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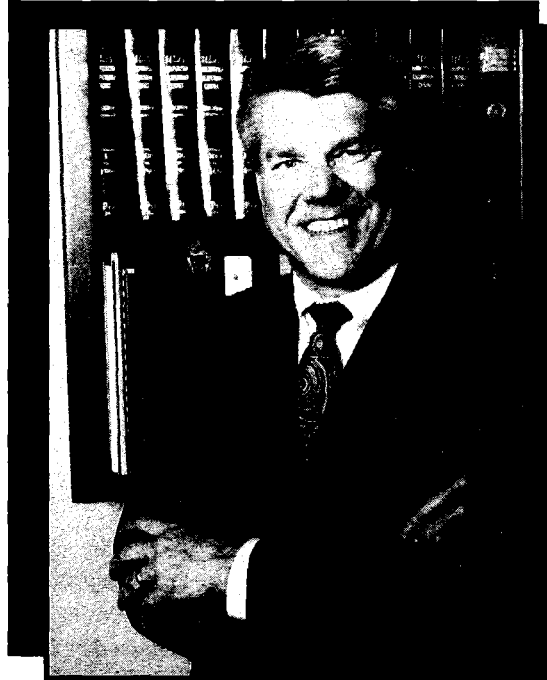


COLLEGE OF THE SEQUOIAS

1995-96 General Catalog



College Of The Sequoias Welcomes You



College of the Sequoias is proud of the education and training it offers our students. Our dedicated faculty and staff are committed to insure that each student is given the opportunity of either transferring to baccalaureate institutions or leaving College of the Sequoias prepared for the job market.

We, at College of the Sequoias, believe that all individuals are innately valuable and entitled to develop their full potential; that a healthy and vigorous society benefits from an informed appreciation of the cultural, ethnic and socioeconomic variations among its members; that a democracy depends upon a critical, questioning and informed citizenry; and that through its programs the College serves the individual, the community and society.

Our vision places teaching, learning and student success as its highest priority. College of the Sequoias is committed to assist you with your plans for the future.

M. Douglas Kechter, Ph.D.
Superintendent/President

General Information

Proposition 187

The preliminary injunction regarding Proposition 187, issued March 15, 1995, remains in effect until further court notice; students who are noncitizens or who are not officially authorized by federal law to be present in the United States will not be prevented from seeking admission, enrolling in, continuing their enrollment in, or attending any California community college. Students will only be asked to verify their immigration status for the sole purpose of determining residence status for tuition purposes. (March 24, 1995, California Community College Chancellor's Office)

Notice

By order of the San Francisco Superior Court, community colleges and all other public postsecondary institutions have been prohibited from taking action to implement or enforce Sections 8 and 9 of Proposition 187, an initiative passed by the electorate on November 8, 1994. Pending further court order, this college will take no action to prohibit the admission, enrollment or attendance of any person who isn't a United States citizen or any person who isn't otherwise authorized by federal law to be present in the United States. Students and applicants will not be prohibited from attending or continuing their enrollment based on the provisions of Section 8 and 9 of Proposition 187. In addition, this college will take no action to determine the legal status of enrollees as such status relates to the implementation and enforcement of Proposition 187. Students and applicants will only be asked to verify their immigration status for the sole purpose of determining their residency status for tuition purposes. No information regarding any student or applicant will be transmitted to the U.S. Immigration and Naturalization Service (INS), directly or indirectly, pursuant to Sections 8 or 9 of Proposition 187.

General Information

1995-1996

Catalog and Announcement of Courses College of the Sequoias

A Public Community College



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.

COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT

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

Published by the Board of Trustees

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, and offers general education coursework in nearby communities including a college center in the city of Hanford. The college has also purchased an additional 310 acres for a future farm site.



College of the Sequoias' total student population is more than 8,500 and is composed of the following: 50.6% Caucasian, 33.1% Hispanic, 3.4% Asian or Pacific Islander, 3.3% Afro-American, and less than 3% each Black, Filipino, American Indian. Students are offered a wide variety of academic and vocational programs. The college administration, faculty and staff are committed to the principle that society benefits when all of its members have an opportunity to develop to their fullest potential. All those in the college community are dedicated to reaching out to a diversified and 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, California, which is located in the Southern area of the San Joaquin Valley, 185 miles north of Los Angeles and 225 miles south of San Francisco.

Visalia, which is situated just an hour 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 21 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, Strathmore, and Woodlake.

General Information

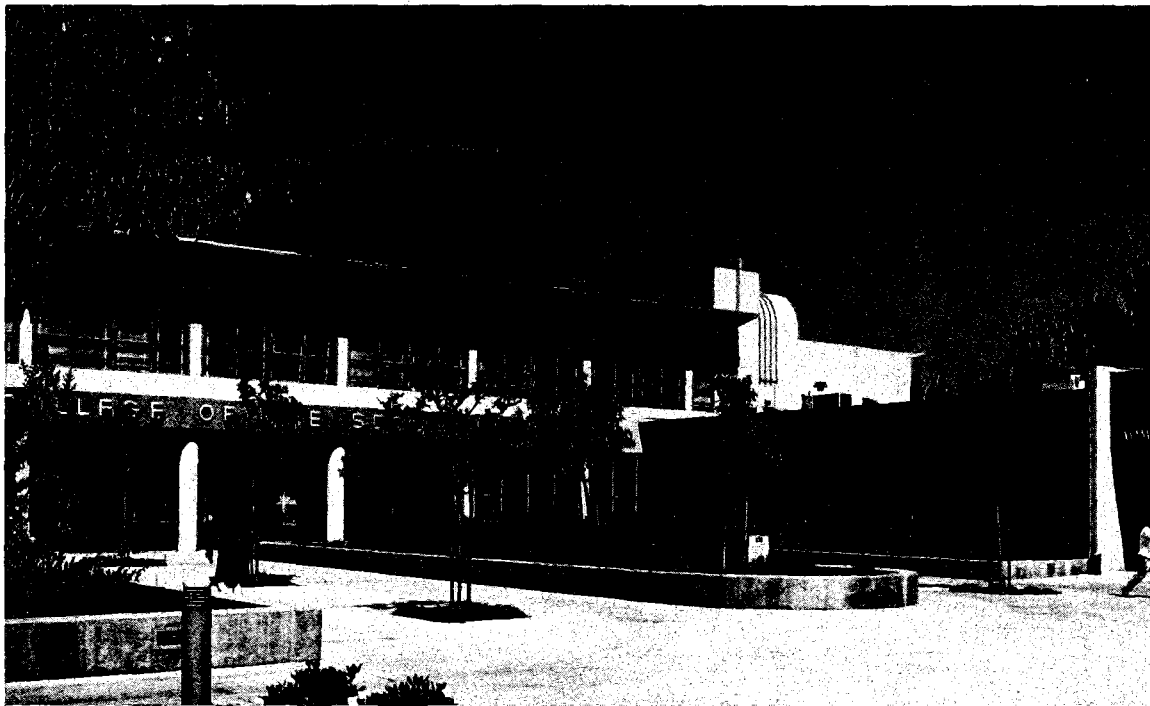


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Gail Robinson, Catalog Design and Edit

David Cargill, Cover and Graphics

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General Information

ACADEMIC CALENDAR

Fall Semester, 1995

August 28, 1995 --December 22, 1995

June 30	Last Day to Petition for Fall 1995 Readmission After Scholastic Disqualification
August 7-10, 14-18	Registration for Eligible Students
August 14	Registration for High School Accelerates and Students with a BA Degree or higher
August 14	Last day to have application on file
August 14	Last day to take COS Placement test before Fall semester
August 28	Classes Begin
August 28 - September 8	Late Registration/Program Changes (with instructor permission)
September 4	Labor Day Holiday (no classes)
September 8	Last Day to Drop a Class Without a "W"
September 29	Last Day to File for Associate Degree
October 27	Last Day to Drop Classes
November 1	Last Day to Petition for Spring 1996 Readmission After Scholastic Disqualification
November 10	Veterans Day Holiday (no classes)
November 23, 24	Thanksgiving Holiday (no classes)
November 27 - December 1	Spring Registration for Continuing Students
December 18-22	Final Exams
December 22	End of Semester
December 22	Last Day to Makeup Incomplete "I" Grade for the Fall 1994 Semester
December 23 - January 21	Recess Between Semesters

*The College of the Sequoias Placement Test
is administered periodically throughout the year.
Contact the Assessment Center for specific dates and times at 730-3737.*

General Information

ACADEMIC CALENDAR

Spring Semester, 1996

January 22, 1995 --May 31, 1996

November 1	Last Day to Petition for Spring 1996 Readmission After Scholastic Disqualification
January 3-11 (No Fridays)	Registration for Eligible Students
January 9	Last Day to have Application on file
January 9	Registration for High School Accelerates and Students with a BA Degree or higher
January 15	Martin Luther King Jr.'s Birthday Holiday
January 16-17	Registration for Eligible Students
January 16-19	Faculty/Staff Inservice
January 22	Classes Begin
January 22 - February 2	Late Registration/Program Changes (with instructor permission)
February 2	Last Day to Drop a Class Without a "W"
February 2	COS Scholarship Application Deadline
February 9	President's Day Holiday (no classes)
February 19	Washington's Birthday Holiday (no classes)
March 1	Last Day to File for an Associate Degree
March 4	Cal Grant Financial Aid Deadline for New and Transferring Students
March 29	Last Day to Drop Classes
April 1-5	Easter Recess
April 29 - May 3	Fall 1996 Registration for Continuing Students
May 20 and 28-30	Extended Day Final Exams
May 24-31	Final Exams
May 31	Commencement/End of Semester
May 31	Last Day to Make Up Incomplete "I" Grade for Spring 1995 Semester
May 27	Memorial Day Holiday (no classes)
June 17-July 25	Summer Semester
July 1	Last Day to Petition for Fall 1996 Readmission After Scholastic Disqualification

*The College of the Sequoias Placement Test
is administered periodically throughout the year.
Contact the Assessment Center for specific dates and times at 730-3737.*

General Information

Compliance Statement

BOARD OF TRUSTEES

Ned F. Baker
Vice-President
(Ward 3)

Luther Khachigian
Clerk
(Ward 3)

Robert Lyman
President (Ward 4)

Louis E. Sweet
(Ward 2)

John Zumwalt
(Ward 5)

SUPERINTENDENT/ PRESIDENT

M. Douglas Kechter, Ph.D.

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:

*M. Douglas Kechter, Ph.D.,
Affirmative Action Officer
David Bockman, Ed.D., Title IX Coordinator
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

M. Douglas Kechter, Ph.D., Superintendent/President



Gilbert M. Dominguez, Ed.D.
Vice President, Instruction

David J. Erickson
Vice President
Administrative Services

Don Goodyear, Ed.D.
Vice President, Student Services

Bill Bettencourt
Dean of Instruction
Science/Math, Health & Physical Ed,
Athletics

Dave Adams
Director
Facilities and Planning

J. Ronald Hays
Dean
Enrollment Services & Special
Programs

David C. Bockman, Ed.D.
Dean of Instruction
Business/Vocational, Social Sciences

Al Branco
Athletic Coordinator

Celia Maldonado
Associate Dean
Special Programs & Services

Nick Martinez, Manager
Police Training and Public Safety

Victor Collins
Director
Personnel Services

Dale Norton
Associate Dean
Institutional Planning & Renewal

Lynn Mirviss, Ed.D.
Associate Dean
Instruction
Nursing & Summer Session

Christina Knox
Associate Dean
Corporate/Community Education &
Economic Development

Dianne Sharples, Ed.D.
Dean of Instruction
Humanities, Fine Arts &
Consumer/Family Studies

Don Mast
Associate Dean
Institutional Development &
External Relations/DSPS

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 Mr. Don Mast, Associate Dean, COS Foundation at 730-3712.

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 730-3918.

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 stu-

dents including testing, orientation, counseling, registration, tutoring, and book sales. Call (209) 585-3933 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

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: 1-9

LINDSAY

Lindsay High School
1701 East Tulare Road

WOODLAKE

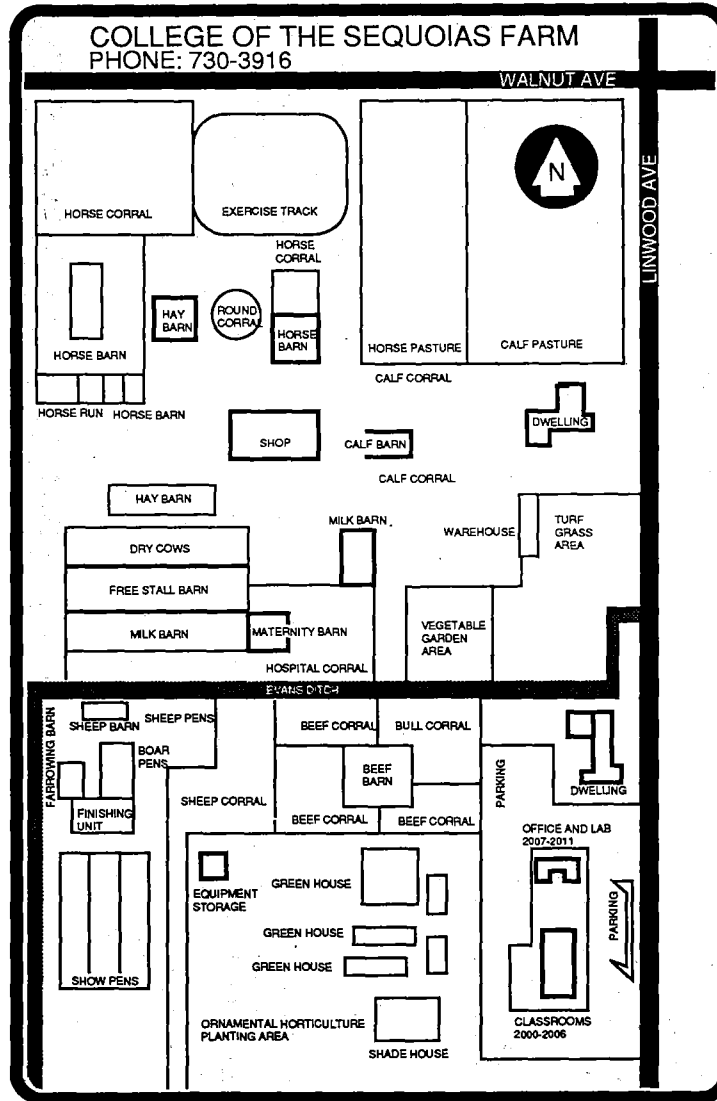
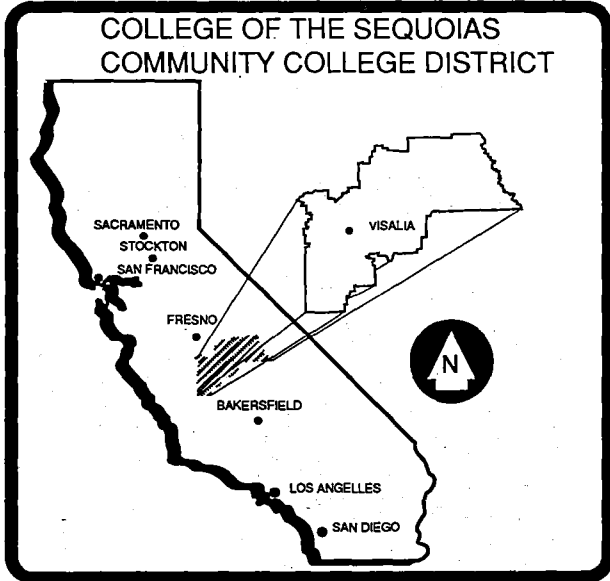
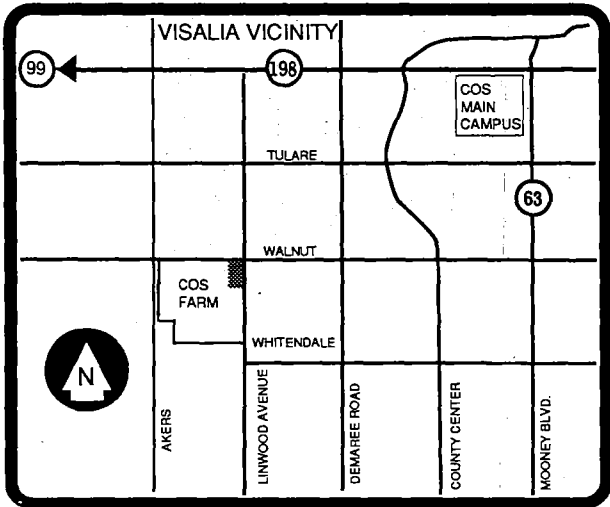
Woodlake Union High
400 West Whitney

THREE RIVERS

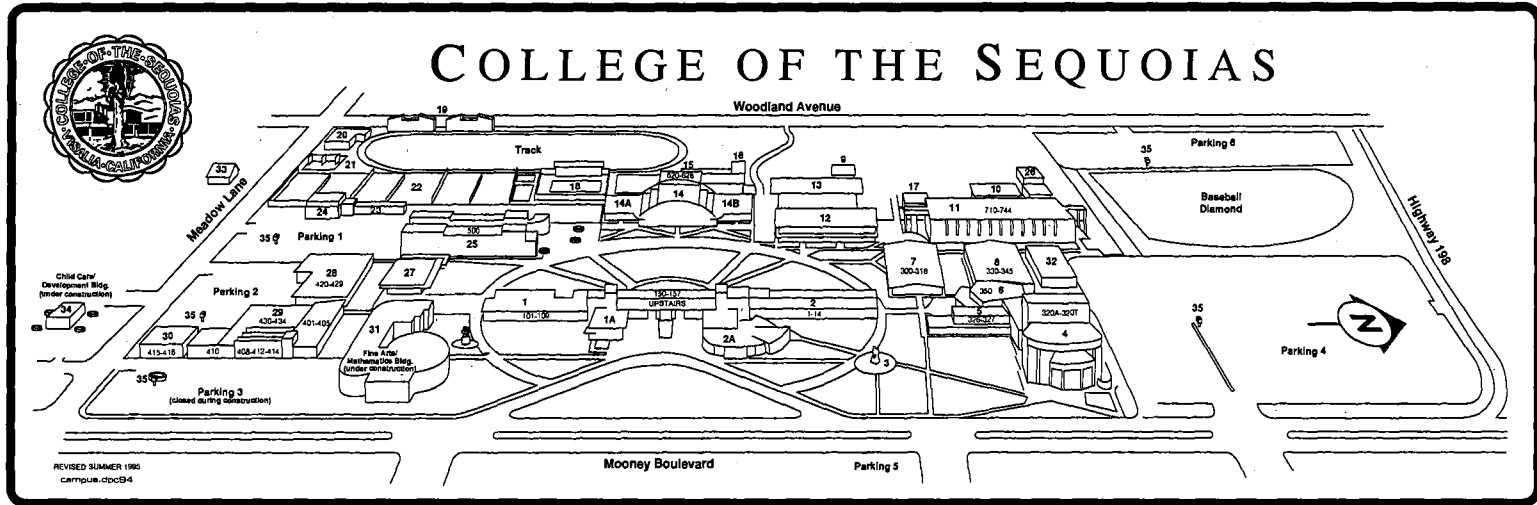
Three Rivers Elementary School
41932 Sierra Drive

TULARE

Tulare Union High School
755 East Tulare



General Information



MAIN CAMPUS

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

NUMERICAL LIST

- | | |
|--------------------------------|--------------------------------------|
| 1. Administration South | 16. Adaptive P.E. |
| 1A. Student Services | 17. CSUF/COS Center |
| 2. Health Center | 18. Pool |
| 2. Administration North | 19. Racquetball |
| 2A. Administrative Offices | 20. Maintenance Shops |
| 3. Giant Statue | 21. Handball |
| 4. Theatre | 22. Tennis |
| 5. Music | 23. Safety Services & Transportation |
| 6. Lecture Hall | 24. Print Shop & Facilities Office |
| 7. Life Sciences/Math | 25. Consumer/Family Studies |
| 8. Social Sciences | 26. GAIN/JTPA |
| 9. Portable Classroom | 27. Student Union |
| 10. Nursing | 28. Industry & Technology West |
| 11. 700 Building | 29. Industry & Technology East |
| 12. Library | 30. Vocational Admin./Classroom |
| 13. Instructional Media Center | 31. Fine Arts/Math |
| 14. Gymnasium | 32. Bookstore |
| 14A. Athletic Office | 33. Personnel |
| 14B. Student Activities Office | 34. Child Development Center |
| 15. Gym Annex | 35. 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 | Personnel 33 |
| Art 1 | Facilities and Operations Office 24 | Physics 2 |
| Art Gallery 4 | Financial Aids 1 | Pool 18 |
| Assessment & Testing 1A | Fine Arts/Math 31 | Portable Classroom 9 |
| Athletic Training Room 14A | Foreign Language 11 | Print Shop 24 |
| Automotive Technology 28 | Foundation Office 24 | Public Information Office 24 |
| Biology 7 | JTPA/GAIN 26 | Public Safety Office 23 |
| Board Room 2A | Giant Statue 3 | Racquetball 19 |
| Bookstore 32 | Gymnasium 14 | Receiving 24 |
| Box Office 4 | Gym Annex 15 | Scholarship Services 4 |
| Business Division 11 | Handball 21 | Science 2 & 7 |
| California State University | Health Center 2 | Social Sciences 8 |
| Fresno/COS Center 17 | Home Economics 25 | Student Activities Office 14B |
| Career Center 12 | Industry & Technology 28 & 29 | Student Services Center 27 |
| Cashier's Office 2A | Information 2A | Student Union 1 |
| Chemistry 2 | Instructional Media Center 13 | Tennis 22 |
| Child Development Center 34 | JTPA/GAIN 26 | Theatre 4 |
| Community Services 2A | Learning Disabilities Classroom 13 | Transfer Center 1A |
| Computer Services 11 | Lecture Hall 6 | Transportation 23 |
| Construction Technology 30 | Library 12 | Veteran Services 1 |
| Consumer/Family Studies 25 | Maintenance Shops 20 | Welding Technology 29 |
| Cooperative Education Office 2 | Maintenance Technology 29 | Women's Locker Room 14B |
| Counseling Center 1A | Metals Lab 29 | 700 Building 11 |

General Information

Mission, Philosophy and Goals of the College

COLLEGE MISSION

Our primary mission at College of the Sequoias is to provide education and training which will afford our students the choices of either transferring to baccalaureate institutions or leaving College of the Sequoias prepared for the job market.

Our additional commitment is to provide the following:

- Developmental and remedial education and a wide range of student services where necessary for the successful attainment of educational and career goals.
- Self-supporting community education classes, contract education and training, and related services tailored to the human and economic development of our community to the extent that these are compatible with our ability to meet our primary mission.

PHILOSOPHY

College of the Sequoias believes that all individuals are innately valuable and entitled to develop their full potential; that a healthy and vigorous society benefits from an informed appreciation of the cultural, racial and socioeconomic variations among its members; that a democracy depends upon a critical, questioning and informed citizenry; and that through its programs the College serves the individual, the community and society.

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.

"The policy of this district is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Sub-chapter 1 of Chapter 6 of Division 6 or Title 5 of the California Code of Regulations."

Regarding students who are noncitizens or who are not officially authorized by federal law to be present in the United States, but have applied for application at this college, please refer to our Position Statement on Proposition 187 on Page 2 of this catalog.

PROGRAMS AND SERVICES

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.

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.

Community Services

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

Contract Education

The ability to assess an organization's needs and deliver job-specific knowledge to workers defines the mission of the Office of Corporate/Community Education and Economic Development of the College of the Sequoias. The Office hopes to forge new relationships between the private and public sectors in the central valley and beyond, using COS faculty members' vast cumulative experience and high level of expertise.

General Information

Employment Development

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

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.

Remediation

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

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.

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.



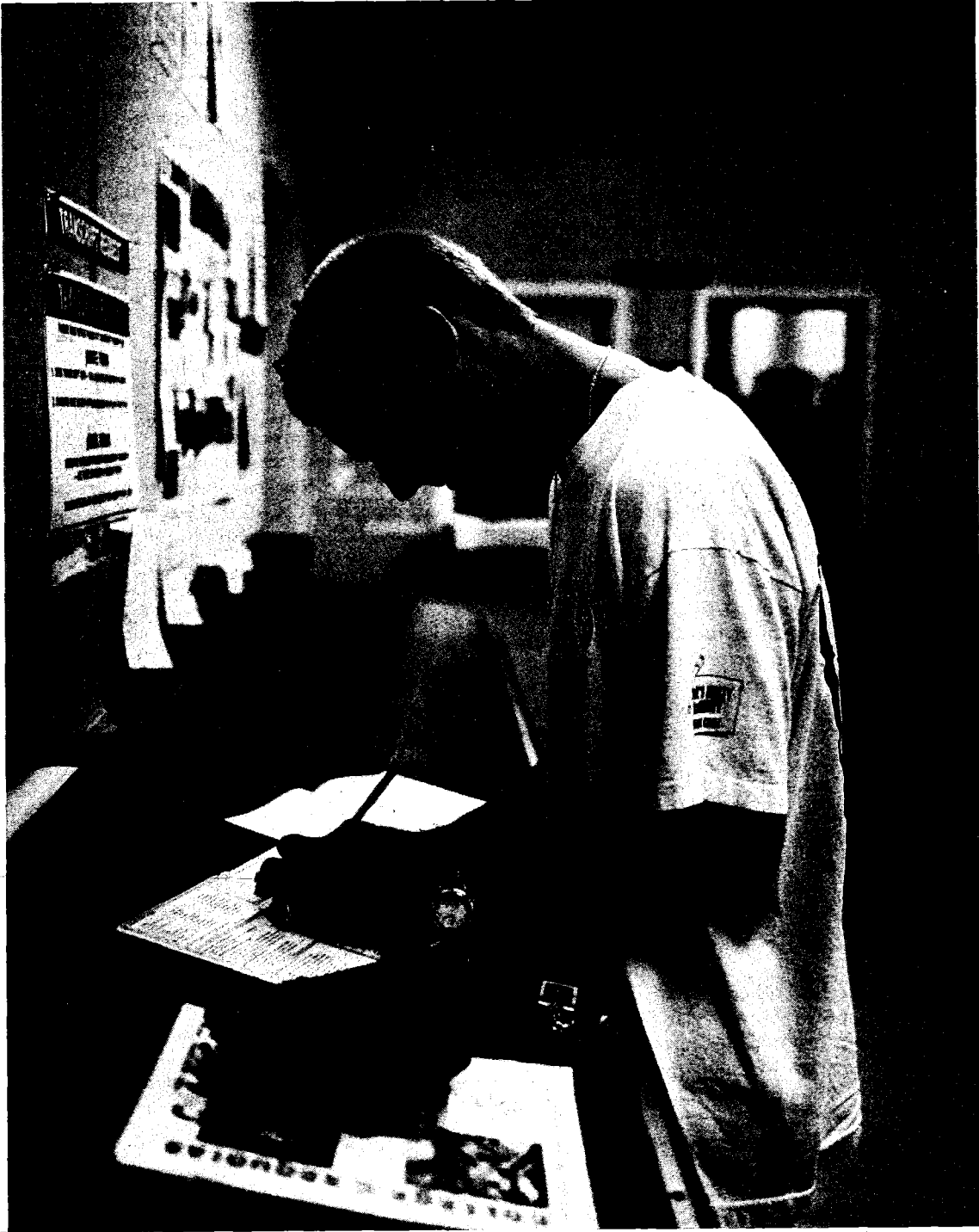
History of the College

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.

Extended Learning/HS Accelerated Students:

K-12 are required to submit an application and permission form to Admissions and Records for every semester of attendance. Attendance is on a space available basis only.

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 Admissions & Records' 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 Admissions and Records Office, 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 \$3,570 is the same as for other non-resident students. Payment of \$1,785 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 Foreign Student Advisor in the Student Services Center Office.

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.

PAYMENT OF FEES

Payment may be made by cash, personal check, MasterCard or Visa. Credit card purchases may be subject to preapproval.

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 Bookstore.

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 (\$7 for Summer)
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	--\$119.00 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.

Differential Enrollment Fee

Each district, pursuant to Education Code Section 76330, shall charge a differential enrollment fee of fifty dollars (\$50) per semester unit to each student who has been awarded a baccalaureate or graduate degree from any public or private postsecondary educational institution approved to operate by the Council for Private Postsecondary and vocational Education, accredited by an agency recognized by the United States Department of Education, or operated pursuant to the provisions specified in Section 94303 of the Education Code.

Nonresident Tuition Fees

The nonresident tuition fee for the academic year 1995-96 is \$119 per semester unit, payable each semester upon registration. The nonresident tuition fee for foreign students is \$119 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 wishing to park on campus must pay a fee. They may purchase a semester parking sticker. Cost is \$20 for full-time students and \$10 for part-time students.

Students not wish to purchase a semester parking sticker may purchase one-day parking passes for 50 cents from the dispensers located in Parking Lots 3, 4, 6, and at the college farm.

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, differential, and health fees for students who reduce units or completely withdraw from college prior to the end of the SECOND WEEK OF INSTRUCTION will be as follows:

Enrollment, Differential and Health Fees: Refunds ONLY by student petition. Forms can be obtained at the Cashiers Office located in the Administration Office.

All refunds are issued by check. All students will be charged a \$5 handling fee.

Reimbursements petitioned for by the end of the fifth (5th) week will be mailed between the 6th and 8th instructional weeks of the semester. Refund petitions which are received by the end of the 12th week of the semester will be mailed between the 13th and 15th weeks of the semester.

Students may carry a refund/credit balance two weeks into the following semester and avoid the \$5 handling fee.

No refunds will be given for classes dropped after the first two (2) weeks of school or short term classes dropped on or after the first class day.

No refund for material fees unless student drops class prior to first day of the semester. Credit balances will be carried forward to the next semester. Spring credits will apply to the next Summer or Fall semester. Fall credits will carry forward ONLY to the next Spring semester. Credits not used by the end of the second week of the following semester (as stated above), will be nonrefundable.

For questions regarding collections or refunds on fees, contact 730-3868.

Admissions/Matriculation

Refund Policy (Continued)

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.

- A \$4 service fee will be deducted from all full-time permit refunds (\$20) and \$2 from part-time permit refunds (\$10).
- 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.
- Lost or stolen semester permits may be replaced at the same costs as the original purchase.

Payment of Fees

Payment may be made by Master Card or Visa. Credit card purchases may be subject to pre-approval. Payments may be made by cash. The following policy applies when payment is made by personal check:

- Check is for the amount due only
- Must provide photo identification and social security number
- Imprinted checks only
- Instate checks only
- No personal two-party checks.
- Bad checks are turned over to Sequoias Check Collection. Bad check charge is \$25.00 plus customer bankcharge which will be added to all returned checks.

Books may also be purchased by Master Card or Visa. Students are encouraged to purchase books after attending the first class session.

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.

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:

Grade Subjects	Units		Grade	Points
	Attempted	Passed		
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."

Admissions/Matriculation

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.

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;
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.

Matriculation Requirements for Participation in Assessment, Orientation and Counseling

All students are required to take the COS Placement Test for English and math if they:

1. plan to pursue either an Associate degree or transfer program; or
2. plan to enroll in a math course or any course with a math recommendation/prerequisite (Math placement test required); or
3. plan to enroll in an English course or any course with an English recommendation/prerequisite (English placement test required).

Admissions/Matriculation

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 (grade "C" or higher) or math courses that are equivalent to courses offered at COS; or
3. submitting scores for the ACT or SAT (ACT Enhanced Math=28 or higher; or SAT Math - 560 or higher, 570 or higher is required for SAT Tests taken after March 30, 1995,* or
4. providing passing scores from the ELM, after April 30, 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 (grade "C" or higher) of English courses that are equivalent to courses offered at COS; or
3. submitting scores for the ACT or SAT (ACT English Usage - 23 or higher; or SAT Verbal = 510 or higher, 590 or higher is required for SAT Tests taken after March 30, 1995.*

**If students achieve certain scores that exempt them from the English and/or math placement test(s), students are still required to participate in counseling activities where other placements procedures will assist them in selecting appropriate English and math classes. Counselors will review former high school and college courses and grades in the process to determine the appropriate English and math classes.*

Orientation

All students (regardless of the number of units in which they plan to enroll) must participate in orientation if they:

1. have no former college units from either COS or another institution (California and out-of-state community colleges, private colleges/universities; UCs; and CSUs); and
2. plan to pursue a certificate, Associate degree or a transfer program; or
3. are recent high school graduates within one year of graduation.

Exemption Criteria for Orientation

All students are exempt from orientation if they:

1. attended (with proof) an orientation at COS or another college; or
2. completed a Student Education Plan that is current and reflects the correct major and educational goal with a COS counselor; or
3. plan to concurrently enroll in high school and COS classes as a high school Junior or Senior.

Counseling

All students (regardless of the number of units in which they plan to enroll) are required to consult a counselor to develop a Student Education Plan if they:

1. plan to pursue a certificate, Associate degree or a transfer program; or
2. or need to update their Student Education Plan to correct the major and/or educational goal; or
3. need a current Student Education Plan for other departments (e.g. Financial Aid, Veterans, EOP&S, Enabler, JTPA/GAIN, etc.). Who have special requirements.

Exemption Criteria for Counseling

All students are exempt from orientation if they:

1. enroll in college courses for reasons other than the pursuit of a certificate, Associate degree or a transfer program; or
2. enroll in courses that do not specify prerequisite/corequisite or other skill recommendations in reading, writing, or computation that are assessed through the COS Placement Test and in a counseling appointment.

Admissions/Matriculation

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 Office of Matriculation.

FORMAL PROCEDURE:

1. The student can acquire the Matriculation Exemption Form from Admissions & Records, Counseling, or the Office of Matriculation.
2. The student must return the form to the Office of Matriculation.
3. The staff 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.

