 UNITS

**Hours: 10 Lecture/Discussion
25 Lab**

Cosmetology 261 includes a study of basic scientific theories and techniques as they apply to cosmetology. The course covers disorders, diseases, analysis, and treatment of the skin, hair, scalp, and nails; bacteriology, sterilizations, and sanitation; principles of hair styling, chemicals and applications, fundamentals of massage, facials, and manicuring; ethics in cosmetology and salon management principles. Classroom and laboratory activities: classroom is 10-12 hours per week; salon and laboratory demonstrations and simulation approximately 25-30 hours per week. Formerly COSMET 61A.

Prerequisite: Admission into the Cosmetology Program.

COSMETOL INTERMEDIATE COSMETOLOGY 262 12 UNITS

**Hours: 10 Lecture/Discussion
25 Lab**

Cosmetology 262 includes a study of basic scientific theories and techniques as they apply to cosmetology. The course covers disorders, diseases, analysis, and treatment of the skin, hair, scalp, and nails; bacteriology, sterilizations, and sanitation; principles of hair styling, chemicals and applications, fundamentals of massage, facials, and manicuring; ethics in cosmetology and salon management principles. Classroom and laboratory in training activities: classroom is 10-12 hours per week; salon and laboratory demonstrations and simulation approximately 25-30 hours per week. Formerly COSMET 61B.

Prerequisite: Admission to the Cosmetology Program.

COSMETOLOGY

COSMETOL ADVANCED COSMETOLOGY 263 10 UNITS

Hours: 5 lecture, 30 lab

Cosmetology 263 includes a study of basic scientific theories and techniques as they apply to cosmetology. The course covers disorders, diseases, analysis, and treatment of the skin, hair, scalp, and nails; bacteriology, sterilizations, and sanitation; principles of hair styling, chemicals and applications, fundamentals of massage, facials, and manicuring; ethics in cosmetology and salon management principles. Classroom and laboratory in training activities: classroom is 10-12 hours per week; salon and laboratory demonstrations and simulation approximately 25-30 hours per week. Formerly COSMET 62.

Prerequisite: Admission into the Cosmetology Program.

CUSTODIAL TECHNICIAN

CT 301 CUSTODIAL TECHNICIAN I 6 UNITS

**Hours: 10 Hrs Lecture
10 Hrs Lab**

Short Term Course: Meets 9 weeks

This course will prepare participants for employment in a variety of custodial service positions. A certificate of participation from College of the Sequoias and a certificate from the National Executive Housekeepers Association, Inc. will be awarded to all completers who satisfactorily meet the standards for the course.

DAIRY SCIENCE

DAIRY SCI 101 ELEMENTS OF DAIRYING 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

An introductory course designed to give students the basic understanding of dairying in California. Includes calf raising, record evaluation, fitting and showing of dairy cattle, housing, dairy setup facilities, and evaluating of dairy cattle. The course also explores the career opportunities available in the Dairy Industry by visiting several dairies in the local area. Formerly DAIRY SCI 1.

DAIRY SCI 102 PRINCIPLES OF MILK PRODUCTION 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

Dairy Science 102 is designed to give students the factors involved in milk production by dairy cows. Includes anatomy and physiology of the mammary gland, udder health, automatic milking equipment, dairy sanitation, and feeding of dairy cows. Students will also be able to use the computer to calculate economic losses due to high somatic cell counts and to use ration programs to formulate profit maximizing, and cost rations for dairy cows. Formerly DAIRY SCI 2.

COURSE DESCRIPTIONS

DAIRY SCIENCE

DAIRY COMMERCIAL 3 UNITS
SCI 103 DAIRY HERD MANAGEMENT
Hours: 3 Lecture/Discussion
1 Lab

Materials Fee: \$5.00

Successfully managing a commercial dairy operation is the goal of this course. Use of computer herd health programs, cost analysis using spreadsheets, and managing techniques are covered. Practical hands-on applications of the decision-making process involving feeding, herd health, labor, and cost of production are covered. Formerly DAIRY SCIENCE 3.

DAIRY BREEDING AND 3 UNITS
SCI 104 SELECTION OF DAIRY CATTLE
Hours: 3 Lecture/Discussion
1 Lab

Materials Fee: \$5.00

Dairy Science 104 is part of the Dairy Science curriculum at C.O.S. The course is designed to give students an understanding of selection techniques, anatomy, and physiology of dairy reproduction, and artificial insemination. Practical hands-on use of A.I. will be covered by all students. Formerly DAIRY SCI 4.

DAIRY DAIRY CATTLE 1 UNIT
105a-d SELECTION, JUDGING
AND SHOWING
Hours: 1 Lecture/Discussion
1 Lab

Materials Fee: \$5.00

An introductory course in the selection of dairy cattle. It is designed to give students a basic understanding of how dairy cattle are selected based on body conformation and type. Students also have the option to compete on the local, state, and national level. Formerly DAIRY SCI 5a-d.

DAIRY INTRODUCTION TO 3 UNITS
106a-b DAIRY PRODUCTS TECHNOLOGY
Hours: 3 Lecture/Discussion
1 Lab

This course is designed to familiarize students with the dairy industry and its processes. Lab time is spent in local milk plants to afford the student first hand observation and proper milk manufacturing procedures.

DAIRY PRACTICAL SKILLS 1 UNIT
107a-d IN DAIRYING
Hours: 1 Lecture
2 Lab
1 Activity

Dairy Science 107 is designed to give students a chance to gain practical skills in dairy production applications. Students will be able to milk and feed cows on the COS Dairy or on other dairies with instructor approval. Other skills learned will be feeding calves, fresh cow care, equipment repair, fitting and showing cattle and general dairy work.

DAIRY SCIENCE

DAIRY DAIRY NUTRITION 3 UNITS
108
Hours: 3 Lecture/Discussion
1 Lab

Dairy Science 108 is designed to give advanced dairy students an in-depth study of dairy cattle nutrition. Nutrient requirements of dairy cattle, commodity feeding, ration formulation and feeding systems will be discussed. Computer application of ration formulation will be used along with using spreadsheets to project feed inventories and usage.

DANCE

DANCE 6a-d DANCE CHOREOGRAPHY 1 UNIT
Hours: 2 Hrs/Week Activity

Choreography is an introductory course in the study of elements and form of movement theories as applied to the art of creating dance. Formerly Dance 306a-d.

DANCE BEGINNING BALLET 1 UNIT
8a-d
Hours: .5 Lecture/Discussion
1.5 Activity

This is a course designed for the beginning dance student to learn the basic principles of classical ballet technique. Barre work, port de bras, and allegro work are also introduced. Formerly PE 81a-d.

DANCE MODERN DANCE 1 UNIT
10 a-d
Hours: .5 Lecture/Discussion
1.5 Activity

This course is an introduction to the basic modern dance techniques. Emphasis is placed on the importance of breath, body alignment, rhythmic movement, and the exploration of movement through space, energy and time. Formerly PE 6a-d.

DANCE JAZZ DANCE 1 UNIT
12a-d
Hours: .5 Lecture/Discussion
1.5 Activity

This course is designed for the beginning student to learn general principles of current trends and traditional forms of Jazz Dancing, using a ballet foundation. Formerly PE 80a-d.

DANCE ADVANCED JAZZ DANCE 1 UNIT
13a-b
Hours: 1 Lecture/Discussion
2 Activity

This is an in depth study of jazz dance technique, taught at an accelerated rate. Emphasis is on different individual styles and techniques and freedom of movement. Formerly Dance 113a-b.
Recommended Prerequisites: Dance 12 or departmental referral.

COURSE DESCRIPTIONS

DANCE

DANCE BEGINNING TAP DANCE 1 UNIT

16a-b
Hours: .5 Lecture/Discussion
1.5 Activity

This course is designed for the beginning student in the study of tap dance techniques. Students will learn the art of making rhythmic sounds by the learned articulation of the feet. Formerly Dance 116a-b.

DANCE MUSICAL THEATER PERFORMANCE 2 UNITS

41a-d
Hours: 120 Total hours per semester
Cross Ref: Music 97 a-d, Theatre Arts 20 a-d

Experience dance, music, drama, and theater through active participation in a major musical production. Includes training and experience in all facets of the theater. Formerly PE 15a-d

DANCE WORLD THEATRE AND DANCE 3 UNITS

120a-d
Hours: Total Hours: 252
36 Lecture/Discussion
216 Activity

CROSS REF: Theatre Arts 120a-d
Short Term Course

A critical analysis of the Performing Arts (Theatre, Dance, etc.) from an Audience perspective. Elements of Play and Dance Production from the dramatic structure, style, and historical perspective of the Script to the final presentation before an Audience will be explored. Students will travel to London, New York City, or other sites to attend Play and Dance Performances; Backstage Excursions, Museums; for a two-week stay. Fee will cover roundtrip air fare, transfer to and from airport, hotel room, and some theatre tickets.

DRAFTING

DRAFT 100 APPLIED DRAWING 3 UNITS

Hours: 3 Lecture/Discussion
3 Lab

A study of the fundamentals of technical drawing and practical applications. Emphasis will be placed upon: sketches, lettering, orthographic projection, working drawings, auxiliary views, dimensioning, developments, threads and fasteners, sections, pictorial drawing, duplication, and the interrelationships of each to manufacturing design. The course is recommended for all engineering and industrial technology students. The course is required in all drafting technology certificate and degree programs.

Recommended Prerequisite: One year of high school drafting or Drafting 200. Formerly DRAFT 22.

DRAFT 101 MANUFACTURING DESIGN GRAPHICS 4 UNITS

Hours: 3 Lecture/Discussion
2 Lab

This course involves advanced technical drawing applications and standards. Cams, gears, detail and assembly drawings, manufacturing processes, structural detailing, piping layout, dimensioning and tolerancing are emphasized in the solution of industrial design problems. This course is designed for those seeking the knowledge and skills associated with drafting technology, machine design and mechanical engineering.

Recommended Prerequisite: Drafting 100. Formerly DRAFT 24.

DRAFTING

DRAFT 102 DESCRIPTIVE GEOMETRY 3 UNITS

Hours: 3 Lecture/Discussion
2 Lab

This course is a study of the fundamental theory, concepts and principles of spacial relationships. These are applied in the solution of three dimensional problems arising in various branches of engineering. Descriptive geometry is needed by everyone pursuing the knowledge and skills associated with architecture, construction, drafting, and engineering. Formerly DRAFT 23

Prerequisite: One year of high school mechanical drawing. DT 100 (Plane Geometry maybe taken concurrently).

DRAFT 110 INTRODUCTION TO COMPUTER ASSISTED DRAFTING 4 UNITS

Hours: 3 Lecture/Discussion
2 Lab

An introduction to the basic concepts, principles, and applications of a computer drive 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 DRAFT 26A.

Recommended Prerequisites: A recent (within two years) drafting class or current employment as a drafter.

DRAFT 111 COMPUTER ASSISTED DRAFTING 4 UNITS

Hours: 3 Lecture/Discussion
2 Lab

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 DRAFT 26B.

Recommended Prerequisite: Drafting 110.

DRAFT 120 INTRODUCTION TO COMPUTER ASSISTED ILLUSTRATION 3 UNITS

Hours: 3 Lecture/Discussion
2 Lab

A study of the fundamental concepts and principles of a computerized two dimensional pictorial drawing system and applications in technical illustration professions. Primarily, axonometric and oblique drawings will be generated on a 2-D computer program for industrial applications. In order of their utilization by industry, emphasis will be placed upon the following pictorial drawing methods: 1. isometric, 2. dimetric, 3. trimetric, 4. cabinet oblique and 5. cavalier oblique. The course is mandatory for those pursuing any career related to illustration and rendering. It would also be an asset for anyone seeking supplemental skills and knowledge for entry into architecture, computer applications, drafting, engineering, and manufacturing. Formerly DRAFT 35A.

Prerequisites: Drafting 100 & 110.

COURSE DESCRIPTIONS

DRAFTING

DRAFT 121 COMPUTER ASSISTED ILLUSTRATION 4 UNITS

Hours: 3 Lecture/Discussion
2 Lab

A study of the fundamental concepts, principles, and application of a computerized three dimensional surface modeling program. Utilizing this program, students will generate pictorial drawings for industrial and architectural applications. This course is necessary for anyone pursuing any career related to illustration and rendering. It would also benefit anyone seeking the knowledge and skills for entry into architecture, manufacturing, engineering, drafting, and computer application. Formerly DRAFT 35B.

Recommended Prerequisites: Draft 111 and Draft 120.

DRAFT 130 INTRODUCTION TO COMPUTER ASSISTED CABINET DESIGN 4 UNITS

Hours: 3 Lecture/Discussion
2 Lab

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 DRAFT 29.

DRAFT 160 GRAPHIC DESIGN 3 UNITS

Hours: 3 Lecture/Discussion
2 Lab

A study of graphic design theory, elements, principles, processes, and methodology as used in the graphic communication industry. The skills and knowledge required in creative problem solving by the graphic designer are developed throughout the course with assignments that are actual commercial applications. The students interested in art, design and any field of graphic communications will find this course an invaluable asset. Formerly DRAFT 21A.

DRAFT 161 GRAPHIC DESIGN APPLICATION 3 UNITS

Hours: 3 Lecture/Discussion
2 Lab

A study in the application of creative problem solving skills and knowledge in the graphic design field. The students will employ the theory, elements, principles, processes, and methodology of design to analyze, evaluate, select and prepare graphic designs for commercial applications. Actual jobs may include designs for various campus publications. The class is designed for students planning to pursue a career in any field of graphic communications. Formerly DRAFT 21B.

Recommended Prerequisite: Drafting 160.

DRAFTING

DRAFT 170 COMPUTER ANIMATION 2 UNITS

Hours: 1 Lecture/Discussion
3 Lab

Computer Animation is a "hands on" introduction to the use of the newest multimedia computer software. Students will learn to communicate their ideas with images and animations created on the personal computer. The animated presentations can be played on personal computers or output to video tape. The course will explore applications of computer animation for business, advertising, industry, the design professions, education, and personal expression.

DRAFT 200 BEGINNING MECHANICAL DRAWING 2 UNITS

Hours: 2 Lecture/Discussion
2 Lab

A rapid comprehensive coverage of the fundamentals of mechanical drawing and modern drafting practice. Including, but not confined to, the following: lettering, geometric drawing, orthographic projection, pictorial representation, and reproduction. This course is a basis for all drafting related majors and is recommended for students that have had no high school drafting but plan to enter architecture, engineering, drafting, or other graphic communication fields. Formerly DRAFT 52.

DRAFT 201 CIVIL ENGINEERING DRAFTING 3 UNITS

Hours: 2 Lecture/Discussion
2 Lab

A class designed to prepare the participant to function effectively in a civil engineering office or department of public works within a city or county agency as a drafter. Formerly DRAFT 54A.

Prerequisite: A recent (within two years) drafting class or current employment as a drafter.

DRAFT 202 CIVIL ENGINEERING DESIGN 3 UNITS

Hours: 2 Lecture/Discussion
2 Lab

A class designed to prepare the participant to function effectively in a Civil Engineering Office or Department of Public Works within a city or county agency as a designer/drafter.

Prerequisite: A recent (within two years) drafting class, Drafting 201 or current employment as a drafter. Formerly DRAFT 54B.

DRAFT 203a-c INTRODUCTION TO COMPUTER ASSISTED CIVIL DRAFTING 4 UNITS

Hours: 3 Lecture/Discussion
2 Lab

This course is designed to prepare the student for public and private industries that currently use CAD stations outfitted with Auto-CAD or Versa-CAD. It is a hands-on interactive CAD drafting course that will provide the student with advanced CAD skills especially as they relate to public works, subdivisions and various civil engineering drafting tasks.

Recommended Prerequisites: Completion of Drafting 110, 111, 201, 202, have used CAD systems in the industry, or department approval.

COURSE DESCRIPTIONS

ECONOMICS

ECON 1 PRINCIPLES OF ECONOMICS I 3 UNITS
Hours: 3 Lecture/Discussion
 A study of the principles of national output, income, employment and prices. The subject matter includes an analysis of aggregate production, inflation, the banking system, and the application of fiscal and monetary policy. Macroeconomics also concerns itself with how the United States economy interacts with the rest of the world. Formerly ECONOMICS 1A. CAN ECON 2.

ECON 2 PRINCIPLES OF ECONOMICS II 3 UNITS
Hours: 3 Lecture/Discussion
 Microeconomics: Principles and applications in the theory of producer and consumer behavior, and the distribution of 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 are analyzed. Formerly ECONOMICS 1B. CAN ECON 4.
Recommended Prerequisites: Sophomore standing and high school algebra.

ELECTRONICS

ELECT 101 DC CIRCUITS 5 UNITS
Hours: 4 Lecture/Discussion
4 Lab
Materials Fee: \$5.00

This is the introductory class in the C.O.S. Electronics program. It offers training for students entering the electronics field. Includes lecture and laboratory instruction with DC circuits including mathematics, circuit analysis, use of test equipment, and soldering. A background in science is desirable. The initial course needed to obtain the F.C.C. general radio-telephone license or equivalent.
Recommended Prerequisite: One semester of algebra with a grade of "C" or better, and concurrently enrolled or completed English 251. It is also recommended that the student be concurrently enrolled in Electronics 110. Formerly ELECT 1A.

ELECT 102 AC CIRCUITS 5 UNITS
Hours: 4 Lecture/Discussion
4 Lab
Materials Fee: \$5.00

This class offers continued training for students entering the electronics field and includes lecture and laboratory instruction with AC circuits including mathematics, circuit analysis, use of test equipment and soldering. It is the second semester of study for obtaining F.C.C. general radio-telephone license or its equivalent.
Prerequisites: Electronics 101 or an equivalent class with a grade of "C" or better. Formerly ELECT 1B.

ELECT 103 ACTIVE DEVICES 5 UNITS
Hours: 4 Lecture/Discussion
4 Lab **Materials Fee: \$5.00**

This is a course in the third of four semesters in the C.O.S. Electronics program. It offers training for student entering the field of electronics. Includes lecture and laboratory projects such as: solid state devices, power supplies, audio circuits, and use of test equipment for testing and trouble-shooting. The third semester in preparation for obtaining the FCC general radio-telephone license or equivalent. Formerly ELECT 2A.
Prerequisites: Must have completed Electronics 102 or equivalent with a grade of "C" or better.

ELECTRONICS

ELECT 104 COMMUNICATION CIRCUITS 5 UNITS
Hours: 4 Lecture/Discussion
4 Lab

Materials Fee: \$5.00
 This is the fourth class in the COS Electronics program. It offers training for students seeking employment in electronic communications, including broadcasting and two-way communications. Includes lecture and laboratory instruction with emphasis on use of equipment and trouble-shooting. At completion student should be qualified to obtain an F.C.C. general radio telephone commercial license or equivalent. Formerly ELECT 2B.
Prerequisites: Must have completed Electronics 103 or equivalent with a grade of "C" or better.

ELECT 105 INDUSTRIAL FABRICATION AND DESIGN 3 UNITS
Hours: 2 Lecture/Discussion
2 Lab

Materials Fee: \$3.00
 This course offers the student a working knowledge of the tools, techniques, materials, and procedures used in industry to create prototype and production products. The course will include schematic generation, project documentation, chassis layout and finishing, breadboarding, printed wiring board layout and construction system testing and design philosophy. Formerly ELECT 5.
Prerequisites: Electronics 101 or 110 completed or in progress.

ELECT 107 TELEVISION/VCR REPAIR 3 UNITS
Hours: 2.5 Lecture/Discussion
2.5 Lab

This class is designed to introduce the student to basic video systems including both television receivers and VCR's. It also includes theory of operation, hands-on laboratory projects and maintenance and trouble-shooting.
Recommended Prerequisites/Co-requisites: Currently enrolled in Electronics 103 or permission of the department or equivalent.

ELECT 108 ADVANCED VIDEO SYSTEM 3 UNITS
Hours: 2.5 Lecture/Discussion
2.5 Lab

Materials Fee: \$3.00
 This course is designed to enhance the students' knowledge and ability to trouble-shoot complex video systems. Includes advanced theory and trouble-shooting techniques for both television receivers, computer monitors, and VCR's.
Prerequisites: Must have completed Electronics 107 or permission of the department.

ELECT 110 DIGITAL CIRCUITS 3 UNITS
Hours: 2 Lecture/Discussion
2 Lab **Materials Fee: \$3.00**

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. Formerly ELECT 10.

COURSE DESCRIPTIONS

ELECTRONICS

ELECT 111 MICRO-PROCESSOR/PLC FUNDAMENTALS 3 UNITS

**Hours: 2 Lecture/Discussion
2 Lab**

Materials Fee: \$3.00

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 introduce students to memory and I/O techniques common to small microprocessor systems. Assembly language programs are developed by the student, entered into the trainer, and single-stepped line by line to demonstrate internal operation of the microprocessor. Experiments are directed to PLC application and trouble shooting. Formerly ELECT 11/PLC.

Prerequisites: Students should have completed Electronics 101 and 110 or permission of department.

ELECT 112 MICRO-PROCESSOR APPLICATIONS 4 UNITS

**Hours: 3 Lecture/Discussion
3 Lab**

Materials Fee: \$4.00

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 "hands-on" laboratory experience with various interface technologies. Formerly ELECT 12.

Prerequisites: Student should have completed Electronics 110 and 111 or permission of department.

ELECT 113 PC TROUBLE-SHOOTING/REPAIR 4 UNITS

**Hours: 3 Lecture/Discussion
3 Lab**

Materials Fee: \$4.00

This is an advanced digital course covering technical operation, troubleshooting and repair of the IBM PC. Students will be introduced to technical foundations of personal computers, advanced DOS concepts, understanding assembly programs, diagnostic software, and troubleshooting and repair of all PC components and peripherals. Formerly ELECT 13.

Prerequisites: Student should have a basic knowledge of the electronic and digital circuits; and keyboarding skills.

ELECT 114 OPERATIONAL AMPLIFIER CIRCUITS 3 UNITS

**Hours: 2 Lecture/Discussion
2 Lab**

Materials Fee: \$3.00

The course is the last offering in a sequence that begins with DC circuits and continues through AC circuits and electronic devices. 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, and testing. Formerly ELECT 4.

Prerequisites: Student should have completed Electronics 102 and 103 or permission of department.

ELECTRONICS

ELECT 121 SOLID STATE DEVICES AMPLIFIER CIRCUITS 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

Materials Fee: \$3.00

Electronics 121 is a lecture/laboratory course that is necessary for a career in all electronic fields. The student will learn the characteristics of the various solid state devices as well as becoming familiar with their parameters by laboratory experiments. This course is required for fulfilling an Associate Degree or certificate. Course includes communications electronics, industrial electronics, and microcomputer electronics.

Prerequisites: Electronic 101 and Electronics 102 or equivalent as approved by department.

ELECT 122 ACTIVE CIRCUITS 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

Materials Fee: \$3.00

This class introduces students to the application of solid state devices in active circuits. It includes the following lecture and laboratory projects: power supplies, VO. regulator, audio amplifiers and audio systems. Includes use of equipment for testing and trouble-shooting. This is a required class for a COS Electronics degree or certificate.

Prerequisites: Must have completed Electronics 101 and 102 or equivalent with a grade of "C" or better.

EMERGENCY MEDICAL TECHNICIAN

EMT 351 EMERGENCY MEDICAL TECHNOLOGY 4 UNITS

**Hours: 3 Lecture/Discussion
3 Lab (one hour in class;
two hours by arrangement)**

This is a vocational education course for students who wish to work as emergency medical technicians on ambulances or in hospital emergency rooms. The course will emphasize the development of skills in the recognition of symptoms of illness and injury and proper procedures of emergency care. This course meets the requirements of the California Department of Health for certification as EMT-I. It is recommended for anyone involved in public safety. Formerly EMT 50.

EMT 451 EMT RECERTIFICATION 0 UNITS

**Hours: 13 Lecture/Discussion
14 Lab**

Short Term Class

The EMT Recertification course is designed to update the eligible EMT in emergency medical management procedures. Upon successful completion of this course, the student will extend his/her certification.

Recommended Prerequisites/Corequisites: Current EMT Certification; EMT Certification that has expired within the past year.

COURSE DESCRIPTIONS

ENABLER SKILLS

ESKL 310a-d ADAPTED COMPUTER TECHNOLOGY 1-3 UNITS
Hours: 1-3 Lecture/Discussion
2-6 Lab

Students with various disabilities will acquire and implement basic computer skills with personalized adapted computer technologies to perform tasks required in personal, educational or occupational applications. Supplemental instruction provided in this course coupled with adapted hardware and software will strengthen and enhance the development of skills for the disabled.

Prerequisite: Eligible disability.

ENGINEERING

ENGR 1 GRAPHICS 3 UNITS
Hours: 3 Lecture/Discussion
3 Lab

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, cuts and development of surfaces, regions of outcrop, cuts and fills, two- and three-dimensional vectors, graphical integration and differentiation, and empirical equations. Formerly ENGINEER 5A. CAN ENGR 2.

Prerequisites: Completion of trigonometry with a grade of "C" or better. Co-requisite of Math 75.

ENGR 2 STATICS 3 UNITS
Hours: 3 Lecture/Discussion

This is the second semester course 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 operation, equilibrium of rigid bodies, support systems of constraint, concentrated and distributed loads on trusses, frames, cables and beams, and energy methods for determination of equilibrium and stability. Formerly ENGINEER 5B. CAN ENGR 8

Prerequisites: Completion of Engineering 1 with a grade of "C" or better. Corequisite: Math 76 and Physics 5.

ENGR 3 MATERIALS SCIENCE 3 UNITS
Hours: 3 Lecture/Discussion
2 Lab

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. Formerly ENGINEER 5C. CAN ENGR 4.

Prerequisites: Completion of Engr 2, Chem 1, and English 1 Technical Writing with a grade of "C" or better. Co-requisite: Math 77 and Physics 6.

ENGINEERING

ENGR 4 ALTERNATING CURRENT CIRCUITS 4 UNITS
Hours: 3 Lecture/Discussion
3 Lab

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. Formerly ENGINEER 5D.

Prerequisites: Completion of ENGINEER 3.

Co-requisite: Physics 7 and Math 81.

ENGR 7 SURVEYING 3 UNITS
Hours: 2 Lecture/Discussion
3 Lab

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.

Prerequisites: Completion of trigonometry.

Co-requisite: Math 75.

ENGLISH

ENGLISH 1 COLLEGE READING AND COMPOSITION 3 UNITS
Hours: 3 Lecture/Discussion
1 Lab

English 1 refines students conventional oral and written expression through analysis, discussion and production of various expository styles. It emphasizes various techniques of organization, style, clarity, and research. The class also emphasizes close reading of expository writing. Students will be expected to write 6000 to 8000 words.

SCIENTIFIC/TECHNICAL OPTION: 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/discussion of good science writing, and methods of research. Students will be expected to write 6000 to 8000 words. CAN ENGL 2.

Prerequisites: Completion of English 251 with a grade of "C" or higher; or eligibility determined by the COS Placement Procedures.

ENGLISH 1H READING AND COMPOSITION - HONORS 4 UNITS
Hours: 4 Lecture/Discussion
1 Lab

English 1 Honors 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 Honors Program and will enroll concurrently in a one unit colloquium which meets once per week and which culminates in an appropriate semester project.

Prerequisite: Acceptance into the Honors Program.

COURSE DESCRIPTIONS

ENGLISH

ENGLISH 2 LOGIC AND COMPOSITION 3 UNITS
Hours: 3 Lecture/Discussion
This course gives students the opportunity to study and apply logic and cogent thinking to written and oral communication as well as develop advanced writing skills. Students learn to recognize logical fallacies, analyze others' arguments, and produce their own arguments and solutions to problems, using primary and secondary research. Students are required to write 6,000 to 8,000 words.
Prerequisite: Completion of English 1 with a grade of "C" or better.

ENGLISH 4 COLLEGE COMPOSITION AND LITERATURE 3 UNITS
Hours: 3 Lecture/Discussion
Introduction to literature, including short stories, the novel, poetry, and drama, through close reading, discussion, and writing. Formerly ENGLISH 20. CAN ENGL 4.
Prerequisite: English 1.

ENGLISH 10 CHICANO LITERATURE 3 UNITS
Hours: 3 Lecture/Discussion
An interpretive analysis of Chicano literature from its origins to its contemporary status. Poetry, short stories, essays, drama, and novels are used as a means of providing a panoramic view of literature and interpreting the Chicano experience in today's society. Emphasis will be placed upon the Contemporary Chicano Period or Renaissance of Chicano letters, and explosion in every literary genre. This course analyzes the interrelationships between literature, drama, popular music, art, and dance as reflections of Chicano artistic expression.
Prerequisite: English 1.

