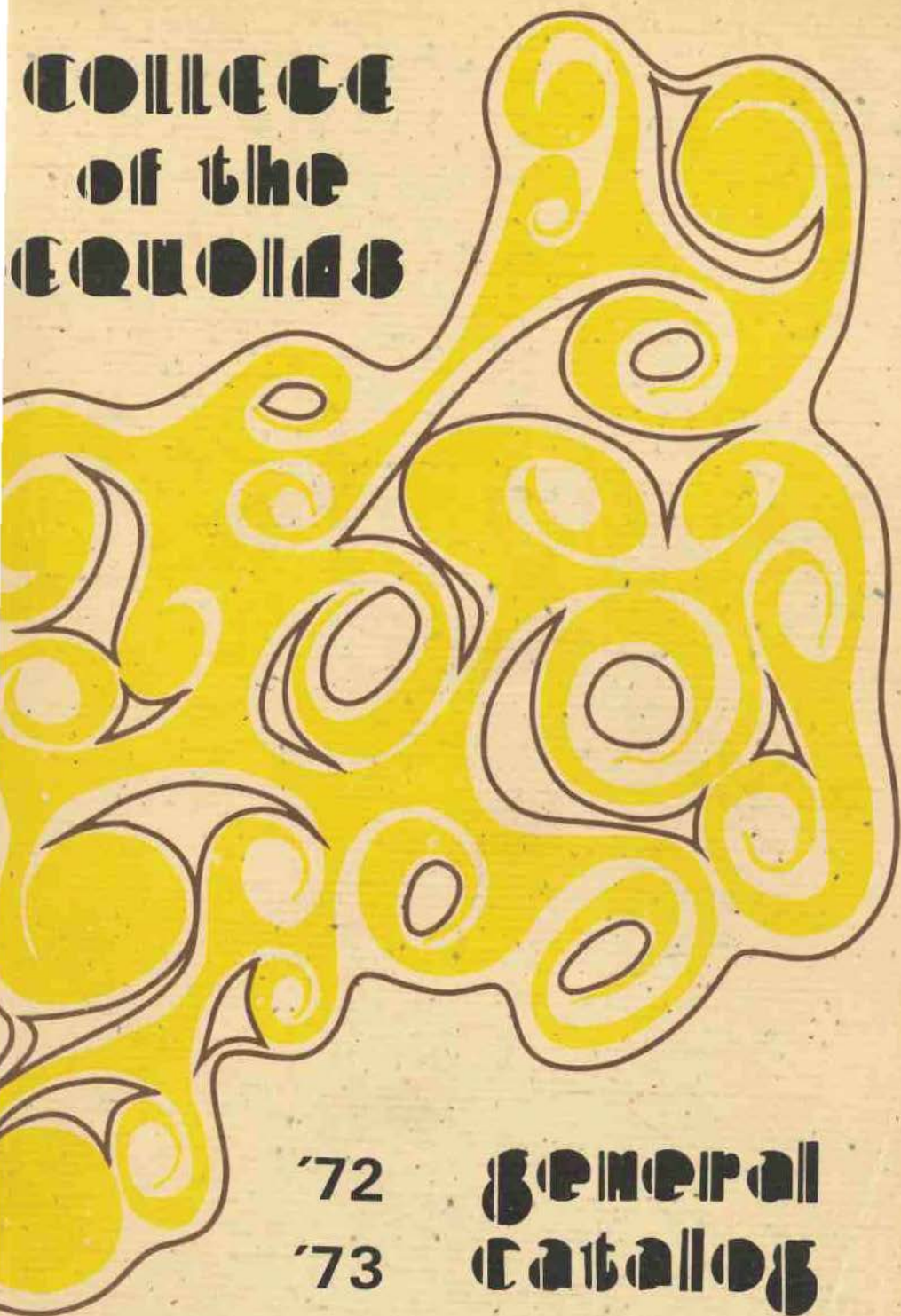


**COLLEGE  
of the  
QUONAS**



'72

'73

**GENERAL  
CATALOG**

# *College of the Sequoias*

A PUBLIC JUNIOR COLLEGE

## *Catalog 1972-73*



**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 and 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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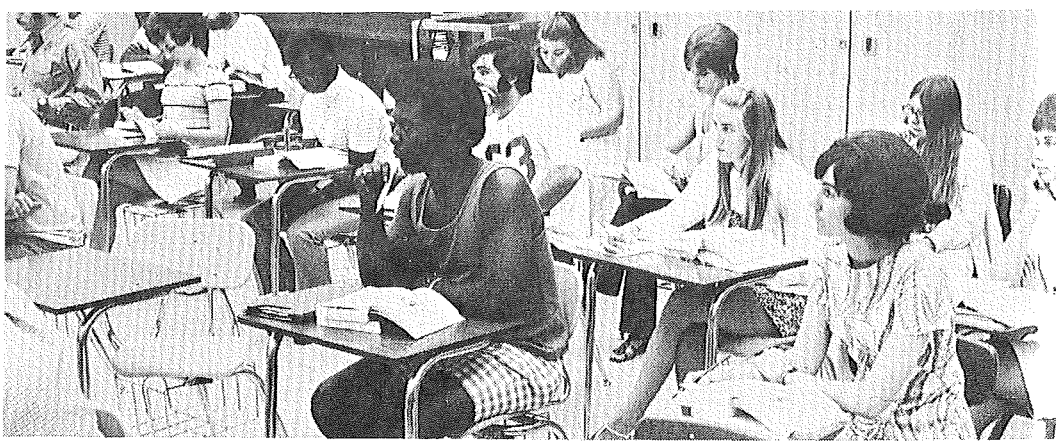
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JAY G. QUINN  
Director of Vocational Placement



## CALENDAR 1972-1973

### FIRST SEMESTER

September 8, 1972 - January 23, 1973

June 26	Summer Session Begins
	Counseling/Programming for First Semester Begins
July 15	College Placement (ACT) Test (See page 32)
August 4	Summer Session Ends
August 21-September 1	Evening College Registration
August 15	Final Due Date, New Student Applications
	Last Day to Petition for Readmission after Scholastic Disqualification
August 30	Registration for First Semester Closes
September 5-6-7	Closing Dates, Evening College Registration
September 7	General Faculty Meeting
September 8	Orientation Day
	Class Instruction Begins, Evening College
September 11	Class Instruction Begins, Regular Day & Evening College
September 11-12	Confirmation of Registration
September 19	Last Day to Add Classes
September 22	Last Day to Add Classes, Evening College
October 2-6	First Census Week
	Orientation Week
October 9	Counseling/Programming for Second Semester Begins
October 21	College Placement (ACT) Test (See page 32)
October 23	Veteran's Day (Holiday)
October 27	Last Day to File for January Associate in Arts Degree
November 10	Mid-Semester
November 15	Deficiency Notices Mailed
November 22 (Wednesday)	No Evening College Classes
November 23-24	Thanksgiving Recess
December 9	College Placement (ACT) Test (See page 32)
December 21-January 2	Christmas Recess
January 3 (Wednesday)	Class Instruction Resumes
January 16-22	Final Examinations, Evening College
January 17-23	Final Examinations
January 22	End of Semester, Evening College
January 23	End of Semester, Regular Day
January 23-26	Semester Recess, Evening College
January 24-26	Recess Between Semesters



## CALENDAR 1972-1973

### SECOND SEMESTER

January 29 - June 12, 1973

January 5, 1973	Final Due Date, New Student Applications
	Last Day to Petition for Readmission after Scholastic Disqualification
January 3-19	Evening College Registration
January 19	Registration for Second Semester Closes
January 22, 23, 24	Closing Dates, Evening College Registration
January 29	Class Instruction Begins, Regular Day and Evening College
January 29-30	Confirmation of Registration
February 5	Last Day to Add Classes
February 9	Last Day to Add Classes, Evening College
February 12	Lincoln's Birthday
February 19	Washington Day
February 24	College Placement (ACT) Test (See page 32)
February 19-23	Second Census Week
March 9	Last Day to File for Associate in Arts Degree
March 30	Mid-Semester
April 4	Deficiency Notices Mailed
April 16-20	Easter Recess
April 23	Class Instruction Resumes
April 28	College Placement (ACT) Test (See page 32)
May 28	Memorial Day (Holiday)
June 5-6-7-11	Final Examinations, Evening College
June 6-12	Final Examinations
June 12	End of Semester
June 13-14	Faculty Clearance
June 16	Commencement
July 21	College Placement (ACT) Test (See page 32)
August 3	Last Day to File for July Associate in Arts Degree
Dates to be Announced	Summer Session

## DIVISION CHAIRMEN

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



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 B.A., Iowa Wesleyan College; M. A. Western Illinois University

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 B.S., California State College at Long Beach

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 A.A. College of the Sequoias, SDS Credential

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 B.A., Nebraska Wesleyan University  
 M.A., California State Polytechnic College

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 A.B., M.S., University of Southern California

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 A.B., University of Southern California; M.A., Fresno State College

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 B.A., Denison University; M.A., Ohio Wesleyan University

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 A.B., M.A., Fresno State College

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 M.A., Pepperdine College

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 B.S., University of California at Los Angeles  
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 Ph.D., University of Southern California

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 B.A., M.S., Fresno State College

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 A.B., Northern State Teachers College (South Dakota)  
 M.A., University of South Dakota

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 A.B., M.A., Fresno State College

HAMILTON, WILLIAM H. . . . . Psychology  
 B.A., M.A., San Jose State College

HARKNESS, BERNIECE G. . . . . Director of Vocational Nursing Education  
 R.N., St. Luke's Hospital, SDS Credential

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

HAVARD, MARILYNN . . . . . Nursing  
 B.S., Fresno State College

HAYS, ALICE L. . . . . Nursing  
 R.N., Fresno County General Hospital; SDS Credential

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., Northern Arizona University

HOWARD, KENYON . . . . . Physical Sciences  
 B.S., California Institute of Technology

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; M.A., San Jose State College

IRWIN, MILLARD V. . . . . Art  
 B.A., M.A., San Jose State College

JACOBSEN, RICHARD C. . . . . Assistant to the President  
 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. . . . . Director of Athletics  
 B.S., M.P.E., Purdue University

LACHANCE, MIRIAM Y. . . . . English  
 A.B., University of California

LANG, ANNIE LYLES . . . . . Mathematics  
 A.B., University of Texas at El Paso; M.A., University of Illinois

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; M.S., Fresno State College

MADDOX, GENE P. . . . . Art  
 B.A., M.A., San Jose 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

MEREDITH, 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

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.A., 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

PILECKI, DIANNE . . . . . Nursing  
B.S., University of California (San Francisco Medical Center)

PORTER, S. THOMAS . . . . . Political Science  
A.B., Stanford University; M.A., Fresno State College;  
Ph.D., University of Southern California

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

QUINN, JAY G. . . . . Director of Vocational Placement  
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. (on leave 1972-73) . . . . . 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

RUNNELS, DAVID J. . . . . Speech/Drama  
B.A., M.A., San Francisco State College

SARTAIN, H. ROBERT . . . . . Engineering/Physics  
B.S., Oregon State University; M.A., 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

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 Student Personnel  
A.B., University of California, Santa Barbara; M.A., Stanford University

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B.S., Idaho State College; M.S., University of Colorado

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

THEIGE, JACK . . . . . Director of Data Processing  
A.B., M.A., Fresno State College

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A.B., University of Nebraska; M.A., University of California at Los Angeles

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A.B., M.A., University of California

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B.S., M.A., California State Polytechnic College

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B.A., Augsburg College

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

WALKER, LEWIS . . . . . Librarian  
A.B., Nebraska Wesleyan University; M.A., San Jose State College

WHITE, MARGARET . . . . . Director of Registered Nursing Education  
B.S., Columbia Union College; M.S., Loma Linda University

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

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

WOODS, WILLIAM R. . . . . Assistant Librarian  
B.A., Claremont Men's College; M.A., California State College at Long Beach;  
M.S., University of Southern California

To Be Announced	. . . . .	Agriculture
To Be Announced	. . . . .	Air Conditioning
To Be Announced	. . . . .	English
To Be Announced	. . . . .	English
To Be Announced	. . . . .	English
To Be Announced	. . . . .	Police Science

# COLLEGE ADVISORY COMMITTEES

## GENERAL VOCATIONAL EDUCATION ADVISORY COMMITTEE

MR. ROBERT BAIR . . . . Hanford Education	MR. KEITH MUNGER . . . . Tulare Communications
MR. BERT FLORES . . . . Visalia Dept. of H.R.D.	MRS. VELVA REAGAN . . . . Visalia Business
MR. JAMES HUBBARD . . . . Visalia Business	MR. GERALD SCHUMACHER . Hanford Business
MR. CARL LANDERS . . . . Exeter Agriculture	MRS. ANSELMO VASQUEZ . . Visalia General Public
MR. E. B. LOVERIN . . . . Woodlake Education	MR. GEORGE VOLL . . . . Corcoran Agri-Business
MISS ANNIE MITCHELL . . . Visalia Education	

## AGRICULTURE

MR. BRUCE F. JENSEN, Coordinator

## ADVISORY COMMITTEE

MR. ROBERT D. CLARK . . . . Tulare Chairman	MR. MAX GARVER . . . . Exeter
MR. GLICK CALLAHAN . . . . Visalia	MR. MAX HENDERSON . . . . Lindsay
MR. JAMES C. FISHER . . . Los Angeles	MR. DALE HESTER . . . . Farmersville
	MR. CURT LYNN . . . . Visalia
	MR. MARION G. MAASKANT . Hanford
	MR. DEAN MILLS . . . . Hanford

## COMMUNITY SERVICES

MR. STEPHEN W. EGGLESTON, Coordinator

## REAL ESTATE

MR. RODNEY F. RITCHIE . . . Hanford Kings County Realty Board	MR. EMERSON WESTCOTT . . Visalia (Chairman) Visalia Realty Board
MR. WILLIAM W. PRESTIDGE . Porterville Orange Belt Realty Board	MR. HARRY WIEDEMAN . . . . Tulare Tulare Realty Board

## BUSINESS MANAGEMENT

MR. D. WAYNE ROBERTSON . . Visalia (Chairman) Tulare Co. Chamber of Commerce	MR. DAN T. JOHNS . . . . Tulare Tulare Chamber of Commerce
MR. WARREN DAVIE . . . . Visalia Visalia Chamber of Commerce	MR. DONALD BARNETT . . . Hanford Manager, Economic Development Commission



## VOCATIONAL EDUCATION FOR HANDICAPPED ADULTS

MR. DON SIMONICH . . . . .Tulare	MR. JOE D. FINNI . . . . . Visalia
MRS. EVELYN BENSON . . . . .Tulare	MR. MERVIN FULTON . . . . .Tulare
MR. MILTON HUSTAD . . . . . Visalia	Fulton Productions, Inc.
VRS Counselor	
State Department of Rehabilitation	

## VOCATIONAL - TECHNICAL

MR. JOSEPH A. GUARISCO, Coordinator

### AUTOMOTIVE TECHNOLOGY

MR. ROY PETTY . . . . . Visalia	MR. MANUEL GARCIA, JR. . . . . Hanford
Giant Chevrolet Company	City of Hanford
MR. GARRETT MILLER . . . . . Visalia	MR. DON R. PETERSON . . . . . Visalia
Bertram Motor Sales	Rayhill Brake Service
MR. JOE DIAZ . . . . . Visalia	MR. VERNON JENKINS . . . . . Visalia
Mahony and O'Dell	Jenkins Automotive
MR. W. T. MACLENNAN . . . . . Lindsay	MR. JOHN C. SPRINGER . . . . . Visalia
Burford Chevrolet-Buick	Forestry Department, State of Calif.
	MR. JOE IRVIN . . . . . Visalia
	Sequoia Machinery Company

### VOCATIONAL ELECTRONICS

MR. GLENN PETTYS . . . . . Visalia	MR. A. C. BURGIN . . . . . Visalia
Sprague Electric Company	Pacific Telephone and Telegraph Co.
MR. MORRIS FRUIT . . . . . Lindsay	MR. JACK STEVENS . . . . . Visalia
General Cable Corp.	Mt. Whitney High School
MR. R. S. YOUNG . . . . . Hanford	MR. IVAN WILENKEN . . . . . Visalia
The Armstrong Rubber Company	Tulare County Communications Dept.
MR. ORVAL WOOD . . . . . Visalia	
Tulare County Communications Dept.	

### NURSING EDUCATION

DR. JOHN GATES . . . . . Visalia	MR. THOMAS JOHNSON . . . . .Tulare
DR. GEORGE LAVERS . . . . .Tulare	Tulare District Hospital
MRS. MARIE RUSH, R.N. . . . . Dinuba	MRS. MILLICENT WILLIAMSON . . . . . Visalia
Alta District Hospital	R.N.
MR. ERNEST CASASSA . . . . . Visalia	California Nurses Association
Kaweah Delta District Hospital	MRS. LENA McNEALLY, L.V.N. . . . . Visalia
MR. WAYNE W. PITTS . . . . . Exeter	Licensed Vocational Nurses League
Exeter Memorial Hospital	MRS. HOPE WORTH, R.N. . . . . Hanford
MRS. JULIA HOFFMAN . . . . .Tulare	Hanford Community Hospital
Tulare County Hospital	MRS. JANE FIALA . . . . . Visalia
	21st District P.T.A.

## POLICE SCIENCE

MR. CHARLES JOINER . . . 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. CLEO WEBB . . . Hanford Sheriff, Kings County	MR. GARY SHERWOOD . . . Corcoran Chief of Police
MR. RICHARD VERNON . . . Woodlake Chief of Police	MR. CLARENCE SPIER . . . Dinuba Chief of Police
MR. ELMER MOREHOUSSE . . . Exeter Chief of Police	MR. FRANCIS TORIGIAN . . . Porterville Chief of Police
MR. D. E. DONDARVILLE . . . Lemoore Chief of Police	MR. RAY FORSYTH . . . Visalia Chief of Police
	MR. C. V. LINCICUM . . . Tulare Director of Public Safety

## VOCATIONAL TRAINING IN POLICE SCIENCE

MR. RAY FORSYTH . . . 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-Corner, Tulare County	MR. RUSSELL PRICE . . . Visalia Deputy, Tulare County

## JOINT APPRENTICESHIP COMMITTEE FOR CARPENTRY

MR. SAM COFFEY Carpenter	MR. DALE RUTLEDGE General Contractor
MR. ALBERT R. GASINK Carpenter	MR. ROBERT M. SCHAFFER General Contractor
MR. JOHN HORN Carpenter	MR. R. R. VAN ROZEBOOM General Contractor
MR. BOB KING General Contractor	MR. BILL WALKER Carpenter
MR. LARRY NULL Carpenter	MR. DICK WYATT General Contractor
MR. JASPER ROBERTS Carpenter	

## METAL TECHNOLOGIES

MR. JOHN TRASK . . . Visalia Visalia Welding Works	MR. LESTER CHAPMAN . . . Lindsay Chapman Welding Works, Inc.
MR. RICHARD SMITH . . . Visalia McGraw-Edison Power Systems Division	MR. RAY EWICK . . . Visalia Butler Manufacturing Co.
MR. RUFUS BARRETT . . . Visalia Sequoia Compressed Gas Co.	MR. BOB DROLET . . . Tulare Olson Bodies Inc.
MR. WALT BEATTY . . . Visalia Westinghouse Electric Corp.	

**VOCATIONAL FIRE SCIENCE**

CHIEF RALPH BEARD  
Porterville Fire Department

CHIEF TED ILES  
Strathmore Fire Department

CHIEF EVERETT TAYLOR  
Lindsay Fire Department

CHIEF GERALD EWING  
Exeter Fire Department

CHIEF ROY VOGT  
Visalia Fire Department

CHIEF ERNEST FILIPPI  
Hanford Fire Department

CHIEF MORRIS BENNETT  
Woodlake Fire Department

CHIEF GILBERT SWANSON  
Delano Fire Department

CHIEF LeROY ARNOLD  
Dinuba Fire Department

RAYMOND BANKS, Fire Control Ranger  
Division of Forestry

CHIEF AL KESSLER  
Corcoran Fire Department

CHIEF WESLEY P. SHORT  
Tulare Fire Department

KENNETH HARP, Fire Control Ranger  
Division of Forestry – Hanford

**BUSINESS DATA PROCESSING**

MR. JACK THEIGE, Coordinator

MR. JOHN MANN  
Tulare County Civic Center

MR. BILL TICKLE  
Transystem's, Inc.