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 Matriculation.)

Appeal/Grievance Procedures

An appeal/grievance may be filed with the Office of 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 Office of Matriculation.

FORMAL PROCEDURE:

1. The student must complete the form and submit it to the Dean of Enrollment Services and Special Programs.
2. Within 10 working days, the Matriculation Office will review the case with the student.

Admissions/Matriculation

Fees

Enrollment Fee

	\$13.00	per unit (NO CAP)
	\$ 6.50	per 1/2 unit
All students with B.A. or higher (Fee waivers are available for low income students)	\$50.00	per unit

Refunds:

Refer to page 20 of this catalog for our "Refund Policy."

Health Service Fee

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

All students	\$10	Each semester (Spring & Fall)
	\$ 7	Summer session

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.

*Fall or Spring permits are valid for summer school.

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.

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:* \$119 per unit per semester

*\$119 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.

Admissions/Matriculation



Academics



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 74.

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 week of class meetings. Waiting list students may 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 after the second class session. Instructor permission forms can be obtained in the 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.

Academics

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

Effective the Fall semester 1994, students enrolled in the 300 series of SUCCESS classes will be given the option of selecting Credit/No Credit, or a letter grade.

Students are required to file a Declaration of Grading Option form which can be obtained in the Admissions Office. **There is a deadline for returning the form. It is the responsibility of the student to obtain the form and to return it to the Admissions Office prior to the deadline.**

Academics

Credit by Examination

Conditions and Requirements for Credit by Examination

1. Students must be currently registered and in good standing at COS. The student may not be currently enrolled in the course he/she is petitioning for Credit by Examination. 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 chairperson 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 assigned, 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 15 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 nonrefundable 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

Withdrawals prior to the end of the second week of the semester are not recorded on the student's transcript. However, students may officially drop a class or withdraw from college through the 10th week of the semester with a "W" recorded on the transcript. 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 1995 class is October 27 and the last day to drop a Spring 1996 class is March 29. 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 prorated 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 judgment 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.

Effective the Fall semester 1994, students enrolled in the 300 series of SUCCESS classes will be given the option of selecting Credit/No Credit, or a letter grade.

Students are required to file a Declaration of Grading Option form which can be obtained in the Admissions Office. **There is a deadline for returning the form. It is the responsibility of the student to obtain the form and to return it to the Admissions Office prior to the deadline.**

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 (730-3708).

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 before the end of the 3rd week of the semester.
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 along with information regarding appropriate fees.
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.

Academics

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 five days or more are requested to obtain and complete a leave of absence form available in the Student Services/Counseling 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 18 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

Title 5 Matriculation Regulations (Sections 55002, 55200, and 55201) state that students are entitled to enroll in any course for which they can meet necessary and valid pre- and co- requisites.

A "prerequisite" means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. Prerequisites shall be based on successful completion of an appropriate course (e.g. Math 230 with a "C" or better prior to attempting Math 45 or 21) or the college's assessment process using multiple measures.

A "corequisite" is a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course (e.g. Math 75 in conjunction with Engineering 1).

An "advisory on recommended preparation" means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program (e.g., Drafting 160 with a "C" or better prior to attempting Drafting 161).

A "limitation on enrollment" is similar to a prerequisite because both are conditions of enrollment that a student is required to meet for enrollment in a course or educational program. A limitation on enrollment differs from a prerequisite because it is not based on the successful completion of a course or the college's assessment process using multiple measures (e.g., public performance courses requiring an audition).

Section 55201 permits the establishment of pre- and co-requisites if the particular pre- and co-requisites:

- a. were established prior to July 6, 1990, and are part of a sequence of degree-applicable courses within a given discipline; or

Academics

Prerequisites and Corequisites (Continued)

- b. were established between July 6, 1990, and November 4, 1993, in accordance with regulations in effect during this period of time; or
- c. are required by statute or regulation; or
- d. are part of a closely-related lecture-laboratory course pairing within a discipline; or
- e. are required by four-year institutions.

According to Section 55201 any pre- or co-requisite may be challenged by a student on one or more of the grounds listed in the regulations. Section 58106 describes similar grounds upon which a student may challenge a limitation on enrollment. These regulations are available in the offices of Student Services, Instruction, and Matriculation upon request. The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be handled in a timely manner according to the Appeal and Grievance Procedures through Matriculation. The Appeal/Grievance form and procedures document can be obtained from the offices of Student Services and Matriculation. If the challenge is upheld, the student must be permitted to enroll in the course in question.

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 and progress probation may be limited to 12 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 Associate Dean 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

Academics

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.

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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.

SUCCESS Program

The SUCCESS Program is designed to meet the needs of those students who enroll without the communication and computation skills needed for success in college-level classes. The program links together several classes, including either English 360 or 370, Math 360, and a specially designed content class. This interdisciplinary program focuses on the development and application of reading, writing, study, and math skills.

Faculty who teach in the program are dedicated to helping students develop the competencies they need to succeed. Each instructor advises a group of students monthly, focusing on reinforcing strengths and serving as a campus resource. Students often form strong support groups among themselves since they share large blocks of time together in class.

SUCCESS is a one semester program aimed at balancing the need for academic rigor with the individual attention many students need. More information about the SUCCESS Program may be obtained by contacting Dale Norton, Associate Dean of Precollegiate Studies at 730-3823.

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.

Sexual Harassment Policy

Policy

It is the policy of the College of the Sequoias District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by the State and Federal law.

Engaging in sexual harassment (as defined below), shall be a violation of this policy for those authorized to either recommend or take personnel or academic actions affecting employees or students, or those otherwise authorized to transact business or perform other acts of services on behalf of the College of the Sequoias Community College District.

Educational Environment

Within the educational environment, sexual harassment is prohibited between students, between employees and students, and between students and students.

Students Rights and Responsibilities

Sexual Harassment Policy

Work Environment

Within the work environment, sexual harassment is prohibited between supervisors and employees, between employees and between non-employees and employees.

Definition of Sexual Harassment

General Definitions

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that:

- are made either explicitly or implicitly a term or condition of an individual's educational status or employment
- are used as a basis for educational or employment decisions affecting such individual; or
- have the purpose or the effect of unreasonably interfering with an individual's educational or work performance or which create an intimidating, hostile or offensive educational or work environment

Specific Examples

For the purpose of further clarification, sexual harassment includes, but is not limited to:

- Making unsolicited written, verbal, physical and/or visual contacts with sexual overtones. (Examples of sexual harassment which appear in a written form include, but are not limited to: suggestive or obscene letters, notes, invitations. Examples of verbal sexual harassment include, but are not limited to: derogatory comments, slurs, jokes, epithets. Examples of physical harassment include but are not limited to: assault, touching, impeding or blocking movement. Examples of visual sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons or posters.)
- Continuing to express sexual interest after being informed that the interest is unwelcomed.

--Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of this type of sexual harassment within the work place: implying or actually withholding support for an appointment, promotion or change of assignment; suggestion of a poor performance report will be prepared; or suggesting probation will be filed. Examples of this type of sexual harassment, within the educational environment include: implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.

--Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence or affect the employee's career, salary and/or work environment.

--Engaging in explicit or implicit coercive sexual behavior within the educational environment which is used to control, influence or affect the educational opportunities, grades, and/or learning environment of a student.

--Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Disciplinary Action

The College of the Sequoias Community College District forbids any form of sexual harassment, including the acts of non-employees. Prompt disciplinary action will be taken against any student, employee (supervisory or otherwise), engaging in sexual harassment.

Reporting Charges

The procedures for reporting charges of sexual harassment and for pursuing available remedies are available from the College of the Sequoias Title IX Officer, the District Affirmative Action Officer, the Personnel Office and the Student Services Office.

Student Rights and Responsibilities

Sexual Harassment Complaint Procedure

Any student, employee or applicant for employment who believes he/she has been sexually harassed may file a complaint with the College of the Sequoias, Title IX Coordinator. In order for a complaint to be processed, the complaint must be filed within one year of the sexual harassment or within one year of learning of the sexual harassment. (§ 59328)*

The College is committed to ensuring that students, employees and applicants for employment are not adversely affected for having brought forward a sexual harassment complaint. All participants in these procedures shall be protected from retaliatory acts by the College, its employees and students. If retaliation or reprisal does occur, disciplinary action will be imposed.

Nothing in this procedure shall affect the right of the complainant to pursue the matter with any state or Federal enforcement agency. Sexual harassment complaints may be filed concurrently with an external agency to meet State and Federal agency deadlines without jeopardizing an individual's rights to pursue a complaint under this procedure.

Purpose of Complaint Procedure

This complaint procedure implements the civil rights protections against sexual harassment. Its purpose is to ensure that no person shall be subjected to sexual harassment under any program, activity or service offered by this College.

This procedure applies to the processing of sexual harassment complaints by any student, employee or applicant for employment who believes that she/he is a victim of sexual harassment.

Informal Procedure

The purpose of this informal resolution process is to allow an individual who believes she/he has been sexually harassed to resolve the issue through a mediation process rather than the more formal process provided by the College. If it is determined that sexual harassment has taken place, resolution may require nothing more than an apology from the respondent and an assurance that the offending behavior will cease. The steps of the informal procedure follow:

A. If the complainant believes that discussions of alleged sexual harassment with the respondent or his/her supervisor would be unproductive or inappropriate, the complainant may consult with the Title IX Coordinator.

B. The Title IX Coordinator will counsel the complainant regarding the sexual harassment policy and complaint procedure.

C. The complainant's allegation of sexual harassment shall be kept confidential by the Title IX Coordinator and used only to provide a factual basis for resolving the complaint. The Title IX Coordinator will explain to the complainant the nature and extent of the confidentiality provided by this process.

D. The informal complaint procedure is initiated only when the complainant puts the allegation in writing and in any format comfortable for the complainant. The written statement should contain as much detail as possible including dates, time, description of incident(s), parties involved, any witnesses, etc. However, no official action on this specific allegation of sexual harassment will be taken if the complainant decides not to put the complaint into writing.

E. Within 10 days of receipt of the informal complaint, the Title IX Coordinator shall contact the respondent in an attempt to resolve the matter informally. The respondent will be asked to provide a written response to the allegations.

F. Within 10 days of discussing the matter with the respondent, the Title IX Coordinator will review the statements of both the complainant and the respondent and meet individually with each party in an attempt to resolve the matter.

G. Steps A through F of this informal procedure shall be completed within 30 days.

H. The completion of the informal procedure is a prerequisite to initiating a formal complaint under the College's sexual harassment complaint procedure. (§59328(b))*

Possible Outcomes of the Informal Complaint Procedure

A. If the matter is resolved, the Title IX Coordinator will put the resolution in writing and meet with both parties who will review and sign the agreement.

Students Rights and Responsibilities

B. If the parties agree that there has been no sexual harassment and are satisfied with the resolution, the documents connected with the allegation shall be destroyed by the Title IX Coordinator and the complaint will be considered resolved.

C. If the parties agree that sexual harassment has occurred, but are satisfied with the resolution, then the documentation connected with the allegations and resolution will be placed in a sealed envelope and remain in the possession of the Title IX Coordinator. At this point, the complaint will be considered resolved.

D. If the complainant is dissatisfied with the resolution of the complaint, she/he should file a formal complaint immediately.

E. If, after negotiations between the parties, it becomes clear to the Title IX Coordinator that an informal resolution cannot be reached, he/she will convey the determination to both parties. The Title IX Coordinator will also inform the complainant of the right to file a formal sexual harassment complaint under this procedure or to file a sexual harassment complaint with any appropriate State or Federal enforcement agency (i.e., Office of Civil Rights, Equal Employment Opportunity Commission, Department of Fair Employment and Housing).

Formal Procedure

Administrative Determination

1. The complainant shall initiate the formal complaint procedure by filing a complaint in writing on the College's sexual harassment form.
2. Within 90 days of receiving the complaint (§59336)*, the Title IX Coordinator shall provide the complainant with:
 - a. A copy of the report of the College's investigation of the sexual harassment complaint.
 - b. The written decision that sexual harassment did or did not occur.
 - c. A copy of the proposed resolution of the complaint.
 - d. A description of the action taken by the College administration to prevent similar sexual harassment in the future.
 - e. Notice of the complainant's right to appeal the administrative decision to the Governing Board of the College.

- f. Notice that both parties have a right to be accompanied by a representative at each step in this procedure.

Appeal to the Governing Board (§59338)*

1. If the complainant is not satisfied with the administrative decision, she/he has 15 days in which to file a written appeal with the College's Governing board.
2. Only the complainant has a right to appeal the administrative decision. (§59338)* However, a respondent who is an employee may have an opportunity to challenge any disciplinary action resulting from these proceedings.
3. Within 45 days of receiving the appeal, the Governing Board shall issue a final decision, or the administrative determination will be considered the final decision. However, a further appeal can be made to the Chancellor of the California Community Colleges. (§59338)*

Further Appeal Options

- A. If the complainant is not satisfied with the decision of the Governing Board she/he has 30 days in which to file a written appeal with the Chancellor of the California Community Colleges. (59338)*
- B. Once again, the College shall inform the complainant of the right to file a sexual harassment complaint with any appropriate State or Federal enforcement agency (i.e., Office of Civil Rights, Equal Employment Opportunity Commission, Department of Fair Employment and Housing).

**All references are to the California Code of Regulations, Title 5, Div. 6, Chapter 10, sub chapter 5, Article 3 unless otherwise noted. Title IX requires the Title IX Coordinator to investigate complaints of alleged sex discrimination, which includes sexual harassment.*

Student 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 is absent from class, he or she must obtain permission from the instructor prior to the absence. If advance notice is not possible, students may try to reach their instructor by phone; or upon their return, explain to the instructor the reason for their absence.

Students 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 of 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.

Student Field Trips

Student Transportation

Throughout the school year many classes will be meeting at off-campus locations. The college will not be providing transportation to these sites and all transportation arrangements are the responsibility of each of the students enrolled in the class. Although district personnel may assist in coordinating this transportation and/or may recommend travel time, routes, caravanning, etc., these recommendations are not mandatory. The district is in no way responsible nor does the district assume liability for any injuries or losses resulting from this non-district sponsored transportation. If you ride with another student that student is not an agent of, or driving on behalf of, the district.

Voluntary Field Trips

Throughout the school year, the district may sponsor voluntary field trips and excursions in which you may want to participate. Be advised as stated in the California Code of Regulations, Sub Chapter 5, Section 55450, if you participate in a voluntary field trip or excursion you are deemed to have held harmless the district, its officers, agents and employees from all liability or claims which may arise out of or in connection with your participation in this activity.

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 Educational 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 a Student Educational Plan which reflects the current goal of a student. Students wishing to change their goal should see a counselor to revise their Student Educational 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) 585-3933.

Orientation Services

Orientation is a required activity for all newly 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 a Student Educational 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 available at California high school counseling offices and/or College of the

Student Services

Student Financial Aid Programs (Continued)

Sequoias Financial Aid Office after January 1 of each year. For further information, please contact College of the Sequoias Student Financial Services Office in Room 103B. Limited Financial Aid Services are offered at the Hanford Center.

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 \$6,000 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 103A. The deadline for submitting scholarship applications is February 2, 1996.

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; 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

Library and Media Lab Hours*

Monday through Thursday 8 a.m. to 8 p.m.

Friday 8 a.m. to 4 p.m.

Saturday 10:00 a.m. to 2 p.m.

*The library is closed during holiday weekends and school breaks. Summer school hours will vary and will be posted at the entrance.

The COS Library is located at the center of the campus. All COS students, faculty and staff are welcome to use the library for class related research, study, reading, viewing and listening, and for personal knowledge. Due to our cooperative agreement with CSU Fresno, CSUF Center students, faculty and staff are also welcome to make full use of Library Services.

The Library's main floor houses reference services and materials, the reserve book collection, the general book collection ranging from Dewey numbers 400 to 999 plus fiction, circulation services, an extensive reading area equipped with study carrels, a browsing area near the current magazine/newspaper display, and a library lab classroom. The balcony area houses the general book collection, Dewey numbers 001 to 399, and the Library's extensive pamphlet files.

The Media Lab, entered from the left end of the balcony, houses the videos, slides, recordings, models, and computer software assigned for student use by faculty. Media Lab staff are always on hand to help students use the viewing, listening and interactive equipment needed to complete assignments. An area for quiet study is located at the north end of the Media Lab.

An exit at the right end of the balcony leads via an outdoor stairway to the Periodicals Room, where the Library's periodical collection of over 400 magazine and newspaper subscriptions is stored. The Periodicals Room also houses print and computer indexes to the periodical collection, several microfilm reader-printers, a typewriter for student use, and a large study carrel area. Six small conference rooms for group study are available to students on a first come, first served basis. Photocopy machines are located in Periodicals, the Media Lab, and near the main floor reference area.

The 60,000 plus books in the general collection and the 18,000 books in the reference collection have

been courses taught at COS. These book collections are accessed by six computer terminals located on the main floor near the reference desk. The card catalog can still be used to locate books purchased before 1992. A reference desk computer provides access to Valley Cat, the combined catalog of the five county and three city libraries of the San Joaquin Valley Library System.

Another reference desk computer accesses the book collections at Madden Library, CSU Fresno, and links COS librarians with the Internet. Yet another reference desk computer provides students access to a number of electronic reference sources, among them SIRS and Academic American Encyclopedia. Reference librarians are available during most open hours to help library users develop search strategies and track down the information they need, and to provide classroom instruction on research strategies. When it's necessary to go outside the COS Library collections to find needed research materials, reference librarians will provide interlibrary loan service whenever it's feasible.

The COS Library is committed to providing college library service to the students, faculty and staff at the COS Hanford Center. A reference librarian is available to the small Hanford Center Library a number of hours each week to help library users locate the information they need and to provide bibliographic instruction in the classrooms. Although her schedule varies semester by semester, her hours are always posted at the Center. From the Center Library, Hanford students can access the COS computer catalog, locate books on the topic they're researching, and request delivery of four books weekly to the Hanford Center. A computer index to periodicals, ACADEMIC ABSTRACTS, indexes for over 700 journals, 300 of which are in the COS Library's periodicals collection. Hanford students may print out bibliographies of periodical citations from ACADEMIC ABSTRACTS and request photocopies of articles from those magazines held by the COS Library, to a total of four copies per week. These photocopies generally arrive by fax at the Center within a couple of days of the request. Students may also print out full text articles from 90 of the journals indexes in ACADEMIC ABSTRACTS at ten cents a page. The Hanford Center Library also houses a small reference collection.

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. For more information, please contact the Veterans Program Specialist at (209) 730-3854. Limited Veterans Services are available at the Hanford Center.

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 telephone resource of free recorded information about health issues is available 24 hours a day, seven (7) days a week. Contact the Health Center for more information.

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, 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. 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 on Thursdays 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. An effort is made to schedule a minimum number of classes at this hour.

Child Care

COS Child Care Training Center has been opened at 1305 West Main Street in conjunction with the Tulare County Gain Program. This is an interim child care center until the new COS Child Development Center opens.

At this center child care is provided for GAIN participants with some openings for other COS staff and students.

Call the Training Center if you have any questions about qualifications and referral to other child care services--Paulette Kitchel 730-3918.

Bookstore

The COS Bookstore carries textbooks, reference books, office supplies, school supplies, art supplies, clothing and gifts.

Store Layout--Textbooks are arranged by department, course number and section number. In order to purchase the correct books, please bring your class schedule.

Refunds--You must present your purchase receipt for any refund or exchange. Merchandise, except required textbooks, may be returned within seven (7)

days of the date of purchase. Refunds on required textbooks will be given through late registration. See brochure at Bookstore for more details.

Book Buyback--COS will sponsor a buyback during the week of finals every semester. Books needed for the upcoming semester will be bought back at approximately 50% of the shelf price.

SPRING AND FALL SEMESTERS

Hours: Monday-Thursday 7:45 a.m. - 7:00 p.m.
Friday 7:45 a.m. - 4:00 p.m.

SUMMER SEMESTER

Hours: Monday-Thursday 7:30 a.m. - 5:00 p.m.
Friday 7:30 a.m. - 12:00 p.m.

NOTE

Extended hours during registration

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 A. V. Lab located on the second floor of the library. Here students, as assigned by instructors, can view and listen to video tapes, video-discs, compact disc--interactive, slide/tape programs, filmstrips and audio tapes.

Additional audio visual services are available in the Media Center located on the ground floor of the Instructional Media Center behind the Library. As assigned by instructors, the following services are available: video and audio tape editing, video and audio tape duplication, preview rooms, equipment check out, (camcorders, overhead projectors, slide projectors and cassette recorders), and overhead transparencies.

Student Services

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.

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.

MESA Program

COS is proud to announce the opening of the MESA Study Center. The MESA Program (Mathematics, Engineering, Science Achievement) assists and supports students of African American, Latino/Hispanic and American Indian backgrounds who are pursuing degrees in math-related majors (math, engineering, computer science, medicine, veterinarian medicine, ag sciences, physics, chemistry and certain business programs).

If you are a student from one of the above designated backgrounds, have completed Math 200 and are pursuing a math-related degree, the MESA staff advises you to enroll in the Program. Participants will receive tutorial help, academic advising, tours and connections with four-year universities and the industry. For information call the MESA Coordinator at 737-4827.

Migrant Education Teacher Preparation Program (METPP)

The COS METPP is a program for students from migrant families who want to become teachers. Through this program the student is provided support and retention services to insure academic success and program completion. For more information about this program for future teachers, inquire in Room 109 or call 730-3885.

Mini-Corps

COS houses a Mini-Corps Program for students with a migrant-farm working background, and who plan to go into bilingual education. Those students serve as role models and tutors for migrant children in our local schools.

Participants must have at least a 2.0 G.P.A., a financial need, a flexible schedule and be a full-time students with access to a vehicle.

1. Students will be paid a monthly salary of approximately \$270.00 for an average work week of 10 1/2 hours.
2. CSU Fresno Students at COS will be paid approximately \$426.00 per month for 16 1/2 hours per week.

Students interested in the program should contact the Mini-Corps Office in room 728E or call 730-3958.

Student Services

Single Parent Program

The New Horizons Single Parent Program is a special project designed to recruit, orient, and assist single parents in the development of potential ability through academic support and financial assistance. New Horizons Services will provide assistance in meeting the particular needs of vocationally oriented single parents. For more information contact the single Parent Coordinator at 730-3990.

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 Assistance Program

The College of the Sequoias Student Assistance Program is a confidential, non-punitive approach to assisting individuals who may be experiencing academic and/or personal problems related not only to alcohol and other drugs, but problems related to other life issues as well. The goals of this program are directed at promoting healthy life choices, while reducing alcohol and other drug-related problems. Contact a Core Team member or the Student Health Center (Room 3) for further information or call 730-3880.

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 Athletic Office and Health Center.

Student Abroad Program

You can earn full college credit while studying abroad in programs that take advantage of your location to study art, literature and other subjects first hand. Programs available in 1995-96:

Costa Rica--Summer 1995
London, England--Fall 1995
Paris, France--Spring 1996

Food Services--Student Union

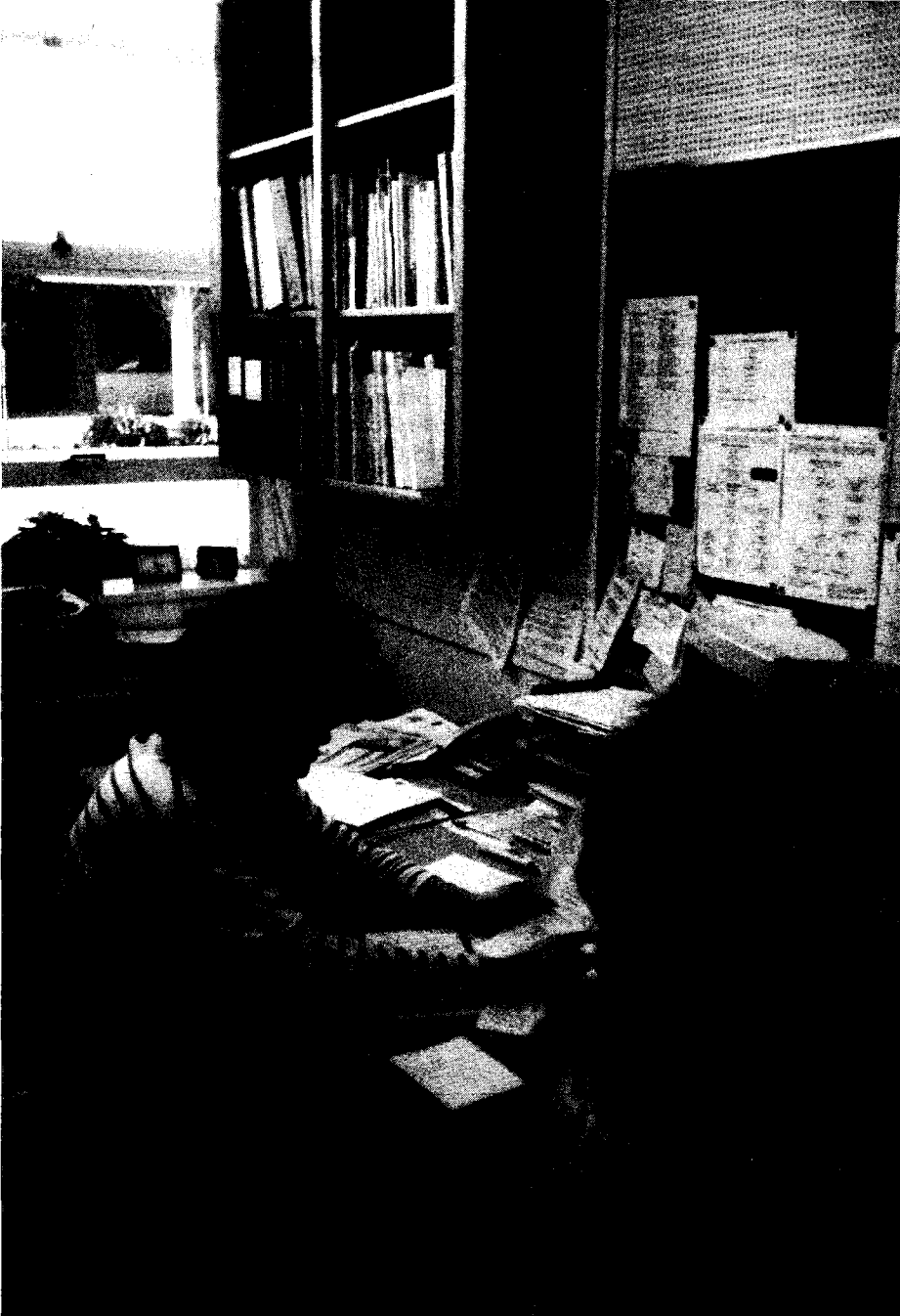
The Student Union welcomes all new and returning students and offers a variety of food services. The Student Union is open morning, noon and evening for the convenience of students.

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.

Student Services



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.

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

- 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.

- 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 also available.
 - Two units of Personal and Community Hygiene. This requirement is satisfied by completion of Health and Wellness (Formerly Hygiene) 1*, 7*, or 104*.
 - 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

Agriculture 201
Business 20, 25, 119, 295
Computer 5, 6, 7
English 2
Journal 7 or Political Science 7
Philosophy 20, 25
Speech 1, 5, 8, 104
Any Math course numbered 1-299
CLEP Math Examination (Test V)

Area B Natural Science

Agriculture 3
Ornamental Horticulture 101
Nutrition/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:

Anthropology 4, 5, 5H
Architecture 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

Agricultural Management 1
Administration of Justice 11, 114
Anthropology 10
Business 25
Child Development/Psychology 39,
Child Development 42
Economics 1, 2
Fashion 179
Geography 2, 3
History 4, 5, 5H, 17, 18, 18H, 19,
20, 23, 31
Political Science 5, 5H, 7
Psychology 39/Child Development 39
Social Science 276
CLEP Social Sciences/History
Examination (Test II)

Area E Exploration

Consumer & Family Studies 80, *126, 186
English 14a, 14b
Health & Wellness 1, 7, **60, 104, 119
Nursing 106
Nutrition/Food 18
Psychology 1, 10, 133
Sociology 1, *126
Sports Medicine **60
Physical Education (1-299)
Any GE class listed in Area A1, A2, B, C, or D
outside the major (e.g., a business major could not
take an additional business class in Areas A2.)

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

** Health & Wellness 60 is the same as
Sports Medicine 60.

- 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.

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.

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.

Competency Certification

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

Writing

- 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 and/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.

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. Students who have not maintained continuous enrollment (see Catalog Rights on Page 58) are required to meet all additional state and local requirements including general education, competencies, etc., as specified 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.

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 22 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/ 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

ATTENTION: 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

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.

Summer Quarter: February 1-28
Fall: November 1-30

Winter Quarter: June 1-30
Spring: August 1-31

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 meet the requirements listed below based on your high school graduation date. 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

THE CALIFORNIA STATE UNIVERSITY

Applicants who graduated from high school in 1988 or later:

You have completed all subject requirements in effect when you graduated high school (you can use both high school and college coursework); **OR**

You have completed at least 30 semester units of college coursework with a grade of "C" or better in each course to be selected from courses in English, arts and humanities, social science, science and mathematics at a level at least equivalent to courses that meet general education requirements. The 30 units must include all of the general education requirements in communication in the English language and critical thinking (at least 9 semester units) and the requirement in mathematics/quantitative reasoning (usually 3 semester units) **or**; the Intersegmental General Education Transfer Curriculum (IGETC) requirements in English communication and mathematical concepts and quantitative reasoning.

Applicants who graduated from high school prior to 1988:

You have completed four years high school English and two years high school math, with grades "C" or better **OR**;

You have completed a baccalaureate course with a grade of "C" or better that meets the general education requirement in written communication and a course with a grade of "C" or better that meets the general education requirement in mathematics/quantitative reasoning **OR**;

IGETC requirements in English composition and mathematical concepts and quantitative reasoning. The course meeting either general education math requirement must be above the level of intermediate algebra.

General Education Requirements

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

**THE
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, 8, 104
A2	Written Communication	English 1, 1H
A3	Critical Thinking	English 2, Philosophy 25, 20, Business 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, 25, 30, 31, 40, and Anthropology 11

GROUP 3 MATHEMATICS

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

All courses in "Group 3" must be completed with a grade of "C" or better.

Graduation and Transfer

**THE
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 least 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, 60
Music 1, 4, 5, 6, 7, 10, 11, 34a-d, 36a-d, 52a-d, 72a-d, 74a-d

GROUP 2 HUMANITIES (Philosophy, Foreign Language)

Humanities 1H, 2H, Phil 1, 5, 10, 10H, 11, 11H, 12, 13, 14
Spanish 1, 2, 3, 4, 22, 23, 24
French 1, 2, 3, 4,
Sign Language Studies 1, 2, 3, 4
Business 185

GROUP 3 LITERATURE

English 4, 10, 15, 16, 18, 19, 30, 31, 32, 44, 45, 45H, 46, 117
Spanish 12

Art 4, 5, 5H same as Anthropology 4, 5, 5H; Art 6, 7, same as Consumer/Family Studies 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 Agricultural Management 1; Administration of Justice 11, 114; Anthropology 10; Business 25*, Child Development 39#, 42; Economics 1, 2; Geography 2, 3; History 4, 5, 5H, 19, 20, 21, 23, 31; Political Science #7; Fashion 179, Psychology 5; Sociology 2
Child Development 39 same as Psychology 39; Political Science 7 same as Journal 7

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

Graduation and Transfer

General Education Certification for Transfer to CSU

**THE
CALIFORNIA
STATE
UNIVERSITY**

Area E:	Understanding & Self-Development (3 units minimum).
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Psychology 1, 10, 133; Sociology 1, #126; Nutrition/Food 18

Consumer/Family Studies 80, #126, 186; English 14a, 14b;
Health and Wellness 1, 7, 104; Nursing 106

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

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, 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

GROUP A ART

Art 1, 2, 3, #4, #5, #5H*; Music 4*, 5*, 6, 7, 10, 11; Theatre Art 1

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

GROUP B HUMANITIES

English 4, 10, 15, 16, 17, 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 1, 5, 10*, 10H*, 11*, 11H*, 12, 13, 14

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

French 3, 4

Theatre Arts 60

Sign Language Studies 3

Area 4: Social and Behavioral Sciences

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

Agricultural Management 1; Anthropology 10; Consumer/Family Studies 80;

Child Development 42; 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 CANNOT also be used to meet IGETC Requirements.

Graduation and Transfer

Intersegmental General Education Transfer Curriculum for Transfer to CSU and UC

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 are 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*, 20*

GROUP B BIOLOGICAL SCIENCES

Biology 1, 2, 20*, 20H*, 21*, 22*, 30, 31, 40;
Anthropology 11

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 a score of 3 or higher on an AP Exam in a language other than English; or a score of 500 or higher on a College Board Achievement test in a language other than English; or a score of 5 or higher on an International Baccalaureate Higher Level Exam in a language other than English; or a satisfactory completion, with "C" grades or better, of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English. If you are not able to demonstrate proficiency as indicated above, you can fulfill this requirement by completing one of the following courses:

Spanish 2; French 2; or Sign Language Studies 1

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

This 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 Ideas it CANNOT also be used to meet IGETC Requirements.

Graduation and Transfer

Priority Application filing period

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 Career/Transfer Center.

University
of
California

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

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 requests, 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 a 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 coursework 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

University of California

Clearing High School Subjects with College Courses

How to clear "A-F" deficiency or omission
(All courses must be completed with a grade
of "C" or better.)