ENGLISH 14a-b CREATIVE WRITING 3 UNITS
Hours: 3 Lecture/Discussion
An introduction to writing short stories, poems and plays. This course emphasizes class discussion about student writing. Class members are expected to read professional writers from various books and magazines and should write with the correctness required in English 1. English 114 a-b may be taken twice for credit. English 114a is a beginning course; 114b is a more advanced study of the same topics covered in 114a. After that it may be taken under the community service option. Formerly ENGLISH 114a-b. CAN ENGL 6, includes 14a or 14b.
Recommended Prerequisite: A grade of "C" or higher in English 1 or recommendation through departmental evaluation.

ENGLISH 15 SURVEY OF BRITISH LITERATURE 1 3 UNITS
Hours: 3 Lecture/Discussion
A survey of English literary history as revealed through an intensive study of some major authors and their typical masterpieces from Beowulf through the period of the Restoration. Formerly ENGLISH 5. CAN ENGL 8.
Prerequisite: English 1.

ENGLISH

ENGLISH 16 SURVEY OF BRITISH LITERATURE 2 3 UNITS
Hours: 3 Lecture/Discussion
Complementary course to English 15. A survey of English literary history as revealed through an intensive study of some major authors and their typical masterpieces from the Romantic Period to the present. Formerly ENGLISH 6. CAN ENGL 10.
Prerequisite: English 1. Note: English 15 is not a requisite for English 16.

ENGLISH 18 BLACK AMERICAN LITERATURE 3 UNITS
Hours: 3 Lecture/Discussion
An interpretive survey of Black American literature from its origins to its present status. Poetry, essays, drama, short stories, autobiographies, biographies, and novels are used to provide a full spectrum of the Black American experience from a literary perspective. Emphasis is placed upon the variety of means used by Black American writers to reflect the views of those out of the mainstream in American culture. Formerly ENGLISH 8.
Prerequisite: English 1.

ENGLISH 19 WOMEN IN LITERATURE 3 UNITS
Hours: 3 Lecture/Discussion
This course explores the images of women in literature, myths, short stories, essays, novels, and poems. This exploration may examine common stereotypes of women in various life stages, environments, and cultures. Students will be encouraged to connect the course material with their own life experiences. Formerly ENGLISH 9.
Prerequisite: English 1.

ENGLISH 30 U.S. LITERATURE 1 3 UNITS
Hours: 3 Lecture/Discussion
A broad, general, chronological survey of the literature of the United States and an 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.
Prerequisites: English 1. CAN ENGL 14.

ENGLISH 31 U.S. LITERATURE 2 3 UNITS
Hours: 3 Lecture/Discussion
This broad study of the literature of the United States includes an analysis of literary works through close reading, discussion, and writing. Works studied include representative pieces of literature that have been written from the Civil War to the present. Students will write around 6,000 words of analysis and response to these works.
Prerequisite: English 1. CAN ENGL 16

ENGLISH 32 THE BIBLE AS ENGLISH LITERATURE 3 UNITS
Hours: 3 Lecture/Discussion
A general survey of the history, biography, prophecy, narratives, poetry, and drama of the Old Testament and Apocryphal from a literary point of view, including some consideration of the historical background and influences.
Prerequisite: English 1.

COURSE DESCRIPTIONS

ENGLISH

ENGLISH 44 WORLD LITERATURE 3 UNITS

Hours: 3 Lecture/Discussion

A study of early world masterpieces of the world's literature beginning with Greek and Roman works and concluding with the literature of the Renaissance. Through reading, discussion and writing, many works are studied to explore the richness of diverse cultural traditions.

Prerequisite: English 1.

ENGLISH 45 WORLD LITERATURE 3 UNITS

Hours: 3 Lecture/Discussion

A study of world literature from the enlightenment to the modern period. Through reading, discussion and writing, many works are studied to explore the richness of diverse cultural traditions.

Prerequisite: English 1.

ENGLISH 45H WORLD LITERATURE 4 UNITS

Hours: 4 Lecture/Discussion

World Literature 45 Honors asks students to explore the richness of diverse cultural traditions by reading, discussing, analyzing, and writing about literature from many sources both in an outside of the western canon. The time periods during which these works were written range from the eighteenth century until present. English 45H differs from standard English 45 in that students must be accepted into the Honors Program and will enroll concurrently in a one unit colloquium which meets once per week and which culminates in an appropriate semester project.

Prerequisite: English 1, and acceptance into the Honors Program.

ENGLISH 46 SHAKESPEARE 3 UNITS

Hours: 3 Lecture/Discussion

An introduction to Shakespeare through films, lectures, student reports, analysis through a close reading of the plays, oral readings of major portions of the plays, and optional scenes acted by interested students in the class. The scope of the class is broad not only to familiarize the student with the life, historical period, and works of Shakespeare as material for critical essays and discussions, but also to present the works of Shakespeare as living theater which should appeal to the ear and the emotions as well as to the intellect.

Prerequisite: English 1.

ENGLISH WRITING LAB .5-1 UNITS 200a-d

Hours: 1 and 1/2 -3 hrs Lab

Note: Units will be awarded on the basis of numbers of hours/semester in lab. Twenty-four hours in lab earns half unit. Course graded C/NC.

Taken concurrently with any college course requiring written composition. English Composition Writing Lab provides instruction in use of computers and supervision and tutorial assistance to students working on writing assignments in any discipline.

Prerequisite: Concurrent enrollment in a college course with composition requirements.

ENGLISH

ENGLISH 251 FUNDAMENTALS OF COLLEGE WRITING 3 UNITS

Hours: 3 Lecture/Discussion

This course is designed to give students a background in basic writing for their work in a vocation or for English 1. Students will practice writing short compositions, paragraphs and sentences. They will also develop their skills in close critical reading. Formerly ENGLISH 51.

TECHNICAL OPTION: This course is designed to give students a background in basic writing for their work in a vocation. Students will practice writing short compositions, paragraphs, sentences and standard communiques such as reports used in business letters and research reports used in business and industry. They will also develop their skills in close critical reading.

Prerequisite: Completion of English 360 with a grade of a "C" or higher; or eligibility determined by the COS Placement Procedures; or recommendation through departmental evaluation.

ENGLISH 253 READING FOR ENRICHMENT 3 UNITS

Hours: 3 Lecture/Discussion

This is a course recommended for students who plan to conclude their formal education in the Community College. It is designed to improve a person's ability to read effectively and perceptively. Assigned readings are examined for vocabulary, central themes and main ideas, analysis of major and minor details, facts and inferences; critical thinking skills are emphasized. Formerly ENGLISH 53.

ENG 265a-b DEVELOPMENTAL READING 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

This course is designed to develop analytic reading skills. The relationship between reading, writing, and critical thinking is stressed. The course also includes study skills and vocabulary development. Formerly ENGLISH 65a-b.

Prerequisites: Eligibility determined by the COS Placement Procedures; or recommendation through departmental evaluation.

ENGLISH WRITING, READING, STUDY SKILLS 6 UNITS 360

Hours: 6 Lecture/Discussion
1 Lab

This is the second course in a developmental, precollegiate sequence. The course is designed to build student self-concept; to teach observation, critical thinking, and study skills; and to review listening, reading, writing, and speaking skills. These communication strategies will be taught in an integrated approach and will prepare the student for college level courses and subsequent vocational and personal endeavors.

Prerequisites: Completion of English 370 with a grade of "C" or higher; or eligibility determined by the COS Placement Procedures; or recommendation through departmental evaluation.

COURSE DESCRIPTIONS

ENGLISH

ENGLISH READING IMPROVEMENT 4 UNITS 364

Hours: 3 Lecture/Discussion
2 Lab

This course is designed to develop basic reading skills, using a variety of materials, both fiction and non-fiction. A precollegiate course, it is designed for those students who feel they need additional guidance in developing comprehension and vocabulary skills. It is meant to supplement the reading and writing course sequence.

ENGLISH BASIC ENGLISH SKILLS 6 UNITS 370

Hours: 6 Lecture/Discussion
1 Lab

Basic English skills is the first course in a developmental, precollegiate sequence. The course is designed to review basic grammar, sentence structure, and paragraphs; it also includes improvement in vocabulary, reading comprehension, and study skills. Using an integrated approach, reading, writing, and study skills will be taught as a thinking process that requires active, involved participation. Formerly ENGLISH 80.

Prerequisites: Eligibility determined by the COS Placement Procedures; or recommendation through departmental evaluation. The requirements for placement testing can be waived.

ENGLISH ENGLISH AS A SECOND 8 UNITS 381 LANGUAGE, BEGINNING LEVEL 1

Hours: 7 Lecture/Discussion
3 Lab

A beginning English as a Second Language class with a vocational emphasis for students who want to learn to speak, read, and write English and prepare for jobs and careers. Formerly ENGLISH 70A.

ENGLISH ENGLISH AS A SECOND 8 UNITS 382 LANGUAGE, BEGINNING LEVEL 2

Hours: 7 Lecture/Discussion
3 Lab

A beginning English as a Second Language class with a vocational emphasis for students who want to learn to speak, read, and write English and prepare for jobs and careers. Formerly ENGLISH 70B.

Prerequisites: Completion of English 381 with a grade of "C" or higher; or eligibility determined by the COS Placement Procedures; or recommendation through departmental evaluation.

ENGLISH ENGLISH AS A 8 UNITS 383 SECOND LANGUAGE, INTERMEDIATE LEVEL 1

Hours: 7 Lecture/Discussion
3 Lab

An Intermediate English as a Second Language class for students who want to speak, read, and write English. Formerly ENGLISH 71A.

Prerequisites: Completion of English 382 with a grade of "C" or higher; or eligibility determined by the COS Placement Procedures; or recommendation through departmental evaluation.

ENGLISH

ENGLISH ENGLISH AS A 8 UNITS 384 SECOND LANGUAGE, INTERMEDIATE LEVEL 2

Hours: 7 Lecture/Discussion
3 Lab

An Intermediate English as a Second Language class for students who want to learn to speak, read, and write English. Formerly ENGLISH 71B.

Prerequisites: Completion of English 383 with a grade of "C" or higher; or eligibility determined by the COS Placement Procedures; or recommendation through departmental evaluation.

ENGLISH ADVANCED ENGLISH FOR 8 UNITS 385 BICULTURAL STUDENTS, LEVEL 1

Hours: 7 Lecture/Discussion
3 Lab

English 385 is the Level 1 advanced English class for Bicultural students who want to improve their reading, writing, listening, and speaking skills.

Prerequisites: Completion of English 384 with a grade of "C" or higher; or eligibility determined by the COS Placement Procedures; or recommendation through departmental evaluation.

ENGLISH ADVANCED ENGLISH 6 UNITS 386 FOR BICULTURAL STUDENTS, LEVEL 2

Hours: 6 Lecture/Discussion
1 Lab

English 386 is the Level 2 advanced English class for Bicultural students who want to improve their English reading and writing skills.

Prerequisites: Completion of English 385 with a grade of "C" or higher; or eligibility determined by the COS Placement Procedures; or recommendation through departmental evaluation.

ENGLISH NOSTALGIC AND 0 UNITS 401a-d REMINISCENT WRITING

Hours: Per class - 3
Per week - 3
(One week course)

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-reviewing 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. Formerly ENGLISH 16a-d.

ENVIRONMENTAL CONTROL TECHNOLOGY

ECT 180 ELECTRICITY AND CONTROL 4 UNITS
FOR HVAC

Hours: 4 Lecture/Discussion
2 Lab

This course covers basic electricity, electrical circuits and schematics, controls and components for the HVAC/Refrigeration field. The students will learn how to read schematics and various meters used in our field, how to electrically wire, trouble-shoot and diagnose electrical problems in various types of heating and cooling units.

Recommended prerequisites: I&T 351

ECT 181 BASIC AIR CONDITIONING 10 UNITS

Hours: 10 Lecture/Discussion
4 Lab

Materials Fee: \$20.00

An introductory lecture and demonstration course in residential air conditioning, refrigeration and heating that covers applied electrical and refrigeration theory, including how to evacuate and charge systems, use electrical meters to trouble shoot and diagnose electrical problems and how to properly install an entire duct system in the project house. In addition, proper brazing techniques, tools and safety practices are taught as applied to various other trades. Formerly AIR COND 80A.

Recommended Prerequisite: I&T 351.

ECT 182 ADVANCED AIR 12 UNITS
CONDITIONING - COMMERCIAL AND
DOMESTIC

Hours: 10 Lecture/Discussion
10 Lab

Materials Fee: \$10.00

An advanced course offered in environmental control technology that covers commercial and domestic air conditioning and refrigeration theory. Topics include practical wiring circuits and diagnosing of electrical problems found in both commercial and domestic applications and residential and commercial heat load calculations necessary in sizing of equipment. This course provides essential knowledge for a student seeking future advancement in his or her career. Formerly AIR COND 80B.

Recommended Prerequisite: ECT 181.

ECT 200 INTRODUCTION TO INDUSTRIAL 3 UNITS
AMMONIA REFRIGERATION

Hours: 3 Lecture/Discussion

Introduction to Industrial Ammonia Refrigeration is a practical course for the Industrial Maintenance mechanic. The basic fundamentals of pressure, temperature and heat transfer will be covered as well as the specific uses, methods, components, systems and safety concerns associated with industrial refrigeration systems utilizing ammonia as the refrigerant. The student will have a good understanding of industrial refrigeration fundamentals and should, upon completion of this course, be able to achieve plant operator "B" certification (entry level) through RETA as well as laying a firm foundation for the operator "A" (Engineer level) certification.

Recommended Prerequisite: ECT 260 or 181 or past or presently employed by an industrial ammonia facility.

COURSE DESCRIPTIONS

ENVIRONMENTAL CONTROL TECHNOLOGY

ECT 201 ADVANCED AMMONIA 3 UNITS
REFRIGERATION

Hours: 3 Lecture/Discussion

This class is the natural extension of the Introduction to Ammonia Refrigeration (ECT 200). Specific topics of safety, maintenance, installation, trouble shooting, extensive examination of piping design and systems, code compliance, and operation related to the industrial refrigeration systems utilizing ammonia as the refrigerant. The student will further his understanding of industrial refrigeration and should, upon completion of this course series, depending upon years of experience, be able to achieve the operator "A" certification (Engineer level) through RETA.

Recommended Prerequisite: ECT 200 or past or current employment by an industrial ammonia facility.

ECT 260 BASIC REFRIGERATION 2 UNITS

Hours: 2 Lecture/Discussion
1 Lab

An introductory course in residential air conditioning and refrigeration that covers applied electrical and refrigeration theory. The students will learn how to use electrical meters to trouble-shoot and diagnose electrical problems. In addition, proper brazing techniques, tools and safety practices are taught as applied to various other trades. Formerly REFRIG 61.

ECT 261 INTRODUCTION TO AIR 2 UNITS
CONDITIONING & REFRIGERATION -
COMMERCIAL & DOMESTIC

Hours: 2 Lecture/Discussion
1 Lab

This is an introductory course offered in air conditioning and refrigeration that covers commercial and domestic air conditioning and refrigeration theory. The students will study the practical wiring circuits and diagnose electrical problems found in both commercial and domestic applications. The student will also become familiar with various types of electrical motors, and their individual characteristics. This course provides essential knowledge for a student seeking further advancement in his/her career. Formerly REFRIG 60.

Recommended Prerequisites: ECT 260 or equivalent training/experience.

ECT 262 HEATING SYSTEMS 2 UNITS
AND CONTROLS

Hours: 2 Lecture/Discussion
1 Lab

An advanced course offered in residential and light-commercial heating that covers theory, design, controls, and operation of modern day space heating systems. The students will study the practical wiring of circuits, and the diagnosing of problems found in both residential and light-commercial applications. In addition, the students will gain an understanding of both L.P. and natural gas fundamentals and applications, controls and safeties, with particular emphasis given to safe work habits and practices. This course provides essential knowledge for a student seeking further advancement in his/her career. Formerly AIR COND 62.

Recommended Prerequisite: ECT 260 or equivalent training/experience.

COURSE DESCRIPTIONS

ENVIRONMENTAL CONTROL TECHNOLOGY

ECT 263 COMMERCIAL REFRIGERATION 2 UNITS
Hours: 2 Lecture/Discussion
1 Lab

An advanced course that introduces commercial refrigeration. The course covers theory, design, controls, and operation of modern day commercial refrigeration systems. The students will study the practical wiring of circuits, various defrosting methods, piping, design, sizing, and controls commonly used in the industry. This course provides essential knowledge for a student seeking further advancement in his/her career.

Recommended Prerequisite: ECT 260 or equivalent training/experience.

ECT 279 BASIC REFRIGERATION AND HEATING THEORY, OPERATION, INSTALLATION & MAINTENANCE 4 UNITS
Hours: 3 Lecture/Discussion
3 Lab

The student will receive instruction and demonstration in the different means of heating and cooling residential and light commercial systems. The student will be exposed to various types of heating and cooling units used, typical applications, sequence of operation, installations, and proper maintenance procedures. Formerly AIR COND 79.

Recommended Prerequisite: ECT 181.

FASHION

FASH 12a-b COSTUMING 3 UNITS
Hours: 2 Lecture/Discussion
4 Lab
2 Activity

CROSS REF: Theater Arts 12a-b

A study of the principles and practice of costume construction from pattern to completed garments. Construction techniques, fabrics, basic patterns, wardrobe plotting, and historical styles. Additional hours required to work on crews for college Theatre Arts and Dance productions. Formerly Fashion 112a-b.

FASH 17a-b MAKEUP 3 UNITS
Hours: 2 Lecture/ Discussion
4 Lab

CROSS REF: Theatre Arts 17a-b

This course is designed to introduce the student to the basic techniques and materials of makeup. Additional hours required to work on crews for college productions. Formerly Fashion 117a-b.

FASH 76 TEXTILES 3 UNITS
Hours: 3 Lecture/Discussion

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 furnishings related to consumer's intended use and characteristics of the product. Fulfills lower division requirement for textiles in four year schools. Formerly HEC 3. CAN HEC 6.

FASHION

FASH 160a-b CLOTHING CONSTRUCTION 3 UNITS
Hours: 2 Lecture/Discussion
3 Lab

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. Formerly HEC 21a-b. CAN HEC 10 Includes 160a only.

FASH 161a-b TAILORING 3 UNITS
Hours: 2 Lecture/Discussion
3 Lab

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. Formerly HEC 22a-b.

FASH 162 CREATIVE PATTERN DESIGN 3 UNITS
Hours: 2 Lecture/ Discussion
3 Lab

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, who may teach in the clothing area or who have fitting problems. Formerly 23A.

Recommended Prerequisites: Clothing construction experience helpful.

FASH 163 ADVANCED PATTERN DESIGN 2 UNITS
Hours: 6 Lab

An advanced lab course in apparel design through the use of flat pattern techniques. Includes the design, drafting and construction of garments. Formerly HEC 23B.

Recommended Prerequisite: Fash 162 or equivalent.

FASH 167 APPLIED COLOR THEORY 2 UNITS
Hours: 2 Lecture/Discussion
1 Lab

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 developing a sensitive and discriminating eye for making color choices. Attention is given to the selection of an individualized color palette. Formerly HEC 5A.

COURSE DESCRIPTIONS

FASHION

FASH 168 ADVANCED COLOR THEORY 2 UNITS

Hours: 2 Lecture/Discussion
1 Lab

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. Formerly HEC 5B.

Prerequisites: Fashion 167 and Consumer/Family Studies Department Interview.

FASH 170 MODELING 3 UNITS

Hours: 3 Lecture/Discussion

CROSS REF: Theater Arts 170

An introduction to the modeling industry and the roles of models and agencies. Instruction will include experience in basic fashion and photographic techniques; portfolio preparation; stage and photographic makeup; runway techniques; posture, gesture and movement and participation in a fashion production. Students will also analyze and evaluate personal diet, nutrition and exercise, skin care and makeup.

FASH 174a-b FASHION ILLUSTRATION 2 UNITS

Hours: 2 Lecture/Discussion
1 Lab

CROSS REF: Art 174a-b

Fundamentals of fashion illustration, including a study of current fashion ideals; drawing fashion proportioned figures and faces, rendering garment details, fabrics and accessories; familiarizing student with fashion publications; preparing illustration including layout, stylizing drawings, and matting drawings for presentation. Formerly HEC 25a-b.

FASH 175 FASHION IMAGE 3 UNITS

Hours: 3 Lecture/Discussion

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. Formerly HEC 20. CAN H EC 20.

FASH 177 INTRODUCTION TO FASHION MERCHANDISING 3 UNITS

Hours: 3 Lecture/Discussion

This is 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 economics and social factors to the fashion industry are covered. It is required for the fashion merchandising, vocational certificate, the AA degree in Consumer/Family Studies with a fashion merchandising or fashion design major. Formerly HEC 27.

FASHION

FASH 178 VISUAL MERCHANDISING AND PROMOTION 3 UNITS

Hours: 2 Lecture/ Discussion
3 Lab

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 with a fashion merchandising major and the interior design major in Consumer/Family Studies. Formerly HEC 28.

FASH 179 ORIGINS OF FASHION 3 UNITS

Hours: 3 Lecture/Discussion

This course is a study of the history of apparel and accessories. It includes the analysis of historical fashion cycles, cultural factors in dress and the relationship of social class, economics, government and religion to clothing and dress. This is a required course for fashion merchandising, fashion design, and color/image consulting vocational certificates, and the AA degree in Consumer/Family Studies with a fashion merchandising major.

FASH 190 SUPERVISED PRACTICE 1-3 UNIT

Hours: 3 Labs per Unit

Under the supervision of an instructor, selected students assist and direct students in less advanced classes. This course provides experience for students interested in teaching, counselling and other employment or volunteer situations where the student is expected to take a leadership role.

Prerequisite: Permission of the department.

FASH 199 TOPICS IN FASHION 1-4 UNIT

Hours: Variable

Topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience in a discipline. Credits may be earned in 199 transfer level.

FASH 260 CAREER DRESSING 1 UNIT

Hours: 1 Lecture/Discussion

CROSS REF: Bus 260

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 vocational certificates, and the AA degree in Consumer/Family Studies with a fashion merchandising major. Formerly HEC 75.

FASH 261a-d PRINCIPLES OF CLOTHING CONSTRUCTION 1 UNIT

Hours: 3 Lab

A skills-oriented class in clothing construction from pattern to completed garment. Emphasis is on garment fit, the use of construction techniques for woven and knit fabrics and efficient sewing techniques. Designed for both beginning and experienced sewers.

COURSE DESCRIPTIONS

FASHION

FASH 299 TOPICS IN FASHION 1-4 UNIT
Hours: Variable
 Topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience in a discipline. Credit in Topics 299 is non-transferable.

FASH 360a-d PRINCIPLES OF CLOTHING CONSTRUCTION 1 UNIT
Hours: 3 Lab
 A skills-oriented class in clothing construction from pattern to completed garment. Emphases are garment fit, the use of construction techniques for woven and knit fabrics, efficient sewing techniques. Designed for both beginning and experienced sewers. Formerly HEC 70a-d.

FASH 361 COLOR SELECTION 1 UNIT
Hours: 18 Lecture/Discussion
Short Term Course
 The class features the development of a personal color palette through a systematic, organized process for the selection of individualized colors. The class includes a brief examination and comparison of contemporary color theories. Formerly HEC 77.

FIRE TECHNOLOGY

FIRE TEC 154 FUNDAMENTALS OF FIRE SERVICE OPERATIONS 3 UNITS
Hours: 3 Lecture/Discussion
 Provides the student with the fundamentals of fire department organization, management, and resources, and emphasizes the use of those resources to control various emergencies. Formerly FIRE SCI 54.

FIRE TEC 155 FUNDAMENTALS OF FIRE PROTECTION CHEMISTRY 3 UNITS
Hours: 3 Lecture/Discussion
 Provides the student with fundamental information and knowledge of the physical and chemical characteristics of matter, fire, hazardous materials, and basic extinguishment theory. Formerly FIRE SCI 55.

FIRE TEC 156 FIRE SERVICE HYDRAULICS 3 UNITS
Hours: 3 Lecture/Discussion
 This is a fire suppression class which studies the theory of water at rest; in motion, under pressure and engineering principles of formulas and mental calculations dealing with hydraulic problems as related to the fire service industry. Formerly FIRE SCI 56.
Prerequisites: Fire Tec 154 and Fire Tec 159.

FIRE TECHNOLOGY

FIRE TEC 157 FUNDAMENTALS OF FIRE PREVENTION 3 UNITS
Hours: 3 Lecture/Discussion
 Provides fundamental information regarding the 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. Formerly FIRE SCI 57.

FIRE TEC 159 INTRODUCTION TO FIRE TECHNOLOGY 3 UNITS
Hours: 3 Lecture/Discussion
 Provides an introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. Formerly FIRE SCI 59.

FIRE TEC 163 FUNDAMENTALS OF FIRE PROTECTION SYSTEMS AND EQUIPMENT 3 UNITS
Hours: 3 Lecture/Discussion
 Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers.

FIRE TEC 170 BASIC FIREFIGHTER I ACADEMY 9 UNITS
Hours: 110 Lecture/Discussion
 132 Lab
 Manipulative and technical training in basic concepts in fire service organization and theories of fire control, including laws and regulations affecting the fire service personnel, and functions; fire organizations; principles of fire behavior; and the basic consideration in fire strategy and tactics. Formerly FIRE SCI 70.
Recommended Prerequisite: Currently affiliated with a fire service agency.

FIRE TEC 171 S.F.M. FIRE INSTRUCTOR 1A 2 UNITS
Hours: 40 Lecture/Discussion
Short Term Course
 This 40-hour course is recommended for Fire Service personnel having training responsibilities within their fire department. This course deals with such topics as: terms pertaining to instruction; supplementary instruction sheets; concepts of learning; course development; lesson development; 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. Formerly FIRE SCI 71A.

COURSE DESCRIPTIONS

FIRE TECHNOLOGY

FIRE TEC S.F.M. FIRE INSTRUCTOR 1B 2 UNITS
172

Hours: 40 Lecture/Discussion

Short Term Course

This 40-hour course is recommended for Fire Service personnel having training responsibilities within their fire department. This course deals with such topics as: terms pertaining to instruction; supplementary instruction sheets; concepts of learning; course development; lesson development; 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. Formerly FIRE SCI 71B.

Prerequisite: Fire Science 171.

FIRE TEC FIRE COMMAND 1A 2 UNITS
173

Hours: 40 Lecture/Discussion

Short Term Course

This 40-hour course provides 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 act under a commander. It is part of the performance requirements for a Fire Service Officer and is taught in compliance with regulations and requirements of the California State Fire Marshal's Office. Formerly FIRE SCI 72A.

Prerequisites: Full-time employee of a fire department and completion of Fire Tec 154, or equivalent experience.

FIRE TEC FIRE COMMAND 1B 2 UNITS
174

Hours: 40 Lecture/Discussion

Short Term Course

This 40-hour course provides the Fire Company Officer with information and experience in command and control techniques at the scene of a Hazardous Materials emergency. It is part of the performance requirements for a Fire Service Officer. Formerly FIRE SCI 72B.

Prerequisites: Fire Tec 173.

FIRE TEC S.F.M. - NON AMBULANCE EMT 4 UNITS
240

**Hours: 3 Lecture/Discussion
3 Lab**

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-21 Non-Ambulance/Fire Service on an engine company. Formerly FIRE SCI 40.

Prerequisite: Employment in the fire service.

FIRE TECHNOLOGY

FIRE TEC FIRE INVESTIGATION 1A 3 UNITS
252

Hours: 40 Lecture/Discussion

Short Term Course

Fire Investigation 1A is designed for students who are currently employed in a fire service area and are interested in advancing their career into the area of investigation. Students will study the techniques of fire scene investigation, fire indicators and fire behavior. The course will also expose students to arson laws, writing documentation and insurance reports. This course will apply toward investigator certification by the California State Fire Marshal's Office.

Recommended Prerequisites/Co-requisites: Currently employed in the fire service area.

FIRE TEC FIRE INVESTIGATION 1B 2 UNITS
253

Hours: 40 Lecture/Discussion

Short Term Course

This is the second class in a series of classes designed for the career oriented student or a currently employed fire fighter to develop knowledge and skills in the area of fire investigation. Students will study legal codes and regulations governing the laws of evidence, interviews, court proceedings, and fire investigation techniques. Laboratory demonstrations will assist to develop skill and understanding of the legal and investigative procedures.

Prerequisite: Fire Tec 152, Fire Investigation 1A

FOSTER CARE

FOSTER DISCIPLINE 0 UNITS
C 400

Hours: Course totals 16 lecture hours

Short Term Course

A basic course in discipline for foster parents that will provide parenting skills and techniques needed to care for foster children in their care. Emphasis will be placed on the child's special needs, the possible problematic behaviors and the regulations within the protective service system. Formerly ECE 98B.

FOSTER WORKING WITH THE SYSTEM 0 UNITS
C 401

Hours: Course totals 16 lecture hours

Short Term Course

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. Formerly ECE 94.

