



general catalog  
2009-2011



COLLEGE *of the*  
SEQUOIAS

*the first step to success*

COLLEGE OF THE SEQUOIAS • 915 SOUTH MOONEY BLVD. VISALIA, CA 93277



# *College of the Sequoias welcomes you!*

## **President's Message**



College of the Sequoias is proud to provide college-level education and support services to the residents of Tulare and Kings Counties. Our faculty and staff are committed to providing you with an excellent educational experience. Regardless of your need, you will find classes and programs that enhance your earning power, increase your awareness of the issues facing our society, and enrich your appreciation of the arts, sciences, and all forms of human achievement.

As you explore our curriculum which is presented in this catalog, we encourage you to aim high, have lofty aspirations, and challenge yourself to achieve your full learning potential. Our faculty and staff are here to help you every step of the way—from deciding which classes and programs to pursue, to assisting you in succeeding in class, to providing a full and enjoyable experience of college life.

When you are on campus, stop by the Sequoia building and say hello. I am always interested in the insights and experiences of students who attend COS!

A handwritten signature in black ink that reads "Bill Scroggins". The signature is written in a cursive, flowing style.

William Scroggins, Ph.D.  
Superintendent/President



# General Information

## Compliance Statement

College of the Sequoias does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), 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:

**John Bratsch, Dean, Human Resource Services**

Equal Employment Opportunity Officer, Title IX Coordinator,  
Section 504 Coordinator and ADA Compliance Officer  
College of the Sequoias  
915 South Mooney Boulevard  
Visalia, California 93277  
(559) 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 and physical accessibility throughout the College for persons with disabilities. Contact the Section 504 Coordinator/ADA Compliance Officer to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by persons with disabilities. 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

Students with disabilities attending College of the Sequoias are able to receive instructional materials in alternate formats to assist them in achieving academic success. Alternate formats include audio, (books on tape, CD, or MP 3). Braille, electronic text, large print, or tactile graphics (raised lines representing graphics, diagrams of pictures). In addition, members of the community who may possess a disability may request COS published materials in alternate formats.

***College of the Sequoias is  
an equal opportunity employer.***

## Student Right-to-Know Disclosure

The Student Right-to-know (SRTK) legislation (Public Law 101-542) requires an institution to produce and publicly disclose its graduate rate and transfer rate. These two SRTK rates have been derived from the annual IPEDs/Graduation Rate Survey performed by the California Community Colleges Chancellor's Office and are available from the Dean, Student Services in Room 103A. Copies may also be requested by calling (559) 730-3879.

## Proposition 187

The preliminary injunction regarding Proposition 187, issued March 15, 1995, remains in effect until further court notice; students who are not citizens 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.

# **2009-2011 Catalog and Announcement of Courses**

## **College of the Sequoias**

A Public Community College

College of the Sequoias is a member of the American Association of Community Colleges and the Community College League of California. The college is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (10 Commercial Blvd., Novato, CA 94949, telephone (415) 506-0234, Fax (415) 506-0238), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. The College is an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. It is listed in the Directory of the Western Association of Schools and Colleges and in the Accredited Institutions of Postsecondary Organizations, 1990-91, a publication of the American Council on Education.

The college is approved by the United States Immigration and Naturalization Service to accept international students and is approved for veteran training under both State and Federal laws.

### **ALTERNATIVE FORMATS**

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

#### **COLLEGE OF THE SEQUOIAS DISTRICT**

915 South Mooney Boulevard  
Visalia, California 93277  
(559) 730-3700

***Published by the Board of Trustees***

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

## Board of Trustees

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## College of the Sequoias Foundation

College of the Sequoias and residents of the Central San Joaquin Valley are partners in progress, each relying upon the other for strength and support. Supported by members of our District, 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 Ms. Kristin Hollabaugh, Executive Director, COS Foundation at 730-3861.

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*See us on the World Wide Web at <http://cos.edu>*

# Academic Calendar

## Fall Semester 2009

## August 17, 2009 – December 18, 2009

May 11 – August 16	Fall/Summer Open Web Registration for All Eligible Students
July 27 – August 16	Fall Web Registration for Concurrently Enrolled High School Students
August 17	Fall Semester Begins
August 17 – 30	Fall Late Web Registration With Instructor Add Codes
August 30	Last Day to Add Classes; Last Day to Drop a Class Without a “W” and be Eligible to Request a Refund
September 7	Labor Day Holiday (no classes)
October 23	Fall Final Drop Date-Drop Classes by Web; <i>this drop date does not apply to short-term classes as each short-term class has its own drop date</i>
November 13	Veterans’ Day Holiday (no classes)
November 25 – 27	Thanksgiving Holiday (no classes)
November 20	2010/2011 Scholarship Application Deadline (4:45 pm)
November 30	Last Day to File for Associate Degree for Fall 2009
December 14 – 18	Fall Final Exams
December 18	Fall Semester Ends
December 18	Last Day to Make Up Incomplete “I” Grades for Fall 2008 Semester
December 19 – January 19	Break Between Semesters

## Spring Semester 2010

## January 20, 2010 – May 27, 2010

September 8	Web Admission Applications Begin for Spring 2010 at <a href="http://www.cos.edu">www.cos.edu</a>
November 30 – December 13	Spring Web Registration for Continuing Students
December 14 – January 19	Spring Open Web Registration for All Eligible Students
December 17 – January 19	Spring Web Registration for Concurrently High School Students
January 18	Martin Luther King, Jr. Holiday; Registration is available at <a href="http://www.cos.edu">www.cos.edu</a>
January 19	FLEX Day; Registration is available at <a href="http://www.cos.edu">www.cos.edu</a>
January 20	Spring Semester Begins
January 20 – February 2	Spring Late Web Registration With Instructor Add Codes
February 2	Last Day to Add Classes; Last Day to Drop a Class Without a “W” and be Eligible to Request a Refund
February 12	Lincoln Day Holiday (no classes)
February 15	Washington Day Holiday (no classes)
March 2	Cal Grant Financial Aid Deadline for New and Transferring Students
March 12	Last Day to File for Associate Degree for Spring 2010
March 26	Spring Final Drop Date-Drop Classes by WEB
March 29 – April 2	Spring Break (no classes); offices closed April 1-2
May 21 – 27	Spring Final Exams
May 27	Commencement; Spring Semester Ends
May 27	Last Day to Make Up Incomplete “I” Grades for Spring 2009 Semester

**Admission Applications and Registration on the Web at [www.cos.edu](http://www.cos.edu)**

# Academic Calendar

## Fall Semester 2010

## August 16, 2010 – December 17, 2010

February 8, 2010.....	Web Admission Applications Begin for Summer/Fall 2010 at <a href="http://www.cos.edu">www.cos.edu</a>
March .....	Fall/Summer WEB Registration for Continuing Students
April .....	Fall/Summer “Reg To Go” at Participating High Schools
May .....	High School Registration for Graduating Seniors
May .....	Fall/Summer Open Web Registration for all Eligible Students Begins
May .....	Summer Web Registration for Concurrently Enrolled High School Students
July 26 – August 15 .....	Fall Web Registration for Concurrently Enrolled High School Students
August 16 .....	Fall Semester Begins
August 16 – 29 .....	Fall Late Web Registration With Instructor Add Codes
August 29 .....	Last Day to Add Classes; Last Day to Drop a Class Without a “W” and be Eligible to Request a Refund
September 6 .....	Labor Day Holiday (no classes)
October 22 .....	Fall Final Drop Date - Drop Classes on Web;
<b><i>This drop date does not apply to Short-term classes as each short-term class has its own drop date</i></b>	
November 12 .....	Veterans’ Day Holiday (no classes)
November 19 .....	2011/2012 Scholarship Application Deadline (4:45 pm)
November 24 – 26 .....	Thanksgiving Holiday (no classes)
November 30 .....	Last Day to File for Associate Degree for Fall 2010
December 13 – 17 .....	Fall Final Exams
December 17 .....	Fall Semester Ends
December 17 .....	Last Day to Make Up Incomplete “I” Grades for Fall 2009 Semester
December 18 – January 18 .....	Break Between Semesters

## Spring Semester 2011

## January 19, 2011 – May 26, 2011

September 7, 2010.....	Web Admission Applications Begin for Spring 2011 at <a href="http://www.cos.edu">www.cos.edu</a>
November 29 – December 12 .....	Spring Web Priority Registration for Continuing Students
December 13 – January 18 .....	Spring Open Web for All Eligible Students
December 16 – January 18 .....	Spring Web Registration for Concurrently Enrolled High School Students
January 17 .....	Martin Luther King, Jr. Day Holiday (no classes)
January 18 .....	FLEX Day – Web Registration is available
January 19 .....	Spring Semester Begins
January 19 – February 1 .....	Spring Late Web Registration With Instructor Add Codes
February 1 .....	Last Day to Add Classes; Last Day to Drop a Class Without a “W” and be Eligible to Request a Refund
February 11 .....	Lincoln Day Holiday (no classes)
February 21 .....	Washington Day Holiday (no classes)
March 2 .....	Cal Grant Financial Aid Deadline for New and Transferring Students
March 11 .....	Last Day to File for Associate Degree for Spring 2011
March 25 .....	Spring Final Drop Date - Drop Classes on the Web;
<b><i>This drop date does not apply to short-term classes as each short-term class has its own drop date</i></b>	
April 18 – 22 .....	Spring Break (no classes); offices closed April 21-22
May 20 – 26 .....	Spring Final Exams
May 26 .....	Commencement; Spring Semester Ends
May 26 .....	Last Day to Make Up Incomplete “I” Grades for Spring 2010 Semester

**Admission Applications and Registration on the Web at [www.cos.edu](http://www.cos.edu)**



# General Information

## About our college...

College of the Sequoias is a two-year community college offering educational and enrichment programs for the residents of its district in Tulare and Kings Counties. The District was established in 1925 and moved to its current 62-acre site in 1940. In addition to the primary campus, COS conducts an agriculture program on a 16 acre farm, and has also purchased an additional 495 acres for a future farm site. COS offers general education coursework in nearby communities, including a college center in the city of Hanford.

### ■ College Mission

College of the Sequoias: Is a comprehensive community college focused on student learning that leads to productive work, lifelong learning and community education and involvement.

College of the Sequoias: Affirms that our mission is to help our diverse student population achieve their transfer and/or occupational objectives and to advance the economic growth and global competitiveness of business and industry.

College of the Sequoias: Is committed to supporting students' mastery of basic skills and to providing programs and services that foster student success.

### ■ 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 the college programs serve the individual, the community and society.

### ■ Enrollment

College of the Sequoias' total student population is approximately 12,700 and is comprised of the following: 34% Caucasian, 46% Hispanic, 6% Asian or Pacific Islander, 3% Black, 1% American Indian, and 8% are unidentified. The current trends reflect increased enrollments of women, minorities, students who state that English is not their primary language, and students who plan to transfer, and part-time students.

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 25 percent in the past decade.

### ■ Faculty and Staff

College of the Sequoias has 183 full-time faculty, approximately 365 adjunct faculty, 30 administrators, 10 confidential and 225 classified employees--all of whom are dedicated to providing the students with the very best educational environment possible. Faculty members are selected not only for their academic qualifications and experience, but for their interest in maintaining close student-teacher relationships.

### ■ The District

The District is governed by a five-member Board of Trustees elected through a ward system within the boundaries of Tulare and Kings Counties. In addition to Visalia, the nearby towns of Corcoran, Hanford, Tulare and Woodlake are represented by those members.

### ■ The Community

College of the Sequoias is located in Visalia, California (in the County of Tulare), 185 miles north of Los Angeles and 225 miles south of San Francisco. In addition to easy access to the Giant Sequoias, residents of the District enjoy nearby Sequoias and Kings Canyon National Parks and two large lakes (Kaweah and Success) for boating and fishing. The Central Valley also features many fine golf courses. The Tulare County Symphony and the annual COS Musical are just two of the many performing and fine arts enjoyed and practiced by residents. The annual Ag Farm Equipment Show as well as the Tulare County Fair attracts many people each year.

Since 1990, the population of Tulare and Kings Counties has increased by almost 42% and in 2006 included approximately 419,909 and 146,153 residents respectively. Although the District enjoys a retail and professional sector, Tulare County is the second most productive agricultural area in the nation, and the annual Farm Show is the largest of its kind in the world.

### ■ 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 and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations."*

Regarding students who are not citizens 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 Life-long 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.

### ■ Economic Development Education

The ability to assess an organization's needs and deliver job-specific knowledge to workers defines the mission of the Economic Development Education Center at 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.

### ■ 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 oral and written language and math 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 programs and 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.

## Off-Campus Locations

Traditional facilities at the campus include lecture classrooms; science laboratories; computer laboratories in Art, English, Math, Business, and Nursing; a photography laboratory; a multipurpose gymnasium; a theater; an art gallery; an industrial and automotive technology complex; a learning resource center; administrative and student services offices; a disabled student complex; a student union; a student health center, a college farm; a bookstore; and student activities office.

Recreational facilities include a track and field complex; outdoor tennis; handball courts; pool; 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.

# General Information

## ■ Child Development Center

The Child Development Center serves as a training laboratory for students in the Child Development Program, students going into the child care business, as well as parents and community members. The professionally staffed Child Development Center offers an exemplary early childhood education program. The Center is a state-of-the-art facility.

## ■ Farm

The COS Farm is located at 2245 South Linwood in Visalia and 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 landscape experiences while working in the unit during class laboratories or after hours at student work sites. The farm laboratory provides students with worksites in animal science, horse production, dairy, ornamental horticulture, floriculture, turf culture, crop production, vegetable gardening and soils.

## ■ Hanford Center

College of the Sequoias has a center at 12582 13th Road in Hanford, California. A wide variety of general education classes and some vocational classes are offered at that site during day and evening hours. Services available to students include testing, orientation, counseling, registration, tutoring, and book sales. Call (559)585-3933 for further information.

## ■ Off Campus Locations

To make it easier for COS students to attend classes, the college offers regular accredited courses at 10 off-campus locations within the District, including the Hanford Center. Students may register for off-campus classes through the Web.

## ■ Off Campus Sites

### **COS FARM**

2245 South Linwood  
Visalia

### **CORCORAN**

Corcoran High School  
Whitley & Letts Avenues

### **CUTLER/OROSI**

Cutler-Orosi Unified High School  
418 Road 128

### **EXETER**

Exeter Union High School  
820 San Juan Avenue

### **FARMERSVILLE**

Farmersville Senior Center  
444 N. Gene Avenue

Farmersville Unified High School  
631 Walnut

### **HANFORD**

Hanford COS Center  
12582 13th Road  
Rooms: 1-9  
Hanford Vocational Center  
9621 13th Ave

Hanford High School  
120 E. Grangeville Blvd.

Hanford West High School  
1150 West Lacey Boulevard

### **LINDSAY**

Lindsay High School  
1701 East Tulare Road

### **TULARE**

Tulare Union High School  
755 East Tulare

Tulare Western High School  
824 West Maple

UC Davis Tulare Vet Center  
18830 Road 112

## VISALIA

El Diamante High School  
5100 West Whitendale

Golden West High School  
1717 Mc Auliff

Mt. Whitney High School  
900 S. Conyer

Redwood High School  
1001 West Main Street

Sequoia High School  
901 N. Mooney Blvd.

The Meadows  
3900 West Tulare

Tulare Co. Office of Education  
7000 Doe Ave.

## WOODLAKE

Woodlake Union High School  
400 West Whitney

## Admissions/Matriculation

All Student Registration at College of the Sequoias is completed Online

At College of the Sequoias registration is on the Web at [www.cos.edu](http://www.cos.edu), Monday through Saturday, 7 am to 11 pm. If you do not have access to a computer, you can access the WEB on campus in Room 156, the Student Web Resource Lab, and at the Hanford center.

### ■ 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.

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.

For dates relating to registration, check the calendar in the front of this catalog or inquire at the Registration Office, Room 107. Registration is over the Web. Information on this process will be printed in the current Schedule of Classes and available in the Registration Office, Room 107.

See "Classification of Students," Extended Learning/High School Accelerated Students, for concurrent enrollment of 7th-12th grade students.

### ■ 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 throughout the year. Information on testing may be obtained by contacting the Assessment/Placement Test Office in Room 157 (730-3737).

### ■ Summary of Admission Requirements

*(Full-time Students, Twelve (12) or more units and students planning to take more than six (6) units)*

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

# Admissions/Matriculation

matriculation shall require that a prospective student:

1. Prior to the deadline specified in the schedule of classes, complete a COS Admission Application on-line at [www.cos.edu](http://www.cos.edu). Detailed instructions are printed in the schedule of classes.
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. Any high school or college transcript received by College of the Sequoias becomes the property of the College and will not be released to the student or other institutions.

## ***(Part-time Students, Six (6) or Fewer Units)***

1. Prior to the deadline specified in the schedule of classes, complete a COS Admission Application on-line at [www.cos.edu](http://www.cos.edu). Details are printed in the schedule of classes.
2. File one transcript of all previous high school and/or college academic records if the student wishes to:
  - a. Apply for a Certificate of Achievement or an Associate Degree
  - b. Apply for financial assistance (EOPS, financial aid, veterans)
  - c. Apply for special programs, particularly in the health, arts, and sciences
  - d. Validate that a prerequisite has been met either in high school or at another college

## ■ **Advanced Placement**

College of the Sequoias recognizes high achievements 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 may be granted credit for purposes of general education certification, graduation, advanced placement in the college's

sequence of courses, and for curriculum requirements.

Students will automatically receive credit for Advanced Placement Examinations, if scores are sent to the College. The College will confirm the credit granted. If students choose not to receive credit for AP exams, they should request to have the credit removed from their transcript by making this request in writing to the Dean of Student Services. Please be aware that other institutions, particularly four-year colleges/universities, may evaluate your Advanced Placement credits differently. Check with an Academic Counselor or the institution to which you plan to transfer for an evaluation of your AP credits.

## ■ **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.

### **Returning Students:**

Students who have attended COS, but have missed one or more semesters (not including the summer semester).

### **Continuing Students:**

Students who are currently enrolled.

### **New Students:**

Students who have never attended COS.

### **Extended Learning/HS Accelerated Students:**

7th-12th grade students are required to complete a Web admission application and submit a high school permission form to the Admissions and Records Office for every semester of attendance. Attendance is on a space available basis only. High school accelerated students attending a class at COS are not considered "continuing students."

## ■ **Registration**

Students use Web Registration to register, add, and drop classes, at [www.cos.edu](http://www.cos.edu).



## ■ Resident Regulations

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

A "resident" is a student who has physical presence in the state for more than one year immediately preceding the opening day of instruction of the semester (T554028; EC 68017,680601), and has demonstrated intent to make California their permanent home.

A student shall be required to present evidence of physical presence in California, intent to make California their home for other than a temporary purpose, and if the student was classified as a nonresident in the preceding term, they may be required to demonstrate financial independence (T5 54022/EC 68044).

Physical presence within the state solely for educational purposes does not constitute establishing California residence regardless of the length of that presence (T5 54026). Residents of another state are nonresidents of California (T5 54030). The burden is on the student to demonstrate clearly both physical presence in California and intent to establish California residence (T5 54026).

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). During this time, the student should demonstrate intent to make California their permanent home.

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). During this time, the student should demonstrate intent to make California their permanent home.

## ■ Waiver of Non-Resident Fees

Assembly Bill 540 (Firebaugh) provides for the waiver of nonresident tuition if: (1) the individual has attended a California high school for three or more years; and (2) has graduated from a California high school or attained the equivalent; and (3) has filed an affidavit with the College if he/she is an alien without lawful immigration status. Contact the Admissions and Records office with any questions.

## ■ College Level Examination Program (CLEP)

College of the Sequoias awards credit for the five General

Examination sections of the College Level Examination Program. Six units of elective credit may be awarded for each examination that a student completes with a score of 500 or higher on the written test or 50 or higher on the computerized test. The CLEP may also be used to fulfill certain Associate Degree general education requirements as listed in this catalog. Only students who are enrolled and matriculated at College of the Sequoias may receive CLEP credit on a College of the Sequoias transcript.

To obtain information and make arrangements to challenge one or more of the General Examinations, students may contact the Educational Testing Office at CSU, Fresno (559) 278-2457. Upon receiving the minimum score, students may petition for credit by submitting the official CLEP Test result to the COS Admissions and Records Office, Room 107.

## ■ International Students

College of the Sequoias accepts International 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 may be restricted.

Transcripts of academic records and good health verification are required to qualify for admission. To be admitted, International Students are required to qualify for admission. International students are required to achieve a score of at least 500 (173 for computerized test) on the written 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 International Student's annual tuition fees of approximately \$6,690 (for those students enrolled in 15 units each semester) are \$223 per unit, the same as for other nonresident students. International and nonresident students must also pay the resident tuition of \$20 per unit which has been included in the \$6,690 annual tuition fee listed above. A \$100 Application Fee must be paid upon application to the college. Payment should be by bank draft or money order and must be received before the Form I-20 will be issued by the college. Tuition for subsequent semesters will be paid at the time of registration.

Students must complete an International Student Application AND the online COS application.

All international students are required to purchase medical insurance, the cost of which is approximately \$500 for the school year. The funds to cover the insurance should be paid with the nonresident tuition. Students must pay a \$100 SEVIS I-90 fee at [www.fmjfee.com](http://www.fmjfee.com).

Federal and State financial aid or funding for scholarships is not available to foreign students. Working during the first year is not allowed and students must have sufficient funds to defray expenses. Each application must be accompanied

# Admissions/Matriculation

by a certified financial statement indicating sufficient monies are available to pay college costs and living expenses.

Students on an "F" 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 Matriculation Coordinator (monaf@cos.edu).

## ■ Transcripts

Applicants under 21 years of age must file certified transcripts of their high school record with the Admissions and Records Office at College of the Sequoias. Applicants who have attended another college or university must file transcripts from each college or university attended. College of the Sequoias grants credit for lower division work from accredited colleges or universities

Failure to file transcripts may 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 to the student or sent to other institutions.

## ■ Exception:

The high school transcript requirements may be waived for:

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

## ■ Fee Assistance

The California Legislature has made funds available to low-income students who are California residents and desire to attend a community college, but who are prevented from doing so by the mandatory enrollment fee. The Board of Governor's Financial Assistance Program provides several ways to help lower-income students pay the enrollment fee. Please contact the Financial Aid Office, Room 105, for eligibility information.

## ■ Fees and Expenses

Fee assistance is available to eligible students. Eligibility information may be obtained from the Financial Aid Office, Room 105.

## ■ ASB Representation, Photo, & ID Fee

Optional purchase of a photo and identification card entitles you to all the privileges of Associated Student Body membership, including local merchant discounts. Cost is

\$15.00 per year, whether you purchase your permit in the spring (January to January) or the fall (August to August).

A student representation fee of \$1.00 per semester (for students enrolled in six (6) or more units) is charged. 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.

A Student Center fee will be charged to all students. The fee is \$1.00 per unit up to a maximum of \$5.00 per semester.

## ■ Enrollment

Enrollment fee is \$20.00 per unit and is charged to all students. An enrollment fee of \$10.00 is charged per ½ unit. The nonresident fee is an additional \$223 per unit. The enrollment fees are set by the State and subject to change.

## ■ Health Fee

A mandatory health fee is charged each semester to all COS students enrolled in classes for units or who are repeating a class under the Course Audit Option. The health fee is \$17 for the Spring and Fall semesters and \$14 for the Summer semester. Fee waivers are available for religious reasons. The health services fee helps support campus health services, including accident insurance.

## ■ Material Fees

A material fee may be levied in certain courses approved by the Board of Trustees. Fees vary and are noted in the Schedule of Classes. Material fees are refunded to students who completely withdraw from class BEFORE the semester begins or if the class is cancelled by the college.

## ■ Nonresident Tuition Fees

The nonresident fee for the academic year 2008-2009 is \$223 per semester unit, plus applicable enrollment fees payable each semester upon registration. The nonresident tuition fee for foreign students is \$223 per semester unit and when the student is both a citizen and a resident of a foreign country, a \$100 processing fee must accompany the application which is deducted from the tuition fee at the time of enrollment, plus all applicable enrollment fees. Fees are applicable whether nonresidents enroll for credit or noncredit. Guidelines and regulations for fee refunds for the nonresident student are the same as for all other students.

Note: A calculation of the 2009-2011 non-resident fees will be done in Summer 2009 per State regulations.

## IMPORTANT NOTES:

1. All fees are mandated by the State and are subject to change without prior notice.
2. Any increase in fees after the student registers will be charged and billed accordingly.

## ■ Parking Fees (Optional)

Students wishing to park on campus must pay a fee. Parking permits are purchased on a semester basis. Spring and Fall permits are \$20.00 per semester for both full-time and part-time students. Motorcycle and Moped parking is free in designated areas. CSU Fresno students may use their Spring or Fall permit from CSU Fresno or purchase a COS permit for \$20.00.

Students are charged a \$10 fee for a summer parking permit. Fall or spring semester permits are valid for summer semester.

Students not wishing to purchase a semester parking permit may purchase one-day parking passes for \$1.00 from the dispensers located in Parking Lots 1, 3, 4, 6, 7, and at the college farm and the Hanford Center.

## IMPORTANT NOTES:

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

## ■ Student Center Fee

The students of College of the Sequoias approved a \$1.00 per unit (\$5.00 maximum per semester) Student Center fee. By California state law, this fee may only be used to finance, construct, enlarge, remodel, refurbish and operate the COS Campus Center. The state does not pay for student center construction at any of the colleges or universities; instead, it allows students to do so. This fee will be collected each year indefinitely.

## ■ Textbooks and Supplies

Textbooks and school supplies average approximately \$400 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.

## ■ Payment of Fees

Payment may be made by credit card (Visa, Master Card, American Express or Discover Card), cash, check or money order. Payment over the Web is only by credit card; payment by credit card, check, money order, agency payment (Department of Rehab, financial aid), or by any other

method may occur in person at the Cashier Office (Room 102) or at the Hanford Center. Credit card purchases may be subject to pre-approval. The following policy applies when payment is made by personal check:

1. Check is for the amount due only
2. Must provide photo identification and social security number
3. Imprinted checks only
4. In-state checks only
5. No personal two-party checks
6. The non-sufficient funds check charge is \$25.00 plus customer bank charge and 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.

To help you meet your educational expenses, College of the Sequoias is proud to offer Nelnet as a convenient budget plan. This is not a loan program. You have no debt, there are no interest or finance charges assessed, and there is no credit check. The cost to budget your interest-free monthly payment plan is a \$15.00 per semester nonrefundable Nelnet Enrollment Fee. For more information, visit our website, [www.cos.edu](http://www.cos.edu); look for "Admissions", then "Payment Plan", or contact our Cashier Office.

## ■ Refund Policy

Enrollment and health fees for students who reduce units or completely withdraw (not including short-term classes) from college prior to the end of the SECOND WEEK OF INSTRUCTION will be as follows;

## Enrollment and Health Fee Refunds

If fees were paid with a credit card, refunds will be applied to the same credit card, except for the Higher One debit card. If fees were paid with a Higher One debit card, a refund check will be mailed.

Students will be charged a \$5 handling fee on enrollment credit refunds, or the refund/credit balance can be carried to the following semester to avoid the \$5 handling fee.

Petitions for reimbursement will be processed every two (2) weeks.

No refunds will be given for classes dropped after the first two (2) weeks of a fall/spring semester, the first two (2) days of a summer session, or the first day of a short-term class.

No refunds for material fees will be given unless the class is dropped prior to the first day of the semester, or prior to the first day of a short-term class.

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For questions regarding refunds on fees, contact the Cashier Office at 730-3956.

## Parking Fee Refunds

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 \$3 service fee will be deducted from all permit refunds.
- Parking permits must be returned to the Cashier's Office before refunds will be processed.
- A Refund check will be mailed in 6-8 weeks.
- Permits must be picked up as soon as purchased as a limited number will be issued.
- Lost permits may be replaced at the same cost as the original purchase.

## 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 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. Transfer students must supply official transcripts from all other colleges attended. It is the responsibility of all students to compute their current grade point averages for their own guidance in determining whether their scholastic records are meeting their needs. As an example of computing a grade point average, let us assume a student undertook the subjects shown below and earned grades as indicated:

Subjects	Units Attempted	Units Passed	Grade	Grade Points
PE 10AD	1	1	C	2
ENGL 4	3	0	F	0
CHEM 30	5	5	A	20
GEOL 1	4	4	B	12
MATH 154	3	0	F	0
HW1	0	0	W	0
<b>TOTAL</b>	<b>16</b>	<b>10</b>		<b>34</b>

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

Explanation: Since HW1 was dropped with a "W", it does not count as units attempted. All other subjects which were carried count as units attempted, including Math 154 in which the grade was "F" and English 1 in which the grade was "F."

## Scholastic Honors

Special recognition is granted to top scholars each semester. The President of the college acknowledges, on the Dean's List, those full-time students who attain a semester and cumulative grade point average of 3.0 (B) or better. In addition, he also recognizes on the President's Honor List those full-time students who attain a semester and cumulative 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.

## 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. view the orientation video, or attend an orientation session;
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 Counseling Office. Students who are exempt based upon the following criteria are welcome to request any service or activity from the respective departments.

At College of the Sequoias, we believe that a process of assessment, orientation and counseling/advisement, called matriculation, will help you plan and achieve your goals in college. You may choose not to participate in parts of this process if you meet any of the exemption criteria. In addition, if a class has a prerequisite or corequisite, and you have not been through the assessment process, you may be blocked from enrollment.

## ■ Assessment

All new students or students wishing to enroll in a course with a math or English prerequisite, unless exempted, are required to take placement tests in order to enroll in appropriate English and math classes. You may call (559) 730-3737 for the Placement test schedule/times.

## ■ Orientation

All new students are expected to participate in an orientation to COS services and educational programs. Information on registration procedures, college majors, and services is provided during orientation. Go to [www.cos.edu](http://www.cos.edu) to complete Web Orientation. Be sure to fill in the information

and questionnaire to receive credit for orientation. You will receive .5 unit of credit for this process and will be billed accordingly.

## ■ Counseling/Advisement

New students are required and returning students are encouraged to see a counselor prior to registration. Counselors will recommend appropriate courses based on assessment results.

## ■ Counseling Policy

1. The counseling program at College of the Sequoias includes, but is not limited to, the following:
  - a. Academic counseling, in which the student is assisted in assessing, planning, and implementing his or her immediate and long-range academic goals.
  - b. Career counseling, in which the student is assisted in assessing his or her aptitudes, abilities, and interests, and is advised concerning the current and future employment trends.
  - c. Personal counseling, in which the student is assisted with personal, family, and/or other social concerns, when that assistance is related to the student's education.
  - d. Coordination with the counseling aspects of other services to students which may exist on the campus, including, but not limited to, those services provided in programs for students with special needs, skills testing programs, financial assistance programs, and job placement services.
2. Counseling services will be provided for first-time students enrolled in six (6) or more units and students on academic or progress probation or subject to dismissal. Students on probation and subject to dismissal may have units limited and courses or an educational plan prescribed subject to the professional judgment of the counselor. Students subject to academic dismissal shall be required to meet with a counselor prior to registration.
3. The College is authorized to mandate counseling or advising as a condition for enrollment for selected groups of students whose needs for such services are particularly great.

All students are encouraged to take advantage of matriculation at College of the Sequoias (COS). Listed below are the criteria for an exemption:



# Admissions/Matriculation

Any student who has completed an associate degree or higher is exempt from orientation, assessment and counseling. However, all students are required to meet course prerequisites, which may require placement testing.

## Additional exemption criteria are as follows:

**Assessment Exemption:** (Note – students receiving Veterans' educational benefits must take the appropriate placement test before enrolling in remedial (300-level) Math or English courses.)

**Math Test:** You are exempt from the Math test if:

1. you are not enrolling in a math class or a class that lists a math prerequisite and/or advisory and you are not working toward a certificate, degree or transfer program; or
2. you enroll in a Pre-Algebra Math 360 or Math 365; or
3. you present valid college transcripts demonstrating successful completion (grade "C" or higher) of math courses equivalent to courses offered at COS; or
4. you present a valid score report reflecting a score of 3, 4, or 5 on the AP Calculus AB or the AP Calculus BC test.

**English Test:** You are exempt from the English test if:

1. you are not enrolling in an English class or a class that lists an English prerequisite and/or advisory and not working toward a certificate, degree or transfer program; or
2. you present a valid college transcript demonstrating successful completion (grade "C" or higher) of English courses equivalent to courses offered at COS; or
3. you present a valid score report reflecting a score of 3, 4, or 5 on the AP Language and Composition or the AP Literature and Composition test.

## Orientation Exemption:

You are exempt from the orientation requirement if:

1. you have previously participated in a COS orientation; or
2. you are transferring to COS from another college; or
3. you are enrolling in 6 units or less and have no plan to obtain a degree, certificate, or participate in a transfer program.

## Counseling Exemption:

(Note – Students receiving Title IV Financial Aid and/or Veterans' educational benefits are not exempt from the counseling requirement.)

You are exempt from the counseling requirement if:

1. you are transferring to COS from another college; or
2. you are enrolling in 6 units or less and have no plan to obtain a degree, certificate or participate in a transfer program.

## Exemption Procedures

Any student who is considered nonexempt 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 Counseling Office, Room 103.

## Formal Procedure:

1. The student can acquire the Matriculation Exemption Form from the Counseling Office.
2. The student must return the form to the Counseling Office.
3. The staff will review forms within 24 hours of submission.
4. The student may file an Appeal/Grievance Form requesting a hearing from the Matriculation Appeal/Grievance Committee within 10 working days of submission if the student is dissatisfied with the exemption status.

## Appeal/Grievance Procedures

An appeal/grievance may be filed with the 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.

## Formal Procedure:

1. The student must complete the form and submit to the Dean, of Matriculation & Counseling.
2. Within 10 working days, the Matriculation Office will review the case with the student.  
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.

## Academic Regulations and Policies

### ■ Academic Counseling

Counselors at College of the Sequoias provide complete educational and career guidance services. They meet with students on an individual basis for a range of purposes; interpreting the assessment scores, recommending further assessment/testing, determining specific courses for immediate and future registration and developing a Student Educational Plan, which reflects the current goal of the student and identifies needs for referrals and services.

### ■ Advanced Placement

College of the Sequoias recognizes high achievements 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 may be granted credit for purposes of general education certification, graduation, advanced placement in the college's sequence course, and for curriculum requirements.

Students will automatically receive credit for Advanced Placement Examinations, if scores are sent to the college. The College will confirm the credit granted. If students choose not to receive credit for AP exams, they should request to have the credit removed from their transcript by making this request in writing to the Dean of Admissions and Records. Please be aware that other institutions, particularly four-year colleges/universities, may evaluate your Advanced Placement credits differently. Check with an Academic Counselor or the institution to which you plan to transfer for an evaluation of your AP credits.

### ■ Attendance

Course start times are printed on your BANNER WEB Student Schedule and are also posted on the COS website. You are expected to be in class on time and to remain for the entire class period. Classes are not automatically dismissed in the absence of the instructor. Classes are cancelled only by a representative of the administration. If your class is cancelled, a cancellation notice is posted on the door of the room where the class meets. A notice is also posted on the COS webpage ([www.cos.edu](http://www.cos.edu)) on the bottom right under "Cancelled Classes."

You are expected to attend all class meetings of your courses. When you are forced to be absent, the reason for the absence should be reported to your instructor as soon as possible. Contact information for each instructor is

provided on the course syllabus. You are expected to make up any course work you missed during your absence.

### ■ Class Cancellations

Courses listed in the Schedule of Classes are subject to cancellation based on low enrollment or loss of instructor. 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 Wait Lists

During Web registration, if you try to register for a class that is full, you will be given the option to sign up on the Wait List for that class – as long as there are available spots on the Wait List. If seats become available, those on the Wait List will be registered for open seats in the order they are on the list. Being on the Wait List does not guarantee you a seat in the class.

If you try to register for a class that is full, you will have automatic access to the Wait List. The closed class will appear in the Registration Errors section of the Web registration screen. The system will display the message "CLOSED – Waitlisted – 00#." The number appearing after the word "Waitlisted" indicates the number of people already on the Wait List. Click the Action drop-down menu, choose Wait List, and click the Submit Changes button to be added to the Wait List. If the Wait List is full, the message will simply say "CLOSED."

When there are Wait List openings, anyone can get on a Wait List. However, you are eligible to remain on the Wait List only if: you meet the class prerequisites, the class time does not conflict with another class in which you are already registered or wait listed, you have no repeat errors, you have no holds on your record, or the class units will not exceed your maximum allowed. Be aware: If you put yourself on a Wait List and any of these errors occur when the nightly processes move students into classes from the Wait List, you will be dropped from the wait list. Also, you cannot be on a Wait List for another section of a course you are already registered in.

If you are moved into a class automatically from the Wait List, you will be notified via email. Fees will be assessed when you are "rolled" or registered into the class and must be paid within the 14 day payment limit. Check your Web student schedule regularly during registration if you are on any Wait Lists and watch for email notifications. It is your responsibility to monitor your schedule for any changes from the Wait List.

You can add yourself to the Wait List during registration dates until the first day of the semester or short-term class.

# Academic Regulations and Policies

Once the semester or short-term class begins, Wait Lists will no longer be accessible. It is your responsibility to monitor your schedule for any changes from the Wait List.

## ■ Cooperative Education Program/Work Experience-Internship

The Cooperative Education Program offers students an opportunity to use their work experience to earn elective 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. Students may earn a maximum of sixteen units in Cooperative Education during their educational career.

Each semester, one to four units can be earned depending on the type of employment and the hours worked. Students interested in registering for Work Experience should plan on attending a registration meeting to be held on campus prior to each semester. Registration forms and course codes will be available from the Program Coordinator during this meeting.

Additional information may be obtained in the Cooperative Education Office, which is located in Room 106, or by calling the Program Coordinator at 730-3742.

## ■ Course Audit Option

The Governing Board of College of the Sequoias has authorized the auditing of courses at the college. There will be a \$15.00 fee charged for each unit. Students should take courses for credit and use this option ONLY when necessary (i.e. they have completed all possible repetitions that the course can legally offer.) Students must also pay all health, materials and parking fees (if applicable). Students enrolling for credit will have priority in all credit classes. Auditors will not be counted in enrollment based decisions about maintaining or canceling classes, nor will they be allowed to remain in class unless the Application for Course Audit Form has been completed and processed by the COS Cashier's Office (Sequoia Hall, Room 102)

### STEPS TO COMPLETE A COURSE AUDIT FORM

1. After the second week of instruction, and after all students wishing to take the class for credit have enrolled, a student may apply for a course audit. Application for Course Audit Forms are available in Cashier's Office Room 102.
2. Student completes the STUDENT portion of the form.

3. Student takes the form to the appropriate instructor to complete the INSTRUCTOR portion of the form. Requires Instructor signature.
4. The unofficial transcript (available in Sequoia, Room 156) should be attached to the application.
5. Student takes the form to the Area Dean's Office for the Dean's Signature. The Dean will review the transcript to determine if the student has already repeated the course the maximum allowable number of times before approving the form.
6. Student takes the completed form with the appropriate signatures to the Cashier's office for final processing and payment.
7. Student takes a copy of the receipt of payment and a copy of the completed Application for Course Audit form to the instructor before being allowed into the class. Due to insurance concerns, under no circumstances are students allowed to remain in a class without either registering for the credit course or presenting the instructor with evidence that the student has enrolled as an auditor and paid for the class.

## Course Repetition Policy

### ■ Repeatable Courses

Some courses are specifically designed to be repeated. Courses designated "A-B", "A-C", and "A-D" may be repeated for credit (ex., PE 001AD). These courses may be repeated as follows:

"AB"	may be taken 2 times for credit
"AC"	may be taken 3 times for credit
"AD"	may be taken 4 times for credit

See "Course Audit Option" regarding course attendance without credit in repeatable courses once the repetition limit has been reached.

### ■ Repeating a Course to Alleviate a Substandard Grade

Substandard grades include the grading symbols D, F, NC, and NP. Students may repeat a course in which a substandard grade was received in either a non-repeatable courses (ex., MATH 230) or a repeatable course (ex., PE 001AD).

### Substandard Grade Repeats for Non-Repeatable Courses (ex., MATH 230):

When a non-repeatable course is repeated to remove a substandard grade, the most recent grade is used for the

# Academic Regulations and Policies

calculation of the grade point average (GPA). If you need to repeat a class for the first time to alleviate a substandard grade, you may register for the class on-line. There are no forms or special procedures.

If you need to repeat a class for the second time to alleviate a substandard grade, you will be blocked from registering until you petition and receive approval for the repeat. Petition forms are available outside Sequoia Room 107. You may petition for a third repeat if the district finds that there are extenuating circumstances in your case (AP 4225).

## **Substandard Grade Repeats for Repeatable Courses (ex., PE 001AD):**

You may register for repeatable courses for the number of attempts authorized (AB twice, AC three times, AD four times) even if substandard grades are received. There are no forms or special procedures.

If one or more substandard grades have been received and a subsequent grade (A, B, C, D, CR), is received on a repeat, the first substandard grade will be replaced by the subsequent grade for the calculation of the grade point average (GPA).

AD repeatable courses such as PE 001AD are allowed four total attempts. No additional attempts are allowed to alleviate substandard grade(s). If you want a substandard grade alleviated, you must submit a petition. The forms are available outside Sequoia Room 107.

AC repeatable courses such as ART 016AC may be taken three times with satisfactory grades. One additional attempt, for a total of four attempts, is allowed if necessary to alleviate a substandard grade. You must submit a petition and receive approval before registering for this additional attempt. If you want a substandard grade alleviated, you must submit a petition. The forms are available outside Sequoia Room 107.

AB repeatable courses such as DRAM 013AB may be taken twice with satisfactory grades. Two additional attempts, for a total of four attempts, are allowed, if necessary, to alleviate a substandard grade(s). You must submit a petition and receive approval before registering for an additional attempt. If you want a substandard grade alleviated, you must submit a petition. The forms are available outside Sequoia Room 107.

## **Repeating a Course for Which a Passing Grade has Already Been Achieved**

Repeat requests for classes in which you have received a satisfactory grade (A, B, C, CR, P) will be denied unless the class is required for a state certificate or license, a significant lapse of time has passed, or proof of a verifiable extenuating circumstance has been accepted. Petition forms are available outside Sequoia Room 107.

## **■ Credit by Examination**

Students may qualify for credit by examination for courses in the current COS catalog for which they appear to be reasonably qualified by training or experience, and for which they have not received previous college credit, attempted credit by examination, or ever enrolled in the course. The course which the student needs a credit by examination must be one in which the content can be tested by examination in the opinion of the Division and of the assigned instructor.

## **Conditions and Requirements for Credit by Examination**

Students must be currently registered and in good standing at COS. Students must have completed 12 units at COS prior to applying for credit by exam. Good standing is defined as not on probationary status.

1. Credit by examination will not be allowed if the student has:
  - a. Already completed or is currently enrolled in a course that is a prerequisite for the course they are petitioning for credit by examination; or
  - b. Received college credit for the course they are petitioning for credit by examination.
2. Students must file a petition for approval to challenge a course by examination with the Admissions and Records Office. Petitions are available in the Admissions and Records Office, Room 112.
3. Students must furnish strong proof to the satisfaction of the instructor/department, Area Dean, and the Vice President of Academic Services that the previous background experience or training would ensure a reasonable measure of success in the challenge. The Credit by Exam should not begin until the petition is approved.
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. The examination cannot begin until the petition is approved and the instructor has a receipted copy of the fee payment.
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.) Any course listed or qualified to be listed in the college catalog is available for challenge within the

# Academic Regulations and Policies

limits of condition "3" above.

6. 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, a NP (No Pass) grade will be assigned. If a NP grade is assigned, the student will not be allowed to challenge the same course again.
7. A nonrefundable material fee and a processing fee of \$15 will be assessed for each credit by examination petition in addition to the appropriate enrollment, and/or nonresident fees charged for each semester unit to be challenged.
8. The deadline to complete the petition process is as follows:

Fall Semester 2009	November 2
Spring Semester 2010	April 5
Summer Semester 2010	End of 2nd Week
Fall Semester 2010	November 8
Spring Semester 2011	April 4
Summer Semester 2011	End of 2nd Week

Credit by Exam will not be allowed after these dates.

## ■ Dropping a Class/Withdrawals

Students who cannot continue in a class have an obligation to officially drop the class. All drops are processed on your BANNER WEB account.

Drops processed prior to the end of the second week of the semester for full term courses, or 2nd days for a summer semester, are not recorded on the student's transcript and students may petition for a refund through the COS Cashier Office.

Drops processed for full term courses after the 2nd week and through the 10th week of a spring or fall semester, or set date for each summer session, will result in a "W" recorded on the transcript and no refund.

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. Students can process all drops and complete withdrawals through their BANNER WEB account. There is a limit on the number of times a student can withdraw and receive a "W" notation from the same credit course of two (2) times. (T5 55024; AP 4228). Additional repeats will require a Petition to Repeat a Course and written approval from the Director, Admissions and Records before they can register. Forms are available in

Sequoia Room 107. Check the printed Schedule of Classes or view Registration information on the Web at [www.cos.edu](http://www.cos.edu) for exact refund and final drop dates.

## ■ Extenuating Circumstances

The academic record of a student who remains in a class beyond the 10th week of a full term course must reflect a symbol other than "W" except under allowed extenuating circumstances. These circumstances include: verified cases of accidents or illness, death in the immediate family, extended jury duty, orders for active military, police or fire-fighting duty, job displacement and or other circumstances which are justifiable in the judgment of the Director of Admissions and Records. Documentation must be provided. If you have an extenuating circumstance that requires you to completely drop out of college past the final drop date, contact Admissions and Records for more information.

## ■ 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.

Letter Grade	Points Per Units
A Excellent	4
B Good	3
C Satisfactory	2
Passing, less than satisfactory	1
F Failing	0
P Passing	No points awarded
NP No Pass	No points awarded

Pass and No Pass grades are not counted in GPA.

Current term and cumulative total grade point averages are recorded on your permanent academic record on file in Admissions and Records. Unofficial transcripts are available via COS BANNER WEB.

Grades may be accessed through logging into your BANNER WEB account (see [www.cos.edu](http://www.cos.edu)). A hard copy of grades may be obtained at no cost from the Web (on any Web accessible computer or in Room 156, the Student Services Lab). Semester grade reports are no longer mailed to students.

For purposes of grading and 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 at the discretion of



# Academic Regulations and Policies

the instructor in cases of extenuating circumstances (see below). The student is entitled to all grade points upon satisfactory completion of assignments within one year.

It is understood that instructors' grades, when handed in, are final and not subject to change (unless there has been a clerical or mathematical error (T555025(b)) by reason of revision of judgment on the part of the instructor.

## ■ Final Examinations

Final Examinations of at least two hours are held in all subjects according to the schedule that is published by the Office of the Vice President of Academic Services each semester. No student will be excused from any final examination without the approval from the Office of the Vice President of Academic Services.

## ■ 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 if the required work is not completed. A copy must be given to the student with the original record on file in the Admissions and Records Office 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. Incomplete Grade Report forms are available in Sequoia 107 or on the COS website.

## ■ 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:

1. the instructor;
2. the division chairperson;
3. Vice President, Academic Services.

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).

## Independent Study Application Procedure

***A student must be currently registered at COS in one or more units before applying for independent study credit.***

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 and Records Office, Room 107.
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 must then be signed by the instructor, division chairperson and the Vice President, Academic Services, before the end of the 3rd week of the semester.
4. If approved, the form is sent from the Office of Academic Services to the Admissions and Records Office and the course is 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 are printed by the instructor from the Banner software program.
7. At the end of the semester, grade reports are due in the Admissions and Records Office at the same time as 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.

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

## ■ Military Service Credit

Four semester units of elective credit will be given toward graduation to any actively enrolled student submitting a DD214 that shows completion of basic training in the Armed Services of the United States and any discharge other than dishonorable. Credit is allowed in accordance with recommendations by the American Council on Education (ACE). The number of units awarded are those recommended by the Council in the Guide to the Evaluation of Educational Experience in the Armed Services.

In addition, up to eleven semester units of elective credit may be granted in accordance with the recommendation by the American Council on Education in the Guide to the Evaluation of Educational Experience in the Armed Services to actively enrolled students submitting a military transcript for lower division associate/baccalaureate level courses taken at schools in the Armed Services of the United States.

Both the DD214 and military transcript should be submitted to the College of the Sequoias, Office of Admissions and Records. Following evaluation, a maximum of fifteen semester units in electives may be earned through military service.

## ■ "Pass/No Pass" Grading

Effective the summer semester, 2009, all students enrolled in the 300 series (Course Number) of classes are graded on an "A", "B", "C", and "No Pass" basis. Pass and No Pass grades are not counted in GPA.

"Pass" grading (.5 units) is given to IS 220, Orientation for College Success. The Learning Skills discipline is awarded "Pass" and "No Pass" grading.

Students enrolled in 400 series classes will receive Pass/No Pass grades. Certificates awarded for programs composed of 400 series classes will indicate the number of hours of instruction.

## ■ 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(a)2D, 55003) 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 154 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., GD 160 with a "C" or better prior to attempting GD 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).

## ■ Challenge Process:

Any student who does not meet a prerequisite or co-requisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

If a student files a challenge, the District shall resolve the challenge in a timely manner. If the challenge is approved, the student shall be allowed to enroll in the course using the normal registration process.

Course Prerequisite Override Request forms are available in Sequoia Hall Room 107 or through the COS website.

Grounds for challenge shall include the following:

1. Those grounds for challenge specified in Title 5, Section 55003(m). These regulations are available in the offices of Student Services, Academic Services, and Matriculation upon request.

# Academic Regulations and Policies

2. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students.
3. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her educational plan.
4. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.
5. The student has the obligation to provide satisfactory evidence that the challenge should be approved by the College.

## ■ Progress, Probation and Dismissal

The normal load for a college schedule comprises 15-16 units of work.

Students may enroll in a maximum of 19 units each semester. Students on Academic or Progress Probation are limited to 13 units. Students wanting an exception to this rule must obtain a unit overload form approved by a counselor prior to registration.

Once the Counselor has entered the overload into the system, the student can register for units above the maximum by web.

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC", and "NP" were recorded reaches or exceeds fifty percent. (T5:55031;BP:4250).

If satisfactory progress through College of the Sequoias' specialized support service programs (i.e., the Learning Assistance Center, 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.

## Academic Probation Removal

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," "NC" and "NP" drops below fifty percent.

Computation: 
$$\text{Grade Point Average equals} \frac{\text{Total Grade Points Earned}}{\text{Total Units attempted with Letter Grade}}$$

## 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. Dismissals occur only after the spring semester. Students have the right to appeal a dismissal within thirty days of receiving a letter of dismissal. The Petition of Appeal is submitted to the Dean of Student Services (AP 4255).

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 semester cumulative GPA) if during that third semester and every subsequent semester they maintain a 2.0 semester GPA until their cumulative GPA is above the probationary level.

Academically disqualified students will be so informed by letter 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 (not including summer semester). A petition for readmission is required prior to enrollment and is available from the Admissions and Records Office, Room 107. Approval for readmission will specify conditions and requirements to be met.

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 petition for readmission until another semester of nonattendance has elapsed (not including summer session).

# Academic Regulations and Policies

## ■ Academic Renewal

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

- (1) Fifteen or more semester units of lower division college work with a 2.5 ("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 "F" grades were earned.
- (2) At least three years must have elapsed since the "F" grades were received. Instructors who originally assigned the grades must give written approval for their forgiveness. In cases where the faculty members cannot be located, the final decision on forgiveness of "F" grades will reside with the Dean, Admissions and Records.
- (3) A maximum of 12 units may be renewed.

The "F" grade for which academic renewal is approved remains on the student's transcript per Title 5 regulations.

## ■ 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 after the second progress probation, they will be subject to progress dismissal.

## ■ Appeal of Probation

The student has the right to appeal a placement on probation if he or she believes an error has been made. The student may obtain a Petition to Appeal Probation from the Admission and Records Office and file it with Dean, Student Services, within 30 days after being placed on probation. If the student fails to file a Petition to Appeal Probation with the 30 day time limit, the student waives all future rights to appeal the probation action. It is the student's

responsibility to indicate on the Petition a clear statement of the error made and to provide evidence supporting the assertion. Petitions will be reviewed by the Dean, Student Services.

The student will be continued on probation until the Dean decides on the student's appeal. The decision of the Dean will be communicated to the student in writing within 10 days of receipt of the student's appeal. The student may appeal the decision of the Dean in writing to the Vice President of Student Services within 10 working days of the date of notification of the decision of the Dean. The decision of the Vice President of Student Services is final.

## ■ 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: 
$$\text{Progress Percentage} = \frac{\text{Total Units with "W," "I," and "NC"} \div \text{Total Units Enrolled}}{\text{Total Units Enrolled}}$$

## ■ 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 with 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 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 (not including summer semester). A petition for readmission is required prior to enrollment and is available from the Admissions and Records Office, Room 107. Approval for readmission will specify conditions and requirements to be met.

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 petition for readmission until another semester of nonattendance has elapsed (not including summer semester).

## ■ Appeal of Dismissal

The student has the right to appeal a proposed dismissal action if the student feels that facts exist to warrant an

# Academic Regulations and Policies

exception to this action. The student may obtain a Petition to Appeal Dismissal from the Admission and Records Office and file it with Dean, Student Services, within 30 days after the dismissal letter was mailed. If the student fails to file a Petition to Appeal Dismissal with the 30 day time limit, the student waives all future rights to appeal the dismissal action. It is the student's responsibility to indicate on the Petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the Vice President of Student Services.

The student will be continued on probation until a decision is made on the student's appeal. The decision of the Vice President of Student Services will be communicated to the student in writing within 10 days of receipt of the student's appeal. The student may appeal the decision of Vice President of Student Services, in writing to the Superintendent/President, within 10 working days of the date of notification of the decision of the Vice President of Student Services. The decision of the Superintendent/President is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

## ■ Unit Limitation

A student on academic and/or progress probation is limited to 13 units or to a maximum load recommended by the student's counselor.

## ■ Remedial Coursework Limit

"No student shall receive more than 30 semester units (or 45 quarter units) of credit for remedial coursework." Title 5, (T5-55035) (b). "Remedial coursework" refers to nondegree-applicable basic skills courses. If you are enrolled in one or more ESL classes or have been identified as having a learning disability, you are exempt from this limitation (ref: AP 4222).

## ■ Report Delayed (RD)

The "RD" symbol may only be assigned by the Dean, Admissions and Records. 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.

## ■ Time Conflicts

You are not normally permitted to register for a class if the time conflicts with another class for which you are currently registered. However, with the permission of the Instructor, Area Dean, and Vice President of Academic Services, a student can arrange to make up the time lost in a conflicting class. To assure approval, time conflicts should seldom exceed 15 minutes.

In order to gain permission to register in two conflicting classes, a student must complete a "Time Conflict Petition" Form (available in the appropriate Dean's office) and acquire all the required signatures. The form requires that the student provide an explanation, other than convenience, of the need for an overlapping schedule. The student must also agree in writing to make up the overlapping time under the supervision of the instructor of the course. Once this form is returned to the Registration Office (Room 107) and the override is processed, the student will be able to register online for the conflicting class.

## ■ 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. Contact the Admissions and Records Office for details.

## ■ Withdrawal from College

Withdrawals will be processed through BANNER WEB. Students wishing to withdraw after the final drop date may petition for "Extenuating Circumstances" and must bring documentation to the Registration Office, Room 107.

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

## ■ Distance Learning

The mission of Distance Education at COS is to extend educational opportunities to a diverse population of students who prefer or have need of alternative methods of delivery. These approaches to instruction outside the traditional classroom setting provide greater opportunities for students to obtain the education they need to achieve their goals, while continuing with demanding personal and employment schedules .

# Academic Regulations and Policies

Distance Education is: Any part of the course's planned instruction occurring when students and instructor are separated by distance and interact through the assistance of communication technology. At COS, we offer four different types of distance education: Online/hybrid, Interactive TV (Synchronous), Video/Telecourses (Asynchronous), and Correspondence.

Online/Hybrid: A course where any portion of the instructional time is provided through online (Internet) technology in addition to or instead of face-to-face interaction between the instructor and student. Most of our online classes are taught with **Blackboard**. Please see the **Logging into Blackboard** link on this site to learn how to log in to **Blackboard**.

For specific instructions about your class, click on the CRN in the online schedule and contact your instructor.

We have three variations of online/hybrid classes here at COS:

1. Online with no face-to-face meetings
2. Online with one orientation meeting
3. Hybrid - with a combination of face-to-face meetings and online facilitation

Interactive TV (Synchronous): Classes taught with two-way TV at specific times at either the main campus or at the Hanford Center.

Video/Telecourse (Asynchronous): Television broadcast at various times or video materials (rented or purchased) used in conjunction with textbooks and written instructions from an instructor.

Correspondence: Paper format only. Communication with your instructor is done through the US Postal Service. No computer access is required.

Distance education courses transfer to four-year colleges and universities exactly like traditional classes held on campus. The coursework is equally rigorous. It is important to remember that success in distance learning classes will mean hard work on your part, plus good time management skills.

Orientation: If you are thinking about taking an online class, a special orientation can be viewed online. From the COS Website, link to Distance Education through the Featured Links. Click on "Distance Education and Technology Orientation."

For more information, check our web page at: <http://www.cos.edu> or contact our Distance Education Coordinator, Dr. Deborah Nolan in the Learning Resource Center (Lodgepole Building).

## ■ 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 Dean of Student Services.

Students should be free of unfair or improper action by any member of the college community. A student disturbed by acts of another student has recourse to the procedures of the Code of Student Conduct. Any student believing that he/she has been subjected to unjust action by a staff member or administrator may initiate a grievance action for any of the following reasons:

1. Prejudicial or capricious evaluation of the student's academic performance.
2. Any act or threat of harassment or intimidation.
3. Arbitrary action or imposition of penalties without regard to due process as specified in the Code of Student Conduct.

### A. Preliminary Grievance Action:

1. The student with a grievance shall first attempt to resolve it by informal consultation, first with the staff member or administrator concerned, and then with the chairperson of the appropriate division or next level administrator.
2. The student who is still unsatisfied after such consultation may submit to the Dean a written statement specifying the time, place, and nature of the grievance and requesting a hearing before the Committee on Student Conduct and Grievance.
3. Consult the Due Process Procedures in Administrative Procedure 5503, Section A—Preliminary Action, paragraph three, for procedures and processes.

### B. Formal Grievance Hearing:

1. The hearing shall ordinarily be convened within ten (10) school days of the date that the written request was received. The student will be notified by letter of the time and place of the hearing. (During Summer Session or week days when school is not in session, all attempts will be made to comply with the ten (10) school day time parameters; however, there may be circumstances beyond the control of school officials that may extend that

# Student Rights and Responsibilities

timeframe.) Consult the Due Process Procedures in Administrative Procedure 5503, Section B—Formal Hearing with Committee on Student Conduct and Grievance, and Section C—Hearing Committee Procedures, for procedures and processes.

2. The Board of Trustees reserves the right to reject the appeal for a second hearing, in which case the Superintendent/President's decision shall be final. If the Board chooses to grant the hearing, it shall be conducted in accordance with established procedures of the Board. The Board's decision in the case shall be final. Consult the Due Process Procedures in Administrative Procedure 5503, Section D—Final Action, for procedures and processes.

## ■ 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.

**Students' 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 and Affairs Office, shall be responsible for following the policies for scheduling and use of facilities for campus activities.

4. Students shall have the right to form an organization around any particular interest; this right will include the freedom to organize and join student organizations subject to published associated student and district regulations.
5. Students shall have the right to be informed on all campus matters that can be shown to be directly relevant to them by having a voice in decision-making that affects their academic future with the exception of staff appointment, termination, and tenure. In case of conflict in determining what campus matters are relevant to students, the determination will be made by the Committee on Student Conduct and Grievance.
6. Students shall have the right to have their academic records treated in a confidential and responsible manner with due regard to the personal nature of the information these records contain. Students' records will be released only on the written consent of the student, or by court order or subpoena, 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 California Education Code, Title 5 regulations, 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 Record Privacy Rights and Access to Students Official Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:



# Students Right and Responsibilities

- (1) The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the Dean, Student Services, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- (2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to appeal the decision.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Records may also be released without the student's written consent for the following reasons: (a) pursuant to a court order or lawfully issued subpoena; (b) a federal court order concerning an investigation or prosecution of terrorism; (c) to authorized representatives of state or federal agencies where that information is necessary to audit or evaluate state or federally supported programs; (d) other public or private schools where the student seeks to enroll; (e) to agencies or organizations in connection with a student's application for, or receipt of, financial aid;
- (f) to organizations conducting studies for accrediting organizations or educational agencies; (g) in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons; and (h) to federal military for the purposes of recruitment.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by College of the Sequoias to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
  
**FAMILY POLICY COMPLIANCE OFFICE**  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4805

Certain kinds of information may be made available without a release. Such information is known as a "directory information" and consists of the following items: Student's name, address, telephone number, date and place of birth, major, photographs, weight and height of athletes, most recent previous school attended, 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.

## Prohibition of Harassment Policy

### ■ Purpose

College of the Sequoias is committed to providing an academic and work environment free of unlawful discrimination and harassment. This procedure defines unlawful discrimination and harassment, including sexual harassment, and sets forth a procedure for the investigation and resolution of complaints of discrimination and harassment by or against any staff or faculty member or student within the College.

### ■ Definition of Unlawful Discrimination and Harassment

Unlawful discrimination and harassment is defined as discrimination or harassment on the basis of ethnic group identification, national origin, religion, age, sex (i.e. gender) race, color, ancestry, sexual orientation, physical or mental disability, or the perception that a person has one or more of the foregoing characteristics.

# Prohibition of Harassment Policy

## ■ Definition of Sexual Harassment

Sexual harassment is defined as unwelcome acts of a sexual nature including sexual advances, requests for sexual favors and/or other verbal or physical conduct including written communications of an intimidating, hostile or offensive nature, or action taken in retaliation for the reporting of such behavior when:

1. Submission to such conduct, either explicitly or implicitly, is made a term or condition of an individual's employment, academic status or progress; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment, promotion, transfer, selection for training, performance or academic evaluation decisions; or
3. Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working or educational environment or substantially interferes with an employee's work performance or a student's academic performance; or
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available through the College.

## ■ Kinds of Sexual Harassment

*The definition of sexual harassment encompasses two kinds of sexual harassment.*

1. "Quid pro quo" sexual harassment occurs when a person in a position of authority makes education or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.
2. "Hostile environment" sexual harassment occurs when unwelcome conduct based on sex is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interferes with an individual's academic or work performance, or creates an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile.

### Examples of Sexual Harassment

Sexual harassment can consist of virtually any form or combination of verbal, physical, visual or environmental conduct. It need not be explicit or even specifically directed at the victim. Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of

the same gender as the victim would perceive the conduct as harassment based on sex.

### 1. Verbal Sexual Harassment

Verbal sexual harassment may include, but is not limited to:

- a. Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's protected status;
- b. Inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation;
- c. Unwelcome flirting or propositions;
- d. Demands for sexual favors;
- e. Verbal abuse, threats or intimidation of a sexual nature;
- f. Sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender or sexual orientation.

### 2. Physical Sexual Harassment

Physical sexual harassment may include, but is not limited to:

- a. Inappropriate or offensive touching;
- b. Sexual assault, or coerced sexual intercourse or other sexual acts;
- c. Physical interference with free movement or blocking another person;
- d. Kissing, patting, fondling, lingering or intimate touches, grabbing, pinching, leering suggestively, unnecessarily brushing against another person;
- e. Sexual gestures;
- f. Acting in a provocative manner.

### 3. Visual or Written Sexual Harassment

Visual or written sexual harassment may include, but is not limited to:

- a. The display or circulation of offensive, sexually oriented or other discriminatory visual or written materials;
- b. Posters, cartoons, drawings, graffiti, or other reading materials of a sexual nature;
- c. Computer graphics or electronic media transmissions of a sexual nature.

### 4. Environmental Sexual Harassment

An academic or work environment that is permeated with sexually oriented talk, innuendo, insults or abuse not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work place. An environment may be hostile if unwelcome sexual behavior or other harassing behavior based on a protected status is directed specifically at an individual or if the

# Prohibition of Harassment Policy

individual merely witnesses unlawful harassment in his or her immediate surroundings.

The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

## 5. Relationships

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential exploitation in such relationships. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. By definition, sexual harassment is not within the course and scope of an individual's employment with the College.

## 6. Academic Freedom with Respect to Sexually Explicit Materials

A faculty member may use sexually explicit materials or literature in the classroom as a teaching technique to achieve educational objectives or to stimulate dialogue. The faculty member shall state in the course syllabus that such material will be used and the syllabus shall contain a notice to students that they may be excused during the presentation of such materials without consequence to their grade. The faculty member shall also be required to give a copy of the syllabus to the appropriate area dean in addition to the two copies given to the division chair.

To the extent the sexual harassment policy and administrative procedures are in conflict with the College's policy on academic freedom, the sexual harassment policy and procedures shall prevail. Any dispute arising from such conflict shall be resolved by a committee approved by the Superintendent / President. At least 50 percent of this committee shall be comprised of faculty appointed by the Senate.

## Complaint Procedure for Investigation and Resolution of Claims of Harassment

### 1. Informal Complaint Procedure

- a. The College Complaint Officer as below shall undertake, where possible, to informally resolve charges of unlawful discrimination or harassment;
- b. The College Complaint Officer shall first advise complainant of his/her rights and obligations under both the formal and informal complaint process. The College Complaint Officer further advises complainant of his/her right to file a formal complaint and explain the procedures for doing so.
- c. The College Complaint Officer shall also notify complainant that s/he need not participate in an informal resolution of the complaint and may file a complaint with the Office of Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission or the Department of Fair Employment and Housing.
- d. If the complainant declares his/her preference for the informal process, the College Complaint Officer shall have complainant read, date, and sign a document containing the basic of complainant's allegations and describing the formal/informal procedure and indicating that complainant opted for the informal process.
- e. The College Complaint Officer shall assure the complainant that s/he will not be required to confront or work out problems with the person accused of unlawful discrimination or harassment.
- f. In attempting to resolve the complaint through informal means, the College Complaint Officer shall not conduct any investigation unless the College Complaint Officer determines that an investigation is necessary due to the seriousness of the charges.
- g. Effort at informal resolution may continue after the filing of a formal written complaint.

### 2. Filing a Complaint

- a. Complaint Form  
A complaint may be filed directly with the Chancellor's Office using the Chancellor's Office complaint form. Where a complaint is initially filed with the Chancellor's Office, Title 5 §59329 requires the Chancellor to immediately forward a copy of the complaint to the College for investigation and response.
- b. College Complaint Office

# Prohibition of Harassment Policy

The College will designate an administrator of each gender to act as the College Complaint Officer. Each College Complaint Officer shall be given training, which is current in the proper methods of receiving, investigating, and processing complaints of unlawful discrimination and harassment. The Complaint Officer is charged with receiving complaints of sexual or other forms of prohibited discrimination or harassment, and coordinating the investigation. The accused shall have the right to select which College Complaint Officer oversees the investigation; however, if the complainant prefers the other College Complaint Officer, the two Officers will coordinate with one another on the investigation.

The Complaint Officer may assign the actual investigation to other staff or to an outside person or organization under contract with the College after written notice has been given to the accused. An outside investigating organization shall be utilized whenever the Complaint Officer is named in the complaint or implicated by the allegations of the complaint.

## c. Written Complaint

A student, staff or faculty member who believes he or she has a non–employment based complaint of unlawful discrimination or harassment must make a written or oral complaint to the College Complaint Officer within one year of the date of the alleged discrimination or harassment, or within one year from the date on which the complainant knew or should have known of the facts underlying the complaint.

A student, staff or faculty member who believes he or she has an employment–based complaint of unlawful discrimination or harassment must make a written or oral complaint to the College Complaint Officer within 180 days of the date of the alleged discrimination or harassment, or within 90 days following the expiration of the 180–day period if the complainant first obtained knowledge of the alleged violation after the expiration of the 180 days.

If the complainant fails or refuses to file a written complaint, the College Complaint Officer shall ask the complainant for permission to tape record his/her statement and if permission is not granted, the College Complaint Officer shall make a written record of the complainant's statement and shall give the complainant an opportunity to sign the statement. Any written record of the complainant's statement shall be in the form of a report and shall be free of subjective interpretation. All complainants must be made aware that failure

to reduce a complaint to writing may be a factor when determining his/her credibility or the severity of his/her complaint in an administrative or judicial hearing. The College shall have no obligation to notify the Chancellor's Office of complaints that have not been placed in writing and signed by the complainant.

Any College employee who receives a harassment complaint shall notify the College Complaint Officer immediately.

## 3. Notice to Accused

The College Complaint Officer will give prompt notice to the person accused of harassment regarding the identity of the complainant, the date, time and place of the alleged incident of harassment, and the nature of the alleged misconduct.

## 4. Investigation Process

### a. Witness Interviews

The College Complaint Officer shall authorize the investigation of the complaint, and supervise and/or conduct a thorough, prompt and impartial investigation of the complaint.

Prior to commencing any investigation and before interviewing the accused, the Complaint Officer shall notify an accused employee by telephone that a harassment complaint has been lodged against him/her and that s/he is entitled to union representation at any and all meetings with the Complaint Officer or designee, and without divulging names and/or the specifics of the matters in issue, the Complaint Officer shall also immediately notify the President or designee of the employee's union by telephone to alert the union that the employee may need assistance with regard to a harassment complaint. Within one (1) working day of notice to the accused employee and his/her respective union, or as soon thereafter as possible, the Complaint Officer shall re-contact the accused employee to set a date and time to meet with the accused employee. The College Complaint Officer shall meet with the accused before interviewing any witnesses. At this meeting, the accused shall have the right of Union representation as provided in this section.

The investigation will include interviews with the complainant, persons who may have relevant knowledge concerning the complaint and the accused harasser. The accused and the complainant may recommend witnesses to be interviewed. The process may include

# Prohibition of Harassment Policy

interviews with victims of similar conduct.

- b. **Analysis of Information Gathered**  
The Complaint Officer will review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment giving consideration to all factual information and the totality of the circumstances, including the nature of the conduct and the context in which the alleged incidents occurred.
- c. **Written Report**  
The Complaint Officer will prepare a written report that sets forth the results of the investigation. The written report shall include a description of the circumstances giving rise to the complaint, a summary of the testimony of each witness, an analysis of any relevant data or other evidence collected during the investigation, a specific finding as to whether harassment did or did not occur with response to each allegation in the complaint, and any other appropriate information.
- d. **Notice to Complainant and Accused**  
Within ninety (90) days from the date the College received the written complaint or reduced the complainant's verbal allegations to writing, the Complaint Officer will provide the complainant and the accused with a summary statement of the findings. The summary statement will also include the determination of the Complaint Officer as to whether harassment did or did not occur with respect to the allegations in the complaint, the proposed resolution to the complaint, a statement regarding action taken, if any, and notice of the complainant's right to appeal to the College's Board of Trustees and the State Chancellor's Office.

## 5. **Appeal Process**

- a. **Board of Trustees**  
If the complainant is not satisfied with the result of the Complaint Officer's determination, s/he may within fifteen days, submit a written appeal to the Board of Trustees.  
The Board of Trustees shall review the original complaint, the investigative report, the Complaint Officer's decision and the appeal documents. If the Board does not act on the appeal within forty-five (45) days, the Complaint Officer's decision shall be deemed final. Otherwise, the Board shall issue a written decision within forty-five (45) days after receiving the written appeal. A copy of the decision rendered by the Board shall be forwarded to the complainant and to the State Chancellor's

Office. The decision shall also include notice to the complainant of the right to appeal.

- b. **Notice to the Chancellor's Office**  
Within 150 days of receiving a written complaint, the College shall forward to the State Chancellor's Office the complaint, investigative report, notice to the complainant and accused of the final decision of the Complaint Officer, the decision of the Board of Trustees or the date upon which the decision of the Complaint Officer became final, and a copy of the notice to the complainant of his or her appeal rights. If, due to circumstances beyond its control, the College is unable to comply with the 150-day deadline for submission of materials, the College may file a written request with the Chancellor's Office, within ten (10) days of the deadline, for an extension of time to submit the documents. The College has no obligation to notify the Chancellor's Office of complaints that have not been placed in writing and signed by the complainant.
- c. **Appeal to State Chancellor's Office**  
The complainant may file a written appeal with the State Chancellor's Office within thirty (30) days of the date the Board of Trustees issues the final decision or in the event the Board elects to take no action on the appeal within thirty (30) days of the date the Complaint Officer's decision is deemed approved. The appeal to the Chancellor's Office shall be processed pursuant to the provisions of the California Code of Regulations, Title 5, Section 59350.

## 6. **Remedial Action**

- a. **Conclusions**  
If the College concludes that the charge of harassment is meritorious, it will provide timely notification to the accused of any corrective action proposed by the College.
- b. **Discipline**  
If harassment occurred, the College shall take disciplinary and/or remedial action against the harasser. The action will be prompt and commensurate with the severity of the offense. If discipline is imposed, the nature of the disciplinary action will not be communicated to the complainant.  
Disciplinary actions against faculty, staff and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.
- c. **Right to Grieve**  
An employee accused of harassment who

is subject to disciplinary action as a result of the complaint shall have the right to proceed to advisory arbitration only after s/he has attempted a settlement at the mediation level. The parties agree to use the State Mediation and Conciliation Service to mediate the dispute. The mediation will be conducted as confidential settlement negotiations such that if the parties fail to reach agreement none of the information or proposals exchanged in the mediation may be used in any subsequent advisory arbitration hearing. If mediation fails to generate a settlement, the parties agree to request a list of arbitrators from the State Mediation and Conciliation Service and to select an arbitrator using a "strike-off" process.

- d. **Confidentiality and Prohibition of Retaliation**  
The College shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties. The College shall also take reasonable steps to protect the complainant from further harassment and to protect the complainant from retaliation as a result of filing the complaint. The College shall take reasonable actions to ensure that neither the accused person nor the accuser, nor his/her representative, shall engage in any retaliation or intimidation toward each other or the witnesses. The College shall make every effort and take all necessary steps in order to protect personnel from the consequences of false accusations relating to sexual harassment.

## 7. **Dissemination of Policy and Procedures**

The College's policy and procedures related to harassment will be provided to all students, faculty members, administration and staff, and will be posted in each department office on campus.

At the time of initial hire, employees will be supplied with a copy of the current harassment policy and harassment complaint procedure of the District; and they will sign a statement acknowledging that they have received the policy and procedures. The signed statement will be placed in the employee's personnel file. In addition, the most current policy and procedures will be incorporated into the College's General Catalog and orientation materials for new students.

## 8. **Training**

Training of faculty and staff should be conducted annually emphasizing the prohibition of harassment in the classroom and work environment and should include a review of

the Board Policy 3430, Prohibition of Unlawful Discrimination and Harassment and the Discrimination and Harassment Complaint Procedures.

**Reference:** *Education Code sections 2.2.1, 66252, 66M2.5; Government Code sections 12900 – 12996; Labor Code sections 1101, 11021; California Code of Regulations, Title 5, Section 59320 42 U.S.C. sections 2000d, 2000e et seq. (Title VI, VII) 42 U.S.C. section 2000h – 2 (Title IX) Title 5, section 59320, et. seq.*

# 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.

# Code of Student Conduct

## 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 and the next class/activity 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:
  - a. Any instructor may temporarily exclude the offending student from his class for the remainder of the class session and the next class day.
  - b. Any administrator may temporarily exclude the student from any college sponsored activity for the remainder of the activity time.
  - c. The Dean of Student Services and the Vice President of Student Services may impose a reprimand or temporary exclusion, or may recommend suspension or expulsion.
  - d. The President of the College may impose suspension or recommend expulsion.
  - e. 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.

STUDENTS MAY BE WITHDRAWN FROM ALL CLASSES IN WHICH THEY WERE ABSENT ON THE FIRST MEETING OF THE SEMESTER.

If unusual circumstances prevent the student from attending, the student should notify the Dean of Student Services/ Admissions and Records. 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.

NONATTENDANCE DOES NOT RELEASE THE STUDENT FROM THIS RESPONSIBILITY.

NO PERSON MAY ATTEND OR PARTICIPATE IN CLASS WITHOUT BEING PROPERLY ENROLLED DUE TO INSURANCE STIPULATIONS. STUDENTS PROPERLY ENROLLED SHOULD NOT BE ACCOMPANIED IN THE CLASSROOM BY CHILDREN, NOR SHOULD CHILDREN BE LEFT UNATTENDED ON THE CAMPUS WHILE PARENTS ATTEND CLASS.

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

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

If a student has PRIOR knowledge of a scheduled absence, they should obtain permission from the instructor prior to the absence. If advance notice is not possible, students should follow the instructor's instructions for reporting an absence.

## ■ Dropping a Class

It is the student's responsibility to drop a class in which he/she no longer wishes to be enrolled.

Nonattendance does not release the student from this responsibility.

Classes may be dropped online through your BANNER WEB account.

## ■ Eating

Eating is allowed in the Student Union (Carl's Junior, TACOS); the food courts and areas outside of buildings, BUT IS NOT permitted in classrooms or conference rooms.

## ■ Liquor and Drugs

Students and guests of students, regardless of age, may not use or be in possession or under the influence of alcohol or unauthorized drugs on either the main campus, college farm, Hanford Center, 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 on Campus

The District has determined that smoking and use of tobacco products will be limited to designated areas only. See the campus maps for areas reserved for tobacco use. The sale and advertising of cigarettes and tobacco products on the College campus is prohibited. Any student or employee who violates this policy will be subject to disciplinary action.



In an effort to provide a healthy, productive work and learning environment, the Superintendent/President will assure that students and employees alike have access to information regarding programs that reduce tobacco product use initiation, reduce consumption, and/or support cessation efforts. (Reference: Government Code 7596-7598; 19994.30-19994.33; Education Code 76030-76037.)

## ■ 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. Only in the case of a legitimate emergency will messages be taken and delivered to students.

## ■ Posting of Materials

Clearance must be obtained from the Student Activities and Affairs 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 Counseling and Matriculation for clearance. Materials may be posted only on bulletin boards that say "Approved for Posting" across the top. General Advertisements (for sale, roommates or transportation needed, etc.) may be placed on cards available in the Student Activities and Affairs Office.

## Student Field Trips

### ■ Student Transportation

Throughout the school year various classes will meet at off-campus locations. The college will not provide 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, caravans, etc., these recommendations are not mandatory. The district is not responsible nor does the district assume liability for any injuries or losses resulting from 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 55220(h), 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

### ■ Associated Student Body

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 are 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, Student Body Ambassador, and Student Board of Trustees member.

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

### ■ COS Bookstore

The COS Bookstore welcomes you to the College of the Sequoias. Conveniently located on campus, the bookstore carries textbooks and supplies as well as clothing, gifts, and college memorabilia.

The COS Bookstore encourages you to visit the bookstore before the semester begins. Textbooks are arranged by department, course, instructor, and section number. Textbooks are priced on the shelf tags below the books. The COS Bookstore also offers different options for purchasing textbooks:

Buy your textbooks online at <http://cos.bncollege.com>  
Sign up for FACTS - Textbook Payment Plan

### ■ Discounts

It pays to purchase an ASB card! You will receive a coupon for new books at the COS Bookstore as well as additional discounts on all clothing and gift merchandise throughout the semester when you present your card.

Personal checks, Visa, Master Card, and Discover are accepted for payment provided a drivers license and student ID number are presented. All returned checks are turned over to Sequoias Check Collection and assessed a \$30.00 service fee.

# Student Services

## ■ Refunds and Exchanges

### Terms

Refunds: Dates will be posted each semester.

Refunds or exchanges for books purchased for short-term classes must be returned on or before the first day of class; a COS Bookstore receipt must be presented for any refund or exchange; new books must be in perfect condition to return; a refund will not be issued if books are written in, unwrapped, soiled or stickers are removed.

## ■ Buy Back Policy

You can sell your books back at the COS Bookstore. Wholesale prices may be offered during the semester. At the end of the semester, your books may be worth up to 50% of the new price IF they are being used again on campus AND the bookstore needs additional quantities. If the bookstore does not need your book, a wholesale price MAY be offered.

Dates and times will be posted at the bookstore and around campus. The bookstore cannot guarantee the buy back of any book at any time.

The staff at the COS Bookstore is here to serve you. If you have any questions or requests, please feel free to contact the Bookstore by phone at 730-3751 or by email.

Dorianna Mendieta, Bookstore Manager  
doriannam@cos.edu

Karyl Johnson, Bookstore Operations Coordinator  
karylj@cos.edu

Josie Cote, Special Accounts, Programs & Scholarships  
josiec@cos.edu

Jim Anderson, Shipping & Receiving  
jima@cos.edu

## ■ CalWORKs

The CalWORKs program assists students who are receiving TANF/CalWORKs with coordinated student services including: academic, vocational, & personal counseling, CalWORKs work-study, paid child care assistance, assistance with books, advocacy on welfare-to-work issues, CalWORKs peer support groups, and referrals to on & off campus resources. For further information, students may call (559) 730-3864, visit the Student Development Center (Manzanita Bldg 33), or check the web at [www.cos.edu/calworks](http://www.cos.edu/calworks).

## ■ Campus Parking

Parking facilities on campus are 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.

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.

Those who do bring vehicles are required to purchase a permit and to obey ALL parking regulations. Citations may be issued by the Campus Police to anyone who is in violation of the college parking policy or California Vehicle Code. A brochure containing the parking policies is available at the Campus Police Office.

Students wishing to park on campus must pay a fee for a semester parking permit. The cost is \$20 for full-time and part-time students. Permits must be paid for at the Cashier's Office. Business hours are 7:45 a.m. to 4:30 p.m., Monday through Friday.

Students not wishing to purchase semester parking permit may purchase one-day parking passes for \$1.00 from the dispensers located in Parking Lots 1, 3, 4, 6, 7, at the College Farm, and the Hanford Center.

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:

1. Apply for parking refunds at the Cashier's Office in Sequoia Room 102.
2. A \$3 service fee will be deducted from all full-time and part-time permit refunds.
3. Parking permits must be returned to the Cashier's Office before refunds will be processed.
4. A refund check will be mailed in 6-8 weeks.
5. Permits must be picked up as soon as purchased as a limited number will be issued.

## ■ Career Center

Career counseling services are available to students, as well as other interested parties. The Career Center assists individuals in finding careers, occupations, and college majors that will contribute to meaningful life experiences. The Center offers career testing, computerized career search programs, and bibliographical resources.

The Center also provides students with assistance in finding employment to help pay the costs of their education. A job board provides a listing of local on/off campus positions. Students may use the Center's computerized self-referral system for direct connection with employers. The Center hosts workshops in career and work-related topics such as

interview techniques, resume preparation and labor market information. The Career Center is located in the Student Services Center, Sequoia building, Room 106.

## ■ Child Care

The Child Development Center is accredited by the National Association for the Education of Young children. NAEYC administers the largest and most widely recognized accreditation system for all types of early childhood schools and childcare centers.

The Child Development Center serves as a training laboratory for students in the Child Development Program, students going into the child care business, as well as parents and community members. The professionally staffed child development center offers an exemplary early childhood education program. The facility is located at 1945 West Meadow Lane, Visalia.

At this center, child care is provided for students, staff, and the public. Call the Training Center if you have any questions about qualifications and referrals to other child care services – 730-3918.

## ■ 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 and Affairs Office located in the Giant Forest building.

Any group wanting to be organized as a club at COS must be chartered through the Associated Student Body. Forms are obtained in the Student Activities and Affairs Office located in the Giant Forest building. An "Activity Hour" is scheduled on Tuesdays and 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 during these hours.

## ■ Cooperative Agencies Resources for Education (CARE)

The Cooperative Agencies Resources for Education (CARE) Program at College of the Sequoias (COS) serves Extended Opportunity Programs and Services (EOPS) students as they seek to break the welfare-dependency cycle by supporting them to complete college-level educational or training programs so that they may become more employable and economically self-sufficient.

For more information, please contact the CARE Office at the following address: College of the Sequoias, CARE Office, 915 South Mooney Boulevard, Room 108, Visalia, CA 93277; Telephone: (559) 730- 3818; FAX: (559) 737-4860; or online: [www.cos.edu/eops](http://www.cos.edu/eops)

## ■ 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 assessment results, recommending further assessment/testing, determining specific courses for immediate and future registration, developing a Student Education Plan, identifying students' concerns and making appropriate referrals for 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 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 ensuring that students receive current and correct information. This information is usually documented in a Student Education Plan which reflects the student's current goal. Students wishing to change their goal should see a counselor to revise their Student Education Plan.

Counselors are available during the day either by appointment or on a walk-in basis. Evening counseling is available by appointment only. It is advised that students make appointments well in advance of registration periods 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 Sequoia building, room 103. The telephone number is (559) 730-3741, or 730-3715. To schedule a counseling appointment on the Hanford campus, students may call (559) 585-3933.

## ■ COS Campus Police Department

The COS Campus Police Department functions for the protection of school facilities, students and staff.

Other services provided by the Campus Police Department 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

# Student 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 Campus Police Department.

The Campus Police Department is located in Parking Lot 1 off Meadow Lane. Call our business office at 730-3726 and for emergencies ONLY call 730-3999.

## ■ Disability Resource Center

The Disability Resource Center provides individualized services to enhance students' access to and achievement in all classes and activities offered at COS.

The Disability Resource Center serves COS students with a variety of disabilities, including: students with mobility, vision and other health impairments; students with hearing and speech difficulties; students with learning disabilities that affect acquiring, storing and/or retrieving information; students who have acquired brain injuries; developmentally delayed learners with potential for measurable achievement in college; and students with psychological disabilities.

Services include: alternate media (audio, Braille, large print, tactile graphics); assessment (Ability to Benefit, competency, learning disability, placement); assistance with taking notes and tests, disability-related counseling; equipment loan (Alpha smarts, luggage carts, tape recorders and more); liaison/referral both on and off-campus; Sign Language interpreters; special classes (academic support, adaptive computer technology, adaptive PE, and learning skills); and more.

For more information contact the DRC at the Sycamore building, room 109; telephone (559) 730-3805; FAX (559) 730-3803; Video phone (559) 737-4890; or online: [www.cos.edu/drc](http://www.cos.edu/drc).

In accordance with section 504 of the Rehabilitation Act and ADA requirements, this publication can be made available in alternative formats as a reasonable accommodation. To request a copy in an alternative format please contact the Disability Resource Center (559) 730-3805.

## ■ Early Alert

Early Alert will allow you to learn of your mid-term grades, any areas of concerns and read comments written by your instructors for the classes you are taking at COS.

You will receive your Early Alerts in two ways.

1. An e-mail message will be sent to your COS e-mail account.
2. Early Alerts will appear online on Banner Web. For those students who participate in a categorical and/or special program (for example: athletics,

CalWORKs, DRC, EOPS, FYE, and Puente) you will no longer be required to submit hard copy progress report forms.

You are encouraged to ask your instructors to submit an Early Alert on your behalf and to seek assistance from the many student programs and services available at COS.

## ■ Extended Opportunity Programs and Services (EOPS)

The Extended Opportunity Programs and Services (EOPS) at College of the Sequoias (COS) has been charged with the responsibility to recruit and successfully retain college students of educationally and socio-economically disadvantaged backgrounds from throughout Kings and Tulare Counties. The primary purpose of the EOPS Program is to prepare students to transfer to a four-year university or complete an Associate's Degree or vocational certificate in order to acquire meaningful employment as a result of their educational experience at COS. For more information, please contact the EOPS Office at the following address: College of the Sequoias, EOPS Office, 915 South Mooney Boulevard, Room 108, Visalia, CA 93277; Telephone: (559) 730-3818; FAX: (559) 737-4860; or online: [www.cos.edu/eops](http://www.cos.edu/eops).

## ■ 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, 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 [www.fafsa.org](http://www.fafsa.org) or California high school counseling offices and/or College of the Sequoias Financial Aid Office after January 1 of each year. For further information, please contact College of the Sequoias Student Financial Services Office in the Sequoia building, Room 105 or call 730-3747.

Limited Financial Aid Services are offered at the Hanford Center.

## ■ Food Services

College of the Sequoias offers its students three food service areas.

A snack bar (food court) with an outside seating area is located at the north end of the Giant Forest building. The snack bar offers a variety of snacks (including candies, ice-cream, crackers, and cookies) a variety of drinks, light lunches and sandwiches. The snack bar is open 7 a.m. to 9 p.m. Monday

through Thursday, and 7 a.m. to 2 p.m. on Fridays. There is an outside seating area west of Sequoia Room 104 (outreach office) where there is a snack bar (coffee shop) which also serves sandwiches and a variety of drinks. The coffee shop is open from 7 a.m. to 5 p.m., Monday through Thursday, and 7 a.m. to 2 p.m. on Fridays.

**Carl's Jr.** and **TaCOS** are located in the Alta Peak Student Union. They are open Monday through Thursday 7:30 a.m. to 7:00 p.m. and Fridays 7:30 a.m. to 1:00 p.m. Both breakfast and lunch are served. Breakfast orders end at 10 a.m.

## ■ Housing Services

The Student Activities and Affairs Office provides a Housing Bulletin Board to assist students in locating apartments, rooms, and houses in the local area. Anyone interested in posting a listing should stop by the Student Activities and Affairs Office located in the Giant Forest building, or call 730-3736. The Housing Bulletin Board is located in the breezeway. There are no dormitories on campus.

## ■ Instructional Media Services

### Hours:

Monday through Thursday 7:30 a.m. to 6 p.m.  
Friday 7:30 a.m. to 4:30 p.m.

Located on the ground floor of the Sycamore building, Instructional Media Services provides audiovisual materials and equipment to faculty, staff and students. A student media lab is available for students to view videos, DVD or tape, and listen to audio cassettes and CDs as assigned by instructors. In addition, IMS offers AV equipment for check out, makes overhead projector transparencies, and edits video projects. IMS operates a full function TV Studio and supports a TV Production class. Two state-of-the-art distance education classrooms are maintained and operated by IMS.

## ■ Insurance Coverage for Students

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 that occurs on the college campus or at a college-related function 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 (Moro building) and Health

Center (Giant Forest building).

## ■ Learning Resource Center

Monday through Thursday 7:30 am - 8:00 p.m.  
Friday 7:30 am - 4:00 p.m.  
Saturday 12:00 pm - 4:00 p.m.

The Learning Resource Center is closed during holidays, Sundays, and school breaks. Summer school hours will vary and will be posted at the entrance.

In the fall of 2004 College of the Sequoias opened its new Learning Resource Center. It is a state-of-the-art facility equipped to meet the needs of students and faculty in the Information Age. Its 53,000 square feet of floor space has everything that a traditional library has and much more. On the first floor there are over 100 computers for student use, some in the Computer Commons and others in the Tutorial Center. In the Tutorial Center students can receive assistance from a trained student tutor or use computer based tutoring programs. Online catalogs provide access to the book collection.

Staff members are available at strategic locations to assist students in navigating this hi-tech world. Reference librarians are available for research assistance, and the circulation staff assists with the check-out and check-in of books and other resources. The Computer Commons staff assists students using the computers. Also located on the first floor are current periodicals, the reference and legal collections, and listening and viewing stations for microforms. And when students are done researching and doing their school work, there is a lounge area where they can go to just relax and read a good book.

The second floor holds most of the book collection, as well as bound volumes of back issues of periodicals. There are also tables, study carrels, and group study rooms where students can find a quiet place to work or read. There are two classrooms, one a distance learning classroom and the other a library classroom. Both of these rooms have the latest computer and audiovisual equipment. A meeting room and staff work area round out the second floor.

At College of the Sequoias' Learning Resource Center students will find a welcome atmosphere for learning. They will find the ideal combination of up to date instructional technology, print and online resources, and personal service to help them achieve their educational goals.

Limited library services are also available at the Hanford Center. Students can access the COS computer catalog and use it to request delivery of up to four books per week to the Hanford Center.

# Student Services

## ■ Computer Commons

The Computer Commons is located on the first floor of the Learning Resource Center (Lodgepole Building)

### Computer Commons Hours

Monday through Thursday 8:00 am - 8:00 p.m.

Friday 8:00 am - 4:00 p.m.

Saturday 12:00 pm - 4:00 p.m.

The Computer Commons is closed during holiday weekends and school breaks. Summer school hours will be posted at the entrance. The Computer Commons, with 72 computers networked with a wide variety of library resources and course tutorials, plus word processing, graphic, and spread sheet applications, Internet access, and Blackboard is open to all COS students, faculty and staff once they've registered for a free account. Librarians and Computer Commons staff are on hand if students need help in registration. Guidelines for appropriate Computer Commons computer use are posted in the Learning resource Center. College computers, including those in the Computer Commons, are for instructional use only—online games and social sites are not permitted.

## ■ First Year Experience Program

The First Year Experience (FYE) program is designed to help incoming students new to college life build relationships with their peers and instructors to help ease the transition to college. Students are placed in a learning community, which is two or more linked courses that students move through together as a cohort. The instructors of the communities work collaboratively to share assignments, create common themes and support students in their success. Upon successful completion of their first semester, students are urged to continue onto the next phase of learning communities.

Another component of FYE is the First Year Experience Seminar course. This course focuses on college success, goal setting, and research techniques using electronic databases, graduation/transfer requirements and organization skills. For more information contact the FYE office in room 3, or call 733-3926.

## ■ Mathematics Engineering, Science Achievement Program (MESA)

MESA provides math, engineering, science, nursing and applied science majors the academic support they need to navigate their way through their difficult coursework. The program is focused on assisting economically disadvantaged students reach their full academic potential and become professionals in their chosen fields of study. Participating MESA students are offered Academic Excellence workshops, advanced tutoring (Calculus, Trigonometry, Chemistry, and Physics), assistance in transferring, career advising, a student study center, links with student and professional

organizations, and professional development workshops. The Student study center is open to all math, science and engineering students. Information on the program is available on the COS website. Call (559) 737-6136 for more information.

## ■ Mini-Corps Program

The California Mini-Corps Program is designed to assist college students who are interested in teaching and would like to dedicate their professional careers to helping migrant students who are enrolled in elementary through high school. The two primary objectives of the program are: (1) to provide instructional services to migrant pupils who are failing or at risk of failing and have experienced an interrupted school year; and (2) to increase the number of bilingual teaching professionals who are sensitive to the needs of migrant children. For more information, please contact the California Mini-Corps Program at the following address: College of the Sequoias, California Mini-Corps Program, 915 South Mooney Boulevard, Laurel House, Visalia, CA 93277; Telephone: (559) 730-3958.

## ■ Orientation Services

Orientation is a required activity for all newly matriculated students at College of the Sequoias. Three options to meet this requirement are currently available: (1) an online video; (2) face-to-face/in-person orientation; and (3) as a component of the First Year Experience Seminar (COUN 110) course. Each option provides general information about the college, its resources and procedures. Students will earn a half unit of credit and will be charged \$10 for a half unit. Non-residents will pay the \$10 half unit fee plus the \$92.50 non-resident fee.

Students selecting the online option will go to [www.cos.edu](http://www.cos.edu) and click on "Orientation Video." After viewing the video, the questionnaire and information which appear at the end of the orientation must be completed and submitted electronically to receive credit for orientation. Face-to-face orientations are scheduled prior to the start of a semester. Call the Student Activities and Affairs Office (730-3736) or check our web site at [www.cos.edu](http://www.cos.edu) for scheduled orientations and sign up procedures. If you select the First Year Experience Seminar course to complete orientation, locate a convenience section of Coun 110 and enroll. This latter option allows the entire semester to learn about, experience and absorb information about the college vital to your success as a student.

Following application, assessment and orientation, a student may contact the counseling office to arrange a meeting with a Counselor for the development of a Student Education Plan. A student is then ready to register for classes online at [www.cos.edu](http://www.cos.edu). Computers are available for use with the COS matriculation process in Room 156. A matriculation exemption is granted if the student has

previously participated in a COS orientation, or is transferring to COS from other college, or is enrolling in six units or less and has no plans to obtain a degree, certificate or participate in a transfer program.

## ■ Puente Project

What is the Puente Project?

The mission of the Puente Project is to increase the number of educationally underserved students who enroll in four-year colleges and universities, earn degrees and return to their communities as leaders and mentors to succeeding generations. Puente students sign up for a transfer program that will help them to develop necessary skills to accomplish their goals.

There are four main components to the program:

**English instruction:** Puente students will be enrolled in two consecutive accelerated writing courses-English 251 for the fall semester and English 1 in the spring. Both courses focus on Latino authors, culture, and issues.

**Counseling:** Puente students work closely with their Puente counselor until they graduate. The counselor tracks their progress and helps students to make the right choices through their college experience. In addition to the English courses, students will enroll concurrently in Human Development 120AB, a study skills course.

**Mentoring:** Each Puente student will be paired with a mentor from the professional community. Students will be required to meet with mentors on a regular basis for sharing of experiences, job shadowing, and networking.

**Activities:** Puente students are required to attend a state-wide conference and to take field trips to a variety of UC campuses, attend lectures, plan social events, and become involved in the Puente Club events. Students considering applying to enter the program should work no more than 20 hours per week, so that they will be able to take advantage of all the project has to offer. Students will be asked to be available on some Thursday evenings for program activities.

For more information contact: Teresa Guadiana, Counselor (559) 730-3957; [teresag@cos.edu](mailto:teresag@cos.edu) or David Hurst, English Instructor (559) 737-6118; [davidh@cos.edu](mailto:davidh@cos.edu).

## ■ 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 416. Contact the Scholarship Office for application deadlines.