MR. PHILIP LONGACRE  
Consolidated Ripe Olive Company

MR. ROBERT SHAW  
Armstrong Tire Company

**COSMETOLOGY**

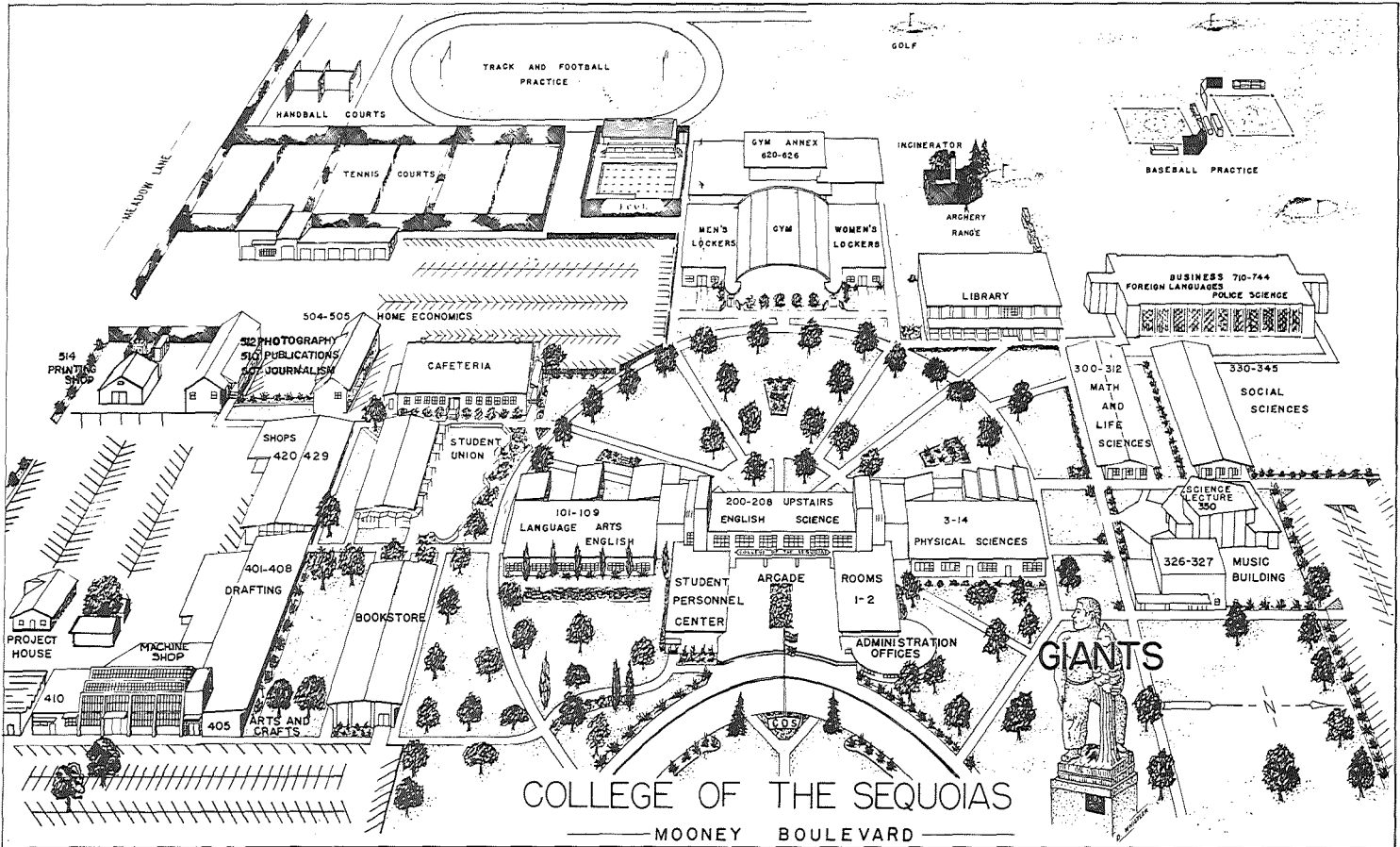
MRS. GARNET WHITE . . . Hanford  
Garnett's

MRS. CLYTIE HUCKABAY . . . Visalia  
Gottschalk's

MRS. MARY ELLEN LONG  
Mary Ellen's Silver Brush

MR. DON ESTES . . . . . Visalia  
LaCasa Don

MISS SHARON HELM . . . . .Tulare  
Claire's Beauty Shop



COLLEGE OF THE SEQUOIAS

MOONEY BOULEVARD

GIANTS

TRACK AND FOOTBALL PRACTICE

HANDBALL COURTS

TENNIS COURTS

GYM ANNEX  
620-626

INCINERATOR

ARCHERY RANGE

BASEBALL PRACTICE

MEN'S LOCKERS

GYM

WOMEN'S LOCKERS

LIBRARY

BUSINESS 710-744  
FOREIGN LANGUAGES  
POLICE SCIENCE

504-505 HOME ECONOMICS

CAFETERIA

514 PRINTING SHOP

502 PHOTOGRAPHY  
510 PUBLICATIONS  
507 JOURNALISM

300-312 MATH AND LIFE SCIENCES

330-345 SOCIAL SCIENCES

SHOPS 420 429

STUDENT UNION

101-109 LANGUAGE ARTS ENGLISH

200-208 UPSTAIRS ENGLISH SCIENCE

3-14 PHYSICAL SCIENCES

SCIENCE LECTURE 300

PROJECT HOUSE

MACHINE SHOP

401-408 DRAFTING

BOOKSTORE

STUDENT PERSONNEL CENTER

ARCADE

ROOMS 1-2

ADMINISTRATION OFFICES

326-327 MUSIC BUILDING

410

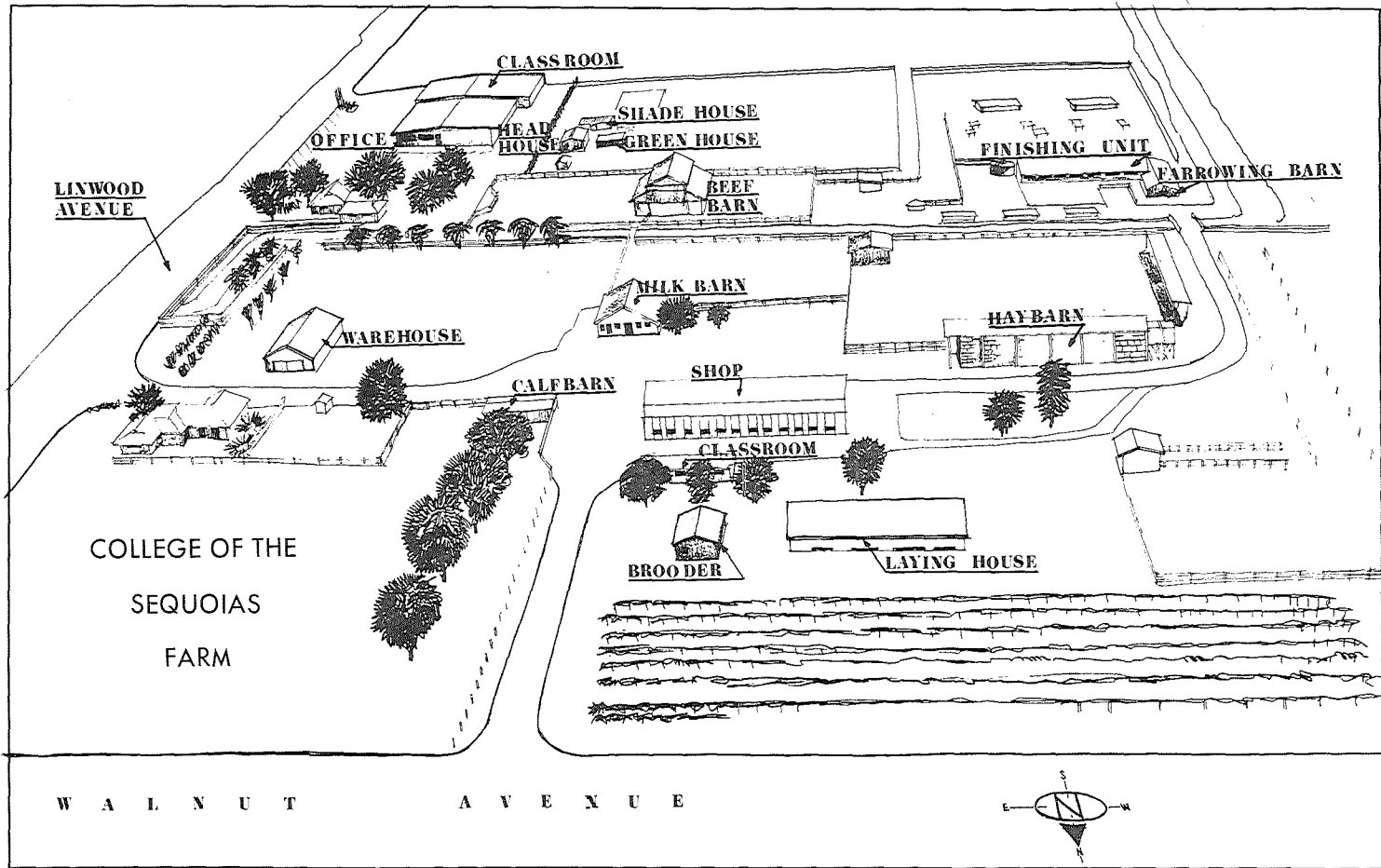
405

ARTS AND CRAFTS

409

GIANTS

N



LINWOOD AVENUE

CLASSROOM

OFFICE

HEAD HOUSE

SHADE HOUSE  
GREEN HOUSE

FINISHING UNIT

FARROWING BARN

BEEF BARN

MILK BARN

HAY BARN

WAREHOUSE

CALFBARN

SHOP

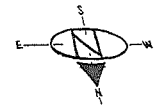
CLASSROOM

BROODER

LAYING HOUSE

COLLEGE OF THE  
SEQUOIAS  
FARM

W A L N U T A V E N U E



# 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 on 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 \$150,000 library, \$121,000 social science building, \$85,000 student union, \$55,000 student store, \$165,000 industrial-technical building, \$130,000 swimming pool, \$250,000 physical education building and \$160,000 agricultural building.

New campus additions and improvements include a \$960,000 two-story class room 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 building 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 colleges 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.



## **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**

Our present attractive and functional library facilities were completed in 1959. Since then they have been modified to provide a periodicals room and expanded audio-visual services. Features of our library facilities include open stacks, typing, conference and listening rooms, as well as copy machines, microfilm readers and printers, and microfiche readers.

The present collection of over 50,000 volumes has been carefully selected to meet the course requirements and the recreational reading needs of our student body and faculty. More than 500 current magazines and newspapers are received regularly with many of the more popular periodicals being added to our growing microfilm collection.

Resources of other libraries in the state are made available through inter-library loan.

## **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**

Students having an employment handicap due to a disability may qualify for rehabilitation services, which cover costs of fees and books and, under certain circumstances, medical needs, supplemental living expenses or transportation. For details contact the Registrar or the State Department of Rehabilitation, 113 North Church Street, Room 510, Visalia; telephone 734-8161.

## **STATE AID TO PHYSICALLY HANDICAPPED**

Students having an employment handicap due to a disability may qualify for rehabilitation services, which cover costs of fees and books and, under certain circumstances, medical needs, supplemental living expenses or transportation. For details contact the Registrar or the State Department of Rehabilitation, 113 North Church Street, Room 510, Visalia; telephone 734-8161

## 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 Agriculture Club, Alpha Gamma Sigma (honor scholarship society), Bushido Club, Business Club, Canterbury Club, Chess Club, Delta Psi Omega (drama) Deseret Club, Ellen H. Richards Club (home economics), College Y, Future Teacher's Club, Inter-Cultural Communications Club, International Relations Club, Medical Arts Club, Newman Club, Physical Science and Engineering Club, Press Club, Sequoia Christian Fellowship, Ski Club, United Mexican-American Association, Varsity Club, Veterans Club, Young Democrats, Young Republicans, 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 Valley Conference composed of Fresno City College, Modesto Junior College, San Joaquin Delta, Sacramento City College, American River Junior College, Cosumnes River 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.

**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.

**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 ACCOMODATIONS

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 by 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 fulltime 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 Alpaugh, Corcoran, Cutler, Earlimart, Exeter, Farmersville, Hanford, Ivanhoe, Lindsay, Orosi, Pixley, Strathmore, Three Rivers, Tulare, Visalia, Woodlake and Yetttem.

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

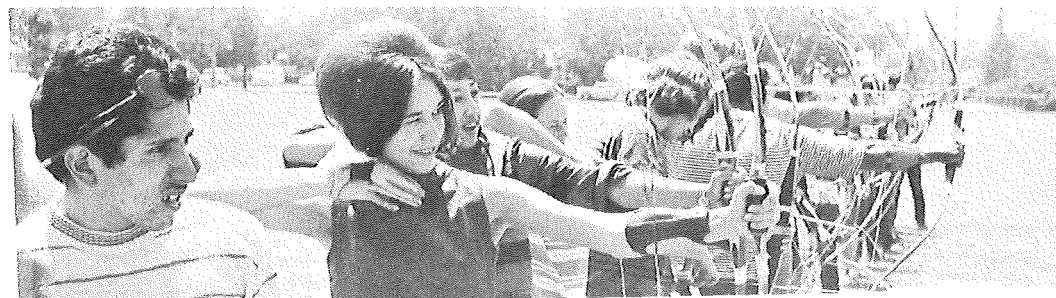
Limited parking facilities are provided for students on campus. Students who have bus transportation available to them are encouraged to ride busses rather than drive their own automobiles because of the added safety and financial savings. Those who do bring automobiles on campus are required to have 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 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 Education 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 credit 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, as well as refresher 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.

## FEES

Adults, with the exception 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.

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

## ADMISSIONS

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.

All incoming students, both high school graduates and non-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 admissions 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.

## APTITUDE AND PLACEMENT TESTS

The College of the Sequoias: requires that all incoming students take the American College Testing Program aptitude tests (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 1972-73 are:

Test Date	Application Deadline
*July 15, 1972	June 12, 1972
October 21, 1972	September 11, 1972
**December 9, 1972	November 6, 1972
February 24, 1973	January 15, 1973
April 28, 1973	March 19, 1973
July 21, 1973	June 11, 1973

\*Last test date for fall, 1972 admission  
\*\*Last test date for spring 1973 admission

### 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.

## 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. The College of the Sequoias grants credit for lower division work from accredited colleges or universities.

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 \$25.00 per unit with a maximum tuition charge of \$750.00 per academic year.\*\*

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 \$25.00 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 Community Colleges Board of Governors.

## 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 unit to complete required work for graduation.

## 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 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.

## **COLLEGE ABROAD PROGRAM**

The College of the Sequoias accepts for college credit courses taught in foreign countries under the College Abroad program. Interested students, working with C.O.S. faculty members, may organize courses in a wide variety of subjects to be taught abroad during the summer.

## **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 appropos, petition for credit by examination.

## **PEACE CORPS CREDIT**

Credit will be granted for service in 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 the deans must have accurate reports on various students' attendance to comply with State and Federal financial aid programs under which they are attending college.

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 may result in the student's being withdrawn from the class.
- D. Unexplained absence for two consecutive weeks shall result in the student's being withdrawn from the class.
- E. It is the student's responsibility to verify personally to the satisfaction of each instructor that an absence is an excused one—because of illness or medical appointment.

## **PHYSICAL EDUCATION REQUIREMENTS**

All students carrying over eight units of work are required by state law to complete regular prescribed courses in physical education each semester until age 21 or graduation, unless proper medical exemptions are presented to the Dean of Men or Dean of Women.

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. Any withdrawal filed by a student by the last day of class meetings in a semester will be recorded on that student's transcript as a "W."

## 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 comments, on the **Dean's 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 to 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 purposes of graduating 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 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 instructor's 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 new 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 understood the subjects shown below and earned grades as indicated

Subjects	Units Attempted	Units Passed	Grade	Grade Points
Physical Education	1	1	C	2
English 1a	3	0	F	0
Chemistry	5	5	A	20
Geology 1a	4	4	B	12
Math 54	3	0	F	0
Hygiene	<u>0</u>	<u>0</u>	W	<u>0</u>
	16	10		34

Grade point average is 34 divided by 15½ or 2.12.

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

## REMOVAL OF "WF" AND "F" GRADES FROM PERMANENT RECORD

A student may petition the Scholastic Review Board to have "WF" and "F" grades removed from the permanent record and replaced with grades of "W" (withdrawal). Prior to petitioning for the removal of a "WF" grade, condition (1) below must be met. Both conditions (1) and (2) must be met before the Scholastic Review Board will accept a petition for the removal of an "F" grade.

(1) Fifteen or more semester units of college work with a 2.0 ("C") or better grade point average at College of the Sequoias or another accredited institution of higher learning following the semester in which the "WF" grades were earned.

(2) At least three years have elapsed since the "F" grades were received. Instructors who originally assigned the "F" grades must give written approval for their removal. In cases where the faculty members are deceased or cannot be located the final decision for removal of "F" grades will reside with The Scholastic Review Board.

## 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 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 points 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). In addition, newly admitted non-high school graduates must enter the college on probation. 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 in which he fails to earn a "C" (2.00) average his cumulative grade point average falls below 1.75.

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 recommendation 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.

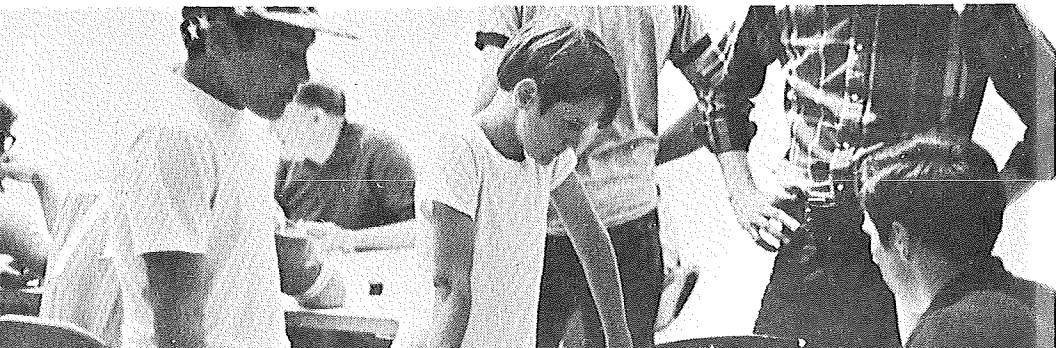
In addition to the transcripts and health forms required from all applicants, to qualify for admission a foreign student must make an acceptable score on an English proficiency test which is administered in his own country. In most cases, a personal interview with a representative of the International 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 applicants to be received is May 15. Requests for application forms and information should be sent to the Registrar.



## 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. Four courses in Physical Education earned at the rate of one course per semester.
3. Two units of Community and Personal Hygiene, including the study of fire prevention, home safety, and accident prevention.
4. A course in the Constitution of the United States, including the principles of California state and local government.
5. A course in American History, including a study of American institutions and ideals.
6. Two courses in English or Speech. For pre-engineering majors this requirement is reduced to one course. Students majoring in Industry and Technology who qualify for English 51 or English 1a may graduate with one course in English or speech, except majors in Registered Nursing and Cosmetology for whom the requirement is two courses. Non-transfer students majoring in Business are required to complete four courses in English or Speech.
7. A minimum of 15 units must be taken in residence at College of the Sequoias.
8. A major consisting of at least 20 units of satisfactory work in specific subject areas or approved related fields. Registered Nursing students must earn a grade of at least "C" in all nursing and concomitant nursing courses. Students may select a major from the following groupings.

## APPLIED ARTS DIVISION

Agriculture Engineering Technology  
Agri-business  
Animal Science Technology  
Day Care Teacher  
Home Economics  
Ornamental Horticulture  
Plant Science Technology  
Pre-agriculture (college transfer)  
Pre-home Economics (college transfer)

## BUSINESS DIVISION

Accounting  
Banking and Finance  
Business Data Processing  
General Business (clerical)  
Merchandising  
Office Management  
Pre-business Management (college transfer)  
Real Estate (Evening College)  
Secretarial (general, legal, medical or medical office assistant)

## **FINE ARTS DIVISION**

Art  
Commercial Art  
Humanities (music, art, drama, literature, philosophy, history)  
Music  
Pre-art (college transfer)  
Pre-drama (college transfer)  
Pre-music (college transfer)  
Pre-speech (college transfer)  
Speech-drama

## **INDUSTRY AND TECHNOLOGY DIVISION**

Air Conditioning  
Automotive Technology  
Building Materials Merchandising  
Building Trades  
Cosmetology  
Electronics Technology  
Fire Technology (Evening College)  
Metal Technology  
Pre-industrial arts (college transfer)  
Pre-industrial technology (college transfer)  
Registered Nursing  
Vocational Nursing  
Welding Technology

## **LANGUAGE ARTS AND COMMUNICATION DIVISION**

English  
Communications (English, Journalism, Speech)  
Foreign Language

## **PHYSICAL EDUCATION**

Pre-physical Education (college transfer)  
Pre-recreation (college transfer)

## **SCIENCE, MATHEMATICS, AND ENGINEERING DIVISION**

Biological Science  
Drafting  
Engineering Technology  
Mathematics  
Mathematics - Science  
Physical Science  
Pre-architecture (college transfer)  
Pre-Engineering (college transfer)

## **SOCIAL SCIENCE DIVISION**

Community Service  
Police Science  
Pre-law enforcement (college transfer)  
Social Science  
Teacher Assistant

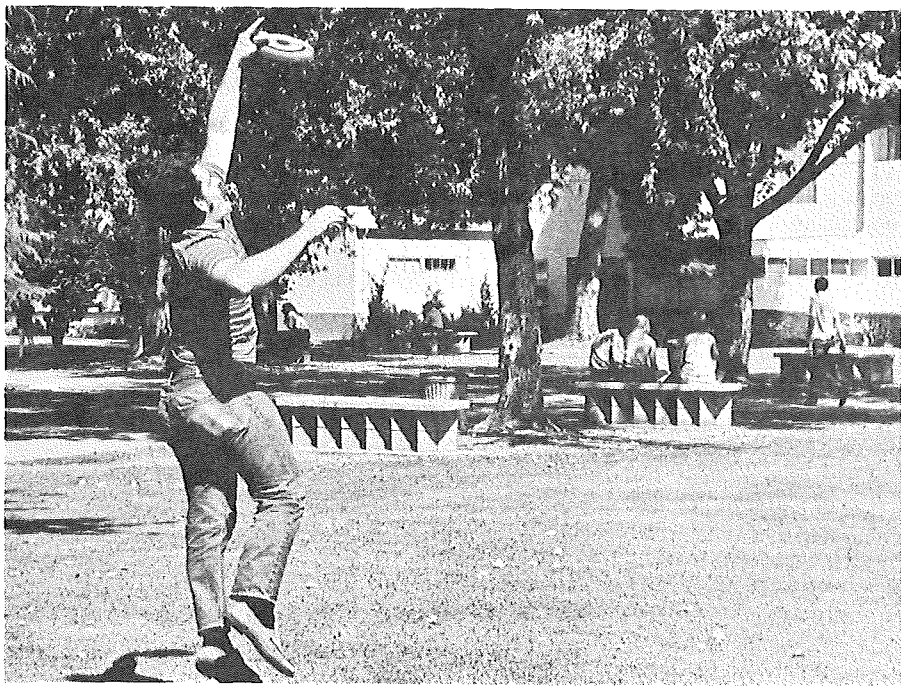
## LIBERAL ARTS INTER-DIVISIONAL MAJOR

Requires the completion of twenty units in at least four of the following five fields:

Social sciences, Science/Mathematics, Foreign Language, Humanities (art, literature, music, philosophy) and English.

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 the 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 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  
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 one course in performing arts and two courses in history. (Except for performing arts, courses must be 3 units each.)

### Group A—Visual Arts and Music

Art 1a, 1b, 6a\*, 6b\*, 7a\*, 7b\* (12a, 12b, 14a, 14b, 20a, 20b with a maximum of 8 units)

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, 46

### Group C—History, Philosophy, and Culture

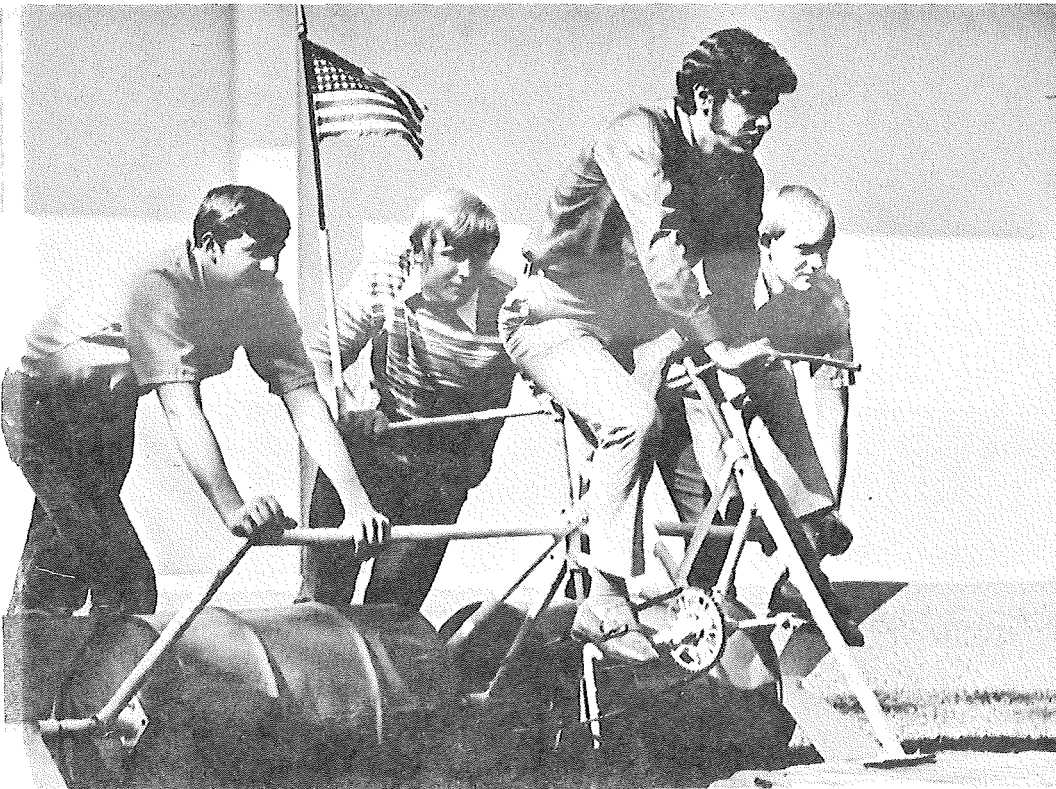
Geography 2

History 4a, 4b, 8a, 8b, 11, 12, 17a, 17b (not more than 6 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, 10  
Geography 2  
History 4a, 8a, 8b, 11, 12, 17a, 17b (not more than 6 units)  
Political Science 5, 2  
Psychology 1a, 16, 33, 39  
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 Biology 1a-1b or  
Botany 1 or  
Zoology 1
- C. Additional courses as needed from:  
Anatomy 1  
Astronomy 10  
Chemistry 1b, 9 - 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:

1. 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

2. English

One course in composition with a grade of "C" or better.