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/Social Science	Two Years	For a deficiency in U.S. history/civics/American Government, a transferable college course of two or more semester units in U.S. History, civics, or American government. For a deficiency in world history/cultures/geography, a transferable college course of two or more semester units in world history, cultures, and geography.
(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	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	Two Years	Any course in a natural (physical or biological) science with at least 30 hours of laboratory (not "demonstration"). Applied or vocationally slated 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.	Two 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

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 pages 66-68 of this catalog. 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, 13, 14*, 25*

* 14 and 25 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

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

**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 Biol 20/20H if taken after Biol 1: Biol 20 and Bio 20H combined: maximum credit allowed, one course

BUSINESS

18, 20*, 25, 82

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

Graduation and Transfer

University of California

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

CINEMA ARTS

31, 32

COMPUTER

5, 6, 7

DANCE

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

ECONOMICS

1, 2

ENGINEERING

1, 2, 3, 4, 7

ENGLISH

1*, 1H*, 2, 4, 10, 14a-b, 15, 16, 17, 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

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*, 60*

*1, 7, and 60: maximum credit allowed, one course

NOTE: Health and Wellness 60 same as Sports Med 60

Graduation and Transfer

University of California

INDEPENDENT STUDY

(See COS Counselor)

INTERCOLLEGIATE ATHLETICS

1a through 29d*

See Physical Education () for limitation

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

METEOROLOGY

1

MUSIC

1++, 4++, 6, 7, 8a-b, 10, 11, 20, 21, 22a-d,
23a-d, 30a-b, 31a-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

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

1, 5, 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

PHYSICAL EDUCATION

1a through 16d*, 17+, 18a through 26d*, 27,
28, 30a through 35b*, 36, 37+, 41a-d*, 52a
through 68d*

*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.

Graduation and Transfer

University of California

PHYSICS

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

*20, 21 combined with 5, 6, and 7: maximum credit: one series

PLANT SCIENCE

1, 12

POLITICAL SCIENCE

5*, 5H*, 7, 25

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

NOTE: Political Science 7 same as Journal 7

PSYCHOLOGY

1, 5, 10, 34, 39

SIGN LANGUAGE

1, 2, 3, 4

SOCIOLOGY

1, 2

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, 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; maximum credit allowed, one course

NOTE: Sports Med 60 same as HW 60

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

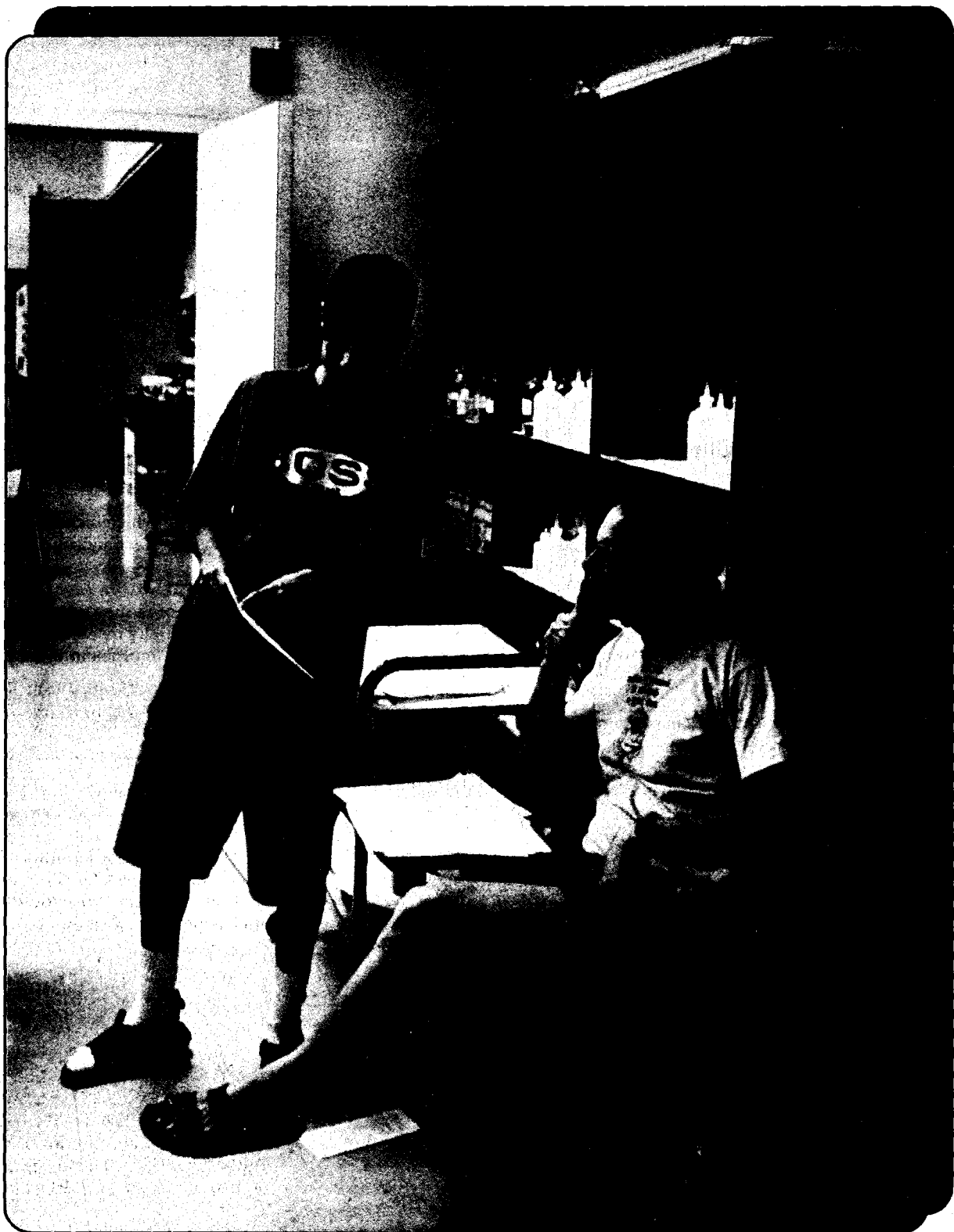
Private Independent Colleges

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 85 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, 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 available as a agricultural conselors and career and education planning advisors.



Norm Isbell, Chairperson

Divisions

Business Division and Paralegal Program

Good jobs will increasingly depend on people who can put knowledge to work. The COS Business division continues to keep pace with the work force needs, providing the knowledge necessary to prepare for those workplace requirements.

There is an explosive growth of technology on the job. With this ever-increasing need for information and computer skills, the Business Division provides hands-on experience in DOS, Word Perfect, Quattro Pro, DBase, PageMaker, Windows, telecommunications (Internet), 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. Students work on their own computer in the classroom and have access to computer labs at other times.



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 the chosen program. 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 provides the course work necessary for transfer to a four-year university, to receive an AA/AS degree, a certificate, and/or to be skilled to enter the work force--ready for the challenges of the new century.

Paralegal Program

The objective of the Paralegal Program is to train students to work in a paraprofessional capacity as an assistant to an attorney in a private law firm, governmental agency, or private industry. A paralegal is **not an attorney** and, therefore, cannot give legal advice or represent another in court except under very limited circumstances provided by law. This is **not** a four-year transfer program or a pre-law program. Students admitted to the program must have a high school diploma or have passed an equivalency examination.

Paralegal General Education Pattern

A Bachelor's Degree or completion of courses under the California State University or University of California general education patterns (CSU or IGETC) will meet the general education requirements for a paralegal major. Students with an Associate Degree must have their general education courses reviewed by the Paralegal Department to evaluate whether their general education courses meet the American Bar Association guidelines.

Jenny Glass, Chairperson

Divisions

Business Division and Paralegal Program

Paralegal General Education Pattern

Beginning Fall 1995, students pursuing an Associate of Science Degree from the College of the Sequoias must complete three (3) unites under each of the areas listed below as their general education requirement in addition to the other COS graduation and competency requirements set forth in the college catalog.

- AREA A1:** English 1, 1H
CLEP English Examination (test 1)
Note: Grade of "C" or higher is required in area A1
- AREA A2:** English 2
Political Science 7, 25
Philosophy 20, 25
Speech 1, 5, 8
- AREA B:** Any science course on the CSU or IGETC GE Pattern
CLEP Natural Science Examination (Test III)
- AREA C:** Anthropology 4, 5, 5H
English 4, 10, 15-46
Foreign Language (1-199)
Humanities 1H, 2H
Philosophy (1-199)
Sign Language Studies (1-199)
Spanish 12
CLEP Humanities Examination (*TEST IV)
- AREA D:** Anthropology 10
Political Science 5, 5H, 7, 25
Psychology 39
Economics 1, 2
Geography 2, 3
Sociology 1, 2, 126
History 4, 5, 5H, 17, 18, 18H, 19, 20, 23, 31
CLEP Social Sciences/History Examination (Test II)
- AREA E:** Any additional three (3) unites from any of the above listed courses

Computer Requirement:

In addition to the 18 general education units outlined above, paralegal students must complete Computer 5 or 130.

Jenny Glass, Chairperson

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 preschools; 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 are Area D transfer general education classes; and CFS 80 is an Area E transfer general education class. Two vocational certificates 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 is 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. Three vocational certificates are available in the Food Service Program.

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 are Area C general education classes. A vocational certificate for employment is available in the



Susan Audino, Chairperson

Divisions

Consumer/Family Studies

Interior design program.

Nutrition/Foods is designed to help students select, purchase and/or prepare nutritious foods to fit specific lifestyles, budgets and abilities. Nutrition/Food 18 counts as an Area E general education transfer class and an Area B (science) general education class for an AA/AS degree.

Susan Audino, Chairperson

Divisions

Fine Arts

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

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

Our Theater Department is always involved in presenting theater events. Each Fall one or two plays are offered and join with the Music and Dance Departments 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. Also in the Spring, we offer the traditional student "One-Act" plays.



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 Music Department is continually expanding. We now offer a String Orchestra and hope to offer a Jazz Appreciation class in the near future. This Department presents concerts and recitals on a regular basis throughout the school year. They are also involved with school activities such as Homecoming and Graduation.

Our speech Department offers some interesting and challenging courses and is fast becoming a very viable part of our COS curriculum. We are now able to participate in a Forensics Program, competing on the college and university level.

The holiday season has brought to COS our Madrigal Dinner which is a unique experience in Music, Theater and Dining. The Madrigal involves all the Fine Arts Departments in some capacity—even the speech department (they do a great job waiting on tables).

We offer some very fine art classes taught by instructors who are very talented. We now offer computer art courses using graphics and video, bringing to our art students the very latest in Art Production. We also have a very knowledgeable staff teaching Art Appreciation and History.

Our Photography Department is run by professionals in the field, and is constantly bringing to students the latest in Photography equipment and skills. Our Cinema Arts classes offer students an opportunity to view some wonderful film classics.

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 have been able to purchase instruments for our Instrumental Program and sponsor several local theater groups in our COS Theater. 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

Divisions

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 advanced courses engage students in the study of the literature from these cultures. The 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,

Milton Morrison, Chairperson

Divisions

Language Arts and Communications

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, named 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.

Milton Morrison, 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

Divisions

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 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 Board of Registered Nursing. 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.

Three options are available to Licensed Vocational Nurses wishing to become Registered Nurses, including the 30 unit option as prescribed by the California Board of Registered Nursing. Detailed information is available in the nursing office.

Philosophy

The faculty of the College of the Sequoias Associate Degree Nursing program bases their educational philosophy for the division on the belief that:

Nursing utilizes a body of knowledge from the behavioral, physical, and biological sciences and is directed toward meeting the total nursing needs of the individual 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 and interdependently contributes toward the common goal of prevention of illness and the maintenance and/or restoration of health.

The practice of nursing means those functions, including basic health care, which help people cope

Norma Freeborn, Chairperson

Nursing and Health Science

with difficulties in daily living which are associated with their actual or potential health or illness problems or the treatment thereof which requires a substantial amount of scientific knowledge or technical skill.

The recipient of nursing care is the individual with identified actual or potential altered health needs, the individual's family or significant other, and the community/society in which the individual lives. The individual is viewed as a dynamic biopsychosocial being, interacting with his support system and his environment. The individual requiring nursing care may represent any developmental age and cultural/ethnic group. These individuals have a right to participative health care.

Resources for the program include comprehensive urban and smaller health care settings within an area of rapid population expansion. The program is strongly supported academically and financially by health care providers and the community. The college district includes a wide diversity of cultures and ethnic groups, and student population represents the cultural and ethnic diversity of the surrounding community.

Challenges of the College of the Sequoias college district include a high unemployment rate, a low annual household income, a high number of reported child abuse cases, and one of the highest teenage pregnancy rates in the state. Some groups within the population live at or below the poverty level, are educationally disadvantaged and are non-English speaking.

The nursing program seeks to address the role of nursing in meeting the varied health care needs of the community and the learning needs of the student. The nursing student is an adult learner and as such is considered an active participant with increasing responsibility for independent learning. Adult students bring a uniqueness of learning styles, goals and support systems to the learning setting. The faculty recognizes the student's cultural, ethnic and religious background.

Adult education is best effected when the student is given the opportunity to fully develop his personal learning styles. Learning is dependent upon the student's ability, motivation and readiness to learn, and the student-teacher environment. Ongoing enhancement of learning is facilitated through interaction with instructors and fellow classmates in lectures, seminars and discussion groups, video and audio presentations, computer assisted instruction and interactive programs, demonstration and return demonstration in the skills lab setting and controlled clinical instruction assignments. Tutorial services and enabler programs are also utilized.

Committed faculty involvement is essential to and inherent within this program. A student-teacher ratio that assures quality academic, professional and personal instruction is maintained. 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. The student therefore is afforded the opportunity to acquire and utilize knowledge and skills that will aid in the attainment of personal and professional goals.

This educational program prepares nurses for beginning positions in a variety of health care settings and serves as a basis for further educational and specialization. It enables the graduate to become a contributing member of professional nursing.

Norma Freeborn, Chairperson

Divisions

Nursing and Health Science

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. Pass math competency exam with a successful score (at least 70%).
5. Completion of Nutrition 18, Biology 30 (anatomy), Biology 31 (physiology), Biology 40 (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.
6. Satisfactory completion of college application and nursing information forms and submission of high school and college transcripts for all schools attended previously.
7. 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.

Norma Freeborn, Chairperson

Divisions

Nursing and Health Science

Curriculum

First Semester	Units	Third Semester	Units
Nursing 101	11	Nursing 103	12
Nursing 122	2	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	1	History 17 or 18, or Political Science 5	3
Psychology 1	3		
Total	16	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.

Application Procedure

A class is admitted to the RN program each semester. The final date for filing applications is January 15. The deadline for receipt of required supporting documents is January 30. Both the August and January classes will be filled from the applicant pool. If the number of applicants processed in January is not sufficient to fill both classes, a supplementary applicant pool will be developed from those applications received between January 15 and July 15. Applicants will be notified when this occurs.

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

Divisions

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.

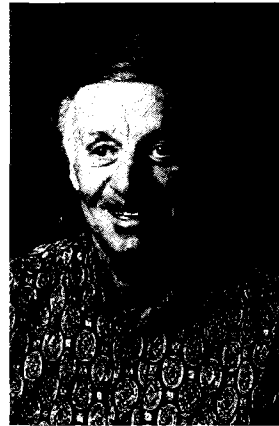
The facilities include a newly equipped gymnasium, weight room, dance studio and aerobic room with mirrors, special handicapped facilities, a football field and a regulation track. Baseball and softball fields are on campus as well as a swimming and diving pool. There are also tennis, handball, racquetball 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



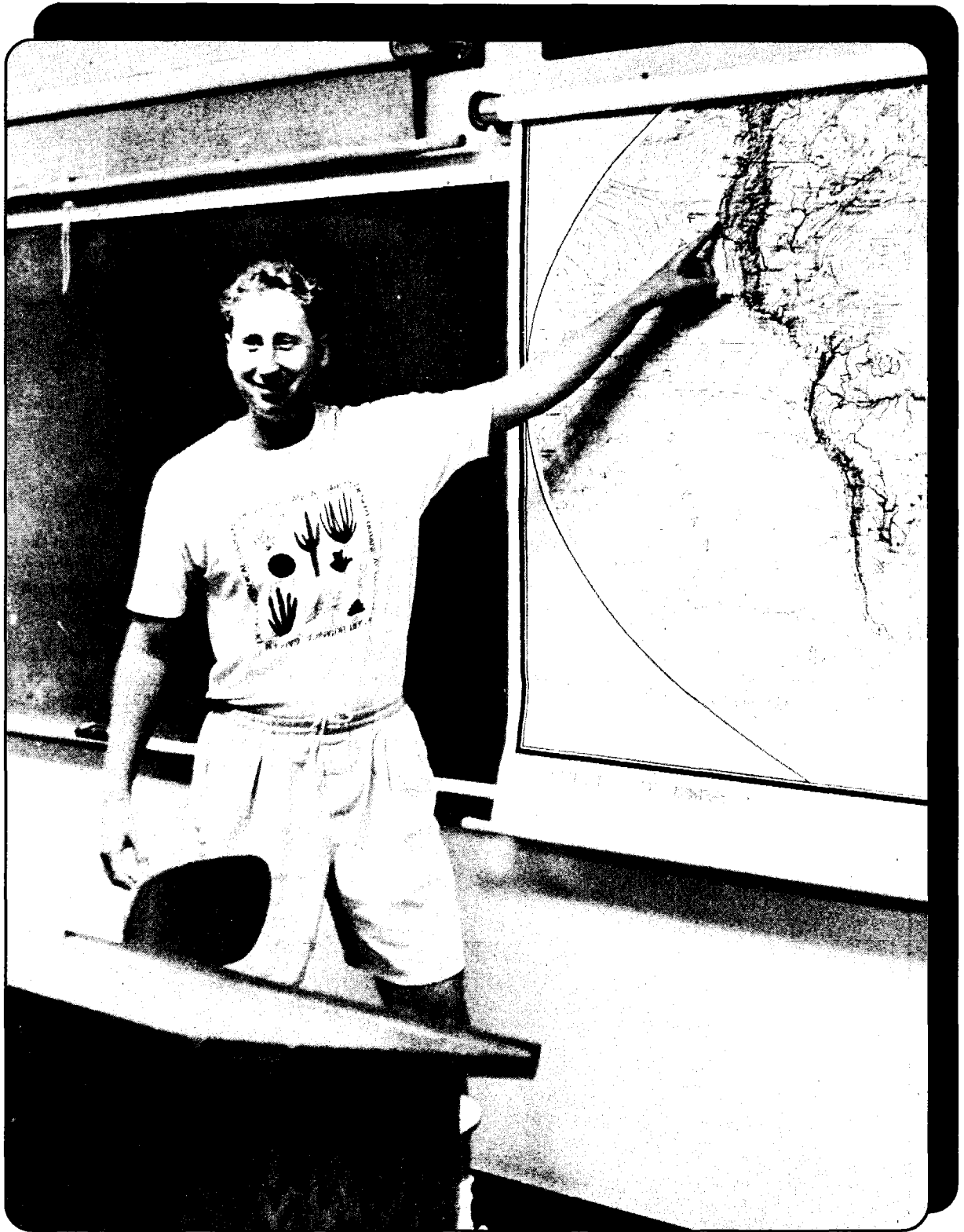
The goal of the Social Sciences Division is to provide an appreciation of the rich diversity and the fundamental commonality of all human experience. The Social Sciences constitute studies in human behavior, individual and collective past and present, distant and local. Their intent constitutes a search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

Divisions



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 Thtr	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

No person shall, on the grounds of age, 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
Emerg Medical Technology
Foster Parent/Social Worker
Team
Learning Disabilities
Level III Reserve Officer
Training
Pre-Academy
Waste Water Treatment
Fundamentals

Children of Alcoholics
EMT Refresher
Hazardous Materials First
Responder Awareness Level
Level 1 Reserve Officer Training
Livestock Theft and Rural
Crime Investigation
The Unattached Child
Water Treatment Fundamentals

Disruptive Behavior
Foster Care Sexual Child Abuse
Hazardous Materials First
Responder Operations Level
Level II Reserve Officer Training
Nurse Assistant
Occult Crimes
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>
4	ACCT 1	Principles of Accounting-1 <u>or</u>
5	ACCT 201	General Vocational Accounting-1 <u>and</u>
5	ACCT 202	General Vocational Accounting-11
3	ACCT 210	Computer Accounting
5	ACCT 282	Income Tax Accounting
4	COMPUTER 5	Introduction to Computer Information Systems <u>or</u>
4	COMPUTER 130	Micro Oper-Introduction to Personal Computers
3	COMPUTER 131	Micro Oper-Beginning DOS
3	COMPUTER 138	Micro Oper-Spreadsheet Design for Business

Plus Nine (9) Units From the Following Option Group:

3	BUS 82	Introduction to Business
3	BUS 174	Marketing Principles
3	BUS 184	Business Communications
3	BUS 188	Human Relations in Business
2	BUS 268	Electronic Calculating
3	BUS 295	Business Mathematics

31-37 TOTAL UNITS NEEDED FOR CERTIFICATE

Support/Additional Courses:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
4	ACCT 2	Principles of Accounting-II
3	BUS 185	Ethics in Business and Industry
2	COMPUTER 132	Micro Oper-Advanced DOS
2	COMPUTER 139	Micro Oper-Windows

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 103a-c	Applied Agriculture Practicums
3	AG 193	Work Experience
3	AG 201	Agricultural Mathematics
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 (a)	Computers in Agriculture
6	See Below	Support/Additional Courses
30	TOTAL UNITS NEEDED FOR CERTIFICATE	

Suggested Support/Additional Courses (Choose 6 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	AG 4	Soils
1-2	AG 299	Agriculture Business Industry Tour
3	AG MGT 105a-b (b)	Introduction to Agriculture Computers (Second semester)
2	AG MECH 101	Basic Farm Mechanics
3	DAIRY 101	Elements of Dairying
3	DAIRY 103	Commercial Dairy Herd Management
3	OH 101	Basic Ornamental Horticulture

Note: Course substitution may be allowed with instructor permission.

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>
1-4	AG 193-194	Ag Coop/Work Experience
3	AG MECH 101	Introduction to Ag Mechanics
2	AG MECH 102a-d	Farm Equipment Construction
3	AG MECH 103	Farm Power
3	AG MECH 104	Farm Machinery
3	AG MECH 107	Farm Surveying
3	AG MECH 109	Small Engines and Equipment
2	AG MECH 111	Ag Equipment, Maintenance and Technology
6	See Below	Support/Additional Courses

26-29 TOTAL UNITS NEEDED FOR CERTIFICATE

Suggested Support/Additional Courses (Choose 6 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	AG 4	Soils
3	AG 201	Agricultural Mathematics
3	AG MGT 1	Introduction to Agriculture Economics
3	AG MGT 105a-b	Introduction to Agriculture Computers
3	AG MECH 108	Irrigation
3	AN SCI1	Introduction to Animal Science
3	DAIRY 101	Elements of Dairying
3	OH 108	Landscape Construction
3	PLNT SCI 102	Row Crops

Note: Course substitution may be allowed with instructor permission.

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	AG 4	Soils
3	AG 103	Applied Agriculture Practicum
3	AG 105	Fertilizers
3	AG 125	Principles of Pesticide Use
1-4	AG 193	Work Experience
3	AG MECH 104	Farm Machinery
3	OH 120	Diseases of Ornamentals
3	OH 122	Pests of Ornamentals
3	PLNT SCI 1	Introduction to Plant Science
3	See Below	Support/Additional Courses

31-34 TOTAL UNITS NEEDED FOR CERTIFICATE

Suggested Support/Additional Courses (Choose 3 Units)

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

Note: Course substitution may be allowed with instructor permission.

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, and especially for those planning to become an Ag teacher.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	AG 103 a-c	Applied Agriculture Practicums
3	AG 193	Work Experience
3	AG MGT 105a-b	Introduction to Agriculture Computers
3	AG MECH 101	Basic Farm Mechanics
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
7	See Below	Support/Additional Courses
31	TOTAL UNITS NEEDED FOR CERTIFICATE	

Suggested Support/Additional Courses (Choose 7 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	AG 3	Economic Entomology
3	AG 4	Soils
3	AG 201	Agricultural Mathematics
3	AG MGT 102	Ag Sales & Marketing
3	AG MECH 104	Farm Machinery
3	AN SCI 103	Animal Nutrition
3	DAIRY 102	Principles of Milk Production
3	PLNT SCI 12	Fruit and Nut Tree Production
3	PLNT SCI 102	Row Crops
3	OH 105	Plant Propagation

Certificate Program

Animal Science

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>
1-4	AG 193-194	Work Experience
3	AN SCI 1	Introduction to Animal Science
3	AN SCI 103	Animal Nutrition
3	AN SCI104	Animal Diseases and Sanitation
3	AN SCI 110	Swine Production and Management
3	AN SCI 111	Beef Production and Management
3	AN SCI 112	Sheep Production and Management
3	AG MGT 105a-b	Introduction to Agriculture Computers
6	See Below	Support/Additional Courses

28-31 TOTAL UNITS NEEDED FOR CERTIFICATE

Suggested Support/Additional Courses (Choose 6 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	AG 4	Soils
3	AG 201	Agricultural Mathematics
3	AG MGT 104	Farm Accounting
3	AG MECH 104	Farm Machinery
2	AN SCI 2a-b	Livestock Selection and Evaluation
2	AN SCI 105a-d	Preparing Livestock for Shows and Sales
2	AN SCI108a-b	Meat Grading and Selection
3	PLNT SCI 1	Introduction to Plant Science

Note: Course substitution may be allowed with instructor permission.

Certificate Program

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 Architecture and Environmental Design
3	ARCH 11	Environmental Design Fundamentals
3	ARCH 20	Introduction to Graphics & Perspective
3	ARCH 21	Basic Graphics
3	ARCH 120	Freehand Drawing
3	ARCH 131	Light Wood Frame Construction
3	ARCH 160	Materials Construction
4	DRAFT 114	Intro to Auto CAD
2	I&T 160	Technical Computer Applications
2	See Below	Required Support/Additional Courses
29	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3-12	ARCH 161a-d	Perspective Alternatives
3-9	ARCH 190a-d	Supervised Practice
3	ART 6	Color and Design
2	BLD TR 100	Drawing for Building Construction I
2	BLD TR 101	Drawing for Building Construction II
3	BLD T R 104	Carpentry I (Res. Const.) <i>and/or</i>
3	BLD TR 105	Carpentry II (Res. Const.)
4	BLD TR 114	Carpentry I (Project House Const.) <i>and/or</i>
4	BLD TR 115	Carpentry II (Project House Const.)
4	DRAFTING 115	Advanced Auto CAD Design
3	DRAFTING 201	Civil Engineering Drafting <i>and/or</i>
3	DRAFTING 202	Civil Engineering Design
5	MATH 75	Calculus with Analytic Geometry I <i>and/or</i>
5	MATH 76	Calculus with Analytic Geometry II
3	OH 106	Landscape Drafting <i>and/or</i>
3	OH 107	Landscape Design
4	PHYSICS 5	Physics for Scientists and Engineers I <i>and/or</i>
4	PHYSICS 6	Physics for Scientists and Engineers II

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 104	Auto Power Train Analysis
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
5	AUTO 263a-d	Clean Air Car Course
34	TOTAL UNITS NEEDED FOR CERTIFICATE	

**Basic computer skills are required in order to receive this certificate*

Support/Additional Courses:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
4	AUTO 103	Automotive Engines
3	AUTO 107	Advanced Auto Transmissions
1-3	AUTO 190a-d	Supervised Practice
1	I&T 160	Technical Computer Applications
2	I&T 201	Industry and Technology Math
4	WELDING.161	Oxy-Acetylene Welding

Certificate Program

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, drywall, 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 100	Drawing for Building Construction I
2	BLD TR 101	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 I, Roof Framing
3	BLD TR 109	Advanced Carpentry II, Stair Building
4	BLD TR 114	Residential Construction I
4	BLD TR 115	Residential Construction II
4	BLD TR 118	Residential Construction III
4	BLD TR 119	Residential Construction IV
4	BLD TR 150	Cabinet Making I (Fundamentals)
4	BLD TR 160	Cabinet Making II (Millwork)
2	I&T 160	Introduction to Technical Computer Applications

42 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
1-3	BLD TR 190a-d	Supervised Practice
3	I&T 205a-b	Plumbing
3	I&T 270a-b	Residential Wiring

Certificate Program

Building Trades, Mill Cabinet Option

Building Trades, Mill Cabinet Option

Two-year Program

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. Safety glasses and ear protection are required during the manipulative portion of the classes.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
2	BLD TR 100	Drawing for Building Construction I
2	BLD TR 101	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	Residential Construction I
4	BLD TR 115	Residential Construction II
4	BLD TR 150	Cabinetmaking I (Fundamentals)
4	BLD TR 151	Cabinetmaking III (Millwork)
4	BLD TR 160	Cabinetmaking II (Millwork)
3	BLD TR 161	Cabinetmaking IV (Millwork)
4	DRAFTING 130	Intro to Computer Assisted Cabinet Design
2	I&T 160	Intro to Technical Computer Applications
44	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 138	Contractors License Law
3	BLD TR 162a-b	Basic Cabinetmaking
1-3	BLD TR 190a-d	Supervised Practice
4	DRAFTING 131	Adv. Computer Assisted Cabinet Design
3	I&T 270a-b	Residential Wiring

Certificate Program

Building Trades, Mill Cabinet Option

One-year Program

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. Safety glasses and ear protection are required during the manipulative portion of the class.

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>
4	BLD TR 150	Cabinetmaking I (Fundamentals)
4	BLD TR 151	Cabinetmaking III (Millwork)
3	BLD TR 160	Cabinetmaking II (Millwork)
3	BLD TR 161	Cabinetmaking IV (Millwork)
4	DRAFTING 130	Introduction to Computer Assisted Cabinet Design
2	I&T 160	Introduction to Technical Computer Applications
6	See Below	Required Support/Additional Courses
27	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses: Students must select six (6) units from the list below for a total of 27 units to complete this certificate.

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	BLD TR 130	Blueprint Reading/Residential Construction
3	BLD TR 138	Contractors License Law
4	BLD TR 162	Basic Cabinetmaking
3	BLD TR 163a-b	Cabinetmaking/Millwork V
1-3	BLD TR 190a-d	Supervised Practice
4	DRAFTING 131	Advanced Computer Assisted Cabinet
	OR	<i>Any six (6) units from the BLD TR 1st year Construction Program</i>
3	I&T 27a-b	Residential Wiring

Certificate Program

Child Development

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 private and funded day care, family child care, 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>
3	CHLD DEV39	Child Development-DS 1
3	CHLD DEV 42	Child, Family and Society-DS 2
2	CHLD DEV 134	Child Abuse
3	CHLD DEV 140	Principles in Early Childhood Education - DS 3
3	CHLD DEV141	Practice in Early Childhood Education - DS 3
3	CHLD DEV 148	Child Health and Safety
7	See Below	Required Support/Additional Courses

24 TOTAL UNITS NEEDED FOR CERTIFICATE

Elective Courses (Choose 7 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
7	---	Any Other Child Development Class

Child Development, Special Education Option

Certificate Program

Consumer/Family Studies Division

The number of children with special needs in infant programs, preschools and elementary schools is increasing, as well as special education programs and regular educational and child care programs. Adults working with these children as classroom teachers, classroom aides and assistants require training and experience in Child Development and specific courses related to early intervention and special education.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	CHLD DEV 39 ✓	Child Development-DS 1
3	CHLD DEV 42	Child, Family and Society-DS 2
3	CHLD DEV 140	Principles in Early Childhood Education-DS 3
3	CHLD DEV 141	Practice in Early Childhood Education- DS 3
3	CHLD DEV 146 ✓	Exceptional Child
3	CHLD DEV 148	Child Health and Safety
3	CHLD DEV 154	Introduction to Early Intervention
2	CHLD DEV 193	Cooperative Work Experience/Internship in Special Education
3	See Below	Support/Additional Courses
26	<u>TOTAL UNITS NEEDED FOR CERTIFICATE</u>	

Elective Courses (Choose 3 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	-----	Any Other Child Development courses

Child Development, Special Education Option

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>
3	FASH 17a-b	Makeup
2	FASH 167	Applied Color Theory
2	FASH 168	Advanced Color Theory
3	FASH 174a-b (a)	Fashion Illustration
3	FASH 175	Fashion Image
3	FASH 176	Textiles
3	FASH 178	Visual Merchandising and Promotion
1	FASH 260	Career Dressing
3	SPEECH 1	Fundamentals of Public Speaking
<u>23</u>	<u>TOTAL UNITS NEEDED FOR CERTIFICATE</u>	

Elective Courses (Choose 6 Units)

None

Certificate Program

Commercial Art

Fine Arts 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 a-d	Art Illustrating <u>OR</u>
3	ART 114	Art Production
3	ART 104a-d	Lettering
3	PHOTO 1	Beginning Photography
3	DRAFTING 160	Graphic Design
2	IND ST 151 or 251	Independent Study (Computer Illustration)
12	See Below	Required Support/Additional Courses

36-37 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	Sculpture
2-4	ART 12a-b	Watercolor
2	ART 13a-d	Studio Painting
2	ART 16	Advanced Printmaking
3	ART 104a-d	Lettering for Graphics
2	ART 174a-b	Fashion Illustration
4	I&T 161 a-d	Desktop Video Digital Productions

Certificate Program

Computer & Information Systems, General

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 assist in the performance of three activities commonly found in the office--word processing, database management, and the creation and maintenance of spreadsheets. The Computer Certificate will give the individual a foundation in computer languages as well as 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>
5	ACCT 201	General Vocational Accounting OR
4	ACCT 1	Principles of Accounting
3	BUS 82	Introduction to Business OR
3	BUS 184	Business Communications OR
3	BUS 188	Human Relations in Business
4	COMPUTER 5	Introduction to Computer Info Systems OR
4	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
2	COMPUTER 132	Micro Oper-Advanced DOS OR
4	COMPUTER 133	Micro Oper-Database Processing OR
3	COMPUTER 138	Micro Oper-Spreadsheet Design for Business
7	See Below	Required Support/Additional Courses
30-35	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses (Choose 7 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>
3	BUS 185	Ethics in Business and Industry
4	COMPUTER 133	Micro Oper-Database Processing
3	COMPUTER 134	Micro Oper-Telecommunications
4	COMPUTER 135	Micro Oper-Desktop Publishing for Business
3	COMPUTER 136	Micro Oper-Word Processing with Word Perfect
3	COMPUTER 138	Micro Oper-Spreadsheet Design for Business
2	COMPUTER 139	Micro Oper-Windows
3	COMPUTER 210	Computer Accounting
4	ELECT 113	PC-Troubleshooting/Repair

Certificate Program

Construction Inspection

Industry and Technology Division

These courses are offered to students majoring in Building Construction who desire to be employed in the field of building construction and supervision. The certificate will be awarded to students who pass all seven (7) classes with a 2.0 grade point average or higher. The classes can be taken in any order.