## ■ 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 and Affairs Office in the Student Center, Giant Forest building, Room 123.

## ■ Student Employment Office

College of the Sequoias offers on and off campus student employment. Numerous off campus jobs in local businesses are listed in the Transfer/Career Center/Student Employment Office, along with on campus, temporary, part-time student worker positions. Student employment is funded by various departments and programs, including Federal Work Study, CalWORKs Work Study and EOPS Work Study. For more information, contact the Work Study Specialist, Dianna Fauvor at 730-3856, located in the Transfer/Career Center/Student Employment Office, Sequoia Room 106.

## ■ Student Health Center

The services offered at the Student Health Center expand and change along with the needs of the COS students. The Student Health Center employs licensed registered nurses who have public health care experience to provide all nursing care offered. The Health Center also employs a licensed clinical social worker, who supervises the Student Health Center's psychological counseling program. The following is a partial list of the many services offered at the Health Center:

Confidential health counseling; nursing assessments and referrals; health information and education, blood pressure, vision and hearing screening; emergency first aid; mental health/psychological counseling, contraceptive care, counseling and testing; communicable disease control, including T.B. skin testing; and over the counter medications.

The list is only a sample of the services available to all currently enrolled COS students who pay the health fee, and all services listed are totally covered by that fee. The student health fee is set by the California Community College Chancellor's Office, and approved by the Board of Trustees. The current student health fee is \$17.00 per semester, and \$14.00 for summer sessions.

While the college does not provide general health insurance, the health fee does pay for an accident policy which covers accidents students may incur while at school or attending a school related function. For information regarding an independent health insurance plan available at personal cost to students, brochures are available at the



# Academic Divisions

Student Health Center.

For more information about any of the health services listed here please call the Student Health Center at 730-3880.

## ■ Transfer Center

The Center offers many services to help students prepare for transfer to a university. Examples of services include: regularly scheduled visits by representatives from other colleges and universities, workshops, assistance with completing applications, catalogs and a reference library. The Center is located in the Sequoia building, Room 106. You can contact the Center by calling (559) 730-3730.

## ■ Tutorial Center

The Tutorial Center provides small group tutoring and walk in tutoring for a variety of subjects. We offer walk in services in the areas of Math, English, Chemistry, Biology and Computers. The Tutorial Center is located in the Learning Resource Center (Lodgepole Building). The center is open Monday thru Thursday 7:30 am to 7:30 pm and Fridays 7:30 am to 3:30 am. We have helpful information available in the center at no cost. This would include information in the areas of note taking, study skills, test anxiety, improving memory and test taking.

For more information, please call 730-3820.

## ■ Veteran's Educational Benefits

College of the Sequoias is approved for training of veteran students under the provisions of State and Federal law. Dependent Educational Assistance is also available to children and dependents of veterans with service-connected disabilities who died in the service. Students planning to attend the college and request Veterans Benefits should contact the Veterans' Office at (559) 730-3854 or visit Sequoia Room 4 to receive information regarding required forms and procedures.

## ■ Work Experience

The Work Experience Program offers students the opportunity to earn elective credit (1-4 units) related to work they perform within the community. This program is open to students from all majors with acceptable employment (paid or volunteer). Students interested in participating may contact Lisa Greer in the Transfer/Career Center, Sequoia room 106, or call 730-3742.

# Academic Divisions

Division Chairs for each division are elected by their peers and then appointed by the Superintendent/President. Not only are they instructors at the College, they play a major role in planning at the College. By design, the duties of Division Chairs are to foster and assist in representing to administration information and concerns, and goals of the

members of the division. A few of their responsibilities are the coordination of division committees; facilitate faculty input to schedule building and course selection; provide orientation for new staff members in division related matters; assist and advise members of the division in the preparation and monitoring of the division budget and on the purchase of technical or instructional materials; and represent the College to the community.

## ■ Agriculture

Agriculture is the largest industry in California. College of the Sequoias is nestled against the foothills of the scenic Sierra Nevada mountains, in the heart of Tulare County, which is among the top agriculture producing counties in the nation.

A wide variety of educational and career opportunities is available for all agriculture students at COS, including Vocational and Skill Certificates, Associates of Science Degrees and general education classes in preparation for transfer to a four-year university. The Agriculture Program at COS also offers evening and short-term classes designed for individuals who seek to upgrade existing job skills.

Faculty in the Agriculture Program are experts in their disciplines and are dedicated to helping students learn. Adjunct faculty are practicing professionals in their fields whose teaching abilities and expertise enhance the educational experience for all students.

Supervised work experience is an integral part of instruction in the Agriculture Program and provides interaction with professionals in many areas of the industry.

The Agriculture Division serves as host for the Collegiate Agriculture Leadership Conference, which offers leadership training for students and a statewide competition in a variety of skill-based contests. Clubs representing every agricultural major are an important and active presence on campus. They include, among others, Ag Council, Ag Ambassadors, Ag Business Ag Welding, Livestock, Dairy, Equine, Ornamental Horticulture, Floriculture and Plant Science clubs. Students may also participate in Livestock and Dairy Judging Teams or they may audition for the only community college Varsity Women's Equestrian Team in California. By participating in clubs and other extracurricular activities, students develop invaluable skills that will serve them throughout their lives.

The Agriculture Division faculty and staff look forward to the relocation of the COS Agriculture Facilities from their current location in Visalia to a new Agriculture Education Complex in Tulare. All existing programs will be relocated and the tradition of serving students, industry, and the community will continue.

## ■ Business

Brian Bettencourt, Chairperson

The mission of the Business Division is to educate and train students for employment in the business world while also meeting the lifelong learning and retraining needs of our local community. The courses, certificates, and majors offered by the Division are designed to support the dual transfer and vocational missions of the College.

A broad range of transfer-level courses is available for students seeking to pursue a four-year degree. Associate of Science degrees are offered in seven different business areas. Several vocational certificates, requiring from one to four semesters, are available to assist students who are interested in updating business skills or who will directly enter the job market.

With the explosive growth in technology-based job skills requested by employers, the Division provides hands-on experience in:

- Access
- Excel
- Word
- Java
- Visual BASIC
- Computer Operating Systems
- World Wide Web
- Keyboarding Software
- ProSeries Tax Preparation Software
- Lexis Legal Research
- FrontPage
- InDesign
- PowerPoint
- QuickBooks

To meet the needs for computer experience, the Business Division offers both beginning and advanced course work. The classes are scheduled during the day, evening and weekend time periods. Facilities include four state-of-the-art computer classroom/labs and a dedicated computer lab that is staffed with instructional assistants.

Students may select a concentrated field of study leading to a certificate in:

- Accounting
- Administrative Assistant
- Business, General
- Business Management
- Computer Applications
- Computer & Information Systems
- Computerized Office Procedures
- Law Office Clerk/Receptionist
- Legal Secretary
- Marketing Management
- Paralegal
- Real Estate

## Word Processing

Computerized office procedures certificates range from 17-38 units. Additionally, students who successfully complete Individual Income Tax ACCT 282 qualify to be certified by the California Tax Education Council as tax preparers.

## Paralegal Program

The objective of the Paralegal Program is to prepare students for careers as paralegals. A paralegal is a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.

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. The program includes work experience and assistance with job placement.

## ■ Consumer/Family Studies

Beckee Hobson, Chairperson

### 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 life styles, expand horizons, develop creative talents, explore alternate methods of using resources and update everyday skills and knowledge.

### Areas of Study

The Child Development department provides courses leading to work in private child care programs and preschools and courses to earn a Child Development Permit for employment in state or federally funded programs. Additional course work is offered for infant/toddler care, administration for director qualifications, and for a Special Education option. Students may obtain a 24 or 26 credit certificate, an AS degree in Child Development and/or classes for a transfer option. Child Development 42 will fulfill a CSU, Area D and IGETC Area 4 transfer general education course; CFS 80 will fulfill a CSU Area E and IGETC Area 4 transfer general education course; and Child Development 39 will fulfill a CSU Area D or E and IGETC Area 4 transfer general education course. The Nutrition and Culinary Department offers three culinary Certificates at 8,14, and 21 units for students to obtain or upgrade employment in the food service industry. The Nutrition 18 course will fulfill the COS Area B (science) or E general education course for an AA/AS degree. NUTR 20 is a transfer course that will fulfill COS general education Area D, a CSU transfer Area D3, and IGETC transfer Area 4 general education course.

# Student Services

The Fashion program provides classes for persons interested in fashion merchandising, fashion design, clothing construction. These classes lead to an AA/AS degree and/or transfer to a four year program. Two vocational certificates: Fashion Design and Fashion Merchandising are available.

The Consumer Family Studies Division also includes Education courses. EDUC 150, Introduction to Teaching, fulfills the CSU Teacher Credential admission requirement for on-site school observation.

## ■ Industry and Technology

Rolando Gonzalez, Chairperson

The COS Industry and Technology Division is dedicated to serving the needs of all students interested in furthering their Industrial education at the college level. Our seven departments provide educational opportunities for students seeking job skills needed for employment, transferable credits for students who plan on transferring to a university and opportunities for persons wishing to upgrade their job skills in order to advance in their current jobs.

The Industry and Technology Division offers Associate of Science Degrees and Certificates in: Automotive Technology, Architecture, Construction Technology, Drafting, Electronics, Electrical Wiring, Graphic Design, Heating Ventilation and Air Conditioning, Industrial Maintenance, Plumbing, Technical Illustration and Welding.

The Industry and Technology Division stresses quality teaching/learning through formal classroom lecture/discussion methods as well as plenty of hands on "learn-by-doing" in our well equipped laboratory facilities.

## ■ Fine Arts

James McDonnell, Chairperson

The Fine Arts Division includes the following Departments: Art, Dance, Drama, Music, Photography, and Communication. The division actively sponsors a plethora of art shows, musical concerts, and plays providing students an avenue to express themselves in a variety of artistic endeavors. The following Associate of Arts Degrees and Certificates are offered:

### Associate of Arts Degree:

- Art
- Dance
- Dramatic Arts: Acting
- Dramatic Arts: Technical
- Music: Instrumental
- Music: Keyboard
- Music: Theory/Composition
- Music: Vocal
- Communication

### Certificate:

- Commercial Art
- Commercial Music
- Communication Studies

### Performing Arts Organizations:

- Chamber Singers
- Commercial Music/Recording Studio
- Community Band
- Concert Band
- Concert Choir
- Dance Arts Productions
- Fall Plays
- Jazz Bands
- Music Theater
- Student One Acts
- Symphony Orchestra
- Youth Symphony

## ■ Language Arts

Valerie Ehrlich, Chairperson

The Language Arts Division encompasses several departments: English, English as a Second Language, Foreign Languages, Sign Language Studies, Linguistics and Journalism. Some 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, French, or ASL fulfill foreign language requirements of the UC system as well.

Most students at COS take composition courses to fulfill either transfer or graduation requirements or to enhance their writing skills. Faculty in the English Department help students improve reading, writing and thinking abilities, all of which are necessary components in any major field of study. The composition courses vary in entry skill level from very basic writing, where students learn to develop and sharpen their writing, to the critical thinking courses, in which students tackle issues and elements of logic. In addition to the composition courses, the department offers a wealth of courses in literature from survey courses, such as Introduction to Literature, to ethnic courses, such as Chicano Literature or Native American Literature, to period literature, such as Shakespeare or American Literature. The department has been foremost in the development of teaching in cyberspace! Several courses are offered online, allowing students to meet minimally on campus and to do the majority of the coursework from their own homes. For students who need greater access to computers than the Learning Center can give them, the Language Arts Computer Lab provides an opportunity for students to write papers, conduct research and complete Web-based assignments. Many instructors use the lab as a classroom for part of their courses. The English Department also houses the Puente Project, a transfer program for students interested in studying Latino culture and issues and in transferring to

the University of California. An English major prepares a student for a number of professional opportunities--law, teaching, publishing, broadcasting, journalism, and many more. Increasingly, employers demand strong reading and writing skills of their employees, in addition to the ability to work with a variety of people successfully. The courses of study within the English Department emphasize growth and communication and the ability to live life 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 transfer courses in French, Portuguese, and Spanish. The Foreign Language Department believes that it is in the interest of all students to become bilingual or fluent in many languages in order to compete in today's global community. Therefore, the instructors in the department provide a sequenced program of courses that support the goal of fluency in speaking, reading, writing and comprehension. Besides offering French 1-4 and Spanish 1-4, the department also features a vital Spanish for Spanish Speakers Program (Spanish 22-23) and a survey of literature (Spanish 12). The Spanish program and instructors have been particularly active, sponsoring the campus MECHA club and offering students opportunity for study abroad. Sign Language was introduced at COS in the early 1980's. From a few evening classes, the ASL (American Sign Language) department has grown into a vibrant program. Currently, students can take four levels of ASL. An interpreting course has recently been implemented. This course will train students who are interested in becoming qualified interpreters for the deaf, as well as teachers of 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 computers for composing news stories and paginating pages, 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.

## ■ Math and Engineering

Ross Rueger, Chairperson

The Mathematics Department offers courses for basic skills instruction, general education, and support curricula for math, science, computer science and engineering majors. An Associate Degree is offered in Mathematics which is designed to prepare students to transfer to a university with a solid foundation in mathematics. In addition to traditional coursework, the department supports a tutorial and computer lab which is available for walk-in use by students enrolled in math courses.

The Engineering Department offers the first two years of courses required for engineering students. The department has transfer agreements 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. Additionally, an Associate Degree in Engineering is offered which provides the solid foundation that universities require in their upper-division students. Engineering students are also frequently given the opportunity to participate in projects and competitions to enhance their coursework.

## ■ Nursing and Allied Health

Belen Kersten, Chairperson

The College of the Sequoias Division of Nursing and Allied Health offers a variety of courses and programs for students interested in the health care field. Included among these are an Emergency Medical Technician Certificate; a Nursing Assistant Certificate; a Phlebotomy Certificate; a Pharmacy Technician Certificate and an Associate Degree Registered Nurse Major as well as a variety of courses designed to meet the health education needs of the community. Educational programs are planned to help students maximize their 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 Allied 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

# Academic Divisions

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 held for all students interested in nursing education. Dates and times are available in the division office, the counseling office and on the division website.

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, is stated in the Nursing Student Handbook.

## ■ Physical Education

Irv Pankey, Chairperson

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, Health and Wellness, 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 and volleyball courts. Most recently the department has added a new sports medicine and training center which includes a fitness lab for athletes.

Through the courses offered in the Physical Education and Athletic Department, we are preparing students to meet the needs of the times.

## ■ Science

Jesse Wilcoxson, Chairperson

The Science Division supports lifelong learning, diversity, economic growth and advancement of basic skills by providing a wide range of courses that are program/major specific, transfer level, general education, pre-vocational and courses provided as community service.

The courses taught by the science division are designed to develop basic skills, knowledge levels, and critical thinking abilities and to provide a foundation for future educational experiences. Our focus is on the process and product of scientific inquiry. A primary goal is to facilitate student growth and success while maintaining reasonable academic standards in course content, level and grading.

The Division consists of the Departments of Biology, Chemistry, and Physics. Major programs are offered in each of these disciplines. Each of these areas additionally offer transferable courses accepted by both private and public colleges and universities.

If you plan on transferring to a California public university, please visit [www.assist.org](http://www.assist.org). This website will list the COS courses that are transferable to the institution of your choice.

Other disciplines taught in this division include Astronomy, Geology, Physical Anthropology, Physical Geography and Meteorology.

Biology is the largest Department in the Division and offers a wide variety of courses for non-majors and majors alike. The department offers courses required for students majoring in allied health fields such as nursing, dental hygiene, physical therapy and sports medicine.

Students preparing for pre-dental and pre-medical majors normally major in Biological Sciences and can find all the required courses available at COS.

Please consult with your counselor if you are planning such a major since there are many prerequisites for the required courses. Creating a Student Education Plan (SEP) early in your academic career will reduce the chance of taking courses you do not need to transfer.

Science majors are invited to participate in two programs designed to improve transfer to the university: MESA and SETA. MESA provides students with academic support services such as advising and tutoring. SETA is the student science club. Both programs provide information on scholarships, internships, field trips and enrichment opportunities

## ■ Social Sciences

Debra Hansen, Chairperson

### Mission Statement:

"The Social Science Division instructional programs provide students with quality learning opportunities in 12 disciplines through a variety of teaching modalities, including traditional classroom instruction, online, TV and correspondence programs. The 12 disciplines are:

Administration of Justice, Anthropology, Economics, Ethnic Studies, Geography, History, Human Services, Philosophy, Political Science, Psychology, Social Science, and Sociology.

Student learning outcomes for all Social Science courses include enhancing each student's learning experience within the educational setting, promoting lifelong learning, preparing students for transfer to institutions of higher learning, preparing students for the workplace and in the community at large, and empowering students to improve their lives in their personal, civic and professional pursuits." 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.

## 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.

Major requirements educate students in the area of specialization, breadth requirements help them develop the capacity for independent judgment. 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 potential and limitations.

In social relationships and in the life of society, breadth requirements help students communicate more effectively, better understand others, and develop awareness of societal relationships.

In professional development, breadth requirements help students become more effective in the workplace through more effective communication through a better understanding of the relationship between the job at hand and the larger world.

General education breadth requirements:

1. expose students to the major disciplines of accumulated knowledge;
2. stimulate curiosity about their surroundings;

3. help students evaluate alternatives so that personal values can be formed;
4. develop effective communication skills;
5. gain a sense of self-worth;
6. learn to make rational decisions based on the utilization of problem-solving techniques; and
7. question simple solutions of complex problems; and if appropriate, seek alternatives.

### ■ The Difference Between the AA & AS Degrees

COS students who complete appropriate requirements may earn either an Associate of Arts or an Associate of Science degree. Both degrees represent significant levels of achievement and may be used by students who plan to start their career immediately after graduating or, with proper planning and course selection, by those who plan to transfer to a university.

The Associate of Arts (AA) degree is granted to students majoring in the arts, humanities, social sciences, and similar areas.

The Associate of Science (AS) degree is granted to students majoring in agriculture, engineering, technology, the sciences, and related fields.

### ■ AA/AS Requirements for Graduation

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

1. A minimum of 60 units of college-level courses (numbered from 1 – 299), at least 15 of which must be taken in residence at COS, with a "C" (2.0) average. Exception: Only one English 200 level course selected from ENGL 251 or ENGL 265AB may count toward the minimum 60 unit requirement.
2. Completion of all courses required for the desired major (see major and certificate section of this catalog for details).
3. Nineteen units of general education, including at least three (3) units from each of the areas A through E. However, completion of the CSU-GE, IGETC, or general education requirements at any regionally accredited university will fulfill the COS general education, subject, and competency requirements.
4. Subject requirements:
  - a. Satisfactory completion of two units of Dance, Intercollegiate Athletics, or Physical Education activity courses. Medical exemptions are available.

# Graduation and Transfer

- b. Three units of Health and Wellness. This requirement is satisfied by completion of HW 1, 7, or 104.

Students earning a degree in Registered Nursing are exempt from this requirement. Veterans are also exempt with approved DD214 or DD295. A medical exemption is available.

- c. American Institutions: Completion of HIST 17, 17H, 18, GOVT 5,5H, or SSCI 276, or an equivalent course at a regionally accredited college.

## 5. 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 in each area as follows:

- a. Writing and Reading:  
ENGL 1 or an equivalent course at a regionally accredited college with a grade of "C" or better.
- b. Mathematics:
1. MATH 230 or 235, or a more advanced math course at COS, or an equivalent course at a regionally accredited college with a grade of "C" or better; or
  2. Eligibility for MATH 10, 21, 45, 70, 154, BUS 20, or 119 based on COS Placement Procedures. Eligibility based on Assessment and Placement Testing must be established on students' initial placement (retesting not permitted). Students with a substandard grade in MATH 230 or 235 or a more advanced math course at COS, or an equivalent course at a regionally accredited college may not use this option unless the eligibility was established before enrollment in the course in which the substandard grade was earned.

### Area A1

#### Written Communication

A minimum of four (4) units of:

ENGL 1

### Area A2

#### Oral Communication and Analytical Thinking

A minimum of three (3) units chosen from the following:

AJ \*25  
AG 201  
AGMT 102

BUS 20, \*25,119, 295

COMP 5, 6

ENGL 2

JOUR \*\*7

GOVT \*\*7, \*25

PHIL 20, 25

COMM 1,1H, 4, 5, 7, 8, 112

Any Math course numbered 1-199

\* AJ 25 is the same as BUS 25 and GOVT 25, and can be counted in one AREA ONLY (A2 or D)

\*\* JOUR 7 is the same as GOVT 7, and can be counted in one AREA ONLY (A2 or D)

### Area B

#### Natural Science

A minimum of three (3) units chosen from the following:

AG 2, 3

OH 101

NSCI 131

NUTR\*18

ASTR 10; GEOG 1, 1L, CHEM 1, 2, 20, 21, 25, 253; GEOL 1, 4, 12;

MET 1; PSCI 20; PHYS 5, 6, 7, 20, 21;

BIO1, 2, 20, 21, 22, 25, 30, 31, 40, 60; ANTH 11

CLEP Natural Science Examination (Score of 500 or higher on the written test or 50 or higher on the computerized test).

\* NUTR 18 can be counted in one AREA ONLY (B or E)

### Area C

#### Humanities

A minimum of three (3) units chosen from the following:

AJ 123

ASL (1-299)

ANTH \*4, \*5,

ARCH 10, 20, 21, 70, 71, 120, 121AC

ART (1-299)

BUS 185

CFS \*6, \*7

DRAM (1-299)

ENGL 4, 10, 15-46, 253

ETHN #1,#2,#3,#4

FOREIGN LANGUAGES (1-299)

HIST #25

LING 111

MUS (1-299)

OH 111

PHIL (1-299)

PORT 1, 2

SPAN 12

WELD \*105AC



CLEP Humanities Examination (Score of 500 or higher on the written test or 50 or higher on the computerized test).

\* ANTH 4, 5 are the same as ART 4, 5; CFS 6 and 7 are the same as ART 6 and 7; WELD 105AC same as ART 105AC

# ETHN 1,2,3,4 & HIST 25 CAN BE COUNTED IN ONE area ONLY C or D

## Area D

Social/Behavioral Science

A minimum of three (3) units chosen from the following:

AG 1  
AGMT 1  
AJ 11, \*25, 45,114  
ANTH 10, 12  
BUS \*25, 188  
CHLD \*\*39, 42, 158, 160  
CFS \*\*26, \*\*36  
ECON 40, 50, 125  
ETHN #1, #2, #3, #4, 5  
FASH 179  
GEOG 2, 3  
GOVT 5, 5H, 6, ##7, \*25  
HIST 4, 5, 17, 17H, 18, 23, #25  
JOUR ##7, 20  
NUTR \*\*20  
PSY \*\*1,5,\*\*10,\*\*34, \*\*39  
SSCI 10, \*\*36, 276  
SOC \*\*1, 2, 23, \*\*26, 43  
COMM 9

CLEP Social Sciences/History Examination (Score of 500 or higher on the written test or 50 or higher on the computerized test).

\* AJ 25 is the same as BUS 25 and GOVT 25, and can be counted in one AREA ONLY (D or A2)

\*\* NUTR 20 and PSY 1, 10, 34, 39, (same as CHLD 39) and CFS 36 (same as SSCI 36) AND SOC 1, 26 (same as CFS 26) can be counted in one AREA ONLY (D or E)

# ETHN 1,2,3,4 & HIST 25 can be counted in one AREA ONLY (C or D)

# # JOURN 7 (same as GOVT 7) can be counted in one AREA ONLY (D or A2)

## Area E

Exploration

A minimum of three (3) units chosen from the following:

CHLD \*\*39  
COMP 1-299  
CFS \*\*26,\*\*36, 80, 186  
ENGL 14AB  
HW 1, 7, \*60, 104, \*119  
LIBR 102  
NURS 106

NUTR #18, \*\*20, \*119

PARA 101, 102

PSY \*\*1, \*\*10, \*\*34,\*\*39, 133

SSCI \*\*36

SOC \*\*1, \*\*26

SMED \*60

PE (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.)

\* HW 60 same as SMED 60; HW 119 same as NUTR 119 and PE 119

# NUTR 18 can be counted in one AREA ONLY (E or B)

\*\* NUTR 20 and PSY 1, 10, 34, 39 (same as CHLD 39) and CFS 36 (same as SSCI 36) and SOC 1, 26 (same as CFS 26) can be counted in one AREA ONLY (D or E)

## ■ 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 by a counselor prior to submitting their application.

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. Note: Only one English 200 level course selected from ENGL 251 or ENGL 265AB may count toward the minimum 60 unit Associate degree requirement.

## ■ Second Degree

1. A minimum of 12 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. Only one diploma will be provided by COS at no cost to the student. A student may purchase additional (2nd or more, if earned) diplomas at a cost to be determined by COS.

# Graduation and Transfer

4. Notations of all degrees earned and majors completed will appear on your transcripts.
5. A receipt from the cashier for an additional diploma must accompany the application for a degree.

## Catalog Rights

Students may graduate under the degree requirements in effect at the time:

- a. of first enrollment, as long as continuous enrollment is maintained; or
- b. continuous enrollment is re-established and maintained; or
- c. of graduation.

Continuous enrollment is defined as enrollment in at least one semester per a calendar year 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.

## ■ UC, CSU, Private/Independent Transfer Planning

Students planning to transfer have a wide variety of options. The California State University with 23 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 half of these college and university programs. Students wishing to pursue any of these goals should meet with a counselor as early as possible to discuss their plans. Careful planning will help you avoid mistakes which could prolong your academic pursuits.

Successful transfer planning requires the following steps:

1. Selecting a career goal
2. Selecting an appropriate major to meet your career goal
3. Selecting an appropriate college or university
4. Planning and completing an appropriate transfer program
5. 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 point 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 catalog of that 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 online and in the Transfer Center. Students interested in purchasing their own catalog can do so by writing directly to the college or university.

Colleges and universities require students to complete specific general education requirements as well as major requirements for the baccalaureate degree. Students can complete both general education and lower division major requirements at COS prior to transfer. COS maintains articulation agreements for selected majors at many colleges, and COS counselors can assist with interpreting the agreements, catalog statements, and other 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 that transfer to universities meet various requirements depending upon the school and major selected.

**Students** are responsible 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 any program or course prerequisites. College requirements and articulation agreements are constantly changing; the following pages represent our best attempt to provide current and pertinent information for transfer students.

## The California State University

### ■ Eligibility for Transfer to CSU Lower Division Transfer Requirements

Some campuses may restrict enrollment of lower division transfer students due to heavy enrollment pressure. You may be eligible for admission with fewer than 60 transferable semester (90 quarter) units if: you have a grade point average of 2.0 (C) or better in all transferable units attempted, are in good standing at the last college or university attended, and meet the admission requirements for first-time freshmen, i.e., you have completed with a grade of "C" or better each of the courses in the comprehensive pattern of college preparatory subject requirements and have a qualifiable eligibility index. If you do not complete all the subject requirements in high school, appropriate college courses may be used to make up the missing subjects. Nonresidents must meet the eligibility index for nonresidents.

### ■ Upper Division Transfer Requirements

If you have completed at least 60 transferable semester (90 quarter) units, have a grade point average of 2.0 (C) or better (2.4 for California non-residents) in all transferable units attempted, and are in good standing at the last college or university attended, you may be eligible for upper division transfer if:

You have completed at least 30 semester (45 quarter) units of college courses 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 semester (45 quarter) units must include all of the general education requirements in communication in the English language (at least 9 semesters or 12 quarter units to include written communication, oral communication, and critical thinking) and mathematics (at least 3 semester or 4 quarter units) or, if completing the Intersegmental General Education Transfer Curriculum, English communication (at least 9 semester or 12 quarter units in English composition, oral communication, and critical thinking) and the requirement in mathematics (at least 3 semester or 4 quarter units). Required courses must be completed by deadlines established by the university.

### ■ 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 (CSU GE) Certification which will fulfill the lower division breadth/ general education requirements for all CSU campuses.
2. The Intersegmental General Education Transfer Curriculum (IGETC) certification 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 (CSU GE) and Intersegmental General Education Transfer Curriculum (IGETC) patterns are listed below. Students should consult a COS Counselor to determine which option is best suited for their educational objective.

### ■ General Education Certification for Transfer to CSU

Students may complete the following pattern of courses within the stated rules to be eligible to receive CSU GE 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

English Language Communication and Critical Thinking (9 units minimum)

Choose one course from each section.

**A1** Oral Communication COMM 1, 1H, 4, 7, 8, ##112

**A2** Written Communication ENGL1

**A3** Critical Thinking ENGL 2, PHIL 25, 20; BUS #25\*, COMM 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.*

*# BUS 25 same as AJ 25 and GOVT 25*

*## COMM 112 same as BUS 112*

#### Area B

Scientific Inquiry and Quantitative Reasoning (9 units minimum)

Choose one course from each group. One laboratory science is required. (Labs underlined).

# Graduation and Transfer

## Group 1 (B1) Physical Science

AG 4, ASTR 10; GEOG 1, 1L; CHEM 1, 2, 20, 21, 25, 30;  
GEOL 1, 4, 12, MET 1; PSCI 20;  
PHYS 5, 6, 7, 20, 21

## Group 2 (B2) Life Science

AG 2, BIOL 1, 2, 20, 21, 22, 25, 30, 31, 40, 60;  
ANTH 11; PLSI 1

## Group 3 (B4) Mathematics

MATH 10, 11, 21, 45, 70, 75, 76, 77,  
80, 81, 154; BUS 20, 119

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

## Area C

Arts and Humanities (9 units minimum)

The nine units must include at least one course from Group 1 and one from Group 2.

## Group 1 (C1) Arts (Art, Cinema, Dance, Music, Theatre)

ARCH 70, 71, ANTH #4, #5  
ART 1, 2, 3, 3H, #4, #5, #6, #7, 8, CFS #6, #7  
CINA 31, 32, DRAM1, 2, 3, 6\*, 8, 9;  
MUS 1, 4, 5, 6, 7, 10, 11, 13, 14

## Group 2 (C2) Humanities (Literature, Philosophy, Languages other than English)

AJ 123  
ASL 1, 2, 3, 4  
BUS 185  
ETHN 1\*, 2\*, 3\*, 4\*  
FREN 1, 2, 3, 4,  
HIST 25\*  
LING 111  
PHIL 1, 1H, 5, 6, 12, 13, 14, 17  
PORT 2  
SPAN 1, 2, 3, 4, 22, 23  
ENGL 4, 10, 15, 16, 17, 18, 19, 30, 31, 44, 45, 46  
SPAN 12, DRAM 6\*

# ART 4, 5 same as ANTH 4, 5; ART 6, 7, same as CFS 6, 7

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

## Area D

Social Sciences (9 units minimum)

The nine units must include at least one course from Group 1 and one from Group 2.

## Group 1 (D8) AMERICAN INSTITUTIONS

GOVT 5, 5H

## Group 2 (D6) AMERICAN INSTITUTIONS

HIST 17, 17H, 18

## Group 3

(D1): ANTH 10, 12  
(D2): ECON 40, 50, 125, AGMT 1  
(D3): ETHN 1\*, 2\*, 3\*, 4\*, 5  
(D4): SSCI 10  
(D5): GEOG 2  
(D6): HIST 4, 5, 23, 25\*  
(D7): PSY 5, COMM 9, NUTR 20\*, AG 1, JOUR 20  
(D8): GOVT 6, #7, BUS #25\*  
(D9): CHLD #39, 42, PSY 1\*, 10\*, 34\*, #39\*  
(D0): AJ 11, 45, 114, SOC 1\*, 2, 23, #26\*, 43, SSCI #36\*

# CHLD 39 same as PSY 39; GOVT 7 same as JOUR 7; BUS 25 same as AJ 25 and GOVT 25; SOC 26 same as CFS 26; SSCI 36 same as CFS 36.  
\* Courses with asterisks can be counted in ONE AREA ONLY.

## Area E

Lifelong Learning and Self-Development (3 units minimum)

PSY 1\*, 10\*, 34\*, #39\*, 133; SOC 1\*, #26\*; NUTR 18, 20\*;  
CFS 80, #26,  
#36, 186; CHLD #39\*; ENGL 14AB; HW 1, 7, 104; NURS 106;  
SSCI #36.

# SOC 26 is the same as CFS 26; PSY 39 same as CHLD 39; CFS 36 the same as SSCI 36.

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

## ■ 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 all CSU campuses by completing GOVT 5 or 5H and either HIST 17, 17H or 18 as part of the General Education Certification.

## ■ 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 most UC campuses to consider all lower division breadth/general education requirements fulfilled. All courses must be completed with a grade of "C" or better.

## Area 1

English Communication

(CSU-Select one course from each group, 9 semester units minimum)

(UC-Select one course from Group A and one course from Group B -6 units minimum)

# Graduation and Transfer

**Group A** English Composition 1 course, 4 semester units  
ENGL 1

**Group B** Critical Thinking-English Composition 1 course, 3 semester units  
ENGL 2, PHIL 25

**Group C** Oral Communication (CSU Requirement Only) 1 course, 3 semester units  
COMM 1, 1H, 8

## Area 2

Mathematical Concepts and Quantitative Reasoning (One course, 3 semester units minimum)

MATH 21\*, 70, 75, 76, 77, 80, 81; BUS 20\*

## Area 3

Arts and Humanities

(Select at least three courses, with at least one course from Group A and one course from Group B.)

### Group A Art

ART1, 2, 3, 3H, #4, #5\*; ANTH #4, #5; ARCH 70, 71;  
MUS 4\*, 5\*, 6, 7, 10, 11, 13, 14;  
DRAM 1, 6\*\*, 8, 9

### Group B Humanities

ASL 3, 4  
ENGL 4, 10, 15, 16, 17, 18, 19, 30, 31, 44,  
45, 46  
ETHN 1\*\*, 2\*\*, 3\*\*, 4\*\*  
HIST 4, 5, 17+, 17H, 18+, 23, 25  
PHIL 1, 1H, 5, 6, 12, 13, 14, 17  
SPAN 3\*, 4\*, 12, 23\*  
FREN 3, 4  
DRAM 6\*\*

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

\*\* Courses may be counted in ONE AREA ONLY

# ART 4 and 5 are the same as ANTH 4 and 5.

## Area 4

Social and Behavioral Sciences (Minimum of 9 semester units)

Select at least three courses from at least two disciplines.

AG 1  
AJ 45  
AGMT 1;  
ANTH 10, 12  
CFS 26#, 80  
CHLD 39#, 42  
ECON 40, 50

ETHN 1\*\*, 2\*\*, 3\*\*, 4\*\*, 5  
GEOG 2  
GOVT 5+, 5H+, 6, 7#, SOC 1, 2, 26#  
JOUR 7#, 20  
NUTR 20  
PSY 1, 5, 10, 34, 39#  
SOC 1, 2, 23, 26#, 43  
SSCI 10, 36  
COMM 9

# GOVT 7 is the same as JOUR 7

# PSY 39 is the same as CHLD 39

# CFS 26 is the same as SOC 26

\*\* Courses may be counted in ONE AREA ONLY

## Area 5

Physical and Biological Sciences (Minimum two courses, 7-9 semester units)

Select at least one course from Groups A and B. At least one course must include a laboratory. (Labs are underlined)

### Group A Physical Sciences

CHEM 1\*, 2\*, 12\*, 13\*, 20\*, 21\*, 25, 30\*  
PHYS 5\*, 6\*, 7\*, 20\*, 21\*  
ASTR 10; GEOG1, 1L; GEOL 1, 4, 12  
MET 1; PSCI 20\*

### Group B Biological Sciences

AG 2, ANTH 11, BIOL 1, 2, 20\*, 21\*, 22\*, 25, 30, 31, 40,  
60;

### 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; a score of 3 or higher on an AP Exam in a language other than English; a score of 500 or higher on a College Board Achievement test in a language other than English; a score of 5 or higher on an International Baccalaureate Higher Level Exam in a language other than English; or 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:

ASL 1,2,3,4  
FREN 2,3,4  
PORT 2  
SPAN 2,3,4,22,23

CSU Graduation Requirements in U.S. History, Constitution, and American Ideals. This is not part of the IGETC; however, this requirement may be completed prior to transfer. Select one course each from Groups 1 and 2.

# Graduation and Transfer

## GROUP 1

GOVT 5+, 5H+

## GROUP 2

HIST 17+, 17H+, 18+

*\* 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.*

*+ Courses used to meet the CSU graduation requirement in U.S. History, Constitution, and American Ideals may also be used for AREA 3 and/or 4 to meet IGETC requirements.*

## ■ Eligibility for Transfer to UC

1. If you were eligible for admission to the University of California when you graduated from high school—meaning you satisfied the subject, scholarship, and examination requirements, or were identified by the University during the senior year in high school as being eligible under the Eligibility in the Local Context (ELC) Program, 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 15-course Subject Requirement, you must take transferable college courses in the missing subjects, earn a "C" or better in each required course and maintain a 2.0 GPA in all transferable coursework to be eligible for transfer.
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, you must:
  - a. Complete 60 semester (90 quarter) units of transferable college credit with a grade point average of at least 2.4 (2.8 for nonresidents); NO more than 14 semester/21 quarter units may be taken (pass/not pass), and;
  - b. Complete the following seven transferable college courses, earning a grade of "C" or better in each course:
    1. two transferable college courses (3 semester or 4-5 quarter units each) in English composition, and;
    2. one transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning, and;
    3. four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

Students who satisfy the Intersegmental General Education Transfer Curriculum prior to transferring to UC will satisfy Option 3b above of the transfer admission requirements. For more information about the IGETC, refer to the Index of this catalog.

## Clearing High School "A-F" Deficiencies with College Courses

### ■ University of California

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

- (a) History/Social Science  
High School Requirement: two years

For a deficiency in U.S. History/Civics/American Government, a transferable college course of three 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 three or more semester units in world history, cultures, and geography.

- (b) English  
High School Requirement: four years

For each year required through the 11th grade, a grade of C or better in a course of 3 or more semester (4 or more quarter) units in English composition, literature (American or English) or foreign literature in translation. Courses used to clear the fourth year and/or the entire requirement must be transferable. Literature courses must include substantial work in composition.

- (c) Mathematics  
High School Requirement: three years

Grade of C or better in a transferable mathematics course that has intermediate algebra as a prerequisite satisfies entire requirement, as does a nontransferable course of 3 semester (4 quarter) units in trigonometry. Freshman applicants cannot fulfill the entire requirement with statistics. One 3-semester-unit course in elementary algebra, geometry or intermediate algebra satisfies one year of the requirement.

- (d) Laboratory Science  
High School Requirement: two years

For each year of the requirement, a grade of C or better in a transferable course in biology, chemistry or physics with at least 30 hours of laboratory (not "Demonstration")

- (e) Language Other than English  
High School Requirement: two years

To clear entire deficiency, any transferable course or courses held by the college or university to be equivalent to two years of high school language (excluding conversation).

- (f) Visual and Performing Arts  
High School Requirement: one year  
Any transferable (3) semester (4) quarter unit course that clearly falls within one of four Visual/Performing Arts disciplines: dance, drama/ theater, music or visual art.

- (g) College Preparatory Electives  
High School Requirement: one year

One transferable course beyond those listed above as clearing any of the "a-f" requirements: or a transferable course having as prerequisite the equivalent of two high school years in a second language; or transferable course equivalent to those that clear the "c", "d", or "e" requirement; or a transferable course of three or more semester (4 or more quarter) units in history, social science, or visual and performing arts.

## 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 most UC and all CSU campuses.
2. The specific lower division breadth/general education requirements of the campus to which they intend to transfer.

Refer to the Index of this catalog to find the Intersegmental General Education Transfer Curriculum. 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\*, 45

\* 14 and 25 combined: maximum credit allowed: one course

**NOTE:** AJ 25 same as GOVT 25 and BUS 25

Agriculture  
1, 2, 3, 4

Agriculture Management  
1

American Sign Language  
1, 2, 3, 4  
Animal Science  
1, 2AB, 22, 93AD

**NOTE:** ASCI 93AD same as PE 93AD

Anthropology  
4, 5, 10, 11, 12

**NOTE:** ANTH 4, 5 same as ART 4, 5.

Architecture  
10, 11, 13, 14, 20, 21, 70, 71

Art  
1, 2, 3#, 3H#, 4, 5, 6, 7, 8, 9, 10AD, 11AD, 12AD, 13AD, 15, 16AC, 17AD, 18AD, 23AD\*, 25AD\*, 32AD

\*23AD and 25AD combined: maximum credit allowed, 6 units

#ART3 and ART 3H combined: maximum credit, one course

**NOTE:** ART 4 and 5 same as ANTH 4, and 5; ART 6 & 7, same as CFS 6 & 7.

Astronomy  
10

Biology  
1, 2, 20+, 21, 22, 25, 30, 31, 40, 60\*

+No credit for BIOL 20 if taken after BIOL 1

\*No credit for BIOL 60 if taken after BIOL 1 or 2

Business  
18, 20\*, 25+, 82

\* BUS 20 and MATH 21 combined: maximum credit allowed, one course

+ BUS 25 and AJ 14 combined: maximum credit allowed, one course

**NOTE:** BUS 25 same as AJ 25 and GOVT 25.

Chemistry  
1\*, 2\*, 12, 12L, 13, 13L, 20\*, 21\*, 25, 30\*

# Graduation and Transfer

\*1,2,20,21, and 30 combined: maximum credit: 2 courses.

Child Development  
39,42

**NOTE:** CHLD 39 same as PSY 39  
Consumer/Family Studies  
6, 7, 26, 36, 80

**NOTE:** CFS 6 & 7 same as ART 6 & 7; CFS 26 same as SOC 26; CFS 36 same as SSCI 36

Cinema Arts  
31, 32

Communication  
1#, 1H#, 3, 4, 5, 7, 8, 9

#COMM 1 and COMM 1H combined: maximum credit allowed, one course

Computer  
5, 6, 8, 9

Computer Science  
1,2

Dance  
6AD, 8AD, 10AD, 12AD, 13AB, 16AB, 18AB, 41AD

**NOTE:** DANC 41AD same as MUS 97AD and DRAM 20AD.

Drafting  
16AD

Drama  
1, 2, 3, 4, 5, 6, 8, 9, 11AD, 12AB, 13AB, 14AB, 15AB, 16AB, 17AB, 18AB, 19AD, 20AD, 21AD, 22AD, 30AB, 40AD

**NOTE:** DRAM 12AB same as FASH 12AB; DRAM 17AB same as FASH 17AB; DRAM 20AD same as DANC 41AD and MUS 97AD

Earth Science  
1

Economics  
40, 50

Education  
50

Engineering  
1, 2, 3, 4, 7

English  
1, 2, 4, 10, 14AB, 15, 16, 17, 18, 19, 30, 31, 44, 45, 46

Ethnic Studies  
1, 2, 3, 4, 5

Fashion  
12AB, 17AB, 76

**NOTE:** FASH 12AB same as DRAM 12AB; FASH 17AB same as DRAM 17AB

French  
1, 2, 3, 4

Geography  
1, 1L, 2,

Geology  
1, 4, 12

Government  
5#, 5H#, 6, 7, 25+

+25 and AJ 14 combined; maximum credit, one course

#GOVT 5 and GOVT 5H combined: maximum credit; one course

**NOTE:** GOVT 7 same as JOUR 7; GOVT 25 same as AJ 25 and BUS 25.

History  
4, 5, 17#, 17H#, 18, 23, 24, 25

#HIST 17 and HIST 17H combined: maximum credit, one course.

Health and Wellness  
1\*, 3, 7\*, 60\*

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

**NOTE:** HW 60 same as SMED 60

Independent Study  
(See COS Counselor)

Intercollegiate Athletics  
1AD through 31AD

\*See PE (\*) for limitation

Journalism  
1, 7, 20

**NOTE:** JOUR 7 same as GOVT 7

Mathematics  
10\*\*, 11\*\*, 21\*, 45, 70, 75, 76, 77, 80, 81

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

\*\*10 and 11 combined: maximum credit allowed, one course

Meteorology  
1

Music  
1++, 4++, 5++ 6, 7, 10, 11, 13, 14, 15  
20AD, 21AD, 22AD, 23AD, 24AD, 30AD, 31AD, 32AD, 33AD, 34AD, 35AD, 36AD, 40AD, 41AD, 47AD, 50AD, 53AD, 54AD, 55AB, 56AB, 60AD, 61AD, 62AD, 66AD, 72AD, 73AD, 74AD, 75AD, 91AD, 92AD, 93AD, 94AD, 95AD, 97AD

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

**NOTE:** MUS 97AD same as DANC 41AD and DRAM 20AD

Nutrition  
18, 20



# Major and Certificate Requirements

Ornamental Horticulture

2\*, 3\*, 7

\*2 and 3 combined; maximum credit allowed, one course

Philosophy

1#, 1H#, 5, 6, 12, 13,14, 17, 20, 25

PHIL 1 and PHIL 1H combined: maximum credit, one course

Photography

1, 2AD

Physical Education

1AD through 16AD\*, 17, 18AD through 43AD\*, 36, 37, 52AD through 93AD\*

*\*any or all of these PE Activity courses : maximum credit allowed, 4 units*

Physical Science

20\*

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

Physics

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

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

Plant Science

1, 12

Portuguese

1, 2

Psychology

1, 5, 10, 34, 39

**NOTE:** PSY 39 same as CHLD 39

Sociology

1, 2, 23, 26, 43

**NOTE:** SOC 26 same as CFS 26

Social Science

10, 36

**NOTE:** SSCI 36 same as CFS 36.

Spanish

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

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

Sports Medicine

40\*, 60+

*+60 and HW 1 & 7 combined; maximum credit allowed, one course*

**NOTE:** SMED 60 same as HW 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.

## Major and Certificate Requirements

Students at College of the Sequoias who complete the appropriate requirements may earn either an Associate of Arts or an Associate of Science degree. Both degrees represent significant levels of achievement and may be used by students who plan to start their career immediately after graduating or, with proper planning and course selection, by those who plan to transfer to a four year university.

Associate of Arts (AA) degree is granted to students majoring in the arts, humanities, social sciences, and similar areas.

Associate of Science (AS) degree is granted to students majoring in agriculture, engineering, technology, the sciences, and related programs.

All majors are organized alphabetically on the following pages for your convenience. Specific majors can be found listed alphabetically in the index of this catalog.

## ■ Vocational Certificate Program

College of the Sequoias Vocational Certificates are awarded to students who have satisfactorily completed a high level of technical training and meet or exceed the skills and knowledge required for employment in business or industry.

Certificates are not equal to an AS or AA degree and can usually be completed in a much shorter period of time. Certificates verify to employers that the recipient has achieved a high level of technical competency. Certificate units can also be applied toward an associate degree concurrently or at a later date.

## ■ Certificate Policy

The College of the Sequoias will issue certificates to those students who satisfactorily complete the requirements stated in the college catalog with a "C" or better grade in each required class.

Students can petition their division for a waiver and/or the certificate requirements with training and/or professional

# Graduation and Transfer

experience from another institution or agency.

Students must complete at least 50% of the units required for the certificate in classes offered through COS. The petition is initiated through the division chair or department faculty in which the certificate training is available. Verification of any substitution for a required class must be attached to the certificate application.

## How to Apply for a Certificate

### ■ Awarding of Certificates

#### General Skill and Academic Certificate Provisions

1. Skill Certificates (11 units or less) or Certificate of Achievements (12 units or more and approved by the Chancellor's Office) will be awarded after the posting of grades of the particular certificate's course(s) requirements (as outlined in the college catalog) and application procedures have been completed.
2. In order for certificates to be published in the COS graduation program, certificate applications must be approved and returned to the Admissions and Records Department prior to the deadline established each year by the Admissions and Records Department.

### ■ Application Procedures

1. Students can obtain an application for a skill or achievement certificate online at [www.cos.edu](http://www.cos.edu).
2. Students should complete the application and printout a copy of their unofficial transcript by accessing Banner Web.
3. Students will turn in completed applications to the appropriate division office.
4. After the Division Chair and Division Dean have approved the application, the division will forward the completed application to the Admissions and Records Department for processing.
5. The Admissions and Records Department will print the certificates and hold for pickup by the student. If a student chooses to pay for mailing, those arrangements can be made by the student with the Cashier's Office.

### ■ Determining Award

The academic program or division is responsible for determining if an award of a college certificate shall be granted. The Division Chair and Area Dean's signature on the application indicates that the program or department has "certified" the award. If a program or department deems a

certificate cannot be awarded at that time, the program or department will contact the student and inform him or her of any deficiency.

### ■ Types of Certificates

Achievement Certificates can range from 12-60 units. Skill Certificates can be 17 units or less.

These certificates are awarded to students who have achieved the highest level of technical competency in their field and have satisfactorily completed a rigorous sequence of courses. The requirements for these certificates are based upon close articulation with business and industry.

Skill certificates also prepare students for employment, but have fewer unit requirements than the Achievement Certificates. They are highly specialized and are available in a wide variety of career and technical areas. These certificates are frequently used to upgrade or update an individual's skills for promotion or increased salary.

### ■ Major and Certificate Listings

#### Alphabetical Listing

Below is a list of all majors and certificates available at College of the Sequoias.

Accounting  
Administration of Justice  
Administrative Assistant  
Agricultural Business Management  
Agricultural Enterprise -Forage Crops  
Agricultural Enterprise-Row Crops  
Agricultural Pest Management  
Agricultural Power Equipment Technology  
Agricultural Science  
Agricultural Technology  
Agriculture Transportation  
American Sign Language  
Animal Science  
Architectural Design  
Architectural Drafting  
Architectural History  
Architectural Visual Communication  
Architecture  
Athletic Trainer/Sports Medicine  
Automotive Air Conditioning Technology  
Automotive Brake Systems  
Automotive Chassis Technology  
Automotive Electrical Technology  
Automotive Emissions Technology  
Automotive Engine Technology  
Automotive Power Train Systems Technology  
Automotive Technology (Basic)  
Biology  
Business (General)

# Major and Certificate Requirements

Business Management  
Chemistry  
Child Development  
Child Development - Assistant  
Child Development – Associate Teacher  
Child Development, Early Childhood Education, Option II  
CISCO CCNA Academy  
Commercial Art 1  
Commercial Music  
Communication Studies (formerly Speech)  
Comp TIA A+  
Comp TIA Network +  
Computer Applications  
Computer & Information Systems  
Computerized Office Procedures  
Construction Inspection  
Construction Technology  
Consumer/Family Studies  
Cosmetology  
Dairy Food Processing (Calif Dairy Products Training)  
Dairy Science  
Dance  
Drafting (Mechanical)  
Dramatic Arts: Acting Emphasis  
Dramatic Arts: Technical Emphasis  
Educational Paraprofessional  
Electrician Training Program  
Electronics Technology  
Emergency Medical Technician B  
Engineering  
English  
ESL Beginning Level Certificate of Completion  
ESL Intermediate Level Certificate of Completion  
ESL Advanced Level Certificate of Completion  
Environmental Control Technology  
Equine Science  
Family Child Care Mentor Training  
Fashion Design  
Fashion Merchandising  
Fire Academy  
Fire Technology  
Floral Technology  
Food Services, Advanced Skills  
Food Services, Basic Skills  
Food Services, Intermediate  
Foreign Language Studies  
French  
Graphic Design  
Health Care Interpreting  
Health Education  
Human Services (Social Work)  
Humanities  
Industrial Maintenance Technology (Option A)  
Industrial Maintenance Technology (Option B)  
Interpreter Certificate (Spanish)  
Journalism  
Laboratory Technician

Landscape Design  
Landscape Management  
Law Enforcement (Advanced Officer)  
Law Office Clerk/Receptionist  
Legal Secretary  
Liberal Arts with an Area of Emphasis  
Marketing Management  
Mathematics  
Mathematics-Science  
Microsoft MCSE  
Music: Instrumental Emphasis  
Music: Keyboard Emphasis  
Music: Theory/Composition Emphasis  
Music: Vocal Emphasis  
Nursery Management  
Nursing Assistant  
Ornamental Horticulture  
Ornamental Horticulture: Retail Nursery Skills Option  
P.O.S.T. Basic Police Academy  
Paralegal  
Peripheral IV Skills  
Pharmacy Technician  
Phlebotomy Technician  
Physical Education  
Physical Science  
Physics  
Plant Science  
Plumbing  
Programmable Logic Controllers  
Real Estate  
Registered Nursing  
Sequoias Theatre Conservatory Theatre Arts: Acting Emphasis (Letter of Completion)  
Sequoias Theatre Conservatory Theatre Arts: Technician Emphasis (Letter of Completion)  
Social Sciences  
Spanish (For Spanish Interpreter see "Interpreter")  
Transfer Studies with Area of Emphasis  
Veterinary Technician  
Waste Water Treatment  
Welding  
Word Processing

## ■ College of the Sequoias Alphabetical Listing of All Certificates and Majors by Division

### Agriculture

Agricultural Business Management  
Agricultural Enterprise -Forage Crops  
Agricultural Enterprise-Row Crops  
Agricultural Pest Management  
Agricultural Power Equipment Technology  
Agricultural Science  
Agricultural Technology  
Agriculture Transportation  
Animal Science

# Major and Certificate Requirements

Dairy Food Processing (California Dairy Products Training)  
Dairy Science  
Equine Science  
Floral Technology  
Landscape Design  
Landscape Management  
Nursery Management  
Ornamental Horticulture  
Ornamental Horticulture: Retail Nursery Skills Option  
Plant Science  
Veterinary Technician

## **Business**

Accounting  
Administrative Assistant  
Business (General)  
Business Management  
Computer Applications  
Computer & Information Systems  
Computerized Office Procedures  
Interpreter Certificate (Spanish)  
Law Office Clerk/Receptionist  
Legal Secretary  
Marketing Management  
Paralegal  
Real Estate  
Word Processing

## **Consumer Family Studies**

Child Development  
Child Development - Assistant  
Child Development – Associate Teacher  
Child Development, Early Childhood Education, Option II  
Consumer/Family Studies  
Fashion Design  
Fashion Merchandising  
Food Services, Advanced Skills  
Food Services, Basic  
Food Services, Intermediate Skills

## **Fine Arts**

Art  
Commercial Arts  
Commercial Music  
Communication Studies  
Dramatic Arts: Acting Emphasis  
Dramatic Arts: Technical Emphasis  
Music: Instrumental Emphasis  
Music: Keyboard Emphasis  
Music: Theory/Composition Emphasis  
Music: Vocal Emphasis  
Sequoias Theatre Conservatory Theatre Arts: Acting Emphasis (Letter of Completion)  
Sequoias Theatre Conservatory Theatre Arts: Technician Emphasis (Letter of Completion)

## **Industry and Technology**

Architectural Design  
Architectural Drafting  
Architectural History  
Architectural Visual Communication  
Architecture  
Automotive Air Conditioning Technology  
Automotive Brake Systems  
Automotive Chassis Technology  
Automotive Electrical Technology  
Automotive Emissions Technology  
Automotive Engine Technology  
Automotive Power Train Systems Technology  
Automotive Technology  
CISCO CCNA Academy  
Comp TIA A+  
CISCO: CCNA Academy  
Comp TIA Network +  
Construction Inspection  
Construction Technology  
Drafting (Mechanical)  
Electrician Training Program  
Environmental Control Technology  
Graphic Design  
Industrial Maintenance Technology (Option A)  
Industrial Maintenance Technology (Option B)  
Microsoft MCSE  
Plumbing  
Programmable Logic Controllers  
Waste Water Treatment  
Welding

## **Language Arts and Communications**

American Sign Language  
English  
ESL Beginning Level Certificate of Completion  
ESL Intermediate Level Certificate of Completion  
ESL Advanced Level Certificate of Completion  
Foreign Language Studies  
French  
Journalism  
Spanish (For Spanish Interpreter see Business)

## **Math and Engineering**

Engineering  
Mathematics  
Mathematics-Science

## **Nursing**

Emergency Medical Technician B  
Health Care Interpreting  
Nursing Assistant  
Peripheral IV Skills  
Pharmacy Technician  
Phlebotomy Technician  
Registered Nursing

# Major and Certificate Listings

## Physical Education

Athletic Trainer/Sports Medicine  
Dance  
Health Education  
Physical Education

## Science

Biology  
Chemistry  
Laboratory Technician  
Physical Science  
Physics

## Social Sciences

Administration of Justice  
Administration of Justice: Corrections  
Administration of Justice: Law Enforcement  
Human Services (Social Work)  
Social Sciences

## Specialized Training

Cosmetology  
Fire Academy  
Fire Technology  
Law Enforcement (Advanced Officer)  
Basic Police Academy

## Student Services

Humanities  
Liberal Arts with Area of Emphasis  
Transfer Studies with Area of Emphasis

## 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. Exception: Only one English 200 level course selected from ENGL 251 or ENGL 265AB may count toward the minimum 60 unit requirement.

## Course Numbers Explanation

- 1-99** Courses accepted by the University of California System (See UC Transfer Course List for unit limitations). For specific course articulation (equivalency), consult [www.assist.org](http://www.assist.org), the Counseling Office or the Transfer Center.
- 1-199** Courses accepted by the California State University system and most other four-year colleges and universities. For specific course to course articulation (equivalency), consult For specific course articulation (equivalency), consult [www.assist.org](http://www.assist.org), 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. NOTE: Only one English 200-level course selected from ENGL 251 or ENGL 265AB may count toward the minimum 60 unit requirement.
- 300-399** College credit, Non-degree applicable and basic skill courses. Effective the Summer semester, 2008, students enrolled in the 300 series (Course Number) of classes will be graded on an "A," "B," "C," and "Pass/No Pass" basis.
- 400** Noncredit, general courses.





# Certificate and Degrees

## Agricultural Business Management

*Division: Agriculture*

<b>Degree:</b>	Certificate courses (18) plus 12 additional units in Agriculture related course with a minimum "C" grade plus General Education requirements for a total of 60 units.
<b>Certificate:</b>	18 units in courses listed below with a minimum of a "C" grade in all courses.
<b>Transfer Students:</b>	Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Achievement Certificate

The Agriculture Business Management Program is designed to prepare students who seek a certificate or degree in the Agriculture Business Management field. The course work provides the fundamentals for entry-level job skills in Agriculture Management as well as providing degree applicable units for the Associate of Science Agricultural major degree. Some of the courses also meet transfer requirements. The COS Agriculture Business Management Certificate/Degree major provides a strong curriculum foundation for Agricultural Business students..

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
AGMT 1	Agriculture Economics	3
AGMT 102	Agriculture Sales and Marketing	3
AGMT 103	Introduction to Agricultural Management	3
AGMT 104	Agriculture Accounting	3
AGMT 108AB	Introduction to Agriculture Computer Applications (1 <sup>st</sup> semester)	3
WEXP 193 F	Agricultural Work Experience (1 <sup>st</sup> semester)	3
	<b>Minimum Support Course Units:</b>	<b>0</b>
	<b>Total Minimum Units Required:</b>	<b>18</b>



## Agricultural Enterprise Forage Crops

*Division: Agriculture*

**Degree:** Degree not available.

**Certificate:** 5 - 11 units in courses listed below with a minimum of a "C" grade in all courses.

### Skill Certificate

Adhering to the philosophy of "learn by doing," this certificate will provide classes for students to take that will provide the opportunity to apply classroom instruction. This course will utilize the school farm laboratory in actual production of a forage crop. This certificate will provide students opportunity to share in the profit from the sale of a forage crop produced in the course of this certificate. A student must complete this certificate to share in the profits from the sale of the forage crop.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
AG 117AD	Agriculture Enterprise Project	3
AG 116AD	Agriculture Enterprise Lab-Forage Crops	2-8
	<b>Minimum Units required:</b>	<b>5-11</b>

# Certificate and Degrees

## Agricultural Enterprise Row Crops

*Division: Agriculture*

**Degree:** Degree not available

**Certificate:** 5 - 11 units in courses listed below with a minimum of a "C" grade in all courses.

### Skill Certificate

Adhering to the philosophy of "learn by doing," this certificate will provide classes for students to take that will provide the opportunity to apply classroom instruction. This course will utilize the school farm laboratory in actual production of a row crop. This certificate will provide students opportunity to share in the profit from the sale of a row crop produced in the course of this certificate. A student must complete this certificate to share in the profits from the sale of the forage crop.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

<u>Course Numbers</u>	<u>Core Courses</u>	<u>Units</u>
AG 117AD	Agriculture Enterprise Project	3
AG 115AD	Agriculture Enterprise Lab-Row Crops	2-8
	<b>Minimum Units required:</b>	<b>5-11</b>

## Agricultural Pest Management

*Division: Agriculture*

**Degree:** Degree not available.  
**Certificate:** 30 units in courses listed below with a minimum of a "C" grade in all courses.

### Achievement Certificate

Students who earn a Skill Certificate in Agriculture Pest management have met practical and theoretical competencies in plant protection. The listed courses met licensing requirements for Post Control Advisors and provide a basic understanding of pest management in crop and nursery production.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
AG 3	Economic Entomology	3
AG 4	Soils	3
AG 105	Fertilizers	3
AG 125	Principles of Pesticide Use	3
PLSI 1	Introduction to Plant Science	3
PLSI 105	Weeds and Weed Control	3
PLSI 110	Integrated Pest Management	3
WEXP 193 F	Agricultural Work Experience (1st semester)	3
<b>Minimum Units required:</b>		<b>24</b>
<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
AG 200AD	Agriculture Leadership	1
AG 201	Agricultural Mathematics	3
AGMT 102	Agricultural Sales and Marketing	3
AGMT 108AB	Introduction to Agriculture Compute Applications(2nd Semester)	3
PLSI 12	Fruit and Nut Tree Production	3
PLSI 102	Row Crops	3
PLSI 111	Citrus Production	3
<b>Minimum Support Course Units</b>		<b>6</b>
<b>Total Minimum Units Required</b>		<b>30</b>

# Certificate and Degrees

## Agricultural Power Equipment Technician

*Division: Agriculture*

**Degree:** Degree not available.

**Certificate:** 15 unit program below with a minimum of a "C" grade in all courses.

### Skill Certificate

The Agricultural Power Equipment Technology Program prepares the student to enter the highly technical field of Power Equipment Technology. Studies include operation, service, repair, and maintenance of modern agricultural equipment. Practical hands-on lessons as well as modern theory are stressed. Careers include shop technician, service manager, equipment operator, equipment sales, and field service technician.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
AGTC 213AC	Hydraulics Principles and Applications	3
AGTC 214	Outdoor Power Equipment	3
AGTC 216AC	Applied Hydraulics	2
AGTC 217	Power Technician Skills/Practices	2
AGTC 218AB	Power Trains	3
WEXP 193F	Agricultural Work Experience (1 <sup>st</sup> Semester)	2
<b>Minimum Core Course Units:</b>		<b>15</b>
<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
<b>Select additional units from this list for further study:</b>		
AGTC 202AD	Farm Equipment Construction	3
AGTC 215AD	Outdoor Power Equipment Application	2
<b>Minimum Support Course Units:</b>		<b>0</b>
<b>Total Minimum Units Required:</b>		<b>15</b>

## Agricultural Science

*Division: Agriculture*

- A.S. Degree:** Certificate courses (17) with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
- Certificate:** 17 units in courses listed below with a minimum of a "C" grade in all courses.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Skill Certificate

Students earning a Skill Certificate in Agricultural Science have met practical and theoretical competencies in general agricultural sciences. The listed courses provide an overview of food and fiber systems in agriculture and serve as a core for other study areas in agriculture.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

Course Numbers	Core Courses	Units
AGMT 1	Ag Economics	3
AGMT 108AB	Introduction to Ag Computer Applications	3
ASCI 1	Introduction to Animal Science	3
OH 101	Basic Ornamental Horticulture	3
PLSCI 1	Introduction to Plant Science	3
WEXP 193F	Agricultural Work Experience (1 <sup>st</sup> semester)	2
<b>Minimum Core Course Units:</b>		<b>17</b>

Course Numbers	Support Courses	Units
<b>For further study, choose from the courses listed below:</b>		
AG 1	Ag, Society, and the Environment	3
AG 3	Economic Entomology	3
AGMT 102	Ag Sales and Marketing	3
OH 120	Diseases of Ornamentals	3
PLSCI 110	Integrated Pest Management	3
<b>Minimum Support Course Units:</b>		<b>0</b>
<b>Total Minimum Units Required:</b>		<b>17</b>

# Certificate and Degrees

## Agricultural Technology

### *Division: Agriculture*

<b>A.S. Degree:</b>	30 units: 18 core units listed plus an additional 12 units of support courses with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
<b>Certificate:</b>	18 units in courses listed below with a minimum of a "C" grade in all courses.
<b>Transfer Students:</b>	Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Achievement Certificate

Agriculture is highly mechanized and production agriculture cannot exist without technology and machinery. Agricultural Technology 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. Farming industries are in need of agricultural technology students. Jobs are available on farm, sales and service of farm equipment, equipment manufacturing, Ag mechanics, and welding.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
AGTC 103	Farm Power	3
AGTC 106AD	Agriculture Welding	3
AGTC 210AD	Ag Project Construction	3
AGTC 209AD	Small Engines and Equipment	2
WELD 162	Shielded Metal Arc Welding	4
WEXP 193F	Ag Work Experience (1 <sup>st</sup> semester)	3

**Minimum Core units for the Certificate and Degree: 18**

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
<b>Select additional 12 units from this for the Associate Degree:</b>		
AG 200 AD	Ag Leadership	1
AG 117AD	Agriculture Enterprise Project	3
AGTC 271	Agricultural Mechanics, Skills and Practices	3
AGTC 108	Irrigation	2
AGTC 105AD	Farm Structures	3

**Minimum Support Course Units for the Associate Degree: 12**

**Total Minimum Units Required for the Associate Degree: 30**

## Agricultural Transportation

*Division: Agriculture*

**Degree:** Degree not available.  
**Certificate:** The course listed below with a minimum of a "C" grade in the class.  
**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Achievement Certificate

This program is designed to introduce students to the procedures and skills found in the truck driving industry while preparing each individual to obtain a commercial driver's license. Students will develop the skills necessary to operate a commercial vehicle safely. The program consists of classroom, lab and on-the-road experiences to ensure the best possible training. The program covers topics in basic operations, safe operating practices, advanced operating practices, vehicle maintenance, & non-vehicle activities. The program is unique in that it also covers truck driving as it relates to the agriculture industry.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
AGTC 230	Agriculture Transportation	14
AGTC 231	Agriculture Technology Lab	2
<b>Minimum Core Course Units:</b>		<b>16</b>

# Certificate and Degrees

## Animal Science

*Division: Agriculture*

- A.S. Degree:** 30 units: 21 core course units, plus 9 additional units of support courses listed below with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
- Certificate:** 21 units in courses listed below with a minimum of a "C" grade in all courses.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Achievement Certificate

The Animal Science Program is designed for students whose major interest is in working with red meat farm food animals. Students work on the college's farm, combining practical experience with technical knowledge in the beef cattle, sheep, and swine units. Most Animal Science majors return to livestock operations or seek employment as vocational agriculture teachers, animal nutritionists, animal health technicians, meat inspectors or plant managers in sales and services.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
AGMT 108AB	Introduction to Agriculture Computer Applications	3
ASCI 1	Introduction to Animal Science	3
ASCI 103	Animal Nutrition	3
ASCI 110	Swine Production and Management	3
ASCI 111	Beef Production and Management	3
ASCI 112	Sheep Production and Management	3
WEXP 193F	Agricultural Work Experience (1st Semester)	3
<b>Minimum Core Course Units for the Certificate and A.S. Degree:</b>		<b>21</b>
<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
Select additional 9 additional units for the A.S. Degree:		
AG 201	Agricultural Mathematics	3
ASCI 2AB	Livestock Selection and Evaluation	3
ASCI 104	Animal Diseases and Sanitation	3
VT 109	Introduction to Veterinary Technology	3
<b>Minimum Support Course Units for the A.S. Degree:</b>		<b>9</b>
<b>Total Minimum Units Required for the A.S. Degree:</b>		<b>30</b>



## Dairy Food Processing

*Division: Agriculture*

**Degree:** Degree not available.

**Certificate:** 15 units in courses listed below with a minimum of a "C" grade in all courses.

### Skill Certificate

The California Dairy Products Training Institute (CDPTI) Certificate is designed for students who seek a certificate in the Dairy Processing field. The course work provides the fundamentals for job-entry level skills in the dairy processing field. The COS CDPTI Certificate is a very popular one with students and provides framework for careers in dairy food processing leading to employment.

**Note: Required and support courses may be substituted with the approval of the division chair.**

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
AGMT 108AM	Introduction to AG Computer Applications	3
DPTI 201	Fluid Stream	1
DPTI202	GMP/Sanitation	1
DPTI 203	Industrial Safety	1
DPTI 204	Sensory Evaluation	1
DPTI 205	HACCP/Food Safety	1
DPTI 206	Human Resources	1
DPTI 207	Process Equipment & Engineering	1
DPTI 208	Laboratory Skills	1
DPTI 209	Dairy Products and Marketing	1
DPTI 210	Transportation	1
DPTI 211	Cheese & Whey Processing	1
DPTI 212	Warehousing (Dry and Refrigerated)	1
<b>Minimum Core Units</b>		<b>15</b>

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
DPTI 213	Specialty Cheese Making	2
DPTI 214	Milk Pasteurization	2
DPTI 218	Market Dairy Products	2
<b>Minimum Support Courses</b>		<b>0</b>
<b>Total Minimum Units Required</b>		<b>15</b>

# Certificate and Degrees

## Dairy Science

*Division: Agriculture*

**A.S. Degree:** Certificate courses (21) with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.

**Certificate:** 21 units in courses listed below with a minimum of a "C" grade in all courses.

**Transfer Students:** Transfer preparation varies from university to university. Meet with COS counselor to review requirements.

### Achievement Certificate

The Dairy Science Program is designed for students who seek a certificate, degree or transfer program in the Dairy Science field. The coursework provides the fundamentals for job entry-level skills in dairy management as well as providing degree applicable units for the Associate in Science degree with a major in Dairy Science. Many Dairy Science courses transfer to four-year universities and are required lower division classes. The COS Dairy Science Certificate/Degree major provides a framework for students interested in the dairy industry.

**Note: Required and support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
AGMT 108AB	Introduction to Ag Computer Applications (1 <sup>st</sup> semester)	3
DSCI 101	Introduction to Dairy Science	3
DSCI 102	Principles of Milk Production	3
DSCI 103	Commercial Dairy Herd Management	3
DSCI 104	Breeding & Selection of Dairy Cattle	3
DSCI 108	Dairy Nutrition	3
WEXP 193F	Agricultural Work Experience (1 <sup>st</sup> Semester)	3

**Minimum Core Units** **21**

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
<b>Select additional units from this list for further study.</b>		
AG 201	Agricultural Mathematics	3
AG 200AD	Agriculture Leadership	1
AGMT 108AB	Introduction to Agriculture Computer Applications (2 <sup>nd</sup> semester)	3
DSCI 105AD	Dairy Cattle Judging/Selection	4

**Minimum Support Course Units:** **0**

**Total Minimum Units Required** **21**

## Equine Science

*Division: Agriculture*

**Degree:** Degree not available.  
**Certificate:** 17 units in courses listed below with a minimum of a "C" grade in all courses.

### Skill Certificate

The Equine Science Program includes classes in many phases of the horse industry. Students will have the opportunity to train their own horses, along with the college owned stock. Many universities offer courses in Equine Science which will lead to degrees in this field. The list of positions for students who complete this course of study includes horse trainer, breeder, nutritionist, and health care technician.

**Note: Required and support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
AGMT 108AB	Introduction to Ag Computer Applications (1 <sup>st</sup> semester)	3
ASCI 22	Horse Husbandry	3
ASCI 104	Animal Disease and Sanitation	3
ASCI 120AD	Basic Equitation (1 <sup>st</sup> semester)	2
ASCI 123	Horse Production	3
ASCI 124AD	Colt Breaking (1 <sup>st</sup> semester)	2
WEXP 193F	Agricultural Work Experience (1 <sup>st</sup> Semester)	1
<b>Total Minimum Units Required:</b>		<b>17</b>

# Certificate and Degrees

## Floral Technology

*Division: Agriculture*

**Degree:** Degree not available.

**Certificate:** 19 units in courses listed below with a minimum of a "C" grade in all courses.

### Achievement Certificate

The Floral Technology Program is designed for those seeking occupations in the floral industry. The sale of cut flowers, house plants, dried, and silk flowers has increased rapidly in recent years. This is because of increased population and family income, and also because of increased interest in the use of flowers.

**Note: Required and support courses may be substituted with the approval of the Division Chair.**

<u>Course Numbers</u>	<u>Support Courses</u>	<u>Units</u>
AGMT 108AB	Introduction to Ag Computer Applications (1 <sup>st</sup> semester)	3
OH 101	Basic Ornamental Horticulture	3
OH 111	Floral Design	3
OH 112	Sympathy Flowers	3
OH 113	Wedding Flowers	3
OH 123	Silk and Dried Floral Design	3
WEXP 193F	Agricultural Work Experience (1 <sup>st</sup> Semester)	1

**Minimum Core Course Units: 19**

<u>Course Numbers</u>	<u>Support Courses</u>	<u>Units</u>
<b>Select additional units from this list for further study.</b>		
AGMT 108AB	Introduction to Ag Computer Applications (2 <sup>nd</sup> semester)	3
AG 200AD	Agriculture Leadership (1 <sup>st</sup> semester)	1
AG 201	Agriculture Mathematics	3
AGMT 102	Agriculture Sales & Marketing	3
OH 104	Nursery Practices	3
OH 105	Plant Propagation	3
OH 271	Introduction to Horticulture	3

**Minimum Support Course Units: 0**

**Total Minimum Units Required: 19**

## Landscape Design

*Division: Agriculture*

**Degree:** Degree not available.

**Certificate:** 17 units in courses listed below with a minimum of a "C" grade in all required courses.

### Skill Certificate

The certificate in Landscape Design prepares students to successfully design and plan landscapes and gardens using current standards. Students will be able to design landscapes using new water and environmental requirements. Included in the certificate program are courses that develop skills in selecting, grouping, and placing plant materials into various landscape styles, situations and themes. Career opportunities include golf course design, park design, and public area designs. Most universities offering agriculture programs also offer degrees in related Horticulture areas.

**Note: Required and support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
AGMT 108AB	Introduction to Ag Computer Applications	3
OH 2	Plant Identification 1	3
OH 3	Plant Identification 2	3
OH 7	Landscape Design	3
OH 101	Basic Ornamental Horticulture	3
WEXP 193F	Agricultural Work Experience	2
	<b>Total Minimum Units Required:</b>	<b>17</b>

# Certificate and Degrees

## Landscape Management

*Division: Agriculture*

- A.S. Degree:** Certificate courses (30) with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
- Certificate:** 30 units in courses listed below with a minimum of a "C" grade in all courses.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Achievement Certificate

The certificate in Landscape Management develops skills and knowledge in the management of residential, commercial, and industrial landscapes and gardens. The field of landscape management is one of the fastest growing occupations in the nation and particularly in the San Joaquin Valley. This program prepares students for work as landscape contractors, turf managers, grounds maintenance managers, pest control operators, and landscape water auditors. Heavy emphasis is placed on plant culture and care, disease and pest management, turf culture, and water management. Many of the required courses will transfer to universities.

**Note:** Required and support courses may be substituted with the approval of the Division Chair.

Course Numbers	Support Courses	Units
AGMT 108AB	Introduction to Ag Computer Applications (1 <sup>st</sup> semester)	3
AGTC 209AD	Small Engines and Equipment	2
OH 2	Plant Identification 1	3
OH 3	Plant Identification 2	3
OH 109	Landscape Maintenance	3
OH 110	Turf grass Management	3
OH 117	Sprinkler Irrigation	3
OH 122	Pests of Ornamentals	3
WEXP 193F	Agricultural Work Experience (1 <sup>st</sup> Semester)	3

**Minimum Core Units: 26**

Course Numbers	Support Courses	Units
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**Select 4 additional units from this list to complete the total units required.**

AG 103AC	Applied Agriculture Practicum	2
AG 200AD	Agricultural Leadership	1
AG 201	Agricultural Mathematics	3
AGMT 104	Agricultural Accounting	3
AGMT 108AB	Introduction to Agriculture Computer Application (2 <sup>nd</sup> semester)	3
OH 7	Landscape Design	3
OH 101	Basic Ornamental Horticulture	3
OH 106	Landscape Drafting	3
OH 108	Landscape Construction	3
OH 118	Xeriscape	3
OH 119	Interiorscapes	3
OH 120	Diseases of Ornamentals	3
OH 121	Plant Combination Theory	3

**Minimum Support Course Units: 4**

**Total Minimum Units Required: 30**

## Ornamental Horticulture: Retail Nursery Skills Option

*Division: Agriculture*

**Degree:** Degree not available.  
**Certificate:** 12 units in courses listed below with a minimum of a "C" grade in all courses.

### Skill Certificate

The Retail Nursery Skills Option prepares students who seek employment in the horticulture industry with emphasis in nursery and retail garden centers. After completion of the program, students will have skills in plant identification, plant care, plant propagation, and customer service.

**Note: Required and support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
OH 2	Plant Identification 1	3
OH 3	Plant Identification 2	3
OH 101	Basic Ornamental Horticulture	3
OH 104	Nursery Practices	3
<b>Minimum Core Units:</b>		<b>12</b>

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
OH 129	Horticulture/Floral Business Management	3
<b>Minimum Support Course Units:</b>		<b>0</b>
<b>Total Minimum Units Required:</b>		<b>12</b>

# Certificate and Degrees

## Ornamental Horticulture

### *Division: Agriculture*

<b>A.S. Degree:</b>	Certificate courses (30) with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
<b>Certificate:</b>	30 units in courses listed below with a minimum of a "C" grade in all courses.
<b>Transfer Students:</b>	Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Achievement Certificate

Ornamental Horticulture Technology continues to be one of the California's fastest growing industries. Students learn to grow and arrange plants and flowers, preparing for work in nursery production and operations, landscape drafting, design and construction, and plant care and maintenance. Many former COS students are now employed in ornamental horticulture and related agriculture fields as floral designers, cut flower growers, plant propagators, retail florists, production foremen, plant inspectors, pest control operators, and garden writers. Many of these courses will transfer to universities.

**Note: Required and support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
AG 200AD	Agriculture Leadership (1 <sup>st</sup> Semester)	1
AGMT 108AB	Introduction to Ag Computer Applications	3
OH 2	Plant Identification 1	3
OH 3	Plant Identification 2	3
OH 101	Basic Ornamental Horticulture	3
OH 104	Nursery Practices	3
OH 105	Plant Propagation	3
OH 122	Pests of Ornamentals	3
WEXP 193F	Agricultural Work Experience (1 <sup>st</sup> Semester)	3
<b>Minimum Core Units:</b>		<b>25</b>

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
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**Select additional units from this list to complete the total units required.**

AG 103AC	Applied Agriculture Practicums	3
AG 201	Agriculture Mathematics	3
AGMT 102	Agriculture Sales and Marketing	3
AGMT 108AB	Introduction to AG Computer Applications (2nd semester)	3
OH 7	Landscape Design	3
OH 106	Landscape Drafting	3
OH 108	Landscape Construction	3
OH 109	Landscape Maintenance	3
OH 110	Turf grass Management	3
OH 117	Sprinkler Irrigation	3
OH 118	Xeriscape	3
OH 120	Diseases of Ornamentals	3
271	Introduction to Horticulture	3
<b>Minimum Support Course Units:</b>		<b>5</b>
<b>Total Minimum Units Required:</b>		<b>30</b>



## Plant Science

*Division: Agriculture*

- A.S. Degree:** Certificate Courses (18) with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
- Certificate:** 18 units in courses listed below with a minimum of a "C" grade in all courses.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Achievement Certificate

One of the greatest challenges to mankind is to produce enough food and fiber for future generations. To meet this need, students in the Plant Science Program study 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, and cultivation of crops. Good job opportunities exist in farming, irrigation and crop production as well as related industries such as equipment sales, fertilizers, plant protection and consulting. Major universities offering agriculture programs offer a variety of courses that will lead to degrees in plant science.

**Note: Required and support courses may be substituted with the approval of the Division Chair.**

Course Numbers	Support Courses	Units
AG 3	Economic Entomology	3
AG 4	Soils	3
AG 105	Fertilizer	3
AGMT 108AB	Introduction to Ag Computer Applications (1st semester)	3
PLSI 1	Introduction to Plant Science	3
WEXP 193 F	Agricultural Work Experience (1st Semester)	3

**Minimum Core Units: 18**

Course Numbers	Support Courses	Units
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**Select additional units from this list to complete the total units required.**

AG 200AD	Agriculture Leadership	1
AG 201	Agriculture Mathematics	3
PLSI 12	Fruit and Nut Tree Production	3
PLSI 102	Row Crops	3
PLSI 105	Weeds and Weed Control	3
PLSI 111	Citrus Production	3

**Minimum Support Course Units: 0**

**Total Minimum Units Required: 18**

# Certificate and Degrees

## Veterinary Technician

*Division: Agriculture*

**Degree:** Degree not available.

**Certificate:** The 17-unit program below with a minimum of a "C" grade in all courses.

### Skill Certificate

The Veterinary Technician program provides students entry-level training in animal healthcare. Instruction is offered in nutrition, diseases and sanitation, small animal care, as well as basic livestock handling. Upon completion of the coursework and after completing state licensing criteria, students may find employment as veterinary technicians and veterinary assistants. Many of the courses are transferable to universities for degrees in Animal Science areas.

**Note: Required and support courses may be substituted with the approval of the Division Chair.**

<u>Course Numbers</u>	<u>Support Courses</u>	<u>Units</u>
VT 109	Intro To Veterinary Technology	3
VT 115	Infectious Diseases of Small Animals	3
VT 116	Veterinary Office Procedures	3
VT 126	Large Animal Care	3
VT 127	Anesthesiology and Pharmacology	4
WEXP 193 F	Agricultural Work Experience (1st Semester)	1
	<b>Total Minimum Units Required:</b>	<b>17</b>



# Certificate and Degrees

## Accounting

*Division: Business*

- A.S. Degree:** Certificate courses (31) with a minimum "C" grad plus General Education and graduation requirements for a total of 60 units.
- Certificate:** 31 units in courses listed below with a minimum of a "C" grade in all courses.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Achievement Certificate

The accounting curriculum is designed to prepare students to enter the work force to do bookkeeping/accounting. Without accounting, sound economic decisions could not be made, business planning would be difficult, and decision making and companies could not operate. Accountants gather, record, report, and interpret financial information. Career opportunities are available in government, business and industry, nonprofit organizations, and private accounting firms.

**Note: Required and support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
ACCT 1 <i>and</i> ACCT 2 <i>or</i> ACCT 101 <i>and</i> ACCT 202	Financial Accounting (4) Managerial Accounting (4) Essentials of Accounting (5) General Vocational Accounting (5)	8-10
ACCT 210/COMP 210	Computer Accounting	3
ACCT 282	Individual Income Tax	5

**Choose Three (3) from the following courses:**

BUS 82	Introduction to Business (3)	
<i>and/or</i> BUS 100	Career Strategies (3)	
<i>and/or</i> BUS 185	Ethics in Business and Industry (3)	
<i>and/or</i> BUS 188	Human Relations in Business (3)	9
BUS 20	Business Statistics (3)	
<i>or</i> BUS 119	Quantitative Methods (3)	
BUS 297	Business Mathematics (3)	3
COMP 138	Spreadsheet Design for Business	3

**Minimum Core Course Units: 31**

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
BUS 112/SPCH 112	Public Speaking for Business	4
BUS 174	Marketing Principles	3
BUS 184	Business Communications	3
BUS 268	Electronic Calculating	2
BUS 293	Business English	4
BUS 297	Personal Finance	3
COMP 5	Computer Concepts (4)	
<i>or</i> COMP 130	Introduction to Personal Computers (4)	4
WEXP 193 I-196 I	Business Work Experience (1 <sup>st</sup> through 4 <sup>th</sup> semesters)	1-4

**Minimum Support Course Units: 0**

**Total Minimum Units Required: 31**

## Administrative Assistant

*Division: Business*

**A.S. Degree:** Certificate (28 units) **plus** General Education requirements for a total of 60 units.  
**Certificate:** The 28-unit program below with a minimum of a "C" grade in all required courses.

### Achievement Certificate

The administrative assistant curriculum incorporates the clerical skills for communication, time management, and administrative decision making. The strength of any well-run office is directly related to its office managers, administrative assistants, and secretaries. The administrative assistant must be prepared to meet the technological needs of business, using the computer to process information. The administrative assistant position often acts as a springboard for advancement within the company. Related fields include legal secretary, medical secretary, and office manager.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
BUS 82	Introduction to Business	3
BUS 271	College Keyboarding, Level 2 (3)	
<i>or</i> COMP 136	Word Processing (3)	3
BUS 184	Business Communications	3
BUS 185	Ethics in Business & Industry	3
BUS 188	Human Relations in Business	3
BUS 268	Electronic Calculating	2
BUS 293	Business English	4
BUS 20	Business Statistics (3)	
<i>or</i> BUS 119	Quantitative Methods (3)	
<i>or</i> BUS 295	Business Mathematics (3)	3
COMP 5	Computer Concepts (4)	
<i>or</i> COMP 130	Introduction to Personal Computers (4)	4
	<b>Minimum Core Course Units:</b>	<b>28</b>
<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
BUS 18	Business Law	4
BUS 100	Career Strategies	3
BUS 112/SPCH 112	Public Speaking for Business	4
BUS 170	Introduction to Sales	3
BUS 174	Marketing Principles	3
COMP 227	Presentation Software for Business	1.5
COMP 229	Web Page Design & Development	3
WEXP 193 I-196 I	Business Internship/Work Experience	1-4
	<b>Minimum Support Course Units:</b>	<b>0</b>
	<b>Total Minimum Units Required:</b>	<b>28</b>

# Certificate and Degrees

BUS

## Business, General

*Division: Business*

**A.S. Degree:** 34 units with a minimum "C" grade **plus** General Education requirements for a total of 60 units.  
**Certificate:** 30 units in courses listed below with a minimum of a "C" grade in all courses.  
**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Achievement Certificate

Students completing the General Business certificate will have a background in business vocabulary, organizational structure, human relations, ethics, marketing, and other topics that will prepare them for entry into a pre-supervisory position. Supervision skills are very important to all organizations.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

Course Numbers	Core Courses	Units
BUS 18	Business Law	4
BUS 82	Introduction to Business	3
BUS 100	Career Strategies	3
BUS 184	Business Communications	3
BUS 185	Business Ethics	3
BUS 188	Human Relations in Business	3
BUS 112/COMM 112	Public Speaking for Business	4
BUS 293	Business English	4
BUS 20 <i>or</i> BUS 119 <i>or</i> BUS 295	Business Statistics (3) Quantitative Methods (3) Business Mathematics (3)	3
COMP 5 <i>or</i> COMP 130	Computer Concepts (4) Introduction to Personal Computers (4)	4 4
<b>Minimum Core Course Units Required for A.S. Degree:</b>		<b>34</b>
<b>Minimum Core Course Units Required for a Certificate:</b>		<b>30</b>

Course Numbers	Support Courses	Units
ACCT 1	Financial Accounting	4
ACCT 101	Essentials of Accounting	5
BUS 155	E-Commerce	3
BUS 174	Marketing Principles	3
BUS 230	Supervision Management for the First Line Supervisor	3
BUS 231	Starting a New Business	3
BUS 271	College Keyboarding Level 2	3
BUS 297	Personal Finance	3
COMP 140	Computer Operating System	3
COMP 227	Presentation Software for Business	1.5
COMP 229	Web Page Design and Development	3
WEXP 193 I-196 I	Business Internship/Work Experience	1-4
<b>Minimum Support Course Units:</b>		<b>0</b>
<b>Total Minimum Units Required for Certificate:</b>		<b>30</b>
<b>Total Minimum Units Required for A.S. Degree:</b>		<b>34</b>

## Business Management

*Division: Business*

<b>A.S. Degree:</b>	30 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
<b>Certificate:</b>	Certificate not available
<b>Transfer Students:</b>	Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.S. Degree

The Associate Degree will be granted upon the completion of 60 units chosen from courses numbered 1 to 299 and the following requirements:

A certificate in Business, General or:

Marketing Management Certificate plus General Education and graduation requirements.

Students planning to transfer to a four-year school are encouraged to review specific requirements with a counselor and check the major sheet of the university they plan to attend.

*Revised 5/1/08gr (Academic Services)*

# Certificate and Degrees

## Computer & Information Systems

*Division: Business*

BUS

- Degree:** Certificate courses (30) with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
- Certificate:** 30 units in courses listed below with a minimum of a "C" grade in all courses.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Achievement Certificate

Students with a Computer and Information Systems certificate or degree will be prepared for entry-level computer positions such as data entry, technical support, and office positions involving computer skills.

Course Numbers	Core Courses	Units
BUS 82	Introduction to Business	3
COMP 5	Computer Concepts (4)	
<i>or</i> COMP 130	Introduction to Personal Computers (4)	4
COMP 6	Programming Fundamentals	3
COMP 8	Programming Concepts (Java)	4
COMP 133	Database Processing	3
COMP 136	Word Processing	3
COMP 138	Spreadsheet Design for Business	3
COMP 140	Computer Operating Systems	3
IT 110	PC Troubleshooting and Repair	3
<b>Minimum Core Units</b>		<b>29</b>

Course Numbers	Support Courses	Units
<b>Select at least 1 additional unit from this list to complete the certificate.</b>		
ACCT 101	Essentials of Accounting (5)	
<i>or</i> ACCT 001	Financial Accounting (4)	4 or 5
BUS 112/SPCH 112	Public Speaking for Business	4
BUS 155	E-Commerce	3
BUS 184	Business Communications	3
BUS 185	Ethics in Business and Industry	3
BUS 188	Human Relations in Business	3
COMP 9	Advanced Application Software	3
COMP 135	Desktop Publishing for Business	4
COMP 210/ACCT 210	Computer Accounting	3
COMP 227	Presentation Software	1.5
COMP 228	Introduction to the World Wide Web	1
COMP 229	Web Page Design & Development	3
COMP 230	Java Script/XML	3
IT 120	Computer Networking Fundamentals	3
<b>Minimum Support Course Units</b>		<b>1</b>
<b>Total Minimum Units Required</b>		<b>30</b>



## Computer Applications

*Division: Business*

**Degree:** Degree not available

**Certificate:** 37 units in courses listed below with a minimum of a "C" grade in all courses.

### Achievement Certificate

Students with a Computer Applications certificate will be prepared for entry-level positions requiring computer applications skills. Students must earn a Word Processing Certificate prior to earning the Computer Applications certificate.

**Note: Required and support courses may be substituted with the approval of the division chair.**

Course Numbers	Support Courses	Units
	Word Processing Certificate	17
BUS 112/SPCH 1112	Public Speaking for Business (4)	4
COMP 133	Database Processing	3
COMP 135	Desktop Publishing for Business	4
COMP 138	Spreadsheet Design for Business	3
COMP 229	Web Page Design and Development	3
	<b>Minimum Core Units</b>	<b>34</b>

Course Numbers	Support Courses	Units
<b>Choose three (3) additional units from the list below to complete this certificate.</b>		
BUS 20 <i>or</i> BUS 119 <i>or</i> BUS 295	Business Statistics (3) Quantitative Methods (3) Business Mathematics (3)	3
BUS 188	Human Relations in Business	3
BUS 82	Introduction to Business	3
BUS 100	Career Strategies	3
BUS 185	Ethics in Business and Industry	3
COMP 210/ACCT 210	Computer Accounting	3
COMP 227AD	Presentation Software for Business	1.5
IT 110	PC Trouble Shooting/Repair	3
WEXP 193 I-196 I	Business Internship/Work Experience	1-4
	<b>Minimum Support Courses</b>	<b>3</b>
	<b>Total Minimum Units Required</b>	<b>37</b>

## Computerized Office Procedures

*Division: Business*

- A.S. Degree:** Certificate courses (27.5-29 units) with a minimum "C" grade plus General Education requirements for a total of 60 units.
- Certificate:** 27.5-29 units in courses listed below with a minimum of a "C" grade in all courses.

### Achievement Certificate

The Computerized Office Procedures Program teaches a wide variety of skills such as compiling reports, organizing data, preparing statements, writing letters, and working with computers. Research shows that a high percentage of all new jobs are in the general office field. With the service sector of our economy growing rapidly, there is a large demand for persons trained in computerized office procedures. Students should be able to find entry-level employment in all phases of business including jobs as clerk typists, receptionists, and word processing operators.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

<u>Course Numbers</u>	<u>Core Courses</u>	<u>Units</u>
BUS 271 <b>or</b> COMP 136	College Keyboarding Level (3) Word Processing (3)	3
BUS 184	Business Communications	3
BUS 188	Human Relations in Business	3
BUS 268	Electronic Calculating	2
BUS 293	Business English	4
BUS 20 <b>or</b> BUS 119 <b>or</b> BUS 295	Business Statistics (3) Quantitative Methods (3) Business Mathematics (3)	3
COMP 5 <b>or</b> COMP 130	Computer Concepts (4) Introduction to Personal Computers (4)	4
COMP 140	Computer Operating System	3
BUS 112/COMM 112 <b>or</b> COMP 227 COMP 228	Public Speaking for Business (4) Presentation Software for Business (1.5) Introduction to the World Wide Web (1) = (2.5)	2.5-4
<b>Minimum Core Course Units:</b>		<b>27.5-29</b>
<u>Course Numbers</u>	<u>Support Courses</u>	<u>Units</u>
<b>Select additional units from this list for further study.</b>		
BUS 82	Introduction to Business	3
BUS 155	E-Commerce	3
BUS 185	Business Ethics	3
COMP 133	Database Processing	3
COMP 135	Desktop Publishing for Business	4
COMP 138	Spreadsheet Design for Business	3
COMP 220	Essential Computer Concepts	2
COMP 229	Web Page Design & Development	3
Minimum Support Course Units:		0
<b>Total Minimum Units Required:</b>		<b>27.5-29</b>

## Interpreter (Spanish)

*Division: Business*

**A.S. Degree:** Degree not available.  
**Certificate:** 17 units in courses listed below with a minimum of a "C" grade in all required courses..

### Skill Certificate

This certificate is designed to be completed within two semesters enabling students to prepare for the three California Judicial Council/Administrative Office of the Courts Certified Interpreter Exam in English and Spanish. This Certificate demonstrates that a minimum competency in oral and written translation in English and Spanish has been obtained by the student for use in a variety of governmental and medical settings.

**Note:** This certificate has a minimum of 17 units and students must complete at least one or more courses or equivalent competencies under each of the following areas of competency with a "C" or better. The Spanish Department will assist students in finding placements for work experience.

<b>I. English Competency:</b>		
<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
BUS 293 or ENGL 251 or ENGL 1	Business English (4) Fundamentals of College Writing (3) College Reading & Composition (4)	3 or 4
<b>II. Spanish Competency:</b>		
<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
SPAN 4	Advanced Spanish*	4
<b>III. Interpreting Competency:</b>		
<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
SPAN 280** SPAN 281AD	Interpreters Written Exam Prep (Fall Semester) Interpreting Skill in Spanish (Spring Semester)	1 3
<b>IV. Vocabulary &amp; Terminology:</b>		
<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
ENGL 280 SPAN 180 PARA 102 BUS 256	Vocabulary Building for Tests Legal/Medical Terms in Spanish (Fall Semester) Legal Terminology Medical Terminology	1 3 2 3
<b>(Select at least two courses in Area IV)</b>		
<b>Minimum Core Course Units:</b>		<b>17</b>
<b>Course Numbers</b>	<b>Support Courses</b>	<b>Unit</b>
<b>Select 6 additional units from this list to complete the requirements for this certificate.</b>		
AJ112 AJ 115 PARA 101 PARA 236 WEXP 193 I-196 I	Criminal Evidence Criminal Law 2 Introduction to Paralegalism Administrative Law Business Internship/Work Experience	3 3 3 3 1-4
<b>Minimum Support Course Units:</b>		<b>0</b>
<b>Total Minimum Units Required:</b>		<b>17</b>

\*Fluency in Spanish as determined by departmental assessment.

\*\*Recommended introductory class taught in English for all languages

## Law Office Clerk/Receptionist

*Division: Business*

**A.S. Degree:** Degree not available.  
**Certificate:** 14 units in courses listed below with a minimum of a "C" grade in all courses and completion of a typing certificate.

### Skill Certificate

This certificate is designed to train the student to perform basic entry-level functions in a law office. This certificate program can be completed within one semester and is the first part of a three-step legal career ladder offered at COS. Though the three-step ladder is designed to train the student to perform increasingly complex job skills, the student may pursue any of the certificate majors without completing the others. Students seeking the Law Office Clerk/Receptionist Certificate will learn basic computer skills, legal terminology, and office procedures including filing and service of process. This certificate has a minimum of 14 units and students must complete the required typing certificate and courses under each of the five areas of competency listed below with a "C" or better.

