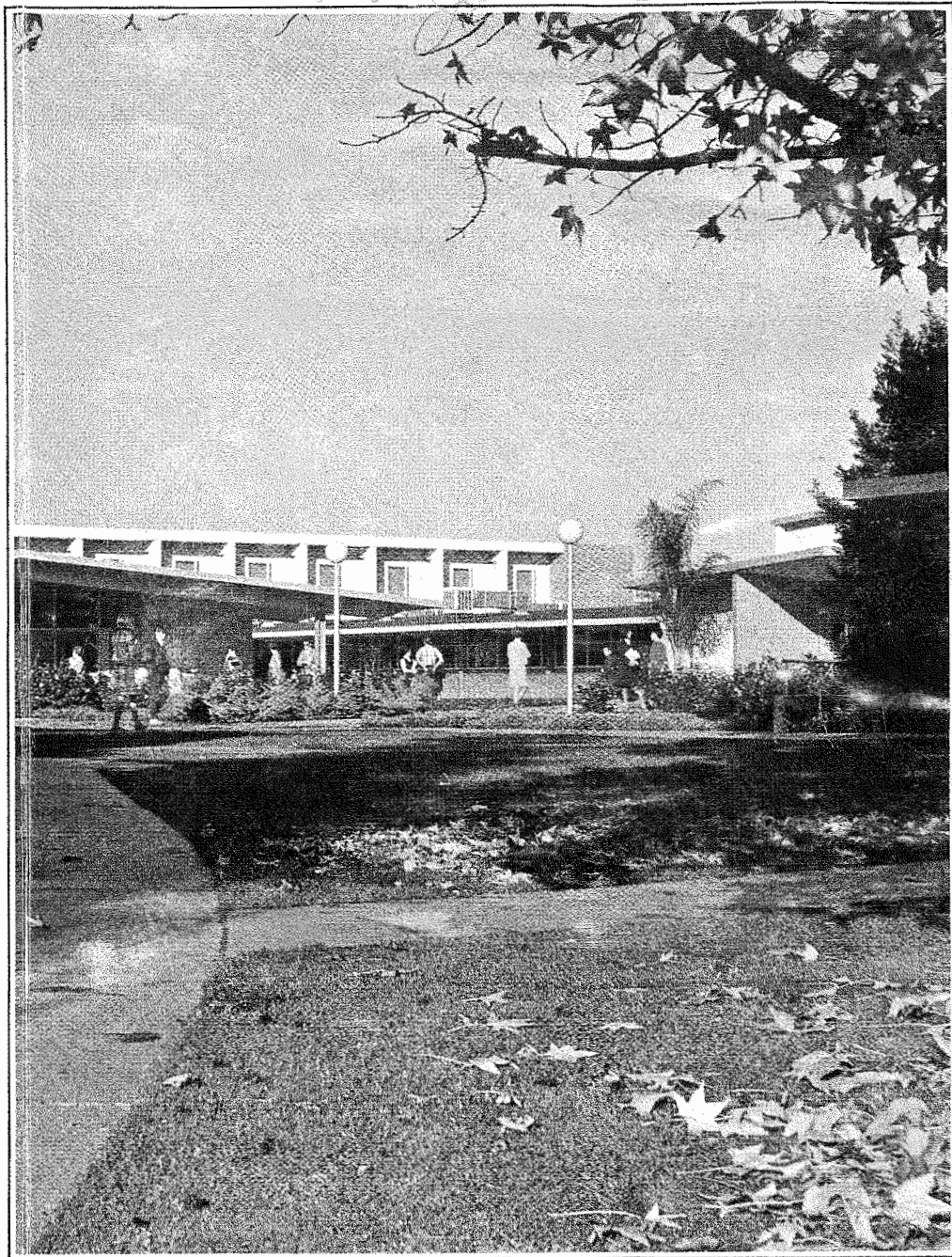


*MW Jensen*



# **COLLEGE OF THE SEQUOIAS**

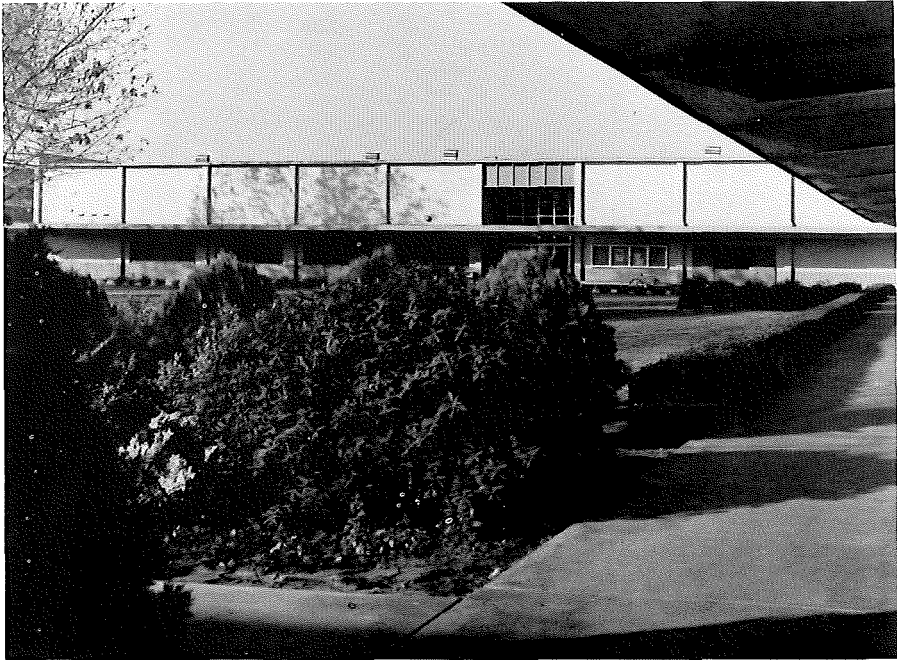
VISALIA, CALIFORNIA

**CATALOG**  
1968 - 1969

# *College of the Sequoias*

A PUBLIC JUNIOR COLLEGE

## Catalog 1968-1969



COLLEGE OF THE SEQUOIAS JUNIOR COLLEGE DISTRICT

MOONEY BOULEVARD  
VISALIA, CALIFORNIA 93277

Published by the Board of Trustees

The College of the Sequoias is a member of the American Association of Junior Colleges, the California State Junior College Association, and the North Central California Junior College Region.

The college is officially accredited by the Western Association of Schools and Colleges, and the California State Department of Education.

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

Before you may be counseled and registered\*, you must have on file in the Student Personnel Center:

1. An application for admission form.
2. Transcripts of all high school or previous college work
3. A Student Health Form completed by your physician.
4. Scores from the college scholastic aptitude and placement tests.

**\*IMPORTANT:** Your \$10.00 Student Activity Fee must be paid prior to your counseling appointment. Incoming freshmen may pay their fees on the day they are counseled.

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## BOARD OF TRUSTEES

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D. I. GUSTAVE                            R. B. MOULTON

## ADMINISTRATION

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Superintendent

JON O. HONDRUM  
Dean of Instruction

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Dean of the Evening College

LINCOLN H. HALL  
Dean of Student Personnel

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Registrar

VERNON J. SILVA  
Dean of Men

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Coordinator of Industry and Technology

LOIS A. TILLMAN  
Dean of Women

GERALD C. ANGOVE  
Director of Vocational Placement and  
Community Services

RICHARD C. JACOBSEN  
Director of Research and Planning



## CALENDAR 1968 - 1969

### FIRST SEMESTER

September 3, 1968 - January 21, 1969

June 17	- - -	Counseling/Programming for First Semester Begins
August 3	- - - - -	College Placement Test
August 12-23	- - - - -	Evening College Registration
August 15	- - - - -	Final Due Date, New Student Applications
		Last Day to Petition for Readmission after Disqualification
August 24	- - - - -	College Placement Test
August 26-28	- - - - -	Closing Dates of Evening College Registration
August 28	- - - - -	Registration for First Semester Closes
September 2	- - - - -	General Faculty Meeting
September 3	- - - - -	Orientation Day
September 4	- - - - -	Class Instruction Begins
September 4-5	- - - - -	Confirmation of Registration
September 10	- - - - -	Last Day to Add Classes
September 23-27	- - - - -	First Census Week
		Orientation Week
October 19	- - - - -	College Placement Test
October 28	- - - - -	Counseling/Programming for Second Semester Begins
November 1	- - - - -	Mid-Semester
November 8	- - - - -	Deficiency Notices Mailed
November 11	- - - - -	Veterans' Day (Holiday)
November 28-29	- - - - -	Thanksgiving Recess
December 2-6	- - - - -	Second Census Week
December 14	- - - - -	College Placement Test
December 23-January 3	- - - - -	Christmas Recess
January 6	- - - - -	Class Instruction Resumes
January 15-21	- - - - -	Final Examinations
January 21	- - - - -	End of Semester
January 22-24	- - - - -	Recess between Semesters



## CALENDAR 1968 - 1969

### SECOND SEMESTER

January 27, 1969 - June 5, 1969

December 27	- - - - -	Final Due Date, New Student Applications
		Last Day to Petition for Readmission after Scholastic Disqualification
January 6-16	- - - - -	Evening College Registration
January 10	- - - - -	Registration for Second Semester Closes
January 20-22	- - - - -	Closing Dates of Evening College Registration
January 27	- - - - -	Class Instruction Begins
January 27-28	- - - - -	Confirmation of Registration
January 31	- - - - -	Last Day to Add Classes
February 8	- - - - -	College Placement Test
February 12	- - - - -	Lincoln's Birthday (Holiday)
February 17-21	- - - - -	Third Census Week
March 7	- - - - -	Last Day to File for Associate in Arts Degree
March 28	- - - - -	Mid-Semester
March 31-April 4	- - - - -	Easter Recess
April 4	- - - - -	Deficiency Notices Mailed
April 7	- - - - -	Class Instruction Resumes
April 7-11	- - - - -	Fourth Cesus Week
April 26	- - - - -	College Placement Test
		Business/Foreign Language Placement Tests
May 3	- - - - -	Business/Foreign Language Placement Tests
May 10	- - - - -	Business/Foreign Language Placement Tests
May 29-June 5	- - - - -	Final Examinations
May 30	- - - - -	Memorial Day (Holiday)
June 5	- - - - -	End of Semester
June 6	- - - - -	Faculty Clearance
June 8	- - - - -	Commencement

## DIVISION HEADS

Division of Applied Arts and Sciences - - - - BRUCE F. JENSEN  
 Division of Business - - - - - DOROTHY MYERS  
 Division of Fine Arts - - - - - GEORGE C. PAPPAS  
 Division of Industry and Technology - - - JOSEPH A. GUARISCO  
 Division of Language Arts and Communication - THOMAS MURRAY  
 Division of Physical Education, Health and Athletics - ROY D. TAYLOR  
 Division of Science, Mathematics and Engineering, SAMUEL J. PUSATERI  
 Division of Social Sciences - - - - - HAROLD L. FISCHER

## FACULTY

ANDERSON, KENNETH W. - - - - - Political Science  
 B. A., Duke University  
 M. A., San Diego State College  
 ANDERSON, VERNON A. - - - - - Sociology/Physical Education  
 A. B., M. A., Fresno State College  
 ANGOVE, GERALD C. - - - - - Director, Vocational Placement  
 and Community Services  
 A. B., M. A., Stanford University  
 BALDOCK, ALVIN O. - - - - - Physical Education  
 B. S., M. S., University of Southern California  
 BALZER, MARY ANN R. - - - - - Nursing  
 R. N., Fresno County General Hospital  
 SDS Credential  
 BARBA, JOSEPH J. - - - - - English/Physical Education  
 B. S., M. S., Purdue University  
 BEARDEN, ALIA - - - - - Physical Education  
 A. B., Whittier College. M. A., California State College at Long Beach  
 BENNETT, LESLIE J. - - - - - Metal Technology  
 SDS Credential  
 BERCAW, LOUISE B. - - - - - Psychology  
 B. S., Maryville State Teachers College (Missouri)  
 M. A., Occidental College  
 BERG, LeROY - - - - - Librarian  
 A. B., M. A., Fresno State College  
 BETTENCOURT, BILL - - - - - Physical Education  
 A. B., M. A., Fresno State College  
 BOCK, RUTH C. - - - - - Business  
 A. B., M. A., Fresno State College  
 BONANDER, DELORES E. - - - - - Home Economics  
 A. B., University of California at Santa Barbara  
 M. S., Michigan State University  
 BRICKER, JOHN F. - - - - - History/Physical Education  
 A. B., Michigan State University. M. A., University of California  
 CABRERA, ANTHONY J. - - - - - French  
 A. B., University of California  
 CARDINALI, EDWARD J. - - - - - Art  
 B. A., M. A., California State College at Los Angeles

CLEVELAND, WILLIAM R. - - - - - Physical Sciences  
 B. S., M. S., California Institute of Technology

COLE, JAMES M. - - - - - Psychology  
 B. A., M. A., San Jose State College

COTTRELL, RICHARD S. - - - - - Architecture/Engineering  
 A. B., M. A., Fresno State College

CROOKSHANKS, IVAN C. - - - - - Superintendent/President  
 A. B., M. A., University of Redlands, Ed.D., University of California

DECKER, WILLIAM K. - - - - - English  
 B. A., M. A., Colorado State College

DEETZ, LINCOLN - - - - - Architecture/Engineering  
 B. S., River Falls State College

DiSIBIO, CHRISTINE - - - - - Physical Education  
 A. B., Fresno State College

DONALD, WILLIAM G. - - - - - Counseling  
 B. A., Iowa Wesleyan College  
 M. A., Western Illinois University

EBERSPACHER, H. ROBERT - - - - - English  
 B. A., Nebraska Wesleyan University  
 M. A., California State Polytechnic College

EGGLESTON, STEPHEN W. - - - - - Dean of Evening College  
 A. B., M. S., University of Southern California

ESSEX, WILFRID L. - - - - - Chemistry  
 A. B., University of Southern California. M. A., Fresno State College

FISCHER, CURT - - - - - German  
 A. B., M. A., Fresno State College

FISCHER, HAROLD L. - - - - - History  
 A. B., University of Wisconsin. M. A., University of Southern California

FLAHERTY, MICHAEL W. - - - - - Business  
 B. B. A., Woodbury College, B. A., New Mexico Highlands University.  
 M. A., Pepperdine College

FLY, JOHN - - - - - Building Trades  
 A. A., College of the Sequoias; Vocational Class A Credential

FOTIAS, CHRIS A. - - - - - Spanish  
 A. B., M. A., University of Michigan

FRANSCIONI, DONALD M. - - - - - Business  
 B. B. A., Armstrong College. B. A., San Jose State College.  
 M. B. A., Armstrong College

FRIEDBERG, MARY NORA - - - - - Home Economics  
 B. S., Oregon State College

FRITZ, IRVING - - - - - Music  
 A. B., College of the Pacific

GEHMAN, ROBERT - - - - - Psychology  
 B. S., Pennsylvania State University. M. A., Ohio State University

GILCREST, THOMAS - - - - - Physical Education  
 A. B., Fresno State College. M. A., Stanford University

GRUMBLING, HENRY M. - - - - - Audio-Visual Aids  
 A. B., M. A., Chico State College

GUARISCO, JOSEPH A. - - - - - Coordinator, Industry and Technology  
 B. V. E., Fresno State College

HALL, GERRY - - - - - Business  
 A. B., M. A., Fresno State College



HALL, LINCOLN H. - - - - - Dean of Student Personnel  
 B. S., University of California at Los Angeles  
 M. A., Claremont Graduate School  
 Ph.D., University of Southern California

HALL, ROBERT J. - - - - - English  
 A. B., Northern State Teachers College (South Dakota)  
 M. A., University of South Dakota

HAMILTON, C. RICHARD - - - - - Journalism  
 A. B., Fresno State College

HARKNESS, BERNICE G. - - - - - Nursing  
 R. N., St. Luke's Hospital, SDS Credential

HARNER, RUTH J. - - - - - Business  
 B. S., Illinois State University. M.Ed., University of Illinois

HETTICK, LARRIMORE W. - - - - - English  
 B. A., Fresno State College  
 M. A., Fresno State College

HOFER, EUGENE R. - - - - - Physical Education  
 A. B., Fresno State College  
 M. A., Northern Arizona University

HOLT, BERT - - - - - Physical Education  
 A. B., Fresno State College

HOMAN, RALPH J. - - - - - Art  
 B. A., San Jose State College. M. A., Long Beach State College

HONDRUM, JON O. - - - - - Dean of Instruction  
 B. S., University of Minnesota. M. A., Ph.D., Yale University

HOWLAND, GARY E. - - - - - Mathematics/Biological Sciences  
 B. S., Northwestern State College (Oklahoma)  
 M. S., New Mexico Highlands University

HUDDLESTON, LAUNA - - - - - Business  
 B. A., Chico State College

JACOBSEN, RICHARD C. - - - - - Director, Research and Planning  
 B. S., Drake University. M. S., University of Southern California

JENSEN, BRUCE F. - - - - - Agriculture  
 B. S., University of California. M. A., Fresno State College

JOHNSON, NOBLE - - - - - Speech/Drama  
 A. B., M.A., Fresno State College

KILER, FRANK E. - - - - - Industrial Arts  
 A. B., Santa Barbara State College

KLEINFELTER, DALE F. - - - - - Chemistry  
 A. B., Gettysburg College. M. A., University of New Mexico

KRUMDICK, VICTOR F. - - - - - Hygiene/Physical Education  
 B. S., M. P. E., Purdue University

LaCHANCE, MIRIAM Y. - - - - - English  
 A. B., University of California

LAWHORN, FRANK L. - - - - - Agriculture  
 B. S., M. A., California State Polytechnic College

LEWIS, JAMES G. - - - - - Anthropology  
 A. B., M. A., Occidental College

LEWIS, REX O. - - - - - Business  
 B. S., University of Nebraska. M. S., University of Southern California

McCORMICK, ANNE M. - - - - - Home Economics  
 A. B., Fresno State College

MARCELLUS, ROBERT E. - - - - - Art  
 A. B., M. A., Fresno State College

MARTIN, FREDERICK M. - - - - - Biological Sciences  
 B. S., M. S., University of Nevada

MARTIN, NOEL B. - - - - - History  
 B. S., California Maritime Academy. M. A., San Francisco State College.  
 M. A., University of California

MERIDITH, CHARLES E. - - - - - Physical Sciences  
 B. S., M. S., University of Oregon. Ph.D., Stanford University

MORING, JAY E. - - - - - Architecture  
 B. Arch., University of Southern California

MORSE, GEORGE C. - - - - - English  
 B. A., M. A., University of Redlands

MURRAY, THOMAS - - - - - English/Philosophy  
 A. B., Seattle Pacific College. M. Th., Berkeley Divinity School.  
 Ph.D., Yale University

MYERS, DOROTHY - - - - - Business  
 B. B. A., University of Washington. M. S., University of Southern California

NEWCOMER, DUANE - - - - - Music  
 A. B., San Jose State College. M. A., Sacramento State College

OTTO, JOHN D. - - - - - Counseling/English  
 A. B., Fresno State College. M. A., Stanford University

PAPPAS, GEORGE C. - - - - - Speech/Drama  
 A. B., Fresno State College. M. A., University of Southern California

PARKER, ALLEN W. - - - - - Physics  
 A. B., Linfield College, M. S., Oregon State College

PARLIER, JASPER C. - - - - - Automotive Technology  
 SDS Credential

PELOVSKY, GERALD M. - - - - - Economics  
 B. S., Utah State University  
 B. S., Mankato State College  
 M. S., Utah State University

PETERSON, WAINO M. - - - - - Political Science  
 B. A., M. A., University of Idaho

PIETROFORTE, ALFRED - - - - - Speech/Art  
 A. B., M. A., Fresno State College

POLLOCK, EDWIN - - - - - Mathematics  
 B. S., M. S., University of Southern California

PORTER, S. THOMAS - - - - - Political Science  
 A. B., Stanford University. M. A., Fresno State College  
 (On leave, 1968-69)

PUSATERI, SAMUEL J. - - - - - Biological Sciences  
 A. B., M. A., University of Buffalo. Ph. D., University of Southern California

QUINN, JAY G. - - - - - Business  
 A. B., M. A., San Francisco State College

RAPHAEL, HOWARD L. - - - - - Mathematics/Counseling  
 A. B., University of California at Los Angeles

REID, WILLIAM L. - - - - - Biological Sciences  
 A. B., Fresno State College

ROBERTSON, GLEN E. - - - - - English  
 A. B., University of Utah. M. A., Brigham Young University

ROBINS, FRED P. - - - - - Mathematics/Engineering  
 B. S., California Institute of Technology

ROLLINS, GWENDOLYN N. - - - - - English  
 B. S., Southeast Missouri State College. M. A., University of Michigan

ROUTEN, WILLIAM E. - - - - - Agriculture  
 B. S., University of Kentucky. M. Ed., University of Illinois

SARTAIN, H. ROBERT - - - - - Engineering/Physics  
 B. S., Oregon State University  
 M. S., Sacramento State College

SAVAGE, CAROLYN - - - - - Counseling/English  
 A. B., University of Colorado. M. A., Brigham Young University

SEASTROM, R. GREGORY - - - - - English  
 A. B., M. A., Fresno State College

SCHADE, RICHARD O. - - - - - Agriculture  
 B. S., California State Polytechnic College  
 M. S., Michigan State University

SCOFIELD, JAMES T. - - - - - Geography  
 A. B., M. A., Fresno State College

SHEWEY, C. JEAN - - - - - Physical Education  
 A. B., M. A., Fresno State College

SILVA, VERNON J. - - - - - Dean of Men  
 A. B., University of California, Santa Barbara. M. A., Stanford University

SINDLINGER, ALBERT J. - - - - - Automotive Technology  
 A. B., Fresno State College

SNELLING, CLAUDE - - - - - Journalism/Publications  
 A. B., Fresno State College. M. S., University of California at Los Angeles

STILES, AUDIE E. - - - - - Electronics Technology  
 SDS Credential

STRINGARI, LAWRENCE - - - - - Chemistry  
 B. S., University of Santa Clara. M. S., College of the Pacific

STROM, AGNES M. - - - - - Registrar  
 B. S., Armstrong College

SUMMERHAYS, J. JAY - - - - - Police Science  
 A. B., University of California. M. S., San Jose State College

SWEENEY, ALBERT - - - - - English  
 A. B., San Jose State College. M. A., California State Polytechnic College

SWISHER, JAMES - - - - - Mathematics  
 B. S., Idaho State College. M. S., University of Colorado

TAYLOR, ROY D. - - - - - Physical Education  
 A. B., Fresno State College

THEIGE, JACK - - - - - Coordinator, Data Processing  
 A. B., M. A., Fresno State College

THOMPSON, LEWIS A. - - - - - Business  
 A. B., University of Nebraska. M. A., University of California at Los Angeles

TILLMAN, LOIS A. - - - - - Dean of Women  
 A. B., M. A., University of California

VANE, REUBEN L. - - - - - Sociology  
 B. A., Augsburg College

VIEIRA, DONALD J. - - - - - Agriculture  
 B. S., Fresno State College

WALKER, LEWIS - - - - - Assistant Librarian  
 A. B., Nebraska Wesleyan University

WHITE, MAXINE - - - - - Business  
 B. S., M. A., University of Iowa

WINN, NORMAN C. - - - - - Photography  
 B. F. A., University of Utah

# COLLEGE ADVISORY COMMITTEES

## AGRICULTURE

MR. BRUCE F. JENSEN, Coordinator

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MR. ARLEIGH PETERSEN .....Visalia Vice-Chairman	MR. CARL LANDERS .....Exeter
MR. JOHN DUBENDORF .....Ivanhoe	MR. MARION G. MAASKANT .....Hanford
MR. EUGENE FLEMING .....Visalia	MR. DEAN MILLS.....Hanford
MR. MAX GARVER .....Exeter	MR. E. W. (TOM) PAREGIEN .....Visalia

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MR. STEPHEN W. EGGLESTON, Coordinator

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MR. WILLIAM W. PRESTIDGE ....Porterville Orange Belt Realty Board	MR. CARL D. MILLER .....Tulare Tulare Realty Board

### BUSINESS MANAGEMENT

MR. D. WAYNE ROBERTSON .....Visalia (Chairman) Tulare County Chamber of Commerce	MR. NORMAN J. REPANICH .....Tulare Tulare Chamber of Commerce
MR. WARREN DAVIE .....Visalia Visalia Chamber of Commerce	MR. DONALD BARNETT .....Hanford Manager, Economic Development Commission

MR. RAYMOND WALLACE ..San Francisco  
Small Business Administration

## VOCATIONAL - TECHNICAL

MR. JOSEPH A. GUARISCO, Coordinator

### AUTOMOTIVE TECHNOLOGY

MR. ROY PETTY .....Visalia Giant Chevrolet Company	MR. DON R. PETERSON .....Visalia Rayhill Brake Service
MR. GARRETT MILLER .....Visalia Bertram Motor Sales	MR. VERNON JENKINS .....Visalia Jenkins Automotive
MR. DEL YOUNG .....Tulare Stan's Ford	MR. JOHN C. SPRINGER .....Visalia Forestry Department, State of California
MR. IRVIN WILLIAMS .....Tulare Kitchen Motors	MR. JOE IRVIN .....Visalia Kottmeier Equipment Company

### VOCATIONAL ELECTRONICS

MR. GLENN PETTYS .....Visalia Sprague Electric Company	MR. R. S. YOUNG .....Hanford The Armstrong Rubber Company
MR. GORDON HAMMERS .....Visalia Gulton Industries	MR. ORVAL WOOD .....Visalia Tulare County Civic Center
MR. T. H. WOEKEL .....Visalia Southern California Edison Company	MR. A. C. BURGIN .....Visalia Pacific Telephone and Telegraph Company
MR. RAY CLAYTON .....Three Rivers Clayton's Parkview Electronic Service	MR. JACK STEVENS .....Visalia Mt. Whitney High School

### VOCATIONAL NURSING

MR. WAYNE W. PITTS .....Exeter Exeter Memorial Hospital	MR. ERNEST CASASSA .....Visalia Kaweah Delta District Hospital
MR. CURTIS DUNGAN .....Exeter	MRS. BERNICE HARRIS, R. N. ....Tulare Tulare District Hospital
MR. JAMES BURNS .....Tulare Tulare County Hospital	MRS. LENA McNEALLY, L.V.N. ....Visalia Licensed Vocational Nurses League
DR. GEORGE LAVERS .....Tulare	MRS. ARLENE ROBERTS, L.V.N. ....Visalia Licensed Vocational Nurses League
MRS. JUNE HILL, R.N. ....Visalia	

### POLICE SCIENCE

MR. LEROY COVERT .....Farmersville Chief of Police	MR. CURTIS HENDERSON .....Hanford Chief of Police
MR. JOHN W. BEENE .....Lindsay Chief of Police	MR. BOB WILEY .....Visalia Sheriff-Coroner, Tulare County
MR. ORVIE H. CLYDE .....Hanford Sheriff, Kings County	MR. FLOYD ROSECRANS .....Corcoran Chief of Police
MR. J. B. MAYFIELD .....Woodlake Chief of Police	MR. CLARENCE SPIER .....Dinuba Chief of Police
MR. C. V. LINCICUM .....Tulare Chief of Police	MR. FRANCIS TORIGIAN .....Porterville Chief of Police
MR. ELMER MOREHOUSE .....Exeter Chief of Police	MR. FRANK BENTZEN .....Visalia Chief of Police
MR. BRYAN SHORT .....Lemoore Chief of Police	

### VOCATIONAL TRAINING IN POLICE SCIENCE

MR. FRANK BENTZEN .....Visalia Chief of Police	MR. MARVIN BILLINGS .....Porterville Patrolman
MR. FRANCIS TORIGIAN .....Porterville Chief of Police	MR. JOHN C. WAINWRIGHT .....Hanford Patrolman
MR. BOB WILEY .....Visalia Sheriff-Coroner, Tulare County	MR. RUSSELL PRICE .....Visalia Deputy, Tulare County

### CARPENTRY

MR. GENE DUNN .....Visalia Cabinet Shop Owner	MR. WILLIAM E. BROWN .....Visalia General Contractor
MR. HERBERT LEMBCKE .....Visalia Carpenter	MR. G. A. WHITFIELD .....Visalia General Contractor
MR. CARL POWELL, JR. ....Exeter Carpenter	MR. COMER A. ROBERTSON .....Visalia Division of Apprenticeship Standards
MR. CARL POWELL, SR. ....Visalia Carpenter	

### BUILDING MATERIALS-MERCHANDISING

MR. JAMES ROSS, Chairman .....Hanford Central Lumber Company	MR. ROBERT KIMBLE .....Visalia Sequoia Lumber Company
MR. BROOKS SCHAFFER .....Dinuba Dinuba Lumber Company	MR. ROBERT McBRIEN .....Los Altos Lumber Merchants Association of Northern California

### WELDING TECHNOLOGY

MR. JIM THOMAS .....Visalia Johanson & Thomas Machine and Welding Works	MR. WILLIAM VAN TICHELT .....Visalia Van Tech Engineering, Inc.
MR. J. M. SHUKEN .....Visalia J. M. Shuken Sheet Metal Fabricators	MR. LESTER CHAPMAN .....Lindsay Chapman Welding Works, Inc.

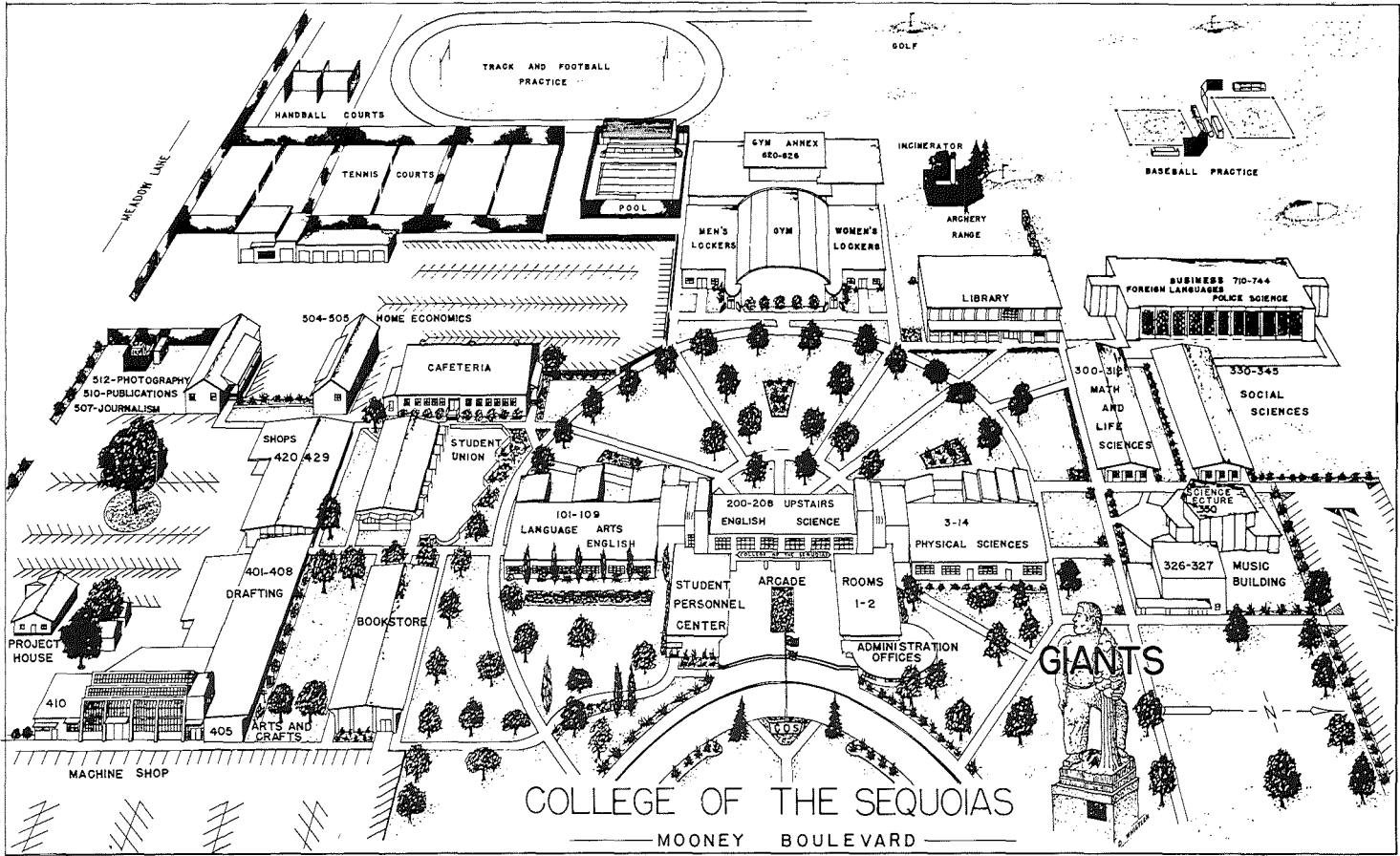
### VOCATIONAL FIRE SCIENCE

CHIEF ROSS GARDNER Porterville Fire Department	CHIEF CARL GREEN Delano Fire Department
CHIEF TED ILES Strathmore Fire Department	CHIEF GLENN DEPEW Dinuba Fire Department
CHIEF EVERETT TAYLOR Lindsay Fire Department	RAYMOND BANKS, Fire Control Ranger Division of Forestry ..... Visalia
CHIEF GERALD EWING Exeter Fire Department	CHIEF AL KESSLER Corcoran Fire Department
CHIEF ROY VOGT Visalia Fire Department	CHIEF WESLEY P. SHORT Tulare Fire Department
CHIEF ERNEST FILIPPI Hanford Fire Department	ROBERT VOSS, Fire Control Ranger Division of Forestry ..... Hanford

### BUSINESS DATA PROCESSING

MR. JACK THEIGE, Coordinator

MR. SAMUEL ANDERSON International Business Machines	MR. PHILLIP LONGACRE Consolidated Ripe Olive Company
MR. ROBERT HENDERSON Manager, Data Processing Center Tulare County	MR. ROBERT SHAW Armstrong Tire Company



COLLEGE OF THE SEQUOIAS  
 MOONEY BOULEVARD

# GENERAL INFORMATION

## THE COLLEGE

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

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

On January 18, 1950, the voters within the Exeter Union High School District and the Woodlake Union High School District voted to join the College of the Sequoias District.

On September 19, 1950, the voters within the Lindsay Unified School District voted to join the College of the Sequoias District.

On April 17, 1962, the voters within the Orosi Union High School District and the Alpaugh Unified District voted to join the College of the Sequoias District.

On September 18, 1962, Corcoran Unified District voted to join the College of the Sequoias District.

On November 6, 1962, Hanford Joint Union High School residents voted to join the College of the Sequoias District.

On December 11, 1962, the voters within the Westside Unified District voted to join the College of the Sequoias District.

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

## AIMS AND OBJECTIVES

The general aim of the College of the Sequoias is to provide educational services for the various communities of its area. This aim requires of it a variety of functions and programs which include training for occupational competency, for civic competency, and for personal efficiency. The College of the Sequoias will provide formal college education for the youth of the communities and will, as well, serve as an active cultural center, attempting to meet the total post-high school needs of the communities.



The specific aims of the College of the Sequoias are:

1. To provide comprehensive training to those students who will finish their period of formal education in the junior college. This is designed to achieve occupational competence.
2. To provide every student that training which will prepare him to function effectively as a citizen.
3. To assist its students to "find themselves" through proper counseling and guidance.
4. To provide an adequate lower-division offering for those students who plan to transfer to a university or college after completing two years in junior college.
5. To provide instruction to meet the needs of adults living in the region.
6. To provide an opportunity for students to remove any deficiencies they may have in entrance requirements to a university.
7. To provide experiences needed to increase the student's abilities to cope with everyday living as an adult in a rapidly changing world.

### **THE CAMPUS**

Our college occupies a 55-acre site. The buildings are modern and well equipped. Additions have been made each year. In the last ten years we have occupied a new \$300,000 library, \$121,000 social science building, \$100,000 student union, \$70,000 student store, \$165,000 industrial-technical building, \$150,000 swimming pool, \$250,000 physical education building and \$160,000 agricultural building.

New campus additions and improvements include an \$800,000, two-story classroom and laboratory building, housing the business division and departments of police science and foreign languages; a \$200,000 science lecture hall; and an expansion of parking facilities on the campus northside.

Plans are currently being projected to build a new fine-arts facility, to house an art gallery for student and community exhibits and to provide expanded instruction in ceramics, sculpture, crafts, graphic and commercial art, painting and interior design.

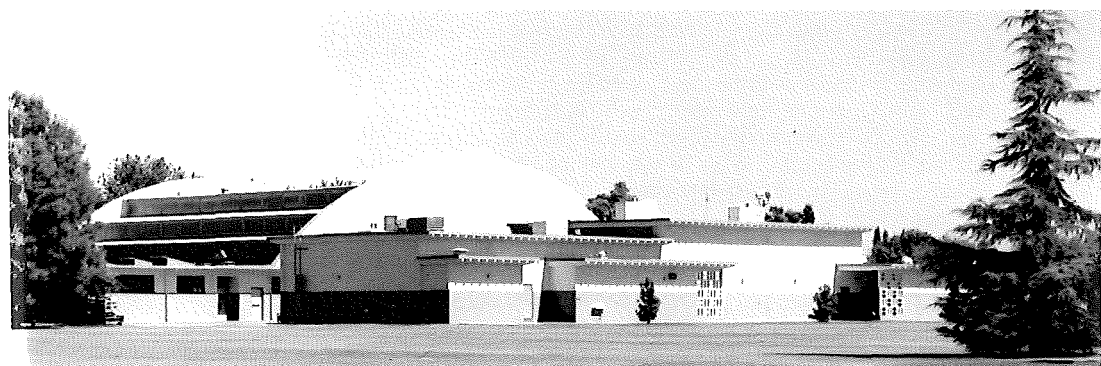
In addition to the fifty-five acre site on which the main buildings are located, we have a farm consisting of 160 acres. This farm has many buildings which include a shop, grade-A dairy farm, beef, hog, and poultry units. This farm is used as an experimental laboratory by the agriculture department.

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

## SERVICES AND PROGRAMS

The College of the Sequoias is a two-year community college offering post-high school educational opportunities to residents of the districts it serves in Tulare and Kings Counties. Its specific services and programs are as follows:

1. A vocational-occupational education program for those individuals who want two years or less of training in a specific skill leading to occupational competence and job placement.
2. A college-transfer program to provide adequate lower-division curriculums of universities and state colleges for those who plan to continue their education at an advanced level.
3. A general-education program to provide, through planned experiences, the common knowledge, skills and attitudes needed by each student to be effective as a family member, worker and citizen.
4. A continuing education program to meet the needs of the area's adult population by offering on-going education in the evening division.
5. A guidance program to provide educational, vocational and personal counseling to assist the student to find himself through the selection and pursuit of a career compatible with his interests, aptitudes and abilities.
6. A remedial program to provide the opportunity for students to remove scholastic deficiencies so that they might meet entrance requirements to institutions of higher learning.
7. A comprehensive program to provide varied experiences needed to enable youth and adults to cope more effectively with everyday living in a rapidly changing society.
8. Job and work placement services for vocationally oriented students for direct, full-time employment in the various agencies, institutions, businesses and industries of the community at large; part-time placement services for all students needing to work while attending college; assistance to needy students under the College Work-Study program, the National Defense Student Loan program, and the Economic Opportunity Grant Program; conducting occupational surveys to provide needed curriculum information to the college and to provide job market information to students and employers.



## **CURRICULUM**

College of the Sequoias students may be classified into two major groups: those students who are planning to continue their education in four-year college or universities and those students who expect to enter some occupation either before or after graduation from junior college. The curriculum is designed to meet the needs of students in both groups.

Courses numbered 1-49 are designed for college or university transfer as well as credit toward the Associate in Arts degree.

Courses numbered 50-99 are for credit toward the Associate in Arts degree; however, 50-99 courses also may be accepted by state colleges. The purpose of these courses is (1) to provide for students who wish to complete a general education in the junior college and to assume immediately their places as active citizens of the community, (2) to provide semi-professional or vocational training designed for students who wish to enter the business and industrial world after finishing their junior college studies.