The classes are degree applicable and can be included in a course of study when the goal is an AA or AS degree.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	BLD TR 170	Building Supervision and Inspection - Concrete Construction
3	BLD TR 171	Building Supervision and Inspection - Wood & Metal Construction
3	BLD TR 172	Building Codes
3	BLD TR 173	Building Supervision and Inspection - Electrical
3	BLD TR 174	Building Supervision and Inspection - Mechanical
3	BLD TR 175	Building Supervision and Inspection - Plumbing
3	BLD TR 176	Building Supervision and Inspection - Architecture
21	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Course

None

Certificate Program

Consumer/Family Studies

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	Interior Design <u>or</u>
3	INT DES 122	Space Planning Fundamentals
3	NUTR/FOOD 101	Foods
3	NUTR/FOOD 18	Nutrition
3	FASH 175	Fashion Image
3	FASH 160 a-b	Clothing Construction <u>or</u>
3	FASH 161 a-b	Tailoring
3	CFS 186	Personal Management/Consumer Economics
3	See Below	Support/Additional Courses

21 TOTAL UNITS NEEDED FOR CERTIFICATE

Elective 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>
6-12	COSM 261	Beginning Cosmetology
6-12	COSM 262	Intermediate Cosmetology
6-10	COSM 263a-b (a)	Advanced Cosmetology
6-10	COSM 263a-b (b)	Advanced Cosmetology
34-44	TOTAL UNITS NEEDED FOR CERTIFICATE (1,600 hours)	

Support/Additional Courses

None

Student must complete a minimum of 252 hours per semester in order to receive six units of credit. Additional hours attended will result in additional units based upon 42 hours equals one (1) unit. Student may attend a maximum of four semesters which would be Cosm 261, 262, 263a, and 263b. The maximum number of hours a student may attend is 1,600 or four semesters, whichever is less.

Minimum 252 hours	= 6 units credit
Minimum 294 hours	= 7 units credit
Minimum 336 hours	= 8 units credit
Minimum 378 hours	= 9 units credit
Minimum 420 hours	= 10 units credit
Minimum 462 hours	= 11 units credit
Minimum 504 hours	= 12 units credit

Certificate Program

Dairy Herdperson

Dairy Herdperson

Agriculture Division

Tulare County is the leading county in the United States in the production of milk and dairy products. The value of dairy products surpasses \$475 million dollars. With over 300 dairies in the area there is a tremendous number of employment opportunities for people to work in the dairy production field. Dairy herdpersons are in big demand and the Dairy Herdperson's Certificate gives students the necessary job entry skills to find employment in the every expanding dairy industry. Courses such as nutrition, breeding and selection and commercial dairy herd management give students a broad based curriculum for dairy students. The certificate consists of all dairy and dairy related courses and a student, with the addition of a few courses, can also get the COS Dairy Science Certificate.

Required Courses for Certificate

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	AG 201	Agricultural Mathematics
3	AG MGT 105a-b	Introduction to Agricultural Computers
3	DAIRY 101	Elements of Dairying (Fall)
3	DAIRY 102	Milk Production (Spring)
3	DAIRY 103	Commercial Dairy Herd Management (Fall)
3	DAIRY 104	Breeding & Selection of Dairy Cattle (Spring)
4	DAIRY 107 a-d	Dairy Skills (Fall & Spring)
3	DAIRY 108	Dairy Nutrition (Spring)
2	DAIRY 200	Dairy Mechanics (Fall)
4	See Below	Support/Additional Courses
31	TOTAL UNITS NEEDED FOR CERTIFICATE	

Suggested Support/Additional Courses (Choose 4 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	AG MGT 104	Farm Accounting
3	AN SCI 104*	Animal Disease & Sanitation
3	DAIRY 106*	Dairy Products Technology
3	PLNT SCI 104	Forage Crops

A grade of "C" or better is required in each required class with a cumulative "C" average for graduation and completion of the Agriculture Dairy Herdperson's Certificate.

*AG 4	Transfers to Cal Poly as SS 121 and CSUF as Soils 108
*AN SCI 3	Transfers to Cal Poly as DH 101 and CSUF as AnSci 70
*AN SCI 104	Transfers to Cal Poly as VS 123 and CSUF as AnSci 12
*AG MGT 1	Transfers to Cal Poly as AM 102 and CSUF as AgEc 1 (a.2)
*AG MGT 102	Transfers to Cal Poly as AM 201 and CSUF as AgEc 161
*AG MGT 105	Transfers to Cal Poly as AM 250 and CSUF as 185
*DAIRY 101	Transfers to Cal Poly as DH 121 and CSUF as DH 12
*DAIRY 102	Transfers to Cal Poly as an Elective and CSUF as DH 142
*DAIRY 103	Transfers to Cal Poly as DH 222 and CSUF as DH 112
*DAIRY 104	Transfers to Cal Poly as an elective and CSUF as DH 152
*PLNT SCI 12	Transfers to Cal Poly as Crop Science Elective

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

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	AG 201	Agricultural Mathematics (Fall & Spring) (MATH 230 or higher add DAIRY 107)
3	AG 193-194	Work Experience <u>or</u>
1-4	DAIRY 107	Dairy Skills
3	AG MGMT 105 a-b	Intro to Agriculture Computers (Fall & Spring)
3	DAIRY 101	Elements of Dairying (Fall)
3	DAIRY 102	Principles of Milk Production (Spring)
3	DAIRY 103	Commercial Dairy Herd Management (Fall)
3	DAIRY 104	Breeding & Selection of Dairy Cattle (Spring)
9	See Below	Support/Required Courses
31-34	TOTAL UNITS REQUIRED FOR CERTIFICATE	

Plus a Minimum of 9 (Nine) Units from the Following Electives:

<u>Units</u>	<u>Course Number</u>	<u>Course title</u>
3	AG 4	Soil Science
1-2	AG 299	Dairy Industry Tour
3	AG MGMT 1	Introduction to Agricultural Economics

Certificate Program

Drafting Technology

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. We also offer a certificate in architectural drafting.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	DRAFTING 100	Applied Drawing
4	DRAFTING 114	Introduction to Auto CAD
2	I&T 160	Intro to Technical Computer Applications
3	I&T 185	Ethics in Business and Industry
7-14	See Below	Support/Additional Courses (must complete a minimum of one option below)
<u>19-26</u>	<u>TOTAL UNITS NEEDED FOR CERTIFICATE</u>	

Support/Additional Courses (must complete a minimum of one option below):

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
Civil Drafting Technology Option		
3	DRAFT 201	Civil Engineering Drafting
3	DRAFT 202	Engineering Design
4	DRAFT 115	Advanced Auto CAD
10		Total Units
Computer Assisted Drafting Option		
3	COMPUTER 131	Micro Oper - Beginning DOS
4	DRAFT 115	Advanced Auto CAD
4	DRAFT 120	Intro to Computer Assisted Illustration
4	COMPUTER 135	Micro Oper - Desktop Publishing for Business
14		Total Units
Electrical Drafting Technology Option		
5	ELECT 101	DC Circuits
3	ELECT 105	Industrial Fabrication and Design
3	ELECT 111	Micro-processor/PLC Fundamentals
11		Total Units
Manufacturing Design Graphics Option		
4	DRAFT 115	Advanced Auto CAD
4	DRAFT 120	Intro to Computer Assisted Illustration
7		Total Units

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	Semiconductor Circuits
3	ELECT 110	Digital Circuits
3	ELECT 111	Microprocessors/PLC Fundamentals
4	ELECT 112	Microprocessor Applications
3	ELECT 114	Operational Amplifier 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 Systems
3	ELECT 108	Advanced Video Systems
4	ELECT 113	PC Troubleshooting/Repair
1	ELECT 190a-d	Supervised Practice
4	I&T 201	Technical Mathematics
3	I&T 270a-b	Residential Wiring
3	I&T 272	Electrical Wiring, Industrial
2	I&T 273	Electric 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: ELECT104, ELECT 105

Certificate Program

Emergency Medical Technician

Emergency Medical Technician

Nursing and Health Science Division

1. General information about the programs available in the division.

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 an Emergency Medical Technician Course (EMT 1), 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/her potential and to enhance career mobility.

2. Estimates of employment opportunities

Many emergency health care services are offered in this area, and the EMT 1 is the beginning position for most of them. Opportunity for employment on a full or part-time basis is plentiful.

3. Estimates of student successes (transfer/employment) upon completion of the training.

Those who complete the EMT 1 program are eligible for Tulare County Certification and employment by government and private emergency health care services in the area. They are also eligible to complete EMT2 training which provides opportunity for career advancement, higher pay, and greater responsibility in providing emergency health care. Some EMT's enter advanced health care career fields after they have learned about career possibilities through their work as EMT's.

4. How to get additional information about a program in the division.

College catalog and course schedule

Registered Nursing program flier available from counselors and the Nursing Division.
Call the Nursing and Health Science Division Office for more information: 730-3732.

Certificate Program

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
10	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 Air Conditioning Duct Sheet Metal
32	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 160	Technical Computer Applications
2	I&T 201	Technical Mathematics
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 Welding

Certificate Program

Fashion Design

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 160a-b	Clothing Construction
3	FASH 161a-b	Tailoring
3-3	FASH 174a-b	Fashion Illustration
3	FASH 175	Fashion Image
3	FASH 177	Introduction to Fashion Merchandising
3	SPEECH 1	Fundamentals of Public Speaking
3	See Below	Elective Courses

27 TOTAL UNITS NEEDED FOR CERTIFICATE

Support/Additional Courses (Choose 3 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	FASH 12a-b	Costuming
2	FASH 167	Applied Color Theory
2	FASH 168	Advanced Color Theory

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
3	FASH 174a-b	Fashion Illustration
3	FASH 177	Intro to Fashion Merchandising
3	FASH 178	Visual Merchandising and Promotion
1	FASH 260	Career Dressing
4	COMPUTER 130	Micro Oper-Intro to Personal Computers
2-4	CFS 193	Work Experience
<u>24-26</u>	<u>TOTAL UNITS NEEDED FOR CERTIFICATE</u>	

Elective 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>
SECTION A: FIRE PREVENTION (must choose a minimum of 9 units)		
3	FIRE TEC 157	Fire Prevention 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 Equipment & Systems
2	FIRE TEC 164	S.F.M. Fire Prevention 1C
9	FIRE TEC 170	Basic Firefighter 1 Academy (maximum of 3 units accepted)
3	FIRE TEC 182	Building Construction for Fire Protection
2	FIRE TEC 252	S.F.M. Fire Investigation 1A
2	FIRE TEC 253	S.F.M. Fire Investigation 1B
SECTION B: FIRE SUPPRESSION (must choose a minimum of 9 units)		
3	FIRE TEC 154	Fundamentals of Fire Service Operation
3	FIRE TEC 155	Fire Behavior and Combustion
3	FIRE TEC 156	Fire Service Hydraulics
3	FIRE TEC 159	Fire Protection Organization
3	FIRE TEC 166	Wildland Fire Control
9	FIRE TEC 170	Basic Firefighter I Academy
2	FIRE TEC 173	S.F.M. Fire Command 1A
2	FIRE TEC 174	S.F.M. Fire Command 1B
3	FIRE TEC 182	Building Construction for Fire Protection
SECTION C: HAZARDOUS MATERIALS (must choose a minimum of 1.5 units)		
1.5	FIRE TEC 130	Hazardous Materials Awareness and Safety
SECTION D: EMERGENCY MEDICAL CARE (must choose a minimum of 4 units)		
4	FIRE TEC 240	S.F.M.-Non Ambulance EMT 1-FS
SECTION E: Additional Related Fire Technology courses (choose an additional 6.5 units of any Fire Technology courses listed above or below).		
3	FIRE TEC 125	Fundamentals of Fire Apparatus and Equipment
3	FIRE TEC 154	Fundamentals of Fire Service Operation
3	FIRE TEC 156	Fire Service Hydraulics
3	FIRE TEC 159	Fire Protection Organization
2	FIRE TEC 171	S.F.M. Fire Instructor 1A
2	FIRE TEC 172	S.F.M. Fire Instructor 1B
2	FIRE TEC 177	S.F.M. Fire Management 1
.5	FIRE TEC 267	C.S.F.M. Fire Control 6
1	FIRE TEC 268	C.S.F.M. Fire Control 7

Units for classes which are duplicated in the above sections may not be considered for more than one section. Example: If you choose to take FIRE TEC 182 in Section A, you may not use FIRE TEC 182 for the unit requirements in Section B.

Certificate Program

Floral Technology

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>
1-4	AG193-194	Work Experience
3	AG 103a-c	Applied Agriculture Practicum
3	AG MGMT 105a-b	Computers in Agriculture Computers
3	OH 101	Basic Ornamental Horticulture
3	OH 111	Floral Design
3	OH 112	Sympathy Floral Designs
3	OH 113	Wedding Floral Designs
3	OH 119	Interiorscape
3	OH 123	Silk and Dried Floral Design
9	See Below	Support/Additional Courses

34-37 TOTAL UNITS NEEDED FOR CERTIFICATE

Suggested Support/Additional Courses (Choose 9 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	AG 201	Agricultural Mathematics
3	ART 1	Art Appreciation
3	BUS 170	Introduction to Sales
3	BUS 171	Applied Professional Salesmanship
3	OH 104	Nursery Practice
3	OH 105	Plant Propagation
3	OH 7	Landscape Design
3	OH 107	Landscape Structures
3	OH 108	Landscape Construction

Certificate Program

Food Service 1 - Basic Certificate

Food Service 1 - Basic Certificate

Consumer/Family Studies Division

The food service industry is the number one retail employer in the United States. Statewide, the restaurant business alone is a billion dollar industry, one of California's largest, with major growth expected. This certificate will assist students in obtaining entry-level positions in the food service industry in schools, hospitals, restaurants and other food service operations.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	NUTR/FOOD 101	Basic Foods
3	NUTR/FOOD 105	Commercial Food I
2	NUTR/FOOD 107	Sanitation and Safety
2-4	NUTR/FOOD 109	Food Service Experience
1	NUTR/FOOD 110	Food Service Practices <u>or</u>
2-4	<i>NUTR/FOOD 111</i>	<i>Dietetic Service Supervisor Work Experience</i>
11-13	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses:

None

Certificate Program

Food Service 2 -Dietetic Service Supervisor

Consumer/Family Studies Division

This certificate is designed to meet the requirements of the California Department of Health Services to become a qualified Dietetic Service Supervisor. Dietetic Service Supervisors work in a variety of institutional facilities including schools, hospitals, extended-care programs and child-care programs. Many health care facilities require a Dietetic Service Supervisor certificate to become a dietary department supervisor.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
2	NUTR/FOOD 107	Sanitation and Safety
3	NUTR/FOOD 105	Commercial Food I
3	NUTR/FOOD 106	Commercial Food II
3	NUTR/FOOD 108	Introduction to Food Service Management
3	NUTR/FOOD 18	Nutrition
2-4	NUTR/FOOD 111	Dietetic Service Supervisor Work Experience
1	NUTR/FOOD 110	Food Service Practices
1	NUTR/FOOD 113	Dietetics
18-20	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses:

None

Food Service 2 - Dietetic Service Supervisor

Certificate Program

Food Service 3 - Food Service Management

Food Service 3 - Food Service Management

Consumer/Family Studies Division

This certificate provides students with a background in food and business aspects of the food service industry. Students majoring in this field will find a wide variety of contemporary employment opportunities such as cook, caterer, menu planner, sales representative and food service manager. These opportunities exist in the restaurant industry, schools, hospitals, day-care centers for the young and elderly, and other commercial food facilities and residential and health facilities.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	NUTR/FOOD 101	Basic Foods
2	NUTR/FOOD 107	Sanitation and Safety
3	NUTR/FOOD 105	Commercial Food I
3	NUTR/FOOD 106	Commercial Food II
3	NUTR/FOOD 108	Food Service Management
3	NUTR/FOOD 18	Nutrition
2-4	NUTR/FOOD 109	Food Service Experience <i>or</i>
2	<i>Nutr/Food 111</i>	<i>Dietetic Service Supervisor Work Experience</i>
3	BUS 174	Marketing Principles <i>or</i>
3	<i>BUS 182</i>	<i>Introduction to Business <i>or</i></i>
3	<i>BUS 230</i>	<i>Supervision-Management Line Supervisor</i>
3-5	BUS 201	General Accounting <i>or</i>
	<i>ACCT 1</i>	<i>Principles of Accounting</i>
27-31	TOTAL UNITS NEED FOR CERTIFICATE	

Support/Additional Courses:

None

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, computer operators for layout and pre-press operations.

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
4	DRAFT 161	Graphic Design Application
4	DRAFT 170 a-d	Computer Animation and Rendering
1	I&T 160	Intro to Technical Computer Applications
4	I&T 161 a-d	Desktop Video Digital Production
3	I&T 185	Ethics in Business and Industry
3	PHOTO 1	Beginning Photography
27	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-d	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 114	Intro to Auto CAD
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
3	PHOTO 1	Beginning Photography
1	PHOTO 2a-d	Advanced Photography Laboratory
3-12	PHOTO 110a-d	Photo Journalism

Certificate Program

Horse Production

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. Students 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>
1-4	AG 193-194-195-196	Work Experience
3	AG MGT 105a-b(a)	Computers in Agriculture (1st semester)
3	AN SCI 22	Horse Husbandry
3	AN SCI 104	Animal Diseases and Sanitation
2-2	AN SCI 120a-d	Basic Equitation (Requires 2 semesters)
3	AN SCI 123	Horse Production
2	AN SCI 124a-d	Colt Breaking
6	See Below	Required Support/Additional Courses
25-28	TOTAL UNITS NEEDED FOR CERTIFICATE	

Suggested Support/Additional Courses (Choose 6 Units)

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

Note: Course substitution may be allowed with instructor permission.

Certificate Program

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 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	COMPUTER 130	Introduction to Personal Computers <i>or</i>
3	COMPUTER 5	Introduction to Computer Information
3	CFS 186	Personal Management/Consumer Economics <i>or</i>
3	BUS 297	Personal Finance
3	HUM SERV 120	Introduction to Social Welfare
4	HUM SERV 121	Interviewing
3	HUM SERV 122	Introduction to Human Services
2-2-2	HUM SERV 193-195	Work Experience/Internship
2	HUM SERV 228	Alcohol, Intervention, Treatment, and Recovery
2	HUM SERV 229	Physical & Psychological Aspects of Drug Use
3	PSYCH 1	General Psychology
3	PSYCH 10	Human Sexuality
3	SOCIOLOGY 126	Marriage & Family Life
36	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 Maintenance Technology

Industry and Technology Division

OPTION A

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 thirteen 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. The class is designed for entry level training and requires no previous experience.

Required Courses for Certificate:

First Semester

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
13	I&T 100a-b (a)	Industrial Maintenance Technician, Option A

Second Semester

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
13	I&T100 a-b (b)	Industrial Maintenance Technican, Option A
1	I & T 299	Computer Literacy

27 TOTAL UNITS NEEDED FOR CERTIFICATE

Support/Additional Courses

None

Certificate Program

Industrial Maintenance Technology

Industry and Technology Division

OPTION B

Maintenance Technician is a two-year (four 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:

(Four units each semester for a total of 16 units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
<u>4-4-4-4</u> 16	I&T 105 a-d	Maintenance Technician
14	I&T 193-296	Work Experience
1	I& T 299	Special Topics, Computer Literacy
31	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses

None

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>
2	I&T 160	Technical Computer Applications
3	I&T 185	Ethics in Business and Industry
4	I&T 201	Technical Mathematics
3	I&T 205a-b	Plumbing
3	I&T 270a-b	Residential Wiring
2	I&T 273	Electric Motor Controls
4	WELDING 162	Shielded Metal Arc Welding
21	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Elective Courses:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
1.5	AUTO 300	Automotive Familiarization
4	DRAFTING 114	Introduction to Auto CAD
5	ELECT 101	DC Circuits
5	ELECT 102	AC Circuits
3-6	I&T 205a-b	Plumbing
2	I&T 233	Job Search Skills
3	I&T 272	Electrical Wiring, Industrial
2	I&T 274	Electric Motor Controls (Programable Controllers)
1	I&T 299	Basic Computer Fundamentals
1	I&T 303	Home Maintenance

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, upholstery 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	ARCH 10	Introduction to Architectural/Environmental Design
3	ARCH 21	Basic Graphics
3	ARCH 120	Freehand Drawing
3	ARCH 121a-c	Perspective Alternatives
2	BLD TR 100	Drawing for Building Construction I
2	BLD TR 101	Drawing for Building Construction II
3	CFS 6	Color and Design
4	DRAFT 110	Introduction to Computer Assisted Drafting
3	FASH 76	Textiles
3	FASH 178	Visual Merchandising & Promotion
3	INT DES 121	Interior Design Fundamentals
3	INT DES 122	Space Planning Fundamentals
35	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses

None

Certificate Program

Landscape Design and Planning

Landscape Design and Planning

Agriculture Division

This certificate prepares students to successfully design and plan landscapes and gardens using the standards of the 1990's. For example, students will be able to design landscapes using new water and other environmental requirements. Included in the certificate program are courses which develop skills in selecting, grouping and placing plant materials into various landscape styles, situations and themes. Students earning this certificate will learn how to estimate and install landscapes.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	OH 2	Plant Identification 1
3	OH 3	Plant Identification II
3	OH 7	Landscape Design
3	OH 108	Landscape Construction
3	OH 106	Landscape Drafting
3	OH 117	Sprinkler Systems
3	OH 118	Xeriscape
3	OH 119	Interiorscape
3	OH 121	Plant Combination Theory
3	See Below	Support/Additional Courses
30	TOTAL UNITS NEEDED FOR CERTIFICATE	

Suggested Support/Additional Courses (Choose 3 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	AG 4	Soils
3	AG 105	Fertilizers
3	OH 101	Basic OH
3	OH 109	Landscape Maintenance
3	OH 110	Turfgrass Management
3	OH 111	Floral Design
3	OH 120	Diseases of Ornamentals
3	OH 122	Pests of Ornamentals

Note: Course substitution may be allowed with instructor permission.

Certificate Program

Landscape Management

Agriculture Division

The field of landscape management is one of the fastest growing occupations in the nation and particularly the San Joaquin Valley. This certificate develops skills and knowledge in the management of residential, commercial and industrial landscapes and gardens. This program prepares students for work as a landscape contractor, turf manager, grounds maintenance manager, pest control operator and landscape water auditor. Heavy emphasis is placed on plant culture and care, disease and pest management, turf culture and water management.

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 109	Landscape Maintenance
3	OH 110	Turfgrass Management
3	AG 4	Soils <i>or</i>
3	AG 105	Fertilizers
3	OH 117	Sprinkler Systems
3	AG MECH 109	Small Engines and Equipment
3	OH 120	Diseases of Ornamentals <i>or</i>
3	OH 122	Pests Of Ornamentals
3	See Below	Support/Additional Courses
30	TOTAL UNITS NEEDED FOR CERTIFICATE	

Suggested Support/Additional Courses (Choose 3 Units)

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

Note: Course substitution may be allowed with instructor permission.

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)
1-12	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
<u>24</u>	<u>TOTAL UNITS NEEDED FOR CERTIFICATE</u>	

Elective Courses

None

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	BUS 174	Marketing Principles
3	BUS 82	Introduction to Business
3	BUS 188	Human Relations in Business
5	ACCT 201	General Vocational Accounting
4	BUS 18	Business Law
4	COMPUTER 130	Micro Oper - Introduction to Personal Computers
3	COMPUTER 131	Micro Oper - Beginning DOS
3	BUS 184	Business Communications
2	BUS 268	Electronic Calculating
3	See Below	Required Support/Additional Courses
33	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses (Choose 3 units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	BUS 170	Introduction to Sales
3	BUS 185	Ethics in Business and Industry
3	BUS 231	Starting a Small Business
2	COMPUTER 139	Micro-Oper-Windows

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

Certificate Program

Nursery Management

Nursery Management

Agriculture Division

Nursery Management 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	AG 103 a-c	Applied Agriculture Practicums
3	OH 2	Plant Identification I
3	OH 3	Plant Identification II
3	OH 101	Basic Ornamental Horticulture
3	OH 104	Nursery Practices
3	OH 105	Plant Propagation
3	OH 109	Landscape Maintenance <u>or</u>
3	<i>OH 110</i>	<i>Turfgrass Management</i>
3	OH 120	Diseases of Ornamentals
3	OH 122	Pests of Ornamentals
3	See Below	Required Support/Additional Courses

30 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
1-4	AG 193	Work Experience
3	OH 7	Landscape Design
3	OH 111	Floral Design
3	OH 117	Sprinkler Systems
3	OH 118	Xeriscape
3	OH 119	Interiorscapes
3	OH 121	Plant Combination Theory

Note: Course substitution may be allowed with instructor permission.

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: (Choose 30 Units from any of the following courses)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	AG 4	Soils
3	AG 105	Fertilizers
3	OH 2	Plant Identification 1
3	OH 3	Plant Identification II
3	OH 7	Landscape Design
3	OH 101	Basic Ornamental Horticulture
3	OH 104	Nursery Practices
3	OH 105	Plant Propagation
3	OH 106	Landscape Drafting
3	OH 108	Landscape Construction
3	OH 109	Landscape Maintenance
3	OH 110	Turfgrass Management
3	OH 111	Floral Design
3	OH 112	Sympathy Flowers
3	OH 113	Wedding Flowers
1	OH 116	Horticulture Industries Tour
3	OH 118	Xeriscape
3	OH 119	Interiorscapes
3	OH 120	Diseases of Ornamentals
3	OH 121	Plant Combination Theory
3	OH 122	Pests of Ornamentals
3	OH 123	Silk & Dried Floral Design
2	OH 201a-d	Vegetable Gardening
30	TOTAL UNITS NEEDED FOR CERTIFICATE	

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	AG 3	Economic Entomology
3	AG 4	Soils
3	AG 103 a-c	Applied Agriculture Practicums
3	Ag 105	Fertilizers
1-4	AG 193-194-195-196	Work Experience
3	Ag MGT 104	Farm Accounting
3	AG MECH 104	Farm Machinery
3	AG MECH 108	Irrigation
3	PLNT SCI 1	Introduction to Plant Science
3	PLNT SCI 105	Weeds and Weed Control
6	See Below	Required Support/Additional Courses

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 125	Principles of Pesticide Use
3	AG 201	Agricultural Mathematics
3	AG MGT 105a-b	Computers in Agriculture
3	AN SCI 1	Introduction to Animal Science
3	PLNT SCI 12	Fruit & Nut Tree Production
3	PLNT SCI 102	Row Crops
3	PLNT SCI 103	Cereal & Oil Crops
3	PLNT SCI 104	Forage Crops
3	PLNT SCI 111	Citrus Production
3	PLNT SCI 113	Grape & Vine Production
3	OH 105	Plant Propagation
3	OH 120	Diseases of Ornamentals
3	OH 122	Pests of Ornamentals

Certificate Program

P.O.S.T. Basic Police Academy

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, intoxicilizer, officer survival, community relations, Patrol Procedures, Investigation, Traffic enforcement, Cultural Awareness and criminal law.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
12	AJ 200	Basic Police Academy
12	TOTAL UNITS NEEDED FOR CERTIFICATE	

All applicants must:

- Be in good physical health
- Certified by a doctor to participate in a strenuous physical activity program
- Have a high school diploma or GED
- Be over 18 years of age
- Have 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) 730-33752 prior to registering for the course for details of the application process.

Prerequisites:

Passing score on the P.O.S.T. 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

Plumbing

Plumbing

Industry and Technology

This certificate program is designed to prepare students to enter the plumbing installation and repair industry.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3-3	I&T 205 a-b	Plumbing
3	BLD TR 175	Building Inspection and Supervision - Plumbing

9 TOTAL UNITS NEEDED FOR CERTIFICATE

Support/Additional Courses (Choose 6 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
4	I & T 201	Technical Mathematics

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 reserve peace 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. All students must be in good physical health, over 18 years of age and have no felony record.

Level III training qualifies the student to work under close supervision performing non-enforcement tasks.

Level II qualifies the student to work with a full-time peace officer.

Completion of all three modules (Levels III, II and I) satisfy the classroom training requirement for a reserve peace officer to patrol alone.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	AJ 210	Level III, Reserve Peace Officer Training
3	AJ 211	Level II, Reserve Peace Officer Training: "Ride Along"
3	AJ 212	Level I, Reserve Peace Officer Training: "Work Alone"
<u>9</u>	<u>TOTAL UNITS NEEDED FOR CERTIFICATE</u>	

Support/Additional Courses (Choose 6 Units)

None

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:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
4	COMPUTER 130	Introduction to Personal Computers
3	REAL ES 140	Real Estate Principles
3	REAL ES 141	Real Estate Finance
3	REAL ES 142	Real Estate Law
3	REAL ES 143	Real Estate Economics
3	REAL ES 144	Real Estate Practice
3	REAL ES 145	Real Estate Appraisal
9	See Below	Required Support/Additional Courses
31	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses (Choose 9 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
5	ACCT 201	General Vocational Accounting OR
4	ACCT 1	<i>Principles of Accounting</i>
4	BUS 18	Business Law
3	BUS 185	Ethics in Business and Industry
3	BUS 231	Starting a Small Business
3	COMPUTER 131	Beginning DOS
2	COMPUTER 139	Micro-Oper-Windows
3	SPEECH 1	Fundamentals of Public Speaking

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 communication, word processing and administrative responsibilities. The administrative assistant of tomorrow must be prepared to meet the technology needs of business, utilizing the computer to process information necessary for today's workplace. 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>
3	BUS 161	Intermediate Keyboarding
3	BUS 184	Business Communications
3	BUS 188	Human Relations in Business
4	BUS 258	People, Proceed, and Tech for the Office Professional
3	BUS 293	Business English
4	COMPUTER 130	Introduction to Personal Computers
3	COMPUTER 131	Beginning DOS
3	COMPUTER 136	Word Processing with WordPerfect
6	See Below	Support/Additional Courses
32	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses (Choose 6 Units)

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

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	BUS 82	Introduction to Business
5	BUS 150	Elementary Shorthand
5	BUS 152	Advanced Shorthand
3	BUS 185	Ethics in Business and Industry
1	BUS 260	Career Dressing
2	BUS 268	Electronic Calculating
4	COMPUTER 135	Desktop Publishing for Business
3	COMPUTER 138	Spreadsheets
2	COMPUTER 139	Windows

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 114	Introduction to Auto CAD
4	DRAFT 115	Advanced Auto CAD
3	DRAFT 120	Intro to Computer Assisted Illustration
3	DRAFT 121	Computer Assisted Illustration
1	I&T 160	Intro to Technical Computer Applications
3	I&T 185	Ethics in Business and Industry
24	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-d (a)	Sculpture
3	ART 104a-d	Lettering for Graphics
3	ARCH 20	Intro to Graphics and Perspective
3	ARCH 21	Basic Graphics
3	ARCH 120	Freehand Drawing
3	ARCH 121a-c (a)	Perspective Alternatives
3	COMPUTER 131	Beginning DOS
2	COMPUTER 132	Advanced DOS
4	COMPUTER 135	Desktop Publishing for Business
4	DRAFT 130	Intro to Computer Assisted Cabinet Design
4	DRAFT 131	Advanced Computer Assisted Cabinet Design
1-9	DRAFT 151	Independent Study (Computer Illustration)
3	DRAFT 160	Graphic Design
3	DRAFT 161	Graphic Design Application
2	DRAFT 170a-d	Computer Animation
1-12	DRAFT 190a-d	Supervised Practice (Computer Illustration)
1-4	DRAFT 199	Special Topics (Computer Illustration)
3-3	FASH 174a-b	Fashion Illustration
4	I&T 161a-d	Desktop Video Digital Production
4	I&T 201	Technical Mathematics
2	I&T 233	Job Search Skills

Certificate Program

Typing, General Office, & 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 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>
5	ACCT 201	General Vocational Accounting
3	BUS 161	Intermediate Keyboarding
3	BUS 184	Business Communications
3	BUS 188	Human Relations in Business
4	BUS 258	People, Procedures, & Tech for the Office Professional
2	BUS 268	Electronic Calculating <u>or</u>
3	BUS 295	<i>Business Mathematics</i>
4	COMPUTER 130	Micro Oper-Intro to Personal Computers
6	See Below	Support/Additional Courses
30	<u>TOTAL UNITS NEEDED FOR CERTIFICATE</u>	

Support/Additional Courses (Choose 6 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
4	BUS 18	Business Law
3	BUS 170	Introduction to Sales
3	BUS 174	Marketing Principles
3	BUS 82	Introduction to Business
3	BUS 185	Ethics in Business and Industry
3	BUS 293	Business English
3	COMPUTER 131	Beginning DOS
3	COMPUTER 136	Word Processing with WordPerfect
2	COMPUTER 139	Windows

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 <i>or</i>
4	DRAFTING 114	<i>Introduction to Auto CAD</i>
5-7	See Below	Support/ Additional Courses
27-30	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	SPEECH 104	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
4	DRAFTING 114	Introduction to Auto CAD

Certificate Program

Word Processing

Business Division

To be prepared for the information explosion in today's high tech office, the employee must be prepared to produce high-quality written documents. This program teaches concepts, procedures and terminology, as well as the skills necessary to operate computers. By becoming computer proficient, students will then be able to produce the written documents needed to make requests, explain, illustrate, and convince. In addition, students will know where and how to access information. The high-performance employer today needs word processors for the information explosion occurring in the global business arena. Word processing specialists find jobs in the automated office utilizing personal computers and various software packages such as word processing, database management, desktop publishing, and spreadsheets.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	BUS 161	Intermediate Keyboarding
3	BUS 184	Business Communications
4	BUS 258	People, Proced, & Tech for the Office Professional
3	BUS 293	Business English
4	COMPUTER 130	Introduction to Personal Computers
3	COMPUTER 131	Beginning DOS
3	COMPUTER 134	Telecommunications
3	COMPUTER 136	Word Processing with WordPerfect
6	See Below	Required Support/Additional Courses
32	TOTAL UNITS NEEDED FOR CERTIFICATE	

Support/Additional Courses (Choose 6 Units)

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	BUS 82	Introduction to Business
3	BUS 188	Human Relations in Business
1	BUS 260	Career Dressing
2	BUS 268	Electronic Calculating
4	COMPUTER 135	Desktop Publishing for Business
2	COMPUTER 139	Windows

Course Descriptions

Course Numbering System at College of the Sequoias

The Course Numbering System provided below is to help our students easily identify those courses needed as they plan their studies at College of the Sequoias.