COURSE DESCRIPTIONS

FOSTER CARE

FOSTER C 402	DISRUPTIVE BEHAVIOR	0 UNITS
Hours: Course totals 16 lecture hours. <u>Short Term Course</u>		
A study of disruptive behaviors including lying, stealing, aggressiveness and destructiveness, acting-out, bedwetting and others as found in foster children. The course provides training for foster parents and social service staff to identify and intervene in these problematic behaviors. Formerly ECE 99.		
FOSTER CR 403	CHILD SEXUAL ABUSE	0 UNITS
Hours: Course totals 12 lecture hours. <u>Short Term Course</u>		
A study of sexual child abuse from five vantage points: the child, the legal system, the social service system, the parents and the mandated reporters. Content will include detection, intervention and prevention. Formerly ECE 98A.		
FOSTER C 404	SPECIAL NEEDS	0 UNITS
Hours: Course totals 16 lecture hours. <u>Short Term Course</u>		
A study of health problems as related to the foster child. Content includes information to enable the foster parent and social worker to identify and manage the child with special health needs resulting from abuse, neglect, abnormal prenatal development and genetic defects. Formerly ECE 95.		
FOSTER CR 405	ADULT INDEPENDENT LIVING	0 UNITS
Hours: Course totals 28 lecture hours		
<u>Short Term Course</u>		
A course in independent living for foster parents of youths ages 16-18. This course helps foster parents develop a mentor/teacher role model to aid youths in learning independent living skills during their last one or two years in foster care. Foster parents learn to assess skills and plan for skill development.		
FOSTER CR 406	YOUTH INDEPENDENT LIVING	0 UNITS
Hours: Course totals 28 lecture hours		
<u>Short Term Course</u>		
A course in independent living for foster youths from ages 16-18 who need skills to leave foster care and live on their own (emancipated). The course helps develop the ability to assess skills, develop goals, develop a plan and develop skills in preparation for a very difficult, ambivalent developmental period. The foster parents of these youths are simultaneously training to facilitate this process.		
FOSTER CR 407	CHILD ABUSE	0 UNITS
Hours: Course totals 16 lecture hours		
<u>Short Term Course</u>		
A study of child abuse for foster parents and social service staff. The course will include causes, detection, treatment, legal system, foster parent roles and prevention.		
FOSTER CR 408	FOSTER PARENT-CHILD HEALTH ISSUES	0 UNITS
Hours: Course totals 12 lecture hours. <u>Short Term Course</u>		
An overview course in children's health issues that will provide foster parents with the information needed to care for foster children living in their homes. This course allows parents to become fully aware of their contribution to the overall well being of the children in their care. Topics will cover preventive health care and children's health problems.		

FOSTER CARE

FOSTER CR 409	CONNECTING WITH PARENT SUPPORT SERVICES	0 UNITS
Hours: Course totals 12 lecture hours		
<u>Short Term Course</u>		
This course is designed to acquaint foster parents with the community services that are available to aid them with the care of their foster children with special needs. The course will cover accessing services as well as how to become an active participant in the planning and implementation of services.		
FOSTER CR 410	FOSTER PARENT-CHILD SAFETY AND NUTRITION	0 UNITS
Hours: Course totals 16 lecture hours		
<u>Short Term Course</u>		
An overview course in child safety and nutrition that will provide foster parents with the information needed to care for foster children living in their homes. This course allows parents to become fully aware of their contribution to the overall well being of the children in their care. Topics include environmental safety, foods and nutrients, and emergency procedures.		

FRENCH

FRENCH 1	ELEMENTARY FRENCH 1	4 UNITS
Hours: 4 Lecture/Discussion		
1 Lab		
This course is committed to the use of French and French cultural aspects as the medium of instruction and to the four skills of understanding, speaking, reading and writing. It is the first semester course in a series of four. It introduces the student to the French sentence patterns and words that are found in basic everyday topics, activities, and culture. CAN FREN 2.		
FRENCH 2	ELEMENTARY FRENCH 2	4 UNITS
Hours: 4 Lecture/Discussion		
1 Lab		
This course is committed to the use of French and French cultural aspects as the medium of instruction and to the four skills of understanding, speaking, reading and writing. It is the second semester course in a series of four. It also strengthens and broadens the student knowledge of topics, activities and culture of the French speaking world. CAN FREN 4.		
Prerequisites: French 1 or two years of high school French or permission of department.		
FRENCH 3	INTERMEDIATE FRENCH	4 UNITS
Hours: 4 Lecture/Discussion		
1 Lab		
This course is the third semester course in a series of four. It is conducted in French. It is committed to the development of communicative skills in a cultural context. Reading, listening and writing skills are strengthened by the exposure to and the analysis of contemporary texts and French media sources. CAN FREN 8.		
Recommended Prerequisites: French 2 or three years of high school French or permission of the department.		

COURSE DESCRIPTIONS

FRENCH

FRENCH 4 ADVANCED FRENCH 4 UNITS
Hours: 4 Lecture/Discussion
1 Lab

French 4 is the fourth course in a series of four. Classes are conducted in French. The development and the acceleration of conversational skills are stressed within cultural contexts. The morphology and the syntax of the French language are studied in detail. Writing practice is intensive and related to contemporary cultural-socio-economical aspects of the French society. An overview of French literary genres is presented. CAN FREN 10.

FRENCH 350 CONVERSATIONAL FRENCH I 3 UNITS
Hours: 3 Lecture/Discussion

This is the first conversational French course in a series of three for the student interested in speaking the language at a rudimentary level with an emphasis on survival and consumer skills. Very basic grammar points will be touched upon. Formerly FRENCH 50.

FRENCH 351 CONVERSATIONAL FRENCH II 3 UNITS
Hours: 3 Lecture/Discussion

This is the second conversational French course in a series of three for the student interested in speaking the language at a rudimentary level with an emphasis on survival and consumer skills. Basic grammar points will be touched upon. Formerly FRENCH 51.

Prerequisite: Conversational Level I.

FRENCH 352 CONVERSATION FRENCH III 3 UNITS
Hours: 3 Lecture/Discussion

This is the third conversational French course in a series of three for the student interested in speaking the language at a rudimentary level with an emphasis on survival and consumer skills. Grammar points will be introduced as necessary for clear communication. Formerly FRENCH 52.A

Prerequisites: Conversational Level II.

FRENCH 353 CONVERSATIONAL FRENCH IV 3 UNITS
Hours: 3 Lecture/Discussion

This is the fourth conversational French course in a series of four for the student interested in speaking the language at a fluent level with an emphasis on survival and consumer skills. Basic grammar points will be introduced as necessary for clear communication.

Recommended Prerequisites: Conversational Level III or permission of department.

GEOGRAPHY

GEOG 1 PHYSICAL GEOGRAPHY 3 UNITS
Hours: 3 Lecture/Discussion

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.

Recommended Prerequisites: Eligible to enroll in Math 230 and English 1.

GEOGRAPHY

GEOG 2 WORLD REGIONAL GEOGRAPHY 3 UNITS
Hours: 3 Lecture/Discussion

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.

Recommended Prerequisite: Eligible to enroll in English 1.

GEOG 3 CULTURAL GEOGRAPHY 3 UNITS
Hours: 3 Lecture/Discussion

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.

CAN GEOG 4

Recommended Prerequisites: Eligible for English 1.

GEOLOGY

GEOLOGY 1 PHYSICAL GEOLOGY 4 UNITS
Hours: 3 Lecture/Discussion
3 Lab

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. Formerly GEOLOGY 1A. CAN GEOL 2.

Recommended Prerequisites: Eligible to enroll in Math 230 and English 1.

GEOLOGY 12 ENVIRONMENTAL GEOLOGY 3 UNITS
Hours: 3 Lecture/Discussion

A study of man's geologic environment. Earthquakes, landslides, 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.

Recommended Prerequisites: Eligible to enroll in Math 230 and English 1.

COURSE DESCRIPTIONS

GEOLOGY

GEOLOGY 351 FIELD GEOLOGY OF A PORTION OF THE MOJAVE DESERT 1 UNIT
Hours: 6 Lecture/Discussion
 18 Lab
 6 Activity

NOTE: Graded on a credit/no credit basis.

A field trip course which introduces the student 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. Formerly GEOLOGY 50A.

Co-requisite: Concurrent enrollment in Geology 1 or Geology 12.

GEOLOGY 352 FIELD GEOLOGY BETWEEN VISALIA AND THE CENTRAL CALIFORNIA COAST 1 UNIT
Hours: 6 Lecture/Discussion
 18 Lab
 6 Activity

NOTE: Graded on a credit/no credit basis.

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. Formerly GEOLOGY 50B.

Prerequisite: Concurrent enrollment in Geology 1 or Geology 12.

GERMAN

GERMAN 350 CONVERSATIONAL GERMAN 1 3 UNITS
Hours: 3 Lecture/Discussion

This is the first conversational German course in a series of three for the student interested in speaking the language at a rudimentary level with an emphasis on survival and consumer skill. Very basic grammar points will be touched upon. Formerly GERMAN 50.

GERMAN 351 CONVERSATIONAL GERMAN 2 3 UNITS
Hours: 3 Lecture/Discussion

This is the second conversational German course in a series of three for the student interested in speaking the language at a rudimentary level with an emphasis on survival and consumer skills. Basic grammar points will be touched upon. Formerly GERMAN 51.

Prerequisite: Conversational Level 1 or permission of department.

GERMAN 352 CONVERSATIONAL GERMAN 3 3 UNITS
Hours: 3 Lecture/Discussion

This is the third conversational German course in a series of three for the student interested in speaking the language at a rudimentary level with an emphasis on survival and consumer skills. Grammar points will be introduced as necessary for clear communication. Formerly GERMAN 52.

Prerequisites: Conversation Level 2 or permission of department.

HEALTH AND WELLNESS (Hygiene)

HW 1 PERSONAL HYGIENE 2 UNITS
Hours: 2 Lecture/Discussion

A general course including the facts necessary for maintenance of physical and mental health. Special emphasis is given to the use of drugs in our society including alcohol, tobacco, stimulants, analgesic narcotics, and "over the counter" drugs. Total fitness, diet and weight control, environmental health safety, sexually transmitted diseases and effective family living are among other subjects studied. Formerly Hygiene 1.

HW 3 STANDARD FIRST AID 2 UNITS
Hours: 2 Lecture/Discussion

Hygiene 3 covers the American Red Cross Standard First Aid course, including Cardiopulmonary Resuscitation (CPR), Safety Factors in Daily Living, Emergency Treatment for Various Types of Injuries and Emergency Childbirth. Certificate will be issued with a fee paid to the American Red Cross when requirements are met. Formerly Hygiene 3.

HW 4 DRUGS AND SOCIETY 2 UNITS
Hours: 2 Lecture/Discussion

This course covers the broad spectrum of drug use in our society. The material is constantly updated to reflect the current interests of students and new information made available by the scientific community. This course meets the Hygiene requirement. Formerly HYGIENE 104.

HW 7 SPORTS HEALTH 2 UNITS
Hours: 2 Lecture/Discussion

Using sport as the vehicle, this class covers the same basic subject matter as hygiene 1. The effects of pain and stress on performance are studied. Diet, weight control, fitness and exercise, genetics, and their influence on training are examined. The consequences of using alcohol, tobacco and anabolic steroids and other drugs are explained in terms of their effects on human performance. An understanding of the anatomy of common injuries and their treatment and prevention is developed. This course meets the hygiene requirement. Formerly Hygiene 7.

HW 119 NUTRITION FOR FITNESS, EXERCISE, AND SPORTS 2 UNITS
Hours: 2 Lecture/Discussion

Cross Ref: Nutr/Food 119
 PE 119

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. Formerly PE 119.

COURSE DESCRIPTIONS

HEALTH AND WELLNESS

(Hygiene)

HW 160 CONCEPTS IN HEALTH AND FITNESS 3 UNITS

Hours: 3 Lecture/Discussion.

Cross Ref: Sports Medicine 60

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.

HISTORY

HIST 4 THE HISTORY OF WESTERN CIVILIZATION TO 1648 3 UNITS

Hours: 3 Lecture/Discussion

History 4 "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" and 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. 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. Formerly HIST 4A. CAN HIST 2.

Recommended Prerequisites: Eligibility for English 1, or with counselor recommendation and department approval.

HIST 5 THE HISTORY OF WESTERN CIVILIZATION SINCE 1648 3 UNITS

Hours: 3 Lecture/Discussion

History 5 is the second of an optional two-course sequence which surveys the history of to-modern world. It begins with a study of the rise of absolute dynastic states and commercial empires in the eighteenth century. Then it 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. Formerly HIST 4B. CAN HIST 4.

Recommended Prerequisites: Eligibility for English 1, or with the counselor recommendation and department approval.

HIST 5H THE HISTORY OF WESTERN CIVILIZATION SINCE 1648 4 UNITS

Hours: 4 Lecture/Discussion

A study of the history of the development of Western Civilization from 1648 to the present time. This course will examine the interaction of political, economic, social, religious and artistic forces in shaping Western society. In addition, this course will pay particular attention to the conflict between freedom and tyranny in the growth of political institutions in Europe. A weekly one hour colloquium culminate in an appropriate semester project.

Recommended Prerequisites: Completion of English 1 and acceptance into COS Honors Program or approval of Division.

HISTORY

HIST 17 THE PEOPLE OF THE UNITED STATES 3 UNITS

Hours: 3 Lecture/Discussion

A study of the people of the United States from colonial beginnings to 1865 emphasizing the interaction of political, economic, and social factors in the evolution of American culture. Formerly HIST 17A. CAN HIST 8.

Recommended Prerequisite: Eligibility for English 1.

HIST 18 THE PEOPLE OF THE UNITED STATES 3 UNITS

Hours: 3 Lecture/Discussion

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. Formerly HIST 17B. CAN HIST 10.

Recommended Prerequisite: Eligibility for English 1.

HIST 18H AMERICAN HISTORY THROUGH THE EYE OF FICTION 4 UNITS

Hours: 3 Lecture/Discussion

1 Colloquium

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. Formerly HIST 17BH.

Prerequisite: Completion of English 1H.

HIST 19 THE PEOPLE OF COLONIAL LATIN AMERICA 3 UNITS

Hours: 3 Lecture/Discussion

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 American up to the 1850's. Formerly HIST 18A.

Recommended Prerequisites: Eligibility for English 1.

HIST 20 THE PEOPLE OF LATIN AMERICA 3 UNITS

Hours: 3 Lecture/Discussion

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. Formerly HIST 18B.

Recommended Prerequisite: Eligible for English 1.

HIST 21 THE PEOPLE OF MEXICO 3 UNITS

Hours: 3 Lecture/Discussion

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 civilizations.

Recommended Prerequisite: Eligible for English 1.

COURSE DESCRIPTIONS

HISTORY

HIST 23 MEXICAN AMERICAN HISTORY 3 UNITS

Hours: 3 Lecture/Discussion

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.

Recommended Prerequisite: Eligible for English 1.

HIST 31 THE PEOPLE OF CALIFORNIA 3 UNITS

Hours: 3 Lecture/Discussion

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.

Recommended prerequisite: Eligible for English 1.

HUMAN DEVELOPMENT

HUM STUDENT SUCCESS 2 UNITS

DEV 120

Hours: 3 Lecture/Discussion

This course will provide the student the opportunity to learn and adopt techniques, tools and methods that will enhance his/her success in college. In addition, information on campus resources, regulations and requirements for graduation/transfer will be discussed.

Recommended Prerequisites/Corequisites:

Reserved for EOP&S Summer College Readiness Program participants or other EOP&S students with permission from department.

HUM PEER COUNSELING 3 UNITS

DEV 122a-d

Hours: 2 Lecture/Discussion
2 Lab

Human Development 22 focuses on interpersonal communication and interaction skills within the setting of student-to-student advising. Emphasis is placed on communication in dyadic, group, and intercultural contexts. Counseling theories and research provide a foundation upon which to understand human behavior and appropriate intervention as Peer Advisors. Students will acquire skills important to the applications of general psychology to solve non-clinical academic, personal, and social problems while serving as assistants to faculty and paraprofessionals. Formerly HUMAN DEVELOP 22a.

Recommended Prerequisites: Completion of Psych 1 and English 251.

HUMAN DEVELOPMENT

HUM CAREER 1 UNIT

DEV 251a-c AWARENESS

Hours: 2 Lecture/Discussion

This course provides an introduction to basic work characteristics and employment trends that expands the student's knowledge of present and future employment opportunities. It also exposes the student to different self-assessment inventories that relate to career/life planning areas. Formerly HUMAN DEVELOP 51a.

HUMAN COLLEGE SUCCESS SKILLS 1 UNIT

DEV 330

Hours: 1 Lecture/Discussion

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. Human Development 330 is specifically designed to increase the student's success in college by assisting the student in obtaining skills necessary to reach his/her educational objectives. The skills covered in this course are meant to supplement the study skills covered in other precollegiate courses. The skills are introduced and reinforced primarily through discussion of topics which affect a student's progress and are instrumental in determining his/her success.

Formerly HUMAN DEVELOP 30.

Prerequisite: Must be enrolled in SUCCESS Program or EOP&S student with permission of department.

HUM SUMMER COLLEGE 6 UNITS

DEV 358 READINESS PROGRAM

Hours: 108 Total Course Hours

The Summer College Readiness Program provides students with the skills and necessary knowledge to become self-directed individuals. Desired outcomes of the program are that students become independent thinkers capable of making intelligent choices, develop the self-confidence to participate in classroom activities, become conscientious in their study habits, and ultimately take the responsibility for their actions. Formerly HUMAN DEVELOP 58.

HUM TUTOR TRAINING 0 UNITS

DEV 423

Hours: 3 Class Sessions

Non-credit and No Grade Received

This course is for students who have demonstrated mastery of content in one or more college courses and are eligible to serve as tutors. This course is designed to develop basic skills needed to function successfully as a tutor.

HUM SUPERVISED TUTORING 0 UNITS

DEV 424

Hours: Up to 2 Hours per week per subject

Non-credit and No Grade Received

This course is designed to provide students with tutorial assistance. Tutees may work either individually or in small groups. They may work with computer programs developed specifically to meet their needs or they may work with tutors who have been recommended by faculty as having achieved a degree of proficiency in the area they are tutoring.

COURSE DESCRIPTIONS

HUMANITIES

HUMANITIES THE GREEK WORLD 1H 4 UNITS

Hours: 4 Lecture/Discussion

A study of the fundamental ideas and values evolved in the Greek world from 4000 B.C. through the Hellenistic period and their reflection in mythology, literature, philosophy, and visual arts. Formerly HUMANITIES 10H.

Prerequisite: Admission to the Honors Program.

HUMANITIES THE WORLD OF LATINO-AMERICA 2H 4 UNITS

Hours: 4 Lecture/Discussion

A study of the fundamental ideas and values evolved in Latin America, their ties with geography, and their expression in art, archaeological remains, historical records, and more recent oral traditions and literature. Formerly HUMANITIES 102H.

Prerequisite: Admission to the Honors Program or permission of the Arts of Social Sciences Divisions.

HUMANITIES INTRO TO HUMANITIES 301 3 UNITS

Hours: 3 Lecture/Discussion

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. Introduction to Humanities is an introductory course in the visual arts which traces the development of Western civilization from Paleolithic times to the present. Although the course will focus on man's artistic creations, these objects are explored as reflections of their cultural contexts. Formerly ART 64.

Recommended Prerequisites/Corequisites: English 60 or English 80; Math 50; Human Development 30; Business 150. Open only to students in the SUCCESS Program.

HUMAN SERVICES

HUM SER INTRODUCTION TO SOCIAL WELFARE 120 3 UNITS

Hours: 3 Lecture/Discussion

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 are evaluated. Formerly HUMAN SERV 20.

HUM SER INTERVIEWING 121 4 UNITS

Hours: 3 Lecture/Discussion
2 Lab

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. Formerly HUMAN SERV 21.

HUMAN SERVICES

HUM SER INTRODUCTION OF HUMAN SERVICES 122 3 UNITS

Hours: 3 Lecture/Discussion

A study of the uses of human services (social work) in meeting the social problems of the community. An examination in the field as a profession, along with a survey of the techniques of social case work is a method of intervention in personal, marital, inter-personal and community dysfunction. Formerly HUMAN SERV 22.

HUM SER ALCOHOLISM, INTERVENTION, TREATMENT, AND RECOVERY 228 2 UNITS

Hours: 2 Lecture/Discussion

This course provides knowledge about alcoholism and chemical dependency from a social clinical perspective. Emphasis is placed on programs for intervention, treatment, and recovery. Formerly HUMAN SERV 28.

HUM SER PHYSICAL AND PSYCHOLOGICAL ASPECTS OF DRUG USE 229 2 UNITS

Hours: 2 Lecture/Discussion

This course explores physiological and psychological aspects of drug abuse and addiction; physical and psychological dependencies, psychological effects of commonly used drugs; and various methods of treatment and prevention. Formerly HUMAN SERV 29.

HYGIENE

See Health and Wellness.

INDEPENDENT STUDY

IND ST INDEPENDENT STUDY UNITS: Variable 51 TRANSFER STATUS-UC TRANSFERABILITY

Hours: 54-162 Lecture/Discussion

The purpose of independent study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. Formerly 49A, B, C, and D under the disciplines of each department.

Prerequisite: Completion of all beginning level courses offered at COS or equivalent, in the selected subject area. In addition, the student must file an Independent Study form through the Admissions office to obtain approval to enroll in Independent Study.

COURSE DESCRIPTIONS

INDEPENDENT STUDY

IND ST 151 **INDEPENDENT STUDY** **UNITS: Variable**
TRANSFER STATUS-CSU TRANSFERABILITY
Hours: 54-162 Lecture/Discussion

The purpose of independent study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. Formerly 49A, B, C, and D under the disciplines of each department.

Prerequisite: Completion of all beginning level courses offered at COS or equivalent, in the selected subject area. In addition, the student must file an Independent Study form through the Admissions office to obtain approval to enroll in Independent Study.

IND ST 251 **INDEPENDENT STUDY** **UNITS: Variable**
NON-TRANSFER STATUS
Hours: 54-162 Lecture/Discussion

The purpose of independent study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. Formerly 49A, B, C, and D under the disciplines of each department.

Prerequisite: Completion of all beginning level courses offered at COS or equivalent, in the selected subject area. In addition, the student must file an Independent Study form through the Admissions office to obtain approval to enroll in Independent Study.

INDUSTRY AND TECHNOLOGY

I & T 110 **BASIC MACHINING** **3 UNITS**
Hours: 3 Lecture/Discussion
3 Lab

This is the first basic machining course for a machining major or a certificate program. This course will be a continuing study of the materials and their composition; the machines - with their safe and proper use; and, the skills for many of the techniques that may be used to manufacture a product. Formerly I&T 10A.
Recommended Prerequisites: Drafting 100 and 101 or permission of the department.

I & T 111 **MACHINING - MANUFACTURING** **3 UNITS**
PROCESSES
Hours: 2 Lecture/Discussion
4 Lab

Industry and Technology 111 is the second semester course in the study of manufacturing processes, with the emphasis placed on the milling machine and its application via metal working processes within the metal working industry. Formerly I&T 10B.
Recommended Prerequisites: I&T 110 and Drafting 100.

INDUSTRY AND TECHNOLOGY

I & T 120 **INTRODUCTION TO HAZARDOUS** **3 UNITS**
MATERIALS & SAFETY TECHNOLOGY
Hours: 3 Lecture/Discussion

An introduction to the overall scope of Hazardous Materials Technology. Emphasizes legal definitions, terminology, and regulatory framework. Included is historical background, career opportunities, governmental processes, and an overview of major hazardous materials handling and management procedures and requirements.

I & T 130 **HAZARDOUS MATERIALS AWARENESS** **1.5 UNITS**
AND SAFETY
Hours: Short Term Course - 7 Weeks
3.5 Lecture/Discussion per week for a total
of 24 hours.

Health and Safety aspects of working with hazardous materials. Emphasizes recognition of hazardous materials and the nature of worksite hazards. Included is a study of hazard classifications, laws and regulations applying to worker health and safety, types of health effects, personal protective equipment, risk reduction processes, and health and safety planning processes. Course is designed to meet general requirements of OSHA Hazardous Materials Training for work not requiring the use of respiratory protection.

I & T 140 **GENERAL METALWORKING** **3 UNITS**
Hours: 2 Lecture/Discussion
4 Lab

Introductory course designed to study the fundamental techniques and processes involved in the design and construction of metal projects. Such areas as materials and manufacturing processes of sheet metal, sheet metal layout, soldering, heat treating, bench metal, art metal, wrought iron, foundry, forging and lathe work. Formerly I&T 40A.

I & T 142 **AIR CONDITIONING** **3 UNITS**
SHEET METAL
Hours: 3 Lecture/Discussion
3 Lab

General sheet metal work including bending, shaping, soldering, riveting, and spot welding. Layout and fabrication of sheet metal fittings with basic hand tools of the sheet metal air conditioning trade. Formerly I&T 41.
Prerequisite: Drafting 100.

I & T 143 **ADVANCED AIR** **3 UNITS**
CONDITIONING DUCT SHEET METAL
Hours: 2 Lecture/Discussion
4 Lab

Training in the layout, fabrication, and installation of sheet metal fittings used in heating and air conditioning (cooling-heating) duct systems and kitchen equipment. Development of triangulation and true length line layout and fabrication. Formerly I&T 42.
Recommended Prerequisite: I&T 142.

COURSE DESCRIPTIONS

INDUSTRY AND TECHNOLOGY

I & T 160 TECHNICAL COMPUTER APPLICATIONS 3 UNITS

Hours: 2 Lecture/Discussion
4 Lab

Material Fee: \$5.00

An Introduction to the application of computer techniques to the problems encountered in industry and technology. Students will learn the basics of general word processing, spreadsheets, database operations, programming and graphics applications, as well as software used in the building trades, architecture, industrial maintenance, electronics, automotive, and control systems.

I & T 170 COMPUTER SKILLS FOR WOMEN IN BUILDING DESIGN AND CONSTRUCTION 1 UNIT

Hours: 6 Lecture/Discussion
(4 weeks)

Short Term Course

A "hands on" Introduction to the use of the computer hardware and software most frequently utilized in construction and environmental design. Students will learn the basics of computer assisted drafting, other graphics applications such as cabinet design and layout, computer animation as it relates to building design and construction, and three dimensional modeling. Computer applications for structural analysis, building energy use analysis, estimating, scheduling and cost accounting will be introduced and explored.

I & T 185 ETHICS IN BUSINESS AND INDUSTRY 3 UNITS

Hours: 3 Lecture/Discussion

Cross

Listed as: Business 195

This course is designed to better prepare students to deal with the many moral dilemmas they will inevitably face in their personal and professional lives. The focus of the class will be primarily on the application of ethics to contemporary issues occurring in today's business and industry. Students will research, discuss, analyze, and reflect on issues such as accountability, loyalty, confidentiality, honesty, justice, education, discrimination, etc.

I & T 200a-b MAINTENANCE TECHNICIAN - LEVEL I 12 UNITS

Hours: 5 Lecture/Discussion
20 Lab

Maintenance Technician Level I requires two semesters of 450 hours each to complete the certification requirements. This employment oriented class will provide the student with knowledge and skill in the areas of: electricity theory and application, machine tool operation, welding, hydraulics/pneumatics and refrigeration.

INDUSTRY AND TECHNOLOGY

I & T 201 TECHNICAL MATHEMATICS 4 UNITS

Hours: 4 Lecture/Discussion

This course is designed to meet the growing needs of students in the Industry and Technology programs. The mathematical topics chosen are those most useful in solving technical problems. The functional aspect of mathematics is of prime importance in this course, with less emphasis given to formal mathematics and the origins and explanations of mathematical phenomena. This course is specifically designed to demonstrate how to use various mathematical tools and techniques in the following fields of Industry and Technology: Automotive, Building Trades, Drafting, Electronics, Environmental Control, Maintenance Technician, and Welding. Practical problems immediately followed by solutions, are presented throughout the course. The math competency exam will be given as a final in the class.

I & T 205a-b PLUMBING 3 UNITS

Hours: 2 Lecture/Discussion
3 Lab

This is a beginning plumbing class for the career oriented student or the handyman wanting to develop knowledge and skill in the plumbing trade. Students will study plumbing codes and regulations, layout correct systems, and understand the different applications for black, galvanized, copper and plastic pipe. Laboratory exercises will assist to develop skill and understanding of the threading, soldering, and adhesive assembly processes.

I & T 220 WATER TREATMENT FUNDAMENTALS 3 UNITS

Hours: 3 Lecture/Discussion

Basic methods for providing safe public drinking water are presented. Main underlying concepts of mathematics and science are introduced. Course fulfills specialized training requirement and prepares student for grades 1 and 2 water treatment operator certification exam administered by California Department of Health Services.