**I. Keyboarding Competency:**

Typing certificate within the last 18 months verifying a typing speed of 45 CWPM-5 min.  
 (Contact a local Adult School or a COS keyboarding instructor for an appointment)

**II. Computer Competency:**

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
COMP 5* or COMP 130*	Computer Concepts (4) Introduction to Personal Computers (4)	4

**III. Legal Terminology / Procedure:**

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
PARA 102*	Legal Terminology	2

**IV. Law Office Procedure Competency:**

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
PARA 110* and EWEXP 193 P	Legal Ethics, Management & Interviewing Paralegal/Work Experience (1st semester)	3 1-4

**V. Writing Competency:**

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
BUS 293 or EENGL 1	Business English (4) College Reading & Composition (4)	4

*\*Asterisk indicates courses that apply toward the Paralegal Certificate.*

## Legal Secretary

*Division: Business*

**A.S. Degree:** Degree not available.

**Certificate:** 17 units with a minimum of a "C" grade in all courses and completion of a typing certificate.

### Skill Certificate

This certificate program is designed to be completed within two semesters. Upon completion of the certificate program, a student will be qualified to obtain an entry-level document-processing position in a law office. Students will learn the process of civil or family law litigation, discovery, and how to draft basic legal documents with the use of Judicial Council Computerized forms. This certificate program is part of a three step legal career ladder offered at COS. The other step on the ladder includes the Law Office Clerk Certificate; and step three, a Paralegal Certificate. Students can complete all of the requirements necessary for the step-one Law Office Clerk/Receptionist Certificate while also working on step two, Legal Secretary Certificate. Although the three-step ladder is designed to train the student to perform increasingly complex job skills, the student may pursue any of the certificate majors without completing the others. This certificate requires meeting each of the following five areas of competency listed below with a "C" or better.

**I. Keyboarding Competency: (First Semester)**

Typing certificate within the last 18 months verifying a typing speed of 45 cwpm-5 min.  
(Contact a local Adult School or a COS keyboarding instructor for an appointment.)

**II. Legal Terminology / Procedure: (First semester)**

Course Numbers	Core Courses	Units
PARA 101*	Introduction to Paralegalism	3
<i>Or</i> PARA 102*	Legal Terminology	2

**III. Law Office Procedure Competency:**

Course Numbers	Core Courses	Units
PARA 110*	Legal Ethics, Management & Interviewing	3
<i>and</i> WEXP 193 P	Paralegal/Work Experience (1st semester)	1-4

**IV. Writing Competency:**

Course Numbers	Core Courses	Units
BUS 293	Business English (4)	4
<i>or</i> ENGL 1	College Reading & Composition (4)	

**V. Litigation Competency: (Second Semester)**

Course Numbers	Core Courses	Units
PARA 103*	Civil Procedures 1 (4)	3 or 4
<i>or</i> PARA 237*	Family Law (3)	
(PARA 101 is a co-requisite for both courses)		

\*Asterisk indicates courses that apply toward the Paralegal Certificate.

Prepared February 12, 2009

# Certificate and Degrees

BUS

## Marketing Management

*Division: Business*

**Degree:** Degree not available.

**Certificate:** The 30-unit program below with a minimum of a "C" grade in all courses.

### Achievement Certificate

Marketing is a wide-ranging concept, involving much more than advertising and promoting products. Students in this program study project development, distribution, pricing, research and sales. Any job in retailing, wholesale or service industries requires a working knowledge of marketing. Approximately one out of three jobs is directly or closely related to marketing.

Entry level jobs exist with manufacturers, service firms, wholesalers, retailers, advertising agencies, consulting firms, and private and public nonprofit organizations such as hospitals. Students seeking an A.S. Degree in Business Management may take the Marketing Management Certificate requirements plus the General Education and graduation requirements.

**Note: Required and Support courses may be substituted with the approval of the Division Chair.**

<u>Course Numbers</u>	<u>Core Courses</u>	<u>Units</u>
BUS 82	Introduction to Business	3
BUS 155	E-Commerce	3
BUS 170	Introduction to Sales	3
BUS 174	Marketing Principles	3
BUS 184	Business Communications	3
BUS 185	Ethics in Business and Industry	3
BUS 188	Human Relations in Business	3
COMP 5 <i>or</i> COMP 130	Computer Concepts (4) Introduction to Personal Computers	4
BUS 112/SPCH 112 COMP 228	Public Speaking for Business Introduction to the World Wide Web	4 1
<b>Minimum Core Course Units:</b>		<b>30</b>

<u>Course Numbers</u>	<u>Support Courses</u>	<u>Units</u>
ACCT 101	Essentials of Accounting	5
BUS 18	Business Law	4
BUS 100	Career Strategies	3
BUS 231	Starting a New Business	3
BUS 270	College Keyboarding, Level 1	3
BUS 271 <i>or</i> COMP 136	College Keyboarding, Level 2 (3) Word Processing (3)	3
COMP 140	Windows & DOS	3
COMP 227	Presentation Software for Business	1.5
COMP 229	Web Page Design & Development	3
WEXP 193 I- 196 I	Occupational Cooperative Education/ Internship (1st semester)	1-4
<b>Minimum Support Course Units:</b>		<b>0</b>
<b>Total Minimum Units Required:</b>		<b>30</b>

## Paralegal

*Division: Business*

The Associate of Science degree in Paralegalism requires at least 60 units of satisfactory work, only four of which can be "Internship". Thirty units must be selected from the core and support paralegal courses listed below. Students must select 18 General Education units and 1 computer course from the courses listed on this page as well as establishing keyboarding competency. A legal assistant or paralegal is a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible. 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.

**Associate Degree Requirements:** 60 units required.

Paralegal Certificate Professional Proficiencies (see below) and 30 units of Paralegal core and support courses with a minimum "C" grade plus College of the Sequoias General Education and graduation requirements for a total of 60 units.

**Certificate:** 38 units required

- A. 23 units of core Paralegal courses
- B. 7 units of support courses
- C. Professional Proficiencies (see below)

**Transfer Students:** Preparation requirements for a law major vary from university to university. Students planning to transfer to a four year college should meet with a COS counselor to review requirements.

Course Numbers	Core Courses	Units
PARA 101	Introduction to Paralegalism (F/S)*	3
PARA 102	Legal Terminology (F/S)*	2
PARA 103	Civil Procedure 1 (F/S)*	4
PARA 105	Legal Research & Writing I (F/S)*	4
PARA 110	Legal Ethics, Management, and Interviewing (F/S)*	3
PARA 233	Probate Procedures (F/S)*	2
PARA 237	Family Law (F/S)*	3
WEXP 193 I	Paralegal Internship (First semester) (F/S)*	2
<b>Minimum Core Course Units:</b>		<b>23</b>

Course Numbers	Support Courses	Units
PARA 104	Civil Procedure 2	3
PARA 194	Paralegal Internship (F/S)*	2
PARA 232	Wills, Trusts and Elder Law	2
PARA 236	Administrative Law	3
BUS 18	Business Law (Only one Administration of Justice course is allowed)	4
AJ 112	Legal Aspects of Evidence (3)	
<b>or</b> AJ 115	Criminal Law 2 (2)	2-3
<b>Minimum Support Course Units:</b>		<b>7</b>

# Certificate and Degrees

## Professional Proficiencies

BUS

<u>Course Numbers</u>	<u>Computer/Keyboarding Courses</u>	<u>Units</u>
<b>List 1</b>		
COMP 5 <i>or</i> COMP 130	Computer Concepts (4) Introduction to Personal Computers (4)	4
<b>List 2</b>		
Typing certificate within the last 18 months verifying typing speed of 45 cwpm for 5 minutes		
<i>or</i> BUS 270 <i>or</i> BUS 271	College Level Keyboarding, Level 1 (3) College Level Keyboarding, Level 2 (3)	3
<b>List 3</b>		
BUS 293 <i>or</i> ENGL 1	Business English (4) College Reading and Composition (4)	4
<b>Minimum Professional Units:</b>		<b>8</b>
<b>Total Minimum Units Required</b>		<b>38</b>
*(F/S means the course is offered in the Fall and Spring)		



## Real Estate

*Division: Business*

**A.S. Degree:** Degree not available.  
**Certificate:** 28 units in courses listed below with a minimum of a "C" grade in all courses.

### Achievement Certificate

The COS Real Estate Program gives introductory training that is helpful in studying for the state Real Estate agent's license, and it provides continuing education for people seeking license renewal.

**Note: Required and support courses may be substituted with the approval of the Division Chair.**

Course Numbers	Core Courses	Units
BUS 185	Ethics in Business and Industry	3
COMP 5	Computer Concepts (4)	
<b>or</b> COMP 130	Introduction to Personal Computers (4)	4
REAL 140	Real Estate Principles	3
REAL 141	Real Estate Finance (3)	
<b>or</b> REAL 142	Real Estate Law (3)	3
REAL 143	Real Estate Economics	3
REAL 144	Real Estate Practice	3
REAL 145	Real Estate Appraisal	3
<b>Minimum Core Units:</b>		<b>22</b>

Course Numbers	Support Courses	Units
<b>Select six additional units from this list for further study.</b>		
ACCT 101	Essentials of Accounting (5)	
<b>or</b> ACCT 1	Financial Accounting (4)	4 or 5
BUS 231	Starting a New Business	3
BUS 297	Personal Finance	3
COMM 1	Fundamentals of Public Speaking (3)	
<b>or</b> COMM 112/BUS 112	Public Speaking for Business (4)	3 or 4
REAL 146	Property Management	3
BUS 18	Business Law	4
BUS 100	Career Strategies	3
BUS 20	Business Statistics (3)	
<b>or</b> BUS 119	Quantitative Methods (3)	
<b>or</b> BUS 295	Business Mathematics (3)	3
BUS 184	Business Communications	3
BUS 188	Human Relations in Business	3
BUS 293	Business English	4
WEXP 193 – 196 1	Business Internship/Work Experience	1-4
<b>Minimum Support Course Units:</b>		<b>6</b>
<b>Total Minimum Units Required:</b>		<b>28</b>

## Word Processing

*Division: Business*

**Degree:** Degree not available  
**Certificate:** 17 units in courses listed below with a minimum of a "C" grade in all courses.

### Skill Certificate

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.

The Word Processing curriculum teaches concepts, procedures, terminology, and skills necessary to operate computers. To be prepared for the information explosion in today's high tech office, the employee must be prepared to produce high-quality written documents. By becoming computer proficient, students completing this program will be able to produce the written documents needed to make requests, explain, illustrate, and convince.

**Note:** Required and support courses may be substituted with the approval of the division chair.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
BUS 184	Business Communications	3
BUS 271 <i>or</i> COMP 136	College Keyboarding Level 2 (3) Word Processing (3)	3
BUS 293	Business English	4
COMP 140	Computer Operating Systems	3
COMP 228	Introduction to the World Wide Web	1
	<b>Minimum Core Units</b>	<b>14</b>

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
<b>Choose three (3) additional units from the list below to complete this certificate.</b>		
BUS 82	Introduction to Business	3
BUS 100	Career Strategies	3
BUS 188	Human Relations in Business	3
BUS 268	Electronic Calculating	2
BUS 270	College Keyboarding, Level 1	3
COMP 220	Essential Computer Concepts	2
COMP 227	Presentation Software	1.5
COMP 229	Web Page Design and Development	3
	<b>Minimum Support Courses</b>	<b>3</b>
	<b>Total Minimum Units Required</b>	<b>17</b>

**CONSUMER/FAMILY STUDIES**

## Child Development - Assistant

*Division: Consumer/Family Studies*

**Degree:** Degree not available  
**Certificate:** 6 units in courses listed below with a minimum of a "C" grade in all courses.

### Skill Certificate

This certificate allows students to apply for an entry level position in child care programs. Certificate holders may assist in the care, development and instruction of children in a child care program under the supervision of a qualified child care teacher.

Students need to take six (6) units of Child Development courses to meet the California State Matrix for this Assistant level position.

The following courses are recommended selections.

**To Advance on the California Permit Matrix the suggested course are:**

<u>Course Numbers</u>	<u>Core Courses</u>	<u>Units</u>
CHLD 39/PSY 39	Child Development, DS1	3
CHLD 42	Child, Family & Society-DS 2	3
<b>Total Maximum Units Required</b>		<b>6</b>

**To meet the Assistant level requirements:**

<u>Course Numbers</u>	<u>Core Courses</u>	<u>Units</u>
Select any Child Development (CHLD) courses for a total of 6 units.		
<b>Total Maximum Units Required</b>		<b>6</b>

## Child Development – Associate Teacher

*Division: Consumer/Family Studies*

**Degree:** Degree not available  
**Certificate:** 12 units in courses listed below with a minimum of a "C" grade in all courses.

### Skill Certificate

Students acquiring this certificate may provide service in an entry level preschool teaching position in a private or funded licensed child care program. The student will need to take specified curriculum and practicum courses required by the California Title 22 Licensing Regulations. This 12 unit certificate is aligned with the California Commission on Teacher Credentialing.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
CHLD 39/PSY 39	Child Development-DS 1	3
CHLD 42	Child, Family/Society-DS 2	3
CHLD 140	Principles of ECE-DS 3	3
	<b>Minimum Core Units</b>	<b>9</b>
<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
Select any Child Development (CHLD) courses for a total of 3 units.		
	<b>Minimum Support Courses</b>	<b>3</b>
	<b>Total Minimum Units Required</b>	<b>12</b>

# Certificate and Degrees

## Child Development Early Childhood Education, Option II

*Division: Consumer/Family Studies*

**Degree:** Not Available

**Certificate:** 26 units in courses listed below with a minimum of a "C" grade in all courses.

### Achievement Certificate

Current legislation has mandated that young children with special needs, who are high risk or disabled, be served starting at birth in natural environments. Teachers and practitioners who work in Early Childhood Education and Care Giving settings require training and experience with specific coursework related to Early Intervention and Early Childhood Special Education. The Early Childhood Special Education, Option II provides the 12 units required by the State of California for private day care centers and the 24 units required by the State for a Child Development Permit, as well as degree, transfer and certificate classes.

**Note:** Required and Support courses may be substituted with the approval of the Division Chair.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
CHLD 39/PSY 39	Child Development	3
CHLD 42	Child, Family and Society – DS 2	3
CHLD 140	Principles of ECE – DS 3	3
CHLD 146	Exceptional Child	3
CHLD 147	Infant/Toddler Childcare – DS 4	3
CHLD 148	Child Health and Safety – DS 7	3
CHLD 154	Introduction to Early Intervention	3
CHLD 158	Cultural Diversity in ECE – DS 3	3
WEXP 193 E <i>or</i>	Cooperative Work Experience in Early	
WEXP 193 S	Intervention and Special Education	2***
	<b>Minimum Units Required</b>	<b>26</b>

\*\*\*One unit of Work Experience MUST BE in an Early Intervention setting working with infants and toddlers who are high risk or disabled, and must be supervised by an approved practitioner in the field. The other unit of Work Experience will be done at a center based Special Education classroom, supervised by a professional with appropriate California Special Education credentials.

## Child Development

### Division: Consumer/Family Studies

- A.S. Degree:** Certificate courses (24 units) with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
- Certificate:** 24 units in courses listed below with a minimum of a "C" grade in all courses.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Achievement Certificate

Increased attention is being focused on the educational needs and potential of children, from birth through adolescence. Students trained in Child Development will have a direct impact on these children. As more parents enter the work force and need early childhood programs, there is growing need for trained men and women who have a sound understanding of the social, emotional, physical, cognitive, and creative needs of children. Employment opportunities include jobs in privately and publicly funded child care programs, family child care, and school ages programs. The Child Development Program provides the twelve units required by the State for a Child Development Permit, as well as degree, transfer, and certificate classes.

**NOTE: Required and Support courses may be substituted with the approval of the Division Chair.**

Course Numbers	Core Courses	Units
CHLD 39 / PSY 39	Child Development - DS 1	3
CHLD 42	Child, Family and Society – DS 2	3
CHLD 134	Child Abuse Prevention	3
CHLD 140	Principles of ECE – DS 3	3
CHLD 141	Practices in ECE – DS 3	3
CHLD 148	Child Health and Safety – DS 7	3
CHLD 158	Cultural Diversity in ECE – DS 3	3

**Minimum Core Course Units 21**

Course Numbers	Support Courses	Units
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**Select 3 additional units from this list to complete the total units required.**

CHLD 112	Children's Nutrition	3
CHLD 120	Early Literacy in ECE	1
CHLD 121	Curriculum Development in ECE	1
CHLD 122	Promoting Oral Language in ECE	1
CHLD 123	Dual Language Learners in ECE	1
CHLD 135	Music Experiences in ECE – DS 3	1
CHLD 136	Children's Literature – DS 3	3
CHLD 142	Adult Supervision/Mentor DS 6	2
CHLD 143	Administration of ECE – DS 6	3
CHLD 144	Advanced Administration of Childhood Education DS-6	3
CHLD 145	Parenting	3
CHLD 146	Exceptional Child	3
CHLD 147	Infant / Toddler Childcare – DS 4	3
CHLD 149	Creative Curriculum/Children – DS 3	3
CHLD 152	School Age Child Care – DS 5	3
CHLD 154	Introduction to Early Intervention	3
CHLD 155	Child Guidance – DS 3	3
CHLD 156	Family Day Care Management	1
CHLD 157	Family Day Care Principles & Practices	1
CHLD 159	Child Development Permits	2
CHLD 163AD	After-School Programs	4
CHLD 164	Family Child Care Mentor	2
CHLD 210	Professional Growth Advisory Training	1
CHLD 238	Food Activities for the Child	1
CHLD 239	Introduction to Child Development	2
CHLD 242	Socialization of the Child	2
CHLD 261	Play, Space and Guidance	3

**Minimum Support Course Units 3**

**Total Minimum Units Required 24**

# Certificates and Degrees

## Consumer/Family Studies

*Division: Consumer/Family Studies*

<b>A.S. Degree:</b>	21 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
<b>Certificate:</b>	Certificate not available.
<b>Transfer Students:</b>	Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A. S. Degree

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 help 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 with a wide-ranging field with career opportunities in teaching, dietetics, fashion merchandising and design, consumer affairs, family counseling and adult and child services.

**Note: Required and Support courses may be substituted with the approval of the Division Chair.**

<u>Course Numbers</u>	<u>Core Courses</u>	<u>Units</u>
CFS 80 <i>or</i> CHLD 39/PSY 39	Life-Span Development (3) Child Development-DS1	3
CHLD 42 CFS 6 / ART 6	Child, Family and Society-DS 2 Color and Design	3 3
FASH 160AB <i>or</i> FASH 161AB	Clothing Construction (3) Tailoring	3
FASH 164 FASH 166 NUTR 18	The World of Fashion Fashion Collection Development Nutrition	2 1 3
NUTR 101 <i>or</i> NUTR 20	Foods (3) Cultural Foods	3
	<b>Total Minimum Units Required</b>	<b>21</b>



## Fashion Design

*Division: Consumer/Family Studies*

- A.S. Degree:** Certificate courses (21 units) with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
- Certificate:** 21 units in courses listed below with a minimum of a "C" grade.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Achievement Certificate

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, sample maker, production manager, shipping manager, manufacturer's sales representative, dressmaker, and alterationist.

Course Numbers	Core Courses	Units
CFS 6/ART 6	Color and Design	3
FASH 76	Textiles	3
FASH 160AB	Clothing Construction	3
FASH 161AB	Tailoring	3
FASH 164	The World of Fashion	2
FASH 166	Fashion Collection Development	1
COMM 1	Fundamentals of Speech	3

**Minimum Core Units 18**

Course Numbers	Support Courses	Units
<b>Select one (1) additional units from this list to complete the total units required.</b>		
FASH 12AB/ DRAM 12AB	Costuming	3
FASH 162AB	Creative Pattern Design	3
<b>Minimum Support Courses</b>		<b>3</b>
<b>Total Minimum Units Required</b>		<b>21</b>

# Certificate and Degrees

## Fashion Merchandising

*Division: Consumer/Family Studies*

<b>A.S. Degree:</b>	Certificate courses (20 units) with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
<b>Certificate:</b>	20 units in courses listed below with a minimum of a "C" grade in all courses.
<b>Transfer Students:</b>	Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Achievement Certificate

Apparel is California's number two industry. Millions of people are employed in fashion production designing, manufacturing, advertising, and marketing. Career opportunities in fashion merchandising include retail sales, buyer or manager, fashion coordinator, fashion consultant, display specialist, public relations, teacher, plus related opportunities such as fashion journalism, advertising, and manufacturer's sales representative.

**Note: Required and Support courses may be substituted with the approval of the Division Chair.**

<u>Course Numbers</u>	<u>Core Courses</u>	<u>Units</u>
COMP 5	Computer Concepts	4
CFS 6/ART 6	Color and Design	3
FASH 76	Textiles	3
FASH 164	The World of Fashion	2
FASH 166	Fashion Collection Development	1
FASH 171	Fashion Promotion	1
FASH 172	Fashion Buying	1
FASH 261AD	Principles of Clothing Construction	1
COMM 4	Interpersonal Communication	3
WEXP 193 Z	Fashion Occupational Cooperative Education (first semester)	1
	<b>Total Minimum Units Required:</b>	<b>20</b>

## Food Services, Advanced Skills

*Division: Consumer/Family Studies*

**Degree:** Degree Not Available

**Certificate:** 21 units in courses listed below with a minimum of a "C" grade in all courses.

### Achievement Certificate

This certificate offers advanced preparation for a career in the food service industry. Coursework is appropriate to transfer to a Culinary or similar school. Work experience in a good service facility is part of this certificate program (facilities include but are not limited to: restaurants, hospitals, schools, day-care centers for the young and the elderly and other commercial food facilities.) WorkKeys assessment will be done upon entry and exit from the certificate program.

**Note: Required and Support courses may be substituted with the approval of the Division Chair.**

<u>Course Numbers</u>	<u>Core Courses</u>	<u>Units</u>
NUTR 18	Nutrition	3
NUTR 101	Foods	3
NUTR 105	Professional Cooking 1	3
NUTR 107	Sanitation and Safety	2
WEXP 193D, 194D, & 195D	Work Experience (1 <sup>st</sup> through 3 <sup>rd</sup> semesters, 1 unit each)	3
MATH 200	Elementary Algebra (* and **)	4

**Minimum Core Course Units: 14-18**

<u>Course Numbers</u>	<u>Support Courses</u>	<u>Units</u>
CHLD 238	Food Activities for the Child	1
CULN 230AD	Italian Table	1
BUS 188	Human Relations in Business	3
NUTR 20	Cultural Foods	3
NUTR 112	Children's Nutrition	3
NUTR 114	Cooking for a Health Life	3
NUTR 119	Nutrition for Fitness	3
NUTR 212	Menu Design	3
NUTR 231AD	Seasonable Table	1-4

**Minimum Support Course Units: 3-7**

**Total Minimum Units Required 21**

\* Any math course of equal or greater difficulty can be substituted for MATH 200.

\*\* If a student meets the Associate Degree Competency certification requirements for computation. Math 230 or greater, these requirements may be waived.

# Certificate and Degrees

## Food Services, Basic Skills

*Division: Consumer/Family Studies*

**Degree:** Degree Not Available

**Certificate:** 8 units in courses listed below with a minimum of a "C" grade in all courses.

### Skill Certificate

This certificate offers students an introduction to the basic skills necessary for a job in the food service industry. The student will also have essential sanitation and safety knowledge for preparing and serving food to the public.

**Note: Required and Support courses may be substituted with the approval of the Division Chair.**

<u>Course Numbers</u>	<u>Core Courses</u>	<u>Units</u>
NUTR 107	Sanitation and Safety	2
<b>Select 3 additional units from any of the following:</b>		
NUTR 101 <i>or</i> NUTR 105	Foods (3) Professional Cooking 1 (3)	3
<b>Select 3 additional units from any of the following:</b>		
NUTR 18 <i>or</i> NUTR 20 <i>or</i> NUTR 114	Nutrition (3) Cultural Foods (3) Cooking for a Health Life	3
<b>Total Minimum Units Required</b>		<b>8</b>

## Food Services, Intermediate Skills

*Division: Consumer/Family Studies*

**Degree:** Degree Not Available

**Certificate:** 14 units in courses listed below with a minimum of a "C" grade in all courses.

### Skill Certificate

This certificate offers training in intermediate skills necessary for a job in the food service industry. Hands-on food preparation experience is part of this certificate. The student will also have essential sanitation and safety knowledge for preparing and serving food to the public.

**Note: Required and Support courses may be substituted with the approval of the Division Chair.**

<u>Course Numbers</u>	<u>Core Courses</u>	<u>Units</u>
NUTR 107	Sanitation and Safety	2
NUTR 101	Foods	3
NUTR 105	Professional Cooking 1	3

### AND

**Choose three (3) units from any of the following courses:**

NUTR 18	Nutrition (3)	
NUTR 20	Cultural Foods (3)	
NUTR 112	Children's Nutrition (3)	
CHLD 238	Food Activities for the Child (1)	
NUTR 212	Menu Design (3)	
NUTR 114	Cooking for a Healthy Life (3)	3
<b>Minimum Core Course Units</b>		<b>11</b>

<u>Course Numbers</u>	<u>Support Courses</u>	<u>Units</u>
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**Select 3 additional units from the following courses:**

BUS 188	Human Relations in Business	3
BUS 230	Supervision Mgt/1 <sup>st</sup> Line	3
<b>Minimum Support Course Units:</b>		<b>3</b>
<b>Total Minimum Units Required</b>		<b>14</b>



**FINE ARTS**

# Certificate and Degrees

## Art

### Division: Fine Arts

- A.A. Degree:** Core courses (18 units) plus support courses below (14 units) with a minimum grade of "C" in all courses (32 units), **plus** General Education and graduation requirements for a total of 60 units.
- Certificate:** Certificate not available.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. Degree

The Art program is designed to prepare students to enter the fields of studio art specializing in printmaking, drawing, painting, digital arts, three dimensional arts as well as art history. While a baccalaureate degree is the minimal recommended preparation for this major, the successful completion of this program will demonstrate commitment to the field. In addition, it will provide comprehensive preparation for upper division work.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

Course Numbers	Core Courses	Units
ART 2	Art History/Ancient-Gothic	3
ART 3	Art History/Gothic-Modern	3
ART 6/CFS 6	Color and Design	3
ART 8	Drawing Fundamentals	3
ART 23AD	Macintosh, Basics for Artists (first semester)	3
ART 32AD	3D Design (first semester)	3

**Minimum Core Course Units: 18**

Course Numbers	Core Courses	Units
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**Select 14 additional units from this list to complete the total units required. Students desiring to specialize can do so in the following areas:**

#### **Emphasis in Art History:**

ART 4/ANTH 4	Pre-Col Art & Cult/Americas-Meso	3
ART 5	Pre-Col Art & Cult/Americas-S. Amer	3
ART 111AB	Exhibition Design, Gallery	2

#### **Emphasis in Ceramics and/or Sculpture:**

ART 32AD	3D Design (second semester)	3
ART 11AD	Sculpture	3
ART 17AD	Handbuilding Ceramics	3
ART 18AD	Wheel Throwing Ceramics	3
ART 119AD	Stained Glass Design	3

#### **Emphasis in Digital Arts:**

ART 23AD	Macintosh Basics for Artists	3
ART 25AD	Digital Imaging for Artists	3
ART 124AD	Web Imaging for Artists	3
ART 126AD	Digital Painting	3
ART 130AC	Digital Printmaking	3

#### **Emphasis in Drawing and Painting:**

ART 7	Advanced Color and Design	3
ART 9	Drawing Composition	3
ART 10AD	Figure Drawing	3
ART 13AD	Studio Painting	3

#### **Emphasis in Printmaking:**

ART 7	Advanced Color and Design	3
ART 9	Drawing Composition	3
ART 15	Beginning Printmaking	3
ART 16AC	Advanced Printmaking	3
ART 121AC	Serigraphy/Screen Printing	3
ART 128AD	Lithography	3
ART 129AD	Waterless Lithography	3
ART 130AC	Digital Printmaking	3

**Minimum Support Course Units: 14**

**Total Minimum Units Required: 32**



## Commercial Art

*Division: Fine Arts*

**Degree:** Degree not available.

**Certificate:** 33 units in courses listed below with a minimum of a "C" grade in all courses.

### Achievement Certificate

Commercial Art is a vital component of stimulating messages for advertising, education and politics. There is a demand for commercial artists. 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 vital part of commerce. Students in this program learn skills in illustration, lettering, layout and graphics.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

Course Numbers	Core Courses	Units
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**Select 14 additional units from this list to complete the total units required. Students desiring to specialize can do so in the following areas:**

ART 1	Art Appreciation	3
ART 6 / CFS 6	Color and Design	3
ART 8	Drawing Fundamentals	3
ART 15	Beginning Printmaking (3)	
<i>or</i> ART 128AD (A)	Lithography (1st semester)(3)	3
ART 23AD	Macintosh Basics for Artists3	
PHOT 1	Beginning Photography (3)	
<i>or</i> ART 23AD (B)	Macintosh Basics for Artists (2nd semester)(3)	3
ART 25AD(A)	Digital Imaging for Artists (1st semester)	3
ART 25AD (B)	Digital Imaging for Artists (2nd semester)(3)	
<i>or</i> GD 251	Independent Study (2)	2-3
<b>Minimum Core Course Units:</b>		<b>23-24</b>

Course Numbers	Support Courses	Units
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**Select 9 or 10 additional units from this list to complete the total units required.**

ART 9	Drawing Composition	3
ART 10AD	Figure Drawing (3)	3-12
ART 13AD	Studio Painting (3)	3-12
ART 16AC	Advanced Printmaking	2
ART 25AD (CD)	Digital Imaging for Artists (3rd – 4th semesters)	3-6
ART 121AC	Serigraphy / Screen Printing (3)	3-9
ART 126AD	Digital Painting (3)	3-12
ART 128AD (AB)	Lithography (1st-2nd semesters)	3-6
<b>Minimum Support Course Units:</b>		<b>9-10</b>

**Total Minimum Units Required: 33**

# Certificate and Degrees

## Commercial Music

*Division: Fine Arts*

**Degree:** Degree not available.

**Certificate:** 17 units in courses listed below with a minimum of a "C" grade in all courses.

### Skill Certificate

The Commercial Music Program teaches students how to connect and operate a variety of digital and analog audio equipment specifically related to the recording studio. Though focused on recording, the program will prepare students to work as Audio Technicians in a variety of environments including, but not limited to: recording studios, churches, theaters, and convention spaces.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
MUS 1	Music Fundamentals	3
MUS 126AD	Computerized Audio 1: Midi (1st semester)	2
MUS 127	Computerized Audio Production 2	3
MUS 180	The Music Business	2
MUS 181	Recording Arts 1	2
MUS 182	Recording Arts 2	3

**Minimum Core Course Units: 15**

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
<b>Select 2 additional units from this list to complete the total units required.</b>		
MUS 20AD	Piano 1	2
MUS 21AD	Piano 2	2
MUS 22AD	Intermediate and Advanced Piano (1st semester)	2
MUS 34AD	Concert Choir	2
MUS 41AD	Applied Music Lessons	1
MUS 74AD	Concert Band 1	2

**Minimum Support Course Units: 2**

**Total Minimum Units Required: 17**

## Communication Studies

*Division: Fine Arts*

- A.A. Degree:** 30 units in courses with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
- Certificate:** 12 units in courses listed below with a minimum of a "C" grade in all courses.
- Transfer Students:** Transfer preparation varies from university to university. Meet with COS counselor to review requirements.

### A.A. Degree and Skill Certificate

The Communication Program is designed to prepare students to continue studies toward a B.A. degree in Speech Communication or enter the work force with competent communication skills. Employment opportunities can be very diverse from College Professor in Speech Communications, to Public Relations or Personnel Officer within a corporation, to a career in Mass Communications such as radio and television.

Course Numbers	Core Courses	Units
COMM 1	Fundamentals/Public Speaking	3
COMM 4	Interpersonal Communication	3
COMM 5	Argumentation and Debate	3
COMM 7	Persuasion	3
COMM 8	Group Communication	3
COMM 9	Intercultural Communication	3
<b>Minimum Core Course Units:</b>		<b>18</b>

Course Numbers	Support Courses	Units
Select 12 additional units from this list to complete the total units required.		
PHIL 25	Critical Thinking	3
MATH 21	Introduction to Statistics	4
COMM 112/BUS122	Public Speaking for Business	4
COMM 151AD	Independent Study - Communication	2-3
<b>Minimum Support Course Units:</b>		<b>12</b>
<b>Total Minimum Units Required:</b>		<b>30</b>

# Certificate and Degrees

## Dramatic Arts: Acting

*Division: Fine Arts*

- A.A. Degree:** 31 units in courses with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
- Certificate:** Certificate not available.
- Transfer Students:** Transfer preparation varies from university to university. Meet with COS counselor to review requirements.

### A.A. Degree

The Dramatic Arts program is a two-year course of study designed to prepare students to enter all fields of Theatre; i.e., set design and construction, lighting, costuming, makeup and acting. Emphasis is placed upon the practical application of classroom learning into fully realized stage productions. The Dramatic Arts program has two areas of emphasis, each with its own requirements: Acting and Technical.

Course Numbers	Core Courses	Units
DRAM 1	Introduction to the Theatre	3
DRAM 2	Fundamentals of Acting 1	3
DRAM 3	Fundamentals of Acting 2	3
DRAM 4	Intermediate Acting 1	3
DRAM 5	Intermediate Acting 2	3
DRAM 6	Shakespeare	3
DRAM 19AD or DRAM 21AD	Rehearsal and Performance 1 (2 semesters / 2 units each) (4) Rehearsal and Performance 2 (2)	2 or 4
<b>Minimum Core Course Units:</b>		<b>20-22</b>

Course Numbers	Support Courses	Units
<b>Select 8 or 10 additional units from this list to complete the total units required.</b>		
DRAM 12AB/FASH12B	Costuming	3
DRAM 13 AB	Beginning Stagecraft	3
DRAM17 AB/ FASH17AB	Makeup	3
DRAM 8	History of Theater and Drama	3
DRAM 19AD or DRAM 21AD	Rehearsal and Performance 1 (2) Rehearsal and Performance 2	2
DRAM 20AD	Music Theatre Rehearsal and Performance	2
DRAM 22AD	One Act Play Production	2
DRAM 30AB	Stage Movement/Stage Combat	2
DRAM 40AB	Musical Theatre	3
<b>Minimum Support Course Units:</b>		<b>8-10</b>
<b>Total Minimum Units Required:</b>		<b>31</b>

## Dramatic Arts: Technical

*Division: Fine Arts*

- A.A. Degree:** 31 units in courses with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
- Certificate:** Certificate not available.
- Transfer Students:** Transfer preparation varies from university to university. Meet with COS counselor to review requirements.

### A.A. Degree

The Dramatic Arts program is a two-year course of study designed to prepare students to enter all fields of Theatre; i.e., set design and construction, lighting, costuming, makeup and acting. Emphasis is placed upon the practical application of classroom learning into fully realized stage productions. The Dramatic Arts program has two areas of emphasis, each with its own requirements: Acting and Technical.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
DRAM 1	Introduction to the Theatre	3
DRAM 2	Fundamentals of Acting 1	3
DRAM 12AB/FASH12B	Costuming (1st semester)	3
DRAM 13 AB	Beginning Stagecraft (1st semester)	3
DRAM 15AB	Beginning Stage Lighting (1st semester)	3
DRAM17 AB/ FASH17AB	Makeup (1st semester)	3
DRAM 19AD	Rehearsal and Performance 1 (1st and 2nd semesters/2 units each)(4)	
<i>or</i> DRAM 22AD DRAM 21AD	One Act Play Production (2) and Rehearsal and Performance 2 (2)(4)	4
	<b>Minimum Core Course Units:</b>	<b>28</b>
<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>

**Select 3 additional units from this list to complete the total units required.**

DRAM 6	Shakespeare	3
DRAM 8	History of Theater and Drama	3
DRAM 12AB	Costuming (2nd semester)	3
DRAM 13 AB	Stagecraft (2nd semester)	3
DRAM 14AB	Intermediate Stagecraft (both 1st and 2nd semesters)	6
DRAM 15AB	Beginning Stage Lighting (2nd semester)	3
DRAM 16AB	Intermediate Stage Lighting (both 1st and 2nd semesters)	6
DRAM17 AB	Makeup (2nd semester)	3
DRAM 20AD	Music Theatre Rehearsal and Performance	2
DRAM 22AD	One Act Play Production	2
	<b>Minimum Support Course Units:</b>	<b>3</b>
	<b>Total Minimum Units Required:</b>	<b>31</b>

# Certificate and Degrees

## Music: Instrumental

*Division: Fine Arts*

- A.A. Degree:** 31 units in courses with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. The AA degree in music will not be awarded until the student has met these requirements to the satisfaction of the music faculty. Please see the music faculty member in the Theory/Composition Emphasis area for more details.
- Certificate:** Certificate not available.
- Transfer Students:** Transfer preparation varies from university to university. Meet with COS counselor to review requirements.

### A.A. Degree

The Associate of Arts degree in Music provides the Music major with the necessary course work and skills to transfer to upper division institutions or prepare for jobs opportunities such as studio musicians, independent instrumental/vocal instructors, accompanists, church organists, and choral directors.

The Music program offers four areas of emphasis: instrumental, vocal, keyboard, and theory/composition. All music majors must perform in the student recital both semesters, scheduled in May and December.

All music majors are advised to enroll in piano class upon entrance into the department.

Course Numbers	Core Courses	Units
MUS 4**	Theory and Musicianship 1	4
MUS 5	Theory and Musicianship 2	4
MUS 6	Theory and Musicianship 3	4
MUS 7	Theory and Musicianship 4	4
MUS 41AD***	Applied Music Lessons (1) 4 semesters	4
MUS 74AD*	Concert Band 1(2), (4) semesters	8

**Minimum Core Course Units: 28**

Course Numbers	Support Courses	Units
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**Select 3 additional units from this list to complete the total units required.**

MUS 20AD	Piano 1	2
MUS 21AD	Piano 2	2
MUS 22AD	Intermediate & Advanced Piano	2
MUS 50	String Instruments	1
MUS 60AD	Brass Instruments (1) (first, second, third and fourth semesters)	1-4
MUS 61AD	Percussion Instruments (1) (first, second, third and fourth semesters)	1-4
MUS 62AD	Beginning Woodwinds (1) (first, second, third and fourth Semesters)	1-4
MUS 72AD*	Jazz Ensemble 1 (2) (first, second, third and fourth semesters)	2-8

**Minimum Support Course Units: 3**

**Total Minimum Units Required: 31**

\* Requires a departmental audition.

\*\* MUS 4 has an advisory of Music 1.

\*\*\* MUS 21 requires concurrent enrollment in a major performance ensemble.

## Music: Keyboard

*Division: Fine Arts*

- A.A. Degree:** 31 units in courses with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. The AA degree in music will not be awarded until the student has met these requirements to the satisfaction of the music faculty. Please see the music faculty member in the Theory/Composition Emphasis area for more details.
- Certificate:** Certificate not available.
- Transfer Students:** Transfer preparation varies from university to university. Meet with COS counselor to review requirements.

### A.A. Degree

The Associate of Arts degree in Music provides the Music major with the necessary course work and skills to transfer to upper division institutions or prepare for jobs opportunities such as studio musicians, independent instrumental/vocal instructors, accompanists, church organists, and choral directors.

The Music program offers four areas of emphasis: instrumental, vocal, keyboard, and theory/composition. All music majors must perform in the student recital both semesters, scheduled in May and December.

All music majors are advised to enroll in piano class upon entrance into the department. An organ class may be substituted.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
MUS 4**	Theory and Musicianship 1	4
MUS 5	Theory and Musicianship 2	4
MUS 6	Theory and Musicianship 3	4
MUS 7	Theory and Musicianship 4	4
MUS 21AD*	Piano 2	2
MUS 22AD*	Intermediate & Advanced Piano (2), 2 semesters	4
<b>or</b> MUS 23AD*	Organ 1,2,3,4 (1), 4 semesters	
<b>or</b> MUS 41AD***	Applied Music Lessons (1) 4 semesters	
MUS 34AD*	Concert Choir (2), 2 semesters (4)	4
<b>or</b> MUS 54AD*	Symphony Orchestra (2), 2 semesters (4)	
<b>or</b> MUS 74AD*	Concert Band 1 (2), 2 semesters (4)	
<b>Minimum Core Course Units:</b>		<b>26</b>
<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
<b>Select 2 additional units from this list to complete the total units required.</b>		
MUS 22AD***	Intermediate & Advanced Piano	(2)
<b>Or</b> MUS 23A	Organ 1,2,3,4 (1)	1-2
MUS 34AD*	Concert Choir (2), (1st and 2nd semester)	4
MUS 54AD*	Symphony Orchestra (2) (1st and 2nd semesters)	4
MUS 74AD*	Concert Band 1 (2) (1st and 2nd semesters)	2-4
<b>Select 3 additional units from this list to complete the total units required.</b>		
MUS 10	Music Appreciation	3
MUS 11	Music Appreciation-Jazz	3
MUS 13	Music of the World	3
MUS 14	History of Rock and Roll	3
<b>Minimum Support Course Units:</b>		<b>5</b>
<b>Total Minimum Units Required:</b>		<b>31</b>

\* Requires a departmental audition.

\*\* MUS 4 has an advisory of MUS 1.

\*\*\* MUS 41AD requires concurrent enrollment in a major performance ensemble.

# Certificate and Degrees

## Music: Theory/Composition

*Division: Fine Arts*

- A.A. Degree:** 31 units listed below with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. The AA degree in music will not be awarded until the student has met these requirements to the satisfaction of the music faculty. Please see the music faculty member in the Theory/Composition Emphasis area for more details.
- Certificate:** Certificate not available.
- Transfer Students:** Transfer preparation varies from university to university. Meet with COS counselor to review requirements.

### A.A. Degree

The Associate of Arts degree in Music provides the Music major with the necessary course work and skills to transfer to upper division institutions or prepare for jobs opportunities such as studio musicians, independent instrumental/vocal instructors, accompanists, church organists, and choral directors.

The Music program offers four areas of emphasis: instrumental, vocal, keyboard, and theory/composition. All music majors must perform in the student recital both semesters, scheduled in May and December.

All music majors are advised to enroll in piano class upon entrance into the department.

Course Numbers	Core Courses	Units
MUS 4**	Theory and Musicianship 1	4
MUS 5	Theory and Musicianship 2	4
MUS 6	Theory and Musicianship 3	4
MUS 7	Theory and Musicianship 4	4
MUS 41AD*** <i>or</i> MUS 20AD <i>or</i> MUS 21AD <i>or</i> MUS 22AD	Applied Music Lessons (1) 4 semesters (4) Piano 1 (2), 2 semesters (4) Piano 2 (2), 2 semesters (4) Intermediate & Advanced Piano (2), 2 semesters	4
MUS 34AD* <i>or</i> MUS 54AD* <i>or</i> MUS 74AD*	Concert Choir (2), 2 semesters (4) Symphony Orchestra (2), 2 semesters (4) Concert Band 1 (2) 2 semesters	4
<b>Minimum Core Course Units:</b>		<b>24</b>

Course Numbers	Support Courses	Units
<b>Select 7 additional units from this list to complete the total units required.</b>		
MUS 10	Music Appreciation	3
MUS 11	Music Appreciation-Jazz	3
MUS 13	Music of the World	3
MUS 34AD* <i>or</i> MUS 54AD* <i>or</i> MUS 74AD*	Concert Choir (2) Symphony Orchestra (2) Concert Band 1 (2) (each class can be taken up to 4 semesters)	2-8
MUS 36AD*	Chamber Singers (2) up to four semesters	2-8
MUS 126AD	Computerized audio: MIDI (2) up to 4 semesters	2-8
<b>Minimum Support Course Units:</b>		<b>7</b>
<b>Total Minimum Units Required:</b>		<b>31</b>

\* Requires a departmental audition.

\*\* MUS 4 has an advisory of Music 1.

\*\*\* MUS 41 requires concurrent enrollment in a major performance ensemble.



## Music: Vocal Emphasis

*Division: Fine Arts*

- A.A. Degree:** 31 units in courses with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. The AA degree in music will not be awarded until the student has met these requirements to the satisfaction of the music faculty. Please see the music faculty member in the Focal Emphasis area for more details.
- Certificate:** Certificate not available.
- Transfer Students:** Transfer preparation varies from university to university. Meet with COS counselor to review requirements.

### A.A. Degree

The Associate of Arts degree in Music provides the Music major with the necessary course work and skills to transfer to upper division institutions or prepare for jobs opportunities such as studio musicians, independent instrumental/vocal instructors, accompanists, church organists, and choral directors.

The Music program offers four areas of emphasis: instrumental, vocal, keyboard, and theory/composition. All music majors must perform in the student recital both semesters, scheduled in May and December.

All music majors are advised to enroll in piano class upon entrance into the department.

Course Numbers	Core Courses	Units
MUS 4**	Theory and Musicianship 1	4
MUS 5	Theory and Musicianship 2	4
MUS 6	Theory and Musicianship 3	4
MUS 7	Theory and Musicianship 4	4
MUS 34AD*	Concert Choir (2), 4 semesters	8
MUS 41AD***	Applied Music Lessons (1) 4 semesters	4
<b>Minimum Core Course Units:</b>		<b>28</b>

Course Numbers	Support Courses	Units
<b>Select 3 additional units from this list to complete the total units required.</b>		
MUS 10	Music Appreciation	3
MUS 11	Music Appreciation-Jazz	3
MUS 13	Music of the World	3
MUS 14	History of Rock and Roll	3
MUS 20AD	Piano 1	2
MUS 21AD	Piano 2	2
MUS 22 AD	Intermediate & Advanced Piano	2
MUS 31AD	Intermediate Voice (1) up to 4 semesters	1-4
MUS 36AD*	Chamber Singers (2) up to 4 semesters	2-8
<b>Minimum Support Course Units:</b>		<b>3</b>
<b>Total Minimum Units Required:</b>		<b>31</b>

\* Requires a departmental audition.

\*\* MUS 4 has an advisory of Music 1.

\*\*\* MUS 41 requires concurrent enrollment in a major performance ensemble.

# Certificate and Degrees

## Sequoia Theatre Conservatory Theatre Arts/Acting

*Division: Fine Arts*

**Please note:** This is not an approved major or certificate program which has been approved by the College of the Sequoias Community College District. Interested students should contact the Fine Arts Department.

**Letter of Completion:** Completion of either one of the two, forty-eight programs below with a minimum grade of "B" in all courses.

### Letter of Completion

The Sequoia Theatre Conservatory is designed for the career-oriented theatre student. This two-year training program is rigorous and disciplined, with a curriculum established to meet the vocational demands of the profession. Students are encouraged to develop their own unique personal resources in an atmosphere of mutual trust and support. The conservatory environment places a premium on personal discipline, high standards, and a positive attitude.

The conservatory program offers two emphases, each with its own set of requirements: acting and technical. The Acting emphasis includes a wide range of acting styles and techniques such as Musical Theatre and Shakespeare. The Technical emphasis includes experience in all aspects of theatre work behind the scenes such as lighting design and set construction. In addition, flexible enrollment options will prepare transfer-track students for successful entry into the most prestigious theatre programs in the country.

Course Numbers	Core Courses	Units
DRAM 1	Introduction to the Theatre	3
DRAM 2	Fundamentals of Acting 1	3
DRAM 3	Fundamentals of Acting 2	3
DRAM 4	Intermediate Acting 1	3
DRAM 5	Intermediate Acting 2	3
DRAM 6	Shakespeare	3
DRAM 30AB	Stage Movement/Stage Combat (2 semesters/2 units each)	4
DRAM 40AB	Musical Theatre	3
DRAM 180AD	Communication Strategies (4 semesters/2 units each)	8
<b>Minimum Core Course Units:</b>		<b>33</b>

Course Numbers	Support Courses	Units
<b>Select 15 additional units from this list to complete the total units required.</b>		
DANC 6AD	Choreography	1
DRAM 8	History of Theater and Drama	3
DRAM12AB/ FASH12AB	Costuming	3
DRAM 13 AB	Beginning Stagecraft (1 <sup>st</sup> Semester)	3
DRAM 15AB	Beginning Stage Lighting (1 <sup>st</sup> Semester)	3
DRAM17 AB/ FASH17AB	Makeup (1 <sup>st</sup> Semester)	3
DRAM 19AD	Rehearsal and Performance 1 (2 semester /2 units each)	4
DRAM 21AD	Rehearsal and Performance 2 (2 semester /2 units each)	4
DRAM 101AD	Introduction to TV Production	4
DRAM 20AD	Music Theatre Rehearsal and Performance	2
MUS 30	Beginning Voice	1
<b>Minimum Support Course Units:</b>		<b>15</b>
<b>Total Minimum Units Required:</b>		<b>48</b>

## Sequoia Theatre Conservatory Theatre Arts/Technician

*Division: Fine Arts*

**Please note:** This is not an approved major or certificate program which has been approved by the College of the Sequoias Community College District. Interested students should contact the Fine Arts Department.

**Letter of Completion:** Completion of either one of the two, forty-eight programs below with a minimum grade of "B" in all courses.

### Letter of Completion

The Sequoia Theatre Conservatory is designed for the career-oriented theatre student. This two-year training program is rigorous and disciplined, with a curriculum established to meet the vocational demands of the profession. Students are encouraged to develop their own unique personal resources in an atmosphere of mutual trust and support. The conservatory environment places a premium on personal discipline, high standards, and a positive attitude.

The conservatory program offers two emphases, each with its own set of requirements: acting and technical. The Acting emphasis includes a wide range of acting styles and techniques such as Musical Theatre and Shakespeare. The Technical emphasis includes experience in all aspects of theatre work behind the scenes such as lighting design and set construction. In addition, flexible enrollment options will prepare transfer-track students for successful entry into the most prestigious theatre programs in the country.

<u>Course Numbers</u>	<u>Core Courses</u>	<u>Units</u>
DRAM 1	Introduction to the Theatre	3
DRAM 2	Fundamentals of Acting 1	3
DRAM12AB/FASH12AB	Costuming	3
DRAM 13 AB	Beginning Stagecraft	3
DRAM 14AB	Intermediate Stagecraft	3
DRAM 15AB	Beginning Stage Lighting	3
DRAM 16AB	Intermediate Stage Lighting	3
DRAM17 AB/ FASH17AB	Makeup	3
DRAM 19AD	Rehearsal and Performance 1 (2 semester/2 units each)	4
DRAM 21AD	Rehearsal and Performance 2 (2 semester/2 units each)	4
<b>Minimum Core Course Units:</b>		<b>32</b>

<u>Course Numbers</u>	<u>Support Courses</u>	<u>Units</u>
<b>Select 16 additional units from this list to complete the total units required.</b>		
ART 2	Art History/Ancient-Gothic	3
ART 3	Art History/Gothic-Modern	3
DRAM 3	Fundamentals of Acting 2	3
DRAM 6	Shakespeare	3
DRAM 20AD	Music Theatre Rehearsal and Performance	2
DRAM 30AB	Stage Movement/Stage Combat	4
DRAM 101AD	Introduction to TV Production	4
<b>Minimum Support Course Units:</b>		<b>16</b>
<b>Total Minimum Units Required:</b>		<b>48</b>

# Certificate and Degrees

**INDUSTRY & TECHNOLOGY**

# Certificate and Degrees

## Architecture

*Division: Industry and Technology*

**A.S. Degree:** Architecture courses (50 units) with a minimum "C" grade in all courses plus General Education (18 units) and graduation requirements for a total of 68 units. \*\*ARCH 10, 20, 21, 70, 71, 120 and 121AC can be used for General Education, Area C.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Associate of Science Degree

The Associate of Science Degree in Architecture provides the basis for further study and employment in all aspects of environmental design, and enables students to transfer with credit in their major to university programs of architecture, interior design, planning, landscape architecture, product design, and civil engineering. It also provides the skills necessary for immediate employment in a technical capacity in architecture and allied professions.

Architecture integrates social, cultural, technological, and aesthetic issues. Introductory courses in the field are appropriate for the general education of students in any major. This is a dynamic program that requires constant updating and change. The accelerated growth in the architectural field and the exponential developments in computer technology requires this change. The program is dedicated to remain on the cutting edge of these technological innovations.

Architecture Department Website: [www.cos.edu/architecture](http://www.cos.edu/architecture)

**Note: Required and support courses may be substituted with the approval of the Division Chair.**

<b>First Semester</b>		
<b>Course Number</b>	<b>Course</b>	<b>Units</b>
ARCH 10**	Architectural Design 1	4
ARCH 70**	Architecture History 1	3
ARCH 162	Conceptual Structural Analysis	3
DRFT 114	Introduction to CAD	4
<b>Second Semester</b>		
<b>Course Number</b>	<b>Course</b>	<b>Units</b>
ARCH 11	Architectural Design 2	4
ARCH 71**	Architecture History 2	3
ARCH 120**	Freehand Drawing (3)	3
or ARCH 121AC**	Perspective Alternatives	3
ARCH 161AD	Architectural Detailing (1 <sup>st</sup> semester)(3)	3
or ARCH 163	Construction Documents	3
<b>Third Semester</b>		
<b>Course Number</b>	<b>Course</b>	<b>Units</b>
ARCH 13	Architectural Design 3 (formerly ARCH 112)	4
ARCH 20**	Visual Communication 1	3
ARCH 160	Construction Materials/ Methods	3
<b>Fourth Semester</b>		
<b>Course Number</b>	<b>Course</b>	<b>Units</b>
ARCH 14	Architectural Design 4 (formerly ARCH 113)	4
ARCH 21**	Visual Communication 2	3
ARCH 121AC**	Perspective Alternatives (1 <sup>st</sup> Semester) (3)	3
or ARCH 120	Freehand Drawing	3
ARCH 161AD	Architectural Detailing (1 <sup>st</sup> Semester) (3)	3
or ARCH 163	Construction Documents	3
<b>Total Minimum Units Required for AS:</b>		<b>50</b>

## Architecture

*Division: Industry and Technology*

### Achievement Certificate

**Achievement Certificate:** Architecture courses (38 Units) with a minimum "C" grade in all courses.

The Achievement Certificate in Architecture provides the knowledge, and skill necessary for successful employment as a draftsman/CAD technician in architectural or engineering firms, or in related construction fields.

Architecture Department Website: [www.cos.edu/architecture](http://www.cos.edu/architecture)

**Note: Required and support courses may be substituted with the approval of the Division Chair.**

<b>Design</b>		
<b>Course Number</b>	<b>Course</b>	<b>Units</b>
ARCH 10**	Architectural Design 1	4
ARCH 11	Architectural Design 2	4
ARCH 13	Architectural Design 3 (formerly ARCH 112)	4
ARCH 14	Architectural Design 4 (formerly ARCH 113)	4
<b>Visual Communication</b>		
<b>Course Number</b>	<b>Course</b>	<b>Units</b>
ARCH 20**	Visual Communication 1	3
ARCH 21**	Visual Communication 2	3
<b>Construction Technology</b>		
<b>Course Number</b>	<b>Course</b>	<b>Units</b>
ARCH 160	Construction Materials/Methods	3
ARCH 161AD	Architectural Detailing (1 <sup>st</sup> Semester)	3
ARCH 162	Conceptual Structural Analysis	3
ARCH 163	Construction Documents	3
DRFT 114	Introduction to CAD	4
<b>Total Minimum Units Required for Achievement Certificate</b>		<b>38</b>

**Note: The Mechanical Drafting Achievement Certificate is offered through the Drafting Technology Department.**

# Certificate and Degrees

## Architectural Design

*Division: Industry and Technology*

**A.S. Degree:** Degree not available.  
**Certificate:** 16 units in courses listed below with a minimum of a "C" grade in all courses.  
**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Skill Certificate

The skill certificate in Architectural Design provides knowledge and skills related to architectural design. This skill certificate creates a foundation of understanding in architectural design necessary for further in depth study in architecture.

Architecture Department Website: [www.cos.edu/architecture](http://www.cos.edu/architecture)

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
ARCH 10	Architectural Design 1	4
ARCH 11	Architectural Design 2	4
ARCH 13	Architectural Design 3 (formerly ARCH 112)	4
ARCH 14	Architectural Design 4 (formerly ARCH 113)	4
	<b>Total Units required:</b>	<b>16</b>



## Architectural Drafting

*Division: Industry and Technology*

**A.S. Degree:** Degree not available  
**Certificate:** 16 units in courses listed below with a minimum of a "C" grade.  
**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Skill Certificate

The skill certificate in Architectural Drafting provides knowledge and skills necessary for successful employment as an architectural draftsman/CAD technician in an architectural or engineering firm or related construction fields.

Architecture Department Website: [www.cos.edu/architecture](http://www.cos.edu/architecture)

**Note: Required and support courses may be substituted with the approval of the Division Chair.**

<b>Course Number</b>	<b>Core Courses</b>	<b>Units</b>
DRFT 114	Introduction to CAD	4
ARCH 160	Construction Materials/Methods	3
ARCH 161AD	Architectural Detailing (1 <sup>st</sup> Semester)	3
ARCH 162	Conceptual Structural Analysis	3
ARCH 163	Construction Documents	3
	<b>Total Minimum Units Required</b>	<b>16</b>

**Note: The Mechanical Drafting Achievement Certificate is offered through the Drafting Technology Department.**

## Architectural History

*Division: Industry and Technology*

**A.S. Degree:** Degree not available.  
**Certificate:** 6 units in courses listed below with a minimum of a "C" grade in all courses.  
**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Skill Certificate

The skill certificate in Architectural History provides knowledge in architectural history from the Prehistoric through the 21<sup>st</sup> Century, in addition to Pre-Columbian Americas. This skill certificate creates a foundation of understanding in architectural history necessary for further in depth study in architecture.

Architecture Department Website: [www.cos.edu/architecture](http://www.cos.edu/architecture)

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
ARCH 70	Architecture History 1	3
ARCH 71	Architecture History 2	3
	<b>Total Minimum Units required:</b>	<b>6</b>

## Architectural Visual Communication

*Division: Industry and Technology*

**A.S. Degree:** Degree not available.  
**Certificate:** 12 units in courses listed below with a minimum of a "C" grade in all courses.  
**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Skill Certificate

The skill certificate in Architectural Visual Communication provides knowledge and the skills related to architectural visual communication (architectural graphics). This skill certificate creates a foundation of understanding in architectural visual communication necessary for further in depth study in architecture.

Architecture Department Website: [www.cos.edu/architecture](http://www.cos.edu/architecture)

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
ARCH 20	Visual Communication 1	3
ARCH 21	Visual Communication 2	3
ARCH 120	Freehand Drawing	3
ARCH 121AC	Perspective Alternatives (1 <sup>ST</sup> Semester)	3
	<b>Total Minimum Units required:</b>	<b>12</b>

# Certificate and Degrees

## Automotive Air Conditioning Technology

*Division: Industry and Technology*

**A.A. Degree:** Degree not available.

**Certificate:** 12 units in courses listed below with a minimum of a "C" grade in all classes.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Skill Certificate

This program offers pre-employment vocational training and primary skills for certification for the student desiring full-time employment as an Air Conditioning Service and Repair Technician. All classes are designed to meet national certification and training standards for ASE testing and certification. It is expected that the student will develop job entry knowledge and skills necessary for the proper maintenance and repair of automotive air conditioning and heating systems. A student may complete a certificate in one year by following the prescribed course of study

**NOTE: Required and Support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
AUTO 130	Introduction to Automotive Technology	3
AUTO 136	Automotive Electrical Systems	5
AUTO 137	Automotive Air Conditioning	4

**Minimum Core Units: 12**

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
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**Select additional units from this list for further study.**

AUTO 138	Automotive Engine Performance	6
AUTO 143	Advanced Auto Computer Control Systems	4

**Minimum Support Course Units: 0**

**Total Minimum Units Required: 12**

## Automotive Brake Systems

*Division: Industry and Technology*

**A.A. Degree:** Degree not available.  
**Certificate:** 12 units in courses listed below with a minimum of a "C" grade in all classes.  
**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Skill Certificate

This program offers pre-employment vocational training and primary skills for certification for the student desiring full-time employment as an Automotive Brake Systems Service and Repair Technician. All classes are designed to meet national certification and training standards for ASE testing and certification. It is expected that the student will develop job entry knowledge and skills necessary for the proper maintenance and repair of automotive brake systems. A student may complete a certificate in one year by following the prescribed course of study

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
AUTO 130	Introduction to Automotive Technology	3
AUTO 135	Automotive Brake Systems	4
AUTO 136	Automotive Electrical Systems	5
<b>Minimum Core Units:</b>		<b>12</b>

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
<b>Select additional units from this list for further study.</b>		
AUTO 134	Automotive Suspension/Steering Systems	4
<b>Minimum Support Course Units:</b>		<b>0</b>
<b>Total Minimum Units Required:</b>		<b>12</b>

# Certificate and Degrees

## Automotive Chassis Technology

*Division: Industry and Technology*

**A.A. Degree:** Degree not available.

**Certificate:** 16 units in courses listed below with a minimum of a "C" grade in all classes.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Skill Certificate

This program offers pre-employment vocational training and primary skills for certification for the student desiring full-time employment as a technician at an exhaust, brake, tire and wheel, alignment and suspension repair facility. Completion of this certificate also provides the students the knowledge and skills necessary to obtain the ASE Underbody (X1) certification.

**NOTE: Required and Support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
AUTO 130	Introduction to Automotive Technology	3
AUTO 134	Automotive Suspension/Steering System	4
AUTO 135	Automotive Brake Systems	4
AUTO 136	Automotive Electrical Systems	5
	<b>Minimum Core Course Units:</b>	<b>16</b>
<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
<b>Select additional units from this list for further study.</b>		
AUTO 254	Automotive Information Systems	2
	<b>Minimum Support Course Units:</b>	<b>0</b>
	<b>Total Minimum Units Required:</b>	<b>16</b>

## Automotive Electrical Technology

*Division: Industry and Technology*

**A.A. Degree:** Degree not available.  
**Certificate:** 12 units in courses listed below with a minimum of a "C" grade in all classes.  
**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Skill Certificate

This program offers pre-employment vocational training and primary skills for certification for the student desiring full-time employment as an Electrical Systems Service and Repair Technician in the automotive industry. All classes are designed to meet national certification and training standards for ASE testing and certification. It is expected that the student will develop job entry knowledge and skills necessary for the proper maintenance, service and repair of automotive electrical and electronic systems. A student may complete a certificate in one year by following the prescribed course of study

**NOTE: Required and Support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
AUTO 130	Introduction to Automotive Technology	3
AUTO 136	Automotive Electrical Systems	5
AUTO 134	Auto Suspension/Steering Systems	4

**Minimum Core Units: 12**

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
<b>Select additional units from this list for further study.</b>		
AUTO 138	Automotive Engine Performance	6
AUTO 142	Automotive Fuel and Emissions	4

**Minimum Support Course Units: 0**

**Total Minimum Units Required: 12**

# Certificate and Degrees

## Automotive Emissions Technology

*Division: Industry and Technology*

**A.S. Degree:** Degree not available.

**Certificate:** 13.5 units in courses listed below with a minimum of a "C" grade in all classes.

### Skill Certificate

This program offers pre-employment vocational training and primary skills for certification for the student desiring full-time employment as Smog Check Technician. After successful program completion, the student may be eligible for the Bureau of Automotive Repair Certification Testing as a Smog Check Technician.

**IMPORTANT NOTE:** Prerequisites to this certificate are the Basic Automotive Technology Certificate, or at a minimum 14 semester units from the AUTO 130, 136, and 138 classes in the general engine electrical, fuel systems, emissions and engine performance areas. Additional support courses may be taken to help develop the required skills and knowledge to complete this certificate.

**NOTE:** Required and Support courses may be substituted with the approval of the Division Chair.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
AUTO 142	Automotive Fuel and Emissions	4
AUTO 143	Advanced Auto Computer Control Systems	4
AUTO 263AD	Basic Clean Air Car Course	3
AUTO 264 AD	Advanced Clean Air Car Course	2.5
	<b>Minimum Core Course Units:</b>	<b>13.5</b>
<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
<b>Select additional units from this list for further study.</b>		
AUTO 130	Introduction to Automotive Technology	3
AUTO 136	Automotive Electrical Systems	5
AUTO 138	Automotive Engine Performance	6
AUTO 190AD	Automotive Supervised Practice	1-3
AUTO 201AD	ASE Certification Preparation	1.5
AUTO 253AD	BAR Alternative Training Course	3
AUTO 254	Automotive Information Systems	2
AUTO 265	Alternate Fuel Systems	2
	<b>Minimum Support Course Units:</b>	<b>0</b>
	<b>Total Minimum Units Required:</b>	<b>13.5</b>



## Automotive Engine Technology

*Division: Industry and Technology*

**A.S. Degree:** Degree not available.  
**Certificate:** 14 units in courses listed below with a minimum of a "C" grade.

### Skill Certificate

This program offers pre-employment vocational training and primary skills for certification for the student desiring full-time employment as a technician in an automotive machine shop facility. The skills and knowledge acquired will assist the student in preparation of obtaining the ASE Master Machinist Certification. All classes are designed to meet national certification and training standards for ASE testing and certification.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
AUTO 130	Introduction to Automotive Technology	3
AUTO 131	Automotive Engine Systems	4
AUTO 136	Automotive Electrical Systems	5
AUTO 254	Automotive Information Systems	2
<b>Minimum Course Units:</b>		<b>14</b>

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
<b>Select additional units form this list for further study.</b>		
AUTO 201AD	ASE Certification Preparation	1.5
<b>Minimum Support Course Units:</b>		<b>0</b>
<b>Total Minimum Units Required:</b>		<b>14</b>

# Certificate and Degrees

## Automotive Power Train Systems Technology

*Division: Industry and Technology*

**A.S. Degree:**

Degree not available.

**Certificate:**

16 units in courses listed below with a minimum of a "C" grade.

### Skill Certificate

This program offers pre-employment vocational training and primary skills for certification for the student desiring full-time employment and repair in the area of power train systems which include automatic and manual transmissions and clutch repair facilities. All classes are designed to meet national certification and training standards for ASE testing and certification.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
AUTO 130	Introduction to Automotive Technology	3
AUTO 132	Automotive Automatic Transmissions	4
AUTO 133	Automotive Power Train Systems	4
AUTO 136	Automotive Electrical Systems	5
	<b>Minimum Core Units Required:</b>	<b>16</b>
<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
<b>Select additional units form this list for further study;</b>		
AUTO 254	Automotive Information Systems	2
	<b>Minimum Support Course Units</b>	<b>0</b>
	<b>Total Minimum Units Required</b>	<b>16</b>

## Automotive Technology (Basic)

*Division: Industry and Technology*

- A.S. Degree:** Certificate Units (38) units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
- Certificate:** 38 units in courses listed below with a minimum of a "C" grade in all classes.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Achievement Certificate

This program offers pre-employment vocational training for the student desiring full-time work in automotive service and repair. All classes are designed to meet national certification standards for ASE testing. Instructors fully qualified both by shop experience as master technicians and by training as instructors conduct all technical classes in lecture, demonstration and laboratory sections. An advisory committee, composed of employers and working technicians, assists the college in maintaining a program that is progressive in meeting the current needs of the industry and trade.

The Basic Automotive Technology Certificate Program is designed to be completed in one year. These courses are offered from the basic skills-path in automotive fundamentals and principles to the advanced theory, design and operation. These classes should be taken in a progressive order to properly complete the program.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

Course Numbers	Core Courses	Units
AUTO 130	Introduction to Automotive Technology	3
AUTO 131	Automotive Engine Systems	4
AUTO 132	Automotive Automatic Transmissions	4
AUTO 133	Automotive Power Train Systems	4
AUTO 134	Automotive Suspension/Steering Systems	4
AUTO 135	Automotive Brake Systems	4
AUTO 136	Automotive Electrical Systems	5
AUTO 137	Automotive Air Conditioning	4
AUTO 138	Automotive Engine Performance	6
	<b>Minimum Core Course Units:</b>	<b>38</b>

Course Numbers	Support Courses	Units
AUTO 142	Automotive Fuels and Emission	4
AUTO 143	Advanced Automotive Computer Control Systems	4
AUTO 190AD	Automotive Supervised Practice	1-3
AUTO 201AD	ASE Certification Preparation	1.5
AUTO 253AD	BAR Alternative Training Course	3
AUTO 254	Automotive Information Systems	2
AUTO 262AD	BAR Smog Update Training	1
AUTO 263AD	Automotive Basic Clean Air Car Course	3
AUTO 264AD	Automotive Advanced Clear Air Car Course	2.5
AUTO 265	Alternative Fuel Vehicles	2
WELD 161	Oxyacetylene Welding	4
	<b>Minimum Support Course Units:</b>	<b>0</b>
	<b>Total Minimum Units Required:</b>	<b>38</b>

# Certificate and Degrees

## CISCO: CCNA Academy

*Division: Industry and Technology*

**Degree:** Degree not available

**Certificate:** 17 units in courses listed below with a minimum of a "C" grade in all classes.

### Skill Certificate

This program offers entry-level vocational training for students desiring employment as a network designer or technician, and preparation for students who wish to pursue advanced study in information technology. The course of study combines lecture and laboratory instruction, and includes the theory and analysis of LAN and WAN computer networks, network design, programming routers and switches, installing, configuring, upgrading, troubleshooting, and repairing computer networks with CISCO internet-working devices. Career Opportunities include: network technician or engineer; help desk; network administrator; trainer; consultant; and network designer.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
IT 130AC	CISCO Academy 1	3
IT 131AC	CISCO Academy 2	3
IT 132AC	CISCO Academy 3	3
IT 133AC	CISCO Academy 4	3

**Minimum Core Course Units: 12**

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
IT 110	PC Troubleshooting and Repair	3
IT 111AC	Comp TIA A+ Exam Preparation	4
IT 120	Computer Networking Fundamentals	3
IT 121AC	Comp TIA Network + Exam Preparation	3
IT 122AC	Network Administration	3
IT 123AC	TCP/IP and IP Routing	3
IT 140AC	MCSE Windows 2000 Pro	2
IT 141AC	MSCE Windows 2000 Server	2
COMP 5	Computer Concepts	4
COMP 6	Programming Fundamentals	3
COMP 133	Database Processing	3
COMP 140	Computer Operating Systems	3

**Minimum Support Course Units: 5**

**Total Minimum Units Required: 17**

## Comp TIA A +

*Division: Industry and Technology*

**Degree:** Degree not available  
**Certificate:** 17 units in courses listed below with a minimum of a "C" grade in all classes.

### Skill Certificate

This program offers entry-level vocational training for students desiring employment as a computer service technician, and preparation for students who wish to pursue advanced study in information technology. The course of study combines lecture and laboratory instruction, and includes the theory and analysis of computer operation, installing, configuring, upgrading, troubleshooting, and repairing microcomputer systems.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

<u>Course Numbers</u>	<u>Core Courses</u>	<u>Units</u>
IT 110	PC Troubleshooting and Repair	3
IT 111AC	Comp TIA A+ Exam Preparation	4
COMP 5	Computer Concepts	4
COMP 140	Computer Operating Systems	3
<b>Minimum Core Course Units:</b>		<b>14</b>

<u>Course Numbers</u>	<u>Support Courses</u>	<u>Units</u>
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The following courses may be taken as electives for this certificate, or may be substituted for core courses. Permission to substitute these or other courses must be obtained from the division. These electives are suggested to enhance one's career opportunities.

IT 120	Computer Networking Fundamentals	3
IT 121AC	Comp TIA Network + Exam Preparation	3
IT 122AC	Network Administration	3
IT 123AC	TCP/IP and IP Routing	3
IT 130AC	CISCO Academy 1	3
IT 131AC	CISCO Academy 2	3
IT 132AC	CISCO Academy 3	3
IT 133AC	CISCO Academy 4	3
IT 140AC	MCSE Windows 2000 Pro	2
IT 141AC	MSCE Windows 2000 Server	2
COMP 6	Programming Fundamentals	3
COMP 133	Database Processing	3
<b>Minimum Support Course Units:</b>		<b>3</b>
<b>Total Minimum Units Required:</b>		<b>17</b>

# Certificate and Degrees

## Comp TIA Network +

*Division: Industry and Technology*

**Degree:** Degree not available

**Certificate:** 17 units in courses listed below with a minimum of a "C" grade in all classes.

### Skill Certificate

This program offers entry-level vocational training for students desiring employment as a network designer or technician, and preparation for students who wish to pursue advanced study in information technology. The course of study combines lecture and laboratory instruction, and includes the theory and analysis of LAN and WAN computer networks, network design, programming routers and switches, installing, configuring upgrading troubleshooting, and repairing computer networks with CISCO internet-working devices. Career Opportunities includes: network technician or engineer; help desk; network administrator; trainer; consultant; and network designer.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
IT 120	Computer Networking Fundamentals	3
IT 121AC	Comp TIA Network + Exam Preparation	3
IT 122AC	Network Administration	3
IT 123AC	TCP/IP and IP Routing	3

**Minimum Core Course Units: 12**

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
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**Select 5 additional units from this list to complete the total units required.**

COMP 5	Computer Concepts	4
COMP 6	Programming Fundamentals	3
COMP 133	Database Processing	3
COMP 140	Computer Operating Systems	3
IT 110	PC Troubleshooting and Repair	3
IT 111AC	Comp TIA A+ Exam Preparation	4
IT 130AC	CISCO Academy 1	3
IT 131AC	CISCO Academy 2	3
IT 132AC	CISCO Academy 3	3
IT 133AC	CISCO Academy 4	3
IT 140AC	MCSE Windows 2000 Pro	2
IT 141AC	MSCE Windows 2000 Server	2

**Minimum Support Course Units: 5**

**Total Minimum Units Required: 17**

## Construction Inspection

*Division: Industry and Technology*

- A.S. Degree:** Certificate courses (21 units) with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units
- Certificate:** 21 units in courses listed below with a minimum of a "C" grade in all courses.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Achievement Certificate

The Construction Inspection certificate is offered to students majoring in Building Construction who desire employment in the field of building construction and supervision. The classes can be taken in any order.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

The following courses may be taken in any order the student wishes.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
CT 170AD	Concrete Inspection	3
CT 171AD	Wood & Metal Inspection	3
CT 172AD	Building Codes	3
CT 173AD	Electrical Codes	3
CT 174AD	Mechanical Inspection	3
CT175AD	Plumbing Inspection	3
CT176AD	Architecture Inspection	3
	<b>Total Minimum Units Required:</b>	<b>21</b>

# Certificate and Degrees

## Construction Technology

*Division: Industry and Technology*

- A.S. Degree:** 46 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
- Certificate:** 46 units in courses listed below with a minimum of a "C" grade in all courses.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Achievement Certificate

The Construction Technology Program is designed to provide students with the skills and education necessary for employment in one of the many fields related to the construction industry. Some of the job opportunities are house framer, finisher, house painter, house designer, building materials sales person or manager. Students in this program will enroll in four nine-week (approximately) classes each worth seven units and six units of support classes. A student may enroll at any of the nine week starting points. The program consists of classroom instruction which deals with nomenclature, building materials, fasteners, building layout, roof framing, stair construction, rough and finish carpentry and cabinet design, construction and installation. The students will participate in the construction of an actual custom home which will provide them with real-world experience in the building trades; construction industry.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

The following courses may be taken in any order the student wishes.

Course Numbers	Core Courses	Units
CT 114AB	Residential Construction 1	5
CT 115AB	Residential Construction 2	5
CT 118AB	Advanced Residential construction 1	5
CT 119AB	Advanced Residential Construction 2	5
CT 100AB	Construction Drawing / Design Analysis 1	4
CT 101AB	Construction / Drawing Design Analysis 2	4
CT 104AB	Construction Theory / Practice 1	4
CT 105AB	Construction Theory / Practice 2	4
CT 150	Fundamentals / Cabinetmaking 1	4
CT 160	Cabinetmaking 2 (tools / mill)	4
	<b>Minimum Core Course Units:</b>	<b>44</b>
CT 108	Advanced Carpentry 1, Roof Framing	3
CT 109	Advanced Carpentry 2, Stair Building	3
CT 113AB	Residential Construction / Pre Frame	4
CT 130	Managing Residential Construction	3
CT 132	Basic Construction Systems	3
CT 135	Blueprint Reading / Residential Construction	2
CT 138	Contractors License Law	3
CT 190AD	Supervised Practice	1-3
CT 205AB	Plumbing	3
CT 270AB	Residential Wiring	3
	<b>Minimum Support Courses Units:</b>	<b>2</b>
	<b>Total Minimum Units Required:</b>	<b>46</b>



## Drafting (Mechanical)

*Division: Industry and Technology*

- A.S. Degree:** Drafting Technology courses (49 units) with a minimum "C" grade plus General Education (18) units and graduation requirements for a total of 67 units.
- Certificate:** 18 units in courses listed below with a minimum of a "C" grade in all courses.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Achievement Certificate

The Career Certificate (Type A) in Mechanical Drafting provides knowledge, and the skills necessary for successful employment as a mechanical draftsman/CAD technician in a manufacturing company or related industrial fields.

Architecture Department Website: [www.cos.edu/architecture](http://www.cos.edu/architecture)

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

Course Numbers	Core Courses	Units
DRFT 16AD	CAD Applications	4
DRFT 112	Mechanical Drafting 1	3
DRFT 113	Mechanical Drafting 2	3
DRFT 114	Introduction to CAD	4
DRFT 115	Advanced CAD	4
<b>Minimum Required Units:</b>		<b>18</b>

**Note: The Architectural Drafting Skill Certificate is offered through the Architecture Department.**

### Associate of Science Degree

#### First Semester

ARCH 20	Visual Communication 1	3	
COMP 140	Computer Operating Systems	3	
GD 159	Adobe Illustrator		2
DRFT 114	Introduction to CAD	4	

#### Second Semester

ARCH 120	Freehand Drawing	3	
ARCH 161AD	Architectural Detailing (1 <sup>st</sup> Semester)	3	
DRFT 112	Mechanical Drafting 1 (Formerly DRFT 200)	3	
DRFT 115	Advanced CAD	4	

#### Third Semester

ARCH 160	Construction Materials/Methods	3	
COMP 229	Web Page Design and Development	3	
COMP 228	Introduction to the World Wide Web	1	
DRFT 16AD	CAD Applications (1 <sup>st</sup> Semester)	4	

#### Fourth Semester

ARCH 161AD	Architectural Detailing (2 <sup>nd</sup> Semester)	3	
ARCH 163	Construction Documents	3	
DRFT 16AD	CAD Applications (2 <sup>nd</sup> Semester)	4	
DRFT 113	Mechanical Drafting 2 (Formerly DRFT 100)	3	

**Total Minimum Units Required for AS: 49**

# Certificate and Degrees

## Electrician Training

*Division: Industry and Technology*

**A.S. Degree:** Degree not available.

**Certificate:** 32 units in courses listed below with a minimum of a "C" grade in all courses.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Achievement Certificate

Electrician Training Program Certificate is a program that prepares individuals for the California Electrician Certification Examination as part of the electrician certification process required by the State of California.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
ET 200AB	Introduction to Electrician Training	4
ET 201AB	Electrician Training 1b	4
ET 202AB	Electrician Training 2a	4
ET 203AB	Electrician Training 2b	4
ET 204AB	Electrician Training 3a	4
ET 205AB	Electrician Training 3b	4
ET 206AB	Electrician Training 4a	4
ET 207AB	Electrician Training 4b	4
	<b>Minimum Core Course Units:</b>	<b>32</b>
<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
ET 220AC	Electrical Code Update	2
	<b>Minimum Support Courses Units:</b>	<b>0</b>
	<b>Total Minimum Units Required:</b>	<b>32</b>

## Environmental Control Technology (HVAC)

*Division: Industry and Technology*

- A.S. Degree:** Certificate courses (32 units) with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
- Certificate:** 32 units in courses listed below with a minimum of a "C" grade in all courses.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Achievement Certificate

This educational program is designed to prepare a person who possesses appropriate aptitudes for entry into employment or advanced study in the several areas of air conditioning. Students should have a broad understanding of the principles of science and mathematics. 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. A student may complete a certificate in one year by following a prescribed course of study.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

<u>Course Numbers</u>	<u>Core Courses</u>	<u>Units</u>
<b>First Semester</b>		
ECT 280	Electricity and Controls for HVAC	4
ECT 281	Basic Air Conditioning	12
<b>Second Semester</b>		
ECT 282	Adv Air Cond/Refrig Com/Dom	12
ITEC 242	Air Conditioning Sheet Metal	4
<b>Minimum Core Course Units:</b>		<b>32</b>

<u>Course Numbers</u>	<u>Support Courses</u>	<u>Units</u>
The following courses may be substituted for required courses. Permission to substitute must be obtained from the division. These electives are suggested to enhance one's career opportunities.		
CT 270AB	Residential Wiring	3
ECT 190AD	Supervised Practice	1-3
ECT 200	Introduction to Industrial Ammonia Refrigeration	3
ECT 201	Advanced Ammonia Refrigeration	3
ECT 260	Basic Refrigeration	2
ECT 261	Introduction to Air Conditioning & Refrigeration- Commercial/Domestic	2
ECT 262	Heating Systems & Controls	2
ECT 263	Commercial Refrigeration Systems Controls	2
ECT 265	Air Condition Control Systems	2
ECT 266AD	Advanced Control Systems	2
ITEC 243	Advanced Air Conditioning Duct Sheet Metal	4
WELD 161	Oxyacetylene Welding	4
<b>Minimum Support Courses Units:</b>		<b>0</b>
<b>Total Minimum Units Required:</b>		<b>32</b>

# Certificate and Degrees

## Graphic Design

*Division: Industry and Technology*

- A.S. Degree:** Graphic Design courses (43 units) with a minimum "C" grade plus General Education (18 units) and graduation requirements for a total of 61 units. \*\*ART 25A, and COMP 135 or COMP 229 can be used for General Education.
- Certificate:** 31 units in courses listed below with a minimum of a "C" grade in all courses.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Achievement Certificate

The certificate program is designed to provide students with the technical knowledge and skills necessary to enter directly into the work force. The opportunity exists for each student to excel in the program and become a desirable asset for any Graphic Design firm.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
<b>First Semester</b>		
ART 25AD	Digital Imaging for Artists (1 <sup>st</sup> Semester)	3
GD 159	Adobe Illustrator	2
GD 160	Graphic Design	4
COMP 135	Desktop Publishing for Business	4
COMP 229	Web Page Design and Development	3
<b>Second Semester</b>		
GD 161AD	Graphic Design Applications (1 <sup>st</sup> Semester)	4
GD 162AD	Integrated Graphics (1 <sup>st</sup> Semester)	4
GD 163AD	Digital Mechanicals	3
GD 164AD	Digital Animation (1 <sup>st</sup> Semester)	4
<b>Minimum Course Units:</b>		<b>31</b>

## Graphic Design

*Division: Industry and Technology*

- A.S. Degree:** Graphic Design courses (43 units) with a minimum "C" grade plus General Education (18 units) and graduation requirements for a total of 61 units. \*\*ART 25A, and COMP 135 or COMP 229 can be used for General Education.
- Certificate:** 31 units in courses listed below with a minimum of a "C" grade in all courses.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Associate of Science Degree

The degree program is designed to provide students with the specialization and breadth classes to develop into productive and informed citizens. The recipients will be prepared technically and culturally for the working environment or higher education. Students planning to transfer to a university and pursue a higher degree should be aware of all the requirements set by that university and select classes accordingly.

#### First Semester

GD 159	Adobe Illustrator	2
GD 160	Graphic Design	4
ART 25AD**	Digital Imaging for Artists (1 <sup>st</sup> Semester)	3
COMP 135**	Desktop Publishing for Business	4

#### Second Semester

GD 161AD	Graphic Design Applications (1 <sup>st</sup> Semester)	4
GD 162AD	Integrated Graphics (1 <sup>st</sup> Semester)	4
COMP 229**	Web Page Design and Development	3

#### Third Semester

GD 161AD	Graphic Design Applications (2 <sup>nd</sup> Semester)	4
GD 163AD	Digital Mechanicals (1 <sup>st</sup> Semester)	3
GD 164AD	Digital Animation (1 <sup>st</sup> Semester)	4

#### Fourth Semester

GD 161AD	Graphic Design Applications (3 <sup>rd</sup> Semester)	4
GD 162AD	Integrated Graphics (2 <sup>nd</sup> Semester)	4

**Minimum Core Course Units: 43**

# Certificate and Degrees

## Industrial Maintenance Technology

*Division: Industry and Technology*

**A.S. Degree:** Certificate courses with a minimum "C" grade plus General Education (18 units) and graduation requirements for a total of 60 units

**Certificate:** **Option A:** 30 units in courses listed below with a minimum of a "C" grade in all courses.  
**Option B:** 30 units in courses listed below with a minimum of a "C" grade in all courses.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Maintenance Technician, Option A

#### Achievement Certificate

Maintenance Technician, Option A, is a one-year (two semesters) 25 hours per week training program to provide students with job entry skills. The two degree applicable, fifteen unit classes will provide students with over 850 hours of skill training in the areas of electricity, electronics, welding, machining, refrigeration, hydraulics, pneumatics, programmable logic controllers, motor control, and other maintenance areas. The class is designed for entry level training and requires no previous experience. A certificate is awarded upon successful completion of two semesters.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

<u>Course Numbers</u>	<u>Core Courses</u>	<u>Units</u>
<b>First Semester</b>		
ITEC 100	Indust Maintenance Technology, Opt A	15
<b>Second Semester</b>		
ITEC 101	Indust Maintenance Technology, Opt A	15
<b>Minimum Course Units:</b>		<b>30</b>
<u>Course Numbers</u>	<u>Support Courses</u>	<u>Units</u>
BUS 185	Ethics in Business and Industry	3
COMM 4	Interpersonal Communications	3
WEXP 193 M-196 M	Cooperative Work Experience	1-4
<b>Minimum Support Course Units</b>		<b>0</b>
<b>Total Minimum Units Required:</b>		<b>30</b>

## Industrial Maintenance Technology

*Division: Industry and Technology*

- A.S. Degree:** Certificate courses with a minimum "C" grade plus General Education (18 units) and graduation requirements for a total of 60 units
- Certificate:** **Option A:** 30 units in courses listed below with a minimum of a "C" grade in all courses.  
**Option B:** 30 units in courses listed below with a minimum of a "C" grade in all courses.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Maintenance Technician, Option B (Evening)

#### Achievement Certificate

Maintenance Technician, Option B, is a two-year (four semesters) 6 hours per week training program to provide students with job entry skills. The degree applicable, six unit classes will provide students with skill training in the areas of electricity, electronics, welding, machining, refrigeration, hydraulics, pneumatics, programmable logic controllers, motor control, and other maintenance areas. Work experience is required to meet the requirements for a certificate.

<u>Course Numbers</u>	<u>Core Courses</u>	<u>Units</u>
ITEC 105AD	Industrial Maintenance Technology, Option B (4 units/4 semesters)	16
ITEC 193 M-196 M	Cooperative Work Experience	14
	<b>Minimum Core Course Units:</b>	<b>30</b>

<u>Course Numbers</u>	<u>Support Courses</u>	<u>Units</u>
ITEC 274	Cooperative Work Experience	2
	<b>Minimum Core Course Units:</b>	<b>0</b>
	<b>Total Minimum Units Required:</b>	<b>30</b>

# Certificate and Degrees

## Microsoft MCSE

*Division: Industry and Technology*

**Degree:** Degree not Certificate:  
**Certificate:** 17 units in courses listed below with a minimum of a "C" grade in all required courses.

### Skill Certificate

This program offers advanced vocational training for students desiring employment as a network administrator of Information Technology manager, and preparing for students who wish to pursue advanced study in Information Technology. The course of study combines lecture and laboratory instruction, to study of Microsoft networking software. The topics include network operating systems, server software, network security, Active Directory, and network Infrastructure. Career Opportunities include: network administrator or engineer, help desk, trainer, consultant, and network designer.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
IT 140AC	MCSE Windows 2000 Pro	2
IT 141AC	MCSE Windows 2000 Server	2
IT 142AC	MCSE Network Structure	3
IT 143AC	MCSE Active Directory	3
IT 144AC	MCSE Network Security	3
IT 190AD	IT Supervised Practice	2
	<b>Minimum Core Course Units:</b>	<b>15</b>

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
<b>Select 2 units from this list to complete the total units required</b>		
IT 110	PC Troubleshooting and Repair	3
IT 111AC	Comp TIA A+ Exam Preparation	4
IT 120	Computer Networking Fundamentals	3
IT 121AC	Comp TIA Network + Exam Preparation	3
IT 122AC	Network Administration	3
IT 123AC	TCP/IP and IP Routing	3
IT 130AC	CISCO Academy 1	3
IT 131AC	CISCO Academy 2	3
IT 132AC	CISCO Academy 3	3
IT 133AC	CISCO Academy 4	3
COMP 5	Computer Concepts	4
COMP 6	Programming Fundamentals	3
IT 190AD	Supervised Practice	2
	<b>Minimum Support Course Units</b>	<b>2</b>
	<b>Total Minimum Units Required:</b>	<b>17</b>



## Plumbing

*Division: Industry and Technology*

**Degree:** Degree not Certificate:  
**Certificate:** 9 units in courses listed below with a minimum of a "C" grade in all courses.

### Skill Certificate

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

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

Course Numbers	Core Courses	Units
CT 175AD	Plumbing Inspection	3
CT 205AB	Plumbing (two semesters, 3 units each)	6
<b>Minimum Core Course Units:</b>		<b>9</b>

Course Numbers	Support Courses	Units
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Select additional units from this list for further study.

CT 130	Managing Residential Construction	3
CT 134	Residential Construction Estimating	2
CT 135	Blueprint Reading / Residential Construction	2
CT 138	Contractors License Law	3
CT 190AD	Supervised Practice	1-3
CT 270AB	Residential Wiring	3
DRFT 114	Introduction to CAD	4
<b>Minimum Support Course Units</b>		<b>0</b>
<b>Total Minimum Units Required:</b>		<b>9</b>

# Certificate and Degrees

## Programmable Logic Controllers

*Division: Industry and Technology*

**Degree:** Degree not Certificate.  
**Certificate:** 5 units in courses listed below with a minimum of a "C" grade in all courses.

### Skill Certificate

This certificate program will provide students knowledge and hands on training in the use of programmable logic controllers. Training materials use Allen-Bradley RS Logic programming.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
ITEC 274	Elec Motor Contrl/Prog Contr	2
ITEC 276	Adv Prog Logic Controllers	3
	<b>Minimum Core Course Units:</b>	<b>5</b>

## Waste Water Treatment

*Division: Industry and Technology*

**Degree:** Degree not Certificate.  
**Certificate:** 6 units in courses listed below with a minimum of a "C" grade in all courses.

### Skill Certificate

This certificate program is designed to prepare students for the California State Certification Exams in Water Treatment Operator and Wastewater Treatment Plant Operator.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

<u>Course Numbers</u>	<u>Core Courses</u>	<u>Units</u>
ITEC 220	Water Treatment Fundamentals	3
ITEC 221	Wastewater Treatment Fundamentals	3
<b>Total Minimum Units Required:</b>		<b>6</b>

**For more information, please contact:** Dean, Vocational Education (559) 730-3808 or Division Chairperson for Industry and Technology, (559) 730-3777.

# Certificate and Degrees

## Welding

*Division: Industry and Technology*

- A.S. Degree:** The 23-unit program below with a minimum of a "C" grade in all required courses, plus General Education and graduation requirements for a total of 60 units.
- Certificate:** 23 units in courses listed below with a minimum of a "C" grade in all courses.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Achievement Certificate

California is one of the leading employers of welders in the United States. Qualified welders are needed both in our valley agriculture industries and in our urban industries. The Welding Technology Certificate can lead to careers in food processing installation, fabrication in a variety of industries, construction, and repair.

**NOTE: Required and support courses may be substituted with the approval of the Division Chair.**

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
AGTC 210AD or WELD 176	Ag Project Construction (3) Metal Fabrication	3
WELD 161	Oxyacetylene Welding	4
WELD 162	Shielded Metal Arc Welding	4
WELD 171	Advanced Welding	4
WELD 172	Gas Tungsten Arc Welding	4
WELD 181	Blueprint Reading/Metallurgy	3
WEXP 193F	Agriculture Work Experience (1 <sup>st</sup> Semester)	1-4

**Minimum Core Course Units: 23-26**

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
<b>Select additional units from this list for further study.</b>		
AGTC 212AD	Welding Power Source & App	1
WELD 105AD	Basic Metalcraft Welding & Forging	3
WELD 106AD	Forging & Wrought Iron	2
WELD 173	Stainless Steel Welding/Repair	2
WELD 174AB	Welding Codes/Certification	4
WELD 274	Aluminum Welding	4
WEXP 194 F	Agriculture Work Experience (2 <sup>nd</sup> Semester)	1-4

**Minimum Support Course Units: 0**

**Total Minimum Units Required: 23**

**LANGUAGE ARTS**

# Certificate and Degrees

## American Sign Language

*Division: Language Arts*

- A.A. Degree:** 18 units with a minimum "C" grad plus General Education and graduation requirements for a total of 60 units.
- Certificate:** Certificate not available.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. Degree

The major in American Sign Language offers students the opportunity to learn a new language in an entirely different mode of communication. ASL is the primary language of Deaf people in the United States. Other languages use voice, hearing, and writing, but ASL will develop your ability to communicate effectively in the visual mode. Moreover, you will be exposed to the richness of the unique culture of Deaf people. When you learn a second language, you also gain greater insight into your own language and culture. You will discover possible new career opportunities, enrich your travel experiences, and enhance your own visual communication techniques.

Core requirements re designed to provide basic knowledge and understanding of the language and culture of Deaf people, including their history and social mores. These courses provide a solid basic foundation for entry into any career in a Deaf-related field. COS students have gone on to careers as interpreters, basic ASL instructors, counselors, audiologists, speech pathologists, community service personnel and other related careers.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
ASL 2	Beginning American Sign Language 2	3
ASL 3	Intermediate American Sign Language	3
ASL 4	Advanced American Sign Language	3
	<b>Minimum Core Course Units:</b>	<b>9</b>

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
<b>Select 9 units from this list to complete the total units required.</b>		
ASL 110	Sign Language Interpreting	4
ASL 1	Beginning American Sign Language	4
DRAM 2	Fundamentals of Acting 1	3
SOC 1	Introduction to Sociology	3
SOC 2	Social Problems	3
COMM 9	Intercultural Communication	3
	<b>Minimum Support Course Units:</b>	<b>9</b>
	<b>Total Minimum Units Required:</b>	<b>18</b>

## English

*Division: Language Arts*

- A.A. Degree:** 18 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
- Certificate:** Certificate is not available.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. Degree

English with a Literature Emphasis serves the needs of students who plan to major in English at the four-year level. Four-year institutions presume a broad exposure to literature in their upper division students, just the kind of background our general literature courses offer.

Students may also find this major helpful if they plan to work in education, publishing and editing, journalism, humanities-based careers, pre-law, theatre or the entertainment fields. Students completing this major will find their lives enriched as often motifs and themes of great literature undergird the philosophies of and provide insight into other disciplines.

Course Numbers	Core Courses	Units
ENGL 2	Logic and Composition	3
ENGL 4	Composition and Literature	3
<b>Minimum Core Course Units:</b>		<b>6</b>
Course Numbers	Support Courses	Units
<b>Select 12 units from this list to complete the total units required.</b>		
ENGL 10	Chicano Literature	3
ENGL 14AB	Creative Writing	3
ENGL 15	Survey of British Literature 1	3
ENGL 16	Survey of British Literature 2	3
ENGL 17	Native American Literature	3
ENGL 18	African American Literature	3
ENGL 19	Women in Literature	3
ENGL 30	American Literature 1	3
ENGL 31	American Literature 2	3
ENGL 44	World Literature 1	3
ENGL 45	World Literature 2	3
ENGL 46	Shakespeare	3
<b>Minimum Support Course Units:</b>		<b>12</b>
<b>Total Minimum Units Required:</b>		<b>18</b>

**NOTE:** A sequence of history courses may be required for the Literature major at a UC. Please check with your counselor for details.

# Certificate and Degrees

## ESL Beginning Level Certificate of Completion

*Division: Language Arts*

**Noncredit  
Certificate:** 360 Hours

Coursework in English as a Second Language is intended for students whose first language is other than English. The program differs from that offered in adult schools in its rigor and focus. Beginning courses are designed for students with minimal skills in one or more of the reading, writing, speaking and listening areas. The ESL Beginning Level Certificate can be completed by taking on campus or off-site classes.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Hours</b>
ESL 402	Beginning Writing/Grammar 1	108
ESL 403	Beginning Reading/Vocabulary 1	54
ESL 410	Beginning Writing/Grammar 2	108
ESL 411	Beginning Reading/Vocabulary 2	54
ESL 412AB	Beginning Pronunciation/Speaking	36
	<b>Total hours required for certificate</b>	<b>360</b>



## ESL Intermediate Level Certificate of Completion

*Division: Language Arts*

**Noncredit  
Certificate:** 360 Hours

Coursework in English as a Second Language is intended for students whose first language is other than English. The program differs from that offered in adult schools in its rigor and focus. This intermediate certificate is designed for students with minimal skills in one or more of the reading, writing, speaking and listening areas. The program seeks to support and encourage students as they begin to take coursework elsewhere in the college curriculum, and thus many students take coursework simultaneously in ESL and in other disciplines.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Hours</b>
ESL 420	Intermediate Writing/Grammar 3	108
ESL 421	Intermediate Reading/Vocabulary 3	54
ESL 430	Intermediate Writing/Grammar 4	108
ESL 431	Intermediate Reading/Vocabulary 4	54
ESL 432AB	Intermediate Pronunciation/Speaking	36
	<b>Total hours required for certificate</b>	<b>360</b>

# Certificate and Degrees

## ESL Advanced Level Certificate of Completion

*Division: Language Arts*

**Noncredit  
Certificate:** 342 Hours

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 in adult schools in its rigor and focus. This advanced course parallels the developmental English composition course, but stresses improvement of the skills with an emphasis on the special needs of the non-native speaker.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Hours</b>
ESL 440	Advanced Writing/Grammar 5	108
ESL 441	Advanced Reading/Vocabulary 5	54
ESL 450	Advanced Writing/Grammar 6	54
ESL 451	Advanced Reading/Vocabulary 6	54
ESL 452AB	Advanced Pronunciation/Speaking	72
	<b>Total hours required for certificate</b>	<b>342</b>

## Foreign Language Studies

*Division: Language Arts*

- A.A. Degree:** 21 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units
- Certificate:** Certificate is not available.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. Degree

By studying different languages, (French, Spanish, and ASL) the student gains an appreciation for various cultures and the ability to communicate in each one. Many career opportunities are available for a student who is multilingual. Business, foreign trade, education, banking, travel and interpreting are some of the possibilities.