## **COUNSELING AND GUIDANCE**

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

Specialized counseling services are available from the counseling staff in the Student Personnel Center. The purpose of these services is to give students guidance in personal problems and counseling in vocational and educational fields. Professionally-trained counselors use modern scientific personnel methods in assisting students to analyze their aptitudes, interests, abilities, and personality traits. Up-to-date information about vocational training and opportunities is available.

Students may obtain information about vocational training and opportunities both from their counselors and from the Job Placement Office in which up-to-date information about employment is available.

## **LIBRARY**

The functional and attractive college library was completed in February, 1959. Open stacks, typing, conference and listening rooms, as well as copy machines, microfilm readers and printers, and microfiche readers are features of the facility.

The present book collection of over 40,000 volumes has been carefully selected to meet course requirements and the recreational reading needs of students and faculty. More than 400 current magazines and newspapers are received regularly. Many of the more popular periodicals are being received on microfilm, with the microfilm collection growing regularly. The resources of other libraries in the state are available through inter-library loans.

## VETERAN'S EDUCATION

The college is approved for training veterans under the provisions of all state and federal laws. Any student who plans to receive such benefits should contact the Student Personnel Center as soon as possible for further information and guidance.

## WAR ORPHANS EDUCATION PROGRAM

This is a program of financial aid for the education of young men and women whose parents—World War II or Korean veterans—died of injuries or diseases resulting from their military service. The students must be approved for this training by the Veterans Administration. This approval should be made prior to confirmation of registration.

## STATE AID TO PHYSICALLY HANDICAPPED

The State of California, through its Bureau of Vocational Rehabilitation, provides financial assistance to students, both civil and military, who have physical disabilities. This assistance equals the necessary school expenses and may include an additional amount to help cover the cost of living. Students who may be entitled to this assistance should consult the Registrar.

## THE MILITARY AND SELECTIVE SERVICE

The college cooperates fully with various military programs to aid students in preparing themselves for their military obligations while remaining in college. College of the Sequoias officials also are in close contact with Selective Service and are in a position to give maximum help to students who desire to be deferred so that they may continue their education.

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## THE ASSOCIATED STUDENTS

The Associated Students of College of the Sequoias is the official student-body organization. Upon payment of the ten-dollar student-activity fee at registration each semester, the student receives a student-body card which entitles him to participate in the activities of the organization so long as he remains in good standing. All activities which concern the student body as a whole are sponsored by the associated students.

The business of the associated students is carried on by the Student Executive Board, the members of which are elected by the students. Comprising the executive board are the president, vice-president, sophomore class President, freshman class president, Inter-Club Council president, Associated Men Students president, Associated Women Students president, and the commissioners of art, finance, records, activities, athletics, and publications.

## STUDENT ACTIVITIES

At the College of the Sequoias the responsibility of a junior college to help develop the social, emotional, and physical, as well as the intellectual growth of the student is recognized. Consequently, a variety of out-of-class, or co-curricular activities are provided. These activities include responsible, self-governing student government, assembly programs which are both educational and entertaining, a diversified athletic and recreation program, and social events which are designed to appeal to all students.

There are numerous actively-functioning clubs or college-wide committees on the College of the Sequoias campus. These groups are headed by the Inter-Club Council, which works with, but is subordinate to, the Student Executive Board. The constitution of the Associated Students of College of the Sequoias vests financial control over student-body funds in the executive board which is composed of elected representatives of the student body. This governing group, which is advised by the Dean of Men, also makes final decisions on virtually all matters concerning extra-curricular activities.

**Clubs and Organizations:** Headed by the Inter-Club Council, the organizations presently active on campus are Alpha Gamma Sigma (honor scholarship society), Business Club, Canterbury Club, Chess Club, Delta Psi Omega (drama) Deseret Club, Ellen H. Richards Club (home economics), College Y, Future Teachers Club, Inter-Cultural Club, International Relations Club, Medical Arts Club, Newman Club, Physical Science and Engineering Club, Press Club, Sequoia Christian Fellowship, Ski Club, Varsity Club, Young Democrats, Young Republicans, Agriculture Club, Associated Men Students, Associated Women Students, Art Services Committee, Assembly Committee, Rally Committee, Social Committee, Student Properties Committee, and Technical Assistance Committee. The Building Trades Alumni, composed of former students majoring in building trades, also cooperate with the student body in connection with certain student activities.

**Athletics:** The College of the Sequoias is represented by men's teams in football, basketball, baseball, cross country, swimming, track, tennis, golf, water polo and wrestling. The College of the Sequoias is now competing in the recently formed Valley Conference composed of Fresno City College, Modesto Junior College, San Joaquin Delta, Sacramento City College, American River Junior College, and College of the Sequoias. Women athletes compete interscholastically in tennis and swimming.

Intramural sports also are stressed, with physical education activities such as bowling, golf, swimming, tennis, tumbling, badminton, weight lifting, boxing, archery, wrestling, folk-dancing, social dancing and modern dancing available to students. Most of these classes are offered on a co-educational basis.

**Dramatics:** An experimental theatre group offers interested students the opportunity to participate in both one-act and three-act plays.

**Music:** The choir, many smaller vocal groups, a marching band, a dance band, and various instrumental ensembles furnish music for assemblies and many special occasions during the school year.

**Music Theatre:** For several years the College of the Sequoias has presented an outstanding musical play (comedy or drama) in the spring to packed houses in Montgomery Auditorium. Recent productions include "The Student Prince," "The Desert Song," "The Music Man," "My Fair Lady," "Carousel," "Camelot," "Annie Get Your Gun," "The Unsinkable Molly Brown." The drama, music and physical education departments, together with almost all other divisions of the college, combine efforts in these annual presentations.

**Publications:** College of the Sequoias journalism students publish a weekly newspaper (The Campus) and an annual (Koh-Kyo). Both publications have won many awards in rating contests. A handbook (Sequoiana) is published for distribution to students when they register in the fall. A college literary magazine (The Tangent) is also published.

**Social Affairs:** Activities in the social sphere include a number of dances, both formal and sport, an all-school carnival, banquets, teas, barbecues, and luncheon meetings. Many of these functions are planned for college-wide participation while others are held mainly by and for the benefit of individual clubs or organizations.



## **LIVING ACCOMMODATIONS**

Information regarding rooms or room-and-board situations for MEN who wish to live in the local area may be obtained from the main office.

WOMEN may obtain similar information from the Dean of Women's office. Women under twenty-one years of age who are not residing at home must have the approval of their parents or guardians if they have not secured local residence through college recommendations. Living in apartments, except in the case of married students, is not encouraged by the college.

There are no dormitories at the college.

## **EXPENSES**

No tuition is charged except to out-of-state students. An activity fee of ten dollars is payable each semester prior to the scheduling of a counseling appointment.

There are no laboratory, gymnasium, library, locker or shop fees.

Textbooks and school supplies will cost approximately fifty dollars a semester. However, costs for supplies will vary according to the student's major—consult counselor. New and used textbooks and essential stationery supplies may be purchased on the campus at the C.O.S. Bookstore.

## **STUDENT INSURANCE COVERAGE**

Members of the Associated Students of the College of the Sequoias are covered for personal accident or injury by a unique policy paid for by the student body and the College of the Sequoias District. In addition to other benefits, this policy provides non-deductible coverage for accidents occurring during college sponsored and supervised curricular or co-curricular activities, either on or off campus.

This coverage may be supplemented, at the student's option, with full-time accident and sickness-medical insurance available at a nominal fee.

## **TRANSPORTATION**

Transportation is provided to and from the college by a modern well-kept fleet of busses. These busses operate on "shoe string" runs, staying overnight at the end of the run. Areas served by busses include Alpauha, Corcoran, Cutler, Earlimart, Exeter, Farmersville, Hanford, Ivanhoe, Lindsay, Orosi, Pixley, Strathmore, Three Rivers, Tulare, Visalia, Woodlake, and Yettam.

Any student is eligible to ride these busses providing he lives a sufficient distance from the college.

## **STUDENT-ACTIVITY FEE REFUNDS**

A refund of student-activity fees will be made only if students notify the college of their intention not to attend COS. This notification must be given prior to the first class meetings of the semester. Thereafter no portion of the ten-dollar fee will be refunded upon withdrawal.

## CAMPUS PARKING

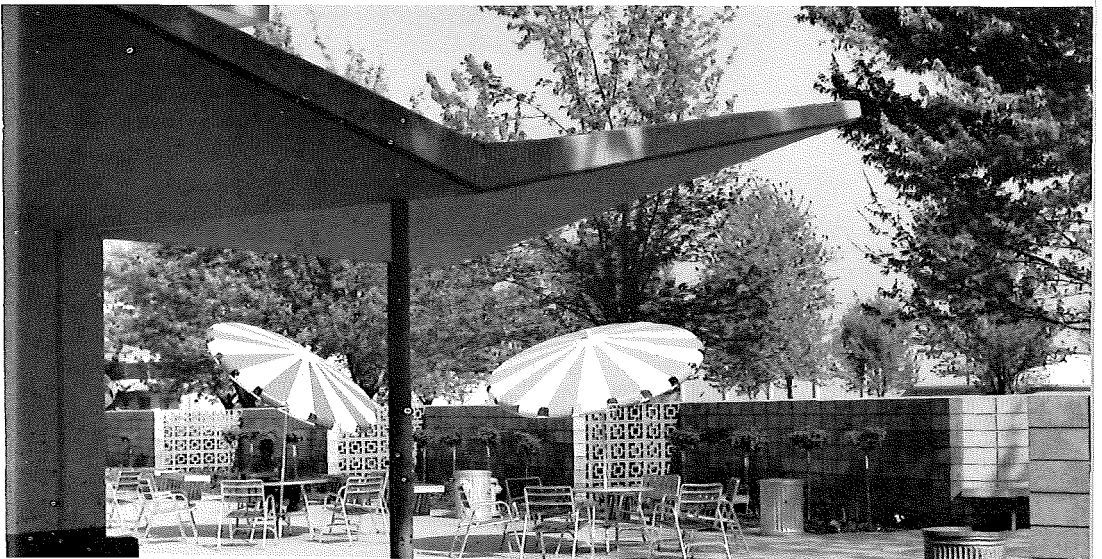
Limited parking facilities are provided for students on campus. Students who have bus transportation available to them are encouraged to ride busses rather than drive their own automobiles because of the added safety and financial savings. Those who do bring automobiles on campus are required to have state vehicle registration slips in plain view in the driver's compartment. Citations will be issued and fines assessed to anyone not parking legally or exceeding the speed limit. The speed limit on school grounds is 15 miles per hour.

## PLACEMENT AND FINANCIAL AIDS

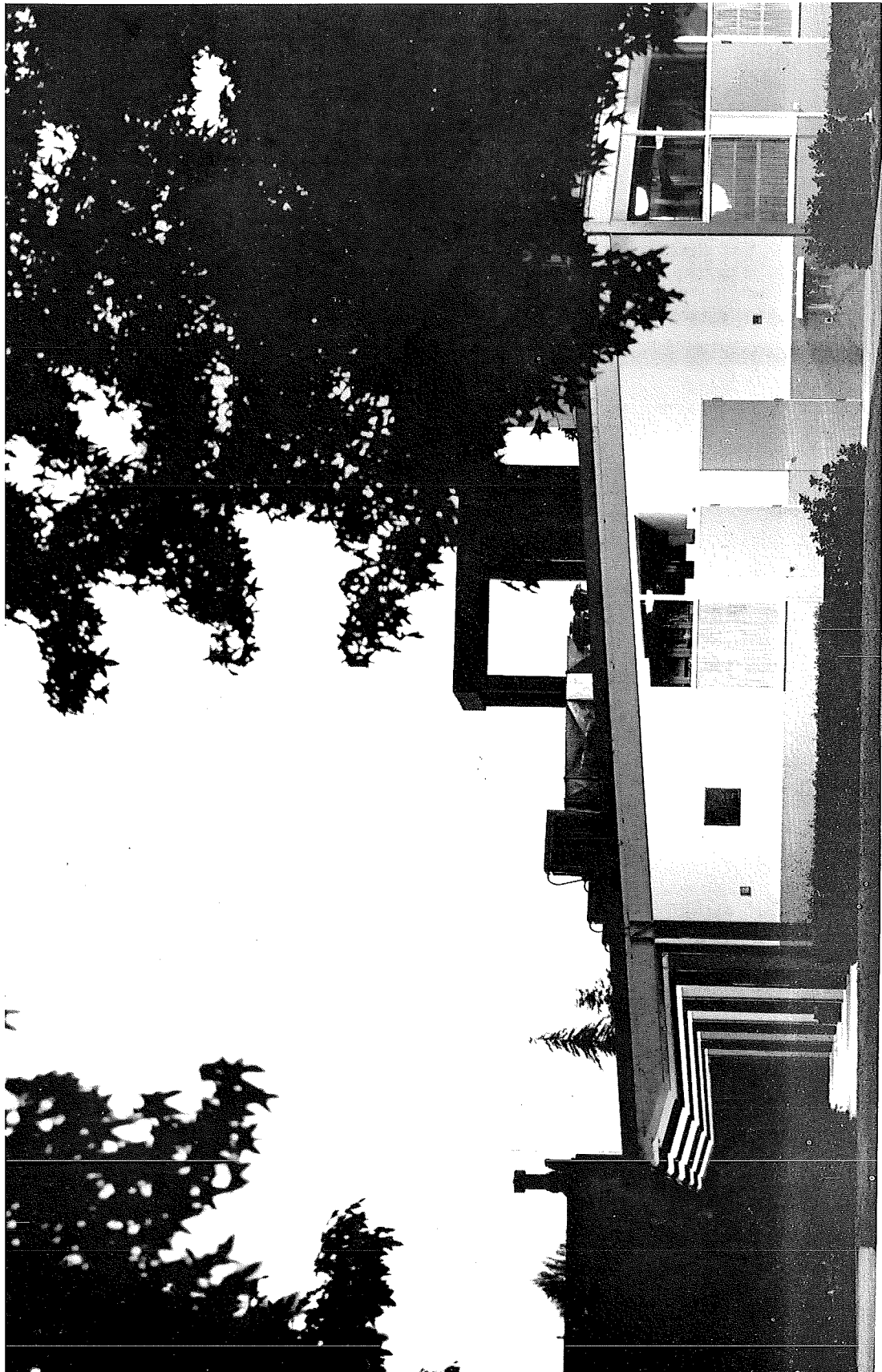
The college recognizes that one of the tests of its programs is the success with which current students, graduates, and former students meet the requirements of employers. The college has centralized its placement services in the Student Personnel Center. Here all students who are interested in part-time or full-time employment may file application forms for work. Every effort is made to place students in jobs for which they will be best suited in terms of interest, aptitudes, and past work experience. The college considers that satisfactory part-time work experience is an important part of the vocational adjustment of students, and the Student Personnel Center, whenever possible, places applicants where the experience will be most beneficial.

Students who wish to work in private homes for room and board should consult the Dean of Women or the Dean of Men. No definite arrangements may be made by correspondence since a personal interview is always necessary.

Students who are interested in financial aids of all types may write to the Vocational Placement Office for additional information. A pamphlet describing the College of the Sequoias financial aids, including Federal Economic Opportunity Grants, National Defense Student Loans and other loans, the Federal College Work-Study Program, scholarships, and job placement will be mailed on request.







# **EVENING COLLEGE**

## **GENERAL INFORMATION**

The Evening College is an integral part of the college. It offers lower division subjects leading to graduation from college or high school, and work to meet the special needs and interests of adults. A regular class schedule is planned for each semester. College terminal and transfer credit is granted. A few non-credit courses of varying lengths also are conducted during semesters. All evening classes conform to the standards of regular day classes and are open to mature residents of the college district.

Most classes meet once or twice a week for two to four hours. They are planned to assist the adult learner. These classes may be scheduled for both day and evening from eight o'clock in the morning to ten o'clock in the evening, Monday through Saturday.

Appointments with trained counselors may be made by Evening College students in the administration office of the college.

## **EVENING COLLEGE OPPORTUNITIES**

Because of the flexibility of its organization and its variety of courses, the Evening College is able to serve individuals of post-high school age irrespective of their background, training, and experience. Its aims include the extension of opportunities for improved living.

The Evening College serves the young college student who finds it convenient to take courses in the evening hours as part of his regular studies or who wishes to make up deficiencies.

The more mature adult who is employed during the daytime may enroll in the evening course of his leisure or vocational interest. He may also earn credit leading to graduation from college or high school.

Of immediate use to students are the subjects in general education, business, semi-professional, and technical fields. Featured also are upgrading courses in industry, work experience under supervision, as well as refresher, coaching, and avocational courses.

These services for adults are developed in cooperation with the community through representatives from trades, business, industry, commerce, professions, and community agencies.

A brochure describing the Evening College program may be obtained in the administration office or will be mailed upon request. Registration procedures, fees and regulations are listed in the printed schedule of classes.

Complete course descriptions are printed in the college catalog.

## **FEEES**

Adults, with the exceptions noted in the schedule of classes brochure, will be charged \$3.00 per unit or fraction thereof. Non-credit classes of 9 weeks or longer will cost \$6.00 tuition. No auditing of courses will be permitted.

Laboratory, shop and material fees are assessed according to the amount of materials used. There are no fees for academic courses for students under twenty-one years of age.



# GENERAL REGULATIONS

## ADMISSION

Graduates of any high school, regardless of high-school courses taken, are admitted to this college, as well as such other persons over eighteen years of age who may be approved for admission by the administration. Courses taken in the college by students over eighteen years of age but who are not high school graduates may be credited by the high schools toward meeting high-school graduation requirements.

Non-high school graduates will be required to take a scholastic aptitude test prior to counseling or registration for day classes. The non-high school graduate will be admitted on probation.

Applicants for admission may secure application admission blanks and student health forms from the office of the registrar. Registration will not be completed until application blanks and health forms have been filled out and returned to the registrar. Transcripts of high school and college records must be on file in this office sufficiently early to be evaluated before individual counseling. A student may not be counseled or permitted to register before he has taken the scholastic aptitude test and the placement test(s).

Students from institutions of collegiate rank may be admitted upon the presentation of transcripts from such institutions, subject to approval by the administration of the College of the Sequoias.

**Evening College Students:** Any individual 18 years of age, or older, or high school graduates under 18 years of age may enroll, if not under scholastic disqualification.

## REGISTRATION

Registration must be completed before the beginning of each semester. In addition, students must verify their intention to attend by being present at the first meeting of each class in which they have enrolled. Students will be withdrawn from all classes in which they were absent on the first meeting of the semester. If unusual circumstances will prevent the student from attending on these days, he should obtain approval to enter late from the Dean of Student Personnel.

Only under extraordinary conditions will registration be permitted after class meetings begin.

**Evening College Students** may register by mail, in person during announced dates in the month prior to the beginning of classes, or during the closing dates for registration as published in the calendar in the catalog. Counseling services from the counseling staff are available to adults by appointment during registration periods.

## APTITUDE AND PLACEMENT TESTS

The College of the Sequoias requires that all incoming students take the American College Testing Program aptitude test (ACT) prior to counseling and registration. It is the responsibility of each person to apply approximately one month in advance to take the ACT. Application forms are available in the College of the Sequoias' Student Personnel Center as well as from the counseling offices of the high schools in the college district. Test dates and application deadline dates for 1968-69 are:

<b>Test Date</b>	<b>Application Deadline</b>
October 19, 1968	September 21, 1968
December 14, 1968	November 16, 1968
February 8, 1969	January 11, 1969
April 26, 1969	March 29, 1969
July 19, 1969	June 21, 1969

### English and Speech Placement

The ACT results will be used for both counseling and English placement purposes. An acceptable score on the test is required for admission to such basic courses as English 1a and Speech 1a.

### Business Placement Tests

For those who have had previous training in either shorthand or typing, tests are given to determine the placement of students in the various shorthand and typewriting classes. Test date and times are:

<b>Date</b>	<b>Time</b>
April 26, 1969	1:30 p.m.
May 3, 1969	9:00 a.m.
May 10, 1969	9:00 a.m.

### French and Spanish Placement Tests

For those who have had previous training in either French or Spanish, tests are given to determine the placements of students. Test dates and times are:

<b>Date</b>	<b>Time</b>
April 26, 1969	1:30 p.m.
May 3, 1969	9:00 a.m.
May 10, 1969	9:00 a.m.

## TRANSCRIPTS

Each applicant must file a certified transcript of his high-school record with the College of the Sequoias. Applicants who have attended another college or university must, in addition, file transcripts from each college or university attended showing all attempted work. College of the Sequoias reserves the right to evaluate work completed in other colleges. Transfers with acceptable grades will be granted advance standing insofar as the work completed corresponds with that of College of the Sequoias or the lower-division work offered in the University of California.

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

## MATRICULATION DEFICIENCIES

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

Repetition of a college course for the purpose of removing a grade deficiency is permissible only in a case where the student has received a grade below "C".

## OUT-OF-STATE STUDENTS\*

The non-resident tuition fee for each semester is \$12.50 per unit.\*\*

Students enrolled for non-credit will pay the same fees as if enrolled for credit. The application for admission must be accompanied by a deposit of \$25, which is not refundable. It will be considered as partial payment of the tuition fee. The balance of the tuition fee is payable in full prior to the first date that class instruction begins. There will be no refunds after class instruction begins.

\*The out-of-state student is one who is under 21 years of age, unmarried, and whose parents reside outside the state or in a foreign country.

\*\*Tuition is subject to variation by the California State Board of Education.

## CLASSIFICATION OF STUDENTS

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

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

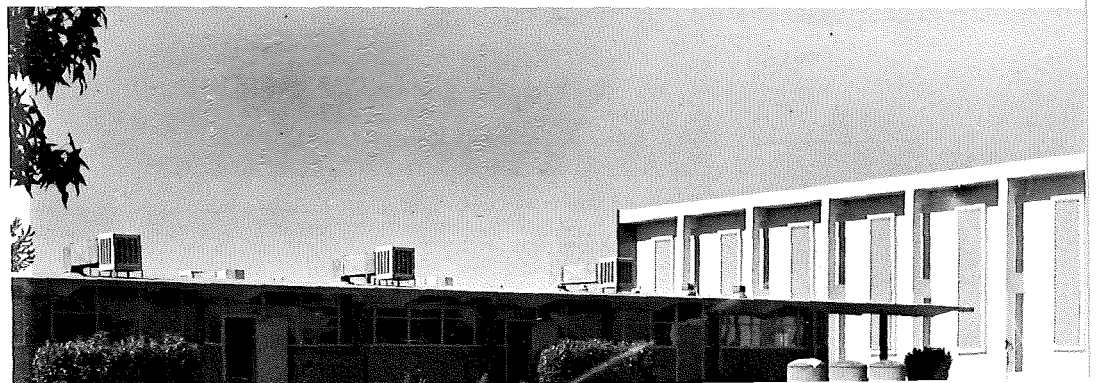
**Others:** Students who have completed more than 60 units of college credit.

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

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

## AMOUNT OF WORK

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



## **COURSES FOR NON-CREDIT**

A student may enroll in a course for non-credit in the regular day program if he receives permission in advance from the instructor and from a counselor. In the event of crowded conditions, students taking a course for credit will be given preference. A student will receive neither credit nor a grade when enrolled in a course for non-credit. The privilege of examinations and other facilities for credit in a course is not available to students enrolled for non-credit. A student may not change from non-credit to credit after the last day for adding classes as shown on the calendar. No auditing of classes is permitted in the evening college program.

## **CREDIT BY EXAMINATION**

Credit by examination is authorized by the California Administrative Code, Title 5, Section 131.7 (e). To become eligible, a student must successfully observe the following procedures:

1. Must have completed a minimum of 15 units at the college with a grade point average of 2.0 ("C") or better, must be in good standing, and must be currently registered.
2. Must file for approval a petition to challenge a course by examination from the office of the dean of instruction.
3. Must furnish strong proof to the satisfaction of the dean of instruction, division head and instructor that his previous background, experience or training would insure a reasonable measure of success in the challenge.

If the petition is approved, the examination or series of tests shall be administered by the appropriate instructor as designated by the division head. The course, with units and grade assigned, shall be entered on the student's record in the same way as regularly scheduled courses. If the student fails the examination, he shall not be permitted to repeat it. A maximum of 12 units may be earned by credit by examination.

Only those courses listed in the current catalog are approved and only in the amount of credit listed. Each division shall designate which of its course offerings may be challenged for credit. Ordinarily, no activity, performance, skill or laboratory course may be approved.

## **MILITARY SERVICE CREDIT**

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

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

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



## PEACE CORPS CREDIT

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

## ATTENDANCE

Regularity of attendance is fundamental to satisfactory progress in school work. Each student should assume the responsibility of regular attendance, not only because he can thus study most effectively, but also because his attendance assures the financial support which enables the institution to provide better facilities for all students.

The absence policy which has been adopted for College of the Sequoias follows:

- A. Any unexcused absence shall result in "F" for the day's work.
- B. Excused absences are to be made up to the instructor's satisfaction or they shall become unexcused.
- C. Unexcused absences in excess of the number of class units shall result in the student's being withdrawn from the class.
- D. Upon his return to school after having been absent because of illness, a student shall fill out in duplicate the form for Verification of Absence Due to Illness. The instructor issuing the forms shall keep one copy to turn in to the office; the other copy should be retained by the student to present for initialing to all instructors whose classes he has missed. When all instructors concerned have signed this second copy, the student shall leave it at Room 4 where it will be placed in the student's personal file.
- E. Unexplained absence for two consecutive weeks shall result in the student's being withdrawn from the class.

## PHYSICAL EDUCATION REQUIREMENTS

All students carrying over eight units of work and who are under twenty-one years of age are required by state law to complete regular prescribed courses in physical education each semester until graduation, unless proper medical exemptions are presented.

Any full-time student who fails to maintain attendance or is recommended for withdrawal from physical education classes will have his program reduced to eight units or less.





## **ATHLETIC ELIGIBILITY**

In general, those students who are graduates of high schools within the College of the Sequoias District will be eligible to participate in athletics as long as they enroll in, and successfully pass, a minimum of ten units of class work, excluding physical education credit.

Out-of-state students may be eligible only if they are under twenty-one years of age and have made a bonafide move with their parents to the College of the Sequoias District.

Transfers from other junior colleges or from four-year colleges should confer with the Dean of Men or the coaches regarding their eligibility status.

## **CONDUCT**

Students are expected to set and observe among themselves a proper standard of conduct. Failure to show such respect for order, morality, and personal honor as is expected of good citizens may be sufficient cause for removal from college.

## **LEAVES OF ABSENCE**

Students finding it necessary to be absent for a period of three days or more are requested to see the Dean of Men or Women in order to obtain a leave of absence form. The reason for the absence is indicated on this form, as well as the dates of the proposed absence. If the leave is granted, the student has the privilege of making up the work missed in his classes. A leave of absence in no way relieves the student of the responsibility of completing all work to the satisfaction of the instructors involved.

## **WITHDRAWALS FROM COURSE OR COLLEGE**

Students desiring to withdraw from a course or the college should file the proper request form with a counselor. During the last six weeks of a semester the approval of either the Dean of Men or the Dean of Women is required as well, or the Dean of the Evening College if applicable.

Any withdrawal filed by a student before the end of the first twelve weeks of a semester will be recorded on that student's transcript as a "W."

During the last six weeks of a semester the withdrawing student will be given a "W" if passing (i.e., "D-" or better work in a course) and a "WF" if failing at the time of withdrawal. Only for very serious extenuating circumstances and/or reasons will a student be permitted to withdraw during the finals week of any semester.

In all cases the instructor is the final judge, subject to the conditions stated in the preceding paragraphs, of the withdrawal grades to be given.

## DEFICIENCY NOTICES

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

A student receiving deficiency notices is urged to discuss with his instructors reasons and possible remedies for his lack of academic success.

## SCHOLASTIC HONORS

Special recognition is granted to top scholars each semester. The president of the college commends, on the **Deans' List**, those students who attain a grade point average of 3.0 (B) or better with a cumulative grade-point-average of 2.0 minimum. In addition, he commends, on the **President's Honor List**, those special students who attain both a cumulative and a semester grade-point-average of 3.0 (B) or better. Qualification for either honor requires enrollment in a minimum of twelve units.

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

Upon application by the student at the end of each semester, grade-point-averages are computed to determine the students with 45 or more grade points. This scholastic record entitles the student to temporary membership in Alpha Gamma Sigma, California Junior College Honor Society. Not over ten percent of the members of each graduating class may become permanent members. Permanent members must have earned a total grade-point-average of not less than 3.3 and must have been temporary members for these semesters. At commencement they are awarded the Alpha Gamma Sigma pins and certificates and are graduated with honors.



## GRADING PROCEDURES

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

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

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

"A", "B", "C", and "D" are passing grades, corresponding to excellent, good, average, and passing, "F" failure. An incomplete (Inc.) grade will be given only with the special approval of the dean. This approval will be given only in cases of illness or other circumstances beyond the student's control and will indicate that the student is entitled to all grade points upon satisfactory completion of assignments within the first six weeks of the next semester of college. Failure to remove the incomplete within the designated period will result in a grade of "F".

It is understood that instructors' grades when handed in are final and not subject to change by reason of revision of judgment on the part of the instructor.

When a student repeats a course in which he has received a "D" grade, he will be entitled to the grade and grade points which he earns, but he will receive no additional units. When he repeats a course in which he has received an "F" grade, he will receive the grade, grade points, and units earned. Units and grade points will not be revised for repeated courses in which a "C" grade has been earned.

It is the responsibility of each student to compute his current grade point average for his own guidance in determining whether his scholastic record is meeting his own needs.

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

Subjects	Units Attempted	Units Passed	Grade	Grade Points
Physical Education .....	½	½	C	1
English 1a .....	(3)	0	W(F)	0
Chemistry 1a .....	5	5	A	20
Geology 1a .....	4	4	B	12
Math 54 .....	3	0	F	0
Hygiene 1 .....	2	0	W(P)	0
	15½	9½		33

Grade point average is 33 divided by 15½ or 2.12.

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

## SCHOLASTIC REGULATIONS

The scholarship 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 of the course taken.
- Grade B receives 3 points per unit of the course taken.
- Grade C receives 2 points per unit of the course taken.
- Grade D receives 1 point per unit of the course taken.
- Grade F receives 0 point per unit of the course taken.

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

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

**PROBATION**—A student is placed on scholastic probation whenever his cumulative grade point average is less than 2.00 (1.99 or lower). A student who is placed on probation will be notified by letter of his status and due notice thereof entered on his permanent college record. He will remain on probation until he attains a cumulative "C" (2.0) grade average. Students on probation will be limited to a maximum program of 15½ units except on approval of the Scholastic Review Board.

**DISQUALIFICATION**—A student on probation will be disqualified if at the end of a semester he falls below a 1.75 cumulative grade point average in the total units taken.

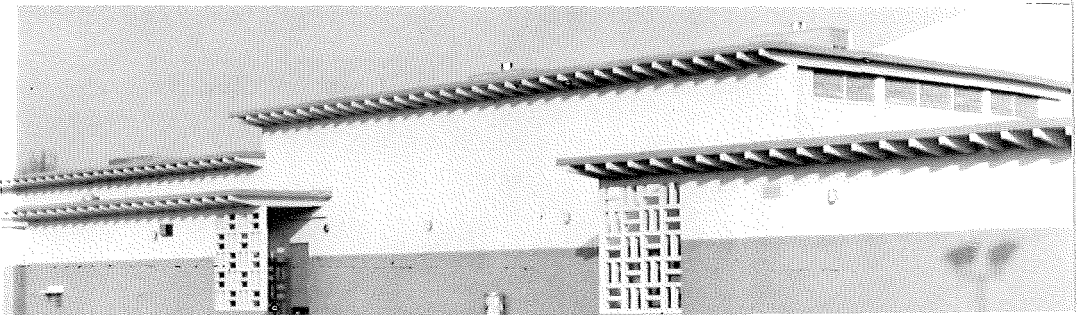
A scholastically-disqualified student will be so informed by letter and notice of his status will be entered on his permanent record.

Normally, a student who has been dismissed shall not be eligible for reinstatement or readmission until one semester has elapsed after the dismissal.

However, the college recognizes that extenuating circumstances may have contributed largely to the student's disqualification. To that purpose, the Scholastic Review Board will make recommendations relating to specific exceptions to this regulation, subject to the approval of the governing board of trustees.

If a disqualified student feels his case warrants an exception and wishes to be reinstated, he must petition the Scholastic Review Board for probationary readmission through his counselor. This applies to all students, whether regular day or extended day (evening college).

Any student readmitted after disqualification remains on probation until he attains a cumulative "C" (2.0) average.



## FOREIGN STUDENT PROGRAM

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

In addition to the transcripts and health forms required from all applicants, to qualify for admission a foreign student must make an acceptable score on an English proficiency test which is administered in his own country. In most cases, a personal interview with a representative of the International Institute of Education or a similar organization is also required.

Working during the first semester is generally not allowed, and students must have sufficient funds to defray all expenses. No scholarships from the College are available to foreign students in view of the policy of not charging them the usual out-of-state tuition.

Foreign students are required to attend a special orientation held during the week before the College opens in the fall.

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

The deadline for applications to be received is May 15. Requests for application forms and information should be sent to the Registrar.

## EXPLANATION OF SYMBOLS

Example: "BUSINESS 60 $\alpha$ —ELEMENTARY TYPING (2) I, II, E."

"60 $\alpha$ " is the number of the course in Business.

"(2)" indicates the number of units of credit earned toward a degree in one semester of successful work in this course.

"I" indicates that this course is given in the first semester of the school year.

"II" after the course indicates that it is given in the second semester of the school year.

"Yr." after the course indicates that it is a year sequence course, the " $\alpha$ " part given during the first semester and the "b" part during the second semester.

"E" after the course indicates that the course may be given in the Evening College program.

COURSES NUMBERED 1-49 are designed for college or university transfer, as well as for credit towards the junior college Associate in Arts Degree.

COURSES NUMBERED 50 THROUGH 99: Though of collegiate grade, most are primarily technical or occupational courses. All may be freely transferred to other institutions of higher learning.

## REQUIREMENTS FOR GRADUATION

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

1. A minimum of 60 units of college work with a "C" (2.0) average. To achieve a grade point average of "C", a student must earn twice as many grade points as units attempted.
2. Two units in Physical Education earned at the rate of one-half unit per semester.
3. Two units of Community and Personal Hygiene, including the study of fire prevention, home safety, and accident prevention.
4. Three units in the Constitution of the United States, including the principles of California state and local government.
5. A minimum of three units in American History, including a study of American institutions and ideals.
6. Six units of English or Speech. For pre-engineering majors this requirement is reduced to three units. Students majoring in Industry and Technology who qualify for English 51 or English 1a may graduate with three units of English or Speech. Non-transfer students majoring in Business are required to complete four courses in English or Speech.
7. A major consisting of at least 20 units of satisfactory work in specific subject areas or approved related fields. Students may select a major from the following groupings:
  - α. Majors in agriculture or home economics are offered within the Division of Applied Arts and Sciences with concentration in agricultural engineering technology, agri-business, animal science technology, plant science technology, ornamental horticulture, pre-agriculture (for transfer), home economics, and pre-home economics (for transfer).



- b. Majors in business are offered within the Division of Business with concentration in pre-business administration (for transfer), accounting, general business (clerical), business data processing, merchandising, office management, secretarial skills (general, legal, medical or medical office assistant), and real estate (evening college).
  - c. Majors are offered within the Division of Fine Arts in the subject areas of pre-art (for transfer), art, pre-music (for transfer), music, pre-drama (for transfer), pre-speech (for transfer), speech-drama, and humanities (music, art, drama, literature, philosophy, history).
  - d. Majors are offered within the Division of Industry and Technology with concentration in the subject areas of pre-industrial technology (for transfer), pre-industrial arts (for transfer), automotive technology, building materials-merchandising, building trades, electronics technology, metal technology, vocational nursing, and welding technology.
  - e. Majors are offered within the Division of Language Arts with concentration in English, communications (English, journalism, speech), and foreign language. Each may be considered either as terminal or transfer.
  - f. Major areas of concentration in the Division of Physical Education, Health and Athletics are available in pre-physical education and pre-recreation, each being transfer-oriented.
  - g. Major subject areas within the Division of Science, Mathematics and Engineering are engineering technology, pre-engineering (for transfer), drafting, pre-architecture (for transfer), mathematics, biological sciences, physical sciences, and a combination of mathematics and science. The latter four should be construed as primarily oriented toward transfer.
  - h. Major areas of emphasis within the Division of the Social Sciences are pre-law enforcement (for transfer), police science, and social science (terminal or transfer).
  - i. An inter-divisional major in the liberal arts (for transfer) is offered the student provided that he/she takes at least one (or more) course(s) in four of the following five fields: social sciences (including a course in psychology), science or mathematics, foreign language, humanities (music, art, literature, philosophy), and English.
8. Fifteen of the total 60 units required for graduation must be completed in residence at the College of the Sequoias in order to qualify for graduation.

When preparing a program which meets the requirements for graduation, a student should plan to enroll in as many courses as feasible in the field in which he is primarily interested. If he is planning to transfer to another institution upon graduation from the College of the Sequoias, the student also should prepare, with the aid of his counselor, an educational program which will enable him to transfer to a college or university of his choice with full junior standing.



## **LOWER DIVISION REQUIREMENTS**

### **GENERAL INFORMATION**

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

1. The removal of all matriculation (entrance) deficiencies.
2. The completion of the specific requirements for junior standing in the proposed senior college.
3. The completion of the lower-division prerequisites for the upper-division major. These prerequisites vary according to the major selected and also according to the institution in which the student expects to enroll. All students expecting to transfer to some other college or university should consult the catalog of that institution regarding specific requirements for upper-division standing. It is highly desirable that every student decide upon a major as early as possible after entering junior college. The basic junior standing requirements in certain fields of some of California's colleges and universities are here presented.



# UNIVERSITY OF CALIFORNIA, BERKELEY

## College of Letters and Science

Effective Fall, 1966, the University adopted the quarter system and hence will offer annually four quarters, any three of which will comprise the normal school year. Quarter credit hours rather than semester units are awarded and the student in full-time study normally will be expected to complete 45 credit hours per year.

In addition to the requirements for the major field of study, a substantial proportion of the following must be completed with a minimum grade average of 2.0 or "C". (This average applies to those eligible for university admission in freshman standing on the basis of high-school record. Those ineligible must maintain a minimum grade point average of 2.4 and must complete a minimum of 56 transfer units or 84 quarter credits).