I & T 221 WASTEWATER TREATMENT FUNDAMENTALS 3 UNITS

Hours: 3 Lecture/Discussion

Basic methods for removing pollutants from sanitary sewage and industrial wastewater are presented. Main underlying concepts of mathematics and science are introduced. Course fulfills educational point requirement which, in conjunction with required experience, qualifies student to take the State Water Resources Control Board (SWRCB) grades I and II Wastewater Treatment Plant Operator (WWTPO) exams. Course prepares student for SWRCB WWTPO grades I and II exams. Formerly I&T 20B.

I & T 233 CAREER PLANNING/JOB SEARCH 2 UNITS

Hours: 2 Lecture/Discussion

This course is recommended for students who will be seeking employment in their chosen Industry and Technology area. It will assist students in defining career objectives, resume writing, and conducting an organized job search.

Recommended Prerequisites/Co-requisites: At least two semesters of an Industry and Technology program of equivalent experience.

COURSE DESCRIPTIONS

INDUSTRY AND TECHNOLOGY

I & T 270a-b RESIDENTIAL WIRING 3 UNITS
Hours: 3 Lecture/Discussion

This course fulfills the necessary education and background in the electrical field for a person to become a residential electrician. The student will learn all aspects of the national, state, and local electrical codes; proper wiring methods necessary for branch circuits pertaining to lights, receptacles, and special outlets; how to install and maintain service entrance breaker panels, sub-panels, low voltage circuits, alarms, and swimming pool wiring. Formerly I&T 70.

I & T 271 ELECTRICAL WIRING, COMMERCIAL 3 UNITS
Hours: 2 Lecture/Discussion
1 Lab

An introductory course in commercial wiring methods that covers the various phases of commercial wiring. The students will study blueprints, building codes, wiring methods, nomenclature, building layouts, fasteners, and various other units used in commercial construction. Formerly I&T 71.

Prerequisites: I & T 270 or approval of department.

I & T 272 ELECTRICAL WIRING, INDUSTRIAL 3 UNITS
Hours: 3 Lecture/Discussion

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. Formerly I&T 72.

Prerequisites: I & T 271 or approval of department.

I & T 273 ELECTRIC MOTOR CONTROLS 2 UNITS
Hours: 2 Lecture/Discussion
1 Lab

This course fulfills the necessary education and background in the motor control field for an industrial maintenance electrician. The student will learn the necessary codes for proper wiring methods and installation. The student will learn how to design ladder diagrams from a sequence of operation of various types of industrial machinery at the same time providing all safety precautions necessary to make a safe operation. Safety of personnel and equipment is heavily stressed in this course. Formerly I&T 73.

Recommended Prerequisites: Basic electrical and mechanical knowledge. Computer literacy.

I & T 274 ELECTRIC MOTOR CONTROLS - PROGRAMMABLE CONTROLLERS 2 UNITS
Hours: 2 Lecture/Discussion
1 Lab

This course fulfills the necessary education and background in the motor control field of programmable controllers for maintenance electricians. The student will learn the coding, numbering, wiring methods and programming of motor controllers. The student will learn how to design ladder diagrams from a hard wired diagram or from a sequence of operation. Formerly I&T 73A.

Prerequisite: I & T 274 or experience in industrial controls with permission of I & T department.

INDUSTRY AND TECHNOLOGY

I & T 275 SOLID STATE FUNDAMENTALS FOR ELECTRICIANS 2 UNITS
Hours: 2 Lecture/Discussion
1 Lab

I & T 275 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. Formerly I&T 74.

Recommended Prerequisites: Elect. 101, Elect 102, or approval of department.

I & T 301 SURVEY OF INDUSTRY AND TECHNOLOGY FOR WOMEN 3 UNITS
Hours: 9 Lecture/Discussion
3 Lab

Short Term Course: Six (6) week course for a total of 72 hours.

This course is designed to give women the opportunity to discover non-traditional educational and career opportunities available to them in today's industry. Offered as a short term class, one week of study will be allocated to the six following areas of industry and technology: automotive, construction, drafting/design, electricity/electronics, industrial maintenance and welding.

I & T 303 HOME MAINTENANCE 1 UNIT
Hours: 2 Lecture/Discussion
1 Lab

Short Term Course

This 9-week course is intended to teach basic maintenance and simple repair jobs needed around a house. Safety in work habits for the home, use of tools, and storage of materials will be emphasized. Items to be covered are a tool kit for the home, how to measure, how to saw, types of fasteners, kinds of glues and adhesives, paints and other finishing materials, simple electrical problems, simple plumbing problems, maintenance and repair of door locks, patching plaster and sheetrock walls, detecting termites, dryrot and etc. Students will be able to bring in problems from their own home. Formerly I&T 3.

Prerequisite: Must be enrolled in SUCCESS Program.

I & T 351 INDUSTRY AND TECHNOLOGY MATH 2 UNITS
Hours: 2.5 Lecture/discussion

This is a class designed specifically for Industry and Technology students. It provides a review of basic mathematical principals necessary for the various vocational fields. Includes both discussion and laboratory instruction. Utilizes use of the scientific calculator. Formerly I&T 80.

COURSE DESCRIPTIONS

INSURANCE

INS 121 PRINCIPLES OF INSURANCE 3 UNITS

Hours: 3 Lecture/Discussion

This is the first course in a three-semester program leading to the Certificate in General Insurance from the Insurance Institute of America (IIA) which is designed for persons who have a need 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 operation of insurance companies. Formerly BUSINESS 21.

Recommended Prerequisite: Score equal to English 251 on the placement test.

INS 122 PERSONAL INSURANCE 3 UNITS

Hours: 3 Lecture/Discussion

This is the second course in a three semester program leading to the Certificate in General Insurance from the Insurance Institute of America (IIA) which is designed for persons who have a need for insurance contract knowledge. The second semester of study addresses the personal loss exposures of individuals, how to identify these exposures, and the various insurance contracts used in the personal insurance field. Formerly BUSINESS 22.

Prerequisites: Insurance 121 and a score equal to English 251 on the placement test.

INTERCOLLEGIATE ATHLETICS

IA 1a-d INTERCOLLEGIATE 2 UNITS

ATHLETICS-BASEBALL - MEN'S

Hours: 2 Lecture/Discussion
8 Activity

Intercollegiate Varsity Baseball is designed for the student who excels in athletic ability and wishes to compete at a high level of baseball against other California community colleges. Formerly PE 52a-d.

Recommended Prerequisites: P.E. 12a-d.

IA 2a-d INTERCOLLEGIATE 1 UNIT

BASKETBALL - MEN

Hours: 1 Lecture/Discussion
4 Activity

An advanced skill course for male students who want to participate in an intercollegiate basketball program. Course includes advanced techniques of offense, defense, rebounding, transition and related philosophies will be taught and used in intercollegiate competition. Off court time will be required for travel and overnight trips. Formerly PE 51a-d.

Recommended Prerequisite: Permission of department.

IA 3a-d INTERCOLLEGIATE 1 UNIT

BASKETBALL - WOMEN

Hours: 1 Lecture/Discussion
4 Activity

An advanced skill course for female students who want to participate in an intercollegiate basketball program. Advanced techniques of offense, defense, rebounding, transition and related philosophies will be taught and used in intercollegiate competition. Off court time will be required for travel and overnight trips. Formerly PE 51a-d.

Prerequisites: Permission of the department.

INTERCOLLEGIATE ATHLETICS

IA 6a-d INTERCOLLEGIATE 2 UNITS

ATHLETICS - FOOTBALL

Hours: 2 Lecture/Discussion
8 Activity

This course is designed for the student/athlete to compete in intercollegiate varsity football at the community college level. The student/athlete should not schedule any other classes from 2 p.m. through 6:30 p.m. Monday-Friday. Formerly PE 50a-d.

IA 7a-d INTERCOLLEGIATE 2 UNITS

ATHLETICS - GOLF

Hours: 2 Lecture/Discussion
8 Activity

Designed for the student/athlete who wishes to play competitive golf on an intercollegiate golf team competing against teammates and other community colleges. Formerly PE 57a-d.

Prerequisites: By permission of department.

IA 8a-d INTERCOLLEGIATE 2 UNITS

ATHLETICS - WOMEN'S SOFTBALL

Hours: 2 Lecture/Discussion
8 Activity

This course is designed for the female student interested in competing in intercollegiate softball. The course involves daily practices as well as competition at the collegiate level at league games and various tournament play. Intercollegiate softball not only allows the student/athlete to better herself as an individual athlete, but contributes to team effort as well. Formerly PE 61a-d.

Prerequisite: Permission from the department.

IA 11a-d INTERCOLLEGIATE 2 UNITS

ATHLETICS - TENNIS - MEN'S

Hours: 2 Lecture/Discussion
8 Activity

Designed for the student who wishes to play competitive tennis on an intercollegiate tennis team competing against teammates and other community colleges.

Formerly PE 54a-d.

Recommended Prerequisite: P.E. 15a-d and permission of the department.

IA 12a-d INTERCOLLEGIATE 2 UNITS

ATHLETICS - TENNIS - WOMEN'S

Hours: 2 Lecture/Discussion
8 Activity

This course is designed for the female student who wishes to play competitive tennis on an intercollegiate tennis team competing against teammates and other community college students. Formerly PE 54a-d.

Recommended Prerequisites: P.E. 32a-d and by permission of the department.

COURSE DESCRIPTIONS

INTERCOLLEGIATE ATHLETICS

IA 15a-d INTERCOLLEGIATE WATER POLO 2 UNITS
Hours: 2 Lecture/Discussion
8 Activity

This class is designed for the student/athlete who is interested in competing in intercollegiate water polo. The course consists of daily practices and competition in scheduled games. The goal of the program is to prepare interested student/athletes to successfully compete at the junior college level. Formerly PE 60a-d.

IA 16a-d INTERCOLLEGIATE ATHLETICS VOLLEYBALL - WOMEN'S 2 UNITS
Hours: 2 Lecture/Discussion
8 Activity

Designed for the female student who wants to continue her volleyball competition at an intercollegiate level. The course involves daily practice as well as participation in intercollegiate volleyball matches and tournaments. Formerly PE 56a-d.

IA 23a-d INTERCOLLEGIATE ATHLETICS TRACK AND FIELD 2 UNITS
Hours: 1 Lecture/Discussion
9 Activity

This class is designed for the athlete who is interested in competing in intercollegiate track and field. The course involves daily practices as well as participation in track and field meets. Each meet consists of 12 running events and eight field events; therefore, all workouts are geared towards these individual events as well as general physical fitness. Intercollegiate track and field not only allows the student to better herself/himself as an individual athlete, but contribute to a team effort as well.

IA 24a-d CROSS COUNTRY 2 UNITS
Hours: 1 Lecture/Discussion
9 Activity

This class is designed for the athlete who is interested in competing in intercollegiate cross country. The course involves daily practices as well as participation in cross country meets. Each meet consists of a 4-mile run, therefore, all workouts are geared towards running this distance. Intercollegiate cross country not only allows the student/athlete to better herself/himself as an individual athlete, but contributes to a team effort, as well. Formerly IA 4a-d.

IA 29a-d INTERCOLLEGIATE SWIMMING 2 UNITS
Hours: 1 Lecture/Discussion
9 Activity

This class is designed for the athlete who is interested in competing in intercollegiate swimming. The course consists of daily practices and competition in scheduled meets. The goal of the program is to prepare participants to compete successfully at the community college level.

INTERDISCIPLINARY STUDIES

IS 101a-d CROSS CULTURAL EDUCATION 2 UNITS
Hours: 2 Lecture/Discussion
Field Work Required

This course is designed to acquaint students with cross cultural experiences with migrant children. It will consider the special needs of migrants and how they are addressed. Ways of working with the various age levels of migrant children will be explored. Philosophies and types of available cross-cultural programs will also be examined. Formerly EDUCATION 26a-d.

IS 102a-d STUDENTS IN GOVERNMENT AND LEADERSHIP 2 UNITS
Hours: 2 Lecture/Discussion

A course for members of the Executive Board of ASB for the study of the student body, constitution, parliamentary procedure, organizations, publicity, and finance, and the development of leadership qualities through participation in campus governance and administration of the student activities program.

Recommended Prerequisites: Election by the Associated Student Body or appointment by the membership committee of the Executive Board of the Associated Student Body.

IS 201 ISSUES IN COMMUNITY LEADERSHIP --LOCAL AND STATE 4 UNITS
Hours: 4 Lecture/Discussion

Designed to increase the student's leadership effectiveness in the community and work environments. Includes a study of personal leadership skills and community/business leadership issues.

Prerequisite: Acceptance into local community leadership program.

IS 202 ISSUES IN COMMUNITY LEADERSHIP --HUMAN SERVICES 1 UNITS
Hours: 1 Lecture/Discussion

Designed to increase the student's leadership effectiveness in the community and work environments. Includes a study of local human services, education, and health care issues.

Prerequisite: Acceptance into local community leadership program.

IS 203 ISSUES IN COMMUNITY LEADERSHIP --ECONOMIC DEVELOPMENT 2 UNITS
Hours: 2 Lecture/Discussion

Designed to increase the student's leadership effectiveness in the community and work environments. Includes a study of community/business leadership issues, including the local economic base, the role of government in growth and development, and the impact of environmental concerns in local economic development.

Prerequisite: Acceptance into local community leadership program.

COURSE DESCRIPTIONS

INTERIOR DESIGN

INT **INTERIOR DESIGN FUNDAMENTALS** **3 UNITS**
DES 121

Hours: **3 Lecture/Discussion**
 Examination and application of color and design principles, interior materials, and furnishings in creating functional and aesthetically pleasing interior environments. Environmental regulations and barrier-free designs are also addressed. Emphasis is placed on the psychological, social and physical needs of people in relation to their environments. Designed to meet F.I.D.E.R. standards. Formerly HOME EC 1.

INT **SPACE PLANNING FUNDAMENTALS** **3 UNITS**
DES 122

Hours: **3 Lecture/Discussion**
 Examination and application of space planning, including electrical systems, lighting, architectural systems and blueprint reading in creating functional and aesthetically pleasing interior environments. Environmental regulations and barrier-free designs are also addressed. Emphasis is placed on the psychological, social and physical needs of people in relation to their environments. Designed to meet F.I.D.E.R. standards. Formerly HOME EC 2.

INT **HISTORY OF FURNISHINGS** **3 UNITS**
DES 124

Hours: **3 Lecture/Discussion**
 This course is a survey of historical period style furniture design. It includes the analysis of historical events and the relationship of such cultural factors as art, social class economics, government and religion to furniture styles.

INT **SUPERVISED PRACTICE** **1-3 UNIT**
DES 190

Hours: **3 Labs per Unit**
 Under the supervision of an 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.
Prerequisite: Permission of the department.

INT **TOPICS IN** **1-4 UNIT**
DES 199 **INTERIOR DESIGN**

Hours: **Variable**
 Topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience in a discipline. Credits may be earned in 199 transfer level.

INT **TOPICS IN** **1-4 UNIT**
DES 299 **INTERIOR DESIGN**

Hours: **Variable**
 Topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience in a discipline. Credit in Topics 299 is non-transferable.

ITALIAN

ITALIAN 350 CONVERSATIONAL ITALIAN I **3 UNITS**
Hours: **3 Lecture/Discussion**

This is the first conversational Italian course in a series of three for the student interested in speaking the language at a rudimentary level with an emphasis on survival and consumer skills. Very basic grammar points will be touched upon. Formerly ITALIAN 50.

ITALIAN 351 CONVERSATIONAL ITALIAN II **3 UNITS**
Hours: **3 Lecture/Discussion**

This is the second conversational Italian course in a series of three for the student interested in speaking the language at a rudimentary level with an emphasis on survival and consumer skills. Basic grammar points will be touched upon. Formerly ITALIAN 51.

Prerequisite: Italian 350 or permission of instructor.

ITALIAN 352 CONVERSATIONAL ITALIAN III **3 UNITS**
Hours: **3 Lecture/Discussion**

This is the third conversational Italian course in a series of three for the student interested in speaking the language at a rudimentary level with an emphasis on survival and consumer skills. Grammar points will be introduced as necessary for clear communication. Formerly ITALIAN 52.

Prerequisites: Italian 351 or permission of instructor.

JOURNALISM

JOURNAL 1 BEGINNING NEWSWRITING **3 UNITS**
Hours: **3 Lecture/Discussion**
 2 Lab

A comprehensive approach to learning the fundamentals of newswriting. The course covers all phases of production of news and feature stories. Source development, interviewing techniques, and writing, organizing, and editing a story for publications, as well as the development of news judgment, will be covered. CAN JOUR 2.

Recommended Prerequisites: Qualification for English 1; a score of 25-35 in reading and 28-40 in English usage on assessment placement services for community colleges. Ability to type 35 words per minute, or permission of department.

JOURNAL 7 MASS COMMUNICATIONS **3 UNITS**
Hours: **3 Lecture/Discussion**

CROSS REF: Political Science 7

A survey course covering media of mass communications, newspapers, radio, television, magazines, book publishing, films, and the recording industry. Students will study strengths and weaknesses of each medium, as well as the major challenges to a democratic society including censorship, sensationalism, pornography, propaganda, and monopoly. The course focuses on the interrelationship of mass media and society. CAN JOUR 4.

COURSE DESCRIPTIONS

JOURNALISM

JOURNAL NEWSPAPER PRODUCTION 3 UNITS
103 a-d
Hours: 2 Lecture
5 Lab

This course provides practical experience in all aspects of producing a newspaper through work on The Campus. Course content includes writing, editing, page layout, headline writing, and general editorial development. Students should be prepared to assist in the pasting up of the paper Tuesday afternoon. Formerly JOURNAL 3.

Prerequisites: Journalism 1

JOURNAL EDITORIAL BOARD 2 UNIT
104 a-d
Hours: 2 Lecture
1 Lab

This course provided advanced experience in all aspects of newspaper production. Students enrolled in the class are editors for The Campus. The course includes instruction in leadership techniques, editing, page design, and the legal aspects of newsgathering. Formerly JOURNAL 4a-d

Prerequisites: Journalism 1 and 103.

JOURN PHOTO-JOURNALISM 3 UNITS
110a-d
Hours: 2 Lecture/Discussion
3 Lab

CROSS REF: Photography 110a-d

Material Fee: \$15.00 - lab

A course designed for students who would like practical publication experience and an opportunity to publish their photographs in the school newspaper. Formerly JOURNAL 10.
Recommended Prerequisite: Photography 1.

LEADERSHIP

LDRSHP LEADERSHIP TRAINING 1 1 UNIT
TRN 101
Hours: 1 Lecture/Discussion
CROSS REF: Business 138

This class is offered to give students leadership training and is one of a sequence of classes designed to prepare them for leadership roles. Students learn to write Measurable Learning Objectives, which is a means of establishing a plan of action leading to self-improvement and provides an understanding of how to maximize learning opportunities on the job. Coverage of the organizational structure, the development of management thought, styles of leadership, discipline, communications, and the evaluation process provide a framework for the understanding of the responsibilities of a leader. Formerly LEADERSHIP 1.

LEADERSHIP

LDRSHP LEADERSHIP TRAINING 2 1 UNIT
TRN 102
Hours: 1 Lecture/Discussion
CROSS REF: Business 139

This class builds on Leadership Training 1. Students interested in advancing into leadership positions will be instructed in problem solving techniques, which will be presented through lecture and case problem analysis. The presentation of motivation theories and a behavior modification project will add to the understanding of tools available to the leader to accomplish organizational goals. Methods of bringing about change in organizations and a presentation of authority, power, and influence are integral parts of leadership coverage. Students will be instructed on how to present the best image in a job interview and each will be taken through the process of preparing or updating their working papers. Formerly LEADERSHIP 2.

Recommended Prerequisite: Leadership Training 101.

LEARNING DISABILITIES

LD COMPUTATION 1-3 UNITS
301a-d
Hours: 3-9 Lab

Designed for the student with learning deficits in computation. Remediation plans will be based on assessment of individual need and learning style. Instruction may include one-to-one, small group, computer-assisted, or larger group instruction. Student who have a history of learning deficits or low scores on the placement test can be referred to the class but must be evaluated by the LD specialist. Formerly ENAB SKIL 601a-d.

Recommended Prerequisite: Individual assessment must be conducted to professionally verify the nature and extent of the disability and the student must meet state-wide LD eligibility criteria.

LD EXPRESSION 1-3 UNITS
302a-d
Hours: 3-9 Lab

Designed for the student with learning deficits in written expression of ideas, including difficulties with organization of ideas, clarity, grammar, punctuation and word usage. Instruction may include one-to-one, small group, computer-assisted or larger group instruction. Students who have a history of learning deficits or low scores on the written portion of the COS placement test can be referred to the class but must be evaluated by the LD specialist. Formerly ENAB SKIL 602a-d.

Recommended Prerequisite: Individual assessment must be conducted to professionally verify the nature and extent of the disability and the student must meet state-wide LD eligibility criteria.

COURSE DESCRIPTIONS

LEARNING DISABILITIES

LD DECODING/LANGUAGE 1-3 UNITS

303a-d

Hours: 3-9 Lecture/Discussion

Designed for the student with learning deficits in reading/ language skills. Remediation plans will be based on assessment of individual needs and learning style. Instruction may include one-to-one, small group, computer-assisted or larger group instruction. Students who have a history of learning deficits or low scores on the written portion of the COS placement test can be referred to the class but must be evaluated by the LD Specialist. Formerly ENAB SKIL 3a-d.

Recommended Prerequisite: Individual assessment must be conducted to professionally verify the nature and extent of the disability and the student must meet state-wide LD eligibility criteria.

LD ORGANIZATION 1-3 UNITS

304a-d

Hours: 3-9 Lecture/Discussion

Designed for the student with study skills needs and/or tutoring needs for mainstream classes. A structured study skills program covering outlining, organization, notetaking skills and application of these skills, along with a secluded, quiet study area including instruction in word processing will be provided. Instruction may include on-to-one, small group, computer assisted or larger group instruction. Students who have a history of learning deficits or low scores on the written portion of the COS placement tests can be referred to the class but must be evaluated by the LD Specialist. Formerly ENAB SKIL 4a-d.

Recommended Prerequisite: Individual assessment must be conducted to professionally verify the nature and extent of the disability and the student must meet state-wide LD eligibility criteria.

LEARNING DISABILITIES

LD SEQUENCING 1-3 UNITS

305a-d

Hours: 3-9 Lecture/Discussion

Designed for the student with deficits in sequencing and spelling. Remediation plans will be based on assessment of individual need and learning style. Instruction may include one-to-one, small group, computer assisted or larger group instruction. Students who have a history of learning deficits or low scores on the written portion of the COS placement tests can be referred to the class, but must be evaluated by the LD specialist. Formerly ENAB SKIL 5a-d.

Recommended Prerequisite: Individual assessment must be conducted to professionally verify the nature and extent of the disability and the student must meet state-wide LD eligibility criteria.

COURSE DESCRIPTIONS

LIBRARY

LIBRARY 101 LIBRARY RESEARCH STRATEGIES TUNIT

Hours: 3 Lecture/Discussion
Short Term Course: 6 Weeks

This course offers instruction and practice in the use of the card and on-line catalogs, reference books, periodical indexes, and other library materials, based on an understanding of research problem analysis.

MATHEMATICS

MATH 15 COMPUTER SCIENCE I 3 UNITS

Hours: 3 Lecture/Discussion

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. Formerly MATH 15A. CAN CSCI 4

Prerequisites: Completion of Math 70 with a grade of "C" or better, or eligibility determined by the COS Mathematics Placement Procedures.

MATH 17 COMPUTER SCIENCE II 3 UNITS

Hours: 3 Lecture/Discussion

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. Formerly MATH 15B. CAN CSCI 12

Prerequisite: Completion of Math 15 with a grade of "C" or better.

MATH 21 INTRODUCTION TO STATISTICS 4 UNITS

Hours: 4 Lecture/Discussion

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 analysis tables, and analysis of variance. Extensive use of computers will be made throughout this course. CAN STAT 2

Prerequisites: Completion of Math 230 with a grade of a "C" or higher; or eligibility determined by the COS Mathematics Placement Procedures. Placement testing requirements for enrollment into Math 21 may be waived by a score on the Mathematics section of 560 and above on the Scholastic Aptitude Test (SAT) or of 28 and above on the American College Testing (ACT) Exam; or a passing score on the Entry Level Mathematics (ELM) Exam.

MATHEMATICS

MATH 45 MODERN APPLICATIONS OF MATHEMATICS 3 UNITS

Hours: 3 Lecture/Discussion

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 or more topics are chosen from among the following areas: management science; statistics; size, shape, and growth; geometry and measurement; computer science.

Prerequisite/Corequisite: Completion of Math 230 with a grade of a "C" or higher; or eligibility determined by the COS Mathematics Placement Procedures. Placement testing requirements for enrollment into Math 45 may be waived by a score on the Mathematics section of 560 and above on the Scholastic Aptitude Test (SAT) or of 28 and above on the American College Testing (ACT) Exam; or a passing score on the Entry Level Mathematics (ELM) Exam.

MATH 61 SURVEY OF CALCULUS I 3 UNITS

Hours: 3 Lecture/Discussion

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. Formerly MATH 16A. CAN MATH 30.

Prerequisites: Completion of Math 70 with a grade of "C" or higher or eligibility determined by the COS Mathematics Placement Procedure.

MATH 62 SURVEY OF CALCULUS II 3 UNITS

Hours: 3 Lecture/Discussion

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. Formerly MATH 16B. CAN MATH 32.

Prerequisite: Completion of Math 61 with a grade of "C" or higher.

COURSE DESCRIPTIONS

MATHEMATICS

- MATH 70 PRECALCULUS 5 UNITS**
Hours: 5 Lecture/Discussion
 This is a college algebra and advanced 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. This course is intended for students planning to take calculus. Formerly MATH 4. CAN MATH 16.
Prerequisites/Co-requisites: Completion of Math 154 with a grade of "C" or higher, or eligibility determined by the COS Mathematics Placement Procedure.
- MATH 75 CALCULUS WITH ANALYTIC GEOMETRY 5 UNITS**
Hours: 5 Lecture/Discussion
 A first semester course in differential and integral calculus. Topics include limits, differentiation and integration of algebraic, trigonometric and transcendental functions. Application include: related rates, curve sketching, relative and absolute extrema, areas, volumes, arc length, area of surface of revolution, work, and fluid pressure. Math 75 is designed for majors including mathematics, science, and engineering. It is also appropriate for those individuals interested in mathematics related professional fields. Formerly MATH 5A. CAN MATH 18.
Prerequisites: Math 70 (Precalculus) or or eligibility determined by the COS Mathematics Placement Procedure.
- MATH 76 CALCULUS WITH ANALYTIC GEOMETRY 2 5 UNITS**
Hours: 5 Lecture/Discussion
 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 76 is designed for majors including mathematics, science, and engineering. It is also appropriate for those individuals interested in mathematics related professional fields. Formerly MATH 5B. CAN MATH 20.
Prerequisites: Completion of Math 75 with a grade of "C" or better.
- MATH 77 CALCULUS WITH ANALYTIC GEOMETRY 3 3 UNITS**
Hours: 3 Lecture/Discussion
 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 77 is designed for majors including mathematics, science, and engineering. It is also appropriate for those individuals interested in mathematics related professional fields. Formerly MATH 5C. CAN MATH 22.
Prerequisites: Completion of Math 76 with a grade of "C" or better.

MATHEMATICS

- MATH 80 LINEAR ALGEBRA 3 UNITS**
Hours: 3 Lecture/Discussion
 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. Formerly MATH 11. CAN MATH 26.
Prerequisites: Completion of Math 76 or Math 62 with a grade of "C" or higher.
- MATH 81 DIFFERENTIAL EQUATIONS 5 UNITS**
Hours: 5 Lecture/Discussion
 An introduction to the methods of solving 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. Formerly MATH 6. CAN MATH 24.
Prerequisites: Completion of Math 77 and Math 80 with a grade of "C" or higher.
- MATH 154 TRIGONOMETRY 3 UNITS**
Hours: 3 Lecture/Discussion
 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. Formerly MATH 54. CAN MATH 8.
Prerequisites: Completion of Math 220 and Math 230 with a grade of "C" or eligibility determined by the COS Mathematics Placement Procedure.
- MATH 200 ELEMENTARY ALGEBRA 4 UNITS**
Hours: 4 lecture hrs per week
Full term class
 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.
Recommended Prerequisite: Completion of Math 360 with a grade of "C" or higher; or eligibility determined by the COS Mathematics Placement Procedures.
- MATH 210 ELEMENTARY ALGEBRA 1 2 UNITS**
Hours: Short Term course (eight weeks)
40 lab hours
 This is an intensive course in elementary algebra (part 1) covering fundamental operations, linear equations and inequalities, systems of equations, graphing, and word problems. Formerly MATH 51.
Recommended Prerequisite: Completion of Math 360 with a grade of "C" or higher; or eligibility determined by the COS Mathematics Placement Procedures.
- MATH 215 ELEMENTARY ALGEBRA 2 2 UNITS**
Hours: Short Term Course (eight weeks)
40 lab hours
 This is an intensive course in elementary algebra (part 2) covering factoring, rational expressions, exponents, radicals, and word problems. Formerly MATH 51.
Prerequisite: Completion of Math 210 with a grade of "C" or higher.