3. 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.

Continuing students may elect the following options:

4. Humanities

0, 2, or 3 courses, dependent upon the student's major.

5. Natural Sciences

0, 2, or 3 courses, dependent upon the student's major.

6. 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).

Those students having no previous collegiate work **must** select either of the two following plans:

A. Three courses in each of the 3 divisions outside the major division:

1. Physical Sciences: Astronomy, Chemistry, Geology, Mathematics, Meteorology, Physics.

2. Bacteriology, Biology, Botany, Psychology, Zoology.

3. Social Sciences: Anthropology, Economics, Geography, History, Journalism, Political Science, Sociology.

4. Humanities: Literature, additional foreign language, Philosophy, Speech, Art history, Music history.

B. Seven courses in any division outside the major division, and either one course in each of the two remaining divisions, or two courses in one of the remaining divisions.

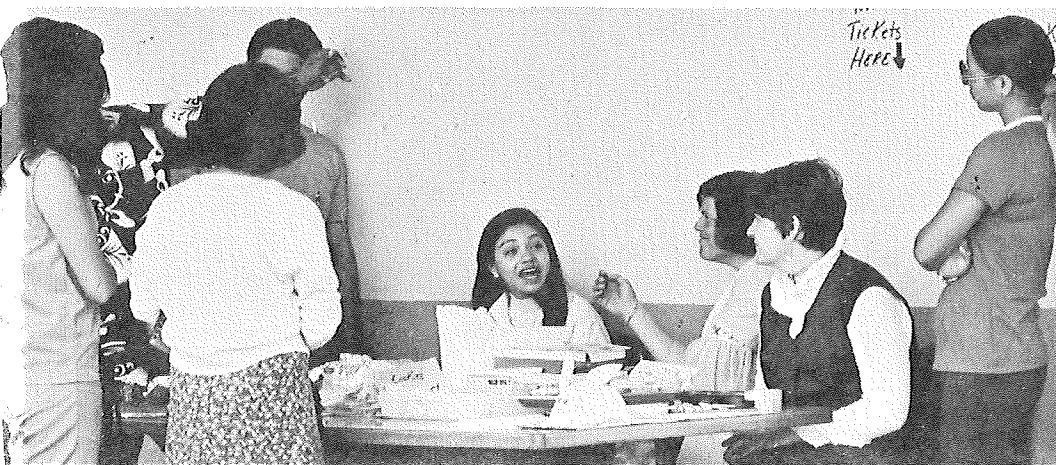


# UNIVERSITY OF CALIFORNIA AT LOS ANGELES

## 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 specialization in pictorial arts, design, dance, music education, and theater arts secondary teaching 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 II or 12 and Political Science 5)
  - Physical Education, each semester.
  - Hygiene, 2 units
  
- B. English Composition
  - One course, with grade of "C" or better
  
- C. Foreign Language
  - At least three courses in one foreign language. The application of high-school work is subject to the results of a placement test.
  
- D. Natural Science
  - At least three courses, including one course in physical science and one course in biological science.
  
- E. Social Science
  - At least four courses including History 4a-4b, and one course from each of two departments other than history.
  
- F. Humanities
  - At least four courses, including two courses in the arts outside the student's major department, and two courses from literature and/or philosophy.



## UNIVERSITY OF CALIFORNIA—SANTA BARBARA

These are the general requirements for all students. Students are advised that the major department may impose additional requirements for work in various majors.

### General Education

	Minimum
1. English, Reading and Composition 1a, 1b	6 units
2. Foreign Language (4 semesters or equivalent in one language)	16 units
3. Humanities (at least one course in each area) a. Literature (creative writing not acceptable) b. Philosophy (any course) c. Fine Arts, History and Appreciation (Art, Dance, Music, Drama)	10-14 units
4. History, Social Sciences, Psychology a. History (any course) b. Three courses in separate areas: Anthropology (except physical) Economics (except Accounting or Statistics) Geography (except physical) Political Science Psychology Sociology	9-12 units
5. Natural Science and Mathematics One laboratory course required a. Biology or Botany—1 course b. Chemistry, Geology, or Physics—1 course c. One course from the following: Anthropology (physical) Astronomy Biology Botany Chemistry Geography (physical) Geology Mathematics Physics Zoology	9 units
6. Physical Activities	2 units
7. Free Electives (from a or b) a. Four courses outside the major from areas listed above including Speech and excluding Physical Activities. b. Three courses outside the major from areas listed above including Speech and 1 unit of Physical Activities.	9-12 units

## 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. Art - 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 Science - 8 units, Anatomy 1; Astronomy 10; Bacteriology 1, 2; Biology 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 8ab and Political Science 5 will satisfy the requirements under A3, D1, and D3.



**COLLEGE OF THE SEQUIOIAS  
GENERAL EDUCATION REQUIREMENTS  
FOR  
STATE COLLEGE TRANSFER STUDENTS**

California State colleges permit each junior college to establish general education requirements for its transferring students. The junior college may certify that a student has satisfied 40 of the 46 unit general education requirement. The remaining six units will be determined by each State college.

Following is the general education pattern which the College of the Sequoias has developed for State College transfer students:

**BASIC SUBJECTS (11-13 units)**

- Required      English 1a (or English 11)  
                   Hygiene 1  
                   P. E. (2 units unless over 21 years old or medically excused).  
                   Psychology 1a  
                   Speech 1a

**II NATURAL SCIENCE (9 units. One laboratory science required). Choose at least one course from each area.**

Life Sciences

- |                    |                             |
|--------------------|-----------------------------|
| Agronomy 1         | *Biology 1a                 |
| *Anatomy 1         | *Biology 1b                 |
| Animal Husbandry 7 | *Botany 1                   |
| *Bacteriology 1    | Ecology 1                   |
| Bacteriology 2     | Nutrition 8                 |
|                    | *Ornamental Horticulture 50 |
|                    | *Physiology 1a and 1c       |
|                    | *Zoology 1                  |

Physical Sciences

- |               |                      |
|---------------|----------------------|
| Astronomy 10  | Meteorology 1        |
| *Chemistry 1a | Paleontology 10      |
| *Chemistry 1b | *Photography 1a      |
| *Chemistry 2a | Physical Science 10  |
| *Chemistry 2b | *Physical Science 11 |
| Chemistry 5   | (Also 1.A. 11)       |
| Chemistry 8   | Physical Science 12  |
| Geography 1   | *Physics 2a          |
| *Geology 1a   | *Physics 2b          |
| Geology 1b    | *Physics 4a          |
|               | *Physics 4b          |
|               | *Physics 4c          |

II. SOCIAL SCIENCES - 12 units. Required: Political Science 5 and either History 11, 12, 17a, 17b, or 8a-8b

Business 10	History 4a
Anthropology 2	History 4b
Anthropology 3	History 8a-8b
Economics 1a	History 11
Economics 1b	History 12
Economics 15	History 17a
Geography 2	History 17b
Home Economics 13	History 21
(Home Management)	History 23
Political Science 1	Psychology 33
Political Science 1	Psychology 39
Political Science 2	Sociology 1a
Political Science 7	Sociology 1b
(or Journalism 7)	Sociology 26
Psychology 1b	(or Home Economics 26)

III. HUMANITIES (6 units minimum) Required: At least one course in either literature or philosophy.

Art 1a	*English 44
Art 1b	*English 45
Art 3	*English 46
Art 6a-6b	Foreign Language
Art 7a-7b (3)	Music 1a, 1b
Art 19	Music 2a, 2b, 2c, 2d
Cinema Arts 1, 2	Music 3a, 3b
*Drama 1	Music 6a, 6b
*Drama 2	Music 7a, 7b, 7c, 7d
*Drama 5	Music 10
Drama 10a, 10b, 10c, 10d	Music 16a
Drama 35	Music 18a, 18b
Drama 36	Music 19a, 19b
Drama 37	Music 20
*English 1b	Music 21
*English 5	Music 40a, 40b, 40c, 40d
*English 6	Philosophy 6a
*English 14	Philosophy 6b
*English 15	Philosophy 10a
*English 30	Philosophy 10b
*English 31	Speech 3
*English 32	

\*May be used to fulfill the literature/philosophy requirement.

**Note:** Students who transfer to State colleges with only partial fulfillment and without certification of completion of the College of the Sequoias' general education-breadth requirements will be required to meet the general education requirements of the State colleges to which they transfer.



# SUGGESTED PROGRAMS

## AGRICULTURE

Instruction is offered in three major divisions: plant science, animal science, and agriculture mechanics. Courses are designed to prepare students for farming or for jobs requiring practical agriculture 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 . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	16		16

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Agriculture 53 . . . . .	3	Agriculture 54 . . . . .	2
Agriculture 55a . . . . .	3	Agriculture 55b . . . . .	3
Hygiene 1 . . . . .	2	Agriculture 56 . . . . .	3
Industrial Arts 10a . . . . .	3	Industrial Arts 10b . . . . .	3
Electives . . . . .	5	Electives . . . . .	4
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	17		16



## 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 agriculture 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 agriculture 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 2 . . . . .	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 . . . . .	<u>1</u>
Physical Education . . . . .	<u>1</u>		<u>17</u>
	<u>18</u>		

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Agriculture . . . . .	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 . . . . .	<u>1</u>	Supervised Practice 99d . . . . .	1
	<u>18</u>	Physical Education . . . . .	<u>1</u>
			<u>18</u>

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 . . . . .	3	Hygiene 1 . . . . .	2
Supervised Practice 99a . . . . .	1	Supervised Practice 99b . . . . .	1
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>17</u>		<u>17</u>

**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 91 . . . . .	2	Supervised Practice 99d . . . . .	1
Supervised Practice 99c . . . . .	1	Physical Education . . . . .	1
Physical Education . . . . .	1		<u>17</u>
	<u>18</u>		

**PLANT SCIENCE TECHNICIAN**

**FIRST YEAR**

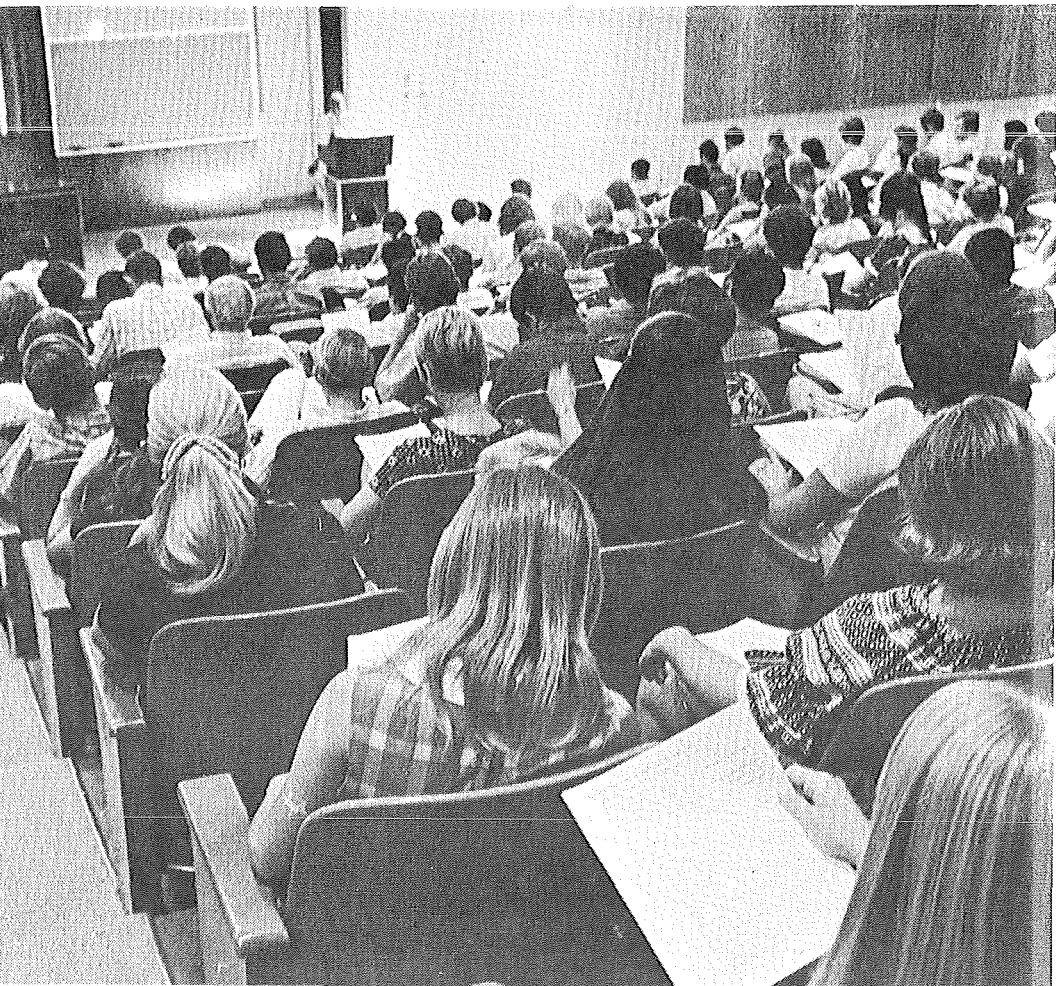
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Chemistry 2a . . . . .	3	Chemistry 2b . . . . .	3
Agriculture 88 . . . . .	3	Agriculture 91 . . . . .	3
Agriculture 82 . . . . .	3	History 11 or 12 . . . . .	3
Agriculture 92 . . . . .	2	Speech . . . . .	3
English . . . . .	3	Agriculture 83 . . . . .	3
Supervised Practice 99a . . . . .	1	Supervised Practice 99b . . . . .	1
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>16</u>		<u>17</u>

**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 . . . . .	1	Physical Education . . . . .	1
	<u>17</u>		<u>17</u>

## ORNAMENTAL HORTICULTURE

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Ornamental Horticulture 50 . . . . .	3	Ornamental Horticulture 51 . . . . .	3
Ornamental Horticulture 53a . . . . .	3	Ornamental Horticulture 53b . . . . .	3
Ornamental Horticulture 55 . . . . .	3	Ornamental Horticulture 54 . . . . .	3
Ornamental Horticulture 56 . . . . .	3	Agriculture 87 . . . . .	3
Agriculture 92 . . . . .	2	Agriculture 83 . . . . .	3
Agriculture 50 . . . . .	2	Botany 1 . . . . .	5
Agriculture 82 . . . . .	3	Speech 51 . . . . .	3
English . . . . .	3	Political Science 51 . . . . .	3
History 51 . . . . .	3	Supervised Practice 99b-99d . . . . .	2
Hygiene 1 . . . . .	2	Electives . . . . .	<u>3</u>
Elective . . . . .	3		31
Supervised Practice 99a-99c . . . . .	2		
Physical Education . . . . .	<u>1</u>		
	33		



## 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.

The program listed below is also for Structural Engineering majors.

### 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 5b . . . . .	3
Physics 5a . . . . .	3	English 1b . . . . .	3
English 1a . . . . .	3	Physical Education . . . . .	<u>1</u>
Physical Education . . . . .	<u>1</u>		<u>18</u>
	<u>19</u>		

### 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
Architecture 37a . . . . .	2	Political Science 5 . . . . .	3
Physics 5c . . . . .	3	Speech 1a . . . . .	3
History 11 or 12 . . . . .	3	Elective . . . . .	3
Hygiene 1 . . . . .	2	Physical Education . . . . .	<u>1</u>
Physical Education . . . . .	<u>1</u>		<u>17</u>
	<u>18</u>		

City and Regional Planning majors may substitute Math (16a-16b-21) for Math 1a-1b and Physics 2a-2b for Physics 5a-5b-5c.

Architecture majors going to the University of California, Arizona State University, or University of Oregon may take Math 16a-16b and Physics 2a-2b.

Interior Architecture majors need Math 54 and no Physics.

See Industry and Technology, Industrial Arts, and Drafting in the Industry and Technology division.



## 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

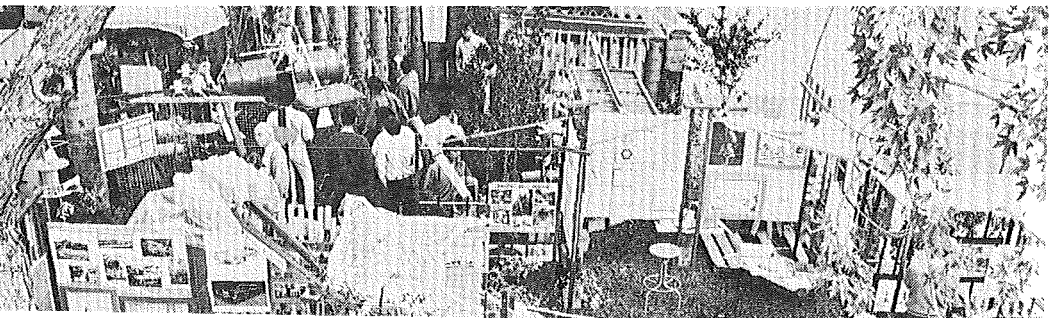
#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Art 6a . . . . .	2	Art 6b . . . . .	2
Art 7a . . . . .	2	Art 7b . . . . .	2
Political Science 5 . . . . .	3	History 11 or 12 . . . . .	3
Science . . . . .	3	Science . . . . .	3
English 1a . . . . .	3	English 1b . . . . .	3
Elective . . . . .	3	Elective . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>17</u>		<u>17</u>

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Art 15a . . . . .	3	Art 19 . . . . .	2
Art 10a or 20a . . . . .	2/3	Art 15b . . . . .	3
Science . . . . .	3	Art 3 . . . . .	2
Speech 1a . . . . .	3	Social Science Elective . . . . .	3
Psychology 1a . . . . .	3	Hygiene 1 . . . . .	2
Art 1a . . . . .	3	Electives—General Education . . . . .	2
Physical Education . . . . .	1	Art 1b . . . . .	3
	<u>18/19</u>	Physical Education . . . . .	1
			<u>18</u>

Art 54 and 55 should be considered for some schools.



## COMMERCIAL ART

College of the Sequoias offers a two-year major in Commercial Art which will provide the student with a basic foundation in the skills required in the Commercial Art field. Students are advised that more advanced preparation is advisable in this highly competitive field and may be acquired at various four-year institutions of higher learning.

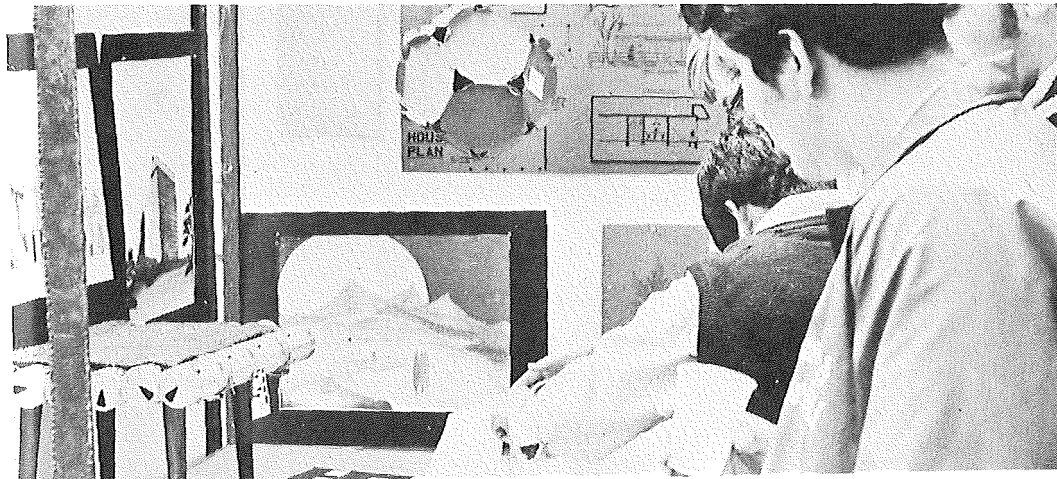
### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Art 6a . . . . .	2	Art 6b . . . . .	2
Art 7a . . . . .	2	Art 7b . . . . .	2
Art 11 . . . . .	2	Photo 1a . . . . .	3
English . . . . .	3	Speech 1a or 51 . . . . .	3
U. S. History . . . . .	3	Pol. Science 5 or 51 . . . . .	3
Electives . . . . .	3	Electives . . . . .	3
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	<u>16</u>		<u>17</u>

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 75a . . . . .	3	Business 75b . . . . .	1
Art 9a . . . . .	2	Art 9b . . . . .	2
Art 19 . . . . .	2	Art 20b . . . . .	2
Art 20a . . . . .	2	Hygiene 1 . . . . .	2
English . . . . .	3	Psych 1a or 51 . . . . .	3
Photo 60 . . . . .	2	Electives . . . . .	5
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	<u>15</u>		<u>16</u>

Students who plan to earn a Bachelors Degree in Commercial Art should also take Art 1a-1b in addition to courses required to satisfy the general education requirements at four-year colleges.



## BUSINESS

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 decade ending in 1975, 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.

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

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

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

Most state colleges require that the business major complete Business 1a-1b and Economics 1a-1b in the lower division 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 schools are Business 10, Finite Mathematics, Business Law, Statistics, and Data Processing. 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.

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 courses 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.

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.

### AA AND CAREER CERTIFICATE PROGRAMS

College of the Sequoias offers ten two-year business career programs as preparation for occupational competency in the area of the student's choice. These programs, which lead to the Associate in Arts degree, require full-time enrollment with a minimum total of 60 units in curriculums broadened by the addition of general education courses of value to the student, and are available in: Accounting, Business Data Processing, General Business (Clerical), Legal Secretarial, Medical Office Assistant (Clerical), Medical Secretarial, Merchandising, Office Management, Real Estate, and Secretarial.

Career Certificates are awarded by the Business Division to students who meet the major requirements in these subject fields: Accounting, General Business (Men), General Business (Women), Secretarial, Legal Secretarial, Medical Office Assistant, Merchandising, and Business Data Processing.