- A. General requirements:
  - Subject A or its equivalent
  - Physical Education, each semester
  - Hygiene, 2 units
- B. English 1a-1b or Speech 1a-1b (Those choosing the speech sequence will be required to take the Subject A examination upon transfer.)
- C. Foreign Language
  - The equivalent of at least 12 units in one foreign language.
  - High-school work accepted toward this requirement will reduce the number of additional units, but will NOT receive university credit.
- D. Humanities. At least 4 courses chosen from at least 2 groups, including not more than two courses in performing arts (Except for performing arts, courses must be 3 units each.)
  - Group A—Visual Arts and Music
    - Art 1a, 1b, 6a\*, 6b\*, 7a\*, 7b\*
    - Music 7\*, 8\*, 16a, 16b, 18\*
  - Group B—Language and Literature
    - Drama 1, 2, 10a\*, 10b\*
    - English 4a, 4b, 5, 6, 30, 31, 44, 45
  - Group C—History Philosophy, and Culture
    - Geography 2
    - History 4a, 4b, 8a, 8b, 11, 12, 17a, 17b (not more than 3 units)
    - Philosophy 6a, 6b
    - \* "performing art"

E. Social Sciences. At least 4 3-unit courses chosen from the following:

- Anthropology 2, 3
- Economics 1a, 1b
- Geography 2
- History 4a, 4b, 8a, 8b, 11, 12, 17a, 17b (not more than 6 units)
- Political Science 5, 2
- Psychology 1a, 33
- Sociology 1a, 1b

F. Natural Sciences. At least 4 courses, including at least one course in Group A and one course in Group B.

A. Either Chemistry 1a, or Physics 2a or 4a

B. One of the following:

- Biology 1a, 1b
- Botany 1
- Zoology 1

C. Additional courses as needed from:

- Bacteriology 1 or 2
- Chemistry 1b, 8 - 9
- Geology 1a, 1b
- Mathematics 1a, 1b, 16a, 16b
- Paleontology 10
- Physics 2b, 4b, 4c
- Physiology 1a - 1c

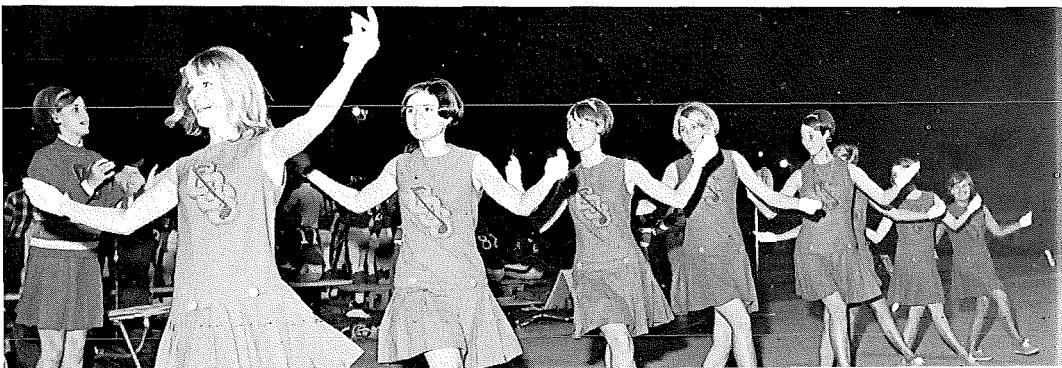


# UNIVERSITY OF CALIFORNIA AT LOS ANGELES

## College of Letters and Science

Junior class standing will be granted upon completion of not less than 56 semester units (84 credit hours) of college transfer work with a 2.0 or "C" average (or a 2.4 grade-point-average if ineligible for freshman entrance) and upon fulfillment of the following requirements:

- A. General University requirements:
  - Subject A or its equivalent
  - American History and Institutions (History 11 or 12 and Political Science 5)
  - Physical Education, each semester
  - Hygiene, 2 units
- B. English.
  - One course in composition with a grade of "C" or better.
- C. Foreign Language.
  - Sixteen units (or its equivalent) in one or two languages. If a new language is begun on the college level, it will not apply on this requirement until at least two semesters are completed.
- D. Mathematics.
  - Elementary algebra and plane geometry. If these subjects were not completed in high school or were completed in the tenth year or beyond with a grade of "D", they must be taken in the junior college without transfer credit.
- E. Humanities.
  - 0, 2, or 3 courses, dependent upon the student's major.
- F. Natural Sciences.
  - 0, 2, or 3 courses, dependent upon the student's major.
- G. Social Sciences.
  - 0, 2, or 3 courses, dependent upon the student's major (courses used to complete the American history and institutions requirement will **not** be applicable).
  - American History and Institutions (History 11 or 12 and Political Science 5)



## UNIVERSITY OF CALIFORNIA AT LOS ANGELES

### College of Fine Arts

The college offers majors in art, dance, music, and theatre arts leading to the degree of Bachelor of Arts Teaching credential major specializations in art education, dance, and music education, are offered in this college. Junior class standing will be granted upon completion of not less than sixty units of college transfer work with a 2.0 or "C" average (or a 2.4 grade-point-average if ineligible for UCLA freshman entrance) based upon the following requirements:

- A. General University requirements:  
Subject A or its equivalent  
American History and Institutions (History 11 or 12 and Political Science 5)  
Physical Education, each semester.  
Hygiene, 2 units
- B. English Composition  
Two courses with grades of "C" or better.
- C. Foreign Language  
Three courses in one or 2 courses in each of two languages. The application of high-school work is subject to the results of a placement test.
- D. Natural Sciences  
Three courses, including at least one course in the Physical Sciences  
Astronomy  
Chemistry  
Geology  
Mathematics (college algebra and above)  
Meteorology  
Physics  
and one course in Biological Sciences  
Bacteriology  
Biology  
Botany  
Zoology
- E. Social Sciences  
Four courses, including History 4a-4b, and one in each of two departments other than History:  
Anthropology  
Economics  
Geography  
Political Science  
Psychology  
Sociology
- F. Humanities  
Four courses, including two from the arts (other than one's major)  
Art  
Music  
Theater Arts  
And two from literature and/or philosophy

2. Social Sciences. Two of the following courses:

Anthropology 2, 3  
Economics 1a  
Geography 2  
Political Science 5  
Psychology 1a  
Sociology 1a

3. Natural Sciences. A year of biology, if no biology was taken in high school, and one of the following sequences:

Chemistry 1a-1b  
Geology 1a-1b  
Physical Science 10, 12  
Physics 2a-2b  
Physics 4a, 4b, 4c

Students who have taken biology and physical science in high school may take EITHER biology or one of the series listed above.

Additional requirements for Bachelor of Arts candidates:

1. Philosophy 6a
2. Natural Science. Courses chosen from the following list which when added to the work completed under Area Requirements, will total 12 or more units:

Anatomy 1  
Biology 1a-1b  
Botany 1  
Chemistry 1a-1b  
Geology 1a, 1b  
Mathematics 1a-1b, 2a-2b, 16a-16b  
Physical Science 10, 12  
Physics 2a-2b, 4a, 4b, 4c  
Physiology 1a-1c  
Zoology 1



## UNIVERSITY OF SOUTHERN CALIFORNIA

The first two years of the College of Letters, Arts, and Sciences are devoted to general education and certain lower-division subjects required of all students who are candidates for the Bachelor of Arts degree. The following program of courses offered at College of Sequoias will meet the requirements of the University.

### A. General Requirements

1. and 2. English Composition. English 1a, 1b.
3. U. S. History and Government. History 11 and 12, History 8a-8b, or History 17a-17b AND Political Science 5.
4. Foreign Language - 12 units in one language.\* French 1, 2, 3; German 1, 2, 3; Spanish 1, 2, 3. A student may enroll in the college course for which his previous high-school training has prepared him. However, he must complete the 12-unit requirement in college work.

### B. Humanities (minimum of 11 units)

1. Arts - 3 units. Art 1a, 1b, 19; Drama 1, 2,; Music 10, 16a, 16b.
2. Literature - 3 units. English 4a, 5, 6, 30, 31, 44, 45, 46.
3. Philosophy and Religion - 3 units. Philosophy 6a, 6b.
4. Electives from 1, 2, 3 - 2 units.

### C. Natural Sciences - 8 units. Anatomy 1; Astronomy 10; Bacteriology 1, 2; Biology 1a, 1b; Botany 1; Chemistry 1a, 1b; Geology 1a, 1b, 10; Paleontology 10; Physical Science 10, 12; Physiology 1a, 1c; Physics 2a, 2b, 3a, 3b, 4a, 4c; Zoology 1.

### D. Social Sciences (minimum of 7 units)

1. History - 3 units. History 4a, 4b, 8a\*\*, 8b\*\*.
2. Other Social Sciences - 3 units. Anthropology; Economics 1a-1b, 10; Psychology 1a; Sociology 1a.
3. Elective from 1 or 2 - 1 unit.

### E. Physical Education Activity - 4 semesters including swimming. (No unit credit toward degree.)

\*A student who wishes to satisfy the requirement with four years in one language in high school must make a satisfactory score on the USC Placement Test.

\*\*History 8 ab and Political Science 5 will satisfy the requirements under A3, D1, and D3.

## CALIFORNIA STATE COLLEGE GENERAL EDUCATION BREADTH REQUIREMENTS

Beginning September 1, 1969, the following general education-breadth requirements will be in effect at all state colleges:

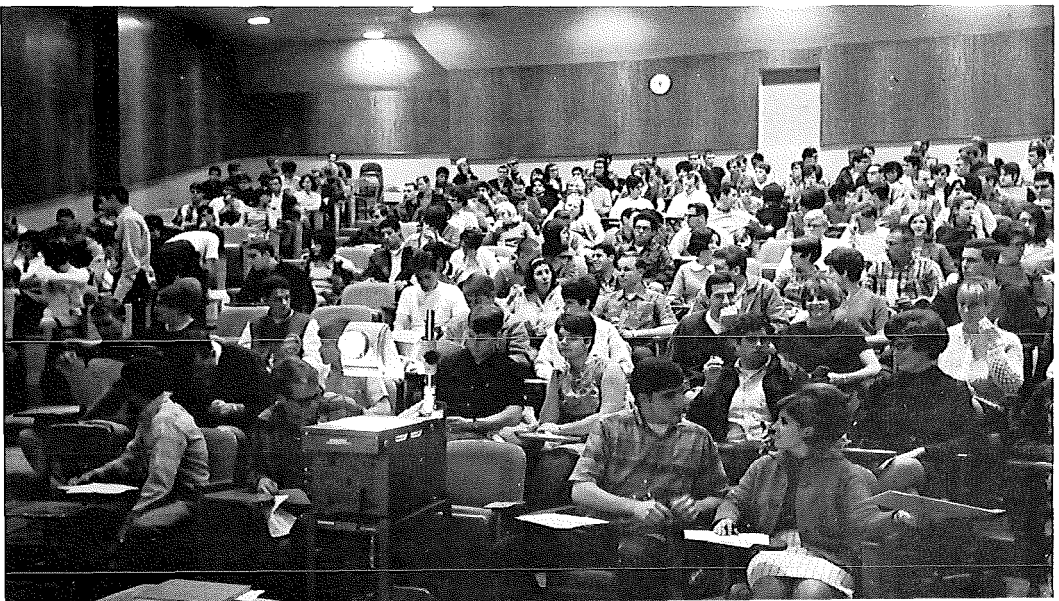
Section 40405 of Article 5, Subchapter 1, Chapter 5, Title 5 of the California Administrative Code:

(a) To be eligible for the bachelor's degree from a state college, the candidate shall have completed a minimum of 40 units of general education-breadth requirements, of which at least 12 units shall be selected from the areas listed in subdivision (c) of this Section and of which up to eight units may be selected from such electives as the college may determine; provided that the candidate must complete at least two courses selected from each of the areas listed in said subdivision (c).

(b) The disciplines and courses encompassed by each of the areas listed in subdivision (c) of this Section shall be determined by the college. Requirements within or among these areas may be satisfied by appropriate inter-disciplinary courses as the college may determine.

(c) The areas referred to in this section are the following:

- (1) Natural Sciences
- (2) Social Sciences
- (3) Humanities
- (4) Basic Subjects. This term includes courses such as oral and written communication, logic, mathematics, and statistics, designed to facilitate the acquisition and utilization of knowledge in the Natural Sciences, the Social Sciences and the Humanities.



(d) Each college, through appropriate college authority, may specify additional general education-breadth requirements for the bachelor's degree, provided that:

- (1) All such requirements apply equally to transfer and non-transfer students; and
- (2) Transfer students shall not be required to take additional general education-breadth units (including units for courses which are prerequisite to courses for which such additional units are credited) in excess of the difference between 40 units and the total number of general education-breadth units required by the college.

(e) The unrevoked certification on behalf of a transferring student, by the president or his officially-authorized representative of a college which is accredited in the manner stated in Section 40601, subdivision (d) (1), of the extent to which the general education-breadth requirements of this Section, other than the requirements of subdivision (d) of this section, have been satisfied by completion of courses by the student at such accredited college, shall be accepted by any state college to which such student transfers as establishing that the student has satisfied the requirements of this Section, other than the requirements of said subdivision (d), to the extent stated in the certification.

At the time of publication of this catalog, the new sequences in general education-breadth requirements in the lower division for the various state colleges were not available.

Students planning to transfer to one of the state colleges upon completion of their course work in the junior college are urged to study the general education requirements of the state college of their choice as they appear in the new 1968-69 edition of that state college catalog, and to confer with their counselor in the Student Personnel Center to plan an adequate and appropriate course program covering these areas in the natural sciences, social sciences, humanities, and basic subjects.







# SUGGESTED PROGRAMS

## AGRICULTURE

Instruction is offered in three major divisions: plant science, animal science, and agricultural mechanics. Courses are designed to prepare students for farming or for jobs requiring practical agricultural training.

Students who plan to transfer to the University of California, to California State Polytechnic College, or to Fresno State College for degree work in agriculture may take their first two years at the College of the Sequoias. Because of the variations in the lower-division requirements of the four-year schools, transfer students should consult an agricultural counselor in planning their programs.

The one-hundred sixty acre farm laboratory owned by the college is available for demonstration and laboratory work. Animal units including dairy, beef, sheep, swine and poultry are kept at the farm. Crops including alfalfa, irrigated pasture, cotton, corn, cereal crops, deciduous fruits, and grapes are provided for practical field work.

### SUGGESTED TWO-YEAR COURSES LEADING TO THE A. A. DEGREE AGRICULTURE ENGINEERING TECHNICIAN

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Speech .....	3	English .....	3
Political Science 51 .....	3	History 51 .....	3
Agriculture 51 .....	3	Agriculture 50 .....	2
Agriculture 57 .....	3	Agriculture 92 .....	2
Electives .....	3	Electives .....	5
Physical Education .....	½	Physical Education .....	½
	15½		15½

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Agriculture 53 .....	3	Agriculture 54 .....	2
Agriculture 55α .....	3	Agriculture 55b .....	3
Hygiene 1 .....	2	Agriculture 56 .....	3
Industrial Arts 10α .....	3	Industrial Arts 10b .....	3
Electives .....	2	Electives .....	4
Physical Education .....	½	Physical Education .....	½
	16½		15½

## AGRI-BUSINESS

The recent and widespread expansion of urban areas together with the trend toward large-scale farming enterprises has resulted in a decrease in the number of those persons gainfully employed in production agriculture and has brought about a striking increase in the numbers of those engaged in the sales and service occupations connected with the production, processing, and marketing of agricultural products and of farm supplies.

'CAREERS AHEAD', a publication of the Association of Land Grant Colleges and Universities, indicates that in contrast to some 2,000 farming opportunities for agricultural college graduates throughout the country there are six times as many opportunities for nonfarming occupations—some 12,000, of which 7,500 are in agricultural business.

To qualify students upon graduation from college for local positions as sales and service personnel the following two-year combination Agri-Business program has been inaugurated at College of the Sequoias.

### Suggested Program

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English .....	3	Speech .....	3
Chemistry 2a .....	3	Chemistry 2b .....	3
Agriculture 82 .....	3	Agriculture 91 .....	3
Agriculture 92 .....	2	History 51 .....	3
Business 70 .....	3	Electives .....	3
Electives .....	2	Supervised Practice 99b .....	1
Supervised Practice 99a .....	1	Physical Education .....	½
Physical Education .....	½		16½
	17½		

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Agriculture 90 .....	4	Political Science 51 .....	3
Agriculture 93 .....	3	Business 18 .....	3
Agriculture 87 .....	3	Agriculture 85 .....	3
Economics 1a .....	3	Agriculture 83 .....	3
Agriculture 52 .....	3	Hygiene 1 .....	2
Supervised Practice 99c .....	1	Electives .....	2
Physical Education .....	½	Supervised Practice 99d .....	1
	17½	Physical Education .....	½
			17½

Recommended business electives: Business 80a-b; Business 93; Business 72; Business 98; Business 59; Business 68a. Business 60a is required if the student has not already had a course in typewriting.

Recommended agriculture electives: It is preferable to choose the elective courses in agriculture from a major field of interest, e.g., Plant Science, Animal Science, or Agricultural Mechanics.

## ANIMAL SCIENCE TECHNICIAN

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Agriculture 76 .....	3	Speech .....	3
Agriculture 87 .....	3	Chemistry 2b .....	3
Chemistry 2a .....	3	Agriculture 65 .....	4
History 11 or 12 .....	3	Agriculture 84 .....	3
Electives .....	2	Hygiene 1 .....	2
Supervised Practice 99a .....	1	Supervised Practice 99b .....	1
Physical Education .....	½	Physical Education .....	½
	<hr style="width: 50%; margin: 0 auto;"/>		<hr style="width: 50%; margin: 0 auto;"/>
	16½		16½

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English .....	3	Agriculture 75 or	
Agriculture 90 .....	4	Agriculture 63 .....	3
Animal Husbandry 7 or		Agriculture 71 .....	3
Agriculture 60 .....	4	Political Science .....	3
Animal Husbandry 8 .....	1	Agriculture 51 .....	3
Agriculture 50 .....	2	Electives .....	3
Agriculture 92 .....	2	Supervised Practice 99d .....	1
Supervised Practice 99c .....	1	Physical Education .....	½
Physical Education .....	½		<hr style="width: 50%; margin: 0 auto;"/>
	<hr style="width: 50%; margin: 0 auto;"/>		16½
	16½		



## PLANT SCIENCE TECHNICIAN

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Chemistry 2a .....	3	Chemistry 2b .....	3
Agriculture 88 .....	4	Agriculture 91 .....	3
Agriculture 82 .....	3	History 11 or 12 .....	3
Agriculture 92 .....	2	Speech .....	3
English .....	3	Agriculture 83 .....	3
Supervised Practice 99a .....	1	Supervised Practice 99b .....	1
Physical Education .....	½	Physical Education .....	½
	16½		16½

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Agriculture 87 .....	3	Political Science 5 .....	3
Agriculture 90 .....	4	Hygiene 1 .....	2
Agriculture 50 .....	2	Agriculture 85 .....	3
Agriculture 52 .....	3	Agriculture 51 .....	3
Electives .....	3	Electives .....	4
Supervised Practice 99c .....	1	Supervised Practice 99d .....	1
Physical Education .....	½	Physical Education .....	½
	16½		16½

## ORNAMENTAL HORTICULTURE

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Ornamental Horticulture 50	3	Ornamental Horticulture 51	3
Ornamental Horticulture 53a	3	Ornamental Horticulture 52	3
Ornamental Horticulture 55	3	Ornamental Horticulture 53b	3
Ornamental Horticulture 56	3	Ornamental Horticulture 54	3
Agriculture 92 .....	2	Agriculture 87 .....	3
Agriculture 50 .....	2	Agriculture 83 .....	3
Agriculture 82 .....	3	Botany 1 .....	5
English .....	3	Speech 51 .....	3
History 51 .....	3	Political Science 51 .....	3
Hygiene 1 .....	2	Supervised Practice 99b-99d	2
Elective .....	3		
Supervised Practice 99a-99c	2		32
Physical Education .....	1		

## ARCHITECTURE AND ARCHITECTURAL ENGINEERING

College of the Sequoias offers two years of architectural courses that are patterned after California State Polytechnic College's courses. This will allow College of the Sequoias students to transfer into California State Polytechnic College's architecture and architectural engineering department, and proceed directly with their major courses.

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Architecture 1a .....	2	Architecture 1b .....	2
Architecture 2a .....	3	Architecture 2b .....	3
Architecture 6a .....	2	Architecture 31 .....	2
Architecture 40 .....	1	Mathematics 1b .....	4
Mathematics 1a .....	4	Physics 4a .....	4
English 1a .....	3	English 1b .....	3
Physical Education .....	½	Physical Education .....	½
	<hr style="width: 100%;"/>		<hr style="width: 100%;"/>
	15½		18½

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Architecture 1c .....	3	Architecture 1d .....	3
Architecture 6b .....	2	Architecture 6c .....	2
Architecture 32 .....	2	Architecture 33 .....	2
Mathematics 2a .....	4	Physics 4c .....	4
Physics 4b .....	4	Biology 1a or .....	(3)
History 11 or 12 .....	3	Speech 1a .....	(3)
Physical Education .....	½	Hygiene 1 .....	2
	<hr style="width: 100%;"/>	Physical Education .....	½
	18½		<hr style="width: 100%;"/>
			17½



## ART

Art offerings at the College of the Sequoias are designed to give maximum opportunities to both terminal and transfer students. These courses also provide basic training for students wishing to equip themselves for a vocation as well as for those who may enter other fields but desire to enrich their understanding and appreciation of art.

Transfer students may not be able to follow the suggested outline exactly because of the academic requirements of the university or special art school to which they wish to transfer. Art transfers are asked to secure guidance from their counselors in planning their program.

### Suggested Program at State Colleges

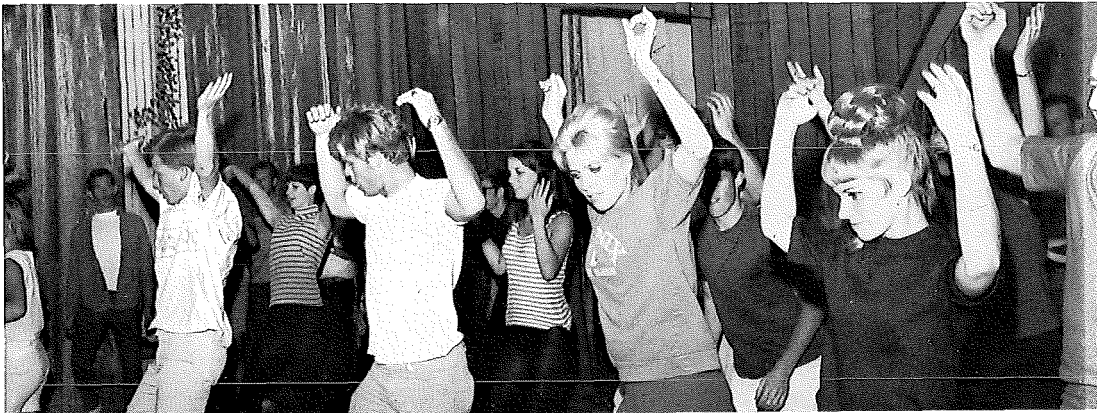
#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Art 6α .....	2	Art 6b .....	2
Art 7α .....	2	Art 7b .....	2
Political Science 5 .....	3	History 11 or 12 .....	3
Science .....	3	Science .....	3
English 1α .....	3	English 1b .....	3
Elective .....	2	Elective .....	2
Physical Education .....	½	Physical Education .....	½
	15½		15½

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Art 12 or 14 .....	2	Art 19 .....	2
Art 29 or 10 .....	2	Art 12 or 14 .....	2
Science .....	3	Art 3 .....	2
Speech 1α .....	3	Social Science Elective .....	3
Psychology 1α .....	3	Hygiene 1 .....	2
Art 1α .....	3	Electives—General Education .....	2
Physical Education .....	½	Art 1b .....	3
	16½	Physical Education .....	½
			16½

Art 54 and 55 should be considered for some schools.





## BUSINESS

The following major study fields are available to students in the Business Division: Accounting, Business Data Processing, General Business (Clerical), Legal Secretarial, Medical Office Assistant (Clerical), Medical Secretarial, Merchandising, Office Management, Real Estate, and Secretarial.

All college transfer courses listed for the Business Division parallel in content those same lower-division courses offered at the state colleges and universities.

Modern business, as it becomes increasingly complex, requires beginning workers with an understanding of business and its relationship to society as a whole. Those students with a basic knowledge of the organizational structure of business and its functions and with a mastery of those skills required of the entering business worker will find their places more quickly and easily in the business environment. While each kind of business has characteristics exclusively its own, the fundamental problems of, and the principles underlying, business present great similarities.

Students of business should register for those courses which will provide them with a foundation upon which, through actual experiences in the business world, they may expand their knowledge and thus progress in the careers of their choice. This basic foundation should prepare them for the approximately five periods of retraining which appear to lie in their futures.

During the 1965-1975 decade, predictions indicate that employment opportunities will be particularly numerous for workers who handle paperwork in the offices of public and private organizations. Since the volume of electronic data-processing equipment is expected to increase very rapidly in this period, being put to new uses almost daily, many of the lower-level clerical jobs will be eliminated by mechanization. However, business organizations are continuing to grow in size and complexity in our expanding economy, with an anticipated increase of 300,000 office workers each year; thus the positions available in the business occupations will outnumber those lost through the increase in the use of data processing.

Many of the state colleges will accept for transfer credit business courses numbered above 50 in which the student has made a "C" or





better. However, the colleges may accept only the number of units which they allow were the course completed on their campus, or they may transfer the units for elective credit only. Students should check college catalogs for the total number of business units transferable in their majors so that they will not acquire more lower-division units in business subjects than will be accepted.

In business classes students are encouraged to work to capacity and to progress as rapidly as is consistent with the business standards required. The skill-building classes in shorthand and typewriting allow placement of the student at the speed level corresponding to the maximum speed previously attained. Progression is determined by speed rather than by course sequence.

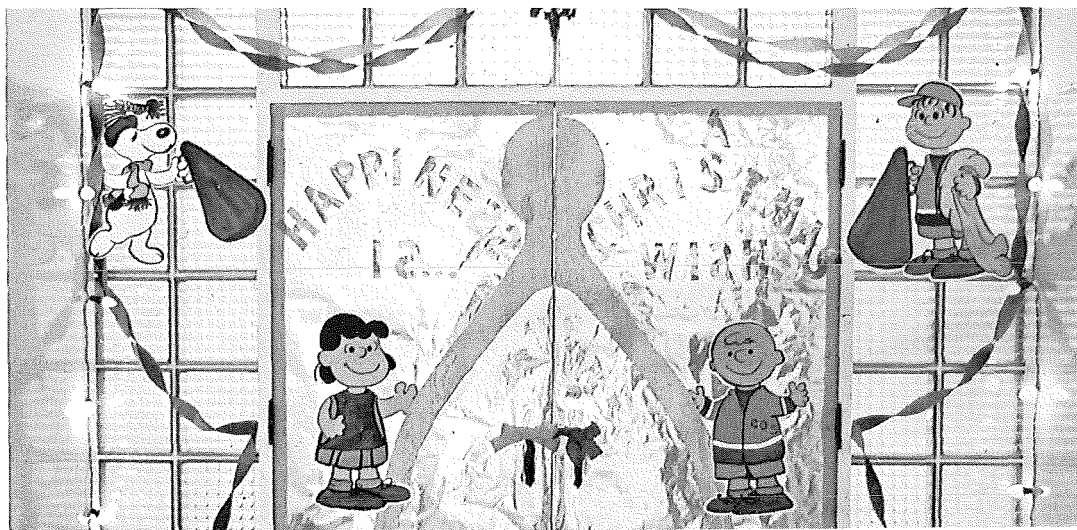
Adults are urged to attend the regular day or evening business classes for training in any skills which they may need to qualify for upgrading and promotion, for qualifying for civil service examinations, or for retraining.

### **College Pre-Business Administration Program**

Business administration students planning to transfer to a state college or university should consult the catalog of the school of their choice, as the lower-division requirements vary from school to school.

Most state colleges require that the business major complete Business 1a-1b and Economics 1a-1b in the lower division and demonstrate competency in typewriting and basic mathematics, either by taking a proficiency test or by registering for classes in these subjects in the junior college. Additional requirements for some majors are Business 10 and a finite mathematics course. Students should consult the college catalog for the lower-division requirements in the field of their specialization as these requirements do not follow set patterns.

Transfers to the University of California or one of the branches should check carefully to see that they have fulfilled the mathematics requirements in addition to having taken Business 1a-b and Economics 1a-b.



## ACCOUNTING

### Suggested Program

#### FIRST YEAR

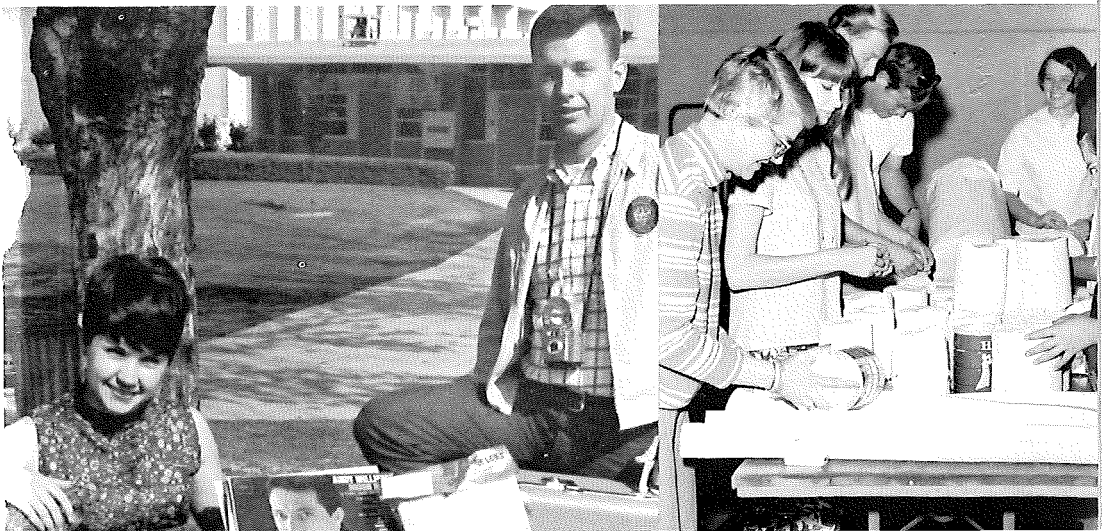
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 80a .....	4	*Business 80b .....	4
Business 68a .....	2	Business 84 .....	3
Business 92 .....	3	Business 93 .....	3
Business 59 .....	2	Business 96b .....	3
Business 67 .....	1	Hygiene 1 .....	2
English 51 .....	3	Physical Education .....	½
Physical Education .....	½		
	<hr style="width: 50%; margin: 0 auto;"/>		
	15½		<hr style="width: 50%; margin: 0 auto;"/>
			15½

\*The student who has had two years of high-school bookkeeping should register for Business 80b, substituting recommended electives for Business 80a.

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 81 .....	4	Business 82 .....	4
Business 94 .....	3	Business 83 .....	3
Business 96c .....	3	Business 91b .....	3
Business 98 .....	3	Speech 51 .....	3
History 51 .....	3	Political Science 51 .....	3
Physical Education .....	½	Physical Education .....	½
	<hr style="width: 50%; margin: 0 auto;"/>		
	16½		<hr style="width: 50%; margin: 0 auto;"/>
			16½

Recommended electives: Business 13 (Business Consumer Problems); Business 22 (Business Mathematics); Business 58a (Office Procedure); Business 76 (Credits and Collections); Business 90 (Business Statistics); Business 95 (Business Arithmetic); Business 97 (Personal Finance); Business 91a (Small Business Management).



## BUSINESS DATA PROCESSING

### Suggested Program

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 84 .....	3	Business 80b .....	4
Business 80α .....	4	Business 85α .....	3
Business 92 .....	3	Business 86α .....	3
English 51 .....	3	Business 96b .....	3
Mathematics Elective .....	3	Business 93 .....	3
Physical Education .....	½	Physical Education .....	½
	<hr style="width: 50%; margin: 0 auto;"/> 16½		<hr style="width: 50%; margin: 0 auto;"/> 16½

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 86b .....	3	Business 86c .....	3
Speech 51 .....	3	Business 82 .....	4
Business 96c .....	3	Business 83 .....	3
Hygiene 1 .....	2	Business 91b .....	3
History 51 .....	3	Political Science 51 .....	3
Physical Education .....	½	Physical Education .....	½
	<hr style="width: 50%; margin: 0 auto;"/> 14½		<hr style="width: 50%; margin: 0 auto;"/> 16½

Suggested electives: Business 81 (Advanced Accounting); Business 91α (Small Business Management); Business 98 (Human Relations).



## GENERAL BUSINESS (CLERICAL)

### Suggested Program

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 60 or 61 .....	2	Business 61 or 62 .....	2
Business 70 .....	3	Business 68α .....	2
Business 95 .....	3	Business 58c .....	1
English 51 .....	3	Business 59 .....	2
Elective .....	3	Business 92 .....	3
Physical Education .....	½	Speech 51 .....	3
	<hr/>	Hygiene 1 .....	2
	14½	Physical Education .....	½
			<hr/>
			15½

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 61 or 62 .....	2	Business 84 .....	3
Business 67 .....	1	*Business 87 .....	2
Business 97 .....	3	Business 58α (or 58b) .....	3
Business 96b .....	3	Business 69 .....	2
Business 98 .....	3	Business 93 .....	3
Political Science 51 .....	3	History 51 .....	3
Physical Education .....	½	Physical Education .....	½
	<hr/>		<hr/>
	15½		16½

\*An elective should be substituted if the student has had high-school bookkeeping or accounting.

Recommended electives: Business 13 (Business Consumer Problems); Business 91α (Small Business Management); Business 68b (Advanced Office Machines); Business 58b (Executive Secretarial Procedures).



## LEGAL SECRETARIAL

### Suggested Program

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 52α .....	4	Business 52b .....	4
Business 53α .....	2	Business 53b .....	2
Business 96α .....	3	Business 96b .....	3
Business 92 .....	3	Business 69 .....	2
Business 58c .....	1	Business 59 .....	2
Hygiene 1 .....	2	*Business 87 .....	2
Physical Education .....	½	Physical Education .....	½
	<hr style="width: 50%; margin: 0 auto;"/> 15½		<hr style="width: 50%; margin: 0 auto;"/> 15½

\*An elective should be substituted if the student has had high-school bookkeeping or accounting.

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 55α .....	3	Business 55b .....	3
Business 93 (or 18) .....	3	Business 91b .....	3
Business 96c .....	3	Business 67 .....	1
Business 98 .....	3	Business 62 .....	2
History 51 .....	3	Political Science 51 .....	3
Physical Education .....	½	Speech 51 .....	3
	<hr style="width: 50%; margin: 0 auto;"/> 15½	Physical Education .....	½
			<hr style="width: 50%; margin: 0 auto;"/> 15½

Note: The specialized legal procedures and legal shorthand courses are offered only in alternate years. They will again be offered in the school year 1969-1970.

Recommended electives: Business 97 (Personal Finance); Business 13 (Business Consumer Problems); Business 91α (Small Business Management); Business 84 (Introduction to Data Processing).



## MEDICAL OFFICE ASSISTANT (CLERICAL)

### Suggested Program

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 60 .....	2	Business 59 .....	2
Political Science 51 .....	3	Business 60b .....	2
Business 95 .....	3	Business 96b .....	3
Biology 51 .....	3	Business 69 .....	2
Business 96a .....	3	Biology 52 .....	4
Physical Education .....	½	Hygiene 1 .....	2
	<hr style="width: 50%; margin: 0 auto;"/>	Physical Education .....	½
	14½		<hr style="width: 50%; margin: 0 auto;"/>
			15½

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 61a .....	2	Business 91b .....	3
Business 56a .....	3	Business 76 .....	3
Business 58c .....	1	*Business 87 .....	2
Business 96c .....	3	Speech 51 .....	3
Business 98 .....	3	Business 93 .....	3
Business 67 .....	1	Hygiene 3 .....	2
History 51 .....	3	Physical Education .....	½
Physical Education .....	½		<hr style="width: 50%; margin: 0 auto;"/>
	<hr style="width: 50%; margin: 0 auto;"/>		16½
	16½		

\*An elective should be substituted if the student has had high-school bookkeeping or accounting.

Note: The specialized medical procedures courses are offered only in alternate years; the entering freshman in fall semester 1968-69 should be registered in Business 56a.

Recommended electives: Business 92 (Survey of American Business); Business 62 (Expert Typewriting); Business 22 (Business Mathematics); Business 97 (Personal Finance); Business 84 (Introduction to Data Processing).



## MEDICAL SECRETARIAL

### Suggested Program

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 52α .....	4	Business 52b .....	4
Business 53α .....	2	Business 53α .....	2
Business 92 .....	3	Business 96b .....	3
Business 96α .....	3	Business 69 .....	2
Biology 51 .....	3	Business 58 .....	1
Physical Education .....	½	Biology 52 .....	4
	<hr/>	Physical Education .....	½
	15½		<hr/>
			16½

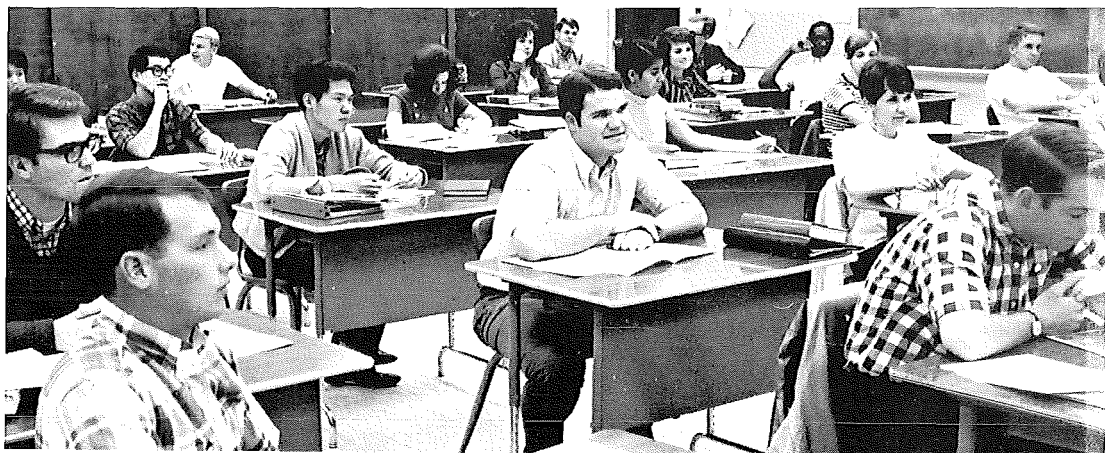
#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 56α .....	3	Business 56b .....	3
Business 96c .....	3	Business 91b .....	3
Business 59 .....	2	Business 67 .....	1
Business 98 .....	3	*Business 87 .....	2
Hygiene 1 .....	2	Speech 51 .....	3
History 51 .....	3	Political Science 51 .....	3
Physical Education .....	½	Physical Education .....	½
	<hr/>		<hr/>
	16½		15½

\*An elective should be substituted if the student has had high-school bookkeeping or accounting.

Note: The specialized medical procedures courses are offered only in alternate years; the entering freshman in fall semester 1968-69 should be registered in Business 56α.

Recommended electives: Hygiene 3 (Red Cross First Aid); Business 95 (Business Arithmetic); Business 22 (Business Mathematics); Business 76 (Credits and Collections); Business 97 (Personal Finance); Business 84 (Introduction to Data Processing).





## MERCHANDISING

### Suggested Program

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 71 .....	3	Business 74 .....	3
Business 72 .....	3	Business 95 .....	3
Business 92 .....	3	Speech 51 .....	3
Business 91α .....	3	Art 29α .....	2
English 51 .....	3	Hygiene 1 .....	2
Physical Education .....	½	*Business 60 or 61 or an elective .....	2
	15½	Physical Education .....	½
			15½

\*An elective should be substituted if the student has had sufficient typewriting in high-school.

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 75 .....	3	Business 73 .....	3
Business 80α .....	4	Business 76 .....	3
Business 96c .....	3	Business 80b .....	4
Business 98 .....	3	Business 96b .....	3
History 51 .....	3	Political Science 51 .....	3
Physical Education .....	½	Physical Education .....	½
	16½		16½

Recommended electives: Business 84 (Introduction to Data Processing); Business 93 (Survey of Business Law); Business 94 (Insurance Principles); Business 97 (Personal Finance).





## OFFICE MANAGEMENT

### Suggested Program

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 92 .....	3	Business 93 .....	3
Business 80α .....	4	Business 80b .....	4
Business 59 .....	2	Business 67 .....	1
Business 91α .....	3	Business 76 .....	3
English 51 .....	3	Speech 51 .....	3
Physical Education .....	½	Hygiene 1 .....	2
	<hr style="width: 50%; margin: 0 auto;"/>	Physical Education .....	½
	15½		<hr style="width: 50%; margin: 0 auto;"/>
			16½

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 58α (or 58b) .....	3	Business 91b .....	3
Business 96c .....	3	Business 84 .....	3
Business 98 .....	3	Business 96b .....	3
Business 94 .....	3	Business 68α .....	2
History 51 .....	3	Political Science 51 .....	3
Physical Education .....	½	Physical Education .....	½
	<hr style="width: 50%; margin: 0 auto;"/>		<hr style="width: 50%; margin: 0 auto;"/>
	15½		14½

Note: Business 60α-b is required if the student has not already had typewriting.

Recommended electives: Business 22 (Business Mathematics); Business 61 (Advanced Typewriting); Business 62 (Expert Typewriting); Business 70 (Salesmanship); Business 90 (Business Statistics); Business 97 (Personal Finance).