Course Numbers	Core Courses	Units
<b>Select one level four class from this group (3-4 units):</b>		
ASL 4	Advanced American Sign Language (3)	
<b>or</b> FREN 4	Advanced French 4 (4)	
<b>or</b> SPAN 4	Advanced Spanish (4)	3 or 4
<b>Select one level two class from a language different than the level four (3-4 units):</b>		
ASL 2	Beginning American Sign Language (3)	
<b>or</b> FREN 2	Elementary French 2 (4)	
<b>or</b> SPAN 2	Elementary Spanish (4)	3 or 4
<b>Minimum Core Course Units:</b>		<b>6-8</b>
Course Numbers	Support Courses	Units
<b>Select 13-15 additional units from this list to complete the total units required.</b>		
ART 3	Art History/Gothic-Modern	3
ART 4,5/ANTH 4,5	Pre-Columbian Art & Cul/Americas-Meso and Pre-Columbian Art & Cul Americas-So Amer	3/3
ASL 1,2,3	Beginning through Intermediate Sign Language	4/3/3
ENGL 10	Chicano Literature	3
ENGL 44	World Literature 1	3
ENGL 45	World Literature 2	3
FREN 1,2,3	Elementary French 1; Elementary French 2; Intermediate French 3	4/4/4
GEOG 2	World Regional Geography	3
GEOG 3	Cultural Geography	3
HIST 4	History of Western Civilization to 1648	3
HIST 5	History of Western Civilization since 1648	3
PORT 1	Elementary Portuguese	4
SPAN 1,2,3	Elementary Spanish 1; Elementary Spanish 2; Intermediate Spanish 3	4/4/4
SPAN 12	Hispanic Literature	3
<b>Minimum Support Course Units:</b>		<b>13-15</b>
<b>Total Minimum Units Required:</b>		<b>21</b>

# Certificate and Degrees

## French

*Division: Language Arts*

- A.A. Degree:** 18 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
- Certificate:** Certificate is not available.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. Degree

A major in French at COS allows students to gain understanding of a new language and culture, and by comparison, greater insight and appreciation for their own language and culture. A second language expands students' research capacities and facilitates participation in the international communications systems. Knowing French will enhance students' opportunities to be involved in, or employed by, international businesses, banking systems, journalism, cultural and medical exchanges, government agencies, and in education.

Course Numbers	Core Courses	Units
FREN 2	Elementary French 2	4
FREN 3	Intermediate French 3	4
FREN 4	Advanced French 4	4

**Minimum Core Course Units: 12**

Course Numbers	Support Courses	Units
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#### Select 3 additional units from this list

ENGL 44	World Literature 1	3
ENGL 45	World Literature 2	3
HIST 4	History of Western Civilization to 1648	3
HIST 5	History of Western Civilization since 1648	3

#### Select 3 additional units from this list to complete the total units required

ART 2	Art History/Ancient-Gothic	3
ART 3	Art History/Gothic-Modern	3
ENGL 44	World Literature 1	3
ENGL 45	World Literature 2	3
FREN 1	Elementary French 1	3
GEOG 2	World Regional Geography	3
HIST 4	History of Western Civilization to 1648	3
HIST 5	History of Western Civilization since 1648	3
PHIL 5	Ethics	3
PHIL 25	Critical Thinking	3

**Minimum Support Course Units: 6**

**Total Minimum Units Required: 18**

## Interpreter (Spanish)

*Division: Language Arts*

**A.S. Degree:** Degree not available.  
**Certificate:** 17 units in courses listed below with a minimum of a "C" grade in all required courses.

### Skill Certificate

This certificate is designed to be completed within two semesters enabling students to prepare for the three California Judicial Council/Administrative Office of the Courts Certified Interpreter Exam in English and Spanish. This Certificate demonstrates that a minimum competency in oral and written translation in English and Spanish has been obtained by the student for use in a variety of governmental and medical settings.

**Note:** This certificate has a minimum of 17 units and students must complete at least one or more courses or equivalent competencies under each of the following areas of competency with a "C" or better. The Spanish Department will assist students in finding placements for work experience.

<b>I. English Competency:</b>		
<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
BUS 293	Business English (4)	
<i>or</i> ENGL 251	Intro to Academic Reading and Writing (4)	
<i>or</i> ENGL 1	College Reading & Composition (4)	4
<b>II. Spanish Competency:</b>		
<b>Course Numbers</b>	<b>Core Course</b>	<b>Units</b>
SPAN 4	Advanced Spanish*	4
<i>or</i> SPAN 12	Hispanic Literature	3
<b>III. Interpreting Competency:</b>		
<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
SPAN 280**	Interpreters Written Exam Prep (Fall Semester)	1
SPAN 281AD	Spanish Interpreting Skills (Spring Semester)	3
<b>IV. Vocabulary &amp; Terminology:</b>		
<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
ENGL 280	Vocabulary Building for Tests	1
SPAN 180	Spanish Legal/Medical Terms (Fall Semester)	3
PARA 102	Legal Terminology	2
BUS 256	Medical Terminology	3
	(Note: Select at least two courses in Area IV)	
	<b>Minimum Core Course Units:</b>	<b>17</b>
<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
<b>Select 6 additional units from this list to complete the requirements for this certificate.</b>		
AJ112	Legal Aspects of Evidence	3
AJ 115	Criminal Law 2	3
PARA 101	Introduction to Paralegalism	3
PARA 236	Administrative Law	3
WEXP 193 1-196 1	Business Internship/Work Experience	1-4
	<b>Minimum Support Course Units:</b>	<b>0</b>
	<b>Total Minimum Units Required:</b>	<b>17</b>

\*Fluency in Spanish as determined by departmental assessment.

\*\*Recommended introductory class taught in English for all languages

# Certificate and Degrees

## Journalism

*Division: Language Arts*

- A.A. Degree:** 18 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
- Certificate:** Certificate is not available.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. Degree

This major is designed for students who plan to pursue a higher degree in media communications as well as those who plan to secure employment with area newspapers, public relations firms, advertising firms, or non-profit agencies. It is also appropriate for those seeking jobs requiring photography or computer skills, and for those interested in law, criminal justice, graphic arts, and web page design. This major offers several options. Language skills are heavily emphasized.

Course Numbers	Core Courses	Units
ENGL 2	Logic and Composition	3
JOUR 1	Writing for the Media	3
JOUR 7/GOVT 7	Mass Communication	3
JOUR 103AD	Newspaper Production (1 <sup>st</sup> semester)	4

**Minimum Core Course Units: 13**

Course Numbers	Support Courses	Units
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#### Select 2-4 additional units from this list

JOUR 20	Cultural Issues in Film/TV/Web	3
JOUR 103AD	Newspaper Production (2 <sup>nd</sup> semester)	4
JOUR 104AD	Editorial Board	2
JOUR 105AD	Magazine Production	3
JOUR 111AD	Introduction to Digital Photography	3

#### Select 3-4 additional units from this list to complete the total units required

ART 23AD	Macintosh Basics for Artists	3
CINA 31	Motion Picture Appreciation	2
CINA 32	Motion Picture Appreciation	2
COMP 229	Web Page Design and Development	3
DRAM 101AD	Introduction to TV Production	4
GD 160	Graphic Design	4
GD 161AD	Graphic Design Applications	4
GOVT 25/BUS 25/AJ 25	Constitutional Law	3
JOUR 20	Cultural Issues in Film/TV/Web	3
JOUR 103AD	Newspaper Production (3 <sup>rd</sup> & 4 <sup>th</sup> semesters)	4/4
JOUR 104AD	Editorial Board (3 <sup>rd</sup> & 4 <sup>th</sup> semesters)	2/2/2/2
JOUR 105AD	Magazine Production	3
JOUR 111AD	Introduction to Digital Photography (3 <sup>rd</sup> & 4 <sup>th</sup> semesters)	3/3/3/3
COMM 1	Fundamentals of Public Speaking	3
COMM 5	Argumentation and Debate	3
COMM 4	Interpersonal Communication	3
COMM 112/BUS 112	Public Speaking for Business	4

**Minimum Support Course Units: 5**

**Total Minimum Units Required: 18**

## Spanish

*Division: Language Arts*

- A.A. Degree:** 21 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
- Certificate:** Certificate is not available.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. Degree

Many career opportunities are available for students who are proficient in both English and Spanish. After completing an A.A. degree in Spanish, a student is able to engage in conversation, understand the essential points of a narrative or explanation, read and comprehend some literature and most factual information addressed to a general reader, and write summaries, descriptions or events, and correspondence. Business, finance, education, health care, social services, travel, and interpreting are some of the fields that a student could enter with a Spanish major.

Course Numbers	Core Courses	Units
HIST 23	Mexican-American	3
SPAN 4	Advanced Spanish	4
SPAN 12	Hispanic Literature	3

**Minimum Core Course Units: 10**

Course Numbers	Support Courses	Units
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**Select 11 additional units from this list to complete the total units required**

ART 4,5/ANTH 4,5	Pre-Columbian Art & Cul/Americas-Meso and Pre-Columbian Art & Cul Americas-So Amer	3/3
ENGL 10	Chicano Literature	3
ETHN 3	Mexican-American Studies	3
LING 111	Introduction to Language	3
SPAN 1	Beginning Spanish	4
SPAN 2	Elementary Spanish	4
SPAN 3	Intermediate Spanish	4
SPAN 22	Spanish 2 for Spanish speakers	4
SPAN 23	Spanish 3 for Spanish speakers	4
SPAN 180	Spanish Legal/Medical Terms	3

**Minimum Support Course Units: 11**

**Total Minimum Units Required: 21**

# Certificate and Degrees



**MATH-ENGINEERING**

# Certificate and Degrees

## Engineering

*Division: Math and Engineering*

- A.S. Degree:** 38 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
- Certificate:** Certificate not available.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.S. Degree

Students receiving the associate degree in engineering usually transfer to four-year institutions to complete their bachelor's degree in engineering. Employment opportunities will depend on the area of specialization and the economic state of the various industries hiring those specializations. For this reason students are urged to gain as broad an exposure to the field as possible.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
CHEM 1	General Chemistry	5
ENGR 1	Engineering Graphics	4
ENGR 2	Statics	3
ENGR 3	Materials	3
PHYS 5	Physics for Engineers 1	4
PHYS 6	Physics for Engineers 3	4
PHYS 7	Physics for Engineers 3	4
ENGR 110	Introduction to Engineering	1
MATH 75	Calculus 1	5
MATH 76	Calculus 2	5
	<b>Minimum Core Units</b>	<b>38</b>
<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
<b>Select additional units from this list for further study.</b>		
MATH 77	Calculus 3	3
MATH 80	Linear Algebra	3
MATH 81	Differential Equations	5
	<b>Minimum Support Courses</b>	<b>0</b>
	<b>Total Minimum Units Required</b>	<b>38</b>

## Mathematics

*Division: Math and Engineering*

- A.S. Degree:** 25 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units
- Certificate:** Certificate not available.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.S. Degree

The focus of the required core and support courses for this A.S. Degree are relevant to a student who will transfer to a four-year institution in the field of mathematics and/or a related science. It is not realistic to think that a student that has completed these degree requirements will terminate his or her education with the A.S. Degree to seek employment

Course Numbers	Core Courses	Units
MATH 75	Calculus 1	5
MATH 76	Calculus 2	5
MATH 77	Calculus 3	3
MATH 80	Linear Algebra	3
MATH 81	Differential Equations	5
<b>Minimum Core Course Units</b>		<b>21</b>

Course Numbers	Support Courses	Units
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**Select 4 additional units from this list to complete the total units required.**

MATH 21	Introduction to Statistics	4
PHYS 5	Physics for Engineers 1	4
PHYS 6	Physics for Engineers 2	4
PHYS 7	Physics for Engineers 3	4
ENGR 1	Engineering Graphics	4
ENGR 2	Statics	3
ENGR 3	Materials	3
ENGR 4	Alternating Current Circuits	4
<b>Minimum Support Courses Units:</b>		<b>4</b>
<b>Total Minimum Units Required</b>		<b>25</b>

# Certificate and Degrees

## Physics

*Division: Math and Engineering*

- A.S. Degree:** 33 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
- Certificate:** Certificate not available
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A. S. Degree

The primary benefit of this degree to the student would be the ability to transfer to a four-year institution with less difficulty. This type of focus is generally an enhancement to a student's transcript and resume. Employment opportunities with the A.S. Degree would be limited to employers requiring apprentice level skills in applied mathematics and/or physics.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
MATH 7	Calculus 1	5
MATH 76	Calculus 2	5
MATH 77	Calculus 3	3
MATH 80	Linear Algebra	3
MATH 81	Differential Equations	5
PHYS 5	Physics for Engineers 1	4
PHYS 6	Physics for Engineers 2	4
PHYS 7	Physics for Engineers 3	4
	<b>Minimum Units Required:</b>	<b>33</b>

**NURSING**

# Certificate and Degrees

## Emergency Medical Technician B

*Division: Nursing*

**A.S. Degree:** Degree is not available.  
**Certificate:** 4 units in courses listed below with a minimum of a "C" grade in all courses.

### Skill Certificate

The Emergency Medical Technician B course prepares the student for certification for entry level positions with ambulance companies and in hospital emergency rooms. Opportunities for full or part time employment in emergency medical services are available to qualified applicants.

The student who completes this course will develop skills in recognition of symptoms of illness and/or injury and proper procedures for emergency care. Those who complete the EMTB courses are eligible to sit for the National Registry of Emergency Medical Technicians and employment by government and private emergency health care services in the area. State certification and national testing fees will apply. They are also eligible to enter Emergency Medical Technician Paramedic training, which provides opportunity for career advancement, higher pay, and greater responsibility in providing emergency health care. Some EMT's enter nursing and other advanced health care fields after they have learned about career possibilities through their work as an EMT. Call the Nursing and Allied Health Division office for more information. (559) 730-3732.

To be able to sit for the national exam students must:

1. Be 18 years old
2. Complete EMT 251 with a "C" or better
3. Pass an examination given by the National Registry of Emergency Medical Technicians

Fingerprint clearance by the Department of Justice may be required. Specific information about the criminal record may be obtained from the Division office. Local area hospitals may require background checks prior to clinical placement.

Recertification is available through the Division of Nursing and Allied Health

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
EMT 251	Emergency Medical Technician B	4
	<b>Total Minimum Units Required:</b>	<b>4</b>

## Health Care Interpreting

*Division: Nursing*

**A.S. Degree:** Degree is not available.  
**Certificate:** 15 units in courses listed below with a minimum of a "C" grade in all courses.

This is a 15 unit Health Care Interpreter Certificate Program that can be completed in two semesters. In the first semester, students will take HLTH 280 and HLTH 281 concurrently. In the second semester the students will take HLTH 282 and HLTH 283 concurrently. Students must pass all courses with a minimum of "C" grade.

The curriculum for the Health Care Interpreter Certificate is designed to train bilingual and bicultural students to develop an awareness, knowledge, and skills necessary for effective language interpretation in health care settings. Through academic preparation, practical skills training, and service in community-based health care settings and educational organizations, certificate candidates learn:

- a) roles and responsibilities of a health care interpreter.
- b) basic knowledge of common medical conditions, treatments, and procedures.
- c) insight in language and cultural nuances specific communities.
- d) application of interpreting skills in English and language of service

### Skill Certificate

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
HLTH 280	Interpreting in Health Care 1	2
HLTH 281	Interpreting in Health Care 2	4
HLTH 282	Interpreting in Health Care 3	6
HLTH 283	Interpreting in Health Care 4	3
	<b>Total Minimum Units Required:</b>	<b>15</b>

# Certificate and Degrees

## Nursing Assistant

*Division: Nursing*

**A.S. Degree:** Degree is not available.

**Certificate:** 6 units in courses listed below with a minimum of a "C" grade in all courses.

### Skill Certificate

This is a 6 unit Nursing Assistant certificate course that can be completed in a single semester. The program prepares the student to receive a certificate permitting practice as a Nursing Assistant. Once students successfully complete NURS 260, they are eligible to take the certification exam given by the State of California Department of Health Services Licensing and Certification. Jobs are plentiful and offered at many sites throughout the college district.

To qualify for the state certificate, the student must pass the course with a grade of "C" or better and successfully pass a state examination to verify competence in the area. Fingerprint clearance by the Department of Justice is required. State certification and national testing fees will apply. Specific information about the criminal record may be obtained from the Division office. Local area hospitals may require background checks prior to clinical placement

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
NURS 260	Nursing Assistant	6
	<b>Total Minimum Units Required:</b>	<b>6</b>



## Peripheral IV Skills

*Division: Nursing*

**A.S. Degree:**

Degree is not available.

**Certificate:**

The .5 unit course listed below with a minimum of a "C" grade in all courses.

### Skill Certificate

This skill certificate is given to the RN student or LVN student who has completed the basic requirements for basic peripheral venipuncture. This certificate does not meet LVN Board requirements for LVN certification for venipuncture and blood withdrawal.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
NURS 155	IV Skills	0.5
	<b>Total Minimum Units Required:</b>	<b>0.5</b>

## Pharmacy Technician

*Division: Nursing*

**A.S. Degree:** Degree is not available.  
**Certificate:** The 10 unit program below with a minimum of a "C" grade in all courses.

### Skill Certificate

This is a 10 unit Pharmacy Technician certificate program that can be completed in two (2) semesters. The program will prepare the student for an entry level position as a Pharmacy Technician in a retail or hospital pharmacy. After successful program completion, the student is eligible for California State Pharmacy Technician registration. State application fees will apply.

The curriculum for this program is adapted from the "Model Curriculum for Pharmacy Technician Training" which was developed by the American Society of Health-System Pharmacists. Local area hospitals may require background checks prior to clinical placement

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
PT 210	Introduction to Pharmacy Systems	1
PT 211	Pharmacology for Pharmacy Technicians	3
PT 212	Pharmacy Technician Practice 1	1
PT 220	Pharmacy Technician Practice 2	2
PT 221	Professionalism for Pharmacy Technicians	1
PT 222	Pharmacy Technician Externship	2
	<b>Total Minimum Units Required:</b>	<b>10</b>

## Phlebotomy Technician

*Division: Nursing*

**A.S. Degree:** Degree is not available.  
**Certificate:** 3.5 units listed below with a minimum of a "C" grade in all courses.

### Skill Certificate

This is a 3.5 unit Phlebotomy Technician certificate program that can be completed in one (1) semester. The program prepares the student for certification to become a certified Phlebotomist 1.

The Phlebotomy Technician Certificate signifies the satisfactory completion of the classroom and practical training required by the State of California. After receiving this certificate, the student can submit to examination to the Department of Health Services Laboratory Field Services. Once the State approved examination is successfully completed, the student can apply to the state of California for certification as a Certified Phlebotomist 1. State application fees will apply.

Local area hospitals may require background checks prior to clinical placement.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
NURS 200	Basic Phlebotomy	1
NURS 201	Advanced Phlebotomy	1.5
NURS 202	Phlebotomy Practicum	1
<b>Total Minimum Units Required:</b>		<b>3.5</b>

# Certificate and Degrees

## Registered Nursing

*Division: Nursing*

- A.S. Degree:** 80.5 units with a minimum of a "C" grade plus General Education and graduation requirements.  
**Certificate:** Certificate is not available.  
**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.S. Degree

The program is approved by the California Board of Registered Nursing, and successful completion of the requirements qualifies the graduate to sit for the National Licensing Examination for Registered Nurses. The successful R.N. may begin employment in a wide variety of entry level positions. Jobs are readily available and there is full employment for those who choose to work. Graduates of this program are readily accepted at university-level baccalaureate programs and enter into upper division nursing courses.

High School preparation for Nursing should include a good foundation in Math, Science and English. A career ladder exists: C.N.A. to L.V.N. to R.N. to B.S.N. to M.S.N.

### Admissions Requirements

- Graduation from an accredited high school or GED equivalency
- 2.5 or higher GPA on combined Biology prerequisite courses and an overall GPA of 2.5
- A minimum grade of "C" in all prerequisite courses. Please be advised that "C" grades in all prerequisite courses do not meet the 2.5 minimum GPA requirement
- No more than one repetition of any biology course. W's count as a repeat.
- Local area hospitals will require background checks prior to clinical placement
- TEAS exam with 67% or higher completed PRIOR to applying

### Note: You must have the following upon admission into the COS RN Program

- Current American Association Health Care Provider CPR card
- Health Clearance (immunizations and Physical Exam)
- Current California Drivers License
- Current California automobile insurance and use of an automobile

### Application Instructions

1. Complete and return the RN application **BEFORE** the deadline. There are **TWO** application deadlines. The deadline for applying for the fall class is **January 15<sup>th</sup>** and the deadline for applying for the spring class is **July 15<sup>th</sup>**.
2. Request one (1) official (sealed) transcript to be sent from your high school (where you graduated). If you did not graduate from high school but took a GED exam, have (1) official (sealed) copy of your scores sent to the College AND request official (sealed) transcripts from **every** college, university, or post-high school program you have attended (*except* College of the Sequoias). All transcripts must be received by the deadline (**January 30<sup>th</sup>** is the deadline for submitting transcripts for the fall class and **July 30<sup>th</sup>** the deadline for submitting transcripts for the spring class).
3. Attend an RN Information Meeting and/or call the Nursing Division for advising information and any questions regarding the application process.

### Timeline Information for RN Applicants

Semester for Admission	Application Deadline	Deadline for Receipt of Transcripts	Date of Notification	Semester Begins
Fall	January 15th	January 30th	May	August
Spring	July 15th	July 30th	November	January

## RN Prerequisite Courses (all courses must be completed PRIOR to application to the RN Program)

BIOLOGY 30 (Anatomy) – 4 semester units with a lab  
 BIOLOGY 31 (Physiology) – 4 semester units with a lab  
 BIOLOGY 40 (Microbiology) – 4 semester units with a lab  
 ENGLISH 001 – 4 semester units  
 TEAS Exam with 67% or higher

## Co-requisite Courses (Recommended for completion prior to entering RN Program):

COMMUNICATION 001, 004, 008 – 3 semester units  
 PSYCHOLOGY 001 – 3 semester units  
 SOCIOLOGY 001, ANTHROPOLOGY 010,  
**or** NURSING 106 (Cultural Diversity in Health & Illness) – 3 semester units

## Additional Graduation Requirements for A.S. Degree (Recommended for completion prior to RN Program):

GENERAL EDUCATION HUMANITIES (COS Area C) – 3 semester units  
 GOVERNMENT 005, HISTORY 017 OR 018 - 3 units  
 GENERAL EDUCATION SOCIAL SCIENCE (COS Area D) may be met by above (see counselor)  
 MATH COMPETENCY required for graduation – MATH 230 or equivalent – 4 units

**NOTE:** High School preparation for nursing should include a good foundation in Math, Science, and English.

**Students who anticipate continuing his/her education for a BSN (Bachelor of Science in Nursing) are strongly encouraged to take CHEM 30 and NUTR 18.**

## Nursing courses—taken AFTER admission into the program:

1st Semester	NURSING 161	Maintaining Optimal Wellness	11 units
2nd Semester	NURSING 152	Promote Perinatal Wellness	4 units
	NURSING 153	Promote Pediatric Wellness	4 units
	NURSING 154	Promote Mental Wellness	4 units
3rd Semester	NURSING 155	IV Skills	.5 units
	NURSING 163	Promote/Restore Wellness	9 units
4th Semester	NURSING 164	Promote/Restore Wellness	8 units
	NURSING 166	Nursing Leadership	3 units
<b>Minimum Required Course Units:</b>			<b>43.5 units</b>
<b>Total Minimum Units Required:</b>			<b>80.5 units</b>

## ••• ADVANCED PLACEMENT CANDIDATE ••• ADMISSION APPLICATION FOR LVN TO RN PROGRAM

### Admission Requirements

- LVN's requesting "30 unit option" must meet with the Nursing Director prior to application
- Graduation from an accredited high school or GED equivalency
- 2.5 or higher GPA on combined Biology prerequisite courses and an overall GPA of 2.5
- A minimum grade of "C" in all prerequisite courses. Please be advised that "C" grades in all prerequisite courses do not meet the 2.5 minimum GPA requirement
- No more than one repetition of any biology course. W's count as a repeat.
- Local area hospitals will require background checks prior to clinical placement

# Certificate and Degrees

**Note: You must have the following upon admission into the COS RN Program**

- Current, valid California LVN License
- IV Therapy Certification
- Current American Heart Association Health Care Provider CPR card
- Health Clearance (Immunizations and Physical Exam)
- Current California Drivers License
- Current California automobile insurance and use of an automobile
- Completion of NURS 150 with a "C" or better
- Validation of skills competency before starting NURS 163

Upon successful completion of the RN Program, the California Board of Registered Nursing requires students to complete application paperwork and fingerprint screening in order to take the State licensure exam. If you have ever been convicted of offenses, other than traffic violations, it is recommended that you contact the Director of the RN Program for advising or the BRN for further information (916) 322-3350.

## Application Instructions

1. Complete and return the LVN to RN application by January 15<sup>th</sup>. Indicate the LVN to RN option you prefer (I, II, III).
2. Request one (1) official (sealed) transcript to be sent from your high school (where you graduated). If you did not graduate from high school but took a GED exam, have (1) official (sealed) copy of your scores sent to the College AND request official (sealed) transcripts from **every** college, university, or post-high school program you have attended (except College of the Sequoias). All transcripts must be received by the deadline **January 30<sup>th</sup>**.
3. Attend an RN Information Meeting and/or call the Nursing Division for advising information and any questions regarding the application process.
4. Prior approval is required before registering for NURS 150. You will need to provide the Nursing Office with a copy of your LVN License, IV Therapy certification, and college transcripts before taking NURS 150. Your application should also be on file at this time. NURS 150 should be the last prerequisite you take.
5. TEAS exam with 67% or higher, completed PRIOR to applying.

## Timeline Information for LVN to RN Applicants

Application Deadline	Transcript Deadline	Date of Notification	Semester Begins
January 15th	January 30th	May	August

**Advanced Placement students who are not LVN's should begin the process by meeting with the Nursing Counselor.**

**Note:** Nursing courses and requirements—taken with approval from the Nursing Director

NURSING 150 – Transition Class 2 units

## Validation of Skills Competency *before* entering NURSING 163

Nursing courses the advanced placement student will take after admission into the program:

1st Semester	NURSING 154	Promote Mental Wellness	4 units
	NURSING 163	Promote/Restore Wellness	9 units
2nd Semester	NURSING 164	Promote/Restore Wellness	8 units
	NURSING 166	Nursing Leadership	3 units

**Minimum Required Course Units: 24 units**

**Note:** Upon successful completion of the RN program, the California Board of Registered Nursing requires students to complete application paperwork and fingerprint screening to take the State licensure exam. If you have ever been convicted of offenses, other than traffic violations, it is recommended that you contact the Director of the RN program for advising or the BRN for further information (916) 322-3350.

**PHYSICAL ED**

# Certificate and Degrees

## Athletic Trainer/Sports Medicine

*Division: Physical Education*

- A.S. Degree:** 36 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
- Certificate:** Certificate not available.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.S. Degree

This program is designed to prepare the student to administer appropriate procedures in the prevention, care, and rehabilitation of athletic injuries. Students who successfully complete the program may transfer to a four-year institution to continue their education in fulfillment of the requirements of the National Athletic Trainers Association.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
BIOL 30	Human Anatomy	4
BIOL 31	Human Physiology	4
CHEM 20	Introduction to General Chemistry	4
HW 3	Standard First Aid	3
NUTR 18	Nutrition	3
SMED 40	Introduction to Sports Injuries	3
SMED 60	Concepts in Health & Fitness	3
SMED 150AD	Practicum in Sports Medicine (2), four semesters	8
<b>Minimum Core Units:</b>		<b>32</b>

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
<b>Select 4 additional units from this list to complete the total units required.</b>		
CHEM 21	Organic/Biological Chemistry	4
CHLD 39/PSY 39	Child Development	3
HW 1	Personal & Community Health	3
HW 104	Drugs & Society	3
PSY 1	General Psychology	3
SMED 180AD	Applica Treatment & Rehabil (2), up to four semesters	2-8
SMED 280AD	Policies and Procedures of Sports Medicine (2), up to four semesters	2-8
<b>Minimum Support Course Units:</b>		<b>4</b>
<b>Total Minimum Units Required:</b>		<b>36</b>



## Dance

### *Division: Physical Education*

**A.A. Degree:** 26 units with a minimum "C" grade in all required courses, plus General Education and graduation requirements for a total of 60 units

**Certificate:** Certificate is not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. Degree

Dance comes from the inner self and the need to communicate. Before there was written work, there was dance. This course of study provides the person who loves dance with the training to go on to a four-year institution. The Dance major will find jobs in private studios, recreation programs, YMCA's and schools, directing dance programs, drill teams, and cheerleading squads. They may find employment at entertainment parks such as Disneyland, Universal Studios, or Six Flags, or with semi-professional or professional theater companies or dance companies throughout the United States. Some dancers specialize in Dance therapy, offering a holistic approach to healing.

Course Numbers	Core Courses	Units
ART 1	Art Appreciation	3
DANC 6AD	Choreography	1
DANC 8AD	Beginning Ballet	1
DANC 10AD	Modern Dance	1
DANC 12AD	Jazz Dance	1
DANC 13AB	Advanced Jazz Dance	1
DANC 16AB	Beginning Tap Dance	1
DRAM 2	Fundamentals of Acting 1	3
DRAM 12AB	Costuming	3
DRAM 17AB	Makeup	3
HW 1	Personal & Community Health	3
MUS 10	Music Appreciation	3

**Minimum Core Course Units: 24**

Course Numbers	Support Courses	Units
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**Select 2 additional units from this list to complete the total units required**

DANC 41AD	Musical Theater Performance-Dance	2
HW 3	Standard First Aid	3
HW 60	Concepts in Health & Fitness	3
PE 36	Introduction to Physical Education	3
PE 188	Peak Performance	3

**Minimum Support Course Units: 2**

**Total Minimum Units Required: 26**

# Certificate and Degrees

## Health Education

*Division: Physical Education*

**A.S. Degree:** 30 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.

**Certificate:** Certificate not available.

**Transfer:** Preparation requirements for the Health related major vary from university to university. Some of the courses included in this program may fulfill transfer requirements. Students planning to transfer to a four-year school are encouraged to review specific requirements with a counselor and check the major sheet of the university they plan to attend.

### A.A. Degree

The Health Education major will enable student to develop a background to pursue a career in any if the health fields. The area of Public Health provides employment opportunities in hospitals, rehabilitation centers, geriatric facilities, and sales of medical supplies. In Community Health, employment is available through OSHA, HAZMAT, mosquito abatement, pest control, and environmental control agencies. Students who transfer to a four-year institution may pursue a Bachelors Degree in Health Science and a Masters Degree in Public Health.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
CHLD 148	Child Health/Safety DS7	3
HW 1	Personal & Community Health	3
HW 3	Standard First Aid	3
HW 60/SMED 60	Concepts in Health & Fitness	3
NURS 106	Cultural Diversity/Healthcare	3
NUTR 18	Nutrition	3
PSY 1	General Psychology	3
SOC 1	Introduction to Sociology	3

**Minimum Core Course Units: 24**

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
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**Select 6 additional units from this list to complete the total units required**

HW 104	Drugs and Society	3
HW 7	Sports Health	3
SMED 40	Introduction to Sports Injuries	3

**Minimum Support Course Units: 6**

**Total Minimum Units Required: 30**

## Physical Education

*Division: Physical Education*

<b>A.S. Degree:</b>	30 units with a minimum “C” grade plus General Education and graduation requirements for a total of 60 units.
<b>Certificate:</b>	Certificate not available.
<b>Transfer:</b>	Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. Degree

The Physical Education major may find employment in recreational programs or transfer to a four-year institution to become qualified as an instructor or to pursue a career in athletic coaching.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
BIOL 30	Human Anatomy	4
BIOL 31	Human Physiology	4
HW 1	Personal & Community Health	3
HW 3	Standard First Aid	3
HW 60/SMED 60	Concepts in Health & Fitness	3
NUTR 18	Nutrition	3
PE 36	Introduction to Physical Education	3
PE Activity	Minimum of 4 units in PE Activity	4

**Minimum Core Course Units: 27**

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
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**Select 3 additional units from this list to complete the total units required**

HW 7	Sports Health	3
IA 31AD	Intercollegiate Women’s Equestrian	1
PE 37	Introduction to Coaching	2
PE 24AD	Conditioning for Softball	1
PE 29AD	Conditioning for Baseball	1
PE 178AD	Modified Fitness	1
PE 179	Modified Self-Defense	1
PE 188	Peak Performance	3
SMED 40	Introduction to Sports Injuries	3

**Minimum Support Course Units: 3**

**Total Minimum Units Required: 30**



**SCIENCE**

# Certificate and Degrees

## Biology

*Division: Science*

**A.S. Degree:** 25 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.

**Certificate:** Certificate not available.

**Transfer Student:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.S. Degree

The Biology major provides the student with some of the background necessary to pursue upper division study in a wide variety of biological fields, including pre-medicine, pre-dentistry, pre-pharmacy, physiology, science teaching, research, marine biology, biotechnology, and field ecology. The lower division Biology major requirements at most four-year institutions include a year each of organic chemistry, calculus and physics. Though these courses are not required for the COS Biology major, the student is strongly advised to complete most of these courses prior to transferring. A fully prepared biology major may complete the required biology courses and the support courses (organic chemistry, calculus and physics) in two years. However, most students choose to spread the course work over a longer period. There are few jobs available, other than as a laboratory assistant, for students who have completed only the courses required for the A.S. Degree level Biology major. Nearly all jobs in the biological science field require at least a B.A. or B.S. degree and often require a graduate degree.

<u>Course Numbers</u>	<u>Core Courses</u>	<u>Units</u>
BIOL 01	Principles of Biology	5
BIOL 02	Principles of Biology	5
	<b>Minimum Core Units</b>	<b>10</b>

<u>Course Numbers</u>	<u>Support Courses</u>	<u>Units</u>
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**Select 15 additional units (one course minimum from each group) to complete the required.**

#### Group 1:

MATH 21	Introduction to Statics	4
MATH 70	Pre-calculus	5
MATH 75	Calculus 1	5

#### Group 2:

BIOL 40	General Microbiology	4
CHEM 01	General Chemistry	5
CHEM 02	General Chemistry	5
CHEM 12	Organic Chemistry	3
CHEM 12L	Organic Chemistry Laboratory 1	2
CHEM 13	Organic Chemistry 2	3
CHEM 13L	Organic Chemistry Laboratory 2	2
CHEM 20	Introduction to General Chemistry	4
CEHM 21	Organic/Biological Chemistry	4
PHYS 05	Physics for Engineers 1	4
PHYS 06	Physics for Engineers 2	4
PHYS 07	Physics for Engineers 3	4
PHYS 20	General Physics 1	4
PHYS 21	General Physics 2	4

**Minimum Support Courses** **15**

**Total Minimum Units Required** **25**

## Chemistry

*Division: Science*

<b>A.S. Degree:</b>	30 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
<b>Certificate:</b>	Certificate not available
<b>Transfer Student:</b>	Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A. S. Degree

The Chemistry major provides the student with the background necessary to pursue upper division study in chemistry. Students should check for additional specific requirements at four-year institutions, particularly in the math and physics courses required.

Employment opportunities with an A.S. in chemistry may be limited to those employers that use chemical testing for quality control and/or need a laboratory technician.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
CHEM 1	General Chemistry	5
CHEM 2	General Chemistry	5
CHEM 12	Organic Chemistry	3
CHEM 12L	Organic Chemistry Laboratory 1	2
CHEM 13	Organic Chemistry 2	3
CHEM 13L	Organic Chemistry Laboratory 2	2

**Minimum Core Courses Units** **20**

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
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**Select 10 additional units from this list.**

BIOL 01	Principles of Biology	5
BIOL 20	Frontiers in Biology	4
MATH 75	Calculus 1	5
PHYS 05	Physics for Engineers 1 (4)	4
<b>or</b> PHYS 20	General Physics 1 (4)	

**Minimum Support Courses Units** **10**

**Total Minimum Units Required** **30**

# Certificate and Degrees

## Laboratory Technician

*Division: Science*

**Degree:** Degree not available

**Certificate:** 17 (13) units in courses listed below with a minimum of a "C" grade in all courses.

### Skill Certificate

The Laboratory Technician Program will provide the student with the necessary educational and technical background to work in a laboratory setting. Students will learn basic cell biology and general biological chemistry. The laboratory courses will train students in proper laboratory practices and the use of laboratory instrumentation.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
BIO 60	Introduction to Cell Biology	3
CHEM 30	General and Biological Chemistry	5
BIOL/CHEM 180	Lab Techniques & Practices	2
BIOL/CHEM 185	Applied Lab Practices	2
BIOL 270	Microbiology Techniques	1
MATH 200**	Elementary Algebra	(4)

**Minimum Core Courses Units** **13-17**

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
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**Select additional units from this list for further study.**

DPTI 202	GMP and Sanitation	1
DPTI 203	Industrial Safety	1
DPTI 208	Laboratory Skills	1
<b>Minimum Support Courses Units</b>		<b>0</b>

**Total Minimum Units Required** **13-17**

\*\*MATH 200 requirement may be waived if student is eligible for MATH 230 as determined by COS placement procedures.



## Mathematics – Science

*Division: Science*

<b>A.S. Degree:</b>	21 units with a minimum “C” grade plus General Education and graduation requirements for a total of 60 units
<b>Certificate:</b>	Certificate not available.
<b>Transfer Students:</b>	Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.S. Degree

The Science and Math major provides the student with some of the introductory courses that make up the lower division requirements of a variety of science majors. In order to develop marketable skills in one of the disciplines of science, the student must plan on the lower division requirements for a discipline-specific major such as physics, chemistry or biology, and then complete the upper division courses for that major at a four-year campus.

Course Numbers	Core Courses	Units
Select <b>TWO</b> of the following science sequences from this list to complete the total units required.		
BIOL 1 <b>and</b> BIOL 2	Principles of Biology (5)	10
CHEM 1 <b>and</b> CHEM 2	General Chemistry (5)	10
PHYS 20 <b>and</b> PHYS 21	General Physics 1 (4)	8
PHYS 5 PHYS 6 PHYS 7	Physics for Engineers 1 (4) <b>and</b> Physics for Engineers 2 (4) <b>and</b> Physics for Engineers 3 (4)	12
<b>Minimum Core Course Units</b>		<b>18-22</b>
Course Numbers	Support Courses	Units
Select <b>one</b> course from this list to complete the total units required.		
MATH 75 <b>or</b> MATH 76	Calculus 1 (5)	5
<b>Minimum Support Courses Units:</b>		<b>3</b>
<b>Total Minimum Units Required</b>		<b>21</b>

# Certificate and Degrees

## Physical Science

*Division: Science*

- A.S. Degree:** 30 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
- Certificate:** Certificate not available
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.S. Degree

The Physical Science major provides the student with a full range of lower division courses in the physical sciences. This major will not replace lower division coursework necessary for discipline-specific majors in chemistry, geology, or physics. Employment opportunities would be limited to employers requiring entry level skills in the applied physics/sciences.

Course Numbers	Core Courses	Units
CHEM 1	General Chemistry	5
CHEM 2	General Chemistry	5
PHYS 20 <i>and</i> PHYS 21	General Physics (4) General Physics (4)	8
<i>or</i> PHYS 5 PHYS 6 PHYS 7	Physics for Engineers 1 (4) Physics for Engineers 2 (4) Physics for Engineers 3 (4)	
GEOL 1	Physical Geology	4
MATH 75 <i>or</i> MATH 21	Calculus 1 (5) Introduction to Statistics (4)	4 or 5
<b>Minimum Core Courses Units</b>		<b>26-31</b>

Course Numbers	Support Courses	Units
<b>Select additional 0-4 units from this list to complete the total units required.</b>		
MET 1	Elementary Meteorology	3
MATH 76	Calculus 2	5
GEOL 12	Environmental Geology	3
BIO 1 <i>or</i> BIO 20	Principles of Biology (5) Frontiers in Biology (4)	4 or 5
GEOG 1	Physical Geography	3
<b>Minimum Support Courses Units</b>		<b>0-4</b>
<b>Total Minimum Units Required</b>		<b>30</b>

**SOCIAL SCIENCE**

# Certificate and Degrees

## Administration of Justice

*Division: Social Sciences*

**A.S. Degree:** Not Available

**Certificate:** 30 units in courses listed below with a minimum of a "C" grade.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### Achievement Certificate

The Administration of Justice: Certificate is awarded for completion of a formal instructional program designed to expose the learner to basic skills, and knowledge important for employment in either Law Enforcement and/or Corrections. Some of these career fields include, but are not limited to: Probation, Parole, Department of Corrections, Highway patrol, Alcohol Beverage Control, Department of Motor Vehicles, Department of Justice, Fish and Game, and Forestry Department.

**Note:** Each law enforcement or corrections agency has their own employment and training requirements.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
AJ 11	Introduction to Criminal Justice	3
AJ 13	Community Relations	3
AJ 14	Criminal Law 1	3
AJ 112	Legal Aspects of Evidence	3
AJ 118	Criminal Investigation	3
	<b>Minimum Core Course Units</b>	<b>15</b>

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
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**Select one (15) additional units from this list to complete the total units required.**

AJ 25/BUS 25/GOVT 25	Constitutional Law	3
AJ 111	Writing for Criminal Justice	3
AJ 113	Juvenile Laws and Procedures	3
AJ 114	Juvenile Delinquency	3
AJ 115	Criminal Law 2	3
AJ 120	Women in Criminal Justice Field	3
AJ 123	Criminal Justice Ethics	3
AJ 125	Leadership and Supervision	3
AJ 145	Terrorism and Freedom	3
AJ 155	The Study of Public Safety	3
WEXP 193 J – 196 J	Admin of Justice Work Experience	1-4
	<b>Minimum Support Courses</b>	<b>15</b>
	<b>Total Minimum Units Required</b>	<b>30</b>

## Administration of Justice: Corrections

*Division: Social Sciences*

- A.S. Degree:** 30 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
- Certificate:** Not available
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A. S. Degree

The Administration of Justice: Corrections degree program offers courses integrating theoretical, philosophical, and practical application. The curriculum is designed to prepare students for beginning paraprofessional or professional employment in criminal justice. On the local level, employment opportunities with a Corrections emphasis include county probation departments, halfway houses, group homes, crisis centers, juvenile halls and victim services agencies. At the State level, employment opportunities exist with the Department of Corrections and Rehabilitation, and the California Youth Authority. The Federal level offers employment with U.S. Probation and the Bureau of Prisons.

**Note:** Each law enforcement agency has their employment and training requirements.

Course Numbers	Core Courses	Units
AJ 11	Introduction to Criminal Justice	3
AJ 13	Community Relations	3
AJ 14	Criminal Law 1	3
AJ 112	Legal Aspects of Evidence	3
AJ 114	Juvenile Delinquency	3
AJ 117	Corrections/Counseling	3
AJ 118	Criminal Investigation	3
AJ 121	Introduction to Corrections	3
AJ 130	Legal Aspects of Corrections	3

**Minimum Core Course Units 27**

Course Numbers	Support Courses	Units
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**Select one (3) additional units from this list to complete the total units required.**

AJ 25/BUS 25/GOVT 25	Constitutional Law	3
AJ 111	Writing for Criminal Justice	3
AJ 113	Juvenile Laws and Procedures	3
AJ 114	Juvenile Delinquency	3
AJ 115	Criminal Law 2	3
AJ 120	Women in Criminal Justice Field	3
AJ 123	Criminal Justice Ethics	3
AJ 125	Leadership and Supervision	3
AJ 145	Terrorism and Freedom	3
AJ 155	The Study of Public Safety	3
WEXP 193 J – 196 J	Admin of Justice Work Experience	1-4

**Minimum Support Courses 3**

**Total Minimum Units Required 30**

# Certificate and Degrees

## Administration of Justice: Law Enforcement

*Division: Social Sciences*

- A.S. Degree:** 30 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
- Certificate:** Not available
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.S. Degree

The Administration of Justice: Law Enforcement degree program offers courses integrating theoretical, philosophical, and practical application. This particular major prepares students for career opportunities in many diversified local, state, federal, and private criminal justice agencies. Some of these career fields include, but are not limited to Highway patrol, Alcohol Beverage Control, Department of Motor Vehicles, Department of Justice, Fish and Game, and Forestry Department.

**Note:** Each law enforcement agency has their employment and training requirements.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
AJ 11	Introduction to Criminal Justice	3
AJ 13	Community Relations	3
AJ 14	Criminal Law 1	3
AJ 110	Police Patrol Procedures	3
AJ 112	Legal Aspects of Evidence	3
AJ 118	Criminal Investigation	3
AJ 119	Criminal Identification	3
	<b>Minimum Core Course Units</b>	<b>21</b>

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
<b>Select one (9) additional units from this list to complete the total units required.</b>		
AJ 25/BUS 25/GOVT 25	Constitutional Law	3
AJ 111	Writing for Criminal Justice	3
AJ 113	Juvenile Laws and Procedures	3
AJ 114	Juvenile Delinquency	3
AJ 115	Criminal Law 2	3
AJ 120	Women in Criminal Justice Field	3
AJ 123	Criminal Justice Ethics	3
AJ 125	Leadership and Supervision	3
AJ 145	Terrorism and Freedom	3
AJ 155	The Study of Public Safety	3
WEXP 193 J – 196 J	Admin of Justice Work Experience	1-4
	<b>Minimum Support Courses</b>	<b>9</b>
	<b>Total Minimum Units Required</b>	<b>30</b>

## Human Services (Social Work)

*Division: Social Sciences*

- A.S. Degree:** 36 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
- Certificate:** 36 units with a minimum grade of a "C" in all required courses.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.S. Degree and Achievement Certificate

Communities today require a variety of social services to provide for the economic and emotional needs of those in difficulty. Agencies on a variety of levels require trained individuals to provide such services. Some of these programs have positions available for those with two years of college instruction. The Human Service program prepares students who work in a community setting or beginning 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.

**NOTE:** Required and Support courses may be substituted with the approval of the Division Chair.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
COMP 5 <i>or</i> COMP 130	Computer Concepts (4) Introduction to Personal Computers	4
CSF 186 <i>or</i> BUS 297	Personal Management / Consumer Economics (3) Personal Finance	3
HSRV 120	Introduction to Social Welfare	3
HSRV 121	Interviewing	4
HSRV 122	Introduction of Human Services	3
HSRV 228	Alcoholism, Intervention, Treatment, and Recovery	2
HSRV 229	Aspects of Drug Use	2
PSY 1	General Psychology	3
PSY 10	Human Sexuality	3
SOC 26	Marriage and Family Life	3
WEXP 193 H-195 – H	Human Services Work Experience / Internship (first, second, and third semester)	6
<b>Minimum Core Course Units</b>		<b>36</b>
<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
<b>Select additional units from this list for further study.</b>		
WEXP 196 H	Human Services Work Experience / Internship	1-4
<b>Minimum Support Course Units</b>		<b>0</b>
<b>Total Minimum Units Required</b>		<b>36</b>

# Certificate and Degrees

## Social Sciences

*Division: Social Sciences*

- A.A. Degree:** 30 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
- Certificate:** Certificate not available
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A. A. Degree

A multidiscipline curriculum for students with a wide range of interests in human problems, the Social Sciences major is designed to provide a liberal arts education and supply insights and tools for a variety of employment opportunities in government services, business, commerce, and industry. It may also lead to advanced degrees and elementary and secondary teaching qualifications in the area of social studies or any of the social sciences.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
GEOG 2	World Regional Geography	3
HIST 17	People of the United States to 1865 (3)	3
<i>or</i> HIST 18	People of the United States after 1865	3
<i>or</i> HIST 18 H	People of the United States after 1865	3
PHIL 25	Critical Thinking	3
PSY 1	General Psychology	3
GOVT 5	Federal, State, and Local Government	3
<i>or</i> GOVT 5 H	Federal, State, and Local Government	3
SOC 1	Introduction to Sociology	3
<b>Minimum Core Course Units</b>		<b>18</b>
<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>

**Select 12 units from this list to complete the total units required.**

AJ 11	Introduction to Criminal Justice	3
ANTH 10	Cultural Anthropology	3
ECON 125	Introduction to Economics	3
ECON 40	Principles of Microeconomics	3
ETHN 1	Black American Studies	3
ETHN 2	American Indian Studies	3
ETHN 3	Mexican American Studies	3
ETHN 4	Asian American Studies	3
ETHN 5	American Ethnic Origins	3
GOVT 6	Comparative Governments	3
PHIL 5	Ethics	3
<i>or</i> PHIL 5 H	<i>Ethics</i>	3
SOC 2	Social Problems	3
SOC 26/CFS 26	Marriage & Family Life	3
<b>Minimum Support Course Units</b>		<b>12</b>
<b>Total Minimum Units Required</b>		<b>30</b>



**SPECIAL PROGRAMS**

# Certificate and Degrees

## Cosmetology

*Division: Special Programs*

**A.S. Degree:** Certificate units with a minimum grade of a "C" plus General Education and graduation requirements.

**Certificate:** 24-40 units in courses listed below with a minimum of a "C" grade in courses.

### Achievement Certificate

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, physiology and chemical composition of skin and nails, and disorders and diseases of the skin, scalp and hair

After passing the state licensing exam, cosmetologists have career opportunities as beauticians, beauty shop owners, and specialty fields such as electrologists and manicurist. The certificate requires 1600 hours to complete.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
COSM 261	Basic Cosmetology	6-12
COSM 262	Intermediate Cosmetology	6-12
COSM 263AB (A)	Advanced Cosmetology	6-8
COSM 263AB (B)	Cosmetology	6-8
<b>Total Minimum Units Required:</b>		<b>24-40</b>

Students 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. Students may attend a maximum of four semesters which would be COSM 261, 262, 263AB (A) and 263 AB (B). The maximum number of hours a student may attend is 1,600 or four semesters, whichever is less.

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

## Fire Academy

*Division: Special Programs*

**Certificate:** 12 units in awarded in the below listed course.  
**Degree:** Degree not available.

### Skill Certificate

**Course Description:** 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.

**Objectives:** To provide the student with technical information relating to the functions and responsibilities of the fire service and to development manipulative skills in fire department operations and use of related equipment, which will provide the knowledge necessary for the student to perform as an entry-level fire fighter in any fire department in the State of California.

**Methods of Assessment:** Short Answer Test, Problem Solving and Skill Demonstration.

**Evaluation:** The method of evaluating personal and interpersonal conduct is the daily grade sheet. Students will be given a daily participation grade by the Academy Staff. This grade will be a compilation of the instructor's impression of each cadet's personal conduct, team work, physical capabilities, cooperation and appearance. These grades will be compiled on the same basis as a quiz.

**Limitation on Enrollment:** Medial clearance by a license physician or Physician's Assistant to wear a self-contained breathing apparatus (SCBA).

**Topics:** \* Fire fighter safety \* Fire extinguishers \* Fire behavior \* S.C.B.A (Self-contained Breathing Apparatus) \* Fire control \* Ground ladders \* ICS \* Wildland (Control 6) \* Forcible entry \* Hazardous Materials \* Fire Prevention \* Hose & Appliances \* Streams/Nozzles \* Ropes & Knots \* Auto extrication \* Building construction \* Salvage / Overhaul \* Rescue \* Protection system \* Emergency Care \* Confined space \* Ventilation

Course Numbers	Core Courses	Units
FIRE 270	Basic Fire fighter 1 Academy	12
	<b>Minimum Units:</b>	<b>12</b>

**Please note:** Most fire agencies in California require completion of a Fire fighter 1 Academy and completion of EMT training as minimum qualifications to compete in fire department entrance examinations. Additional education, such as a Vocational Education Certificate or Associates degree is recommended.

# Certificate and Degrees

## Fire Technology

*Division: Special Programs*

**A.S. Degree:** 31 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.

**Certificate:** 30 units with a minimum grade of "C" in all courses.

### Achievement Certificate

The Fire Technology program at COS is designed to increase the professional knowledge and skills of people presently employed in fire protection fields as well as prepare others interested in careers related to fire-fighting or safety in private industry, insurance agencies and government. COS offers the in-service firefighter a chance to improve himself professionally to be prepared for promotions to positions of higher responsibility and pay. The student, by completing 30 units of study in this area, including the five core courses, will earn a Certificate of Completion. Or the student can earn an AS degree by completing a combination of the approved Fire Technology and COS graduation requirements.

Fire fighting offers many career opportunities for graduates including positions in municipal fire departments, county departments, fire protection districts, and more than 250 California state fire protection agencies. There are also employment opportunities in forestry agencies, correctional institutions, military bases, and numerous federal agencies. Specialists are also in demand by industry and by such agencies as the Insurance Service Office, Underwriters Laboratory, National Fire Protection Association, and the insurance industry.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
<b>SECTION A</b>	<b>FIRE PREVENTION</b> (must choose a minimum of 9 units)	
FIRE 157	Fire Prevention Technology (REQUIRED)	3
FIRE 161	S.F.M. Fire Prevention 1 A	2
FIRE 162	S.F.M. Fire Prevention 1 B	2
FIRE 163	Fire Protection Equipment & Systems (REQUIRED)	3
FIRE 164	S.F.M. Fire Prevention 1 C	2
FIRE 182	Building Construction for Fire Protection (REQUIRED)	3
FIRE 252	S.F.M. Fire Investigation 1 A	2
FIRE 253	S.F.M. Fire Investigation 1 B	2
	<b>Minimum Section A Core Course Units:</b>	<b>9</b>
<b>SECTION B</b>		
FIRE 155	Fire Behavior and Combustion (REQUIRED)	3
FIRE 156	Fire Service Hydraulics	3
FIRE 159**	Fire Protection Organization (REQUIRED)	3
FIRE 173	S.F.M. Fire Command 1 A	2
FIRE 174	S.F.M. Fire Command 1 B	2
FIRE 176	Truck Operations Academy	3
FIRE 182	Building Construction for Fire Protection	3
FIRE 270	Basic Fire fighter 1 Academy (max. 9 units accepted)	12
FIRE 280	Fire Fighter 2 Academy	3
	<b>Minimum Section B Core Course Units:</b>	<b>9</b>
** FIRE 159 is a prerequisite for several Fire Technology courses.		
<b>SECTION C</b>	<b>EMERGENCY MEDICAL CARE</b> (must choose a minimum of 4 units)	
EMT 251	Emergency Medical Technician B	4
	<b>Minimum Section C Core Course Units:</b>	<b>4</b>
<b>SECTION D</b>	<b>ADDITIONAL RELATED FIRE TECHNOLOGY COURSES</b>	

(Choose 8 additional units from Fire Technology courses listed to equal 30 or more units to complete the certificate)

## Law Enforcement (Advanced Officer)

*Division: Special Programs*

- Certificate:** Completion of 10 units selected below with a minimum grade of "C" or better. To qualify for this certificate, students **must complete the Basic Police Academy** (AJ 200 Modules 1-3 in sequence.)
- Degree:** Degree not available.

### Skill Certificate

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 program equips students with the skills and knowledge to enter this highly rewarding field. The Law Enforcement program provides in-service training for employed peace officers, correctional personnel and security guards.

**Note:** Required courses may be substituted with the approval of the Division Chair.

Course Numbers	Courses	Unit
<b>Select the required 10 units from the list below:</b>		
AJ 204	Supervisory Techniques	5
AJ 213AB	Interviewing/Interrogation	1
AJ 214AC	Arrest and Control Techniques	1
AJ 215	Drug Symptomology	1
AJ 216AB	Search Warrant Preparation	.5
AJ 217	Radar Operations	.5
AJ 218AD	Perishable Skills Update	.5
AJ 299	Topic Courses	.5-4
	<b>Minimum Units:</b>	<b>10</b>

# Certificate and Degrees

## Basic Police Academy (P.O.S.T. Certified)

*Division: Special Programs*

**Degree:** Degree not available.  
**Certificate:** The 30 units program below.

### Achievement Certificate

The Basic Police Academy is designed for anyone who desires a career as law enforcement officer. Peace 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.) to provide this training.

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, intoxilizer, officer survival, community relations, patrol procedures, investigation, traffic enforcement, cultural awareness, and criminal law. Students must be in good physical health, over 18 years of age, and have no felony record.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
AJ 200M1	Basic Police Academy – Module 1	8
AJ 200M2	Basic Police Academy – Module 2	8
AJ 200M1	Basic Police Academy – Module 3	14
<b>Total Minimum Units Required:</b>		<b>30</b>

#### All applicants must:

- Be in good physical health
- Be certified by a doctor to participate in a strenuous physical activity program
- Have a high school diploma (GED)
- Be over 18 years of age
- Have no felony convictions
- Pass the academy pretest
- Have a California Department of Justice Fingerprint Clearance to possess a firearm

A material fee is charged in addition to normal college fees.

Interested persons should contact the law enforcement training department, (559) 730-3752, prior to registering for the course and for details of the application process.

**Prerequisite:** 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's Standards and Training.



# Certificate and Degrees

## Humanities

*Division: Other*

- A. A. Degree:** 30 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.
- Certificate:** Certificate not available.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. Degree

The program in Humanities provides an interdisciplinary approach to education. The major surveys relationships among philosophy, literature, music, architecture, sculpture and painting. Students explore interrelationships among arts and ideas. This solid grounding in the liberal arts helps graduates who plan to continue in professional careers such as teaching, library, museum or curatorial work.

Select 30 units from among the following disciplines. Select transfer courses from at least four different disciplines listed below :

Anthropology  
Art  
Ethnic Studies  
History  
Literature  
Music  
Philosophy  
Theater Arts  
Advanced level Foreign Language

**Total Minimum Units Required: 30**



## Liberal Arts with an Area of Emphasis

*Division: Other*

**A.A. Degree:** 19 units minimum in General Education requirements with a “C” grade or better and a minimum of 18 units with a “C” grade or better from one of the areas of emphasis.

**Certificate:** Not available.

### A.A. Degree

The Liberal Arts Associate of Arts Degree with Areas of Emphasis provides an opportunity for students not intending to transfer to a 4-year university to earn an Associate of Arts Degree in a broad area of study. This degree is designed to prepare students for life in the global community by developing a core of knowledge, skills, and attitudes essential for personal and professional success.

### DEGREE REQUIREMENTS:

1. **GENERAL EDUCATION:** Complete Associate Degree General Education, subject, and competency graduation requirements (minimum 19 units).
2. **AREA OF EMPHASIS:** Complete a minimum of 18 units with a “C” grade or better from one Area of Emphasis. Courses used to fulfill the general education requirements listed above may be counted as part of the 18 units necessary for an Area of Emphasis.

### A. ARTS & HUMANITIES:

These courses emphasize the study of cultural activities and artistic expressions of human beings. Students will develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also develop aesthetic understanding and an ability to make value judgments.

Students should complete a minimum of 18 units from the following Arts and Humanities courses:

AJ 123;  
ASL 1,2,3,4, 110AD;  
ANTH #4, #5;  
ART 1, 2, 3, 3H, #4, #5, #6, #7, 8, 9, 10AD, 11AD, 12AD, 13AD, 15, 16AC, 17AD, 18AD, 23AD, 25AD, 32AD, 101AD, #105AC, 111AD, 119AD, #121AC, 124AD, 126AD, 127, 128AD, 129AD, 130AC;  
ARCH 10, 20, 21, 70, 71, 120, 121AC,  
BUS #185;  
CFS #6, #7;  
CINA 31, 32;  
DRAM 1, 2, 3, 4, 5, 6, 8, 9, 11AD, 12AB, 13AB, 14AB, 15AB, 16AB, 17AB, 19AD, 20AD, 21AD, 22AD, 30AB, 40AB, 101AD, 102AB, 120AD, 180AD;  
ENGL 4, 10, 14AB, 15, 16, 17, 18, 19, 30, 31, 44, 45, 46;  
ETHN 1, 2, 3, 4;  
FREN 1, 2, 3, 4,  
LING 111;  
MUS 1, 4, 5, 6, 7, 10, 11, 13, 14, 15, 20AD, 21AD, 22AD, 23AD, 30AD, 31AD, 32AD, 34AD, 35AD, 36AD, 40AD, 41AD, 50AD, 53AD, 54AD, 55AB, 56AB, 60AD, 61AD, 62AD, 66AD, 72AD, 73AD, 74AD, 75AD, 91AD, 95AD, 97AD, 125AD, 126AD, 127, 133AD, 147AD, 174AD, 180, 181, 182;  
OH 111;  
PHIL 1, 1H, 5, 6, 12, 13, 14, 17, 20, 25;  
PORT 1, 2;  
SPAN 1, 2, 3, 4, 12, 22, 23, 180  
WELD #105AC

# Certificate and Degrees

# ANTH 4 & 5 same as ART 4 & 5; CFS 6 & 7 same as ART 6 & 7; BUS 185 same as ITEC 185; ART 105AC same as WELD 105AC

## B. COMMUNICATION STUDIES:

These courses emphasize the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system used.

Students should complete a minimum of 18 units from the following Communication Studies courses:

AJ #25; AG 201;  
AGMT 102;  
BUS 20, #25, #112, 119, 184, 295;  
COMM 1, 1H, 4, 5, 7, 8, #112;  
COMP 5, 6;  
ENGL 1, 2;  
GOVT #7, #25;  
JOUR #7;  
MATH 10, 11, 21, 45, 70, 75, 76, 77, 80, 81, 154;  
PHIL 20, 25;

# AJ 25 same as BUS 25 & GOVT 25; BUS 112 same as COMM 112; GOVT 7 same as JOUR 7

## C. HEALTH AND PHYSICAL EDUCATION:

The health and nutrition courses emphasize practical and theoretical knowledge necessary for maintenance of physical and mental health. The physical education and intercollegiate athletics courses provide students the opportunity to develop active and healthy life styles.

Students should complete a minimum of 18 units as follows:

1. A minimum of 9 units from the following health and wellness courses:

HW 1, 3, 7, #60, 104, 119;  
NUTR 18, 119;  
SMED 40, #60

2. A minimum of 9 units from the following physical education courses:

PE 1AD, 2AD, 3AD, 4AD, 5AB, 6AD, 9AD, 10AD, 11AD, 12AD, 14AD, 15AD, 16AD, 17, 18AB, 19AB, 21AD, 22AD, 23AD, 24AD, 25AD, 26AD, 29AD, 30AB, 31AB, 32AB, 33AD, 34AB, 35AB, 36, 37, 39AD, 43AD, 44AD, 46AD, 52AD, 55AD, 57AD, 63AD, 64AD, 66AD, 67AD, 68AD, 70AD, 71AD, 72AD, 73AD, 74AD, 75AD, 76AD, 80AD, 81AD, 83AD, 89AD, 93AD, 119, 188, 243AD; IA 1AD, 2AD, 3AD, 6AD, 7AD, 8AD, 10AD, 11AD, 12AD, 16AD, 23AD, 24AD, 29AD, 30AD, 31AD

# HW 60 same as SMED 60

## D. NATURAL SCIENCE:

These courses emphasize experimental methodology, testing hypotheses, and the power of systematic questioning. Students will develop a comprehension of the basic concepts of physical and biological sciences, and a sophisticated understanding of science as a human endeavor, including the limitations as well as the power of scientific inquiry.

Students should complete a minimum of 18 units from the following Natural Science courses:

AG 2, 4;  
ANTH 11;  
ASTR 10;  
BIOL 1,2, 20, 21, 22, 25, 30, 31, 40, 60;  
CHEM 1, 2, 20, 21, 25, 30, 253;  
GEOG 1, 1L;  
GEOL 1, 4, 12;  
MET 1;  
NSCI 131;  
NUTR 18;  
OH 101;  
PHYS 5, 6, 7, 20, 21;  
PLSI 1; PSCI 20

## E. SOCIAL AND BEHAVIORAL SCIENCES:

These courses allow students to gain a basic knowledge of the cultural and social organizations in which they exist as well as the behavior and social organizations of other human societies. Students will develop an understanding of the perspectives and methods of the social and behavioral sciences.

Students should complete a minimum of 18 units from the following Social and Behavioral courses:

AG 1;  
AGMT 1;  
AJ 11, #25, 45, 114;  
ANTH 10, 12;  
BUS #25, 188;  
CFS 80, #26, #36;  
CHLD #39, 42, 158;  
COMM 9;  
ETHN 1, 2, 3, 4, 5;  
ECON 40, 50, 125;  
GEOG 2;  
GOVT 5, 5H, 6, #7, #25;  
HIST 4, 5, 17, 17H, 18, 23, 24, 25;  
JOUR #7, 20;  
NUTR 20;  
PSYCH 1, 5, 10, 34, #39, 133;  
SOC 1, 2, 23, 43, #26;  
SSCI 10, #36, 276

# AJ 25 same as BUS 25 & GOVT 25; CFS 26 same as SOC 26; CHLD 39 same as PSY 39; GOVT 7 same as JOUR 7;  
CFS 36 same as SSCI 36

3. **ELECTIVE UNITS:** Complete the balance of 60 degree applicable elective units with courses numbered 1-299.

# Certificate and Degrees

## Transfer Studies with an Area of Emphasis

*Division: Other*

**A.A. Degree:** See below.  
**Certificate:** Not available.

### A.A. Degree

The Transfer Studies Associate of Arts Degree with Areas of Emphasis is designed for students planning to transfer to a university. With proper planning students may complete necessary transfer preparation courses and simultaneously complete the Transfer Studies Associate of Arts Degree with Areas of Emphasis. This degree includes seven Areas of Emphasis to provide flexibility in program planning.

Successful transfer and completion of a baccalaureate degree without taking unnecessary courses requires proper planning and students are encouraged to develop a transfer plan in consultation with a counselor and to refer to **www.ASSIST.org** for current articulation of courses required for their baccalaureate degree.

### **DEGREE REQUIREMENTS:**

1. **GENERAL EDUCATION:** Complete one of the following General Education Patterns as defined in the Graduation and Transfer section of this catalog.
  - A. California State University General Education Certification (CSU GE) for transfer to CSU (minimum 39 units)\*
  - B. Intersegmental General Education Transfer Curriculum Certification (IGETC) for transfer to CSU or UC (minimum 34 units)\*
  - C. COS Associate Degree General Education including, subject and competency graduation requirements (minimum 19 units). \*\*

\*Completion of either CSU GE or IGETC Certification fulfills Associate Degree General Education, subject, and competency graduation requirements.

\*\* This option is appropriate for Bachelor's Degree majors that require extensive lower-division major preparation and completion of the CSU GE or IGETC is not recommended.
2. **AREA OF EMPHASIS:** Complete a minimum of 18 units with a "C" grade or better from one Area of Emphasis. Choose an Area of Emphasis that is appropriate for your baccalaureate major (i.e., lower division major preparation and transfer general education courses should be used to meet this 18 unit requirement). Courses used to fulfill the general education requirements listed above may be counted as part of the 18 units necessary for an Area of Emphasis. Courses numbered 1-99 transfer to UC and courses numbered 1-199 transfer to CSU.

## A. AGRICULTURE AND ENVIRONMENTAL SCIENCE:

These courses provide students the opportunity to gain practical and theoretical knowledge in specific disciplines within the field of agriculture. With proper course selection, students will acquire the discipline specific lower division skills and knowledge necessary for success in their chosen baccalaureate major.

This Area of Emphasis prepares students for baccalaureate majors including, but not limited to: Agricultural Business; Agricultural Education; Agricultural Science; Animal Science; Crop Science; Dairy Science; Environmental Horticulture Science; Forestry and Natural Resources; Fruit Sciences; Plant Science; and Viticulture.

Students should complete a minimum of 18 units from the following Agriculture and Environmental Science courses:

ACCT 1, 2, 101;  
AG 4, 105;  
AGMT 1, 102, 103, 104, 108AB;  
AGTC 103AC, 106AB;  
ASCI 1, 2AB, 22, 103, 104, 110, 111, 112;  
BIOL 21, 22;  
BUS 20;  
CHEM 20, 21;  
DSCI 101, 102, 104, 105AD, 108;  
MATH 21, 70, 75, 154;  
OH 2, 3, 101, 108, 109;  
PLSI 12,

## B. ARTS AND HUMANITIES:

These courses encourage students to analyze and appreciate the works of philosophical, historical, literary, aesthetic and cultural importance. Students will develop intellect, imagination, sensibility and sensitivity, and be motivated to refine their affective as well as cognitive and physical faculties.

This Area of Emphasis prepares students for baccalaureate majors including, but not limited to: Art; English; Interior Design; Foreign Language; History; Linguistics; Music; Philosophy, and Theatre Arts.

Students should complete a minimum of 18 units from the following Arts and Humanities courses:

AJ 123;  
ASL 1, 2, 3, 4;  
ANTH #4, #5;  
ART 1, 2, 3, 3H, #4, #5, #6, #7, 8;  
BUS 185;  
CFS #6, #7;  
CINA 31, 32;  
DRAM 1, 2, 3, 6, 8, 9  
ENGL 4, 10, 15, 16, 17, 18, 19, 30, 31, 44, 45, 46;  
ETHN 1, 2, 3, 4;  
FREN 1, 2, 3, 4,  
HIST 4, 5, 17, 18, 23, 25,  
LING 111;  
MUS 1, 4, 5, 6, 7, 10, 11, 13, 14;  
PHIL 1, 1H, 5, 6, 12, 13, 14, 17;  
PORT 2;  
SPAN 1, 2, 3, 4, 12, 22, 23

# ANTH 4 & 5 same as ART 4 & 5; CFS 6 & 7 same as ART 6 & 7

# Certificate and Degrees

## C. BUSINESS:

These courses provide students the opportunity to gain practical and theoretical knowledge in specific disciplines within the various fields of business. With proper course selection, students will acquire the discipline specific lower division skills and knowledge necessary for success in their chosen baccalaureate major.

This Area of Emphasis prepares students for baccalaureate majors including, but not limited to: Business Administration; Community and Regional Development; Construction Management; Agricultural Business; Public Administration; and Health Administration.

Students should complete a minimum of 18 units as follows:

1. A minimum of 12 units from the following business courses:  
ACCT 1, 2, 101;  
AGMT 1, 104, 108AB  
BUS 18, 25, 82, 112, 185;  
COMP 5, 130, 140;  
CSCI 1, 2;  
ECON 40, 50;
2. A minimum of 3 units from the following mathematics courses:  
BUS 20, 119,  
MATH 21, 154, 70, 75, 76

## D. COMMUNICATION STUDIES:

These courses emphasize the content as well as the form of communication and provide an understanding of the psychological basis and social significance of communication. Students will learn to read, listen, speak, and write effectively. Students will also acquire the ability to distinguish fact from judgment, and belief from knowledge, to use inductive and deductive processes, and to recognize common logical errors or fallacies of language and thought.

This Area of Emphasis prepares students for baccalaureate majors including, but not limited to: Speech and Communication.

Students should complete a minimum of 18 units from the following Communication Studies Preparation courses:

AJ #25;  
BUS #25, #112;  
COMM 1, 1H, 4, 5, 7, 8, #112  
ENGL 1, 2;  
GOVT #25;  
PHIL 20, 25;

# AJ 25 same as BUS 25 & GOVT 25; BUS 112 same as COMM 112

## E. ELEMENTARY TEACHING PREPARATION:

This area of emphasis is intended for students who plan to complete a baccalaureate degree and a California Multiple Subject Teaching Credential. Most students pursue this credential with the goal of becoming an elementary school or special education teacher.

This degree is designed to accommodate the differing requirements of the California State University and University of California campuses that offer the following baccalaureate majors: Liberal Studies, Interdisciplinary Studies, and Teacher Preparation (refer to [www.ASSIST.org](http://www.ASSIST.org) for current articulation for specific universities).

Students should complete a minimum of 18 units from the following Elementary Teaching Preparation courses:

AJ #25;  
ANTH 10;  
ART 1, 2, 3, 3H, 6, 7, 8, 11AD, 13AD, 15, 17AD, 23AD;  
BIOL 20, 22;  
BUS #25, #112;  
CFS 80;  
CHEM 20;  
CHLD #39;  
COMM 1, 4, 5, 7, 8, #112;  
COMP 5, 130;  
DRAM 1, 2;  
EDUC 50, 120;  
ENGL 1, 2, 4, 10, 14AB, 15, 16, 17, 18, , 30, 31, 44, 45;  
ESCI 1;  
ETHN 1, 2, 3, 4;  
GEOG 1, 1L, 2;  
GEOL 1;  
GOVT 5, 5H, #25;  
HIST 17, 18, 23, 25;  
HW 1;  
LING 111;  
MATH 10, 11, 21, 45, 70;  
MUS 1, 10, 13;  
NSCI 131;  
PHIL 1, 5, 12, 17, 20, 25;  
PHOT 1;  
PSCI 20;  
PSY #39;  
SOC 1;  
SSCI 10

# AJ 25 same as BUS 25 & GOVT 25; BUS 112 same as COMM 112; CHLD 39 same as PSY 39

## F. MATH AND SCIENCE:

The mathematics courses encourage the understanding of basic mathematical concepts, quantitative reasoning and their applications. The natural science courses emphasize experimental methodology, testing hypotheses, and the power of systematic questioning. Students will develop a comprehension of the basic concepts of physical and biological sciences, and a sophisticated understanding of science as a human endeavor, including the limitations as well as the power of scientific inquiry.

This Area of Emphasis Prepares students for baccalaureate majors including, but not limited to: Atmospheric Science; Biotechnology; Computer Science; Engineering; Entology; Food and Nutritional Sciences; Genetics; Health Science; Hydrology; Kinesiology; Natural Sciences; Pre-Nursing (B.S.N.); Physics; and all pre-professional majors: Pre-Med; Pre-Dental; Pre-Pharmacy; Pre-Physical Therapy; Pre-Optometry; Pre-Veterinary Med; and Pre-Chiropractic.

Students should complete a minimum of 18 units, including at least one mathematics course and at least one science course, from the following:

### 1. Mathematics:

MATH 10, 11, 21, 45, 70, 75, 76, 77, 80, 81, 154;  
BUS 20, 119

# Certificate and Degrees

## 2. Science:

AG 2, 4;  
ANTH 11;  
ASTR 10;  
BIOL 1,2, 20, 21, 22, 25, 30, 31, 40, 60;  
CHEM 1, 2, 20, 21, 25, 30;  
GEOG 1, 1L;  
GEOL 1, 4, 12;  
MET 1;  
PHYS 5, 6, 7, 20, 21;  
PLSI 1;  
PSCI 20

## G. SOCIAL AND BEHAVIORAL SCIENCES:

These courses allow students to gain a basic knowledge of the cultural and social organizations in which they exist as well as the behavior and social organizations of other human societies. Students will develop an understanding of the perspectives and methods of the social and behavioral sciences.

This Area of Emphasis Prepares students for baccalaureate majors including, but not limited to: African American Studies; Anthropology; Chicano Studies; Child Development; Communicative Disorders; Criminology; Economics; Geography; History; Mass Communication and Journalism; Political Science; Psychology; Social Work; Sociology; Women's Studies.

Students should complete a minimum of 18 units from the following Social and Behavioral Science courses:

AG 1;  
AGMT 1;  
AJ 11, #25, 45, 114;  
ANTH 10, 12;  
BUS #25;  
CFS #26, #36, 80;  
CHLD #39, 42;  
COMM 9;  
ETHN 1, 2, 3, 4, 5;  
ECON 40, 50, 125;  
GEOG 2;  
GOVT 5, 5H, 6, #7, #25;  
HIST 4, 5, 17, 17H, 18, 23, 24, 25;  
JOUR #7, 20;  
NUTR 20;  
PSYCH 1, 5, 10, 34, #39;  
SOC 1, 2, 23, 43, #26;  
SSCI 10, #36

# AJ 25 same as BUS 25 & GOVT 25; CFS 26 same as SOC 26; CHLD 39 same as PSY 39; GOVT 7 same as JOUR 7; CFS 36 same as SSCI 36

3. **ELECTIVE UNITS:** Complete the balance of 60 transferable elective units with courses numbered 1-199. Courses numbered 1-99 transfer to UC (see UC unit limitations in the Graduation and Transfer section of this catalog) and courses numbered 1-199 transfer to CSU.





# Course Descriptions

## ACCOUNTING

### ACCT 001 Financial Accounting 4 units

Units: 4 Lecture/Discussion

This course introduces students to fundamental business organization, recording of business financial activities, accounting statements preparation, interrelationships, and the analysis of financial activities for business entities with an emphasis on accounting for corporation. This course is approved for distance education format.

### ACCT 002 Managerial Accounting 4 units

Units: 4 Lecture/Discussion

This is a second semester transfer-level course, which studies managerial control, job and process costing, activity based costing, standard costs, planning cost accumulation and capital budgeting and planning techniques; and other measuring and report methods. This course is approved for distance education format.

**Prerequisites:** ACCT 001 or equivalent college course with "C" or better.

### ACCT 101 Essentials of Accounting 5 units

Units: 5 Lecture/Discussion

Accounting 101 is an introduction to accounting for students not majoring in business as well as students pursuing a career in accounting. Students will learn accounting principles and practices including the effects of transactions, adjusting, closing, and reversing entries on the assets, liabilities, and owners equity elements of professional, service, and merchandising businesses.

### ACCT 202 Gen Vocational Accounting 5 units

Units: 5 Lecture/Discussion

This course applies the fundamental accounting principles to topics of business that might be encountered by a full charge accountant, office manager, general manager or owner.

### ACCT 210 Computer Accounting 3 units

Units: 3 Lecture/Discussion

**Equivalent Course:** COMP 210.

This course introduces computer-based accounting packages, QuickBooks, to handle "General Ledger" accounting for a business. It is recommended for people engaged in accounting aspects for all types of business entities.

### ACCT 282 Individual Income Tax 5 units

Units: 5 Lecture/Discussion

A study of the Federal and California income tax laws that apply to the individual taxpayer. The requirements for becoming a licensed tax preparer and the rules and regulations governing licensed tax preparers are also included.

## ADMINISTRATION OF JUSTICE

### AJ 011 Intro to Criminal Justice 3 units

Units: 3 Lecture/Discussion

Introduction to Criminal Justice offers an overview of the criminal justice system, including law enforcement, courts and corrections. Students will examine the structure, function and decision making processes of the criminal justice system from the perspective of the criminal, police, courts and corrections. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a "C" or better, or eligibility of ENGL 001 determined by COS Placement Procedures. Approved for Distance Learning format.

### AJ 013 Community Relations 3 units

Units: 3 Lecture/Discussion

This course explores the roles of criminal justice practitioners and the criminal justice systems. In addition to the interaction of various justice systems, the student will examine the relationship of those systems with the community. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

### AJ 014 Criminal Law 1 3 units

Units: 3 Lecture/Discussion

An introduction to the historical development, philosophy and basic legal concepts of criminal law. The course includes an examination of constitutional provisions, legal research, legal analysis and the functioning of law as a social force. This course is approved for Distance Education format. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures.

### AJ 025 Constitutional Law 3 units

Units: 3 Lecture/Discussion

**Equivalent Course:** BUS 025, GOVT 025.

This course allows students to study and apply logic and critical thinking to written and oral communication in the study of the fundamental rights of all citizens as protected by the United States Constitution. Case studies will be used as examples of the application of law. Students will be required to write a total of 6,000 to 8,000 words. Advisory on Recommended Preparation: ENGL 1 and COMM 1 or equivalent college courses with "C" or better.

### AJ 045 Terrorism and Freedom 3 units

Units: 3 Lecture/Discussion

**Equivalent Course:** AJ 145.

This course is a study of terrorism including types, tactics and trends. The course also covers the history of freedom, its meaning today and the balance of individual rights and public order. The Patriot Act and its effects on the safety and freedom of the American citizen today is also examined. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

### AJ 110 Police Patrol Procedures 3 units

Units: 3 Lecture/Discussion

This course is a study of basic patrol techniques including stopping, arresting and handling criminal suspects; methods of police patrol and observations; handling domestic disputes and crisis intervention; and crimes in progress. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

### AJ 111 Communications 3 units

Units: 3 Lecture/Discussion

This course covers techniques of communicating facts, information in corrections and probation law enforcement reports, letters, memoranda, and directives. Practical experience is offered in note taking, report writing and presentation of courtroom testimony. Emphasis is on terminology used in criminal justice and corrections. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a "C" or better, or eligibility for ENGL 1, determined by COS Placement Procedures.

### AJ 112 Legal Aspects of Evidence 3 units

Units: 3 Lecture/Discussion

The origin, development, philosophy, constitutional and procedural basis of evidence; judicial decisions and statutory rules of evidence governing the admissibility of testimony, writings and material objects.

# Course Descriptions

## **AJ 113 Juvenile Laws & Procedures 3 units**

Units: 3 Lecture/Discussion

This course covers the organization, functions, processes and laws pertaining to the juvenile justice system. Topics include processing and detention of juveniles, juvenile case disposition, juvenile status, and court procedures at the state and federal levels. This course is useful to both the students entering the juvenile justice system and those already employed in the system. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

## **AJ 114 Juvenile Delinquency 3 units**

Units: 3 Lecture/Discussion

This is an introductory course designed to explore the concept of juvenile delinquency. Emphasis is on defining delinquency, identifying delinquents, examining theories of causation, identifying institutions for delinquents and identifying community-based programs designated to prevent delinquency. This course is approved for Distance Education format. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

## **AJ 115 Criminal Law 2 3 units**

Units: 3 Lecture/Discussion

An in-depth study of the substantive criminal laws commonly enforced by California state, county and municipal law enforcement officers. The course provides a complex analysis of both state law, as created by the legislature, and case law as defined in state and federal appellate court decisions.

## **AJ 116 Probation/Parole 3 units**

Units: 3 Lecture/Discussion

An introduction to the historical and theoretical development, philosophy and basic concepts of probation/parole and community corrections. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

## **AJ 117 Correction/Counseling 3 units**

Units: 3 Lecture/Discussion

An Administration of Justice course designed for students who are either employed in a law enforcement/corrections setting or intend to pursue a career in this field. A foundation course which includes areas of professional ethics, psycho-diagnostic procedures in counseling, critical thinking and communication skills. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

## **AJ 118 Criminal Investigation 3 units**

Units: 3 Lecture/Discussion

This course examines the basic principles of criminal investigation. Topics include the crime scene, physical evidence identification, collection and preservation. It will also cover investigative techniques, patterns, modus operandi, the management of the investigation and concepts related to the prevention and suppression of crime.

## **AJ 119 Criminal Identification 3 units**

Units: 3 Lecture/Discussion

The theory and practice in the study of fingerprint identification, description of persons, the history of criminal investigation, and modus operandi and its application to individual characteristics in the field of criminal investigation and identification.

## **AJ 120 Women in Criminal Justice 3 units**

Units: 3 Lecture/Discussion

An in depth study of women in the criminal justice system. The course will examine women as offenders, crime victims and professionals employed in the field. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

## **AJ 121 Introduction to Corrections 3 units**

Units: 3 Lecture/Discussion

An overview of history and trends in United States corrections. The course will cover the incarceration, probation and parole, including the offender's perspective. Issues relating to men, women, and juvenile offenders are explored. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

## **AJ 122 Criminal Justice Procedures 3 units**

Units: 3 Lecture/Discussion

An in-depth study of the origin, development, philosophy and legal bases of criminal procedure in California. Procedural statute law, case law and constitutional law governing laws of arrest, use of force, motions, rules of discovery, applicable rules of evidence, the California court system, pre-trial procedures, trial procedures and the appellate process.

## **AJ 123 Criminal Justice Ethics 3 units**

Units: 3 Lecture/Discussion

This course allows students the opportunity to explore ethical issues in the field of criminal justice through analysis and critical thinking and apply these concepts to both their professional and personal lives. This course is approved for Distance Education format.

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

## **AJ 125 Leadership and Supervision 3 units**

Units: 3 Lecture/Discussion

This course is an introduction to leadership theory and supervision in the Administration of Justice. The emphasis is on communications, budgeting, human resources, training, promoting growth and development, problem solving and emerging trends and laws. Advisory on Recommended Preparation: three or more years experience in the field of criminal justice or equivalent skills and knowledge as determined by the department. ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS placement procedures.

## **AJ 130 Legal Aspects of Corrections 3 units**

Units: 3 Lecture/Discussion

This course provides the student with an awareness of the historical framework, concepts and precedents that guide correctional practice. Course material will broaden the individual's perspective of the corrections environment, the civil rights of prisoners and responsibilities and liabilities of corrections staff. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures and AJ 011 or AJ 014 or equivalent college course with a "C" or better.

## **AJ 155 The Study of Public Safety 3 units**

Units: 3 Lecture/Discussion

This course is recommended for students intending to work in the field of Public Safety. It is designed to highlight skills needed to succeed in Public Safety, learn the choices for careers in Public Safety and plan a course of action to accomplish goals in the field of Public Safety.

# Course Descriptions

**AJ 200M1 Basic Police Academy, Module 1 8 units**  
Units: 7 Lecture/Discussion

1 Lab  
**Materials Fee: \$21.50**

This is the first module of a three-module series leading to completion of the POST Certified Basic Police Academy. Because this course requires strenuous running, lifting, and range of motion activities, students should be free of any medical or physical conditions which could be aggravated by participating in the course. Students must participate fully.

Limitation on Enrollment: Passing score on the POST Entry Level Reading and Writing Test; High School diploma or ED; No felony convictions; Valid California Driver's License; Recent medical clearance by a licensed physician; Fingerprint clearance from the California Department of Justice; Possession of all required equipment, uniforms, supplies and materials; Payment of all enrollment, material and subsidiary fees.

**AJ 200M2 Basic Police Academy, Module 2 8 units**  
Units: 7 Lecture/Discussion

1 Lab  
**Materials Fee: \$4.00**

**Equivalent Course: AJ 200M3**

This is the second module of a three-module series leading to completion of the Basic Police Academy. Students who complete this module may be appointed as Level II Reserve Peace Officers. This module will provide advanced training in California criminal law, search and seizure, presentation of evidence; and intermediate-level training in firearms, arrest and control techniques, and investigative report writing. Because this course requires strenuous running, lifting, reaching, falling and range of motion activities, students should be free of any medical or physical conditions which could be aggravated participating in the course. Student must participate fully in order to successfully complete the course. Limitation on Enrollment: Passing score on the POST Entry Level Reading and Writing test; High school diploma or G.E.D.; No felony convictions; Valid California Driver's License; Recent medical clearance by a licensed physician; Recent fingerprint clearance from the California Department of Justice; Possession of all required equipment, uniforms, supplies and materials; Payment of all enrollment, material and subsidiary fees; Satisfactory completion of AJ 200 Module 1 or equivalent college level courses; Current certification in First Aid and CPR training requirements for public safety personnel as prescribed by the State of California Emergency Medical Services Authority and set forth in the California Code of Regulations, Title 22, Division 9, Chapter 1.5, Sections 10005-100028; Current certification (within the last 3 years) in PC 832 Training requirements.

**Prerequisites: AJ 200M1 or equivalent college course with "D" or better.**

**AJ 200M3 Basic Police Academy, Module 3 14 units**  
Units: 12 Lecture/Discussion

2 Lab  
**Materials Fee: \$5.50**

This is the third module of a three-module series leading to completion of the Basic Police Academy. Students who complete this module may be appointed as either full-time Peace Officers or Level 1 Reserve Peace Officers. This module will provide advanced training in such skill areas as firearms, arrest and control techniques, preliminary investigation, investigative report writing, emergency vehicle operations, and traffic enforcement. Exercise and scenario testing are prominent in this module. Because this course requires strenuous running, lifting, reaching, falling and range of motion activities, students should be free of any medical or physical conditions which could be aggravated by participating in the course. Students must participate fully in order to successfully complete the course.

Limitation on Enrollment: Passing score on the POST Entry Level Reading and Writing test; High school diploma or G.E.D.; No felony convictions; Valid California Driver's License; Recent medical clearance by a licensed physician; Recent fingerprint clearance from the California Department of Justice; Possession of all required equipment, uniforms, supplies and materials; Payment of all enrollment,

material and subsidiary fees; Satisfactory completion of AJ 200 Modules 1 and 2, or equivalent college-level courses; Current certification in First Aid and CPR training requirements for public safety personnel as prescribed by the State of California Emergency Medical Services Authority and set forth in the California Code of Regulations, Title 22, Division 9, Chapter 1.5, Sections 10005-100028; Current certification (within the last 3 years) in PC 832 Training requirements

**Prerequisites: AJ 200M1 and AJ 200M2 or equivalent college courses with "D" or better.**

**AJ 208 PC 832 (Non Firearms) 2 units**  
Units: 2 Lecture/Lab

**Materials Fee: \$23.00**

Designed to satisfy the curriculum standards of the Commission on Peace Officers Standards and Training (POST) as required by Penal Code Section 832. It is required for probation officers, correctional officers, and other diverse peace officer classifications that are not required to carry sidearms.

**AJ 209 PC 832/Agency Firearms 1.5 units**  
Units: 1 Lecture/Discussion

.5 Lab  
**Materials Fee: \$10.00**

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 sidearm. Limitation on Enrollment: California Dept. of Justice fingerprint clearance.

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

**AJ 213AB Interview & Interrogation 1 units**  
Units: 1 Lecture/Lab

**Materials Fee: \$7.00**

This course presents practical approaches and techniques for conducting interviews and interrogations for people interested in a career in the public safety professions. The course will end with practical application and scenario testing. This course may be repeated once. Advisory on Recommended Preparation: AJ 200M1, AJ 200M2, and AJ 200M3, or equivalent college course with a "C" or better.

**AJ 214AC Arrest & Control Techniques 1 units**  
Units: 1 Lecture/Activity

**Materials Fee: \$7.00**

This course presents an optimal set of techniques to physically subdue unarmed, but violently resisting persons. The instruction methods are a blend of martial arts and wrestling techniques. All are designed and taught to involve the minimal use of force needed to accomplish control. This course may be repeated two times to review and enhance techniques. Advisory on Recommended Preparation: Because this course requires strenuous lifting, reaching, falling, and range of motion activities, students should be free of any medical or physical conditions which could be aggravated by participating in the course. All students must participate fully in order to successfully complete the course.

**Prerequisites: AJ 200M1 and AJ 200M2 and AJ 200M3 or equivalent college courses with "C" or better.**



# Course Descriptions

**AJ 215 Drug Symptomology 1 units**  
Units: 1Lecture/Lab

**Materials Fee: \$14.00**  
This course addresses the signs, symptoms, packaging and concealment of opiates and other illicit drugs. It also discusses the physical and psychological affects of narcotics. The course will conclude with discussions of clandestine laboratories and courtroom testimony. Advisory on Recommended Preparation: AJ 200M1, AJ 200M2, AJ 200M3, or equivalent college course with a grade of "C" or better.

**AJ 216AB Search Warrant Preparation .5 units**  
Units: .5 Lecture/Activity

This course will impart basic skills for preparing search warrants and affidavits, working with magistrates, serving non-high risk warrants, and preparing warrant returns. Students will apply lecture material by preparing simulated search warrant packages. The student will need access to a word processing computer or a typewriter in order to complete course required assignments. This course may be repeated once. Advisory on Recommended Preparation: Successful completion of AJ 200M1, AJ 200M2, AJ 200M3 or equivalent course with a grade of "C" or better.

**AJ 218AD Perishable Skills Update .5 units**  
Units: .5 Lecture/Lab

**Materials Fee: \$6.00**  
This course provides an opportunity to acquire or refine technical and decision-making skills in the areas of emergency vehicle operation, use of force, weapons proficiency, arrest and control techniques, interpersonal communications and tactical communications. The course will involve hands-on application and practice. This course may be repeated three times. Advisory on Recommended Preparation: Successful completion of AJ 200M1, AJ 200M2, AJ 200M3 or equivalent college level courses with a grade of "C" or better.

**AJ 251AD Independent Study-AJ 1 - 4 units**  
Units: 1-4 Lab

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. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

**AJ 313AB Basic Academy Preparation 3 units**  
Units: 3 Lecture/Lab

This course stresses the integration of reading, writing, and study skills with concepts of cultural awareness and law enforcement professional values and ethics. This course is designed for students with intermediate level reading and writing skills as demonstrated by completion of ESL 310 and ESL 320, an equivalent course, or through instructor evaluation of a writing sample. The intent of this course is to assist students with developing the requisite skills for entering and completing the Basic Police Training Academy. This course may be repeated one time. Advisory on Recommended Preparation: ESL 310, or equivalent college course with "C" or better, or eligibility for ESL 320, determined by COS placement procedures.

## AERONAUTICS

**AERO 210 Private Pilot License Training 5 units**  
Units: 4 Lecture/Discussion  
1 Lab

The completion of this course will lead to issuance of a private pilot license this license will allow passengers for personal transportation. This course is approved for Distance Education format.  
Limitation on Enrollment: Must have at least a 3rd class medical certificate prior to enrolling in the flight portion of the Private Pilot certification course; must be 17 years old by the end of the course; must speak, read, write and understand English; and must weigh less than 230 pounds prior to enrolling in the flight portion of the Private Pilot Certificate Training course.

**AERO 211 Basic Commercial Pilot Trng 5 units**  
Units: 4 Lecture/Discussion  
1 Lab

The Basic Commercial Pilot Training course is designed to provide a foundation of knowledge and experience required for pilots to safely and effectively conduct commercial operations. Special emphasis is given to aeronautical decision making and situational training. The student will gain confidence and experience with cross-country flight planning and conduct. A commercial pilot-rotocraft helicopter is authorized by the FAA to fly for compensation or hire. This course is approved for Distance Education format.  
Limitation on Enrollment: Must have a current and valid Private Pilot License-Rotorcraft Helicopter; attained at least 40 hours as pilot in command of an aircraft; must hold at least a 3rd class medical certificate prior to enrolling in the flight portion of the Commercial Pilot Certification Training Course; must be at least 18 years of age; must weigh less than 230 pounds prior to enrolling in the flight portion of the Private Pilot Certification Course; and Rotorcraft skills and knowledge must be at least to current private pilot standards at time of enrollment.

**AERO 212 Basic Instrument Pilot 1 unit**  
Units: 1 Lecture/Discussion

The student will be introduced to instrument flight and obtain the practical experience necessary to control and accurately maneuver a helicopter solely by reference to flight instruments. In addition, the student will be introduced to emergency procedures pertaining to basic attitude flying. This course is approved for Distance Education format.  
Limitation on Enrollment: Must hold at least a 3rd class medical certificate prior to enrolling in the flight portion of the Private Pilot Certification Training Course; must be at least 17 years of age at end of the course; must have a current and valid Private Pilot License-Rotorcraft Helicopter; and person must weigh less than 230 pounds prior to enrolling in the flight portion of the Private Pilot Certification Training Course.

**AERO 213 Advanced Instrument Training 3 units**  
Units: 3 Lecture/Discussion

The advanced instrument helicopter certification course will build on the knowledge obtained in the basic instrument course. Pilots who achieve instrument rating are permitted to fly an aircraft during inclement weather solely by reference to instruments. This course is approved for Distance Education format.  
**Prerequisites: AERO 212 or equivalent college course with "C" or better.**

# Course Descriptions

**AERO 214      Advanced Commercial Pilot Trng      2 units**  
Units:            1 Lecture/Discussion  
                     1 Lab

The Advanced Commercial Pilot Training course will complete training requirements for issuance of an FAA commercial pilot Rotorcraft helicopter pilot certificate. This is a capstone course that combines the skills and training previously acquired through previous courses. This course is approved for Distance Education format.

**Prerequisites:** AERO 211 and AERO 212 and AERO 213 or equivalent college courses with "C" or better.

**AERO 215      Flight Instructor Training      8 units**  
Units:            7 Lecture/Discussion  
                     1 Lab

The flight instructor training course will give the student the necessary skills and training leading to issuance of both the certified flight instructor and instrument instructor FAA certificate. In addition, the student will gain experience necessary to instruct in the Robinson helicopter as per Special Federal Aviation Regulation #73. This course is approved for Distance Education format.

**Limitation on Enrollment:** A person must hold at least a 3rd class medical certificate prior to enrolling in the flight portion of the Flight Instructor Training Certification course; must have completed the Advanced Commercial Pilot Certification Training Course; must be at least 18 years of age at end of course or have the following: a current and valid commercial pilot certificate for Rotocraft helicopter; a current and valid instrument pilot certificate for Rotocraft helicopter; weigh less than 205 pounds prior to enrolling in the flight portion of the course; have logged at least 160 hours in a Rotocraft helicopter; have logged at least 20 hours in the Robinson R 44 helicopter and at least 25 hours in the Robinson R22 helicopter. AERO 214 can be waived with completion of the Advanced Commercial Pilot Certificate Training Course authorized or required by statute or regulation.

**Prerequisites:** AERO 214 or equivalent college course with "C" or better.

## AGRICULTURAL MANAGEMENT

**AGMT 001      Agriculture Economics      3 units**  
Units:            3 Lecture/Discussion

This course covers economic principles of resource allocation; production costs analysis; and market price equilibrium with primary application to the agricultural sector; supply and demand in commodity pricing; survey of agricultural credit; marketing and policy issues.