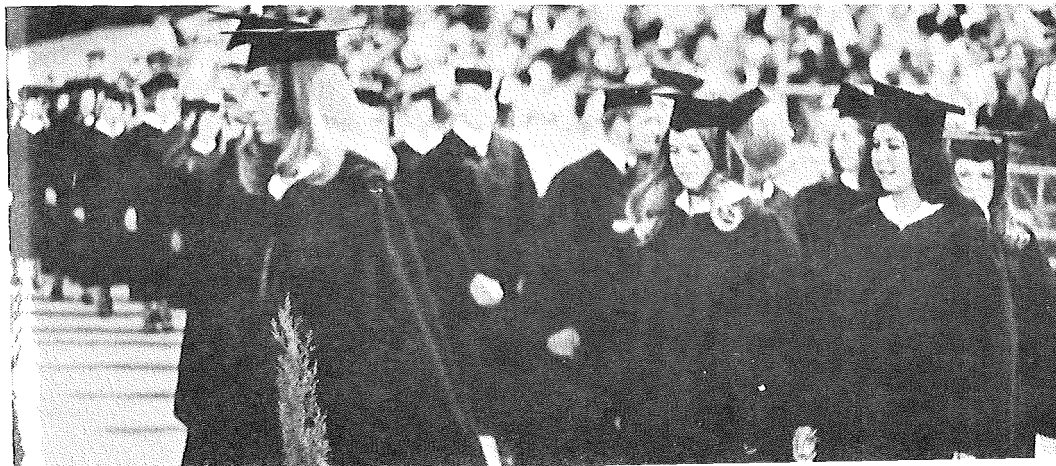
The completion of the course sequences in the accounting and business data processing certificate programs preclude their completion within two semesters, but a student may complete the requirements for any of the other programs within that time.

Prerequisites for obtaining a Business Career Certificate in one of the areas listed are:

- (1) Satisfactory completion of the designated program of the special field
- (2) Where indicated, performance of the required skill at the "junior" employment level.

Shorthand: Secretarial - 80 wpm for five minutes with 95% accuracy  
Legal Secretarial - 100 wpm for five minutes with 95% accuracy.

- Typewriting: 45 wpm for five minutes with no more than 5 errors
- (3) Maintenance of a grade point average of C (2.0) with no grade falling below this point.
  - (4) Acceptable standards of attendance and citizenship.





## CAREER CERTIFICATE PROGRAMS

### ACCOUNTING

Note: This certificate will require more than two semesters

		UNITS
Business 80 a-b	Elementary Accounting	4-4
82	Tax and Payroll Accounting	4
83	Cost Accounting	3
92	Modern Business	3
68a	Office Machines	2
111	Business Data Processing	3
96b	Writing for Business	3
96c	Business Report Writing	3
91b	Office Management	3
		32

### CERTIFICATE OF ACHIEVEMENT

#### I. CERTIFICATE IN BANK SUPERVISION

(12 Units must be from Group A and any 12 Units from Group B)

##### GROUP A

Business 140	(Principles of Bank Operations)	3
93	(Survey of Business Law)	3
98	(Human Relations in Business)	3
135	(Personnel Management Techniques)	3

##### GROUP B

Business 1A/1B	(Principles of Accounting)	4/4
80A/80B	(Elementary Accounting)	4/4
91B	(Office Management)	3
96B	(Writing for Business)	3
111	(Business Data Processing)	3
Economics 1A/1B	(Economics)	3/3
10	(Fundamentals of Economics)	3
51	(The American Economy)	3
Speech 51	(Practical Speech)	3
Psychology 51	(Psychology of Personal Adjustment)	3
1A	(General Psychology)	3
1B	(Fields of Applied Psychology)	3

#### II CERTIFICATE IN BANK CREDIT

(12 Units must be from Group A and any 12 units from Group B)

##### GROUP A

Business 140	(Principles of Bank Operations)	3
141	(Analysis of Financial Statements)	3
142	(Installment Credit)	3
93	(Survey of Business Law)	3

**GROUP B**

Business 1A/1B	(Principles of Accounting)	4/4
80A/80B	(Elementary Accounting)	4/4
96B	(Writing for Business)	3
111	(Business Data Processing)	3
10	(Modern Business)	3
92	(Survey of American Business)	3
98	(Human Relations in Business)	3
135	(Personnel Management Techniques)	3
Economics 1A/1B	(Economics)	3/3
10	(Fundamentals of Economics)	3
51	(The American Economy)	3
Psychology 51	(Psychology of Personal Adjustment)	3
1A	(General Psychology)	3
1B	(Fields of Applied Psychology)	3
		<u>32</u>

**GENERAL BUSINESS (MEN)**

Business	Typewriting (45 wpm for 5 minutes, 5 errors)	2-2
68a	Office Machines	2
88	Recordkeeping for Small Business	3
95	Business Arithmetic	3
59	Records Management	2
92	Modern Business	3
67	Duplication	1
93	Survey of Business Law	3
96b	Writing for Business	3
98	Human Relations in Business	3
111	Business Data Processing	<u>3</u>
		30

**GENERAL BUSINESS (WOMEN)**

Business	Typewriting (45 wpm for 5 minutes, 5 errors)	2-2
68a	Office machines	2
69	Machine Transcription	2
87 or 88	Accounting for Secretaries or Recordkeeping for Small Business	(2) 3
95	Business Arithmetic	3
59	Records Management	2
92	Modern Business	3
67	Duplication	1
58a	Office Procedures	3
96b	Writing for Business	3
98	Human Relations in Business	3
58c	Charm	<u>1</u>
		29



## SECRETARIAL

Business	Shorthand (80 wpm for 5 minutes with 95% accuracy)	4-4 (5-5)
	Typewriting (or Transcription 45 wmp for 5 minutes, 5 errors)	2-2
58a	Office Procedures	3
58b	(Executive Secretarial Procedures) if offered	3
96b	Writing for Business	3
59	Records Management	2
87	Accounting for Secretaries	2
67	Duplication	1
92	Modern Business	3
58c	Charm	<u>1</u>
		27

## SECRETARIAL (LEGAL)

Business	Shorthand (100 wpm for 5 minutes with 95% accuracy)	4-4 (5-5)
	Typewriting (45 wpm for 5 minutes with 5 errors)	2-2
55a	Legal Office Procedures	3
55b	Legal Secretarial Procedures	3
93	Survey of Business Law (or 18—Business Law)	3
96b	Writing for Business	3
96c	Report writing	3
59	Records Management	2
69	Machine Transcription	<u>2</u>
		31

## MEDICAL OFFICE ASSISTANT (CLERICAL)

Business	Typewriting (45 wpm for 5 minutes with 5 errors)	2-2
56a	Medical Office Procedures	3
56b	Medical Secretarial Procedures	3
95	Business Arithmetic	3
96b	Writing for Business	3
59	Records Management	3
69	Machine Transcription	2
87 (or 88)	Accounting for Secretaries (or Recordkeeping for Small Business)	2-3
67	Duplication	1
Biology 51	Human Biology	3
52	Human Physiology	<u>4</u>
		31



## MERCHANDISING

Business 71	Applied Professional Selling	3
72	Retailing	3
73	Retail Buying	3
74	Marketing	3
75a	Advertising	3
75b	Elements of Store Display	1
76	Credits and Collections	3
92	Modern Business	3
95	Business Arithmetic	3
96b	Writing for Business	3
80a	Elementary Accounting	4
		32

## BUSINESS DATA PROCESSING

NOTE: This certificate will require more than two semesters.

		Units
Business 111	Business Data Processing	3
116	RPG Computer Programming	3
117	Cobol Programming	3
118	Administrative Systems and Procedures	3
119	IBM 1130 Assembly Language Programming	3
80 a-b	Elementary Accounting	4-4
82	Tax and Payroll Accounting	4
83	Cost Accounting	3
96b	Writing for Business	3
91b	Office Management	3
92	Modern Business	3
		39



## ACCOUNTING

### Suggested Program

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
*Business 80a . . . . .	4	Business 80b . . . . .	4
Business 68a . . . . .	2	Business 111 . . . . .	3
Business 92 . . . . .	3	Business 93 . . . . .	3
Business 59 . . . . .	2	Business 96b . . . . .	3
Business 67 . . . . .	1	Hygiene 1 . . . . .	2
English 51 . . . . .	3	Physical Education . . . . .	1
Physical Education . . . . .	<u>1</u>		<u>16</u>
	16		

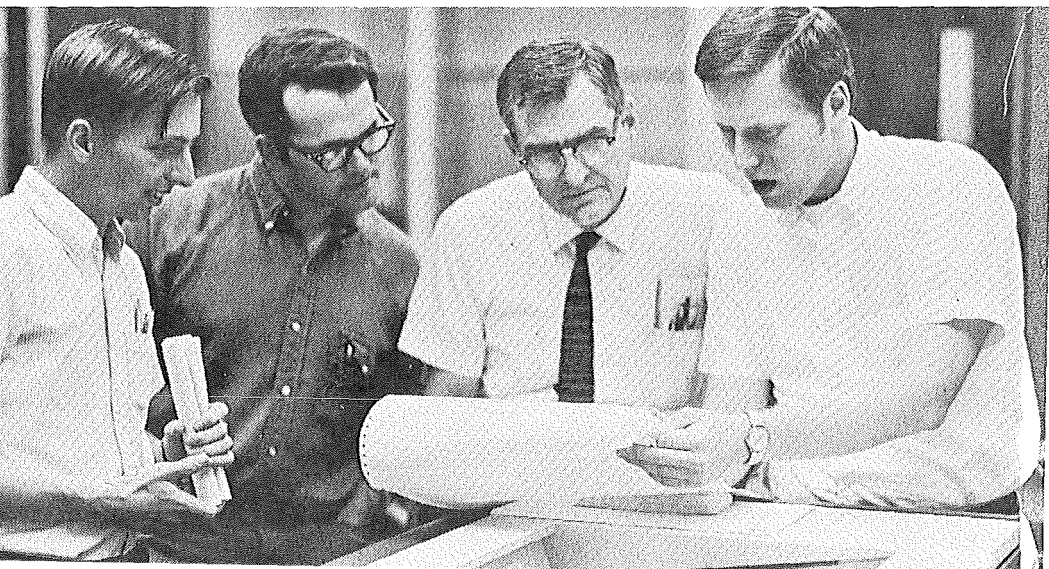
\*The student who has had two years of high-school bookkeeping should register for Business 80b, substituting recommended electives for Business 80a.

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 91a . . . . .	3	Business 82 . . . . .	4
Business 96c . . . . .	3	Business 83 . . . . .	3
Business 98 . . . . .	3	Business 91b . . . . .	3
History 51 . . . . .	3	Speech 51 . . . . .	3
Electives . . . . .	3	Political Science 51 . . . . .	3
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	1
	16		<u>17</u>

Recommended electives: Business 13 (Business Consumer Problems); Business 58a (Office Procedures); Business 76 (Credits and Collections); Business 90 (Business Statistics); Business 95 (Business Arithmetic); Business 97 (Personal Finance).

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



## BANKING AND FINANCE

### Suggested Program

The Banking and Finance curriculum is a pre-employment curriculum designed for those students who wish to pursue a career in banks, savings and loan associations, or other financial institutions.

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 80a or 1a . . . . .	4	Business 80b or 1b . . . . .	4
Business 92 or 10 . . . . .	3	Business 111 . . . . .	3
Business 95 or Math 22 . . . . .	3	Business 97 . . . . .	3
Business 98 or Psych. 51 . . . . .	3	English 1a or 51 . . . . .	3
Hygiene 1 . . . . .	2	History 51, 11, 12 . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>16</u>		<u>17</u>

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 140 . . . . .	3	Speech 51 or 1a . . . . .	3
Business 93 or 18 . . . . .	3	Business 42 . . . . .	3
Political Science 51 or 5 . . . . .	3	Business 135 . . . . .	3
Business 96b . . . . .	3	Business 20 . . . . .	3
Business 40a . . . . .	3	Business 76 . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>16</u>		<u>16</u>

## BUSINESS DATA PROCESSING

### Suggested Program

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 111 . . . . .	3	Business 80b . . . . .	4
Business 80a . . . . .	4	Business 117 . . . . .	3
Business 92 . . . . .	3	Business 96b . . . . .	3
English 51 . . . . .	3	Business 93 . . . . .	3
Mathematics Elective . . . . .	3	Electives . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>17</u>		<u>17</u>

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 116 . . . . .	3	Business 118 . . . . .	3
Speech 51 . . . . .	3	Business 119 . . . . .	3
Business 96c . . . . .	3	Business 82 . . . . .	4
Hygiene 1 . . . . .	2	Political Science 51 . . . . .	3
History 51 . . . . .	3	Electives . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>15</u>		<u>17</u>

Suggested electives: Business 81 (Advanced Accounting); Business 83 (Cost Accounting); Business 91a (Small Business Management); Business 91b (Office Management); Business 98 (Human Relations)

## GENERAL BUSINESS (CLERICAL)

### Suggested Program

#### FIRST YEAR

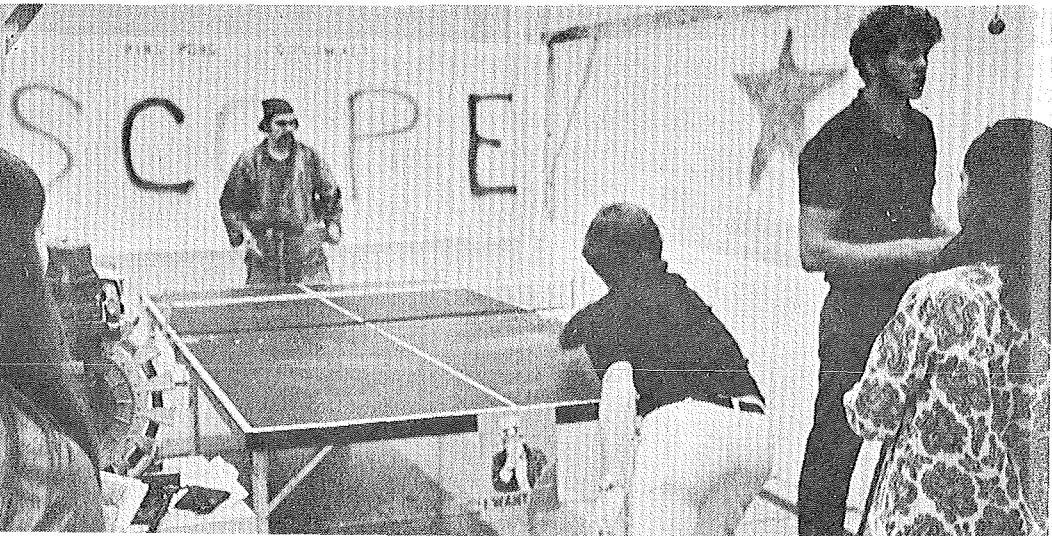
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 60 or 61 . . . . .	2	Business 61 or 62 . . . . .	2-1
Business 70 . . . . .	3	Business 68a . . . . .	2
Business 95 . . . . .	3	Business 58c . . . . .	1
English 51 . . . . .	3	Business 59 . . . . .	2
Elective . . . . .	3	Business 92 . . . . .	3
Physical Education . . . . .	1	Speech 51 . . . . .	3
	<u>15</u>	Hygiene 1 . . . . .	2
		Physical Education . . . . .	1
			<u>16/15</u>

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 61 or 62 . . . . .	2	Business 111 . . . . .	3
Business 67a . . . . .	1	Business 67b . . . . .	1
Business 97 . . . . .	3	Business 88 . . . . .	3
Business 96b . . . . .	3	Business 58a (or 58b) . . . . .	3
Business 98 . . . . .	3	Business 69 . . . . .	2
Political Science 51 . . . . .	3	History 51 . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>16</u>		<u>16</u>

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

Recommended electives: Business 13 (Business Consumer Problems); Business 91a (Small Business Management); Business 58b (Executive Secretarial Procedures); Business 93 (Survey of Business Law)



## LEGAL SECRETARIAL

### Suggested Program

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 52a . . . . .	4	Business 52b . . . . .	4
Business 53a . . . . .	2	Business 53b . . . . .	2
Business 96a . . . . .	3	Business 96b . . . . .	3
Business 92 . . . . .	3	Business 69 . . . . .	2
Business 58c . . . . .	1	Business 59 . . . . .	2
Hygiene 1 . . . . .	2	*Business 87 . . . . .	2
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	16		16

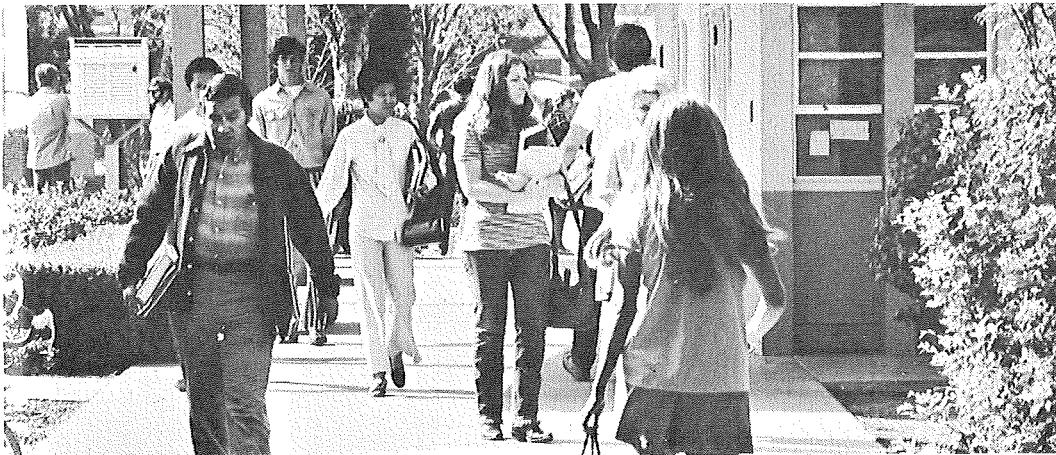
\*An elective should be substituted if the student has had high-school bookkeeping or accounting.

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 55a . . . . .	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 . . . . .	<u>1</u>	Speech 51 . . . . .	3
	16	Physical Education . . . . .	<u>1</u>
			16

NOTE: The specialized legal procedures and legal shorthand courses are offered only in alternate years; they will again be offered in the college year 1973-1974.

Recommended electives: Business 97 (Personal Finance); Business 13 (Business Consumer Problems); Business 91a (Small Business Management); Business 111 (Introduction to Data Processing).





## MEDICAL OFFICE ASSISTANT CLERICAL

### Suggested Program

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 60a . . . . .	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 . . . . .	1	Hygiene 1 . . . . .	2
	<u>15</u>	Physical Education . . . . .	<u>1</u>
			<u>16</u>

#### 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 . . . . .	<u>1</u>
Physical Education . . . . .	<u>1</u>		<u>17</u>
	<u>17</u>		

\*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 the fall semester of 1972 should be registered in Business 56a.

Recommended electives: Business 92 (Survey of American Business); Business 62 (Production Typewriting); Business 97 (Personal Finance); Business 111 (Introduction to Data Processing).



## MEDICAL SECRETARIAL

### Suggested Program

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 52a . . . . .	4	Business 52b . . . . .	4
Business 53a . . . . .	2	Business 53b . . . . .	2
Business 92 . . . . .	3	Business 96b . . . . .	3
Business 96a . . . . .	3	Business 69 . . . . .	2
Biology 51 . . . . .	3	Business 58c . . . . .	1
Physical Education . . . . .	1	Biology 52 . . . . .	4
	<u>16</u>	Physical Education . . . . .	1
			<u>17</u>

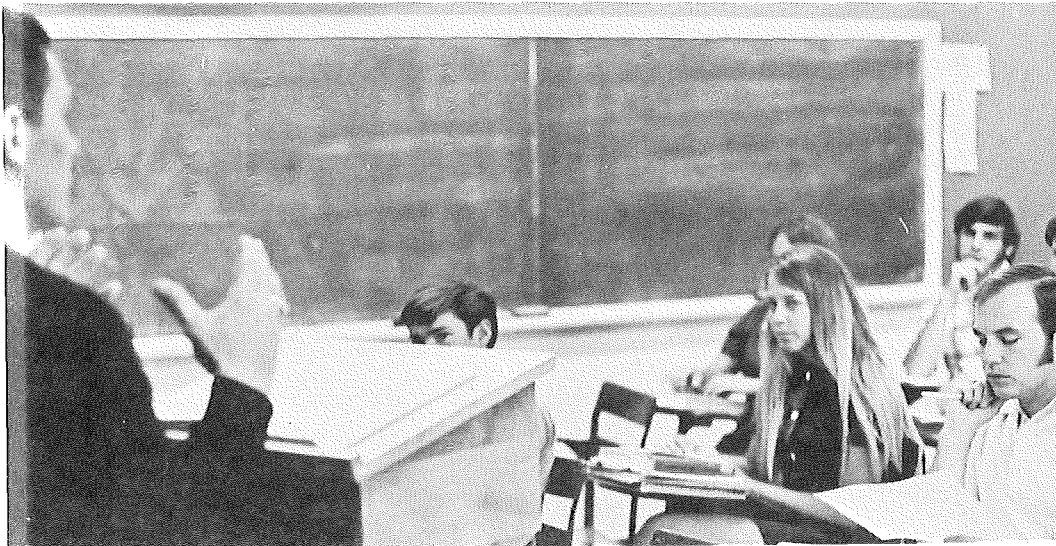
#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 56a . . . . .	3	Business 56b . . . . .	3
Business 96c . . . . .	3	Business 91b . . . . .	3
Business 59 . . . . .	2	Business 67 . . . . .	4
Business 98 . . . . .	3	*Business 87 . . . . .	2
Hygiene 1 . . . . .	2	Speech 51 . . . . .	3
History 51 . . . . .	3	Political Science 51 . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>17</u>		<u>19</u>

\*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; they will again be offered in the college year 1972-73.

Recommended electives: Hygiene 3 (Red Cross First Aid); Business 95 (Business Arithmetic); Business 76 (Credits and Collections); Business 97 (Personal Finance); Business 111 (Introduction to Data Processing).