## REAL ESTATE

### Suggested Program

#### FIRST YEAR

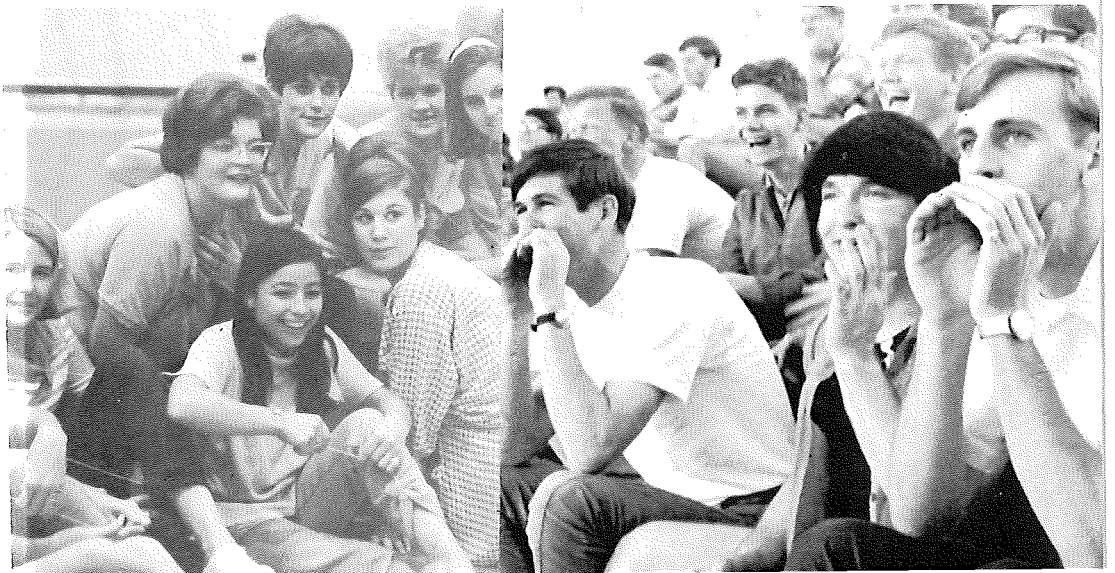
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 40α .....	3	Business 40b .....	3
Business 92 .....	3	Business 22 .....	2
Business 80α .....	4	Business 80b .....	4
English 51 .....	3	Business 59 .....	2
Business 71 .....	3	Speech 51 .....	3
Physical Education .....	½	Hygiene 1 .....	2
	<hr style="width: 50%; margin: 0 auto;"/>	Physical Education .....	½
	16½		<hr style="width: 50%; margin: 0 auto;"/>
			15½

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
*Business 41 .....	3	*Business 43 .....	3
*Business 42 .....	3	*Business 45α .....	3
Business 96c .....	3	Business 91b .....	3
Business 98 .....	3	Business 96b .....	3
History 51 .....	3	Political Science 51 .....	3
Physical Education .....	½	Physical Education .....	½
	<hr style="width: 50%; margin: 0 auto;"/>		<hr style="width: 50%; margin: 0 auto;"/>
	15½		15½

\*To be completed in the Evening College.

Suggested Electives: Business 93 (Survey of Business Law) or Business 18 (Business Law); Business 94 (Insurance); Business 75 (Advertising and Display).



## SECRETARIAL

### Suggested Program

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 50α, 51α, or 52α	5-4	Business 50b, 52α, 52b	5-4
Business 60α, 61 or 53α	2	Business 60b, 62, or 53b	2
Business 92	3	Business 59	2
Business 96α	3	Business 96b	3
Business 68α	2	*Business 87	2
Business 58c	1	Hygiene 1	2
Physical Education	½	Physical Education	½
	<hr/>		<hr/>
	16½		16½

\*An elective should be substituted if the student has had high-school bookkeeping (or accounting).

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 52α	4	Business 52b	4
Business 53α	2	Business 53α	2
Business 96c	3	Speech 51	3
**Business 58α (or 58b)	3	Business 58b or Business 91b	3
Business 67	1	Political Science 51	3
History 51	3	Physical Education	½
Physical Education	½		<hr/>
	<hr/>		15½
	16½		

\*\*The student who has completed one year of office practice in high-school should register for Business 58b.

If the advanced shorthand and transcription requirements are fulfilled during the first year, the student should choose from among the following recommended electives:

Business 69 (Machine Transcription); Business 93 (Survey of Business Law); Business 97 (Personal Finance); Business 98 (Human Relations in Business); Business 13 (Business Consumer Problems); Business 91α (Small Business Management); Business 84 (Introduction to Data Processing).



## DENTISTRY

### University of California at Berkeley

The School of Dentistry offers a program leading to the degree of Doctor of Dental Surgery, based upon two years of college pre-dental work.

A School of Dentistry has been organized at the University of California at Los Angeles and opened to first-year students five years ago.

#### Suggested Program

##### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 1a or Speech 1a .....	3	English 1b or Speech 1b .....	3
Chemistry 1a .....	5	Chemistry 1b .....	5
Zoology 1 .....	5	Botany 1 .....	5
History 11 or 12 .....	3	Political Science 5 .....	3
Physical Education .....	½	Physical Education .....	½
	16½		16½

##### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Chemistry 8 .....	3	Chemistry 5 .....	3
Chemistry 9 .....	3	Physics 2b .....	4
Physics 2a .....	4	Psychology 33 .....	3
Psychology 1a .....	3	Elective .....	2-3
Elective .....	2-3	Hygiene 1 .....	2
Physical Education .....	½	Physical Education .....	½
	15½-16½		14½-15½



## University of Southern California

The College of Letters, Arts, and Sciences offers a program leading to the degree of Bachelor of Science with a major in Dentistry based upon three years of pre dental work (96 units), and requirements in the first two years of the D.D.S. curriculum. The third year (32 units) of the pre dental program must be completed at USC.

### Suggested Program

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Chemistry 1a .....	5	Chemistry 1b .....	5
English 1a .....	5	English 1b .....	3
Foreign Language* .....	4	Foreign Language* .....	4
Zoology 1 .....	5	Botany 1 .....	5
Physical Education .....	½	Physical Education .....	½
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	17½		17½

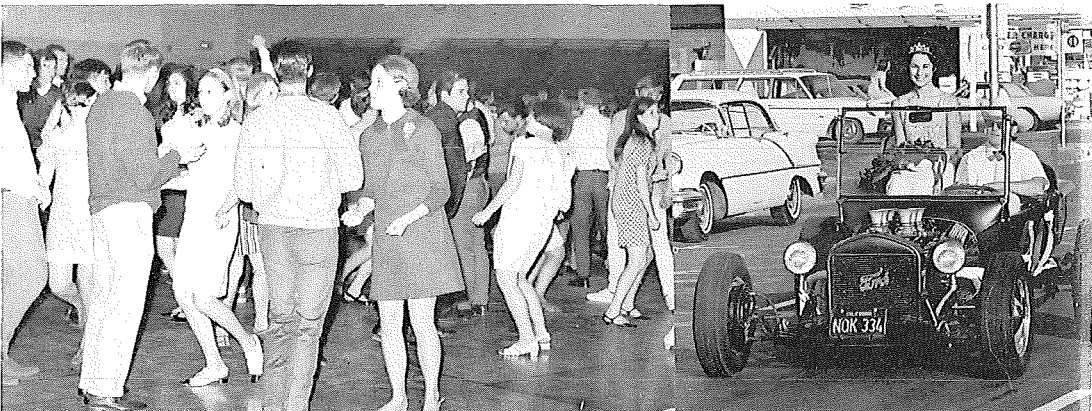
#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Chemistry 8 .....	3	Chemistry 9 .....	3
Physics 2a .....	4	Physics 2b .....	4
Foreign Language* .....	4	Psychology 1a .....	3
History 4a .....	3	History 4b .....	3
English 5 .....	3	English 6 .....	3
Physical Education .....	½	Physical Education .....	½
	<hr/>		<hr/>
	17½		16½

\*High school language may be continued.

The above program includes the minimum requirements in English and science for students who plan to apply for admission to the D.D.S. program upon the completion of two years (60 units) of college credit.

For other courses which may be taken on the lower division, see requirements in the College of Letters, Arts, and Sciences.



## EDUCATION

The State of California requires a credential of the proper type for teaching in the public schools. Preparation now requires five years of college training. Each candidate must have a major and a minor in an academic field (Education is no longer a major) and complete certain general courses. There are presently only six credentials, two of which concern you on the junior college level.

### 1. Standard Teaching Credential with Specialization in Elementary Education:

- a. Four years of college with a baccalaureate degree.
- b. An additional fifth year of post-graduate education.
- c. A single-subject major (24 units) or an interdepartmental major (24 units) in a subject normally taught in the public schools. No minor is required with an academic subject; however, one or two majors, academic or non-academic, may be required for non-academic majors. Check what you are allowed to teach with your major and minor.
- d. Courses in five of the six general education areas:
  1. Humanities - including one year of English - and competency in composition.
  2. Social Science.
  3. Natural Science (both biological and physical.)
  4. Mathematics (required for credential; Math. 40)
  5. Fine Arts
  6. Foreign Language.

### 2. Standard Teaching Credential with Specialization in Secondary Teaching:

- a. Four years of college with a baccalaureate degree.
- b. An additional fifth year of post-graduate education.
- c. A single-subject major (24 units) or an interdepartmental major (24 units) in a subject normally taught in the public schools. One or two minors are required, dependent upon your choice of major and its status as academic or non-academic. Check to see whether your choice of major and minor(s) is considered academic or is taught in the secondary schools. You may teach only in your major or minor fields.
- d. Courses in four of the six general education areas:
  1. Humanities - including one year of English and competency in composition.
  2. Social Sciences.
  3. Natural Sciences.
  4. Mathematics.
  5. Fine Arts.
  6. Foreign Language - Two college years of study.

Students should follow the general-education requirements and the courses for the major from the four-year school to which they wish to transfer.

## ENGINEERING

### Recommended Transfer Program

FIRST YEAR			
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 1α .....	3	Mathematics 1b .....	4
Mathematics 1α .....	4	Chemistry 1b .....	5
Chemistry 1α .....	5	Engineering 28 .....	4
Mathematics 15 .....	3	Physics 4α .....	4
Hygiene 1 .....	2	Physical Education .....	½
Physical Education .....	½		
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	17½		17½

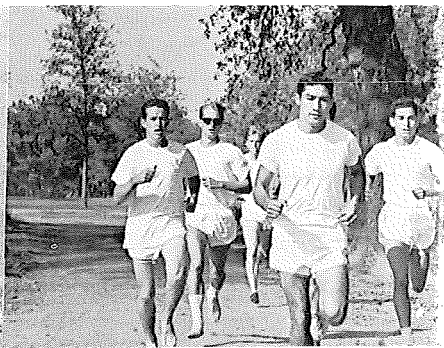
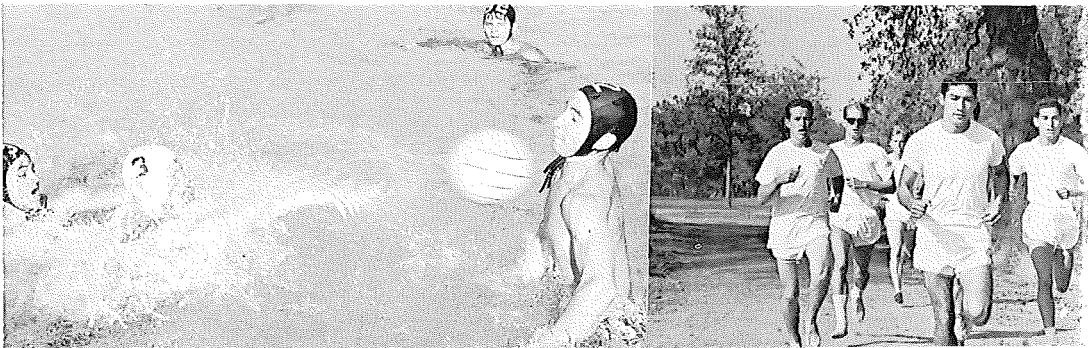
SECOND YEAR			
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Mathematics 2α .....	4	Mathematics 2b .....	4
Engineering 8 .....	3	Engineering 35 .....	3
Physics 4b .....	4	Physics 4c .....	4
Engineering 1α .....	3	Engineering 1b)* .....	3
Political Science 5 .....	3	Engineering 24)** .....	3
Physical Education .....	½	History 11 or 12 .....	3
	<hr style="width: 50%; margin: 0 auto;"/>	Physical Education .....	½
	17½		<hr style="width: 50%; margin: 0 auto;"/>
			17½

\*\*Civil Engineering majors take Engineering 1b.

\*\*Mechanical Engineering majors take Engineering 24.

College of the Sequoias offers a two-year pre-engineering course that will enable the student to earn the Associate in Arts degree.

Widely diversified avenues of professional engineering education are available in the junior colleges, private colleges, state colleges, and the University of California. The junior colleges offer two years of engineering education to prepare students for transfer at the junior-year level to the colleges and universities offering bachelor's and post-graduate degrees. The required subject material in the first two years is similar; however, differences do exist among the senior institutions. Before planning a study list, the junior-college student should consult with his counselor and study the catalog of the senior institution to which he expects to transfer.



## ENGINEERING-TECHNICAL

### ENGINEERING TECHNICIAN

This engineering program is designed to train men and women for a career in engineering with engineering computation, surveying and engineering drawing.

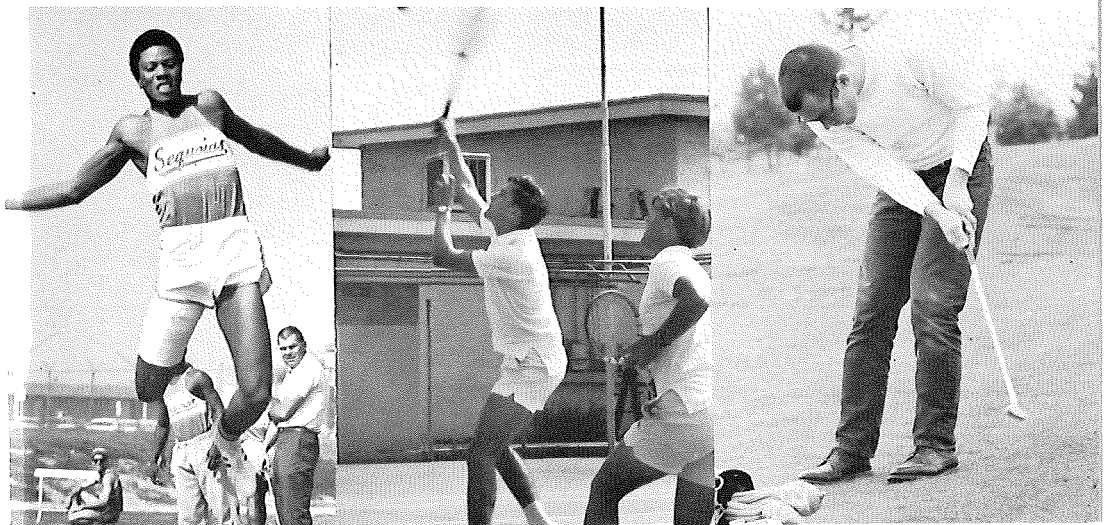
#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Mathematics 53/54/30 .....	3	Mathematics 54/30/31 .....	3/4
Engineering 22 .....	3	Engineering 24 .....	3
Chemistry 53 .....	3	Mathematics 20 .....	2
English 51 .....	3	English/Speech .....	3
Architecture 6α .....	2	Architecture 31 .....	2
Architecture 40 .....	1	Political Science 51 .....	3
Physical Education .....	½	Physical Education .....	½
Hygiene 1 .....	2		
	<hr/>		<hr/>
	17½		16½/17½

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Mathematics 30/31/16α .....	3/4	Mathematics 31/16α*/16b* .....	3/4
Engineering 23 .....	3	History 51 .....	3
Engineering 1α .....	3	Engineering 1b .....	3
Physics 2α .....	4	Physics 2b .....	4
Architecture 6b .....	2	Architecture 6c .....	2
Industrial Arts 40α .....	3	Physical Education .....	½
Physical Education .....	½		
	<hr/>		<hr/>
	17½/18½		15½/16½

\* Must complete mathematics sequence through Mathematics 16α; Mathematics 16b is not required.





## DRAFTING

This curriculum is designed to train men and women for a career in either architectural drawing or engineering drawing at the completion of this program. Minimum units: engineering, 6; architectural, 11; to a maximum of 20 units.

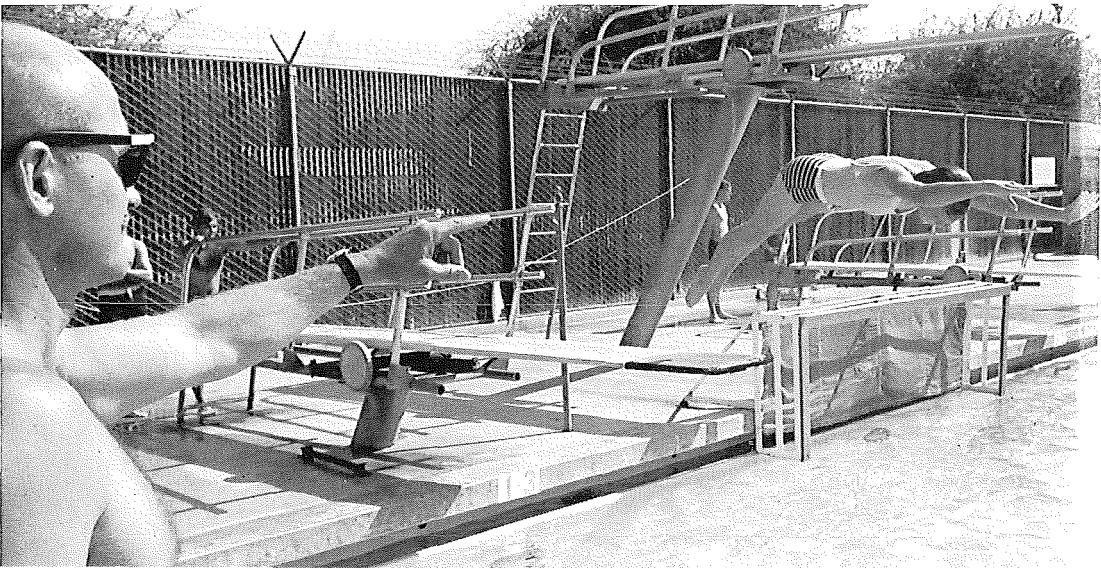
### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Architecture 2α .....	3	Engineering 24 .....	3
Architecture 6α .....	2	Hygiene 1 .....	2
Mathematics 53 .....	3	Mathematics 54 .....	3
English 51 .....	3	Mathematics 19 and 20 .....	2
Architecture 40 .....	1	Architecture 31 .....	2
Art 6α .....	2	Art 6b .....	2
Engineering 22 .....	3	History 51 .....	3
Physical Education .....	½	Physical Education .....	½
	<hr/> 17½		<hr/> 17½

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Industrial Arts 40α .....	3	Architecture 2b* .....	3
Architecture 32 .....	2	Elective .....	3
Engineering 23 .....	3	Industrial Arts 40b .....	3
Speech 51 .....	3	Chemistry 53 .....	3
Political Science 51 .....	3	Engineering 1α .....	3
Architecture 1α* .....	2	Architecture 1b* .....	2
Physical Education .....	½	Physical Education .....	½
	<hr/> 16½		<hr/> 16½

\* Not required.



## HOME ECONOMICS

The courses in the home economics department of the College of the Sequoias have been planned both to satisfy professional and vocational objectives and to contribute to the general education of students.

Studies indicate that there will continue to be a shortage of qualified professional home economists in the foreseeable future. Job opportunities are varied and well-paid.

College of the Sequoias courses can lead to a Bachelor of Arts degree and secondary-teaching credential at a state college. The curriculum also provides courses for those planning to transfer to a university which offers the Bachelor of Science degree.

Professional and commercial career opportunities in addition to teaching include home advisor (adult or 4-H), dietetics, institutional management, home economics journalism, experimental foods, household equipment demonstration and testing, consumer education, public relations (foods, utility, pattern companies, etc.), interior decoration, nursery-school supervision, social service, public health, radio and television.

For the terminal student desiring to major in home economics to broaden her general education, the department offers courses which enrich personal and family life through the development of basic concepts and skills. It is recommended that these students consult with the Business Division for elective areas in which they might acquire skills in supplementing the family income in time of need.

Transfer students who are not home economics majors are encouraged to take home economics classes for personal enrichment.

### Transfer to University of California, at Davis: General Home Economics

FIRST YEAR			
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Chemistry 1α .....	5	Physiology 1α, 1c .....	5
Home Economics 12α .....	3	Psychology 1α .....	3
English 1α .....	3	English 1b .....	3
Home Economics 15 .....	2	History 11 or 12 .....	3
Home Economics 24 .....	2	Art 6α .....	2
Physical Education .....	½	Physical Education .....	½
	15½		16½

SECOND YEAR			
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Economics 1α .....	3	Economics 1b .....	3
Chemistry 8 .....	3	Bacteriology 1 .....	5
Sociology 1α .....	3	Political Science 5 .....	3
Hygiene 1 .....	2	Home Economics 26 .....	2
English 5 or Philosophy 6α .....	3	Home Economics 10b .....	3
Home Economics 10α .....	3	Physical Education .....	½
Physical Education .....	½		16½
	17½		

## TRANSFER PROGRAM—STATE COLLEGES

FIRST YEAR			
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 1α .....	3	English 1b .....	3
Home Economics 15 .....	2	Home Economics 10b .....	3
Home Economics 24 .....	2	Chemistry 1b .....	5
Chemistry 1α .....	5	Physical Education .....	½
Home Economics 10α .....	3	Psychology 1α .....	3
Physical Education .....	½	History 11 or 12 .....	3
Art 6α .....	2		
	<hr/>		<hr/>
	17½		17½

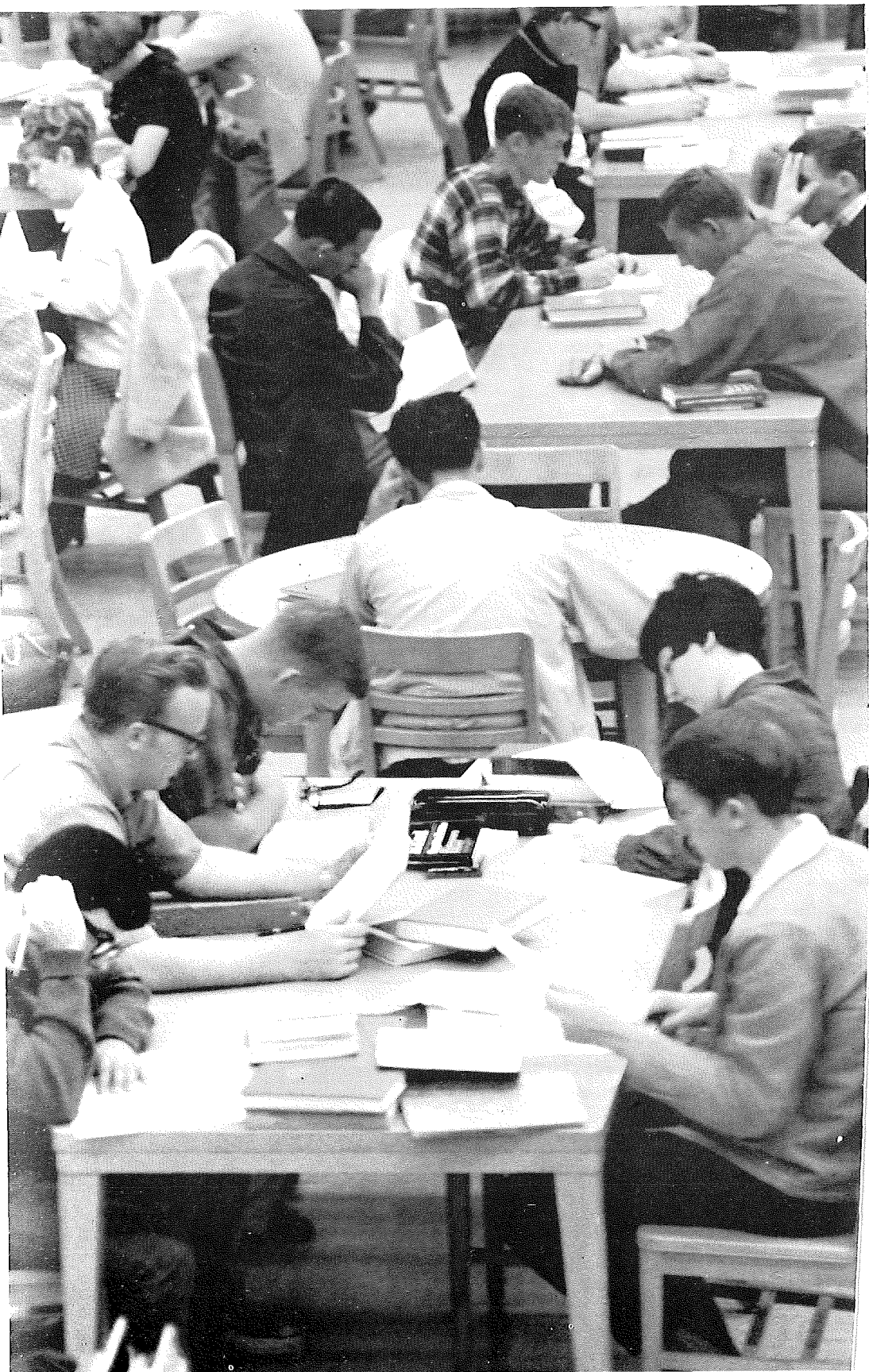
SECOND YEAR			
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Home Economics 12α .....	3	Home Economics 12b .....	3
Home Economics 16 .....	3	Home Economics 22 .....	3
Nutrition 8 .....	3	Home Economics 39 or 38 .....	3
Political Science 5 .....	3	Physical Education .....	½
Speech 1α .....	3	Home Economics 26 .....	2
Physical Education .....	½	Electives .....	4-6
Hygiene .....	2		
	<hr/>		<hr/>
	17½	(General education units or Econ, 1α or Soc. 1α recommended.)	15½

## TERMINAL PROGRAM

FIRST YEAR			
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English .....	3	English .....	3
Home Economics 24 .....	3	Home Economics 51b .....	2
Home Economics 50α .....	2	Political Science 51 .....	3
Home Economics 51α .....	2	Home Economics 26 .....	2
Physical Education .....	½	Psychology 51 .....	3
Electives .....	3	Physical Education .....	½
	<hr/>	Hygiene .....	2
(Home Ec. 15) .....	14½		
			<hr/>
			15½

SECOND YEAR			
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Home Economics 16 .....	3	Speech 1α .....	3
Home Economics 39 or 38 .....	3	Home Economics 22 .....	3
Nutrition 8 .....	3	History 51 .....	3
Art 19 .....	2	Sociology 1α or Geography 2 .....	3
Physical Education .....	½	Elective .....	3
Business 97 .....	3	Physical Education .....	½
Elective .....	3		
	<hr/>		<hr/>
			15½

(Recommended as elective: 17½  
Bio. 1b or Chem. 53)



## Suggested Two-Year Terminal Program

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 51 (1α) .....	3	Speech 51 (1α) .....	3
History 51 (11 or 12) .....	3	Political Science 51 (5) .....	3
*Police 1 .....	3	*Police 20 .....	3
*Police 10 .....	3	*Police 40 .....	8
*Hygiene 3 .....	1	Electives .....	3
Business 60α or 60b .....	2	Physical Education 9α or 13α	½
Physical Education 17α .....	½		
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	15½		15½

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Psychology 51 (1α) .....	3	Natural Science .....	3
Hygiene 1 .....	2	*Police 30 .....	3
*Police 22 .....	3	*Police 43b .....	3
*Police 43α .....	3	*Police 45b .....	1
*Police 45α .....	1	Electives .....	6
Electives .....	3	*Physical Education 18b .....	½
*Physical Education 18α .....	½		
	<hr style="width: 50%; margin: 0 auto;"/>		<hr style="width: 50%; margin: 0 auto;"/>
	16½		16½



## POLICE SCIENCE

This curriculum is designed to train men and women for police service in law enforcement agencies.

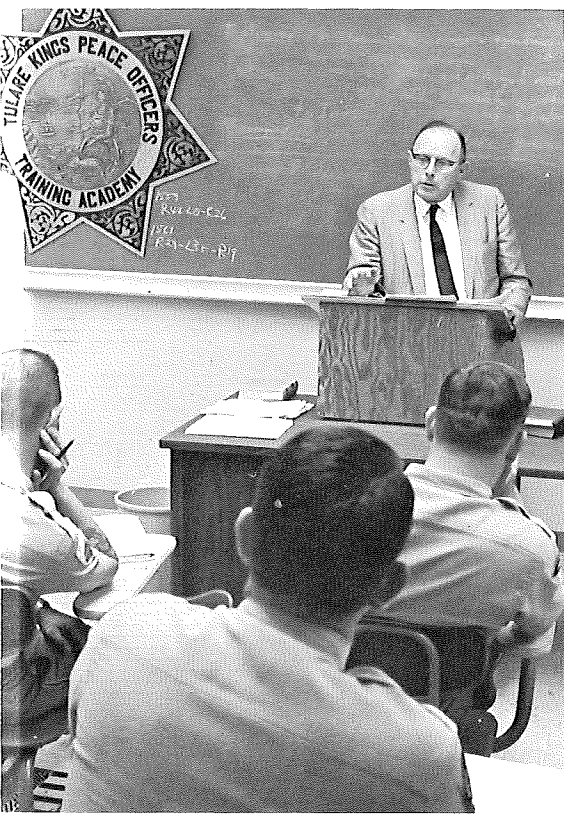
In addition to the general requirements for admission to the college, the student must possess certain basic personality and intelligence qualifications, a part of which is a satisfactory scholarship record in high school; information indicating above-average social adjustment as shown by a letter from his hometown law-enforcement official which verifies no significant police record; and satisfactory demonstration of aptitude on college-entrance examinations.

The two-year program listed below is recommended for those students who do not plan to continue their education at a higher level. The completed program will satisfy requirements for certification set by the State Commission on Peace Officers' Standards and Training. These courses are shown below by asterisk. Transfer students should consult their counselors regarding specific requirements of the four-year school of their choice.

Satisfactory completion of Business 60a or Business 60 b or an equivalency test is a requirement of all first-semester students. Recommended electives include Sociology 1a-1b, Photography 60, and Business 96c.

Prerequisites for all courses should be checked prior to enrollment.

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## PHYSICAL EDUCATION

Students majoring in physical education are encouraged to study carefully the course requirements in the college or university to which they expect to transfer in order that they may complete the proper lower division requirements in the junior college. The subjects listed below are suggested.

### \*Physical Education for Men — State Colleges

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 1a-1b .....	3 3	Speech 1a .....	3
History 11 or 12 .....	3	Anatomy 1 .....	4
Political Science 5 .....		Physiology 1a, 1c .....	4
**Chemistry 53 or 2a, or Physical Science 12 .....	3	Art 19 or Music 10 .....	2
Fundamentals of Badmin.- Golf 45c .....	1	Psychology 1a .....	3
Fundamentals of Tennis 45b .....	1	Fundamentals of Aquatics 45a .....	1
Orientation in Physical Education 31 .....	2 2	Fundamentals of Folk - Square 45d .....	1 1
Hygiene 1 .....	2	Hygiene 3 .....	1
Sociology 1a-1b .....	3 3	Electives .....	6 5
Biology 1a or 1b .....	3	Physical Education .....	½ ½
Physical Education .....	½ ½		½ ½
	½ ½		16 16
	16 16		

### \*Physical Education for Women — State Colleges

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 1a-1b .....	3 3	Speech 1a .....	3
History 11 or 12 .....	3	Anatomy 1 .....	4
Political Science 5 .....	3	Physiology 1a, 1c .....	4
**Chemistry 53 or 2a .....	3	Art 19 or Music 10 .....	2
Fundamentals of Badmin.- Golf 45c .....	1	Psychology 1a .....	3
Fundamentals of Rhythm and Dance 30a .....	2	Fundamentals of Folk - Square 45d .....	1
Orientation in Physical Education 31 .....	2 2	Fundamentals of Team Sports 30bc .....	2 2
Hygiene 1 .....	2	Introduction to Aquatics 45a .....	1 2
Sociology 1a-1b .....	3 3	Hygiene 3 .....	1
Electives .....	2	Electives .....	5
Physical Education .....	½ ½	Physical Education .....	½ ½
	½ ½		½ ½
	16 16		16 15
	16 16		

\* It is recommended that physical education majors take two activities courses each semester.

\*\*Fresno State College requires Chemistry 2a **and** 2b unless student has completed Physiology 1a, 1c.

## University of Southern California

The School of Pharmacy offers a four-year course leading to the degree of Doctor of Pharmacy, based upon two years (60 units) of college prepharmacy work.

### Suggested Program

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Chemistry 1a .....	5	Chemistry 1b .....	5
English 1a .....	3	English 1b .....	3
Political Science 5 .....	3	History 11 or 12 .....	3
Zoology 1 .....	5	Botany 1 .....	5
Physical Education .....	½	Physical Education .....	½
	<hr style="width: 100%;"/>		<hr style="width: 100%;"/>
	16½		16½

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Physics 2a .....	4	Physics 2b .....	4
Economics 1a .....	3	Psychology 1a .....	3
History 4a or English 5 .....	3	History 4b or English 6 .....	3
Electives .....	5	Electives .....	5
Physical Education .....	½	Physical Education .....	½
	<hr style="width: 100%;"/>		<hr style="width: 100%;"/>
	15½		15½

Mathematics 53 and 54 must be included in the prepharmacy program if they were not completed in high school, and will receive transfer credit. Typing is required if not taken in high school but will not give unit credit.





## PHARMACY

### University of California, Medical Central, San Francisco

The School of Pharmacy offers a four-year course leading to the degree of Doctor of Pharmacy based upon two years of college pre-pharmacy work.

#### Suggested Program

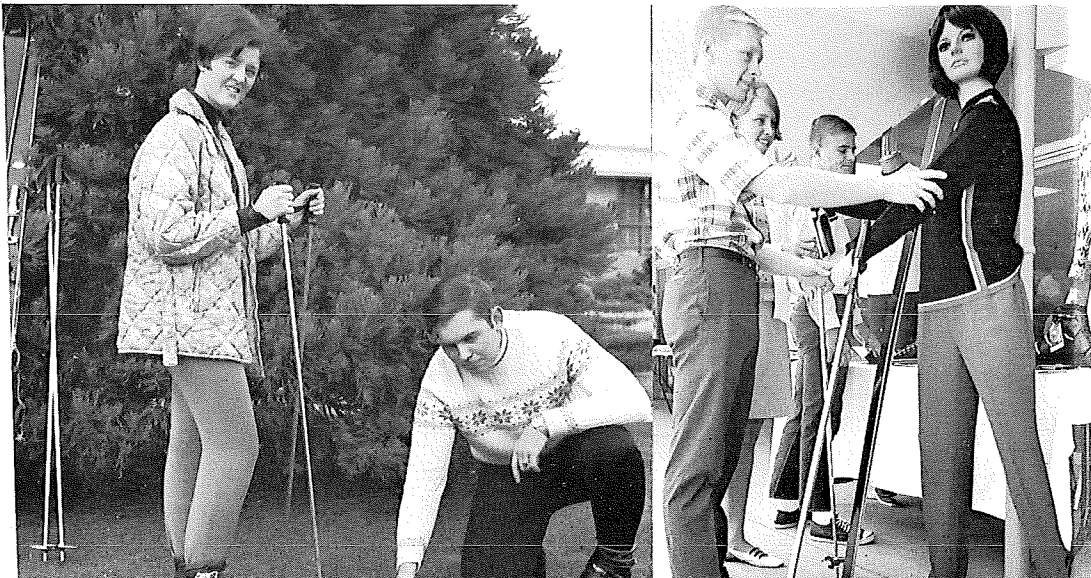
##### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 1a or Speech 1a .....	3	English 1b or Speech 1b .....	3
Chemistry 1a .....	5	Chemistry 1b .....	5
Economics 1a or Psychology 1a .....	3	Economics 1b or Psychology 33 .....	3
Hygiene 1 .....	2	Botany 1 .....	5
History 11 or 12 .....	3	Physical Education .....	½
Physical Education .....	½		
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	16½		16½

##### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Zoology 1 .....	5	Electives* .....	4
Physics 2a .....	4	Physics 2b .....	4
Mathematics 16a .....	3	Mathematics 16b .....	3
Electives* .....	4	Political Science 5 .....	3
Physical Education .....	½	Physical Education .....	½
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	16½		14½

\*Must include one-year sequence in foreign language if two-year sequence not completed in high school.



## VOCATIONAL NURSING

To extend the nursing services needed in hospitals and homes, California has provided for the examining and licensing of trained vocational nurses. Following the completion of the College of the Sequoias full-time, one and one-half year program, a graduate of this program is recommended by the college to be examined and licensed. Offered on the Exeter campus in association with local area hospitals, this program is also recognized by the college as the equivalent of 45 terminal units towards completion of the Associate in Arts degree.

Applications, obtainable from the office of the coordinator of industry and technology, must be submitted by May 1, 1968, to ensure consideration for enrollment in September, 1968. Prospective students also will be required to complete health and aptitude tests to determine their eligibility for enrollment.

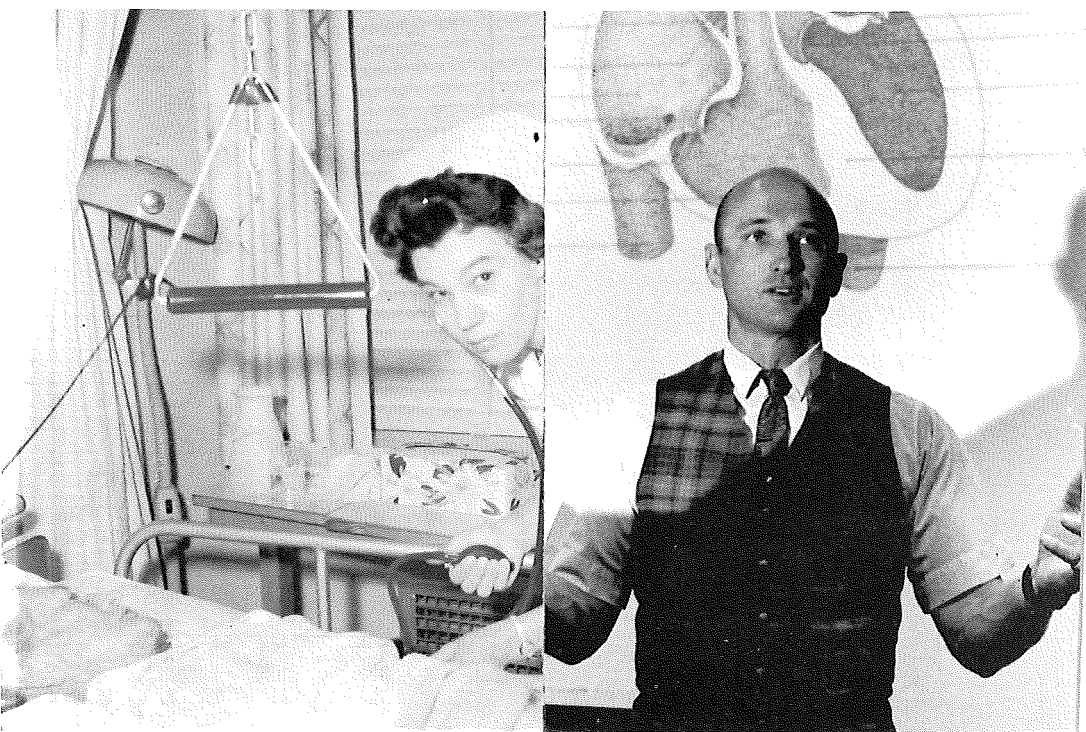
### Program

VN 50 First Semester — 17 units.

VN 51 Second Semester (prerequisite - VN 50) — 14 units.

VN 52 Third Semester (prerequisites - VN 50 and 51) — 14 units.

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## Hospital Training Schools

Either of the following programs is acceptable foundation work for the training course in a hospital school of nursing. The two-year program is recommended.