**AGMT 102      Ag Sales and Marketing      3 units**  
Units:            3 Lecture/Lab

This course involves the study of principles and practices of the selling process: selling strategies and approaches, why and how people buy, prospecting, territory management, and customer service. Self-management, communication, and interpersonal skills necessary in developing managerial abilities, leadership qualities, and facilitating teamwork within the agribusiness sector will be explored.

**AGMT 103      Intro to Ag Management      3 units**  
Units:            3 Lecture/Lab

**Materials Fee:      \$5.00**

AGMT 103 is part of the Agriculture Business Management Curriculum at COS. The course is designed to give students a basic understanding of the management process as it relates to agriculture. Management techniques, types of organizational structures, and discussion of managing styles makes this course vital for students who are working in the agriculture industry today or plan to transfer to four year institutions for advanced management course work.

**AGMT 104      Agriculture Accounting      3 units**  
Units:            3 Lecture/Lab

**Materials Fee:      \$5.00**

Principles of agricultural accounting systems, types of records, their use/how to compute/use measures of earnings and costs of production to improve agribusiness efficiency. Also included are farm income tax Social Security and employee payroll records.

**AGMT 108AB      Intro to Ag Computer Applica      3 units**  
Units:            3 Lecture/Lab

**Materials Fee:      \$10.00**

This course is an introduction to the use of computers and software applications in agriculture. Topics include word processing, spread-sheets, databases, web-page design, internet usage, presentation managers and use of telecommunications equipment to access agricultural information. This course may be repeated once.

**AGMT 271      Orientation to Ag Bus Indust      3 units**  
Units:            3 Lecture/Discussion

This course is designed to be an introductory course in the exploration of career choices in the agriculture industry. The basics of careers in agricultural sales, management crops, animal science, accounting and leadership will be covered. **Advisory on Recommended Preparation:** Recommended 20 words per minute typing skills.

## AGRICULTURAL TECHNOLOGY

**AGTC 103AC      Farm Power      3 units**  
Units:            3 Lecture/Lab

**Equivalent Course:** AGTC 103.

Farm power deals with the theory, operation, adjustment and maintenance of the farm tractor and its mechanical systems. The systems include power train, steering and hydraulic mechanisms. Cooling, electrical, fuel, clutch, equipment application and safety will be included. This course may be repeated twice.

**AGTC 106AD      Agriculture Welding      3 units**  
Units:            3 Lecture/Lab

A study of the fundamental principles and practices of welding used in agriculture construction, fabrication and repair. All positions, joint types, hard surfacing, cutting, brazing, SMAW, GMAW, and OFW will be studied. Course may be repeated three times.

**AGTC 112      Introduction to Precision Ag      1 unit**  
Units:            1 Lecture/Discussion

Precision Ag is an emerging high-technology agricultural management system. This course will provide overview of new satellite/computer-based technologies that are used as tools to increase farm yields and reduce costs.

**AGTC 202AD      Farm Equipment Construction      3 units**  
Units:            3 Lecture/Lab

This is a study of the basic principles for the construction of farm implements such as feeding equipment, land preparation equipment, trailers and plans. Will include developing a bill of materials and constructing implements used in the agriculture industry.

# Course Descriptions

**AGTC 210AD Ag Project Construction 3 units**  
Units: 3 Lecture/Lab

**Materials Fee: \$20.00**

This is an introductory course designed to give students a basic understanding of the mechanics and technology of fabrication. This class will study the characteristics, types and costs of construction materials for their use in Agriculture and Industrial equipment fabrication. This course may be repeated three times.

**AGTC 212AD Welding Power Sources/Applicat 1 unit**  
Units: 1 Lecture/Discussion

This is a short-term course designed to explore the many different makes and models of new welding power sources. Operation, capabilities, uses and power requirements will be covered. Students will see demonstrations, and try new welding machines. May be repeated three times.

**AGTC 215AD Outdoor Power Equipment Applic 2 units**  
Units: 2 Lecture/Lab

This course provides students with technical knowledge and hands-on experience in the operation and repair of small gas and diesel engines. Course may be repeated three times.

**AGTC 230 Agriculture Transportation 14 units**  
Units: 14 Lecture/Discussion

**Equivalent Course: AGTC 211.**

This course is designed to assist students in preparation for taking their DMV Commercial Driving test for a Class A license. The focus is on high demand jobs in agriculture commodity.

**AGTC 231 Agriculture Transportation Lab 2 units**  
Units: 4 Lab

**Equivalent Course: AGTC 211.**

This course is the laboratory portion of the Agriculture Transportation courses designed to assist students in preparation for taking their DMV Commercial Driving test for a Class A license. The focus is on high demand jobs in agriculture commodity. Limitation of Enrollment: Students are required to pass a drug screen; pass the California Department of Motor Vehicles physical; obtain Class A driving permit from California Department of Motor Vehicles, and be able to pay laboratory fees associated with behind the wheel portion of course.

**Prerequisites: AGTC 230 or equivalent college course with "C" or better.**

**AGTC 271AD Ag Mechanics Skills & Practice 3 units**  
Units: 3 Lecture/Lab

This course is designed to be an introductory course in Ag Technology. Basic skills will be taught in safety, hand and power tools use, welding, plumbing and measurement. This course may be repeated three times.

## AGRICULTURE

**AG 001 Ag, Society & The Environment 3 units**  
Units: 3 Lecture/Discussion

The sociology of agriculture (Ag) is presented through examination of relationships between societies and their environments, economics and Ag. Emphasis is on analysis of agriculture's use of technology and the corresponding impact on the environment, economy, and society. Approved for Distance Education format.

**AG 002 Environmental Conservation 3 units**  
Units: 3 Lecture/Discussion

**Equivalent Course: AG 102.**

A study of the world's environment to sustain the highest quality of life. Includes the study of food and fiber systems, ecology, populations, environmental pollution, bioterrorism, and conservation of natural resources including energy, water, soils, forest, rangelands, and wildlife.

**AG 003 Economic Entomology 3 units**  
Units: 3 Lecture/Lab

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

**AG 004 Soils 3 units**  
Units: 3 Lecture/Lab

Course provides basic knowledge of physical, chemical and biological properties of soils and their characteristics. Includes factors of fundamental soil properties, soil/plant relationships, principles of soil formation, fertilizers and soil management, salinity, pH, erosion management, and nonagriculture uses.

**AG 103AC Applied Ag Practicum 2 units**  
Units: 2 Lecture/Lab

This course is designed to prepare students as crop and plant managers, landscape foremen and nursery managers. Students design, and manage their own practicum under supervision of the instructor. This course is repeatable two times.

**AG 105 Fertilizers 3 units**  
Units: 2 Lecture/Discussion  
1 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 107 Ag Education Orientation 3 units**  
Units: 3 Lecture/Lab

The purpose of this course is to provide students with an overview of Vocational Agriculture Education in California. Through class instruction and field experience, students will learn the principle components of Agriculture Education; develop academic and career plans, and observe in a secondary agriculture classroom.

**AG 115AD Ag Enterprise Lab-Row Crops 2 units**  
Units: 2 Lab

This is an application course for the Agriculture Production Enterprise Certificate. Students shall perform all agriculture practices for row crops. Laboratory meeting days and hours will vary in accordance with the cultural needs of the identified commodity. Students must successfully complete the Agriculture Enterprise Project Row Crops Certificate. Only then will they have the opportunity to share in any net profits from the sale of crops or commodities produced through the Enterprise Project Program. This course may be repeated three times.

**Prerequisites: AG 117AD or equivalent college course with "C" or better (AG 117AD may be taken concurrently).**

# Course Descriptions

**AG 116AD Ag Enterprise Lab-Forage Crops 2 units**  
Units: 2 Lab

This is an application course for the Agriculture Production Enterprise Certificate. Students shall perform all agriculture practices for Forage Crops. Laboratory meeting days and hours will vary in accordance with the cultural needs of the identified commodity. Students must successfully complete the Agriculture Enterprise Project Forage Crops Certificate. Only then will they have the opportunity to share in any net profits from the sale of crops or commodities produced through the Enterprise Project Program. This course may be repeated three times.

**Prerequisites:** AG 117AD or equivalent college course with "C" or better (AG 117AD may be taken concurrently).

**AG 117AD Agriculture Enterprise Project 3 units**  
Units: 3 Lecture/Lab

**Equivalent Course:** AG 117.

Students will develop a plan for field operations, a working budget and finance plan, a commodity marketing plan, a crop protection plan, and an irrigation management plan. Students will also be engaged in management decisions directly related to the enterprise agribusiness. Students must complete the Agriculture Production Enterprise Certificate to have the opportunity to share in any net profit from the sale of crops or commodities produced through the Enterprise Project Program. This class may be repeated three times.

**AG 125 Principles of Pesticide Use 3 units**  
Units: 3 Lecture/Discussion

Course is designed to assist persons seeking Ag Pest Control licensing and continuing their Agriculture education. Pesticide laws/regulations make this course important for those in the food and fiber industry.

**AG 151AD Ag Independent Study 1 - 4 units**  
Units: 1-4 Lab

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. This course may be repeated three times. 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.

**AG 200AD Ag Leadership 1 unit**  
Units: 1 Lecture/Discussion

The objective of the course is to build leadership skills in students. Through the COS Agriculture Ambassador program, students will learn team building, speaking ability, self-confidence and communication skills. This course may be repeated three times.

**AG 201 Agricultural Mathematics 3 units**  
Units: 3 Lecture/Lab

Practical problem solving utilizing basic algebraic techniques in soils, crops, dairy, horticulture, livestock, poultry, and fees; discounts and interests, percentages, linear measurements, area, volume, metric measures, rations and proportions and their application in today's agriculture. This course prepares students to attain the College of the Sequoias competency certification for mathematics.

**AG 204AD Ag Newsletter Production 1 unit**  
Units: 1 Lecture/Discussion

**Equivalent Course:** AG 204.

Students will write articles, edit, proofread and design for the COS Agriculture Division newsletter the Ag Tribune. This course can be repeated three times. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a "C" or better or ENGL 205 or equivalent course with a "C" or better. Formerly AG 204.

**AG 206 Pesticide Regulations 1 unit**  
Units: 1 Lecture/Discussion

Course is an outline of California's pesticide laws and regulations. Critical areas of compliance with laws and regulations, restricted material use and handling will be covered. Preparation for State licensing test will be stressed. Course may be used for Pest Control Advisor's continuing education. Approved for Distance Learning format.

**AG 207 Pesticides for Landscapes 1 unit**  
Units: 1 Lecture/Lab

This course is specifically designed for landscapers or gardeners who will be instructed in Integrated Pest Management, pests, weeds, vertebrates, diseases and other professional issues. Class will prepare students to take State examination in category of landscape maintenance for the Qualified Applicator Certificate License. Course may be used for Pest Control Advisor's continuing education. Approved for Distance Learning format.

**AG 208 Plant Ag & Pesticides 1 unit**  
Units: 1 Lecture/Lab

Course designed specifically for grower, advisor or handler using pesticides who will be instructed in integrated pest management, pests, weeds, diseases, vertebrates, and other issues facing the agricultural industry. Course will prepare students to take state exam for the Qualified Applicator Certificate or license in category of Plant Agriculture. Course may be used for Pest Control Advisor's continuing education.

**AG 209 Resid & Indust Pest Control 1 unit**  
Units: 1 Lecture/Discussion

Course designed specifically for warehouse, fumigator or industry personnel who use pesticides. Instruction will include Integrated Pest Management, pests, weeds, vertebrates, diseases and other issues facing store product pests. Class will prepare students to take state license examination in category of Residential, Industrial and Institutional for the Qualified Applicator Certificate or License.

**AG 210 Forest and Right-Of-Way 1 unit**  
Units: 1 Lab

Course is specifically directed to those persons using pesticides in forestry and Right-if-Way situations. Student will be instructed in integrated pest management, pests, weeds, vertebrates, diseases and other issues facing these areas. This class will prepare students to take state license examination in category of Forestry and Right-of-Way for the Qualified Applicator Certificate or License.

**AG 220 Alternative Energy Resources 1 unit**  
Units: 1 Lecture/Discussion

**Equivalent Course:** AUTO 220.

Students will explore alternatives to gasoline and diesel for fuels, as well as becoming familiar with other forms of Bio-energy. This course is approved for Distance Education format.



# Course Descriptions

**AG 230 Understand Parliamentary Pro** **1 unit**  
Units: 1 Lecture/Lab

This course is designed to familiarize students with parliamentary law. The course will cover rules of parliamentary procedure, use of motions, and proper methods of conducting a meeting.

**AG 251AD Independent Study-Ag** **1 - 4 units**  
Units: 1-4 Lab

The purpose of independent study is to provide an opportunity for students, under the directions 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. This course may be repeated three times. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office.

**ASL 151AD Independent Study-ASL** **1 - 4 units**  
Units: 1-4 Lab

The purpose of Independent Study is to provide an opportunity to 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. 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 and Records Office to obtain approval to enroll. This course may be repeated three times.

**ASL 190AD Supervised Practice** **1 - 3 units**  
Units: 1-3 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 students is expected to take a leadership role. This course may be repeated three times. Limitation on Enrollment: Permission of the department.

## AMERICAN SIGN LANGUAGE

**ASL 001 Beg Amer Sign Lang 1** **4 units**  
Units: 4 Lecture/Discussion

This course is a study of fundamentals of American Sign Language. Students will learn the basics of visual/gestural communication and grammatical structures with emphasis on receptive and expressive skills, including intensive practice, finger spelling, individual evaluation, and basic information about Deaf culture. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by placement procedures.

**ASL 002 Beg Amer Sign Lang 2** **3 units**  
Units: 3 Lecture/Discussion

A continuation of ASL 1. Emphasis will be on expressing considerably more complicated needs and becoming more adept at functioning in the Deaf community.

**Prerequisites:** ASL 001 or equivalent college course with "C" or better.

**ASL 003 Inter Amer Sign Lang** **3 units**  
Units: 3 Lecture/Discussion

Continuation of ASL 1 and 2. Emphasis is on expanding conversation adeptly and comfortable in a wide variety of situations in the Deaf community.

**Prerequisites:** ASL 002 or equivalent college course with "C" or better.

**ASL 004 Advanced Amer Sign Lang** **3 units**  
Units: 3 Lecture/Discussion

A continuation of ASL 1, 2, and 3 with emphasis on fluency in functional conversational skills in cultural context. Morphology and grammar of American Sign Language will be explored in depth.

**Prerequisites:** ASL 003 or equivalent college course with "C" or better.

**ASL 110 Sign Language Interpreting** **4 units**  
Units: 4 Lecture/Discussion

**Equivalent Course:** ASL 110AD.

Introduction to the profession of sign language interpretation, emphasizing a professional code of ethics applied to real situations. Advanced techniques will include legal, medical, educational, mental health, religious, and deaf/blind interpreting.

**Prerequisites:** ASL 002 or equivalent college course with "C" or better.

## ANIMAL SCIENCE

**ASCI 001 Intro to Animal Science** **3 units**  
Units: 2 Lecture/Discussion  
1 Lab

The course surveys the livestock industry, supply of animal products and their uses and analyzes economic trends and career opportunities in animal agriculture. Special emphasis is on the origin, characteristics, adaptation and contributions of farm animals to the Ag industry.

**ASCI 002AB Livestock Selection/Evaluatn** **3 units**  
Units: 3 Lecture/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 repeatable one time.

**ASCI 022 Horse Husbandry** **3 units**  
Units: 3 Lecture/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.

**ASCI 093AD Physical Ed for the Equestrian** **1 unit**  
Units: 1 Lecture/Activity

**Equivalent Course:** PE 093AD.

A one-unit activity course designed to improve the individuals' overall fitness through an understanding and application of the basic principles and techniques of equitation. This course is repeatable three times.

**ASCI 101AD Livestock Management Skills** **1 unit**  
Units: 1 Lecture/Lab/Activity

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

# Course Descriptions

**ASCI 103 Animal Nutrition 3 units**  
Units: 3 Lecture/Lab

In this course, the fundamentals of digestion and absorption in both ruminants and non-ruminants are discussed. The nutritive value of feeds as they relate to formulation of livestock rations are emphasized.

**ASCI 104 Animal Diseases & Sanitation 3 units**  
Units: 3 Lecture/Lab

ASCI 104 is a study of the common diseases and parasites of livestock. Cause, symptoms, prevention, and treatment of common diseases and parasites found in livestock, are taught in this course.

**ASCI 105AD Prepar Livestk Sales/Sho 2 units**  
Units: 1 Lecture/Discussion  
1 Lab

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

**ASCI 110 Swine Production & Management 3 units**  
Units: 3 Lecture/Lab

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

**ASCI 111 Beef Production & Management 3 units**  
Units: 3 Lecture/Lab

A study of beef production and herd management in the United States. Basic skills focus primarily on commercial cow calf stocker feedlot, and the pure-bred industry.

**ASCI 112 Sheep Production & Management 3 units**  
Units: 3 Lecture/Lab

A survey of the sheep industry including management of commercial, purebred and small farm flocks—selecting, feeding, breeding and basic care of ewes and lambs plus marketing of lambs/wool.

**ASCI 113 Farm Animal Biology 3 units**  
Units: 3 Lecture/Lab

This course is an introduction to the scientific concepts of farm animal biology. The objective of the course is to familiarize students with basic biology concepts of farm animals. Laboratory exercise will include hands-on training of the anatomy and physiology of farm animals for those students seeking employment or advanced degrees in the animal sciences.

**ASCI 120AD Basic Equitation 2 units**  
Units: 2 Lecture/Lab

The students 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 both bareback and 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. This class may be repeated three times.

**ASCI 123 Horse Production 3 units**  
Units: 3 Lecture/Lab

**Materials Fee: \$45.00**

This course is designed to give students a broad basis of information for decision making in the management and operation of a horse herd. Herd health, costs of production, reproductive efficiency, marketing, and the use of computers to facilitate all of these duties make this course very important for students preparing for a career in Animal Science.

**ASCI 124AD Colt Breaking 2 units**  
Units: 2 Lecture/Lab

**Materials Fee: \$50.00**

This course is designed to give students hands-on experience in breaking horses safely and under control. It will also provide the student a broad basis for decision making concerning the type of tack they should use, and condition of the tack with regards to safety. Considerable time will be spent on ground work, learning the proper method of driving and lunging so the colt has a solid foundation from which to start its riding career. All of the students will ride their colts at the end of the class. This class may be repeated three times.

**ASCI 232AB Equine Grooming 1 unit**  
Units: 1 Lecture/Lab

This course will provide instruction in fitting and grooming the equine athlete for show and presentation. Equipment and coat care products, grooming, and braiding will be covered. This course may be repeated one time.

**ASCI 233AB Equine Hoof Care 1 unit**  
Units: 1 Lecture/Lab

This course will instruct students in proper hoof care. Anatomy of the hoof and leg and how they relate to soundness as well as trimming for proper maintenance and corrective trimming, will be covered. This course may be repeated one time.

## ANTHROPOLOGY

**ANTH 004 Precol Art & Cult/Americas-Meso 3 units**  
Units: 3 Lecture/Discussion

**Equivalent Course: ART 004.**

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 people's philosophy, religion, politics, history, and economics. Included are the Olmec, Zapotec, Tajin, Mixtec, Maya and Aztec. Approved for Distance Learning format.

**ANTH 005 Precol Art&Cult/Americas-S.Ame 3 units**  
Units: 3 Lecture/Discussion

**Equivalent Course: ART 005.**

A survey of the major cultures of Central and South America from the Early Hunters state until the European conquest. The course uses art as a vehicle for understanding these people's philosophy, religion, politics, history, and economics. Approved for Distance Learning format.

# Course Descriptions

## **ANTH 010 Cultural Anthropology 3 units**

Units: 3 Lecture/Discussion

This course is an introduction to the study of human culture and the concepts, theories, and methods used in the comparative study of sociocultural systems. Subjects include subsistence patterns, social and political organization, language and communication, family and kinship, religion, the arts, social inequality, ethnicity, gender, and culture change. The course applies anthropological perspectives to contemporary issues. Advisory on Recommendation: English 251 or equivalent college course with "C" or better, or eligibility for English 1 determined by COS Placement Procedures.

## **ANTH 011 Physical Anthropology 3 units**

Units: 3 Lecture/Discussion

This course covers the concepts, methods of inquiry, and theory of biological evolution and their application to the human species. There is a specific focus on molecular, Mendelian and population genetics, mechanisms of evolution, primatology, paleoanthropology, biocultural adaptations, human variation, and current bioethical issues. The philosophy of science and the scientific method serve as foundations to the course. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for English 1 determined by COS Placement Procedures.

## **ANTH 012 Archaeology 3 units**

Units: 3 Lecture/Discussion

**Equivalent Course:** ANTH 112.

This course is an introduction to the study of concepts, theories, and methods of anthropological archaeology as well as a review of significant data and models that contribute to knowledge of the human past. The course includes a discussion of the history and interdisciplinary nature of archaeological research; dating techniques and methods of survey, excavation, and analysis; cultural resource management; and selected cultural sequences. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. Approved for Distance Learning format.

## ARCHITECTURE

## **ARCH 010 Architectural Design 1 4 units**

Units: 3 Lecture/Discussion

1 Lab

**Materials Fee:** \$20.00

An introductory course that emphasizes design process, concept development, and creative problem solving as the means to create architectural form and space. Design projects are presented utilizing "tactile" (by hand) two and three-dimensional visual communication and scale modeling techniques. Verbal presentations in the form of critiques are also required for the purpose of communicating designs and intended concepts.

## **ARCH 011 Architectural Design 2 4 units**

Units: 3 Lecture/Discussion

1 Lab

**Materials Fee:** \$20.00

An advanced course that continues the issues introduced in the introductory course plus emphasizes program development, site and context analysis, precedent study, and structure as the means to create architectural form and space. Design projects are presented utilizing "tactile" (by hand) two and three-dimensional visual communication and scale modeling techniques. Verbal presentations in the form of critiques are also required for the purpose of communicating designs and intended concepts. Advisory on Recommended Preparation: ARCH 10 or equivalent college course with "C" or better.

## **ARCH 013 Architectural Design 3 4 units**

Units: 3 Lecture/Discussion

1 Lab

**Materials Fee:** \$20.00

**Equivalent Course:** ARCH 112.

An advanced "digital" design course that continues the issues introduced in the "tactile" design course plus emphasizes professional 3D computer software and techniques utilized to facilitate the architectural design process and problem solving. Advisory on Recommended Preparation: COMP 5 or COMP 130, and ARCH 10 and ARCH 11 or equivalent college course with a grade of "C" or better or equivalent skills as determined by division assessment.

## **ARCH 014 Architectural Design 4 4 units**

Units: 3 Lecture/Discussion

1 Lab

**Materials Fee:** \$20.00

**Equivalent Course:** ARCH 113.

An advanced digital design course that continues the knowledge introduced in the tactile and the introductory digital design courses plus emphasizes advanced professional Building Information Modeling (BIM) software and techniques utilized to facilitate the architectural design process. Advanced techniques include digital animation and a state team competition that involves both computer generated and physical construction of a structure. Advisory on Recommended Preparation: ARCH 10 and ARCH 11, and ARCH 12 with a "C" or better or equivalent college courses with "C" or better.

## **ARCH 020 Visual Communication 1 3 units**

Units: 2 Lecture/Discussion

1 Lab/Activity

**Materials Fee:** \$20.00

This is an introductory course of tactile (by hand) visual communication techniques applicable to the design and construction of the built environment. Drawing techniques include lettering, lines, dimensioning, diagramming, orthographic projection, axonometric projection, and perspective projection.

## **ARCH 021 Visual Communication 2 3 units**

Units: 2 Lecture/Discussion

1 Lab

**Materials Fee:** \$20.00

This is an advanced course of "tactile" (by hand) visual communication techniques applicable to the design and construction of the built environment. Drawing techniques include graphic symbols, architectural presentation, architectural drawing conventions; orthographic and perspective projections, rendition of value and context, color theory, figure ground ambiguity, and drawing media and techniques. Advisory on Recommended Preparation: ARCH 20 or equivalent college course with a "C" or better.

## **ARCH 070 Architecture History 1 3 units**

Units: 3 Lecture/Discussion

**Materials Fee:** \$10.00

**Equivalent Course:** ARCH 170.

History of architecture from Prehistoric to Gothic periods.

Pre-Columbian Americas period is also covered. The relationship between architecture and art, science, historical events, religion, society, culture, philosophy, politics, economics, and physical conditions are studied. This course is approved for Distance Education format.

# Course Descriptions

**ARCH 071 Architecture History 2 3 units**  
 Units: 3 Lecture/Discussion  
**Materials Fee: \$10.00**  
**Equivalent Course: ARCH 171.**

This course will explore the history of architecture from the Renaissance to the 21st Century, including the relationship between architecture and art, science, historical events, religion, society, culture, philosophy, politics, economics, and physical conditions. This course is approved for Distance Education format. Advisory on Recommendation Preparation: ARCH 70 or equivalent college course with "C" or better.

**ARCH 120 Freehand Drawing 3 units**  
 Units: 2 Lecture/Discussion  
 1 Lab  
**Materials Fee: \$20.00**

An introductory course of freehand drawing techniques applicable to the design and construction of the built environment. Freehand drawing is an integral part of the architect's design process. It is instrumental in concept development, creative problem solving, documenting and perceiving space, visualization, and observation skills. Techniques include shading, shape definition, form definition, human scale, and entourage utilizing pencil, ink, color media, and combination media.

Advisory on Recommended Preparation: ARCH 020 or equivalent college course with "C" or better.

**ARCH 121AC Perspective Alternatives 3 units**  
 Units: 3 Lecture/Discussion  
 1 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 an invaluable career asset for people interested in architecture, illustration, building trades, and interior design.

This course may be repeated two times. Advisory on Recommended Preparation: ARCH 20 or equivalent college course with a "C" or better.

**ARCH 130 Sustainable and Green Topics 3 units**  
 Units: 2 Lecture/Discussion  
 1 Lab/Activity

**Materials Fee: \$10.00**

This is an introductory course will enable students to administer, apply, and define sustainable and green-related variables and associate them with real world situations related to the design profession.

**ARCH 151AD Independent Study-Arch 1 - 4 units**  
 Units: 1-4 Lab

The purpose of this 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. 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. This course can be repeated three times.

**ARCH 160 Construction Materials/Methods 3 units**  
 Units: 3 Lecture/Lab

**Materials Fee: \$20.00**

An introduction to the principles, materials, methods, and processes of construction. This course combines both theory and practical application. Site visits to view various stages of construction are an integral part of the course.

**ARCH 161AD Architectural Detailing 3 units**  
 Units: 2 Lecture/Discussion  
 1 Lab  
**Materials Fee: \$20.00**

An introductory course in architectural detailing that explores the transition from architectural ideas into built reality. Students draw architectural details with corresponding summaries using a computer assisted drafting (CAD) program. This course may be repeated three times. Prior CAD experience is required. Advisory on Recommended Preparation: DRFT 114 and ARCH 160 or equivalent college course with a grade of "C" or better.

**ARCH 162 Conceptual Structural Analysis 3 units**  
 Units: 3 Lecture/Discussion  
**Materials Fee: \$20.00**

A nonmathematical investigation of structural systems and components with respect to their behavior; selection of the most appropriate structural system for various building typologies. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Advisory on Recommended Preparation: ARCH 10 and ARCH 160 or equivalent college course with "C" or better.

**ARCH 163 Construction Documents 3 units**  
 Units: 3 Lecture/Discussion  
 1 Lab  
**Materials Fee: \$20.00**  
**Equivalent Course: ARCH 131.**

This course provides a detailed introduction to the process of construction documentation. A full set of residential construction documents emphasizing light wood frame construction is created utilizing a computer assisted drafting (CAD) program. A residential light wood frame construction scale model is also created. Prior training in the form of advisory courses or office CAD experience is required. Advisory on Recommended Preparation: DRFT 114 AND ARCH 160 or equivalent college courses with "C" or better.

**ARCH 190AD Supervised Practice 1 - 3 units**  
 Units: 1-3 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 volunteer situations where the student is expected to take a leadership role. Limitation on Enrollment: Permission of Department. This course may be repeated three times.

**ARCH 200AD CAD Basics 1 unit**  
 Units: 1 Lecture/Discussion  
**Materials Fee: \$10.00**

CAD Basics is designed to give students basic computer assisted drafting skills. This course is repeatable three times.

**ARCH 251AD Independent Study-Arch 1 - 4 units**  
 Units: 1-4 Lab

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. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.



# Course Descriptions

## ART

### ART 001 Art Appreciation 3 units

Units: 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 also includes an abbreviated survey of the major periods and artists of art history. Approved for Distance Learning format.

### ART 002 Art History/Ancient-Gothic 3 units

Units: 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.

### ART 003 Art History/Gothic-Modern 3 units

Units: 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.

### ART 003H Art Hist/Gothic-Modern-Honors 3 units

Units: 3 Lecture/Discussion

**Equivalent Course: ART 003.**

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 for ART 3H. Duplicate credit not granted for ART 3. Limitation on Enrollment: Acceptance into the Honors Program.

### ART 004 Precol Art & Cult/Americas-Meso 3 units

Units: 3 Lecture/Discussion

**Equivalent Course: ANTH 004.**

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 people's philosophy, religion, politics, history, and economics. Included are the Olmec, Zapotec, Tajin, Mixtec, Maya and Aztec. Approved for Distance Learning format.

### ART 005 Precol Art&Cult/Americas-S.Ame 3 units

Units: 3 Lecture/Discussion

**Equivalent Course: ANTH 005.**

A survey of the major cultures of Central and South America from the Early Hunters state until the European conquest. The course uses art as a vehicle for understanding these people's philosophy, religion, politics, history, and economics. Approved for Distance Learning format.

### ART 006 Color and Design 3 units

Units: 1 Lecture/Discussion  
2 Activity

**Materials Fee: \$10.00**

**Equivalent Course: CFS 006.**

This is a basic course in art with a primary purpose of familiarizing the students with elements and principles of design. It includes fundamental concepts of line, value, color shape/form, space, texture, and color in two dimensions.

### ART 007 Advanced Color and Design 3 units

Units: 1 Lecture/Discussion  
2 Activity

**Materials Fee: \$10.00**

**Equivalent Course: CFS 007.**

ART 7 is an intermediate level course on visual dynamics. This course will study what makes a strong composition in a two-dimensional artwork and explores giving form to ideas on the two-dimensional plane. This course also covers color theory and will study the effects of different color harmonies. Advisory on Recommended Preparation: ART/CFS 6 or equivalent college course with "C" or better.

### ART 008 Drawing Fundamentals 3 units

Units: 1 Lecture/Discussion  
2 Activity

**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 sight observation, perspective and shading.

### ART 009 Drawing Composition 3 units

Units: 1 Lecture/Discussion  
2 Activity

**Materials Fee: \$10.00**

A second semester drawing course where students will learn to apply advanced compositional principles to those skills initially learned in ART 8.

**Prerequisites: ART 008 or equivalent college course with "C" or better.**

### ART 010AD Figure Drawing 3 units

Units: 1 Lecture/Discussion  
2 Activity

**Materials Fee: \$10.00**

This course provides students the opportunity to learn ways of visually interpreting the human figure. Both traditional and contemporary styles and techniques will be explored. Students will work from live models and other sources. This course may be repeated three times.

**Prerequisites: ART 008 or equivalent college course with "C" or better.**

### ART 011AD Sculpture 3 units

Units: 1 Lecture/Discussion  
2 Lab

**Materials Fee: \$20.00**

This course in sculpture is designed to develop awareness, knowledge, and skills regarding historical and contemporary three dimensional design concepts. The emphasis is on personal expression through a variety of materials and a wide range of possible applications. This course may be repeated three times.

### ART 012AD Watercolor Painting 3 units

Units: 2 Lecture/Discussion  
1 Lab

**Materials Fee: \$10.00**

The theory and techniques of watercolor painting as developed through creative problem solving exercises. Studio practice in figurative, abstract, and non-objective solutions using watercolor media. This course may be repeated three times. Advisory on Recommended Preparation: ART/CFS 6 or ART 8 or equivalent college course with "C" or better.

### ART 013AD Studio Painting 3 units

Units: 1 Lecture/Discussion  
2 Activity

Lecture and studio practice in the theory, techniques, and styles of easel painting. Emphasis on oil and acrylic mediums. This course may be repeated three times. Advisory on Recommended Preparation: ART/CFS 6 and ART 8 or equivalent college courses with "C" or better.

# Course Descriptions

## ART 015 Beginning Printmaking 3 units

Units: 1 Lecture/Discussion  
2 Activity

Materials Fee: \$30.00

This is a course in the basics of intaglio, relief, and monotype printmaking. Relief techniques covered will include traditional woodcut and/or linocut printing. Monotype processes will include color printing. Basic intaglio techniques will include collagraphy, mezzotint, alternative-ground (non-toxic) etching, and non-toxic photo intaglio.

## ART 016AC Advanced Printmaking 3 units

Units: 1 Lecture/Discussion  
2 Activity

Materials Fee: \$30.00

This is an advanced course in intaglio, relief, and waterless-lithography printmaking. Students are encouraged to further develop their skills acquired in ART 15 or in previous printmaking experiences, and this course also introduces basic techniques in waterless-lithography and multiple-plate color printing. This course may be repeated two times.

**Prerequisites:** ART 015 or equivalent college course with "C" or better.

## ART 017AD Handbuilding Ceramics 3 units

Units: 1 Lecture/Discussion  
2 Lab

Materials Fee: \$20.00

Students receive an introduction to the fundamentals of ceramics and hand built clay construction including pinch, coil, hard and soft slab techniques as well as basic history, glazing and firing. This course may be repeated three times.

## ART 018AD Wheel Thrown Ceramics 3 units

Units: 1 Lecture/Discussion  
2 Lab

Materials Fee: \$20.00

This course is an overview study of materials, methods and design of ceramics with the primary emphasis on utilization of the potter's wheel. This course is designed to develop growth and stimulate individual creative expression within the ceramic medium. This course may be repeated three times. Advisory on Recommended Preparation: ART 17AB or an equivalent college course with a grade of "C" or better.

## ART 023AD Macintosh Basic for Artists 3 units

Units: 1 Lecture/Discussion  
2 Activity

Materials Fee: \$20.00

Macintosh Basics for Artists will enable visual artists to utilize the Macintosh computer and applications such as Adobe Photoshop, Illustrator, and PageMaker as vehicles for creative design and visual communication. Two and three-dimensional imaging, desktop publishing, and animation will be introduced. Students will also learn trouble-shooting skills for hardware and software problems. This course may be repeated three times.

## ART 025AD Digital Imaging for Artists 3 units

Units: 1 Lecture/Discussion  
2 Activity

Materials Fee: \$20.00

Digital Imaging for Artists will enable visual artists to explore digital image making from techniques that will provide the ability to design for artistic expression, for commercial print and web output. Macintosh computers and appropriate state-of-the-art imaging software will be utilized. This course may be repeated three times.

## ART 032AD 3D Design 3 units

Units: 1 Lecture/Discussion  
2 Activity

Materials Fee: \$20.00

**Equivalent Course:** ART 132AD.

Students learn application of design principles to three-dimensional form. Students will explore experimental and creative studies in spatial construction using a variety of materials and a variety of approaches and applications to the 3-D structure. Though a study of mass, volume, space and shade students gain experience solving 3-D design problems. This is a foundation course for all students planning to major in art. This course may be repeated three times. Advisory on Recommended Preparation: ART 101AD or equivalent college course with a "C" or better.

## ART 101AD Arts and Crafts 3 units

Units: 2 Lecture/Discussion  
1 Lab

Materials Fee: \$20.00

This course provides an emphasis on exploratory experiences with, and the use of, a wide variety of art media, techniques and applications. This course would benefit liberal arts majors, teaching majors, art majors and everyone interested in crafts. No experience in art or crafts is necessary. This course may be repeated three times.

## ART 105AC Basic Metalcraft/Weld/Forging 3 units

Units: 3 Lecture/Discussion  
1 Lab

Materials Fee: \$15.00

**Equivalent Course:** WELD 105AC.

Instruction in metal craft welding and forging techniques, basic tools for welded craft projects and sculpture, and construction of abstract shapes and finished sculptures. This course may be repeated two times.

## ART 111AD Exhibition Design Gallery 2 units

Units: 1 Lecture/Discussion  
1 Lab

This course covers: the theory and technique of the proper presentation of art works; the exhibition of student, local and national professional artists' work; the examination and analysis of exhibition techniques in major art galleries and museums in California. This course may be repeated three times.

## ART 119AD Stained Glass Design 3 units

Units: 1 Lecture/Discussion  
2 Lab

Materials Fee: \$20.00

This introductory course is designed to familiarize students with the fundamentals of the art of stained glass. It includes the exploration of design sources and principles as well as the study of fabrication and embellishment techniques. This course is repeatable three times.

## ART 121AC Serigraphy/Screen Printing 3 units

Units: 1 Lecture/Discussion  
2 Activity

Materials Fee: \$30.00

A basic course designed to introduce the beginning student to screen printing techniques. The emphasis of the class is the traditional serigraphic printmaking process and includes reductive, handmade stencils, and digital/photographic methods on a variety of substrates including paper fabric, and glass. This course may be repeated two times.

# Course Descriptions

## **ART 124AD Web Imaging for Artists 3 units**

Units: 1 Lecture/Discussion  
2 Activity

This is a course for commercial artists and graphic designers. The course covers the principles and techniques of designing and creating images for web sites that perform optimally regardless of the end users' browser or hardware. Macintosh computers with Photoshop, Illustrator, GoLive, Dreamweaver and Flash will be used. This course may be repeated three times.

## **ART 126AD Digital Painting 3 units**

Units: 1 Lecture/Discussion  
2 Activity

Introduction to Fractal Design painter in creating images for commercial and fine art applications. Students will explore similarities between traditional methods of art making and those found in digital work. Images will be made from a wide range of mediums then translated into computer imagery, utilizing Macintosh computers, scanners and printers. This course may be repeated three times. Advisory on Recommended Preparation: ART 6, or ART 8, or ART 23AD or an equivalent college course with "C" or better.

## **ART 127 Introduction to Printmaking 3 units**

Units: 2 Lecture/Discussion  
1 Lab

**Materials Fee: \$30.00**

This is a survey course in printmaking, covering relief printing, intaglio and etching, monoprint, collagraph, and lithography. It is designed to familiarize the beginning art student with the vast number of printing processes and techniques and affords intermediate and advanced students the opportunity to explore mediums that are not covered in other class offerings. Advisory on Recommended Preparation: ART 8 or equivalent college course with "C" or better.

## **ART 128AD Lithography 3 units**

Units: 1 Lecture/Discussion  
2 Activity

**Materials Fee: \$30.00**

Students will study the history and technique of lithographic processes, including traditional and contemporary methods. Both stone and aluminum plate lithography will be explored as well as color lithographic processes. This course may be repeated three times. Advisory on Recommended Preparation: ART 8 or equivalent college course with a grade of "C" or better.

## **ART 129AD Waterless Lithography 3 units**

Units: 1 Lecture/Discussion  
2 Activity

**Materials Fee: \$30.00**

Waterless Lithography is a new non-toxic lithographic technique utilizing silicone to process plates. Students will learn to prepare plates, create and draw and/or paint on plates using media totally different from traditional lithography. Students will learn this non-toxic printmaking medium on aluminum plates and will be challenged with techniques appropriate to their skill level. This class may be repeated three times. Advisory on Recommended Preparation: ART 127 or ART 15 or equivalent college course with a grade of "C" or better.

## **ART 130AC Digital Printmaking 3 units**

Units: 1 Lecture/Discussion  
2 Activity

**Materials Fee: \$30.00**

Digital Printmaking will explore new technology in the creation of handpulled prints. This course is designed for beginning and intermediate students alike. Field trips may be required. This course may be repeated two times. Advisory on Recommended Preparation: ART 23 or equivalent college course with a grade of "C" or better.

## **ART 151AD Independent Study-Art 1 - 4 units**

Units: 1-4 Lab

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. 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. This course can be repeated three times.

## **ART 190AD Supervised Practice - Art 1 - 3 units**

Units: 1-3 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 volunteer situations where the students are expected to take a leadership role. Limitation on Enrollment: Permission of Department. This course may be repeated three times.

## **ART 210 Art Study Tour 1 unit**

Units: 1 Lecture/Discussion

ART 210 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 and by attending introductory lectures. The purpose of the course is to expose students, first hand, to major works of art (including painting, sculpture, and architecture). Students should consult the current schedule of classes for any additional fees.

## **ART 212AD Painting/Photographic Realism 3 units**

Units: 1 Lecture/Discussion  
2 Activity

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. This course is repeatable three times. Advisory on Recommended Preparation: ART/CFS 006 and ART/CFS 008 or equivalent college course with a grade of "C" or better.

## **ART 251AD Independent Study-Art 1 - 4 units**

Units: 1-4 Lab

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. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

## ASTRONOMY

### **ASTR 010 Introduction to Astronomy 3 units**

Units: 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: stellar evolution; planetology and characteristics of the bodies of our solar system. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures; and MATH 230 or MATH 235 or equivalent college course with "C" or better, or eligibility for MATH 10, 21, 45, 70, 75, or 154 as determined by COS Placement Procedures.

# Course Descriptions

## AUTOMOTIVE TECHNOLOGY

**AUTO 107      Advanced Auto Transmissions      3 units**  
Units:      2 Lecture/Discussion  
              1 Lab

AUTO 107 is 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.  
**Prerequisites:** AUTO 130 and AUTO 132 and AUTO 136 or equivalent college courses with "C" or better.

**AUTO 112      Adv Automotive Fuel Injection      3 units**  
Units:      3 Lecture/Lab

An in-depth study of automotive fuel injection systems and related emission control devices. Advisory on Recommended Preparation: AUTO 202 or equivalent college course with "C" or better, or recommendation of department.

**AUTO 130      Intro to Automotive Technology      3 units**  
Units:      3 Lecture/Lab

**Equivalent Course:** AUTO 100.

AUTO 130 is the first course in the automotive program and is a prerequisite for all automotive core courses. Topics include the development of shop skills, safe working practices and the correct use of tools in an automotive shop environment are learned. Formerly AUTO 100.

**AUTO 131      Automotive Engine Systems      4 units**  
Units:      3 Lecture/Discussion  
              1 Lab

**Materials Fee:** \$5.00

**Equivalent Course:** AUTO 103.

Instruction in theory, construction and repair of today's automotive gasoline engine.

Prerequisites may be waived with equivalent skills and knowledge as determined by departmental assessment. Formerly AUTO 103.

**Prerequisites:** AUTO 130 and AUTO 136 or equivalent college courses with "C" or better (AUTO 130 and/or AUTO 136 may be taken concurrently).

**AUTO 132      Auto Automatic Transmissions      4 units**  
Units:      3 Lecture/Discussion  
              1 Lab

**Materials Fee:** \$5.00

**Equivalent Course:** AUTO 106.

Instruction in automatic transmission torque converter theory and operation, hydraulic system function, planetary gear theory and application, and the diagnosis and repair of these systems (Formerly AUTO 106). Prerequisite may be waived with equivalent skills and knowledge as determined by department assessment.

**Prerequisites:** AUTO 130 or AUTO 100 and AUTO 136 or AUTO 101 or equivalent college courses with "C" or better (AUTO 130, AUTO 100, AUTO 136 and/or AUTO 101 may be taken concurrently).

**AUTO 133      Automotive Power Train Systems      4 units**  
Units:      3 Lecture/Discussion  
              1 Lab

**Materials Fee:** \$5.00

**Equivalent Course:** AUTO 104.

Instruction in manual transmission theory and power flow in today's automobile power train systems including clutch systems, drive shafts, differential and drive axle operations. Prerequisites may be waived with equivalent skills and knowledge as determined by departmental assessment. Formerly AUTO 104.

**Prerequisites:** AUTO 130 or AUTO 100 and AUTO 136 or AUTO 101 or equivalent college courses with "C" or better (AUTO 130, AUTO 100, AUTO 136 and/or AUTO 101 may be taken concurrently).

**AUTO 134      Auto Suspension/Steering System      4 units**  
Units:      3 Lecture/Discussion  
              1 Lab

**Materials Fee:** \$5.00

**Equivalent Course:** AUTO 115.

Instruction in theory and maintenance of automotive suspension and steering systems, including steering inspection and wheel alignment procedures. Prerequisites may be waived with equivalent skill and knowledge as determined by departmental assessment. (Formerly AUTO 115).

**Prerequisites:** (AUTO 130 or AUTO 100) and (AUTO 136 or AUTO 101) or equivalent college courses with "C" or better (AUTO 130, AUTO 100, AUTO 136 and/or AUTO 101 may be taken concurrently).

**AUTO 135      Automotive Brake Systems      4 units**  
Units:      3 Lecture/Discussion  
              1 Lab

**Materials Fee:** \$5.00

**Equivalent Course:** AUTO 105.

This course will provide the student with the technical skills and knowledge to diagnose, test, service and repair automotive brake systems. Instruction in hydraulics, pneumatics, anti-lock braking systems, associated electronics and the safe and proper use of brake systems tools and equipment for service and repair procedures will be included. Prerequisites may be waived with equivalent skills and knowledge as determined by departmental assessment. Formerly AUTO 105.

**Prerequisites:** (AUTO 130 or AUTO 100) and (AUTO 136 or AUTO 101) or equivalent college courses with "C" or better (AUTO 130, AUTO 100, AUTO 136 and/or AUTO 101 may be taken concurrently).

**AUTO 136      Automotive Electrical Systems      5 units**  
Units:      4 Lecture/Discussion  
              1 Lab

**Materials Fee:** \$5.00

**Equivalent Course:** AUTO 101.

This is a study course of the theory, design and operation of the complete automotive electrical and electronic systems. Instruction and lab covers the inspection, testing and repair of the total electrical system and component parts. Prerequisites may be waived with equivalent skills and knowledge as determined by departmental assessment. Formerly AUTO 101.

**Prerequisites:** AUTO 130 or AUTO 100 or equivalent college course with "C" or better (AUTO 130 and/or AUTO 100 may be taken concurrently).



# Course Descriptions

## **AUTO 137 Automotive Air Conditioning 4 units**

Units: 3 Lecture/Discussion  
1 Lab

Materials Fee: \$5.00

**Equivalent Course:** AUTO 109.

This is a study course in the design, theory and operation of the automotive heating and air conditioning systems. Instruction and lab covers the systems components, servicing, testing, repair and retrofit. Prerequisites may be waived with equivalent skills and knowledge as determined by departmental assessment. Formerly AUTO 109.

**Prerequisites:** (AUTO 130 or AUTO 100) and (AUTO 136 or AUTO 101) or equivalent college courses with "C" or better (AUTO 130, AUTO 100, AUTO 136 and/or AUTO 101 may be taken concurrently).

## **AUTO 138 Automotive Engine Performance 6 units**

Units: 4 Lecture/Discussion  
2 Lab

Materials Fee: \$5.00

**Equivalent Course:** AUTO 108.

This is an advanced study course of engine performance, driveability and diagnostics. Instruction will cover electrical and electronics systems, fuel delivery systems, computer onboard diagnostics, advanced ignition systems, emission control systems and other engine related topics. Prerequisites may be waived with equivalent skills and knowledge as determined by departmental assessment. Formerly AUTO 108.

**Prerequisites:** (AUTO 130 or AUTO 100) and (AUTO 101 or AUTO 136) or equivalent college courses with "C" or better.

## **AUTO 142 Automotive Fuel and Emissions 4 units**

Units: 3 Lecture/Discussion  
1 Lab

**Equivalent Course:** AUTO 102.

This is a study course of the theory, design and operation of the automotive fuel and emissions control systems. Instruction and lab covers the complete fuel delivery system and each of the emission control systems and associated components. Prerequisites may be waived with equivalent skills and knowledge as determined by departmental assessment. Formerly; AUTO 102.

**Prerequisites:** (AUTO 130 or AUTO 100 and AUTO 136 or AUTO 101) or equivalent college courses with "C" or better (AUTO 130 and/or AUTO 100 may be taken concurrently).

## **AUTO 143 Adv Auto Computer Control Syst 4 units**

Units: 3 Lecture/Discussion  
1 Lab

Materials Fee: \$5.00

**Equivalent Course:** AUTO 113.

This is an advanced study course of engine electrical and electronic computer control systems. The instruction will cover advanced theory, design and operation of computer control and on-board diagnostics systems, advanced fuel and ignition systems, and advanced test equipment. Prerequisites may be waived with equivalent skills and knowledge as determined by departmental assessment. Formerly AUTO 113.

**Prerequisites:** AUTO 130 or AUTO 100 and AUTO 136 or AUTO 101 or equivalent college courses with "C" or better (AUTO 130, AUTO 100, AUTO 136 and/or AUTO 101 may be taken concurrently).

## **AUTO 190AD Supervised Practice 1 - 3 units**

Units: 1-3 Lab

Supervised practice. Limitation on Enrollment: An "A" or "B" in college automotive major courses and permission of department. This course may be repeated three times.

## **AUTO 201AD ASE Certification Preparation 1.5 units**

Units: 1.5 Lecture/Discussion

Instruction and examinations in engines, transmissions, steering, suspension, brakes, electrical, heating, air conditioning and tune-up. Preparation for the National Institute for Automotive Service Certification. This course may be repeated three times. Advisory on Recommended Preparation: Completion of appropriate automotive courses or equivalent knowledge and skills learned through experience.

## **AUTO 202 Automotive Fuel Injection 3 units**

Units: 3 Lecture/Discussion

AUTO 202 is 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. Advisory on Recommended Preparation: AUTO 130 and 136 with a "C" or better, or equivalent college courses with a "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

## **AUTO 220 Alternative Energy Resources 1 units**

Units: 1 Lecture/Discussion

**Equivalent Course:** AG 220.

Students will explore alternatives to gasoline and diesel for fuels, as well as becoming familiar with other forms of bio-energy. This course is approved for Distance Education format.

## **AUTO 253AD Bar Alternative Training 3 units**

Units: 3 Lecture/Lab

Introduction to the Smog Check Program diagnosis and repair procedures. Provides instruction in the BAR alternative A6, A8 and L1 ASE certifications. Advisory on Recommended Preparation: 180 instructional hours at an accredited college or trade school or equivalent work experience in the areas of automotive electrical and engine performances or equivalent college course with a grade of "C" or better.

## **AUTO 254 Automotive Information Systems 2 units**

Units: 1 Lecture/Discussion  
1 Lab

Materials Fee: \$5.00

Course will assist students in becoming competent in the field of automobile parts procurement and sales skills. Course also will help students prepare for ASE Automobile Parts Specialist Test (P2). Prerequisite may be waived with equivalent skills and knowledge as determined by departmental assessment.

**Prerequisites:** AUTO 130 or equivalent college course with "C" or better.

## **AUTO 255 Automotive Service Systems 2 units**

Units: 2 Lecture/Lab

Students in this course will learn and apply the basic principles and applications required to perform the duties of a Service Consultant at an automotive facility. Customer relations will be the foremost topic of all work developed by the student. The course is also a preparation for the ASE C1 test.

**Prerequisites:** AUTO 130 or equivalent college course with "C" or better.

## **AUTO 256 Consumer Automotive Service 2 units**

Units: 1 Lecture/Discussion  
1 Lab

Instruction and laboratory demonstrations in the inspection and maintenance procedures required for maintaining today's automobiles. This course may be used as a survey or support course for the Automotive Technology Major. Formerly Auto 300

# Course Descriptions

**AUTO 262AD BAR Smog Update Training** 1 units  
Units: 1 Lecture/Lab

This is an updated version of the BAR Smog Update Training and certification course for Smog Check Technicians. This class may be taken by any student for credit for the general knowledge and skills associated with updates to the BAR Smog Check Program. This course may be repeated three times. Advisory on Recommended Preparation: AUTO 263AD and AUTO 264AD or equivalent college course with a grade of "C" or better.

**AUTO 263AD Basic Clean Air Car Course** 3 units  
Units: 3 Lecture/Lab

The Basic Clean Air Car Course is a certification course designed to prepare students to take the Bureau of Automotive Repair's Basic Smog Check Technician licensing examination. Any students may take this course, but may not be certified to take the State licensing examination. This course may be repeated three times. Advisory on Recommended Preparation: AUTO 130,136,138,142, and 143 or equivalent college course with a grade of "C" or better or one year of automotive work experience in the engine performance and emissions area.

**AUTO 264AD Advanced Clean Air Car Course** 2.5 units  
Units: 2.5 Lecture/Lab

The Advanced Clean Air Car course is a certification course designed to prepare students to take the Bureau of Automotive Repair Advanced Smog Check Technician licensing examination. It will cover the BAR 97 Transition Training, Advanced Emissions Diagnostics Training and the Enhanced Area Inspection and Testing procedure training. This course is repeatable three times. Advisory on Recommended Preparation: AUTO 130, 136, 138, 142, 143, and AUTO 263AD or equivalent college course with a grade of "C" or better. ASE A-6, A-8 and L1 Certifications or current Basic Smog Check Technician License.

**AUTO 265 Alternate Fuel Vehicles** 2 units  
Units: 2 Lecture/Lab

Instruction in theory and application of alternate fuel vehicles available and in use in the transportation industry and private sector. Instruction includes Hybrid, Electric and Fuel-Cell vehicles. Prerequisites may be waived with equivalent skills and knowledge as determined by departmental assessment.  
**Prerequisites:** AUTO 130 and AUTO 136 or equivalent college courses with "C" or better.

**AUTO 267 Automotive Brake/Suspension Sv** 2 units  
Units: 1.5 Lecture/Discussion  
.5 Lab

This course includes instruction and laboratory tasks to allow students to become proficient in automotive brake and suspension system service. It is also preparation for the ASE under car specialist certification test (x1). Prerequisite may be waived with equivalent skills and knowledge as determined by departmental assessment.  
**Prerequisites:** AUTO 134 and AUTO 135 or equivalent college courses with "C" or better.

**AUTO 269 Brake/Headlamp Certif Prep** 2 units  
Units: 1 Lecture/Discussion  
1 Lab

Instruction and laboratory demonstrations for preparation of the State of California Brake Adjuster and Headlamp Adjuster License tests. Prerequisite may be waived with equivalent skills and knowledge as determined by departmental assessment.  
**Prerequisites:** AUTO 130 or equivalent college course with "C" or better.

## BIOLOGY

**BIOL 001 Principles of Biology** 5 units  
Units: 3 Lecture/Discussion  
3 Lab

BIOL 1 is the first semester of a two course introductory sequence for biology majors. The course covers the principles and applications of basic chemistry, biochemistry, cell structure and function, homeostasis, cell division, molecular and Mendelian genetics, cellular respiration, plus the taxonomy, development, comparative structure, organ system functions and behavior of animals. The philosophy and methods of science, and experimental design are emphasized. Advisory on Recommended Preparation: CHEM 1 or 20 or equivalent college course with "C" or better.

**Prerequisites:** MATH 230 or MATH 235 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.

**BIOL 002 Principles of Biology** 5 units  
Units: 3 Lecture/Discussion  
3 Lab

The second semester of the Biology Major's sequence, including topics: microbiology, plants, ecology, biotechnology and molecular biology. Lab exercises include local and overnight field trips. Advisory on Recommended Preparation: CHEM 1, 20 or equivalent college course with a grade of "C" or better.

**Prerequisites:** BIOL 001 or equivalent college course with "C" or better.

**BIOL 020 Frontiers in Biology** 4 unit  
Units: 3 Lecture/Discussion  
1 Lab

A general principles course for transfer students who 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. Note: Some four-year institutions will not award credit for this class if it is taken after BIOL 1 (biology majors). Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

**BIOL 021 Plant Biology** 3 units  
Units: 2 Lecture/Discussion  
1 Lab

This is a general principles course in plant biology for the nonbiology major. The principle 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 BIOL 2.) Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. Approved for Distance Learning format.

**BIOL 022 Animal Biology** 3 units  
Units: 2 Lecture/Discussion  
1 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 BIOL 1. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

# Course Descriptions

## **BIOL 025 Human Ecology 3 units**

Units: 3 Lecture/Discussion

A survey of ecological principles and the historic and modern impact of human societies as agents of ecosystem modification. Topics include ecosystem structure and function. Also covered are 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 energy and mineral resources, and the pollution of air, water and land are emphasized in classroom and field activities. Field trips are a required part of this course.

## **BIOL 030 Human Anatomy 4 units**

Units: 3 Lecture/Discussion  
1 Lab

BIOL 30 is a general survey course designed to acquaint the beginning student with the anatomical principles necessary to understand the basic structure of the human body. Units received from this course are usually transferable to four-year institutions. The student is urged, however, to check with their specific transfer institution to confirm acceptance of this course.

## **BIOL 031 Human Physiology 4 units**

Units: 3 Lecture/Discussion  
1 Lab

BIOL 31 is a course designed to acquaint the beginning student with enough physiological principles necessary to understand the basic functioning of the human body. Laboratory experiments and exercises are designed to reinforce theories and processes described in lecture and to introduce students to basic physiological scientific investigation. Advisory on Recommended Preparation: BIOL 30; and CHEM 1,20, or 30, or equivalent college courses with "C" or better.

## **BIOL 040 General Microbiology 0 - 4 units**

Units: 3 Lecture  
1 Discussion

This is a general course in cell biology. The basic biochemistry, structures, functions, genetics, growth and development of animal, plant and microbial cells will be covered. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

## **BIOL 151AD Independent Study-Biology 1 - 4 units**

Units: 1-4 Lab

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. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

## **BIOL 180 Lab Techniques & Practices 2 units**

Units: 1 Lecture/Discussion  
1 Lab

**Equivalent Course:** CHEM 180.

This course introduces students to the techniques and practices used in laboratory settings. Topics will include lab safety, separation techniques, and measurements using a variety of instruments. Care and maintenance of instruments are also covered in the course.

Advisory on Recommended Preparation: CHEM 030 or equivalent college course with a "C" or better or CHEM 020 or equivalent college course with a "C" or better.

## **BIOL 185AD Research Practices 2 units**

Units: 1 Lecture/Discussion  
1 Lab

**Equivalent Course:** CHEM 195AD.

Students will work individually and in groups to solve independent laboratory research problems. Students will utilize proper laboratory protocols and instrumentation to produce and collect data. They will analyze the experimental data and document their research in laboratory reports.

Advisory on Recommended Preparation: BIOL 001 or BIOL 020, or BIOL 021, or BIOL 022, or BIOL 031, or BIOL 040, or CHEM 001, or CHEM 020, or CHEM 030 or equivalent college course with "C" or better.

## **BIOL 200 California Natural History 3 units**

Units: 3 Lecture/Discussion

A study of the natural history of California with emphasis on Central California, from the Sierras to the ocean. Topics include California geology, meteorology, geography, botany, ecology and zoology. Weekend field trips are part of the course.

## **BIOL 251AD Independent Study-Biology 1-4 units**

Units: 1-4 Lab

The purpose of Independent Study is to provide an opportunity for the student, 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. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the subject area. In addition, student must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

## **BIOL 270 Microbiology Techniques 1 unit**

Units: 1 Lecture/Lab

This course will teach an introduction to basic microbiology techniques. These will include microscope usage, staining methods, isolation and cultivation of bacteria and fungi, media preparation and microbial screening tests.

## BUSINESS

## **BUS 018 Business Law 4 units**

Units: 4 Lecture/Discussion

This course is recommended for most business majors. It includes an introduction to the U.S. Legal System; the relation of ethics to law; administrative, criminal, tort, and labor law; and legal aspects of international trade. Emphasis is on the study of the law of contracts and agency with case studies, discussion, and analysis.

## **BUS 020 Business Statistics 3 units**

Units: 3 Lecture/Discussion

This course is intended for business administration majors or anyone who wishes to gain an understanding of elementary data analysis, probability and statistics. A high level of mathematical sophistication and dedication is required for successful completion of this course.

**Prerequisites:** MATH 230 or MATH 235 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.

# Course Descriptions

## **BUS 025 Constitutional Law 3 units**

Units: 3 Lecture/Discussion

**Equivalent Course:** *AJ 025, GOVT 025.*

Students will apply logic and critical thinking to written and oral communication in the study of the fundamental rights of all citizens as protected by the United States constitution. Case studies will be used as examples of the application of law. Students will be required to write a total of 6,000 to 8,000 words. Advisory on Recommended Preparation: ENGL 1 and COMM 1 or equivalent college courses with "C" or better.

## **BUS 082 Introduction to Business 3 units**

Units: 3 Lecture/Discussion

This course is a survey of the principles, problems, practices, and procedures of business. It covers the functions of business and its relationship to individuals, the community, and the world. It is designed to introduce the history of business as well as explore current practices and procedures used in the business world today. This course is approved for distance education format.

## **BUS 100 Career Strategies 3 units**

Units: 3 Lecture/Discussion

This course is designed to increase the student's understanding of researching jobs and organizations, employment interviewing, and professional development, including communication skills. Networking with the business community is an integral component of this course. This course may be repeated three times.

## **BUS 112 Public Speaking for Business 4 units**

Units: 4 Lecture/Discussion

**Equivalent Course:** *COMM 112, SPCH 112.*

An introductory course in Public Speaking (COMM 1) and presentation software. This course covers a variety of formal Public Speaking styles and formats. Students will also learn how to create a computerized slide show, as well as speaker outlines/notes and audience handouts to assist in their presentations. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. Keyboarding speed of 20 cwpm. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts.

## **BUS 119 Quantitative Methods 3 units**

Units: 3 Lecture/Discussion

This is an introductory course for Business Administration majors designed to develop an appreciation of the value of quantitative methods in decision-making by formulation and solution of common business problems. Topics include linear models, matrix algebra, linear programming, finance, and an introduction to probability.

**Prerequisites:** MATH 230 or MATH 235 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.

## **BUS 151AD Independent Study-Business 1 - 4 units**

Units: 1-4 Lab

The purpose of Independent Study is to provide an opportunity for the student, under the direction of an instructor, to participate in advanced individualized studied to supplement and enhance existing courses. Independent Study requires a minimum of 54 units of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

## **BUS 155 E-Commerce 3 units**

Units: 3 Lecture/Discussion

This course will incorporate introductory and intermediate business concepts into an e-business model. This interdisciplinary course provides instruction that emphasizes the incorporation of technology into the business model. Advisory on Recommended Preparation: COMP 229 or equivalent course with "C" or better.

## **BUS 170 Introduction to Sales 3 units**

Units: 3 Lecture/Discussion

A practical course in sales principles and practices that emphasizes career opportunities, the current market environment, contemporary sales techniques, and the sales promotion. Required for marketing certificate, and the A.A./A.S. degrees in marketing, general business/clerical skills, and home economics fashion merchandising majors.

## **BUS 174 Marketing Principles 3 units**

Units: 3 Lecture/Discussion

This course introduces students to the fundamentals of marketing by exposing them to planning, producing, storing, promoting, selling, and distribution of commodities. In addition, the student will focus on the importance of market research, market segmentation, consumer behavior, marketing plans, and the technology revolution in marketing.

## **BUS 184 Business Communications 3 units**

Units: 3 Lecture/Discussion

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

## **BUS 185 Ethics in Business & Industry 3 units**

Units: 3 Lecture/Discussion

**Equivalent Course:**

The focus of this class will be on the application of ethics to contemporary issues occurring in today's business and industry, Students will also be exposed to the theoretical approaches to ethics through the writings of philosophers such as Plato, Aristotle, Hobbes, Kant, and others.

## **BUS 188 Human Relations in Business 3 units**

Units: 3 Lecture/Discussion

Students will become acquainted with those accepted patterns of behavior and performance standards which will enhance their skills in the workplace and in life. The student will be exposed to management techniques applicable to his/her business, domestic, personal, and social lives. Exploration of issues including diversity, leadership, teamwork, motivation, employee development, stress management, physical and emotional health, wellness, ethics, decision making and problem solving toward the goal of improving interpersonal effectiveness on the job. This course is a general education course which will be of value to both the business and non-business student. Approved for Distance Education format.

## **BUS 230 Supervision, Mgmt/1st Line Supr 3 units**

Units: 3 Lecture/Discussion

This course is designed to provide students with an overview of supervision and management skills. This course may be used for new supervisors or as a training course for both non-supervisory and active supervisory personnel.



# Course Descriptions

**BUS 231 Starting A New Business 3 units**

Units: 3 Lecture/Discussion

This course assists students who wish to become small business owners or managers. Topics include development of a business plan, marketing, financing, accounting and management. Advisory on Recommended Preparation: Any general business class or previous business experience.

**BUS 240 Banking Skills 2 units**

Units: 2 Lecture/Discussion

This class trains students for entry-level careers in financial institutions. Students will learn about cash handling procedures, record keeping, fraud-prevention guidelines and techniques for addressing customer complaints.

**BUS 251AD Independent Study-Business 1 - 4 units**

Units: 1-4 Lab

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 work per unit. This course may be repeated three times. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office.

**BUS 256 Medical Terminology 3 units**

Units: 3 Lecture/Discussion

This course is designed to provide a foundation for the understanding of medical terminology using simple, non-technical explanations of medical terms. The fundamentals of word analysis are explained to make the understanding of complex terminology easier. Approved for Distance Education format.

**BUS 268 Electronic Calculating 2 units**

Units: 2 Lecture/Discussion

This course introduces the students to the ten-key pad. Students will develop speed and accuracy using the touch method, review the principles of arithmetic, and transfer the skills to the solution of business problems. Advisory on Recommended Preparation: BUS 395 or MATH 360 or equivalent college course with a grade of "C" or better or recent completion of an arithmetic class.

**BUS 270 College Keyboarding Level 1 3 units**

Units: 2 Lecture/Discussion  
1 Lab

College Keyboarding is a course designed to help students develop the strong keyboarding skills they need today along with the specific word processing, Internet, and general computer application skills they will need for tomorrow. The On-line Learning option includes lesson slides, quizzes, web links, enrichment material, flash cards, interactive exercises, and on-line reference of model documents. Approved for Distance Learning format.

**BUS 271 College Keyboarding Level 2 3 units**

Units: 2 Lecture/Discussion  
1 Lab

Business 271 is an intermediate course with emphasis on business correspondence, forms, table, manuscripts, and production keyboarding. The student will review the fundamentals of keyboarding and will strive to improve his/her speed and accuracy not only on straight copy materials but on forms and letters as well. Advisory on Recommended Preparation: BUS 270 or equivalent college course with a "C" or better, or one year of previous typing instruction. Approved for Distance Learning format.

**BUS 293 Business English 4 units**

Units: 4 Lecture/Discussion

BUS 293 is a lecture/discussion class that is designed to help the business student become more proficient in and more comfortable with the use of the English language. It provides a complete review of and practice in using the fundamentals of English grammar: parts of speech, spelling, sentence structure, punctuation, and vocabulary building. Advisory on Recommended Preparation: ENGL 360 or equivalent college course with a "C" or better or eligibility for ENGL 251 determined by COS placement procedures.

**BUS 295 Business Mathematics 3 units**

Units: 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 interest, payroll, taxes, commissions, banking, business statistics, and the applied use of algebra in solving business problems. The math competency exam will be administered in the class.

Advisory on Recommended Preparation: BUS 395 or MATH 360 or equivalent college course with a grade of "C" or better.

**BUS 297 Personal Finance 3 units**

Units: 3 Lecture/Discussion

This course is open to both business and nonbusiness majors. Students gain knowledge of personal income and expenditures. Topics include investments; borrowing money; budgets; charge accounts; property, income, estate, inheritance, and gift taxes; life, health, and miscellaneous insurance; pension plans and social security; trust funds; inflation and business cycles.

**BUS 360AC Elementary Keyboarding 1 unit**

Units: 1 Lecture/Lab

This course introduces students to the computer keyboard. Students will use the touch method to key letters, numbers, symbols, and the numeric keypad. This course may be repeated twice.

Approved for Distance Learning Format.

**BUS 361AC Elem Keyboarding for ESL 1 unit**

Units: 1 Lecture/Lab

This course introduces the ESL student to the computer keyboard. Students will use the touch method to key letters, numbers, symbols, and the numeric keypad. This course may be repeated twice. Limitation on Enrollment: Limited to students enrolled in the ESL Program. Approved for Distance Education format.

**BUS 395 Rev/Arithmetic for Business 4 units**

Units: 4 Lecture/Discussion

This course is designed to review the concepts and mechanics of arithmetic with an emphasis in business applications. Other topics include an introduction to algebra and geometry. The math competency exam will be administered in the class.

## CHEMISTRY

**CHEM 001 General Chemistry 5 units**

Units: 3 Lecture/Discussion  
2 Lab

A course for majors and pre-professionals involving the fundamental theories and laws of chemistry. Topics include stoichiometry, atomic structure, bonding theories, ionic reactions and properties of gases. Chemistry prerequisite may be waived with one year of high school chemistry with a "C" or better.

**Prerequisites:** MATH 230 or MATH 235) and (CHEM 020 or CHEM 253) or equivalent college courses with "C" or better.

# Course Descriptions

**CHEM 002 General Chemistry 5 units**  
Units: 3 Lecture/Discussion  
2 Lab

A course for majors and pre-professionals involving the fundamental theories and laws of chemistry. Topics include liquids, solids, solutions, kinetics, acid/base theories, acid/base equilibrium, solubility and complex equilibrium, thermodynamics and electrochemistry.

**Prerequisites:** CHEM 001 or equivalent college course with "C" or better.

**CHEM 012 Organic Chemistry 3 units**  
Units: 3 Lecture/Discussion

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 and biology majors, premedical, pre-dental students, pre-pharmacy and medical technicians. Emphasis is on structural and functional group chemistry studied from a synthetic and mechanistic point of view. Topics include: nomenclature, stereochemistry, free radical processes, structure, bonding, hybridization of carbon compounds, basic elimination and substitution reactions, introductory infrared and nuclear magnetic resonance spectroscopy.

**Prerequisites:** CHEM 002 or equivalent college course with "C" or better.

**CHEM 012L Organic Chemistry Laboratory 1 2 units**  
Units: 2 Lab

This course is a study of the methods and techniques (micro and macro) essential to organic analysis and synthesis. This will include extraction, distillation and crystallization techniques. This course is primarily for chemistry, biochemistry and biology majors; pre-medical, pre-dental and pre-pharmacy students; and medical technicians.

**Prerequisites:** CHEM 012 or equivalent college course with "C" or better (CHEM 012 may be taken concurrently).

**CHEM 013 Organic Chemistry 2 3 units**  
Units: 3 Lecture/Discussion

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 and biology majors, premedical, pre-dental, prepharmacy 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 bio-chemistry, mass spectrometry and ultraviolet/visible spectroscopy.

**Prerequisites:** CHEM 012 or equivalent college course with "C" or better.

**CHEM 013L Organic Chemistry Lab 2 2 units**  
Units: 2 Lab

This course expands knowledge and use of the techniques (micro and macro) gained in CHEM 12L. Emphasis will be put on use of instrumentation. Research techniques are taught by way of independent projects. Determination of structure, isolation of products and purification are emphasized.

**Prerequisites:** CHEM 013 or equivalent college course with "C" or better (CHEM 013 may be taken concurrently).

**CHEM 020 Intro to General Chemistry 4 units**  
Units: 3 Lecture/Discussion  
1 Lab

CHEM 20 is a one semester transferable college chemistry course designed to meet the needs of allied-health majors. The course is a study of the fundamental theories and laws of chemistry. The laboratory portion of the course involves experimentation and drawing conclusions from data. Advisory on Recommended Preparation: CHEM 253 or equivalent college course with a "C" or better; or high school chemistry with "C" or better in both semesters. MATH 200 or MATH 205 or equivalent college course with "C" or better; or eligibility for MATH 230 determined by COS Placement Procedures.

**CHEM 021 Organic/Biological Chemistry 4 units**  
Units: 3 Lecture/Discussion  
1 Lab

CHEM 21 is the second semester of a full year college chemistry course which meets the needs of the allied-health majors. Content focuses on structural configurations, properties and reactions of organic and biochemical compounds. Both qualitative and quantitative aspects of these are part of lecture and laboratory.

**Prerequisites:** CHEM 020 or equivalent college course with "C" or better.

**CHEM 025 Environmental Chemistry 3 units**  
Units: 3 Lecture/Discussion

**Equivalent Course:** CHEM 125.

Fundamental principles of chemistry applied to current environmental issues. Principles include atomic and molecular structure, chemical calculations, gases and liquids, acids and bases, nuclear chemistry, polymers. Issues include air and water pollution, ozone depletion, global warming, energy waste disposal, nutrition. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS placement procedures.

**CHEM 030 Genl & Biological Chemistry 5 units**  
Units: 4 Lecture/Discussion  
1 Lab

The theme of this course is the molecular basis of life. It will cover essential concepts of inorganic, organic, and biochemistry. Inorganic topics include atomic theory, stoichiometry and solution chemistry. Topics for organic and biochemistry are chosen to enhance the basic understanding of living processes. Advisory on Recommended Preparation: Completion of MATH 200 or MATH 205 or placement in MATH 230 as determined by the COS Placement Procedures.

**CHEM 151AD Independent Study - Chemistry 1 - 4 units**  
Units: 1-4 Lab

The purpose of Independent Study is to provide an opportunity to 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. 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. This course may be repeated three times.

**CHEM 180 Lab Techniques & Practices 2 units**  
Units: 1 Lecture/Discussion  
1 Lab

**Equivalent Course:** BIOL 180.

This course introduces students to the techniques and practices used in laboratory settings. Topics will include lab safety, separation techniques, and measurements using a variety of instruments. Care and maintenance of instruments are also covered in the course.

Advisory on Recommended Preparation: CHEM 030 or equivalent college course with a "C" or better or CHEM 020 or equivalent college course with a "C" or better.

# Course Descriptions

**CHEM 185AD Research Practices** 2 units  
Units: 1 Lecture/Discussion  
1 Lab

**Equivalent Course:** BIOL 185AD.

Students will work individually and in groups to solve independent laboratory research problems. Students will utilize proper laboratory protocols and instrumentation to produce and collect data. They will analyze the experimental data and document their research in laboratory reports.

Advisory on Recommended Preparation: BIOL 001 or BIOL 020, or BIOL 021, or BIOL 022, or BIOL 031, or BIOL 040, or CHEM 001, or CHEM 020, or CHEM 030 or equivalent college course with "C" or better.

**CHEM 190AD Supervised Practice** 1 - 3 units  
Units: 1-3 Lab

Supervised Practice. Limitation on enrollment: Permission of the department.

**CHEM 253 Introduction to Chemistry** 4 units  
Units: 3 Lecture/Discussion  
1 Lab

This is a one-semester elementary class for students who have never taken high school chemistry or whose previous work in chemistry did not prepare them for CHEM 20. The course will prepare students for success in CHEM 20 by giving them a basic background in matter, energy, chemical reactions, measurements, formula writing, nomenclature, chemical calculations and a review of elementary algebra. Advisory on Recommended Preparation: MATH 200 or MATH 205 or equivalent college course with "C" or better, or eligibility for MATH 230 as determined by COS Placement Procedures.

## CHILD DEVELOPMENT

**CHLD 039 Child Development DS 1** 3 units  
Units: 3 Lecture/Discussion

**Equivalent Course:** PSY 039.

This course is a study of the principles of both typical and atypical human development from conception to adolescence. The course content focuses on physical, cognitive, social, and emotional domains of development. This course is approved for Distance Education format. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS placement procedures.

**CHLD 042 Child, Family & Society-DS2** 3 units  
Units: 3 Lecture/Discussion

The study of the social development of young children with emphasis on the interactions among and between children, families, and community systems. This course is required for the Child Development Permit and core curriculum for employment in child care centers. This course is approved for Distance Education format.

**CHLD 112 Children's Nutrition** 3 units  
Units: 3 Lecture/Discussion

**Equivalent Course:** NUTR 112.

A lecture course on children's nutritional requirements prior to conception through adolescence. Course study centers on nutrition basics, feeding principles, and current topics. An appropriate course for students in education, social services and human development.

**CHLD 120 Early Literacy in ECE** 1 unit  
Units: 1 Lecture/Discussion

Research based principles and practices for providing children age three through five a strong foundation in early literacy development to include developmental writing, using strategies within a developmentally appropriate approach in the preschool setting.

**CHLD 121 Curriculum Development in ECE** 1 unit  
Units: 1 Lecture/Discussion

Research-based principles and practices in the development of curriculum, assessment, and instruction as a foundation for quality ECE programs in providing children, ages three to five years a strong foundation in early reading, writing, and mathematics.

**CHLD 122 Promoting Oral Language in ECE** 1 unit  
Units: 1 Lecture/Discussion

Short term class. Research based principles and practices for providing children age three to five a strong foundation in early language development using strategies within a developmentally appropriate approach in the preschool setting.

**CHLD 123 Dual Language Learners in ECE** 1 unit  
Units: 1 Lecture/Discussion

Short term class. Research-based principles and practices in second language development to promote language, literacy, and learning as a foundation for quality ECE programs in providing children ages three to five years a strong foundation in early reading.

**CHLD 134 Child Abuse Prevention** 3 units  
Units: 3 Lecture/Discussion

A study of child abuse that will include detection, reporting requirements, causes and effects on children, prevention and treatment. Emphasis on knowledge related to the impact of abuse on children, community resources for prevention and treatment and healthy family dynamics.

**CHLD 135 Music Experiences in ECE-DS3** 1 unit  
Units: 1 Lecture/Discussion

This course investigates several methods of using musical experiences in the early childhood curriculum. Topics include various themes, creating and using musical instruments, songs, rhythm, movement and multicultural music. This course is appropriate for teachers of young children and can be used towards the 12 units required for employment in a child care center and also qualifies as an elective for the Child Development Permit.

**CHLD 136 Children's Literature-DS3** 3 units  
Units: 3 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 137 Science Experiences in ECE-DS3** 1 unit  
Units: 1 Lecture/Discussion

This course investigates the various methods of integrating science experiences and activities throughout the early childhood curriculum. Emphasis is placed on creating positive, age-appropriate activities, to excite children's interest in science in the world around them.

# Course Descriptions

**CHLD 138 Science Exp in School-Age Ed 1 unit**

Units: 1 Lecture/Discussion  
This course provides an overview of science activities appropriate for the school-age environment. Students participate in preparation and completion of various science activities. The theory behind the science activities is also covered. Students will develop materials and methods appropriate for the school-age child.

**CHLD 140 Principles of ECE-DS3 3 units**

Units: 2 Lecture/Discussion  
1 Lab  
This course is designed for observation and the study of young children in a laboratory setting in preparation for working with diverse families. It includes studying child development theory, age-appropriate curriculum, the behavior of children and current teaching practices and assessment. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures. Limitation on enrollment: a T.B. test clearance must be obtained prior to participation in lab exercises.

**Prerequisites:** CHLD 039 or PSY 039 or equivalent college course with "C" or better.

**CHLD 141 Practices in ECE DS3 3 units**

Units: 2 Lecture/Discussion  
1 Lab  
The course is designed to prepare the student to classroom teaching, curriculum development and objective writing. Laboratory experience is a direct contact with children in a functioning program as a classroom teacher. Limitation on Enrollment: A T.B. test clearance must be obtained prior to participation in lab exercises. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures.

**Prerequisites:** CHLD 140 or equivalent college course with "C" or better.

**CHLD 142 Adult Supervision/Mentor DS6 2 units**

Units: 2 Lecture/Discussion  
Course includes methods and principles of supervising teachers in the early childhood classroom and also meets the requirement of adult supervision units on the California Permit Matrix. This course is required for the Child Development Permit, levels of Master Teacher and above.

**Prerequisites:** CHLD 141 and CHLD 143 or equivalent college courses with "C" or better.

**CHLD 143 Administration of ECE-DS 6 3 units**

Units: 3 Lecture/Discussion  
This course focuses on administering programs for children with emphasis on the management of child care programs, including program planning, organization, budgeting, personnel policies, record keeping, legal requirements and regulatory agencies. May be used to fulfill Title 22 Child Care Center Director requirements. CHLD 143 and 144 fulfill requirements for a California Site Supervisor Permit. Advisory on Recommended Preparation: CHLD 141 or equivalent college course with a grade of "C" or better.

**Prerequisites:** CHLD 140 or equivalent college course with "C" or better.

**CHLD 144 Adv Admin Erly Chldhd Ed-DS6 3 units**

Units: 3 Lecture/Discussion  
An advanced course in Administration of Early Childhood Education, including time management, staff development, staff and parent handbooks, goal setting, marketing, evaluation and accreditation. May be used to fulfill Title 22 Child Care Center Director requirements. CHLD 143 and 144 fulfill requirements for a California Site Supervisory Permit. Advisory on Recommended Preparation: CHLD 141 or equivalent college course with a grade of "C" or better.

**Prerequisites:** CHLD 140 or equivalent college course with "C" or better.

**CHLD 145 Parenting 3 units**

Units: 3 Lecture/Discussion  
The course studies topics pertaining to parenting such as attachment, appropriate guidance techniques, parenting styles, conflict resolutions, parenting children with special needs, parent/child interaction and home environment.

**CHLD 146 Exceptional Child 3 units**

Units: 3 Lecture/Discussion  
A study of characteristics of children with disabilities. Focus will be on etiology, legislation, curriculum, interventions, role of the teacher and family issues. CHLD DEV 146 fills 3 of the required 12 units for ECE employment in California and is required for the Child Development - Option II, Early Childhood Special Education Certificate.

**CHLD 147 Infant/Toddler-Chld Care-DS4 3 units**

Units: 3 Lecture/Discussion  
Study of the development and care of the infant/toddler. Includes areas of social/emotional development, nutrition, cognitive/motor development, limit setting and language development. Socializing among children/families of diverse backgrounds, play and natural environments appropriate for the typically and atypically developing child will be explored.

**CHLD 148 Child Health/Safety-DS7 3 units**

Units: 3 Lecture/Discussion  
A comprehensive study of health, safety, nutrition and current issues in child development with the young child. This course is designed for childcare givers, teachers and parents.

**CHLD 149 Creative Curricul/Children-DS3 3 units**

Units: 2 Lecture/Discussion  
1 Lab  
**Materials Fee: \$5.00**  
**Equivalent Course:** CHLD 149AB.

This course presents an overview of knowledge and skills related to providing age-appropriate curriculum and environments for young children. It is designed to prepare child development students in the planning, development and implementation of a wide variety of preschool curriculum. Emphasis is on age and developmentally appropriate practices, theory and curriculum topics. Students will integrate cognitive theory into practicum in the areas of language and literacy, social/emotional learning, sensory learning, creative art, math and science.

**CHLD 151AD Independent Study-Chld Dev 1 - 4 units**

Units: 1-4 Lab  
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. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

**CHLD 152 School-Age Child Care-DS5 3 units**

Units: 3 Lecture/Discussion  
This course is a study of child care provision for school-age children. The content includes an overview of the physical, social and cognitive development of school-age children. This course investigates a variety of enrichment activities as well as curriculum development.



# Course Descriptions

**CHLD 153 Creative Movement Classroom 1 unit**  
Units: 1 Lecture/Discussion

This course investigates various methods of incorporating movement experiences into the early childhood school age classroom curriculum. The class includes the study of creativity, locomotor skills, and perceptual motor development. Appropriate for teachers, care providers, parents and child development students.

**CHLD 154 Intro to Early Intervention 3 units**  
Units: 3 Lecture/Discussion

This course gives an overview of treatments, strategies and techniques used to serve high-risk and handicapped infants, birth to age three, according to PL99-457, as well as the transition process to school-based services. The course meets the training needs of educators, parents and care providers who will serve this special needs population. It is required for the COS Vocational Certificate Special Education-Option II and it also fulfills part of the 6-units of specialization needed for a California Child Development Permit.

**CHLD 155 Child Guidance DS3 3 units**  
Units: 3 Lecture/Discussion

This course focuses on a child-centered approach to problem solving for teachers with groups of young children from infancy to school-age. It includes assessment and response to child behavior using positive, age-appropriate methods.

**CHLD 156 Family Child Care Management 1 unit**  
Units: 1 Lecture/Discussion

This is an introductory course designed to meet the training needs of family child care providers. It combines theory and practical application to introduce licensing guidelines, health and safety practices, recordkeeping, developing business policies, support services and procedures unique to family child care.

**CHLD 157 Family Day Care Princ/Pract 1 unit**  
Units: 1 Lecture/Discussion

This is an introductory course designed to meet the training needs of family child care providers. It combines practical application to introduce daily routines, parent/provider relationships, child growth and development, discipline techniques and resources for family child care providers.

**CHLD 158 Cultural Diversity in ECE DS3 3 units**  
Units: 3 Lecture/Discussion

Explores cultural and language acquisition issues that relate to the education of diverse populations of children, and acquaints students with non-bias multicultural teaching strategies and curriculum suitable for young children. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures.

**CHLD 159 Child Development Permits 2 units**  
Units: 2 Lecture/Discussion

This is an introductory course designed to provide training to child development students about the Child Development Permits. Training also includes the application process, professional growth plans and the renewal process.

**CHLD 163AD After School Programs 4 units**  
Units: 4 Lecture/Discussion

The course is a study of literacy/numeracy curriculum in after-school enrichment programs, such as, the HEART program. It is designed to cover social, cognitive, and physical development of school-age children, curriculum development, enrichment activities and classroom management. This course is designed to be taught and offered only during the summer term. This course may be repeated three times.

**CHLD 164 Family Child Care Mentor 2 units**  
Units: 2 Lecture/Discussion

This is an introductory course designed to study the philosophy and techniques of working with adults in a family child care home. Emphasis will be on communication, staff development, licensing, and professionalism in family child care. Students must pass this course to become a Family Child Care Mentor. Limitation Request on Enrollment: Students must be experienced, licensed family childcare providers.

**CHLD 190AD Supervised Practice 1 - 3 units**  
Units: 1-3 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. This course may be repeated three times. Limitation on Enrollment: Permission of the department.

**CHLD 210 Prof Growth Advisor Training 1 unit**  
Units: 1 Lecture/Discussion

Train students to become Professional Growth Advisors for the Child Development Permit holders licensed by the State of California Commission on Teacher Credentialing.

**CHLD 238 Food Activities for the Child 1 unit**  
Units: 1 Lecture/Discussion

**Materials Fee: \$5.00**  
This course explores and develops food experiences, which can be incorporated into the learning environment of young children. It will include safety and sanitation with young children, recipe development for non-readers, and simple preparation techniques.

**CHLD 239 Intro to Child Dev 2 units**  
Units: 2 Lecture/Discussion

Overview of the child care profession. Philosophical/theoretical basis for age appropriate curriculum for young children. Includes licensing requirements and standards for quality preschool programs. Units will apply toward a state certification. One hour observation required at COS Child Development Center or mentor site.

**CHLD 242 Socialization of the Child 2 units**  
Units: 2 Lecture/Discussion

Course covers the early childhood classroom, family and community and their effects on the socialization of the child, including diverse families, and community resources. Class time will focus on developmentally appropriate environment in child care programs. Units apply toward a state certificate in child care.

**CHLD 249 Intro Preschool Activities 2 units**  
Units: 2 Lecture/Discussion

Course prepares students for employment in child care or continued education in child development. Focus is on planning, preparing materials and presenting curricular activities that are developmentally appropriate. Emphasis is on activities, developing and managing learning centers for an ECE environment. Credits apply towards state certificate.

# Course Descriptions

## CHLD 251AD Independent Study-Chld Dev 1 - 3 units

Units: 1-3 Lab

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. This course may be repeated three times. 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 and Records office.

## CHLD 261 Play, Space, and Guidance 3 units

Units: 3 Lecture/Discussion

The course will focus on the importance of play for young children and how the learning environment along with age appropriate materials promotes children's development. The class will explore how the environment affects behavior and students will learn strategies for guiding children's behavior.

## CHLD 310AC Parenting/ Education Success .5 unit

Units: .5 Lecture/Discussion

A course for parents to learn to take an active role in their child's education. Parents will learn how to navigate the school system for their child's success and understand the importance of their role in strengthening the partnership between home and school. Course repeatability is for school age levels: grade school, junior high and senior high.

## CHLD 410 Parents for Student Success 0 units

Hours: Noncredit

This is a non-credit course for parents to learn how to take an active role in their child's education. Parents will learn how to navigate the school system for their child's success and understand the importance of their role in strengthening the partnership between home and school.

## CINEMA ARTS

## CINA 031 Motion Picture Appreciation 2 units

Units: 1 Lecture/Discussion  
1 Lab

Explores the origin of motion picture production, objectives of various directors, actors and producers in their films, and technology esthetic changes in motion picture production. Students are taught to view the motion picture as an art form and to evaluate the objectives of motion pictures and their attainment. CINA 031, fall semester covers the period from beginning to the present, with emphasis on American films.

## CINA 032 Motion Picture Appreciation 2 units

Units: 1 Lecture/Discussion  
1 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. CINA 32 is offered only in the spring semester and covers contemporary film 1930 to present, with emphasis on international films.

## COMMUNICATION

## COMM 001 Fundamentals/Public Speaking 3 units

Units: 3 Lecture/Discussion

**Equivalent Course: SPCH 001.**

COMM 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. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures. Formerly SPCH 001.

## COMM 001H Fund/Public Speaking-Honors 3 units

Units: 3 Lecture/Discussion

COMM 1H 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. Duplicate credit not granted for COMM 1. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 001 determined by COS Placement Procedures. Limitation on Enrollment: Acceptance into the Honors Program.

## COMM 004 Interpersonal Communications 3 units

Units: 3 Lecture/Discussion

**Equivalent Course: SPCH 004.**

A theoretical exploration of interpersonal communication dynamics influenced by the field of behavioral communications and psychology. Focus will be upon how individuals relate, perceive, communicate, and apply emotions within interpersonal settings. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS Placement procedures. Approved for Distanced Education format. Formerly SPCH 004.

## COMM 005 Argumentation and Debate 3 units

Units: 3 Lecture/Discussion

**Equivalent Course: SPCH 005.**

COMM 005 is an introductory course in argumentation and debate. This course covers research into, and critical analysis of, major public issues. The 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 presentation. Formerly SPCH 005. Approve for distance education format. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS placement procedures.

## COMM 007 Persuasion 3 units

Units: 3 Lecture/Discussion

**Equivalent Course: SPCH 007.**

This course was designed to create an understanding of the constant persuasive message that permeates modern life. While based deeply in persuasive theory, this course will also allow students to apply the material to personal and professional endeavors by direct application of the theory in the classroom and life. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures. Formerly SPCH 007.

# Course Descriptions

## **COMM 008 Group Communication 3 units**

Units: 3 Lecture/Discussion

**Equivalent Course: SPCH 008.**

COMM 8 is an introductory course in Group Communication. The student will learn group dynamics, structures, the importance of maintaining structured agendas to complete task-oriented group discussions, and how to use substantive conflict to meet both the needs of the group and the individual group members. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures. Formerly SPCH 008.

## **COMM 009 Intercultural Communications 3 units**

Units: 3 Lecture/Discussion

**Equivalent Course: SPCH 009.**

This course will provide the student with an understanding of the different cultures in our country by providing an insight into the communicative behaviors each culture possesses. A variety of culture will be studied, with specific emphasis placed on the different skills in verbal and nonverbal communication, communication climates and language interpretation of those cultures. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures. Formerly: SPCH 009.

## **COMM 112 Public Speaking for Business 4 units**

Units: 4 Lecture/Discussion

**Equivalent Course: BUS 112.**

An introductory course in Public Speaking and presentation software. This course covers a variety of formal Public Speaking styles and formats. Students will also learn how to create a computerized slide show, as well as speaker outlines/notes and audience handouts to assist in their presentation. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. Keyboarding speed of 20 cwpm.

## **COMM 151AD Independent Study-Communicatio 1 - 4 units**

Units: 1-4 Lab

**Equivalent Course: SPCH 151AD.**

Independent Study. Completion of all beginning level courses offered at COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office to obtain approval to enroll. This course may be repeated three times.

## **COMM 251AD Independent Study-Communicatio 1 - 4 units**

Units: 1-4 Lab

**Equivalent Course: SPCH 251AD.**

Independent Study. Completion of all beginning level courses offered at COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office to obtain approval to enroll. This course may be repeated three times.

## **COMP 006 Programming Fundamentals 3 units**

Units: 2 Lecture/Discussion

1 Lab

COMP 6 Programming Fundamentals introduces students to problem analysis and programming techniques for preparing computerized solutions using Visual Basic. The student analyzes and defines the problem, plans and selects the appropriate procedures, and utilizes the correct programming language commands leading to solution for typical business scenarios. Advisory on Recommended Preparation: COMP 5 or 130 or equivalent college course with "C" or better (at a minimum COMP 5 or 131 should be taken concurrently); keyboarding speed of 20 cwpm.

## **COMP 008 Programming Concepts (JAVA) 3 units**

Units: 2 Lecture/Discussion

1 Lab

**Equivalent Course: COMP 108.**

This is an advanced computer class designed to teach students how to plan and program typical business problems utilizing a high-level, object-oriented JAVA language.

## **COMP 009 Advanced Application Software 3 units**

Units: 2 Lecture/Discussion

1 Lab

**Equivalent Course: COMP 109.**

This course advances the Visual Basic. NET techniques learned in COMP 6 with the inclusion of file handling techniques, interconnectivity to a RDB (such as MS Access, and advanced software development using the management of visual objects on microcomputers. Emphasis on structure and style, using visual environments (windows and graphs), program planning, and logic structures. Advisory on Recommended Preparation: COMP 6 or equivalent college course with "C" or better (at a minimum COMP 6 should be taken concurrently). Formerly COMP 109.

## **COMP 130 Intro to Personal Computers 4 units**

Units: 4 Lecture/Discussion

This course is designed to teach students how to use a computer. Topics include an introduction to computer concepts. Windows, word processing, spreadsheet, and database applications. Transfer students should check with their counselors to see whether COMP 130 or COMP 5 would be more appropriate for their major. Advisory on Recommended Preparation: Keyboarding speed of 20 wpm.

## **COMP 133 Database Processing 3 units**

Units: 3 Lecture/Discussion

Database processing for microcomputers emphasizes relational data base theory as well as design and implementation. Practical applications will include using the database software to create tables, queries, forms and reports. Advisory on Recommended Preparation: COMP 130 and keyboard speed of 20 cwpm or equivalent college course with a grade of "C" or better.

## **COMP 135 Desktop Publishing for Bus 4 units**

Units: 4 Lecture/Discussion

This is a basic course in desktop publishing where students will learn the essentials of design, typography, graphics and text using Adobe Software to produce materials for businesses.

## COMPUTER

## **COMP 005 Computer Concepts 4 units**

Units: 4 Lecture/Discussion

COMP 5 introduces students to: computer hardware and software systems, impact of computers on society, ethical issues, application of computer technology in many career fields. Students learn to use a microcomputer and applications software packages-word processing, spreadsheet, database and presentation programs. Advisory on Recommended Preparation: Keyboarding speed of 20 cwpm.

# Course Descriptions

## **COMP 136 Word Processing 3 units**

Units: 3 Lecture/Discussion

This course is designed to teach the fundamentals of word processing. Students will produce business and personal documents using the appropriate formatting techniques. The student will also learn to create charts and tables, merge documents, format graphics and text boxes, and work with Web documents and Desktop Publishing. Advisory on Recommended Preparation: ENGL 360 or equivalent college course with "C" or better, or eligibility for ENGL 251 determined by COS placement procedures; and computer experience and intermediate keyboard skills.

## **COMP 138 Spreadsheet for Business 3 units**

Units: 3 Lecture/Discussion

This course emphasizes the design, creation, and use of spreadsheets for business applications. Students will learn beginning to advanced features of microcomputer spreadsheets including creating and customizing graphs, and creating and running computer slide shows with graphics.

Advisory on Recommended Preparation: Keyboard speed of 20 cwpm and microcomputer experience.

## **COMP 140 Computer Operating Systems 3 units**

Units: 3 Lecture/Discussion

Computer Operating Systems is designed to provide a theoretical and practical background to utilizing computer operating systems tools and accessories.

## **COMP 151AD Independent Study-Computer 1 - 4 units**

Units: 1-4 Lab

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. This course may be repeated three times. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition students must file an Independent Study form through the Admissions and Records Office.

## **COMP 210 Computer Accounting 3 units**

Units: 3 Lecture/Discussion

**Equivalent Course: ACCT 210.**

This course introduces computer-based accounting packages, QuickBooks, to handle "General Ledger" accounting for a business. It is recommended for people engaged in accounting aspects for all types of business entities.

## **COMP 220 Essential Computer Concepts 2 units**

Units: 2 Lecture/Discussion

This beginning course is designed to give the student a basic familiarity with the personal computer. Topics include what a computer is, terminology, an introduction to Windows, managing files with Windows Explorer, working with the Internet, and working with Outlook. This course is appropriate for anyone just starting to use a computer. Advisory on Recommended Preparation: Keyboarding speed of 20cwpm.

## **COMP 227 Presentation Software 1.5 units**

Units: 1.5 Lecture/Discussion

Students will learn how to prepare presentations in a business setting using presentation software to create a computerized slide show as well as speaker outlines/notes and audience handouts. This course is approved for Distance Education format.

Advisory on Recommended Approval: Computer experience and keyboarding speed of 20 cwpm.

## **COMP 228 Intro to World Wide Web 1 unit**

Units: 1 Lecture/Discussion

This beginning course is designed to give the student a basic familiarity with the World Wide Web. Topics include a brief history of the Internet and World Wide Web, browsing the Web, searching for and locating appropriate Web pages, downloading files, and sending and receiving electronic mail.

## **COMP 229 Web Page Design & Development 3 units**

Units: 3 Lecture/Discussion

This course emphasizes the design and creation of web pages. Students will learn how to use a web publishing software program, such as Macromedia Dreamweaver or Microsoft Front Page, to create professional-looking web sites. Advisory on Recommended Preparation: COMP 220, COMP 228, LIBR 102, or experience with Windows and the Internet or equivalent college course with a grade of "C" or better.