COURSE DESCRIPTIONS

MATHEMATICS

MATH 220 PLANE GEOMETRY 3 UNITS

Hours: 3 Lecture/Discussion

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. Formerly MATH 52.

Prerequisite: Completion of Math 200 or Math 210 and Math 215 with a grade of "C" or higher, or an appropriate score on the COS Math Placement Test.

MATH 230 INTERMEDIATE ALGEBRA 4 UNITS

Hours: 4 Lecture/Discussion

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. Formerly MATH 53

Prerequisite: Completion of Math 210 & 215 or Math 200 with a grade of "C" or higher, or eligibility determined by the COS Mathematics Placement Procedures.

MATH 360 PRE-ALGEBRA 4 UNITS

Hours: 4 Lecture/Discussion

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. Math 360 is a non-transferable arithmetic course to benefit students who need a firmer grasp of arithmetic concepts and skills. Formerly MATH 60.

Recommended prerequisite: Eligibility determined by the COS Mathematics Placement Procedures. The requirement for placement testing can be waived.

METEOROLOGY

METEOR 1 ELEMENTARY METEOROLOGY 3 UNITS

Hours: 3 Lecture/Discussion

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.

Recommended Prerequisites: Eligible to enroll in Math 230 and English 1.

MUSIC

MUSIC 1 MUSIC FUNDAMENTALS 3 UNITS

Hours: 3 Lecture/Discussion

This is a course designed for the non-major, the elementary or secondary school teaching credential candidate, and the music major who seeks remedial instruction prior to beginning the Comprehensive Musicianship sequence. The basic elements of music are included: pitch and rhythm notation, scales, major and minor keys and key signatures, transposition, intervals, chords, elementary acoustics, and an introduction to the keyboard.

MUSIC 4 COMPREHENSIVE MUSICIANSHIP I 5 UNITS

Hours: 5 Lecture/Discussion

Integrated approach to the study of music theory and the development of musical skills. This includes the study and analysis of melody, rhythm, and elementary harmony; and the development of ear training, sight singing, and keyboard skills. The integrated approach of this course is designed to encourage practical application of theoretical concepts. Formerly MUSIC 4A.

Recommended Prerequisites/Corequisites: Music 1 or the equivalent, instrumental or vocal performance activity and/or class piano.

MUSIC 5 COMPREHENSIVE MUSICIANSHIP II 5 UNITS

Hours: 5 Lecture/Discussion

Integrated approach to the study of music theory and the development of musical skill. This includes the structural elements of music, primarily harmony and musical forms, and the development of ear training, sight singing, and keyboard skill. The integrated approach of this course is designed to encourage practical application of theoretical concepts. Formerly MUSIC 4B.

Prerequisite/Corequisite: Instrumental or vocal performance activity and/or class piano.

MUSIC 6 COMPREHENSIVE MUSICIANSHIP III 5 UNITS

Hours: 5 Lecture/Discussion

Integrated approach to the study of music theory and the development of musical skill. This includes a historical-analytical-compositional approach to the music of the 16th, 18th, and 19th Centuries—with an emphasis on the contrapuntal styles of Palestrina and Bach, and the chromatic harmony of the 19th Century—along with ear training, sight singing, and keyboard musicianship. The integrated approach of this course is designed to encourage practical application of theoretical concepts. Formerly MUSIC 14A.

Prerequisite/Corequisites: Music 5 or the equivalent, instrumental or vocal performance activity and/or class piano.

COURSE DESCRIPTIONS

MUSIC

MUSIC 7 COMPREHENSIVE MUSICIANSHIP IV 5 UNITS

Hours: 5 Lecture/Discussion

This course is designed primarily for music majors, and is the fourth semester in a 2-year program. (Music 4, 5, & 6 precede it.) Like these three earlier courses, it is an integrated approach to the study of music theory and the development of musical skills. Music 7 involves the formal analysis of the music of Haydn, Mozart, Beethoven, and others. Selected compositions by the following composers serve as models for student compositions: Wagner, Wolf, Debussy, Stravinsky, Bartok, Schoenberg, Webern; and the contemporary composers Cage, Reich, and Glass. The integration of the ear training, sight singing, and keyboard components of the course is designed to encourage practical application of theoretical concepts. Formerly MUSIC 14B.

Prerequisites/Corequisite: Music 6 or the equivalent. Instrumental or vocal performance activity and/or class piano.

MUSIC 8a-b ORCHESTRATION 3 UNITS

Hours: 3 Lecture/Discussion

Ranges, transpositions, technical capabilities, and idiomatic writing for the instruments of the orchestra. Analysis of 18th, 19th, and 20th Century scores, and assignments in scoring for selected instrumental combinations. Different topics will be covered and different projects will be assigned in alternate semesters so that the course may be repeated without duplication. Formerly MUSIC 17a-b.

Recommended Prerequisites: Music 4, 5 or equivalent.

MUSIC 10 APPRECIATION OF MUSIC HISTORY AND LITERATURE 3 UNITS

Hours: 3 Lecture/Discussion

Designed to aid the average student in developing a better understanding and an enjoyment of music. Includes (1) the elements of music, and (2) a chronological survey of music and composers from the Middle Ages to the present. No previous musical training is necessary.

MUSIC 20 PIANO I 1 UNIT

Hours: 1 Lecture/Discussion
1 Lab

Designed for the student who has had no previous piano training. Students will learn specific skills enabling them to read music and identify musical symbols on sight while performing repertoire by various composers in all periods of music. The student will also perform finger/dexterity skills in musical exercises, such as scales, to strengthen finger, wrist, hand muscles. Formerly MUSIC 8A.

MUSIC 21 PIANO II 1 UNIT

Hours: 1 Lecture/Discussion
1 Lab

Designed for the student who has had one semester previous piano training. Students will learn specific skills enabling them to read music and identify musical symbols on sight while performing repertoire by various composers in all periods of music. The student will also perform finger/dexterity skills in musical exercises to strengthen finger, wrist and hand muscles at a higher level of learning of skill and activity. Formerly MUSIC 8B.

Recommended Prerequisite: Music 20 or one year of private piano.

MUSIC

MUSIC 22a-d INTERMEDIATE/ADVANCED PIANO 1 UNIT

Hours: 2 Lecture/Discussion
1 Lab

Designed for the intermediate pianist who has had prior instruction. Students will learn specific skills enabling them to read music and identify musical symbols on sight. Students will also learn and acquire knowledge of the development of the piano through different periods of history to the present in our country as well as foreign countries.

Recommended Prerequisites: Music 21 or one year or more of piano instruction.

MUSIC 23a-d ORGAN I, II, III AND IV 1 UNIT

Hours: 2 Lecture/Discussion
1 Lab

Music 23a-d is a course designed for the student who has had at least one year private instruction on a keyboard instrument, such as piano, organ or accordion. Students will learn specific musical symbols on sight while performing repertoire by various composers in the areas of theatre, classical or liturgical organ music. The student will also perform finger/dexterity skills in musical exercises, such as scales and arpeggios on both manual and pedal keyboards, to strengthen finger, wrist, foot, ankle, and hand/foot body muscles. Formerly MUSIC 70a-d.

Recommended Prerequisite: One year keyboard, either piano, organ or accordion. Audition by department.

MUSIC 30a-b VOICE 1 UNIT

Hours: 1 Lecture/Discussion
1 Activity

Studies in the technical, stylistic, and aesthetic components of singing, designed to help the individual student improve his/her voice and develop solo vocal repertoire.

MUSIC 32a-d WOMEN'S CHORUS 1 UNIT

Hours: 2 Activity

Music 32a-d offers a study and performance of choral literature for treble voices from the Renaissance to Contemporary emphasis on vocal production and tone quality, balance and blend, and musical precision and accuracy. Participation in public performance is required. Formerly MUSIC 43a-d.

MUSIC 34a-d CONCERT CHOIR 2 UNITS

Hours: 1 Lecture/Discussion
4 Lab

Materials Fee: \$5.00

Music 34a-d offers a study and the performance of choral literature from the Renaissance to Contemporary with emphasis on vocal production and tone quality, balance and blend, and musical precision and accuracy. Participation in public performance is required. Formerly MUSIC 23a-d.

Recommended Prerequisites: Audition by department.

COURSE DESCRIPTIONS

MUSIC

MUSIC **CHAMBER SINGERS** **2 UNITS**

36a-d
Hours: 1 Lecture
 4 Lab

This course is designed to provide an environment for study of choral literature, techniques and performance with experienced vocal students.

Recommended Prerequisites/Co-requisites: Audition with the Choral Director.

MUSIC **PERFORMANCE MUSIC** **1 UNIT**

40a-d
Hours: 2 Lab

Performance in music activities such as recitals, rallies, musicals, concerts, or in groups ensembles such as band, chorus, orchestra, and jazz ensemble. Hours are arranged for those wishing to participate but are unable to meet the regular schedule. Physical education credit is not granted.

Prerequisite: Permission of department only.

MUSIC **STRING INSTRUMENTS** **1 UNITS**

50a-d
Hours: 1 Lecture/Discussion
 1 Lab

This course provides beginning instruction on instruments of the string family. These include, violin, viola, cello, and bass. Emphasis will be on care of instruments, tone production, bowing, technique, and playing position. Formerly MUSIC 7a-d.

Recommended Prerequisite: Knowledge of one or more instruments.

MUSIC **STRING ORCHESTRA** **1 UNIT**

52a-d
Hours: 2 Lab

A study and performance of string orchestra repertory 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. Formerly MUSIC 22a-d.

Recommended Prerequisites: Musicians must play a string instrument (violin, viola, cello, or bass). Enrollment by audition or permission of department.

MUSIC **SYMPHONY ORCHESTRA** **2 UNITS**

54a-d
Hours: 1 Lecture/Discussion
 2 Lab

The study and performance of symphonic music.

Recommended Prerequisites: Audition with instructor or department member.

MUSIC **BRASS INSTRUMENTS** **1 UNIT**

60a-d
Hours: 1 Lecture/Discussion
 1 Lab

This course provides beginning instruction on instruments of the brass family. Emphasis will be on care of instruments, tone production, breathing technique and playing position. Formerly MUSIC 5a-d.

Recommended Prerequisite: Knowledge of one or more instruments.

MUSIC

MUSIC **PERCUSSION INSTRUMENTS** **1 UNIT**

61a-d
Hours: 1 Lecture/Discussion
 1 Lab

This course provides beginning instruction on instruments of the percussion family. Emphasis will be on the care of instruments, tone production, proper grips, technique and playing position. Formerly MUSIC 6a-d.

Recommended Prerequisite: Knowledge of one or more instruments.

MUSIC **WOODWINDS INSTRUMENTS** **1 UNIT**

62 a-d
Hours: 1 Lecture/Discussion
 1 Lab

This course provides beginning instruction on instruments of the woodwind family. These include, flute, clarinet, oboe, saxophone and bassoon. Emphasis will be on care of instruments, tone production, embouchure development, technique and playing position. Formerly MUSIC 3a-d.

Recommended Prerequisites: Knowledge on one or more instruments.

MUSIC **PERCUSSION ENSEMBLE** **1 UNIT**

63 a-d
Hours: 1 Lecture/Discussion
 1 Lab

A study and performance of Percussion Ensemble repertory with special attention paid to tone, technique, musicianship, and overall musical effect. Planned for musicians interested in improving their musicianship and performance skills. Some outside travel, field trips, and public performances are required. Formerly Music 163a-d.

Recommended Prerequisites: Enrollment by audition or by permission of Department.

MUSIC **JAZZ ENSEMBLE** **1 UNIT**

72a-d
Hours: 2 Lecture/Discussion
 3 Lab

A study and performance of jazz ensemble repertory with special attention to interpretation, tone, technique, and general effect. Planned for those interested in improving their musicianship and improvisational skills. Some outside travel and public performances are required. Formerly Music 172a-d.

Recommended Prerequisites: Advanced musicians of jazz band instruments. Enrollment by audition or by permission of department.

MUSIC **CONCERT BAND** **1 UNIT**

74 a-d
Hours: 2 Lecture/Discussion
 3 Lab

A study of performance of standard concert band repertory with special attention to interpretation, tone, technique, and general effect. All basic concepts of musicianship will be stressed through lecture, discussion, and rehearsals with the final goal of performing in public concerts. This course is planned for those interested in improving their musicianship. Some outside travel, field trips and public performances are required. Formerly MUSIC 19a-d.

Recommended Prerequisite: Advanced musicians of band instruments. Enrollment by permission of department only.

COURSE DESCRIPTIONS

MUSIC

MUSIC MARCHING BAND 1 UNIT

75a-d
Hours: 6 Lab
CROSS REF: PE 41a-d

This course is open to all students who demonstrate ability to play a band instrument. The marching band represents the college in public functions which may include the performance of band literature at concerts, parades, rallies and athletic events. Emphasis is placed on the development of music performance and marching skills. Formerly MUSIC 18a-d.

Prerequisites: Prior experience in high school or equivalent or an ability to play a band instrument competently.

MUSIC PEP BAND 1 UNIT

76a-d
Hours: 2 Lab

This course is designed for students who are interested in performing in smaller groups at athletic functions (basketball, football, volleyball, etc.). This class is an extension of the marching band and will occasionally use some of the same literature. Formerly MUSIC 16a-d.

Recommended Prerequisites: Advanced musicians of band instruments. Marching Band is a prerequisite and concurrent enrollment is permissible. Enrollment by permission of department.

MUSIC CHORUS OF THE SEQUOIAS 1 UNIT

90a-d
Hours: 2 Activity

Chorus of the Sequoias is open to all interested singers. The chorus offers a study and the performance of choral literature from the Renaissance to Contemporary with particular emphasis on the major choral works of the Baroque, Classical, Romantic, and Contemporary periods. Evening rehearsals. Formerly MUSIC 57a-d.

MUSIC REHEARSAL AND PERFORMANCE LAB 2 UNITS

91a-d
Hours: 120 Activity

The College of the Sequoias Musical Theater Orchestra will emphasize the rehearsal and performance techniques necessary to accompany in the production of a musical. Formerly MUSIC 11a-d.

Recommended Prerequisites: Advanced musicians of orchestral instruments. Enrollment by permission of department.

MUSIC NIGHT JAZZ ENSEMBLE 1 UNIT

92a-d
Hours: 3 Lab

A study and performance of jazz ensemble repertory with special attention to interpretation, tone, technique, and general effect. Planned for those interested in improving their musicianship and improvisational skills. Some outside travel and public performances are required. Formerly MUSIC 58a-d.

Recommended Prerequisites: Advanced musicians of jazz band instruments. Enrollment by audition or by permission of department.

MUSIC

MUSIC COMMUNITY DANCE BAND 1 UNIT

94 a-d
Hours: 3 Lab
Materials Fee: \$10.00

A study and performance of dance band repertory with special attention to interpretation, tone, technique, and general effect. Planned for those interested in improving their musicianship and improvisational skills. Some outside travel and public performances are required. Formerly MUSIC 60a-d.

Recommended Prerequisites: Advanced musicians of jazz band instruments. Enrollment by audition or by permission of department.

MUSIC MUSICAL THEATRE PERFORMANCE 2 UNITS

97a-d
Hours: 120 Activity

CROSS REF: Theater Arts 20a-d, Dance 41a-d

Experience in drama and theater through active participation in major musical and dramatic productions. Includes training and experience in all facets of the theater. Formerly MUSIC 41a-d.

MUSIC MUSICAL THEATRE PERFORMANCE 1 UNIT

131a-b
Hours: 1 Lecture/Discussion
1 Activity

Studies in the technical, stylistic, and aesthetic components of singing, designed to help the individual repertoire. Intermediate Voice is a continuation of Voice Class (Music 30) and will require that the student have good singing and musical skills already established. Emphasis will be placed upon singing in Italian, German, and English.

Recommended Prerequisites/Co-requisites: Music 30, Voice. Department approval required.

MUSIC JAZZ COMBO 2 UNITS

174a-d
Hours: 1 Lecture/Discussion
2 Lab

A study and performance of Small Jazz Ensemble repertory with special attention paid to tone, technique, musicianship, and overall musical effect. Planned for musicians interested in improving their musicianship, improvisational and performance skills. Some outside travel, field trips, and public performances are required.

Recommended Prerequisites: Enrollment by audition or by permission of Department.

MUSIC NIGHT STUDIO BAND 1 UNIT

183a-d
Hours: 3 Lab

A terminal course which rehearses all types of music performed in the recording studio. Recording on tapes and making a professional quality record will be a major project. Formerly MUSIC 62a-d.

Recommended Prerequisite: Prior experience and ability to competently play a jazz instrument.

COURSE DESCRIPTIONS

MUSIC

MUSIC BEGINNING GUITAR 1 UNIT

201a-b

Hours: 2 Lab

This is a beginning, nontransferrable guitar course for students with limited musical experience. Students will learn to read and play melody lines which use the notes on all six strings and are written in simple rhythmic patterns. Students must provide their own guitars. Acoustic instruments only. Formerly MUSIC 2A.

MUSIC 202 INTERMEDIATE GUITAR 1 UNIT

Hours: 2 Lab

Music 202 is nontransferrable and designed to follow Music 201. Students will learn increasingly difficult melodies and chords in a variety of styles. Students will increase their knowledge of reading music which employs more complicated notes and more complicated rhythmic notation than in Music 201. Several accompaniment patterns will be used to teach fingerpicking and strumming patterns. Formerly MUSIC 2B.

Recommended Prerequisite: Music 201 or ability to read and play simple melodies using all strings and ability to play chords in the first position or department's consent.

MUSIC ADVANCED GUITAR 1 UNIT

203a-d

Hours: 2 Lab

Students will learn increasingly difficult melodies and chords in various keys. Melodic and chord transposition to other keys will be learned. Formerly MUSIC 2C.

Recommended Prerequisite: Music 202 or permission of the department.

MUSIC KEYBOARD ACCOMPANIMENT 1 UNIT

224a-d

**Hours: 2 Lecture/Discussion
1 Lab**

This course involves small groups, such as soloist and ensembles in vocal, string, brass and the larger groups such as a symphony and chorus. Other items covered would be the utilization of the synthesizer and computer, musical theatre auditions, as well as duets between piano/piano, piano/organ, organ/organ (liturgical vs. theatre). Formerly MUSIC 25a-d.

Recommended Prerequisites: Music 34a-d, 52a-d, 172, or 270. Also, at least one year or more of private instruction. Audition by department.

MUSIC SIGHT SINGING AND BASIC 1 UNIT

231 FUNDAMENTALS OF MUSIC

**Hours: 1 Lecture/Discussion
1 Lab**

A practical course in sight singing, aural perception, and rhythmic analysis including the study of notes/rests, scales, triads, key and meter signatures, intervals and musical terminology. Formerly MUSIC 44.

MUSIC

MUSIC MADRIGAL DINNER 1 UNIT

242a-d

Hours: 60 Activity

The Madrigal Dinner is an Elizabethan (Shakespearean/Renaissance) Feast performed by singers, instrumentalists, actors, court jesters, mimes, tumblers, and others structured around a formal meal served in several courses announced by brass fanfares. Authenticity of music, drama, costuming, staging and all aspects of the performance is essential. A Christmas theme serves as the central focus of the dinner which is traditionally presented several evenings in late November and/or early December.

MUSIC DIXIELAND BAND 1 UNIT

270a-d

Hours: 2 Lab

A study and performance of Dixieland band repertory with special attention to interpretation, tone, technique, and general effect. Planned for those interested in improving their musicianship and improvisational skills. Some outside or public performances are required. Formerly MUSIC 20a-d.

Recommended Prerequisites: Advanced musicians of Dixieland band instruments. Enrollment by permission of department.

MUSIC SEQUOIA WINDS 1 UNIT

295a-d

Hours: 2 Lab

A study and performance of standard symphonic band repertory 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. Formerly MUSIC 64a-d.

Recommended Prerequisites: Sequoia Winds is open to all interested instrumental band musicians.

MUSIC SWING-STYLE BIG BAND 1 UNIT

396 a-d

Hours: 3 Lab

A terminal course which rehearses all types of music performed by the big bands of the 1930's, 40s and 50s. Some outside travel and public performances are required.

Recommended Prerequisites: Advanced musicians of jazz band instruments. Enrollment by audition or by permission of department.

COURSE DESCRIPTIONS

NURSING

NURSING REGISTERED NURSING THEORY 10 UNITS
101

Hours: 6 Lecture/Discussion
14 Lab

Materials Fee: \$15.00

This course is an introduction to the elements of patient care based upon the nursing process. It emphasizes human needs related to communication, safety and comfort, mobility, nutrition, regulator mechanisms, and growth and development. The course introduces the student to nursing care of patients with endocrine, orthopedic, and hematological conditions. The course includes interpersonal relationships, legal and ethical aspects of nursing, as well as techniques of patient centered care. Using critical thinking and under supervision of an instructor, the student will give nursing care to selected patients in the clinical setting. Various program threads such as gerontology, pharmacology, and nutrition will be introduced during this semester.

Prerequisites: Biology 30, Biology 31, Biology 40, Chemistry 20, Nutrition 18, and English 1 and acceptance into the Registered Nursing Program.

NURSING REGISTERED NURSING THEORY 12 UNITS
102

Hours: 6 Lecture/Discussion
18 Lab

Materials Fee: \$15.00

Nursing 102 focuses on the patient and family in perinatal areas, pediatrics and oncology - particularly the gerontology patient. Theory content includes discussion of disease entities unique to these patient populations, as well as methods to promote and maintain wellness. Regulation and maintenance of fluid and electrolyte homeostasis and acid-basis balance is also discussed. The student is expected to function as an adult learner and to do rigorous preparation for theory and laboratory components. The clinical laboratory component includes the planning and delivery of primary care of perinatal, pediatric, oncology and gerontology patients in hospital, clinic, and home settings.

Prerequisites: Successful completion of Nursing 101 and Nursing 122 (Physical Assessment).

Corequisite: Nursing 10.

NURSING REGISTERED NURSING THEORY 12 UNITS
103

Hours: 6 Lecture/Discussion
18 Lab

Materials Fee: \$15.00

This third semester course is a study of the nursing process centered around patient needs related to safety and comfort, sexual expression, altered regulatory mechanisms of the cardiopulmonary systems and gastrointestinal-genitourinary and renal systems.

Prerequisites: Nursing 102, Nursing 122 or Licensure as a Vocational Nurse.

NURSING

NURSING REGISTERED NURSING THEORY 13 UNITS
104

Hours: 6 Lecture/Discussion
21 Lab

Material Fee: \$15.00

This fourth semester Registered Nursing course is a study of the nursing process centered on the human needs of individuals, with a focus on regulatory and activity mechanisms, safety and comfort, and emotional integrity. It also focuses on the study of management principles with skills integrated into practice. Formerly NURSING 4.

Prerequisite: Nursing 103

NURSING CULTURAL DIVERSITY IN 3 UNITS
106 HEALTH AND ILLNESS

Hours: 3 Lecture/Discussion

This course is designed to introduce basic concepts of culture, language and communication, social organization, social interaction and change as they relate to the health care field. Focused upon the client (individual, family or social group), the course investigates values, beliefs, and customs as they effect health and illness behaviors.

Recommended Prerequisite/Corequisite: English 1.

NURSING PHARMACOLOGY 1 UNIT
110

Hours: 1 Lecture/Discussion

This course is the study of pharmacologic agents, their action, uses, and implications for the professional nurse. Topic areas will include the pharmacodynamics, pharmacokinetics, dosages appropriate for various age groups, uses, side effects, nursing actions and drug interactions for the following drug categories: steroids, narcotic and non-narcotic analgesics, non-steroidal anti-inflammatory drugs, anti-infectives, and antineoplastics. Also included are the skills and techniques necessary to deliver intravenous fluids.

Prerequisites: Successful completion of Nursing 101 and Nursing 122.

NURSING PERIOPERATIVE 6 UNITS
120 NURSING

Hours: 4 Lecture/Discussion
24 Lab

Short Term Course - 6 weeks

This is an elective course in perioperative nursing. This course is designed to prepare a competent and knowledgeable practitioner to administer optimum care to select surgical patients during pre-operative, intra-operative and post-operative phases of surgical intervention. Formerly NURSING 20.

Recommended Prerequisite: Nursing 101 and 122.

COURSE DESCRIPTIONS

NURSING

NURSING FOUNDATIONS OF 3 UNITS
122 NURSING PRACTICE
Hours: 2 Lecture/Discussion
2 Lab
1 Activity

Based on the human needs approach, this course provides the foundation for nursing practice. The framework for this foundation is the five-step nursing process: assessment, diagnosis, planning, implementation, and evaluation. The assessment phase is emphasized so students will recognize normal range of assessment data. The students gain experience in using critical thinking skills.

Prerequisites: Biology 30, Biology 31, Biology 40, Chemistry 20, Nutrition 18, and English 1.

NURSING CARE OF THE 6 UNITS
125 PATIENT IN ICU
Hours: 4 Lecture/Discussion
24 Lab

Short Term Course: 6 weeks

This course is a study of nursing intervention focused on the needs of the critically ill patient in an intensive care unit. The principles related to the patient's cardiac, respiratory, neurological and emotional needs will be stressed in coordination with actively caring for this type of patient. Formerly NURSING 25.

Prerequisites: Nursing 103 or permission of the department. Licensure as a Vocational Nurse.

NURSING ONCOLOGY NURSING 6 UNITS
127
Hours: 4 Lecture/Discussion
24 Lab

Short Term Course: 6 weeks

This course is designed to increase student understanding of the patho-physiologic process of cancer and the psychosocial effect upon the client and family. The student will utilize the nursing process to plan and implement individualized care of the oncology client. Formerly NURSING 27.

Prerequisite: Nursing 101.

NURSING MENTORSHIP: 1 UNIT
134 TRANSITION FROM
STUDENT TO NURSE
Hours: 1 Lecture/Discussion

This course is designed for the Registered Nurse who wishes to prepare for clinical teaching and supervision of senior nursing students in a mentorship role. It involves the study and application of principles of nursing and teaching/learning theory, to guidance and evaluation of the student nurse's clinical practice. Formerly NURSING 34.

Prerequisites: Registered Nurses with a minimum of one year experience in acute care, that have or will serve as mentors to C.O.S. Nursing 104 students

NURSING GENERAL MATHEMATICS 3 UNITS
321 RELATED TO NURSING
Hours: 3 Lecture/Discussion

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 will be included. Emphasis is placed on calculation of medication problems with clinical application. Formerly NURSING 21.

NURSING

NURSING REVIEW COURSE FOR NCLEX 2 UNITS
325
Hours: Short Term Course - 5 days
Eight Hours Per Day

This short term course will review obstetrics, pediatrics, and the major disease categories of each body system. It will emphasize the associated nursing process responsibilities that are basic to nursing practice.

Prerequisite: Fourth semester student in the Registered Nursing Program or equivalent from another school.

NURSING INTRAVENOUS 1 UNIT
333 THERAPY CERTIFICATION CLASS
Hours: Short Term Course: 9 Weeks
1 Lecture/Discussion
3 Lab

This course is designed to prepare Licensed Vocational Nurses to initiate and maintain intravenous therapy in a clinical agency which has protocols to provide for such function. It includes theory, laboratory practice, and supervised clinical practice in IV therapy techniques. Formerly NURSING 33.

Prerequisite: Must be a Licensed Vocational Nurse employed in an agency with an Inservice Education Department.

NURSING NURSING ASSISTANT 5 UNITS
351
Hours: 3 Lecture/Discussion
6 Lab

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. Formerly NURSING 51.

NURSING NURSING SKILLS LAB 0 UNITS
400a-d
Hours: 3 Lab

This course provides the student an opportunity for additional directed learning and supervised laboratory time to develop and refine nursing clinical skills necessary to the safe clinical practice of professional nursing. The student will gain knowledge from instructor demonstration, video tapes and computers.

Recommended Prerequisites/Corequisites: Student must be enrolled in the Associate Degree Registered Nursing Program at College of the Sequoias.

NURSING NURSING AND OTHER HEALTH 0 UNITS
401 CAREERS FOR ETHNIC DIVERSITY
Hours: 24 Lecture/Discussion
8 Lab

Short Term Course: 32 hours

This course is designed to introduce minority students to health care career opportunities during their early high school years. The course provides information regarding careers, opportunity for the student to observe health care service personnel at the job site, and guidance for the student in selection of high school courses which will enhance their entry into college level courses. Emphasis will be placed on nursing, but other health care careers will be addressed.