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 specific course to course articulation (equivalency), consult the Counseling Office or the Transfer Center.
100-199	_____	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 or the Transfer Center.
200-299	_____	Associate degree applicable. Although not intended for university transfer, these courses may be accepted by some colleges in certain majors, especially if provided for in an articulation agreement.
300-399	_____	College credit, Non-degree applicable, and basic skill courses.
400-499	_____	Non-credit, general courses.

Course Descriptions



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

Advisory On Recommended Preparation: 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

Advisory On Recommended Preparation: ACCT 1 or equivalent college course with "C" or better.

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 redemptions. Analyzing and interpreting financial statements: vertical, horizontal and other. Manufacturing

ACCOUNTING

accounting; recording the various elements of, inventory values and the statement of the cost of goods manufactured. Formerly BUS 80B.

Advisory On Recommended Preparation: ACCT 201 or ACCT 1 or equivalent college course with "C" or better, or the completion of high school bookkeeping (accounting) with a grade of "A" or "B" in each of the four semesters.

ACCT 210 MICROCOMPUTER OPERATIONS: 3 UNITS COMPUTER ACCOUNTING

Hours: 3 Lecture

CROSS REF: Computer 210

Material Fee: \$7.00

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.

Advisory On Recommended Preparation: ACCT 201 or 1 or equivalent college course with "C" or better; and microcomputer experience.

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 SERVICE BUSINESSES 3 UNITS

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. CAN AJ 2
- 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.
- 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.
CAN AJ 4.
- AJ 25 CONSTITUTIONAL LAW INTERPRETATION 3 UNITS**
CIVIL LIBERTIES, FACT AND FALLACY
Hours: 3 Lecture/Discussion
Cross Ref: Political Science 25
Business 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. This course will develop an understanding of the role of the courts and key court cases interpreting individual rights. Studies 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.
Advisory On Recommended Preparation: ENGLISH 1 and SPEECH 1, or equivalent college course with a "C" or better.
- 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.
- 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.

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. 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.
- 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.
- 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.
Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with a "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

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.
 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.

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.

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.

AJ 122 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.

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.

ADMINISTRATION OF JUSTICE

AJ 200 BASIC POLICE ACADEMY 12 UNITS
Hours: Total Hours: 800
Lecture Hrs Per Week: 33
Activity Hrs. Per Week: 12

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.

Limitation On Enrollment: 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, and medical clearance by a licensed physician.

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 60I.

Advisory On Recommended Preparation: AJ 200 or equivalent college course with "C" or better, or recommendation of department.

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: AJ 200 or equivalent college course with a "C" or better.

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.

Prerequisite: AJ 208 or equivalent college course with "C" or better.

Course Descriptions

ADMINISTRATION OF JUSTICE

AJ 210 LEVEL 3, 3 UNITS
RESERVE POLICE OFFICER TRAINING

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. CJ 86B.

AJ 211 LEVEL 2, RESERVE 3 UNITS
PEACE OFFICER TRAINING

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.

Prerequisites: AJ 210 or equivalent college course with a "C" or better.

AJ 212 LEVEL 1, RESERVE 3 UNITS
PEACE OFFICER TRAINING

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 1 (work alone) reserve peace officer.

Prerequisites: AJ 211 or equivalent college course with "C" or better.

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

Advisory On Recommended Preparation: AJ 200 or equivalent college course with "C" or better, or recommendation of department.

ADMINISTRATION OF JUSTICE

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.

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. **Advisory On Recommended Preparation:** ENGLISH 382 or equivalent college course with "C" or better, or eligibility for English 383 determined by COS Placement Procedures.

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, sidearm familiarization and safety, and shooting fundamentals.

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.).

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.

Course Descriptions

AGRICULTURE

AG 103a-c APPLIED AGRICULTURE PRACTICUMS 3 UNITS
Hours: 1 Lecture/Discussion
6 Lab

This course is designed to prepare students as crop and plant production managers, landscape foreman and nursery managers. Students become owners of the practicums and share in the profits. All practicums include crop selection, cultivation, record keeping, outcome predictions, marketing and other management and cultural requirement decisions which meet minimum industry standards. The skills learned the first semester are used as the base knowledge for the next semester's work.

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.

Advisory On Recommended Preparation: AG 4 or equivalent college course with "C" or better.

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.

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.

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 students develop competence and confidence necessary for successful college study in both academic and vocational courses.

Limitation On Enrollment: Must be enrolled in the SUCCESS Program.

AGRICULTURE

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.

Limitation On Enrollment: Prospective or certified local public health Vector Control personnel, or by permission of department.

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.

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 102 AGRICULTURE SALES AND MARKETING 3 UNITS
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.

AG MGT 103 INTRODUCTION TO AGRICULTURE MANAGEMENT 3 UNITS
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.

Course Descriptions

AGRICULTURE MANAGEMENT

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.

AG MGT INTRODUCTION 3 UNITS
105a-b TO AGRICULTURE COMPUTERS

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 Microsoft Windows, Word and Excel. The course deals with the use of these software programs as they can be applied to agriculture.

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 power equipment and tools in farm shops.

AG MECH FARM EQUIPMENT CONSTRUCTION 2 UNITS
102a-d

Hours: 3 Lecture/Discussion
1 Lab

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.

AGRICULTURE MECHANICS

AG MECH FARM MACHINERY 3 UNITS
104

Hours: 3 Lecture/Discussion
1 Lab

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.

AG MECH FARM STRUCTURE 3 UNITS
105a-b

Hours: 3 Lecture/Discussion
1 lab

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.

AG MECH FARM WELDING 2 UNITS
106a-b

Hours: 2 Lecture/Discussion
2 Lab

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 3 UNITS
109 AND EQUIPMENT
Hours: 2 Lecture/Discussion
3 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.

AG MECH AGRICULTURE EQUIPMENT 2 UNITS
111 MAINTENANCE AND TECHNOLOGY
Hours: 1 Lecture/Discussion
3 Lab

This course is designed to train students in modern agricultural equipment maintenance and technology. Industry standard maintenance schedules and methods will be used to teach required employment skills. A variety of agricultural equipment will be used to demonstrate hydraulic and electronic technology. In addition preventive maintenance, such as lubrication, cooling fuel, electrical checks and troubleshooting will be covered.

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.

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.

Advisory On Recommended Preparation: AN SCI 1; AND AG 201 OR Math 230, or equivalent college courses with "C" or better.

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.

Course Descriptions

ANIMAL SCIENCE

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

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 and wool production in California with a special emphasis on basic management practices.

ANIMAL SCIENCE

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.

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.

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 lounging, 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.

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.

Advisory On Recommended Preparation: ENGLISH 1 or equivalent college course with "C" or better.

Course Descriptions

ANTHROPOLOGY

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.

Advisory On Recommended Preparation: ENGLISH 1 or equivalent college course with "C" or better

ANTHRO 5H ART & ARCHAEOLOGY OF CENTRAL AND SOUTH AMERICA-HONORS 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.

Limitation On Enrollment: Acceptance into the Honors Program, or permission of department.

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. CAN ANTH 4

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

ANTHRO 11 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. CAN ANTH 2

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

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.

ARCHITECTURE

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.

Advisory On Recommended Preparation: ARCH 10 or equivalent college course with "C" or better.

ARCH 20 INTRODUCTION TO GRAPHICS & PERSPECTIVE 3 UNITS

Hours: 2 Lecture/Discussion
2 Lab
6 Homework

Material Fee: \$10.00

This course introduces the basic graphic techniques used in design communication utilizing both traditional hand drawing techniques and computer image generation. The basic elements of form, theories of space and perception, composition, orthographic and isometric projection, mechanical perspective, critical evaluation, and shades and shadows are introduced. The course is recommended for students in any field of environmental design.

ARCH 21 BASIC GRAPHICS 3 UNITS

Hours: 2 Lecture/Discussion
3 Lab
6 Homework

Material Fee: \$10.00

This course introduces graphic techniques used in the representation of three-dimensional forms and environments. Freehand and constructed drawing techniques, and computer image generation, are used to explore space and form, composition, color theory and use, shades and shadows, texture and materials, and entourage. The course is recommended for students in any field of environmental or graphic design.

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.

Advisory On Recommended Preparation: MATH 75 and PHYSICS 5 or equivalent college courses with "C" or better.

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 commutative skill development. This class is required for all students majoring in architecture and is recommended for students interested in any design profession. Formerly ARCH 40.

Course Descriptions

ARCHITECTURE

ARCH PERSPECTIVE 3 UNITS
121a-c ALTERNATIVES

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.

ARCH 131 LIGHT WOOD FRAME 3 UNITS
CONSTRUCTION

Hours: 3 Lecture/Discussion
3 Lab

Material Fee: \$10.00

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.

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. Prerequisite: ARCH 40 or equivalent college course with "C" or better.

ARCH 150 COMPUTER ANALYSIS OF 2 UNITS
BUILDING ENERGY USE

Hours: 2 Lecture/Discussion
2 Lab

Material Fee: \$10.00

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.

ARCH 160 MATERIALS OF CONSTRUCTION 3 UNITS

Hours: 3 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 COMUTER ASSISTED 3 UNITS
161a-d ARCHITECTURAL DETAILING

Hours: 2 Lecture/Discussion
3 LAab

Material Fee: \$10.00

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.

Advisory On Recommended Preparation: DRAFTING 110 and ARCH 131 or equivalent college courses with "C" or better.

ARCHITECTURE

ARCH SUPERVISED PRACTICE 1-3 UNITS
190a-d (SEE SUPERVISED PRACTICE)

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. Art 2 is NOT a prerequisite to Art 3. Formerly ART 1B. CAN ART 4.

ART 4 PRE-COLUMBIAN ART AND 3 UNITS
CULTURE OF THE AMERICAS:
MESOAMERICA

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, Tajin, Mixtec, Maya and Aztec.

Art 4 is **NOT** open to students who have completed or are enrolled in Anthropology 4. Formerly ART 2A.

Advisory On Recommended Preparation: ENGLISH 1 or equivalent college course with "C" or better.

ART 5 PRE-COLUMBIAN ART AND 3 UNITS
CULTURE OF THE AMERICAS:
CENTRAL AND SOUTH AMERICA

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.

Advisory On Recommended Preparation: ENGLISH 1 or equivalent college course with "C" or better.

Course Descriptions

ART

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.

Limitation On Enrollment: Acceptance into the Honors Program, or permission of department.

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 3 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. CAN ART 16.

Advisory On Recommended Preparation: ART/CFS 6 or equivalent college course with "C" or better.

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.

Advisory On Recommended Preparation: ART 8 or equivalent college course with a "C" or better.

ART

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.

Advisory On Recommended Preparation: ART/CFS 6 or ART 8 or equivalent college course with "C" or better.

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.

Advisory On Recommended Preparation: ART/CFS 6 or ART 8 or equivalent college course with "C" or better.

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.

Advisory On Recommended Preparation: ART/CFS 6 and ART 8 or equivalent college courses with "C" or better.

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.

Advisory On Recommended Preparation: ART/CFS 6 or equivalent college course with a "C" or better.

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.

Advisory On Recommended Preparation: ART/CFS 6 and ART 15 or equivalent college courses with "C" or better.

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. CAN ART 6 includes ART 17a and ART 17b.

Course Descriptions

ART

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.

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.

Advisory On Recommended Preparation: ART/CFS 6 or ART 8 or equivalent college course with "C" or better; or recommendation of department.

ART 104a-d LETTERING FOR GRAPHICS 3 UNITS
Hours: 2 Lecture/Discussion
 2 Lab

Material Fee: \$10.00

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

ART EXHIBITION 2 UNITS
111a-b DESIGN, GALLERY
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

Material Fee: \$10.00

Operation of the Macintosh computer using illustration programs to turn commercial art into various types of color separations suitable for screen printing and four-color printing presses. **Advisory On Recommended Preparation:** ART/CFS 6 or ART 8 or equivalent college course with "C" or better; or recommendation of department.

ART FASHION ILLUSTRATION 3 UNITS
174a-b
Hours: 2 Lecture/Discussion
 3 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.

Advisory On Recommended Preparation: ART/CFS 6 and ART 8 or equivalent college courses with "C" or better.

ASTRONOMY

ASTRONOMY INTRODUCTION TO ASTRONOMY 3 UNITS
10
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. **Advisory On Recommended Preparation:** ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures; and MATH 230 or equivalent college course with "C" or better, or eligibility for MATH 21, 45, 70, 61, 75 or 154 determined by COS Placement Procedures.

Course Descriptions

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.

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.

Advisory On Recommended Preparation: AUTO 100 or equivalent college course with "C" or better.

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: AUTO 100 and 101 or equivalent college courses with "C" or better.

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: AUTO 100 and 101 or equivalent college courses with "C" or better.

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.

Advisory On Recommended Preparation: AUTO 100 and 101 or equivalent college courses with "C" or better.

AUTOMOTIVE MECHANICS

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: AUTO 100 and 101 or equivalent college courses with "C" or better.

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.

Advisory On Recommended Preparation: AUTO 100 and 101 or equivalent college courses with "C" or better.

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.

Prerequisite: AUTO 100, 101 and 106 or equivalent college courses with "C" or better.

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 trouble-shooting of the engine and related circuits. Formerly AUTO 78.

Advisory On Recommended Preparation: AUTO 100 and 101 or equivalent college courses with "C" or better; and AUTO 102 or equivalent college courses with "C" or better (at a minimum AUTO 102 should 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.

Advisory On Recommended Preparation: AUTO 100 and 101 or equivalent college courses with "C" or better.

Course Descriptions

AUTOMOTIVE MECHANICS

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.

Advisory On Recommended Preparation: AUTO202 or equivalent college course with "C" or better, or recommendation of department.

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.

Advisory On Recommended Preparation: AUTO 108 should be taken concurrently.

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.

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.

AUTOMOTIVE MECHANICS

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.

Advisory On Recommended Preparation: Basic engine theory.

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.

Advisory On Recommended Preparation: Some automotive background; the class will combine students with limited repair experience with journeyman who have had extensive training.

AUTO 190a-d SUPERVISED PRACTICE (SEE SUPERVISED PRACTICE) 1-3 UNITS

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 5 UNITS

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

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.

Prerequisites: AUTO 100, 101, 102, 108, and 113 or equivalent college courses with "C" or better, or one year trade experience in emission/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.

Limitation On Enrollment: 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. CAN BIOL SEQ A includes BIOLOGY 1, 2, and 3.

Corequisite: BIOLOGY 3.

Advisory On Recommended Preparation: CHEM 1 or 20 or equivalent college course with "C" or better (at a minimum CHEM 1 or 20 should be taken concurrently).

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; CAN BIOL SEQ A includes BIOLOGY 1, 2, and 3.

Prerequisite: CHEM 1 or 20 or equivalent college course with "C" or better; and BIOLOGY 1 and 3 or equivalent college courses with "C" or better.

BIOLOGY MATTER, ENERGY 1 UNIT

3 AND LIFE
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. CAN BIOL SEQ A includes BIOLOGY 1, 2, and 3.

Corequisite: BIOLOGY 1.

Advisory On Recommended Preparation: CHEM 1 or 20 or equivalent college course with "C" or better (at a minimum CHEM 1 or 20 should be taken concurrently).

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.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

BIOLOGY FRONTIERS IN BIOLOGY - HONORS 4 UNITS

20H
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.

Limitation On Enrollment: Acceptance into the COS Honors Program.

BIOLOGY

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.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

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.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

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.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

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.

Course Descriptions

BIOLOGY

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; and CHEM 1 or 20 or equivalent college courses with "C" or better.

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.
Advisory On Recommended Preparation: CHEM 20 or equivalent college course with "C" or better; and any college level biology course.

BIOLOGY NATURAL HISTORY OF THE 1 UNIT
126 GIANT SEQUOIA

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.
Advisory On Recommended Preparation: Any college level biology course.

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 2 UNITS
BUILDING CONSTRUCTION
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.

Advisory On Recommended Preparation: BLD TR 104 and BLD TR 114 should be taken concurrently.

BLD TR 101 DRAWING FOR 2 UNITS
BUILDING CONSTRUCTION II
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.

Advisory On Recommended Preparation: BLD TR 100, 104, and 114 or equivalent college courses with "C" or better. BLD TR 105 and 115 should be taken concurrently.

BLD TR 104 CARPENTRY I, RESIDENTIAL 3 UNITS
CONSTRUCTION
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.

Advisory On Recommended Preparation: BLD TR 100 and 114 should be taken concurrently.

BLD TR 105 CARPENTRY II, 3 UNITS
RESIDENTIAL CONSTRUCTION
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.

Advisory On Recommended Preparation: BLD TR 104 or equivalent college course with "C" or better. BLD TR 101 and 115 should be taken concurrently.

BLD TR 108 ADVANCED CARPENTRY I, 3 UNITS
ROOF FRAMING
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.

Advisory On Recommended Preparation: BLD TR 104, 105, 114, 115, and 100 or equivalent college courses with "C" or better, or equivalent trade experience and recommendation of department. BLD TR 118 should be taken concurrently.

Course Descriptions

BUILDING TRADES

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. **Advisory On Recommended Preparation:** BLD TR 100, 104, 105, 108, 114 and 115 or equivalent college courses with "C" or better, or equivalent trade experience and recommendation of department. BLD TR 119 should be taken concurrently.

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.

Advisory On Recommended Preparation: BLD TR 100 and 104 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.

Advisory On Recommended Preparation: BLD TR 100, 104 and 114 or equivalent college courses with "C" or better. BLD TR 101 and 105 should be taken concurrently.

BLD TR 118 RESIDENTIAL CONSTRUCTION III 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

The third project house class, this is 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.

Advisory On Recommended Preparation: BLD TR 100, 101, 104, 105, 114, and 115 or equivalent college courses with "C" or better, or equivalent trade experience and recommendation of department. BLD TR 108 should be taken concurrently.

BUILDING TRADES

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.

Advisory On Recommended Preparation: BLD TR 118 or equivalent college course with "C" or better, or equivalent trade experience and recommendation of department. BLD TR 109 should be taken concurrently

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.

BLD TR 130 BLUEPRINT READING, RESIDENTIAL CONSTRUCTION 3 UNITS

Hours: 2 Lecture/Discussion
1 Lab
2 Assigned Homework

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. It would be valuable to the individual just wanting to remodel, or build a home. Formerly BLD TR 53A.

BLD TR 134 RESIDENTIAL CONSTRUCTION ESTIMATING 3 UNITS

Hours: 2 Lecture/Discussion
1 Lab
2 Assigned Homework

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. It would be valuable to the individual just wanting to remodel, or build a home. Formerly BLD TR 54A.

Advisory On Recommended Preparation: Building trade experience or recommendation of department.

Course Descriptions

BUILDING TRADES

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.

Advisory On Recommended Preparation: Building Trades experience or recommendation of department.

BLD TR 149a-d 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.

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.

Advisory On Recommended Preparation: BLD TR 150 and 160 or equivalent college courses with "C" or better, or equivalent trade experience and recommendation of department. BLD TR 161 should be taken concurrently.

BUILDING TRADES

BLD TR 160 CABINETMAKING II CABINETMAKING TOOLS AND MILLWORK 4 UNITS

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.

Advisory On Recommended Preparation: BLD TR 150 or equivalent college course with "C" or better (at a minimum BLD TR 150 should be taken concurrently), or equivalent trade experience and recommendation of department.

BLD TR 161 CABINETMAKING IV RESIDENTIAL CABINET CONSTRUCTION 3 UNITS

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.

Advisory On Recommended Preparation: BLD TR 150 and 160 or equivalent college courses with "C" or better. BLD TR 151 should be taken concurrently.

BLD TR 162a-b BASIC CABINETMAKING 4 UNITS

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.

Advisory On Recommended Preparation: Building Trades experience or department recommendation.

BLD TR 163a-b COMMERCIAL CABINET CONSTRUCTION 3 UNITS

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. **Advisory On Recommended Preparation:** BLD TR 150 or 162a or equivalent college course with "C" or better, or equivalent trade experience and recommendation of department.

Course Descriptions

BUILDING TRADES

BLD TR BUILDING SUPERVISION AND 3 UNITS
170 INSPECTION - CONCRETE CONSTRUCTION

Hours: 3 Lecture

This course is designed to meet the needs of persons engaged in the supervision and inspection of buildings under construction. Construction contract documents and plan reading, site layout, basic principles of structural engineering, mechanics of materials, soil fundamentals and concrete construction are studied. The course will provide the students with an understanding of the fundamental engineering principles involved with the design of a structure.

Advisory On Recommended Preparation: Building trade experience or department recommendation.

BLD TR BUILDING SUPERVISION AND 3 UNITS
171 INSPECTION-WOOD AND METAL CONSTRUCTION

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.

Advisory On Recommended Preparation: Building trade experience or department recommendation.

BLD TR BUILDING CODES 3 UNITS
172 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 codes such as the Administrative requirements, allowable structural qualities of various building materials and the Fire and Life Safety regulations.

Advisory On Recommended Preparation: Building Trades experience or department recommendation.

BLD TR BUILDING SUPERVISION & 3 UNITS
173 INSPECTION--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.

Advisory On Recommended Preparation: Employment as craftsman or inspector in building industry or department recommendation for students involved in Building Trades courses.

BUILDING TRADES

BLD TR BUILDING SUPERVISION & 3 UNITS
174 INSPECTION-MECHANICAL

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.

Advisory On Recommended Preparation: Employment as craftsman or inspector in building industry or department recommendation for students involved in Building Trades courses.

BLD TR BUILDING SUPERVISION & 3 UNITS
175 INSPECTION-PLUMBING

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.

Advisory On Recommended Preparation: Employment as craftsman or inspector in building industry or department recommendation for students involved in Building Trades courses.

BLD TR BUILDING SUPERVISION AND 3 UNITS
176 INSPECTION--ARCHITECTURE

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.

Advisory On Recommended Preparation: Employment as craftsman or inspector in building industry or department recommendation for students involved in Building Trades courses.

BLD TR MULTIPLE 2 UNITS
180 RESIDENTIAL FIRE SPRINKLERS

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.

BLD TR SUPERVISED PRACTICE 1-3 UNITS
190a-d (SEE SUPERVISED PRACTICE)

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, labor law; economic regulation and legal aspects of international trade; ethics, labor, agency law, and computer torts. CAN BUS 8.

Course Descriptions

BUSINESS

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, times 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. **Advisory On Recommended Preparation:** MATH230 or equivalent college course with "C" or better, or two years of high school Algebra with "C" or better, or eligibility for MATH 21, 45, 61, 70, 75, or 154 determined by COS Placement Procedures.

BUS 25 CONSTITUTIONAL LAW INTERPRE- 3 UNITS
TATION: CIVIL LIBERTIES, FACT AND FALLACY
Hours: 3 Lecture/Discussion
Cross Listed: Poli Sci 25
AJ 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.

Advisory On Recommended Preparation: ENGLISH 1 and SPEECH 1 or equivalent college courses with "C" or better.

BUS 82 INTRODUCTION TO BUSINESS 3 UNITS
Hours: 3 Lecture/Discussion

Business 82 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.

Advisory On Recommended Preparation: ENGLISH 360 or equivalent college course with "C" or better, or eligibility for ENGLISH 251. determined by COS Placement Procedures.

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 by formulation and solution of common business problems. The course content includes the following: Linear models, matrix algebra, linear programming including the Simplex Method, finance applications, and an introduction to counting methods and probability.

Advisory On Recommended Preparation: MATH 230 or equivalent college course with "C" or better, or two years of high school Algebra with "C" or better, or eligibility for MATH 21, 45, 61, 70, 75, or 154 determined by COS Placement Procedures.

BUSINESS

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.

Advisory On Recommended Preparation: ENGLISH 360 or equivalent college course with "C" or better, or eligibility for ENGLISH 251 determined by COS Placement Procedures.

BUS 138 LEADERSHIP TRAINING 1 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 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.

Prerequisites: BUS 138 or LDRSHP TRN 101 with "C" or better.

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, autonomization of brief forms and the application of the theory. Formerly BUS 50.

Advisory On Recommended Preparation: ENGLISH 360 or equivalent college course with "C" or better, or eligibility for ENGLISH 251 as determined by COS Placement Procedures; and keyboarding speed of 30 cwpm.

Course Descriptions

BUSINESS

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.

Advisory On Recommended Preparation: BUS 150 or equivalent college course with "C" or better, or one year of high school shorthand with "C" or better; and keyboarding speed of 40 cwpm; and ENGLISH 360 or equivalent college course with "C" or better, or eligibility for ENGLISH 251 determined by COS Placement Procedures.

BUS 160 BEGINNING KEYBOARDING 3 UNITS

Hours: 2 Lecture/Discussion
 2 Lab
 1 Homework

Material Fee: \$5.00

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.

BUS 161 INTERMEDIATE KEYBOARDING 3 UNITS

Hours: 2 Lecture/Discussion
 3 Lab

Material Fee: \$5.00

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.

Advisory On Recommended Preparation: BUS 160 or equivalent college course with "C" or better, or one year of previous typing instruction.

BUS 162 ADVANCED KEYBOARDING 3 UNITS

Hours: 2 Lecture/Discussion
 3 Lab

Material Fee: \$5.00

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 an understanding of typical office problems such as keyboarding letters, legal documents, manuscripts, and business forms. Students are given experience in various types of office assignments including general offices, medical offices, legal offices, government, and financial offices. Formerly BUS 61B.

Advisory On Recommended Preparation: BUS 161 or equivalent college course with "C" or better; and keyboarding speed of 40 cwpm.

BUSINESS

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.

Advisory, On Recommended Preparation: ENGLISH 360 or equivalent college course with "C" or better, or eligibility for ENGLISH 251 determined by COS Placement Procedures.

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.

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 184 BUSINESS COMMUNICATIONS 3 UNITS

Hours: 3 Lecture/Discussion

Material Fee: \$5.00

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 word processing 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.

Advisory On Recommended Preparation: ENGLISH 251 or BUS 293 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures; and computer word processing skills.

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.

Course Descriptions

BUSINESS

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.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 as determined by COS Placement procedures.

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, counseling 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.

Advisory On Recommended Preparation: ENGLISH 360 or equivalent college course with "C" or better, or eligibility for ENGLISH 251 determined by COS Placement Procedures.

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.

Advisory On Recommended Preparation: Any general 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.

Advisory On Recommended Preparation: ENGLISH 360 or equivalent college course with "C" or better, or eligibility for ENGLISH 251 determined by COS Placement Procedures.

BUS 258 PEOPLE, PROCEDURES, & TECHNOLOGY FOR THE OFFICE PROFESSIONAL 4 UNITS

Hours: 4 Lecture/Discussion

A comprehensive course that prepares students to develop appropriate behaviors, attitudes and skills required to be successful as an office professional. Theory and basic principles of employer-employee relations, coworker relations, diversity issues, ethnics, business ethics, effective work habits, TQM principles, word processing applications, recordkeeping and transcription skills will be developed through classroom instruction and collaborative learning. This subject matter will be treated with a scope and

BUSINESS

intensity which will require students to study and utilize the computer lab independently outside of class time.

Advisory On Recommended Preparation: ENGLISH 360 or equivalent college course with "C" or better, or eligibility for ENGLISH 251 determined by COS Placement Procedures; computer word processing skills; and intermediate keyboarding skills.

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.

Advisory On Recommended Preparation: ENGLISH 251 or BUS 293 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

BUS 268 ELECTRONIC CALCULATING 2 UNITS

Hours: 1 Lecture/Discussion

2 Lab

Material Fee: \$5.00

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.

Advisory On Recommended Preparation: BUS 395 or MATH 360 or equivalent college courses with "C" or better, or recent completion of an arithmetic class.

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 fundamentals 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.

Advisory On Recommended Preparation: ENGLISH 360 or equivalent college course with "C" or better, or eligibility for ENGLISH 251 determined by COS Placement Procedures.

Course Descriptions

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.

Advisory On Recommended Preparation: BUS 395 or MATH 360 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures.

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.

BUS 360 ELEMENTARY KEYBOARDING 1 UNIT

Hours: 9 Lecture/Discussion

17 Lab

Material Fee: \$5.00

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.

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: CHEM 20 or 253 or equivalent college course with "C" or better, or high school chemistry with "C" or better in both semesters; and MATH 230 or equivalent college course with "C" or better, or eligibility for MATH 21, 45, 61, 70, 75 or 154 determined by COS 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 and 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: CHEM 1 or equivalent college course with "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: CHEM 2 or equivalent college course with "C" or better.

Course Descriptions

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: CHEM 2 or 21 or equivalent college course with "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 or equivalent college course with "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: MATH 200 or 215 or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures.

Advisory On Recommended Preparation: CHEM 253 or equivalent college course with "C" or better, or high school chemistry with "C" or better in both semesters.

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: CHEM 20 or equivalent college course with "C" or better.

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.

Advisory On Recommended Preparation: MATH 200 or MATH 215 or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures.

CHILD DEVELOPMENT

CHLD DEV 39 CHILD DEVELOPMENT-DS 1 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 topical or 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 H EC 14.

CHLD DEV 42 CHILD, FAMILY AND SOCIETY-DS 2 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. This course is required for Children's Center Permit.

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. An appropriate course for students in education and social services.

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.

Course Descriptions

CHILD DEVELOPMENT

CHLD DEV 135 MUSIC EXPERIENCES IN EARLY CHILDHOOD EDUCATION- DS 3 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.

CHLD DEV 136 CHILDREN'S LITERATURE-DS 3 2 UNITS

Hours: 2 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.

CHLD DEV 137 SCIENCE EXPERIENCES IN EARLY CHILDHOOD EDUCATION-DS 3 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.

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 or in approved off-campus sites.

CHLD DEV 141 PRACTICE IN EARLY CHILDHOOD EDUCATION-DS 3 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.

Prerequisite: CHLD DEV 140 or equivalent college course with "C" or better.

CHILD DEVELOPMENT

CHLD DEV 143 ADMINISTRATION OF EARLY CHILDHOOD EDUCATION-DS 6 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.

Prerequisite: CHLD DEV 140 or equivalent college course with "C" or better.

Advisory On Recommended Preparation: CHLD DEV 141 or equivalent college course with "C" or better.

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 inservice, programs, parent and staff handbooks, grant writing, goal setting, marketing, business plans, evaluation and accreditation. Fulfills the state requirement for directors in licensed child care centers. CD 143 and 144 together fulfill the requirements for a California Supervisory Center Permit.

Prerequisites: CHLD DEV 143 or equivalent college course with "C" or better.

Advisory On Recommended Preparation: CHLD DEV 141 or equivalent college course with "C" or better.

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.

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.

CHLD DEV 147 INFANT/TODDLER-CHILD CARE-DS 4 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.

Course Descriptions

CHILD DEVELOPMENT

CHLD CHILD HEALTH 3 UNITS

DEV 148 AND SAFETY-DS 7

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.

CHLD CREATIVE 2 UNITS

DEV 149 ACTIVITIES FOR YOUNG CHILDREN-DS 3

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.

CHLD CREATIVE 2 UNITS

DEV 150 ACTIVITIES FOR YOUNG CHILDREN-DS 3

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.

CHLD SCHOOL-AGE 3 UNITS

DEV 152 CHILD CARE-DS 5

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.

CHLD INTRODUCTION TO EARLY 3 UNITS

DEV 154 INTERVENTION

Hours: 3 Lecture/Discussion

As an introductory course in early intervention, this course gives an overview of high risk and handicapped infants, birth to age three, and the treatments, strategies and techniques used to serve them, according to PL99-457. The course is designed to meet the training needs of educators, parents and care providers who will serve this special needs population. The course will cover parent/professional relationships, the normal grief process, identification and assessment, community resources, and development curriculum.

CHILD DEVELOPMENT

CHLD SCHOOL-AGE 3 UNITS

DEV 152 CHILD CARE-DS 5

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.

CHLD FAMILY DAY CARE 1 UNIT

DEV 156 MANAGEMENT

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.

CHLD FAMILY DAY CARE 1 UNIT

DEV 157 PRINCIPLES AND PRACTICES

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.

CHLD SUPERVISE 1-3 UNITS

DEV 190a-d PRACTICE

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.

Limitation On Enrollment: Permission of the department.