## **COMP 230 Java Script/XML 3 units**

Units: 2 Lecture/Discussion

1 Lab

This course teaches students to use JavaScript and advanced HTML techniques to add functionality including scrolling messages, animations and dynamic images, data input forms, pop-up forms, pop-up windows, and interactive quizzes to web pages. Advisory on Recommended Preparation: COMP 229 or equivalent college course with a "C" or better.

## **COMP 251AD Independent Study-Nontransf 1 - 4 units**

Units: 1-4 Lab

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. This course may be repeated three times. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, the student must file an Independent Study form through the Admissions and Records Office.

## **COMP 395AD Computer Support .5 unit**

Units: .5 Activity

This course provides students with the opportunity to collaborate with fellow students and various instructors in the solving of computer application problems. This course will reinforce computer skills learned in computer courses offered in the Business Division. This course can be repeated three times.

## COMPUTER SCIENCE

### **CSCI 001 Programming Concepts/Method 1 4 units**

Units: 3 Lecture/Discussion

1 Lab

**Equivalent Course: CSCI 101.**

Introduction to object-oriented programming and problem solving using C++. Algorithm development and object-oriented program design implemented through coding, debugging and documentation of this high level programming language. Approved for Distance Learning format.

**Prerequisites: MATH 070 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**



# Course Descriptions

**CSCI 002      Programming Concepts/Method 2      4 units**  
 Units:            3 Lecture/Discussion  
                       1 Lab

**Equivalent Course:** CSCI 102.

Data structures and object-oriented programming using C++. Application of software engineering techniques to the design and development of large programs; data abstraction, structures and associated algorithms. Approved for Distance Learning format.

**Prerequisites:** CSCI 001 or equivalent college course with "C" or better.

## CONSTRUCTION TECHNOLOGY

**CT 100AB      Const Draw/Design Analysis 1      4 units**  
 Units:            3 Lecture/Discussion  
                       1 Lab

**Materials Fee:** \$5.00

**Equivalent Course:** CT 100.

Architectural drafting techniques and standards; progressing from fundamentals to completion of light construction drawings, basic floor plans, elevations, details, and respective building code analysis. The course utilizes computer automated drafting. This course is repeatable one time.

**CT 101AB      Constr/Drawing/Design Analys 2      4 units**  
 Units:            3 Lecture/Discussion  
                       1 Lab

**Equivalent Course:** CT 101.

Architectural drafting techniques and standards; utilizing CAD for producing construction plans, culminating in the production of permit ready plan sets. This course may be repeated one time.

Advisory on Recommended Preparation: CT 100 or equivalent college course with "C" or better, or equivalent skills and knowledge as determined by assessment.

**CT 104AB      Construction Theory/Practice 1      4 units**  
 Units:            3 Lecture/Discussion  
                       1 Lab

**Equivalent Course:** CT 104.

Basic construction practices and theory for residential construction; site preparation through frame inspection, codes applications, construction schedules, and budgeting. Course content parallels CT 114AB and is designed to be taken concurrently with CT 114AB and CT 150 as the core of the Construction program. This course is repeatable one time. Advisory on Recommended Preparation: Should be taken concurrently with CT 114AB and CT 150.

**CT 105AB      Construction Theory/Practice 2      4 units**  
 Units:            3 Lecture/Discussion  
                       1 Lab

**Equivalent Course:** CT 105.

Basic construction practices and theory for residential construction; frame inspection through landscaping, applicable building codes, construction schedules, and budgeting. This course may be repeated one time.

Advisory on Recommended Preparation: CT104AB or equivalent college course with a "C" or better. Should be taken concurrently with CT 115AB and CT 160 or equivalent college course.

**CT 108            Adv Carpentry 1, Roof Framing      3 units**  
 Units:            2 Lecture/Discussion  
                       1 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 and maintenance of 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. Advisory on Recommended Preparation: CT 101, 105, 115, or equivalent college course with "C" or better. CT 118 should be taken concurrently.

**CT 109            Adv Carpentry 2, Stair Bldg      3 units**  
 Units:            2 Lecture/Discussion  
                       1 Lab

A study of the fundamental concepts, principles, and applications of stair building, estimating, and lot descriptions. Advisory on Recommended Preparation: CT 100 104, 105, 108, 114 and 115 or equivalent college courses with "C" or better, or equivalent trade experience and recommendation of department. CT 119 should be taken concurrently.

**CT 113AB      Residential Construct-Preframe      4 units**  
 Units:            3 Lecture/Discussion  
                       1 Lab

This course covers the opening phase of building a residence. Real estate acquisition, construction documentation, permit processes, required licenses, pre-construction issues, building layout, form construction and concrete placement and finishing are covered. This course can be repeated one time.

**CT 114AB      Residential Construction 1      5 units**  
 Units:            3 Lecture/Discussion  
                       2 Lab

**Equivalent Course:** CT 114.

Construction theory and hands-on building experience covering the construction of a house, on site, in a building neighborhood, from lot layout through frame inspection. This course is designed to be taken concurrently with CT 104AB and CT 150 to complete a construction program core. This course is repeatable one time. Advisory on Recommended Preparation: Should be taken concurrently with CT 104AB and CT 150.

**CT 115AB      Residential Construction 2      5 units**  
 Units:            3 Lecture/Discussion  
                       2 Lab

**Equivalent Course:** CT 115.

Construction theory and hands on building experience and construction of a house, on-site, from drywall through final inspection are studied in this course. This course is repeatable one time. Advisory on Recommended Preparation: CT 114AB or equivalent college courses with "C" or better, or equivalent skills and knowledge determined by assessment. CT 105AB and CT 151 should be taken concurrently.

**CT 118AB      Advanced Residential Constr 1      5 units**  
 Units:            3 Lecture/Discussion  
                       2 Lab

**Equivalent Course:** CT 118.

This course is an advanced construction theory and hands-on building experience that includes the actual construction of a house, on site, from lot layout through frame inspection. This course is repeatable one time. Advisory on Recommended Preparation: CT 115AB or equivalent college courses with "C" or better, or equivalent skills and knowledge as determined by assessment. CT 100AB and CT 108AB should be taken concurrently.

# Course Descriptions

**CT 119AB Adv Residential Constr 2 5 units**  
 Units: 3 Lecture/Discussion  
 2 Lab

**Equivalent Course:** CT 119.

Advanced construction theory and hands-on building experience that includes construction of a house, onsite, from frame inspection through final inspection. This course is repeatable one time.

Advisory on Recommended Preparation: CT 118AB or equivalent college courses with "C" or better or equivalent skills and knowledge as determined by assessment. Should be taken concurrently with CT 109AB.

**CT 125 Fundamental Remodeling 4 units**  
 Units: 3 Lecture/Discussion  
 1 Lab

**Materials Fee:** \$6.00

This course will cover framing, plumbing, electrical, insulation, drywall, finish carpentry, and painting. Designed for persons interested in remodeling, from the novice to the experienced builder.

**CT 130 Managing Resident Construct 3 units**  
 Units: 2 Lecture/Discussion  
 1 Lab

This course prepares a student for employment in the construction industry management or supervision level. Students will study construction resources, manager's relationship with engineers, upper management internal operations, subcontractors, regulatory officials and utility companies. Students will work with managers from the construction industry. Advisory on Recommended Preparation: CT 121, 122, 123, 124, and COMP 130, or equivalent college courses with "C" or better, or equivalent skills and knowledge as determined by division assessment.

**CT 132 Basic Construction Systems 3 units**  
 Units: 3 Lecture/Discussion

This course deals with basic building systems including structural concrete, steel and wood, their applications in construction, building codes, regulations, safety and quality management. This course leads to employment in the construction industry or to a university Construction Management Program. Advisory on Recommended Preparation: CT 121, 122, 123, 124; and COMP 130, or equivalent college courses with "C" or better, or equivalent skills as determined by division assessment.

**CT 134 Residential Const Estimating 2 units**  
 Units: 2 Lecture/Lab

A study of the fundamental concepts, theories, 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.

**CT 135 Blueprint Reading/Res Constr 2 units**  
 Units: 2 Lecture/Lab

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 maintenance engineers.

**CT 138 Contractors License Law 3 units**  
 Units: 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. CT 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.

**CT 150 Fundamentals/Cabinetmaking 1 4 units**  
 Units: 3 Lecture/Discussion  
 1 Lab

A study of the fundamental concepts, principles, and applications of cabinet making and mill work covering many phases of cabinet design, safety, use of materials, cabinet drafting and sketching, planning and estimating, trade nomenclature, glues and fasteners.

**CT 151 Cabinetmaking 3 - Layout/Tec 4 units**  
 Units: 3 Lecture/Discussion  
 1 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 topics. This course is an invaluable career asset for people interested in the cabinetmaking, woodworking, or furniture making fields. Advisory on Recommended Preparation: CT 150 and 160 or equivalent college course with a "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

**CT 160 Cabinetmaking 2 (Tools/Mill) 4 units**  
 Units: 3 Lecture/Discussion  
 1 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, hand power tools and machines used in the cabinet shop. Advisory on Recommended Preparation: CT 150 or equivalent college course with "C" or better (at a minimum CT 150 should be taken concurrently), or equivalent skills as determined by division assessment.

**CT 161 Cabinetmaking 4 (Cab Constr) 3 units**  
 Units: 2 Lecture/Discussion  
 1 Lab

A study of the concepts, principles, and applications of cabinetmaking and millwork. 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 project house cabinets. This course is an invaluable career asset for people interested in cabinetmaking or furniture making fields. Advisory on Recommended Preparation: CT 150 and 160 or equivalent college courses with "C" or better. CT 151 should be taken concurrently.

# Course Descriptions

## CT 162AB Basic Cabinetmaking 4 units

Units: 3 Lecture/Discussion  
1 Lab

This course includes the 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, the study of woodworking techniques, cabinet and milling details and drawings, various methods of layout and the construction of cabinets. This course may be repeated once. Advisory on Recommended Preparation: Construction experience or department recommendation.

## CT 163AB Commercial Cabinet Construct 3 units

Units: 2 Lecture/Discussion  
1 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. This course may be repeated one time. Advisory on Recommended Preparation: Construction experience or department recommendation.

## CT 170AD Concrete Inspection 3 units

Units: 3 Lecture/Discussion

This course is for persons engaged in supervision and inspection of building construction. Principles of concrete: engineering, materials, placement and construction are covered. This course can be repeated three times.

## CT 171AD Wood & Metal Inspection 3 units

Units: 3 Lecture/Discussion

This course is for persons engaged in supervision and inspection of building construction. Principles of wood, metal, masonry and paving are covered. This course can be repeated three times.

## CT 172AD Building Codes 3 units

Units: 3 Lecture/Discussion

This course is for persons engaged in supervision and inspection of building construction. The Uniform Building Code and the California Building code will be studied. This course can be repeated three times.

## CT 173AD Electrical Codes 3 units

Units: 3 Lecture/Discussion

This course is for persons engaged in supervision and inspection of building construction. Topics will include: methods and techniques used in electrical plan review, related math and field inspection of electrical systems. This course can be repeated three times.

## CT 174AD Mechanical Inspection 3 units

Units: 3 Lecture/Discussion

This course is for persons engaged in supervision and inspection of building construction. Topics to be covered are: methods and techniques used in plan review, related math and field inspection of mechanical systems. This course can be repeated three times.

## CT 175AD Plumbing Inspection 3 units

Units: 3 Lecture/Discussion

This course is for persons engaged in supervision and inspection of building construction. Topics covered are methods and techniques of plumbing systems, the plumbing code and field inspection and supervision of plumbing projects. This course can be repeated three times.

## CT 176AD Architecture Inspection 3 units

Units: 3 Lecture/Discussion

This course is for persons engaged in supervision and inspection of building construction. Topics covered are engineering, symbols, model codes and related math. This course can be repeated three times.

## CT 180 Multi Resident Fire Sprinklr 2 units

Units: 1.5 Lecture/Discussion  
1 Lab

Trains and educates the student to inspect and/or design fire sprinkler systems for homes, apartments and motels.

## CT 190AD Supervised Practice 1 - 3 units

Units: 1-3 Lab

Supervised Practice. Limitation on enrollment: A "B" in a carpentry major and permission of department. This course may be repeated three times.

## CT 205AB Plumbing 3 units

Units: 2 Lecture/Discussion  
1 Lab

This is a basic course in plumbing for individuals who wish to pursue a plumbing career or for their general knowledge. This course teaches basic plumbing theory, materials and installation procedures. This is done in the classroom and through the plumbing of a house. This course is repeatable one time.

## CT 270AB Residential Wiring 3 units

Units: 3 Lecture/Discussion

This course covers theory and application of electrical principals and practices currently used in the design and installation of residential electrical systems. The students will learn circuit design criteria, and proper methods of component installation for main service entrance panels, sub-panels, and branch circuits with multiple switching locations utilizing the applicable codes and regulations. This course is repeatable one time.

## CONSUMER/FAMILY STUDIES

### CFS 006 Color and Design 3 units

Units: 1 Lecture/Discussion  
2 Activity

Materials Fee: \$10.00

Equivalent Course: ART 006.

Basic course in art with a primary purpose of familiarizing the students with elements and principles used in design art. Fundamental concepts of form, shape, line and color in 2nd and 3rd dimensions.

### CFS 007 Advanced Color and Design 3 units

Units: 1 Lecture/Discussion  
5 Activity

Materials Fee: \$10.00

Equivalent Course: ART 007.

CFS 7 is an intermediate level course on visual dynamics. This course will study what makes a strong composition in a two-dimensional artwork and explores giving form to ideas on the two-dimensional plan. This course covers color theory and will study the effects of different color harmonies. Advisory on Recommended Preparation: ART/CFS 6 or equivalent college course with a "C" or better.

# Course Descriptions

## **CFS 026 Marriage and Family Life 3 units**

Units: 3 Lecture/Discussion

**Equivalent Course: SOC 026.**

This course covers the following topics in marriage and family: dating and mate-selection, communication conflict resolution, dual career families, human sexuality, family planning, parenthood, divorce and remarriage, changing gender roles and family economics. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures. Approved for Distance Learning format.

## **CFS 080 Lifespan Development 3 units**

Units: 3 Lecture/Discussion

A study of basic theories, research, applications, and principles of physical, cognitive, and psychosocial development from conception to death, within our diverse society. Topics include behavior, sexuality, nutrition, health, stress, environmental relationships, and implications of death and dying. Approved for Distance Learning format.

## **CFS 151AD Independent Study-CFS 1 - 4 units**

Units: 1-4 Lab

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. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This class may be repeated three times.

## **CFS 190AD Supervised Practice 1 - 3 units**

Units: 1-3 Lab

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 work per unit. Limitation on Enrollment: Completion of all beginning level courses from COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

## **CFS 251AD Independent Study-CFS 1 - 4 units**

Units: 1-4 Lab

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. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

## COSMETOLOGY

### **COSM 261 Basic Cosmetology 6 - 12 units**

Units: 5 Lecture/Discussion  
8 Lab

COSM 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, sterilization, and sanitation; principles of hair styling, chemicals and applications, fundamentals of massage, facials, and manicuring; ethics in cosmetology and salon management principles. Advisory on Recommended Preparation: Students need to meet with Estes Representative.

Limitation on Enrollment: Admission into the Cosmetology Program.

### **COSM 262 Intermediate Cosmetology 6 - 12 units**

Units: 5 Lecture/Discussion  
8 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. Prerequisite may be waived with 500 hours of cosmetology training. **Prerequisites: COSM 261 or equivalent college course with "C" or better.**

### **COSM 263AB Advanced Cosmetology 6 - 8 units**

Units: 5 Lecture/Discussion  
8 Lab

COSM 263AB includes the advanced study and performance of scientific theories and techniques applied to cosmetology. The course covers treatments of the hair, skin, scalp, and nails; ethics in cosmetology; and salon business and management skills. The second section will allow refinement of skills, encourage problem solving in greater depth, and provide a State Board review.

**Prerequisites: COSM 261 or COSM 262 or equivalent college course with "C" or better.**

## COUNSELING

### **COUN 100 Career Planning 3 units**

Units: 3 Lecture/Discussion

**Equivalent Course: HDEV 100.**

An introduction to career/life planning including an exploration of interests, skills, values, personality traits, past experiences and life stages. Students will develop a career/life plan using gathered self-information, decision-making strategies and an awareness of psychological, sociological and physiological factors related to career/life satisfaction. The course is approved for distance education format.

### **COUN 110 First Year Experience Seminar 3 units**

Units: 3 Lecture/Discussion

This course will provide students an opportunity to learn and adopt techniques, tools and methods that will enhance success in college, including goal-setting strategies; gain information about campus resources, regulations and graduation/transfer requirements; and use electronic databases, print resources and the Web for research purposes.



# Course Descriptions

## **COUN 120AB Student Success 2 units**

Units: 2 Lecture/Discussion

**Equivalent Course: HDEV 120AB.**

This course will provide the student with an 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. This course may be repeated once. This course is approved for distance education format.

## **COUN 122AD Peer Counseling 2 units**

Units: 2 Lecture/Discussion

This course focuses on utilizing and providing information from the COS catalog, the class schedule, student services, and community resources. Topics include academic policies, interpersonal communication skills, and peer counseling techniques. This course is required for participation in the college's Student Ambassador Program.

## **COUN 230 Student Success Skills 1 unit**

Units: 1 Lecture/Discussion

**Equivalent Course: HDEV 230.**

This course provides students with an opportunity to learn techniques and adopt attitudes and skills that promote academic success. Course content is taught with the objective of identifying personal obstacles to academic success.

## CULINARY

## **CULN 230AD The Italian Table 1 unit**

Units: .5 Lecture/Discussion

.5 Lab

**Materials Fee: \$40.00**

**Equivalent Course: NUTR 230AD.**

Through lectures, demonstrations, and food preparation students will gain first-hand knowledge of a variety of culinary skills that will allow them to prepare Italian dishes. The course is repeatable four times to introduce students to the various regional foods and cooking techniques of Italy.

## DAIRY FOOD PROCESSING

## **DPTI 201 Fluid Stream 1 unit**

Units: 1 Lecture/Discussion

This is the first class in a group of twelve classes. It introduces the student to the basic elements of routing and uses of fluid milk throughout the dairy plant. Demonstrations of how fluids are utilized. Process flow from incoming raw milk throughout the plant to pasteurized finished products.

## **DPTI 202 GMP and Sanitation 1 unit**

Units: 1 Lecture/Discussion

Introduction to Dairy Plant Sanitation, Good Manufacturing Practices (GMP) guidelines and implementation, chemicals, pH and their roles in functional cleaning of the dairy plant and associated equipment.

## **DPTI 203 Industrial Safety 1 unit**

Units: 1 Lecture/Discussion

Introduction to the elements of industrial safety as it relates to a dairy processing facility. Topics to be covered, illness and injury prevention, confined space entry, lock-out tag-out programs, hazard communication programs, and industrial lift programs.

## **DPTI 204 Sensory Evaluation 1 unit**

Units: 1 Lecture/Discussion

This course is designed to develop the students skills for sight, taste, smell and touch, to evaluate various dairy products. Course content follows the California Agriculture Teaching Association Curriculum Code used for Career Development Events.

## **DPTI 205 HACCP and Food Safety 1 unit**

Units: 1 Lecture/Discussion

An introduction to Hazardous Analysis Critical Control Point programs in the dairy processing facility. Importance of HACCP programs and identification of Critical Control Points. Class will demonstrate how to set up and implement a HACCP program.

## **DPTI 206 Human Resources 1 unit**

Units: 1 Lecture/Discussion

This course is designed to prepare students for employment procedures when applying for a position in the Dairy Food Processing industry. Students will learn resume preparation, interviewing skills, and techniques that are unique to the Dairy Processing industry.

## **DPTI 207 Process Equipment & Engineer 1 unit**

Units: 1 Lecture/Discussion

Introduction and identification of equipment used in the processing facility. Function, cleaning, sanitizing and maintenance of processing equipment. How to perform equipment teardowns for inspections. Discussions of required Regulatory Licensing.

## **DPTI 208 Laboratory Skills 1 unit**

Units: 1 Lecture/Discussion

This course will introduce students to common tests performed in the dairy laboratory. Identification of various equipment used in the dairy lab, proper safety, and chemical disposal will be stressed. DPTI 208 is designed for the plant technician, not a laboratory technician.

## **DPTI 209 Dairy Products and Marketing 1 unit**

Units: 1 Lecture/Discussion

Introduction of the standards of identification of milk and dairy foods, introduction of elementary dairy products, as well as marketing and handling will be covered in this course.

## **DPTI 210 Transportation 1 unit**

Units: 1 Lecture/Discussion

Introduction of aspects in raw milk pick-up, routing, transportation to the milk plant, loading and transporting of finished/packaged dairy products will be covered.

## **DPTI 211 Cheese & Whey Processing 1 unit**

Units: 1 Lecture/Discussion

Introduction of aspects in the art of cheese making. Elementary techniques of whey processing will also be covered.

## **DPTI 212 Warehousing/Dry-Refrigerated 1 unit**

Units: 1 Lecture/Discussion

Students will be introduced to all aspects in routing, storage, and rotation of finished/packaged dairy products, outline of pest control management essentials, and introduction of quality issues surrounding all raw material.

# Course Descriptions

**DPTI 213 Specialty Cheese Making 2 units**  
Units: 2 Lecture/Lab

This is a course in the technique and art of specialty cheese making. Students will develop skills needed in cheese making and whey processing.

**DPTI 214 Milk Pasteurization 2 units**  
Units: 2 Lecture/Lab

In this course students will apply all aspects of the milk pasteurization process. Operation of the HTST (High Temperature Short Time) pasteurizer, all State, Local and Federal pasteurization regulations and preparation for successfully passing the State Milk Pasteurization Test, will be stressed.

**DPTI 218 Marketing Dairy Products 2 units**  
Units: 2 Lecture/Lab

One of a series of classes in applied dairy food manufacturing. The application of marketing will deal with all aspects of consumer point sales of dairy products. The course will deal with milk quality issues as they relate to retail marketing of products.

## DAIRY SCIENCE

**DSCI 101 Introduction to Dairy Science 3 units**  
Units: 3 Lecture/Lab

This course will include a survey of the dairy industry and supply and use of milk. I will cover general information on the economics of dairying; trends, dairy animal selection, culling, fitting, showing, and judging; pedigree evaluation; basic dairy feeds; fundamentals of bovine reproduction; basic dairy management skills; and opportunities in the dairy industry.

**DSCI 102 Principles/Milk Production 3 units**  
Units: 3 Lecture/Lab

This course 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.

**DSCI 103 Commercial Dairy Herd Mgt 3 units**  
Units: 3 Lecture/Lab

**Materials Fee: \$5.00**

DSCI 103 is part of the Dairy Science curriculum at COS. The course is designed to give students a broad basis for decision-making in commercial dairy operations. Cost of production, herd health, milk pricing, and use of computer programs makes this course very important for students preparing for a career in the dairy industry.

**DSCI 104 Breed/Select of Dairy Cattle 3 units**  
Units: 3 Lecture/Lab

**Materials Fee: \$5.00**

A course designed to instruct students how to select, evaluate, and breed dairy cattle. Use of computer software programs, cow and bull evaluation, and analysis techniques are covered. Use of insemination in the dairy industry is covered along with embryo transplantation, splitting, and gene splicing.

**DSCI 105AD Dairy Cattle Judge/Selection 1 unit**  
Units: 1 Lecture/Lab

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. Students will also have the opportunity to fit dairy cattle for contests and exhibit them at various shows. This course can be repeated three times.

**DSCI 108 Dairy Nutrition 3 units**  
Units: 3 Lecture/Lab

Designed to give advanced dairy students an in depth study of dairy cattle nutrition. Nutrient requirements of dairy cattle, commodity feeding, ration formulation and feeding systems will be discussed. Computer application of ration formulation will be used along with using spreadsheets to project feed inventories and usage.

## DANCE

**DANC 006AD Choreography 1 unit**  
Units: .5 Lecture/Discussion  
.5 Activity

Choreography is an introductory course in the study of elements and form of movement theories as applied to the art of creating dance. This course may be repeated three times.

**DANC 008AD Beginning Ballet 1 unit**  
Units: .5 Lecture/Discussion  
.5 Activity

This course is an introduction to basic classical ballet techniques. Emphasis is placed on the importance of body alignment, turn out, flexibility, balance and movement discipline. This course may be repeated three times.

**DANC 010AD Modern Dance 1 unit**  
Units: .5 Lecture/Discussion  
.5 Activity

This course is an introduction to 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. This course can be repeated three times.

**DANC 012AD Jazz Dance 1 unit**  
Units: .5 Lecture/Discussion  
.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. This course can be repeated three times.

**DANC 013AB Advanced Jazz Dance 1 unit**  
Units: 1 Lecture/Activity

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. This course may be repeated one time. Advisory on Recommended Preparation: DANC 12AD or equivalent college course with "C" or better, or recommendation by the department.

# Course Descriptions

## **DANC 016AB Beginning Tap Dance 1 unit**

Units: .5 Lecture/Discussion  
.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. This course can be repeated one time.

## **DANC 041AD Musical Theater Perf-Dance 2 units**

Units: 2 Activity

**Equivalent Course:** DRAM 020AD, MUS 097AD.

Experience dance, music, drama and theater through active participation in a major musical production. Includes training and experience in all facets of the theater. This course can be repeated three times. This is a short-term course which meets 120 activity hours.

## DRAFTING

## **DRFT 016AD CAD Applications 4 units**

Units: 3 Lecture/Discussion  
1 Lab

**Materials Fee:** \$20.00

**Equivalent Course:** DRFT 116AD.

This is an advanced computer assisted drafting course that explores parametric solid modeling. Techniques include modeling tools, assembly modeling, and working with drawing views. This course can be repeated three times. Advisory on Recommended Preparation: DRFT 114 and DRFT 115 or equivalent college course with a grade of "C" or better or eligibility with equivalent skills as determined by departmental assessment.

## **DRFT 112 Mechanical Drafting 1 3 units**

Units: 2 Lecture/Discussion  
1 Lab

**Materials Fee:** \$5.00

**Equivalent Course:** DRFT 200.

This is an introductory course in the fundamentals of mechanical drawing and modern drafting practice. 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 various design professions. Formerly DRFT 200.

## **DRFT 113 Mechanical Drafting 2 3 units**

Units: 2 Lecture/Discussion  
1 Lab

**Materials Fee:** \$5.00

**Equivalent Course:** DRFT 100.

This is an intermediate course in the fundamentals of technical drafting and practical applications. Emphasis will be placed on lettering, orthographic projection, auxiliary views, dimensioning, and the interrelationship of each manufacturing design. Formerly DRFT 100. Advisory on Recommended Preparation: DRFT 112 (Formerly DRFT 200) or equivalent college course with a grade of "C" or better or equivalent skills as determined by departmental assessment.

## **DRFT 114 Introduction to CAD 4 units**

Units: 3 Lecture/Discussion  
1 Lab

**Materials Fee:** \$20.00

This is an introductory course that explores the basic concepts and applications of computer assisted drafting. Students will use the computer to solve a series of drafting problems related to various design professions.

## **DRFT 115 Advanced CAD 4 units**

Units: 3 Lecture/Discussion  
1 Lab

**Materials Fee:** \$20.00

This is an advanced computer assisted drafting course that explores parametric solid modeling. Techniques include sketching, editing, modifying, adding relations and dimensions, base feature options, creating geometries, modeling tools, and editing features. Advisory on Recommended

Preparation: DRFT 114 or equivalent college course with a grade of "C" or better or eligibility with equivalent skills as determined by departmental assessment.

## **DRFT 151AD Independent Study-Drafting 1 - 4 units**

Units: 1-4 Lab

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. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office to obtain approval to enroll. This course can be repeated three times.

## **DRFT 190AD Supervised Practice 1 - 3 units**

Units: 1-3 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. This course may be repeated three times. Limitation on Enrollment: Permission of the department.

## **DRFT 251AD Independent Study-Drafting 1 - 4 units**

Units: 1-4 Lab

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. 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 and Records Office to obtain approval to enroll. This course can be repeated three times.

## DRAMA

## **DRAM 001 Intro to the Theatre 3 units**

Units: 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.

## **DRAM 002 Fundamentals of Acting 1 3 units**

Units: 3 Lecture/Lab

The student will be introduced to the process of analyzing and developing a character through lecture, demonstration, pantomime, improvisation, and the rehearsal and presentation of scenes from plays and musicals of the Modern and Contemporary International Theatre.

# Course Descriptions

**DRAM 003 Fundamentals of Acting 2 3 units**  
Units: 3 Lecture/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.

**DRAM 004 Intermediate Acting 1 3 units**  
Units: 2 Lecture/Discussion  
1 Lab

This course is designed as an advanced level of study of acting proficiency and technique begun in DRAM 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 Theatre, William Shakespeare and the Restoration comedies of the 18th century. Advisory on Recommended Preparation: DRAM 2 and 3 or equivalent college courses with "C" or better, or recommendation of department.

**DRAM 005 Intermediate Acting 2 3 units**  
Units: 2 Lecture/Discussion  
1 Lab

Continuation of DRAM 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 plays of the late nineteenth century through the social dramas of the 1930's. Students may enroll in this course without having taken DRAM 4. Advisory on Recommended Preparation: DRAM 2 and 3 or equivalent college courses with "C" or better, or recommendation of department.

**DRAM 006 Shakespeare 3 units**  
Units: 3 Lecture/Discussion

DRAM 006 is an introductory course that stresses student involvement with the literary and dramatic aspects of Shakespeare's works through the use of lecture, reading from the text, text analysis, acting scenes, and video. Each student will participate in the reading and interpretation of selected plays. It will also treat the playwright's life, times, sources, and influences on his work.

**DRAM 008 History of Theatre and Drama 3 units**  
Units: 3 Lecture/Discussion

A survey of the history of theatre arts including literature, staging, style and practice emphasizing the relationship between theatre and its impact on and reflection of its cultural context within Western, Asian, South American and African cultures from pre-history to the 17th Century.

**DRAM 009 History of Theatre and Drama 3 units**  
Units: 3 Lecture/Discussion

A survey of the history of theatre arts including literature, staging, style and practice emphasizing the relationship between theatre and its impact on and reflection of its cultural context within Western, Asian, South American and African cultures from the 17th Century to the present.

**DRAM 011AD Rehearsal and Performance 3 units**  
Units: 3 Activity

Rehearsal and performance in COS summer repertory theatre. (Six hours activity per week) This course may be repeated three times. Limitation on Enrollment: Audition by department.

**DRAM 012AB Costuming 3 units**  
Units: 2 Lecture/Discussion  
1 Lab/Activity

**Equivalent Course: FASH 012AB.**

This course is designed as an introduction to the function and aesthetic effect of costumes. Design, research, organization, pattern and construction techniques, sewing equipment use and function of costume personnel in production work are explored. Additional hours required working on crews for college productions. This course may be repeated once.

**DRAM 013AB Beginning Stagecraft 3 units**  
Units: 2 Lecture/Discussion  
1 Lab/Activity

This course is designed to introduce students to stagecraft, all technical phases of scene production including construction, painting, rigging, placement, and manipulation of stage scenery and properties. Four additional hours required for crew work on college productions. This course may be repeated one time.

**DRAM 014AB Intermediate Stagecraft 3 units**  
Units: 2 Lecture/Discussion  
1 Lab/Activity

Designed as an intermediate class for the student who has completed DRAM 13AB. This course may be repeated one time. Advisory on Recommended Preparation: DRAM 13AB or equivalent college course with "C" or better.

**DRAM 015AB Beginning Stage Lighting 3 units**  
Units: 2 Lecture/Discussion  
1 Lab

This course introduces the student to the basic concepts of theatre lighting. Study includes the operation of stage lighting. Additional hours are required for crew work on college productions. This course can be repeated one time.

**DRAM 016AB Intermediate Stage Lighting 3 units**  
Units: 2 Lecture/Discussion  
1 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 organization problems, as well as lighting instrument and control system maintenance and operation techniques, will be assigned. Additional hours required. This course may be repeated one time. Advisory on Recommended Preparation: DRAM 15AB or equivalent college course with a grade of "C" or better.

**DRAM 017AB Makeup 3 units**  
Units: 2 Lecture/Discussion  
1 Lab/Activity

**Equivalent Course: FASH 017AB.**

This course is designed to introduce the student to the basic techniques and materials of theatrical makeup. Topics include facial shape, hair arrangement, skin care, and makeup for various races and skin types. Additional hours are required to work on crews for college Drama Arts productions. This course may be repeated one time.



# Course Descriptions

## **DRAM 019AD Rehearsal and Performance 1** 2 units

Units: 2 Activity

Experience in drama and theatre from Classical Greek through 19th Century. This will be accomplished through active participation in a major dramatic production. Includes training and experience in acting, costuming, makeup, set design, scenery, props, and lighting. This course may be repeated three times.

## **DRAM 020AD Mus Theatre Rehearsal & Perfor** 2 units

Units: 2 Activity

**Equivalent Course:** *DANC 041AD, MUS 097AD.*

Experience in drama and theatre through active participation in major musical productions. Includes training and experience in all facets of the theatre. Limitation on Enrollment: Audition by department.

This course may be repeated three times.

## **DRAM 021AD Rehearsal and Performance 2** 2 units

Units: 2 Activity

Experience in 20th Century Contemporary Theatre through active participation in major dramatic productions. Includes training and experience in acting, costuming, makeup, set design, scenery props, and lighting. This course may be repeated three times. Limitation in Enrollment: Audition by Department.

## **DRAM 022AD One Act Play Production** 2 units

Units: 1 Lecture/Discussion

1 Lab

This course is designed to introduce the student to the background, function and techniques of stage direction and play production leading to the staging of a one act play before an audience. This course may be repeated three times. Advisory on Recommended Preparation: DRAM 1 or equivalent college course with a "C" or better; DRAM 2, 3, 4, or 5 or equivalent college course with "C" or better; DRAM 12, 13, or 15 or equivalent course with "C" or better.

## **DRAM 030AB Stage Movement/Stage Combat** 2 units

Units: 1 Lecture/Discussion

1 Lab

This course is designed as an introduction of the function and the application of stage movement and stage combat as it applies to the actor and theatrical productions. This course can be repeated one time.

## **DRAM 040AD Musical Theatre** 3 units

Units: 3 Lecture/Lab

**Equivalent Course:** *DRAM 040AB.*

This course is designed as an introduction to the fundamental skills and knowledge that musical theatre students must apply to performance situations. This course also examines musical theatre as an art form and studies its placed in history as well as contemporary culture. This course may be repeated three times. Advisory on Recommended Preparation: MUS 030A and DRAM 002 or equivalent college course with a grade of "C" or better.

## **DRAM 101AD Intro to TV Production** 4 units

Units: 3 Lecture/Discussion

1 Lab/Activity

This course will combine lecture, studio experience at locations such as TV production sites, distance learning sites, and independent work. Specifically, it covers producing, directing, camera work, graphics, editing and writing. Students will be required to submit a completed videotape that reflects their efforts in all aspects of the course as their final class project. This course can be repeated three times.

## **DRAM 102AB Writing the Prof Screenplay** 3 units

Units: 3 Lecture/Discussion

This course is designed to introduce students to the fundamentals of developing and writing screenplays for film and television. The course emphasizes story, plot, characterization, dialogue, structure, script format, and writing process. Other topics are designed to introduce students to the contemporary Hollywood film environment. This course may be repeated one time. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures.

## **DRAM 120AD World Theatre & Dance** 3 units

Units: 2 Lecture/Discussion

1 Activity

**Equivalent Course:** *DANC 120AD.*

This course includes readings, lectures, and discussions on the theory and practice of playwriting, theatre and dance history, choreography, producing, acting, dancing, directing, criticism, theatre architecture, set design, costume design, lighting design, and the use of props for the performing arts of theatre and dance. This course can be repeated three times.

## **DRAM 151AD Independent Study-Drama** 1 - 4 units

Units: 1-4 Lab

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. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office to obtain approval to enroll. This course can be repeated three times.

## **DRAM 180AD Communication Strategies** 2 units

Units: 2 Lecture/Discussion

This course is designed to offer students enrolled in the Sequoias Theatre Conservatory an opportunity to learn and exercise professional responsibility skills in the context of college level theatre. These responsibilities may include production analysis, theatre management, time management, conflict management, creating a video portfolio to be used in the theatrical classroom and as an employment resume, as well as public communication relation strategies. This course may be repeated three times. Limitation on Enrollment: Admittance into the Sequoias Theatre Conservatory.

## **DRAM 190AD Supervised Practice** 1 - 3 units

Units: 1-3 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. This course may be repeated three times. Limitation on Enrollment: Permission of Department.

## **DRAM 251AD Independent Study-Drama** 1 - 4 units

Units: 1-4 Lab

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. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office to obtain approval to enroll. This course can be repeated three times.

# Course Descriptions

## EARTH SCIENCE

**ESCI 001 Introduction to Earth Science 4 units**  
Units: 3 Lecture/Discussion  
1 Lab

**Equivalent Course: ESCI 100.**

This course provides students with the scientific background to teach earth science at K-8th grade levels. It emphasizes the application of the scientific method to the study of Earth systems. Topics include: geology (mineral, rocks, earthquakes, volcanoes, rivers, glaciers, the fossil record), oceanography (ocean composition, currents, tides, coastlines), Meteorology (atmospheric composition, weather, storms), and astronomy (phases of the moon, eclipses, the solar system.) Formerly ESCI 100. Advisory on Recommended Preparation: MATH 200 or MATH 205 or MATH 210 or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures. ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

## ECONOMICS

**ECON 040 Principles of Microeconomics 3 units**  
Units: 3 Lecture/Discussion

**Equivalent Course: ECON 002.**

This is an introductory course focusing on choices of individual economic decision-makers. Topics include: scarcity, comparative advantage, market equilibrium, elasticity, cost theory, market structures, factor markets and market failure. This course is approved for Distance Education format. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. **Prerequisites: MATH 230 or MATH 235 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

**ECON 050 Principles of Macroeconomics 3 units**  
Units: 3 Lecture/Discussion

**Equivalent Course: ECON 001.**

An introductory course focusing on aggregate economic analysis. Topics include: market systems, aggregate measures of economic activity, macroeconomic equilibrium, money and financial institutions, monetary and fiscal policy, international economics, and economic growth.

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

**Prerequisites: ECON 040 and (MATH 230 or MATH 235 or equivalent college courses with "C" or better or eligibility as determined by COS placement procedures.**

**ECON 125 Introduction to Economics 3 units**  
Units: 3 Lecture/Discussion

A broad survey of the development of economic ideas and theories in the context of economic history (including major economic thinkers). Both microeconomic and macroeconomic topics are covered including supply and demand, market structures, inflation, unemployment, fiscal policy, monetary policy, and international trade. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures and MATH 360 or equivalent college course with "C" or better.

**ECON 151AD Independent Study-Economics 1 - 4 units**  
Units: 1-4 Lab

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. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

**ECON 251AD Independent Study-Economics 1 - 4 units**  
Units: 1-4 Lab

The purpose of this course 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. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

## EDUCATION

**EDUC 050 Introduction to Teaching 3 units**  
Units: 2 Lecture/Discussion  
1 Lab

**Equivalent Course: EDUC 150.**

Exploration of teaching as a career. Students are introduced to the teaching profession in American schools. A minimum of forty-five hours of on-site school visitation required. Approved for distance education format. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a "C" or better, or eligibility for ENGL 001 determined by COS placement procedures.

**EDUC 101AD Cross Cultural Education 2 units**  
Units: 2 Lecture/Discussion

**Equivalent Course: IS 101AD.**

This course is designed to acquaint students with cross cultural experiences with migrant children. This course can be repeated three times.

**EDUC 120 Tech Skills for Educators 3 units**  
Units: 3 Lecture/Discussion

Information and hands-on explorations allow students to develop basic skills for using computer technology for productivity and instruction in educational settings. Major topics include basic computer terminology and functions, common computer applications (word processing, databases, spreadsheets, and presentation software), educational technology trends, and issues relating to the uses of computers in educational settings. Approved for distance education format. Advisory on Recommended Preparation: Eligibility for ENGL 001.

**EDUC 230 CBEST Test Preparation 1 unit**  
Units: 1 Lecture/Discussion

**Equivalent Course: IS 230.**

This course will prepare those entering the teaching profession to take the CBEST test. It will focus on developing test taking skills and not acquisition of new knowledge in content area. Advisory on Recommended Preparation: Completion of college level English and mathematics.

# Course Descriptions

## **EDUC 310AD Teacher Aide Test Preparation 1 unit**

Units: 1 Lecture/Discussion

Students review basic reading, writing, and math skills, understand test-taking strategies, acquire knowledge of techniques used to support instruction in reading, writing, and mathematics in schools. Provides preparatory class for instructional aide test to meet No Child Left Behind Act of 2001 requirements. This course emphasizes reading comprehension, English grammar and syntax, mathematics, basic writing skills, and other skills and dispositions necessary for supporting classroom instruction. Approved for distance education format. This course may be repeated three times.

## **ET 206AB Electrician Training 4a 4 units**

Units: 3 Lecture/Discussion

1 Lab

Load Calculations, lighting, standby/emergency systems, electronic theory, fire alarm systems, specialty transformers. This course is repeatable one time.

**Prerequisites:** ET 205AB or equivalent college course with "C" or better (ET 205AB may be taken concurrently).

## **ET 207AB Electrician Training 4b 3 units**

Units: 3 Lecture/Lab

Motor controls, HVAC controls, motor maintenance, high-voltage terminations/splices, foremanship, NEC code review. This course is repeatable one time.

**Prerequisites:** ET 206AB or equivalent college course with "C" or better (ET 206AB may be taken concurrently).

## **ELECTRICIAN TRAINING**

### **ET 200AB Intro to Electrician Training 4 units**

Units: 3 Lecture/Discussion

1 Lab

This is the first course in a series of state-approved Electrician Training classes. Topics include basic safety, math, tools, blueprints, rigging. This course is repeatable one time.

### **ET 201AB Electrician Training 1 4 units**

Units: 3 Lecture/Discussion

2 Lab

Electrical theory, introduction to NEC codes, electrical blue prints, hand bending, fasteners, anchors, test equipment, raceways, boxes, fittings and residential wiring. This course is repeatable one time.

**Prerequisites:** ET 200AB or equivalent college course with "C" or better (ET 200AB may be taken concurrently).

### **ET 202AB Electrician Training 2a 4 units**

Units: 3 Lecture/Discussion

1 Lab

Commercial and industrial wiring, AC motor theory and application, grounding, conduit bending, boxes and fittings, conductor installations. This course is repeatable one time.

**Prerequisites:** ET 201AB or equivalent college course with "C" or better (ET 201AB may be taken concurrently).

### **ET 203AB Electrician Training 2b 4 units**

Units: 3 Lecture/Discussion

1 Lab

Voice and data systems, fiber optics, cable tray, conductor terminations and splices, electric services, breakers, contactors and relays, lighting circuits. This course is repeatable one time.

**Prerequisites:** ET 202AB or equivalent college course with "C" or better (ET 202AB may be taken concurrently).

### **ET 204AB Electrician Training 3a 4 units**

Units: 3 Lecture/Discussion

1 Lab

Calculations, over-current protection, raceway, box, and fitting fill, wiring devices, distribution equipment. This course is repeatable one time.

**Prerequisites:** ET 203AB or equivalent college course with "C" or better (ET 203AB may be taken concurrently).

### **ET 205AB Electrician Training 3b 4 units**

Units: 3 Lecture/Discussion

1 Lab

Distribution system transformers, lighting, motor calculations, maintenance, hazardous locations. This course is repeatable one time.

**Prerequisites:** ET 204AB or equivalent college course with "C" or better (ET 204AB may be taken concurrently).

### **ET 220AC Electrical Code Update 2 units**

Units: 2 Lecture/Discussion

National Electrical Code overview and update for all sections of NEC code book. This course is repeatable two times. This course is approved for Distance Education format.

## **ELECTRONICS**

### **ELEC 151AD Independent Study-Elect 1 - 4 units**

Units: 1-4 Lecture/Discussion

The purpose of Independent Study is to provide an opportunity for the student, 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. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file and Independent Study form through the Admissions and Records Office to obtain approval to enroll. This course may be repeated three times.

### **ELEC 160AC Survey of Electronics 3 units**

Units: 2 Lecture/Discussion

1 Lab

Basic knowledge of electricity and electronics is essential for many non-electronics majors spanning medical, computer, agricultural and telecommunications, plus others. This course covers all the basic concepts in electricity and electronics, without the detail and math rigor usually found in a comprehensive electronics curriculum. This course is repeatable two times. Approved for Distance Learning format.

### **ELEC 190AD Supervised Practice 1 - 3 units**

Units: 1-3 Lab

Under the supervision of an instructor, selected students assist and direct other 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. This course may be repeated three times. Limitation on Enrollment: Permission of the department.

# Course Descriptions

## **ELEC 251AD Independent Study-Elect 1 - 4 units**

Units: 1-4 Lab

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. This course may be repeated three times. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office.

## **ENGR 004 Alternating Current Circuits 4 units**

Units: 3 Lecture/Discussion  
1 Lab

The course consists of a fundamental treatment of the principles of electrical circuits, both AC and DC steady-state and transient.

**Prerequisites:** PHYS 006 and MATH 077 and PHYS 007 and MATH 081 or equivalent college courses with "C" or better (PHYS 007 and/or MATH 081 may be taken concurrently).

**Corequisites:**

## **ENGR 007 Surveying 3 units**

Units: 2 Lecture/Discussion  
1 Lab

An introduction to the techniques of calculation and instrument use in field measurements involved in the horizontal and vertical control of civil engineering projects.

**Prerequisites:** MATH 070 or equivalent college course with "C" or better or eligibility for MATH 061 or MATH 075 as determined by COS placement procedures.

**Corequisites:** MATH 075.

## **ENGR 110 Introduction to Engineering 1 units**

Units: 1 Lecture/Discussion

An exploration of the field of engineering, including major disciplines and career opportunities, ethical and legal aspects of the profession, and case studies of the major phases of engineering work. Development of academic skills needed for the engineering major. Advisory on Recommended Preparation: MATH 230 or higher or equivalent college course with a grade of "C" or better and ENGL 251 or equivalent college course with a grade of "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. Approved for Distance Learning format.

## **ENGR 151AD Independent Study-Engineer 1 - 4 units**

Units: 1-4 Lab

Independent Study. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college courses in the selected subject area. In addition students must file an Independent Study form through the Admissions and Records Office to obtain approval to enroll. This course can be repeated three times.

## **ENGR 251AD Independent Study-Engineer 1 - 4 units**

Units: 1-4 Lab

Independent Study. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college courses in the selected subject area. In addition students must file an Independent Study form through the Admissions and Records Office to obtain approval to enroll. This course can be repeated three times.

## **EMERGENCY MEDICAL TECHNICIAN**

### **EMT 251 Emergency Medical Technician B 4 units**

Units: 3 Lecture/Discussion  
1 Activity

**Equivalent Course:** EMT 351.

The student who completes this course will develop skills in recognition of symptoms of illness and/or injury and proper procedures for emergency care. Those who complete the EMT B course are eligible to sit for the National Registry of Emergency Medical Technicians and employment by government and private emergency health care services in the area.

Limitation on Enrollment: Valid AHA Health Care Provider card required.

### **EMT 400 EMT Refresher 0 units**

Hours: 1.5 Lecture/Discussion

This refresher course is designed to provide the required 24 hours continuing education for recertifying EMT's.

**Prerequisites:** EMT 251 or equivalent college course with "C" or better.

## **ENGINEERING**

### **ENGR 001 Engineering Graphics 4 units**

Units: 3 Lecture/Discussion  
1 Lab

Principles of orthographic projection, dimensioning and descriptive geometry. Applications to the solution of engineering problems including the use of interactive computer graphics. Approved for Distance Learning format.

### **ENGR 002 Statics 3 units**

Units: 3 Lecture/Discussion

The study of rigid bodies in static equilibrium when acted upon by forces and couples in two and three dimensional space. Included are equilibrium of rigid bodies, trusses, frames and machines, as well as the calculation of centers of mass, centroids, friction and moments of inertia. Additional topics which may be covered include distributed forces in cables and beams, mass moments of inertia, and virtual work.

**Prerequisites:** MATH 076 and PHYS 005 and MATH 077 or equivalent college courses with "C" or better (MATH 077 may be taken concurrently).

**Corequisites:**

### **ENGR 003 Materials 3 units**

Units: 2 Lecture/Discussion  
1 Lab

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.

**Prerequisites:** PHYS 005 and CHEM 001 and ENGL 001 and MATH 075 or equivalent college courses with "C" or better.

## **ENGLISH**

### **ENGL 001 College Reading & Composition 4 units**

Units: 4 Lecture/Discussion

ENGL 1 is a college freshman composition course that emphasizes expository writing, close reading, cogent thinking, familiarity with information technology, and research strategies. Students will be expected to write 6,000 to 8,000 words. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ENGL 1 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Approved for Distance Learning format.

**Prerequisites:** ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.



# Course Descriptions

## **ENGL 002 Logic and Composition 3 units**

Units: 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. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ENGL 2 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Approved for Distance Learning format.  
**Prerequisites:** ENGL 001 or equivalent college course with "C" or better.

## **ENGL 004 Composition and Literature 3 units**

Units: 3 Lecture/Discussion

English 4 is an introduction to literature, including the short story, the novel, poetry, and drama, through close reading and analysis of literature and literary theory, discussion, research and writing. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ENGL 4 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Approved for Distance Learning format.

**Prerequisites:** ENGL 001 or equivalent college course with "C" or better.

## **ENGL 010 Chicano Literature 3 units**

Units: 3 Lecture/Discussion

The course studies Chicano literature through poetry, short stories, essays, drama, and novels, which are used as a means of providing a panoramic view of the Chicano experience in today's society. Emphasis will be placed on the contemporary Chicano period.

**Prerequisites:** ENGL 001 or equivalent college course with "C" or better.

## **ENGL 014AB Creative Writing 3 units**

Units: 3 Lecture/Discussion

An introduction to writing short stories, poems, and plays. While professional writing is discussed and standard English correctness is required, emphasis is on class discussion about student writing. This course may be repeated one time.

**Prerequisites:** ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 001 as determined by COS placement procedures.

## **ENGL 015 Survey of British Lit 1 3 units**

Units: 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. Approved for Distance Learning.

**Prerequisites:** ENGL 001 or equivalent college course with "C" or better.

## **ENGL 016 Survey of British Lit 2 3 units**

Units: 3 Lecture/Discussion

Complementary course to ENGL 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. Approved for Distance Learning format.

**Prerequisites:** ENGL 001 or equivalent college course with "C" or better.

## **ENGL 017 Native American Literature 3 units**

Units: 3 Lecture/Discussion

This course examines the literature of Native America: novels, short stories, essays, autobiographies, poetry, legends and "as-told-to" stories. This examination explores the aesthetic, historical and political contexts in Native American literary tradition. Students will be exposed to Native American writers long omitted from traditional college.

Approved for Distance Learning format.

**Prerequisites:** ENGL 001 or equivalent college course with "C" or better.

## **ENGL 018 African American Literature 3 units**

Units: 3 Lecture/Discussion

ENGL 018 is a study of African American literature including novels, short stories, poetry and plays, from the Colonial period to the present. This course is approved for distance education format.

**Prerequisites:** ENGL 001 or equivalent college course with "C" or better.

## **ENGL 019 Women in Literature 3 units**

Units: 3 Lecture/Discussion

This course explores women as authors and/or subjects in literature, myths, short stories, essays, novels, and poems. Students will explore what makes women writers unique and their contribution to literature remarkable. Students will examine selections representing women writers from a variety of cultures and periods with fascinating perspectives on life and the world. Approved for Distance Learning format.

**Prerequisites:** ENGL 001 or equivalent college course with "C" or better.

## **ENGL 030 American Literature 1 3 units**

Units: 3 Lecture/Discussion

This broad study of American literature 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 Colonial period through the Civil War.

**Prerequisites:** ENGL 001 or equivalent college course with "C" or better.

## **ENGL 031 American Literature 2 3 units**

Units: 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.

**Prerequisites:** ENGL 001 or equivalent college course with "C" or better.

## **ENGL 044 World Literature 1 3 units**

Units: 3 Lecture/Discussion

A study of early world masterpieces beginning with classical literature of Mesopotamia, Greece, and Rome, surveying the Middle Ages, and concluding with the literature of the Renaissance. Through close reading, discussion, and writing, works are studied for their enduring aesthetic significance and the richness of the diverse cultural traditions they represent. Approved for Distance Learning.

**Prerequisites:** ENGL 001 or equivalent college course with "C" or better.

## **ENGL 045 World Literature 2 3 units**

Units: 3 Lecture/Discussion

A study of world masterpieces from the Enlightenment through the Romantic and Realist periods and into the modern age. Through close reading, discussion, and writing, works are studied for their enduring aesthetic significance and the richness of the diverse cultural traditions they represent. Approved for Distance Learning format.

**Prerequisites:** ENGL 001 or equivalent college course with "C" or better.

## **ENGL 046 Shakespeare 3 units**

Units: 3 Lecture/Discussion

An introduction to Shakespeare through close reading, films, and lectures; through student reports requiring analysis of his works; through familiarization with the historical period as material for critical essays and discussions; and through presentation of the works as living theater to appeal to the ear and the emotions as well as to the intellect.

**Prerequisites:** ENGL 001 or equivalent college course with "C" or better.

# Course Descriptions

**ENGL 151AD Independent Study-English 1 - 4 units**  
Units: 1-4 Lab

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. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office to obtain approval to enroll. This course can be repeated three times.

**ENGL 200AD Writing Lab .5 - 1 unit**  
Units: .5-1 Lab

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. This course can be repeated three times.

**ENGL 223AD Writing Center Consulting 2 units**  
Units: 1 Lecture/Discussion  
1 Lab

Instruction and guided practice in effective peer consulting. Use of reader-based feedback and active learning strategies to assist students to become better writers. Areas for study include theory of composition, writing centers, and writing across the curriculum. Designed to be taken concurrently with hands-on work as a writing consultant. Repeatable three times. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures.

**ENGL 251 Intro to Acad Read & Writing 4 units**  
Units: 4 Lecture/Discussion

This course emphasizes analytical reading and writing as processes that result in compositions appropriate for entry into transfer-level academic study. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ENGL 251 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.

**Prerequisites:** ENGL 360 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.

**ENGL 251AD Independent Study-English 1 - 4 units**  
Units: 1-4 Lab

Independent Study. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admissions Office to obtain approval form. This course can be repeated three times.

**ENGL 265AB Fundamentals of Reading 3 units**  
Units: 3 Lecture/Lab

This course is designed to develop analytical reading skills and reading fluency as a preparation for success in college. It features the relationship between reading, writing, and critical thinking and stresses the need to adjust reading strategies to reading purposes. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ENGL 265AB may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. This course may be repeated once. Advisory on Recommended Preparation: Recommendation through COS Placement Procedures, or recommendation of department. The Placement Test requirement may be waived.

**ENGL 280 Vocabulary Building for Tests 1 unit**  
Units: 1 Lecture/Discussion

This vocabulary building course assists students preparing for the State of California Court Interpreter examination and other standardized tests such as the SAT, ACT, GRE, and LSAT. Strategies for discerning the meaning of words through roots, suffixes and prefixes are covered as well as other test taking tips.

**ENGL 360 Reading and Writing Skills 6 units**  
Units: 6 Lecture/Lab

**Equivalent Course:** ENGL 360AB.

This course is a basic course in learning effective reading and writing strategies. The students will learn sentence structure, the writing process, acquisition, reading comprehension, and critical thinking. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ENGL 360 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.

**ENGL 400 Engl Supplemental Lrng Assist 0 units**  
Hours: .5 TO 6 Lab

English Supplemental Learning Assistance is intended to strengthen students' reading and writing skills and reinforce their mastery of concepts. This open entry/open exit class is linked with ENGL 1, 2, 4, 251, 265, 360 and ESL or EAP 300, 301, 310, 311, 312AB, 320, 321, 330, 331, 332AB, 340, 341, 350, 351, 352AB.

## ENGLISH AS A SECOND LANGUAGE

**ESL 300 Beg Writing/Grammar 1 4 units**  
Units: 3 Lecture/Discussion  
1 Lab

This ESL course is suitable for the true beginner with little or no knowledge of English grammar and writing conventions. Students focus on writing at the sentence level. The course is designed to provide an introduction to English grammar and writing skills enabling students to function minimally in Basic English academic and vocational situations. Students are introduced to basic computer and word processing skills. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 300 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: Recommendation based on COS Placement Procedures or skill competencies as determined by departmental assessment. Concurrent registration in ESL 301 (or appropriate ESL Reading/Vocabulary course) and ESL 312AB (or appropriate ESL Pronunciation/Speaking course) is strongly recommended.

**ESL 301 Beg Reading/Vocabulary 1 3 units**  
Units: 3 Lecture/Discussion

This ESL course is suitable for the beginner with little or no knowledge of English reading and vocabulary skills. The course is designed for students to develop basic reading techniques, vocabulary and study skills and to comprehend and respond to basic writing and spoken English. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 301 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: Recommendation based on COS Placement Procedures or skill competencies as determined by departmental assessment. Concurrent registration in ESL 300 (or appropriate ESL Writing/Grammar course) and ESL 312 (or appropriate ESL Pronunciation/Speaking course) is strongly recommended.

# Course Descriptions

**ESL 310**      **Beg Writing/Grammar 2**      **4 units**  
Units:      3 Lecture/Discussion  
                 1 Lab

This ESL course is suitable for the true beginner with little or no knowledge of English grammar and writing conventions. Students focus on writing accurate sentences and developing paragraph skills. The course is designed to reinforce and build upon grammar and writing skills enabling the students to function in basic English academic and vocational situations. Students are introduced to basic computer and word processing skills necessary to academic work. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 310 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 300 or equivalent college course with "C" or better, or eligibility based on COS Placement Procedures or skill competencies as determined by departmental assessment. Concurrent registration in ESL 311 (or appropriate ESL Reading/Vocabulary course) and ESL 312AB (or appropriate ESL Pronunciation/Speaking course) is strongly recommended.

**ESL 311**      **Beg Reading/Vocabulary 2**      **3 units**  
Units:      3 Lecture/Discussion

This ESL course is suitable for the beginning student with basic knowledge of English reading and vocabulary skills. This course is designed for students to develop and expand reading techniques, vocabulary and study skills and to comprehend and respond to written and spoken English in basic academic and vocational situations. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 311 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 301 or equivalent college course with "C" or better, or eligibility based on COS Placement Procedures or skill competencies as determined by departmental assessment. Concurrent registration in ESL 310 (or appropriate ESL Writing/Grammar course) and ESL 312 (or appropriate ESL Pronunciation/Speaking course) is strongly recommended.

**ESL 312AB**      **Beg Pronunciation/Speaking**      **2 units**  
Units:      2 Lecture/Discussion

This ESL course is suitable for the true beginner who has little or no knowledge of English pronunciation and speaking skills. The course is designed for students to develop basic speaking skills and to comprehend and respond to basic spoken English. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 312AB may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. This course may be repeated once. Advisory on Recommended Preparation: Recommendation based on COS Placement Procedures or skill competencies as determined by departmental assessment. Concurrent registration in ESL 300 or 310 (or appropriate ESL Reading/Vocabulary course) and ESL 301 or 311 (or appropriate ESL Writing/Grammar course) is strongly recommended.

**ESL 320**      **Interm Writing/Grammar 3**      **4 units**  
Units:      3 Lecture/Discussion  
                 1 Lab

This ESL course is suitable for the lower intermediate student who has a basic foundation in English grammar and writing. Students focus on writing coherent paragraphs and begin writing essays using the process approach. The course reinforces and builds upon grammar and writing skills, enabling the student to function in intermediate English academic and vocational situations. Students are introduced to basic computer and word processing skills. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 320 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 310 or equivalent college

course with "C" or better, or eligibility based on COS Placement Procedures or skill competencies as determined by department assessment. Concurrent registration in ESL 321 (or appropriate ESL Reading/Vocabulary course) and ESL 332 (or appropriate Pronunciation/Speaking course) is strongly recommended.

**ESL 321**      **Interm Reading/Vocab 3**      **3 units**  
Units:      3 Lecture/Discussion

This ESL course is suitable for the low intermediate student with some foundation in English reading and vocabulary skills. This course is designed to develop reading techniques, vocabulary, and study skills so that the student can comprehend and respond to written and spoken English in intermediate academic and vocational situations. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 321 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 311 or equivalent college course with "C" or better, or eligibility based on COS Placement Procedures or skill competencies as determined by department assessment. Concurrent registration in ESL 320 (or appropriate ESL Writing/Grammar course) and ESL 332 (or appropriate ESL Pronunciation/Speaking course) is strongly recommended.

**ESL 330**      **Interm Writing/Grammar 4**      **4 units**  
Units:      3 Lecture/Discussion  
                 1 Lab

This ESL course is suitable for the upper intermediate student with a good foundation in English grammar and writing. The writing process is used to develop essays. The course is designed to reinforce and build upon grammar and writing skills enabling the students to function in intermediate to low advanced English academic and vocational situations. Students are introduced to basic computer and word processing skills necessary for academic work. Advisory on Recommended Preparation: ESL 320 or equivalent college course with "C" or better, or eligibility based on COS Placement Procedures or skill competencies as determined by departmental assessment. Concurrent registration in ESL 331 (or appropriate ESL Reading/Vocabulary course) and ESL 332 (or appropriate ESL Pronunciation/Speaking course) is strongly recommended.

**ESL 331**      **Interm Reading/Vocabulary 4**      **3 units**  
Units:      3 Lecture/Discussion

This ESL course is suitable for the high intermediate student with a foundation in English reading and vocabulary skills. This course is designed to expand reading techniques, vocabulary, and study skills so that the student can comprehend and respond to written and spoken English in intermediate to advanced academic and vocational situations. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 331 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 321 or equivalent college course with "C" or better, or eligibility based on COS Placement Procedures or skill competencies as determined by department assessment. Concurrent registration in ESL 330 (or appropriate ESL Writing/Grammar course) and ESL 332 (or appropriate ESL Pronunciation/Speaking course) is strongly recommended.

**ESL 332AB**      **Interm Pronunciation/Speaking**      **2 units**  
Units:      2 Lecture/Discussion

This ESL course is suitable for the intermediate level student who has a basic foundation in English pronunciation and speaking skills. The course is designed to improve speaking skills so that the student can comprehend and respond to spoken English in academic and vocational situations. This course may be repeated once. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 332AB may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 312 or equivalent college course with "C" or better or eligibility



# Course Descriptions

based on COS Placement Procedures or skill competencies as determined by department assessment. Concurrent registration in ESL 320 or 330 (or appropriate ESL Reading/Vocabulary course) and ESL 321 or 331 (or appropriate ESL Writing/Grammar course) is strongly recommended.

**ESL 340**      **Adv Writing/Grammar 5**      **4 units**  
Units:            3 Lecture/Discussion  
                      1 Lab

This ESL course is suitable for the advanced student with a strong foundation in English grammar and writing. Using the process approach, students write essays in response to a variety of prompts. This course is designed to review and build upon grammar and writing skills enabling the student to function in advanced English academic and vocational courses. Students will use basic computer and word processing skills necessary for academic work. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 340 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 330 or equivalent college course with "C" or better, or eligibility based on COS Placement Procedures or skill competencies as determined by departmental assessment. Concurrent registration in ESL 341 (or appropriate ESL Reading/Vocabulary course) and ESL 352 (or appropriate ESL Pronunciation/Speaking course) is strongly recommended.

**ESL 341**      **Adv Reading/Vocabulary 5**      **3 units**  
Units:            3 Lecture/Discussion

This ESL course is suitable for the low advanced student with a strong foundation in English reading and vocabulary skills. The course is designed to expand reading techniques, vocabulary, and study skills so that the student can comprehend and respond to written and spoken English in advanced academic and vocational situations. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 341 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 331 or equivalent college course with "C" or better, or eligibility based on COS Placement Procedures or skill competencies as determined by department assessment. Concurrent registration in ESL 340 (or appropriate ESL Writing/Grammar course) and ESL 352 (or appropriate ESL Pronunciation/Speaking course) is strongly recommended.

**ESL 350**      **Adv Writing/Grammar 6**      **3 units**  
Units:            3 Lecture/Discussion

This ESL course is suitable for the advanced student with demonstrated knowledge and experience in English grammar and writing. The course is designed to review and refine grammar for application in pre-collegiate assignments, enabling the student to successfully transition into mainstream college course work. Students will use basic computer and word processing skills necessary for academic work. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 350 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 340 or equivalent college course with "C" or better, or eligibility based on COS Placement Procedures or skill competencies as determined by departmental assessment. Concurrent registration in ESL 351 (or appropriate ESL Reading/Vocabulary course) and ESL 352 (or appropriate ESL Pronunciation/Speaking course) is strongly recommended.

**ESL 351**      **Adv Reading/Vocabulary 6**      **3 units**  
Units:            3 Lecture/Discussion

This ESL course is suitable for the high advanced student with demonstrated ability to comprehend written English at an advanced level. The course is intended to expand reading techniques, vocabulary, and study skills so that the student can successfully transition into mainstream course work. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery

of concepts. Students enrolled in ESL 351 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 341 or equivalent college course with "C" or better, or eligibility based on COS Placement Procedures or skill competencies as determined by department assessment. Concurrent registration in ESL 350 (or appropriate ESL Writing/Grammar course) and ESL 352 (or appropriate ESL Pronunciation/Speaking course) is strongly recommended.

**ESL 352AB**      **Adv Pronunciation/Speaking**      **2 units**  
Units:            2 Lecture/Discussion

This ESL course is suitable for the advanced level student with a strong foundation in English pronunciation and speaking skills. The course is designed for the student to improve speaking skills, and to comprehend and respond to spoken English in advanced academic and vocational situations. This course may be repeated once. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 352AB may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 332AB or equivalent college course with "C" or better, or eligibility based on COS Placement Procedures or skill competencies as determined by departmental assessment. Concurrent registration in ESL 340 or 350 (or appropriate ESL Reading/Vocabulary course) and ESL 341 or 351 (or appropriate ESL Writing/Grammar course) is strongly recommended.

**ESL 402**      **Beginning Writing/Grammar 1**      **0 units**  
Hours:            3 Lecture/Discussion  
                      3 Lab

This basic introduction course in English is designed for the true beginner with little or no knowledge of writing and grammar skills.

**ESL 403**      **Beginning Reading/Vocabulary 1**      **0 units**  
Hours:            3 Lecture/Discussion

This is a beginning course in English reading and vocabulary and is designed for students to develop basic reading techniques, vocabulary and study skills.

**ESL 410**      **Beginning Writing/Grammar**      **0 units**  
Hours:            3 Lecture/Discussion  
                      3 Lab

This is a beginning course in English writing and grammar skills and is designed to expand basic writing and grammar skills for beginning level students.

**ESL 411**      **Beginning Reading/Vocabulary 2**      **0 units**  
Hours:            3 Lecture/Discussion

This is a beginning course in English reading and vocabulary and is designed for students to develop and expand basic reading techniques, vocabulary and study skills.

**ESL 412AB**      **Beg. Pronunciation/Speaking**      **0 units**  
Hours:            2 Lecture/Discussion

A beginning course in English pronunciation and speaking skills. The course is designed for students to develop basic speaking skills and to comprehend and respond to basic spoken English.

**ESL 420**      **Intermediate Writing/Grammar 3**      **0 units**  
Hours:            3 Lecture/Discussion  
                      3 Lab

This is a low intermediate level course for students who have a basic foundation in English writing and grammar. The course focuses on grammar and paragraph writing.

# Course Descriptions

**ESL 421 Intermediate Reading/Vocab 3 0 units**  
 Hours: 3 Lecture/Discussion  
 This is a low intermediate course in English reading and vocabulary and is designed to help students comprehend and respond to basic academic and vocational situations.

**ESL 430 Intermediate Writing/Grammar 4 0 units**  
 Hours: 3 Lecture/Discussion  
 3 Lab  
 This is a high intermediate level course for students who have a good foundation in English writing and grammar. This course focuses on grammar, paragraphs and narratives.

**ESL 431 Intermediate Reading/Vocab 4 0 units**  
 Hours: 3 Lecture/Discussion  
 This is a high intermediate course in English reading and vocabulary and is designed to expand reading techniques vocabulary and study skills so that students can comprehend and respond to intermediate-level academic and vocational situations.

**ESL 432AB Interm Pronunciation/Speaking 0 units**  
 Hours: 2 Lecture/Discussion  
 This is an intermediate level course in English pronunciation and speaking skills, designed for students to improve speaking skills so that students can comprehend and respond to spoken English in academic and vocational settings. This course can be repeated one time.

**ESL 440 Advanced Writing/Grammar 5 0 units**  
 Hours: 3 Lecture/Discussion  
 3 Lab  
 This course is designed for intermediate advanced students with a working foundation in grammar and writing. This course is designed to review and build upon grammar and writing skills enabling the student to function in advanced academic and vocational writing environments.

**ESL 441 Advanced Reading/Vocabulary 0 units**  
 Hours: 3 Lecture/Discussion  
 This course is designed for intermediate advanced students with a working foundation in reading and vocabulary skills. The course expands reading techniques, vocabulary, and study skills so that the student can effectively respond to written and spoken English in Advanced academic and vocational environments.

**ESL 450 Advanced Writing/Grammar 6 0 units**  
 Hours: 3 Lecture/Discussion  
 This course is designed for high advanced students with a strong working foundation in grammar and writing. This course is designed to further review and refine grammar and writing skills enabling the student to successfully transition into more challenging college courses.

**ESL 451 Advanced Reading/Vocabulary 6 0 units**  
 Hours: 3 Lecture/Discussion  
 This course is designed for high advanced students with a strong working foundation in reading and vocabulary skills. The course expands reading techniques, vocabulary, and study skills so that the student can effectively respond to written and spoken English in advanced academic and vocational environments.

**ESL 452AB Adv Pronunciation/Speaking 0 units**  
 Hours: 2 Lecture/Discussion  
 This is a high advanced level course in English pronunciation and speaking skills, designed to further develop functional spoken English for academic and vocational settings.

## ENVIRONMENT CONTROL TECHNOLOGY

**ECT 190AD Supervised Practice 1 - 3 units**  
 Units: 1-3 Lab  
 Under the supervision of an instructor, students assist and direct students in less advanced classes. This course provides experience for students interested in teaching, counseling, and other vocational employment and volunteer situations where the student is expected to take a leadership role. This course may be repeated three times. Limitation on Enrollment: Permission of the department.

**ECT 200 Intro Indust Ammonia Refrig 3 units**  
 Units: 3 Lecture/Discussion  
 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.

**ECT 201 Adv Ammonia Refrigeration 3 units**  
 Units: 3 Lecture/Discussion  
 This class is the natural extension of the Introduction to Ammonia Refrigeration (ECT 200). Specific topics of safety, maintenance, installation, trouble shooting, extensive examination of piping design and systems, code compliance, and operation related to the industrial refrigeration systems utilizing ammonia as the refrigerant. 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**  
 Units: 1.5 Lecture/Discussion  
 .5 Lab  
 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 troubleshoot and diagnose electrical problems. In addition, proper brazing techniques, tools and safety practices are taught as applied to various other trades.

**ECT 261 Intro to Air Cond/Refrig C/D 2 units**  
 Units: 1.5 Lecture/Discussion  
 .5 Lab  
 An introductory course offered in Environmental Control Technology that covers commercial and domestic air conditioning, and refrigeration theory. The students will study the practical wiring circuits and diagnosing of 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 students seeking further advancement in his/her career. Advisory on Recommended Preparation: ECT 260 or equivalent college course with "C" or better or equivalent skills and knowledge as determined by departmental assessment.

**ECT 262 Heating Systems & Controls 2 units**  
 Units: 1.5 Lecture/Discussion  
 .5 Lab  
 ECT 262 is 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 safety, 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.

# Course Descriptions

**ECT 263 Commercial Refrig Sys Controls 2 units**  
 Units: 1.5 Lecture/Discussion  
 .5 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. Advisory on Recommended Preparation: ECT 260 or equivalent college course with "C" or better, or equivalent training/ experience.

**ECT 265 Air Cond Control Systems 2 units**  
 Units: 2 Lecture/Lab

ECT 265 is a basic controls course designed to introduce the students to a wide variety of HVAC/R control systems. Control applications will be discussed in depth to give the students an understanding of pneumatic, electronic, and digital control systems. Advisory on Recommended Preparation: ECT 260 and ECT 261 with "C" or better; or equivalent college course with "C" or better; or equivalent skills and knowledge as determined by department assessment.

**ECT 266AD Advanced Controls Systems 2 units**  
 Units: 1.5 Lecture/Discussion  
 .5 Lab

ECT 266AD is an advanced controls course designed to introduce system setup, programming and application engineering of building automation control systems algorithms. To include temperature controls, lighting controls, access controls and CCTV. This course can be repeated three times. Advisory on Recommended Preparation: ECT 265 or equivalent college course with "C" or better.

**ECT 280 Elect & Controls for HVAC 4 units**  
 Units: 3 Lecture/Discussion  
 1 Lab

**Equivalent Course: ECT 180.**

ECT 280 is a basic course in electrical theory and applications of controls for the Heating, Ventilating, Air conditioning/Refrigeration controls class. The theories and concepts of Ohms and Kirchoffs laws are studied extensively in this course, in addition to the theories and concepts of refrigeration. Corequisite: ECT 281.

**ECT 281 Basic Air Conditioning 12 units**  
 Units: 11 Lecture/Discussion  
 1 Lab

**Materials Fee: \$20.00**

**Equivalent Course: ECT 181.**

ECT 281 is an introductory lecture and demonstration course in residential air conditioning, refrigeration and heating that covers applied refrigeration theory, including how to evacuate and charge systems, diagnose refrigeration 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.

**Corequisites: ECT 280.**

**ECT 282 Adv Air Cond/Refrig Com/Dom 12 units**  
 Units: 9 Lecture/Discussion  
 3 Lab

**Materials Fee: \$10.00**

**Equivalent Course: ECT 182.**

An advanced course offered in Environmental Control Technology that covers commercial and domestic air conditioning and refrigeration theory. Topics include the fundamentals of wiring circuits and the concept of electrical problem solving as it relates to both commercial and residential applications. Topics also include using methods to calculate heat loads values necessary to sizing equipment in the industry. Advisory on Recommended Preparation: ECT 281 or equivalent college course with "C" or better.

## ETHNIC STUDIES

**ETHN 001 Black American Studies 3 units**  
 Units: 3 Lecture/Discussion

This course uses an interdisciplinary approach to Black Studies covering periods of social, cultural and historical development. Topics include African civilization, slavery, the Diaspora, abolition, reconstruction, segregation, Harlem Renaissance, and the Civil Rights Movement. Field trips are part of this course. Advisory on Recommended Preparation: ENGL 360 or equivalent college course with "C" or better, or eligibility for ENGL 251 determined by COS placement procedures.

**ETHN 002 American Indian Studies 3 units**  
 Units: 3 Lecture/Discussion

Using an interdisciplinary approach, this course will focus on the historical, social, religious, ecological, economic, and artistic characteristics of various Indian Nations, as well as, U.S. Government policy toward Indians. Special attention will be given to San Joaquin Valley Indians. Field trips are part of this course. Advisory on Recommended Preparation: ENGL 360 or equivalent college course with "C" or better, or eligibility for ENGL 251 determined by COS placement procedures.

**ETHN 003 Mexican-American Studies 3 units**  
 Units: 3 Lecture/Discussion

The course studies the Mexican-American community and culture in American society from Pre-Colombian roots. The Mexican-American contributions and conflicts in American society are studied using an interdisciplinary approach (anthropology, history, sociology, literature, art and music). Advisory on Recommended Preparation: ENGL 360 or equivalent college course with "C" or better or eligibility for ENGL 251 determined by COS Placement Procedures.

**ETHN 004 Asian American Studies 3 units**  
 Units: 3 Lecture/Discussion

This course studies the Asian immigrant experience in the United States (Southeast Asian, Chinese, Japanese, Korean, and Filipino). Using an interdisciplinary approach (social, historical, religious, geographic, economic, linguistic, and artistic), special attention will be given to major immigrant populations in the San Joaquin Valley (Laotian, Hmong, Mien, and Lahu). Advisory on Recommended Preparation: ENGL 360 or equivalent college course with "C" or better, or eligibility for ENGL 251 determined by COS Placement Procedures.

**ETHN 005 American Ethnic Origins 3 units**  
 Units: 3 Lecture/Discussion

An examination of the various ethnic groups that came to America from Europe. Topics include: motives for migration, immigration, assimilation, social mobility, social change and the creation of our modern multicultural society. Special attention will be given to the migration of Euro-Americans into the San Joaquin Valley. Advisory on Recommended Preparation: ENGL 360 or equivalent college course with "C" or better, or eligibility for ENGL 251 determined by COS Placement procedures.



## FASHION

**FASH 012AB Costuming 3 units**  
Units: 2 Lecture/Discussion  
1 Lab/Activity

**Equivalent Course: DRAM 012AB.**

This course is designed as an introduction to the function and aesthetic effect of costumes. Design, research, organization, pattern and construction techniques, sewing equipment use and function of costume personnel in production work are explored. Additional hours required working on crews for college productions. This course may be repeated once.

**FASH 017AB Makeup 3 units**  
Units: 2 Lecture/Discussion  
1 Lab/Activity

**Equivalent Course: DRAM 017AB.**

This course is designed to introduce the student to the basic techniques and materials of theatrical makeup. Topics include facial shape, hair arrangement, skin care, and makeup for various races and skin types. Additional hours are required to work on crews for college Drama Arts productions. This course may be repeated one time.

**FASH 076 Textiles 3 units**  
Units: 3 Lecture/Discussion

Introduction to basic textiles, including fibers, fabric manufacturing, finishes, care and storage, and appropriate selection for end use. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures. This course is approved for Distance Education format.

**FASH 151AD Independent Study-Fashion 1 - 4 units**  
Units: 1-4 Lab

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. This course can be repeated three times. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office to obtain approval to enroll.

**FASH 160AB Clothing Construction 3 units**  
Units: 2 Lecture/Discussion  
1 Lab

This class teaches the principles of clothing construction from pattern to completed garment, with an emphasis on fabric performance, fit and construction techniques for both knit and woven fabrics.

**FASH 161AB Tailoring 3 units**  
Units: 2 Lecture/Discussion  
1 Lab

The study of traditional and modern tailoring techniques for constructing a coat or suit jacket. Basic clothing construction experience is advised; a local fabric store field trip is required. This course may be repeated one time.

**FASH 162AB Fashion/Design/Patternmaking 3 units**  
Units: 2 Lecture/Discussion  
1 Lab

**Equivalent Course: FASH 162.**

A study of apparel design using flat pattern techniques including design, drafting, and construction of garments. Advisory on Recommended Preparation: FASH 160AB or equivalent college course with "C" or better; FASH 161AB or equivalent college course with "C" or better. Concurrent enrollment in FASH 161AB or FASH 160AB will be acceptable for enrollment in FASH 162A.

**FASH 164 The World of Fashion 2 units**  
Units: 2 Lecture/Discussion

An overview of the fashion industry. Topics include 20th century fashion history, current fashion designers and trend setters, design development, fashion forecasting, consumer demand, the global market place and fashion career opportunities.

**FASH 166 Fashion Collection Development 1 unit**  
Units: .914 Lecture/Discussion

Introduction to the development of a fashion collection from its design inspiration to the creation of the line. Topics will include fashion forecasting, target marketing, elements and principles of design, color, fabric, and style selection.

**FASH 172 Fashion Buying 1 unit**  
Units: 1 Lecture/Discussion

This course is an overview of the fashion buying industry and the role of the buyer in the retail environment. Topics will include consumer buying behavior, planning the fashion season, resources for merchandise, and the merchandise planning and buying process.

**FASH 190AD Supervised Practice 1 - 3 units**  
Units: 1-3 Lab

Under the supervision of an instructor, select 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 students are expected to take a leadership role. This course may be repeated three times. Limitation on Enrollment: Permission of the department.

**FASH 250AD The Art of Quilt Making 2 units**  
Units: 1 Lecture/Discussion  
1 Lab

This course will include quilt design, color, fabric selection, analyzing and drafting patterns, calculating yardage, cutting, piecing, quilting, and finishing the quilt. The importance of quilting as an art form, the cultural aspects of quilting, and computer design of quilts will be explored. This class can be repeated three times.

**FASH 261AD Prin of Clothing Construction 1 unit**  
Units: 1 Lab

**Equivalent Course: .**

Basic clothing construction principles for individuals pursuing careers in the fashion industry, applying for a certificate or AA/AS degree in fashion, and/or wishing to construct clothing. Professional custom, and speed techniques for developing skills in clothing construction are covered as well as fit with an emphasis on developing manipulative skills. This course may be repeated three times.

# Course Descriptions

## FASH 266AB Advanced Sewing Techniques 1 unit

Units: 1 Lab

This is a skills oriented class in advanced clothing construction techniques, that includes garment fitting, tailoring, and sewing specialty fabrics. It is designed for students pursuing careers in the fashion industry, or those who wish to construct clothing for themselves and others. This course may be repeated one time. Advisory on Recommended Preparation: FASH 261AD or equivalent college course with "C" or better or previous sewing experience.

## FIRE TECHNOLOGY

## FIRE 125 Fund Fire Apparatus/Equipment 3 units

Units: 3 Lecture/Discussion

This class is designed to provide students with information regarding design features, construction materials, performance factors, and maintenance requirements for motorized fire apparatus. Topics include; laws, standards and regulations, design, construction, and maintenance requirements for fire apparatus. Operational considerations including: tactics and strategy, safety and driving characteristics of pumping apparatus, aerial ladders, aerial platforms and specialized equipment are also presented. Advisory on Recommended Preparation: FIRE 159 or equivalent college course with a "C" or better.

## FIRE 155 Fire Behavior & Combustion 3 units

Units: 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. It covers the basic physical laws of fire combustion and extinguishing processes. It is part of the series of courses recommended by the Chancellor's Office for students in California Community Colleges.

## FIRE 156 Fire Service Hydraulics 3 units

Units: 3 Lecture/Discussion

This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire suppression and to apply hydraulic principles to analyze and to solve water supply problems. This course is approved for Distance Education format (hybrid/online).

## FIRE 157 Fire Prevention Technology 3 units

Units: 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.

**Prerequisites:** FIRE 159 or equivalent college course with "C" or better.

## FIRE 159 Intro to Fire Protection Org 3 units

Units: 3 Lecture/Discussion

This course provides an overview to fire protection, career opportunities in fire protection and related fields, philosophy and history of fire protection/service, 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. This course is approved for Distance Education format.

## FIRE 161 S.F.M.-Fire Prevention 1A 2 units

Units: 2 Lecture/Discussion

**Materials Fee:** \$80.00

Provides fundamental information regarding the history and philosophy of fire prevention organization and operation of a fire prevention bureau. Provides use of fire codes, identification and correction of fire hazards, inspection of detection and suppression systems, and the relationship of fire prevention with fire safety education. This course is approved for Distance Education format.

## FIRE 162 S.F.M.-Fire Prevention 1B 2 units

Units: 2 Lecture/Discussion

**Materials Fee:** \$80.00

This course is designed to prepare the student to identify the responsibility and authority for fire prevention inspections and related activities. This course is consistent with California State Fire Marshal and State Board of Fire Service curriculum. It provides information regarding fire prevention organization and operation of a fire prevention bureau, the use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education. This course is approved for Distance Education format. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures and MATH 200 or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures.

## FIRE 163 Fire Protection Equip/System 3 units

Units: 3 Lecture/Discussion

This is one of six core classes for students pursuing a degree/certificate in Fire Technology. Topics include the design, installation, and operation of fire detection systems, alarm systems and extinguishing systems.

**Prerequisites:** FIRE 159 or equivalent college course with "C" or better.

## FIRE 171 S.F.M. Fire Instructor 1A 2 units

Units: 2 Lecture/Discussion

**Materials Fee:** \$80.00

This course is recommended for Fire Service personnel who have training responsibilities within their fire department. Techniques of Fire Service Instruction 1A 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.

## FIRE 172 S.F.M. Fire Instructor 1B 2 units

Units: 2 Lecture/Discussion

**Materials Fee:** \$80.00

This 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 relate to teaching both manipulative skills and technical information in the fire service.

**Prerequisites:** FIRE 171 or equivalent college course with "C" or better.



# Course Descriptions

## **FIRE 173 S.F.M. Fire Command 1A 2 units**

Units: 2 Lecture/Discussion

**Materials Fee: \$80.00**

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 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 per the California Fire Service Training and Education System Policy Text.

## **FIRE 174 S.F.M. Fire Command 1B 2 units**

Units: 2 Lecture/Discussion

**Materials Fee: \$80.00**

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 173 or equivalent college course with "C" or better (FIRE 173 may be taken concurrently).

## **FIRE 182 Bld Constr for Fire Protectn 3 units**

Units: 3 Lecture/Discussion

The study of the components of building construction relating to fire safety. Elements of construction and design of building. Development and evolution of building in relationship to past fires.

## **FIRE 241 Fire Command 2A 2 units**

Units: 2 Lecture/Lab

**Materials Fee: \$80.00**

This course prepares the Fire Officer to assume "Incident Commander" responsibilities at major commercial, industrial, and residential fires. It provides the student with information regarding strategy, tactics, safety and other operational and management considerations involved with these types of incidents. This course is limited to current volunteer, paid call, seasonal or full time firefighters. Students must have successfully completed FIRE 173 or its' equivalent. Students must have basic fire command experience at the company officer level.

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

## **FIRE 242 Fire Command 2B 2 units**

Units: 2 Lecture/Lab

**Materials Fee: \$80.00**

This class is one of five "Level 2" Fire Command classes. This course is intended to help prepare the Fire Officer to command a Hazardous Materials incident. Students will learn to recognize the warning signs, clues, risks and potential outcomes associated with Hazardous Material Incidents. Implementing the "Incident Command System", techniques for isolating hazardous materials, decontamination considerations, making the required notifications, protecting the public and recognizing cooperating agencies roles and responsibilities are a few of the key elements of this class. Students must be a volunteer, paid call, seasonal or full-time fire fighter in a fire protection agency. Students must have completed FIRE 241 and FIRE 174 or equivalent courses, and have basic fire command experience at the Company Officer level. Limitation on Enrollment: Class is limited to volunteer, paid call, seasonal or full-time fire fighters. Students must have basic fire command experience at the Company Officer level.

**Prerequisites:** FIRE 241 and FIRE 174 or equivalent college courses with "C" or better.

## **FIRE 244 Fire Management 2C 2 units**

Units: 2 Lecture/Lab

**Materials Fee: \$80.00**

This course is one of ten courses leading to "Chief Officer" certification by the State Fire Marshal's Office. It explores labor and personnel management issues and is designed to provide fire managers with advanced knowledge and insight into today's fire personnel, human resources, diversity management, legal mandates, labor relations and related topics.

**Prerequisites:** FIRE 277 and FIRE 239 or equivalent college courses with "C" or better.

## **FIRE 246 Fire Command 2D 2 units**

Units: 2 Lecture/Lab

**Materials Fee: \$80.00**

This course provides the student with the theories, concepts, and skills necessary to develop and implement an Emergency Management Plan for large-scale disasters within their jurisdictions.

**Prerequisites:** FIRE 173 and FIRE 241 or equivalent college courses with "C" or better.

## **FIRE 247 Fire Command 2E 2 units**

Units: 2 Lecture/Lab

**Materials Fee: \$80.00**

This course provides the student with the concepts, principles and techniques necessary for commanding and controlling a wildland fire.

**Prerequisites:** FIRE 173 and FIRE 241 or equivalent college courses with "C" or better.

## **FIRE 248 Fire Management 2D 2 units**

Units: 2 Lecture/Lab

**Materials Fee: \$80.00**

This course is one of ten courses leading to "Chief Officer" certification through the State Fire Marshal's Office. Fire Management 2D, also known as "Master Planning" is designed to provide students with information regarding program planning, master planning, forecasting, system analysis, system design, policy analysis and other related topics. The course is designed for managers, administrative officers and planners as well as fire officers.

**Prerequisites:** FIRE 277 and FIRE 244 or equivalent college courses with "C" or better.

## **FIRE 249 Driver Operator 1A 2 units**

Units: 2 Lecture/Lab

**Materials Fee: \$80.00**

This is the first of a two part course which teaches the operation and maintenance of fire apparatus. It includes; driver responsibilities, inspections of operating systems, driving in adverse conditions, off road, and emergency responses.

**Advisory on Recommended Preparation:** Students are recommended to be currently employed as a full-time volunteer or seasonal fire fighter and possess a California Class "B" or California "Fire Fighter Restricted" drivers' license.

## **FIRE 250 Driver Operator 1B 2 units**

Units: 2 Lecture/Lab

**Materials Fee: \$80.00**

This is the second of a two part course, which teaches the operation and maintenance of fire apparatus. It is required by many fire departments prior to personnel being allowed to promote to Driver/Operator.

**Advisory on Recommended Preparation:** Students are recommended to be currently employed as a full-time volunteer or seasonal fire fighter and possess a California Class "B" or California "Fire Fighter Restricted" drivers' license.

# Course Descriptions

## **FIRE 251AD Independent Study-Fire Tec 1 - 4 units**

Units: 1-4 Lab  
Independent Study. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

## **FIRE 252 S.F.M. Fire Investigation 1A 2 units**

Units: 2 Lecture/Discussion  
**Materials Fee: \$80.00**  
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 and 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. 40 Hour Course.

## **FIRE 253 S.F.M. Fire Investigation 1B 2 units**

Units: 2 Lecture/Discussion  
**Materials Fee: \$80.00**  
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 exercises will assist to develop skill and understanding of the legal and investigative procedures. 40 Hour Course.  
**Prerequisites: FIRE 252 or equivalent college course with "C" or better.**

## **FIRE 270 Basic Fire Fighter I Academy 12 units**

Units: 8 Lecture/Discussion  
4 Lab  
**Materials Fee: \$135.00**  
**Equivalent Course: FIRE 170.**  
This class includes manipulative and technical training in basic concepts in fire service organization and theories of fire control including: fire department organization, identification, use and maintenance of fire equipment, hazardous materials, structural and wild land fire control, auto extrication, and fire fighter safety. Students will be required to purchase prescribed uniforms. Limitation on Enrollment: students must provide evidence of current medical clearance for the use of self-contained breathing apparatus. The FIRE 159 course prerequisite may be waived with proof of equivalent skills and knowledge as determined by departmental assessment; students must have current EMT status or be concurrently enrolled in EMT 251. Advisory on Recommended Preparation: ENGL 251 or eligibility for ENGL 1 as determined by COS placement procedures.  
**Prerequisites: FIRE 159 and EMT 251 or equivalent college courses with "C" or better (EMT 251 may be taken concurrently).**

## **FIRE 275 Fire Command 1C 2 units**

Units: 2 Lecture/Discussion  
**Materials Fee: \$80.00**  
This course is designed to teach the Company Officer how to safely and effectively operate at a wild land/urban interface fire incident (I-Zone).  
**Prerequisites: FIRE 270 or equivalent college course with "C" or better.**

## **FIRE 277 S.F.M. Fire Management 1 2 units**

Units: 2 Lecture/Lab  
**Materials Fee: \$80.00**  
Reviews management styles of leadership and through the use of in-action exercises, simulations, and case studies, allows each student to experience how these basic principles can be effectively applied for on-the-job results. This course is one of the State Fire Marshal training classes needed for Fire Officer certification. Advisory on Recommended Preparation: Completion of nine (9) units in Fire Technology or presently employed as a fire fighter or serving as a volunteer fire fighter.

## **FIRE 280 Fire Fighter 2 Academy 3 units**

Units: 2 Lecture/Discussion  
1 Lab  
**Materials Fee: \$120.00**  
Fire Fighter 2 is the 2nd of two courses in the State Fire Marshal Fire Fighter series. This course expands on areas which were introduced in the Fire Fighter 1 curriculum. The course concentrates on the subjects of rescue and fire prevention and investigation. Successful completion of this course will include certification in "Confined Space Rescue Operations". Students must have current fit test and medical clearance for the use of self-contained breathing apparatus. Students must have access to NFPA approved protective clothing for structural fire fighters. Limitation on Enrollment: Current fit test and medical clearance for using self-contained breathing apparatus, and access to NFPA approved personal protective clothing.  
**Prerequisites: FIRE 270 or FIRE 170 or equivalent college course with "C" or better.**

## **FIRE 290 Confined Space Rescue Ops 1.5 units**

Units: 1.5 Lecture/Lab  
**Materials Fee: \$80.00**  
This course is required by CAL-OSHA for confined space training for rescue workers. The course covers laws, codes and standards as they apply to confined spaces. Included are methods of evaluating hazardous atmospheres, hazard mitigation and constructing various mechanical advantage rescue systems. Limitation on Enrollment: Students must have current medical clearance and approved fit test for the use of self-contained breathing apparatus. Students must have access to required personal protective clothing. Students must have completed a recognized CAL OSHA Confined Space Awareness class through their employer. Advisory on Recommended Preparation: Completion of Rescue Systems 1.

## **FIRE 390 Advanced Fire Fighter Topics 1 - 4 units**

Units: 1 TO 4 Lecture/Lab  
This course satisfies mandatory as well as on-going training requirements for local fire agencies as prescribed by local policy, the Tulare County Health Department, the State Fire Marshal's Office and numerous sections of the California Code of Regulations. Actual course content will be determined by the respective fire agencies. Prerequisite may be waived if employed as a full time, volunteer or seasonal fire fighter. Note: Prerequisites from another department require faculty signature from the department.  
**Prerequisites: FIRE 270 or equivalent college course with "C" or better.**

# Course Descriptions

## FRENCH

### **FREN 001 Elementary French 1 4 units**

Units: 4 Lecture/Discussion

FREN 1 is an introductory course in understanding, speaking, reading and writing French. This course can meet the foreign language requirement for transfer to many four-year universities. It is also useful for business and travel in French speaking countries. It is the first course in a series of four and introduces basic sentence patterns for every day activities.

### **FREN 002 Elementary French 2 4 units**

Units: 4 Lecture/Discussion

FREN 2 is an elementary course in understanding, speaking, reading and writing French. This course can meet the foreign language requirement for transfer to many four-year universities. It is also useful for business and travel in French speaking countries. It is the second course in a series of four. It strengthens and broadens the student knowledge of basic French. Prerequisite may be waived with one year of high school French with "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

**Prerequisites:** FREN 001 or equivalent college course with "C" or better.

### **FREN 003 Intermediate French 3 4 units**

Units: 4 Lecture/Discussion

FREN 3 is the third course in a series of four and addresses understanding, speaking, reading, and writing French. This course can meet the foreign language requirement for transfer to many four-year universities. It is also useful in business and travel in French speaking countries. It expands and refines skills by exposure to literature and media sources. Prerequisite may be waived with two years of high school French with "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

**Prerequisites:** FREN 002 or equivalent college course with "C" or better.

### **FREN 004 Advanced French 4 4 units**

Units: 4 Lecture/Discussion

FREN 4, the fourth course in a series of four, addresses understanding, speaking, reading and writing French. This course can meet the foreign language requirement for transfer to many four-year universities. It is also useful for business and travel in French speaking countries. It expands and polishes skills by exposure to literature and cultural aspects of French society. Prerequisite may be waived with three years of high school French with "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

**Prerequisites:** FREN 003 or equivalent college course with "C" or better.

### **FREN 151AD Independent Study-French 1 - 4 units**

Units: 1-4 Lab

Independent Study. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admission and Records Office to obtain approval to enroll. This course can be repeated three times.

## GEOGRAPHY

### **GEOG 001 Physical Geography 3 units**

Units: 3 Lecture/Discussion

An investigation of weather, climate, landforms, and maps. An emphasis is placed on using the methodologies of scientific inquiry to explain the distribution of physical phenomena on the surface of the earth and on examining the relationship between man and the natural environment. This course is approved for distance education format. Advisory on Recommended Preparation: MATH 200, MATH 205 or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures; and ENGL 251 or equivalent college course with a "C" or better, or eligibility for ENGL 001 determined by COS Placement Procedures.

### **GEOG 001L Physical Geography Lab Class 1 unit**

Units: 1 Lab

Observations, computer projects, experiments, and a field trip are designed to familiarize students with techniques used in physical geography. Advisory on Recommended Preparation: MATH 200 or MATH 205 or MATH 215 or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures; and ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

**Corequisites:** GEOG 001.

### **GEOG 002 World Regional Geography 3 units**

Units: 3 Lecture/Discussion

Aspects of physical and cultural geography such as landforms, climate, vegetation, natural resources, demography, cultural diversity, and political and economic organization are applied to various world regions. Emphasis is placed on man-land relationships, multicultural issues, and understanding world problems from a geographic perspective. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

### **GEOG 151AD Independent Study-Geography 1 - 4 units**

Units: 1-3 Lab

Independent Study. Limitation on Enrollment: Completion of all beginning level courses in the selected subject area. In addition, student must file an Independent Study form through the Admissions Office to obtain approval to enroll. This course can be repeated three times.

## GEOLOGY

### **GEOL 001 Physical Geology 4 units**

Units: 3 Lecture/Discussion

1 Lab

A study of the dynamic physical processes that operate on Earth. Explore the internal workings of the planet through the study of the structure of Earth, earthquakes, volcanoes, mountain building, and plate tectonics, and the external processes of weathering, rivers, mass movement, glaciers, and climate change. Lab topics include: minerals, rocks, maps, and geologic time. Advisory on Recommended Preparation: MATH 200, 205, or equivalent college course with a "C" or better, or eligibility for MATH 230 as determined by COS Placement Procedures; and ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures.