### Suggested Two-Year Program

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Anatomy 1 .....	4	Hygiene 1 .....	2
History 51 .....	3	Political Science 51 .....	3
English .....	3	English .....	3
Psychology 51 or 1a .....	3	Chemistry 53 .....	3
Electives .....	2	Electives .....	3
Physical Education .....	½	Physical Education .....	½
	<hr style="width: 50%; margin: 0 auto;"/>		<hr style="width: 50%; margin: 0 auto;"/>
	15½		14½

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Bacteriology 2 .....	4	Physiology 1a, 1c .....	5
Psychology 1a or 33 .....	3	Sociology 1b or Psychology 39 .....	3
Sociology 1a .....	3	Speech 51 .....	3
Nutrition 8 .....	3	Electives .....	4
Electives .....	2	Physical Education .....	½
Physical Education .....	½		
	<hr style="width: 50%; margin: 0 auto;"/>		<hr style="width: 50%; margin: 0 auto;"/>
	15½		15½

### Suggested One-Year Program

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Zoology 1 .....	5	Nutrition 8 .....	3
Anatomy 1 .....	4	Physiology 1a, 1c .....	4
English .....	3	Psychology 51 or 1a .....	3
Hygiene 1 .....	2	Home Economics 39 .....	3
Physical Education .....	½	Electives .....	2
	<hr style="width: 50%; margin: 0 auto;"/>	Physical Education .....	½
	14½		<hr style="width: 50%; margin: 0 auto;"/>
			17½



## University of California - School of Nursing

The School of Nursing offers a three-year course leading to a Bachelor of Science degree, and a certificate of nursing based upon two years of college pre-nursing work.

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 1a .....	3	English 1b .....	3
Foreign Language .....	4	Foreign Language .....	4
Anatomy 1 .....	4	Chemistry 1a .....	5
History 11 or 12 .....	3	Political Science 5 .....	3
Nutrition 8 .....	3	Physical Education .....	½
Physical Education .....	½		
	17½		15½

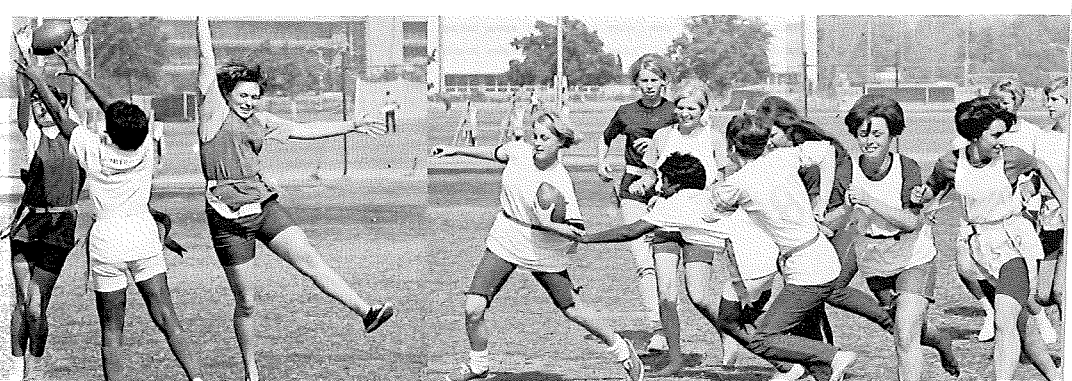
### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Bacteriology 2 .....	4	Psychology 1a .....	3
Sociology 1a .....	3	Physiology 1a and 1c .....	5
English 5 or Philosophy 6a ..	3	English 6 or Philosophy 6b...	3
History 4a .....	3	History 4b .....	3
Foreign Language .....	4	Hygiene 1 .....	2
Physical Education .....	½	Physical Education .....	½
	17½		16½

## Fresno State College Nursing Curriculum

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Chemistry 2a .....	3	Chemistry 2b .....	3
Anatomy 1 .....	4	Physiology 1a, 1c .....	4
History 4a .....	3	Psychology 1a .....	3
Sociology 1a .....	3	English 1a .....	3
Nutrition 8 .....	3	History 11 or 12 .....	3
Physical Education .....	½	Physical Education .....	½
	16½		16½



## NURSING EDUCATION

Students may obtain nursing education in (a) hospitals operated by universities (University of California, University of California at Los Angeles, Stanford); (b) hospitals affiliated with state colleges; or (c) hospital training schools. For admission to a university program, the student must obtain regular junior standing in that university and must complete pre-nursing courses. Both the Bachelor of Science degree and the Registered Nurse certificate will be granted upon the completion of three years of university study after obtaining junior standing.

For admission to a state-college program, the student may complete the first year in the junior college, but should then transfer for completion of three additional years of training. The Bachelor of Science degree and the Registered Nurse certificate will be awarded upon completion of four years of study provided the last three years are completed in the state college.

Before admission to hospital training schools, the student is advised to complete at least thirty units of a college pre-nursing course with a "C" average.

A thirty-six months training program is required in most schools of nursing by the California Board of Nurse Examiners. An exception is made in some schools which allow nine months time credit for work completed in the junior college.

An applicant must be at least eighteen years of age, must be a high school graduate, and must have completed satisfactorily a course in general chemistry. Most schools of nursing are now requiring at least a year, and recommending two years, of college work for entrance. This preparation should include science, psychology, and English.

Students are urged to visit schools of nursing in order to obtain details of hospital school requirements and to make their choice before enrolling in college courses. Many hospital schools have specific subject requirements which must be met.



## SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Music 5α .....	1	Music 5b .....	1
Music 14α .....	3	Music 14b .....	3
Music 7, 8, 19 19* .....	1	Music 7, 8, 18, 19* .....	1
Speech 1α .....	3	Psychology 1α .....	3
Science .....	3	Hygiene 1 .....	2
Social Science Elective .....	3	Elective .....	3
Music 16α .....	3	Music 16b .....	3
Physical Education .....	½	Physical Education .....	½
	<hr style="width: 50%; margin: 0 auto;"/> 17½		<hr style="width: 50%; margin: 0 auto;"/> 16½

All music majors are required to participate in at least one music ensemble group per semester according to their individual interests. Choose from Music 7 abcd—Orchestra, Music 8 abcd—Choir, Music 18ab—Marching Band and Music 19ab—Concert Band.

It is recommended that music majors choose electives from the following courses: Music 1α-b—Beginning Strings, class instruction; Music 3ab—Beginning Woodwinds, class instruction; Music 6ab—Beginning Brass and Percussion, class instruction; Music 20—Opera Appreciation; Music 21—Beginning Piano, class instruction; Music 22α—Intermediate Piano, class instruction; and Music 30abcd, Elementary Voice, class instruction. Music majors should not take Music 10.



## MUSIC

The following courses are offered to the student majoring in music to enable him to obtain the Associate in Arts degree and complete a program that is comparable to the first two years of many other institutions. Besides the music courses listed below, the music major should carry 45 units of general education work in line with the graduation requirements established by the College of the Sequoias and the lower-division program of the institution to which he may wish to transfer.

### Music Transfer to State Colleges

#### Suggested Program

##### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Music 4α .....	1	Music 4b .....	1
Music 12α .....	3	Music 12b .....	3
Music 7, 8, 18, 19* .....	1	Music 7, 8, 18, 19* .....	1
English 1α .....	3	English 1b .....	3
Science .....	3	Political Science 5 .....	3
History 11 or 12 .....	3	Science .....	3
Electives .....	2	Physical Education .....	½
Physical Education .....	½		
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	16½		14½





## University of Southern California

### Suggested Program

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Chemistry 1a .....	5	Chemistry 1b .....	5
English 1a .....	3	English 1b .....	3
Foreign Language 2* .....	4	Foreign Language 3* .....	4
Zoology 1 .....	5	Botany 1 .....	5
Physical Education .....	½	Physical Education .....	½
	<hr style="width: 50%; margin: 0 auto;"/> 17½		<hr style="width: 50%; margin: 0 auto;"/> 17½

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Physics 2a .....	4	Physics 2b .....	4
History 4a .....	3	History 2b .....	4
Psychology 1a or Philosophy 6a .....	3	Chemistry 5 .....	3
Art 19 or Music 10 .....	2	Drama 2 .....	3
English 5 .....	3	English 6 .....	3
Physical Education .....	½	Physical Education .....	½
	<hr style="width: 50%; margin: 0 auto;"/> 15½		<hr style="width: 50%; margin: 0 auto;"/> 16½

\*Continuation of language begun in high school; French or German recommended.

The University offers organic chemistry in upper division but may accept Chemistry 8 and 9 toward premedical requirements. Consult your counselor.

For other courses which may be taken on the lower division, see requirements in the College of Letters, Arts, and Sciences.





# MEDICINE

University of California at San Francisco

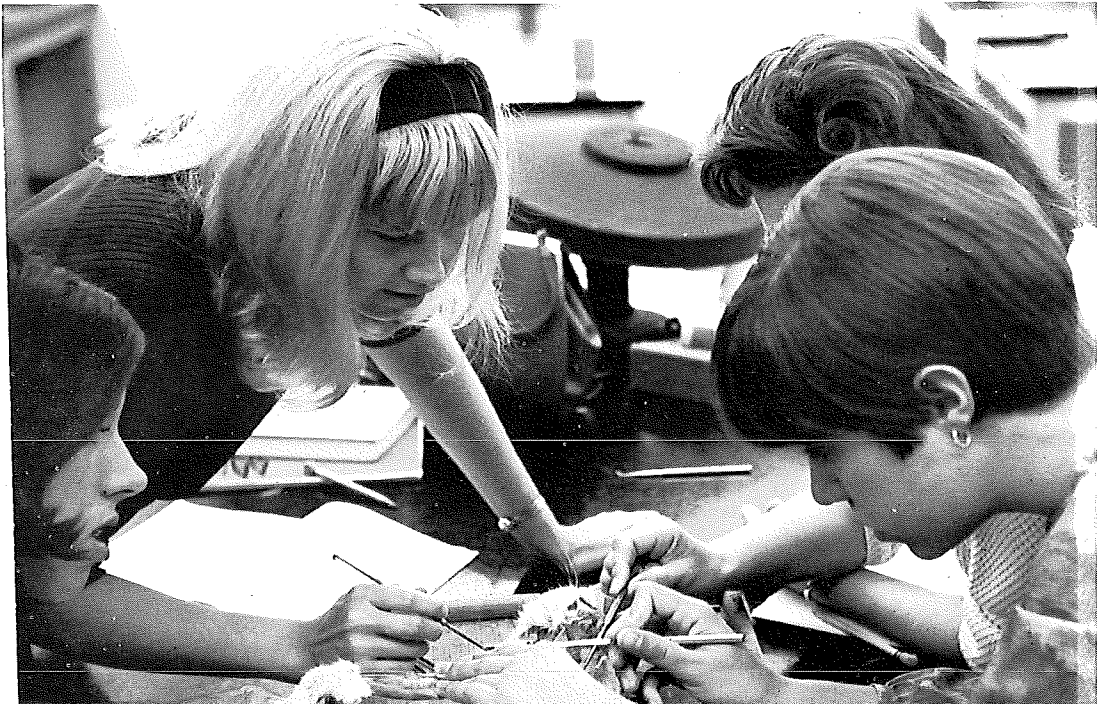
## Suggested Program

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Chemistry 1a .....	5	Chemistry 1b .....	5
English 1a or Speech 1a .....	3	English 1b or Speech 1b .....	3
Foreign Language .....	4	Foreign Language .....	4
History 11 or 12 .....	3	Political Science 5 .....	3
Physical Education .....	½	Physical Education .....	½
	<hr/>		<hr/>
	15½		15½

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Zoology 1 .....	5	Botany 1 .....	5
Chemistry 8 .....	3	Chemistry 5 .....	3
Chemistry 9 .....	3	Hygiene 5 .....	2
Philosophy 6a .....	3	Philosophy 6b .....	3
English 5 or History 4a .....	3	English 6 or History 4b .....	3
Physical Education .....	½	Physical Education .....	½
	<hr/>		<hr/>
	17½		16½



## WELDING TECHNOLOGY

This program offers pre-employment training for the student in preparation for entering the world of work as a welding specialist. Instruction is conducted by a master-welder who is a fully credentialed teacher and familiar with the latest equipment and techniques of the trade. In addition to learning skills and knowledges for entry into employment as a welder or another job related to the technology, the student is encouraged to complete other courses which will qualify him for an Associate in Arts degree with a major in Welding Technology.

### Suggested Two Year Program for Vocational Welding Technology

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I. & T. 6α .....	3	I. & T. 6b .....	3
I. & T. 51α .....	3	I. & T. 51b .....	3
I. & T. 10α .....	3	I. & T. 10b .....	3
*Mathematics 50 .....	2	**English (and/or elect.) .....	6
History 51 .....	3	Physical Education .....	½
Physical Education .....	½		
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	14½		15½

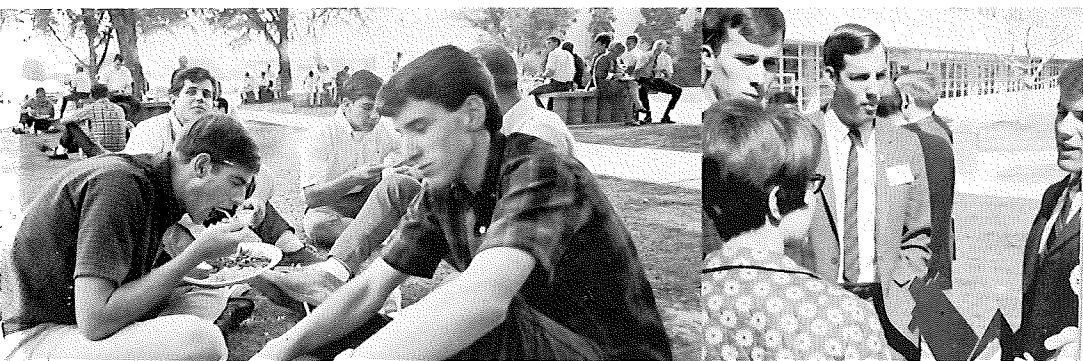
#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I. & T. 7α .....	3	I. & T. 7b .....	3
Political Science 51 .....	3	Mathematics 52 .....	3
Business 88 .....	3	Business 95 .....	3
Hygiene 1 .....	2	Electives .....	6
Mathematics 51 .....	3	Physical Education .....	½
Physical Education .....	½		
	<hr style="width: 100%;"/>		<hr style="width: 100%;"/>
	15½		15½

\*Mathematics 50 is required of students who need additional instruction as determined by proper standardized tests.

\*\*If student qualifies for English 51 or English 1α, 3 units will meet the requirements for English for an Automotive Technology major.

Suggested Electives: Speech, Physical Science, Slide Rule.



## METAL TECHNOLOGY

This curriculum comprises a series of shop, mathematics, and drawing courses which are intended to prepare a student for entry into a job in a machine shop or related mechanical trade. If the student decides to continue his schooling in a senior college, he may ask for an evaluation of his work toward a bachelor's degree.

Emphasis is on machine shop, welding, sheet metal, foundry, and shop drawing.

### FIRST YEAR

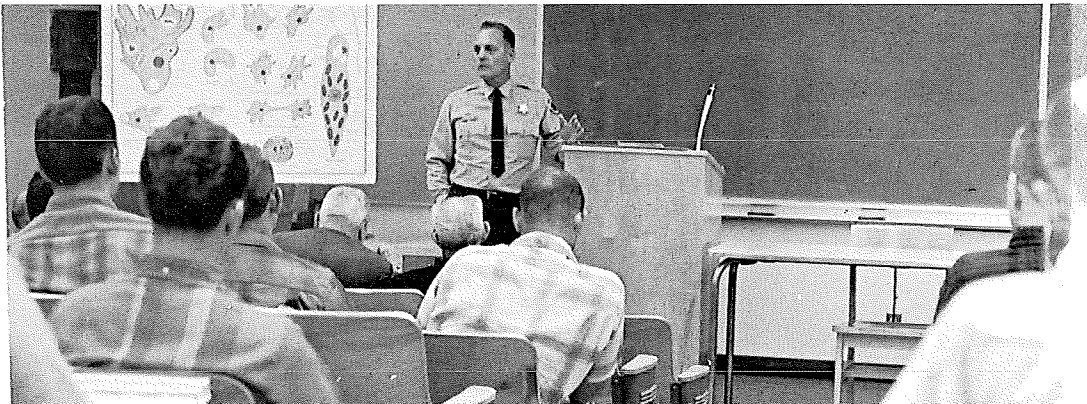
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I. & T. 51 .....	3	I. & T. 40b .....	3
*Mathematics 50 .....	2	I. & T. 6b .....	3
I. & T. 6α .....	3	I. & T. 10b .....	3
I. & T. 40α .....	3	Political Science 51 .....	3
I. & T. 10α .....	3	Elective .....	3
Physical Education .....	½	Physical Education .....	½
	14½		15½

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I. & T. 10c .....	3	I. & T. 10d .....	3
I. & T. 9 .....	3	Electives .....	12
Business 88 .....	3	Physical Education .....	½
History 51 .....	3		
Hygiene 1 .....	2		15½
Physical Education .....	½		
	14½		

\* Mathematics 50 is required of students who need additional instruction as determined by proper standardized tests.

**Suggested Electives:** additional English or Speech, Physical Science 10, Physical Science 11, Physical Science 12, Mathematics 51, Mathematics 52, Mathematics 53, Mathematics 54, Business 70, Business 71, Business 92, Psychology 51, Sociology 26.



## Electronics Technology

This program offers pre-employment training for the student interested in any of the many phases of electronics technology. The two-year course of study, combining lecture and laboratory instruction by a master technician, includes theory and analysis of basic electronic and electronic circuits and testing equipment.

In accordance with his previous preparation, personal objectives, and ability, the student may prepare either for more advanced study or for immediate employment in communications or research development. His vocational class is so scheduled that he may complete additional general education electives and required courses to qualify for the Associate in Arts degree.

Upon completion of this program the student should be prepared to pass the examination required for a **RADIOTELEPHONE SECOND CLASS OPERATOR'S LICENSE** administered by the Federal Communications Commission.

### Suggested Two-Year Program for Electronics Technology

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Electronics 55α .....	3	Electronics 55b .....	3
Electronics 65α .....	6	Electronics 65b .....	6
Physical Education .....	½	Mathematics 19-20 .....	2
*English (and/or elective) ....	6	Physical Science 12 .....	3
	<hr style="width: 50%; margin: 0 auto;"/>	Physical Education .....	½
	15½		<hr style="width: 50%; margin: 0 auto;"/>
			14½

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Electronics 56α .....	3	Electronics 56b .....	3
Electronics 66α .....	6	Electronics 66b .....	6
Physical Science 10 .....	3	Political Science 51/5 .....	3
History 51/11 or 12 .....	3	Hygiene 1 .....	2
Physical Education .....	½	Physical Education .....	½
	<hr style="width: 50%; margin: 0 auto;"/>		<hr style="width: 50%; margin: 0 auto;"/>
	15½		14½

Suggested electives: Math 54, Math 1α-1b, Math 19, Math 20, English, Psychology 51, Business 88, Business 70, Business 84, Business 95.

\*If student qualifies for English 51 or English 1α, 3 units will meet the requirements for English for an Electronics Technology major.

Students who have not had high-school algebra and geometry will not be permitted to enter the Vocational Electronics Program until they have made up the deficiency, completing Math. 51, 52 and 53.

## Building Trades

A training curriculum in the building trades, with carpentry as a basic course, has been set up as an integral unit of the regular two-year junior college program. Manipulative instruction in carpentry, painting, plumbing, and dry wall construction under the supervision of master craftsmen is given to approved students. Manipulative training is given each year on one major project, such as a residence.

Trade technical class instruction is given in fundamental and advanced construction procedures, in blueprint reading, in estimating and contracting procedure, and in structural stresses and strains including simple truss designs. Trade-related subjects, including drafting, mathematics, English, accounting, business law, job ethics, economics, history, political science, physical education, and hygiene are required as part of the training.

Upon leaving school or graduating, the student may ask the trade advisory committee of the California Division of Apprenticeship Standards to evaluate his training and experience toward the completion of an apprenticeship and the attainment of a journeyman's status in the carpentry trade.

A scholarship paying all student expenses is awarded each year by the Building Trades Alumni Association. Students may apply either directly through the Building Trades Alumni Association or through their high-school shop teachers.

### Suggested Program

FIRST YEAR			
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Building Trades 55a .....	3	Building Trades 56b .....	3
Building Trades 65a .....	6	Building Trades 65b .....	6
Buildings Trades 51a .....	2	Building Trades 51b .....	2
Hygiene 1 .....	2	English .....	3
*Mathematics 50 or Elective	2	Physical Education .....	½
Physical Education .....	½		
	<hr style="width: 50%; margin: 0 auto;"/>		<hr style="width: 50%; margin: 0 auto;"/>
	15½		14½
SECOND YEAR			
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Building Trades 56a .....	3	Building Trades 56b .....	3
Building Trades 66a .....	6	Building Trades 66b .....	6
History 51 .....	3	Political Science 51 .....	3
Business 88 .....	3	Electives .....	3
Physical Education .....	½	Physical Education .....	½
	<hr style="width: 50%; margin: 0 auto;"/>		<hr style="width: 50%; margin: 0 auto;"/>
	15½		15½

\* Mathematics 50 is required of students who need additional instruction in mathematics as determined by proper standardized tests.

## Suggested Two-Year Building Materials-Merchandising Program

This program is intended to prepare a student to enter employment in the retail building materials business. It is designed to allow a student of any level of academic achievement who is interested in this kind of employment to train for a job. The courses listed offer training in a wide variety of subject areas because of the diversity of the tasks which make a day's work in this particular industry. All students pursuing this major take certain courses closely related to building. A large part of the individual's program will be of his own choosing within limits of his previous training and abilities as indicated by his test scores. It is not anticipated that a high degree of proficiency will be developed while in school by this program. It is expected to prepare a good student to become an asset to his employer in a shorter time once he goes to work. A scholarship program is being developed by the Lumber Merchants Association of Northern California. For application information the student should contact a member of the advisory committee for this program listed in the front of this catalog.

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Bldg. Tr. 55α .....	3	Bldg. Tr. 55b .....	3
*Mathematics 50 .....	2	Building Trades 51b .....	2
*Business 95 .....	3	Business 72 .....	3
Building Trades 51α .....	2	I. & T. 9 .....	3
English .....	3	Business 92 .....	3
Business 71 .....	3	Physical Education .....	½
Hygiene 1 .....	2		
Physical Education .....	½		14½
	<hr style="width: 20%; margin: 0 auto;"/>		
	14½/15½		

\*Determined by aptitude score.

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Bldg. Tr. 56α .....	3	Bldg. Tr. 56b .....	3
Business 93 .....	3	Political Science 51 .....	3
History 51 .....	3	Business 76 .....	3
Business 88 .....	3	English/Speech .....	3
Elective .....	3	Elective .....	3
Physical Education .....	½	Physical Education .....	½
	<hr style="width: 20%; margin: 0 auto;"/>		
	15½		15½

Suggested Electives: Business 13, Business 18, Business 22, Business 91α-b, Business 98, Psychology 51, Architecture 1α-b, Architecture 2α, Architecture 31, Architecture 32, Art 6α-b, Art 31α-b.

Several workshops conducted by the Lumber Merchants Association each year will be an important addition to the training suggested above.

## TRADES, INDUSTRIES, AND TECHNOLOGY

### Automotive Technology

This program offers pre-employment vocational training for the student desiring full-time work in automotive service and repair. The two-year course of study includes lecture, demonstration, and laboratory instruction, all emphasizing fundamental mechanical principles. Instructors fully qualified both by shop experience as master mechanics and by training as teachers conduct all technical classes in both lecture-demonstration and laboratory sections. An advisory committee composed of employers and working mechanics assist the college in maintaining a program geared to current needs of the trade.

The student will learn modern shop practices and techniques, working on current model units and assemblies supplied by local repair shops. His program is so scheduled that he may complete general education elective and required courses to qualify for the Associate in Arts degree.

#### Suggested Two-Year Program for Vocational Automotive Technology

##### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Automotive Mechanics 70	1	Automotive Mechanics 74	3
Automotive Mechanics 72	4	Industry & Technology 61	2
Automotive Mechanics 72	3	Automotive Mechanics 75	3
Automotive Mechanics 73	3	History 51/11 or 12	3
*Mathematics 50	2	Business 70	3
Hygiene 1	2	Physical Education	½
Physical Education	½		
	<hr style="width: 100%;"/>		<hr style="width: 100%;"/>
	15½		14½

##### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Automotive Mechanics 76	4	Automotive Mechanics 77	3
Automotive Mechanics 79	1	Automotive Mechanics 78	4
Business 88	3	Political Science 51/5	3
**English	6	Electives	5
Physical Education	½	Physical Education	½
	<hr style="width: 100%;"/>		<hr style="width: 100%;"/>
	14½		15½

\*Mathematics 50 is required if tests indicate student needs additional training.

\*\*If student qualifies for English 51 or English 1α, 3 units will meet the requirements for English for an Automotive Technology major.

Suggested Electives: I & T 40α-b, I & T 10α-b, Drafting, Physical Science.

## Suggested Program for the Bachelor of Science degree in Industrial Technology

The student interested in a professional technical management position in industry may complete his lower division requirements at the College of the Sequoias and transfer as a junior at the end of two years. The sample program shown parallels the lower division at Fresno State College and is acceptable for majors in this area.

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 1a .....	3	English 1b .....	3
Economics 1a .....	3	Economics 1b .....	3
History 11 or 12 .....	3	Political Science 5 .....	3
Engineering 22 .....	3	History 4a .....	3
Industrial Arts 10a* .....	3	Biology 1b .....	3
Physical Education .....	½	Physical Education .....	½
	<hr style="width: 50%; margin: 0 auto;"/> 15½		<hr style="width: 50%; margin: 0 auto;"/> 15½

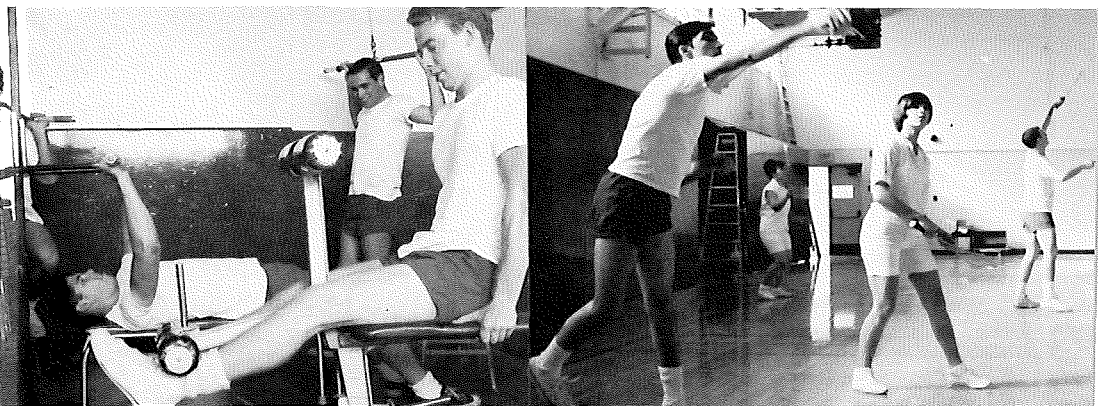
### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Physics 2a .....	4	Physics 2b .....	4
Mathematics 16a .....	3	Mathematics 16b .....	4
Industrial Arts 40a .....	3	Industrial Arts 11 .....	3
Speech 1a .....	3	Psychology 1a .....	3
Hygiene .....	2	Industrial Arts 6a** .....	3
Physical Education .....	½	Physical Education .....	½
	<hr style="width: 50%; margin: 0 auto;"/> 15½		<hr style="width: 50%; margin: 0 auto;"/> 16½

\*Students intending to major with Wood Industries Option, substitute Industrial Arts 1.

\*\*Students intending to major with Wood Industries Option, substitute Industrial Arts 2.

Note: If Mathematics 51 (Algebra) and Mathematics 52 (Geometry) were not completed in high school, they will be required of all Fresno State transfers.





# INDUSTRIAL EDUCATION

## INDUSTRIAL ARTS

### Suggested Program for the Credential in Industrial Arts

The student interested in a career in teaching industrial arts may complete his lower division requirements at the College of the Sequoias and transfer as a junior at the end of two years. The sample program shown parallels the lower division at Fresno State College and is acceptable for majors in this area. The student should carefully check the lower division requirements of other colleges to which he plans to transfer for minor variations.

#### FIRST YEAR

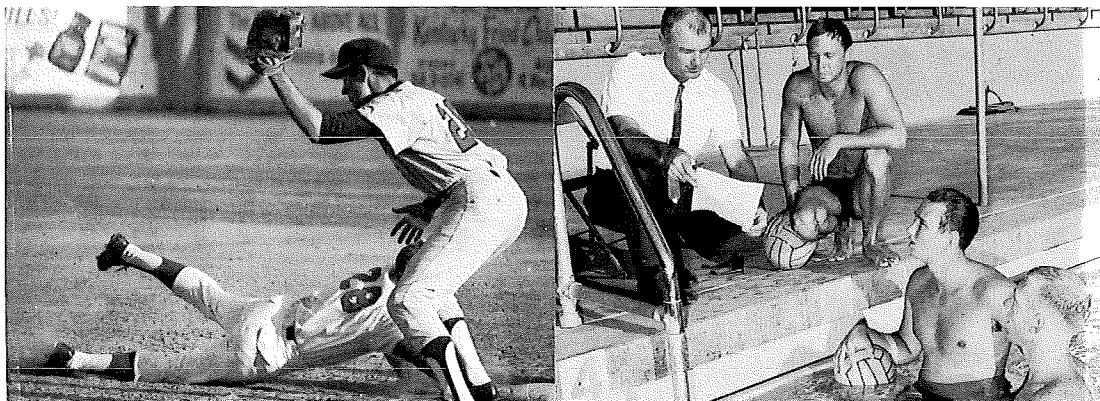
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Industrial Arts 1 .....	3	Engineering 22 .....	3
Industrial Arts 11 .....	3	Industrial Arts 9 .....	3
English 1α .....	3	English 1b .....	3
History 11or 12 .....	3	Political Science 5 .....	3
Physical Science 10 .....	3	Physical Science 12 .....	3
Physical Education .....	½	Physical Education .....	½
	<hr/>		<hr/>
	15½		15½

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Gen. Education Elective .....	3	Hygiene 1 .....	2
Industrial Arts 40α .....	3	Art or Music elective .....	2
Psychology 1α .....	3	Speech 1α .....	3
Biology 1α or 1b .....	3	Electives .....	10
Social Science elective .....	3	Physical Education .....	½
Physical Education .....	½		
	<hr/>		<hr/>
	15½		16½

Suggested Electives: Art 6α; Art 7α; Economics 1α; Sociology 1α; Mathematics 54; Mathematics 53; Industrial Arts 6b; Industrial Arts 10α; Industrial Arts 10b; Industrial Arts 40b.

Note; If Mathematics 51 (Algebra) and Mathematics 52 (Geometry) were not completed in high school, they will be required of all Fresno State transfers.



## DESCRIPTION OF COURSES

- |              |   |              |
|--------------|---|--------------|
| <b>I.</b>    | <b>DIVISION OF APPLIED ARTS AND SCIENCES</b><br>Agriculture<br>Home Economics   | <b>I.</b>    |
| <b>II.</b>   | <b>DIVISION OF BUSINESS</b><br>Pre-Business Administration<br>Real Estate<br>Secretarial and Clerical<br>Merchandising<br>Accounting and Business Data Processing<br>Business Background                                      | <b>II.</b>   |
| <b>III.</b>  | <b>DIVISION OF FINE ARTS</b><br>Art<br>Cinema Arts<br>Music<br>Speech Arts<br>Drama   | <b>III.</b>  |
| <b>IV.</b>   | <b>DIVISION OF INDUSTRY AND TECHNOLOGY</b><br>Industrial Arts<br>Automotive Technology<br>Building Trades<br>Electronics Technology<br>Fire Technology<br>Metal and Welding Technology<br>Refrigeration<br>Vocational Nursing | <b>IV.</b>   |
| <b>V.</b>    | <b>DIVISION OF LANGUAGE ARTS AND COMMUNICATION</b><br>English<br>Foreign Languages<br>Journalism<br>Philosophy<br>Photography   | <b>V.</b>    |
| <b>VI.</b>   | <b>DIVISION OF PHYSICAL EDUCATION, HEALTH AND ATHLETICS</b><br>Physical Education<br>Inter-Collegiate Activities<br>Hygiene   | <b>VI.</b>   |
| <b>VII.</b>  | <b>DIVISION OF SCIENCE, MATHEMATICS AND ENGINEERING</b><br>Architecture<br>Architectural Design<br>Engineering<br>Mathematics<br>Sciences<br>Biological Science<br>Physical Science   | <b>VII.</b>  |
| <b>VIII.</b> | <b>DIVISION OF SOCIAL SCIENCES</b><br>Anthropology<br>Economics<br>Geography<br>History<br>Police Science<br>Political Science<br>Psychology<br>Sociology   | <b>VIII.</b> |



# DIVISION OF APPLIED ARTS AND SCIENCES

## AGRICULTURE

### AGRICULTURE 50—BASIC FARM MECHANICS (2) I, II.

Mechanical skills in the field of agriculture. For students who have had at least two years of high-school agriculture mechanics. Selection, care and use of common farm tools.

### AGRICULTURE 51—FARM MACHINERY (3) II.

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

### AGRICULTURE 52—IRRIGATION (3) I.

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

### AGRICULTURE 53—FARM POWER (3) I.

Operation and maintenance of farm tractors; service, maintenance and minor repairs of gas and diesel type engines.

### AGRICULTURE 54—FARM SURVEYING (2) II.

Use of the level, transit, and steel tape; practice in laying out buildings, profile leveling for irrigation and drainage, land leveling, and field measurement.

### AGRICULTURE 55a-55b-55c-55d—PROJECT CONSTRUCTION (3-3-3-3) I, II.

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

### AGRICULTURE 56a-56b—FARM STRUCTURES (3-3) II.

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

### AGRICULTURE 57—AGRICULTURAL WELDING (2) II.

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

### AGRICULTURE 60—ELEMENTS OF DAIRYING (4) I.

A survey of the field of dairying. Study of approved practices in the San Joaquin Valley, including selection, feeding, and management.

### AGRICULTURE 63—MILK PRODUCTION (3) II.

Factors affecting milk production. Practice in milk production skills. Dairy production problems and methods.

AGRICULTURE 64—DAIRY MANAGEMENT (2) II.

A study of the feeding and management of dairy cattle, record keeping, developing a herd, and raising replacement stock.

AGRICULTURE 65—FEEDS AND FEEDING (4) II.

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

AGRICULTURE 71—ANIMAL DISEASES AND SANITATION (3) II.

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

AGRICULTURE 72—SHEEP PRODUCTION (2) II.

A study of market sheep production. Selection of breeding stock, feeders and equipment. Care and management of flock.

AGRICULTURE 74—FITTING AND SHOWING (1) I.

A course in the methods of fitting and showing cattle, sheep, and hogs for sale and exhibition.

AGRICULTURE 75—BEEF PRODUCTION (3) II.

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

AGRICULTURE 76—SWINE PRODUCTION (3) I.

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

AGRICULTURE 77—POULTRY BROODING (2) II.

A study of brooding principles and practices, growth of the chick, care and feeding of young stock.

AGRICULTURE 78—EGG PRODUCTION (2) II.

A study of the selection, feeding, sanitation, and management of the laying flock.

AGRICULTURE 81—PLANT PROPAGATION (2) II.

Principles of plant propagation by seed, cutting, layering, grafting, and budding.

AGRICULTURE 82—ECONOMIC ENTOMOLOGY (3) I, E.

General study of western insects; life cycles, economic importance and control.

AGRICULTURE 83—FERTILIZERS (3) II.

A study of fertilizers and soil amendments, their properties, methods of application, plant nutrient requirements, interaction with soils and plants, and visual recognition of typical deficiencies. Ag. 87 is recommended as a prerequisite.

AGRICULTURE 84—FORAGE CROPS (3) II.

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

AGRICULTURE 85—WEEDS (3) II.

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

AGRICULTURE 86—HORTICULTURE (3) I.

Walnut, olive, pomegranite, fig, and persimmon production. Planting and establishing an orchard. Cultural practices including pruning, spraying, and harvesting of deciduous fruits.

AGRICULTURE 87—SOILS (3) I.

A study of values and management of different types of soils.

AGRICULTURE 88—CITRUS FRUITS (4) I.

A study of the cultural practices necessary to citrus production.

AGRICULTURE 89—TRUCK CROP PRODUCTION (3) II.

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

AGRICULTURE 90—FARM MANAGEMENT (4) I.

A study of prices, economic trends, budgets, credits and choice of enterprises.

AGRICULTURE 91—FARM ACCOUNTING (3) II.

A study of farm record keeping and analysis, including inventories, production records, tax forms, financial and annual statements.

AGRICULTURE 92—AGRICULTURAL MATHEMATICS (2) I.

Procedures, problems in soils, dairy, horticulture, poultry, and feeds; equations, discounts and interest, area volumes and proportions.

AGRICULTURE 93—MARKETING FARM PRODUCTS (3) I.

Study of determinants of agricultural markets. Organization and operation of agricultural markets. Regulatory agencies, cooperatives, and integration.

AGRICULTURE 99a-99b-99c-99d—SUPERVISED PRACTICE (1-3) I, II.

Practical training in agriculture or related occupations.

AGRONOMY 1—INTRODUCTION TO AGRONOMY (3) II.

The principles and practices of field crop production and soil management. A survey of the production and uses of field crops including cotton, sugar beets, cereals.

ANIMAL HUSBANDRY 7—INTRODUCTION TO ANIMAL HUSBANDRY (4) I.

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

ANIMAL HUSBANDRY 8—LIVESTOCK JUDGING AND SELECTION (1) I.

A study of the animal form in relation to its various functions.

ORNAMENTAL HORTICULTURE 50—

BASIC HORTICULTURAL SKILLS (3) I, E.

An introduction to ornamental horticulture and the basic skills used in the landscaping, turf management, and nursery fields.

ORNAMENTAL HORTICULTURE 51—LANDSCAPE MAINTENANCE (3) II.

The maintenance of parks, schools, golf courses, plus street and highway plantings. Pruning, fertilization, and pest control operations are covered.

ORNAMENTAL HORTICULTURE 52—

LANDSCAPE CONSTRUCTION (3) II.

The fundamentals of construction as they are related to landscape design.

ORNAMENTAL HORTICULTURE 53a-53b—

PLANT IDENTIFICATION (3-3) Yr.

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

ORNAMENTAL HORTICULTURE 54—LANDSCAPE DESIGN (3) II.

The basic principles of landscape as applied to residential, industrial, and public properties.

ORNAMENTAL HORTICULTURE 55—NURSERY PRACTICES (3) I.

A survey of nursery practices including nursery layout, management, and cultural practices.

ORNAMENTAL HORTICULTURE 56—TURF GRASS MANAGEMENT (3) I.

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

POMOLOGY 2—PRINCIPLES OF FRUIT GROWING (3) II.

An introduction to the principles underlying the behavior of fruit trees. Study of climatic influences, varieties, rootstocks, and elementary production practices. Special emphasis on peaches, nectarines, apples, and plums.

VITICULTURE 1--INTRODUCTION TO VITICULTURE (3) I.

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

## HOME ECONOMICS

### HOME ECONOMICS 10a—FOODS (3) I.

The study and application of fundamental principles of food preparation, composition of foods and nutrition in relation to their chemical, physical and bacteriological properties; the development of ability to plan, prepare and serve attractive, well-balanced individual and family meals within different income levels.

### HOME ECONOMICS 10b—FOODS (3) II.

A continuation of H. Ec. 10a with emphasis on the planning, preparation and serving of meals for special occasions, large groups and the use of foreign foods.

Prerequisite: H. Ec. 10a or approval of instructor.

### HOME ECONOMICS 12a—CLOTHING (3) I.

The study of fundamental principles of clothing construction from pattern to completed garment. Preferably preceded by H. Ec. 24.

### HOME ECONOMICS 12b—FLAT PATTERN DESIGN (3) II.

Fundamentals of designing through the use of basic drafting techniques. Includes the design, drafting and construction of garments from a basic pattern shell.

Prerequisite: H. Ec. 12a or approval of instructor.

### HOME ECONOMICS 15—SURVEY OF HOME ECONOMICS (2) I.

An introduction to the areas of home economics, opportunities and requirements in various professional fields of home economics.

### HOME ECONOMICS 16—HOUSEHOLD EQUIPMENT (3) I.

Selection, use and care of household appliances and equipment. Fulfills requirement for major; open to all interested students.

### HOME ECONOMICS 22—TEXTILES (3) II.

Properties, identification, selection, use and care of textile fibres and fabrics.

### HOME ECONOMICS 24—CLOTHING SELECTION (2) I, II.

A study of the factors which influence one's personal appearance; modeling, grooming, figure, clothing selection and wardrobe building. Open to all students.