CHLD TOPICS IN CHILD 1-4 UNIT

**DEV 199 DEVELOPMENT/
EARLY CHILDHOOD EDUCATION**

Hours: Variable

Material Fee: \$5.00

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 TOPICS IN CHILD 1-4 UNIT

**DEV 299 DEVELOPMENT/
EARLY CHILDHOOD EDUCATION**

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.

Course Descriptions

CHILD DEVELOPMENT

CHLD INTRO TO CHILD DEVELOPMENT 3 UNITS
DEV 300

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.

Limitation On Enrollment: Must be enrolled in the SUCCESS Program.

CINEMA ARTS

CINEMA MOTION PICTURE 2 UNITS
ARTS 31 APPRECIATION

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 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 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 MOTION PICTURE 2 UNITS
ART 32 APPRECIATION

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 4 UNITS
5 TO COMPUTER INFORMATION SYSTEMS

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--word processing, spreadsheet and data base program. CAN BUS 6.

Advisory On Recommended Preparation: Keyboarding speed of 20 cwpm.

COMPUTER

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.

Advisory On Recommended Preparation: COMPUTER 5 or 131 or equivalent college course with "C" or better (at a minimum COMPUTER 5 or 131 should be taken concurrently); and keyboarding speed of 20 cwpm.

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 data files, and on-line systems. Formerly BUS 7.

CAN CSCI 8.

Advisory On Recommended Preparation: COMPUTER 5 or COMPUTER 131 or equivalent college course with "C" or better (at a minimum COMPUTER 5 or 131 should be taken concurrently); and keyboarding speed of 20 cwpm.

COMPUTER INTRODUCTION 4 UNITS
130 TO PERSONAL COMPUTERS
OPERATIONS:

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.

Advisory On Recommended Preparation: Keyboarding speed of 20 cwpm.

Course Descriptions

COMPUTER

COMPUTER DOS-Disk Operating System 3 UNITS
131

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.

Advisory On Recommended Preparation: Keyboarding speed of 20 cwpm.

COMPUTER ADVANCED DOS 2 UNITS
132

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.

Advisory On Recommended Preparation: COMPUTER 131 or equivalent college course with "C" or better.

COMPUTER DATABASE PROCESSING 4 UNITS
133

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.

Advisory On Recommended Preparation: COMPUTER 130 and 131 or equivalent college courses with "C" or better; and keyboarding speed of 20 cwpm.

COMPUTER

COMPUTER TELECOMMUNICATIONS 3 UNITS
134

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 to 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.

Advisory On Recommended Preparation: Computer 131 or equivalent college course with "C" or better, or recommendation of department.

Course Descriptions

COMPUTER

COMPUTER DESKTOP PUBLISHING 4 UNITS
135 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.

Advisory On Recommended Preparation: COMPUTER 131 or equivalent college course with "C" or better; and ENGLISH 360 or equivalent college course with "C" or better, or eligibility for ENGLISH 251 determined by COS Placement Procedures; and intermediate keyboarding skills.

COMPUTER WORD PROCESSING USING 3 UNITS
136 WORD PERFECT

Hours: 3 Lecture/Discussion

Materials Fee: \$7.00

The course is designed to teach the student the WordPerfect word processing program. The pace of the course assumes the student has an entry-level typing skill. This course requires additional computer time. This competency-based course will familiarize the student with advanced operations using proper formatting procedures. An emphasis is placed on language arts skills, proofreading, producing mailable copies (error free), and various applications of information/word processing. This course is designed to fulfill the requirement for the Word Processing Certificate.

Advisory On Recommended Preparation: ENGLISH 360 or equivalent college course with "C" or better, or eligibility for ENGLISH 251 determined by COS Placement Procedures; and computer experience; and intermediate keyboarding skills.

COMPUTER SPREADSHEET DESIGN 3 UNITS
138 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.

Advisory On Recommended Preparation: Keyboarding speed of 20 cwpm and microcomputer experience.

COMPUTER

COMPUTER WINDOWS 2 UNITS
139

Hours: 2 Lecture

Materials Fee: \$7.00

This course is designed to teach the Windows software program. Students will learn beginning to advanced features of Windows including: getting started and exploring Windows, managing printing, and customizing Windows. An additional two to four hours of computer time will be needed each week to enable a student to complete his/her assignments.

Advisory On Recommended Preparation: Computer 131 or equivalent college course with "C" or better; and keyboarding speed of 20 cwpm.

COMPUTER COMPUTER ACCOUNTING 3 UNITS
210

Hours: 3 Lecture

Cross Ref: Acct 210

Material Fee: \$7.00

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.

Advisory On Recommended Preparation: ACCT 1 or 201 or equivalent college course with "C" or better; and microcomputer experience.

COMPUTER INTRODUCTION TO THE 1 UNIT
304 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.

Advisory On Recommended Preparation: Keyboarding speed of 20 cwpm.

Course Descriptions

COMPUTER

COMPUTER INTRODUCTION TO WORDPERFECT 1 UNIT
306
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.

Advisory On Recommended Preparation: Keyboarding speed of 20 c/wpm.

COMPUTER FUNDAMENTALS OF KEYBOARDING AND COMPUTER SKILLS 3 UNITS
351
Hours: 3 Lecture/Discussion

Materials Fee: \$8.00

This SUCCESS Program course, introduced on the IBM Personal Computer is 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.

Limitation On Enrollment: 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. CAN ART 14

CFS 7 COLOR AND DESIGN 3 UNITS
Hours: 2 Lecture/Discussion
 2 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.

Advisory On Recommended Preparation: ART/CFS6 or equivalent college course with "C" or better.

CONSUMER FAMILY STUDIES

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.

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. CAN H EC 12.

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.

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.

Limitation On Enrollment: 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.

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.

Course Descriptions

CONSUMER FAMILY STUDIES

**CFS 300 INTRODUCTION TO CONSUMER/ 3 UNITS
FAMILY STUDIES**

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.

COSMETOLOGY

**COSMETOL BASIC COSMETOLOGY 12 UNITS
261**

**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.

Limitation On Enrollment: Admission into the Cosmetology Program.

**COSMETOL INTERMEDIATE COSMETOLOGY 12 UNITS
262**

**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.

Limitation On Enrollment: Admission to the Cosmetology Program.

**COSMETOL ADVANCED COSMETOLOGY 10 UNITS
263**

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.

Limitation On Enrollment: 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 ELEMENTS OF 3 UNITS
101 DAIRYING**

**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.

**DAIRY PRINCIPLES OF 3 UNITS
102 MILK PRODUCTION**

**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 use of antibiotics in dairy cattle.

**DAIRY COMMERCIAL 3 UNITS
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.

**DAIRY BREEDING AND 3 UNITS
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.

Course Descriptions

DAIRY SCIENCE

DAIRY 105a-d DAIRY CATTLE SELECTION, JUDGING AND SHOWING 1 UNIT
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.

DAIRY 106a-b INTRODUCTION TO DAIRY PRODUCTS TECHNOLOGY 3 UNITS
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 107a-d PRACTICAL SKILLS IN DAIRYING 1 UNIT
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 108 DAIRY NUTRITION 3 UNITS
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.

DAIRY SCI 200 APPLIED MECHANICS IN DAIRY SCIENCE 2 UNITS
Hours: 2 Lecture/Discussion
 2 Lab

This course is designed to be part of the Dairy Herdperson's Certificate at COS. The course will focus on the various types of equipment used in the dairy industry today. Basic welding and repair of commonly found equipment and fences on dairies, service and maintenance of dairy equipment such as feed wagons, tractors, skip loaders and trailers will be covered. Barn equipment service and repair will be shown on items such as vacuum pumps, milk pumps, refrigeration equipment, basic electrical devices, pulsators and vacuum regulators. The dairy industry consists of a variety of mechanical devices that students should be able to provide maintenance for.

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 8a-d BEGINNING BALLET 1 UNIT
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 10 a-d MODERN DANCE 1 UNIT
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 12a-d JAZZ DANCE 1 UNIT
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 13a-b ADVANCED JAZZ DANCE 1 UNIT
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. **Advisory On Recommended Preparation:** DANCE 12a or equivalent college course with "C" or better, or recommendation from the department.

DANCE 16a-b BEGINNING TAP DANCE 1 UNIT
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 41a-d MUSICAL THEATER PERFORMANCE 2 UNITS
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

Course Descriptions

DANCE

DANCE 120a-d WORLD THEATRE AND DANCE 3 UNITS
Total Hours: 252
Hours: 36 Lecture/Discussion
216 Activity

CROSS REF: Theatre Arts 120a-d

Short Term Course. (ADDITIONAL FEES REQUIRED)

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

Material Fee: \$5.00

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.

Advisory On Recommended Preparation: DRAFT 200 or equivalent college course with "C" or better, or one year of high school drafting with "C" or better.

DRAFT 101 MANUFACTURING DESIGN GRAPHICS 4 UNITS
Hours: 3 Lecture/Discussion
2 Lab

Material Fee: \$5.00

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. **Advisory On Recommended Preparation:** Drafting 100 or equivalent college course with "C" or better.

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

Advisory On Recommended Preparation: DRAFT 100 or equivalent college course with "C" or better; and MATH 220 or equivalent college course with "C" or better or one year high school Geometry with "C" or better (at a minimum Math 220 should be taken concurrently).

DRAFT 110 INTRODUCTION TO COMPUTER ASSISTED DRAFTING 4 UNITS
Hours: 3 Lecture/Discussion
2 Lab

Material Fee: \$10.00

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.

Advisory On Recommended Preparation: DRAFT 200 or equivalent college course with "C" or better, or one year of high school drafting with "C" or better, or current employment as a drafter.

DRAFT 111 COMPUTER ASSISTED DRAFTING 4 UNITS
Hours: 3 Lecture/Discussion
2 Lab

Material Fee: \$10.00

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.

Prerequisite: Drafting 110 or equivalent college course with "C" or better.

DRAFT 114 INTRODUCTION TO AUTO CAD 4 UNITS
Hours: 3 Lecture/Discussion
3 Lab

Material Fee: \$10.00

This course introduces computer assisted drafting and design workstation hardware, operating systems, and software utilization. Students will set up and generate industrial and architectural drawings with the computer. Invaluable for anyone seeking the knowledge and skills for entry into: architecture, construction, engineering manufacturing, design, drafting and related computer applications. **Advisory On Recommended Preparation:** A recent (within 2 years) drafting class or current employment as a drafter.

Course Descriptions

DRAFTING

DRAFT 115 ADVANCED AUTO CAD 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

Material Fee: \$10.00

This course utilizes sophisticated computer software to expand upon the fundamental concepts of three dimensional visualization. The students will develop communication skills by generating pictorial drawings, 3-D drawings, surface models, solid models, renderings, and presentation graphics. This course is necessary for anyone seeking requisite knowledge and skills for entry into advertising, architecture, construction, drafting, engineering, interior design, manufacturing, technical illustration/rendering, and numerous computer design related fields.

Prerequisite: DRAFT 114 or equivalent college course with "C" or better.

DRAFT 120 INTRODUCTION TO COMPUTER ASSISTED ILLUSTRATION 3 UNITS

Hours: 3 Lecture/Discussion
2 Lab

Material Fee: \$10.00

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.

Advisory On Recommended Preparation: DRAFT 100 and 110 or equivalent college courses with "C" or better.

DRAFT 121 COMPUTER ASSISTED ILLUSTRATION 4 UNITS

Hours: 3 Lecture/Discussion
2 Lab

Material Fee: \$10.00

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.

Advisory On Recommended Preparation: DRAFT 111 and 120 or equivalent college courses with "C" or better.

DRAFTING

DRAFT 130 INTRODUCTION TO COMPUTER ASSISTED CABINET DESIGN 4 UNITS

Hours: 3 Lecture/Discussion
2 Lab

Material Fee: \$10.00

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 131 ADVANCED COMPUTER ASSISTED CABINET DESIGN 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

Material Fee: \$10.00

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 tests, estimates for labor and material, do job costing, and write job contracts. The student will also study the important aspects of: recreating the program parameters, changing the estimating information, changing lumber and labor costs, and saving cabinets to the library file of the program. This course is an invaluable career asset for people interested in architecture, construction, cabinet and furniture manufacturing, drafting, and computer applications.

Prerequisite: DRAFT 130 or equivalent college course with "C" or better.

DRAFT 160 GRAPHIC DESIGN 3 UNITS

Hours: 3 Lecture/Discussion
2 Lab

Material Fee: \$5.00

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

Material Fee: \$5.00

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.

Advisory On Recommended Preparation: DRAFT 160 or equivalent college course with "C" or better.

Course Descriptions

DRAFTING

DRAFT 170 COMPUTER ANIMATION 4 UNITS

Hours: 3 Lecture/Discussion

3 Lab

Material Fee: \$10.00

Computer Animation and Rendering is a "hands on" exploration of professional two and three dimensional animation and rendering software for personal computers. Students will learn to communicate their ideas with images and animations created on the personal computer with Autodesk Animator Pro and 3-D Studio. The animated presentations will be played on personal computers or output to video tape. The course will explore applications of computer animation and rendering for business, advertising, industry, law, the design professions, education, and personal expression.

DRAFT 200 BEGINNING MECHANICAL 2 UNITS

DRAWING

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 3 UNITS

DRAFTING

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.

Advisory On Recommended Preparation: DRAFT 200 or equivalent college course with "C" or better, or one year of high school drafting with "C" or better, or current employment as a drafter.

DRAFT 202 CIVIL ENGINEERING 3 UNITS

DESIGN

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 of county agency as a designer/drafter.

Advisory On Recommended Preparation: DRAFT 201 or equivalent college course with "C" or better, or current employment as a drafter.

DRAFT 203a-c INTRODUCTION TO COMPUTER 4 UNITS

ASSISTED CIVIL DRAFTING

Hours: 3 Lecture/Discussion

2 Lab

Material Fee: \$10.00

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.

Advisory On Recommended Preparation: DRAFT 110, 111, and 202 or equivalent college courses with "C" or better, or experience using CAD and recommendation of department.

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. CAN ECON 2.

Advisory On Recommended Preparation: Math 200 or 215 or equivalent college course with "C" or better, or one year high school algebra with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures.

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. CAN ECON 4.

Advisory On Recommended Preparation: Math 200 or MATH 215 or equivalent college course with "C" or better, or one year high school algebra with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures.

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.

Advisory On Recommended Preparation: MATH 200 or MATH 215 or equivalent college course with "C" or better, or one year high school algebra with "C" or better; and ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures. ELECT 110 should be taken concurrently.

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: ELECT 101 or equivalent college course with "C" or better.

Course Descriptions

ELECTRONICS

ELECT 103 SEMICONDUCTOR CIRCUITS 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: ELECT 102 or equivalent college course with "C" or better.

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. Students should also be able to qualify and pass the general class amateur radio license.

Prerequisites: ELECT 103 or equivalent college course with "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: ELECT 101 or 110 or equivalent college course with "C" or better (at a minimum ELECT 101 or 110 must be taken concurrently).

ELECT 107 TELEVISION/VCR REPAIR 3 UNITS

Hours: 2.5 Lecture/Discussion
2.5 Lab

Material Fee: \$3.00

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.

Advisory On Recommended Preparation: Concurrent enrollment in ELECT 103 or recommendation of department.

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: ELECT 107 or equivalent college course with "C" or better, or permission of department.

ELECTRONICS

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.

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: ELECT 101 and 110 or equivalent college courses with "C" or better, 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: ELECT 101 and 110 or equivalent college courses with "C" or better, 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.

Advisory On Recommended Preparation: Basic knowledge of electronic and digital circuits; and keyboarding skills.

Course Descriptions

ELECTRONICS

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: ELECT 102 and 103 or equivalent college courses with "C" or better, or permission of department.

ELECT 190a-d SUPERVISED PRACTICE 1-3 UNITS
(See *SUPERVISED PRACTICE*)

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.

ENABLER SKILLS

**ESKL ADAPTED COMPUTER TECHNOLOGY 1-3 UNITS
310a-d**

**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: MATH 70 or equivalent college course with "C" or better.

Corequisite: MATH 75.

Limitation on Enrollment: Acceptance into the Engineering Program.

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: ENGR 1 and MATH 75 or equivalent college courses with "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: ENGR 2, CHEM 1, MATH 76, PHYSICS 5 and ENGLISH 1 (Technical Writing) or equivalent college courses with "C" or better.

Corequisite: MATH 77 and PHYSICS 6.

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: ENGR 3, MATH 77 and PHYSICS 6 or equivalent college courses with "C" or better.

Corequisite: PHYSICS 7 and MATH 81.

Course Descriptions

ENGINEERING

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: MATH 70 or equivalent college course with "C" or better.

Corequisite: MATH 75.

ENGLISH

ENGLISH 1 COLLEGE READING AND COMPOSITION 3 UNITS

Hours: 3 Lecture/Discussion

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: ENGLISH 251 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures. Placement Testing requirement may be waived (see Matriculation Policies: Exemption Criteria for Assessment).

ENGLISH READING AND COMPOSITION - HONORS 4 UNITS

Hours: 4 Lecture/Discussion

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.

Prerequisites: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures. Placement Testing requirement may be waived (see Matriculation Policies: Exemption Criteria for Assessment).

Limitation On Enrollment: Acceptance into the Honors Program.

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: ENGLISH 1 or equivalent college course with "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 or equivalent college course with "C" or better.

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, an 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 or equivalent college course with "C" or better.

ENGLISH 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 14 a-b may be taken twice for credit. English 14a is a beginning course; 14b is a more advanced study of the same topics covered in 14a. After that it may be taken under the community service option.

CAN ENGL 6 includes 14a or 14b.

Prerequisite: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures. Placement Testing requirement may be waived (see Matriculation Policies: Exemption Criteria for Assessment).

Course Descriptions

ENGLISH

- 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 or equivalent college course with "C" or better.
- 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. Note: English 15 is not a requisite for English 16. CAN ENGL 10.
Prerequisite: ENGLISH 1 or equivalent college course with "C" or better.
- ENGLISH 17 NATIVE AMERICAN LITERATURE** 3 UNITS
Hours: 3 Lecture/Discussion
This course explores the images of Native Americans in literature, myths, short stories, essays, autobiographies, novels, poems, and "as-told-to" stories. This exploration may examine common stereotypes of Native Americans in various environments and cultures. Students will be encouraged to connect the course material with their own life experiences. Formerly ENGLISH 117.
Prerequisite: ENGLISH 1 or equivalent college course with "C" or better.
- 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.
Prerequisite: ENGLISH 1 or equivalent college course with "C" or better.
- 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.
Prerequisite: ENGLISH 1 or equivalent college course with "C" or better.
- 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. CAN ENGL 14.
Prerequisites: ENGLISH 1 or equivalent college course with "C" or better.

ENGLISH

- 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. CAN ENGL 16
Prerequisite: ENGLISH 1 or equivalent college course with "C" or better.
- ENGLISH 32 THE BIBLE AS LITERATURE** 3 UNITS
Hours: 3 Lecture/Discussion
A general survey of the history, biography, prophecy, narratives, poetry, and drama of the Old Testament and Apocrypha from a literary point of view, including some consideration of the historical background and influences.
Prerequisite: ENGLISH 1 or equivalent college course with "C" or better.
- 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 or equivalent college course with "C" or better.
- 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 or equivalent college course with "C" or better.
- 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 and 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 or equivalent college course with "C" or better.
Limitation On Enrollment: 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 or equivalent college course with "C" or better.

Course Descriptions

ENGLISH

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 CR/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.
Limitation On Enrollment: Concurrent enrollment in a college course with composition requirements.

ENGLISH FUNDAMENTALS OF 3 UNITS
251 COLLEGE WRITING
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.
Advisory On Recommended Preparation: ENGLISH 360 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or recommendation of department.

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.

ENGLISH DEVELOPMENTAL READING 3 UNITS
265a-b
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.
Advisory On Recommended Preparation: Recommendation through COS Placement Procedures, or recommendation of department. The Placement Test requirement may be waived.

ENGLISH

ENGLISH WRITING, READING, 6 UNITS
360 STUDY SKILLS
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.
Advisory On Recommended Preparation: ENGLISH 370 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or recommendation of department.

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.
Advisory On Recommended Preparation: Recommendation through COS Placement procedures, or recommendation of department. The placement test requirement may 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.
Advisory On Recommended Preparation: Recommendation through COS Placement Procedures or recommendation of department.

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.
Advisory On Recommended Preparation: ENGLISH 381 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or recommendation of department.

Course Descriptions

ENGLISH

ENGLISH 383 ENGLISH AS A SECOND LANGUAGE, INTERMEDIATE LEVEL 1 8 UNITS

Hours: 7 Lecture/Discussion
3 Lab

An intermediate English as a Second Language class for students who want to speak, read, and write English.

Advisory On Recommended Preparation: ENGLISH 382 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or recommendation of department.

ENGLISH 384 ENGLISH AS A SECOND LANGUAGE, INTERMEDIATE LEVEL 2 8 UNITS

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.

Advisory On Recommended Preparation: ENGLISH 383 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or recommendation of department.

ENGLISH 385 ADVANCED ENGLISH FOR BICULTURAL STUDENTS, LEVEL I 8 UNITS

Hours: 7 Lecture/Discussion
3 Lab

English 385 is the Level I advanced English class for bicultural students who want to improve their reading, writing, listening, and speaking skills.

Advisory On Recommended Preparation: ENGLISH 384 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or recommendation of department.

ENGLISH 386 ADVANCED ENGLISH FOR BICULTURAL STUDENTS, LEVEL 2 6 UNITS

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.

Advisory On Recommended Preparation: ENGLISH 385 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or recommendation of department.

ENVIRONMENTAL CONTROL TECHNOLOGY

ECT 180 ELECTRICITY AND CONTROL FOR HVAC 4 UNITS

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.

Advisory On Recommended Preparation: I&T 201 or equivalent college course with "C" or better.

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 troubleshoot 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.

Advisory On Recommended Preparation: I&T 201 or equivalent college course with "C" or better.

ECT 182 ADVANCED AIR 1 CONDITIONING - COMMERCIAL AND DOMESTIC 12 UNITS

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.

Advisory On Recommended Preparation: ECT 181 or equivalent college course with "C" or better.

ECT 200 INTRODUCTION TO INDUSTRIAL AMMONIA REFRIGERATION 3 UNITS

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.

Advisory On Recommended: ECT 260 or 181 or equivalent college course with "C" or better, or employment (past or current) by an industrial ammonia facility.

Course Descriptions

ENVIRONMENTAL CONTROL TECHNOLOGY

ECT 201 ADVANCED AMMONIA 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, troubleshooting, 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.

Advisory On Recommended Preparation: ECT 200 or equivalent college course with "C" or better, or employment (past or current) 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 CONDITIONING & REFRIGERATION - COMMERCIAL & DOMESTIC 2 UNITS

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.

Advisory On Recommended Preparation: ECT 260 or equivalent college course with "C" or better, or equivalent training/experience.

ECT 262 HEATING SYSTEMS AND CONTROLS 2 UNITS

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.

Advisory On Recommended Preparation: ECT 260 or equivalent college course with "C" or better, or equivalent training/experience.

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.

Advisory On Recommended Preparation: ECT 260 or equivalent college course with "C" or better, 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.

Advisory On Recommended Preparation: ECT 181 or equivalent college course with "C" or better.

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.

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.

Course Descriptions

FASHION

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. CAN HEC 6.

FASH CLOTHING 3 UNITS

160a-b CONSTRUCTION

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. CAN HEC 10 includes 160a only.

FASH TAILORING 3 UNITS

161a-b

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.

FASH CREATIVE 3 UNITS

162 PATTERN DESIGN

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.

Advisory On Recommended Preparation: Clothing construction experience.

FASH ADVANCED 2 UNITS

163 PATTERN DESIGN

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.

Advisory On Recommended Preparation: FASH 162 or equivalent college course with "C" or better.

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.

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.

Prerequisites: FASH 167 or equivalent college course with "C" or better.

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 FASHION ILLUSTRATION 3 UNITS

174a-b

Hours: 2 Lecture/Discussion
3 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.

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. CAN HEC 20.

FASH INTRODUCTION TO FASHION 3 UNITS

177 MERCHANDISING

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.

Course Descriptions

FASHION

FASH 178 VISUAL MERCHANDISING AND PROMOTION 3 UNITS
Hours: 2 Lecture/ Discussion 3 Lab

Material Fee: \$10.00

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.

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, counseling and other employment or volunteer situations where the student is expected to take a leadership role.

Limitation On Enrollment: 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.

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.

FASHION

FASH 299 TOPICS IN FASHION 1-4 UNIT
Hours: Variable
Material Fees: 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.

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.

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.

FIRE TEC 155 FIRE BEHAVIOR AND COMBUSTION 3 UNITS
Hours: 3 Lecture/Discussion

Theory and fundamentals of how and why fires start, spread, and are controlled; an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques. This is one of the first courses a student should take in the sequence of fire technology classes. Formerly Fundamentals of Fire Protection Chemistry.

Prerequisite: FIRE TEC 159 or equivalent college course with a grade of "C" or better.

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 159 or equivalent college courses with "C" or better.

Course Descriptions

FIRE TECHNOLOGY

FIRE TEC FIRE PREVENTION TECHNOLOGY 3 UNITS 157

Hours: 3 Lecture/Discussion

Provides information regarding the philosophy of fire prevention, organization and operation of a fire prevention bureau, application 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: Fundamentals of Fire Prevention.

Prerequisite: FIRE TEC 159 or equivalent college course with a "C" or better.

FIRE TEC FIRE PROTECTION 3 UNITS 159 ORGANIZATION

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. One of five fundamental CORE courses for students pursuing a degree in fire technology. Formerly Introduction to Fire Technology.

FIRE TEC FIRE PROTECTION EQUIPMENT 3 UNITS 163 AND SYSTEMS

Hours: 3 Lecture/Discussion

One of the five fundamental CORE courses for students pursuing a degree in Fire Technology. 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. Formerly: Fundamentals of Fire Protection Systems and Equipment.

Prerequisite: FIRE TEC 159 or equivalent college course with a "C" or better.

FIRE TEC FIRE PREVENTION 1C 2 UNITS 164

Hours: Short term: A total of 40 Lecture/Discussion

This is the third 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 prevention. This course has more theory and more difficult research exercises than does Fire Prevention 1A or 1B.

Prerequisite: FIRE TEC 161 and FIRE TEC 162 or equivalent college course(s) with a "C" or better.

FIRE TEC BASIC 9 UNITS 170 FIRE FIGHTER I ACADEMY

Hours: Total 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.

Limitation On Enrollment: Currently affiliated with a fire service agency.

FIRE TECHNOLOGY

FIRE TEC S.F.M. FIRE 2 UNITS 171 INSTRUCTOR 1A

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.

FIRE TEC S.F.M. FIRE INSTRUCTOR 1B 2 UNITS 172

Hours: 40 Lecture/Discussion

Short Term Course

This course is recommended for Fire Service personnel having training responsibilities within their fire department. Techniques of Fire Service Instruction 1B 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.

Prerequisite: FIRE TEC 171 or equivalent college course with "C" or better.

FIRE TEC S.F.M. FIRE COMMAND 1A 2 UNITS 173

Hours: 40 Lecture/Discussion

Short Term Course

This course provides the Company Officer with information and experience in command and control techniques at the scene of an emergency. 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 Marshall's Office. This course also 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. **Limitation On Enrollment:** Must be presently appointed to a fire service or related agency and is eligible for SFM fire officer or fire prevention officer upon completion of all required curriculum per the California Fire Service Training and Education System Policy Text.

FIRE TEC S.F.M. FIRE COMMAND 1B 2 UNITS 174

Hours: 40 Lecture/Discussion

Short Term Course

This course provides the Fire Company Officer with information and experience in command and control techniques at the scene of a Hazardous Materials emergency. The course emphasizes the ability to issue commands and how to respond to a command given by a higher authority during an emergency. It is part of the performance requirements for a Fire Service Officer.

Prerequisites: FIRE TEC 173 or equivalent college course with "C" or better.

Course Descriptions

FIRE TECHNOLOGY

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.

Limitation On Enrollment: Current affiliation with a fire service agency.

FIRE TEC S.F.M. FIRE INVESTIGATION 1A 2 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.

Limitation On Enrollment: Must be presently appointed to a fire service or related agency and is eligible for SFM fire officer or fire prevention officer upon completion of all required curriculum.

FIRE TEC S.F.M. 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 252 or equivalent college course with "C" or better.

FIRE TEC CSFM FIRE CONTROL 6 .5 UNITS
267

Hours: 16 Lecture/Discussion

Short Term Course

One of the fundamental elective courses for personnel pursuing the California State Fire Marshal's (CSFM) Fire Service Training and Education Program (FSTEP). Provides technical knowledge in the specialized subject of wildland fire control. It is part of the package funded by the Chancellor's Office. This class provides the student with the fundamentals of planning, organizing and developing strategies and tactics for mitigating wildland fires.

Prerequisite: Currently employed or volunteer fire fighter of an organized fire department of fire district per the California Fire Service Training and Education System Policy Text.

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.

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.

FOSTER DISRUPTIVE 0 UNITS
C 402 BEHAVIOR

Hours: Course totals 16 lecture hours.

Short Term Course

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.

FOSTER CHILD SEXUAL 0 UNITS
C 403 ABUSE

Hours: Course totals 12 lecture hours

Short Term Course

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.

FOSTER SPECIAL NEEDS 0 UNITS
C 404

Hours: Course totals 16 lecture hours

Short Term Course

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.

FOSTER ADULT 0 UNITS
C 405 INDEPENDENT LIVING

Hours: Course totals 28 lecture hours

Short Term Course

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.

Course Descriptions

FOSTER CARE

FOSTER YOUTH 0 UNITS
C 406 INDEPENDENT LIVING
Hours: Course totals 28 lecture hours

Short Term Course

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 CHILD 0 UNITS
C 407 ABUSE
Hours: Course totals 16 lecture hours

Short Term Course

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 FOSTER PARENT- 0 UNITS
C 408 CHILD HEALTH ISSUES
Hours: Course totals 12 lecture hours

Short Term Course

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 CONNECTING WITH PARENT 0 UNITS
C 409 SUPPORT SERVICES
Hours: Course totals 12 lecture hours

Short Term Course

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 FOSTER PARENT- 0 UNITS
C 410 CHILD SAFETY AND NUTRITION
Hours: Course totals 16 lecture hours

Short Term Course

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.

FOSTER FOSTER PARENT- 0 UNITS
C 411 TAKING CARE OF THE CAREGIVER
Hours: Course totals 16 lecture hours

Short Term Course

This course is designed to help caregivers cope with the stresses of providing quality foster care. The course will focus on learning to juggle priorities, dealing with difficult situations and multiple demands, handling stress, and learning how to effectively problem solve. Emphasis will be placed on the wellness of the caregiver. The rationale being that a caregiver that is unhealthy cannot provide the best of care for others.

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.

Prerequisite: FRENCH 1 or equivalent college course with "C" or better, or one year of high school French with "C" or better, 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.

Prerequisite: FRENCH 2 or equivalent college course with "C" or better, or two years of high school French with "C" or better, or permission of department.

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.

Prerequisite: FRENCH 3 or equivalent college course with "C" or better, or three years of high school French with "C" or better, or permission of department.

FRENCH 350 CONVERSATIONAL FRENCH I 3 UNITS
Hours: 3 Lecture/Discussion

This is the first conversational French course in a series of four 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.

Course Descriptions

FRENCH

FRENCH 351 CONVERSATIONAL FRENCH II 3 UNITS
Hours: 3 Lecture/Discussion

This is the second conversational French course in a series of four 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: FRENCH 350 or equivalent college course with "C" or better, or permission of department.

FRENCH 352 CONVERSATION FRENCH III 3 UNITS
Hours: 3 Lecture/Discussion

This is the third conversational French course in a series of four 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

Prerequisite: FRENCH 351 or equivalent college course with "C" or better, or permission of department.

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.

Prerequisite: FRENCH 352 or equivalent college course with "C" or better, 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.

Advisory On Recommended Preparation: MATH 200 or MATH 215 or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures; and ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

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.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

GEOGRAPHY

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

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

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.

Advisory On Recommended Preparation: MATH 200 or 215 or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures; and ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

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. **Advisory On Recommended Preparation:** Math 200 or 215 or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures; and ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

GEOLOGY FIELD GEOLOGY OF 1 UNIT
351 A PORTION OF THE MOJAVE DESERT
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.

Corequisite: GEOLOGY 1 or 12.

Course Descriptions

HEALTH AND WELLNESS (Hygiene)

GEOLOGY

GEOLOGY FIELD GEOLOGY 1 UNIT
352 BETWEEN VISALIA AND THE CENTRAL CALIFORNIA COAST

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.
Corequisite: GEOLOGY 1 or 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: GERMAN 350 or equivalent college course with "C" or better, 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.

Prerequisite: GERMAN 351 or equivalent college course with "C" or better, or permission of department.

HW 1 PERSONAL HYGIENE 3 UNITS

Hours: 3 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 3 UNITS

Hours: 3 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 7 SPORTS HEALTH 3 UNITS

Hours: 3 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 60 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.

HW 104 DRUGS AND SOCIETY 3 UNITS

Hours: 3 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. Formerly HYGIENE 104.

HW 119 NUTRITION FOR FITNESS, EXERCISE, AND SPORTS 3 UNITS

Hours: 3 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

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. CAN HIST 2.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

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 CAN HIST 4.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

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.

Advisory On Recommended Preparation: ENGLISH 1 or equivalent college course with "C" or better.

Limitation On Enrollment: Acceptance into the Honors Program or permission of department.

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. CAN HIST 8.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

HISTORY

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. CAN HIST 10. **Advisory On Recommended Preparation:** ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

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 17BH.

Prerequisite: ENGLISH 1 or equivalent college course with "C" or better.

Limitation On Enrollment: Acceptance into the Honors Program.