COURSE DESCRIPTIONS

NURSING

NURSING CARDIOPULMONARY 0 UNITS
405 RESUSCITATION
Hours: 4 Lecture/Discussion
14 Lab

Short Term Course

This 18 hour 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. Formerly NURSING 5.

NUTRITION/FOOD

NUTR/ NUTRITION 3 UNITS
FOOD 18
Hours: 3 Lecture/Discussion

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. Formerly NUTR 18. CAN H EC 2.

NUTR/ FOODS 3 UNITS
FOOD 101
Hours: 2 Lecture/Discussion
3 Lab

Materials Fee: \$10.00

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. Formerly HOME EC 10A. CAN H EC 8.

NUTR/ FOODS 2 UNITS
FOOD 102
Hours: 1 Lecture/Discussion
3 Lab

Materials Fee: \$10.00

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, quantity cooking, and special diets. Formerly HOME ECONOMICS 10B.

NUTR/ COMMERCIAL FOODS I 3 UNITS
FOOD 105
Hours: 2 Lecture/Discussion
4 Lab

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. Formerly HOME EC 15A.

NUTRITION/FOOD

NUTR/ COMMERCIAL FOODS II 3 UNITS
FOOD 106
Hours: 2 Lecture/Discussion
4 Lab

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. Formerly HOME EC 15B.

NUTR/ SANITATION & SAFETY 1 UNIT
FOOD 107
Hours: 1 Lecture/Discussion

Basic concepts of sanitation and safety and their application in the food service industry. Federal, state and local regulations. Formerly HOME EC 14.

NUTR/ CHILDREN'S NUTRITION 3 UNITS
FOOD 112
Hours: 3 Lecture/Discussion
Cross Ref: Child Dev 112

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 California State Children's Center permit. An appropriate course for students in education and social services. Formerly HOME EC 12.

NUTR/ NUTRITION FOR FITNESS, 2 UNITS
FOOD 119 EXERCISE, AND SPORTS
Hours: 2 Lecture/Discussion
Cross Ref: PE 119
H&W 119

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. Formerly NUTR 19.

NUTR/ SUPERVISED PRACTICE 1-3 UNIT
FOOD 190
Hours: 3 Labs per Unit

Under the supervision of an 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.
Prerequisite: Permission of the department.

NUTR/ TOPICS IN 1-4 UNIT
FOOD 199 NUTRITION/FOODS
Hours: Variable

Topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience in a discipline. Credits may be earned in 199 transfer level.

COURSE DESCRIPTIONS

NUTRITION/FOOD

NUTR/ MODERN MEALS 2 UNITS

FOOD 203

**Hours: 1 Lecture/Discussion
3 Lab**

Materials Fee: \$10.00

Basic meal planning and preparation to meet the needs of individuals and families. Emphasis on economy, efficiency, nutrition and attractiveness. Open to all interested students. Formerly HOME EC 60.

NUTR/ TOPICS IN 1-4 UNIT

FOOD 299 NUTRITION/FOODS

Hours: Variable

Topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience in a discipline. Credit in Topics 299 is non-transferable.

ORNAMENTAL HORTICULTURE

OH 2 PLANT IDENTIFICATION 1 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

Ornamental Horticulture 2 is a detailed study of trees, shrubs, vines, herbaceous plants, and their identification. This course emphasizes plant materials at their best during the summer and fall months. Formerly OH 2A.

OH 3 PLANT IDENTIFICATION 2 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

Ornamental Horticulture 3 is a detailed study of trees, shrubs, vines, herbaceous plants, and their identification. This course consists of two sections of different planting materials. Formerly OH 2B.

OH 7 LANDSCAPE DESIGN 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

Materials Fee: \$5.00

OH 7 is an ornamental horticulture class that teaches the basic principles of landscape design as applied to residential, industrial, and public properties. The basic course in landscape design is appropriate for transfer students and two-year majors. Formerly OH 6.

OH 101 BASIC ORNAMENTAL 3 UNITS

**HORTICULTURE
Hours: 3 Lecture/Discussion
1 Lab**

Materials Fee: \$5.00

This course is an introduction to ornamental horticulture and the basic skills used in the landscaping, turf management, and nursery fields. Formerly OH 1.

ORNAMENTAL HORTICULTURE

OH 104 NURSERY PRACTICES 3 UNITS

HORTICULTURE

**Hours: 3 Lecture/Discussion
1 Lab**

A study of the nursery industry and its practice through lecture and lab activities. Instruction provides a working knowledge of plant propagation, growing ornamental plants, nursery layout, nursery management, cut flower care and marketing techniques.

OH 105 PLANT PROPAGATION 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

Materials Fee: \$5.00

A plant science course that studies the principles of plant propagation by seed, cutting, layering, division, grafting, and budding. The primary focus of this course is the propagation of fruit and ornamental plants. Formerly OH 4.

OH 106 LANDSCAPE DRAFTING 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

Materials Fee: \$5.00

This course teaches the basic drafting techniques and standards used in creating landscape designs. Students learn landscape symbols, lettering styles and techniques as well as methods of designing landscape plans using section and detail drawings. Sketching and the use of drafting equipment from landscape and architectural fields are also stressed. Formerly OH 5.

OH 108 LANDSCAPE 3 UNITS

CONSTRUCTION

**Hours: 3 Lecture/Discussion
1 Lab**

Materials Fee: \$5.00

A basic course in ornamental horticulture for transfer and two year horticulture majors that teaches the fundamentals of construction as they relate to landscape design and the maintenance of landscape plants. Formerly OH 7.

OH 109 LANDSCAPE MAINTENANCE 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

Materials Fee: \$5.00

OH 109 is a lecture and lab course on the maintenance of landscape of homes, parks, schools, golf courses, plus street and highway plantings. The students study pruning, fertilization, irrigation, pest control and landscape management. Formerly OH 8.

OH 110 TURFGRASS MANAGEMENT 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

Materials Fee: \$5.00

An introduction to the field of turfgrass management that includes selection and use of turfgrass varieties for use in parks, recreation areas, golf courses, and home lawns. Formerly OH 9.

COURSE DESCRIPTIONS

ORNAMENTAL HORTICULTURE

OH 111 FLORAL DESIGN 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

Materials Fee: \$50.00

OH 111 is an introductory lecture and lab course in commercial floristry that covers the various phases of floral design. It is a general course for a two-year certificate and transfer students and is not limited to agriculture majors. Formerly OH 10.

OH 112 SYMPATHY FLOWERS 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

Materials Fee: \$50.00

Ornamental Horticulture 112 is a course for two year and certificate students. It is a requirement for the floral industries certificate. OH 112 teaches the advanced styling and design of flowers specifically for sympathy work, casket sprays, wreaths, hospital arrangements and solid work. Formerly OH 12.

OH 113 WEDDING FLOWERS 3 UNITS

Hours: 2 Lecture/Discussion
2 Lab

Materials Fee: \$50.00

Ornamental Horticulture 113 is a course for 2-year and certificate students. It is a requirement for the Floral Industries certificate. OH 113 teaches advanced styling of floral designs to wear and carry, as practiced specifically in wedding work, including complete coverage of wedding bouquets, corsages, church decorations, balloons and bouquet decor. Formerly OH 13.

OH 116 HORTICULTURE INDUSTRIES TOUR 1 UNIT (Central California)

Hours: **Short Term Course: 40 Hours**

A field trip to Central California ornamental horticulture outlets and the industries that supply them. Garden centers, flower shops, botanical and display gardens, flower and nursery growers, and public educational facilities are studied. Visits to wholesalers, jobbers, display houses, advertising agencies and others working with retailers are included.

OH 118 XERISCAPE 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

Materials Fee: \$5.00

A study and application of the principles and theories of landscape planning, designing, installation and maintenance of wise use water management in large and small scale landscapes. Formerly OH 18.

OH 119 INTERIORSCAPES 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

Materials Fee: \$5.00

A study of the principals of residential and commercial interior design relating to plant materials for aesthetic purposes, is the main focus of this class. Foliage, plant selection, health and maintenance is studied. Formerly OH 19.

ORNAMENTAL HORTICULTURE

OH 120 PESTS AND DISEASES OF 3 UNITS ORNAMENTALS

Hours: 3 Lecture/Discussion
1 Lab

A diagnosis, analysis and management of plant pests to include: insects, weeds, and diseases. Principles of controlling pests including biological, cultural, physical, mechanical, and chemical. Pesticide safety, formulation, and methods of application are presented. This course is an integral part of the Ornamental Horticulture program intended for two-year or transfer students.

OH 121 PLANT COMBINATION THEORY 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

A study and application of the theory and principles of combining plant materials for use in the landscape according to their cultural, esthetic and special environmental and micro-climate requirements.

OH 201a-d VEGETABLE GARDENING 2 UNITS

Hours: 1 Lecture/Discussion
3 Lab

Materials Fee: \$10.00

OH 201 is an introductory course in small scale vegetable production. The students study plant selection, soils, fertilizers, and care, as well as methods of planting irrigation and harvesting. This course is of great value to anyone who desires to learn proper techniques of vegetable gardening. Formerly OH 17a-d and OH 400.

PARALEGAL

PARA 101 INTRODUCTION 3 UNITS TO PARALEGALISM

Hours: 3 Lecture/Discussion

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. Formerly PARA 1.

Recommended Prerequisite: Paralegal 102 (co-requisite) and English 1 eligibility.

PARA 102 LEGAL TERMINOLOGY 1 UNIT

Hours: 1 Lecture/Discussion

A required course acquainting the student with legal terminology, concepts, and definitions. Formerly PARA 6.

Recommended Prerequisite: Concurrent enrollment in Paralegal 101.

PARA 103 CIVIL PROCEDURE 1 3 UNITS

Hours: 3 Lecture/Discussion

A required course designed to familiarize the paralegal student with the concepts of both California and Federal Civil Procedure and the stages of civil litigation. The student will be instructed in the use of standard judicial forms. Formerly PARA 4A.

Prerequisites: Paralegal 101.

COURSE DESCRIPTIONS

PARALEGAL

- PARA 104 CIVIL PROCEDURE II** 3 UNITS
Hours: 3 Lecture/Discussion
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. Formerly PARA 4B.
Prerequisites: Paralegal 101, 103, & 105.
- PARA 105 LEGAL RESEARCH AND WRITING I** 3 UNITS
Hours: 3 Lecture/Discussion
This required course is designed to familiarize the paralegal with the basic tools of researching both Federal and California law. The student will learn to locate authority relevant to particular cases and clearly and concisely write various legal documents and memoranda based on that research. Analysis and interpretation of statutes and judicial opinions are also included. Formerly PARA 2A.
Recommended Prerequisites: Paralegal 101 and 103.
- PARA 106 LEGAL RESEARCH AND WRITING II** 3 UNITS
Hours: 3 Lecture/Discussion
A second semester required course in advanced legal research and writing designed to expand the paralegal student's ability to perform more complicated legal research and legal analysis. Assignments include drafting points and authorities and appellate briefs. Formerly PARA 2B.
Prerequisites: Paralegal 101, 103, and 105.
- PARA 107 CLIENT INTERVIEWING FOR THE PARALEGAL** 1 UNIT
Hours: 1 Lecture/Lab
This required course will familiarize the student with interviewing techniques, ethical considerations for the interviewer, and methods of documenting and summarizing interviews. Formerly PARA 21.
Prerequisites: Paralegal 101, 103, 105.
- PARA 108 LAW OFFICE MANAGEMENT** 1 UNIT
Hours: 1 Lecture/Discussion
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. Formerly PARA 3.
Prerequisites: Paralegal 101, 103 and 105.
- PARA 130 TORT LAW** 1.5 UNITS
Hours: 1.5 Lecture/Discussion
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. Formerly PARA 10.
Prerequisites: Paralegal 101 and 103.

PARALEGAL

- PARA 131 CONTRACT LAW** 1.5 UNITS
Hours: 1.5 Lecture/Discussion
This elective course provides a general knowledge of what constitutes a contract, how to locate and utilize forms associated with contract lawsuits. Formerly PARA 11.
Prerequisites: Paralegal 101 and 103.
- PARA 132 WILLS, TRUSTS, AND PROBATE** 3 UNITS
Hours: 3 Lecture/Discussion
This is 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. Formerly PARA 12.
Prerequisites: Paralegal 101 and 103.
- PARA 133 CORPORATE LAW** 1 UNIT
Hours: 1 Lecture/Discussion
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. Formerly PARA 13.
Prerequisites: Paralegal 101 and 103.
- PARA 134 REAL ESTATE LAW** 1 UNIT
Hours: 1 Lecture/Discussion
This is an elective course covering practices and procedures of real estate and landlord-tenant law, including the drafting of legal forms used in these areas. Formerly PARA 14.
Prerequisites: Paralegal 101 and 103.
- PARA 135 BANKRUPTCY** 1 UNIT
Hours: 1 Lecture/Discussion
This is an elective course which provides general knowledge of the types of bankruptcy, jurisdiction, bankruptcy court procedures, duties of bankrupts and trustees, and adversary proceedings. Formerly PARA 8.
Prerequisites: Paralegal 101 and 105.
- PARA 136 ADMINISTRATIVE LAW** 1 UNIT
Hours: 1 Lecture/Discussion
This is an elective course covering the practices and procedures of state and federal administrative agencies. Students learn to draft documents for use in agency proceedings. Formerly PARA 16.
Prerequisites: Paralegal 101 and 105.
- PARA 137 FAMILY LAW** 3 UNITS
Hours: 3 Lecture/Discussion
This is 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 the necessary forms related to dissolution actions. Formerly PARA 7.
Prerequisites: Paralegal 101 and 103.

COURSE DESCRIPTIONS

PARALEGAL

- PARA 138 ENFORCEMENT OF JUDGMENTS** 1 UNIT
Hours: 1 Lecture/Discussion
 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. Formerly PARA 23.
Prerequisites: Paralegal 101 and 103 or consent of department.
- PARA 139 WORKERS COMPENSATION LAW** 1 UNIT
Hours: 1 Lecture/Discussion
 This is an elective course covering the practices and procedures related to workers compensation actions. Students learn to draft documents for use in this agency. Formerly PARA 19.
Prerequisites: Paralegal 101 and 105.
- PARA 197 PROFESSIONAL RESPONSIBILITY** 1 UNIT
Hours: 1 Lecture/Discussion
 This required course is designed to assist the second year paralegal student in making the transition from the classroom to the law office. The course covers ethics, regulation of paralegals, job realities, career opportunities, and advanced legal analysis.
Recommended Prerequisite/Co-requisites: Paralegal Internship co-requisites; English 1 eligibility.
- PARA 301 PRACTICAL LAW** 2 UNIT
Hours: 2 Lecture/Discussion
Cross Listed: AJ 301
 This basic skills class enhances study skills and basic competencies in math, reading, oral communication and written communication in a legal content course. This class is meant to supplement the skills learned in other precollegiate courses. It is recommended for students interested in pursuing a law related career but not yet ready for degree applicable courses.

PHILOSOPHY

- PHILOS 10 DEVELOPMENT OF WESTERN PHILOSOPHY** 3 UNITS
Hours: 3 Lecture/Discussion
 The classical and medieval traditions with special reference to the systems of Plato, Aristotle, Stoicism and Christianity and the contributions of Presocratics, Socrates, Plato, Aristotle, Augustine and Aquinas. Formerly PHILOS 10A. CAN PHIL 8.
Recommended Prerequisite: Eligible for English 1.
- PHILOS 10H DEVELOPMENT OF WESTERN PHILOSOPHY** 4 UNITS
Hours: 4 Lecture/Discussion
 The classical and medieval traditions with special reference to the systems of Plato, Aristotle, Stoicism and Christianity and the contributions of Presocratics, Socrates, Plato, Aristotle, Augustine and Aquinas. Special emphasis in the colloquium is on development of questions to lead discussions in a larger class.
Recommended Prerequisite: Completion of English 1 and acceptance into the COS Honors Program.

PHILOSOPHY

- PHILOS 11 DEVELOPMENT OF WESTERN PHILOSOPHY** 3 UNITS
Hours: 3 Lecture/Discussion
 The origins of modern philosophy is considered, including humanism, rationalism, utilitarianism, empiricism, idealism, positivism, pragmatism, Marxism, and existentialism and the contributions of philosophers. Formerly PHILOS 10B. CAN PHIL 10.
Recommended Prerequisite: Eligibility for English 1.
- PHILOS 11H DEVELOPMENT OF WESTERN PHILOSOPHY** 4 UNITS
Hours: 4 Lecture/Discussion
 The origins of modern philosophy is considered, including humanism, rationalism, utilitarianism, empiricism, idealism, positivism, pragmatism, Marxism and existentialism. Special emphasis in the colloquium is on development of questions to lead discussions in a larger class.
Recommended Prerequisite: Completion of English 1 and acceptance into the COS Honors Program.
- PHILOS 12 COMPARATIVE RELIGION** 3 UNITS
Hours: 3 Lecture/Discussion
 A general survey of the major religions of the world (Hinduism, Jainism, Buddhism, Sikhism, Confucianism, Taoism, Shintoinism, Zoroastrianism, Judaism, Christianity, and Islam). The emphasis is on a comparison of themes common to all, or most religions. Formerly PHILOS 11.
- PHILOS 13 INTRO TO THE OLD TESTAMENT/TESTAMENT SURVEY** 3 UNITS
Hours: 3 Lecture/Discussion
 A general survey of the religion of the Hebrews with particular emphasis on the thought, theology and writings of the Old Testament. These are examined within the historical context of the history of Israel.
- PHILOS 14 INTRO TO THE NEW TESTAMENT** 3 UNITS
Hours: 3 Lecture/Discussion
 An introduction to the early Christian community in the period following the death of Christ. Utilizing a historical approach, the course traces the thought and theology reflected in the New Testament writings.
- PHILOS 20 INTRODUCTORY LOGIC** 3 UNITS
Hours: 3 Lecture/Discussion
 A study of logical reasoning by translating ordinary language into symbols for ease of analysis. Students will learn how to identify arguments, to distinguish between inductive and deductive arguments, to derive logical and sound conclusions, and to detect common fallacies of thinking. Applications are for the student interested in the structure of arguments (philosophy and law), as well as, the student in mathematics, science, and computer sciences. Formerly Philos 120.
Recommended Prerequisite: English 1, or Math 230.

COURSE DESCRIPTIONS

PHILOSOPHY

PHILOS 25 CRITICAL THINKING 3 UNITS

Hours: 3 Lecture/Discussion

Principles and methods of valid reasoning from objective evidence. Focus is on a practical defense against fallacious arguments and self-deception. Typical topics include deduction, induction, fallacy identification, cultural bias, and argument analysis. A series of writing assignments will focus on increasing the sophistication of argumentative writing. Students are required to write 6,000 to 8,000 words demonstrating both skills of critical thinking and composition.

Prerequisite: English 1.

PHOTOGRAPHY

PHOTO 1 BEGINNING PHOTOGRAPHY 3 UNITS

Hours: 2 Lecture/Discussion
3 Lab

Materials Fee: \$20.00

This class is a study in the basic principles and practices of photography. This course is designed to provide a foundation of basic knowledge for those planning an advanced career in photography and who plan further advanced photographic study, or for those in other fields where an understanding of photography may be beneficial. It is also designed to provide the photographic enthusiast with a good working knowledge of this medium as a means of visual communication and self expression. CAN ART 18.

PHOTO 2a-d ADVANCED PHOTOGRAPHY LABORATORY 1 UNIT

Hours: 3 Lab

Materials Fee: \$20.00

These classes provide an extension of the basic principles and practices learned in Photography 1. These courses expand upon the knowledge gained in the beginning and basic classes. It is designed for those who have more than a casual interest in the subject and wish to expand their knowledge and advance their skills in the field of photography. Photography 2a-c is a Lab course.

Recommended Prerequisites: Photography 1.

PHOTO 110a-d PHOTO JOURNALISM 2 UNITS

Hours: 2 Lecture/Discussion
2 Lab

Cross Ref: Journalism 110a-d.

Materials Fee: \$15.00

A course designed for students who would like practical publication experience and an opportunity to publish their photographs in the school newspaper. Formerly PHOTO 10a-d.

PHOTOGRAPHY

PHOTO 370a-d COLOR PHOTOGRAPHY 2 UNITS

Hours: 2 Lecture/Discussion
2 Lab

Materials Fee: \$15.00

Color photography is designed for those interested in color photography with a basic understanding of black and white photography. Students will be given the opportunity to experience making photos using various types of color films and experience the various types of darkroom activities. Photography 70b and c will give the student an opportunity to do advanced work in color photography. Formerly PHOTO 70a-c.

Recommended Prerequisites: Photo 1

PHOTO 371a-d PORTRAIT PHOTOGRAPHY 2 UNITS

Hours: 2 Lecture/Discussion
2 Lab

Materials Fee: \$15.00

Portrait Photography 371a is an introduction course in the area of portrait photography. The course is by lecture and lab. The students will have the opportunity to study the various types of equipment used in portraiture and the various types of equipment used in portrait photography. Portrait Photography 371b and c are designed to give the students an opportunity to work with advanced lighting techniques in portrait photography and to keep abreast with new and developing techniques in this area. Formerly PHOTO 71a-c.

Recommended Prerequisites: Photography 1 or Photography 370a-c.

COURSE DESCRIPTIONS

PHYSICAL EDUCATION

Adaptive PE

P.E. 52a-d ADAPTED P.E. - ADAPTED WEIGHT TRAINING 1 UNIT

Hours: .5 Lecture/Discussion
2.5 Activity

This is a one unit course for the disabled designed to assist students in body development, maintenance and/or conditioning. Individual programming for each student's needs and wants is provided. Trained assistants are available. This course may be repeated for credit. Formerly PE 53a-d.

Recommended Prerequisite: Any physical limitation.

P.E. 55 a-d ADAPTED P.E. - SEASONAL SPORTS FOR THE DISABLED 1 UNIT

Hours: 1 Lecture/Discussion
2 Activity

Each semester disabled students will have the opportunity to acquire the skills that are fundamental to swimming, tennis, track, and bowling. The basic skills, rules, equipment, and terminology needed are covered each semester.

Trained assistants are available. Formerly PE 51a-d.
Recommended Prerequisite: Any physical limitation.

P.E. 57a-d ADAPTED P.E. - PHYSICAL FITNESS AND FLEXIBILITY 1 UNIT

Hours: 1 Lecture/Discussion
2 Activity

Assists disabled students in developing and maintaining basic physical skills, knowledge, and attitudes necessary for enjoyable and satisfactory participation in lifetime fitness, flexibility and sports activities. Trained assistants are available. Formerly PE 50a-d.

Recommended Prerequisite: Any physical limitation.

P.E. 63a-d ADAPTED P.E. - BALANCE, RHYTHM, & AEROBIC DANCE MOVEMENT FOR THE ATYPICAL INDIVIDUAL 1 UNIT

Hours: 1 Lecture/Discussion
2 Activity

This course is designed to help develop balance, rhythm, and aerobic dance movement skills in the disabled student. Students will participate in various forms of dance, including social, folk, and aerobic dance forms. Trained assistants are available. Formerly PE 163a-d.

Recommended Prerequisite: Any physical limitation.

P.E. 64a-d ADAPTED P.E. - PERCEPTUAL MOTOR SKILLS AND GAIT EXERCISES FOR THE DISABLED 1 UNIT

Hours: 1 Lecture/Discussion
2 Activity

This course for the disabled is designed to assist students in the development of ambulation, balance, gross motor, and perceptual motor skills. Individual programming for each student's needs is provided. Trained assistants are available. Formerly P.E. 164a-d.

Recommended Prerequisite: Any physical limitation.

PHYSICAL EDUCATION

Adaptive PE

P.E. 66a-d ADAPTED P.E. - ARTHRITIS SELF-MANAGEMENT AND EXERCISE PROGRAM 1 UNIT

Hours: 1 Lecture/Discussion
2 Activity

This course is a tested self-management and exercise program designed to help individuals cope with the various challenges caused by arthritis. Trained assistants are available. Formerly P.E. 166a-d.

Recommended Prerequisite: Any physical limitation.

P.E. 67a-d ADAPTED P.E. - PRINCIPLES AND TECHNIQUES (BODY MECHANICS) OF BACK CARE 1 UNIT

Hours: 1 Lecture/Discussion
2 Activity

This course is designed for individuals with back disorders in developing an exercise program and better body mechanics to help better care for their backs. Formerly P.E. 167a-d.

Recommended Prerequisite: Any physical limitation.

General Activities

P. E. 1a-d AEROBIC CONDITIONING 1 UNIT

Hours: .5 Lecture
1.5 Activity

A cardiovascular conditioning class with a secondary emphasis on callisthenics for strength and toning. Exercises are done to music. Fitness concepts are covered with different techniques introduced each semester. Formerly PE 86a-d.

P. E. 2a-d NON-IMPACT AEROBICS 1 UNIT

Hours: .5 Lecture
1.5 Activity

Non-impact aerobics is designed specifically for the student who is overweight or just beginning a fitness program. Aerobic exercise routines are done to slower paced music incorporating movements where no jumping or bouncing takes place. The non-impact aerobic phase is then followed by a series of muscle toning exercises. Formerly PE 102.

P.E. 4a-d WEIGHT TRAINING 1 UNIT

Hours: .5 Lecture/Discussion
1.5 Activity Per Week

This course is designed as a general introduction to the concepts of strength and body building. The course will focus on machines, barbells and dumbbells as the vehicle for development of the major muscle groups. Formerly PE 104.

COURSE DESCRIPTIONS

PHYSICAL EDUCATION

General Activities

P.E. 5a-b ADVANCED STRENGTH AND BODY BUILDING PRINCIPLES 2 UNITS
Hours: 1 Lecture/Discussion
 3 Activity Per Week

This course is designed for the student who seeks further knowledge in the scientific and theoretical components of resistance training. Inclusive of basic principles of strength development, body building, diet, nutrition and weight control. Based on the foundation of resistance prescriptions. Course will focus on barbells, dumbbells and machines as the vehicle for development of the muscle groups. Proper mechanics of exercise and safety factors are stressed. Formerly PE 105a-b.
Recommended Prerequisites: PE 4a-d or recommendation by the department.

P.E. 12a-d ADVANCED BASEBALL 1 UNIT
Hours: .5 Lecture/Discussion
 1.5 Activity

A physical education activity class for students who wish to gain advanced skills. Advanced skills in throwing, fielding, batting, and pitching a baseball will be taught and practiced. Formerly PE 26a-d.

Recommended Prerequisites: Recommendation of department.

P.E. 14a-d BASKETBALL 1 UNIT
Hours: .5 Lecture/Discussion
 1.5 Activity

This course is designed for any student interested in the sport of basketball; both experienced players and those not familiar with the game are encouraged to take this class. Basketball is an enjoyable sport and provides yet one more way a student can become physically fit through competition. This class is co-ed. Formerly PE 17a-d.

P.E. 15a-d FUNDAMENTALS OF FOOTBALL 1 UNIT
Hours: .5 Lecture/Discussion
 1.5 Activity

An activity class for students who wish to gain advanced football skills. The student will understand and develop advanced fundamentals of playing football, application of rules, and terms of the game of football. Formerly PE 42a-d.

P.E. 17 THEORY OF FOOTBALL 2 UNITS
Hours: 2 Lecture/Discussion

This course is designed for the student with an interest in coaching football. Philosophy fundamentals, strategies and rules will be emphasized. Formerly PE 117.

P.E. 18a-b BEGINNING GOLF 1 UNIT
Hours: .5 Lecture/Discussion
 1.5 Activity

A physical education activity class in golf fundamentals. Focus on understanding the basic fundamentals of playing golf, learning rules and terms of the game. Formerly PE 8a-d

PHYSICAL EDUCATION

General Activities

P.E. 19a-b ADVANCED GOLF 1 UNIT
Hours: .5 Lecture/Discussion
 1.5 Activity

A physical education activity class for students who wish to gain advanced golf skills. The student will understand and develop advanced fundamentals of playing golf, application of rules, and terms of the game of golf.

Recommended Prerequisites/Correquisites: PE 18a-b or recommendation by the department.

P.E. 20a-d BEGINNING RACQUETBALL 1 UNIT
Hours: .5 Lecture/Discussion
 1.5 Activity

Designed for the student who is a novice and desires knowledge in history and strategy of racquetball. The student will learn all the rules, scoring and basic strokes to successfully play and compete in class participation. The student will learn basic strategy for single and doubles play. This class is not recommended for the highly skilled player. Formerly PE 23a-d.

P.E. 21a-d SOCCER 1 UNIT
Hours: .5 Lecture/Discussion
 1.5 Activity

This course is designed for any student interested in the sport of soccer; both experienced players and those not familiar with the game are encouraged to take this class. Regulations for this game are thoroughly addressed. Soccer is an enjoyable sport and provides yet one more way a student can become physically fit through competition. This class is co-ed. Formerly PE 4a-d.