### HOME ECONOMICS 26—MARRIAGE AND FAMILY LIFE (2) I, II.

This course is designed to give the student greater insight into family living. Consideration of such topics as roles played by various family members; importance of the family for individuals and society; choosing a mate; successful living as husband, wife, parent, child; emotional, spiritual, sexual and financial adjustment in marriage; the family in time of stress. (Also cross-titled as Sociology 26).



### HOME ECONOMICS 38—HOME FURNISHINGS (3) II.

The study and application of the principles of color, texture, design, style and arrangement in the analysis and solution of problems in furnishing the home, as well as functional planning in contemporary living as related to the physical, economic, social and esthetic needs of man.

### HOME ECONOMICS 39—CHILD DEVELOPMENT (3) I, II.

A study of the needs of the infant and child in relation to the family, including the preparation for the arrival of the child, pre-natal development, infancy and childhood. Emphasis on home, parent and child relations. Open to all students. (Also cross-titled as Psychology 39).

### HOME ECONOMICS 50α—FOODS (2) I, II.

An introduction to the planning, purchasing and preparation of economical, nutritious and appetizing meals, with emphasis on time management and quick, easily prepared and attractively served meals. For the student who is majoring in other fields.

### HOME ECONOMICS 50b—FOODS (2) II.

A continuation of H. Ec. 50α with emphasis on guest and outdoor meals and foreign foods, using economical and time-saving techniques.

Prerequisite: H. Ec. 50α.

### HOME ECONOMICS 51α-51b—BASIC CLOTHING (2-2) Yr., E.

A study of the fundamental principles of clothing construction from pattern to completed garment. Designed for both beginner and experienced seamstress.

### NUTRITION 8—NUTRITION FOR PHYSICAL FITNESS (3) II.

A study of the elements of human nutrition in relation to diet planning for the individual and family. Open to all students.

# DIVISION OF BUSINESS

## Pre-Business Administration

BUSINESS 1a-1b—PRINCIPLES OF ACCOUNTING (4-4) Yr., E.

Lecture and discussion 3 hours; laboratory 2 hours.

A college transfer course covering the basic theory of accounting based upon the double-entry philosophy. Particular attention is devoted to the basic business procedures of gathering and statistically classifying accounting data for statement analysis and interpretation. A comprehensive coverage of assets, liabilities, owner's equity, revenue and expense accounts is made and a limited consideration is given to specialized phases of accounting.

**Sophomore** standing is recommended.

BUSINESS 10—MODERN BUSINESS (3) I, II.

This course examines the significance of business as a major force in the past and probable future development of our society. Consideration is given to the contributions of our democratic and capitalistic institutions. Emphasis is placed on the vocabulary of business and basic economic concepts.

Recommended as a general education elective.

Not open to students with credit in Business 92 or Economics 1a.

BUSINESS 13—BUSINESS CONSUMER PROBLEMS (2).

A college transfer survey course covering the problems of the consumer and the principles of consumer buying, budgeting, and investing. Departmental and professional specialists will present shopping and buying techniques useful to the consumer and will discuss the methods of analyzing advertising.

BUSINESS 18—BUSINESS LAW (3) I, II.

A survey of the principles of business law with particular emphasis given to contracts, agency, negotiable instruments and trade regulations. The student is introduced to the legal heritage of the United States.

**Sophomore** standing recommended.

BUSINESS 22—BUSINESS MATHEMATICS (2) II.

A condensed treatment of fractions, decimals, percentages, interest, discount, installment buying, and personal borrowing. An introduction to payrolls, wage-payment system, statistical graphs, and merchandise pricing.

Prerequisite: Satisfactory score in the mathematics test or "C" grade or better in Business 95. **Sophomore** standing recommended.

## Real Estate

### BUSINESS 40 $\alpha$ —REAL ESTATE PRINCIPLES (3) I, E.

A basic study of the economic and legal principles pertaining to real estate ownership, sales, and investment. Particular attention is given to California practices and laws.

Prerequisite: A basic course in business law such as Business 18 or Business 93. (This may be taken concurrently).

### BUSINESS 40 $b$ —REAL ESTATE PRACTICES (3) II, E.

A study of real estate valuation, investment and management. The course covers the cost, income, and market approaches to valuation and investment. Leases, insurance, taxes and estate planning are covered in the area of management.

Prerequisite: Business 40 $\alpha$  or equivalent.

### BUSINESS 41—REAL ESTATE FINANCE (3) E.

A course covering the means of financing real estate transactions, legislative provisions regarding real estate financing, and the various taxation aspects of real estate finance.

### BUSINESS 42—LEGAL ASPECTS OF REAL ESTATE (3) E.

A practical application of California real estate law, utilizing illustrative cases and examples and designed to help avoid legal difficulties arising from real estate transactions, instruments, zoning and planning.

Prerequisite: Business 40 $\alpha$ .

### BUSINESS 43—REAL ESTATE ECONOMICS (3) E.

A practical study of the economic aspects of real estate designed to provide a grasp of the dynamic economic conditions and other factors underlying the real estate business. It is especially intended as a background course and a prerequisite for more practical and specialized courses offered in the Real Estate Certificate Program.

### BUSINESS 44—CITY AND REGIONAL PLANNING (3) E.

The introductory course to provide a broad background in the history and development of urban areas and modern planning principles.

Prerequisite: Basic sequence in real estate or business experience in the field.

### BUSINESS 45 $\alpha$ —REAL ESTATE APPRAISAL (3) E.

An introductory course designed to teach students the appraisal techniques involved in both residential and commercial properties and the methods employed in the determination of loan, market, and insurance values.

### BUSINESS 45 $b$ —ADVANCED REAL ESTATE APPRAISAL II (Urban) (3) E.

A continuation of Business 45 $\alpha$ , real estate appraisal of multi-family dwellings, apartment houses, commercial and special purpose property, covering residual techniques, eminent domain proceeding, taxation, and land and vacant lot valuation.

Prerequisites: Business 40 $\alpha$  and Business 45 $\alpha$ , or equivalent training or experience in appraisal.

**BUSINESS 45c—ADVANCED REAL ESTATE APPRAISAL III (RURAL) (3) E.**

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

Prerequisite: Business 40a and Business 45a, or equivalent training or experience in appraisal.

**BUSINESS 47—PLANNING CONSTRUCTION AND DESIGN (3) E.**

A comprehensive nontechnical course to familiarize real estate licensees with their product—site selection and development, materials, costs, color, building codes, and the services of the architect.

**BUSINESS 48—BASIC PRINCIPLES OF ESCROW (2) E.**

A basic course intended to explain the methods and techniques of escrow procedure for various types of business transactions with emphasis on real estate. Particular attention is given to legal and ethical responsibilities of persons engaged in escrow work. The material covered should be of value to all those either involved directly or indirectly in the escrow industry.

**Secretarial and Clerical**

**BUSINESS 50a-50b—ELEMENTARY SHORTHAND (5-5) Yr., E.**

Business 50a, an elementary course in the theory and techniques of Gregg shorthand, is open for credit only to those students who have had **no** previous instruction in shorthand. Students achieving a speed of 60 words per minute will transfer to Business 52a; those achieving higher speeds to Business 52b.

Typewriting must be taken concurrently with Business 50a unless the student makes a satisfactory score on the typewriting placement test.

Prerequisite for 50a: Score equal to English 51 on the aptitude test.

Prerequisite for 50b: "C" or better in Business 50a.

**BUSINESS 51a—INTERMEDIATE SHORTHAND (5) I.**

Business 51a is a remedial shorthand course for those students who need review in the theory and techniques of Gregg shorthand before continuing in the second-year shorthand class. Speed and accuracy in reading, writing, and transcribing shorthand notes are emphasized. Those students achieving a speed of 80 words per minute will transfer to Business 52b-53b.

Prerequisite: A satisfactory score on the shorthand and typewriting placement tests, and a score equal to English 51 on the aptitude test.

**BUSINESS 52a-52b—ADVANCED SHORTHAND DICTATION (4-4) Yr.**

A second-year shorthand course where emphasis is placed upon building vocational shorthand vocabularies. The objective of this course is a shorthand dictation speed of 120 words per minute with fast and accurate transcription.

Business 53a-53b must be taken concurrently.

Prerequisite: A satisfactory score on the shorthand and typewriting placement tests, and a score equal to English 51 on the aptitude test.

**BUSINESS 53α-53b—ADVANCED SHORTHAND TRANSCRIPTION (2-2) Yr.**

A required transcription course which must be taken concurrently with Business 52α-52b. Emphasis is placed upon the transcription of the vocational dictation given in the shorthand class and upon the improvement of typewriting speeds. Office standards are maintained.

Prerequisite: A satisfactory score on the shorthand and typewriting placement tests.

**BUSINESS 55α—LEGAL OFFICE PROCEDURES (3) I.**

Comprehensive training for the highly specialized work of the legal office is provided by this course. Background information to provide a functioning knowledge of the sources and divisions of the law, the organization of the courts and court procedures, the preparation and execution of many kinds of legal instruments, the maintenance of proper legal records, and a working knowledge of legal reference materials are supplemented by training in, and the practical application of, those skills associated with secretarial work.

Prerequisite: Satisfactory typewriting speed. (Not offered 1968-69).

**BUSINESS 55b—LEGAL SECRETARIAL PROCEDURES (3) II.**

Specialized training which seeks to develop the secretarial skills necessary for employment in the modern law office. Speed in legal dictation and accuracy of transcription are based upon the working knowledge of legal terms and phrases and the law vocabulary basic to this course. Dictation and transcription of legal correspondence legal documents, pleadings, etc., are used for building shorthand speed.

Prerequisites: Business 55α; Business 52α-b (or shorthand speed of 100 wpm); typewriting speed of 50 wpm; Business 69.

(Not offered 1968-69)

**BUSINESS 56α—MEDICAL OFFICE PROCEDURES (3) I.**

A training course for those desiring to become medical office employees providing preparation for such clerical office duties as making appointments, receiving patients, setting credit terms and collecting payments, record keeping, typing correspondence, case histories, and other medical reports, and the preparation of insurance forms.

Prerequisite: Permission of the instructor.

**BUSINESS 56b—MEDICAL SECRETARIAL PROCEDURES (3) II.**

Specialized training to develop the secretarial skills necessary for employment in the doctor's office. Speed and accuracy of medical transcription are based upon the working knowledge of medical terms and phrases and the medical vocabulary presented in this course. Skill-building practice is given in medical transcription which includes correspondence, case histories, and other technical medical materials.

Prerequisite: Business 56α; a net typing speed of 50 wpm; and Business 69.

### BUSINESS 57—REFRESHER COURSE IN SHORTHAND (2) E.

The purpose of this review course is to permit the student who has had previous work in Gregg shorthand, but has not had an opportunity to practice it recently, to increase his speed in recording and transcribing. This course is not included in the regular shorthand sequence.

### BUSINESS 58α—OFFICE PROCEDURES (3) I, II.

A comprehensive course providing training in office techniques and duties through realistic office assignments. The training program prepares students for initial office jobs and lays the foundation for job growth.

Note: This course is not open to those students who have had previous training in a one-year high school office practice class.

Prerequisite: Satisfactory typewriting speed.

### BUSINESS 58α—EXECUTIVE SECRETARIAL PROCEDURES (3) II.

This executive secretarial course is designed to present a general background of office procedures and administration, to relate the human and technical sides of office operation, and to provide an administrative approach as preparation for ultimate advancement into office management. The projects presented for solution are based on specific office problems.

Prerequisite: Business 58α or the completion of a one-year high-school office practice class.

Satisfactory typewriting speed.

### BUSINESS 58c—CHARM (I) I, II.

A course carefully tailored to the needs of the career girl—to her problems, time limitations, financial status, and interests—and designed specifically to help her make the most of her potentialities so that she can achieve success both in her work and in her personal life.

Prerequisite: This course is open **only** to women business majors.

### BUSINESS 59—RECORDS MANAGEMENT (2) I, II.

A business management course, presenting a quick overview of the scope of, and opportunities in, the field of filing, the methods for processing, storing, retrieving, and restoring the various kinds of records that business must keep, which provides practice in the operation of the most commonly used filing systems and methods.

This course is recommended for **all** business majors.

### BUSINESS 60α—ELEMENTARY TYPEWRITING (2) I, II, E.

An elementary course covering the fundamentals of typewriting. Stress is placed upon technique, accuracy, and posture. Simple business forms, business letters, and social forms are included in the work.

Business 60α is open only to those students who have had **no** previous instruction in typewriting.

#### BUSINESS 60b—INTERMEDIATE TYPEWRITING (2) I, II, E.

A remedial course offering a review of the fundamentals of typewriting for those students who have had previous typewriting instruction but who do not obtain a satisfactory score on the typewriting placement test.

Typical office materials are used for skill building so as to enable the student to reach the required speed level for entrance into Business 61a.

Prerequisite: Business 60a or previous instruction in typewriting.

#### BUSINESS 61a—ADVANCED TYPEWRITING (2) I, II, E.

A second-year typewriting course open to all students who make a satisfactory score on the typewriting placement test.

Typical office materials used in the typewriting problems include business letters, legal documents, and other business forms and papers. The emphasis in this course is upon skill building.

Prerequisite: Business 60b or a 61a score on the typewriting placement test.

#### BUSINESS 62—EXPERT TYPEWRITING (1) II.

Development of high speed with accuracy in the production of office materials in preparation for immediate vocational placement is the goal of this course.

Prerequisite: Business 61a or a typewriting speed of 45 words a minute on the typewriting placement test.

#### BUSINESS 67—TECHNIQUES OF DUPLICATION (1) I, II.

Laboratory 2 hours.

The skills and techniques necessary for the successful operation of modern duplicating machines are emphasized in this course, one which is of value to all business students. Assigned projects will be completed on the Ditto, Standard, Gestetner, and A. B. Dick duplicators, the A. B. Dick Offset duplicator, the Thermofax Dry Photo-Copier, and the Tremofax Secretary.

Prerequisite: Business 61a score on the typewriting placement test or the completion of Business 60b.

#### BUSINESS 68a—OFFICE MACHINES (2) I, II, E.

A course of instruction designed to acquaint the student with those machines in most common use in business offices and to build skill in performing the fundamental arithmetic operations upon them. The machines studied are: Comptometer, Burroughs, Marchant, Friden, and Monroe Calculating Machines; Clary Adding Machine; Remington-Rand, Olivetti-Underwood, Marchant and Monroe Printing Calculators; Burroughs and National Cash Register Posting Machines; and various electronic calculators.

Note: Those students who have credit for a similar office machines course in high school will receive no credit for this course.

Prerequisite: Business 95 if the student has not recently had a course in arithmetic—or it may be taken concurrently.

#### BUSINESS 68b—ADVANCED OFFICE MACHINES (2) II.

An advanced course designed to meet the needs of those students who desire to build professional skill in the use of the calculating and adding machines. This course provides specialized work on practical problems chosen from the various major lines of business, thus enabling the operator to attain proficiency.

Prerequisite: Business 68a **and** permission of the instructor.

#### BUSINESS 69—MACHINE TRANSCRIPTION (2) I, II.

A course of instruction designed to train the student in the operation and care of the Dictaphone and IBM Executary dictating and transcribing machines and to develop skill in their use.

Prerequisite: Satisfactory typewriting speed, English 51, **and** permission of the instructor.

### **Merchandising**

#### BUSINESS 70—SALEMANSHIP (3) I, II.

A general education course designed to acquaint students with the factors involved in successful selling, including an overview of the economic aspects and types of selling, the environment of the salesman, and the major steps in selling.

This is a required course for all clerical majors.

Not open to students with credit in Business 71.

#### BUSINESS 71—CREATIVE SELLING (3) I.

A study of the personal factors and techniques which influence people, including the mechanics and methods of dealing with the many kinds of customers encountered. Practice is given in the selling process, using the psychological and social aspects of persuasion.

This course must be taken concurrently with Business 72, as it is a required course for all merchandising majors.

Not open to students with credit in Business 70.

#### BUSINESS 72—RETAILING (3) I.

A survey of retailing primarily from the businessman's point of view, but with some attention given to consumer education. The course covers past and present trends in retailing, store location and layout, policy formation and execution, organization, personnel management, merchandise control and pricing.

Required of all merchandising majors.

#### BUSINESS 73—RETAIL BUYING (3) II.

A consideration of those factors basic to the planning, selecting, buying, pricing, and selling of retail merchandise is the foundation of this course, which is so designed as to enable the merchandising major to assume these responsibilities in a retail establishment.

Prerequisite: Business 72.



## BUSINESS 74—MARKETING (3) II.

This course deals with the distribution of commodities from the producer to the retailer. Emphasis is placed upon classification of commodities, function of the various distributors, and channels of distribution. Specific areas covered include advertising, transportation, storage, grading, and packaging.

This is a required course for all merchandising majors.

It is recommended that students take Business 92 or 10 and Business 71 (or Business 72) before registering for this course.

## BUSINESS 75—ADVERTISING AND DISPLAY (3) I.

A course providing a basic and practical knowledge of what advertising is, what it does, and how it works, including the basic criteria for the evaluation of advertising which will be useful for the student of merchandising, business or journalism, and the American consumer. Practice will be given in the retailing skills useful in window and interior display.

## BUSINESS 76—CREDITS AND COLLECTIONS (3) II.

The principles of consumer credit form the basis of this course which inquires into the methods of credit extension to, and collection from, wholesale, retail, and consumer buyers, the sources of credit information, credit institutions, and the technical and legal aspects of credits and collections.

### **Accounting and Business Data Processing**

## BUSINESS 80a-80b—ELEMENTARY ACCOUNTING (4-4) I, II, E.

Lecture and discussion, 3 hours; laboratory, 2 hours.

An elementary course in accounting principles and practices, covering business papers, general and special journals, general ledgers with control accounts, subsidiary ledgers, posting, periodic adjustments, work sheets, financial statements, and closing entries. Single proprietorship, partnerships, and wholesale departmental practice sets accompany the course.

Prerequisite for Business 80b: Business 80a or the completion of two years of high-school bookkeeping with a satisfactory grade.

## BUSINESS 81—ADVANCED ACCOUNTING (4) I, E.

Lecture and discussion, 3 hours; laboratory, 2 hours.

An advanced course in the application of specialized phases of accounting theory and practice in a manufacturing corporation, continuing the work of Business 80a-b.

Prerequisite: Business 80a-b or its equivalent.

## BUSINESS 82—TAX AND PAYROLL ACCOUNTING (4) II.

Lecture and laboratory, 5 hours a week.

A practical accounting course which involves the application of federal-state payroll tax laws as they apply to individuals and to businesses, with training in the application of tax principles of specific individual and business problems. Also included are the development of the records and reports needed by the individual and by business incident to the federal income tax and federal and state social security tax programs as they affect payroll accounting.

Business 80b may be taken concurrently.

Prerequisite: Business 80a.

## BUSINESS 83—COST ACCOUNTING (3) II.

Practical training in cost accounting techniques is emphasized in this course which covers job cost, process cost, and standard cost.

Prerequisite: Business 80a or Business 1a.

## BUSINESS 84—BUSINESS DATA PROCESSING (3) I, II.

Fundamental concepts of data processing used in business and industry. Includes the historical development and study of the basic methods, technique and systems of manual, mechanical, and electronic data processing applied to business operations.

Prerequisite: A grade-point-average of 2.0 or better is required.

## BUSINESS 85a—ELECTROMECHANICAL EQUIPMENT (3), I, II.

Lecture and laboratory, 5 hours.

Introduction and orientation to such conventional IBM punch card machines as the card punch, sorter, reproducer, collator, and accounting machine. Card design, card processing, operating principles, control panel diagramming, flow diagram and procedure development, and accounting control are studied.

Prerequisite: Business 84 with a grade of "C" or better.

## BUSINESS 86a—PRINCIPLES OF COMPUTER PROGRAMMING I (3) II.

Lecture and laboratory, 4 hours.

A basic course in programming of electronic digital computers. The course will cover the problems of data processing, the characteristics of computers, index registers, debugging, and Fortran coding. Students will have access on the COS campus to an IBM 1130 computer with an 1132 printer and a 1442 card-read punch.

Prerequisites: Business 84 with a grade of "C" or better and Business 80a; or the permission of the instructor if the student has not already completed these requirements.

## BUSINESS 86b—PRINCIPLES OF COMPUTER PROGRAMMING II (3) I.

Lecture and laboratory, 4 hours.

An advanced course in electronic digital computer programming, including advanced techniques, file maintenance, and additional work in programming for business application.

Prerequisite: Business 86a or Mathematics 15; or the permission of the instructor if these requirements have not already been completed.

### BUSINESS 86c—ADMINISTRATIVE SYSTEMS AND PROCEDURES (3) II.

A study of data processing systems and procedures, including an analysis of the various existing data processing systems and total management information. Class projects will include the development of detailed procedures in the various areas of a management information system.

Prerequisite: Business 86a.

### BUSINESS 87—ACCOUNTING FOR SECRETARIES (2) II.

The content, organization, and emphasis of this course are based upon the actual bookkeeping and recording activities performed on the job by the secretary. Units on cash, taxes, payroll, data processing, and invoicing are included.

This course is open only to those **secretarial** majors who have **not** had high school bookkeeping, Business 80a, 80b, or 88.

### BUSINESS 88—RECORDKEEPING FOR SMALL BUSINESS (3) I.

A vocational recordkeeping course for **non-business** majors which covers basic bookkeeping procedures.

Business 88 is **not** open to students who have had high-school bookkeeping or who have credit for Business 1a-1b, 80a-80b, 81 or 87.

Prerequisite: Business 95 or Mathematics 50 must be taken with or prior to registering for this course.

## **Business Background**

### BUSINESS 90—BUSINESS STATISTICS (3) II.

A course in presenting statistical data for the solution of problems in the areas of business and social science. The subject matter stresses statistical methods as tools in organizing and expanding data for maximum understanding and for using effectively in making decisions, rather than placing main emphasis upon mathematical theory of the derivation of statistical formulas.

The course is open to students majoring in business and in the social sciences.

Prerequisite: High-school algebra.

### BUSINESS 91a—SMALL BUSINESS MANAGEMENT (3) I.

A basic course in the organization, operation, and management of small businesses. Special attention is given to the problems of the sole proprietorship type of organization. It is recommended that the student complete Business 95 and Business 92 (or Business 10) before taking this course (or by taking them concurrently) and have some basic background in accounting.

#### BUSINESS 91b—OFFICE MANAGEMENT (3) II.

A course presenting the fundamental principles and successful practices in the field of office management, that indispensable part of business administration through which the personnel, paper work, and production of an entire organization are coordinated. Major emphasis is placed on work simplification, the human element, supervision of office services, and the planning, organizing, and controlling of office work.

#### BUSINESS 92—SURVEY OF AMERICAN BUSINESS (3) I, II.

A business background course presenting a survey of business principles, problems, practices, and procedures of value to all students, whether or not they are majoring in business. For the business major, this course affords assistance in choosing an area of specialization and a background for the more specialized business courses.

This course is not open to the student who has taken Business 10. or Economics 1a.

#### BUSINESS 93—SURVEY OF BUSINESS LAW (3) I, E.

A study of the meaning and operation of the law under which the student lives, the value of such law to his everyday living, and its aid in the conduct of his home, social, and business affairs.

Recommended for all terminal business majors. Required for non-transfer majors in accounting, excepting those students taking Business 18.

#### BUSINESS 94—INSURANCE PRINCIPLES (3) I.

A survey of the general principles of risk and risk-taking and of the basic kinds of insurance available to individuals and groups—a course designed for those students interested in insurance as potential consumers or as a career.

(Not offered 1968-69).

#### BUSINESS 95—BUSINESS ARITHMETIC (3) I, II.

A remedial mathematics course in which the student will develop speed and accuracy in, and understanding of, the fundamental processes of arithmetic commonly used in making business calculations. Students who have received credit for Business 22 may not take this course.

#### BUSINESS 96a—SECRETARIAL ENGLISH (3) I, II, E.

A course designed to give secretarial majors a review of, and practice in, the basic English skills necessary for skillful shorthand transcription. It offers a review of the fundamentals of English grammar, sentence structure, and punctuation, and aids in the building of an adequate business vocabulary. Not open to students who have taken English 51.

Prerequisite: English 51 score on the aptitude test.

### BUSINESS 96b—WRITING FOR BUSINESS (3) I, II.

A required course in business communications dealing with the central principles underlying the writing of effective business letters and providing liberal practice in applying those principles. Study is made of the basic and associated forms of business communications, sales writing, credit, collection, and adjustment letters, and letters of application.

This course is required of all business majors.

Prerequisite: English 1a score on the aptitude test or a "C" grade in either English 51, 52, or Business 96a.

### BUSINESS 96c—BUSINESS REPORT WRITING (3) I.

This systematic course in the preparation of professional reports includes instruction in the basic elements, principles, and practices underlying communication, develops skills in organizing and clarifying information for effective writing, and fosters logical thinking as part of the communicative process.

Open to **all** students who are training for professional careers in which report writing is required—psychology, sociology, social service, journalism, law enforcement.

Prerequisite: Business 96a, English 51, English 52, or an English 1a score on the aptitude test.

### BUSINESS 97—PERSONAL FINANCE (3) I, II.

A general education course covering the proper management of personal income and expenditures, open to both business and non-business majors. To be discussed will be such topics as: commercial and savings accounts, investments, borrowing money; budgets, charge accounts, and installment buying; property, income, estate, inheritance, and gift taxes; life, health, accident, property, and miscellaneous insurance; pension plans and social security; trust funds and wills; inflation and business cycles; and problems of owning a home.

### BUSINESS 98—HUMAN RELATIONS IN BUSINESS (3) I.

A course to acquaint the student with those accepted principles of human relations which will be of practical use for advancement in business, to aid the student in becoming more efficient personally, and to provide an understanding of the problems of management in personnel administration.

# DIVISION OF FINE ARTS

## ART

### ART 1 $\alpha$ —HISTORY OF ART (3) I.

A survey of painting, sculpture, architecture and the minor arts representative of prehistoric, ancient, classical and medieval periods of Western civilizations and early civilizations of Eastern culture. Illustrated lectures.

### ART 1b—HISTORY OF ART (3) II.

A survey of painting, sculpture, architecture and the minor arts from the Renaissance to the present day in Western civilizations. Illustrated lectures.

### ART 3—INTRODUCTORY CRAFTS (2) I, II.

Selected experiences from various craft areas: printing, ceramics, sculpturing and modeling, using such materials as paper, wood and metal.

Recommended especially for elementary education majors.

### ART 4 $\alpha$ -4b—EXPLORATORY CRAFTS (2-2) Yr, E.

A basic crafts course designed to develop artistic skills in the media of design, ceramics and metal sculpture, and to provide experiences with the various art materials, tools and equipment. Included in ceramics are projects in glaze experimentation, slab and coil construction; in jewelry, lost wax casting and etched design.

### ART 6 $\alpha$ -6b—COLOR AND DESIGN (2-2) I, II.

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

Must be taken in sequence.

### ART 7 $\alpha$ —FREEHAND DRAWING (2) I, II, E.

An introduction to basic principles of graphic representation. Studio practice emphasizes fundamentals of drawing and pictorial organization in dark and light. Use of pencil, pen-brush and ink, charcoal, and scratch-board techniques.

### ART 7b—LIFE DRAWING (2) I, II.

Fundamentals of anatomy and representation of the human figure. Drawing from life.

Prerequisite: Art 7 $\alpha$  or equivalent.

### ART 10 $\alpha$ -10b—SCULPTURE (2-2) Yr.

The manipulation of three-dimensional materials with basic studio practice in wood, plaster, clay, fabrics, and synthetics.

ART 12α-12b—WATERCOLOR PAINTING (2-2) Yr, E.

The theory and techniques of watercolor painting. Studio practice in still life, landscape and other subject matter using watercolor media.

Prerequisites: Art 6α-6b and Art 7α-7b, or equivalents.

ART 14α-14b—OIL PAINTING (2-2) Yr, E.

Experimental painting of still life, landscape and the human figure. A study of painting procedures, color, theory and techniques. Medium—oil paints.

Prerequisites: Art 6α-6b and Art 7α-7b, or equivalents.

ART 19—ART APPRECIATION (2) I, II, E.

A course designed to develop the student's capacity to enjoy his surroundings by making him conscious of the beauty he sees in his home, his school, his community, and in works of master craftsmen and artists.

ART 23α-23b—DESIGN IN LEATHER (2-2),

A course in creative leather craft designing, pattern making, carving, finishing, and monogramming.

ART 25α-25b—CREATIVE JEWELRY (2-2)

A basic course in modern jewelry making in creative design and conventional pins, broaches, clasps, rings, earrings. The course is basic for hobby or trade.

ART 27α-27b—LAPIDARY (2-2), Yr, E.

The art of cutting and polishing semi-precious stones.

Not less than one field trip each semester for the study of geological formations and the collection of suitable materials.

ART 27c-27d—LAPIDARY (2-2) Yr, E.

The second-year course in the art of cutting and polishing semi-precious stones.

Prerequisite: Art 27α-27b.

Enrollment in Art 27 is limited to four semesters.

ART 29α-29b—GRAPHIC ARTS (2-2), Yr.

Design and layout, photographic composition, printing, air brush linoleum and wood prints, scratch board, and drawing. Pen and brush lettering.

ART 31α-31b—MERCHANDISING ART (2-2)

Basic techniques in window and counter display with emphasis on hand lettering, design, and color.

ART 54α-54b—DECORATIVE CERAMICS (2-2) Yr, E.

The first-year course in the decoration of clay, copper and glass.

ART 54c-54d—DECORATIVE CERAMICS (2-2) Yr, E.

The second-year course in the decoration of clay, copper and glass.

Prerequisite: Art 54α-54b.

Enrollment in Art 54 is limited to four semesters.

ART 55a-55b—CERAMICS (2-2) Yr, E.

The first-year course in the use and making of clay products.

ART 55c-55d—CERAMICS (2-2) Yr, E.

The second-year course in the use and making of clay products.

Prerequisite: Art 55a-55b.

Enrollment in Art 55 is limited to four semesters.

ART 56a-56b—CHINA PAINTING (2-2) Yr, E.

The first-year course in china decorating, painting, design, color and firing.

ART 56c-56d—CHINA PAINTING (2-2) Yr, E.

The second-year course in china decorating, painting, design, color and firing.

Prerequisite: Art 56a-56b.

Enrollment in Art 56 is limited to four semesters.

ART 57a-57b-57c-57d—LANDSCAPE PAINTING (1-1-1-1)

Oil painting; development of form through color with an emphasis on landscape painting.

## **CINEMA ARTS**

CINEMA ARTS 55a-55b—MOTION PICTURE APPRECIATION (2-2) Yr, E.

An exploration of the origin of motion picture production, objectives of various directors and producers in their films, and technological 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.

## **MUSIC**

MUSIC 1a-1b—STRING INSTRUMENTS: CLASS INSTRUCTION (1-1), Yr.

Elementary instruction in violin, viola, cello, bass viol; tone production, bowing, technique, care of instruments.

MUSIC 2a-2b-2c-2d—STAGE BAND (1-1-1-1) I, II.

A terminal course which includes the organization, training procedures, arranging, vocals, and other phases of dance band work. Public performance and field trips may be required. Designed for the student desiring to enter the field of professional dance music, radio, or theatre orchestra work.

Prerequisite: Competent playing ability and permission of the instructor. Should be taken concurrently with Mus. 18a-18b and Mus. 19a-19b.



MUSIC 3 $\alpha$ -3b—WOODWIND INSTRUMENTS: CLASS INSTRUCTION  
(1-1) Yr.

3 $\alpha$ —Elementary instruction; correct tone production; technique and care of instruments; emphasis on clarinet.

3b—Continuation of 3 $\alpha$  with emphasis on flute, oboe, saxophone, and bassoon.

MUSIC 4 $\alpha$ -4b—MUSICIANSHIP (1-1) Yr.

Simple rhythmic notation; scales, intervals, triads, melodies in major mode, emphasizing the tendency of tones individually and their significance in groups; music reading of material containing simple tonal relations and simple rhythmic designs; phrasing and general principles of music interpretation. Must be taken concurrently with Music 12 $\alpha$ -12b.

MUSIC 5 $\alpha$ -5b—ADVANCED MUSICIANSHIP (1-1) Yr.

Continuation of Music 4 $\alpha$ -4b. Diatonic and chromatic modulation, altered chords.

Prerequisite: Music 4 $\alpha$ -4b. Must be taken concurrently with Music 14 $\alpha$ -14b.

MUSIC 6 $\alpha$ -6b—BRASS AND PERCUSSION INSTRUMENTS:  
CLASS INSTRUCTION (1-1) Yr.

6 $\alpha$ —Elementary instruction; correct tone production, technique, and care of instruments.

6b—Continuation of 6 $\alpha$ .

MUSIC 7 $\alpha$ -7b-7c-7d—ADVANCED ORCHESTRA (1-1-1-1) I, II, E.

A course designed for students and adults who are proficient in playing their instruments. The orchestra prepares music for accompaniment for oratorio, light opera, and standard orchestral literature. Participation in public performances is expected.

Three hours classwork.

Prerequisite: Permission of the instructor.

MUSIC 8 $\alpha$ -8b-8c-8d—COLLEGE CHOIR (1-1-1-1) I, II.

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

Choir students are asked to participate in a limited number of out of school performances.

Prerequisite: Permission of instructor.

MUSIC 10—APPRECIATION OF MUSICAL LITERATURE (2) I, II, E.

Designed to aid the average student in developing an understanding and enjoyment of the music of the great composers. No previous musical training required. Special emphasis given to the problems of the musically untrained listener.

MUSIC 12 $\alpha$ -12b—BEGINNING THEORY (3-3) Yr.

This course includes the fundamentals of music notation and the use of chords in harmonizing melodies and basses in both major and minor keys. Simple ear-training and keyboard harmony included. Must be taken concurrently with Music 4 $\alpha$ -4b.

MUSIC 14 $\alpha$ -14b—ADVANCED THEORY (3-3) Yr.

Continuation of Music 12 $\alpha$ -12b. Diatonic and chromatic modulation, altered chords.

Prerequisites: Music 12 $\alpha$ -12b.

Must be taken concurrently with Music 5 $\alpha$ -5b.

MUSIC 16 $\alpha$ -16b—HISTORY OF MUSIC (3-3) Yr.

16 $\alpha$ —The history of music from primitive times to the eighteenth century.

16b—A continued study to the present.

MUSIC 17 $\alpha$ -17b—ORCHESTRATION (2-2) Yr.

17 $\alpha$ —Range, technique, timbre, transportation of band and orchestral instruments; exercises in orchestration for individual instrumental choirs.

Prerequisites: Music 4 $\alpha$ -4b, Music 12 $\alpha$ -12b.

17b—Scoring for small instrumental combinations and for full band and orchestra. Introduction to stage band, arranging also included.

Prerequisite: Music 17 $\alpha$ .

MUSIC 18 $\alpha$ -18b—MARCHING BAND (2-2) I.

Five hours per week. Open to all students who demonstrate ability to play a band instrument. Physical education activity credit is granted by concurrent enrollment in Phys. Ed 15 $\alpha$  or 15b. Required of all music majors not in choir, or a string group.

The band represents the college in public functions which may include the performance of band literature at athletic events, rallies, parades and concerts.

During the first nine weeks emphasis will be on the development of band shows for games and rallies. The remainder of the semester will concentrate on the rehearsal and performance of all kinds of band literature. Additional rehearsals may be scheduled, if needed. Attendance at all public performances is required.

MUSIC 19 $\alpha$ -19b—CONCERT BAND (1-1) II.

A study and performance of standard band music, with special attention to interpretation, tone, technique, and general effect. Planned for those interested in improving their musicianship. Some outside or public performances are required.

MUSIC 20—APPRECIATION OF THE OPERA (2) I, II.

Complete opera recordings of selected composers.

MUSIC 21—BEGINNING PIANO (1) I, II.

Prerequisite: None.

MUSIC 22 $\alpha$ -22b-22c-22d—INTERMEDIATE PIANO (1-1-1-1) I, II.

Prerequisite: Music 21 or consent of instructor.

MUSIC 30a-30b-30c-30d—ELEMENTARY VOICE (1-1-1-1)

A class in the fundamentals of good singing in the vocal field. Individual performance before the class is required.

Prerequisite: Permission of the instructor.

MUSIC 40a-40b-40c-40d—PERFORMANCE MUSIC (1-1-1-1) I, II, E.

Performance in music activities such as recitals, rallies, musicals, concerts, or in group ensembles such as band, chorus or orchestra. Hours are arranged for those wishing to participate but are unable to meet the regular schedule. (Formerly Music 51a-51b-51c-51d.)

MUSIC 52a-52b-52c-52d—Special Performance Activities (N/C) I, II.

MUSIC 55a-55b-55c-55d-55e-55f—COLLEGE COMMUNITY ORCHESTRA (1-1-1-1-1-1) E.

Orchestra for experienced musicians. Rehearsal of concert orchestra literature with some public performance expected.

Prerequisite: Permission of instructor.

### **Speech Arts and Drama**

SPEECH 1a-1b—FUNDAMENTALS OF PUBLIC SPEAKING (3-3) I, II, E.

Concerned with training in meeting practical speech situations. During the first semester, techniques of organizing speech materials, effective use of voice in communication, and good platform manners are stressed. In the second semester, preparation and delivery of various types of speeches receive emphasis.

Prerequisite: An acceptable score on the aptitude test or a grade of "C" or better in English 51 or Business 96a.

SPEECH 3—ORAL INTERPRETATION (3) I, II.

The techniques of understanding and interpreting prose, poetry and dramatic selections, as well as criticism and appreciation of oral literature. Emphasis will be on the individual's ability to communicate literature orally.

Does not meet general education requirement in speech at state colleges and universities.

SPEECH 40—RADIO-TV SPEECH (2) I, II.

This is a laboratory course in microphone and television technique, in which voice control, diction, radio and television announcing are studied. It is intended especially for speech majors and for students who wish experience in radio and television announcing.

SPEECH 41—RADIO-TV PRODUCTION (2) I, II.

Methods and techniques of tape recording radio news for broadcast over local stations. Mandatory participation. Script writing, announcing, set-ups, timing.

Prerequisite: Speech 40 and instructor's permission.

SPEECH 51—PRACTICAL SPEECH (3) I, II, E.

This course is arranged for those students who intend to go directly into homemaking or business upon the completion of their junior college work. Stress is placed upon the development of poise and self-confidence, right use of the voice, and parliamentary procedure for meetings of clubs.

SPEECH 57 $\alpha$ -57 $\beta$ -57 $\gamma$ -57 $\delta$ —FORENSICS (1-1-1-1) I, II.

A presentation of the principles and practices of argumentation and debate, with emphasis upon research into contemporary social problems and their analyses of significant issues as based upon organized reasoning, evidence and logic.

Students are expected to participate in interscholastic debate and speech tournaments which take place during the week and week-ends periodically throughout the college year.

DRAMA 1—HISTORY OF DRAMA (3) I.

History of the development of the stage and theatre arts from primitive times to the present and a critical study and analysis of representative masterpieces of dramatic literature. This segment covers the period in western civilization from classical Greece to the Renaissance.

DRAMA 2—HISTORY OF DRAMA (3) II.

Complementary course to Drama 1. This segment includes the period from the Renaissance to the present, with emphasis on modern drama.

Drama 1 is not requisite to Drama 2. The year sequence is strongly recommended as a general-education course in the humanities.

DRAMA 10 $\alpha$ -10 $\beta$ —FUNDAMENTALS OF ACTING (3-3) Yr.

A theoretical as well as practical approach to the technique of acting; the physical and psychological resources necessary for acting; demonstration and practice in pantomime, scene, improvisation, and characterization.

DRAMA 35—INTRODUCTION TO THE THEATRE (2)

Analysis of the theatre, the play, the playhouse, styles of staging, the actor, and drama as art.

DRAMA 36—DRAMATIC LITERATURE (2)

Reading and analysis of great plays from various periods in dramatic literature.

DRAMA 37—FUNDAMENTALS OF DIRECTING (2) E.

An introduction to the theory and practice of play direction for the theatre, this course includes an analysis of plays to determine suitability for staging, acting methods and styling; and a study of movement, tempo, composition, climax, and the usages of sound and music to effectuate mood. Projects may include the preparation of promptbooks and the production of play plans, the staging of short plays or scenes, and observations and analyses of plays as given in theatrical production and/or translated to the film.