## MERCHANDISING

### Suggested Program

#### FIRST YEAR

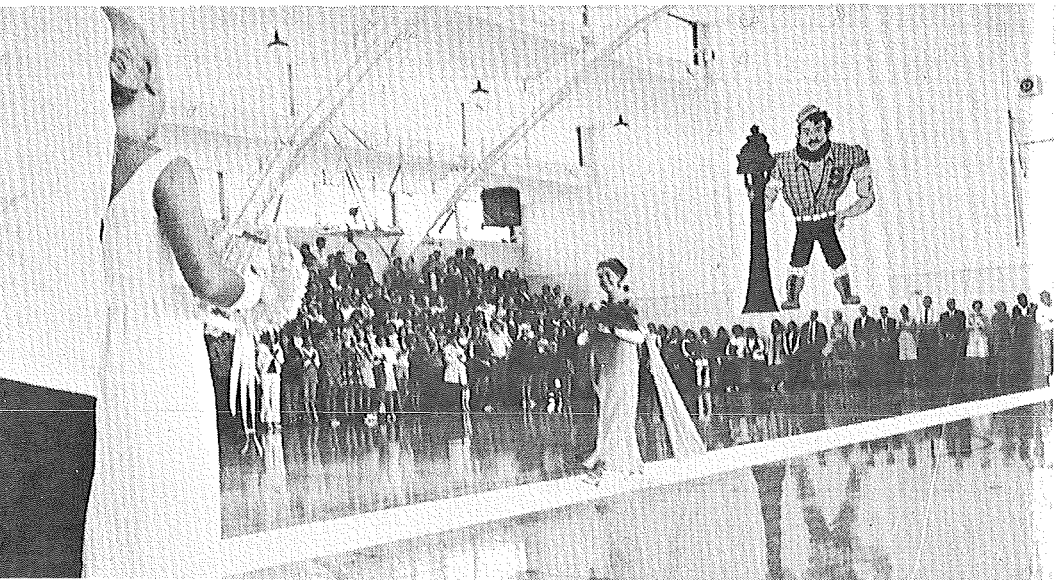
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 71 . . . . .	3	Business 74 . . . . .	3
Business 72 . . . . .	3	Business 95 . . . . .	3
Business 92 . . . . .	3	Speech 51 . . . . .	3
Business 91a . . . . .	3	Art 20a . . . . .	2
English 51 . . . . .	3	Hygiene 1 . . . . .	2
Physical Education . . . . .	1	*Business 60 or 61 . . . . .	2
	<u>16</u>	or an elective	
		Physical Education . . . . .	<u>1</u>
			<u>16</u>

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

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 75a . . . . .	3	Business 73 . . . . .	3
Business 80a . . . . .	4	Business 75b . . . . .	1
Business 96c . . . . .	3	Business 76 . . . . .	3
Business 98 . . . . .	3	Business 80b . . . . .	4
History 51 . . . . .	3	Business 96b . . . . .	3
Physical Education . . . . .	1	Political Science 51 . . . . .	3
	<u>17</u>	Physical Education . . . . .	<u>1</u>
			<u>18</u>

Recommended electives: Business 111 (Introduction to Data Processing); Business 93 (Survey of Business Law); Business 97 (Personal Finance).



## OFFICE MANAGEMENT

### Suggested Program

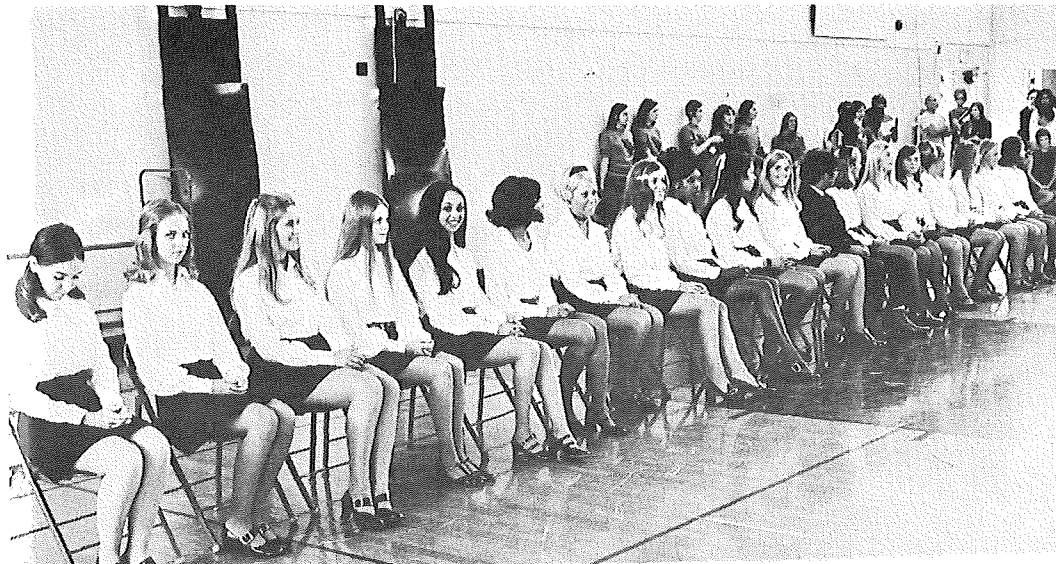
#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 92 . . . . .	3	Business 93 . . . . .	3
Business 80a . . . . .	4	Business 80b . . . . .	4
Business 59 . . . . .	2	Business 67 . . . . .	1
Business 91a . . . . .	3	Business 76 . . . . .	3
English 51 . . . . .	3	Speech 51 . . . . .	3
Physical Education . . . . .	1	Hygiene 1 . . . . .	2
	<u>16</u>	Physical Education . . . . .	1
			<u>17</u>

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 58a (or 58b) . . . . .	3	Business 91b . . . . .	3
Business 96c . . . . .	3	Business 111 . . . . .	3
Business 98 . . . . .	3	Business 96b . . . . .	3
History 51 . . . . .	3	Business 68a . . . . .	2
Electives . . . . .	3	Political Science 51 . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>16</u>		<u>15</u>

NOTE: Business 60a-b is required if the student has not already had typewriting. Recommended electives: Business 61 (Advanced Typewriting); Business 62 (Production 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 40a . . . . .	3	*Business 40b . . . . .	3
Business 92 . . . . .	3	Business 80b . . . . .	4
Business 80a . . . . .	4	Business 59 . . . . .	2
English 51 . . . . .	3	Speech 51 . . . . .	3
Business 71 . . . . .	3	Hygiene 1 . . . . .	2
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	<u>17</u>		<u>15</u>

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
*Business 41 . . . . .	3	*Business 43 . . . . .	3
*Business 42 . . . . .	3	*Business 45a . . . . .	3
Business 96c . . . . .	3	Business 91b . . . . .	3
Business 98 . . . . .	3	Business 96b . . . . .	3
History 51 . . . . .	3	Political Science 51 . . . . .	3
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	<u>16</u>		<u>16</u>

\*To be completed in the Evening College.

Suggested Electives: Business 93 (Survey of Business Law) or Business 18 (Business Law); Business 75a (Advertising).



**SECRETARIAL**  
**Suggested Program**  
**FIRST YEAR**

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 50a, 51a, or 52a . . . . .	5-4	Business 50b, 52a, 52b . . . . .	5-4
Business 60a, 61, 53a . . . . .	2	Business 60b, 62, 53a, 53b . . . . .	2
Business 92 . . . . .	3	Business 59 . . . . .	2
Business 96a . . . . .	3	Business 96b . . . . .	3
Business 68a . . . . .	2	*Business 87 . . . . .	2
Business 58c . . . . .	1	Hygiene 1 . . . . .	2
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	<b>16</b>		<b>16</b>

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

**SECOND YEAR**

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 52a . . . . .	4	Business 52b . . . . .	4
Business 53a . . . . .	2	Business 53b . . . . .	2
Business 96c . . . . .	3	Business 67b . . . . .	1
**Business 58a (or 58b) . . . . .	3	Business 58b or Business 91b . . . . .	3
Business 67 . . . . .	1	Speech 51 . . . . .	3
History 51 . . . . .	3	Political Science 51 . . . . .	3
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	<b>17</b>		<b>17</b>

\*\*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 91a (Small Business Management); Business 111 (Introduction to Data Processing)



## COSMETOLOGY

College of the Sequoias has contracted with two Visalia beauty colleges for the provision of cosmetology instruction to registered COS men and women students. Students who successfully complete 1600 hours of training are qualified to take the State Board of Cosmetology examination to become licensed cosmetologists. The 1600 hours may be completed in either three semesters or a combination of two semesters and a twelve-week summer session. Students may enter the cosmetology program either at the beginning of the summer session or at the beginning of a regular semester.

Applicants for the cosmetology program must be interviewed and accepted by the training director of one of the participating beauty colleges. The deadline for submission of applications is two weeks before the start of the semester or summer session. COS students will be required to post a deposit of \$25 with the beauty college for the use of a training kit. The deposit will be refunded when the student has completed the program and returned the kit complete and in good condition.

While in training at the beauty college the student will wear a distinctive shoulder patch available at the COS bookstore on a uniform approved by the beauty college.

During the program, at least one college course, in addition to cosmetology, must be taken at either COS or another accredited college.

Students under 21 years of age are required by state law to take a physical education course each semester.

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Cosmetology 50a . . . .	14	Cosmetology 50b . . . .	14
Elective . . . . .	3	Elective . . . . .	3
Physical Education . . . .	1	Physical Education . . . .	1
	<u>18</u>		<u>18</u>

### SUMMER SESSION (12 WEEKS)

Cosmetology 50c - - - 14 units

### CERTIFICATE OF ACHIEVEMENT IN COSMETOLOGY

A Certificate of Achievement in Cosmetology will be granted to students who satisfy the following requirements.

1. Completion of Cosmetology 50abc with graded of C or better
2. Completion of the 1600 hours of instruction specified by the California State Board of Cosmetology.

### ASSOCIATE IN ARTS DEGREE IN COSMETOLOGY

The Associate in Arts degree in Cosmetology will be granted to students who complete a total of 60 semester units which include the following:

History 51	3 units
Political Science 51	3 units
English or Speech	6 units
Hygiene 1	2 units
Physical Education	2 units

Recommended electives:

Business or other courses approved by the student's counselor.

## DENTISTRY

### University of California Medical Center, San Francisco

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

A School of Dentistry has been organized also at the University of California at Los Angeles.

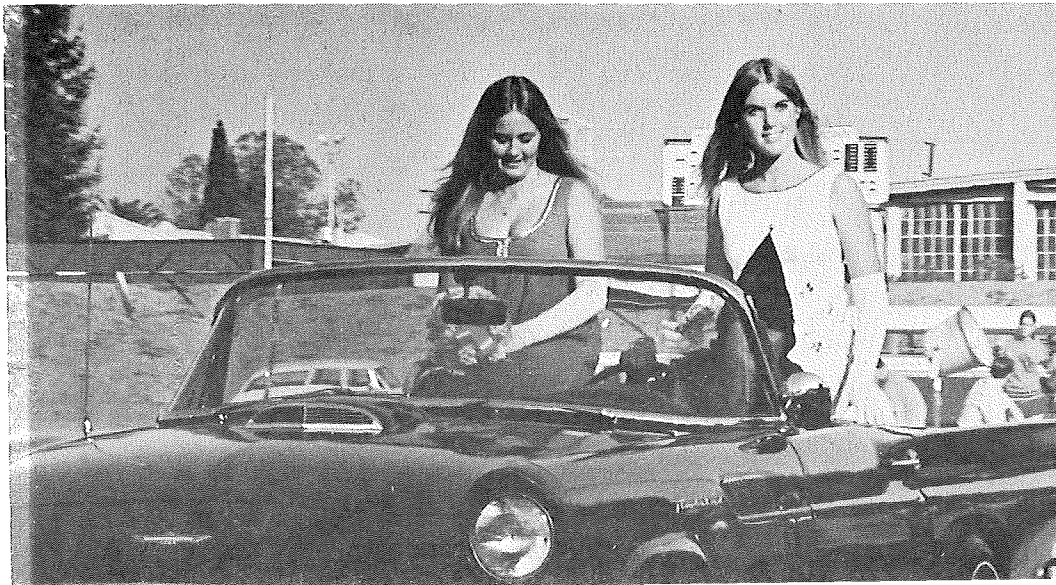
#### Suggested Program

##### 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 . . . . .	1	Physical Education . . . . .	1
	<u>17</u>		<u>17</u>

##### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Chemistry 8 . . . . .	3	Chemistry 5 (optional) . . . . .	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 . . . . .	1	Physical Education . . . . .	1
	<u>16/17</u>		<u>15/16</u>





## 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 (30 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 . . . . .	3	English 1b . . . . .	3
Foreign Language* . . . . .	4	Foreign Language* . . . . .	4
Zoology 1 . . . . .	5	Botany 1 . . . . .	5
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>18</u>		<u>18</u>

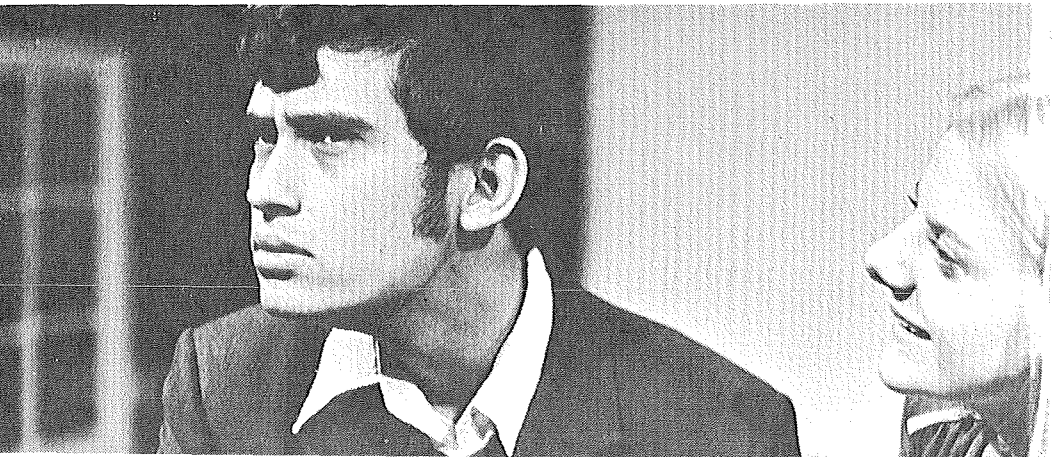
### SECOND YEAR

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	Political Science 5 . . . . .	3
English 5,30,44 or 46 . . . . .	3	History 11 or 12 . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>18</u>		<u>17</u>

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



## EDUCATION

### Teaching Credentials

A new Teacher Preparation and Licensing Law will become effective on January 1, 1973. The State of California requires a credential for teaching in the public schools. Preparation requires five years of college training. Under certain circumstances the fifth year of college may be completed while teaching.

There will be two types of credentials: Teaching Credential and Services Credential. For the junior college student, only the Teaching Credential should be considered. There will be four kinds of Teaching Credentials:

- |                     |                           |
|---------------------|---------------------------|
| 1. Single Subject   | 3. Specialist Instruction |
| 2. Multiple Subject | 4. Designated Subjects    |

These credentials may be used to teach a subject to any grade level or for adults.

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

## ENGINEERING

### Recommended Transfer Program

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Engineering 5a . . . . .	4	Engineering 5b . . . . .	4
Physics 5a . . . . .	3	Physics 5b . . . . .	3
Mathematics 5a . . . . .	4	Mathematics 5b . . . . .	4
Hygiene 1 . . . . .	2	Chemistry 1a . . . . .	5
Mathematics 15 . . . . .	3	Physical Education . . . . .	<u>1</u>
Physical Education . . . . .	<u>1</u>		<u>17</u>
	17		

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Engineering 5c . . . . .	4	Engineering 5d . . . . .	4
Physics 5c . . . . .	3	Physics 5d . . . . .	3
Mathematics 5c . . . . .	4	Mathematics 5d . . . . .	4
History 11 or 12 . . . . .	3	Political Science 5 . . . . .	3
Chemistry 8 . . . . .	3	English 1a . . . . .	3
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	18		18

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 requires 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.

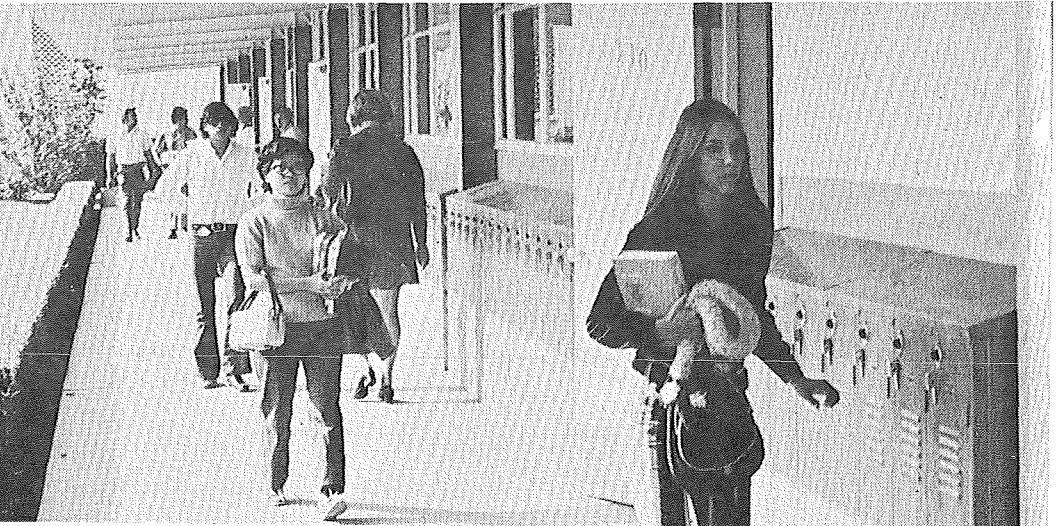
#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Mathematics 53/54/30 . . . . .	3	Mathematics 54/30/31 . . . . .	3/4
Industrial Arts 22 . . . . .	3	Industrial Arts 24 . . . . .	3
Chemistry 53 . . . . .	3	Mathematics 20 . . . . .	2
English 51 . . . . .	3	English/Speech . . . . .	3
Architecture 6a . . . . .	2	Architecture 31 . . . . .	2
Architecture 40 . . . . .	1	Political Science 51 . . . . .	3
Hygiene 1 . . . . .	2	Physical Education . . . . .	1
Physical Education . . . . .	1		<u>17/18</u>
	<u>18</u>		

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Mathematics 30/31/16a . . . . .	3/4	Mathematics 31/16a */16b* . . . . .	3/4
History 51 . . . . .	3	Industrial Arts 23 . . . . .	2
Architecture 37a . . . . .	2	Architecture 37b . . . . .	2
Physics 2a . . . . .	4	Physics 2b . . . . .	4
Architecture 6b . . . . .	2	Architecture 6c . . . . .	2
Industry & Technology 40a . . . . .	3	Physical Education . . . . .	1
Physical Education . . . . .	1		<u>14/15</u>
	<u>18/19</u>		

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



## DRAFTING

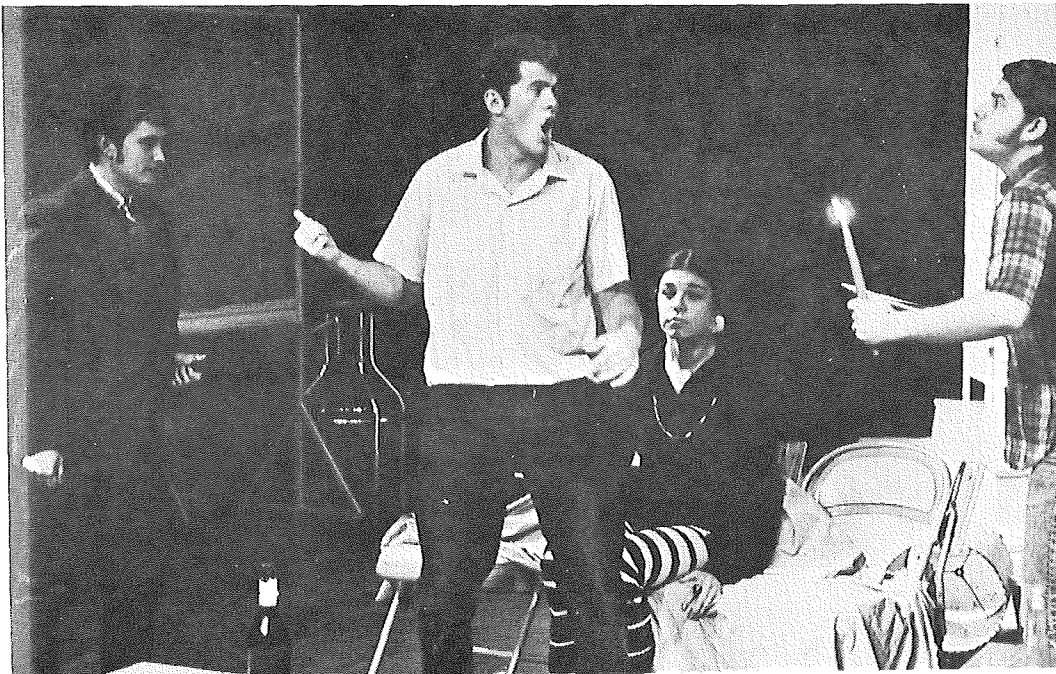
This curriculum is designed to train men and women to enter a career in either Architectural Drawing or Engineering Drawing on the completion of this program.

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Industrial Arts 22 . . . . .	3	Industrial Arts 24 . . . . .	3
Architecture 6a . . . . .	2	Architecture 31 . . . . .	2
Architecture 40 . . . . .	1	Math 54 . . . . .	3
Math 53 . . . . .	3	Math 19/20 . . . . .	2
English 50/54 or 51 . . . . .	6-3	English 51 or Speech 51 . . . . .	3
Hygiene . . . . .	2	Science Elective . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>18/15</u>		<u>17</u>

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Architecture 2a . . . . .	3	Industrial Arts 23 . . . . .	3
Architecture 32 . . . . .	2	Architecture 33 . . . . .	2
Architecture 37a . . . . .	2	Architecture 37b . . . . .	2
History 51 . . . . .	3	Political Science 51 . . . . .	3
Industry & Technology 40a . . . . .	3	Industry & Technology 40b . . . . .	3
Elective . . . . .	3	Elective . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>17</u>		<u>17</u>



## 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, there is the Pre-School Education Program leading to the Day Care Teacher Permit. In addition, for the terminal student desiring 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 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 1a . . . . .	5	Physiology 1a, 1c . . . . .	5
Home Economics 12a . . . . .	3	Psychology 1a . . . . .	3
English 1a . . . . .	3	English 1b . . . . .	3
Home Economics 15 . . . . .	2	History 11 or 12 . . . . .	3
Home Economics 24 . . . . .	2	Art 6a . . . . .	2
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>16</u>		<u>17</u>

#### SECOND YEAR

SECOND SEMESTER	UNITS	SECOND SEMESTER	UNITS
Economics 1a . . . . .	3	Economics 1b . . . . .	3
Chemistry 8 . . . . .	3	Bacteriology 1 . . . . .	5
Sociology 1a . . . . .	3	Political Science 5 . . . . .	3
Hygiene 1 . . . . .	2	Home Economics 26 . . . . .	2
English 5 or		Home Economics 10b . . . . .	3
Philosophy 6a . . . . .	3	Physical Education	1
Home Economics 10a . . . . .	3		<u>17</u>
Physical Education . . . . .	1		
	<u>18</u>		

## TRANSFER PROGRAM—STATE COLLEGES

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 1a . . . . .	3	English 1b . . . . .	3
Home Economics 15 . . . . .	2	Home Economics 10b or 12b . . . . .	3
Home Economics 24 . . . . .	2	Chemistry 2b . . . . .	3*
Chemistry 2a . . . . .	3*	Physical Education . . . . .	1
Physical Education . . . . .	1	History 11 or 12 . . . . .	3
Art 6a . . . . .	2	Psychology 1a . . . . .	<u>3</u>
Home Economics 10a or 12a . . . . .	<u>3</u>		16
	16		

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Home Economics 12a or 10a . . . . .	3	Home Economics 12b or 10b . . . . .	3
Home Economics 16 . . . . .	3	Home Economics 22 . . . . .	3
Home Economics 39 . . . . .	3	Nutrition 8 . . . . .	3
Political Science 5 . . . . .	3	Physical Education . . . . .	1
Speech 1a . . . . .	3	Home Economics 26 . . . . .	2
Physical Education . . . . .	1	Home Economics 13 . . . . .	3
Hygiene . . . . .	<u>2</u>	Home Economics 38 . . . . .	<u>3</u>
	18		18

## ASSOCIATE IN ARTS DEGREE PROGRAMS

### GENERAL HOME ECONOMICS

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English . . . . .	3	English . . . . .	3
Home Economics 24 . . . . .	3	Home Economics 51b . . . . .	2
Home Economics 50a . . . . .	2	Political Science 51 . . . . .	3
Home Economics 51a . . . . .	2	Home Economics 26 . . . . .	2
Physical Education . . . . .	1	Psychology 51 . . . . .	3
Electives . . . . .	3	Physical Education . . . . .	1
Home Economics 15 . . . . .	<u>2</u>	Home Economics 38 . . . . .	<u>3</u>
	16		17

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Home Economics 16 . . . . .	3	Speech 1a . . . . .	3
Home Economics 39 or 38 . . . . .	3	Home Economics 22 . . . . .	3
Hygiene . . . . .	2	History 51 . . . . .	3
Art 19 . . . . .	2	Home Economics 13 . . . . .	3
Business 97 . . . . .	3	Nutrition 8 . . . . .	3
Elective . . . . .	3	Physical Education . . . . .	<u>1</u>
Physical Education . . . . .	<u>1</u>		16
	17		

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

\*Cal Poly—Chem 1a-b.