# Course Descriptions

## **GEOL 004 Earth History 4 units**

Units: 3 Lecture/Discussion  
1 Lab

This course examines the geologic evidence for the major events in Earth's turbulent history including: the formation of the crust, atmosphere, and oceans; the tectonic history of the continents; mass extinctions and the record of life on Earth. Lab exercises include: fossil and rock identification, basic principles of geologic time and stratigraphy, and geologic map interpretation. Advisory on Recommended Preparation: MATH 200, MATH 205, or equivalent college course with "C" or better, or eligibility for MATH 230 as determined by COS Placement Procedures; and ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined COS Placement Procedures.

## **GEOL 012 Environmental Geology 3 units**

Units: 3 Lecture/Discussion

Geologic hazards, natural resources, and pollution constitute the core themes of this study of man's interactions with earth systems. The consequences of human modification of natural systems and the geological underpinnings of modern society are emphasized. Topics include flooding, earthquakes, volcanic eruptions, energy and water resources, and water pollution. Advisory on Recommended Preparation: MATH 200, 205, or equivalent college course with a "C" or better, or eligibility for MATH 230 as determined by the COS Placement Procedures; and ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures.

## **GEOL 251 Geology of the Mojave Desert 1 unit**

Units: 1 Lecture/Lab

This field trip course introduces the geology of the Mojave Desert. Major themes include tectonics and structure, mineral resources and mining, and energy resources. Some geologic features will be discussed en route, while extended stops, that include some hiking, allow closer examination of phenomena such as faults, volcanoes, mines, and solar power plants.

Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better.

**Prerequisites:** GEOL 001 or GEOL 004 or GEOL 012 or equivalent college course with "C" or better (GEOL 001, GEOL 004 and/or GEOL 012 may be taken concurrently).

## **GEOL 252 Geology of the Central Coast 1 unit**

Units: 1 Lecture/Lab

A two-day (overnight) field trip introducing the geology of the Central Coast. Major themes include tectonics, geologic hazards, energy and water resources, pollution, and coastline and surficial processes. Some features will be discussed en route, while extended stops, that include some hiking, allow closer examination of phenomena (e.g., San Andreas Fault and Morro Rock).

## GOVERNMENT

## **GOVT 005 Federal, State & Local Govt 3 units**

Units: 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 government of California. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures. Approved for Distance Learning format.

## **GOVT 005H Fed, State & Local Govt-Honors 3 units**

Units: 3 Lecture/Discussion

**Equivalent Course:** GOVT 005.

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 government of California. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures. Duplicate credit not granted for GOVT 5. Limitation on Enrollment: Acceptance into the Honors' Program.

## **GOVT 006 Comparative Politics 3 units**

Units: 3 Lecture/Discussion

This course is a comparative study of the political theories and practices of selected European and non-western political systems. Also included in this course is an analysis of the dynamics of political change and its relationship to economic and social development. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

## **GOVT 007 Mass Communications 3 units**

Units: 3 Lecture/Discussion

**Equivalent Course:** JOUR 007.

A media survey course covering newspapers, radio, television, magazines, books, films, the web, public relations/advertising industries, and the recording industry. Students will study strengths and weaknesses of each, as well as the major challenges to a democratic society including censorship, sensationalism, pornography, propaganda, and monopoly.

## **GOVT 025 Constitutional Law 3 units**

Units: 3 Lecture/Discussion

**Equivalent Course:** AJ 025, BUS 025.

See BUS 25 for course description.

## **GOVT 110 California Govt and Politics 1 unit**

Units: 1 Lecture/Discussion

Introduction to the structure and function of California state government. Satisfies California state and local government requirement for students who have taken Federal, State, and Local Government without a California component or who receive Advanced Placement credit for American Government. This course is approved for Distance Education format.

## **GOVT 151AD Independent Study-Government 1 - 4 units**

Units: 1-4 Lab

Independent Study. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records office to obtain approval to enroll. This course can be repeated three times.

## **GOVT 251AD Independent Study-Government 1 - 4 units**

Units: 1-4 Lab

Independent Study. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admissions Office to obtain approval to enroll. This course can be repeated three times.



## GRAPHIC DESIGN

**GD 159 Adobe Illustrator 2 units**  
Units: 1.5 Lecture/Discussion  
.5 Lab

**Materials Fee: \$20.00**

This introductory course is designed to provide working knowledge and skills required for graphic designers and illustrators using Adobe Illustrator on a PC. This course is approved for Distance Education format. Advisory on Recommended Preparation: ART 006 or equivalent college course with "C" or better and ART 008 or equivalent college course with "C" or better and COMP 130 or equivalent college course with "C" or better.

**GD 160 Graphic Design 4 units**  
Units: 3 Lecture/Discussion  
1 Lab

**Materials Fee: \$20.00**

Using Adobe Illustrator, this course will introduce basic creative problem-solving methods and applications of graphic design theory, elements and principles. This is an invaluable course for students interested in graphic design. Students will develop a professional portfolio with extensive practice in computer image generation, basic techniques, speed, and precision. Advisory on Recommended Preparation: ART 006 or equivalent college course with "C" or better and ART 008 or equivalent college course with "C" or better.

**Prerequisites: GD 159 or equivalent college course with "C" or better.**

**GD 161AD Graphic Design Applications 4 units**  
Units: 3 Lecture/Discussion  
1 Lab

**Materials Fee: \$20.00**

Creative problem solving process as it relates to graphic design utilizing computer image generation skills and knowledge in the conceptualization, refinement, analysis, evaluation, and implementation of graphic design. Practical applications will include a variety of print, packaging and container designs. This course may be repeated three times. Advisory on Recommended Preparation: GD 160 or equivalent college course with a "C" or better or equivalent skills and knowledge as determined by departmental assessment.

**GD 162AD Integrated Graphics 4 units**  
Units: 3 Lecture/Discussion  
1 Lab

**Materials Fee: \$20.00**

Integrating design processes as they relate to graphic design utilizing computer image generation skills and knowledge in the conceptualization, refinement, analysis, evaluation, and implementation of multi-media graphic design. This course may be repeated three times. Advisory on Recommended Preparation: GD 161AD or ART 25AD or equivalent college course with a "C" or better; or equivalent skills and knowledge as determined by departmental assessment.

**GD 163AD Digital Mechanicals 3 units**  
Units: 2 Lecture/Discussion  
1 Lab

**Materials Fee: \$20.00**

This course is designed to provide working knowledge and skills required for graphic designers and pre-press professionals utilizing InDesign software. This course is repeatable three times. Prerequisite may be waived with equivalent skills and knowledge as determined by departmental assessment.

**Prerequisites: GD 160 or equivalent college course with "C" or better.**

**GD 164AD Digital Animation 4 units**  
Units: 3 Lecture/Discussion  
1 Lab

**Materials Fee: \$20.00**

This is a course in graphic design application in digital animation for multi-media and interactive content in online graphics. Creative problem solving knowledge and skills for generating 2D and 3D images that move are developed. This course is repeatable three times. Advisory on Recommended Preparation: GD 159 or GD 160 or equivalent college course with a "C" or better or equivalent skills and knowledge as determined by departmental assessment. Formerly DRFT 170AD. Approved for Distance Learning format.

**GD 190AD Supervised Practice 1 - 3 units**  
Units: 1-3 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 volunteer situations where the student is expected to take a leadership role. This course may be repeated three times. Limitation on Enrollment: Permission of Department.

**GD 251AD Independ Stud - Graphic Design 1 - 4 units**  
Units: 1-4 Lab

Independent Study

## HEALTH

**HLTH 280 Interpreting in Health Care 1 2 units**  
Units: 2 Lecture/Discussion

Provides a theoretical foundation for bilingual individuals to develop the awareness and knowledge necessary for effective language interpretation in health care settings. Emphasis on the roles and responsibilities of a health care interpreter and insight in language and cultural nuances for specific communities necessary in the art of interpretation.

**HLTH 281 Interpreting in Health Care 2 4 units**  
Units: 4 Lecture/Discussion

Provides training for bilingual individuals to develop awareness, knowledge, and skills necessary for effective language interpretation in health care settings. Further enhancement of theoretical foundation learned in HLTH 280 with emphasis on basic knowledge of common medical conditions, treatments, and procedures.

**Prerequisites: HLTH 280 or equivalent college course with "C" or better (HLTH 280 may be taken concurrently).**

**HLTH 282 Interpreting in Health Care 3 6 units**  
Units: 6 Lecture/Discussion

Training for bilingual individuals to be an integral member of the health care team in bridging the language and cultural gap between clients and providers. Further enhancement of interpreting skills learned in Health 281 covering specialized health care service areas such as genetics, mental health, death and dying. Emphasis also on the development of cultural competency in the community and workplace and careers in interpretation. Can be taken concurrently with HLTH 283.

# Course Descriptions

**HLTH 283**      **Field Experience in HCI**      **3 units**  
Units:            2 Lecture/Discussion  
                     1 Lab

This course is for students in the Health Care Interpreting program. The course trains interpreters in facilitating linguistic and cultural communication between client and health care providers. Knowledge and technical interpreting skills studied and practiced in the classroom will be applied in the field. Taken concurrently with HLTH 282. Corequisite: HLTH 282 or equivalent college course with "C" or better.

Corequisites: HLTH 282.

## HEALTH AND WELLNESS

**HW 001**      **Personal & Community Health**      **3 units**  
Units:            3 Lecture/Discussion

A general course including the facts necessary for maintenance of physical and mental health. The subject matter covers holistic health, mental health, stress management, physical health and nutrition, infectious and noninfectious diseases, sexually transmitted diseases, lifestyles, and drugs in our society. This course is approved for distance education.

**HW 003**      **Standard First Aid**      **3 units**  
Units:            3 Lecture/Discussion

This course 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. Certificates will be issued with a fee paid to the American Red Cross when requirements are met.

**HW 007**      **Sports Health**      **3 units**  
Units:            3 Lecture/Discussion

This class covers the same basic subject matter as HW 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 consequence of using alcohol, tobacco and anabolic steroids and other drugs are explained in terms of their effects of human performance.

**HW 060**      **Concepts in Health & Fitness**      **3 units**  
Units:            3 Lecture/Discussion

*Equivalent Course: SMED 060.*

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**  
Units:            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. Concomitant learning results in a wide variety of subjects being covered, i.e., Alcohol & Traffic Safety, Antibiotics and Venereal Disease, Weight Loss and Over-the-Counter diet pills, Anabolic Steroids and Exercise.

**HW 119**      **Nutrition for Fitness**      **3 units**  
Units:            3 Lecture/Discussion

*Equivalent Course: NUTR 119, PE 119.*

This course is designed to acquaint students with nutritional needs of athletes and the relationship between nutrition and fitness. Students are required to use the computer, Internet and basic math skills to calculate nutritional needs. Topics include human energy, nutrient groups, body composition, and supplement use.

## HIGH TECHNOLOGY (ADAP COMP)

**HT 190AD**      **Supervised Practice**      **1 - 3 units**  
Units:            1-3 Lab

Supervised Practice. 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. This course can be repeated three times.

**HT 310AD**      **Adapted Computer Technology**      **1 - 3 units**  
Units:            1 TO 3 Lecture/Lab

*Equivalent Course: ESKL 310AD.*

Designed for students with acquired brain injuries or visual physical, communication or learning disabilities, this course provides training in the use of adapted computer technology, keyboarding and word processing to enhance students' ability to access and use individualized micro-computer environments. This course is repeatable three times.

**HT 311AD**      **Advanced Adapted Computers**      **1 - 3 units**  
Units:            1 TO 3 Lecture/Lab

Designed for students with acquired brain injuries or visual, physical, communication or learning disabilities, this course provides advanced training in the use of adapted computer technology, keyboarding, word processing, spreadsheets and/or databases to enhance students' ability to access and use individualized microcomputer environments. This course can be repeated three times.

**Prerequisites:** HT 310AD or equivalent college course with "C" or better.

## HISTORY

**HIST 004**      **Western Civilization to 1648**      **3 units**  
Units:            3 Lecture/Discussion

This course is the first of a two-course sequence that 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. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

**HIST 005**      **West Civilization Since 1648**      **3 units**  
Units:            3 Lecture/Discussion

This course covers events from approximately 1648 CE to contemporary times. Students will define the characteristics of modern "Western" civilization and trace how its institutions, ideas and developments from the middle of the seventeenth century to the recent past have shaped the current Western and wider world. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement procedures.

# Course Descriptions

## **HIST 017 People of the US to 1877 3 units**

Units: 3 Lecture/Discussion

A study of the people of the United States from colonial beginnings to 1877, emphasizing the interaction of political, economic, geographic and social factors in the evolution of American culture. Special emphasis is given to the roles of various ethnic minority groups (as well as the role of women) in settling and shaping American History. Approved for Distance Education Format.

Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a  $\geq$ C or better, or eligibility for ENGL 1, determined by COS Placement Procedures.

## **HIST 017H U.S. History to 1865-Honors 3 units**

Units: 3 Lecture/Discussion

**Equivalent Course: HIST 017.**

A study of the people of the United States from colonial beginnings to 1865 emphasizing the significance of primary source documents to analyze the interaction of political, economic, geographic and social factors in the evolution of American culture. Emphasizes historiographical approach. Special emphasis is given to the roles of women and various ethnic minority groups in settling America and shaping its history. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. Duplicate credit not granted for HIST 17. Limitation on Enrollment: Acceptance into the Honors' Program.

## **HIST 018 People of the US from 1877 3 units**

Units: 3 Lecture/Discussion

A study of the people of the United States from 1877 to the present time, emphasizing the interaction of political, economic and social factors in the evolution of American culture. This course is approved for Distance Education format. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

## **HIST 023 Mexican American 3 units**

Units: 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: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

## **HIST 024 World History 3 units**

Units: 3 Lecture/Discussion

**Equivalent Course: HIST 122.**

A survey of the economic, political and social developments in world history from the emergence of human communities to the present. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

## **HIST 025 World History to 1500 3 units**

Units: 3 Lecture/Discussion

**Equivalent Course: HIST 125.**

A survey of the economic, political and social developments in world history from the emergence of human communities to the Modern Period (1500.) Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

## **HIST 151AD Independent Study-History 1 - 4 units**

Units: 1-4 Lab

Independent Study. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions Office to obtain approval to enroll. This course can be repeated three times.

## **HIST 251AD Independent Study-History 1 - 4 units**

Units: 1-4 Lab

Independent Study. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admission and Records office to obtain approval to enroll. This course can be repeated three times.

## HUMAN DEVELOPMENT

### **HDEV 100 Career Planning 3 units**

Units: 3 Lecture/Discussion

**Equivalent Course: COUN 100.**

An introduction to career/life planning including an exploration of interests, skills, values, personality traits, past experiences and life stages. Student will develop a career/life plan using gathered self-information, decision-making strategies and an awareness of psychological, sociological and physiological factors related to career/life satisfaction. The course is approved for distance education format.

### **HDEV 120AB Student Success 2 units**

Units: 2 Lecture/Discussion

**Equivalent Course: COUN 120AB.**

This course will provide the student with an 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. This course may be repeated once. This course is approved for distance education.

### **HDEV 151AD Independent Study-Hum Dev 1 - 4 units**

Units: 1-4 Lab

Independent Study. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admission and Records Office to obtain approval to enroll. This course can be repeated three times.

### **HDEV 230 College Success Skills 1 unit**

Units: 1 Lecture/Discussion

**Equivalent Course: COUN 230.**

This course provides students with an opportunity to learn techniques and adopt attitudes and skills that promote academic success. Course content is taught with the objective of identifying personal obstacles to academic success.

### **HDEV 240 Winning At Math 2 units**

Units: 2 Lecture/Discussion

A course designed for students who would like assistance with test taking and study skills. Topics include reduction of math anxiety, self-motivation, self-awareness, self-management and accepting personal responsibility.

# Course Descriptions

## HUMAN SERVICES

**HSRV 120 Intro to Social Welfare 3 units**  
Units: 3 Lecture/Discussion

This course is a survey of the social, economic, political, historical and philosophical development of social welfare systems in the United States. The course reviews and evaluates major assistance programs in the United States and California, as well as the political ideologies that impact policy development. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures. Approved for distance education format.

**HSRV 121 Interviewing 4 units**  
Units: 3 Lecture/Discussion  
1 Lab

Methods and techniques of interviewing for social workers. Students will learn how to obtain appropriate client and social information by being sensitive and objective with respect to needs. Students will identify and describe problems in interviewing children, the disabled and the aged.

Advisory on Recommended Preparation: ENGL 251 or eligibility for ENGL 1 determined by COS Placement Procedures or equivalent college course with a grade of "C" or better.

**HSRV 122 Intro of Human Services 3 units**  
Units: 3 Lecture/Discussion

This course is a review of the various social issues that impact the welfare of individuals and society as a whole, as well as the social work strategies to provide remedial services. The course covers basic theories and practical interventions pertaining to the society, the family and the individual, as they are used in the field of social work. Approved for distance education format.

Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better.

**HSRV 151AD Independent Study-Human Srv 1 - 4 units**  
Units: 1-4 Lab  
Independent Study.

**HSRV 228 Alcohol Interv Treat & Recov 2 units**  
Units: 2 Lecture/Discussion

This course is a review of the impact of alcohol use, abuse and addiction on society, the individual and the family. The course covers treatment and recovery models and provides information on local programs for prevention, and intervention.

**HSRV 229 Aspects of Drug Use 2 units**  
Units: 2 Lecture/Discussion

This course explores historical and current values, laws, and interventions used to mitigate drug abuse and addiction. The course covers various drugs and their effects on the individual, family and society, as well as intervention, treatment, prevention, and harm reduction strategies used today.

## INDUSTRY AND TECHNOLOGY

**ITEC 100 Indust Maintenance, Opt. A 15 units**  
Units: 10 Lecture/Discussion  
5 Lab

**Materials Fee: \$7.00**

ITEC 100 is the first semester of a two semester program in Industrial Maintenance Technology. This course will provide the students with theories, concepts, and skills utilized in the areas of: basic electricity, machine tool operation, acetylene and MIG welding, hydraulics/pneumatics, and mechanics.

**ITEC 101 Industrial Maintenance, Opt. A 15 units**  
Units: 10 Lecture/Discussion  
5 Lab

**Materials Fee: \$7.00**

This course will provide the students with theories, concepts, and skills utilized in the areas of: industrial motor control and instrumentation, stick and TIG welding, refrigeration and programmable logic controllers. It is the second course of a two semester program required to earn a certificate in Industrial Maintenance Technology. Prerequisite may be waived with equivalent skills and knowledge as determined by department assessment.

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

**ITEC 105AD Industrial Maintenance 4 units**  
Units: 3 Lecture/Discussion  
1 Lab

**Materials Fee: \$7.00**

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.

ITEC 105AD requires four semesters of course work and work experience to complete the certification requirement.

**ITEC 151AD Independent Study-I & T 1 - 4 units**  
Units: 1-4 Lab

Independent Study requires a minimum of 54 hours or academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admission and Records Office. This course can be repeated three times.

**ITEC 190AD Supervised Practice 1 - 3 units**  
Units: 1-3 Lab

Under the supervision of an instructor, select 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 takes a leadership role. This course may be repeated three times. Limitation on Enrollment: Permission of the department.

**ITEC 216 Intro to Industry & Technology 3 units**  
Units: 2 Lecture/Discussion  
1 Lab

This is an introductory course into the many different aspects of the Industry and Technology field. This class will provide basic knowledge in the following fields: Workplace Ethics, Applied Industrial Mathematics, Industrial Specific Terms, Principles of Pneumatics-Hydraulics, Basics of Industrial Electricity, Principles of Electric Motors, Refrigeration and Air-Conditioning Basics, Power Transmission Devices, Use of Pump in Industry, Applications of Piping Systems, Basics of Welding, Workplace Strategies and Job Preparation. This will be a short-term, nine-week course.



# Course Descriptions

**ITEC 220 Water Treatment Fundamentals 3 units**  
 Units: 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 requirements and prepares students for grades 1 and 2 water treatment operator certification exam administered by California Department of Health Services.

**ITEC 221 Wastewater Treatment Fundamtl 3 units**  
 Units: 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 requirements which, in conjunction with required experience, qualify students to take the State Water Resources Control Board (SWRCB) grades 1 and 2 wastewater treatment plant operator (WWTPO) exams. Course prepares students for SWRCB WWTPO grades I and II exams.

**ITEC 242 Air Conditioning Sheet Metal 4 units**  
 Units: 3 Lecture/Discussion  
 1 Lab  
**Equivalent Course: ITEC 142.**  
 ITEC 242 is an introduction to basic air conditioning sheet metal theory, design, drafting, bending, shaping, soldering, tools and equipment used to fabricate fittings. Formerly ITEC 142.

**ITEC 243 Adv Air Cond Duct Sheet Metal 4 units**  
 Units: 3 Lecture/Discussion  
 1 Lab  
**Equivalent Course: ITEC 143.**  
 ITEC 243 is designed for the individual seeking to further their skills and knowledge in advance sheet metal layout, fabrication, & installation of sheet metal fittings used in HVAC industry. Computer aided drafting is also utilized in this course. Advisory on Recommended Preparation: ITEC 242 or equivalent college course with "C" or better. Formerly ITEC 143.

**ITEC 251AD Independent Study-I&T 1 - 4 units**  
 Units: 1-4 Lab  
 Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

**ITEC 274 Elec Motor Contrl/Prog Contr 2 units**  
 Units: 2 Lecture/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 operations.

**ITEC 276 Adv Prog Logic Controllers 3 units**  
 Units: 3 Lecture/Lab  
 This course will provide the students with theories, concept and skills used in the advanced applications for programmable logic controllers.  
**Prerequisites: ITEC 274 or equivalent college course with "C" or better.**

**ITEC 280 Career Tech Education Academy 2 units**  
 Units: 1 Lecture/Discussion  
 1 Lab  
 The CTE Summer Academy is a survey course for students to learn about educational and career opportunities in manufacturing and related industrial technology fields.

**ITEC 281 Introduction to Robotics 2 units**  
 Units: 1 Lecture/Discussion  
 1 Lab  
 This course is built around the fundamental understanding of the systems that make up robots and the development of workplace competencies. The cornerstone of the class involves solving engineering design problems.

**ITEC 300 Applied Measurement/Workplace 1 - 4 units**  
 Units: 1 TO 4 Lecture/Discussion  
 An easy-to-use, computerized, open-entry/open-exit applied mathematics course. This course teaches methods to solve one-step mathematical operations and to use these skills with work-related problems. Examples and situations focus on applying problem-solving skills in real-world situations. A variety of interactive exercises helps students practice each concept. A calculator function and formula sheet are available to the learner with a simple mouse-click. Detailed solutions to the problems are explained, allowing students to analyze their mistakes. A full human-voice sound track and immediate feedback aid learning.

**ITEC 302 Reading for Information 1 - 4 units**  
 Units: 1 TO 4 Lecture/Discussion  
 An easy-to-use, computerized, open-entry/open exit course designed to improve the student's comprehension of workplace communications such as memos, policies, procedures, legal constraints, safety guidelines, and other technically dense documents. Examples and situations focus on applying problem-solving skills in real-world situations. Uses a variety of interactive exercises so the learner can practice each concept. The course includes a full human-voice sound track and immediate feedback to aid learning.

**ITEC 304 Locating Information 1 - 4 units**  
 Units: 1 TO 4 Lecture/Discussion  
 An easy-to-use, computerized, open-entry/open-exit course to develop skills in using information presented in workplace graphics such as memos, tables, charts, and graphs. Examples and situations focus on applying this ability in real-world situations. Uses a variety of interactive exercises so that the learner can practice each concept. A full human-voice sound track and immediate feedback aid learning. Non-graded. Approved only for online distribution.

## INFORMATION TECHNOLOGY

**IT 110 PC Troubleshooting & Repair 3 units**  
 Units: 2 Lecture/Discussion  
 1 Lab  
**Materials Fee: \$12.00**  
 This course will introduce students to methods used to upgrade and repair personal computers. Topics include: how to identify parts of the PC, software and hardware tools for repairing PCs, adding and removing components, loading operating systems and software applications, and PC troubleshooting.

# Course Descriptions

**IT 111AC**      **Comp TIA A+ Exam Preparation**      **4 units**  
 Units:            3 Lecture/Discussion  
                       1 Lab  
**Materials Fee:    \$19.00**

This is an advanced PC repair course, intended to prepare students to pass the Comp TIA A+ professional exam. Students will be working hands-on with microcomputer components, operating systems, and application software, configuring PCs for optimal performance. This course may be repeated two times.

**IT 112AC**      **Computer Multimedia Concepts**      **3 units**  
 Units:            3 Lecture/Lab

This course covers the basics of computer multimedia applications including: sound; animation; text; digital photography; scanners; printing; graphics; web design; and video and includes instruction in many popular multimedia programs. This course is repeatable two times. Approved for distance learning format.

**IT 120**            **Computer Networking Fundamtl**      **3 units**  
 Units:            3 Lecture/Lab

This course is an introduction to computer networking concepts. Students will be introduced to the technical foundations of networks, topologies, adapters, bindings, protocols and network administration. Students will also be introduced to diagnostic software, troubleshooting, and repair of networks and network hardware, components and peripherals.

**IT 121AC**      **Comp TIA Network + Exam Prep**      **3 units**  
 Units:            3 Lecture/Lab

**Materials Fee:    \$18.00**  
 This advanced course will prepare students for the Comp TIA Network Plus Exam. Topics include: the proper care, maintenance, and use of networking software, tools, and equipment; network terminology and protocols; LANs, WANs, and OSI models; cabling and cabling tools; IP addressing; and network standards. This course may be repeated two times. Advisory on Recommended Preparation: IT 110 and IT 111AC, and COMP 5 or COMP 130 or equivalent college courses with a "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

**IT 122AC**      **Network Administration**      **3 units**  
 Units:            3 Lecture/Lab

**Materials Fee:    \$16.00**  
 This is an advanced computer networking course using Microsoft Windows NT Workstation and Server. Students will load NT Workstation/Server then create and administrate a NT 4.0 network. Students will also be introduced to diagnostic software, and troubleshooting and repair of networks and network hardware, components and peripherals. The course is repeatable two times. Advisory on Recommended Preparation: IT 110 and IT 111 AC, and COMP 5 or COMP 130 or equivalent college courses with a "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

**IT 123AC**      **TCP/IP and IP Routing**      **3 units**  
 Units:            3 Lecture/Lab

**Materials Fee:    \$16.00**  
 This is an advanced course for TCP/IP internet working in the COS Network Academy Certificate program. Instruction includes: OSI and TCP/IP models and protocol stacks; sub netting and super netting; IP packets; routers; IP routing; routed and routing protocols: DHCP; WINS; DNS and application layer protocols and programs. This course may be repeated two times. Prerequisite may be waived with equivalent skills and knowledge as determined by departmental assessment.  
**Prerequisites: IT 121AC or equivalent college course with "C" or better.**

**IT 130AC**      **CISCO Academy 1**      **3 units**  
 Units:            2 Lecture/Discussion  
                       1 Lab  
**Materials Fee:    \$12.00**

This is the first of four classes in the Information Technology CISCO Academy Certificate Program. Instruction includes: safety; networking; protocols; standards; LANs; WANs; OSI models; cabling; cabling tools; routers; Ethernet; IP addressing and network standards. This course may be repeated two times.

**IT 131AC**      **CISCO Academy 2**      **3 units**  
 Units:            2 Lecture/Discussion  
                       1 Lab  
**Materials Fee:    \$12.00**

This is the second of four courses in the Information Technology CISCO Academy Certificate program. Instruction includes, but is not limited to: interfacing routers, networking terminology and protocols; network testing; programming and configuring routers, IP addressing and sub netting; and internetworking router protocols. This course can be repeated two times. Prerequisite may be waived with equivalent skill and knowledge as determined by department assessment. Advisory on Recommended Preparation: Students must have access to the Internet at home, work, or school for viewing the online curriculum supplied by CISCO Systems, and for Internet homework assignments.  
**Prerequisites: IT 130AC or equivalent college course with "C" or better (IT 130AC may be taken concurrently).**

**IT 132AC**      **CISCO Academy 3**      **3 units**  
 Units:            2 Lecture/Discussion  
                       1 Lab  
**Materials Fee:    \$12.00**

This is the third course in the Information Technology CISCO Academy Certificate program. Instruction includes; switching technologies; routing terminology and protocols; interface standards; programming and configuration of routers; VLANs; IP addressing and network standards. This course can be repeated two times. Prerequisite may be waived with equivalent skills and knowledge as determined by departmental assessment. Advisory on Recommended Preparation: Students must have access to the Internet at home, work, or school for viewing the online curriculum supplied by CISCO Systems, and for Internet homework assignments.  
**Prerequisites: IT 131AC or equivalent college course with "C" or better (IT 131AC may be taken concurrently).**

**IT 133AC**      **CISCO Academy 4**      **3 units**  
 Units:            2 Lecture/Discussion  
                       1 Lab  
**Materials Fee:    \$12.00**

This is the fourth course in the Information Technology CISCO Academy Certificate Program. Instruction includes: LAN switching; WAN encapsulation methods; ISDN routing; programming and configuration of routers; network security; and UNIX intercompatability. This course may be repeated two times. Prerequisite may be waived with equivalent skills and knowledge as determined by departmental assessment. Advisory on Recommended Preparation: Students must have access to the Internet at home; work; or school for viewing the online curriculum supplied by CISCO systems, and for internet homework assignments.  
**Prerequisites: IT 132AC or equivalent college course with "C" or better (IT 132AC may be taken concurrently).**

# Course Descriptions

**IT 140AC MCSE Windows 2000 Pro 2 units**  
 Units: 2 Lecture/Discussion  
 1 Lab  
**Materials Fee: \$12.00**

This course will prepare students to pass Microsoft Windows 2000 Professional Exam #70-210. This course will provide an overview of the Windows 2000 networking family, as well as: installation; file systems; profiles and policies; security; protocols; internetworking; remote access; printing; and troubleshooting. This course is repeatable two times. Prerequisite may be waived with Comp TIA A+ Certificate, or equivalent skills and knowledge as determined by department assessment. Advisory on Recommended Preparation: COMP 140 and COMP 5 or COMP 130, or equivalent college courses with a "C" or better, or equivalent skills and knowledge as determined by departmental assessment.  
**Prerequisites: IT 111AC or equivalent college course with "C" or better.**

**IT 141AC MCSE Windows 2000 Server 2 units**  
 Units: 2 Lecture/Discussion  
 1 Lab  
**Materials Fee: \$12.00**

This course prepares students to take the Microsoft Windows 2000 Server certification exam 70-215. The course focuses on selecting server and client hardware, installing and configuring a server, printing services, remote access services, interoperating on a network, setting up for the Internet, monitoring and tuning a server, and trouble shooting problems. This course is repeatable two times. Prerequisite may be waived with Comp TIA A+ Certificate, or equivalent skills and knowledge as determined by department assessment. Advisory on Recommended Preparation: COMP 140 and COMP 5 or COMP 130 or equivalent college courses with a "C" better, or equivalent skills and knowledge as determined by departmental assessment.  
**Prerequisites: IT 111AC or equivalent college course with "C" or better.**

**IT 142AC MCSE Network Structure 3 units**  
 Units: 2 Lecture/Discussion  
 1 Lab  
**Materials Fee: \$12.00**

This course prepares students to take the Microsoft exam #70-216: implementing and Administering a Microsoft Windows 2000 Network Infrastructure and Microsoft Exam #70-221: Designing a Microsoft Windows 2000 Network Infrastructure. The course focuses on analyzing business and technical requirements, TCP/IP strategies, DFS strategies, Configuration of IIS, WAN interconnectivity, and trouble- shooting. This course can be repeated two times. Advisory on Recommended Preparation: IT 141 or equivalent college course with "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

**IT 143AC MCSE Active Directory 3 units**  
 Units: 2 Lecture/Discussion  
 1 Lab  
**Materials Fee: \$12.00**

This course prepares students to take the Microsoft Exams #70-217 and #70-219. The course focuses on installing and configuring a server, Active Directory services, monitoring and tuning an Active Directory, and troubleshooting. This course can be repeated two times. Advisory on Recommended Preparation: IT 141 or equivalent college course with "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

**IT 144AC MCSE Network Security 3 units**  
 Units: 2 Lecture/Discussion  
 1 Lab  
**Materials Fee: \$12.00**

This course prepares students for the Microsoft Exam #70-220. This course focuses on protecting networks from security risks, installing and configuring a security system, designing a security plan, assessing security risks, internet security, monitoring and auditing secure assets, recovering from security breaks, and troubleshooting. This course may be repeated two times. Advisory on Recommended Preparation: IT 141 or equivalent college course with "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

**IT 190AD Supervised Practice 1 - 3 units**  
 Units: 1-3 Lab  
 Supervised practice. Advisory on Recommended Preparation: A "B" average in metals major and permission of the department.

**IT 251AD IT-Independent Study 1 - 4 units**  
 Units: 1-4 Lab  
 Independent Study in Information Technology.

## INTERCOLLEGIATE ATHLETICS

**IA 001AD Intercol Men's Baseball 2 units**  
 Units: 1 Lecture/Discussion  
 1 Activity

Designed for the student who excels in athletic ability and wishes to compete at a high level of baseball against other California community colleges. This course can be repeated three times.

**IA 002AD Intercol Men's Basketball 1 unit**  
 Units: 1 Lecture/Activity

An advanced skill course for male students who want to participate in an intercollegiate basketball program. This course can be repeated three times.

**IA 003AD Intercol Women's Basketball 1 unit**  
 Units: 1 Lecture/Activity

An advanced skill course for female students who want to participate in an intercollegiate basketball program. This course can be repeated three times.

**IA 006AD Intercol Football 2 units**  
 Units: 1 Lecture/Discussion  
 1 Activity

This course is designed for the student/athlete to compete in Intercollegiate varsity football at the community college level. This course can be repeated three times.

**IA 007AD Intercol Golf 2 units**  
 Units: 1 Lecture/Discussion  
 1 Activity

Designed for the student/athlete who wishes to play competitive golf on an intercollegiate golf team competing against teammates and other community colleges. This course can be repeated three times.

# Course Descriptions

**IA 008AD Intercollegiate Women Softball 2 units**  
Units: 1 Lecture/Discussion  
1 Activity

This course is designed for the student/athlete (woman) interested in competing in an intercollegiate softball program. The course involves daily practices and a 46-52 game schedule. The course may be repeated three times.

**IA 010AD Intercol Women's Golf 2 units**  
Units: 1 Lecture/Discussion  
1 Activity

Women's Intercollegiate Golf is designed for the student/athlete who wishes to play competitive golf on an intercollegiate golf team competing against teammates and other community colleges. This course may be repeated three times.

**IA 011AD Intercol Men's Tennis 2 units**  
Units: 1 Lecture/Discussion  
1 Activity

Designed for the student who wishes to play competitive tennis on an intercollegiate tennis team competing against teammates and other community colleges. This course can be repeated three times.

**IA 012AD Intercol Women's Tennis 2 units**  
Units: 1 Lecture/Discussion  
1 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. This course can be repeated three times.

**IA 016AD Intercol Women's Volleyball 2 units**  
Units: 1 Lecture/Discussion  
1 Activity

Designed to introduce advanced skills necessary for playing competitive volleyball. This course may be repeated three times. Advisory on Recommended Preparation: Enrollment by recommendation of the department.

**IA 023AD Intercol Track and Field 2 units**  
Units: 1 Lecture/Discussion  
1 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 contributes to a team effort as well. This course can be repeated three times.

**IA 024AD Intercol Cross Country 2 units**  
Units: 1 Lecture/Discussion  
1 Activity

This class is designed for the student/athlete who is interested in competing in Intercollegiate Cross Country. The course involves daily practices as well as participating 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. This course can be repeated three times.

**IA 029AD Intercollegiate Swim/Diving 2 units**  
Units: 1 Lecture/Discussion  
1 Activity

Intercollegiate Swimming/Diving is designed for the student/athlete who is interested in competing in swimming or diving at the community college level. The course consists of daily practices and competition in scheduled meets. This course may be repeated three times.

**IA 030AD Intercol Women's Soccer 2 units**  
Units: 1 Lecture/Discussion  
1 Activity

Intercollegiate Women's Soccer is designed for the student/athlete (woman) interested in competing in intercollegiate soccer. The course involves daily practices as well as competition at the collegiate level through league games and tournament play. This course can be repeated three times.

**IA 031AD Intercol Women's Equestrian 1 unit**  
Units: 1 Lecture/Activity

**Equivalent Course: IA 131AD.**

This course is for female students who want to participate in an intercollegiate Equestrian program. Advanced techniques in Equestrian, both western and English skills of riding used in intercollegiate competition will be stressed. Off area time will be required for travel. This course may be repeated three times.

## INTERDISCIPLINARY STUDIES

**IS 102AD Students in Gov't & Leadership 2 units**  
Units: 2 Lecture/Discussion

A course for members of the Executive Board of ASB for the study of the student body, constitution, parliamentary procedures, organizations, publicity, finance, and the development of leadership qualities through participation in campus governance and administration of the student activities program. This course can be repeated three times. 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 220 Orientation/College Success .5 unit**  
Units: .5 Lecture/Lab/ Activity

This is a course for all new students designed to orient students to the college environment and educational opportunities. The class includes placement testing and interpretation of results; introduction to academic procedures, policies, goal setting, educational planning, college services, college facilities and exploration of various opportunities for higher education. Students will develop an educational plan to achieve the goals identified in the class.

**IS 251AD Independent Study - IS 1 - 4 units**  
Units: 1-4 Lab  
Independent Study.



## JOURNALISM

**JOUR 001 Writing for the Media 3 units**  
Units: 3 Lecture/Lab

A comprehensive approach to learning the fundamentals of all phases of production of news and feature stories including source development; interviewing techniques; writing, organizing, and editing a story for publication; and development of news judgment.

**Prerequisites:** ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 001 as determined by COS placement procedures.

**JOUR 007 Mass Communication 3 units**  
Units: 3 Lecture/Discussion

**Equivalent Course:** GOVT 007.

A media survey course covering newspapers, radio, television, magazines, books, films, the web, public relations/advertising industries, and the recording industry. Students will study strengths and weaknesses of each, as well as the major challenges to a democratic society including censorship, sensationalism, pornography, propaganda, and monopoly.

**JOUR 020 Cultural Issues in Film/TV/Web 3 units**  
Units: 3 Lecture/Discussion

An in-depth study of social and cultural issues such as ethnicity, gender and politics through the prism of film, television and the Internet.

**JOUR 103AD Newspaper Production 4 units**  
Units: 2 Lecture/Discussion  
2 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. This course may be repeated three times. Advisory on Recommended Preparation: JOUR 1 or equivalent college courses with a "C" or better and ENGL 251 or equivalent course with a "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

**JOUR 104AD Editorial Board 2 units**  
Units: 1 Lecture/Discussion  
1 Lab

JOUR 104 is a course for the advanced journalism student. Course content includes leadership skills, writing, editing, page layout, headline writing, and general editorial development. This course may be repeated three times. Advisory on Recommended Preparation: JOUR 1 or JOUR 103AD or equivalent college course with "C" or better.

**JOUR 105AB Magazine Production 3 units**  
Units: 2 Lecture/Discussion  
1 Lab

A comprehensive course in magazine writing and production that emphasizes the latest trends in editing, layout and design. Students write, edit design and produce the COS magazine. The course is repeatable one time. Advisory on Recommended Preparation: JOUR 103AD or equivalent college course with a grade of "C" or better.

**Prerequisites:** JOUR 001 or equivalent college course with "C" or better.

**JOUR 110AD Photo Journalism 3 units**  
Units: 2 Lecture/Discussion  
1 Lab

**Materials Fee:** \$20.00

**Equivalent Course:** PHOT 110AD.

A course designed for students who would like practical publication experience and an opportunity to publish their photographs in the school newspaper. This course may be repeated three times. Advisory on Recommended Preparation: PHOT 1 or equivalent college course with "C" or better.

**JOUR 111AD Intro to Digital Photography 3 units**  
Units: 2 Lecture/Discussion  
1 Lab

**Materials Fee:** \$20.00

**Equivalent Course:** PHOT 111AD.

This course is designed for students who want to knowledge of digital/film camera practices ranging from basic to advanced levels, basic Photoshop and computer skills. The course will give students practical publication experience and an opportunity to publish their photographs in the school newspaper. This course may be repeated three times.

**JOUR 151AD Independent Study-Journalism 1 - 4 units**  
Units: 1-4 Lab

Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered by COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form with the Admissions and Records Office. This course may be repeated three times.

**JOUR 251AD Independent Study-Journalism 1 - 4 units**  
Units: 1-4 Lab

Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered by COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

## LEARNING SKILLS

**LS 301AD Computation 1 - 3 units**  
Units: 1-3 Lab

Designed for the student with learning deficits in computation. Remediation plans will be based on assessment of individual need and learning style. This course may be repeated three times. 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.

**LS 302AD Expression 1 - 3 units**  
Units: 1-3 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. This course may be repeated three times. 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

## LS 303AD Decoding/Language 1 - 3 units

Units: 1-3 Lab  
 Designed for the student with learning deficits in reading/language skills. Remediation plans will be based on assessment of individual needs and learning style. Advisory on Recommended Preparation: Individual assessment must be conducted to professionally verify the nature and extent of the disability and the student must meet statewide LD eligibility criteria. This course may be repeated three times.

## LS 304AD Organization 1 - 3 units

Units: 1-3 Lab  
 Designed for the student with study skills needs and/or tutoring needs for mainstream classes. A structured study skills program covering outlining, organization, note taking skills and application of these skills, along with a secluded, quiet study area, including instruction in word processing, will be provided. Advisory on Recommended Preparation: Individual assessment must be conducted to professionally verify the nature and extent of the disability and the student must meet statewide LD eligibility criteria. This course may be repeated three times.

## LS 305AD Sequencing 1 - 3 units

Units: 1-3 Lab  
 Designed for the student with deficits in sequential memory affecting spelling. Advisory on Recommended Preparation: Individual assessment must be conducted to professionally verify the nature and extent of the disability and the student must meet statewide LD eligibility criteria. This course may be repeated three times.

## LS 306 Learning Skills/Assessment .5 unit

Units: .5 Lecture/Discussion  
 This course introduces students to individualized strategies that will assist them with achieving academic success in college. Assessments administered will provide students with information regarding learning styles, academic strengths and weakness, and determine eligibility for disabilities services. Limitation on Enrollment: Students must have approval from the Disability Resources Center (DRC) before enrolling in this course.

## LS 308AD Instructional Support 1 - 3 units

Units: 1-3 Lab  
 Students will receive assistance with their academic courses and/or improve academic skills which may be affected by a disability. This course is offered for the CR/NC grade option only and may be repeated three times.

## LIBRARY

### LIBR 101 Library Research Strategies 1 unit

Units: 1 Lecture/Discussion  
 The course teaches the tools needed for college level research through the use of electronic databases, print resources and the web. This course is approved for Distance Learning format.

### LIBR 102 Internet Information Resources 1 unit

Units: 1 Lecture/Discussion  
 Internet Information Resources is an information literacy course teaching students to efficiently retrieve and evaluate Web sites for academic and personal use.

### LIBR 103 Evaluating Information Sources 1 unit

Units: 1 Lecture/Discussion  
 Evaluating Information Sources is an information literacy course teaching criteria to analyze and to evaluate printed and electronic information sources for academic and personal use.

## LIBR 190AD Supervised Practice 1 - 3 units

Units: 1-3 Lab  
 Under the supervision of an instructor, select 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. This course may be repeated three times. Limitation on Enrollment: Permission of the department.

## LIBR 423 Tutor Training 0 units

Hours: 1 Lab  
 Students who have demonstrated mastery of content in one or more college courses are eligible to serve as tutors. This course is designed to develop basic skills needed to function successfully as a tutor.

## LIBR 424AB Supervised Tutoring 0 units

Hours: 2 Lab  
**Equivalent Course: LIBR 424.**  
 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. The student must be enrolled in the class for which he/she is being tutored. The course may be repeated once.

## LINGUISTICS

### LING 111 Introduction to Language 3 units

Units: 3 Lecture/Discussion  
 An introduction to the nature, structure, and acquisition of human language; the nature of linguistic diversity; the relationship between linguistic structure, language use and development. Language data considered will be drawn from languages common to California's Central Valley.  
 Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures.

## MATHEMATICS

### MATH 010 Structure and Concepts 1 4 units

Units: 4 Lecture/Discussion  
**Equivalent Course: MATH 110.**  
 This is a four-unit course covering critical thinking, sets and functions, numeration and computation, number theory, rational numbers, and real numbers. The emphasis of this course is in mathematical foundations of arithmetic relevant to future elementary school teachers. This course is intended for liberal studies students, though it can be used to meet general education requirements. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 010 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.  
**Prerequisites: (MATH 230 or MATH 235) or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

# Course Descriptions

## **MATH 011      Structure and Concepts 2                      4 units**

Units:                      4 Lecture/Discussion

**Equivalent Course:** *MATH 111.*

This course continues topics from MATH 10 and includes statistics, probability, geometry, measurement, transformations, congruence, and coordinate geometry. The emphasis of this course is in mathematical topics relevant to future elementary school teachers. This course is intended for liberal studies students, though it can be used to meet general education requirements. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 011 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.

**Prerequisites:** *MATH 010 or equivalent college course with "C" or better.*

## **MATH 021      Introduction to Statistics                      4 units**

Units:                      4 Lecture/Discussion

This is an introductory course in probability and statistics covering both descriptive and inferential statistics. Topics include measures of center and spread, probability, probability distributions, confidence intervals, hypothesis testing, regression, and correlation analysis. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 21 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course. Approved for Distance Learning format.

**Prerequisites:** *MATH 230 or MATH 235 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.*

## **MATH 045      Modern Applications of Math                      3 units**

Units:                      3 Lecture/Discussion

This course is designed to fulfill the CSU quantitative reasoning GE requirement. The emphasis is on providing an overview of the practical applications of mathematics and is designed primarily for non-science majors. Topics vary by instructor.

**Prerequisites:** *MATH 230 or MATH 235 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.*

## **MATH 070      Precalculus                      5 units**

Units:                      5 Lecture/Discussion

This course 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, analytic geometry, and roots of polynomial equations. This course is intended for students planning to take calculus. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 070 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.

**Prerequisites:** *MATH 154 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.*

## **MATH 075      Calculus 1                      5 units**

Units:                      5 Lecture/Discussion

This is the first course of a three-semester sequence. Topics include limits, continuity, differentiation, and integration involving many types of function with a variety of applications. Primarily for mathematics, physical science, and engineering majors. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 75 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.

**Prerequisites:** *MATH 070 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.*

## **MATH 076      Calculus 2                      5 units**

Units:                      5 Lecture/Discussion

This is the second course of a three-semester sequence. Topics include techniques of integration, improper integrals, infinite series, analytic geometry, polar coordinates and parametric equations, vectors, three-dimensional space, and many applications. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 76 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.

**Prerequisites:** *MATH 075 or equivalent college course with "C" or better.*

## **MATH 077      Calculus 3                      3 units**

Units:                      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, centroids and centers of gravity, and Green's Stokes', and Divergence Theorem. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 077 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.

**Prerequisites:** *MATH 076 or equivalent college course with "C" or better.*

## **MATH 080      Linear Algebra                      3 units**

Units:                      3 Lecture/Discussion

Introduction to linear algebra including systems of linear equations, vectors, matrices and determinants, two and three-dimensional vectors, vector spaces, inner product spaces, eigenvalues and eigenvectors, and linear transformations. Intended for mathematics, engineering, or computer science majors. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 80 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course. Approved for Distance Learning format.

**Prerequisites:** *MATH 076 or equivalent college course with "C" or better.*

## **MATH 081      Differential Equations                      5 units**

Units:                      5 Lecture/Discussion

An introduction of solving ordinary and partial differential equations including matrix solutions of linear systems, Laplace transforms, series solutions, separation of variables in partial differential equations, boundary value problems, and Fourier series.

Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 081 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.

Advisory on Recommended Preparation: *MATH 080 or equivalent college course with "C" or better. MATH 80 is suggested as preparation for MATH 81.*

**Prerequisites:** *MATH 077 or equivalent college course with "C" or better.*

## **MATH 151AD      Independent Study-Math                      1 - 4 units**

Units:                      1-4 Lab

Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college classes in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.



# Course Descriptions

## **MATH 154 Trigonometry 4 units**

Units: 4 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, expressing and using complex numbers in trigonometric form. Students enrolled in MATH 154 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.

**Prerequisites:** MATH 230 or MATH 235 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.

## **MATH 200 Elementary Algebra 4 units**

Units: 4 Lecture/Discussion

This is a four-hour-a-week intensive one-semester course in elementary algebra covering: operations with real numbers, linear equations and inequalities, graphing, systems of equations, word problems, exponents, factoring, and rational expressions. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 200 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course. Approved for Distance Learning format.

**Prerequisites:** MATH 360 or MATH 365 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.

## **MATH 205 Beginning Algebra 4 units**

Units: 3.5 Lecture/Discussion  
.5 Activity

This is a five-hour-a-week, one-semester course in beginning algebra covering: operations with real numbers, linear equations and inequalities, word problems, factoring, rational expressions, graphing and exponents. This course will benefit students who need more time on task and a slower paced environment. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 205 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.

**Prerequisites:** MATH 360 or MATH 365 or equivalent college course with "C" or better.

## **MATH 230 Intermediate Algebra 4 units**

Units: 4 Lecture/Discussion

This is a four-hour-a-week intensive one-semester course in intermediate algebra covering: radical expressions and equations, quadratic equations, functions, logarithmic and exponential functions, and conic sections. This course satisfies the math requirement for an Associate's degree. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 230 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course. Approved for Distance Learning format.

**Prerequisites:** MATH 200 or MATH 205 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.

## **MATH 235 Math for Math Related Majors 4 units**

Units: 5 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.

**Prerequisites:** MATH 200 or MATH 201 or MATH 205 or equivalent college course with "C" or better or eligibility for MATH 230 as determined by COS placement procedures.

## **MATH 251AD Independent Study-Math 1 - 4 units**

Units: 1-3 Lab

Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

## **MATH 360 Pre-Algebra 4 units**

Units: 4 Lecture/Discussion

This four-hour-a-week course focuses on the fundamental operations of whole and signed numbers, fractions, mixed numbers, decimals, and their use in applied problems. Other topics include factors and multiples, ratios, proportions, introductory algebra, percents, unit conversions, and geometric measurements. All topics are taught with a pre-algebra perspective. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 360 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.

## **MATH 365 Arithmetic and Pre-Algebra 4 units**

Units: 5 Lecture/Discussion

This course focuses on the fundamental operations of whole and signed numbers, fractions, mixed numbers, decimals, and their use in applied problems. Other topics include factors and multiples, ratios, proportions, introductory algebra, percents, unit conversions, and geometric measurements. This course will benefit students who need more time on task and a slower paced environment. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 365 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.

## **MATH 400 Math Supplemental Lrng Assist 0 units**

Hours: .5 TO 6 Lab

Math Supplemental Learning Assistance is intended to strengthen students' mathematical skills and reinforce their mastery of concepts. This open entry/open exit class is linked with MATH 10, 11,21, 70,75,76,77,80,81, 154, 200, 205, 230, 360, and 365.

## **MATH 401 Prep/Quant Qualifying Exams 0 units**

Hours: .75 Lecture/Discussion

A survey of the strategies and skills needed to prepare for exams that require familiarity with 7-11th grade math standards. Test preparation strategies and study methods will assist students in performing better on college placement exams. Approved for Distance Education format.

## METEOROLOGY

### **MET 001 Elementary Meteorology 3 units**

Units: 3 Lecture/Discussion

An introductory course designed to provide insights into physical processes and laws that underlie the phenomena of weather and climate. An emphasis is placed on understanding the methodologies of scientific inquiry and understanding current meteorological-environmental problems. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures; and MATH 200 or 205 or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures.

## MUSIC

### **MUS 001 Music Fundamentals 3 units**

Units: 3 Lecture/Discussion

The basic elements of music are studied: pitch and rhythm notation, scales, major and minor keys and key signatures, transposition, intervals, chords, elementary acoustics, and an introduction to the keyboard.

### **MUS 004 Theory and Musicianship 1 4 units**

Units: 3.5 Lecture/Discussion  
.5 Lab

This is the first in a series of four courses intended primarily for music majors. It covers a review of fundamentals, four-part writing, as well as ear training, sight singing, rhythm performance, and the use of music computer software. Advisory on Recommended Preparation: MUS 001 or equivalent college course with "C" or better.

### **MUS 005 Theory and Musicianship 2 4 units**

Units: 4 Lecture/Lab

This is the second in a series of four courses, intended primarily for music majors, dealing with theoretical and practical matters necessary for musicians. This second semester includes a review of secondary triads, root relationships, harmonization of melodies, nonchord tones, diatonic seventh chords, and Bach Chorale analysis. The "musicianship" component includes ear training, sight singing, and rhythm performance. The student will use computer software for music notation and ear training. Advisory on Recommended Preparation: Instrumental or vocal performance class and/or class piano.

**Prerequisites:** MUS 004 or equivalent college course with "C" or better.

### **MUS 006 Theory and Musicianship 3 4 units**

Units: 4 Lecture/Lab

This is the third in a series of four courses, intended primarily for music majors, dealing with theoretical and practical matters necessary for musicians. This third semester includes the study of chromatic harmony, pedal point, modulation of all types, 9th, 11th, and 13th chords, and extensive practice in score reading. The "musicianship" component includes ear training, sight singing, and rhythm performance. The student will use computer software for music notation and ear training. Advisory on Recommended Preparation: Instrumental or vocal performance class and/or class piano.

**Prerequisites:** MUS 005 or equivalent college course with "C" or better.

### **MUS 007 Theory and Musicianship 4 4 units**

Units: 4 Lecture/Lab

This is the fourth in a series of four courses, intended primarily for music majors, dealing with theoretical and practical matters necessary for musicians. This fourth semester includes the study of pre and post-common practice period music. Topics include chord symbols, modes and chant notation, nonfunctional harmony, non-tertian harmony, atonal analysis, Schenker analysis, twelve-tone analysis, and extensive practice in score reading. The "musicianship" component includes ear training, sight singing, and rhythm performance. The student will use computer software for music notation and ear training. Advisory on Recommended Preparation: Instrumental or vocal performance class and/or class piano.

**Prerequisites:** MUS 006 or equivalent college course with "C" or better.

### **MUS 010 Music Appreciation 3 units**

Units: 3 Lecture/Discussion

Designed to aid the student in developing an 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. Approved for Distance Learning format.

### **MUS 011 Music Appreciation/Jazz 3 units**

Units: 3 Lecture/Discussion

This course is designed to aid the average student in developing a better understanding and enjoyment of jazz and music in general. Includes the elements of music and a chronological survey of jazz performers and composers from the 1890s to the present. No previous musical training is necessary. This course is approved for Distance Education format.

### **MUS 013 Music of the World 3 units**

Units: 3 Lecture/Discussion

MUS 13 includes a study of the elements of music as they pertain to the world's musical traditions and styles, and a survey of world music from selected regions and genres. This course is approved for Distance Education format.

### **MUS 014 History of Rock & Roll 3 units**

Units: 3 Lecture/Discussion

**Equivalent Course:** MUS 114.

This course is a general overview of Rock and Roll music and includes study of the impact of rock and Roll on social, economic, cultural and political structures, as well as a chronological history of Rock music. No previous musical training is necessary. Approved for Distance Learning format.

### **MUS 015 History of American Folk Music 3 units**

Units: 3 Lecture/Discussion

**Equivalent Course:** MUS 115.

Study of American folk music by both region and period. Course will include lecture, reading, writing and listening assignments with audio-visual materials. No previous musical experience required.

### **MUS 020AD Piano 1 2 units**

Units: 2 Lecture/Lab

For a student without prior piano training who would like to learn to read music and to identify symbols on sight while performing a repertoire encompassing all periods. This course may be repeated three times.

### **MUS 021AD Piano 2 2 units**

Units: 2 Lecture/Lab

For students who have had some prior piano training. Students will learn to read music and identify symbols on sight by performing a repertoire encompassing all periods of music. This course may be repeated three times. Advisory on Recommended Preparation: MUS 20AD or an equivalent course with a "C" or better, or one year of private piano instruction.

Limitation on Enrollment: Audition by Keyboard Department.

### **MUS 022AD Intermediate & Adv Piano 2 units**

Units: 2 Lecture/Lab

For students who have had prior piano training. Playing skills and techniques are necessary to enhance piano proficiency. This course may be repeated three times. Advisory on Recommended Preparation: MUS 21AD or equivalent course with a "C" or better, or one year of private piano instruction.

Limitation on Enrollment: Audition by Keyboard Department.

# Course Descriptions

**MUS 023AD Organ 1,2,3, & 4** **1 unit**  
Units: 1 Lecture/Lab

Students will learn specific musical symbols on sight while performing repertoire by various composers in the areas of theatre, classical or liturgical organ music. This course may be repeated three times. Limitation on Enrollment: Audition by department; intended for students with one year keyboard in either piano, organ, or accordion.

**MUS 030AD Beginning Voice** **1 unit**  
Units: 1 Lecture/Lab

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. This course may be repeated three times.

**MUS 031AD Intermediate Voice** **1 unit**  
Units: 1 Lecture/Lab

Studies in the technical, stylistic, and aesthetic components of singing, designed to help the individual repertoire. Intermediate Voice is a continuation of Voice (MUS 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. This course may be repeated three times. Advisory on Recommended Preparation: MUS 30AD, or equivalent college course with "C" or better.

**MUS 032AD Women's Chorus** **1 unit**  
Units: 1 Lab

Women's chorus offers a study and performance of choral literature for treble voices from the Renaissance to Contemporary. Emphasis on vocal production, tone quality, balance and blend. Participation in public performance required. This course may be repeated three times. Limitation on Enrollment: Audition by Department.

**MUS 033AD Men's Chorus** **1 unit**  
Units: 1 Lab

*Equivalent Course: MUS 133AD.*

Men's Chorus offers a study and performance of choral literature for men's voices from the Renaissance to Contemporary. Emphasis on vocal production, tone quality, balance and blend. Participation in public performance required. This course may be repeated three times. Limitation on Enrollment: Audition by department.

**MUS 034AD Concert Choir** **2 unit**  
Units: 2 Lab

**Materials Fee: \$5.00**

MUS 034AD 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. This course can be repeated three times. Limitation on Enrollment: Audition by department.

**MUS 035AD Concert Choir 2** **2 units**  
Units: 2 Lab

*Equivalent Course: MUS 135AD.*

Study and performance of advanced choral literature from the Renaissance to contemporary times with emphasis on proper performance practices, musical precision and accuracy. Participation in public performance is required. This course is designed to give the advanced choral musician a working relationship with the musical demands of performing symphonic and advanced a cappella choral works. This course may be repeated three times. Limitation Request on Enrollment: Audition by department, intended for students with college choral experience and or equivalent type of experience. Advisory on Recommended Preparation: MUS 34AD or equivalent college course with "C" or better.

**MUS 036AD Chamber Singers** **2 units**  
Units: 2 Lab

MUS 036AD is designed to provide an environment for study of choral literature, techniques and performance with experienced vocal students. This course focuses on works written for Chamber ensembles. This course can be repeated three times. Limitation on Enrollment: Audition by Department.

**Corequisites:** .

**MUS 040AD Performance Music** **1 unit**  
Units: 1 Lab

Performance in music activities such as recitals, rallies, musicals, concerts, or in group 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. Course may be repeated three times. Limitation on Enrollment: Audition by department.

**MUS 041AD Applied Music Lessons** **1 unit**  
Units: 1 Lab

This course is intended to give individual instruction to advanced music students on their respective instrument or voice. Students will be expected to pass playing exams and perform in student recitals. This course may be repeated three times. **Prerequisites: (MUS 034AD and MUS 054AD and MUS 074AD or MUS 175AD) or equivalent college courses with "C" or better (MUS 034AD, MUS 054AD, MUS 074AD and/or MUS 175AD may be taken concurrently).**

**MUS 050AD String Instruments** **1 unit**  
Units: 1 Lecture/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. This course may be repeated three times.

**MUS 053AD Youth Symphony of Sequoias** **2 units**  
Units: 1 Lecture/Discussion  
1 Lab

The study and performance of full symphonic music. Representative works of orchestral literature from many cultures and historical periods are analyzed in context. Orchestral works are chosen to enhance and develop the knowledge and performing abilities of younger, less experienced orchestral musicians. This class may be repeated three times. Limitation on Enrollment: Audition by Department.

**MUS 054AD Symphony Orchestra** **2 units**  
Units: 1 Lecture/Discussion  
1 Lab

The study and performance of symphonic music. Representative works from orchestral literature from many cultures and historical periods are analyzed in context. This course may be repeated three times. Limitation on Enrollment: Audition by department; intended for advanced students of orchestral instruments.

# Course Descriptions

**MUS 055AB Beginning Classical Guitar 1 unit**

Units: 1 Lab

Beginning Classical Guitar is designed to familiarize students with the fundamentals of solo classical guitar playing and specifically to develop note reading ability and technique for both hands. This course may be repeated once.

**MUS 056AB Intermed Classical Guitar 1 unit**

Units: 1 Lab

Intermediate Classical Guitar is designed to further familiarize students with the fundamentals of solo classical guitar playing and specifically, to develop note-reading ability up to the fifth position and more complex technique for both hands. The course is repeatable one time. Advisory on Recommended Preparation: MUS 55AB or equivalent college course with "C" or better.

**MUS 060AD Brass Instruments 1 unit**

Units: 1 Lecture/Lab

This course provides instruction on instruments of the brass family. These include: trumpet, trombone, French horn, and tuba. Principles and physics of brass instruments; playing procedures and materials for teaching beginning brass students from elementary school through community college. Emphasis will be on care of instruments, tone production, breathing techniques and playing position. This course may be repeated three times. Advisory on Recommended Preparation: Knowledge of one or more brass instruments.

**MUS 061AD Percussion Instruments 1 unit**

Units: 1 Lecture/Lab

This course provides beginning instruction on percussion instruments, including snare drum, timpani, and keyboard. Emphasis will be on care of instruments, tone production, proper grips, technique and playing position. This course may be repeated three times. Advisory on Recommended Preparation: Knowledge of one or more instruments.

**MUS 062AD Beginning Woodwinds 1 unit**

Units: 1 Lecture/Lab

This class will consist of elementary instruction of a basic woodwind instrument, i.e., clarinet, saxophone, oboe and bassoon. Emphasis is placed on tone production, fingering technique and care of instrument. This course may be repeated three times. Advisory on Recommendation: Knowledge of one or more instruments.

**MUS 066AD Community Symphonic Band 1 unit**

Units: 1 Lab

A study and performance of advanced 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. This course may be repeated three times. Advisory on Recommended Preparation: Intended for all advanced musicians of concert band instruments.

**MUS 072AD Jazz Ensemble 1 2 units**

Units: 1 Lecture/Discussion

1 Lab

A study and performance of Jazz Ensemble repertory with special attention to interpretation, tone, technique and general effect. Some outside or public performances are required. This course may be repeated three times.

**MUS 073AD Jazz Ensemble 2 2 units**

Units: 1 Lecture/Discussion

1 Lab

A study and performance of advanced jazz ensemble repertory with special attention to soloistic 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. This course may be repeated three times. Advisory on Recommended Preparation: Intended for students with college level jazz ensemble experience or an equivalent type of experience.

**MUS 074AD Concert Band 1 2 units**

Units: 2 Lab

A study and 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. Participation in public performance is required. This course may be repeated three times.

Advisory: Intended for students with high school band experience or a equivalent type of experience.

**MUS 075AD Concert Band 2 2 units**

Units: 2 Lecture/Discussion

3 Lab

This course is a study and performance of advanced symphonic band and wind ensemble repertory with special attention to soloistic intonation, tone, technique and general effect. All basic concepts of musicianship will be stressed with the final goal of performance in public concerts. This course may be repeated three times. Advisory on Recommended Preparation: Intended for students with college band experience or and equivalent type of experience.

**MUS 091AD Music Theater Orchestra 2 units**

Units: 2 Activity

Music Theatre Orchestra will emphasize the rehearsal and performance techniques necessary to accompany the production of a musical.

**MUS 092AD Night Jazz Ensemble 1 unit**

Units: 1 Lab

A study in the preparation and performance of Jazz Ensemble repertory. Some outside travel and public performances may be required. This course may be repeated three times.

Limitation on Enrollment: Audition or permission of department. Intended for Advanced Musicians of Jazz ensemble instruments.

**MUS 095AD Community Choir "Classical" 1 unit**

Units: 1 Lab

*Equivalent Course: MUS 195AD.*

A study and performance of choral literature focusing on works of the Classical period 1750-1825. Evening Rehearsals. This course may be repeated three times. Advisory on Recommended Preparation: Recommended for intermediate/advanced choral musicians or equivalent college course with a grade of "C" or better. Limitation on Enrollment: Audition by department.

**MUS 097AD Music Theater Voice 2 units**

Units: 6.86 Activity

*Equivalent Course: DANC 041AD, DRAM 020AD.*

Experience in drama and theatre through active participation in major musical and dramatic productions. Includes training and experience in all facets of the theatre.



# Course Descriptions

**MUS 125AD Field Studies in Music 2 units**  
Units: 1 Lecture/Discussion  
1 Lab

A critical analysis of the Performing Arts (Musical concerts, plays, etc.) from an audience's 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 airfare, transfers to and from airport, hotel room, and concert entrance fees. Course can be repeated three times. Short term class which meets 17 days.

**MUS 126AD Computerized Audio 1: Midi 2 units**  
Units: 1 Lecture/Discussion  
1 Lab

This course explores the use of MIDI capable devices (including keyboard, effects professor, MIDI converters, samplers and personal computers) and associated production techniques for music composition, performance, and recording. This course may be repeated three times.

**MUS 127 Computerized Audio Prod 2 3 units**  
Units: 3 Lecture/Discussion  
1 Lab

Intermediate course in electronic music, covering in depth computer generated and controlled studio devices in acoustics, sound synthesis and digital sampling. Course will include integrated MIDI sequencing software and digital recording systems.

**Prerequisites:** MUS 126AD or equivalent college course with "C" or better.

**MUS 133AD Men's Chorus 1 unit**  
Units: 1 Lab

Men's Chorus offers a study and performance of choral literature for men's voices from the Renaissance to Contemporary. Emphasis on vocal production, tone quality, balance and blend. Participation in public performance required. This course may be repeated three times.  
Limitation on Enrollment: Audition by department.

**MUS 147AD H.S. Honor Choir Workshop .5 unit**  
Units: .5 Lab

A study and performance of standard a cappella choir repertory targeted toward high school students interested in improving their musicianship. One outside or public performance is required. This course may be repeated three times.  
Limitation on Enrollment: Audition by Department

**MUS 151AD Independent Study 1 - 4 units**  
Units: 1-4 Lab

Independent Study. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course can be repeated three times.

**MUS 174AD Jazz Combo 2 units**  
Units: 1 Lecture/Discussion  
1 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: Intended for advanced musicians of jazz instruments. Enrollment by audition by department. This course may be repeated three times.

**MUS 180 The Music Business 2 units**  
Units: 2 Lecture/Discussion

This course deals with the workings of the music industry, particularly the business end, career opportunities, and employability enhancement. Guest speakers will be an integral part of the course.

**MUS 181 Recording Arts 1 2 units**  
Units: 1 Lecture/Discussion  
1 Lab

Hands-on instruction for beginners in the use of multi-track recording systems, with emphasis on the development of critical listening/thinking skills in sound, recording, reproduction and technology.

**MUS 182 Recording Arts 2 3 units**  
Units: 2 Lecture/Discussion  
2 Lab

Intermediate students will acquire hands-on multi-track recording techniques. Students will explore techniques used by producers, students, musicians, and recording engineers. Course will cover advanced signal processing, recording production and management procedures.

**Prerequisites:** MUS 181 or equivalent college course with "C" or better.

**MUS 196AD Community Choir-Renaissance 1 unit**  
Units: 1 Lab

A study and performance of choral literature focusing on works of the Renaissance period 1450-1600. Evening Rehearsals. This course may be repeated three times.  
Limitation on Enrollment: Audition by department.

**MUS 251AD Independent Study - Music 1 - 4 units**  
Units: 1-4 Lab

Independent Study. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course can be repeated three times.

**MUS 277AD Marching Band Outreach 1 unit**  
Units: 1 Activity

**Equivalent Course:** MUS 277.

This course is designed to develop performance skills through instruction and rehearsal of marching techniques, marching maneuvers and music performance and interpretive dance skills (color guard). This course may be repeated three times.

**MUS 294AD Jazz Improvisation 1 unit**  
Units: 1 Lab

This is a course in developing the ability to spontaneously improvise music on an instrument to a musical background provided by a large jazz ensemble. The course will cover the application of improvisational techniques found in jazz music. This course may be repeated three times. Limitation on Enrollment: Students must have a basic knowledge of music theory (Theory 1) and the ability to perform on an instrument used in the large jazz ensemble. Enrollment by audition, or by permission of the music department only. Demonstrated performance of major and minor scale and chords.

**MUS 295AD Sequoia Winds 1 unit**  
Units: 1 Lecture/Lab

A study and performance of standard symphonic band repertory with special attention to interpretation, tone, technique, and general effect. Open to all interested instrumental band musicians. This course may be repeated three times. Advisory on Recommended Preparation: Intended for all interested instrumental band musicians.

# Course Descriptions

**MUS 297AD Contemporary Jazz Ensemble 1 unit**  
Units: 1 Lecture/Lab

This class is a music ensemble that rehearses and performs contemporary big band and jazz music. Music from the libraries of leading contemporary writers of jazz, such as Bill Hollman, Oliver Nelson, Bob Florence, Bob Mintzer and Tom Kubis will be included in our study. Some outside travel and public performance are required. This course may be repeated three times. Limitation on Enrollment: Audition by Department; intended for advanced musicians only.

**MUS 396AD Swing Style Big Band 1 unit**  
Units: 1 Lab

A course which rehearses all types of music performed by the Big Bands of the 1930's, 40's, and 50's. Some outside travel and public performances are required. This course may be repeated three times. Limitation on Enrollment: Audition by department; intended for advanced musicians of jazz band instruments.

**MUS 454 Symphony Orchestra for Seniors 0 units**  
Hours: 3 Lab

A course designed to offer opportunities for adults to participate in ensemble music with the Symphony Orchestra. Note: Field trips and outside of class performances may be required.

**MUS 466 Symphonic Band for Seniors 0 units**  
Hours: 3 Lab

A course designed to offer opportunities for adults to participate in ensemble music with the Symphonic Band. Note: Field trips and outside of class performances may be required.

**MUS 472 Jazz Ensemble for Seniors 0 units**  
Hours: 3 Lab

A course designed to offer opportunities for adults to participate in jazz ensemble music. Note: Field trips and outside of class performances may be required.

**MUS 495 Community Chorus for Seniors 0 units**  
Hours: 3 Lab

A course designed to offer opportunities for adults to participate in ensemble music with the Community chorus. Note: Outside of class performances required.

## NATURAL SCIENCES

**NSCI 131 Chem & Physics for Educators 3 units**  
Units: 2 Lecture/Discussion  
1 Lab

A general principles science course for students transferring to become Liberal Studies majors. Basic principles of chemistry and physics relevant to elementary education are stressed. Applying these topics to everyday experience is emphasized. The course is designed to meet only the science requirements of Liberal Studies programs at CSU, Fresno.

**Prerequisites:** MATH 200 or MATH 205 or equivalent college course with "C" or better or eligibility for MATH 230 as determined by COS placement procedures.

## NURSING

**NURS 106 Cultural Diversity/Healthcare 3 units**  
Units: 3 Lecture/Discussion

This course is designed to introduce basic concepts of culture, language and communication, biological variation, social organization and social interaction and change as they relate to health care. Focused on the client (individual, family, or social group), the course investigates values, beliefs, and customs as they affect health and illness behaviors. Advisory on Recommended Preparation: ENGL 001 or equivalent college course with "C" or better.

**NURS 111AD Medication Administration 1 unit**  
Units: 1 Lab

**Equivalent Course:** NURS 111.

This short term lab class reinforces the application of pharmacology through medication administration to clients in the clinical setting. This course is repeatable three times.

**Prerequisites:** NURS 161 or equivalent college course with "C" or better.

**NURS 120 Perioperative Nursing 4 units**  
Units: 2 Lecture/Discussion  
2 Lab

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.

**Prerequisites:** NURS 161 or equivalent college course with "C" or better.

**NURS 150 Transition Course 2 units**  
Units: 1.5 Lecture/Discussion  
.5 Lab

**Materials Fee:** \$221.00

This course is intended for the student accepted into the Registered Nursing Program with advanced placement status such as the LVN to RN tract or transfer student. It consists of theoretical study and clinical application of the nursing process for the adult medical/surgical client. Overriding concepts are maintaining and promoting wellness. Permission of the Nursing program director is required for a student to enroll in the course.

**NURS 151AD Independent Study-Nursing 1 - 4 units**  
Units: 1-4 Lab

Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

**NURS 152 Promoting Perinatal Wellness 4 units**  
Units: 2 Lecture/Discussion  
2 Lab

**Materials Fee:** \$6.00

This course is completed during the second semester of the Registered Nursing Program. It consists of study and application of theory to clinical care of the childbearing family, including maintaining and promoting optimal wellness. It includes concepts of perinatal care. The progressive themes of the Nursing program are applied through the nursing process to attain the client's optimal well-being. Prerequisite of NURS 161 may be waived with LVN Licensure and NURS 150.

**Prerequisites:** NURS 161 or equivalent college course with "C" or better.

# Course Descriptions

**NURS 153 Promoting Pediatric Wellness 4 units**  
Units: 2 Lecture/Discussion  
2 Lab

**Materials Fee: \$115.00**

This course is completed during the second semester of the Registered Nursing Program. It consists of study and application of theory to clinical care of the pediatric client and family, including maintaining and promoting optimal wellness. The progressive themes of the Nursing program are applied through the nursing process to attain the client's optimal well-being. Prerequisite of NURS 161 may be waived with LVN licensure and NURS 150.

**Prerequisites: NURS 161 or equivalent college course with "C" or better.**

**NURS 154 Promoting Mental Wellness 4 units**  
Units: 2 Lecture/Discussion  
2 Lab

**Materials Fee: \$8.00**

This course is completed during the second semester of the Registered Nursing Program. It consists of the study and application of theory to the clinical care of the psychiatric client. It focuses on promoting optimal mental wellness and restoration of health. The progressive themes of the Nursing program are applied through the nursing process to attain the client's optimal mental well-being. The Prerequisite of NURS 161 may be waived with LVN licensure and NURS 150.

**Prerequisites: NURS 161 or equivalent college course with "C" or better.**

**NURS 155 IV Skills .5 unit**  
Units: 0 TO .229 Lecture/Discussion  
0 TO .914 Lab

Students will acquire the knowledge and skills to assess the client for intravenous therapy, to initiate intravenous therapy and to maintain intravenous therapy for clients across the lifespan. Students are required to identify five volunteers upon whom to practice these skills in the nursing skills lab. Students will spend a portion of the laboratory time in a clinical setting applying these knowledge and skills on actual clients. Prerequisite to taking this course is either completion of NURS 153 and 154 or licensure as an LVN.

**Prerequisites: NURS 153 and NURS 154 or equivalent college courses with "C" or better.**

**NURS 161 Maintaining Optimal Wellness 11 units**  
Units: 6 Lecture/Discussion  
5 Lab

**Materials Fee: \$139.00**

An introduction to the elements of client-centered care based on the nursing process, emphasizing assessment and the older adult. Introduces nursing program threads: caring, safety, psychomotor skills, critical thinking, communications, teaching, growth, development, adaptation, and legal, ethical, and professional nursing. The progressive themes of the nursing program are applied through the nursing process to attain the client's optimal well-being. Limitation on Enrollment: Acceptance into the RN Program.

**Prerequisites: (BIOL 030 and BIOL 031 and BIOL 040 and ENGL 001) or equivalent college courses with "C" or better.**

**NURS 163 Promote and Restore Wellness 1 9 units**  
Units: 5 Lecture/Discussion  
4 Lab

**Materials Fee: \$99.00**

This third semester nursing course is a study of intermediate medical-surgical nursing principles and clinical skills which assist adult clients in promoting and restoring optimal wellness. Client care occurs in a variety of acute and community settings. The progressive themes of the nursing program are applied through the nursing process to attain the client's optimal well-being. Prerequisites may be waived with LVN licensure and NURS 150 or equivalent college courses with a grade of "C" or better.

**Prerequisites: NURS 152 and NURS 153 and NURS 154 or NURS 150 or equivalent college courses with "C" or better (NURS 154 may be taken concurrently).**

**Corequisites: .**

**NURS 164 Promote and Restore Wellness 2 8 units**  
Units: 4 Lecture/Discussion  
4 Lab

**Materials Fee: \$99.00**

This fourth semester nursing course is a study of complex medical-surgical nursing concepts to promote and restore wellness in complex clients. In the clinical laboratory, students will increase skills to promote and restore optimal wellness. The progressive themes of the nursing program are applied through the nursing process to attain the client's optimal well-being. Approved for Distance Learning format.

**Prerequisites: NURS 163 or equivalent college course with "C" or better.**

**NURS 166 Nursing Leadership 3 units**  
Units: .5 Lecture/Discussion  
2.5 Lab

This is a study of the leadership role of the Registered Nurse in providing integrated, cost-effective care to clients by coordinating, supervising, and collaborating with members of the health care team. Approved for Distance Learning format.

**Prerequisites: NURS 163 or equivalent college course with "C" or better.**

**NURS 170AD Lab Test Analysis 1 unit**  
Units: 1 Lecture/Discussion

Students will use lab test information to develop pertinent nursing interventions. Application of previously learned prerequisite and RN program content is essential. This course is repeatable three times. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility or ENGL 1 determined by COS Placement Procedures; and BIOL 31 or equivalent college course with "C" or better.

**NURS 171AB ECG Rhythm Analysis 1 unit**  
Units: 1 Lecture/Discussion

Students will use ECG rhythm information to develop pertinent nursing interventions. Application of previously learned pre-requisite and RN program content is essential. This course is repeatable one time. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures; and BIOL 31 or equivalent college course with "C" or better.

**NURS 172 Pharmacology in Health Care 3 units**  
Units: 3 Lecture/Discussion

This basic pharmacology course is designed for the student in a career in healthcare. The student will study theories of how selected drugs act in the body and interact with each other. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures; and BIOL 31 or equivalent college course with "C" or better. Approved for Distance Learning format.

**NURS 190AD Supervised Practice 1 - 3 units**  
Units: 1-3 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. This course may be repeated three times. Limitation on Enrollment: Permission of the department.

**NURS 200 Basic Phlebotomy 1 unit**  
Units: 1 Lecture/Discussion

An introduction to blood sample collection by venipuncture and capillary blood techniques. Medical terminology, anatomy emphasizing the circulatory system, safety and basic infection control are covered. Students will perform capillary (finger stick) procedures on student partners.



# Course Descriptions

**NURS 201      Advanced Phlebotomy      1.5 units**  
 Units:            1.5 Lecture/Discussion  
 Advanced study into blood sample collection techniques by venipuncture, arterial puncture and capillary blood techniques. Anti-coagulation theory, sources of errors, transport and storage of specimens is covered along with ethics and patient communication. Students will perform venipunctures on student partners as part of the class experience. This course completes the State's didactic requirement for becoming a Certified Phlebotomist I.  
**Prerequisites:** NURS 200 or equivalent college course with "C" or better (NURS 200 may be taken concurrently).

**NURS 202      Phlebotomy Practicum      1 units**  
 Units:            1 Lab  
 This is the clinical aspect of the Phlebotomy course of study for students seeking certification to become a Certified Phlebotomist 1 in California. Students will perform venipunctures and capillary sticks on actual patients under the supervision of current Laboratory staff. This course meets the State of California requirements for Certified Phlebotomist 1 after passing a national certification examination.  
**Prerequisites:** NURS 200 and NURS 201 or equivalent college courses with "C" or better (NURS 200 and/or NURS 201 may be taken concurrently).

**NURS 251AD    Independent Study-Nursing      1 - 4 units**  
 Units:            1-4 Lab  
 Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered by COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

**NURS 260      Nursing Assistant      6 units**  
 Units:            4 Lecture/Discussion  
                       2 Lab

**Equivalent Course: NURS 351.**  
 This course is designed to prepare the student as an entry level worker, providing basic nursing care to patients in acute care and long-term care settings. The curriculum is structured to provide theory and application in skills needed to function as a Nursing Assistant. Upon completion, students will be eligible to take the state certification examination. Limitation: Current CPR card from either the American Red Cross or the American Heart Association. (Formerly NURS 351)

**NURS 310      Prepare/Health Care Careers      2 units**  
 Units:            2 Lecture/Discussion  
 This course assists any new or returning college student to be successful. Assessment and application of individual learning styles are done. Learning skills such as note-taking, testing, and writing are reviewed. Basic arithmetic, problem-solving skills, library and computer resources, means to manage money, and stay healthy are discussed.

**NURS 315AD    Nursing Support Program      2 units**  
 Units:            2 Lecture/Discussion  
 This course is designed to support students who are having difficulty in the Registered Nursing program. The course provides assessment of learning styles, tutoring services, group support, and content review to assist students who are having difficulty meeting increasingly complex course objectives. May be repeated three times. Limitation on Enrollment: Enrollment in this course is by departmental assessment. Admission to the RN Program.

**NURS 321      General Nursing Math      2 units**  
 Units:            2 Lecture/Discussion  
 This course focuses on the development of mathematical and analytical skills related to the delivery of drugs and solutions by registered nurses. Emphasis is placed on calculations of medication problems which have clinical application. This course will prepare the student for entry into nursing school.

**NURS 400AD    Nursing Skills Lab      0 units**  
 Hours:            3 Lab  
 This course provides the student an opportunity for additional directed learning and supervised laboratory time to develop and refine nursing clinical skills necessary to the safe clinical practice of professional nursing. The student will gain knowledge from instructor demonstration, video tapes and computers. This course can be repeated three times. Limitation on Enrollment: Must be enrolled in the COS Registered Nursing Program.

## NUTRITION/FOODS

**NUTR 018      Nutrition      3 units**  
 Units:            3 Lecture/Discussion  
 A scientific study of basic chemical, biological and physiological principles and concepts of human nutrition. Current scientific theories and research are reviewed, clarified and discussed as they 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. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 by COS placement procedures. MATH 360 or equivalent college course with a "C" or better or eligibility for MATH 200 by COS Placement Procedures. Approved for Distance Learning format.

**NUTR 020      Cultural Foods      3 units**  
 Units:            2 Lecture/Discussion  
                       1 Lab  
**Materials Fee:    \$30.00**  
 Examination of the cultural and social meanings of food, food behaviors and food systems. Emphasis on the regional, ethnic and religious influences on food habits. This is a general course designed for transfer students. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures and NUTR 101 or 105

**NUTR 101      Foods      3 units**  
 Units:            2 Lecture/Discussion  
                       1 Lab  
**Materials Fee:    \$25.00**  
 NUTR 101 is an overview of the principles and practices of food science and technology including food safety, sanitation, ingredient properties, nutritive values, preservation methods, product evaluation and meal management.

**NUTR 105      Professional Cooking 1      3 units**  
 Units:            2 Lecture/Discussion  
                       1 Lab  
**Materials Fee:    \$30.00**  
 This class is an introduction to the art of professional cooking. Topics covered include preparation of basic sauces and stocks, salads, soups, grains, and breakfast items. The curriculum includes lecture, demonstration, and hands-on experience.

# Course Descriptions

## **NUTR 106 Professional Cooking 2 3 units**

Units: 2 Lecture/Discussion  
1 Lab

**Materials Fee: \$30.00**

This class is designed so that performance standards meet employer expectations and enhance students' job market value. Students will demonstrate proficiency in food service skills, i.e., food presentation, sauces, meat cookery, baking and specialty cuisine.

**Prerequisites:** NUTR 105 or equivalent college course with "C" or better.

## **NUTR 107 Sanitation and Safety 2 units**

Units: 2 Lecture/Discussion

This course provides accurate, up-to-date information for all levels of employees in all aspects of food handling. It includes laws and regulations for food safety within the rapidly growing restaurant and food service industry. Students may elect to take the State food safety certificate exam at the end of the course.

## **NUTR 109 Food Service Experience 1 - 4 units**

Units: 1-4 Activity

This course is designed to give the student learning experiences in a functioning non-medical food service operation. The student site manager and course instructor will design objectives for that site. Direct supervision at each site will be carried out by the site manager. The course instructor will visit the student at the site during the semester. Verification of your last Tuberculin Skin Test must be on file with instructor before site visit occurs. Advisory on Recommended Preparation: NUTR 101 or 105, or equivalent college courses with "C" or better.

**Prerequisites:** NUTR 107 or equivalent college course with "C" or better.

## **NUTR 112 Children's Nutrition 3 units**

Units: 3 Lecture/Discussion

**Equivalent Course:** CHLD 112.

A lecture course on children's nutritional requirements prior to conception through adolescence. Course study centers on nutrition basics, feeding principles, and current topics. An appropriate course for students in education, social services and human development.

## **NUTR 114 Cooking for a Healthy Life 3 units**

Units: 2 Lecture/Discussion  
1 Lab

**Materials Fee: \$35.00**

A hands-on cooking class which applies current nutritional guidelines to menu planning, food selection and recipe preparation. Basic skills to evaluate the healthfulness of foods will also be covered.

## **NUTR 119 Nutrition for Fitness 3 units**

Units: 3 Lecture/Discussion

**Equivalent Course:** HW 119, PE 119.

This course is designed to acquaint students with the nutritional needs of athletes and the relationship between nutrition and fitness. Students are required to use the computer, Internet and basic math skills to calculate nutritional needs. Topics include human energy, nutrient groups, body composition, and supplement use.

## **NUTR 151AD Independent Study - Nutrition 1 - 4 units**

Units: 1-4 Lab

Independent Study. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions Office to obtain approval to enroll. This course can be repeated three times.

## **NUTR 190AD Supervised Pract - Nutrition 1 - 3 units**

Units: 1-3 Lab

Supervised Practice. Limitation on Enrollment: Permission of the department. This course may be repeated three times.

## **NUTR 212 Menu Design 3 units**

Units: 3 Lecture/Discussion

This course is an overview of menu planning for child nutrition programs. Topics will include menu planning options, nutrition standards, menu writing, student preferences, marketing and evaluations. Procedures for developing standardized products, budgetary controls and evaluating procurement and delivery systems, and meeting federal, state and local standards are covered.

## **NUTR 215 Child Nutrition Management 3 units**

Units: 3 Lecture/Discussion

Overview of the components of model child nutrition programs including the application of current child health and nutrition principles, nutrition education practices, marketing procedures. Other topics include: communication strategies and operation management skills; management of nutritionally and fiscally sound child nutritional programs; and effective use of community and school partnerships.

## **NUTR 231AD The Seasonal Table 1 unit**

Units: .5 Lecture/Discussion

.5 Lab

**Materials Fee: \$40.00**

A cooking course that takes full advantage of local produce available in the various seasons of spring, summer, and autumn/winter. We will use farmers market and local gardens to provide inspiration and raw ingredients, to explore and prepare foods from many cultures and countries.

This course may be repeated three times.

## **NUTR 251AD Independent Study - Nutrition 1 - 4 units**

Units: 1-4 Lab

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

## ORNAMENTAL HORTICULTURE

### **OH 002 Plant Identification 1 3 units**

Units: 2 Lecture/Discussion  
1 Lab

**Materials Fee: \$10.00**

This course presents botanical nomenclature Latin and Greek terminology, how Summer and Fall plants are used in the landscape, forms of plants, and soil and nutritional requirements.

### **OH 003 Plant Identification 2 3 units**

Units: 2 Lecture/Discussion  
1 Lab

**Materials Fee: \$10.00**

This course presents botanical nomenclature, Latin and Greek terminology, how summer and fall plants are used in the landscape, forms of plants, as well as soil and nutritional requirements. It is recommended that students take OH 2 first.

### **OH 007 Landscape Design 3 units**

Units: 2 Lecture/Discussion  
1 Lab

**Materials Fee: \$5.00**

This course is designed to teach students the fundamentals of landscape design. An appreciation for and the ability to produce quality designs and blueprints is stressed, as well as proper techniques and design methods.

# Course Descriptions

**OH 101 Basic Ornamental Horticultur 3 units**  
Units: 3 Lecture/Lab

**Materials Fee: \$5.00**

This is an introductory course in ornamental horticulture. The main topics included are general characteristics of plants, ornamental plant nomenclature, plant structures, functions, growth, reproduction and genetics.

**OH 104 Nursery Practices 3 units**  
Units: 3 Lecture/Lab

**Materials Fee: \$5.00**

This is a course for ornamental horticulture, plant science and agriculture majors. This course studies operations and practices of commercial nurseries. It is designed to be an integral part of the COS OH degree and vocational certificate programs. This course is also appropriate for continuing education in the nursery and landscape management fields.

**OH 105 Plant Propagation 3 units**  
Units: 3 Lecture/Lab

**Materials Fee: \$5.00**

An agricultural 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**  
Units: 3 Lecture/Lab

**Materials Fee: \$5.00**

This course teaches the basic drafting techniques and standards used in creating landscape designs. Students learn landscape symbols, letters 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. This basic course is designed for both two year and transfer students with little or no drafting knowledge.

**OH 108 Landscape Construction 3 units**  
Units: 2 Lecture/Discussion  
1 Lab

**Materials Fee: \$5.00**

A course for transfer and two-year horticulture majors that teaches the fundamentals of construction as they relate to landscape design and maintenance. This course emphasizes construction with concrete, bricks, blocks, and form building along with installation of sprinkler systems.

**OH 109 Landscape Maintenance 3 units**  
Units: 3 Lecture/Lab

**Materials Fee: \$5.00**

Addresses the maintenance of landscaped homes, parks, schools, golf courses, plus street and highway plantings. The students study pruning, fertilization, irrigation, pest control and landscape management.

**OH 110 Turfgrass Management 3 units**  
Units: 3 Lecture/Lab

**Materials Fee: \$5.00**

An introduction to the field of turf grass management that includes selection and use of turf grass varieties for use in parks, recreation areas, golf courses, and home lawns.

**OH 111 Floral Design 3 units**  
Units: 3 Lecture/Lab

**Materials Fee: \$75.00**

OH 111 is an introductory course in commercial floristry that covers the various phases of floral design. Through floral design, students shall develop an awareness of ways in which people throughout the ages and in different cultures have used floral arrangements to enhance their lives through artistic expression. Material and design as they relate to cultural practices will be integral to this course.

**OH 112 Sympathy Flowers 3 units**  
Units: 3 Lecture/Lab

**Materials Fee: \$50.00**

A course for two year and certificate students. It is a requirement for the floral industries certificate. It 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**  
Units: 2 Lecture/Discussion  
1 Lab

**Materials Fee: \$50.00**

This is a course for two-year and certificate students. It is a requirement for the Floral Industries Certificate. It teaches advanced styling of floral designs to wear and carry, as practiced specifically in wedding bouquets, corsages, church decorations, balloons and bouquet decor.

**OH 117 Sprinkler Irrigation 3 units**  
Units: 3 Lecture/Lab

This class teaches the identification and recognition of components installation, and assembly of various irrigation systems. It is a highly recommended course for two year and transfer students. It is also a requirement for the Landscape Management Certification program.

**OH 118 Xeriscape 3 units**  
Units: 3 Lecture/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.

**OH 120 Diseases of Ornamentals 3 units**  
Units: 3 Lecture/Lab

A course on the diagnosis, analysis and management of plant diseases. Principles of controlling diseases 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 122 Pests of Ornamentals 3 units**  
Units: 3 Lecture/Lab

OH 122 is a lecture and lab course on the diagnosis, analysis and management of plant pests. 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 those preparing for Pest Control Advisor's license.

# Course Descriptions

**OH 123 Silk & Dried Floral Design 3 units**  
Units: 2 Lecture/Discussion  
1 Lab

This course is required 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 are also included.

**OH 128 Advanced Floral Design 3 units**  
Units: 3 Lecture/Lab

This course is an advanced lecture/lab in floral design, commercial flower shop operations and advanced skills in floral design. Advisory on Recommended Preparation: OH 111 or equivalent college course with a "C" or better.

**OH 271 Introduction to Horticulture 3 units**  
Units: 3 Lecture/Lab

Introduction to Horticulture is designed to give students the basic concepts of the careers and opportunities in the Ornamental Horticulture Industry. This introductory course is designed for students seeking to make career choices in the field of agriculture.

## PARALEGAL

**PARA 101 Intro to Paralegalism 3 units**  
Units: 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 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.

**PARA 102 Legal Terminology 2 units**  
Units: 2 Lecture/Discussion

This course, required for the Paralegal major or certificate, provides an overview of the law and legal terminology. Advisory on Recommended Preparation: Concurrent enrollment in PARA 101 or equivalent college course with a grade of "C" or better.

**PARA 103 Civil Procedures 1 4 units**  
Units: 4 Lecture/Discussion

This course covers both California and federal concepts of civil procedure. Students complete legal documents necessary for a civil lawsuit using computerized judicial council forms and other legal software.

**Prerequisites:** PARA 101 or equivalent college course with "C" or better (PARA 101 may be taken concurrently).

**PARA 104 Civil Procedures 2 3 units**  
Units: 3 Lecture/Discussion

This course expands upon the basic concepts of civil procedure and is an elective course for the paralegal major or certificate. Students draft complicated civil pleadings, discovery devices, writs and the legal documents necessary to enforce a money judgment. Advisory for Recommended Preparation: PARA 101 and PARA 103 or equivalent college course with a grade of "C" or better.

**PARA 105 Legal Research and Writing 4 units**  
Units: 4 Lecture/Discussion

This required course for paralegal majors covers the tools for researching both federal and California law. Students utilize both print and computerized sources to write legal memoranda and points and authorities. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts.

**Prerequisites:** PARA 101 or equivalent college course with "C" or better (PARA 101 may be taken concurrently).

**PARA 110 Legal Ethics, Mgt & Interview 3 units**  
Units: 3 Lecture/Discussion

This course assists students in making the transition from the classroom to the law office. The course covers ethical principles, job search skills, client interviewing and law office management skills.

**PARA 151AD Independent Study-Paralegal 1 - 4 units**  
Units: 1-4 Lab

Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

**PARA 232 Wills, Trust and Elder Law 2 units**  
Units: 2 Lecture/Discussion

This is an elective course in the paralegal major designed to familiarize the student with the legal aspects of wills, trusts, conservatorships, and elder law. Included is the effect of death upon property ownership, community property and the drafting of forms associated with estate planning.

Advisory on Recommended Preparation: PARA 103 or equivalent college course with a grade of "C" or better.

**Prerequisites:** PARA 101 or equivalent college course with "C" or better (PARA 101 may be taken concurrently).

**PARA 233 Probate Procedures 2 units**  
Units: 2 Lecture/Discussion

This is an required course in the Paralegal major designed to familiarize the student with the procedures for probating an estate and settling non-probate estates. Advisory on

Recommended Preparation: PARA 103 or equivalent college course with a grade of "C" or better.

**Prerequisites:** PARA 101 or equivalent college course with "C" or better (PARA 101 may be taken concurrently).

**PARA 236 Administrative Law 3 units**  
Units: 3 Lecture/Discussion

This elective course in the paralegal major provides an overview of federal and state substantive and procedural administrative law. Students may elect to focus on immigration law, social security law, worker's compensation law or other specific government agencies.

Advisory on Recommended Preparation: PARA 103 or equivalent college course with a grade of "C" or better.

**Prerequisites:** PARA 101 or equivalent college course with "C" or better (PARA 101 may be taken concurrently).



# Course Descriptions

## PARA 237 Family Law 3 units

Units: 3 Lecture/Discussion

This is a required course in the paralegal major designed to familiarize the student with California law relating to dissolutions of marriage. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in PARA 237 may access the supplemental learning assistance by enrolling in COMP 400, an open entry/open exit non-credit course.

**Prerequisites:** PARA 101 or equivalent college course with "C" or better (PARA 101 may be taken concurrently).

## PARA 251AD Independent Study-Paralegal 1 - 4 units

Units: 1-4 Lab

Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

## PT 221 Professionalism for Pharm Tech 1 unit

Units: 1 Lecture/Discussion

The Pharmacy Technician student will learn about the role of protocols, development of new drug products, and investigational drug products. The student will also learn about pharmacy ethics, professionalism, and organizations.

**Prerequisites:** PT 210 and PT 211 and PT 212 or equivalent college courses with "C" or better.

## PT 222 Pharm Tech Externship 2 units

Units: 2 Lab

During this short term class, taken the second half of the second semester, the Pharmacy Technology student will complete an externship in a professional pharmacy following policies and procedures that apply to acute, long-term and ambulatory care practice under the supervision of a licensed pharmacist.

**Prerequisites:** PT 210 and PT 211 and PT 212 or equivalent college courses with "C" or better.

**Corequisites:** PT 220, PT 221.

## PHARMACY TECHNOLOGY

### PT 210 Intro to Pharmacy Systems 1 unit

Units: 1 Lecture/Discussion

This course introduces the Pharmacy Technician student to pharmacy systems and practices, including job responsibilities and ethics. Advisory on Recommended Preparation: MATH 200, or 205, or equivalent college course with a grade of "C" or better, or eligibility for MATH 230 as determined by COS placement procedures. Limitation on Enrollment: High School diploma or equivalent.