Prerequisites: Drama 10 $\alpha$ -10 $\beta$ , or equivalents.

DRAMA 55a-55b-55c-55d—DRAMA WORKSHOP ACTIVITIES (1-1-1-1) I, II.

Experience in drama and theatre through active participation in major dramatic productions. Includes training and experience in acting, costuming, make-up, set design, scenery, and props.

DRAMA 60a-60b-60c-60d—STAGECRAFT (1-1-1-1) I, II.

Practical experience in the design, construction and painting of stage sets and scenery. Practical application is accomplished through participation in the technical staging of major college dramatic and musical productions.

Enrollment by permission of instructor only.

DRAMA 61a-61b-61c-61d—STAGE LIGHTING (1-1-1-1) I, II.

Technical problems in stage lighting. Practical experience in the setting up and use of lighting instruments for plays and musicals.

# DIVISION OF INDUSTRY AND TECHNOLOGY

## Industrial Arts

### INDUSTRIAL ARTS 1—ELEMENTS OF WOODWORK (3) I.

Six hours per week.

The processes of bench woodworking; use and care of hand tools; fundamentals; exercises, correct construction methods; basic operations on light woodworking machinery, including wood turning.

This is a transfer course designed primarily for students majoring in Industrial Arts Education.

### INDUSTRIAL ARTS 2—MACHINE WOODWORKING (3) II.

Six hours per week.

Operation, care and maintenance of woodworking machinery in the construction of case work, cabinets, and furniture. Safety in the operation of woodworking machines and power tools.

Prerequisite: Industrial Arts I.

This is a transfer course designed primarily for students majoring in Industrial Arts Education.

### INDUSTRIAL ARTS 6α-6b—WELDING (3-3) Yr., E.

Six hours per week.

Study of welding materials, supplies, tools, and equipment. Welding procedures using arc welding and acetylene welding and cutting equipment.

Prerequisite: Industrial Arts 6α before 6b.

Not open to students who have taken I. & T. 6α-6b.

### INDUSTRIAL ARTS 9—FUNDAMENTALS OF AUTOMOTIVE MECHANICS (3) II.

Six hours per week.

Basic theory including electricity, carburetion, engines, lubrication, cooling, tune-up and diagnostic equipment. Demonstration by instructor. Students do not work on cars or automotive units.

This is a transfer course designed primarily for students majoring in Industrial Arts Education.

### INDUSTRIAL ARTS 10α-10b-10c-10d—MACHINE SHOP (3-3-3-3) I, II, Yr.

Five or ten hours per week, by arrangement.

Study of materials, supplies, tools and equipment. Project construction involving layout, setup, and operation of jobs on lathes, drill presses, grinders, milling machines and shapers.

Not open to students who have taken I&T 10α-10b-10c-10d.

### INDUSTRIAL ARTS 11—PRACTICAL PROBLEMS IN ELECTRICITY (3) I, II.

Six hours per week.

Fundamentals of electricity; application to industry and everyday life; practical problems and projects. Demonstration aids are constructed in the shop laboratory. (Also cross-titled as Physical Science II).

INDUSTRIAL ARTS 40a-40b—ELEMENTARY MECHANICS (3-3) Yr., E.

Five hours per week.

An introductory course covering the study of materials, processes, tools, and machines in the general metal field. Project construction on layout, bench-work, foundry, heat treating, sheet metal, and machine shop.

Not open to students who have taken I&T 40a-40b.

INDUSTRIAL ARTS 45—AUTOMOTIVE ESSENTIALS (2) II, E.

A study of automotive, electricity, carburetion, tune-up, and diagnostic equipment.

**Automotive Technology**

AUTOMOTIVE MECHANICS 60—BASIC AUTO (2) E.

Service and repair of engines and power train assemblies and sub-assemblies.

AUTOMOTIVE MECHANICS 61—ENGINE TUNE-UP (2) E.

Study of compression, electrical and fuel systems.

AUTOMOTIVE MECHANICS 61-o—BASIC IGNITION SCOPE ANALYZERS (1) E.

Theory, application of theory of several types of ignition oscilloscope analyzers as used in modern tune-up methods. (Nine weeks only).

Prerequisite: Automotive maintenance personnel preferred.

AUTOMOTIVE MECHANICS 62—AUTOMATIC TRANSMISSIONS (2) E.

Theory, application of theory, repairs, care and maintenance, and trouble shooting of Dynaflo, Powerglide, Ford-o-matic and Hydramatic.

AUTOMOTIVE MECHANICS 70—BENCH WORK AND SAFETY (1) I, II.

One hour lecture and one hour laboratory per week.

Instruction in developing the skills in automotive bench work and the use of hand tools. The lab work consists of cutting and filing metal, assembly of tubing fittings, soldering tubing, sheet metal wire splices and terminals, measuring bolts, nuts and screw simple layout; drilling, tapping and threading mild steel; tapping cast iron.

Prerequisite: None—must be taken by all beginning Automotive Technology majors.

AUTOMOTIVE MECHANICS 71—ELECTRICITY (4) I, II.

Three hours lecture and four hours laboratory per week.

Instruction in the charging, testing of batteries, testing of coils, condensers, starting motors and generators; overhauling of distributors, starters and generators.

Prerequisite: None—must be taken by all beginning Automotive Technology majors.

#### AUTOMOTIVE MECHANICS 72—FUEL SYSTEMS (3) I.

Two hours lecture and four hours laboratory per week.

Instruction in the testing of the complete fuel system, including the servicing of carburetors, fuel pumps, fuel tank, gauges and senders, fuel filters and complete overhaul of carburetors.

Prerequisite: Auto Mech. 70 and Auto Mech. 71 (may be taken concurrently with Auto Mech. 70 and Auto Mech. 71).

#### AUTOMOTIVE MECHANICS 73—ENGINES (3) I.

Two hours lecture and six hours laboratory per week.

Instruction in the repair of automotive engines. Includes disassembly and the assembly of engines; reconditioning or replacement and fitting and adjustment of component parts.

Prerequisite: Auto Mech. 70 and Auto Mech. 71 (may be taken concurrently with Auto Mech. 70 and Auto Mech. 71).

Students are expected to furnish an engine for the laboratory exercises.

#### AUTOMOTIVE MECHANICS 74—POWER TRAINING (3) II.

Two hours lecture and four hours laboratory per week.

Instruction in the removal, repair, replacement and adjustment of component parts of the engine coupling, transmission (Std.), overdrives, drive lines, final drives.

Prerequisite: Auto Mech. 70 and Auto Mech. 71.

#### AUTOMOTIVE MECHANICS 75—BRAKES AND ALIGNMENT (3) II.

Two hours lecture and four hours laboratory per week.

Instruction in basic hydraulics, repair and reconditioning of several types of power braking systems. Instruction in alignment steering geometry and suspensions systems; power steering systems overhaul, repair and adjustment.

Prerequisite: Auto Mech. 70 and Auto Mech. 71.

#### AUTOMOTIVE MECHANICS 76—BASIC AUTOMATIC TRANSMISSIONS (4) I.

Three hours lecture and six hours laboratory per week.

Instruction in basic hydraulics and planetary gearing; basic operation and function of Dynaflo, Powerglide, Ford-o-matic and Torqueflite. Repair, inspection and trouble diagnosis.

Prerequisite: Auto Mech. 70, and Auto Mech. 71 and sophomore standing or permission of the instructor.

#### AUTOMOTIVE MECHANICS 77—ADVANCED AUTOMATIC TRANSMISSIONS (3) II.

Two hours lecture and four hours laboratory per week.

Instruction in basic theory, inspection, repair, care and maintenance of the Hydromatic and Turbo-Hydromatic transmissions.

Prerequisite: Auto Mech. 76 and sophomore standing or permission of the instructor.



## AUTOMOTIVE MECHANICS 78—TUNE-UP AND ADVANCED ELECTRICITY (4) II.

Three hours lecture and six hours laboratory per week.

Instruction in advanced electrical theory, related to the entire electrical system. Transistor ignition and regulation. Transistor distributor overhaul, and alternator overhaul. Tune-up and trouble-shooting of the engine and related circuits.

Prerequisite: Auto Mech. 70, Auto Mech. 71 and sophomore standing or permission of the instructor.

## AUTOMOTIVE MECHANICS 79—ACCESSORIES (3) I.

Two hours lecture and four hours laboratory per week.

Instruction in all accessories on the automobile; refrigeration service, inspection and repair; turn signals; speed controls; power seats; power windows; automatic light dimmers door locks.

Prerequisite: Auto Mech. 70, Auto Mech. 71 and sophomore standing or permission of the instructor.

### **Building Trades**

#### BUILDING TRADES 51α-51b—TRADE DRAWING (2-2) Yr. E.

One lecture hour and three laboratory hours per week.

A practical course in drawing for the building trades, including the fundamentals of mechanical drawing; introduction to architectural drafting and blueprint reading, details, symbols and specifications.

B.T. 51b before B.T. 51α may be taken only with the permission of the instructor.

#### BUILDING TRADES 55α-55b—ELEMENTARY CARPENTRY, TRADE RELATED INFORMATION (3-3) Yr.

An introductory course in those phases of carpentry that can be taught in the classroom, including safety, care and use of tools, blueprint reading, material estimating, bearing capacities of soils, termite control, laying out buildings, foundation form construction, framing. This course is required of all regular-day carpentry students and building materials-merchandising students.

B.T. 55b before B.T. 55α may be taken only with the permission of the instructor.

#### BUILDING TRADES 56α-56b—ADVANCED CARPENTRY, TRADE RELATED INFORMATION (3-3) Yr.

A continuation of 55α and 55b. This course covers roof framing, exterior trim, interior trim and cabinet work. It is required of all regular-day, second-year carpentry students.

#### BUILDING TRADES 60—CONSTRUCTION SUPERVISION AND INSPECTION (3) E.

Structural Series No. 1. A course of study designed to meet the needs of persons engaged in the supervision and inspection of buildings under construction.

Prerequisite: General knowledge and/or employment in the field of building inspection.

**BUILDING TRADES 62—CONSTRUCTION SUPERVISION AND INSPECTION (3) E.**

Structural Series No. 2. A continuation of Building Trades 60, the second sequence in the course of study designed to meet the needs of persons engaged in the supervision and inspection of buildings under construction, emphasizing wood, masonry and steel.

Prerequisite: Building Trades 60.

**BUILDING TRADES 63—CONSTRUCTION SUPERVISION AND INSPECTION (3) E.**

Structural Series No. 3. A continuation of Building Trades 60 and 62, the third sequence in the course of study designed to meet the needs of persons engaged in the supervision of buildings under construction, emphasizing the study, interpretation and analysis of the uniform building, plumbing and mechanical codes, the national electrical code, Titles 19, 21 and 24 of the State Administrative Code, and the grading of lumber materials.

Prerequisites: Building Trades 60 and 62.

**BUILDING TRADES 65a-65b—ELEMENTARY CARPENTRY, MANIPULATIVE INSTRUCTION (6-6) Yr.**

For three hours each school day the student works on a project house and performs the work of a beginning carpenter in the trade. He is furnished the hand and power tools found in the trade and is taught how to care for and use them. The beginning student usually works with an advanced student on the job.

Must be taken concurrently with B.T. 55a-55b.

Prerequisite: Permission of the instructor is required for students entering 65b without successfully completing 65a.

**BUILDING TRADES 66a-66b—ADVANCED CARPENTRY, MANIPULATIVE INSTRUCTION (6-6) Yr.**

For three hours each school day the second-year student works on the project house and performs the more advanced work of a carpenter. This includes framing and rafter layout, cabinet making, material estimating. He usually works with a beginning student and learns to give instructions and directions to assistants in the manner of a journeyman.

Must be taken concurrently with B.T. 56a-56b.

Prerequisite: B.T. 65b or permission of the instructor.

**Electronics Technology**

**ELECTRONICS 55a-55b—BASIC ELECTRONICS—TRADE RELATED INFORMATION (3-3) Yr.**

Five hours theory per week.

A basic course in the fundamentals of electricity and electronics consisting of theory of simple electric current, circuits, conductors for direct current and alternating current.

Prerequisites: High-school algebra and geometry, or Math. 51, Math. 52, and Math. 53.

ELECTRONICS 56α-56b—ADVANCED ELECTRONICS—TRADE RELATED INFORMATION (3-3) Yr.

Five hours theory per week.

A course in the theory of tubes, transistors, circuits, receivers, transmitters and test instruments, including preparation for Federal Communications Commission Radiotelephone Second Class Operator License Examination.

Prerequisite: Electronics 55α-55b.

ELECTRONICS 60α-60b—FUNDAMENTALS OF ELECTRONICS (2-2) Yr, E.

The theory and practical application of electric circuitry. Four hours per week, lecture and laboratory.

ELECTRONICS 61α-61b—BASIC ELECTRONICS (2-2) Yr, E.

Transistors, vacuum tubes, basic circuits. Four hours per week, lecture and laboratory.

Prerequisite: Electronics 60α-60b or permission of instructor.

ELECTRONICS 62α-62b—BASIC TELEVISION (2-2) Yr, E.

Fundamentals of black and white and color circuitry and servicing. Four hours per week, lecture and laboratory.

Prerequisite: Electronics 61α-61b or permission of instructor.

ELECTRONICS 63α-63b—ADVANCED TELEVISION (2-2) Yr, E.

Advanced television servicing techniques, including color receivers. Fundamentals of color television, circuitry and servicing. Four hours per week, lecture and laboratory.

Prerequisite: Electronics 62α-62b or permission of instructor.

ELECTRONICS 65α-65b—BASIC ELECTRONICS—LABORATORY (6-6) Yr.

Fifteen hours of laboratory work per week.

This course covers the fundamentals of laboratory procedures such as soldering, wiring of experimental circuits, and the use of instruments and tools used in industry.

Must be taken concurrently with Electronics 55α-55b.

ELECTRONICS 66α-66b ADVANCED ELECTRONICS—LABORATORY (6-6) Yr.

Fifteen hours of laboratory work per week.

A continuation of the first year of laboratory work covering receivers, transmitters, and modern test equipment and operation. Must be taken concurrently with Electronics 56α-56b.

ELECTRONICS 75α-75b—RADIO COMMUNICATIONS, Licensing (4-4) Yr, E.

Radio theory and operation designed to assist persons employed in the electronic fields to prepare for FCC commercial license.

Prerequisite: Electronics 60α-60b or equivalent experience and permission of instructor. Electronics 75α is a prerequisite to Electronics 75b.

## **Fire Technology**

### **FIRE SCIENCE 51—INTRODUCTION TO FIRE SUPPRESSION (3) E.**

The first segment of the standard fire-training curriculum, a consideration of the following topics: fire suppression organization; fire suppression equipment; characteristics and behavior of fire; fire-hazard properties of ordinary materials; building design and construction; extinguishing agents; basic fire-fighting tactics; and public relations.

### **FIRE SCIENCE 52—FIRE APPARATUS AND EQUIPMENT (3) E.**

The second sequence in the standard fire-training curriculum, this course covers fire apparatus and fire department vehicles. Included are driving laws and driving techniques and the construction, operation and maintenance of all kinds of fire apparatus—pumping engines, ladder trucks, aerial platforms and specialized equipment.

Prerequisite: Fire Science 51, or equivalent training and experience.

## **Metal Technology and Welding Technology**

### **INDUSTRY AND TECHNOLOGY 6 $\alpha$ -6b—BASIC VOCATIONAL WELDING (3-3) Yr. E.**

Six hours per week, lecture and laboratory.

Oxy-acetylene welding; oxy-acetylene cutting, manual and automatic; metallic arc welding. The study of metal properties and the identification of metals. All processes studied in theory and practice.

Industry Technology 6 $\alpha$  is a prerequisite to Industry & Technology 6b.

Not open to students who have taken I. A. 6 $\alpha$ -6b.

### **INDUSTRY AND TECHNOLOGY 7 $\alpha$ -7b—ADVANCED VOCATIONAL WELDING (3-3) Yr.**

Six hours lecture and laboratory per week.

Advanced oxy-acetylene welding; metallic arc welding, tungsten inert gas (T.I.G.) welding, metal inert gas (M.I.G.) welding, metal surfacing, automatic welding and cutting, fusion welding cast iron. All brazing processes on ferrous and non-ferrous alloys. All processes studied in theory and practice.

Prerequisite: Industry and Technology 6b.

### **INDUSTRY & TECHNOLOGY 10 $\alpha$ -10b-10c-10d—VOCATIONAL MACHINE SHOP (3-3-3-3) I, II, Yr. E.**

Five or ten hours per week, by arrangement.

Study of materials, supplies, tools and equipment. Project construction involving layout, setup, and operation of jobs on lathes, drill presses, grinders, milling machines and shapers.

Not open to students who have taken I.A. 10 $\alpha$ -10b-10c-10d.

INDUSTRY & TECHNOLOGY 40α-40b—VOCATIONAL ELEMENTARY  
MECHANICS (3-3) Yr., E.

Five hours per week.

An introductory course covering the study of materials, processes, tools, and machines in the general metal field. Project construction on layout, bench-work, foundry, heat treating, sheet metal, and machine shop.

Not open to students who have taken I.A. 40α-40b.

INDUSTRY AND TECHNOLOGY 51α-51b—METAL TECHNOLOGY  
DRAWING (3-3) Yr.

Five hours per week.

Basic techniques of mechanical drawing including freehand sketching, orthographic projection, use of measuring devices, and geometric construction. Intended for those students who did not take mechanical drawing in high school. Drawings of machines, tools, fastenings, cams and gears.

INDUSTRY AND TECHNOLOGY 61—AUTOMOTIVE WELDING (2) I, II, E.

Three class hours per week.

Oxy-acetylene welding, oxy-acetylene cutting, brazing of ferrous alloys, metallic arc welding. All processes studied in theory and practice for automotive students.

INDUSTRY AND TECHNOLOGY 62α-62b—BASIC VOCATIONAL  
WELDING (2-2) Yr. E.

Lecture and laboratory, four hours per week.

The study of metals and identification of metals and laboratory instruction on oxy-acetylene welding, oxy-acetylene cutting, metallic arc welding, and all brazing processes on ferrous and non-ferrous alloys. Special instruction is also available on the T.I.G. and M.I.G. processes.

### Refrigeration

REFRIGERATION 60α—FUNDAMENTALS OF AIR CONDITIONING AND  
REFRIGERATION (2) E.

An introductory course designed to provide an understanding of refrigeration systems as illustrated in the classroom and the laboratory. The testing, repairing, installation and start-up of refrigeration and air conditioning units are demonstrated.

REFRIGERATION 60b—FUNDAMENTALS OF AIR CONDITIONING AND  
REFRIGERATION (2) E.

A continuation of Refrigeration 60α, encompassing the servicing, testing, checking, repairing, installation and start-up of refrigeration and air conditioning equipment.

Prerequisite: Refrigeration 60α or the equivalent.

REFRIGERATION 61—SHOP PRACTICES AND TECHNIQUES (2) E.

Procedures in installing refrigerant lines, silver brazing of refrigerant joints, techniques of leak testing, evacuation procedure, general service techniques.

Prerequisite: Refrigeration 60α-60b.

## VOCATIONAL NURSING

### NURSING 50-51-52—VOCATIONAL NURSING (17-14-14) I, II, I.

Theory and practice of nursing, vocational relationships, medical and surgical principles, maternal and child care, and clinical experiences in those areas at hospitals within the college district, leading to the development of those abilities and skills necessary to provide interpersonal, technical and manual nursing services under the supervision of a registered nurse or licensed physician.

Upon satisfactory completion of this course, a certificate is awarded. The college then certifies the student to take the state board examination to obtain licensure in California as a vocational nurse.

The program consists of three semesters of eighteen weeks each, six class hours or six and one-half clinical hours per day, and covers the following course sequences:

- |  | Units     |
|--|-----------|
| 1. FIRST SEMESTER:   |           |
| VN 50α—Basic Fundamentals of Nursing                       | (5)       |
| VN 50b—Medical & Surgical Nursing I                        | (6)       |
| VN 50c—Medical & Surgical Nursing Laboratory I             | (3 or 6)  |
| VN 50d—Obstetrics, Infant Care & Pediatrics Laboratory I   | (0 or 3)  |
| 2. SECOND SEMESTER: (Prerequisite: VN 50 sequence)         |           |
| VN 51α—Medical & Surgical Nursing II                       | (4)       |
| VN 51b—Medical & Surgical Nursing Laboratory II            | (4 or 7)  |
| VN 51c—Obstetrics, Infant Care & Pediatrics Laboratory II  | (0 or 3)  |
| VN 51d—Obstetrics, Infant Care & Pediatrics I              | (3)       |
| 3. THIRD SEMESTER: (Prerequisites: VN 50 and 51 sequences) |           |
| VN 52α—Medical & Surgical Nursing III                      | (4)       |
| VN 52b—Medical & Surgical Nursing Laboratory III           | (7 or 10) |
| VN 52c—Obstetrics, Infant Care & Pediatrics Laboratory III | (0 or 3)  |

#### VN 50α—BASIC FUNDAMENTALS OF NURSING (5)

Basic nursing skills and principles applicable to all patients. Included are normal hygiene practices, health services and resources, observation and reporting techniques, and interpersonal relationships, stressing mental health, daily living of the individual and utilization of patient contacts.

#### VN 50b—MEDICAL AND SURGICAL NURSING I (6)

#### VN 51α—MEDICAL AND SURGICAL NURSING II (4)

VN 52 $\alpha$ —MEDICAL AND SURGICAL NURSING III (4)

Combined class and ward experience in the following areas: introduction to the body systems; maturation, growth and development; disease processes; nursing care for conditions of the nine body systems, including rehabilitation; causes and manifestations of diseases; medication for disease conditions; health service needs of patients with short- or long-term illnesses; daily needs of patients with specific disease conditions; purpose and effects of medical care, including diet; and assisting with complex nursing care.

VN 50d—OBSTETRICS, INFANT CARE AND PEDIATRICS LABORATORY  
I (0 or 3)

VN 51c—OBSTETRICS, INFANT CARE AND PEDIATRICS LABORATORY  
II (0 or 3)

VN 51d—OBSTETRICS, INFANT CARE AND PEDIATRICS I (3)

VN 52c—OBSTETRICS, INFANT CARE AND PEDIATRICS LABORATORY  
III (0 or 3)

Daily needs during pregnancy and postpartum; daily needs of the infant; health services during pregnancy and delivery; clinical health services for infant care; nursing care for the mother, infant and child. Three units in proportion to clinical/laboratory hours assigned and completed.

VN 50c—MEDICAL AND SURGICAL NURSING LABORATORY I (3 or 6)

VN 51b—MEDICAL AND SURGICAL NURSING LABORATORY II (4 or 7)

VN 52b—MEDICAL AND SURGICAL NURSING LABORATORY III (7 or 10)

Clinical assignments and experiences in the cooperating district hospitals in the following ward areas: admitting room and clinic; pediatric ward; convalescent and geriatric wards, obstetrical wards; medical wards; surgical wards. Further clinical experience may be available to some students in the following special areas: central supply and recovery or emergency room, intensive care unit. Six or three units the first semester; four or seven units the second semester; seven or ten units the third semester in ratio to the instructional hours completed in obstetrics, infant care and pediatrics.

# DIVISION OF LANGUAGE ARTS AND COMMUNICATION

## ENGLISH

### ENGLISH 1a—FIRST-YEAR READING AND COMPOSITION (3) I, II, E.

This course is designed to provide training in intelligent interpretation and in correct and effective expression, oral and written, through analysis and discussion of expository types of literature, especially the essay and biography, and the writing of themes. Organization of material, clarity and directness of style, and idiomatic correctness are stressed. Experience in the preparation of a formal research paper is included.

Prerequisite: An acceptable score on the aptitude test or a grade of "C" or better in English 51, English 52, or Business 96a.

### ENGLISH 1b—FIRST-YEAR READING, COMPOSITION, AND LITERATURE (3) I, II, E.

The purpose of this course is to improve the student's powers of analysis and expression, and to cultivate his appreciation of literary values through a critical study of selected plays, poems, short stories and a novel. Oral discussion and written composition are continued.

Prerequisite: English 1a.

### ENGLISH 4a-4b—MASTERPIECES OF LITERATURE — THE ENGLISH NOVEL (3-3) Yr.

This course covers the history and development of the English novel from the eighteenth to the twentieth century. Emphasis is placed on the social as well as the aesthetic aspects of the works. Representative novels are read and discussed each semester.

Prerequisite: English 1a.

### ENGLISH 5—HISTORY OF ENGLISH LITERATURE (3) I.

English literary history as revealed through an intensive study of major authors and their typical masterworks. Representative selections from Beowulf to the period of the Restoration and their background in the culture. (Formerly English 5a).

Prerequisites: English 1a; and English 1b or consent of instructor.

### ENGLISH 6—HISTORY OF ENGLISH LITERATURE (3) II.

Complementary course to English 5. Representative selections from the early eighteenth century to the present and their background in the culture. (Formerly English 5b).

Prerequisites: English 1a; and English 1b or consent of instructor.

English 5 is not requisite to English 6. The year sequence is strongly recommended as a sophomore-level course to speech, drama, English, journalism and liberal-arts majors, and as a general education course in the humanities.



#### ENGLISH 14—CREATIVE WRITING (2) I, E.

A course in which emphasis is placed upon writing with imagination and skill. Class members are encouraged to choose an area such as verse, short story or drama in which to specialize. Fellow students, as well as the instructor, will criticize written work. Students will make oral or written reports pertaining not only to writing problems but also to such fields as marketing and editing.

#### ENGLISH 15—CREATIVE WRITING (2) II, E.

A continuation of English 14, offered to all students interested in creative writing. Professional standards of writing receive special emphasis.

Prerequisite: English 1a or permission of the instructor.

#### ENGLISH 30—AMERICAN LITERATURE (3) I, E.

A broad, general, chronological survey of the literature of the United States and a study and analysis of major literary works. This segment of the course considers colonial literature, the literature of the early republic, the American Renaissance and the literature of the Civil War years.

Prerequisite: English 1a.

#### ENGLISH 31—AMERICAN LITERATURE (3) II, E.

Complementary course to English 30. This segment treats the literature of the post-Civil War era, of the rise and flowering of Realism, of the era between the two world wars, and of the post-World War II period.

Prerequisite: English 1a.

English 30 is not requisite to English 31. The year sequence or either segment is strongly recommended as a general education course in the humanities.

#### ENGLISH 44—WORLD LITERATURE (3) I, E.

A chronological, comprehensive survey of the literary heritage of the world, emphasizing the historical and social milieus as they are reflected in the literature of a particular period, and including a study and analysis of selected works from representative writers and civilizations or nations. This segment of the course covers the contributions of the ancient East, classical Greece and Rome, and Europe from the medieval period to the Renaissance-Reformation.

Prerequisite: English 1a.

#### ENGLISH 45—WORLD LITERATURE (3) II, E.

Complementary course to English 44. This segment considers the literary movements of Neo-Classicism, Romanticism, Realism, Naturalism, Expressionism and Existentialism, and the impact of the Enlightenment, the rise of democracy and the democratic spirit, and the evolution of science and scientific thought upon the literature of the world.

Prerequisite: English 1a.

English 44 is not requisite to English 45. The year sequence or either segment is highly recommended as a general education course in the humanities.

#### ENGLISH 46—SHAKESPEARE (3) II.

An introduction to Shakespeare, the man, the plays, the other poetry, the sources, the background, the language and the age, with emphasis upon the reading of approximately a dozen of Shakespeare's plays, divided among the comedies, histories and tragedies.

Prerequisite: English 1a.

#### ENGLISH 50—PRACTICAL ENGLISH (3) E.

A basic course in developing English skills, emphasizing mechanics, spelling, and practical writing of sentences and paragraphs. A collection of stories is used as a tool in understanding structure and analysis of the short story. Writing units related to the reading assignments and the student's needs are included.

A prerequisite for English 51 for those students who fail to attain the necessary score for placement in English 51. It may be used as a terminal course which partially fulfills the English requirement for those who do not plan to transfer.

#### ENGLISH 51—GRAMMAR AND COMPOSITION (3) I, II, E.

A general course including drills in mechanics, diction, grammar, punctuation, spelling and practice in writing sentences, paragraphs and themes. Also stressed are the careful reading and interpretation of fiction and non-fiction as a basis for the writing of compositions.

Intended primarily for those students who fall below the median score in the English placement test. Some colleges allow partial transfer credit for this course; however, no credit is granted by many four-year institutions.

Prerequisite: An acceptable score on the aptitude test or grade of "C" or better in Eng. 60.

#### ENGLISH 52—ESSENTIALS IN READING AND WRITING (3) I.

This course is planned for the student who has failed to qualify in English 51 for English 1A. Basic reading and writing skills are stressed.

#### ENGLISH 60—COMMUNICATIONS (6) I, II.

A basic communications course for the terminal student, expressly designed to promote and build developmental skills in reading, comprehension and writing. Attention will be directed to such essentials as rate of reading, vocabulary, spelling, and written expression in the communication of ideas, in order for the student to acquire useful language habits and to understand and appreciate literature as it relates to life and leisure.

Fulfills the six-unit requirement for graduation.

#### ENGLISH 64—READING FASTER (2) E.

This course is designed to meet the needs of business and professional people who wish to increase their rate and comprehension in reading. Improvement in comprehension, vocabulary and rate of reading are the major aims of the class. It is not remedial in nature.

## FOREIGN LANGUAGES

### FRENCH 1—ELEMENTARY FRENCH (4) I.

A course committed to the use of French as the medium of expression and to the multiple approach system with respect to the four skills of understanding, speaking, writing and reading.

Corresponds to the first two years of high-school French.

### FRENCH 2—(4) II.

Continuation of French 1 with emphasis on written translation.

Prerequisite: French 1 or two years of high-school French; a placement test may be required.

### FRENCH 3—INTERMEDIATE FRENCH (4) I.

Continuation of French 2 with emphasis on oral fluency and written translations, deductive grammar, and passive knowledge of the finer points of grammar and style.

Prerequisite: French 2 or three years of high-school French; a placement test may be required.

### FRENCH 4—(4) II.

Continuation of French 3. Readings and oral discussion in the language of short stories and extracts from the literature.

Prerequisite: French 3 or four years of high-school French; a placement test may be required.

### FRENCH 51a-51b—(2-2) E.

First year terminal conversational French.

### FRENCH 52a-52b—(2-2) E.

Second year terminal conversational French.

### GERMAN 1—ELEMENTARY GERMAN (4) I.

Phonics, patterns of sentence structure and syntax, conversation and reading.

Corresponds to first two years of high-school German

### GERMAN 2—(4) II.

Continuation of German I.

Prerequisite: German 1 or consent of instructor; a placement test may be required.

### GERMAN 3—INTERMEDIATE GERMAN (4) I.

Advanced conversation, extensive reading, composition, review of patterns of structure and syntax.

Prerequisite: German 2 or consent of instructor; a placement test may be required.

GERMAN 4—(4) II.

Continuation of German 3.

Prerequisite: German 3 or consent of instructor; a placement test may be required.

GERMAN 51α-51b—(2-2) E.

First year conversational German.

GERMAN 52α-52b—(2-2) E.

Second year terminal conversational German.

SPANISH 1—ELEMENTARY SPANISH (4) I.

Basic aural and oral Spanish language structure; reading and writing; Latin American life.

SPANISH 2—(4) II.

Continuation of Spanish 1.

Prerequisite: Spanish 1 or two years of high-school Spanish; a placement test may be required.

SPANISH 3—INTERMEDIATE SPANISH (4) I.

Aural, oral and written Spanish language structure and review; readings in Spanish or Latin-American life and literature.

Prerequisite: Spanish 2 or three years of high-school Spanish; a placement test may be required.

SPANISH 4—(4) II.

Continuation of Spanish 3.

Prerequisite: Spanish 3 or four years of high-school Spanish; a placement test may be required.

SPANISH 51α-51b—(2-2) E.

First year terminal conversational Spanish.

SPANISH 52α-52b—(2-2) E.

Second year terminal conversational Spanish.

## JOURNALISM

### JOURNALISM 1—MASS COMMUNICATIONS (3) I, II.

A survey course covering all media of mass communications—newspapers, radio, television, magazines, book publishing, films, others—their strengths and weaknesses, and the major challenges they present to our free society, such as censorship, sensationalism, pornography, propaganda and monopoly. Extensive use of audio-visual materials and guest speakers. (Also cross-titled as Political Science 6).

No prerequisites. Students are **not** required to work on campus publications.

### JOURNALISM 2—ELEMENTARY JOURNALISM (3) I, II.

A basic journalism course in reporting, general news writing, and editing of publications, especially newspapers. Students will learn to cover news-worthy events, prepare copy, copyread, proofread, write headlines and prepare page layouts. In addition, Journalism 2 covers newspaper style and ethics.

Prerequisite: A satisfactory score on the English placement test **or** previous newspaper experience (high-school, other college or professional). Students in Journalism 2 **are required** to assist with the production of THE CAMPUS, the weekly college newspaper, as part of their practical training.

### JOURNALISM 3—NEWSPAPER PRODUCTION (2) I, II.

A laboratory course in practical journalism. Includes work in news writing, specialized writing (features, sports, columns, reviews), copy editing, page makeup and general editorial supervision. Students in Journalism 3 assist in the production of THE CAMPUS, the weekly college newspaper.

Prerequisite: Journalism 2 or permission of the instructor.

### JOURNALISM 4—ADVANCED REPORTING AND EDITING (2) I, II.

A laboratory course for students who have completed both Journalism 2 and Journalism 3. Designed for advanced students in editing positions in college publications, especially the weekly newspaper. Also includes work in special publicity and promotional projects, sports publicity and as campus correspondents for nearby newspapers.

Prerequisites: Journalism 2 and Journalism 3.

### JOURNALISM 5a-5b-5c-5d—YEARBOOK PRODUCTION (1-1-1-1) I, II.

Practical work on the yearbook and other student publications. Design, layout, composition, dummy, copy writing, advertising, financing, art and photography.

No prerequisite; however, previous publications work is preferred.

## PHILOSOPHY

### PHILOSOPHY 6a-6b—INTRODUCTION TO PHILOSOPHY (3-3) Yr.

This course in philosophy is presented by types or typical world views. It attacks fundamental problems by acquainting the student with representative thinkers and major philosophical systems, and is designed to make the subject as practical as possible.

Prerequisites: Eng. 1a or permission of instructor; Philos. 6a is prerequisite to Philos. 6b.

## PHOTOGRAPHY

### PHOTOGRAPHY 1a—BASIC PHOTOGRAPHY (3) I, II.

Two hours lecture and three hours laboratory a week.

Theory and practice of photography.

Basic knowledge and skill in the use of photographic chemicals and equipment while photographing a variety of technical and artistic subjects.

### PHOTOGRAPHY 2a-2b-2c—ADVANCED PHOTOGRAPHY LABORATORY (1-1-1) I, II.

A three-hour laboratory course designed to acquaint students with some of the more advanced techniques of the photographic processes.

Prerequisite: Photography 1a.

### PHOTOGRAPHY 51—ELEMENTARY PHOTOGRAPHY (1) E.

A lecture course designed to give knowledge of the fundamentals of the photographic process.

### PHOTOGRAPHY 52—ELEMENTARY PHOTOGRAPHY (1) E.

A two-hour laboratory course to acquaint the student with the fundamental techniques of the photographic process.

Prerequisite: To be taken concurrently with Photography 51 or with the instructor's permission.

Registration is limited to one semester.

### PHOTOGRAPHY 60—VOCATIONAL PHOTOGRAPHY (2) I, II.

A lecture, demonstration and laboratory course broadly designed to acquaint the student with the application and uses of photography in the fields of police science, business, art, journalism, public relations, and the industrial and technical arts. Developmental skills in the use of photographic equipment and processes and darkroom techniques are included, as well as projects in student's major field.

Lecture one hour, two hours laboratory per week.



# DIVISION OF PHYSICAL EDUCATION, HEALTH AND ATHLETICS

## PHYSICAL EDUCATION

### PHYSICAL EDUCATION—GENERAL ACTIVITY (½ each) I, II.

- Physical Education 1α-1b—Archery.
- Physical Education 2α-2b—Badminton.
- Physical Education 3α-3b—Bowling.
- Physical Education 4α-4b—Boxing.
- Physical Education 5α-5b—Folk and Square Dance.
- Physical Education 6α-6b-6c-6d—Modern Dance.
- Physical Education 7α-7b—Social Dance.
- Physical Education 8α-8b-8c-8d—Golf.
- Physical Education 9α-9b—Swimming.
- Physical Education 10α-10b-10c-10d—Tennis.
- Physical Education 11α-11b—Tumbling.
- Physical Education 12α-12b—Weight Lifting.
- Physical Education 13α-13b-13c-13d—Wrestling.
- Physical Education 14α-14b—Cross Country.
- Physical Education 15α-15b-15c-15d—General Activities—Not Listed.
- Physical Education 16α-16b—Choreography. (Prereq.: P.E. 6α)
- Physical Education 17α-17b—Physical Fitness for Men\*.
- Physical Education 18α-18b—Police Defense (Police Science majors only).
- Physical Education 19α-19b—Postural Development for Women.
- Physical Education 20α-20b—Physical Fitness for Women (E).
- Physical Education 21α-21b—Trampoline and Diving.
- Physical Education 22α-22b—Special Competitive Tennis (1-1) I.
- Physical Education 23α-23b—Handball.
- Physical Education 24α-24b—Volleyball.
- Physical Education 25α-25b—Acrobatics.
- Physical Education 26α-26b—Softball.

\*Freshman/first-year requirement.

No physical education activity course should be repeated. An advanced course is offered to the fourth-semester student.

### PHYSICAL EDUCATION 30α—FUNDAMENTALS OF RHYTHM AND DANCE (2) II.

Designed to introduce physical education majors to the meaning of rhythm and its importance to modern, folk, square and social dances.

Lecture—Laboratory.

Prerequisite: Physical Education 6α, or concurrently.



PHYSICAL EDUCATION 30b-30c—FUNDAMENTALS OF TEAM SPORTS  
(2-2) I, II.

Practical theory course of advanced techniques, skills and official rules of team sports. Volleyball, basketball, field hockey, and softball for women physical education majors and minors.

One hour lecture, three hours laboratory.

Prerequisite: Physical education major or minor or by permission of instructor.

PHYSICAL EDUCATION 31—ORIENTATION IN PHYSICAL EDUCATION  
(2) II.

Introduction to the physical education program, personal, social, professional requirements, and demands.

PHYSICAL EDUCATION 35—LIFE SAVING AND WATER SAFETY (1) E.

Lecture-laboratory. Advanced skills, life saving, and water safety including the opportunity to qualify for the American Red Cross Senior Life Saving Certificate.

Prerequisite: Satisfactory completion of Physical Education 9a or permission of instructor.

PHYSICAL EDUCATION 36—WATER SAFETY INSTRUCTORS' COURSE  
(1) E.

Lecture and laboratory. Review of Senior Life Saving, swimming skills and water safety with the opportunity to qualify for the American Red Cross Water Safety Instructor's Certificate. Techniques, material and methods of teaching including.

Prerequisite: Senior Life Saving certificate.

PHYSICAL EDUCATION 45a—FUNDAMENTALS OF AQUATICS (1) II.

For men and women physical education majors, Analysis of swimming strokes, diving, life saving.

Prerequisite: Physical Education 9a or intermediate skill.

PHYSICAL EDUCATION 45b—FUNDAMENTALS IN TENNIS (1) I.

For men and women physical education majors. Analysis of strokes, tactics, rules, history.

Prerequisite: Intermediate skill.

PHYSICAL EDUCATION 45c—FUNDAMENTALS OF BADMINTON-GOLF  
(1) II.

For men and women physical education majors. Study and practice of fundamentals of badminton and golf. Skills, strategy and rules.

PHYSICAL EDUCATION 45d—FOLK, SQUARE AND SOCIAL DANCE  
(1) II.

For men and women physical education majors. Elementary leadership in folk, square, and social dance.

## Inter-Collegiate Activities

The 50 and 60 courses are for students who excel in athletic ability and wish to participate in the inter-collegiate program competing against other junior colleges within California Junior College regions and four-year colleges. These students participating in this program are also expected to work toward demonstrating minimum ability in at least one activity in any one of the several recreational groups which is not a duplicate of their team activities. Students intending to enter this program are advised to plan their regular schedule to include a minimum of ten hours per week during the seasons of each competitive sport entered.