## DAY CARE TEACHER

Suggested Sequence of Courses for the Associate in Arts degree in Home Economics to secure "Permit Authorizing Service in Instruction in Children's Centers."

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 1a or 51 . . . . .	3	*Home Economics 40b . . . . .	3
Psychology 1a or 51 . . . . .	3	(Preschool Practice)	
*Home Economics 39 or 59 . . . . .	3	*Home Economics 41 . . . . .	3
Child Development)		(Child in Family & Society)	
*Home Economics 40a . . . . .	3	Art 3 . . . . .	2
(Preschool)		Speech 1a or 51 . . . . .	3
Home Economics 26 . . . . .	2	Home Economics 24 . . . . .	3
Music 21 . . . . .	1	Hygiene 1 . . . . .	2
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	16		17

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Art 6a . . . . .	2	Art 6b or 12a . . . . .	.1 or 3
Home Economics 13 . . . . .	3	Nutrition 8 . . . . .	3
Home Economics 38 . . . . .	3	History 11, 12 or 51 . . . . .	3
Political Science 5 or 51 . . . . .	3	Physical Education . . . . .	1
Home Economics . . . . .	3	Additional foods or . . . . .	.3 or 2
Home Economics 10a or 50a . . . . .	3 2	clothing construction	
50a Foods or 12a or 51a		Electives to complete 60 units	<u>0 to 3</u>
Clothing Construction			13 to 14
Physical Education . . . . .	<u>1</u>		
	18/17		

Suggested electives: Art 1a, Home Economics 16, Drama 10a, Physical Science 10, Music 10.

\*Courses which will meet the 12 unit requirements for the Permit.



# INDUSTRIAL EDUCATION

## INDUSTRIAL ARTS EDUCATION

### Suggested Program for the Teaching 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

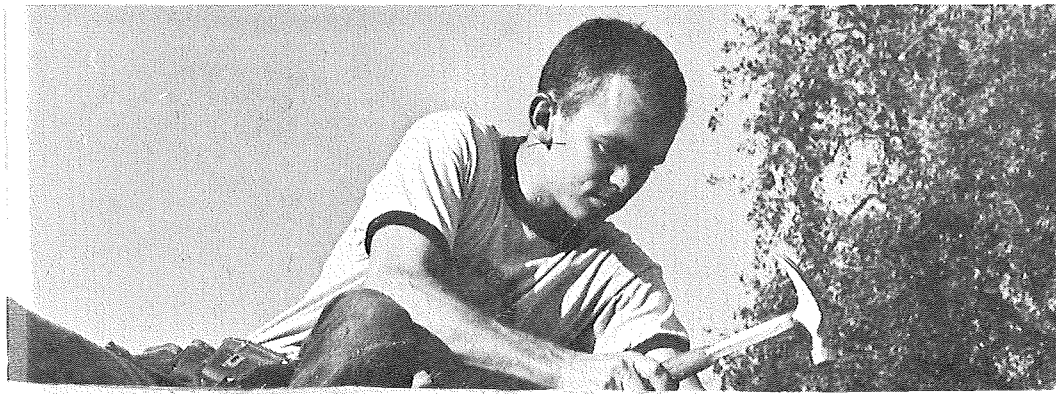
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Industrial Arts 1 . . . . .	3	Industrial Arts 22 . . . . .	3
Industrial Arts 11 . . . . .	3	Industrial Arts 12 . . . . .	3
English 1a . . . . .	3	English 1b . . . . .	3
History 11 or 12 . . . . .	3	Political Science 5 . . . . .	3
Physical Science 10 . . . . .	3	Physical Science 12 . . . . .	3
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	16		16

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Gen. Education Electives	3	Hygiene 1 . . . . .	2
Industry & Technology 40a . . . . .	3	Art or Music elective . . . . .	2
Psychology 1a . . . . .	3	Speech 1a . . . . .	3
Biology 1a or 1b . . . . .	3	Electives . . . . .	10
Social Science elective . . . . .	3	Physical Education . . . . .	<u>1</u>
Physical Education . . . . .	<u>1</u>		18
	16		

Suggested Electives: Art 6a; Art 7a; Economics 1a; Sociology 1a; Mathematics 54; Mathematics 53; Industry & Technology 6b, Industry & Technology 10a, Industry & Technology 10b.

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





## Suggested Program for the Bachelor of Science Degree in Industrial Technology—Construction Option

The student interested in a professional technical management position in the construction 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	Speech 1a . . . . .	3
Industrial Arts 22 . . . . .	3	Architecture 1a . . . . .	3
GE Elective . . . . .	3	GE Elective . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>16</u>		<u>16</u>

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Physics 2a . . . . .	4	Physics 2b . . . . .	4
Mathematics 16a . . . . .	3	Mathematics 16b . . . . .	4
Industrial Arts 11 . . . . .	3	GE Elective . . . . .	3
Political Science 5 . . . . .	3	Elective in Emphasis . . . . .	3
Elective in Option . . . . .	3	Elective in Option . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>17</u>		<u>18</u>

General Education electives should be chosen to meet the requirements for certification established by COS for transfer to a bachelor's degree program.

Electives for Emphasis.

Heavy construction: Industrial Arts 23

Architectural Drafting: Industrial Arts 23

Light Building Construction: Business 18

Real Estate: Business 18

Building Materials: Math 15

Electives for Option:

Chemistry 2a, 2b; Architecture 2a, 6a, 6b, 6c, 31, 32, 33, 37a, 37b, 40 8;

Carpentry and Mill Cabinet 49a, 49b, 49c, 49d; Building Trades 51a, 51b, 55a, 55b, 56a, 56b, 60, 62, 63, 64, 75a; Business 40a, 70.

An additional 6 units of credit may be taken in summer session or as an overload to accelerate a student's program and maximize transfer credit toward the BS degree (70 units). Courses may be chosen from the Electives for the major (above).

## INDUSTRIAL ARTS

### Drafting Option

Designed for the student who is interested in a teaching career.

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Industrial Arts 22 . . . . .	3	Industrial Arts 24 . . . . .	3
Architecture 6a . . . . .	2	Architecture 31 . . . . .	2
Architecture 40 . . . . .	1	Industry & Technology 10a . . . . .	3
Industrial Arts 1 . . . . .	3	Political Science 5 . . . . .	3
History 11 or 12 . . . . .	3	Biology . . . . .	3
Physical Science 10 . . . . .	3	Humanities . . . . .	3
Hygiene 1 . . . . .	2	Physical Education . . . . .	<u>1</u>
Physical Education . . . . .	<u>1</u>		<u>18</u>
	<u>18</u>		

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Architecture 2a . . . . .	3	Industrial Arts 23 . . . . .	3
Industry & Technology 40a . . . . .	3	Industrial Arts 11 . . . . .	3
Social Science Elective . . . . .	3	Industrial Arts 12 . . . . .	3
English 1a . . . . .	3	Social Science Elective . . . . .	3
Speech 1a . . . . .	3	English 1b . . . . .	3
Science Elective . . . . .	3	Psychology . . . . .	3
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	<u>19</u>		<u>19</u>

Required: Math 54



## SUGGESTED Program for the Bachelor of Science Degree in Industrial Technology Electronics Option

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 suggested 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
Electronics 57a . . . . .	7	Electronics 57b . . . . .	7
English 1a . . . . .	3	Speech 1a . . . . .	3
Mathematics 54 . . . . .	3	Mathematics 16a . . . . .	3
Chemistry 2a . . . . .	3	Chemistry 2b . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>17</u>		<u>17</u>

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Electronics 58a . . . . .	7	Electronics 58b . . . . .	7
Economics 1a . . . . .	3	Economics 1b . . . . .	3
Industrial Arts 22 . . . . .	3	Physics 2b . . . . .	4
Physics 2a . . . . .	4	G.E. Elective . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>18</u>		<u>18</u>

General Education electives should be chosen to meet the requirements for certification established by COS for transfer to a bachelor's degree program.

An additional 6 units of credit may be taken in summer session or as an overload to accelerate a student's program and maximize transfer credit toward the B.S. degree. Courses should be chosen from the list of approved technical electives from the general education requirements as outlined in this catalog.



## Suggested Program for the Bachelor of Science Degree in Industrial Technology Manufacturing Option

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 11/12 . . . . .	3	Political Science 5 . . . . .	3
Industrial Arts 22 . . . . .	3	Industry & Technology 10a . . . . .	3
GE Elective . . . . .	3	GE Elective . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>16</u>		<u>16</u>

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Physics 2a . . . . .	4	Physics 2b . . . . .	4
Mathematics 16a . . . . .	3	Mathematics 16b . . . . .	3
Industrial Arts 11 . . . . .	3	Business 90 . . . . .	3
Speech 1a . . . . .	3	Mathematics 15 . . . . .	3
GE Elective . . . . .	3	GE Elective . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>17</u>		<u>17</u>

General Education electives should be chosen to meet the requirements for certification established by COS for transfer to a bachelor's degree program.

An additional 6 units of credit may be taken in summer session or as an overload to accelerate a student's program and maximize transfer credit toward the BS degree (70 units). Courses should be chosen from the list of approved technical electives below toward the emphasis of the students choice:

Drafting/Design Emphasis	Chem 2a, 2b	Industrial Arts 23, Arch. 1a, 6a
Electricity/Electronics Emphasis	Chem 2a, 2b	
Graphic Communications Emphasis	Chem 2a, 2b	
Metals Emphasis	Chem 2a, 2b, 1a, 40a, 6a	
Transportation Emphasis	Chem 2a, 2b, 1a, 12, 40a, 6a	
Wood Products Emphasis	Chem 2a, 2b, 8, 1a, 1, 2	



## 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 71 . . .	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 . . . . .	1
Physical Education . . . . .	1		<u>15</u>
	<u>16</u>		

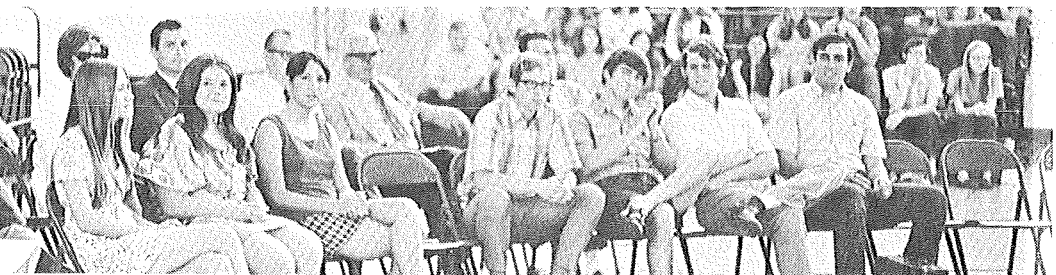
##### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Automotive Mechanics 76 . . .	4	Automotive Mechanics 77 . . .	3
Automotive Mechanics 79 . . .	3	Automotive Mechanics 78 . . .	4
Business 88 . . . . .	3	Political Science 51/5 . . . . .	3
** English . . . . .	6	Electives . . . . .	5
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>17</u>		<u>16</u>

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

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

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



## 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 task 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.

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Bldg. Trades 55a . . . . .	3	Building Trades 55b . . . . .	3
*Mathematics 50 . . . . .	2	Building Trades 51b . . . . .	2
*Business 95 . . . . .	3	Business 72 . . . . .	3
Building Trades 51a . . . . .	2	Industrial Arts 12 . . . . .	3
English . . . . .	3	Business 92 . . . . .	3
Business 71 . . . . .	3	Physical Education . . . . .	1
Hygiene 1 . . . . .	2		<u>15</u>
Physical Education . . . . .	<u>1</u>		
	19		

\*Determined by aptitude score.

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Bldg. Trades 56a . . . . .	3	Bldg. Trades 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 . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	16		16

Suggested Electives: Business 13, Business 18, Business 22, Business 91a-b, Business 98, Psychology 51, Architecture 1a-b, Architecture 2a, Architecture 31, Architecture 21, Art 6a-b, Art 31a-b.

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

## 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 college program. Students in this program receive manipulative instruction in carpentry, painting, plumbing, dry wall construction, and cabinetmaking under the supervision of master draftsmen. 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 YEAR	UNITS
Building Trades 51a . . . . .	2	Building Trades 51b . . . . .	2
Building Trades 55a . . . . .	3	Building Trades 55b . . . . .	3
Building Trades 75a . . . . .	5	Building Trades 75b . . . . .	5
*English 60 . . . . .	6	Mathematics 50 . . . . .	2
Physical Education . . . . .	1	History 51 . . . . .	3
	<u>17</u>	Physical Education . . . . .	1
			<u>16</u>

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Building Trades 56a . . . . .	3	Building Trades 56b . . . . .	3
Building Trades 76a . . . . .	5	Building Trades 76b . . . . .	5
Building Trades 77a . . . . .	2	Building Trades 77b . . . . .	2
Political Science 51 . . . . .	3	Physical Education . . . . .	1
Business 88 . . . . .	3	Hygiene 1 . . . . .	2
Physical Education . . . . .	1		<u>13</u>
	<u>17</u>		

\*If student qualifies for English 51 or English 1a, 3 units will meet the requirement for English for a Building Trades major.

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

## 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 electronics, 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 57a . . . . .	7	Electronics 57b . . . . .	7
*English . . . . .	3	History 51 . . . . .	3
Hygiene 1 . . . . .	2	Math 19-20 . . . . .	2
Elective . . . . .	3	Elective . . . . .	3
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	16		16

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Electronics 58a . . . . .	7	Electronics 58b . . . . .	7
Political Science 51 . . . . .	3	Industry & Technology 6b . . . . .	3
Industry & Technology 6a . . . . .	3	Electronics 75b . . . . .	4
Electronics 75a . . . . .	4	Elective . . . . .	3
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	18		18

Suggested Electives: Business 70, Business 97, I & T 6a, I & T 6b, I & T 40a, I & T 40b, Industrial Arts 22, Electronics 62a, Electronics 62b, Electronics 75a, Electronics 75b, Psychology 51.

\*If student qualifies for English 51 or English 1a, 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.



## INDUSTRIAL TECHNOLOGY

### Drafting Option

This program is designed for the student who is interested in professional management in industry.

#### FIRST YEAR

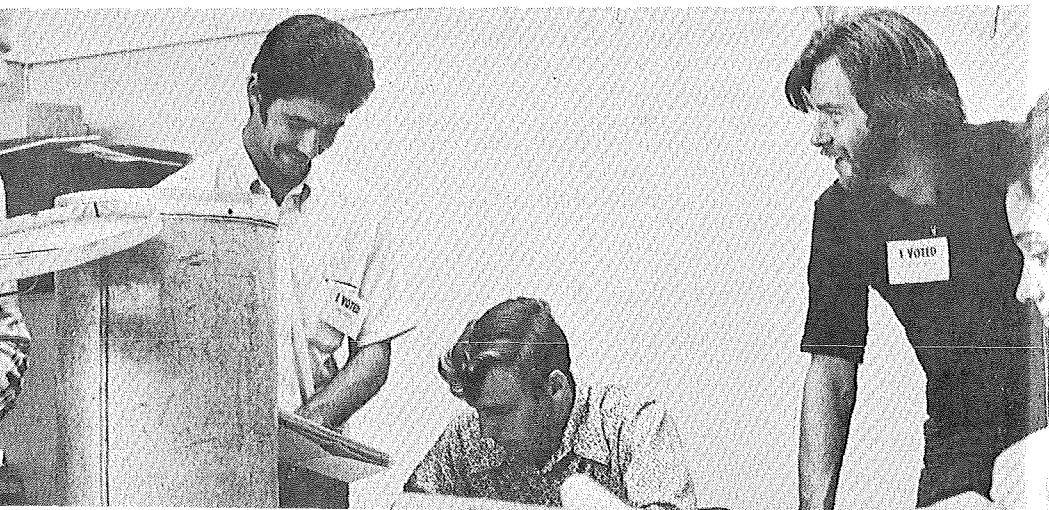
FIRST YEAR	UNITS	SECOND SEMESTER	UNITS
Industrial Arts 22 . . . . .	3	Industrial Arts 24 . . . . .	3
Architecture 6a . . . . .	2	Architecture 31 . . . . .	2
Architecture 40 . . . . .	1	Math 16b . . . . .	3
Math 16a . . . . .	3	Chemistry 2b . . . . .	3
Chemistry 2a . . . . .	3	Political Science 5 . . . . .	3
History 11 or 12 . . . . .	3	Hygiene 1 . . . . .	2
Humanities . . . . .	3	Physical Education . . . . .	<u>1</u>
Physical Education . . . . .	<u>1</u>		<u>17</u>
	19		

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Architecture 2a . . . . .	3	Industrial Arts 23 . . . . .	3
*Architecture 32 . . . . .	2	*Architecture 33 . . . . .	2
Physics 2a . . . . .	4	Physics 2b . . . . .	4
Economics 1a . . . . .	3	Economics 1b . . . . .	3
Psychology 1a . . . . .	3	Speech 1a . . . . .	3
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	16		16

\*Not required.

See four year catalog for Industrial Arts and other requirements.  
For technicians add Physics 2a-2b and Architecture 6b-6c.



## 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 YEAR	UNITS
I & T. 51a . . . . .	3	I & T. 51b . . . . .	3
*Mathematics 50 . . . . .	2	I. & T. 6b . . . . .	3
I. & T. 6a . . . . .	3	I. & T. 10b . . . . .	3
I. & T. 50a . . . . .	3	Political Science 51 . . . . .	3
I. & T. 10a . . . . .	3	Elective . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>15</u>		<u>16</u>

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I & T 10c . . . . .	3	I. & T. 10d . . . . .	3
Ind. Arts 12 . . . . .	3	**English &/or Electives . . . . .	12
Business 88 . . . . .	3	Physical Education . . . . .	1
History 51 . . . . .	3		<u>16</u>
Hygiene 1 . . . . .	2		
Physical Education . . . . .	1		
	<u>15</u>		

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

\*\*If student qualifies for English 51 or English 1a, 3 units will meet the requirement for English for a Metal Technology major.

Suggested Electives; additional English or Speech, Physical Science 10, Physical Science 11, Physical Science 12 Mathematics 52, Mathematics 53, Mathematics 54, Business 70, Business 71, Business 92, Psychology 52, Sociology 62.



## 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 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.

Students enrolled in the advanced courses of this program may apply for Welding Certification in accordance with the requirements of the American Welding Society and Title 21, Department of Public Works, State of California.

### Suggested Two Year Program for Vocational Welding Technology

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I. & T. 6a . . . . .	3	I. & T. 6b . . . . .	3
I. & T. 51a . . . . .	3	I. & T. 51b . . . . .	3
I. & T. 10a . . . . .	3	I. & T. 10b . . . . .	3
*Mathematics 50 . . . . .	2	**English *(and/or elect.) . . . . .	6
History 51 . . . . .	3	Physical Education . . . . .	1
Physical Education . . . . .	<u>1</u>		<u>16</u>
	15		

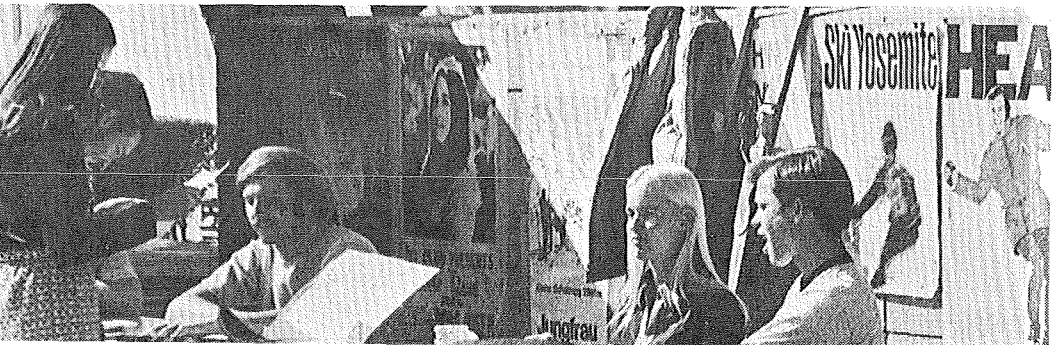
#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I. & T. 7a . . . . .	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 . . . . .	1
Physical Education . . . . .	<u>1</u>		<u>16</u>
	15		

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

\*\*If student qualifies for English 51 or English 1a, 3 units will meet the requirement for English for a Welding Technology Major.

Suggested Electives: Speech, Physical Science, Slide Rule.