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.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

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.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

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.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

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.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

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. **Advisory On Recommended Preparation:** ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

HUMAN DEVELOPMENT

HUM STUDENT SUCCESS 2 UNITS
DEV 120

Hours: 2 Lecture/Discussion

Short Term Class - 32 total hours

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.

Limitation On Enrollment: Must be enrolled in the EOP&S Summer Readiness Program, or EOP&S student with permission of the 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.

Advisory On Recommended Preparation: PSYCH 1 or equivalent college course with "C" or better; and ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

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.

Limitation On Enrollment: 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 4 UNITS 1H

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.

Limitation on Enrollment: Acceptance into the Honors Program.

HUMANITIES THE WORLD OF LATINO-AMERICA 4 UNITS 2H

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.

Limitation On Enrollment: Acceptance into the Honors Program, or permission of department.

HUMANITIES INTRO TO HUMANITIES 3 UNITS 301

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.

Limitation On Enrollment: Must be enrolled in the SUCCESS PROGRAM.

HUMAN SERVICES

HUM SER INTRODUCTION 3 UNITS 120 TO SOCIAL WELFARE

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 4 UNITS 121

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 3 UNITS 122 OF HUMAN SERVICES

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, 2 UNITS 228 TREATMENT, AND RECOVERY

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 2 UNITS 229 ASPECTS OF DRUG USE

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.

Limitation On Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, student must file an Independent Study form through the Admissions Office to obtain approval to enroll.

IND ST INDEPENDENT STUDY UNITS: Variable 151 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.

Limitation On Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, student must file an Independent Study form through the Admissions Office to obtain approval to enroll.

Course Descriptions

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.

Limitation On Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, student must file an Independent Study form through the Admissions.

INDUSTRY AND TECHNOLOGY

I & T 100a-b INDUSTRIAL MAINTENANCE TECHNOLOGY, OPTION A 13 UNITS

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

Material Fee: \$5.00

This employment oriented class will provide the students with knowledge and skills in the areas of: basic electrical theory and application, machine tool operation, welding, hydraulics/pneumatics, refrigeration, motor controls, electrical wiring, and programmable logic controllers. Industrial Maintenance Technology, Option A, requires two semesters of 425 hours each to obtain a Maintenance Technician Certificate. The class will meet for five hours per day, five days per week.

I & T 105a-d INDUSTRIAL MAINTENANCE TECHNOLOGY, OPTION B 4 UNITS

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

Material Fee: \$5.00

This employment oriented class will provide the students with knowledge and skills in the areas of: basic electricity, industrial electrical controls, programmable logic controllers, instrumentation, pneumatics and hydraulics, machine tool operation, refrigeration principles, and welding practices. This course parallels the day time Industrial Maintenance Technology course but is offered in a four semester night class format. Industrial Maintenance Technology, Option B, requires four semesters of course work and work experience to complete the certification requirements (the course may be taken without work experience, if the student does not desire a certificate), and the four semester sequence may be started any semester.

I & T 120 INTRODUCTION TO HAZARDOUS MATERIALS & SAFETY TECHNOLOGY 3 UNITS

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.

INDUSTRY AND TECHNOLOGY

I & T 130 HAZARDOUS MATERIALS AWARENESS AND SAFETY 1.5 UNITS

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 142 AIR CONDITIONING SHEET METAL 3 UNITS

**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: DRAFT 100 or equivalent college course with "C" or better.

I & T 143 ADVANCED AIR CONDITIONING DUCT SHEET METAL 3 UNITS

**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.

Advisory On Recommended Preparation: I&T 142 or equivalent college course with "C" or better.

I & T 160 TECHNICAL COMPUTER APPLICATIONS 2 UNITS

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

Short Term Class: Meets 9 weeks

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, programing and graphics applications, as well as software used in the building trades, architecture, industrial maintenance, electronics, automotive, and control systems.

Course Descriptions

INDUSTRY AND TECHNOLOGY

I & T 161 DESKTOP VIDEO DIGITAL PRODUCTION 4 UNITS

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

In this course, students shall learn the latest technologies of digital desktop video production. This class shall be a benefit to anybody in developing any type of video presentation. Students shall be able to create video productions combining 4 track audio, single track special effects and desktop graphic presentation. Students shall leave the class with the skills to enter the workplace as a desktop video producer. During the process of creating digital videos, students will have the opportunity to explore and experiment with different images to make their own visual statement. Students are expected to complete a series of required tutorials which shall allow them to understand the complexities of digital video production.

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 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.

I & T 190a-b SUPERVISED PRACTICE 1-3 UNITS
(See SUPERVISED PRACTICE)

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.

INDUSTRY AND TECHNOLOGY

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.

Advisory On Recommended Preparation: At least two semesters of an Industry and Technology program or equivalent experience.

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 2 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.

Prerequisite: I&T 270 or equivalent college course with "C" or better, or permission of department.

Course Descriptions

INDUSTRY AND TECHNOLOGY

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.

Prerequisites: I&T 271 or equivalent college course with "C" or better, or permission 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.

Advisory On Recommended Preparation: Basic electrical and mechanical knowledge; and 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.

Prerequisite: I&T 273 or equivalent college course with "C" or better, or experience in industrial controls and permission of department.

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.

Advisory On Recommended Preparation: ELECT 101 and 102 or equivalent college courses with "C" or better, or recommendation 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.

INDUSTRY AND TECHNOLOGY

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. **Limitation On Enrollment:** Must be enrolled in SUCCESS Program.

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.

Advisory On Recommended Preparation: ENGLISH 360 or equivalent college course with "C" or better, or eligibility for ENGLISH 251 determined by COS Placement Procedures.

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: INS 121 or equivalent college course with "C" or better.

Advisory On Recommended Preparation: ENGLISH 360 or equivalent college course with "C" or better, or eligibility for ENGLISH 251 determined by COS Placement Procedures.

INTERCOLLEGIATE ATHLETICS

IA 1a-d INTERCOLLEGIATE ATHLETICS-BASEBALL - MEN'S 2 UNITS

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.

Course Descriptions

INTERCOLLEGIATE ATHLETICS

IA 2a-d INTERCOLLEGIATE BASKETBALL - MEN 1 UNIT

**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.

IA 3a-d INTERCOLLEGIATE BASKETBALL - WOMEN 1 UNIT

**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.

IA 6a-d INTERCOLLEGIATE ATHLETICS - FOOTBALL 2 UNITS

**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 ATHLETICS - GOLF 2 UNITS

**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.

IA 8a-d INTERCOLLEGIATE ATHLETICS - WOMEN'S SOFTBALL 2 UNITS

**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.

IA 11a-d INTERCOLLEGIATE ATHLETICS - TENNIS - MEN'S 2 UNITS

**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.

INTERCOLLEGIATE ATHLETICS

IA 12a-d INTERCOLLEGIATE ATHLETICS - TENNIS - WOMEN'S 2 UNITS

**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.

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 continued 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 complete successfully at the community college level.

Course Descriptions

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.

Limitation On Enrollment: 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.

Limitation On Enrollment: 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.

Limitation On Enrollment: 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.

Limitation On Enrollment: Acceptance into local community leadership program.

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.

**INT SPACE PLANNING FUNDAMENTALS 3 UNITS
DES 122**

Hours: 1 Lecture/Discussion

5 Lab

1 Assigned Homework

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.

**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.

Limitation On Enrollment: Permission of the department.

**INT TOPICS IN INTERIOR DESIGN 1-4 UNIT
DES 199**

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 INTERIOR DESIGN 1-4 UNIT
DES 299**

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.

Course Descriptions

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.

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 equivalent college course with "C" or better, or permission of department.

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 equivalent college course with "C" or better, or permission of department.

JOURNALISM

JOURNAL 1 BEGINNING NEWSWRITING 3 UNITS

Hours: 3 Lecture/Discussion
2 Lab

A comprehensive approach to learning the fundamentals of news writing. The course covers all phases of production of news and feature stories. Source development, interviewing techniques, and writing, organizing, and editing a story for publication, as well as the development of news judgment, will be covered. CAN JOUR 2.

Prerequisites: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures. Placement Testing requirement may be waived (see Matriculation Policies: Exemption Criteria for Assessment).

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.

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: JOURNAL 1 or equivalent college course with "C" or better.

JOURNAL EDITORIAL BOARD 2 UNIT

104 a-d

Hours: 2 Lecture
1 Lab

This course provides 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: JOURNAL 1 and 103 or equivalent college courses with "C" or better.

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.

Advisory On Recommended Preparation: PHOTO 1 or equivalent college course with "C" or better.

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.

Course Descriptions

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.

Prerequisite: LDRSHP TRN 101 or BUS 138 or equivalent college course with a passing grade.

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.

Advisory On Recommended Preparation: 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.

Advisory On Recommended Preparation: 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 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.

Advisory On Recommended Preparation: 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.

Advisory On Recommended Preparation: 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 SEQUENCING 1-3 UNIT
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.

Advisory On Recommended Preparation: 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 1 UNIT

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.

LIBRARY 102 INTERNET INFORMATION RESOURCES 1 UNIT

Hours: 3 Lecture/Discussion
Short Term Course: 6 Weeks

This course is designed to give students the skills they need to access Internet information resources, and to use the Internet as a gateway to other remote databases. It includes instruction and hands-on practice with Internet features such as File Transfer Protocol, Telnet remote database access, Gopher searching (including keyword search methods such as Veronica and Archie, as well as WorldWideWeb, WAIS and other Gopher searching techniques), Listservs and Internet e-mail. Course content will grow and change along with the Internet itself.

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: MATH 70 or equivalent college course with "C" or better, or eligibility for MATH 61 or 75 determined by COS 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: MATH 15 or equivalent college course with "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

MATHEMATICS

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: MATH 230 or equivalent college course with "C" or better; or eligibility determined by COS Placement Procedures. Placement Testing requirement may be waived (see Matriculation Policies; Exemption Criteria for Assessment).

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. CAN MATH 2.

Prerequisite: MATH 230 or equivalent college course with "C" or better; or eligibility determined by COS Placement Procedures. Placement Testing requirement may be waived (see Matriculation Policies; Exemption Criteria for Assessment).

MATH 61 SURVEY OF CALCULUS 1 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: MATH 70 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures. Placement Testing requirement may be waived (see Matriculation Policies; Exemption Criteria for Assessment).

MATH 62 SURVEY OF CALCULUS 2 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: MATH 61 or equivalent college course with "C" or better.

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: MATH 154 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures. Placement Testing requirement may be waived (see Matriculation Policies: Exemption Criteria for Assessment).

MATH 75 CALCULUS WITH ANALYTIC GEOMETRY 1 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 includes: 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 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures. Placement testing requirement may be waived (see Matriculation Policies: Exemption Criteria for Assessment).

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: MATH 75 or equivalent college course with "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: MATH 76 or equivalent college course with "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: MATH 62 or MATH 76 or equivalent college course with "C" or better.

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: MATH 77 or equivalent college courses with "C" or better.

Advisory On Recommended Preparation: MATH 80 or equivalent college course with "C" or better.

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: MATH 230 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures.

Advisory On Recommended Preparation: MATH 220 or equivalent college course with "C" or better, or high school geometry with "C" or better in both semesters.

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.

Advisory On Recommended Preparation: MATH 360 or equivalent college course with "C" or better, or eligibility determined by COS 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.

Advisory On Recommended Preparation: MATH 360 or equivalent college course with "C" or better, or eligibility determined by COS Placements Procedures.

Course Descriptions

MATHEMATICS

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: MATH 210 with "C" or better.

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: MATH 200 or 215 or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures.

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: MATH 200 or 215 or equivalent college course with a grade of "C" or better, or eligibility determined by COS Placement Procedures.

MATH 235 MATHEMATICS FOR MATH-RELATED MAJORS 4 UNITS

Hours: 4 Lecture/Discussion

An intensive one-semester course in college algebra and elementary functions covering: linear and quadratic equations and inequalities in one and two variables; polynomial, rational, exponential, radical, and logarithmic functions; problem-solving, and graphing. This course is intended for students planning on a mathematics, engineering, or science major.

Prerequisite: Completion of MATH 200 or 210 and 215 with a grade of "C" or better, or eligibility determined by COS 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.

Advisory On Recommended Preparation: Recommendation through COS Placement Procedures. The Placement Test requirement may 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.

METEOROLOGY

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures; and MATH 200 or 215 or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures.

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.

CAN MUS 2.

Advisory On Recommended Preparation: MUSIC 1 or equivalent college course with "C" or better; and instrumental or vocal performance 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.

CAN MUS 4.

Prerequisite: MUSIC 4 or equivalent college course with "C" or better; and instrumental or vocal performance 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: MUSIC 5 or equivalent college course with "C" or better; and instrumental or vocal performance 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: MUSIC 6 or equivalent college course with "C" or better; and instrumental or vocal performance and/or class piano.

MUSIC 8a-b ORCHESTRATION 3 UNITS

8a-b

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.

Advisory On Recommended Preparation: MUSIC 4 and 5 or equivalent college courses with "C" or better.

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 11 APPRECIATION JAZZ 3 UNITS

Hours: 3 Lecture/Discussion

Designed to aid the average student in developing a better understanding and enjoyment of jazz and music in general. Includes (1) the elements of music, (2) a chronological survey of jazz performers and composers from the 1890's to the present, and (3) an introduction to the beginnings of rock and country music. Formerly MUSIC 112.

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

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.

Advisory On Recommended Preparation: MUSIC 20 or equivalent college course with "C" or better, or one year of private piano instruction

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.

Advisory On Recommended Preparation: MUSIC 21 or equivalent college course with "C" or better, or more than one year of private 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.

Limitation On Enrollment: Audition by department; intended for students with one year keyboard in either piano, organ or accordion.

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.

Course Descriptions

MUSIC

- MUSIC 31a-b INTERMEDIATE VOICE CLASS 1 UNIT**
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. Formerly MUSIC 131a-b.
Prerequisite: MUSIC 30 or equivalent college course with "C" or better, or permission of department.
- 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 with 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.
Limitation On Enrollment: Audition by department.
- MUSIC 36a-d CHAMBER SINGERS 2 UNITS**
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.
Limitation On Enrollment: Audition by department.
- MUSIC 40a-d PERFORMANCE MUSIC 1 UNIT**
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.
Limitation On Enrollment: Audition by department.
- MUSIC 50a-d STRING INSTRUMENTS 1 UNITS**
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.

MUSIC

- MUSIC 52a-d STRING ORCHESTRA 1 UNIT**
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.
Limitation On Enrollment: Audition by department; intended for students who play a string instrument.
- MUSIC 54a-d SYMPHONY ORCHESTRA 2 UNITS**
Hours: 1 Lecture/Discussion
2 Lab
 The study and performance of symphonic music.
Limitation On Enrollment: Audition with department.
- MUSIC 60a-d BRASS INSTRUMENTS 1 UNIT**
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.
Advisory On Recommended Preparation: Knowledge of one or more instruments.
- MUSIC 61a-d PERCUSSION INSTRUMENTS 1 UNIT**
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.
Advisory On Recommended Preparation: Knowledge of one or more instruments.
- MUSIC 62 a-d WOODWINDS INSTRUMENTS 1 UNIT**
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.
Advisory On Recommended Preparation: Knowledge on one or more instruments.

Course Descriptions

MUSIC

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.

Limitation On Enrollment: Audition by 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.

Limitation On Enrollment: Audition by department; intended for advanced musicians of jazz band instruments.

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.

Limitation On Enrollment: Audition by department; intended for advanced musicians of band instruments.

MUSIC MARCHING BAND 1 UNIT

75a-d

Hours: 6 Lab
CROSS REF: PE 41a-d

Material 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 MUSIC 18a-d.

Limitation On Enrollment: Audition by department; intended for advanced musicians of band instruments.

MUSIC

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.

Advisory On Recommended Preparation: MUSIC 75a or equivalent college course with "C" or better (MUSIC 75a may be taken concurrently).

Limitation On Enrollment: Audition by department; intended for advanced musicians of band instruments.

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 (8 weeks , 15 hrs. per week)

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.

Limitation On Enrollment: Audition by department; intended for advanced musicians of orchestral instruments.

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.

Limitation On Enrollment: Audition by department; intended for advanced musicians of jazz band instruments.

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.

Limitation On Enrollment: Audition by department; intended for advanced musicians of jazz band instruments.

Course Descriptions

MUSIC

MUSIC 97a-d MUSICAL THEATRE PERFORMANCE 2 UNITS
Hours: 120 Activity (8 weeks, 15 hrs. per week)
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 113 MUSIC OF THE WORLD 3 UNITS
Hours: 3 Lecture/Discussion
 A survey of the traditional and popular musics of the world. It begins with a study of the elements of music, and continues with a survey of musical genres and styles of the Americas, Sub-Saharan Africa, Northern Africa and the Middle East, Europe, Asia, and the Pacific Islands. Various fusions of these regional styles are also discussed.

MUSIC 125 a-d FIELD STUDIES IN MUSIC 2 UNITS
Hours: 36 Lecture/Discussion
 108 Lab
Short Term Course: 17 days **FEE REQUIRED**
 A critical analysis of the Performing Arts (Musical concerts, plays, etc.) from an audience perspective. Elements of Early Instrumentation, Musical Styles and form in various periods as they relate to Music History will be explored. Students will travel to England, Scotland, and Wales, or other sites to attend concerts, plays, museums, musicals, and new cathedral organ installations, and castle artifacts. Fee will cover round trip air fare, transfers to and from airport, hotel room, and concert entrance fees.

MUSIC 174a-d JAZZ COMBO 2 UNITS
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.
Limitation On Enrollment: Audition by department; intended for advanced musicians of jazz band instruments.

MUSIC 183a-d NIGHT STUDIO BAND 1 UNIT
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.
Limitation On Enrollment: Audition by department; intended for advanced musicians of jazz band instruments.

MUSIC

MUSIC 201a-b BEGINNING GUITAR 1 UNIT
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.
Advisory On Recommended Preparation: MUSIC 201 or equivalent college course with "C" or better; or ability to read and play simple melodies using all strings and play chords in the first position.

MUSIC 203a-d ADVANCED GUITAR 1 UNIT
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.
Advisory On Recommended Preparation: MUSIC 202 or equivalent college course with "C" or better, or recommendation of department.

MUSIC 224a-d KEYBOARD ACCOMPANIMENT 1 UNIT
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.
Limitation On Enrollment: Audition by department.

MUSIC 231 SIGHT SINGING AND BASIC FUNDAMENTALS OF MUSIC 1 UNIT
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.

Course Descriptions

MUSIC

MUSIC MADRIGAL DINNER 1 UNIT

242a-d

Hours: 60 Activity (15 hrs. per week, 4 weeks)

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.

Limitation On Enrollment: Audition by department; intended for advanced musicians of Dixieland band instruments.

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.

Advisory On Recommended Preparation: Intended for all interested instrumental band musicians.

MUSIC INTRODUCTION TO MUSIC 3 UNITS

301

Hours: 3 Lecture/Discussion

This is a precollegiate course designed to help students develop the competence and confidence necessary for successful college study in both academic and vocational courses. It is an introductory course with a broad focus. Topics will be covered in media presentation, primarily videos, and in discussions. Selected composers, performers, and styles (including classical, popular and international) will be explored as reflections of their cultural contexts.

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.

Limitation On Enrollment: Audition by department; intended for advanced musicians of jazz band instruments.

NURSING

NURSING REGISTERED NURSING THEORY 11 UNITS 101

Hours: 6 Lecture/Discussion

15 Lab

Materials Fee: \$25.00

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 the meaning of nursing in health and disease. It includes studies of physical and mental health, interpersonal relationships, legal aspects of nursing and the principles and techniques of patient centered care. The student will give nursing care to selected patients, under supervision in the clinical area.

Prerequisites: BIOLOGY 30, 31, 40, CHEM 20, NUTR/FOOD 18 and ENGLISH 1 or equivalent college courses with "C" or better.

Limitation On Enrollment: Acceptance into the Registered Nursing Program.

NURSING REGISTERED NURSING THEORY 12 UNITS 102

Hours: 6 Lecture/Discussion

18 Lab

Materials Fee: \$56.00

This second semester Registered Nurse course is a study of the application of the nursing process to meet human needs of the basic medical-surgical client in the acute care setting and psychiatric clients in both in-patient and out-patient settings. Clinical experience focuses on providing for physiologic and emotional needs in the client with psychiatric, surgical, or oncologic problems.

Prerequisite: NURSING 101 and 122 or equivalent college course with "C" or better. PSYCH 1, SPEECH 1 or SPEECH 4, NURSING 106.

NURSING REGISTERED NURSING THEORY 12 UNITS 103

Hours: 6 Lecture/Discussion

18 Lab

Materials Fee: \$25.00

This third semester Registered Nurse course is an advanced study of the application of the nursing process to meet human needs of the medical surgical client in acute and rehabilitative health care setting, and of primary care to the perinatal client and family. In-patient and out-patient facilities are utilized for laboratory experience. Clinical experience focuses on providing for physiological and emotional needs in the cardiopulmonary, neurological, intensive care, and perinatal client.

Prerequisites: NURSING 102 and or equivalent college course with "C" or better, or licensure as a Vocational Nurse and NURSING 122 or equivalent with "C" or better.

Course Descriptions

NURSING

NURSING REGISTERED NURSING THEORY 13 UNITS 104

Hours: 6 Lecture/Discussion
21 Lab

Material Fee: \$28.00

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 or equivalent college course with "C" or better.

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. **Advisory On Recommended Preparation:** ENGLISH 1 or equivalent college course with "C" or better.

NURSING PHARMACOLOGY 1 UNIT 110

Hours: 1 Lecture/Discussion

This course is the study of pharmacologic agents, their action, uses, implications and related human needs 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.

Prerequisites: NURSING 101 and 122 or equivalent college courses with "C" or better.

NURSING PERIOPERATIVE 5 UNITS 120 NURSING

Hours: 8 Lecture/Discussion
16 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.

Prerequisite: NURSING 101 and 122 or equivalent college courses with "C" or better, or permission of department.

NURSING FOUNDATIONS OF 2 UNITS 122 NURSING PRACTICE

Hours: 1 Lecture/Discussion
3 Lab

Based on the human needs approach, this course provides the foundation for nursing practice. Nursing practice is implemented through the nursing process, which is a systematic method of problem solving used to identify individual needs of clients. The course emphasizes the assessment phase of the nursing process, incorporating both interviewing and physical assessment.

NURSING

Interviewing includes taking the health history as well as therapeutic communication. Physical assessment is accomplished by a review of anatomy and physiology of the human body, and techniques of the physical examination with emphasis on recognition of normal parameters. The acquisition of these abilities leads the students to the development of nursing diagnoses.

Prerequisites : BIOLOGY 30, 31, 40, CHEM 20, NUTR/FOOD 18, and ENGLISH 1 or equivalent college courses with "C" or better.

Limitation On Enrollment: Acceptance into the Registered Nursing Program.

NURSING CARE OF THE 5 UNITS 125 PATIENT IN ICU

Hours: 8 Lecture/Discussion
16 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.

Prerequisites: NURSING 103 or equivalent college course with "C" or better, or licensure as a Vocational Nurse and permission of department.

NURSING SUPERVISED 3 UNITS 126 CLINICAL PRACTICE

Hours: 0 Lecture/Discussion
24 Lab

This course is designed for the ongoing Registered Nursing student, providing extended opportunity for laboratory practice. The student will use the nursing process to plan and implement nursing care for a variety of medical/surgical clients, utilizing skills at the student level of achievement. Under supervision, students will perform nursing skills and have opportunity for in-depth exploration of nursing practice in the clinical setting.

Advisory On Recommended Preparation: NURSING 101 or equivalent college course with "C" or better.

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.

Prerequisite: NURSING 101 or equivalent college course with "C" or better.

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.

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.

Course Descriptions

NURSING

NURSING PREPARING FOR THE 3 UNITS 310 RN PROGRAM

Hours: 8 Lecture/Discussion

This course is intended for students who have been accepted into the RN program and want to improve their likelihood of success in this rigorous course of study. Many students accepted into the RN program could benefit from this summer readiness course. Topics include: Review of applied math and technical writing, study skills and test taking techniques; critical reading of nursing journals and texts; nursing related library research; and overview of nursing history and medical terminology; and identification of on and off campus resources available to support adult learner success.

Limitation on Enrollment: Must be accepted into the Registered Nurse program.

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.

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, psychiatric nursing, 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. This course will be offered through Community Services in the future.

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.

NURSING

NURSING NURSING SKILLS LAB 0 UNITS 400a-d

Hours: 3 Lab

This course provides the student with 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.

Limitation On Enrollment: Must be enrolled in the COS Registered Nursing Program.

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.

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. 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.

Course Descriptions

NUTRITION/FOOD

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.

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.

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 manager; baking and pastry; banquets, buffets and catering; and speciality and gourmet cuisine.

Prerequisite: NUTR/FOOD 105 or equivalent college course with "C" or better.

NUTR/ SANITATION & SAFETY 2 UNIT

FOOD 107

Hours: 2 Lecture/Discussion

Basic concepts of sanitation and safety and their application in the food service industry. Federal, state and local regulations.

NUTR/ INTRO TO FOOD SERVICE 3 UNIT

FOOD 108 MANAGEMENT

**Hours: 3 Lecture/Discussion
2 Activity**

This class is designed to introduce students to general service management principles and provide knowledge and practice of those principles in a learning environment. Personnel supervision and training in foodservice will be covered. This class, with others in the certificated program, will prepare students for an introductory management position in a food service institution, restaurant, or hotel.

Advisory On Recommended Preparation: NUTR/FOOD 18, 105, and 107 or equivalent college courses with "C" or better.

NUTRITION/FOOD

NUTR/ FOOD SERVICE EXPERIENCE 1-4 UNITS

FOOD 109

Hours: 5-20 Activity

This course is designed to give the student learning experiences in a functioning food service operation and is designed to integrate with Food Service Practices. The student must have the approval of the coordinating instructor for food service experience.

Advisory On Recommended Preparation: NUTR/FOOD 107; and 101 or 105, or equivalent college courses with "C" or better.

Corequisite: NUTR/FOOD 110

NUTR/ FOOD SERVICE PRACTICES 1 UNIT

FOOD 110

Hours: 1 Lecture/Discussion

This course is designed to support students enrolled in Food Service Experience (Nutrition/Foods 109 or Nutrition/Foods 111). Students review and learn to write Measurable Learning Objectives, which are a method of establishing a plan of action to maximize learning opportunities at food service site experiences. Also various professional issues are covered including inter-personal communication and appropriate personal presentation at the work site.

Corequisite: NUTR/FOOD 109 or NUTR/FOOD 111

Advisory On Recommended Preparation: NUTR/FOOD 107; and 101 or 105, or equivalent college courses with "C" or better.

NUTR/ DIETETIC SERVICE SUPERVISOR 2-4 UNITS

FOOD 111 WORK EXPERIENCE

Hours: 10-20 Activity

This course is designed to give the student learning experiences in a functioning food service operation in a medical, extended care or similar facility. This is accomplished through training at a minimum of two different sites. The student must have the approval of the coordinating instructor for food service experience.

Corequisite: NUTR/FOOD 110

Advisory On Recommended Preparation: NUTR/FOOD 107; and 101 or 105, or equivalent college courses with "C" or better.

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. An appropriate course for students in education and social services.

NUTR/ NUTRITION FOR FITNESS, 3 UNITS

FOOD 119 EXERCISE, AND SPORTS

Hours: 3 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.

Course Descriptions

NUTRITION/FOOD

NUTR/ FOOD 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, counseling and other employment or volunteer situations where the student is expected to take a leadership role.

Limitation On Enrollment: Permission of the department.

NUTR/ FOOD 199 TOPICS IN NUTRITION/FOODS 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.

NUTR/ FOOD 203 MODERN MEALS 2 UNITS

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.

NUTR/ FOOD 299 TOPICS IN NUTRITION/FOODS 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.

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.

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.

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.

ORNAMENTAL HORTICULTURE

OH 101 BASIC ORNAMENTAL HORTICULTURE 3 UNITS

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.

OH 104 NURSERY PRACTICES 3 UNITS

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.

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.

OH 108 LANDSCAPE CONSTRUCTION 3 UNITS

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.

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.

Course Descriptions

ORNAMENTAL HORTICULTURE

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.

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.

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.

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.

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.

ORNAMENTAL HORTICULTURE

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.

OH 120 DISEASES OF ORNAMENTALS 3 UNITS
Hours: 3 Lecture/Discussion
1 Lab

A diagnosis, analysis and management of plant 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 and preparing for Pest Control Advisor's license.

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 122 PESTS OF ORNAMENTALS 3 UNITS
Hours: 3 Lecture/Discussion
1 Lab

This course teaches the elements of diagnosis, analysis and management of plant pests. Principles of controlling pests including biological, cultural, physical, mechanical, and chemical are discussed. Pesticide safety, formulation, and methods of application are also presented. This course is an integral part of the Ornamental Horticulture and Pest Management Programs, intended for two-year or transfer students and those preparing for Pest Control Advisor's license.

OH 123 SILK & DRIED FLORAL DESIGN 3 UNITS
Hours: 2 Lecture/Discussion
3 Lab

This is a required course for the Floral Design certificate that includes designs with non-living, semi-permanent materials. Tools, materials, care, basic techniques, and design styles and techniques in both dried and silk arrangements are studied. Growing, drying, and preserving cultivated and wild flowers, pods, and grasses is also included.

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.

Course Descriptions

PARALEGAL

PARA 101 INTRODUCTION TO PARALEGALISM 3 UNITS

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.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures; and concurrent enrollment in PARA 102.

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.

Advisory On Recommended Preparation: Concurrent enrollment in PARA 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: PARA 101 or equivalent college course with "C" or better.

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 103 to enable the student to learn to draft complicated civil pleadings, discovery devices, and extraordinary writs. Formerly PARA 4B.

Prerequisites: PARA 101 and 103 or equivalent college courses with "C" or better; and PARA 105 or equivalent college course with "C" or better (at minimum PARA 105 should be taken concurrently.)

PARA 105 LEGAL RESEARCH AND WRITING I 3 UNITS

Hours: 3 Lecture/Discussion

Material Fee: \$5.00

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.

Prerequisite: PARA 101 and 103 or equivalent college courses with "C" or better.

PARALEGAL

PARA 106 LEGAL RESEARCH AND WRITING II 3 UNITS

Hours: 3 Lecture/Discussion

Material Fee: \$5.00

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: PARA 105 or equivalent college course with "C" or better.

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: PARA 101, 103, and 105 or equivalent college courses with "C" or better.

PARA 109 PARALEGALS AND COMPUTERS 1 UNIT

Hours: 1 Lecture/Discussion

Material Fee: \$10.00

This advanced paralegal course provides hands-on computer experience for paralegal students. Legal documents will be produced using legal software programs such as Pro Forma and Word Perfect for Lawyers.

Prerequisites: PARA 101, 103 or equivalent college courses with "C" or better.

Advisory on Recommended Preparation: COMPUTER 5 or 130 or equivalent college course with "C" or better, and knowledge of WordPerfect software.

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: PARA 101 and 103 or equivalent college courses with "C" or better.

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: PARA 101 and 103 or equivalent college courses with "C" or better.

Course Descriptions

PARALEGAL

- 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: PARA 101 and 103 or equivalent college courses with "C" or better, or permission of department.
- 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: PARA 101 and 103 or equivalent college courses with "C" or better.
- 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: PARA 101 and 103 or equivalent college courses with "C" or better.
- 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: PARA 101 and 105 or equivalent college courses with "C" or better.
- 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: PARA 101 and 105 or equivalent college courses with "C" or better.
- 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: PARA 101 and 103 or equivalent college courses with "C" or better, or permission of department.

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: PARA 101 or equivalent college course with "C" or better; and PARA 103 or equivalent college course with "C" or better (at minimum PARA 103 should be taken concurrently).
- 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: PARA 101 or equivalent college course with "C" or better.
- PARA 160 CRIMINAL LAW TERMS IN SPANISH** 1 UNIT
Hours: 1 Lecture/Discussion
Cross Ref: Spanish 160
This elective course presents the Spanish language equivalents to American legal terminology used in the criminal justice system. It is recommended for court interpreters, paralegals, administration of justice majors and people working in law enforcement.
Advisory On Recommended Preparation: SPANISH 2 or equivalent college course with "C" or better, or 2 years of high school Spanish with "C" or better, or equivalent bilingual background.
- 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.
Corequisites: Paralegal Internship (see Paralegal Coordinator).
Prerequisite: PARA 105 or equivalent college course with "C" or better.
- PARA 198 CLIENT INTERVIEWING FOR THE PARALEGAL** 1 UNIT
Hours: 1 Lecture/Lab
This elective course will familiarize the student with interviewing techniques, ethical considerations for the interviewer, and methods of documenting and summarizing interviews.
Prerequisites: PARA 101 and 103 or equivalent college courses with "C" or better.
- PARA 301 PRACTICAL LAW** 2 UNITS
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.

Course Descriptions

PHILOSOPHY

PHILOS 1 INTRODUCTION TO PHILOSOPHY 3 UNITS

Hours: 3 Lecture/Discussion

Inquiry into the classical questions of philosophy such as: Who am I? What is real? What can I know? What is right? Toward what goals should a society strive? Philosophical views of metaphysics, epistemology, religion, political philosophy, aesthetics and ethics are considered through the writings of philosophers.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

PHILOS 5 ETHICS 3 UNITS

Hours: 3 Lecture/Discussion

A study of modern day individual and societal moral choices. Issues will be examined to form strong moral arguments on contemporary topics, such as abortion, war, poverty, human rights, business, and friendships. Traditional philosophical theories will be examined including Kantianism, Utilitarianism, Egoism, and Relativism.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

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. CAN PHIL 8.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

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.

Advisory On Recommended Preparation: ENGLISH 1 or equivalent college course with "C" or better.

Limitation On Enrollment: Acceptance into the Honors Program.

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. CAN PHIL 10.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

PHILOSOPHY

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.