### PT 211 Pharmacology for Pharm Techs 3 units

Units: 3 Lecture/Discussion

The Pharmacy Technician student will learn the use and side effects of drugs commonly used to treat diseases affecting the major body systems. Advisory on Recommended Preparation: MATH 200, or 205, or equivalent college course with a grade of "C" or better, or eligibility for MATH 230 as determined by COS placement procedures. Limitation on Enrollment: High school diploma or equivalent.

### PT 212 Pharm Tech Practice 1 1 unit

Units: 1 Lab  
Materials Fee: \$10.00

The Pharmacy Technician student will apply principles of legal standards and quality assurance in preparation of noncompounded products in a lab setting. Advisory on recommended Preparation: MATH 200, or 205, or equivalent college course with a grade of "C" or better, or eligibility for MATH 230 as determined by COS Placement Procedures. Limitation on Enrollment: High School diploma or equivalent.

### PT 220 Pharm Tech Practice 2 2 units

Units: 1 Lecture/Discussion  
1 Lab

Materials Fee: \$30.00

During this short term class, taken the first half of the second semester, the Pharmacy Technology students will compound nonsterile and sterile products, hazardous products, learn database maintenance of drug distribution, and learn billing of pharmacy goods and services.

**Prerequisites:** PT 210 and PT 211 and PT 212 or equivalent college courses with "C" or better.

## PHILOSOPHY

### PHIL 001 Introductory Philosophy 3 units

Units: 3 Lecture/Discussion

Students study the ideas of philosophers by discussing essays and writing argument papers. Areas of study may include political theory, ethics, metaphysics and epistemology through the ideas of philosophers such as Plato, Aristotle, Hobbes, Marx and Kant. This course is approved for distance education format. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

### PHIL 001H Introductory Philosophy-Honors 4 units

Units: 4 Lecture/Discussion

**Equivalent Course:** PHIL 001.

Students will study the ideas of philosophy by discussing primary source philosophical works and writing argument papers. Areas of study can be political theory, ethics, metaphysics and epistemology through the ideas of philosophers such as Plato, Aristotle, Aquinas, Descartes and Kant. Students will lead discussions and present argument papers for critique. Duplicate credit not granted for PHIL 1. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures. Limitation on Enrollment: Acceptance into the Honors Program.

### PHIL 005 Ethics 3 units

Units: 3 Lecture/Discussion

A study of individual and societal moral choices with respect to issues such as lying, abortion, and euthanasia. Theoretical approaches include contract theory, utilitarianism, deontology and character ethics. Advisory and Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better, or eligibility for ENGL 1 as determined by placement procedures.

### PHIL 006 Ethics of Living and Dying 3 units

Units: 3 Lecture/Discussion

**Equivalent Course:** PHIL 106.

A study of ethical perspectives on the meaning of life, death and the dying process. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures.

# Course Descriptions

## PHIL 012 Comparative Religion 3 units

Units: 3 Lecture/Discussion

A survey of the major religions of the world including Hinduism, Buddhism, Judaism, Christianity, and Islam. The emphasis is on a comparison of common themes such as spirituality, how to live, and after death. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS placement procedures.

## PHIL 013 Intro to the Old Testament 3 units

Units: 3 Lecture/Discussion

A survey of the religion of the Hebrews with particular emphasis on the thought, theology and writings of the Old Testament. Myth, themes and language of religion will be examined according to the historical time period. Approved for distance education format. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

## PHIL 014 Intro to the New Testament 3 units

Units: 3 Lecture/Discussion

An introduction to the early Christian community in the period following the death of Christ. New Testament writing is traced through the thought and theology of the historical time period. Approved for distance education format. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

## PHIL 017 Philosophy of Religion 3 units

Units: 3 Lecture/Discussion

**Equivalent Course: PHIL 115.**

This course is an introduction to philosophical issues relating to religious belief. The exploration of the many dimensions of religion includes study of the language of religion, the religious experience, and the attributes of God. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

## PHIL 020 Introductory Logic 3 units

Units: 3 Lecture/Discussion

Students will determine the truth of arguments based on logical structure. For ease of proof, ordinary language will be translated into symbols. This course has philosophical implications for areas of study such as mathematics, computer sciences, law, philosophy and electronics. This course is approved for distance education format. Approved for distance education format. Advisory on Recommended Preparation: ENGL 1 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures, or MATH 230 or equivalent college course with "C" or better, or eligibility for MATH 21 determined by COS Placement Procedures.

## PHIL 025 Critical Thinking 3 units

Units: 3 Lecture/Discussion

Principles and methods of reasoning including identification of arguments, use of language, common errors, and development of strong deductive and inductive arguments. Students are required to write 6,000 to 8,000 words in several essays to demonstrate critical thinking. Approved for distance education format.

**Prerequisites: ENGL 001 or equivalent college course with "C" or better.**

## PHOTOGRAPHY

### PHOT 001 Beginning Photography 3 units

Units: 2 Lecture/Discussion

1 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 a professional career in photography and who plan further advanced photographic study, or for those in other fields where an understanding of photography may be beneficial.

### PHOT 002AD Advanced Photo Laboratory 1 unit

Units: 1 Lab

**Materials Fee: \$20.00**

This course provides an extension of the basic principles and practices of PHOT 1. 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. This course may be repeated three times. Advisory on Recommended Preparation: PHOT 1 or equivalent college course with a grade of "C" or better.

### PHOT 110AD Photo Journalism 3 units

Units: 2 Lecture/Discussion

1 Lab

**Materials Fee: \$20.00**

**Equivalent Course: JOUR 110AD.**

A course designed for students who would like practical publication experience and an opportunity to publish their photographs in the school newspaper. Also offered as JOUR 110AD. This course can be repeated three times. Advisory on Recommended Preparation: PHOT 1 or equivalent college course with a "C" or better.

### PHOT 111AD Intro to Digital Photography 3 units

Units: 2 Lecture/Discussion

1 Lab

**Materials Fee: \$20.00**

**Equivalent Course: JOUR 111AD.**

This course is designed for students who want to knowledge of digital/film camera practices ranging from basic to advanced levels, basic Photoshop and computer skills. The course will give students practical publication experience and an opportunity to publish their photographs in the school newspaper. This course may be repeated three times.

## PHYSICAL EDUCATION

### PE 001AD Aerobic Conditioning 1 unit

Units: .5 Lecture/Discussion

.5 Activity

PE 1AD is a course designed for the student who seeks knowledge and participation in aerobic fitness. Exercises are done to music with an emphasis on cardiovascular conditioning, strength and flexibility. This course may be repeated three times.

# Course Descriptions

**PE 002AD Non-Impact Aerobics 1 unit**  
Units: .5 Lecture/Discussion  
.5 Activity

Non-impact aerobics is designed specifically for students with weight management problems, who are 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. This course may be repeated three times.

**PE 003AD Walk/Jog for Aerobic Fitness 1 unit**  
Units: .5 Lecture/Discussion  
.5 Activity

Walking/Jogging for Aerobic Fitness 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. This course may be repeated three times.

**PE 004AD Weight Training 1 unit**  
Units: .5 Lecture/Discussion  
.5 Activity

This course is designed as a general introduction to weight or resistance training. Students will utilize free weights and weight machines to build strength and muscular endurance. Exercises that use progressive resistance movements will be emphasized. This course may be repeated three times.

**PE 005AB Adv Strength/Body Bldg Princ 2 units**  
Units: 1 Lecture/Discussion  
1 Activity

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 major muscle groups. Proper mechanics of exercise and safety factors are stressed. This course may be repeated one time.

**PE 006AD Stretch and Tone 1 units**  
Units: .5 Lecture/Discussion  
.5 Activity

*Equivalent Course: PE 116AD.*

Stretch and Tone is a class designed for all fitness levels. Students will learn how to safely and effectively strengthen and stretch the body's major muscle groups with correct form and alignment. This course may be repeated three times. Formerly PE 116AD.

**PE 009AD Condition for Track & Field 1 unit**  
Units: .5 Lecture/Discussion  
.5 Activity

Conditioning for Track and Field is a one unit activity course designed to improve the individual's overall fitness through an understanding and application of the basic principles and techniques of track and field. This course may be repeated three times.

**PE 010AD Fundamentals of Baseball 1 unit**  
Units: .5 Lecture/Discussion  
.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. This course may be repeated three times.

**PE 011AD Circuit/Step Aerobics 1 unit**  
Units: .5 Lecture/Discussion  
.5 Activity

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. This course may be repeated three times.

**PE 012AD Advanced Baseball 1 unit**  
Units: .5 Lecture/Discussion  
.5 Lab/Activity

This course is designed for the advanced baseball player. It will prepare the student for baseball competition with physical fitness training and intra-class play. Advanced skills in throwing, fielding, batting, and pitching a baseball will be taught and practiced. This course may be repeated three times.

**PE 014AD Basketball 1 unit**  
Units: .5 Lecture/Discussion  
.5 Activity

Designed for students interested in the sport of basketball; both experienced players and those not familiar with the game are encouraged to take this class.

**PE 015AD Fundamentals of Football 1 unit**  
Units: .5 Lecture/Discussion  
.5 Activity

The student athlete will learn basic fundamentals and strategies of football. Offensive, defensive and special teams will be covered along with conditioning exercises. This course may be repeated three times.

**PE 016AD Conditioning for Football 1 unit**  
Units: .5 Lecture/Discussion  
.5 Activity

The use of plyometric exercises and jump ropes to blend speed and strength training. This is a fitness program for students wishing to prepare for high-level competitive Intercollegiate Football. This course may be repeated three times. Advisory on Recommended Preparation: Referral from Department.

**PE 017 Theory of Football 2 units**  
Units: 2 Lecture/Discussion

This course is designed for the student with an interest in coaching football. Philosophy fundamentals, strategies and rules will be emphasized.

**PE 018AB Beginning Golf 1 unit**  
Units: .5 Lecture/Discussion  
.5 Activity

Focus is on understanding the basic fundamentals of playing golf, learning rules and terms of the game. This course may be repeated one time.

**PE 019AB Advanced Golf 1 unit**  
Units: .5 Lecture/Discussion  
.5 Activity

For students who wish to gain advanced golf skills. This course may be repeated one time.

**PE 021AD Soccer 1 unit**  
Units: .5 Lecture/Discussion  
.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. This course may be repeated three times.



# Course Descriptions

**PE 022AD      Advanced Softball      1 unit**  
 Units:            .5 Lecture/Discussion  
                      .5 Activity

This course is designed for the student/athlete who wants to participate in an intercollegiate fast-pitch softball program. Advanced skills in throwing, fielding, hitting, and pitching. This course may be repeated three times.

**PE 023AD      Fund of Fast Pitch Softball      1 unit**  
 Units:            .5 Lecture/Discussion  
                      .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, fielding, batting and pitching will be taught and practiced. This course may be repeated three times.

**PE 024AD      Conditioning for Softball      1 unit**  
 Units:            .5 Lecture/Discussion  
                      .5 Activity

**Equivalent Course: PE 124AD.**

This course is designed to provide student/athletes interested in competing in Intercollegiate Softball the opportunity to acquire optimal fitness and conditioning for skill development, injury prevention and general physical-developmental improvement.

**PE 025AD      Basic Swimming      1 unit**  
 Units:            .5 Lecture/Discussion  
                      .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 front crawl, back crawl, elementary backstroke, sidestroke, breaststroke and butterfly. This course may be repeated three times.

**PE 026AD      Swimming for Fitness      1 unit**  
 Units:            .5 Lecture/Discussion  
                      .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. This course may be repeated three times.

**PE 029AD      Conditioning for Baseball      1 unit**  
 Units:            .5 Lecture/Discussion  
                      .5 Activity

**Equivalent Course: PE 113AD.**

Conditioning for Baseball is a one-unit course designed to help entering student athletes make the transition from high school athletic competition to collegiate athletic competition. This course can be repeated three times. Formerly PE 113AD.

**PE 030AB      Beginning Tennis      1 unit**  
 Units:            .5 Lecture/Discussion  
                      .5 Activity

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. This course may be repeated one time.

**PE 031AB      Advanced Tennis      1 unit**  
 Units:            1 Lecture/Lab

This course is designed for the student who is advanced at tennis and desires detail in strategy and knowledge of the game of tennis. This course may be repeated one time.

**PE 032AB      Intermediate Tennis      1 unit**  
 Units:            .5 Lecture/Discussion  
                      .5 Activity

**Equivalent Course: PE 132AB.**

This course is designed for the intermediate tennis player. It will prepare the participant for tennis competition with intra-class play and specific sport related drills to increase skills level. This course may be repeated once. Formerly PE 132AD.

**PE 033AD      Conditioning for Tennis      1 unit**  
 Units:            .5 Lecture/Discussion  
                      .5 Activity

This course is designed for improvement of a tennis player's skill through dynamic resistance exercises and an aerobic training. This course may be repeated three times.

**PE 034AB      Beginning Volleyball      1 unit**  
 Units:            .5 Lecture/Discussion  
                      .5 Activity

Development of basic fundamental skills in volleyball through drills and play. This course may be repeated one time.

**PE 035AB      Advanced Volleyball      1 unit**  
 Units:            .5 Lecture/Discussion  
                      .5 Activity

This course is designed to introduce advanced skills necessary for playing competitive volleyball. Skills covered include basic skills, fast offense, court positioning, rolls, dives and team strategy, both offensive and defensive. This course may be repeated one time.

**PE 036          Introduction to Physical Ed      3 units**  
 Units:            3 Lecture/Discussion

This course is designed to introduce the student to Physical Education. The course includes professional foundations of Physical Education, history, philosophy, concepts, careers, and the future of the discipline. It is presented in a format that will make it valuable to anyone thinking about entering the teaching profession.

**PE 037          Intro to Theory of Coaching      2 units**  
 Units:            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. Advisory on Recommended Preparation: ENGL 251 or an equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures.

**PE 039AD      Team Sports      1 unit**  
 Units:            .5 Lecture/Discussion  
                      .5 Activity

**Equivalent Course: PE 139AD.**

Team sports are a skills and fitness class in which students will learn and participate in multiple disciplines of Team Sports. Team Sports offered include Volleyball, Badminton, Floor Hockey, Basketball, Dodge ball, Frisbee, Golf, etc. See class schedule for particular sport(s) offered each semester. This course may be repeated three times.

**PE 042AD      Varsity Perfor/Pep Sqd/Flag      2 units**  
 Units:            1 Lecture/Discussion  
                      1 Activity

**Equivalent Course: PE 142AD.**

Designed to enhance the performing skills of the Pep Squad and provide opportunity to prepare for support of all athletic teams. Limitation on Enrollment: The member is chosen by election (judges) in order to become a part of the COS Pep Squad. This course can be repeated three times.

# Course Descriptions

<p><b>PE 043AD</b>      <b>Inner Tube Water Polo</b>      <b>1 unit</b>  Units:            .5 Lecture/Discussion                       .5 Activity  <b>Equivalent Course: PE 143AD.</b>  This course provides students with an opportunity to develop fundamental skills of the sport of inner tube water polo, as well as an understanding of the team strategies and individual skills that are necessary to be successful in the class. This course may be repeated three times.</p>	<p><b>PE 064AD</b>      <b>Perceptual Motor Skill/Gait Ex</b>      <b>1 unit</b>  Units:            .5 Lecture/Discussion                       .5 Activity  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. This course may be repeated three times. Limitation on Enrollment: Any physical limitation.</p>
<p><b>PE 044AD</b>      <b>Pilates Mat Class</b>      <b>1 unit</b>  Units:            .5 Lecture/Discussion                       .5 Activity  <b>Equivalent Course: PE 107AD.</b>  Pilates is a workout to condition and strengthen the muscles that support the spine. This Pilates Mat class is designed for all students and will develop flexibility, coordination, and balance through a safe progression of challenging and functional exercises. This course may be repeated three times.</p>	<p><b>PE 066AD</b>      <b>Arthritis Self Mgt Exercise</b>      <b>1 unit</b>  Units:            .5 Lecture/Discussion                       .5 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. This course may be repeated three times. Limitation on Enrollment: Any physical limitation.</p>
<p><b>PE 046AD</b>      <b>Yoga</b>      <b>1 unit</b>  Units:            .5 Lecture/Discussion                       .5 Activity  <b>Equivalent Course: PE 108AD.</b>  Introduction to basic yoga poses with emphasis on form and body alignment. Strength, flexibility, and balance emphasized in poses. Relaxation and breathing techniques also introduced. This course may be repeated three times.</p>	<p><b>PE 067AD</b>      <b>Prin/Tech of Back Care</b>      <b>1 unit</b>  Units:            .5 Lecture/Discussion                       .5 Activity  Designed for individuals with back disorders in developing an exercise program and better body mechanics to help better care for their backs. This course may be repeated three times. Limitation on Enrollment: Any physical limitation.</p>
<p><b>PE 052AD</b>      <b>Adapted Weight Training</b>      <b>1 unit</b>  Units:            .5 Lecture/Discussion                       .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 is provided. Trained assistants are available. This course may be repeated three times. Limitation on Enrollment: Any physical limitation.</p>	<p><b>PE 068AD</b>      <b>Swim &amp; Water Aerobics</b>      <b>1 unit</b>  Units:            .5 Lecture/Discussion                       .5 Activity  This course is designed to assist disabled 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. This course may be repeated three times. Limitation on Enrollment: Any physical limitation.</p>
<p><b>PE 055AD</b>      <b>Seasonal Sports for Disabled</b>      <b>1 unit</b>  Units:            .5 Lecture/Discussion                       .5 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, strategies, etiquette, safety procedures, use of equipment and terminology needed are covered each semester. Trained assistants are available. This course may be repeated three times. Limitation on Enrollment: Any physical limitation.</p>	<p><b>PE 070AD</b>      <b>Intro to Sports/Disabled Stu</b>      <b>1 unit</b>  Units:            .5 Lecture/Discussion                       .5 Activity  This one unit course is designed to assist disabled students to participate in and learn about various indoor/outdoor sports adaptable to the disabled. This class will include open lab/practice, sports drills, and participation in various sports. Individual programming for each student's needs is provided. Trained assistants are available. The course can be repeated three times. Limitation on Enrollment: Any physical limitation.</p>
<p><b>PE 057AD</b>      <b>Physical Fitness &amp; Flexibility</b>      <b>1 unit</b>  Units:            .5 Lecture/Discussion                       .5 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. This course may be repeated three times. Limitation on Enrollment: Any physical limitation.</p>	<p><b>PE 071AD</b>      <b>Gen Cond for Disabled Students</b>      <b>1 unit</b>  Units:            .5 Lecture/Discussion                       .5 Activity  This one unit course is designed to provide the disabled with the opportunity to participate in a general conditioning program to develop fitness. Individual programming for each student's needs is provided. Training assistants are available. This course can be repeated three times. Limitation on Enrollment: Course is designed for individuals with physical limitations.</p>
<p><b>PE 063AD</b>      <b>Balance,Rhythm,Aerobic Dance</b>      <b>1 unit</b>  Units:            .5 Lecture/Discussion                       .5 Activity  This is a one-unit course 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. This course may be repeated three times. Limitation on Enrollment: Any physical limitation.</p>	<p><b>PE 072AD</b>      <b>Aqua-cise/Disabled Students</b>      <b>1 unit</b>  Units:            .5 Lecture/Discussion                       .5 Activity  This one unit course is designed to assist disabled students experience physical fitness through a comprehensive exercise program in the water. Designed for the disabled with no swimming skills. Individual programming for each student's needs is provided. Trained assistants are available. Course may be repeated three times. Limitation on Enrollment: Any physical limitation.</p>

# Course Descriptions

**PE 073AD Modified Sports/Games Disabled 1 unit**  
 Units: .5 Lecture/Discussion  
 .5 Activity

This course is designed for disabled students to participate and learn about various indoor/outdoor sports and games. The class will include open lab/practice, team sportsmanship, sports drills, team practice, individual skills and participation in various games. Trained assistants are available. This course may be repeated three times. Limitation on Enrollment: Course is designed for individuals with physical limitations.

**PE 074AD Cardio/Resist Trn for Disabled 1 unit**  
 Units: .5 Lecture/Discussion  
 .5 Activity

This course is designed to assist disabled students in developing and maintaining basic fine motor skills, gross motor skills, knowledge, body mechanics, flexibility, and attitudes necessary to participate in a lifetime fitness program. Individualized programming is available for each student's needs. Trained assistants are available. This course may be repeated three times. Limitation on Enrollment: Course is designed for individuals with physical limitations.

**PE 075AD Adapted Fitness/Stretching 1 unit**  
 Units: .5 Lecture/Discussion  
 .5 Activity

Designed to help disabled students develop basic fitness skills and stretching techniques. Students will gain knowledge in this area and participate in many various forms of movement. Trained assistants are available. This course may be repeated three times. Limitation on Enrollment: Course is designed for individuals with physical and/or mental limitations.

**PE 076AD Adapted Cross Training 1 unit**  
 Units: .5 Lecture/Discussion  
 .5 Activity

This course will help assist disabled students in structuring, developing, and maintaining body development. Students will gain knowledge in cross training and participate in various activities. Trained assistants are available. This course may be repeated three (3) times. Limitation Request on Enrollment: Course is designed for individuals with physical and/or mental limitations.

**PE 080AD Modified Conditioning 1 unit**  
 Units: .5 Lecture/Discussion  
 .5 Activity

**Equivalent Course: PE 180AD.**

This course is designed to help disabled students achieve fitness proficiency skills and stretching techniques. Students will gain knowledge in this area and participate in various forms of cardiovascular and resistance training. Limitation on Enrollment: Any physical limitation. This course may be taken three times.

**PE 081AD Adapted Strength Training 1 unit**  
 Units: .5 Lecture/Discussion  
 .5 Activity

**Equivalent Course: PE 181AD.**

This one (1) unit course is designed to improve flexibility, strength, and cardio vascular systems for students with disabilities. Students will learn basic fitness, resistance, conditioning, and stretching techniques. This course may be repeated. Limitation on Enrollment: Any physical disability.

**PE 083AD Adapted Physical Fitness/Sport 1 unit**  
 Units: .5 Lecture/Discussion  
 .5 Activity

**Equivalent Course: PE 183AD.**

This course is designed for all students with disabilities to learn and participate in various indoor/outdoor fitness and sports programs. The class will include supervised open practice, drills, sportsmanship, individual skills, team practice, and participation in various sports. This course may be repeated three times. Limitation on Enrollment: Any physical disability.

**PE 089AD Adapted Sports and Activities 1 unit**  
 Units: .5 Lecture/Discussion  
 .5 Activity

**Equivalent Course: PE 182AD.**

This one (1) unit course is designed for all students with disabilities to learn and develop basic athletic skills. Students will learn basic physical skills, knowledge, and attitudes necessary for participation. This course may be repeated three times. Limitation on Enrollment: Any physical disability.

**PE 093AD Physical Ed for the Equestrian 1 unit**  
 Units: .5 Lecture/Discussion  
 .5 Activity

**Equivalent Course: ASCI 093AD, ASCI 121AD.**

A one unit activity course designed to improve the individuals' overall fitness through an understanding and application of the basic principles and techniques of equitation. This course is repeatable three times. Formerly PE 121AD.

**PE 119 Nutrition for Fitness 3 units**  
 Units: 3 Lecture/Discussion

**Equivalent Course: HW 119, NUTR 119.**

This course is designed to acquaint students with the nutritional needs of athletes and the relationship between nutrition and fitness. Students are required to use the computer, Internet and basic math skills to calculate nutritional needs. Topics include human energy, nutrient groups, body composition, and supplement use.

**PE 145AD Backpacking 2 units**  
 Units: 1 Lecture/Discussion  
 1 Activity

Lecture and lab instruction in the art of backpacking with acquired knowledge in techniques, equipment, group planning, physical conditioning, safety and survival information, personal fulfillment, and self discovery. This course includes one required backpacking trip and may be repeated three times.

**PE 151AD Independent Study-PE 1 - 4 units**  
 Units: 1-4 Lab

Independent Study. 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. This course can be repeated three times.

**PE 188 Peak Performance 3 units**  
 Units: 3 Lecture/Discussion

A course to examine peak performance as it relates to a variety of situations including how to improve performance, effects of coaching styles on athletes' self-efficacy and the psychological ingredients of champions.

**PE 243AD      Conditioning for Pep Squad      1 unit**

Units: 1 Activity  
 This course is designed to introduce and implement aerobic training and conditioning to help in the development of the upper body, trunk and lower body. Exercises will be performed by the student to increase flexibility, strength and cardiovascular fitness levels which pertain to the sport of cheerleading, i.e., jumps, leaps, kicks and stunts. This course can be repeated three times.

**PE 251AD      Independent Study-PE      1 - 4 units**

Units: 1-4 Lab  
 Independent Study. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions Office to obtain approval to enroll. This course can be repeated three times.

**PE 301AD      Aqua Calisthenics      1 unit**

Units: .5 Lecture/Discussion  
 .5 Activity  
 Designed for students who wish to develop, maintain or improve their cardiovascular fitness level in an aquatic environment. No swimming skills are necessary. This course can be repeated three times.

**PE 310      Beginning Weight Training      .5 unit**

Units: .5 Activity  
 This course is designed as a general introduction to weight training. Students will learn the proper lifting techniques and safety rules of free weights and weight machines.

**PE 495AD      Fitness for Senior Citizens      0 units**

Hours: 3 Activity  
 This course is considered mild exercise and is basically designed for older people. The course is geared to the needs of old people, 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. This course can be repeated three times.

## PHYSICAL SCIENCE

**PSCI 020      Physical Science      3 units**

Units: 2 Lecture/Discussion  
 1 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 205 or equivalent college course with a "C" or better, or eligibility for MATH 230 or 235 as determined by COS Placement Procedures; and ENGL 360 or equivalent college course with "C" or better, or eligibility for ENGL 251 determined by COS Placement Procedures.

## PHYSICS

**PHYS 005      Physics for Engineers 1      4 units**

Units: 3 Lecture/Discussion  
 1 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 the engineering and physics majors. Topics included are statics, kinematics, dynamics of particles and rigid bodies, simple harmonic motion and mechanical properties of solids.  
**Prerequisites:** MATH 075 and MATH 076 or equivalent college courses with "C" or better (MATH 076 may be taken concurrently).  
**Corequisites:** .

**PHYS 006      Physics for Engineers 2      4 units**

Units: 3 Lecture/Discussion  
 1 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.  
**Prerequisites:** PHYS 005 or equivalent college course with "C" or better.

**PHYS 007      Physics for Engineers 3      4 units**

Units: 3 Lecture/Discussion  
 1 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, and selected topics in modern physics.  
**Prerequisites:** PHYS 006 or equivalent college course with "C" or better.

**PHYS 020      General Physics 1      4 units**

Units: 3 Lecture/Discussion  
 1 Lab  
 This is the first semester of a two semester introductory non-calculus based physics course. This course includes laboratory experiments in addition to lectures. It is required for premedical, pre dental, prepharmacy, and occasionally science and math students. Topics included are kinematics, statics dynamics of particles and rigid bodies, simple harmonic motion, and thermal physics.  
**Prerequisites:** MATH 154 or equivalent college course with "C" or better or eligibility for MATH 070 as determined by COS placement procedures.

**PHYS 021      General Physics 2      4 units**

Units: 3 Lecture/Discussion  
 1 Lab  
 This is the second semester of a two-semester introductory non-calculus based physics course. This course includes laboratory experiments in addition to lectures. It is required for premedical, pre dental, prepharmacy, and occasionally science and math students. Topics included are: electricity and magnetism, optics, modern and nuclear physics.  
**Prerequisites:** PHYS 020 or equivalent college course with "C" or better.

**PHYS 101      Introduction to Physics      3 units**

Units: 3 Lecture/Discussion  
 A one-semester selective introduction to physics which emphasizes the nature and quantitative application of fundamental concepts and principles. Designed for students without a physics background who are preparing to take PHYS 5 or PHYS 20.  
**Prerequisites:** MATH 154 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.



# Course Descriptions

**PHYS 151AD Independent Study-Physics 1 - 4 units**  
Units: 1-4 Lab  
Independent Study. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office to obtain approval to enroll. This course can be repeated three times.

**PHYS 251AD Independent Study-Physics 1 - 4 units**  
Units: 1-4 Lab  
Independent Study. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office to obtain approval to enroll. This course can be repeated three times.

## PLANT SCIENCE

**PLSI 001 Intro to Plant Science 3 units**  
Units: 3 Lecture/Lab

Provides students with a working knowledge of plant structures and processes. Content includes structures, physiology, and heredity, environmental relationship to growth, adaptation and management of crops.

**PLSI 012 Fruit & Nut Tree Production 3 units**  
Units: 3 Lecture/Lab

An introductory course in California fruit and nut tree production. Advisory on Recommended Preparation: PLSI 1 or equivalent college course with "C" or better.

**PLSI 102 Row Crops 3 units**  
Units: 3 Lecture/Lab

This is an optional course that can be applied toward the Crop Science Certificate. The current plant program features a wide variety of crop production courses. This course provides an introduction for gaining job entry skills into the agricultural industry which continues to grow and expand in and around Tulare County. Advisory on Recommended Preparation: PLSI 1 or equivalent college course with "C" or better.

**PLSI 105 Weeds and Weed Control 3 units**  
Units: 2 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.

**PLSI 110 Integrated Pest Management 3 units**  
Units: 3 Lecture/Lab

A study of various pest management practices used in agricultural crops produced in the San Joaquin Valley. Emphasis on various systems of control such as biological, cultural, reproductive, chemical, growth regulators, and legal methods. Approved for Distance Learning format.

**PLSI 111 Citrus Production 3 units**  
Units: 2 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.

## PORTUGUESE

**PORT 001 Elementary Portuguese 4 units**  
Units: 4 Lecture/Discussion  
*Equivalent Course: PORT 101.*

PORT 1 is an introductory course in understanding, speaking, reading, and writing Portuguese. 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 Portuguese.

**PORT 002 Elementary Portuguese 4 units**  
Units: 4 Lecture/Discussion  
*Equivalent Course: PORT 102.*

PORT 2 is the second course in this series. It reviews the vocabulary and concepts of PORT 1 as a starting point. The students will engage with each other and the instructor in a variety of communication-based activities, such as songs, games, role playing, and guided response, as well as writing and grammar exercises. Cultural and societal aspects of the Portuguese world are stressed throughout the class.

**Prerequisites: PORT 001 or equivalent college course with "C" or better.**

## PSYCHOLOGY

**PSY 001 General Psychology 3 units**  
Units: 3 Lecture/Discussion

This course is 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 basis of behavior. The basic concepts and scientific method as employed in psychology are presented. Particular emphasis is placed on those concepts that relate to an understanding of human behavior. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

Approved for Distance Learning format.

**PSY 005 Social Psychology 3 units**  
Units: 3 Lecture/Discussion

A theoretical exploration of group dynamics influenced by the field of anthropology, sociology and psychology. Focus will be upon how individuals act, perceive, conform, feel and behave within group environments. Approved for Distance Learning format.

**Prerequisites: PSY 001 or equivalent college course with "C" or better.**

**PSY 010 Human Sexuality 3 units**  
Units: 3 Lecture/Discussion

A comprehensive introduction to the biological, psychological and social-cultural aspect of human sexuality, including thoughts, feelings and behaviors. Provides a solid basis of sexual anatomy and physiology with an emphasis on how psychological emotional and social-cultural factors may affect sexual expression and function. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures.

**Prerequisites: PSY 001 or equivalent college course with "C" or better.**

# Course Descriptions

## PSY 034 Abnormal Psychology 3 units

Units: 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, with primary consideration given to neurotic and psychotic behavior. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by the COS Placement Procedures. **Prerequisites: PSY 001 or equivalent college course with "C" or better.**

## PSY 039 Child Development DS1 3 units

Units: 3 Lecture/Discussion

**Equivalent Course: CHLD 039.**

This course is a study of the principles of typical and atypical development from conception to adolescence. The course content focuses on physical, cognitive, social, and emotional domains of development. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS placement procedures.

## PSY 130 Intro to Behavior Modification 3 units

Units: 3 Lecture/Discussion

Designed for teachers, para-professionals, and those pursuing a career in psychology. Students will develop skills in assessing behavior, developing target behaviors and implementing a behavior change program. This course will combine both the theoretical and practical models for understanding human behavior. **Prerequisites: PSY 001 or equivalent college course with "C" or better.**

## PSY 133 Personal and Social Growth 3 units

Units: 3 Lecture/Discussion

This is a course for students to apply concepts of psychology to enhance self-understanding and improve interpersonal relations. Students will learn the relation of psychological concepts to physical and mental health. Finally, the students will consider the attainment of educational, vocational and relationship goals. Advisory on Recommended Preparation: ENGL 265 or equivalent college course with a "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. Approved for Distance Learning format.

## PSY 151AD Independent Study-Psych 1 - 4 units

Units: 1-4 Lab

Independent Study. Limitation on Enrollment: Completion of all beginning level college courses offered at COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course can be repeated three times.

## PSY 251AD Independent Study-Psych 1 - 4 units

Units: 1-4 Lab

Independent Study. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course can be repeated three times.

## REAL ESTATE

### REAL 140 Real Estate Principles 3 units

Units: 3 Lecture/Discussion

A general survey course emphasizing basic real estate principles while tracing a typical real property transaction from beginning to completion. Real property ownership and investments are explored. This course will aid those planning to take the California State Real Estate Brokers or Salesperson Examination.

### REAL 141 Real Estate Finance 3 units

Units: 3 Lecture/Discussion

This course focuses on real estate loans and types of lending institutions. It is part of the course work necessary for the California Real Estate Broker's Examination.

### REAL 142 Real Estate Law 3 units

Units: 3 Lecture/Discussion

This course covers the practical applications of real estate law to help avoid legal difficulties arising from real estate transactions, instruments, zoning, and planning. This course is required for the California Real Estate Brokers examination. Advisory on Recommended Preparation: REAL 140 or equivalent college course with a grade of "C" or better.

### REAL 143 Real Estate Economics 3 units

Units: 3 Lecture/Discussion

This course takes a broad look at the economic atmosphere impacting all real estate activities. The major focus of the course is to help real estate students become aware of future trends and what impact these trends will have on local real estate values.

### REAL 144 Real Estate Practice 3 units

Units: 3 Lecture/Discussion

This course is designed to acquaint students with every day real estate practice; to familiarize them with forms; on-the-job problems; and to inform them of current successful selling practices and techniques. (Required by law for applicants for broker's license.) Advisory on Recommended Preparation: REAL 140 or equivalent college course with a grade of "C" or better.

### REAL 145 Real Estate Appraisal 3 units

Units: 3 Lecture/Discussion

Real Estate 145 is an introductory course in basic residential appraisal techniques emphasizing the cost, market and income approach of appraisal. This course is part of the course work necessary for the California Real Estate Broker's Examination.

### REAL 146 Property Management 3 units

Units: 3 Lecture/Discussion

This class is a study of the various aspects of property management as well as marketing strategies and legal issues involved in managing real property. This course is designed to fill the requirement for Real Estate Broker qualifications and covers material specific to the State of California.

## SOCIAL SCIENCE

### SSCI 010 Intro to Women's Studies 3 units

Units: 3 Lecture/Discussion

Interdisciplinary course which introduces men and women to women's studies and the women's movement, including the biopsychosocial, cultural, economic and political forces which define sex and gender roles in society. Emphasis is on comparing sex and gender role socialization factors among people of different ethnicities (Asian, Afro-American, Hispanic, Latin, Caucasian, Native American, etc.).

### SSCI 036 Introduction to Aging 3 units

Units: 3 Lecture/Discussion

**Equivalent Course: SSCI 136.**

An introductory course covering topics in gerontology/aging, demographics, theories, concepts, perspectives, and research, including biophysical, psychosocial, cultural, political, and ethnic topics which impact individuals, families, and society. Approved for Distance Learning format.

# Course Descriptions

**SSCI 120 Introduction to Mentoring 3 units**  
Units: 3 Lecture/Discussion  
Methods and techniques for mentoring including creating a mentoring culture, skills of mentors, and steps of the mentoring process. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures.

**SSCI 276 America 3 units**  
Units: 3 Lecture/Discussion  
This course surveys the historical development of our national heritage from the era of discovery to the present day. SSCI 276 includes the influence of economics, politics, and sociology on the course of American history. The fine blend of these, along with a multi-ethnic dynamic, will round out the student's learning about America.

## SOCIOLOGY

**SOC 001 Introduction to Sociology 3 units**  
Units: 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. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. Approved for Distance Learning format.

**SOC 002 Social Problems 3 units**  
Units: 3 Lecture/Discussion  
An identification and analysis of contemporary social problems including (1) the role of power and ideology in the definition of social problems. (2) their causes and consequences, (3) evaluations of proposed solutions, and (4) methods of intervention Topics will vary. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures. Approved for Distance Learning format.

**SOC 023 Urban Sociology 3 units**  
Units: 3 Lecture/Discussion  
**Equivalent Course: SOC 123.**  
An examination of the development of cities. This course examines the different urban experiences of various racial and ethnic groups. The course addresses challenges that face people in multicultural communities, neighborhoods and suburbs, and examines programs and strategies that are designed to meet these challenges in urban and suburban communities. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures.

**SOC 026 Marriage and Family Life 3 units**  
Units: 3 Lecture/Discussion  
**Equivalent Course: CFS 026.**  
This course covers the following topics in marriage and family: dating and mate-selection, communication conflict resolution, dual career families, human sexuality, family planning, parenthood, divorce and remarriage, changing gender roles and family economics. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures. Approved for Distance Learning format.

**SOC 043 Sociology of Deviance 3 units**  
Units: 3 Lecture/Discussion  
**Equivalent Course: SOC 143.**  
Examination of rule breaking behavior and our responses to it. Course considers deviance as a social phenomena, cause, consequences and methods of social control. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures.

**SOC 151AD Independent Study-Sociology 1 - 4 units**  
Units: 1-4 Lab  
Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

**SOC 251AD Independent Study-Sociology 1 - 4 units**  
Units: 1-4 Lab  
Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

## SPANISH

**SPAN 001 Beginning Spanish 4 units**  
Units: 4 Lecture/Discussion  
SPAN 1 is an introductory course in understanding, speaking, reading, and writing Spanish. This course meets the foreign language requirement for transfer to many four-year universities. It is also useful for students interested in bilingual education or any area that involves Spanish.

**SPAN 002 Elementary Spanish 4 units**  
Units: 4 Lecture/Discussion  
SPAN 2 is the second course in a four-course series. This course can meet the foreign language requirement for transfer to many four-year universities. It reviews the vocabulary and concepts of SPAN 1 as a starting point. The students will engage with each other and the instructor in a variety of communication-based activities. Cultural and societal aspects of the Hispanic world are stressed throughout the class. Prerequisite may be waived with one year of high school Spanish with a grade of "C" or better, or equivalent skills as determined by departmental assessment.  
**Prerequisites: SPAN 001 or equivalent college course with "C" or better.**

**SPAN 003 Intermediate Spanish 4 units**  
Units: 4 Lecture/Discussion  
SPAN 3 is the third course in a four-course series. This course can meet the foreign language requirement for transfer to many four-year universities. It teaches students to communicate at a sophisticated level, both orally and in writing. It builds on concepts learned in SPAN 1 and 2. It also improves students' reading abilities and elicits dialogue on cultural topics. Prerequisite may be waived with two years of high school Spanish with a "C" or better, or equivalent skills as determined by department assessment.  
**Prerequisites: SPAN 002 or SPAN 022 or equivalent college course with "C" or better.**



# Course Descriptions

## **SPAN 004      Advanced Spanish      4 units**

Units:            4 Lecture/Discussion

SPAN 4 is the most advanced course in this four-course series. This course can meet the foreign language requirement for transfer to many four-year universities. It reviews the vocabulary and concepts learned in SPAN 1, 2, and 3. The students will engage with each other and the instructor in a variety of communication-based activities such as interviews, oral reports, writing newspaper articles, role playing, singing songs or reciting poetry, playing games, making videos, as well as writing and grammar exercises. Cultural and societal aspects of the Hispanic world are stressed throughout the class. Students will exit the class speaking, reading, writing and understanding Spanish fluently. Prerequisite may be waived with three years of high school Spanish with a "C" or better or equivalent skills as determined by departmental assessment.

**Prerequisites:** SPAN 003 or SPAN 023 or equivalent college course with "C" or better.

## **SPAN 012      Hispanic Literature      3 units**

Units:            3 Lecture/Discussion

A study, in Spanish, of Hispanic literature from the beginning of the 20th century to the present. Poetry, short stories, plays, essays, and novels cover study, in Spanish, of Hispanic literature from the beginning of the 20th century to the present. Poetry, short stories, plays, essays, and novels cover a wide spectrum of interpretation of Hispanic life and culture in the 20th Century. Prerequisite may be waived with equivalent skills determined by department assessment. Prerequisite may be waived with three years of high school Spanish with a "C" or better, or equivalent skills and knowledge as determined by department assessment.

**Prerequisites:** SPAN 004 or equivalent college course with "C" or better.

## **SPAN 022      SPAN 2 for Spanish Speakers      4 units**

Units:            4 Lecture/Discussion

This course is equivalent to SPAN 2, although more emphasis is placed on reading and writing for the native speaker. It is designed to improve the written and oral communication skills of Spanish-speaking students. Prerequisite may be waived with one year of high school Spanish with a "C" or better, or equivalent skills as determined by department assessment.

**Prerequisites:** SPAN 001 or equivalent college course with "C" or better.

## **SPAN 023      Span 3 for Spanish Speakers      4 units**

Units:            4 Lecture/Discussion

This course is a continuation of SPAN 22. The course is for the native speakers who wish to improve their written and oral communication skills. It is equivalent to SPAN 3. Prerequisite may be waived with two years of high school Spanish with a "C" or better, or equivalent skills as determined by department assessment.

**Prerequisites:** SPAN 022 or SPAN 002 or equivalent college course with "C" or better.

## **SPAN 151AD    Independent Study-Spanish      1 - 4 units**

Units:            1-4 Lab

Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

## **SPAN 180      Spanish Legal/Medical Terms      3 units**

Units:            3 Lecture/Discussion

This course provides a foundation for translating medical and legal terminology from English to Spanish. Emphasis is placed on translating non-technical explanations of medical and legal terminology, including the fundamentals of dividing terms into their structural elements. Advisory on Recommended Preparation: SPAN 3 or SPAN 23 or equivalent college course with "C" or better, or recommendation of the department.

## **SPAN 251AD    Independent Study-Spanish      1 - 4 units**

Units:            1-4 Lab

Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level classes offered at COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

## **SPAN 280      Interpreter Written Exam Prep      1 units**

Units:            1 Lecture/Discussion

This course, taught in English, assists students preparing for the written portion of the State of California Court/ Administrative/Medical Interpreter examinations for all languages. Ethics and professional requirements are covered as well as strategies for preparing for the exam.

## **SPAN 281AD    Spanish Interpreting Skills      3 units**

Units:            3 Lecture/Discussion

This Spanish course prepares students for the State of California Exam for Court Interpreters. Instruction and practice in consecutive interpreting, sight translation, and simultaneous interpreting from Spanish to English and English to Spanish is included. This course may be repeated three times. Advisory on Recommended Preparation: SPAN 280 or equivalent college course with "C" or better, and fluency in Spanish as determined by department assessment.

## SPORTS MEDICINE

## **SMED 040      Intro to Sports Injuries      3.5 units**

Units:            3 Lecture/Discussion  
                     .5 Lab

This course is open to all students interested in the prevention, care and treatment of sport(s) injuries. The subject matter covers the responsibilities of professional development of the athletic trainer, emergency procedures; mechanisms, characteristics, and evaluation of sports injuries as well as their acute care. SMED 40 includes the partial regulations and requirements of the National Athletic Trainer's Association for transfer to a four year institution and certification.

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

## **SMED 060      Concepts in Health & Fitness      3 units**

Units:            3 Lecture/Discussion

**Equivalent Course:** HW 060.

This course is open to all students interested in learning about the different components of physical fitness, cardiovascular endurance, muscular strength, muscular endurance, flexibility, and body composition as related to healthy living. Students will develop individual plans using decision-making strategies, analysis, and an awareness of the conditions related to nutrition, physiological factors and physical fitness. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

# Course Descriptions

## **SMED 150AD Practicum in Sports Medicine 2 units**

Units: 1 Lecture/Discussion  
1 Lab

This course is open and recommended for students who have an interest in the field of Sports Medicine with an emphasis in athletic training. The content includes muscle testing and other special tests as they relate to a given body area, as well as general body fitness testing. This course partially fulfills the recommended requirements of the National Athletic Trainers Association in terms of field experience. Advisory on Recommended Preparation: SMED 040 or equivalent course with "C" or better or HW 003 or equivalent course with "C" or better.

## **SMED 180AD Applica Treatment & Rehabil 2 units**

Units: 2 Lab

This course is open and recommended to all students who have an interest in learning about the treatment and rehabilitation of sports injuries with a hands-on approach. Emphasis will be on the components of modalities and rehabilitation which include cryotherapy, thermotherapy, flexibility, muscular strength, muscular endurance and proprioceptive neuromuscular techniques. This course partially fulfills the recommended requirements of the National Athletic Trainers Association. This course may be repeated three times. This course may be repeated three times. Advisory on Recommended Preparation: SMED 040 or equivalent college course with "C" or better or HW 003 or equivalent college course with "C" or better; or SMED 150AD or equivalent college courses with "C" or better.

## **SMED 280AD Policies/Proced of Sprts Med 2 units**

Units: 2 Lecture/Discussion

This course is intended to assure a smooth and safe operation of daily activities in the athletic training room and sports venues. It will cover policies and procedures, emergency protocols, vital signs, HIPAA regulations, blood borne pathogens and daily functions of the athletic training room. Students will develop individual plans using decision-making strategies, analysis, and awareness of factors related to medical protocols. This course is part of the Sports Medicine curriculum. This course may be repeated three times.

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

## VETERINARY TECHNICIAN

### **VT 109 Intro to Veterinary Technology 3 units**

Units: 3 Lecture/Lab

An introductory course for students interested in the field of Veterinary Technology, which reviews training and career opportunities. Animal behavior, handling, training, and restraint will be thoroughly presented. Labs will provide opportunities for students to gain hands-on experience with domestic, farm and laboratory species. Formerly ASCI 109.

### **VT 115 Infectious Disease/Sml Animals 3 units**

Units: 3 Lecture/Lab

This course is designed to acquaint the student with clinical recognition, treatment, control and prevention of diseases in small animals. Common domestic animals will be the main focus with some discussion of exotic and laboratory animal species. Interpretation of and implementation of effective therapies will be stressed.

### **VT 116 Veterinary Office Practices 2 units**

Units: 2 Lecture/Discussion

This course is designed to teach the skills that are necessary to operate the Veterinary business office: client communications, routine vaccinations, preventative medicine procedures.

### **VT 117 Veterinary Terminology 3 units**

Units: 3 Lecture/Discussion

A course designed to acquaint the student with veterinary medical terminology. Emphasis on anatomical, diagnostic, symptomatology, and operative terms relating to individual body systems.

### **VT 118 Comparative Anatomy/Physio 4 units**

Units: 3 Lecture/Discussion  
1 Lab

This course is designed to emphasize animal structures and functions that apply to procedures commonly employed in the practice of veterinary medicine. Students will perform dissections on a variety of animal preparations.

**Prerequisites:** BIOL 022 and BIOL 040 and CHEM 030 and VT 109 and VT 115 and VT 116 and VT 117 or equivalent college courses with "C" or better.

**Corequisites:** VT 119, VT 120.

### **VT 119 Clinical Procedures 1 4 units**

Units: 3 Lecture/Discussion  
1 Lab

A course designed to help the student develop the knowledge and skills required of animal health technicians in small animal veterinary practice. Lecture and laboratory sessions provide opportunities to develop skills in dispensing and administering pharmaceutical and biological products; dentistry procedures, and anesthetic monitoring. Limitation on Enrollment: Acceptance into the Veterinary Technology Program.

**Prerequisites:** BIOL 022 and BIOL 040 and CHEM 030 and VT 109 and VT 115 and VT 116 and VT 117 or equivalent college courses with "C" or better.

**Corequisites:** VT 118, VT 120.

### **VT 120 Parasitology 3 units**

Units: 3 Lecture/Lab

This course will cover the types, life cycles, diagnosis and control of parasites that infect and infest domestic animals. Both internal and external parasites will be covered. Limitation on Enrollment: Acceptance into the Veterinary Technology Program.

**Prerequisites:** BIOL 022 and BIOL 040 and CHEM 030 and VT 109 and VT 115 and VT 116 and VT 117 or equivalent college courses with "C" or better.

**Corequisites:** VT 118, VT 119.

### **VT 121 Clinical Pathology & Diseases 4 units**

Units: 3 Lecture/Discussion  
1 Lab

This course will cover the role of the Veterinary Technician as an aid to the Veterinarian in the diagnosis and treatment of infectious and non-infectious disease of companion animals.

**Prerequisites:** VT 120 or equivalent college course with "C" or better.

**Corequisites:** VT 122, VT 123.

### **VT 122 Clinical Diagnostic Imaging 3 units**

Units: 2 Lecture/Discussion  
1 Lab

A course designed to cover basic concepts of x-ray generation, positioning and processing techniques. Radiation safety will be emphasized throughout the course. All laboratory exercises will utilize live animal patients to demonstrate specific anatomic regions for diagnostic evaluation.

**Prerequisites:** VT 120 or equivalent college course with "C" or better.

**Corequisites:** VT 121, VT 123.

# Course Descriptions

**VT 123 Exotic Animal Care 1.5 units**  
Units: 1.5 Lecture/Lab

A foundation course designed to introduce the student to basic concepts of exotic animal health care. Topics include breed identification, nutrition, principles of sanitation and disinfection, social and reproductive patterns, and common disease problems of selected species.

**Prerequisites:** VT 120 or equivalent college course with "C" or better.  
**Corequisites:** VT 121, VT 122.

**VT 125 Clinical Procedures 2 4 units**  
Units: 3 Lecture/Discussion  
1 Lab

A course designed to build upon the knowledge and skills developed in Clinical Procedures 1. Lecture and Laboratory sessions provide opportunities to develop more advanced skills in animal nursing. Small animal topics include electrocardiography, application of coalition casts and veterinary emergency medicine.

**Prerequisites:** VT 123 or equivalent college course with "C" or better.  
**Corequisites:** VT 126, VT 127.

**VT 126 Large Animal Care 3 units**  
Units: 1.5 Lecture/Discussion  
1.5 Lab

An advanced course with emphasis on the proper care and management of the horse, cow, sheep, goat, and pig. Topics include breed identification, nutrition, husbandry, breeding, equipment identification, and treatment techniques.

**Prerequisites:** VT 123 or equivalent college course with "C" or better.  
**Corequisites:** VT 125, VT 127.

**VT 127 Anesthesiology & Pharmacology 4 units**  
Units: 3 Lecture/Discussion  
1 Lab

This course will provide instruction and practice in patient preparation, surgical assistance, post-operative care, administration and monitoring of various anesthetic agents and the application of various pharmacological agents used in veterinary medicine.

**Prerequisites:** VT 123 or equivalent college course with "C" or better.  
**Corequisites:** VT 125, VT 126.

## WELDING

**WELD 105AC Basic Metalcraft/Weld/Forging 3 units**  
Units: 2 Lecture/Discussion  
1 Lab

**Materials Fee:** \$15.00

**Equivalent Course:** ART 105AC.

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. WELD 105AC can be repeated two times.

**WELD 106AD Forging and Wrought Iron 2 units**  
Units: 2 Lecture/Lab

**Materials Fee:** \$15.00

**Equivalent Course:** WELD 106.

WELD 106AD offers the student study and laboratory practices in the artistic working of metals. Working hot metal from the forge and wrought iron sculpture will be covered. This course may be repeated three times.

**WELD 161 Oxyacetylene Welding 4 units**  
Units: 3 Lecture/Discussion  
1 Lab

Instruction in oxyacetylene 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 welded materials complete the program.

**WELD 162 Shielded Metal Arc Welding 4 units**  
Units: 3 Lecture/Discussion  
1 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.

**WELD 171 Advanced Welding 4 units**  
Units: 3 Lecture/Discussion  
1 Lab

The course is a continuation of the basic concepts of science as applied to welding and non-destructive testing. Theory of electricity, magnetism, atomic structure, and thermodynamics as used by technicians are topics covered in this course.

**WELD 172 Gas Tungsten Arc Welding 4 units**  
Units: 3 Lecture/Discussion  
1 Lab

Instruction in advanced gas tungsten arc welding, flux cored 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.

**WELD 173 Stainless Steel Weld/Repair 2 units**  
Units: 1 Lecture/Discussion  
1 Lab

This course is designed to give advanced welding students training in the practice, theory, and skill of welding stainless steel. Both repair and fabrication, as well as application to sanitary tube welding and fabrication will be covered. Advisory on Recommended Preparation: WELD 172 or equivalent college course with "C" or better.

**WELD 174AB Welding Codes/Certification 4 units**  
Units: 3 Lecture/Discussion  
1 Lab

This advanced welding course is for students to perform certification weldments. American Welding Society certifications will be awarded to students who successfully complete the course. Industry standards and inspection criteria will be covered. Advisory on Recommended Preparation: WELD 161 or WELD 162 or equivalent college course with a "C" grade of better or equivalent skills and knowledge determined by departmental assessment.

**WELD 175AB Metal Working for Engineers 1.5 units**  
Units: 1.5 Lecture/Lab

This course is designed to offer the engineering student the opportunity to learn the basic skills of the welder. Oxyfuel, shielded Metal Arc and Gas Metal Arc Welding basics will be covered. This course may be repeated one time.

# Course Descriptions

**WELD 176AD Metal Fabrication** **3 units**  
Units: 3 Lecture/Lab

**Materials Fee: \$20.00**

This course is designed for the student to apply and improve the skills of the welder fabricator. This is a project-based course that will introduce students to design, layout, pricing and construction of metal projects.

**WELD 181 Blue Print Reading/Metallurgy** **3 units**  
Units: 3 Lecture/Discussion

This course combines blueprint reading relating to welded assemblies, ferrous metal identification and preparation for the student entering the fabrication, construction or welding engineering fields.

**WELD 190AD Supervised Practice** **1 - 3 units**  
Units: 1-3 Lab

Selected welding technology or industrial education majors to assist a certificated instructor with less advanced students. Limitation on Enrollment: Permission of Department. This course may be repeated three times.

**WELD 264 Welding Upgrade** **1 - 3 units**  
Units: 1 TO 3 Lecture/Lab

A year-round open entry, open exit course in specific metal joining processes. Various fusion processes will be demonstrated and can be practiced for proficient skill level by students.

**WELD 274 Aluminum Welding** **4 units**  
Units: 3 Lecture/Discussion  
1 Lab

The course is designed to give advanced welding students training in the practice, theory and skill in the welding of aluminum, both repair and fabrication, as well as application to all structural shapes and levels of alloys.

**WELD 364AD Welding Upgrade Topics** **1 - 3 units**  
Units: 1 TO 3 Lecture/Lab

Open Laboratory Experience. Welding Upgrade for Experienced Welders is an open-entry and open-exit course in metals joining processes. Requires basic welding skills test to qualify student in safety procedures and shop rules. Students should contact department prior to registration. This course may be repeated three times. Limitation on Enrollment: 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

**WEXP 191 General Work Exp - 1st Sem** **1 - 3 units**  
Units: 1-3 Lab

Students 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 students must have the approval of the Coordinator of Cooperative Education or his/her designee and the employer must agree to evaluate the student's performance. A minimum of three Measurable Learning Objectives must be established to ensure that the student will gain worthwhile job skills/knowledge.

**WEXP 192 General Work Exp - 2nd Sem** **1 - 3 units**  
Units: 1-3 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 Education or his/her designee and the employer must provide expanded learning opportunities which add to the student's job skills/knowledge.

**Prerequisites: WEXP 191 or equivalent college course with "C" or better.**

**WEXP 193 C Court Interpr Wrk Exp-1st Sem** **1 - 4 units**  
Units: 1-4 Lab

This course is designed 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. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each week for each unit (hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register. Students must be enrolled in a total of seven units including Cooperative Education units (Title 5 regulation.)

**WEXP 193 D Food Services Wrk Exp-1st Sem** **1 - 4 units**  
Units: 1-4 Lab

This course is designed 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. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each week for each unit (hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register. Students must be enrolled in a total of seven units including Cooperative Education units (Title 5 regulation.)

**WEXP 193 E Early Interv Wrk Exp-1st Sem** **1 - 4 units**  
Units: 1-4 Lab

This course is designed 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







# Course Descriptions

goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each week for each unit (hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register. Students must be enrolled in a total of seven units including Cooperative Education units (Title 5 regulation.)

## **WEXP 193 V Automotive Wrk Exp-1st Sem 1 - 4 units**

Units: 1-4 Lab

This course is designed 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. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each week for each unit (hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register. Students must be enrolled in a total of seven units including Cooperative Education units (Title 5 regulation.)

## **WEXP 193 W Health Prof Wrk Exp-1st Sem 1 - 4 units**

Units: 1-4 Lab

This course is designed 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. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each week for each unit (hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register. Students must be enrolled in a total of seven units including Cooperative Education units (Title 5 regulation.)

## **WEXP 193 X Fire Tech Wrk Exp-1st Sem 1 - 4 units**

Units: 1-4 Lab

This course is designed 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. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each week for each unit (hours

and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register. Students must be enrolled in a total of seven units including Cooperative Education units (Title 5 regulation.)

## **WEXP 193 Y Sports Med Wrk Exp - 1st Sem 1 - 4 units**

Units: 1-4 Lab

This course is designed 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. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register. Students must be enrolled in a total of seven units including Cooperative Education units (Title 5 regulation.)

## **WEXP 193 Z Fashion Wrk Exp-1st Sem 1 - 4 units**

Units: 1-4 Lab

This course is designed 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. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each week for each unit (hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register. Students must be enrolled in a total of seven units including Cooperative Education units (Title 5 regulation.)

## **WEXP 194 C Court Interpr Wrk Exp-2nd Sem 1 - 4 units**

Units: 1-4 Lab

This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 193. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register. Students must be enrolled in a total of seven units including Cooperative Education units (Title 5 regulation.)

## **WEXP 194 D Food Services Wrk Exp-2nd Sem 1 - 4 units**

Units: 1-4 Lab

This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 193. This is accomplished through employment (paid or volunteer) providing learning related



























## **WEXP 196 Y Sports Med Wrk Exp - 4th Sem 1 - 4 units**

Units: 1-4 Lab

This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 195. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register. Students must be enrolled in a total of seven units including Cooperative Education units (Title 5 regulation).

## **WEXP 196 Z Fashion Wrk Exp-4th Sem 1 - 4 units**

Units: 1-4 Lab

This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 195. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register. Students must be enrolled in a total of seven units including Cooperative Education units (Title 5 regulation).

# Course Descriptions



**FACULTY &  
ADMINISTRATORS**

# Faculty and Administrators

## ■ Administrators

AVILES, RUBEN  
CUSTODIAL MANAGER

BRATSCH, JOHN  
DEAN, HUMAN RESOURCES  
AND LEGAL AFFAIRS  
B.A., UC Davis  
J.D., California Western School of Law

CALVIN, BRENT  
DEAN, BUSINESS AND SOCIAL SCIENCES  
B.A., CSU, Fullerton  
M.B.A., CSU Dominguez Hills

CASTRO, DEBRA  
DIRECTOR, CALWORKS  
B.S., University of Phoenix

COSTA, KRIS  
DIRECTOR, AGRICULTURE PROGRAMS  
B.S., MS, Cal Poly SLO

DE CUIR, BRIAN  
DIRECTOR, PUBLIC SAFETY TRAINING  
A.S., Rio Hondo College  
B.A., CSU, Fresno

DE LAIN, CYNTHIA  
DEAN, NURSING, ALLIED HEALTH,  
PHYSICAL EDUCATION & ATHLETICS  
B.S.N., Mount Saint Mary's College, Los  
Angeles; M.S.N., Azusa Pacific University

DOUGLASS, DEBBIE  
DIRECTOR, STUDENT ACTIVITIES & AFFAIRS  
A.A., College of the Sequoias; B.A., Fresno  
Pacific University; M.A., CSU, Fresno

DUTTO, LARRY  
DEAN, ACADEMIC SERVICES  
B.A., M.A., Cal Poly, San Luis Obispo;  
Ph.D., Colorado State University, Boulder

FISHER, VALERIE  
A.A., Saddleback College;  
B.A., John F. Kennedy University;  
M.A., Holy Names University

FRESE, ROD  
VICE PRESIDENT, ADMINISTRATIVE SERVICES  
B.B.A, M.S.E., University of Wisconsin;  
M.B.A., University of Oregon;  
Ph.D., University of Texas, Austin

GARCIA, LEANGELA  
CATEGORICAL ACCOUNTING OFFICER  
B.S., Kansas State University  
M.B.A., CSU Dominguez Hills

GARCIA, WILLIAM  
DIRECTOR, EXTENDED OPPORTUNITY  
PROGRAMS AND SERVICES/COOPERATIVE  
AGENCIES RESOURCES FOR EDUCATION  
B.S., Georgetown University  
M.A., Santa Clara University

GARNER, TIM  
DIRECTOR, PLANNING AND RESEARCH  
B.A., B.Sc. Ed., Ohio State University;  
M.A., North Carolina State

DUNCAN, GRAHAM  
VICE-PRESIDENT, ACADEMIC SERVICES  
A.A. De Anza College;  
B.A. Santa Clara University;  
M.A. San Jose State University

GUSMAN, FRANCES  
VICE PRESIDENT, STUDENT SERVICES  
B.A., UC, Santa Barbara  
M.A., CSU, Northridge

HARRIS, LAMEL  
DIRECTOR, ATHLETICS  
B.A., Carroll College  
M.A., CSU, Dominguez Hills

HOLLABAUGH, KRISTIN  
EXECUTIVE DIRECTOR, FOUNDATION/  
INSTITUTIONAL ADVANCEMENT  
B.S., M.B.A., CSU, Fresno

HOLLABAUGH, TIM  
DEAN, TECHNOLOGY SERVICES  
A.S. Regents College of New York;  
B.S. CSU, Fresno

HOTT, LISA  
DIRECTOR, ADMISSIONS AND RECORDS  
B.A., Business Administration, CSU, Fresno;  
Certified Public Accountant, California;  
MBA, CSU, Dominguez Hills

LEWIS, KATHIE  
DIRECTOR, LEARNING RESOURCES AND  
INSTRUCTIONAL TECHNOLOGY  
B.A., Arizona State University;  
M.A., Brigham Young University

MCCAULEY, LINDA  
CHIEF ACCOUNTING OFFICER  
A.S., College of the Sequoias  
B.S., CSU, Fresno

MCDONALD, LEE  
B.A., Westminster College;  
M.S., University of Utah

MACIEL, DAVID  
DIRECTOR, DISABILITY RESOURCE  
CENTER AND SAFETY OFFICER  
B.A., CSU, Fresno;  
M.S.W., CSU, Fresno

MALLOUF, RALPH  
MANAGER, MAINTENANCE AND OPERATIONS  
A.S., College of the Sequoias

MARMOLEJO, RICARDO  
DIRECTOR, TRIO GRANT  
B.A., UC Davis (Sociology);  
B.A., UC Davis (Spanish)

MENDIETTA, DORIANNA  
MANAGER, COS BOOKSTORE

MIDDLESTEAD, ERIC  
DIRECTOR, FACILITIES AND  
FACILITIES PLANNING  
B.A., CSU, Bakersfield;  
M.A., CSU, Bakersfield

PAREDEZ, LINDA  
DIRECTOR, FOSTER CARE AND  
INDEPENDENT LIVING  
A.A., College of the Sequoia; B.A,  
Chapman University

RAVELIN, TAMARA  
DEAN, STUDENT SERVICES  
B.A. CSU Fresno  
M.A. FPU  
M.Ed. Lesley College

RENTON, STEVE  
PUBLIC INFORMATION OFFICER  
B.A., UC, Davis

ROBERTS, KAREN  
DIRECTOR, ALLIED HEALTH AND NURSING  
A.S. College of the Sequoias;  
A.S. San Diego Mesa College, San Diego;  
B.S.N., Graceland College, Lamoni, Iowa;  
M.S.N., Graceland University, Lamoni, Iowa

# Faculty and Administrators

ROBINSON, SABRINA  
NURSING PROJECT DIRECTOR  
B.S., University of Phoenix

ROQUE, JOE  
SUPERVISOR, FOOD SERVICES

SCHENGEL, JONNA  
PHYSICAL THERAPY ASSISTANT PROGRAM  
B.A., San Francisco State University; B.S., UC,  
San Francisco; M.A., San  
Francisco State University

SCROGGINS, WILLIAM  
SUPERINTENDENT/PRESIDENT  
B.S., UCLA; Ph.D., UC, Riverside

URTECHO, ROBERT  
DEAN, MATH, SCIENCE AND ENGINEERING  
B.S., Saint Mary's College of California;  
M.S., Saint Bonaventure University, New York;  
Ph.D., UC, Davis

VEGA LA SERNA, JENNIFER  
DEAN, ARTS AND LETTERS  
B.A., UC, Santa Barbara  
M.A., Cal Poly, San Luis Obispo;  
M.S.; Ph.D., University of Southern California

WALDNER, (CHRISTINE) LOUANN  
COORDINATOR, BUSINESS &  
COMMUNITY EDUCATION  
B.S., University of Kentucky;  
M.S., Kansas State University;  
Ph.D., Oklahoma State University

## ■ Faculty

ALLEN, CURTIS  
PHYSICAL EDUCATION  
B.S., CSU, Fresno;  
M.S., United States Sports Academy

ALLEN, JODY  
PHYSICAL EDUCATION  
B.A., M.A., CSU, Fresno

AMARAL, LINDA  
DANCE  
B.A., CSU, Long Beach

ANDERSON, CHRISTIAN  
ECONOMICS  
B.A., M.A., UC, Santa Barbara

AYTMAN, GWENETTE  
CONSUMER/FAMILY STUDIES  
B.A., M.A., Pacific Oaks College  
BAILEY, JENNIFER  
ENGLISH  
B.A., M.A., CSU, Dominguez Hills

BASHAM, JEFF  
SOCIAL SCIENCES  
B.A., CSU, Sonoma  
M.A., UC, San Francisco

BEAUDOIN, JANE  
B.A., St. Joseph College, Bangor, Maine  
M.S.N., Husson College, Windham, Maine

BELTRAN, ADRIAN  
COUNSELING (EOP&S)  
A.A., Reedley College; B.A., CSU, Fresno;  
M.S., CSU, Fresno

BERGEN, SONDRA  
A.A., College of the Sequoias;  
B.A., Fresno Pacific University;  
M.A., Utah State University

BETTENCOURT, BRIAN  
BUSINESS  
B.S., San Jose State University;  
M.B.A., National University

BEUCLER, SANDRA  
NURSING  
B.S.N., Andrews College;  
M.A., Loma Linda University

BILDEN, JON  
MUSIC  
B.A., CSU, Fresno;  
M.S., University of Laverne

BIRD, DAVID  
CHEMISTRY  
B.A., M.S., CSU, Fresno

BLAKELY, JON  
MATHEMATICS  
A.A., Cerritos College  
B.S., CSU, Hayward  
M.S., CSU, Long Beach

BOLT, MICHELLE  
PHYSICAL EDUCATION  
B.A., CSU, Fresno;  
M.A., University of the Pacific

BORAGNO, JOHN V.  
PHYSICAL EDUCATION  
B.A., M.A., CSU, Fresno

BOUREZ, MATTHEW  
MATHEMATICS  
A.S., College of the Sequoias;  
B.A., M.A., CSU, Fresno

BRAND, STACY  
ENGLISH  
B.A., University of Arkansas; M.A., Florida  
State University; M.F.A., CSU, Fresno

BRANDIS, LISA  
COUNSELING  
B.A., M.A., CSU, Fresno

BRITTON, ROBERT  
AGRICULTURE  
B.S., CSU, Fresno;  
M.S., Cal Poly, San Luis Obispo

BROWN, JANICE  
NURSING  
A.S., College of the Sequoias;  
B.S., M.S., CSU, Fresno

BULLOUGH, REBECCA  
COMPUTER APPLICATIONS/BUSINESS  
A.A., York College;  
B.A., Harding University;  
M.A., Fresno Pacific University

BURCH, JARED  
MATHEMATICS  
B.S., Southern Utah University;  
M.S., Utah State University

CALLAN, LAWRENCE  
CHEMISTRY  
B.S., Northern Illinois University;  
M.S., University of Colorado, Boulder

CAMPBELL, DEBORAH  
CONSUMER/FAMILY STUDIES  
B.A., UC, Davis; M.S., CSU, Fresno

CHANCE, STEPHEN  
AUTOMOTIVE  
A.A., College of the Sequoias

CHICONNI, MICHAEL  
AUTOMOTIVE  
A.S., Fresno City College



# Faculty and Administrators

CHILDERS, CAROLYN  
NURSING  
A.A., College of the Sequoias;  
B.S.N., CSU, Fresno;  
M.S.N., University of Phoenix  
CHRISTIANSEN, INKA  
ENGLISH  
B.A., UC, Santa Barbara;  
M.A., University of New Mexico

CHURCH-GONZALES, HUNTER  
COUNSELING  
B.A., M.A., CSU, Sacramento

CONWAY, KATHLEEN  
LEARNING DISABILITIES  
SPECIALIST  
B.A., M.A., Humboldt State University

CRUMAL, GLENA  
CONSUMER/FAMILY STUDIES  
B.A., UC, Berkeley; M.A., CSU, Fresno

CRUMPLER, ALICIA  
ADMINISTRATION OF JUSTICE  
B.S., UC, San Francisco;  
M.S., CSU, Fresno

DE CARO, LUCILLE  
BUSINESS  
B.S., M.B.S., CSU, Bakersfield

DEL RIO, LINDA  
PSYCHOLOGY  
B.A., San Jose State University;  
M.A. National University, Fresno

DE SILVA, DAVID  
AGRICULTURE  
B.S., M.S Cal Poly, San Luis Obispo;  
Ed.D., CSU, Fresno/UC, Davis

DOUGHERTY, ROBERT  
PHYSICAL EDUCATION  
B.A. Boston University  
M.S.S. United States Sports Academy

DRONEY, LA DONNA  
NURSING  
B.S., Murray State University;  
M.S., Medical College of Georgia;  
M.A., UC, San Francisco

DUARTE, ADRIENNE  
COUNSELING  
A.A., Fresno City College; B.A.,  
M.S., CSU, Fresno

EDDY, KEITH  
MATHEMATICS  
B.A., Humboldt State University;  
M.S Cal Poly, San Luis Obispo  
EHRlich, VALERIE  
ENGLISH  
B.A., M.Ed., Whitworth College

ENNS, CAROL  
PHILOSOPHY  
B.A., UC, Santa Cruz;  
M.A., CSU, Dominguez Hills;  
M.A., CSU, San Francisco

ESPINOZA, JAMES  
ENGLISH  
B.A. Loyola Marymount University  
M.F.A. CSU Fresno

FALLER, PAMELA  
PARALEGAL  
A.S., Porterville College;  
B.A., Chapman College;  
J.D., Western State University College of Law

FERNANDEZ, FERNANDO  
ORNAMENTAL HORTICULTURE  
A.S., Kings River Community College;  
B.S., M.S., CSU, Fresno

FLORES, RICHARD  
ART  
A.A., Pierce College; B.A.,  
M.A., CSU, Northridge

FRANCISKOVICH, SUSAN  
LINGUISTICS (ESL)  
B.A., M.A., CSU, Fresno

GEIST, JOSHUA  
ENGLISH  
B.S., M.F.A., CSU Fresno

GILMAN, JOELLEN  
NURSING  
A.S., College of the Sequoias;  
B.S.N., CSU, Bakersfield;  
M.S.N., CSU, Dominguez Hills

GOEBEL, DENNIS  
SPORTS MEDICINE  
A.A., Santa Barbara City College;  
B.A., CSU, Fresno;  
M.A., Azusa Pacific College

GONZALEZ, ROLANDO  
ARCHITECTURE  
A.A., College of the Sequoias;  
B.E.D., Texas A&M;  
M.ARCH., Arizona State University  
Architect, AIA  
GOODBAR, BRAD  
BIOLOGY  
B.A., CSU, Fresno; M.A., CSU, Fresno

GORLEY, PAUL  
COUNSELING  
A.A., College of the Sequoias;  
B.A., CSU, Sacramento;  
M.A., Cal Poly, San Luis Obispo

GREER, LISA  
WORK EXPERIENCE  
A.A., College of the Sequoias;  
M.S.W., B.A., CSU, Fresno

GRIFFITH, REBECCA  
CHILD DEVELOPMENT  
B.A., CSU, Sonoma; M.S.W., University  
of Nevada, Las Vegas

GUADIANA, TERESA  
COUNSELING  
B.A., M.Ed., University of Arizona

HANSEN, DEBRA  
PSYCHOLOGY  
B.A., M.A., CSU, Fresno

HANSEN, ROBERT  
BIOLOGICAL SCIENCES  
B.A., M.A., CSU, Fresno

HARPER, VINETA  
MATHEMATICS  
B.S., CSU Northridge;  
M.S., CSU, Fresno

HAYCOCK, GINA  
LIBRARIAN  
B.A., UC, Davis;  
M.L.S., CSU, San Jose

HESTER-REYES, MICHELE  
SPANISH  
B.A., CSU, Fresno;  
M.A., New York University

# Faculty and Administrators

HETHERINGTON, ERIC  
GEOLOGY  
B.A., Franklin and Marshall College;  
Ph.D., University of Minnesota,  
Minneapolis

HINOJOSA, ANDY  
BUSINESS  
B.S., CSU, Fresno;  
M.B.A., CSU, Fresno

HOBSON, REBECCA  
NUTRITION  
B.A., M.A., University of Wisconsin

HODGES, SANDEE  
CONSUMER/FAMILY STUDIES  
A.A., College of the Sequoias;  
B.A., Century University;  
B.A., M.A., Pacific Oaks College

HOSKINSON, LIANA  
MATHEMATICS  
A.A./A.S., College of the Sequoias;  
B.A., CSU, Fresno; M.A., CSU, Fresno

HOUK, STEPHEN  
PHYSICAL SCIENCE/ ENGINEERING/  
MATHEMATICS  
B.S., University of Colorado;  
M.A., Stanford University;  
M.S., UC, Davis

HOWELL, DAVID  
GEOGRAPHY  
A.A., Long Beach City College;  
B.A., CSU, Dominguez Hills;  
M.A., CSU, San Diego

HOWLAND, STEVEN  
ENGLISH  
B.A., CSU, Fresno;  
M.A., Ohio University

HURST, DAVID  
ENGLISH  
B.A., CSU, Fresno; M.F.A., CSU, Fresno

HURTADO, ALEC  
ENVIRONMENTAL CONTROL TECHNOLOGY  
A.A., College of the Sequoias

INOUE, YOSHINOBU  
MATHEMATICS  
B.A., M.A., CSU, Fresno

JENSEN, SUSAN  
ENGLISH  
A.A., Fresno City College; B.A., CSU,  
Fresno; M.A. CSU, Fresno

JOHNSON, CYNTHIA  
SPEECH  
B.A., M.A., CSU, Fresno  
M.A., North Central University, Arizona

JORDAN, JONI  
ENGLISH  
B.A., CSU, Fresno;  
M.A., UC, Irvine

KEEN, CHRISTINE  
MATHEMATICS  
B.S., M.S. University of Pittsburgh

KERSTEN, BELEN  
NURSING  
A.A., College of the Sequoias; B.S., M.S.,  
CSU, Dominguez Hills

KNOX, CHRISTINA  
PSYCHOLOGY  
B.A., University of the Pacific;  
M.S., CSU, Hayward

JUAREZ, NICOLE  
NURSING  
A.S. College of the Sequoias  
B.S.N. Baylor University  
M.S.N. CSU Fresno

LAWTON, JACQUELINE  
ENGLISH  
A.A., College of the Sequoias;  
B.A., M.A., UC, Santa Barbara

LILE, JANET  
NURSING  
A.S.N., B.S.N., University of  
Tennessee; M.S.N., Vanderbilt University;  
Ph.D., Columbia Pacific University

LOGAN, STEPHANIE  
MATHEMATICS  
B.S., Cal Poly, San Luis Obispo;  
M.A., UC, Los Angeles

LOEWEN, LISA  
COUNSELING COORDINATOR  
(HANFORD CENTER)  
A.A., San Joaquin Delta College; B.A.,  
Fresno Pacific University; M.A., Fresno  
Pacific University

LUKEHART, DENNIS  
NURSING  
B.S.N., CSU, Dominguez Hills;  
B.S.N., Graceland College;  
B.A., Fresno Pacific University;  
M.A., Chapman College

LYNCH, TIMOTHY  
MUSIC  
B.A., M.A., CSU, Hayward;  
Ph.D., University of Iowa

MANGNALL, RICHARD  
ENGLISH/HISTORY  
B.A., M.A., CSU, Northridge;  
M.A., CSU, Fresno

MARINELLI, RENEE L. MIGUEL  
BUSINESS  
A.A., College of the Sequoias;  
B.S., M.S., CSU, Fresno

MARYANOW, JEFFREY  
ESL/ENGLISH  
B.A., Auburn University;  
M.A., University of Memphis

MAUDET, MONICA  
ENGLISH  
A.A., College of the Sequoias;  
B.A., M.A., CSU, Fresno

MAZZOLA, SUSAN  
BUSINESS  
B.S., Cal Poly, San Luis Obispo  
M.S., CSU, Fresno

MENEZES, JUDY  
JOURNALISM  
B.A., M.A., CSU, Fresno

MOORE, HEATHER  
BIOLOGY  
B.S., University of Arizona;  
Ph.D. University of Arizona

MORRIS, CAROL  
NURSING  
B.S.N., CSU, Long Beach;  
M.S., CSU, Dominguez Hills

MORRIS, ROBERT  
NURSING  
B.S.N., M.S.N. CSU Dominguez Hills

# Faculty and Administrators

MYERS, TRACY  
PHYSICAL EDUCATION  
B.A., CSU, Fresno;  
M.A., International University

NATOLI, STEVEN  
HISTORY  
B.S., Claremont McKenna College;  
M.A., Claremont Graduate School;  
M.A., CSU, Fullerton

NOLAN, DEBORAH  
DISTANCE EDUCATION  
A.A., Long Beach City College; B.A., CSU,  
Long Beach; M.A., CSU, Fullerton; Ph.D.,  
University of Denver

McCLURE, DARLEAN  
BUSINESS  
B.A., Arizona State University;  
M.A., CSU, Bakersfield

McDONNELL, JAMES  
THEATRE ARTS  
B.A., DeSales University; M.F.A.,  
University of Missouri, Kansas City

McGEHEE, ROBIN  
COMMUNICATION  
B.A., William Carey College;  
M.A., CSU, Fresno

McGRIFF, RON  
POLITICAL SCIENCE  
A.A., Los Angeles Trade Technical  
College; B.S., State University of  
New York; M.A., CSU, Dominguez Hills;  
Ph.D., Columbia Pacific University

MANGELS, CHRISTOPHER  
FINE ARTS  
A.A., College of the Sequoias;  
B.A., CSU, Fresno; M.F.A., CSU, San  
Diego

MULLER, JOSH  
PSYCHOLOGY  
A.A., College of the Sequoias;  
B.A., M.A., CSU, Fresno

OWENS, LAWRENCE  
ENGINEERING/PHYSICS  
A.S., College of the Sequoias;  
B.S., M.S., CSU, Fresno;  
Ph.D., University of Texas, Austin

OWENS, MILLICENT  
NUTRITION  
B.S., CSU, Fresno;  
M.A., University of Texas, Austin

PADEN, TERESA  
NURSING  
A.A., Mount St. Mary's College; B.S.N.,  
University of California, San Francisco;  
M.S., Regis University

PALOS, LETICIA  
SPANISH  
A.A., Kings River Community College;  
B.A., M.A., CSU, Fresno

PANKEY, II, IRVIN  
PHYSICAL EDUCATION  
B.S., Penn State University

PARKER, CHARLES  
ENGLISH  
B.A., M.A.T., Jackson State University

PETERSON, RICHARD L.  
ART  
B.F.A., Kansas City Art Institute;  
M.F.A., Instituto Allende

PICCIUTO, KEVIN  
BUSINESS  
B.S., California State University, Chico;  
M.B.A., CSU, Fresno

PORTERFIELD-PYATT, CHAUMONDE  
MUSIC  
A.A., College of the Sequoias;  
B.S., M.A., CSU, San Francisco

PRESTON, WAYNE  
BIOLOGICAL SCIENCES  
B.A., M.A., CSU, Fresno

PROCHNOW, MARLA  
ANTHROPOLOGY  
B.A., CSU, Fullerton;  
M.A., CSU, Fullerton

RECTOR, JOHN  
BUILDING TRADES  
B.A., M.S., CSU, Fresno

REDDEN, JOHN  
MATHEMATICS  
B.A., M.S., CSU, Northridge

REDDEN, TRACY  
MATHEMATICS  
B.A., M.S., CSU, Northridge

REYNOSO, SALLY A.  
PARALEGAL  
A.S., College of the Sequoias;  
J.D., San Joaquin College of Law, Fresno

RICO, DIANNA  
COUNSELING  
B.S., CSU, Fresno;  
M.A., CSU, Bakersfield

ROBINSON, DAVID  
ENGLISH  
A.A., Grossmont College;  
B.A., CSU, San Diego;  
M.A., UC, Los Angeles

RODARTE, CATHERINE  
COUNSELOR  
B.A., M.A, Counseling, CSU, Fresno

RODRIGUEZ, JULIE  
SCIENCE  
B.S. CSU Bakersfield  
M.S. CSU Fresno

ROLLINGER, JEANETTE  
BIOLOGICAL SCIENCES  
B.A., UC, Santa Barbara;  
Ph.D., UC, Santa Cruz

ROSE, DON  
MATHEMATICS  
B.S., M.S., CSU, Hayward

RUEGER, ROSS  
MATHEMATICS  
B.S., UC, Riverside;  
M.A., UC, Los Angeles

RUIZ, RON  
HISTORY  
B.A., CSU, Fresno; M.A., CSU, San Diego

RUSH, ELAINE  
ENGLISH  
B.A., M.A., CSU, Fresno

SADEH, SHIRIN  
PHYSICS/MATHEMATICS  
B.S., State University of New York;  
M.S., Syracuse University

# Faculty and Administrators

SCHNEIDER, NANCY  
NURSING  
B.S., University of Colorado;  
M.A., Boston University

SEAWARD, JEFFERY  
VOCAL MUSIC  
B.A., M.A., CSU, Fresno

SENSE, ED  
ENGLISH  
B.A., CSU, Bakersfield;  
M.A., CSU, Fresno

SEYED, MILENA  
LIBRARIAN  
B.A., University of Belgrade;  
M.L.I.S., San Jose State University

SHUMAN, MICHAEL  
COUNSELING  
B.A., M.S., CSU, Fresno

SILVA, DIANE  
SOCIOLOGY  
B.A., College of St. Benedict;  
M.A., CSU, Sacramento;  
M.S.W., CSU, Fresno

SKAFF, MICHAEL  
BUSINESS  
B.A., M.B.A., Cal Poly, San Luis Obispo

SMITH, RUSSELL  
PHYSICAL EDUCATION  
B.A., M.A., CSU, Northridge

SPENCER, JANELL  
ACCOUNTING/BUSINESS MANAGEMENT  
A.A., College of the Sequoias;  
B.A., Fresno Pacific University;  
M.B.A., National University

STAVA, SHERRY  
NURSING  
B.S., CSU, Fresno

STRAW, MARIE  
CHEMISTRY  
B.A., San Francisco College for Women;  
M.S., St. Louis University

SULLIVAN, ALLYSON  
ART (APPRECIATION/HISTORY)  
M.A., CSU, Fresno; B.A., CSU, Fresno

SWISEGOOD, GAILERD  
HUMAN SERVICES  
B.A., CSU, Stanislaus; M.A., CSU, Fresno

TEBEAU, FRANK  
AGRICULTURE/WELDING TECHNOLOGY  
A.S., College of the Sequoias;  
B.S., CSU, Fresno

THOMAS, JANE  
ENGLISH  
M.A. Oregon State University, Corvallis;  
B.A., Western Oregon University,  
Monmouth; B.S. Oregon State University,  
Corvallis

TIDWELL, PAUL  
ENGLISH  
B.S., Humboldt State University

TOM, MARK  
MATHEMATICS  
B.A., CSU, Fresno;  
M.A., UC, Santa Barbara

TOOTLE STEPHEN  
SOCIAL SCIENCE  
B.S. Cal Poly, San Luis Obispo;  
M.A. CSU Fresno;  
Ph.D. Ohio University

TRIMBLE, DOROTHEA  
BIOLOGICAL SCIENCES  
B.S., M.A., UC, Davis;  
Ph.D., University of Iowa

TURK, MARVIN  
COUNSELING  
A.A., American River College;  
B.A., University of Montana;  
M.S., CSU, Sacramento

TURNER, GREG  
ENGLISH  
A.A., College of the Sequoias;  
B.A., M.A., CSU, Fresno

URENA, JACQUELYN  
ENGLISH  
B.A., CSU, Bakersfield;  
M.A., CSU, Stanislaus

VANG, MENG  
COUNSELING  
B.A., UC Santa Barbara; M.A., CSU, Fresno

VALENZUELA, SANDRA  
COUNSELING  
A.S. College of the Sequoias  
B.A., M.A. CSU Long Beach

VASQUEZ, ROBERT  
ENGLISH  
B.A., CSU, Fresno;  
M.F.A., UC, Irvine

VEGA-PRITCHETT, AMY  
SOCIAL SCIENCES  
B.A., UC, San Diego; M.A., CSU, Long  
Beach

VIDALES, VERONICA  
SPANISH  
B.A., M.A., CSU, Fresno

WEISE, THOMAS  
SPEECH  
A.A., Fresno City College;  
B.A., M.A., CSU, Fresno;  
Ed.D., CSU Fresno/UC, Davis

WHEELER, DAVID  
ADMINISTRATION OF JUSTICE  
A.A., College of the Sequoias; B.S., CSU,  
Fresno; M.A., Fresno Pacific University

WILCOXSON, JESSE  
BIOLOGY  
A.S., College of the Sequoias;  
B.S., Humboldt State University  
M.S., Cal Poly, San Luis Obispo;

WILLIAMS, ANNA  
COUNSELING  
B.S., UC, San Francisco;  
M.A., CSU, Fresno

WILLIAMS, SCOTT  
INDUSTRIAL ENGINEERING  
B.S., CSU, Fresno

WINTERTON, JOHN  
ELECTRONICS  
A.S., College of the Sequoias;  
B.S., M.A., CSU, Fresno

WOODALL, JANET  
NURSING  
B.S.N., Marycrest College;  
M.S.N., University of Alabama

# Faculty and Administrators

WOODBURY, GEORGE  
MATHEMATICS  
B.S., U.C. Santa Barbara;  
M.S., CSU, Northridge

YAMAKAWA, LINDA  
LIBRARIAN  
A.A., Kings River College;  
B.A., M.A., CSU, San Jose State

YOCUM, STEPHANIE  
STUDENT HEALTH CENTER COORDINATOR  
A.S.N., San Joaquin Delta College;  
B.S.N., CSU, Dominguez Hills;  
M.S.N., University of Phoenix

## ■ Emeritus

BRADY, MERRILYN  
Health Services, 1996-2008

CULVER, LOUISE  
English, 1986-2008

GRUMBLING, HENRY  
Photography, 1962-1988

HALL, GERRY  
Business, 1959-1982

HALL, LINCOLN  
Superintendent/President; Vice President,  
Instruction, 1957-1981 and 1984-1991

HALL, MARCY  
Consumer/Family Studies, 1969-1993

HALL, ROBERT  
English, 1963-1991

HAMILTON, DONNA  
Early Childhood Education, 1977-1996

HAMILTON, RICHARD  
English/Journalism, 1963-1990

HAMILTON, WILLIAM  
Psychology, 1969-1996

HARRIS, RICHARD  
Agriculture -2009

HARNER, RUTH  
Business, 1967-1992

HART, TIM  
Paralegal/Administration of Justice, 1989-2006

HAYS, RONALD  
Dean, Financial Aid, 1979-2004

HEATER, MARGARET ANN  
Librarian, 1975-1993

HETTICK, LARRIMORE  
English, 1965-1996

HOFER, EUGENE  
Physical Education, 1967-2001

HOFER, FAYRENE  
Business, 1980-1996

HOMAN, RALPH  
Art, 1964-1997

HOLT, BERT  
Physical Education, 1965-1988

HOWLAND, GARY  
Mathematics, 1967-2003  
ADAMS, DAVID  
Dean, Facilities & Operations, 1975-2001

ANDERSON, KENNETH W.  
Political Science/Psychology, 1968-2006

ANDERSON, VERNON  
Sociology, 1957-1992

ANTHONY, BETTY  
Home Economics, 1964-1989

AUDINO, SUSAN  
Home Economics, 1971-2002

BARBA, JOSEPH  
English, 1962-1993

BARRANGER, JOHN  
English, 1990-2003

BARTON, JAMES  
Mathematics, 1969-1992

BEARDEN, ALIA  
Physical Education, 1957-1981

BECK, FRANK  
Social Sciences, 1975-2002

BENNETT, LES  
Metals Technology, 1967-1988

BERG LEROY  
Vice President, Evening College, 1962-1984

BETTENCOURT, BILL  
Vice President, Academic Services;  
Dean, Student Services, 1967-1999

BIVONA, MIKE  
Social Sciences, 1970-2004

BLACK, CHERYL  
Nursing, 1975-2003

BLACK, ELLSWORTH  
Nursing, 1980-2002

BLACK, SHARON  
Counseling, 1984-2003

BOCKMAN, DAVID  
Academic Dean 1977-2002

BRADY, MERRILYN  
Student Health Center, 1994-2008

BRANCO, ALLEN  
Athletics Director, 1969-2001

BRICKER, JOHN  
History, 1956-1981

BRINGHURST, NEWELL  
History/Political Science, 1981-2006

BRUNNER, ILA JUNE  
Nursing, 1975-1997

BROYLES, KEN  
Automotive Technology, 1974-1993

BUYUKLIAN, HARRY  
Fine Arts, 1977-1989

CABRERA, TONY  
French, 1962-1977

CARMICHAEL (WATTE), MARIE  
Language Arts 1969-2009

CHILDS, WOODROW  
English, 1972-2001

COLE, JAMES  
Psychology, 1968-1996

COLETTI, RENO, JR.  
American Sign Language, 1990-2005

CONLEY, RICHARD  
Work Experience/Business, 1968-1996

COTTRELL, RICHARD  
Architecture, 1960-1990

CRAIN, JOHN  
Geology/Mathematics, 1970-1997

CULVER, LOUISE  
English, 1981-2008

DECKER, IRVING  
Social Sciences, 1972-2002

DECKER, WILLIAM  
English, 1965-1996

## Faculty and Administrators

- DOWNES, WILLIARD  
Agriculture, 1976-2003
- DUNN, GENE  
Building Trades,
- ENSIGN, PAT  
Nursing, 1975-1983 and 1987-1991
- ERICKSON, DAVID  
Vice President, Administrative Services 1990-2001
- ESSEX, WILFRID  
Chemistry, 1955-1984
- FALCONER, JEFF  
Business, 1975-2006
- FERGUSON, ELIZABETH  
English, 1949-1983
- FINNEY, NANCY  
Librarian, 1980-2002
- FIRSTMAN, ARANGA  
Biological Sciences, 1974-2003
- FISCHER, CURT  
History/Anthropology, 1955-1984
- FLAHERTY, MICHAEL  
Vice President, Administrative Services; Business, 1966-1990
- FLATTLEY, MERLE  
Physical Education, 1973-1991
- FLY, JOHN  
Building Trades, 1961-1984
- FOTIAS, CRISTOS  
Spanish, 1949-1983
- FREEBORN, NORMA  
Nursing, 1981-2002
- GEHMAN, ROBERT  
Psychology, 1965-2006
- GILCREST, THOMAS  
Athletics/PE/Counseling, 1963-1996
- GIVAN, CAROLYN  
English/Counseling, 1959-1978
- GLASS, JENNY  
Dean, Human Resources, Business, 1974-2004
- GODDARD, DON  
Music, 1990-1997
- GOODYEAR, DONALD  
Superintendent/President; Vice President, Student Services, 1976-2006
- GREENING, JOHN  
Biology, 1976-2008
- GRUMBLING, BETTY  
English, 1970-1988
- HARRIS, RICHARD  
Agriculture, 1972-2009
- HUDDLESTON, LAUNA  
Business, 1966-1992
- ISELL, NORM  
Agriculture, 1984-1997
- JACKSON, SARAH  
Nursing, 1981-1996
- JACOBSEN, RICHARD  
Vice President, Business Services, 1957-1984
- JENSEN, BRUCE  
Agriculture, 1949-1984
- JOHNSON, NANCY  
Nursing, 1973-1996
- JOHNSON, NOBLE  
Theater Arts, 1962-2000
- JONES, PAUL  
Theater Arts, 1977-2004
- JUSTUS, LOIS  
Nursing, 1970-1993
- KELLY, ROGER  
Physical Education, 1989-2006
- KENNEDY, LINDA  
Business, 1993-2003
- KENNEDY, ROY  
Business, 1981-2003
- KENT, CONSTANCE  
English, 1988-2003
- KILER, FRANK  
Metals Technology, 1948-1974
- KING, SHERIDAN  
Counseling, 1990-2006
- KITCHEL, PAULETTE  
Child Development, 1988-2004
- KLEINFELTER, DALE  
Chemistry, 1963-1990
- KUNCL, GARY  
Public Safety Training, 1990-2008
- LAKE, CONNIE  
English, 1988 -2008
- LANG, ANNIE  
Mathematics, 1969-1977
- LAWHORN, FRANK  
Agriculture, 1957-1983
- LEWIS, REX  
Business, 1960-1993
- LOYD, RAY  
Architecture/Drafting Technology, 1979-2004
- McCORMICK-MIRANDA, ANNE  
Home Economics, 1966-1984
- MADDOX, GENE  
Art, 1969-2004
- MALDONADO-ARROYO, CELIA  
Associate Dean, Student Services (EOPS)
- MANCINI, JAMES  
Sign Language, 1979-2006
- MANES, (WALTER) SCOTT  
Business & Community Ed., 2000-2008
- MANNON, KIRBY  
Physical Education, 1973-2003
- MARCELLUS, ROBERT  
Fine Arts, 1966-1984
- MARTIN, FRED  
Biological Sciences, 1965-1992
- MARTIN, NOEL  
History, 1959-1984
- MAST, DONALD  
Dean, Student Services, 1982-2009
- MIRVISS, LYNN  
Nursing/Administration, 1971-1998
- MORRISON, MILT  
English, 1990-2004
- MORSE, GEORGE  
English, 1965-1984
- NEELEY, DOROTHY  
Business, 1981-1993
- NORTON, DALE  
Interim Vice President, Academic Services; Dean, Academic Services, Language Arts, 1985-2007
- PAPPAS, GEORGE  
Speech/Drama, 1955-1984
- PARKER, ALLEN  
Chemistry, 1957-1989

# Faculty and Administrators

PARKER, GEORGELLEN  
Counseling, 1983-2003

PARLIER, JASPER  
Automotive Technology, 1968-1993

PETERSON, WAINO  
Political Science, 1965-1996

PIETROFORE, AL  
Fine Arts, 1957-1984

POWELL, GEORGE  
Building Trades/Math, 1984-1997

REYNOLDS, BARBARA  
Consumer/Family Studies, 1987-2008

ROBERTSON, GLEN  
English, 1957-1983

RYAN-STARMER, BEA  
Business, 1977-1996

SEASTROM, GREG  
English, 1968-1996

SELLERS, JAMES  
Biological Sciences, 1977-2006

SHARPLES, DIANNE  
Academic Dean, 1970 – 2003

SHELLY, DANIEL  
Chemistry, 1974-2009

SHEWEY, JEAN  
Physical Education, 1959-1984

SHIRK, RICHARD  
Building Trades, 1975-2004

SILVA, VERNON  
Dean, Student Services, 1957-1983

SINDLINGER, AL  
Metals Technology, 1961-1990

SMITH, ELAINE  
Chemistry, 1979-2002

STRONG, BARBARA  
Art, 1973-2003

SWANSON, BETTY  
Nursing, 1971-1978

SWEENEY, ALBERT  
English, 1963-1984

SWISHER, JAMES  
Mathematics, 1959-1984

TAYLOR, ROY  
Physical Education, 1950-1984

THEIGE, JACK  
Information Services, 1960-1989

TOMASEVICH, ROBERT  
Agriculture, 1971-1984

VANE, R.L.  
Social Sciences, 1965-1980

VIEIRA, DONALD  
Agriculture, 1965-1996

WALKER, LEWIS  
Librarian, 1965-1984

WEAVER, ARLENE  
Nursing, 1979-1988

WEBB, ELAINE  
Research and Grants, 1980-2006

WEST, VERNON  
Welding/English, 1976-1990

WESTON, DUANE  
Music, 1975-1990

WICKMAN, GAYLE  
Nursing, 1974-1993

WREN, HOWARD  
Counseling, 1990-2006

WRIGHT, MARY  
Child Development, 1999-2009



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