**SUGGESTED MATHEMATICS PROGRAM: UNIVERSITY TRANSFER**

**FIRST YEAR**

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Mathematics 1a . . . . .	4	Mathematics 1b . . . . .	4
Mathematics 19 & 20 . . . . .	2	Mathematics 21 . . . . .	3
Physics 5a or 2a . . . . .	3-4	Physics 5b or 2b . . . . .	3-4
and or		and or	
German or French 1 . . . . .	4	German 2 or French 2 . . . . .	4
English 1a . . . . .	3	English 1b or Spanish 1a . . . . .	3
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	17/18		18/19

**SECOND YEAR**

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Mathematics 2a . . . . .	4	Mathematics 2b . . . . .	4
Mathematics 11 . . . . .	3	Mathematics 15 . . . . .	3
Physics 5c or Chemistry 1a . . . . .	3-5	Physics 5d or Chemistry 1b . . . . .	3-5
German 3 or French 3 . . . . .	4	German 4 or French 4 . . . . .	4
History 11 or 12 . . . . .	3	Political Science 5 . . . . .	3
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	18/20		18/20

**SUGGESTED MATHEMATICS PROGRAM: STATE COLLEGE TRANSFER**

**FIRST YEAR**

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Mathematics 1a . . . . .	4	Mathematics 1b . . . . .	4
Mathematics 40 . . . . .	3	Mathematics 19 & 20 . . . . .	2
Physics 2a . . . . .	4	Physics 2b . . . . .	4
English 1a . . . . .	3	English 1b or Speech 1a . . . . .	3
Electives . . . . .	2	Electives . . . . .	3
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	17		17

**SECOND YEAR**

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Mathematics 2a . . . . .	4	Mathematics 21 . . . . .	3
Mathematics 11 . . . . .	3	Mathematics 15 . . . . .	3
Biology 1a or 1b . . . . .	3	Chemistry 1a . . . . .	5
History 11 or 12 . . . . .	3	Political Science 5 . . . . .	3
Electives . . . . .	3	Hygiene 1 . . . . .	2
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	17		17

# MEDICINE

University of California Medical Center, 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 . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	16		16

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Zoology 1 . . . . .	5	Botany 1 . . . . .	5
Chemistry 8 . . . . .	3	Chemistry 5 . . . . .	3
Chemistry 9 . . . . .	3	Hygiene 1 . . . . .	2
Philosophy 6a . . . . .	3	Philosophy 6b . . . . .	3
English 5 or History 4a . . . . .	3	English 6 or History 4b . . . . .	3
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	18		17



## 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 . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	18		18

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Chemistry 8 . . . . .	3	Physics 2b . . . . .	4
Chemistry 9 . . . . .	3	History 4b . . . . .	3
Psychology 1a or . . . . .	3	Chemistry 5 . . . . .	3
Philosophy 6a . . . . .	3	Political Science 5 . . . . .	3
Hygiene 1 . . . . .	2	English 6, 31, 45, 46 . . . . .	3
History 11 or 12 . . . . .	3	Physical Education . . . . .	<u>1</u>
Physical Education . . . . .	<u>1</u>		17
	18		

\*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.



## 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 40 units of general education work in line with the graduation requirements established by the College of the Sequoias and the lower-division program of the institution to which he may wish to transfer.

### Music Transfer to State Colleges

#### Suggested Program

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Music 4a . . . . .	1	Music 4b . . . . .	1
Music 12a . . . . .	3	Music 12b . . . . .	3
Music 7, 8, 18, 19* . . . . .	1	Music 7, 8, 18, 19* . . . . .	1
English 1a . . . . .	3	English 1b . . . . .	3
Science . . . . .	3	Political Science 5 . . . . .	3
History 11 or 12 . . . . .	3	Science . . . . .	3
Electives . . . . .	2	Physical Education . . . . .	<u>1</u>
Physical Education . . . . .	<u>1</u>		<u>15</u>
	<u>17</u>		

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Music 5a . . . . .	1	Music 5b . . . . .	1
Music 14a . . . . .	3	Music 14b . . . . .	3
Music 7, 8, 18, 19* . . . . .	1	Music 7, 8, 18, 19* . . . . .	1
Speech 1a . . . . .	3	Psychology 1a . . . . .	3
Science . . . . .	3	Hygiene 1 . . . . .	2
Social Science Elective . . . . .	3	Elective . . . . .	3
Music 16a . . . . .	3	Music 16b . . . . .	3
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	<u>18</u>		<u>17</u>

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 1a-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 22a—Intermediate Piano, class instruction; and Music 30abcd, Elementary Voice, class instruction. Music majors should not take Music 10.

## PRE-NURSING

Preparation for the Registered Nursing career can be accomplished through at least three separate programs, as follows:

1. The Associate Degree registered Nurse (R.N.) Program at College of the Sequoias or other community colleges offering the Associate in Science Degree in Nursing.
2. College and University Programs which lead to the Baccalaureate Degree in Nursing, portions of which may be completed at the College of the Sequoias. The student who plans to transfer to another school of nursing should consult the Dean of Women.
3. Various hospital nursing programs, lists of which are available in the counseling office. The student is advised to consult the school of her choice and the pre nursing counselor at College of the Sequoias to plan to transfer program.

PRE-NURSING STUDENTS planning to transfer to four-year programs in other schools should consult the catalog of the transfer school.

### 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	Nutrition 8 . . . . .	3
English 1a . . . . .	3	History 11 or 12 . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>17</u>		<u>17</u>





**University of California Medical Center**  
**San Francisco**  
**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	Nutrition 8 . . . . .	3
Sociology 1a . . . . .	3	Physical Education . . . . .	<u>1</u>
Physical Education . . . . .	<u>1</u>		<u>16</u>
	<u>18</u>		

**SECOND YEAR**

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Chemistry 8, 9 . . . . .	6	Psychology 1a . . . . .	3
Hygiene 1 . . . . .	2	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	Political Science 5 . . . . .	3
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	<u>19</u>		<u>18</u>



**COLLEGE OF THE SEQUOIAS**  
**ASSOCIATE DEGREE REGISTERED NURSE PROGRAM**

The faculty of the Associate Degree Program in Nursing at College of the Sequoias believe nursing is a unique service, based on scientific knowledge and directed toward meeting the total nursing needs of the individual and his family. The practice of nursing utilizes a body of knowledge from the behavioral, physical and biological sciences. The nurse participates cooperatively with other members of the Health Team toward the common goal of prevention of illness and the promotion of health.

**NURSING DEPARTMENT OBJECTIVES**

The Associate Degree Program in Nursing of College of the Sequoias is established for the purpose of preparing persons for Licensure as Registered Nurses to practice as staff nurses in hospitals, doctors' offices, and clinics. The objectives of this program are directed toward preparing a person who, under guidance and supervision, has the beginning competence:

1. To plan, implement, and evaluate nursing care based on scientific principles and directed toward meeting the physical and psychosocial needs of the individual in health and illness
2. To utilize communication skills (verbal and non-verbal) effectively with patients, families, and personnel for the purpose of enhancing patient care.
3. To employ appropriate methods, techniques, and approaches when teaching the patient and/or family.
4. To assume the role of the nurse in helping to facilitate the rehabilitative process.
5. To demonstrate an awareness of the role of community resources in the promotion and restoration of health and the prevention of illness.
6. To identify and assume the role of the Nurse in helping to coordinate the joint efforts of the health team and the patient toward the achievement of their common goal.
7. To recognize opportunities which will permit further acquisition of knowledge, skills, and abilities in assuming responsibility to nursing and to society.

**SCHOLASTIC REQUIREMENTS**

Students must earn a grade of at least "C" in all nursing and concomitant nursing courses. A nursing course grade is based on: (1) the theory grade, (2) satisfactory or unsatisfactory performance in the clinical area.

The grading policy for Nursing is as follows:

The student will receive the grade he earns in Theory unless he is failing in the clinical area. If he is failing in the Clinical area, he will receive a "D" or "F" even though the Theory would be a better grade.

All nursing courses must be in the sequence of the nursing curriculum. Non-nursing classes may be taken prior to the semester they are offered; however, a student may not proceed from the first semester to the second semester, etc., unless all courses in the curriculum for that semester have been taken.

If, at any time, a student's personality or conduct displays a potential harm to the well-being of patients, the student will be terminated from the nursing major. If, at any time, the physical or emotional health of a student appears such that he cannot withstand the program in nursing, the student will be asked to withdraw from the nursing program. The amount of time that can be lost in any nursing course, for any reason, will be determined by the instructor teaching the course.

## REGISTERED NURSE LICENSE

The Associate Degree Nursing Program is accredited by the California Board of Nursing Education and Nurse Registration. The student who completes the program may become a registered nurse upon passing the State examination for the registered nurse license.

\*A maximum age limit for admission to the program has been set at 50 years. Present policy requires that students who become pregnant while in the registered nurse program be dropped from enrollment.

The State Board licensing examination may not be taken unless all requirements are met. Upon graduation, the graduate will be expected to take the licensing examination for registered nurses, and may not function as a registered nurse until he has received notice that he has passed the examination.

## ASSOCIATE DEGREE PROGRAM IN NURSING EDUCATION

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Nursing 1 . . . . .	5	Nursing 2 . . . . .	9
Psychology 1a . . . . .	3	Bacteriology 2 . . . . .	4
Physiology 1a & 1c . . . . .	4	Anatomy 1 . . . . .	4
English 1a . . . . .	3	Physical Education . . . . .	<u>1</u>
Physical Education . . . . .	<u>1</u>		<u>18</u>
	16		

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Nursing 3 . . . . .	9	Nursing 4 . . . . .	10
Political Science 5 . . . . .	3	History 11 or 12 . . . . .	3
Sociology 1a . . . . .	3	Speech 1a . . . . .	3
Elective . . . . .	2	Physical Education . . . . .	<u>1</u>
Physical Education . . . . .	<u>1</u>		<u>17</u>
	18		



## VOCATIONAL NURSING

To extend the nursing services needed in hospitals, convalescent homes and family residences, California has provided for the examination and licensing of trained vocational nurses. Following the successful completion of College of the Sequoias' full-time three semester program, a graduate is recommended to the State for examination for licensure. Offered 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 Science degree.

Students must maintain a "C" average in all nursing courses. A semester grade of less than "C" will result in a student being dropped from the program.

This program is accredited yearly by the California Board of Vocational Nurse and Psychiatric Technician Examiners.

Persons interested in this program should contact the office of the division of industry and technology for information on schedules and qualification requirements of applicants.

### Program

First Semester VN 50abcd – 17 units

Second Semester VN 51abcd – 14 units (prerequisite –VN 50abcd)

Third Semester VN 52abc – 14 units (prerequisite – VN 50abcd & VN 51abcd)

## PHARMACY

### University of California Medical Center, 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 . . . . .	3	English 1b . . . . .	3
Chemistry 1a . . . . .	5	Chemistry 1b . . . . .	5
Economics 1a or	3	Economics 1b or	3
Psychology 1a . . . . .	3	Psychology 33 . . . . .	3
Hygiene 1 . . . . .	2	Biology 1b* . . . . .	3
History 11 or 12 . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	17		15

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Zoology 1 . . . . .	5	Chemistry 5 . . . . .	3
Physics 2a . . . . .	4	Physics 2b . . . . .	4
Mathematics 16a . . . . .	3	Mathematics 16b . . . . .	3
Electives . . . . .	4	Political Science 5 . . . . .	3
Physical Education . . . . .	<u>1</u>	Electives . . . . .	2
	17	Physical Education . . . . .	<u>1</u>
			16

\*While not specifically required, it is recommended and remains a requirement at all other schools of pharmacy in California.

## 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

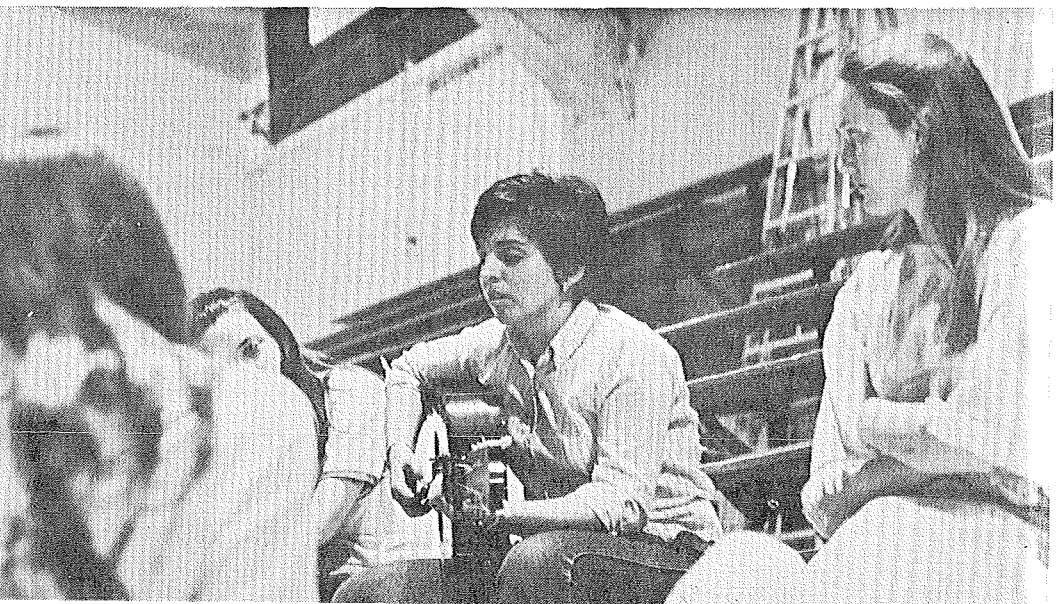
#### FIRST YEAR

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 . . . . .	1	Physical Education . . . . .	1
	<u>17</u>		<u>17</u>

#### 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 . . . . .	1	Physical Education . . . . .	1
	<u>16</u>		<u>16</u>

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.



## 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 College of the Sequoias. The subjects listed below are suggested.

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

FIRST YEAR	UNITS	SECOND YEAR	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
Physical Science 12 . . . . .	3	Art 19 or Music 10 . . . . .	2
P.E. 33c (Tennis) . . . . .	1	Psychology 1a . . . . .	3
P.E. 30c (Orientation) . . . . .	2	Hygiene 3 . . . . .	1
Hygiene 1 . . . . .	2	Electives . . . . .	5 4
Sociology 1a-1b . . . . .	3 3	P. E. 32c (Folk-squ-So.) . . . . .	1
P.E. 45a (Aquatics) . . . . .	2	P. E. 37c (Golf) . . . . .	1
Biology 1a or 1b . . . . .	3	P. E. 40c (Archery) . . . . .	1
Physical Education . . . . .	<u>1 1</u>	P. E. 31c (Badminton) . . . . .	1 1
	<u>16 17</u>	Physical Education . . . . .	<u>1 1</u>
			<u>15 18</u>

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

FIRST YEAR	UNITS	SECOND YEAR	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
Physical Science 12 . . . . .	3	Art 19 or Music 10 . . . . .	2
Hygiene 1 . . . . .	2	Psychology 1a . . . . .	3
Sociology 1a-1b . . . . .	3 3	Hygiene 3 . . . . .	1
P. E. 30c (Orientation) . . . . .	2	P. E. 32c (Folk Square) . . . . .	1
P. E. 34w (Team Sports) . . . . .	2	P. E. 37c (Golf) . . . . .	1
P. E. 39w (Field sports) . . . . .	2	P. E. 40c (Archery) . . . . .	1
P. E. 45a (Aquatics) . . . . .	2	P. E. 41w (Modern Dance) . . . . .	2
P. E. 33c (Tennis) . . . . .	1	P. E. 33c (Tennis) . . . . .	1
Electives . . . . .	2	P. E. 31c (Badminton) . . . . .	1
Physical Education . . . . .	<u>1 1</u>	Electives . . . . .	5 3
	<u>18 18</u>	Physical Education . . . . .	<u>1 1</u>
			<u>17 17</u>

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

## 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 50a or Business 60b or an equivalency test is a requirement of all first-semester students. Recommended electives include Sociology 1a-1b, and Photography 60.

Prerequisites for all courses should be checked prior to enrollment.

### Suggested Two-Year Terminal Program

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 51 (1a)	3	Speech 51 (1a)	3
History 51 (11 or 12)	3	Political Science 51 (5)	3
*Police 1	3	*Police 20	3
Police 10	3	*Police 40	3
Hygiene 3	1	Electives	3
Business 60a or 60b	2	Physical Education 18a	1
Physical Education 17a	1		<u>16</u>
	<u>16</u>		

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Psychology 51 (1a)	3	Natural Science	3
Hygiene 1	2	*Police 30	3
*Police 22	3	*Police 43b	3
*Police 43a	3	*Police 45b	1
*Police 45a	1	Electives	6
Electives	3	*Physical Education 18c	1
*Physical Education 18b	1		<u>17</u>
	<u>16</u>		

**SPECIAL SOCIAL SCIENCE MAJOR DESIGNED TO PREPARE GRADUATES  
FOR ENTRY INTO VARIOUS TYPES OF COMMUNITY SERVICE WORK**

A two-year program which is designed to prepare students for a variety of public and private community service para-professional positions including eligibility worker, probation aide, family planning aide, and child care aide. Students will be required to spend several hours per week as community service interns in a welfare agency during one semester of the four-semester program.

**FIRST YEAR**

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English or Speech . . . . .	3	English or Speech . . . . .	3
Political Science 5 or 51 . . . . .	3	*Business 18 or 93 (Business Law)	3
*Business 97 (Personal Finance)	3	*Economics 10 or 51 . . . . .	3
*Sociology 20 (Survey of Public Welfare)	3	*Sociology 21 (Interviewing)	3
Electives . . . . .	3	Psychology 1a or 51 . . . . .	3
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	16		16

**SECOND YEAR**

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
*Sociology 1a . . . . .	3	*Sociology 1b . . . . .	3
*Sociology 26 (Marriage and Family)	2	*Sociology 23 (Fields of Social Welfare)	2
*Sociology 22 (Internship)	2	*History 23 (Mexican-Am History)	3
*Psychology 33 (Personality)	3	*Nutrition 8 . . . . .	3
History 11, 12, or 51 . . . . .	3	Hygiene 1 . . . . .	2
Electives . . . . .	3	Electives . . . . .	3
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	17		17

\*Courses required for granting of Community Services certificates by College of the Sequoias.

Suggested electives: History 21, History 22, Spanish, Business 60a or 60b (Typing).





## TEACHER AIDE/ASSISTANT

### Recommended Program

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 60a (Elementary Typing)	2	Business 60b	2
* English 1a, 51, or 50	3	Mathematics 50	2
* Education 50a—Techniques of Education Assisting (2 hours per week in class; 4 hours internship time by arrangement.)	3	* Education 50b Development of Instructional Materials (2 hours per week in class; 4 hours internship-time by arrangement)	3
* Art 3	2	* Business 59 (Records Management)	2
Business 67 (Duplication)	1	* Psychology 51 or 1a	3
Business 68a (Office Machines)	2	Electives	3
Electives	2	Physical Education	<u>1</u>
Physical Education	<u>1</u>		<u>16</u>
	16		

#### SECOND YEAR

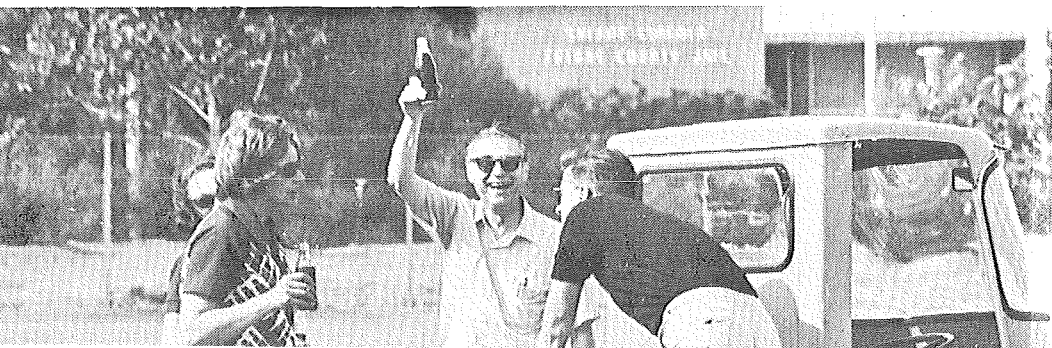
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
* Education 30-Intro. to teaching	2	U.S. History 11, 12, or 51	3
* Education 51a (Teacher	2	Speech 1a or 51	3
Political Science 5 or 51	3	* Sociology 26	2
* Psychology 39 or 59	3	Electives	6
Hygiene 1	2	Physical Education	<u>1</u>
Electives	3		15
Physical Education	<u>1</u>		
	16		

\* Courses required for certificate or associate degree major

SUGGESTED ELECTIVES: Geography 2, Business 58c, Physical Science 10, Biology 1a or 1b, Spanish 1 or 2, Math 51, 52.

EDUCATION AIDE: Semesters I and II

EDUCATION ASSISTANT: Semesters I, II, III, and IV



# DESCRIPTION OF COURSES

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

## EXPLANATION OF SYMBOLS

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

"60a" 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 "a" 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.

# DIVISION OF APPLIED ARTS AND SCIENCES

## AGRICULTURE

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

One hour lecture and three hours laboratory per week.

Mechanical skills in the field of agriculture. For students who have not had at least two years of high school agriculture mechanics. Selection, care and use of common farm tools.

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

Two hours lecture and two hours laboratory per week.

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) II.

Two hours lecture and two hours laboratory per week.

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

### AGRICULTURE 53—FARM POWER (3) I.

Two hours lecture and two hours laboratory per week.

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

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

One hour lecture and three hours laboratory per week.

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

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

Two hours lecture and five hours laboratory per week.

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

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

Two hours lecture and two hours laboratory per week.

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.

One hour lecture and three hours laboratory per week.

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.

Four hours lecture per week.

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.

Two hours lecture and two hours laboratory.

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

#### AGRICULTURE 65—FEEDS AND FEEDING (4) II.

Four hours lecture per week.

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

#### AGRICULTURE 66—BASIC EQUITATION (2) I. II..

One hour lecture and three hours laboratory per week.

Grooming, saddling, bridling, mounting, seat and hands. Horseback riding both bareback and under saddle. Designed to teach basic equitation to students with no previous experience.

Cost \$25.00 per semester.

#### AGRICULTURE 68—ELEMENTS OF HORSE PRODUCTION (3) I. II.

Three hours lecture per week.

Status of horse industry. Breeds of horses and their use. Anatomy, selection of horses, unsoundnesses, diseases, ailments, gaits.

#### AGRICULTURE 69—HORSE HUSBANDRY (3) I. II.

Two hours lecture and two hours laboratory per week.

Care of breeding herd. Feeding and breeding schedules. Herd management and records. Extended instruction in horsemanship.

Prerequisites: Agriculture 68 or Animal Husbandry 7; and Agriculture 65 may be taken concurrently.

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

Two hours lecture and two hours laboratory per week.

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

#### AGRICULTURE 75—BEEF PRODUCTION (3) II.

Two hours lecture and two hours laboratory per week.

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

#### AGRICULTURE 76—SWINE PRODUCTION (3) I.

Two hours lecture and two hours laboratory per week.

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

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

Two hours lecture and two hours laboratory per week.

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

#### AGRICULTURE 83—FERTILIZERS (3) II.

Two hours lecture and two hours laboratory per week.

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

**AGRICULTURE 84—FORAGE CROPS (3) II.**

Two hours lecture and two hours laboratory per week.

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

**AGRICULTURE 85—WEEDS (3) II.**

Two hours lecture and two hours laboratory per week.

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.**

Two hours lecture and two hours laboratory per week.

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

**AGRICULTURE 87—SOILS (3) I. II.**

Two hours lecture and two hours laboratory per week.

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

**AGRICULTURE 88—CITRUS FRUITS (4) II.**

Four hours lecture per week.

A study of the cultural practices necessary to citrus production.

**AGRICULTURE 89—TRUCK CROP PRODUCTION (3) II.**

Two hours lecture and two hours laboratory per week.

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

**AGRICULTURE 90—FARM MANAGEMENT (4) I.**

Four hours lecture per week

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

**AGRICULTURE 91—FARM ACCOUNTING (3) II.**

Four hours lecture per week.

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

**AGRICULTURE 92—AGRICULTURE MATHEMATICS (2) I.**

Two hours lecture per week.

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

**AGRICULTURE 93—MARKETING FARM PRODUCTS (3) I.**

Four hours lecture per week.

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

**AGRICULTURE 99a-99b-99c-99d—SUPERVISED PRACTICE (1-4) I. II.**

Five hours work per week for each unit of credit.

Practical training in agriculture or related occupations. Open to agriculture students only.