- Physical Education 50a-50b—Varsity Football (1-1) I.
- Physical Education 51a-51b-51c-51d—Varsity Basketball (1-1-1-1) I, II.
- Physical Education 52a-52b—Varsity Baseball—(1-1) II.
- Physical Education 53a-53b—Varsity Track (1-1) II.
- Physical Education 54a-54b—Varsity Tennis (1-1) II.
- Physical Education 55a-55b—Varsity Swimming (1-1) II.
- Physical Education 56a-65b—Varsity Boxing (1-1) II.
- Physical Education 57a-57b—Varsity Golf (1-1) II.
- Physical Education 58a-58b—Varsity Cross Country (1-1) I.
- Physical Education 59a-59b—Varsity Wrestling (1-1) II.
- Physical Education 60a-60b—Varsity Waterpolo (1-1) I.
- Physical Education 65a-65b-65c-65d—Special Sports Activity (N/C) I, II.

A course in connection with any intercollegiate sports activity as determined and required by the coach (or any of his assistants) if further instruction and practice beyond that which is normally covered during the regular class schedule are deemed necessary for the student in order to develop maximum athletic proficiency through advanced techniques, strategy, skills, rules, and team plays.

## HYGIENE

### HYGIENE 1—PERSONAL AND COMMUNITY HYGIENE (2) I, II, E.

A general course including the facts necessary for intelligent maintenance of physical and mental health and a scientific discussion of the effects of narcotics and alcohol. Interpretation of life processes; a study of the principal body systems and of the hygiene and first aid associated with each; includes fire prevention. Fulfills state requirements.

### HYGIENE 3—RED CROSS FIRST AID (1) I, II, E.

The American Red Cross standard first aid course which includes fire prevention. Law enforcement trainees are given additional laboratory work in emergency childbirth procedures.



# DIVISION OF SCIENCE, MATHEMATICS AND ENGINEERING

## ARCHITECTURE AND ARCHITECTURAL ENGINEERING

### ARCHITECTURE 1 $\alpha$ —INTRODUCTION TO ARCHITECTURAL DESIGN (2) I.

Familiarization with the professional fields of architecture, engineering, and city planning. Introduction to design process and development as a basis of architectural analysis. One lecture and three laboratory hours per week.

Prerequisite: Mechanical drawing.

### ARCHITECTURE 1 $b$ —INTRODUCTION TO ARCHITECTURAL DESIGN (2) II.

Continuation of Architecture 1 $\alpha$ , stressing critical evaluations of man's environment. A study of visual phenomena with application to elementary composition, dealing with line, area, color and materials. One lecture and three laboratory hours per week.

Prerequisite: Arch 1 $\alpha$ .

### ARCHITECTURE 1 $c$ -1 $d$ —BASIC DESIGN (3-3) Yr.

The second-year sequence in architectural design, stressing the continuing development of design skills by means of special studies in spatial relationships of increasing architectural complexity such as circulation, flow and human needs.

Prerequisites: Arch. 1 $\alpha$ -1 $b$  and Arch 2 $\alpha$ -2 $b$ .

### ARCHITECTURE 2 $\alpha$ —INTRODUCTION TO ARCHITECTURAL DRAWING AND PERSPECTIVES (3) I.

Basic techniques used in graphic communication. Orthographic and isometric projection. Mechanical perspective, shades and shadows. Two lectures and four laboratory hours per week.

Prerequisite: Mechanical drawing and plane geometry.

### ARCHITECTURE 2 $b$ —DELINEATION (3) II.

Three-dimensional representations with various drawing media which will enable the student to express his architectural ideas. Two lectures and four laboratory hours per week.

Prerequisite: Arch. 2 $\alpha$ .

### ARCHITECTURE 6 $\alpha$ —MATERIALS OF CONSTRUCTION (2) I.

The use and application of building materials, and the structural makeup of buildings. Two lecture hours per week.

### ARCHITECTURE 6 $b$ -6 $c$ —STRENGTH OF MATERIALS (2-2) Yr.

Physical properties of construction materials. Moment and shear diagrams, axial eccentric loading, and deflection. Sizing of structural members of homogeneous and compound materials. Two lecture hours per week.

Prerequisites: Math. 1 $\alpha$ , Physics 4 $\alpha$  (2 $\alpha$ -2 $b$ ).

### ARCHITECTURE 31—WOOD-FRAME CONSTRUCTION (2) II.

Using architectural practices in plan, elevation and section, while developing a set of plans for a residence. One lecture and three laboratory hours per week.

Prerequisites: Arch. 2α, Arch. 6α.

### ARCHITECTURE 32—HEAVY WOOD-FRAME CONSTRUCTION (2) I.

Construction techniques and working drawings for heavy wood-frame structures. Theory and application of laws and codes affecting buildings. Cost-estimating procedures. One lecture and three laboratory hours per week.

Prerequisite: Arch. 31.

### ARCHITECTURE 33—STEEL-FRAME CONSTRUCTION (2) II.

Construction techniques and working drawings for steel-frame structures. Theory and application of laws and codes affecting buildings. One lecture and three laboratory hours per week.

Prerequisite: Arch. 32.

### ARCHITECTURE 40—FREEHAND DRAWING (1) I.

An introduction to basic principles of graphic representation; studio practice emphasizes fundamentals of drawing and pictorial organization in dark and light. Use of pencil, pen-brush and ink, charcoal, and scratch-board techniques. One lecture and one laboratory hour per week.

## ENGINEERING

### ENGINEERING 1α-1b—SURVEYING (3-3) Yr.

Two hours lecture and three hours field work per week.

Fundamental principles and practice in methods of land and route surveying.

Prerequisites: Trigonometry and mechanical drawing. These may be taken concurrently. Sophomore standing recommended.

### ENGINEERING 8—MATERIALS OF ENGINEERING CONSTRUCTION (3) I.

Two hours lecture per week, two hours laboratory per week.

Structural properties and use of various materials.

Prerequisite: Physics 4α.

### ENGINEERING 22—ENGINEERING DRAWING (3) I, II, E.

Two lecture and four laboratory hours per week.

Geometric construction; freehand pictorials; theory of orthogonal projection; simple auxiliaries, sectioning; fasteners; dimensioning simple working drawing.

Prerequisites: Mathematics 51 and Engineering 52 or one year of high-school mechanical drawing. It is recommended that students take Mathematics 52 concurrently with Engineering 22.

ENGINEERING 23—DESCRIPTIVE GEOMETRY (3) I, II.

The fundamental principles of descriptive geometry and their application to the solution of three-dimensional problems arising in the various branches of engineering. Two lecture and four laboratory hours per week.

Prerequisites: Engr. 22 and plane geometry. Engr. 22 may be taken concurrently.

ENGINEERING 24—ADVANCED ENGINEERING DRAWING (3), I, II.

Two lecture and four laboratory hours per week.

Cams and gears, detail and assembly drawings of machine parts; freehand sketches; structural detailing; piping layouts; application of American standards in drafting room practice; tolerances; classes of fit and machining specifications.

Prerequisite: Engineering 22.

ENGINEERING 26—MACHINE DESIGN (3) I, II.

Two lecture and four laboratory hours per week.

Design of original machines or parts which can subsequently be made in the college shop. Production drafting methods are followed as closely as possible.

Prerequisite: Engineering 24.

ENGINEERING 28—ENGINEERING GRAPHICS (4) I, II, E.

Three lecture and three laboratory hours per week.

Fundamental principles of orthogonal projection, graphical solution and computations, and an introduction to conceptual design with emphasis on freehand sketching.

Prerequisites: Engineering 52 and a satisfactory score on the Mathematics proficiency test.

ENGINEERING 35—STATICS (3) II.

Three lectures per week.

Force systems and equilibrium conditions as applied to engineering problems.

Prerequisites: Physics 4a; Mathematics 2a.

ENGINEERING 50a-50b—BLUEPRINT READING (2-2) E.

A survey course designed to convey an understanding of basic engineering symbols and to interpret blueprints in terms of the common objects and devices related to the engineering field.

ENGINEERING 52—MECHANICAL DRAWING (2) I, II, E.

One lecture and three laboratory hours per week.

A rapid, comprehensive coverage of the fundamentals of mechanical drawing and modern drafting practice; lettering; geometric drawings; orthographic projection, pictorial representation, and blueprinting.

ENGINEERING 60a-60b—ELEMENTARY PROBLEMS IN ENGINEERING (2-2) E.

A preview of the engineering field with problems in logarithms, slide rule, dimensional analysis, trigonometry, mechanics, uniform motion, friction, work, power, energy, and forces.

## MATHEMATICS

### MATHEMATICS 50—REVIEW OF ARITHMETIC FUNDAMENTALS (2) I, II, E.

Drill in the fundamentals with emphasis on fractions, decimals and percentages.

### MATHEMATICS 51—ELEMENTARY ALGEBRA (3) I, II, E.

An intensive one-semester course in elementary algebra covering fundamental operations, linear equations, factoring, graphing, exponents, and radicals. This course is given for students who are deficient in high-school algebra. It may not be repeated for credit if previously passed in high school or college.

### MATHEMATICS 52—PLANE GEOMETRY (3) I, II, E.

An intensive one-semester course in the elements of plane geometry covering rectilinear figures, the circle, similar figures, ratio and proportion, and area of plane figures. This course is given for students who are deficient in high school geometry. It may not be repeated for credit if previously passed in high school or college.

### MATHEMATICS 53—INTERMEDIATE ALGEBRA (3) I, II, E.

Rapid review of elementary algebra; exponents; radicals, progressions; quadratic equations; systems of equations; logarithms; the binomial theorem. This course may not be repeated for credit if previously passed in high-school or college.

Prerequisite: One year of high-school algebra. This course is not open to students who have received credit for two years of high-school algebra.

### MATHEMATICS 54—TRIGONOMETRY (3) I, II, E.

Trigonometric functions of any angle; logarithms; solution of triangles; trigonometric equations. This course may not be repeated for credit if previously passed in high school or college.

Prerequisite: One and one-half years of high-school algebra and plane geometry.

### MATHEMATICS 1a-1b—DIFFERENTIAL AND INTEGRAL CALCULUS (4) I, II.

Differential and integral calculus for mathematics, physics, chemistry, and engineering majors.

Prerequisites: Trigonometry and analytical geometry. (Mathematics 54 and 30). A grade of "C" or better in Mathematics 1a before continuing in Mathematics 1b.

### MATHEMATICS 2a-2b—CALCULUS CONTINUED AND SPECIAL TOPICS (4-4) I, II.

Thorough technique of differential and integral calculus. Partial differentiations, multiple integrals, differential equations, series, fouriers series, complex numbers and vector analysis.

Prerequisites: Mathematics 1a-1b, grades of "C" or better.

**MATHEMATICS 15—INTRODUCTION TO COMPUTER MATHEMATICS (3) I, II.**

Number systems; introduction to logic; algorithms for problem solving; flow charts; preparation of program source decks in FORTRAN IV language for execution by means of the IBM 1130 computer located on campus.

Prerequisite: Mathematics 1 $\alpha$  or 16 $\alpha$  with a grade of "C" or better.

**MATHEMATICS 16 $\alpha$ -16b—SURVEY OF ANALYTICAL GEOMETRY AND CALCULUS (3-3) I, II, E.**

A combination of analytical geometry and calculus for the pre-professional student in business administration, medicine, biology, pharmacy or architecture. Not open to those who have credit in Mathematics 1 $\alpha$ .

Prerequisite: Mathematics 54.

**MATHEMATICS 19—SLIDE RULE (1) I, II, E.**

Adjustment, operation and theory of the slide rule, interpolation and graphical methods. Use of scales A, B, C, CF, CI, DF, K and L. Two hours per week during the first half of the semester. A general education course recommended for students of science or technology.

Prerequisite: Mathematics 53; may be taken concurrently.

**MATHEMATICS 20—SLIDE RULE (1) I, II, E.**

Use of all scales on the log-log slide rule with emphasis on the trigonometric and logarithmic scales. Trigonometric functions, solution of triangles, theory of logarithms, exponential equations and graphical methods. Recommended for those students who are familiar with the operation of the slide rule as described for Mathematics 19. Two hours per week during the second half of the semester.

Prerequisite: Mathematics 54; may be taken concurrently.

**MATHEMATICS 21—ELEMENTARY STATISTICS (3) I, II, E.**

Emphasis on statistical methods, frequency distribution, sampling, estimation, hypothesis testing, correlation, regression, measures of central tendency.

Prerequisite: Mathematics 53.

**MATHEMATICS 22—MATHEMATICS OF FINANCE (3)**

A study of graphs, logarithms, statistics, interest, annuities, life insurance, amortization, sinking funds, valuation of bonds, and depreciation.

Prerequisite: Two years of high-school algebra or Mathematics 53.

**MATHEMATICS 30—COLLEGE ALGEBRA AND ANALYTICAL TRIGONOMETRIC FUNCTIONS (4) I, II.**

A treatment of integrated algebra and analytic trigonometry for the student preparing for the calculus.

Prerequisites: Two years of algebra and an introduction to trigonometry.



### MATHEMATICS 31—ANALYTIC GEOMETRY (3) I, II, E.

A logical system that combines algebra and geometry. It encompasses the properties of a straight line, conics, second degree equations and the extensions in three dimensions.

Prerequisite: Mathematics 54.

### MATHEMATICS 40—ARITHMETIC OF THE RATIONAL NUMBER SYSTEM (3) II.

An informal development of the evolution of number concepts, systems of numeration, the rational number system and its subsystems. Selected relevant, elementary topics from logic, set theory, mensuration and coordinate geometry. Meets general-education mathematics requirement for elementary credential candidates.

Prerequisites: Mathematics 51 and 52.

## SCIENCES

### Biological Sciences

#### ANATOMY 1—HUMAN ANATOMY (4) I.

Three hours and three hours laboratory per week.

A study of the body first as an integrated whole, followed by a consideration of the organ systems in succession with enough histology to make the study of gross structures more meaningful. Designed to meet the requirements for pre-nursing course and a cultural course in human biology.

Prerequisite: None. High-school biology and chemistry are recommended.

#### ANATOMY 2—HUMAN ANATOMY (3) E.

A non-laboratory course covering the same subject matter as Anatomy 1.

#### ANATOMY 3—ANATOMY LABORATORY (1) E.

A laboratory course intended to supplement the material covered in Anatomy 2. Three hours per week.

Prerequisite: Anatomy 2, which may be taken concurrently.

Anatomy 2 and Anatomy 3 are the equivalent of Anatomy 1 offered on the day schedule.

## BACTERIOLOGY 1—GENERAL BACTERIOLOGY (5) II.

Three hours lecture and six hours laboratory per week.

Lectures cover morphology, biochemical activities, physical and chemical agents of destruction, infection and disease, bacteriology of industry, and elements of taxonomy.

Laboratory covers staining techniques, biochemical activities and classification, and exercises correlated with the major field of study of the individual student.

Prerequisites: Chemistry 1a, Chemistry 8, and a course in Anatomy or Botany, or Physiology or Zoology.

Students without Chemistry 8 who are second-semester sophomores may be granted permission to take Bacteriology 1 by the instructor if they have had Chemistry 1a or 2a-2b plus eight units of college-level life science. Such permission does not infer that full transfer credit will be obtained when transferring to a school requiring a prerequisite of Chemistry 8. Such schools usually grant credit for their equivalent of Bacteriology 2 when all requirements are not satisfied.

(Not offered 1968-69).

## BACTERIOLOGY 2—GENERAL MICROBIOLOGY (4) II.

Two hours lecture and six hours laboratory per week.

This course is designed to give pre-nursing, home economics, and agricultural majors an understanding of the principles of microbiology. Covers types of organisms, their biochemical activities, microbiology of industry, diseases of plants, animals, and man.

This course is not for biology, botany, microbiology, or zoology majors.

Prerequisite: Chemistry (may be taken concurrently).

## BIOLOGY 1a—PLANT BIOLOGY (3) I, II.

Two hours lecture and three hours laboratory per week.

A survey course of the plant kingdom designed to enrich the cultural background of any student, and serve as a prerequisite for further study in biology. Not open to students who have had a previous college course in botany.

## BIOLOGY 1b—ANIMAL BIOLOGY (3) I, II, E.

Two hours lecture and three hours laboratory per week.

A survey of the animal kingdom designed to enrich the cultural background of any student, and serve as a prerequisite for further study in biology.

Not open to students who have had a previous course in zoology.

Biology 1a is not a prerequisite to Biology 1b.

### BIOLOGY 51—HUMAN BIOLOGY (3) I.

Two hours lecture, two hours demonstration-laboratory per week.

A general-education, science-survey course for students who do not plan to continue their formal education beyond two years of college. The course surveys the structure, function and diseases of the organ systems of the body. This course is not intended for pre-nursing students or other students whose majors include an anatomy or physiology requirement.

### BIOLOGY 52—HUMAN PHYSIOLOGY (4) II.

A general education, science-survey course for students who plan to complete their formal education in the junior college. A survey of the systems of the human body and their functions, with special reference to functional interrelationships of the neuro-muscular, circulatory, digestive, respiratory and endocrine systems.

Three hours lecture, three hours laboratory per week.

### BOTANY 1—GENERAL BOTANY (5) I, II.

Three hours lecture and six hours laboratory per week.

An introductory study of the basic principles of plant morphology, taxonomy, ecology, physiology, heredity, and evolution.

### PHYSIOLOGY 1 $\alpha$ —INTRODUCTORY PHYSIOLOGY (3) II.

Three hours lecture per week.

A survey of the systems of the body and their functions. Special emphasis is placed upon the functional interrelationships of the neuro-muscular, circulatory, respiratory, digestive, and endocrine systems. This course will satisfy the requirements of pre-nursing and physical education majors, and of a general cultural course in life sciences.

Prerequisite: None. A college course in chemistry is recommended. Physiology 1c should be taken concurrently.

### PHYSIOLOGY 1c—INTRODUCTORY PHYSIOLOGY LABORATORY (1) or (2) II.

Three or six hours laboratory per week.

A course covering experimental phases of the lecture material. The experiments cover nerve muscle preparation and recordings, sensory apparatus, blood pressures and clinical blood examinations, respirations, chemistry of food, urinalysis.

Prerequisite: Physiology 1 $\alpha$ , which may be taken concurrently.

Note: Students should check the requirements of the college to which they intend to transfer before signing up for less than two units of laboratory.

### ZOOLOGY 1—GENERAL ZOOLOGY (5) I, II.

Three hours lecture and six hours laboratory per week.

An introductory study of the basic principles of animal morphology, taxonomy, ecology, physiology, embryology, heredity, and evolution. This course satisfies the zoology requirements of pre-medicine, dentistry and agriculture.

Prerequisite: None, but a course in college chemistry is strongly recommended.

## Physical Sciences

### ASTRONOMY 10—SURVEY OF ASTRONOMY (3) E.

Three hours lecture per week.

A non-technical course in astronomy with emphasis on an understanding and appreciation of the wonders of the universe combined with a study of the constellations; One or more evening observation periods required.

Prerequisite: High-school algebra and geometry recommended.

### CHEMISTRY 1 $\alpha$ -1b—GENERAL CHEMISTRY (5-5) I, II.

A study of the fundamental theories and laws of chemistry with an emphasis on the mathematical treatment of chemistry rather than the general aspects and introduction to laboratory qualitative analysis. This course is for those intending to enter professional fields which require chemistry as a foundation. Three hours lecture, six hours laboratory per week.

Prerequisites: High-school chemistry or Chemistry 53 and Algebra II with grades of "C" or better, and an acceptable score on the departmental placement test. To continue in Chemistry 1b, a minimum grade of "C" is required.

### CHEMISTRY 2 $\alpha$ -2b—GENERAL CHEMISTRY (3-3) Yr.

Two hours lecture and three hours laboratory each week.

A study of the fundamental theories and laws of chemistry.

Prerequisite: High-school chemistry, or permission of the instructor.

### CHEMISTRY 5—QUANTITATIVE ANALYSIS (3) II.

One hour lecture, one hour recitation, six hours laboratory per week.

Fundamental principles of quantitative analysis with a theoretical treatment of the laws and theories which apply and general instructions in various methods of gravimetric and volumetric analysis. For students interested in medicine, clinical work, petroleum, or chemical industries in general.

Prerequisites: Chemistry 1 $\alpha$  or 2 $\alpha$ -2b with a grade of "C" or better.

### CHEMISTRY 8—ORGANIC CHEMISTRY (3) I.

Three hours lecture per week.

Fundamental theories and laws of chemistry of the aliphatic and aromatic carbon compounds. Designed primarily for majors in pre-medicine, pre-dentistry, related biological fields, and engineering.

Prerequisite: Chemistry 1 $\alpha$  or 1b with a grade of "C" or better.

### CHEMISTRY 9—ORGANIC CHEMISTRY (3) I.

One hour lecture and six hours laboratory per week.

A study of the properties and reactions of the common types of carbon compounds. Designed as the laboratory for Chemistry 8.

Prerequisite: Chemistry 8, which may be taken concurrently.

### CHEMISTRY 53—GENERAL CHEMISTRY (3) I, II, E.

An introduction to the theories, laws and concepts of chemistry. Practical application of chemistry in daily living will be stressed. This course is suitable for students needing an introductory course in chemistry before studying Chemistry 1a. It will satisfy, in most cases, the chemistry requirements for students not interested in a four-year degree, but who plan to enter pre-nursing hospital training program. Three hours lecture, two hours laboratory per week.

### GEOLOGY 1a—PHYSICAL GEOLOGY (4) I, II.

Three hours lecture and three hours laboratory per week.

A consideration of the composition and structure of the earth and the internal and external processes which modify the crust and surface. One or more field trips.

Prerequisite: None; chemistry recommended.

Not open to students who have taken Geology 10.

### GEOLOGY 1b—HISTORICAL GEOLOGY (3) II.

Three hours lecture per week.

A study of the geological history of the earth, as shown by the changing patterns of land and sea, and by succession of flora and fauna. One or more field excursions on Saturdays.

Prerequisite: Geology 1a, or Geology 10.

### GEOLOGY 10—SURVEY OF PHYSICAL GEOLOGY (3) E.

A survey of the nature and structure of the materials composing the earth and of the processes that shape the earth's surface. Field trips.

Not open to students who have taken or are taking Geology 1a.

### METEOROLOGY 1—ELEMENTARY METEOROLOGY (3) I, II, E.

Three hours lecture per week.

A brief general course, designed to give the student an insight into the physical processes and laws underlying the phenomena of weather and climate. Meets the needs of the general student in addition to covering the specialized material ordinarily required for the commercial pilot ground curriculum.

### PALEONTOLOGY 10—(3) E.

Two lectures and one demonstration section per week.

General principles of the history of life. Structures and development of animals and plants revealed in the fossil record. One or more field excursions on Saturdays.

Prerequisite: None. Biology 1a or Geology 1a recommended.

#### PHYSICAL SCIENCE 10—PHYSICAL SCIENCE SURVEY (3) I, II, E.

Physical science survey, not open to students with credit in college physics. Elementary astronomy and physics; mechanical, magnetic, electrical and optical principles with applications to modern scientific developments.

#### PHYSICAL SCIENCE 11—PRACTICAL PROBLEMS IN ELECTRICITY (3) I, II.

Six hours per week.

Fundamentals of electricity; application to industry and everyday life; practical problems and projects. Demonstration aids are constructed in the shop laboratory. (Also cross-titled as Industrial Arts 11.)

#### PHYSICAL SCIENCE 12—CHEMISTRY SURVEY (3) I, II, E.

Not open to students with college credit in college chemistry. Fundamental concepts of chemistry, principles and their applications, contributions of chemical sciences to everyday living and industrial development. Lecture, demonstration.

#### PHYSICAL SCIENCE 53—MODERN SCIENCE (3) II.

This course is designed to provide exploration and discussion of selected principles of the physical sciences that can be meaningfully applied in the interpretation of contemporary developments in science technology, space-age science and consumer science. The knowledge of vocabulary and mathematical skills to be employed in the course will be such that terminal-program students should not experience difficulty.

#### PHYSICS 2 $\alpha$ -2 $\beta$ —GENERAL PHYSICS (4-4) Yr.

Three hours lecture per week, plus three hours laboratory.

Survey in physics covering properties of matter, mathematics, heat, sound, light, electricity, and magnetism. Required for pre-medical students. May be taken by other students as an elective to satisfy science requirements.

Prerequisite: Trigonometry or Mathematics 54.

#### PHYSICS 4 $\alpha$ —GENERAL PHYSICS (4) I, II.

Three hours lecture and three hours laboratory each week.

Fundamental treatment of the general principles of physics for the pre-engineer and pre-physical scientist. The topics considered in this first course are mechanics, properties of matter, sound, and wave motion.

Prerequisite: Mathematics 1 $\alpha$ , high-school physics and/or high-school chemistry recommended.

#### PHYSICS 4b—GENERAL PHYSICS (4) I, II.

Three hours lecture and three hours laboratory each week.

Fundamental theoretical treatment of electricity, magnetism, and electronics.

Prerequisite: Physics 4a; Mathematics 2a concurrently.

#### PHYSICS 4c—GENERAL PHYSICS (4) II.

Three hours lecture and three hours laboratory each week. Heat, optics, radiant energy, atoms, nucleonics.

Prerequisite: Physics 4a-4b; Mathematics 2b concurrently.

#### PHYSICS 6—CIRCUIT ANALYSIS (3) II.

Elements of electrical circuit analysis, with emphasis on solutions of circuit problems.

Prerequisite: Physics 4a-4b.

#### PHYSICS 19a-19b—ELEMENTARY ELECTRONICS (3-3) E.

Three hours lecture each week.

A lecture-demonstration course for the beginner. It is designed to develop an ability to reason how electronics will react when under the influence of electric and magnetic fields within conductors and electron tubes. Recommended to take Physics 23a-23b concurrently.

#### PHYSICS 23a-23b—ELECTRONICS LABORATORY (1-1) Yr.

Three hours laboratory per week. Time to be devoted to electronic tests and measurements.

Designed to accompany Physics 19a-19b.

#### PHYSICS 45—ELEMENTARY NUCLEAR PHYSICS (2) II.

Non-mathematical theoretical approach to atomic structure, to practical atomic energy and their application to the modern world. Demonstrations of radioactivity will be given, ionization survey chambers, pocket dosimeters, geiger counters, as used in the laboratory and in civil defense by the state of California will be utilized. Elementary physics or chemistry desirable though not required.

#### PHYSICS 53—FUNDAMENTALS OF PHYSICS (3) E.

An introductory survey course giving practical emphasis and illustrations of the important phenomena of physics.

No prerequisite is required, though a course in simple mathematics would be useful.

#### PHYSICS 61—ELECTRICITY (3) E.

Three hours lecture and two hours laboratory per week.

An elementary course covering electricity, magnetism, and electronics.

PHYSICS 62—INDUSTRIAL ELECTRONICS (2) E.

Two hours lecture and two hours laboratory per week.

A continuation of Physics 61 covering certain industrial applications.

Prerequisites: High-school algebra and trigonometry are recommended.

PHYSICS 63 $\alpha$ -63 $\beta$ —GENERATING AND TRANSMISSION OF ELECTRICAL POWER (3-3) E.

Principles of electricity applied to generation, transmission and distribution of electrical power by public utility systems.





# DIVISION OF SOCIAL SCIENCES

## ANTHROPOLOGY

### ANTHROPOLOGY 2—INTRODUCTION TO CULTURAL ANTHROPOLOGY (3) I, II, E.

A general-education course covering the following: the nature of culture; a survey of the range of cultural phenomena including material culture, the life cycle, marriage and kinship, social organization and control, art, religion, world view, and other topics; and cultural theory. (Formerly Anthropology 10).

### ANTHROPOLOGY 3—PREHISTORY AND CULTURE GROWTH (3) I, II.

A general-education course which presents the scope of archeology; a resume of archaeological techniques and methods; and a survey of the development of prehistoric man and of the emergence and growth of human culture from the earliest tool-making traditions to the dawn of civilization.

## ECONOMICS

### ECONOMICS 1a-1b—PRINCIPLES OF ECONOMICS (3-3) I, II, E.

An introduction to the principles of economics. The 1a course concentrates on macro economics, a study of the principles which determine the total production of an economy. The 1b concentrates on micro economic theory, the investigation of how a market economy operates.

Sophomore standing recommended. Economics 1a is a prerequisite to Economics 1b.

### ECONOMICS 10—FUNDAMENTALS OF ECONOMICS (3).

A study of the general principles underlying economic activity and their relation to present American economic conditions and problems. This is for the student who desires a less intensive course than that presented in Economics 1a-1b.

### ECONOMICS 51—THE AMERICAN ECONOMY (3) I, II.

A course which is designed to give the student an understanding of the economic forces in our society. Emphasis will be given to current economic problems that are faced by the consumer and the businessman.

## **GEOGRAPHY**

### **GEOGRAPHY 1—PHYSICAL GEOGRAPHY (3) I, II.**

A systematic study of the physical elements of geography: climate, land forms, map projections, natural vegetation and soils, combined with a study of the world's natural regions and the physical patterns of the earth's surface.

### **GEOGRAPHY 2—REGIONAL GEOGRAPHY (3) I, II, E.**

A study of the major regions of the world and their constituent countries. The physical setting, population patterns, natural resources, and economic development of each country covered.

## **HISTORY**

### **HISTORY 4 $\alpha$ -4b—HISTORY OF WESTERN CIVILIZATION (3-3) Yr.**

The evolution of western civilization from antiquity to modern times. A survey of economic, political, cultural, intellectual and social developments, including the impact of the West on other civilizations and cultures.

History 4 $\alpha$  is not requisite to History 4b.

### **HISTORY 8 $\alpha$ -8b—HISTORY OF THE AMERICAS (3-3) Yr., S.**

A general survey of the history of North, Central, and South America. Emphasis the first semester is on the European inheritance, colonial development and international rivalry, and the wars of independence. The second semester covers the development of the American nations, and their interrelations during the nineteenth and twentieth centuries.

This six-unit course fulfills state requirements in American history, and meets the American history requirement in general education.

### **HISTORY 11—AMERICAN HISTORY TO 1865 (3) I, II, E.**

The formation of the union and the development of American society to 1865. Not open to students with credit in History 10 or History 17 $\alpha$ . Meets the American history requirement in general education and fulfills state requirements in American history.

### **HISTORY 12—AMERICAN HISTORY FROM 1865 (3) I, II, E.**

The development of American society since 1865. Not open to students with credit in History 10 or History 17b. Meets the American history requirement in general education and fulfills state requirements in American history.

## HISTORY 17 $\alpha$ -17b—HISTORY OF THE UNITED STATES (3-3) Yr.

A detailed study of the history of the United States from the colonial period to the present. History 17 $\alpha$  covers the period of United States history from the colonial period through the Civil War. History 17b covers the period from the Civil War to the present. Social, cultural, intellectual and political developments are presented as a part of the development of American democracy.

This six-unit course fulfills state requirements in American history, meets the American history requirements in general education, and is recommended for social science majors and university transfer students.

## HISTORY 51—UNITED STATES HISTORY (3) I, II.

A survey of the development of American economic, political and social institutions.

This course fulfills state requirements in American history.

This course is designed primarily for those students not interested in transferring to a four-year institution.

## **POLICE SCIENCE**

### POLICE 1—INTRODUCTION TO LAW ENFORCEMENT (3) I.

The philosophy and history of law enforcement; overview of crime and police problems; organization and jurisdiction of local, state and federal law enforcement agencies, survey of professional opportunities and qualifications required.

### POLICE 10—THE ADMINISTRATION OF JUSTICE (3) I, E.

A study of the purpose, function and practical aspects of agencies dealing with the administration of justice. Specific emphasis is placed on legal procedures and systems from arrest to release.

### POLICE 12—POLICE ADMINISTRATION (3) II, E.

The organization, administration, and management of municipal police departments.

### POLICE 15—POLICE RECORDS AND REPORTS (3) II.

A study of the structure and functions of the police record system from the administration aspect; complaint records; criminal files; cross index techniques; modus operandi; report writing; descriptions of persons and property; collateral police records; police statistical method and prediction of significant trends.

Prerequisite: Sophomore standing.

### POLICE 20—CRIMINAL LAW (3) II.

The structure, definitions and most commonly used sections of the Penal Code and other criminal statutes.

Prerequisite: Police 1 or consent of instructor.

POLICE 22—CRIMINAL EVIDENCE (3) I, E.

The kinds and degrees of evidence and the rules governing the admissibility of evidence in court.

Prerequisite: Police 20.

POLICE 30—JUVENILE PROCEDURES (3) II.

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

Prerequisite: Sophomore standing.

POLICE 32—CORRECTIONS (3) E.

The history, principles and practices of probation, corrections and parole.

POLICE 40—TRAFFIC CONTROL (3) II, E.

Prerequisite: Police 1 or consent of instructor.

POLICE 43 $\alpha$ —PATROL PROCEDURES (3) I.

Responsibilities, techniques and methods of police patrol.

Prerequisites: Police 20, 22.

POLICE 43 $b$ —CRIMINAL INVESTIGATION (3) II.

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

Prerequisite: Police 43 $\alpha$ .

POLICE 45 $\alpha$ -45 $b$ —FIREARMS (1-1) Yr.

The moral aspects, legal provisions, safety precautions and restrictions covering the use of firearms; hand weapon and special arms training.

Prerequisite: Sophomore standing, and Police Science Major.

POLICE 49—POLICE SCIENCE INTERNSHIP (3) I, II.

An internship with a local law enforcement agency in which the student applies classroom skills to actual police situations in the many phases of the field.

Prerequisite: Open to sophomore police science majors selected by the instructors.

POLICE 56—CRIMINAL IDENTIFICATION (3) E.

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

POLICE 60 $\alpha$ -60 $b$ -60 $c$ -60 $d$ -60 $e$ -60 $f$ —POLICE TRAINING FOR PEACE OFFICERS (1-18) E.

Includes the study of laws of arrest, evidence, penal code, report writing, court appearance, field note taking, investigation, beat patrol, interrogation and public and race relations. This course is geared to meet the needs of peace officers and law enforcement agencies of this area.

#### POLICE 61—PRINCIPLES OF INTERROGATION (2) E.

Designed to develop basic skills and understanding in the field of interrogation, this course emphasizes techniques, scientific aids and mechanics. Stressed are the importance of morally and legally sound interrogation techniques, problems of semantics, levels of communication, potential subjects, fundamental procedures, and rules of law regarding admissions, confessions and statements.

#### POLICE 80—BUS DRIVER EDUCATION (1) E.

Study of the California Vehicle Code and related laws with reference to bus driver and passenger safety.

#### POLICE 82—PEACE OFFICERS' BASIC TRAINING (10)

An in-service course for peace officers. Covers arrest, evidence, law, firearms, investigation, first aid, identification, jail proceedings, juvenile courtroom procedure, race relations and ethics. This course complies with the State Commission on Peace Officers' Standards and Training regulations.

#### POLICE 83 $\alpha$ -83 $\beta$ —SUPERVISORY TECHNIQUES (3-2).

An in-service training course for law enforcement supervisors covering the techniques of supervision as prescribed by the State Commission on Peace Officers' Standards and Training.

#### POLICE 84 $\alpha$ -84 $\beta$ —RESERVE PEACE OFFICER TRAINING (2-2) E.

A basic and intermediate course for reserve peace officers in the fundamental skills and knowledge of law enforcement necessary for their performance in the field.

### **POLITICAL SCIENCE**

#### POLITICAL SCIENCE 2—COMPARATIVE GOVERNMENT (3) II.

A comparative study of constitutional principles and political problems of the various major governments of the world. An analysis of the evolution and contemporary nature of English, Soviet, German and French political institutions. Course does not satisfy state requirements in Constitution of the United States and the state and local governments of California.

#### POLITICAL SCIENCE 5—FEDERAL, STATE AND LOCAL GOVERNMENT (3) I, II, E.

An introduction to the principles and problems of national, state, and local government, with particular emphasis on the Constitution of the United States of America.

This course fulfills all state requirements in the Constitution of the United States and the state and local governments of California.

## POLITICAL SCIENCE 6—MASS COMMUNICATIONS (3) I, II.

A survey course covering all media of mass communications—news-papers, television, radio, magazines, book publishing, films, others—their strengths and weaknesses in light of their influence upon the politics and political thinking of man, and the major challenges they present to our free society, especially in the sensitive and critical areas of censorship, sensationalism, pornography, propaganda and monopoly. Supplemented by audio-visual materials and guest speakers. (Also cross-titled as Journalism 1).

## POLITICAL SCIENCE 42a-42b-42c-42d—CONTEMPORARY AFFAIRS (1-1-1-1) I, II.

Political, social, economic and historical analysis and interpretation of current significant events at local, national and international levels by means of lecture and discussion to provide a basis for understanding and evaluation of contemporary affairs and to broaden student outlook, perspective and awareness. Because of its topical nature, new content is presented every semester.

## POLITICAL SCIENCE 49—GOVERNMENT IN THE UNITED STATES (0).

Independent study for in-service teachers only. The California Administrative Code, Title 5, Education, requires that teachers in the public schools, regardless of teaching field, be familiar with the essentials of government in the United States. This requirement is intended to insure that teachers will have a beneficial influence upon students' attitudes toward citizenship. Teachers may fulfill this requirement at College of Sequoias in either of two ways: (1) Political Science 5, (2) Political Science 49, independent study followed by a comprehensive examination without unit credit.

## POLITICAL SCIENCE 51—AMERICAN, NATIONAL, STATE AND LOCAL GOVERNMENT (3) I, II.

An introduction to the principles and problems of national, state, and local government, with particular emphasis on the Constitution of the United States of America.

This course fulfills all state requirements in the Constitution of the United States and the state and local governments of California.

This course is designed primarily for those students not interested in transferring to a four-year institution.

## PSYCHOLOGY

### PSYCHOLOGY 1α—GENERAL PSYCHOLOGY (3) I, II, E.

A survey of the principles and the processes of adjustment, growth, learning, remembering, perceiving, thinking, sensation, and emotion.

Prerequisite: Second semester status or qualified first-semester freshman.

### PSYCHOLOGY 1b—FIELDS OF APPLIED PSYCHOLOGY (3) I, II.

A survey of the fields of applied psychology: Personnel, engineering, consumer, and clinical. Local field trips may be included in the course.

Prerequisite: Psychology 1α with a grade of "C" or better, or the approval of the instructor.

### PSYCHOLOGY 19—FUNDAMENTALS OF LEADERSHIP (1) I, II.

A course for members of the student executive board and other organizations and club officers for the study of the student-body constitution, parliamentary procedures, organizations, publicity, and finance, and for the development of leadership qualities.

### PSYCHOLOGY 20—FRESHMAN ORIENTATION (0) I.

An introduction to college requirements, problems, and policies. The program includes a review of the motivational and intellectual demands of a college education and the personal, vocational, and educational requirements of various occupations. The college's guidance, counseling, and test interpretation services are also discussed.

Required of all beginning students.

### PSYCHOLOGY 33—PERSONAL AND SOCIAL ADJUSTMENT (3) I, II.

The study of the dynamics of normal personality development and problems of social adjustment. Consideration is given to physiological and social influences.

Prerequisite: Psychology 1α with a grade of "C" or better, or the approval of the instructor.

### PSYCHOLOGY 39—CHILD DEVELOPMENT (3) I, II.

A study of the needs of the infant and child in relation to the family, including the preparation for the arrival of the child, prenatal development, infancy and childhood. Emphasis on home, parent and child relations.

Prerequisite: Psychology 1α with a grade of "C" or better.

### PSYCHOLOGY 51—PSYCHOLOGY OF PERSONAL ADJUSTMENT (3) I, II.

A course designed to give students an understanding of the development of personality and the factors which are influential: family relationships, social groups, and developmental problems. The purpose is to develop a knowledge of psychology that will be useful in everyday living.



## SOCIOLOGY

### SOCIOLOGY 1a-1b—INTRODUCTION TO SOCIOLOGY (3-3) Yr.

An introductory course covering principal concepts, including culture, personality, social organization, social institutions, and social change; major social problems are discussed and analyzed, including crime, delinquency, race and personal pathologies, as well as such social issues as family, religion, education and social class.

Sociology 1a is a prerequisite to Sociology 1b.

### SOCIOLOGY 26—MARRIAGE AND FAMILY LIFE (2) I, II.

This course is designed to give the student greater insight into family living. Consideration of such topics as: roles played by various family members; importance of the family for individuals and society; choosing a mate; successful living as husband, wife, parent, child; emotional, spiritual, sexual, and financial adjustment in marriage; the family in time of stress.