Advisory On Recommended Preparation: ENGLISH 1 or equivalent college course with "C" or better.

Limitation On Enrollment: Acceptance into the 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, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam). The emphasis is on a comparison of themes common to all, or most religions.

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. CAN PHIL 6.

Advisory On Recommended Preparation: ENGLISH 1 or MATH 230 or equivalent college course with "C" or better, or eligibility for MATH 21, 45, 61, 70, 75 or 154 as determined by COS Placement Procedures.

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 or equivalent college course with "C" or better.

Course Descriptions

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.

Advisory On Recommended Preparation: PHOTO 1 or equivalent college course with "C" or better.

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.

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 70 b and c will give the student an opportunity to do advanced work in color photography. Formerly PHOTO 70a-c.

Advisory On Recommended Preparation: PHOTO 1 or equivalent college course with "C" or better.

PHOTOGRAPHY

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. **Advisory On Recommended Preparation:** PHOTO 1 or PHOTO 370a or equivalent college course with a "C" or better.

Course Descriptions

PHYSICAL EDUCATION

Adaptive PE

P.E. 52a-d ADAPTED P.E. - 1 UNIT
ADAPTED WEIGHT TRAINING

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.

Limitation On Enrollment: Any physical limitation.

P.E. 55 a-d ADAPTED P.E. - SEASONAL 1 UNIT
SPORTS FOR THE DISABLED

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.

Limitation On Enrollment: Any physical limitation.

P.E. 57a-d ADAPTED P.E. - PHYSICAL FITNESS 1 UNIT
AND FLEXIBILITY

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.

Limitation On Enrollment: Any physical limitation.

P.E. 63a-d ADAPTED P.E. - BALANCE, RHYTHM, 1 UNIT
& AEROBIC DANCE MOVEMENT FOR
THE ATYPICAL INDIVIDUAL

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.

Limitation On Enrollment: Any physical limitation.

P.E. 64a-d ADAPTED P.E. - PERCEPTUAL MOTOR 1 UNIT
SKILLS AND GAIT EXERCISES FOR THE
DISABLED

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.

Limitation On Enrollment: Any physical limitation.

PHYSICAL EDUCATION

Adaptive PE

P.E. 66a-d ADAPTED P.E. - ARTHRITIS SELF- 1 UNIT
MANAGEMENT AND EXERCISE
PROGRAM

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.

Limitation On Enrollment: Any physical limitation.

P.E. 67a-d ADAPTED P.E. - PRINCIPLES AND 1 UNIT
TECHNIQUES (BODY MECHANICS)
OF BACK CARE

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.

Limitation On Enrollment: Any physical limitation.

P.E. 68a-d ADAPTED P.E. - ADAPTED SWIMMING 1 UNIT
AND WATER AEROBICS

Hours: 1 Lecture/Discussion
2 Activity

This is a one-unit course designed for the disabled. It is designed to assist students in developing basic swim skills and water survival skills, body development, and maintenance and/or conditioning through water exercises. Individual programming for each student's needs is provided. Trained assistants are available. Formerly P.E. 168a-d.

Limitation On Enrollment: 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 calisthenics 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.

Course Descriptions

PHYSICAL EDUCATION

General Activities

P.E. 3a-d WALKING/JOGGING FOR AEROBIC FITNESS 1 UNIT

Hours: .5 Lecture/Discussion
1.5 Activity Per Week

This course is designed for students who desire to improve their aerobic fitness and strength. Each student will demonstrate through walking or jogging how to develop fitness by exercise in the following: flexibility, cardiovascular fitness, proper walking/jogging techniques and strength training.

P.E. 4a-d WEIGHT TRAINING 1 UNIT

Hours: .5 Lecture/Discussion
1.5 Activity

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 P.E. 104.

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.

Advisory On Recommended Preparation: PE 4a or equivalent college course with "C" or better, or recommendation of department.

P.E. 10a-d FUNDAMENTALS OF BASEBALL 1 UNIT

Hours: 5 Lecture/Discussion
1.5 Activity

This course is designed for the students who wish to learn the fundamental skills of baseball. It will enable the student to communicate the proper fundamentals involved with throwing, fielding, pitching, and batting associated with baseball.

P.E. 11a-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, cardiovascular strength, flexibility, and muscular strength. Formerly P.E. 111a-d.

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.

PHYSICAL EDUCATION

General Activities

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

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.

Advisory On Recommended Preparation: PE 18a or equivalent college course with "C" or better, or recommendation of 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 coed. Formerly PE 4a-d.

Course Descriptions

PHYSICAL EDUCATION

General Activities

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.

P. E. 23a-d FUNDAMENTALS OF FAST PITCH SOFTBALL 1 UNIT
Hours: .5 Lecture
 1.5 Activity

This class is designed for the student who wants to learn the necessary skills required to play the game of fast-pitch softball. Elementary skills of throwing, field, batting and pitching will be taught and practiced.

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 receive swimming stroke instruction in from crawl, back crawl, elementary backstroke, sidestroke, breaststroke and butterfly. Formerly PE 34a-d.

P.E. 26a-d SWIMMING FOR FITNESS 1 UNIT
Hours: .5 Lecture/Discussion
 1.5 Activity

Designed for the student who wishes to participate in the sport of swimming to increase/improve cardiovascular stress and muscular endurance. This course is directed to the student who is interested in lap swimming as a means of exercise.

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.

Prerequisite:

Ability to 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 depth of 9 feet and bring a 10 lb. diving brick to the surface; surface dive to a minimum of 5 feet and swim under water for a minimum of 15 yards; and tread water for one minute.

PHYSICAL EDUCATION

General Activities

P.E. 28 WATER SAFETY INSTRUCTOR 2 UNITS
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.)

Limitation On Enrollment: Must be at least 17 years old.

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.

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.

Advisory On Recommended Preparation: PE 30a or equivalent college course with "C" or better, or recommendation 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.

Advisory On Recommended Preparation: PE 30a or equivalent college course with "C" or better, or recommendation 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.

Advisory On Recommended Preparation: PE 34a or equivalent college course with "C" or better, or recommendation of department.

Course Descriptions

PHYSICAL EDUCATION

General Activities

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.

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.

Limitation On Enrollment: Audition by department; intended for advanced musicians of band instruments.

P.E. 119 NUTRITION FOR FITNESS, EXERCISE, AND SPORTS 3 UNITS

Hours: 3 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.

Limitation On Enrollment: Members are chosen by election (judges) in order to become a part of the COS Pep Squad. Members/students must meet State Athletic eligibility requirements.

PHYSICAL EDUCATION

General Activities

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.

Limitation On Enrollment: Members are chosen by election (judges) in order to become a part of the COS Pep Squad. Members/students must meet State Athletic eligibility requirements.

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. Not open to students with credit in PHYS SCI 350.

Advisory On Recommended Preparation: MATH 200 or 215 or equivalent college course with "C" or better, or eligibility for MATH 230 as determined by COS Placement Procedures; and ENGLISH 360 or equivalent college course with "C" or better, or eligibility for ENGLISH 251 determined by COS Placement Procedures.

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. Not open to students with credit in PHYS SCI 350.

Prerequisite: MATH 200 or 215 or equivalent college course with "C" or better, or eligibility for MATH 230 as determined by COS Placement Procedures; and ENGLISH 1 or equivalent college course with "C" or better.

Limitation On Enrollment: Acceptance into the Honors Program.

Course Descriptions

PHYSICAL SCIENCE

PHYS SCI 20 PHYSICAL SCIENCE 3 UNIT
Hours: 3 Lecture/Discussion
 2 Lab

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.

Advisory On Recommended Preparation: MATH 200 or MATH 215 or equivalent college course with "C" or better, or eligibility for MATH 230 as determined by COS Placement Procedures; and ENGLISH 360 or equivalent college course with "C" or better, or eligibility for ENGLISH 251 determined by COS Placement Procedures.

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.

Limitation On Enrollment: Must be enrolled in SUCCESS PROGRAM.

PHYSICS

PHYSICS 5 PHYSICS FOR 4 UNITS
SCIENTISTS AND ENGINEERS 1.
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. CAN PHYS 8; CAN PHYS SEQ B includes PHYSICS 5, 6, and 7.

Prerequisites: MATH 75 or equivalent college course with "C" or better.

PHYSICS 6 PHYSICS FOR 4 UNITS
SCIENTISTS AND ENGINEERS 2
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. CAN PHYS SEQ B includes PHYSICS 5, 6, and 7.

Prerequisites: PHYSICS 5 or equivalent college course with "C" or better.

PHYSICS

PHYSICS 7 PHYSICS FOR 4 UNITS
SCIENTISTS AND ENGINEERS 3
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. CAN PHYS 12; CAN PHYS SEQ B includes PHYSICS 5, 6, and 7.

Prerequisites: PHYSICS 6 or equivalent college course with "C" or better.

PHYSICS 20 GENERAL PHYSICS 1 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, prepharmacy, 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: MATH 154 or equivalent college course with "C" or better.

PHYSICS 21 GENERAL PHYSICS 2 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, prepharmacy, 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 or equivalent college course with "C" or better.

PHYSICS 100 INTRODUCTION TO PHYSICS 3 UNITS
Hours: 3 Lecture/Discussion

Introduction to the mathematical concepts and problem-solving techniques required for the study of Physics. Intended for Physics and Engineering majors. Does not satisfy General Education requirements.

Advisory on Recommended Preparation: MATH 70 or equivalent college course with "C" or better or eligibility for Math 61 or Math 75 as determined by COS Placement Procedures.

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. CAN AG 8.

Course Descriptions

PLANT SCIENCE

PLNT SCI FRUIT AND NUT 12 TREE PRODUCTION 3 UNITS
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.
Advisory On Recommended Preparation: PLNTSCI1 or equivalent college course with "C" or better.

PLNT SCI ROW CROPS 102 3 UNITS
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.
Advisory On Recommended Preparation: PLNTSCI1 or equivalent college course with "C" or better.

PLNT SCI CEREAL AND OIL CROPS 103 3 UNITS
Hours: 3 Lecture/Discussion 1 Lab

The production principles for small grains including sorghums and oilcrops 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 104 3 UNITS
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 CONTROL 105 3 UNITS
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 111 3 UNITS
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.

PLANT SCIENCE

PLNT SCI GRAPE AND VINE PRODUCTION 113 3 UNITS
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.
Advisory On Recommended Preparation: PLNTSCI1 or equivalent college course with "C" or better.

POLITICAL SCIENCE

POLI SCI 5 FEDERAL, STATE, AND LOCAL GOVERNMENT 3 UNITS
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.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

POLI SCI 5H FEDERAL, STATE AND LOCAL GOVERNMENT 4 UNITS
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.

Advisory On Recommended Preparation: ENGLISH 1 or equivalent college course with "C" or better.

Limitation On Enrollment: Acceptance into the Honors Program.

POLI SCI 7 MASS COMMUNICATIONS 3 UNITS
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

Course Descriptions

POLITICAL SCIENCE

POLI SCI 25 CONSTITUTIONAL LAW INTERPRETATION 3 UNITS CIVIL LIBERTIES, FACT AND FALLACY

Hours: 3 Lecture/Discussion

Cross Ref: AJ 25
Business 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. This course 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.

Advisory On Recommended Preparation: ENGLISH 1 and SPEECH 1, or equivalent college course with a "C" or better.

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

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

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: PSYCH 1 or equivalent college course with "C" or better.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

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: PSYCH 1 or equivalent college course with "C" or better.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

PSYCHOLOGY

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.

Prerequisite: PSYCH 1 or equivalent college course with "C" or better.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

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.

Prerequisites: PSYCH 1 or equivalent college course with "C" or better.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

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.

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.

Course Descriptions

REAL ESTATE

REAL ES 140 REAL ESTATE PRINCIPLES 3 UNITS

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 141 REAL ESTATE FINANCE 3 UNITS

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.

Advisory On Recommended Preparation: REAL ES 140 or equivalent college course with "C" or better.

REAL ES 142 LEGAL ASPECTS OF REAL ESTATE 3 UNITS

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.

Advisory On Recommended Preparation: REAL ES 140 or equivalent college course with "C" or better.

REAL ES 143 REAL ESTATE ECONOMICS 3 UNITS

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 effect 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.

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.

Advisory On Recommended Preparation: REAL ES 140 or equivalent college course with "C" or better.

REAL ESTATE

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.

Advisory On Recommended Preparation: REAL ES 140 or equivalent college course with "C" or better.

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

Course Descriptions

SIGN LANGUAGE

SIGN LANG 1 BEGINNING AMERICAN SIGN LANGUAGE 1 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. Formerly SIGN LANG 101.

Advisory On Recommended Preparation: ENGLISH 360 or equivalent college course with "C" or better, or eligibility for ENGLISH 251 determined by COS Placement Procedures.

SIGN LANG 2 BEGINNING AMERICAN SIGN LANGUAGE II 3 UNITS

Hours: 3 Lecture/Discussion

A continuation of SLS 1: The skills introduced in SLS 1 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 102.

Prerequisite: SIGN LANG 1 or equivalent college course with "C" or better.

SIGN LANG 3 INTERMEDIATE AMERICAN SIGN LANGUAGE 3 UNITS

Hours: 3 Lecture/Discussion

A continuation of SLS 2: The skills introduced in SLS 1 and 2 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 103.

Prerequisites: SIGN LANG 2 or equivalent college course with "C" or better.

SIGN LANG 4 ADVANCED AMERICAN SIGN LANGUAGE (ASL) 3 UNITS

Hours: 3 Lecture/Discussion

A continuation of SLS 1, 2, and 3. Emphasis on fluency in functional conversational skills in cultural context. Morphology and grammar of American Sign Language will be explored in depth. Formerly SIGN LANG 104.

Prerequisite: SIGN LANG 3 or equivalent college course with "C" or better.

SOCIAL SCIENCES

SOC SCI AMERICA 276 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.

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.

CAN SOC 2.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

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.

Advisory On Recommended Preparation: ENGLISH 1 or equivalent college course with "C" or better.

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.

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.

CAN SPAN 4.

Prerequisites: SPANISH 1 or equivalent college course with "C" or better, or one year of high school Spanish with "C" or better, or permission of department.

Course Descriptions

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. CAN SPAN 8.

Prerequisites: SPANISH 2 or equivalent college course with "C" or better, or two years of high school Spanish with "C" or better, or permission of department.

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 equivalent college course with "C" or better, or three years of high school Spanish with "C" or better, or permission of department.

SPANISH HISPANIC LITERATURE 3 UNITS

12

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.

Prerequisites: SPANISH 4 or equivalent college course with "C" or better, or permission of department.

SPANISH SPANISH 2 FOR 4 UNITS

22 BILINGUAL STUDENTS

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: Student should have a bilingual background; and SPANISH 1 or equivalent college course with "C" or better, or two years of high school Spanish with "C" or better, or permission of department.

SPANISH SPANISH 3 FOR 4 UNITS

23 BILINGUAL STUDENTS

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: SPANISH 22 or equivalent college course with "C" or better, or permission of the department.

SPANISH

SPANISH SPANISH 4 FOR 4 UNITS

24 BILINGUAL STUDENTS

Hours: 4 Lecture/Discussion

A continuation of Spanish 23. This course is for native speakers who wish to improve their written and oral communication skills.

Prerequisite: SPANISH 23 or equivalent college course with "C" or better, or permission of the department.

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 3 UNITS

OF PUBLIC SPEAKING

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.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

Course Descriptions

SPEECH

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.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

SPEECH 5 ARGUMENTATION AND DEBATE 3 UNITS

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. CAN SPCH 6.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures; and SPEECH 1 or equivalent college course with "C" or better.

SPEECH 8 GROUP COMMUNICATION 3 UNITS

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.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

SPEECH 104 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.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

SPEECH

SPEECH 301 BASIC FUNDAMENTALS OF COMMUNICATION 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 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.

Limitation On Enrollment: Must be enrolled in SUCCESS program.

SPORTS MEDICINE

SPORTS MED 40 THE CARE AND PREVENTION OF ATHLETIC INJURIES 3 UNITS

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 MED 60 CONCEPTS IN HEALTH AND FITNESS 3 UNITS

Hours: 3 Lecture/Discussion

Cross Listed: HEALTH AND WELLNESS 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.

SPORTS MED 70 SPORTS MEDICINE, FALL SPORTS 2 UNITS

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.

Advisory On Recommended Preparation: SPORTS MED 40 and HW 3 or equivalent college courses with "C" or better.

SPORTS MED 71 SPORTS MEDICINE, SPRING SPORTS 2 UNITS

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.

Advisory On Recommended Preparation: SPORTS MED 40 and HW 3 or equivalent college courses with "C" or better.

Course Descriptions

SPORTS MEDICINE

SPORTS MED 72 SPORTS MEDICINE 2 UNITS

ADVANCED, FALL SPORTS

Hours: 1 Lecture/Discussion

4 Lab

3 Homework

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. This course is for those students who will transfer to a four-year college in Physical Education, Sports Medicine or related Health area.

Advisory On Recommended Preparation: SPORTSMED 40, 70 and HW 3 or equivalent college courses with "C" or better.

SPORTS MED 73 ADVANCED SPORTS MEDICINE 2 UNITS

SPRING SPORTS

Hours: 1 Lecture/Discussion

4 Lab

3 Homework

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.

This course is for those students who will transfer to a four-year college in Physical Education, Sports Medicine or related Health area.

Advisory On Recommended Preparation: SPORTSMED 40, 71 and HW 3 or equivalent college courses with "C" or better.

SPORTS MED 180a-d APPLICATION OF SPORTS 2 UNITS

MEDICINE PRINCIPLES

Hours: 8 Lab

This course partially fulfills the requisites and requirements of the National Athletic Trainers Association Certification. Each candidate must present documentation of attaining at least 1,500 hours of athletic training experience under direct supervision of an NATA certified athletic trainer. Of these 1,500, at least 1,000 must be attained in a traditional athletic setting at the interscholastic, intercollegiate sports level. The course will give the opportunity to apply the principles of Athletic Training during practice and competition. Emphasis on pre-and post-practice and competition techniques and procedures. All student hours are supervised by the instructor during practices and competitive events.

Advisory On Recommended Prerequisites: SPORTS MED 40 and HW 3 or equivalent college courses with "C" or better.

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.

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. CAN DRAM 18.

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.

Advisory On Recommended Preparation: THR ART 2 and 3 or equivalent college courses with "C" or better, or recommendation of department.

THR ART 5 INTERMEDIATE ACTING II 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.

Advisory On Recommended Preparation: THR ART 2 and 3 or equivalent college courses with "C" or better, or recommendation of department.

Course Descriptions

THEATRE ARTS

THR REHEARSAL AND 3 UNITS

ART 11a-d PERFORMANCE

Hours: 15 Activity
(6 week course)

Rehearsal and performance in COSummer 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 COSTUMING 3 UNITS

ART 12 a-b

Hours: 2 Lecture/Discussion
2 Lab
4 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 BEGINNING 3 UNITS

ART 13a-b STAGECRAFT

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.

THR INTERMEDIATE 3 UNITS

ART 14a-b STAGECRAFT

Hours: 2 Lecture/Discussion
2 Lab
4 Activity

This 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.

Advisory On Recommended Preparation: THR ART 13a or equivalent college course with "C" or better.

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.

THEATRE ARTS

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: THR ART 15a or equivalent college course with "C" or better.

THR MAKEUP 3 UNITS

ART 17a-b

Hours: 2 Lecture/Discussion
2 Lab
4 Activity

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.

Advisory On Recommended Preparation: Recommendation by department.

THR THEATRE WORKSHOP 1 2 UNITS

ART 19a-d

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.

Course Descriptions

THEATRE ARTS

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 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.

THR MODELING 3 UNITS

ART 170

Hours: 3 Lecture/Discussion

CROSS REF: Fashion 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.

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

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. or equivalent college course with "C" or better.

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.

Prerequisites: WELDING 162 or equivalent college course with "C" or better.

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 shielding 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 or equivalent college course with "C" or better.

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.

Course Descriptions

WELDING

WELDING WELDING TOPICS 1-3 UNITS
364a-d

Hours: (8-24) Lecture
(16-48) Lab

Material Fee: \$10.00

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.

Prerequisites: Basic welding skills test will be administered by the department in accordance with the topics covered to qualify students in both safety procedures 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.

Corequisite: LDRSHP TRN 101 or BUS 138.

WRK GENERAL WORK EXPERIENCE 1-3 UNITS
EXP 192

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.

Prerequisite: WRK EXP 191 or equivalent college course with a passing grade.

Corequisite: LDRSHP TRN 102 or BUS 139.

WRK OCCUPATIONAL COOPERATIVE 1-4 UNITS
EXP 193 EDUCATION/INTERNSHIP

Hours: 5-20 Lab per week

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.

Corequisite: LDRSHP TRN 101 or BUS 138, or perform a designated coordinating activity.

WORK EXPERIENCE

WRK OCCUPATIONAL 1-4 UNITS
EXP 194 EDUCATION/INTERNSHIP

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: WRK EXP 193 or equivalent college course with a passing grade.

Corequisite: LDRSHP TRN 102 or BUS 139, or perform a designated coordinating activity.

WRK OCCUPATIONAL COOPERATIVE 1-4 UNITS
EXP 195 EDUCATION/INTERNSHIP

Hours: 5-20 Lab per week

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.

Prerequisites: WRK EXP 194 or equivalent college course with a passing grade.

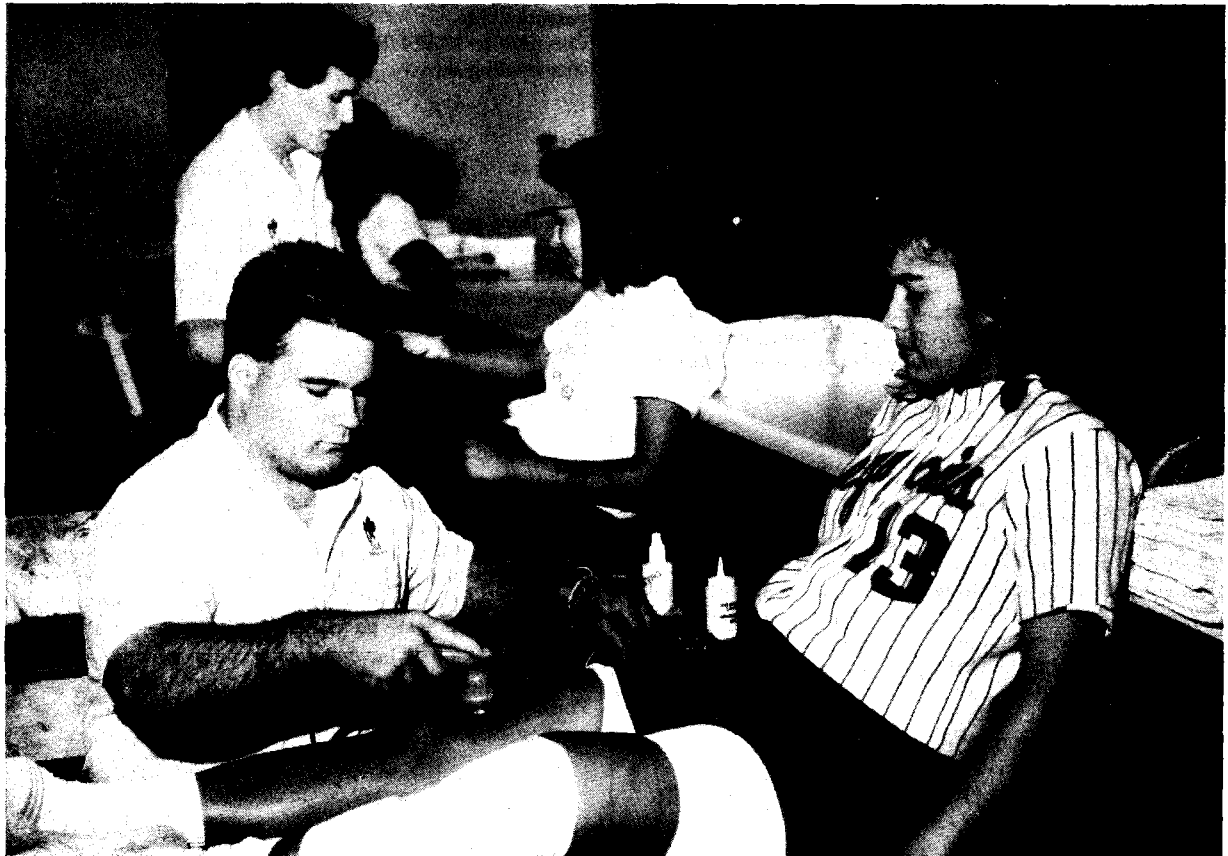
WRK OCCUPATIONAL COOPERATIVE 1-4 UNITS
EXP 196 EDUCATION/INTERNSHIP

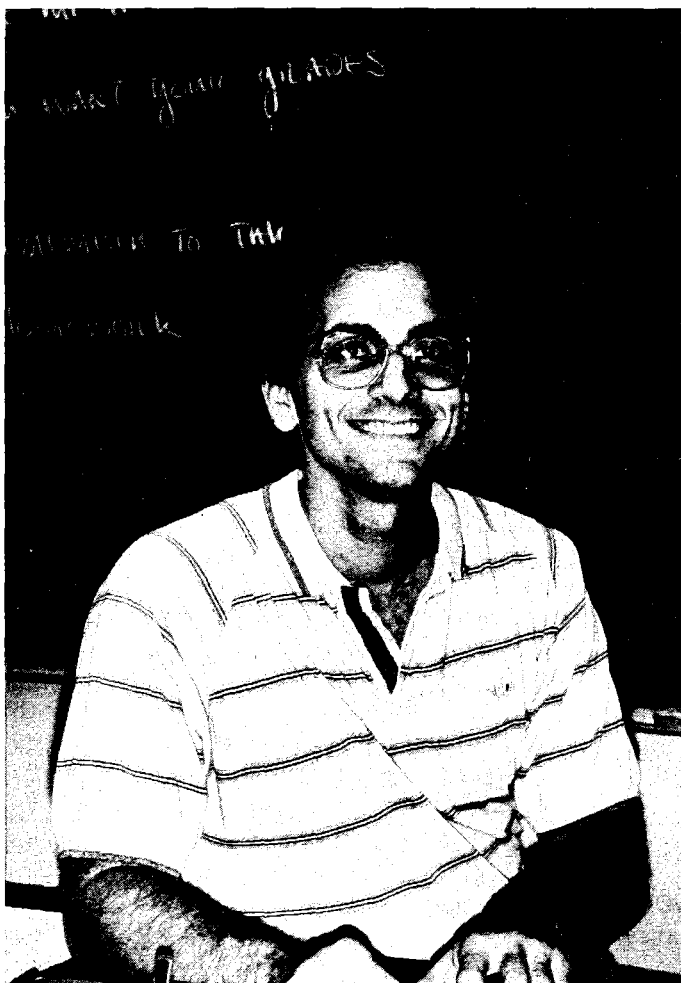
Hours: 5-20 Hours per week

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.

Prerequisite: WRK EXP 195 or equivalent college course with a passing grade.

Course Descriptions





**Don Rose, Math Instructor
COLLEGE OF THE SEQUOIAS**

Don Rose, a math instructor at College of the Sequoias, received the school's 1995 Golden Apple Award, presented to the teacher whom students vote as the most outstanding instructor of the year.

Rose, who has taught at COS for five years, said he was surprised to receive the award because math is a difficult subject, and math teachers are not usually very high on students' popularity lists.

Faculty

Division Chairpersons

Norman A. Isbell, Jr.
Division of Agriculture

Susan Audino
Division of Consumer/Family Studies

Jenny Glass
Division of Business

Marlene Taber
Division of Fine Arts

Ken Broyles
Division of Industry and Technology

Milton Morrison
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
Division of Social Sciences

ADAMS, DAVID
DIRECTOR, CAMPUS
FACILITIES & PLANNING
B.A., M.A., California State
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ANDERSON, KENNETH W.
POLITICAL SCIENCE/
PSYCHOLOGY
B.A., Duke University; M.A.,
California State University, San
Diego; M.A., Sonoma State
University

AUDINO, SUSAN
CONSUMER/FAMILY STUDIES
B.A., California State University,
Fresno

BADVAGANIAN, DENNIS
BUSINESS
B.S., M.B.A., California State
University, Fresno

BAILEY, JENNIFER
ENGLISH
B.A., M.A., California State
University, Dominguez Hills

BARRANGER, JOHN
ENGLISH
B.A., Dickinson College, M.A.,
University of Pittsburgh

BECK, FRANCIS O.
ADMINISTRATION OF JUSTICE
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BETTENCOURT, WILLIAM
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B.A., California State University,
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LaVerne

BIRD, DAVID
CHEMISTRY
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University, Fresno

BIVONA, MICHAEL J.
SOCIOLOGY
B.A., M.A., San Jose State
University

BLACK, CHERYL
NURSING
B.S., M.S., California State
University, Fresno

BLACK, ELLSWORTH
NURSING
B.S., M.S., California State
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BLACK, SHARON
COUNSELING
B.S., California State Polytechnic
University, San Luis Obispo; M.S.,
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BOCKMAN, DAVID C.
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BUSINESS/VOCATIONAL,
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sity of Northern Colorado

BORAGNO, JOHN V.
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University, Fresno

BRANCO, ALLEN A.
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sity; M.S., California Polytechnic
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Faculty

BRINGHURST, NEWELL G.
HISTORY/POLITICAL SCIENCE
B.S., M.S., University of Utah;
Ph.D., University of California,
Davis

BRUNNER, ILA JUNE
NURSING
B.S., Bethany Nazarene College;
M.S., University of Nebraska

BYRNE, CANDACE
ENGLISH
B.A., Goucher College; M.A.,
Humboldt State University; Ph.D.,
University of Oregon

CALLAN, LAWRENCE
CHEMISTRY
B.S., Northern Illinois University;
M.S., University of Colorado,
Boulder

CAMPBELL, DEBORAH
CONSUMER/FAMILY STUDIES
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CHANCE, STEPHEN
AUTOMOTIVE
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CHILDS, WOODROW
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COLE, JAMES M.
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COLETTI, RENO, JR.
SIGN LANGUAGE
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COMBS, LARAIN Y.
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CHILD DEVELOPMENT
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CONLEY, RICHARD
COOPERATIVE EDUCATION
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University, Chico

COVINGTON, ELIZABETH
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CRAIN, JOHN
**GEOLOGY/
MATHEMATICS**
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ENGLISH
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nia, Riverside

DAVIS, BARBARA KERR
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University

DECKER, IRVING
HUMAN SERVICES
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M.S.W., University of Utah

DECKER, WILLIAM K.
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M.A., University of San Francisco

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ISELL, NORMAN A., JR.
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BUSINESS

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A&M University

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DEAF SPECIALIST**

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MANNON, KIRBY
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Fresno; M.A., California Polytech-
nic University, San Luis Obispo

MARINELLI, RENEE L. MIGUEL
BUSINESS

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B.S., M.S., California State
University, Fresno

MAST, DON
**ASSOCIATE DEAN,
INSTITUTIONAL DEVELOP-
MENT & EXTERNAL
RELATIONS/DSPS**

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Oregon College of Education

MIRVISS, MARILYNN HAVARD
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Thomas Jefferson University
School of Nursing; B.S., M.S.,
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Fresno; Ed.D. Nova University

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MORLEY, DENNIS
MATHEMATICS

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MORRISON, MILTON
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University

NAUGHTON, GARRETT
WELDING

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College, CT; B.S., Northern
Arizona University, AZ

NORTON, DALE
**ASSOCIATE DEAN, INSTITU-
TIONAL PLANNING/RENEWAL**

B.S., Montclair State College;
M.A., Seton Hall University

OWENS, MILLICENT
CONSUMER/FAMILY STUDIES

B.S., California State University,
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at Austin

PARKER, CHARLES
ENGLISH

B.A., M.A.T., Jackson State
University

PARKER, DAVID B.
ADMINISTRATION OF JUSTICE

B.S., M.S., Southern Oregon
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University

PARKER, GEORGELLEN
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sity of Southern California

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B.S., M.A., Utah State University

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**PORTERFIELD-PYATT,
CHAUMONDE**
MUSIC

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POWELL, GEORGE
BUILDING TRADES

B.A., Morningside College; M.A.,
Louisiana State University

PRESSER, JOHN A.
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B.A., M.A., California State
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PRESTON, WAYNE H.
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QUINN, CLIFTON K.
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University

QUINTO, BONAVITA
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RIDDLE, THOMAS
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Ph.D., Washington State Univer-
sity

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ROBELLO, LINDA
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ROSE, DON
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RUEGER, ROSS
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University

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Francisco

SARTAIN, H. ROBERT
ENGINEERING/PHYSICS

B.S., Oregon State University;
M.A., California State University,
Sacramento

SCHAEFFER, JOHN T.
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M.S., California State University,
Hayward

SCHNEIDER, NANCY
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Boston University

SEASTROM, GREG
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Fresno

SELLERS, JAMES
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sity of Southern California

SHARPE, SHARON STOFFELS
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SHARPLES, DIANNE
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Francisco; M.S., California State
University, Fresno; Ed.D., Nova
University

SHELLY, DANIEL
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B.A., M.A., California State
University, Fresno

SHIRK, RICHARD E.
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University, Fresno

SHUMAN, MICHAEL
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University, Fresno

SILVA, DIANE
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B.A., College of St. Benedict;
M.A., California State University,
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State University, Fresno

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CHEMISTRY

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STAVA, SHERRY
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Faculty

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CHEMISTRY

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STRONG, BARBARA
ART

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TABER, MARLENE
SPEECH

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MATHEMATICS

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USELTON, KENNETH
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VASQUEZ, ROBERT
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WEISE, THOMAS
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INDUSTRIAL ENGINEERING

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HARNER, RUTH
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HEATER, MARGARET ANN
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HUDDLESTON, LAUNA
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