P.E. 22a-d ADVANCED SOFTBALL 1 UNIT
Hours: .5 Lecture/Discussion
 1.5 Activity

A physical education activity class for students to gain advanced softball skills. Advanced skills in throwing, fielding, batting and pitching a softball will be taught and practiced.

Recommended Prerequisites: Recommendation of department.

P.E. 25a-d BASIC SWIMMING 1 UNIT
Hours: .5 Lecture/Discussion
 1.5 Activity

Basic Swimming is a general introduction to swimming and aquatics. It is an appropriate class for the beginning swimmer who wants to learn aquatic fundamentals and received swimming stroke instruction in from crawl, back crawl, elementary backstroke, sidestroke, breaststroke and butterfly. Formerly PE 34a-d.

COURSE DESCRIPTIONS

PHYSICAL EDUCATION

General Activities

P.E. 26a-d SWIMMING FOR FITNESS 1 UNIT
Hours: .5 Lecture/Discussion
 1.5 Activity

A general introduction to swimming and aquatics. It is an appropriate class for the beginning swimmer who wants to learn aquatic fundamentals and receive swimming stroke instruction in front crawl, back crawl, elementary backstroke, sidestroke, breaststroke and butterfly. Formerly 9a-d.

P.E. 27 BASIC LIFEGUARDING 1 UNIT
Hours: .5 Lecture/Discussion
 1.5 Activity Per Week

The Basic Lifeguarding course provides the minimum basic knowledge and skills necessary for a person to qualify as an entry level lifeguard. This course also helps meet the prerequisite for the Water Safety Instructor (WSI) course.

Prerequisites:

1-American Red Cross Standard First Aid (to be included in course.)

2-Skills Test: Swim 500 yards continuously using each of the following strokes for at least 50 yards each--crawl, breaststroke, elementary backstroke and sidestroke; surface dive to a minimum depth of 9 feet and bring a 10 lb. diving brick to the surface; surface dive to a minimum of 5 feet and swim underwater for a minimum of 15 yards; tread water for one minute Formerly PE 127.

P.E. 28 WATER SAFETY INSTRUCTOR 2 UNIT
Hours: 2 Lecture/Discussion
 2 Lab

The purpose of the Water Safety Instructor course is to train instructor candidates to teach the American Red Cross Water Safety courses. Upon successful completion of the course the student will be able to teach the following courses: Infant and Preschool Aquatic Program; Longfellow's Whales Tales Educational Program; Progressive Swimming Courses (Beginners, Advanced Beginners, Intermediate Swimmer and Advanced Swimmer; Basic Water Safety; Emergency Water Safety.)

Prerequisites/Co-requisites:

1-Students must be at least 17 years old.

2-Students must possess an Instructor Candidate Training Certificate (to be included in course.)

3-Students must possess a current Emergency Water Safety Certificate or Lifeguard Training Certificate.

Students must pass WSI pretest (written & skills).

Formerly PE 128.

P.E. 30a-b BEGINNING TENNIS 1 UNIT
Hours: .5 Lecture/Discussion
 1.5 Activity

Beginning Tennis is an activity course designed for the student who wishes to develop an understanding and appreciation for the game of tennis. Basic skills, strategies and rules will be covered. Formerly PE 10a-d.

PHYSICAL EDUCATION

General Activities:

P.E. 31a-b ADVANCED TENNIS 1 UNIT
Hours: .5 Lecture/Discussion
 1.5 Activity

This course is designed for the advanced tennis player. It will prepare the student for tennis competition with physical fitness training and intra-class play. Formerly PE 22c-d.

Recommended Prerequisite: PE 30a-b or permission of department.

P.E. 33a-d CONDITIONING FOR TENNIS 1 UNIT
Hours: .5 Lecture/Discussion
 1.5 Activity

Conditioning for Tennis is a activity course designed for improvement of a tennis player's skill through dynamic resistance exercises and anaerobic training. Formerly PE 133.

Recommended Prerequisite: PE 30a-b or permission of department.

P.E. 34a-b BEGINNING VOLLEYBALL 1 UNIT
Hours: .5 Lecture/Discussion
 1.5 Activity

Development of basic fundamental skills in volleyball through drills and play. Formerly 24a-b.

P.E. 35a-b ADVANCED VOLLEYBALL 1 UNIT
Hours: .5 Lecture/Discussion
 1.5 Activity

A physical education activity class for students who wish to gain advanced volleyball skills. The student will understand and develop advanced fundamentals of playing volleyball, application of rules, and terms of the game of volleyball. Formerly PE 24c-d.

Recommended Prerequisite: PE 34a-b or permission of department.

P.E. 36 INTRODUCTION TO PHYSICAL EDUCATION 2 UNITS
Hours: 2 Lecture/Discussion

A course of introductory nature designed primarily for those interested in becoming Physical Education Teachers, but presented in a format which will make it of value to anyone thinking about entering some areas of the teaching profession. Formerly PE 30.

P.E. 37 INTRODUCTION TO THEORY OF COACHING 2 UNITS
Hours: 2 Lecture/Discussion

Designed for the student wishing to gain knowledge of coaching individual and team sports. Common problems and solutions will also be covered. Formerly PE 137.

COURSE DESCRIPTIONS

PHYSICAL EDUCATION

General Activities

P.E. 41a-d MARCHING BAND 2 UNITS

Hours: 6 Lab
Cross Ref: MUSIC 75a-d
Materials Fee: \$10.00

This course is open to all students who demonstrate ability to play a band instrument. The marching band represents the college in public functions which may include the performance of band literature at concerts, parades, rallies and athletic events. Emphasis is placed on the development of music performance and marching skills. Formerly PE 15a-d.

Prerequisites: Prior experience in high school or equivalent or an ability to play a band instrument competently.

P.E. 111a-d CIRCUIT/STEP AEROBICS 1 UNIT

Hours: .5 Lecture/Discussion
1.5 Activity Per Week

Circuit/Step Aerobics is designed for students desiring to improve their cardiovascular strength as well as muscular strength in a low impact exercise. Each student will demonstrate, through Circuit/Step Aerobics, a working knowledge of correct form and alignment, cardio-vascular strength, flexibility, and muscular strength.

P.E. 119 NUTRITION FOR FITNESS, EXERCISE, AND SPORTS 2 UNITS

Hours: 2 Lecture/Discussion
Cross Ref: Nutr/Food 119
H&W 119

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. Formerly PE 19.

P.E. 142a-d VARSITY PERFORMANCE 2 UNITS

Hours: 2 Lecture/Discussion
4 Activity

Varsity Performance is designed to enhance the performing skills of the Pep Squad and provide opportunity to prepare for support of all athletic teams. Formerly PE 82a-d.

Prerequisite: The member is chosen by election (judges) in order to become a part of the C.O.S. Pep Squad.

P.E. 243 a-d CONDITIONING FOR PEP SQUAD 1 UNIT

Hours: 3 Activity

Conditioning for Varsity Performance (Pep Squad) is designed to enhance the performing skills of the Pep Squad by improving cardiovascular output and muscular endurance through aerobic training and conditioning of the body.

Prerequisite: The member is chosen by election (judges) in order to become a part of the COS Pep Squad. The member/student must also meet State Athletic eligibility requirements.

PHYSICAL EDUCATION

General Activities:

P.E. 301a-d AQUA CALISTHENICS 1 UNIT

Hours: .5 Lecture/Discussion
1.5 Activity

Aqua Calisthenics is a P.E. activity course designed for students who wish to develop, maintain or improve their cardiovascular fitness level in an aquatic environment. No swimming skills are necessary.

P.E. 495 FITNESS FOR SENIOR CITIZENS 0 UNITS

Hours: 3 Activity

This course is considered mild exercise and is basically designed for senior citizens. The course is geared to the needs of senior citizens, taking into consideration the limitations of all or certain individuals within a class. The course consists of various stretching, bending, twisting and leaning from different positions while sitting in a chair.

PHYSICAL SCIENCE

PHYS SCI 12 INTRODUCTION TO PHYSICAL SCIENCE 3 UNITS

Hours: 3 Lecture/Discussion
2 Lab

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.

Recommended Prerequisites: Eligible for Math 230 and English 251. Not open to students with credit in Physical Science 350.

PHYS SCI 12H INTRODUCTION TO PHYSICAL SCIENCE 3 UNITS

Hours: 3 Lecture/Discussion
2 Lab

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.

Prerequisites/Corequisites: Acceptance into the C.O.S. Honors Program. Eligible for Math 230 and completion of English 1. Not open to students with credit in Physical Science 350 or Physical Science 12.

COURSE DESCRIPTIONS

PHYSICAL SCIENCE

PHYS SCI 20 PHYSICAL SCIENCE 3 UNIT
Hours: 3 Lecture/Discussion
2 Lab Per Week

A laboratory course in physical science designed to meet the laboratory science requirement for transfer students who are not science majors. Topics include concepts, theories, and principles of physics, chemistry, astronomy and earth science. The course provides opportunities for students to learn reasoning skills and a new way of thinking about their environment. Course will present applications of concepts and theories to topics of current interest.

Recommended Prerequisites/Co-requisites: Eligible for Math 230 and English 251.

PHYS SCI FUNDAMENTALS OF 3 UNITS
350 PHYSICAL SCIENCE
Hours: 3 Lecture/Discussion
2 Lab

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. Formerly PHYS SCI 50.

Recommended Corequisites: English 360, Math 360 or 210 and 215, Human Development 330, Business 350.

PHYSICS

PHYSICS 5 PHYSICS FOR 4 UNITS
SCIENTISTS AND ENGINEERS
Hours: 4 Lecture/Discussion
2 Lab

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 engineering and physical science majors. Topics included are statics, kinematics, dynamics of particles and rigid bodies, simple harmonic motion and mechanical properties of solids. Formerly Physics 5A. CAN PHYS 8.

Prerequisites: Completion of Math 75 with a grade of "C" or higher.

PHYSICS 6 PHYSICS FOR 4 UNITS
SCIENTISTS AND ENGINEERS
Hours: 4 Lecture/Discussion
2 Lab

This is the second 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 mechanical properties of matter, fluid mechanics, wave motion, thermodynamics, and electrostatics. Formerly PHYSICS 5B.

Prerequisites: Completion of Physics 5 with a grade of "C" or higher.

PHYSICS

PHYSICS 7 PHYSICS FOR 4 UNITS
SCIENTISTS AND ENGINEERS
Hours: 4 Lecture/Discussion
2 Lab

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. Formerly PHYSICS 5C. CAN PHYS 12.

Prerequisites: Completion of Physics 6 with a grade of "C" or higher.

PHYSICS 20 GENERAL PHYSICS 4 UNITS
Hours: 4 Lecture/Discussion
2 Lab

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 occasionally science and math students. Topics included are statics; kinematics, dynamics of particles and rigid bodies, simple harmonic motion, and thermal physics. Formerly PHYSICS 2A. CAN PHYS 2.

Prerequisites: Completion of Trigonometry (Math 154 or equivalent) with a grade of "C" or higher. Co-requisite of Math 61 or equivalent.

PHYSICS 21 GENERAL PHYSICS 4 UNITS
Hours: 4 Lecture/Discussion
2 Lab

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. Formerly PHYSICS 2B. CAN PHYS 4.

Prerequisite: Physics 20 with a grade of "C" or higher. Co-requisite of Math 62 or equivalent.

PLANT SCIENCE

PLNT SCI INTRODUCTION TO 3 UNITS
1 CROP SCIENCE
Hours: 3 Lecture/Discussion
1 Lab

A general survey of crop production in California. This course includes an overview of crop area and uses, current economic and market conditions, plant taxonomy and classification, and basic botany.

PLNT SCI FRUIT AND NUT 3 UNITS
12 TREE PRODUCTION
Hours: 3 Lecture/Discussion
1 Lab

An introductory course in California fruit and nut tree production. Basic cultural and management practice in nut, stone, and pome fruits are included in this course.

Recommended Prerequisites: Plant Science 1.

COURSE DESCRIPTIONS

PLANT SCIENCE

PLNT SCI ROW CROPS 3 UNITS
102

Hours: 3 Lecture/Discussion
1 Lab

The production principles and management practices for row crops including cotton, corn, and sugar beets in the San Joaquin Valley. Formerly PLNT SCI 2.

Recommended Prerequisite: Plant Science 1.

PLNT SCI CEREAL AND OIL CROPS 3 UNITS
103

Hours: 3 Lecture/Discussion
1 Lab

The production principles for small grains including sorghums and oil crops in the San Joaquin Valley. Fundamental taxonomy, botany and cultural practices including tillage, planting, irrigation, pest control and harvesting are taught.

PLNT SCI FORAGE CROPS 3 UNITS
104

Hours: 3 Lecture/Discussion
1 Lab

A study of the common forage crops: alfalfa, silages, permanent pastures, and natural ranges. Cultural practices to be studied will include: land preparation, irrigation needs, fertilization, seeding rates, methods of utilization, grazing silage or dry hay, and harvesting.

PLNT SCI WEEDS AND WEED 3 UNITS
105 CONTROL

Hours: 3 Lecture/Discussion
1 Lab

This course covers identification, cultural, chemical, and biological control or prevention of the major weeds affecting crops and livestock in the Tulare-Kings counties area.

PLNT SCI CITRUS PRODUCTION 3 UNITS
111

Hours: 3 Lecture/Discussion
1 Lab

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

PLNT SCI GRAPE AND 3 UNITS
113 VINE PRODUCTION

Hours: 3 Lecture/Discussion
1 Lab

This course is a survey of the grape industry, grape varieties, and economics with a study of the cultural practices of table and wine grape production in California. Formerly PLNT SCI 15.

Recommended Prerequisite: Plant Science 1.

POLITICAL SCIENCE

POLI SCI 5 FEDERAL, STATE, 3 UNITS
AND LOCAL GOVERNMENT

Hours: 3 Lecture/Discussion

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.

Recommended Prerequisite: Eligible for English 1.

POLI SCI 5H FEDERAL, STATE 4 UNITS
AND LOCAL GOVERNMENT

Hours: 3 Lecture/Discussion
1 Honors Colloquium

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. In addition, this course will explore and analyze conflicting problems affecting government on the national, state, and local levels. A one hour colloquium is also required for the fourth unit of credit.

Prerequisite: Acceptance in the Honors Program.

Recommended Prerequisite: Completion of English 1.

POLI SCI 7 INTRO TO MASS 3 UNITS
COMMUNICATIONS

Hours: 3 Lecture/Discussion

CROSS REF: Journalism 7

A survey course covering all media of mass communications, newspapers, radio, television, magazines, book publishing, films, and the recording industry. Students will study strengths and weaknesses of each medium, as well as the major challenges to a democratic society including censorship, sensationalism, pornography, propaganda, and monopoly. The course focuses on the interrelationship of mass media and society. CAN JOURN 4

PSYCHOLOGY

PSYCH 1 GENERAL PSYCHOLOGY 3 UNITS

Hours: 3 Lecture/Discussion

This course involves an introduction to the field of psychology through a study of the facts and principles involved in learning, development, motivation, personality, adjustment, and the physiological bases of behavior. The basic concepts and scientific method as employed in psychology are presented. Particular emphasis is placed on those concepts which relate to an understanding of human behavior. CAN PSY 2

Recommended Prerequisite: Eligibility for English 1.

COURSE DESCRIPTIONS

PSYCHOLOGY

PSYCH 5 SOCIAL PSYCHOLOGY 3 UNITS
Hours: 3 Lecture/Discussion
 A scientific exploration and application of the psychological basis of people's interactions with one another and the way thoughts, feelings and actions are influenced by others. Topics include: perception, roles, conformity, prejudice, aggression, altruism and groups dynamics. Social psychology is interdisciplinary—drawing on the fields of Anthropology, Psychology and Sociology.
Prerequisites: Psychology 1.
Recommended Prerequisite: Eligibility for English 1

PSYCH 10 HUMAN SEXUALITY 3 UNITS
Hours: 3 Lecture/Discussion
 A comprehensive introduction to the biological, psychological and sociocultural aspects of human sexual behavior.
Prerequisites/Corequisites: Eligibility for English 1 and Psychology 1.

PSYCH 34 ABNORMAL PSYCHOLOGY 3 UNITS
Hours: 3 Lecture/Discussion
 This course is designed to present a broad general survey of the field of abnormal psychology. It utilizes the many theoretical views of psychopathology in human behavior in order to explore the nature and development of these deviations.
Recommended Prerequisite/Corequisites: English 1 eligibility and Psychology 1.

PSYCH 39 CHILD DEVELOPMENT 3 UNITS
Hours: 3 Lecture/Discussion
CROSS REF: Child Dev 39
 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. The course combines theory and practical application. It is required for the State Children's Center Permit and also valuable for students in education, social services, health and law enforcement. CAN HEC 14

PSYCH 130 INTRODUCTION TO BEHAVIOR MODIFICATION 3 UNITS
Hours: 3 Lecture/Discussion
 This semester course is designed for teachers, paraprofessionals, and those pursuing a career in psychology. Student will develop skills in assessing behavior change program. This course will combine both the theoretical and practical models for understanding human behavior. Formerly PSYCH 30.
Recommended Prerequisites: Eligible for English 1 and completion of Psychology 1.

PSYCH 133 PERSONAL AND SOCIAL GROWTH 3 UNITS
Hours: 3 Lecture/Lab
 A practical survey of psychological principles which contribute to the individual's well being and his/her relationship with others. The main focus is on understanding the behavior and personality traits which most improve or interfere with realizing one's potential. Specific topics may include love, sex, emotions, shyness, values, and effective communication. Formerly PSYCH 33.

PSYCHOLOGY

PSYCH 250 INTRODUCTION TO BASIC PSYCHOLOGY 3 UNITS
Hours: 3 Lecture/Discussion
 This course presents the principles and findings of psychology in a manner most relevant to application by the individual in daily life. Learning, motivation, emotions, and interpersonal relations are among the many topics examined. It is not intended for transfer to a university. Formerly PSYCH 50.

REAL ESTATE

REAL ES REAL ESTATE PRINCIPLES 3 UNITS
140
Hours: 3 Lecture/Discussion
 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 are explored. This course will be an aid to those planning to take the California State Real Estate Brokers or Salesman Examination but should not be contrived as a prep course in itself. The pros and cons of real estate as a career are discussed and should be a help to someone who is exploring real estate as a vocation. Formerly BUS 40A.

REAL ES REAL ESTATE FINANCE 3 UNITS
141
Hours: 3 Lecture/Discussion
 This course covers the ways to finance real estate, provisions regarding real estate financing, and the various taxation aspects of real estate finance. Formerly BUS 41.
Recommended Prerequisites: Real Es 140

REAL ES LEGAL ASPECTS OF REAL ESTATE 3 UNITS
142
Hours: 3 Lecture/Discussion
 This course covers the practical applications of real estate law, utilizing illustrative cases and examples designed to help avoid legal difficulties arising from real estate transactions, instruments, zoning, and planning. This course is aimed at career minded people, both already in the real estate business and those planning to enter it. This course is required for the California Real Estate Brokers examination. Formerly BUS 42A.
Recommended Prerequisite: Real Estate 140

REAL ES REAL ESTATE ECONOMICS 3 UNITS
143
Hours: 3 Lecture/Discussion
 Real Estate 143, Real Estate Economics, is a field of study that uses economic principles to help solve Real Estate problems. The student will be exposed to techniques in analyzing national, regional, city and neighborhood trends in an effort to interpret what affect these trends will have on the Real Estate market. This course qualifies towards the AA/AS degree, Real Estate Career Certificate Program, and the California Real Estate Brokers License. Formerly BUS 43.

COURSE DESCRIPTIONS

REAL ESTATE

REAL ES 144 REAL ESTATE PRACTICE 3 UNITS
Hours: 3 Lecture/Discussion
 This course is a study of the day-to-day operations in real estate sales and brokerage activities. The course is designed to fill one of the requirements for Real Estate Broker and covers material specific to the State of California.
Recommended Prerequisite/Co-requisites: Real Estate 140.

REAL ES 145 REAL ESTATE APPRAISAL 3 UNITS
Hours: 3 Lecture/Discussion
 This course is an introductory course in basic residential appraisal techniques emphasizing the cost, market and income approach. The student develops skills in residential appraising. This course is part of the course work necessary for the California Real Estate Broker's Examination. Formerly BUS 45.
Recommended Prerequisite: Real Es 140.

RECREATION

REC 101 INTRODUCTION TO COMMUNITY RECREATION 3 UNITS
Hours: 3 Lecture/Discussion
 Philosophical, theoretical and historical approach to recreation and leisure services in contemporary American society. For the student who wants to develop a personal philosophy of leisure through education, information and simulation. CAN REC 2
Recommended prerequisite: Eligibility for English 1.

SIGN LANGUAGE

SIGN LANG 101 BEGINNING AMERICAN SIGN LANGUAGE I 3 UNITS
Hours: 3 Lecture/Discussion
 Students with no prior knowledge of American Sign Language will be able to function comfortably in a variety of situations with deaf people. They will learn of the cultural differences between deaf and hearing people and appropriate behaviors for social interaction. This course covers the first half of level one of the Signing Naturally curriculum which emphasizes the functions of everyday communication and uses only the target language in class.
Prerequisite: Recommend at least English 251 level eligibility.

SIGN LANG 102 BEGINNING AMERICAN SIGN LANGUAGE II 3 UNITS
Hours: 3 Lecture/Discussion
 A continuation of SLS 101: The skills introduced in SLS 101 will be expanded. Students will be able to express considerably more complicated needs and will become more adept at functioning in the Deaf community. Formerly SIGN LANG 2.
Prerequisite: SLS 101

SIGN LANG 103 INTERMEDIATE AMERICAN SIGN LANGUAGE 3 UNITS
Hours: 3 Lecture/Discussion
 A continuation of SLS 102: The skills introduced in SLS 101 and 102 will be expanded so that students can function comfortably in a wide variety of situations in the Deaf community. Students will be able to express more complicated needs and gain greater awareness of the Deaf culture. Formerly SIGN LANG 3.
Prerequisites: Completion Sign Lang 101 and 102.

SIGN LANG 104 ADVANCED AMERICAN SIGN LANGUAGE (ASL) 3 UNITS
Hours: 3 Lecture/Discussion
 A continuation of SLS 101, 102, and 103. Emphasis on fluency in functional conversational skills in cultural context. Morphology and grammar of American Sign Language will be explored in depth.
Recommended Prerequisites/Corequisites: Completion of Intermediate American sign Language 103.

SOCIAL SCIENCES

SOC SCI 276 AMERICA 3 UNITS
Hours: 3 Lecture/Discussion
 A course in which films and discussions emphasize the inter-relationship in the students' life of social, cultural, political, and economic forces in an evolutionary setting. Designed to fulfill the Social Science AA/AS degree requirement for students in the two year program. This course covers the time period from 1000 A.D. until the present. Formerly SOC SCI 76.

COURSE DESCRIPTIONS

SOCIOLOGY

SOC 1 INTRODUCTION TO SOCIOLOGY 3 UNITS

Hours: 3 Lecture/Discussion

Sociology 1 is an introductory course covering basic principles and concepts, including culture, personality, social inequality, institutions, population and ecology, and social change. Formerly SOC 1A. CAN SOC 2.

Recommended Prerequisite: Eligibility for English 1.

SOC 2 THE SOCIOLOGY OF SOCIAL PROBLEMS 3 UNITS

Hours: 3 Lecture/Discussion

This course covers a broad array of topics that analyze and explain the dynamics of many different social problems. The student will examine the American system of government, the quality of education, the modern family, the rich and the poor, patterns of ethnic relations, health and illness, gender inequality, sexual behavior, drugs and drug addiction, causes and distribution of crime, personal violence, urbanization, population dynamics, the environmental crisis, and the causes and consequences of warfare. Formerly SOC 1B. CAN SOC 4.

Recommended Prerequisite: English 1

SOC 126 MARRIAGE AND FAMILY LIFE 3 UNITS

Hours: 3 Lecture/Discussion

CROSS REF: CFS 126

An introductory course to marriage and family life. This course will emphasize the following topics: dating, marriage, changing roles, communication skills, family planning, human sexuality, parenting, divorce and remarriage. Formerly SOC 26. (CAN-HEC 12)

SPANISH

SPANISH 1 ELEMENTARY SPANISH 1 4 UNITS

Hours: 4 Lecture/Discussion

Spanish 1 is an introductory course in understanding, speaking, reading and writing Spanish. This course is designed for students who are transferring to four-year universities with foreign language requirements. It is also useful for students interested in bilingual education or any field which involves Spanish. CAN SPAN 2.

SPANISH 2 ELEMENTARY SPANISH 2 4 UNITS

Hours: 4 Lecture/Discussion

Spanish 2 is the second course in a four-course series. It teaches students to communicate at a basic level in Spanish. Students build on the skills they have learned in Spanish 1 while continuing to study the culture and language of the Hispanic world.

Prerequisites: Spanish 1 or two years of high school Spanish or permission of department. CAN SPAN 4.

SPANISH

SPANISH 3 INTERMEDIATE SPANISH 3 4 UNITS

Hours: 4 Lecture/Discussion

Spanish 3 is an intermediate course in a four-course series. It teaches students to communicate on a sophisticated level, both orally and in writing. It builds on concepts learned in Spanish 1 and 2. It also improves student's reading ability and provides dialogue on cultural topics.

Prerequisites: Spanish 2 or three years of high school Spanish or permission of the department. CAN SPAN 8.

SPANISH 4 INTERMEDIATE SPANISH 4 4 UNITS

Hours: 4 Lecture/Discussion

Spanish 4 is the most advanced course in this four-course series. It teaches students to communicate fluently in Spanish. Fluency is achieved through review of Spanish 1, 2 and 3 and the added study of advanced grammar (including accents and punctuation). Conversation is an important component of this class and centers around current events in Hispanic countries. CAN SPAN 10.

Prerequisite: Spanish 3 or permission of the department.

SPANISH 12 HISPANIC LITERATURE 3 UNITS

Hours: 3 Lecture/Discussion

An interpretive analysis of Hispanic literature since the turn of the 20th Century. Through directed readings, discussions and writing, the students critique and analyze so as to interpret the prominent themes among Hispanic writers. This course analyzes the relationships between the genres which reflect the expression of Hispanic culture.

Recommended Prerequisites: A grade of "C" or higher in Spanish 4, or permission from the department.

SPANISH 22 SPANISH 2 FOR BILINGUAL STUDENTS 4 UNITS

Hours: 4 Lecture/Discussion

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.

Prerequisite: Students should have a bilingual background as well as meet the prerequisites for Spanish 2.

SPANISH 23 SPANISH 3 FOR BILINGUAL STUDENTS 4 UNITS

Hours: 4 Lecture/Discussion

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.

Prerequisite: Completion of Spanish 22 with a grade of "C" or higher or permission of the Spanish Department.

SPANISH 24 SPANISH 4 FOR BILINGUAL STUDENTS 4 UNITS

Hours: 4 Lecture/Discussion

Cross

Listed: SPANISH 4 FOR BILINGUAL STUDENTS

A continuation of Spanish 23. Formerly Spanish 124.

Recommended Prerequisites/Co-requisites: Completion of Spanish 23 with a grade of "C" or higher or permission of the Spanish Department.

COURSE DESCRIPTIONS

SPANISH

- SPANISH CONVERSATIONAL SPANISH I 3 UNITS**
350
Hours: 3 Lecture/Discussion
 This is the first conversational Spanish course in a series of three for the student interested in speaking the language at a rudimentary level with an emphasis on survival and consumer skills. Very basic grammar points will be touched upon. Formerly SPANISH 50.
- SPANISH CONVERSATIONAL SPANISH II 3 UNITS**
351
Hours: 3 Lecture/Discussion
 This is the second conversational Spanish course in a series of three for the student interested in speaking the language at a rudimentary level with an emphasis on survival and consumer skills. Very basic grammar points will be touched upon. Formerly SPANISH 51.
- SPANISH CONVERSATIONAL SPANISH II 3 UNITS**
352
Hours: 3 Lecture/Discussion
 This is the first conversational Spanish course in a series of three for the student interested in speaking the language at a rudimentary level with an emphasis on survival and consumer skills. Very basic grammar points will be touched upon. Formerly SPANISH 52.
Prerequisites: Conversational Level II recommended, or permission of department.
- SPANISH CONVERSATIONAL SPANISH IV 3 UNITS**
353
Hours: 3 Lecture/Discussion
 This is the fourth conversational Spanish course in a series of four for the student interested in speaking the language at a fluent level with an emphasis on survival and consumer skills. Basic grammar points will be introduced as necessary for clear communication. Formerly SPANISH 53.
Prerequisites: Conversational Level III or permission of department recommended.
- SPANISH COURT INTERPRETING 3 UNITS**
360a-b
Hours: 3 Lecture/Discussion
 Spanish language equivalents to American legal terminology is presented in an overview of procedures, common misdemeanors and common felonies. Familiarization with the Rules of Court and the role of the interpreter is covered as well as the implementation of the various techniques of interpreting within role playing. Formerly SPANISH 61a-b.

SPECIAL TOPICS

- SPEC SPECIAL TOPICS 1-4 UNITS**
TOPICS 99
Hours: Variable
 Special topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience in a discipline. Credits may be earned in 99 transfer level.
- SPEC SPECIAL TOPICS 1-4 UNITS**
TOPICS 199
Hours: Variable
 Special topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience in a discipline. Credits may be earned in 199 transfer level.
- SPEC SPECIAL TOPICS 1-4 UNITS**
TOPICS 299
Hours: Variable
 Special topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience in a discipline. Credit in Special Topics 299 is non-transferable.

SPEECH

- SPEECH 1 FUNDAMENTALS OF PUBLIC SPEAKING 3 UNITS**
Hours: 3 Lecture/Discussion
 Speech 1 is an introductory course in Public Speaking. This course covers a variety of formal Public Address styles and formats. This course offers students an opportunity to learn and practice specific skills needed for effective public speaking. CAN SPCH 4.
Recommended Prerequisite: Eligibility for English 1.
- SPEECH 3 ORAL INTERPRETATION 3 UNITS**
Hours: 3 Lecture/Discussion
 Speech 3 is designed to introduce students to the techniques of understanding and interpreting prose, poetry and dramatic selections, as well as criticism and appreciation of oral literature.
Recommended Prerequisite: Eligibility for English 1.
- SPEECH 4 INTERPERSONAL COMMUNICATIONS 3 UNITS**
Hours: 3 Lecture/Discussion
 Introduction to the basic concepts of Interpersonal Communication by providing students with insights into their own effectiveness as a communicator and deal with the application of effective interpersonal communication behavior in personal and professional life. Specific skills in active listening, conflict resolution perceptions, non-verbal communication and self concept will be addressed. CAN SPCH 8.
Recommended Prerequisite: Eligibility for English 1.

COURSE DESCRIPTIONS

SPEECH

SPEECH ARGUMENTATION AND DEBATE 3 UNITS
5

Hours: 3 Lecture/Discussion

Speech 5 is an introductory course in argumentation and debate. This course covers research into, and critical analysis of, major public issues. This course will provide practice in persuasive speaking and formal debate, with emphasis on research, organization, logical proof, and effective presentation. The student will also learn how to understand and avoid fallacies in persuasive presentations. Formerly Speech 105.

Recommended Prerequisite/Co-requisites: Eligibility for English 1, completion of Speech 1.

SPEECH GROUP COMMUNICATION 3 UNITS
8

Hours: 3 Lecture/Discussion

An introductory course in Group Communication. Almost all decision-making in our society occurs in groups, and this course provides the student with the knowledge of how the group process works. The student will learn group dynamics, structures, and the importance of maintaining structured agendas to complete task-oriented group discussions. The student will also learn how to use substantive conflict to meet both the needs of the group and the individual group members. Formerly Speech 108.

Recommended Prerequisite/Co-requisites: Eligibility for English 1.

SPEECH BASIC FUNDAMENTALS OF COMMUNICATION 3 UNITS
301

Hours: 3 Lecture/Discussion

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 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. Formerly SPEECH 50.

Prerequisite: Must be enrolled in SUCCESS program.

SPORTS MEDICINE

SPORTS THE CARE AND PREVENTION OF ATHLETIC INJURIES 3 UNITS
MED 40

Hours: 3 Lecture/Discussion
 1 Lab

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.

SPORTS MEDICINE

SPORTS CONCEPTS IN HEALTH AND FITNESS 3 UNITS
MED 60

Hours: 3 Lecture/Discussion

Cross Listed: HEALTH AND WELLNESS 160

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.

SPORTS SPORTS MEDICINE, FALL SPORTS 2 UNITS
MED 70

Hours: 1 Lecture/Discussion
 4 Lab

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.

Recommended Prerequisites: Sports Medicine 40, Hygiene 3

SPORTS SPORTS MEDICINE, SPRING SPORTS 2 UNITS
MED 71

Hours: 1 Lecture/Discussion
 4 Lab

The study and exposure to immediate recognition and treatment of sports injuries unique to spring sports. Emphasis will be placed on rehabilitation and taping techniques to aid in healing of the body and returning the athlete to competition.

Recommended Prerequisite: Sports Medicine 40, Hygiene 3

SPORTS SPORTS MEDICINE, ADVANCED, FALL SPORTS 2 UNITS
MED 72

Hours: 1 Lecture/Discussion
 3 Lab

This course will give students additional exposure to the immediate recognition and treatment of sports injuries unique to Fall sports. Students will have hands-on experience and will be able to apply different techniques in the treatment of injuries.

Recommended Prerequisites: Sports Medicine 40, Hygiene 3, Sports Medicine 70.

SPORTS ADVANCED SPORTS MEDICINE, SPRING SPORTS 2 UNITS
MED 73

Hours: 1 Lecture/Discussion
 3 Lab

This course will give students additional exposure to immediate recognition and treatment of sports injuries unique to spring sports. Students will have hands-on experience and will be able to apply different techniques in the treatment of injuries.

Recommended Prerequisites: Sports Medicine 40 and 71, Hygiene 3.

SUPERVISED PRACTICE

190a-d SUPERVISED PRACTICE 1-3 UNITS
Hours: 3-9 Lab

Under the supervision of an 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.

Prerequisite: Permission of the department.

COURSE DESCRIPTIONS

THEATRE ARTS

THR ART 1 INTRODUCTION TO THE THEATRE 3 UNITS

Hours: 3 Lecture/Discussion

This course is intended as a critical analysis of theatre from an audience perspective. Elements of play production from the dramatic structure, style and historical perspective of the script to the final presentation before an audience will be explored. Attendance at College Theatre Arts productions is required. Scheduled field trips to other Theatre productions. Formerly THTR ART 35.

THR ART 2 FUNDAMENTALS OF ACTING I 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

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. Formerly THTR ART 10A. CAN DRAM 8

THR ART 3 FUNDAMENTALS OF ACTING II 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

This course is designed to exercise the separate parts of the composite art of acting which includes thought, emotion, and specific movement and vocal techniques. Emphasis is placed on the appraisal and analysis of stage techniques, acting theories, and practices in performance from experimental dramas and the theater of the absurd. The ultimate goal is to develop a firm foundation in basic acting techniques. Formerly THTR ART 10B.

THR ART 4 INTERMEDIATE ACTING I 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

This course is designed as an advanced level of study of acting proficiency and technique begun in Theater Arts 2 and 3. Class lecture, discussion, and scene work focus on text and character analysis, clarity of characterization, vocal and physical expressiveness and emotional release. Acting scene material is taken from the plays of the classical Greek Theater, William Shakespeare and the Restoration comedies of the 18th Century. Formerly THTR ART 10C.

Recommended Prerequisites: Theater Arts 2 and 3 or permission of department.

THEATRE ARTS

THR ART 5 INTERMEDIATE ACTING I 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

Continuation of Theatre Arts 4 in which play texts are studied and presented with concentration on in-depth analysis of subject material, intensity of action, freedom of emotional release, and clarity of expression. Acting scenes are chosen from European and American play of the late nineteenth century through the social dramas of the 1930's. Students may enroll in this course without having taken Theatre Arts 4. Formerly THTR ART 10D.

Recommended Prerequisites: Theatre Arts 2 and 3 or permission of department.

THR ART 11a-d REHEARSAL AND PERFORMANCE 3 UNITS

**Hours: 15 Activity
(6 week course)**

Rehearsal and performance in COSSummer Repertory Theater. This course provides study and exploration in all aspects of play production involving the actor and technician in order to develop acting capabilities and technical skills and disciplines. Productions will be presented for public performance. Enrollment is for the duration of the audition, preparation, and presentation phases of production. CAN DRAM 16--includes Thr Art 11a only.

THR ART 12 a-b COSTUMING 3 UNITS

**Hours: 2 Lecture/Discussion
4 Lab
2 Activity**

CROSS REF: Fashion 12a-b

A study of the principles and practice of costume construction from pattern to completed garments. Construction techniques, fabrics, basic patterns, wardrobe plotting, and historical styles. Additional hours required to work on crews for college productions. Formerly THR ART 112a-b.

THR ART 13a-b BEGINNING STAGECRAFT 3 UNITS

**Hours: 2 Lecture/Discussion
2 Lab
4 Activity**

A survey is made through lecture, demonstration and laboratory experience of all technical phases of scene production including construction, painting, rigging, placement, and manipulation of stage scenery and properties. Additional hours required for crew work on college production. Formerly THTR ART 14a-b.

COURSE DESCRIPTIONS

THEATRE ARTS

THR INTERMEDIATE 3 UNITS

ART 14a-b STAGECRAFT
Hours: 2 Lecture/Discussion
2 Lab
4 Activity

Course is designed as an intermediate class for the student who has completed Theatre Arts 13a-b. The student will continue the study of Stagecraft by being assigned the added responsibilities of construction crew and production staff leadership. Individual design, construction, and organizational problems as well as scene shop and theatre maintenance techniques will be assigned. Additional hours required for crew work on college productions. Formerly THTR ART 14c-d.
Recommended Prerequisites/Co-requisites: Theatre Arts 13a-b.

THR BEGINNING 3 UNITS

ART 15a-b STAGE LIGHTING
Hours: 2 Lecture/Discussion
2 Lab

This course introduces the student to the basic concepts of theatre lighting. Study includes the operation of stage lighting, the planning and rigging. Additional hours are required for crew work on college productions.

THR INTERMEDIATE 3 UNITS

ART 16a-b STAGE LIGHTING
Hours: 2 Lecture/Discussion
2 Lab

The student will continue the study of Stage Lighting by being assigned the added responsibilities of lighting crew and production staff leadership. Individual design rigging and organizational problems, as well as lighting instrument and control system maintenance and operation techniques, will be assigned. Additional hours required. Formerly THTR ART 15c-d.
Prerequisites: Theatre Art 15a-b.

THR MAKEUP 3 UNITS

ART 17a-b
Hours: 2 Lecture/Discussion
4 Lab

CROSS REF: Fash 17a-b
 This course is designed to introduce the student to the basic techniques and materials of theatrical makeup. Additional hours required to work on crews for college productions. Formerly THTR ART 117a-b.

THR ADVANCED 3 UNITS

ART 18a-b THEATRE CRAFTS
Hours: 2 Lecture/Discussion
2 Lab

This course studies the function and application of design principles in the theatre crafts: Stagecraft, stage lighting, costuming and makeup. Additional lab hours are required: work in leadership roles as production crew leaders on college Theatre Arts and Dance productions. Formerly THTR ART 16a-b.
Recommended Prerequisites: Theatre Art 13a-b, 15a-b, 112a-b and 117a-b.

THEATRE ARTS

THR THEATRE WORKSHOP I 2 UNITS

ART 19a-d PERFORMANCE
Hours: 120 hour course

Experience in drama and theatre from classical Greek through 19th Century. This will be accomplished through active participation in major dramatic productions. Includes training and experience in acting, costuming, make-up, set design, scenery, props, and lighting.

THR MUSICAL THEATRE 2 UNITS

ART 20a-d PERFORMANCE
Hours: 120 hour course

CROSS REF: Music 97a-d, Dance 41a-d
 Experience in drama and theatre through active participation in major musical and dramatic productions. Including training and experience in all facets of the theatre. Formerly THTR ART 41a-d.

THR THEATRE 2 UNITS

ART 21a-d WORKSHOP II
Hours: Short Term Course
120 Hour Course

Experience in drama and theatre from Classical Greek through 19th Century. This will be accomplished through active participation in major dramatic productions. Includes training and experience in acting, costuming, make-up, set design, scenery, props, and lighting. Formerly THR ART 121a-d.

THR AFRICAN-AMERICAN 3 UNITS

ART 60 THEATER
Hours: 3 Lecture/Discussion

This class is an interpretive survey of the history, impact and current direction of African-American Theatre. The contributions of African-American playwrights, actors and directors will be studied. Students will learn basic acting techniques and exercises through analyzing and presenting scenes in class. Formerly Thr Art 160.

THR WORLD THEATRE AND DANCE 3 UNITS

ART 120a-d Total Course Hours: 252 Hours
Hours: 36 Lecture/Discussion
216 Lab

CROSS REF: Dance Arts 120a-d
 A critical analysis of the Performing Arts (Theatre, Dance, etc.) from an Audience perspective. Elements of Play and Dance Production from the dramatic structure, style, and historical perspective of the Script to the final presentation before an Audience will be explored. Students will travel to London, New York City, or other sites to attend Play and Dance Performances; Backstage Excursions, Museums; for a two-week stay. Fee will cover round trip air fare, transfer to and from airport, hotel room, and some theatre tickets.

COURSE DESCRIPTIONS

THEATER ARTS

THR MODELING 3 UNITS

ART 170

Hours: 3 Lecture/Discussion

CROSS REF: Fashion 170

An Introduction to the modelling industry and the roles of models and agencies. Instruction will include experience in basic fashion and photographic techniques; portfolio preparation; stage and photographic makeup; runway techniques; posture, gesture and movement and participation in a fashion production. Students will also analyze and evaluate personal diet, nutrition and exercise, skin care and makeup.

WELDING

WELDING BASIC METALCRAFT WELDING & 3 UNITS

105a-c FORGING

Hours: 3 Lecture/Discussion

3 Lab

Cross Ref: Art 105a-c

Instruction for women and men in metalcraft welding and forging techniques, basic tools for welded craft projects and sculptures, and construction of abstract shapes and finished sculptures.

WELDING OXY-ACETYLENE WELDING 4 UNITS

161

Hours: 3 Lecture/Discussion

3 Lab

Introduction in oxy-acetylene welding, braze welding, brazing, soldering, flame spraying, and flame cutting of common ferrous and non-ferrous sheet, plate, and pipe. The safe use of apparatus and personal safety in the welding environment is taught. Properties of ferrous materials and destructive testing of welding materials complete the program. Formerly WELDING 6A.

WELDING SHIELDED 4 UNITS

162 METAL ARC WELDING

Hours: 3 Lecture/Discussion

3 Lab

Instruction in machine flame cutting, shielded metal arc welding using E6010, E6011, E6013, E7014, and E7024 electrodes, air carbon arc cutting, weld testing, properties and identification of ferrous metals. It is recommended that you have prior course work or knowledge of the safe operation of the oxy-fuel gas cutting and welding apparatus. Formerly WELDING 6B.

Prerequisites: Welding 161.

WELDING ADVANCED WELDING 4 UNITS

171

Hours: 3 Lecture/Discussion

3 Lab

Instruction in flame cutting (alternative fuel gases), 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 metals. It is recommended that you have prior coursework or knowledge of the safe operation of the oxy-fuel gas cutting and welding apparatus. Formerly WELDING 7A.

Prerequisites: Welding 161 and 162.

WELDING

WELDING ADVANCED WELDING 4 UNITS

172

Hours: 3 Lecture/Discussion

3 Lab

Instruction in advanced gas tungsten arc welding, flux cord arc welding (gas shielded and self-shielded wires), modern shielded gas technology, non-ferrous filler metals, submerged arc welding, resistance spot welding, introduction to ferrous metallurgy and destructive testing of welded materials. It is recommended that you have prior coursework or knowledge of the safe operation of the oxy-fuel gas cutting and welding apparatus. Formerly WELDING 7B.

Prerequisites: Welding 171.

WELDING BLUEPRINT READING 3 UNITS

181 AND FERROUS METALLURGY

Hours: 3 Lecture/Discussion

The fundamentals of blueprint reading relating to welded components and assemblies utilizing the American Welding Society weld symbol designations. Shop drawings and free hand sketches are interpreted. Ferrous metal properties, characteristics and identification groups are determined through destructive and non-destructive testing methods. Formerly WELDING 17.

WELDING WELDING TOPICS 1-3 UNITS

364a-d

Hours: (8-24) Lecture

(16-48) Lab

A year round open entry and open exit 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.

Recommended Prerequisites: Basic welding skills test to be given by the department in accordance with the subject topics covered. Qualify the student in safety procedures both personal and shop rules.

WORK EXPERIENCE

WRK GENERAL WORK EXPERIENCE 1-3 UNITS

EXP 191

Hours: 5-15 Lab

Student employed on a job that is not directly related to their college major can earn up to three units each semester for two semesters, or a maximum of six units. The student must have the approval of the Coordinator of Cooperative Education or his designee and the employer must agree to evaluate the student's performance. Formerly WRK EXP 122a.

Prerequisite: Must take Leadership Training 1 concurrently.

COURSE DESCRIPTIONS

WORK EXPERIENCE

WRK EXP 192 **GENERAL WORK EXPERIENCE** **1-3 UNITS**

Hours: 5-15 Lab

Students employed on a job that is not directly related to their college major may earn up to three units each semester for two semesters, or a maximum of six units. The student must have the approval of the Coordinator of Cooperative Education or his designee and the employer must provide expanded learning opportunities which add to the student's job skills/knowledge. Formerly WORK EXP 122b.

Recommended Prerequisite: Must take Leadership Training 2 concurrently.

WRK EXP 193 **OCCUPATIONAL COOPERATIVE EDUCATION/INTERNSHIP** **1-4 UNITS**

Hours: 5-20 Lab

This course is conducted to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. Student must contact the Office of Cooperative Education to register. Formerly WORK EXP 121A.

Recommended Prerequisites: Must take Leadership Training 1 concurrently or perform a designated coordinating activity.

WRK EXP 194 **OCCUPATIONAL EDUCATION/INTERNSHIP** **1-4 UNITS**

Hours: 5-20 Lab per week

This second semester class, like Work Exp 193, allows students employed on a job directly related to their college major or career goal to earn up to four units. The student must contact the Office of Cooperative Education and the employer must agree to provide new/expanded learning opportunities. Formerly WORK EXP 121B.

Prerequisite: Must take Leadership Training 2 concurrently or perform a designated coordinating activity.

WRK EXP 195 **OCCUPATIONAL COOPERATIVE EDUCATION/INTERNSHIP** **1-4 UNITS**

Hours: 5-20 Lab

This third semester offering is designed for students who have opportunities to gain expanded learning beyond that experienced in Occupational Cooperative Education 193 and 194. The learning opportunities must be directly related to their college major or career goal. Students must receive permission of the Office of Cooperative Education.

Recommended Prerequisites: Must complete Occupational Cooperative Education 193 and 194.

WORK EXPERIENCE

WRK EXP 196 **OCCUPATIONAL COOPERATIVE EDUCATION/INTERNSHIP** **1-4 UNITS**

Hours: 5-20 Hours

The fourth semester of Occupational Cooperative Work Experience Education is limited to those who are able to establish new/expanded Measurable Learning Objectives beyond those experienced in Occupational Cooperative Work Experience Education 193, 194, and 195 on a job related to their major or career goal. Students enrolling in this class must have the permission of the Coordinator of Cooperative Education or his designee. Formerly WORK EXP 121D.

Recommended Prerequisite: Must complete Occupational Cooperative Education 193, 194, and 195.

COURSE DESCRIPTIONS





Faculty

Division Chairpersons

Norman A. Isbell, Jr.
Division of Agriculture

Virginia Sue Audino
Division of Consumer/Family Studies

Jenny Glass
Division of Business

Marlene Taber
Division of Fine Arts

Ken Broyles
Division of Industry and Technology

Candace Byrne
Division of Language Arts and
Communications

Norma Freeborn
Division of Nursing and Health Science

Tracy Myers
Division of Physical Education,
Health and Athletics

Dorothea Trimble
Division of Science Mathematics, and
Engineering

Francis O. Beck
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M.W., University of Utah

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ERICKSON, DAVID
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TRATIVE SERVICES**
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State University College of Law

Faculty

FINNEY, NANCY
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PSYCHOLOGY

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GLASS, JENNY
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SPORTS MEDICINE

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GOMAS, RALPH
ART

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sity of California, Davis

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sity

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NURSING

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nia, Santa Barbara

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EMERITUS FACULTY

ANDERSON, VERNON A.
Sociology, 1957-1992

ANTHONY, BETTY
Home Economics, 1964-1989

BARBA, JOSEPH J.
English, 1962-1993

BARTON, JAMES
Mathematics, 1969-1992

BEARDEN, ALIA
Physical Education, 1957-1981

BENNETT, LES
Metals Technology, 1967-1988

BERG LEROY
Vice President, Evening College, 1962-1984

BOCK, RUTH
Business, 1955-1974

BRICKER, JOHN
History, 1956-1981

BROYLES, KEN
Automotive Technology, 1974-1993

BRYANT, ALTON
Biological Science, 1947-1968

BUYUKLIAN, HARRY
Fine Arts, 1977-1989

CABRERA, TONY
French, 1962-1977

CLEVELAND, WILLIAM R.
Physical Sciences, 1946-1979

COTTRELL, RICHARD
Architecture, 1960-1990

CROOKSHANKS, IVAN
Superintendent/President, 1949-1984

DEETZ, LINCOLN
Architecture/Drafting, 1956-1984

DUNN, GENE
Building Trades,

EBERSPACHER, ROBERT
English, 1968-1990

EMERITUS FACULTY

ENSIGN, PAT

Nursing, 1975-1983 and
1987-1991

ESSEX, WILFRID

Chemistry, 1955-1984

FERGUSON, ELIZABETH

English, 1949-1983

FISCHER, CURT

History/Anthropology, 1955-1984

FLAHERTY, MICHAEL

Vice President, Administrative
Services; Business, 1966-1990

FLATTLEY, MERLE

Physical Education, 1973-1991

FLY, JOHN

Building Trades, 1961-1984

FOTIAS, CRISTOS

Spanish, 1949-1983

FRANSCIONI, DON

Business, 1966-1990

FRIEDBERG, MARY NORA

Consumer/Family Studies, 1960-
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GIVAN, CAROLYN

English/Counseling, 1959-1978

GRAJEDA, RICHARD L.

Associate Dean, EOP&S. 1972-
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GRUMBLING, BETTY

English, 1970-1988

GRUMBLING, HENRY

Photography, 1962-1988

GUARISCO, JOSEPH A.

Dean of Vocational Education,
1948-1977

HALL, GERRY

Business, 1959-1982

HALL, LINCOLN H.

Superintendent/President; Vice
President, Instruction, 1957-1981
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HALL, MARCY

Consumer/Family Studies,
1969-1993

HALL, ROBERT

English, 1963-1991

HAMILTON, RICHARD

English/Journalism, 1963-1990

HARNER, RUTH

Business, 1967-1992

HEATER, MARGARET ANN

Librarian, 1975-1993

HOLT, BERT

Physical Education, 1965-1988

HOWARD, KENYON

Physical Science, 1972-1984

HUDDLESTON, LAUNA

Business, 1966-1992

JACOBSEN, RICHARD

Vice President, Business Ser-
vices, 1957-1984

JENSEN, BRUCE

Agriculture, 1949-1984

JUSTUS, LOIS

Nursing, 1970-1993

KILER, FRANK

Metals Technology, 1948-1974

KLEINFELTER, DALE

Chemistry, 1963-1990

LANG, ANNIE

Mathematics, 1969-1977

LAWHORN, FRANK

Agriculture, 1957-1983

LEWIS, REX

Business, 1960-1993

MC CORMICK-MIRANDA, ANNE

Home Economics, 1966-1984

MARCELLUS, ROBERT

Fine Arts, 1966-1984

MARTIN, FRED

Biological Sciences, 1965-1992

MARTIN, NOEL

History, 1959-1984

MORSE, GEORGE

English, 1965-1984

NEELEY, DOROTHY

Business, 1981-1993

PAPPAS, GEORGE

Speech/Drama, 1955-1984

PARKER, ALLEN

Chemistry, 1957-1989

PARLIER, JASPER

Automotive Technology,
1968-1993

PIETROFORE, AL

Fine Arts, 1957-1984

Faculty

EMERITUS FACULTY

PUSATERI, SAM
Biological Sciences, 1953-1977

ROBERTSON, GLEN
English, 1957-1983

ROULEAU, ALICE
Fine Arts, 1925-1964

ROUTEN, WILLIAM
Agriculture, 1953-1984

SCOFIELD, JAMES
Geography/Meteorology, 1967-1988

SHEWEY, JEAN
Physical Education, 1959-1984

SILVA, VERNON
Dean, Student Services, 1957-1983

SINDLINGER, AL
Metals Technology, 1961-1990

STILES, AUDIE
Electronics, 1967-1992

STROM, AGNES
Registrar, 1950-1977

SWANSON, BETTY
Nursing, 1971-1978

SWEENEY, ALBERT
English, 1963-1984

SWISHER, JAMES
Mathematics, 1959-1984

TAYLOR, ROY
Physical Education, 1950-1984

THEIGE, JACK
Information Services, 1960-1989

TOMASEVICH, ROBERT
Agriculture, 1971-1984

VANE, R.L.
Social Sciences, 1965-1980

WALKER, LEWIS
Librarian, 1965-1984

WEAVER, ARLENE
Nursing, 1979-1988

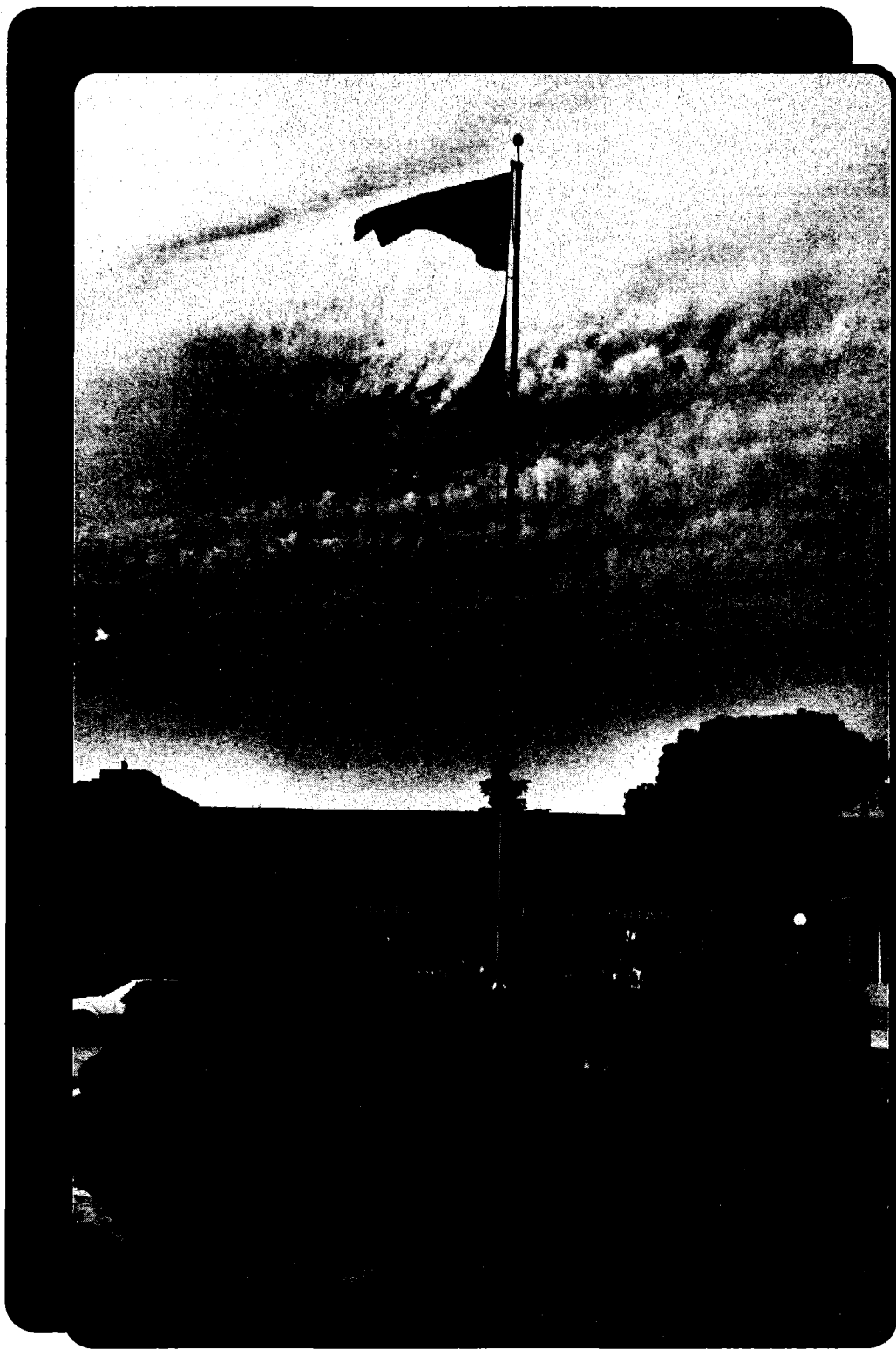
WEST, VERNON
Welding/English, 1976-1990

WESTON, DUANE
Music, 1975-1990

WHITE, MAXINE
Business, 1965-1977

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