## AGRONOMY 1—INTRODUCTION TO AGRONOMY (3) II.

Four hours lecture per week.

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.

Four hours lecture per week.

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.

Three hours laboratory per week.

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

## ORNAMENTAL HORTICULTURE 50—BASIC HORTICULTURAL SKILLS (3)

Four hours lecture per week.

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

## ORNAMENTAL HORTICULTURE 52—LANDSCAPE CONSTRUCTION (3) II.

Two hours lecture and two hours laboratory per week.

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

## ORNAMENTAL HORTICULTURE 53a-53b—PLANT IDENTIFICATION (3-3) Yr.

Two hours lecture and two hours laboratory per week.

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

## ORNAMENTAL HORTICULTURE 54—LANDSCAPE DESIGN (3) II.

Two hours lecture and two hours laboratory per week.

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

## ORNAMENTAL HORTICULTURE 55—NURSERY PRACTICES (3) I.

Four hours lecture per week.

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

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

Four hours lecture per week.

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.

Four hours lecture per week.

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.

Four hours lecture per week.

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

## HOME ECONOMICS

### HOME ECONOMICS 3—HOME MAINTENANCE (1)

Two hours lecture-demonstration per week.

This course is intended to teach basic maintenance and simple repair jobs necessary around a home. Safety in work habits, use of tools, and storage of materials will be emphasized. Some of the items expected to be covered follow: a tool kit for the home, how to measure, how to saw, miscellaneous fasteners, glue and adhesives, paints and other finishing materials, electrical overloads and fuses, how to make simple electrical repairs, how to make simple plumbing repairs, maintenance of locks, patching plaster and wallboard, detecting termites. Students will be asked to bring in problems from their own home. (Formerly Industry & Technology 3).

### HOME ECONOMICS 10a-b—FOODS (3) I. II. (10a) II (10b).

Six hours lecture and laboratory per week.

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

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

Six hours lecture and laboratory a week.

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.

Six hours lecture and laboratory per week.

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 13—PERSONAL AND HOME MANAGEMENT (3) II.

Three hours lecture per week.

Management principles as they relate to personal and family living; analysis of values, goals and standards; creation, allocation and utilization of resources. Focus on decision-making.

Open to all students.

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

Two hours lecture per week.

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,

Three hours lecture per week.

Selection, use and care of household appliances and equipment. Fulfills requirements in various professional fields of home economics.

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

Three hours lecture per week.

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



## HOME ECONOMICS 24 –CLOTHING SELECTION AND PERSONAL IMPROVEMENT (3) I. II.

Three hours lecture per week.

Application of principles of color and design to the selection of clothing as suited to occasion, figure, individual expression and economy; a study of the factors which influence one's personal appearance. Includes grooming, modeling, figure, and wardrobe building. Open to all women students.

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

Two hours lecture per week.

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

## HOME ECONOMICS 59–CHILD DEVELOPMENT (3) I.

Three hours lecture per week.

A basic course in child development. Includes a study of parental development. Includes a study of the growth and development of the infant and child. Emphasis on home, parent, and preschool child relations. Open to both men and women students.

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

Three hours lecture per week.

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.

Three hours lecture per week.

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 40a–PRESCHOOL EDUCATION PRINCIPLES AND PRACTICES (3) I. II.

Two hours lecture and three hours internship per week.

Development of insight into and understanding of the behavior of children between the ages of two and five years.

Partially fulfills requirements for a State permit to teach in nursery schools or child-care centers.

## HOME ECONOMICS 40b–PRESCHOOL EDUCATION, PRINCIPLES AND PRACTICES (3) II.

Two hours lecture and three hours laboratory per week.

Fulfills part of the requirements for people interested in teaching in Nursery Schools or Child Care Centers. Gives practical experience in working directly with children.

Prerequisite: H. Ec. 40a.

HOME ECONOMICS 41—THE CHILD, FAMILY, AND COMMUNITY (3) II.

Three hours lecture per week.

Patterns of family living in today's society. The implications for people entrusted with the care and education of children and for the community.

Prerequisite: H. Ec. 39 or Psychology 39.

HOME ECONOMICS 50a—FOODS (2) I, II.

Four hours laboratory per week.

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.

Four hours laboratory per week.

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

Prerequisite: H. Ec. 50a.

HOME ECONOMICS 51a-51b—BASIC CLOTHING (2-2) I, II.

Four hours laboratory per week.

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

HOME ECONOMICS 59—CHILD DEVELOPMENT (3) I.

Three hours lecture per week.

A basic course in child development. Includes a study of prenatal development. Includes a study of the growth and development of the infant and child. Emphasis on home, parent, and preschool child relations. Open to both men and women students.

HOME ECONOMICS 61—THE CHILD, FAMILY, AND COMMUNITY (3) II.

Three hours lecture per week.

The child in the family and the influence of his total environment on growth and development. The relationship between the child, the family, the school and the community.

Prerequisite: Completion of H. Ec. 39, or Psych. 39, or H. Ec. 59.

NUTRITION 8—NUTRITION FOR PHYSICAL FITNESS (3) I, II.

Three hours lecture per week.

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, discussion and laboratory five hours a week.

College-transfer students in this course will learn to apply the basic theories 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.

Three hours lecture per week.

The business student will increase his understanding of 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.

### BUSINESS 13—BUSINESS CONSUMER PROBLEMS (2)

Two hours lecture per week.

A college-transfer survey course in which the student investigates 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.

(Not offered 1972-73)

### BUSINESS 18—BUSINESS LAW (3) II.

Three hours lecture per week.

The college-transfer student will survey the principles of business law with particular emphasis given to contracts, agency, employment, and business organizations. The student is introduced to the legal heritage of the United States.

**Sophomore** standing recommended.

### BUSINESS 20—STATISTICS FOR BUSINESS (3) I, II,

Three hours lecture and discussion per week.

A course designed for the transfer student majoring in business administration. Students will learn about such statistical operations and concepts as collection of data, construction of tables and charts, measures of central tendency and dispersion, time series analysis, seasonal variations, index numbers, sampling, the normal distribution, sampling techniques, and tests of hypotheses.

Prerequisites: Two years of high school algebra or completion of Mathematics 53.

**BUSINESS 49a—INDEPENDENT STUDY (1) I. II.**

Prerequisite: Written permission of instructor and division chairman. Advanced work in business for students who have adequate previous training or background. The student, in cooperation with the instructor and division chairman, will prepare and execute an academic written contract (proposal for learning) prior to the end of the second week of the semester and upon its completion to the satisfaction of the instructor will receive credit for this course. All work must be completed during one semester. In very unusual cases students may be enrolled in independent study without completing the beginning level courses; such students must also have written approval from the Dean of Instruction of the college. A minimum of 54 clock hours of academic work is required.

**BUSINESS 49b—INDEPENDENT STUDY (2) I., II. .**

Same as 49a but for two units and a minimum of 108 clock hours of academic work.

**BUSINESS 49c—INDEPENDENT STUDY (3) I. II.**

Same as 49a but for three units and a minimum of 162 clock hours of academic work.

### **Real Estate**

**BUSINESS 40a—REAL ESTATE PRINCIPLES (3) II. E.**

Three hours lecture per week.

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.

**BUSINESS 40b—REAL ESTATE PRACTICES (3) E.**

Three hours lecture per week.

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 40a or equivalent.

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

Three hours lecture per week.

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.**

Three hours lecture per week.

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 40a.

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

Three hours lecture per week.

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

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

Three hours lecture per week.

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: 45a—REAL ESTATE APPRAISAL (3) E.**

Three hours lecture per week.

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

**BUSINESS 45—ADVANCED REAL ESTATE APPRAISAL I (Urban) (3) E.**

Three hours lecture per week.

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

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

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

Three hours lecture per week.

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 or experience in appraisal.

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

Three hours lecture per week.

A comprehensive nontechnical course to familiarize real estate licenses 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.**

Three hours lecture per week.

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.

Five hours lecture-laboratory per week.

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. The student with previous training in shorthand may take this course for **no credit**. The learner will transfer to Business 52a upon achieving a speed of 60 words per minute. Those achieving higher speeds will transfer to Business 52b.

Typewriting must be taken concurrently with Business 50a unless the student has a net typing speed of 40 wpm.

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

Prerequisite for 50b: "C" or better in Business 50a. If an entering student spring semester, one year of high school shorthand with a speed of less than 60 wpm on sustained dictation.

### BUSINESS 51—INTERMEDIATE SHORTHAND (5) I.

Five hours lecture-laboratory per week.

Because of the complete review of Gregg shorthand theory covered in Business 51, the student will gain confidence and skill in reading, writing, and transcribing shorthand. Those students achieving a speed of 80 words per minute and a grade of "B" or better will transfer to Business 52b-53b.

Prerequisite: Typewriting must be taken concurrently with Business 51 unless the student has a net typewriting speed of 40 wpm. A score equal to English 51 on the aptitude test.

Prerequisite: One or two years of high school shorthand with a speed of less than 60 wpm on sustained dictation; Business 50a completed with a speed of 60 wpm on sustained dictation; Business 50b completed with a speed of less than 60 wpm.

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

Five hours lecture-laboratory per week.

Advanced shorthand students should achieve an objective of a shorthand dictation speed of 120 words per minute with fast and accurate transcription in this second-year shorthand course where emphasis is placed upon building vocational shorthand vocabularies.

Business 53a-53 b must be taken concurrently.

Prerequisite: One year of high school shorthand with a speed of 80 wpm or above on sustained dictation; two years of high school shorthand with a speed of 60 wpm or above on sustained dictation; Business 50b with a speed of 60 wpm or above on sustained dictation (C grade); Business 51 with a speed of 60 wpm or above on sustained dictation (C grade). A score equal to English 51 on the aptitude test. To continue in Business 52b-53b, the student must obtain a grade of "C" or better in Business 52a-53b.

### BUSINESS 53a-53b—ADVANCED SHORTHAND TRANSCRIPTION (2-2) YR.

Three hours laboratory per week.

In this required transcription course which must be taken concurrently with Business 52a-52b, the student will gain increased skill and practice in the transcription of the vocational dictation given and will improve her typewriting speed. Office standards are maintained.

Prerequisite: A "C" grade or better in Business 52a-53a. The student must register for typewriting if her net typewriting speed is less than 40 wpm and she has not completed two years of high school typewriting with a grade of "C" or better. Operatives and integration.

### **BUSINESS 54—TRANSCRIPTION ENGLISH (2) I. II.**

Two hours lecture-laboratory per week.

The shorthand student will review in this course the technicalities of producing mailable letters from shorthand dictation. Practice will be given in applying the rules to problem situations, and error analysis and evaluations will be made of the transcripts produced in Business 52a-53a.

Business 54 must be taken concurrently with Business 52a-53a.

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

Three hours lecture-laboratory per week.

The learner will receive comprehensive training for the highly specialized work of the legal office in 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; A "C" grade in Business 52a-53a or a demonstrated shorthand speed of 80 words per minute, and a score equal to English 51 on the aptitude test.

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

Three hours lecture-laboratory per week.

The student will continue 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 55a; Business 52a-b (or a shorthand speed of 100 wpm); Business 69.

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

Three hours lecture-laboratory per week.

The student will prepare for such medical 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: A net typing speed of 40 wpm; a score equal of English 51 on the aptitude test.

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

Three hours lecture-laboratory per week.

The learner will receive 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 56a; a net typing speed of 45 wpm; and Business 69.



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

Two hours laboratory per week.

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 58a—OFFICE PROCEDURES (3) I, II.

Three hours lecture-laboratory per week.

The learner will receive comprehensive 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 for credit to those students who have had previous training in a one-year high school office practice class.

Prerequisite: Satisfactory typewriting speed.

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

Three hours lecture-laboratory per week.

In this executive secretarial course, 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 student will complete projects based on specific office problems.

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

Satisfactory typewriting speed.

### BUSINESS 58c—CHARM (1) I, II.

One hour lecture-demonstration per week.

The career girl will find this course carefully tailored to her needs 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.

Two hours lecture-laboratory per week.

The student will participate in 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. Practice will be given in the operation of the most commonly used filing systems and methods.

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

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

Five hours laboratory per week.

The beginning typewriting student will master the typewriter keyboard and operate and manipulate the mechanical controls of the typewriter, with stress being placed upon technique, accuracy, and posture. He will type simple business forms business letters, and social forms.

Business 60a is open only to those students who have had no previous instruction in typewriting. The student with previous training in typewriting may take this course for no credit.

### **BUSINESS 60b—INTERMEDIATE TYPEWRITING (2) 1, 11, E.**

Five hours laboratory per week.

The learner will review the fundamentals of typewriting. He will strive to improve his speed and accuracy not only on straight copy materials but on forms and letters as well. His goal will be to type at least 45 words per minute on straight copy materials for five minutes with not more than four errors.

Prerequisite: Business 60a or one-year of high school typewriting with a "C" grade or better. The one-year high school typewriting student with a net speed of 40 wpm should register for Business 61a.

### **BUSINESS 61—ADVANCED TYPEWRITING (2) 1, 11, E.**

Five hours laboratory per week.

The learner will increase his accuracy and typewriting speed as well as learn proofreading marks, expand his ability to type from dictation, and type various office forms. His goal will be to type at least 60 words per minute on straight copy material for five minutes with not more than four errors.

Prerequisite: Business 60b; one year of high school typewriting with a net speed of 40 wpm or better; or two years of high school typewriting with a grade of "C" or better.

### **BUSINESS 62—PRODUCTION TYPEWRITING (1) 11.**

Three hours laboratory per week.

The student will develop high speed with accuracy in the production of office materials in preparation for immediate vocational placement—this is the goal of this course. Emphasis will be placed on producing letters, manuscripts, legal and statistical copy, and other business forms in actual office situations.

Prerequisite: Business 61 with a grade of "C" or better or a net typewriting speed of 50 wpm or above.

### **BUSINESS 63—PERSONAL-USE TYPEWRITING (2) 1, 11.**

Five hours laboratory per week.

The nonvocational student will learn how to "write" on the typewriter, composing personal, school, and professional papers. When the student has acquired an acceptable level of basic typewriting skill, he will apply it to the typing of reports, themes, outlines, book reviews, speech notes, business letters, etc.

Business 63 is open only to those students who have had no previous instruction in the typewriting sequence.

### **BUSINESS 67a—TECHNIQUES OF DUPLICATION (1) 1, 11.**

Two hours laboratory per week.

The learner will apply practically the skills and techniques necessary for the successful operation of modern duplicating machines 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 Thermofax Secretary.

Prerequisite: Business 61a score on the typewriting placement test, the completion of Business 60b, or one year of high school typewriting; grade "C".

**BUSINESS 67b—TECHNIQUES OF DUPLICATION (1) 1, 11.**

Two hours laboratory per week.

A course designed to meet the needs of those students who desire to build professional skill in the use of the A. B. Dick offset duplicator. Specialized work will be given in the preparation of offset masters and plates, with attention given to art work and layouts. The student will master the inking, running, and cleaning of the offset duplicator.

Prerequisite: Completion of Business 60b or one year of typewriting in high school; grade "C".

**BUSINESS 68a—OFFICE MACHINES (2) 1, 11, E.**

Three hours lecture-laboratory per week.

The student will become acquainted with those machines in most common use in business offices and will build skill in performing the fundamental arithmetic operations upon them. The various machines studied are: Marchant, Friden, and Monroe Rotary Calculators; Monroe, Marchant, Remington-Rand, Olivetti Underwood, and Friden Printing Calculators; Burroughs Key Driven Calculators; Clary Adding Machines; 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) 11.**

Three hours lecture-laboratory per week.

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. The student will have an opportunity to do specialized work on practical problems chosen from the various major lines of business, thus enabling him to attain proficiency.

Prerequisite: Business 68a and permission of the instructor.  
(Not offered 1972-73).

**BUSINESS 69—MACHINE TRANSCRIPTION (2) 1, 11.**

Three hours lecture-laboratory per week.

The learner will, through this course of instruction, be trained in the operation and care of the Dictaphone and IBM Executary dictating and transcribing machines and will have developed skill in their use.

Prerequisite: Satisfactory typewriting speed and English 51 (or Business 96a) with a grade of "C" or better.

**Merchandising**

**BUSINESS 70—INTRODUCTORY SALESMANSHIP (3) 1, 11.**

Three hours lecture per week.

Through this introduction to salesmanship, students will become acquainted 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.

Not open to students with credit in Business 71.

### **BUSINESS 71—APPLIED PROFESSIONAL SELLING (3) 1, 11.**

Three hours lecture per week.

For the student planning his career in selling, this first course offers 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 aspect of persuasion. Student participation dominates the post-midterm period.

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

NOT open to students with credit in Business 70, except on a NC (No Credit) basis.

### **BUSINESS 72—RETAILING (3) 1.**

Three hours lecture per week.

The merchandising major in this course will survey 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.

Prerequisite: Business 80a, which may be taken concurrently.

### **BUSINESS 73—RETAIL BUYING (3) 11.**

Three hours lecture per week.

Students will give technical as well as critical consideration to those factors basic to the planning, selecting, buying, pricing, and selling of retail merchandise. This course is designed to equip the merchandising major to assume apprenticeship in the buying function of the retail merchandising field.

Prerequisite: Business 72.

### **BUSINESS 74—MARKETING (3) 11.**

Three hours lecture per week.

The student will become aware of the managerial viewpoint in 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.

Prerequisite: Business 80a, which may be taken concurrently.

### **BUSINESS 75a—ADVERTISING (3) 1.**

Three hours lecture per week.

The learner will be provided a comprehensive knowledge of what advertising is, what it does and how it works, including the basic criteria for the planning, executing, and evaluating advertising programs, useful to the student of merchandising, business or journalism, and the American consumer.

#### **BUSINESS 75b—ELEMENTS OF STORE DISPLAY (1) II.**

Two hours of lecture-laboratory per week.

The student receives an introduction to the use of arrangement, style, color and lighting of retail store merchandise for attractive interior and window display in this laboratory-lecture course, which involves the design and creation of store displays as well as the evaluation of display techniques.

Prerequisite: Business 75a or permission of the instructor.

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

Three hours lecture per week.

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

#### **BUSINESS 77—CONSUMER BEHAVIOR (3) E.**

Three hours lecture per week.

A study of the marketing environment and psychological buying behavior of the American consumer, past and present. The historical development of the American consumers' buying habits precedes the comparison of these buying habits with those of other societies. The student should have already taken at least one course in the marketing-distribution area before registering for this class.

### **Accounting**

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

Five hours lecture, discussion, and laboratory per week.

The student will become familiar with 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, retail, practice sets and partnership, 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.**

Five hours lecture, discussion and laboratory per week.

The learner in this advanced course will be involved in the application of specialized phases of accounting theory and practice-accounting in a manufacturing corporation, continuing the work of Business 80a-b.

Prerequisite: Business 80a-b or its equivalent

Not offered 1972-1973.

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

Five hours lecture, discussion and laboratory per week.

Accounting students in this specialized accounting course will study the application of Federal-State payroll tax laws as they apply to individuals and to business and will receive application of tax principles to specific individuals 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 laws.

Business 80b may be taken concurrently.

Prerequisite: Business 80a.

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

Three hours lecture, laboratory and discussion per week.

The learner will, in this continuation of accounting, receive practical training in cost accounting techniques which cover a job cost, process cost, and standard cost.

Prerequisite: Business 80a or Business 1a.

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

Two hours lecture, laboratory, and discussion per week.

The emphasis in this course is on the actual bookkeeping and recording activities performed on the job by the secretary. The elementary phases of the accounting cycle are covered early. Units on cash, payroll accounting, and bookkeeping for personal service enterprises are included.

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

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

Three hours lecture-laboratory per week.

In this vocational recordkeeping course for nonbusiness majors the student will be introduced to the 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.

Three hours lecture-discussion per week.

The student will analyze, classify, and record 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 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.

Prerequisites: High school algebra.

(Not offered 1972-1973).

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

Three hours lecture-discussion per week.

It is recommended that the student complete business 95 and Business 92 (or Business 10) before taking this course (or take them concurrently) and have some basic background in accounting for this course in the organization, operation, and management of small businesses. The student will appreciate and identify the problems of the sole proprietorship type of organization.

Prerequisite: Business 80a, which may be taken concurrently.

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

Three hours lecture-discussion per week.

Business students aiming for mid-management careers will become familiar with 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. Cases on work simplification, the human element, supervision of office services, and the planning, organizing, and controlling of office work will be studied and discussed.

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

Three hours lecture-discussion per week.

This business background course presents 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.**

Three hours lecture-discussion per week.

The student will become aware of the meaning and operation of the law under which he 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 nontransfer majors in accounting, excepting those students with credit in Business 18.

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

Three hours lecture-discussion per week.

Designed for those students interested in insurance as potential consumers or as a career. The general principles of risk and risk-taking and of the basic kinds of insurance available to individuals and groups will be presented in this course.

(Not offered 1972-73).

**BUSINESS 95—BUSINESS ARITHMETIC (3) I. II.**

Three hours lecture-discussion per week.

In this mathematics course 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.**

Three hours lecture per week.

The student will review and practice basic English skills necessary for skillful shorthand transcription. The review includes fundamentals of English grammar, sentence structure, 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.**

Three hours lecture per week.

The student will achieve skill in the basic and associated forms of business communications—credit, collection, and adjustment letters, sales writing, letters of inquiry, and letters of application. He will learn how to write letters that grant requests and how to write tactfully letters that must refuse. The student will find this course extremely useful in all types of business occupations.

This course is required for 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.**

Three hours lecture per week.

The student will learn how to organize both written and numerical information into report form. In his writing he will progress gradually from short memorandum and letter-type reports to long formal reports. This course should be particularly useful for a management trainee, but it should also be useful to anyone in a business occupation that would require the preparation of reports.

Prerequisite: Business 96a, English 51, English 52, or an English 1a score on the aptitude test.

**BUSINESS 96d—SPELLING AND VOCABULARY BUILDING (2) I. II.**

Three hours lecture and laboratory per week.

A course designed to help the student improve his spelling, pronunciation, syllabication, and use of words, with emphasis on the special vocabularies of business.

**BUSINESS 97—PERSONAL FINANCE (3) I. II.**

Three hours lecture per week.

In this general education course open to both business and nonbusiness majors, students gain knowledge of personal income and expenditures. To be discussed will be such topics as 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.**

Three hours lecture and discussion per week.

Business students in this elementary course in personnel management will become acquainted with those accepted principles of human relations which will be of use for advancement in business, will become more efficient personally, and will increase their understanding of the problems of management in personnel administration.

**Business Data Processing**

**BUSINESS 111—BUSINESS DATA PROCESSING (3) 1, II.**

Three hours lecture per week.

The learner will study the fundamental terminology and concepts of data processing. Through a study of historical development and of basic methods and techniques of card punch equipment and of electronic data processing, the student will have a better understanding of how modern data processing can be applied to business.

Prerequisite: A grade-point average of 2.0 ("C") or better is required.

Accounting must be taken concurrently if the student has had none.



### BUSINESS 114—ADVANCED PROGRAMMING TECHNIQUES (3), II, E.

Five hours lecture and laboratory per week.

An advanced course in procedural oriented language programming, in which the emphasis is on nonsequential file organization and maintenance and programming algorithms. Students will design, write, code, test, and debug programs for typical applications. Laboratory experience is provided in the IBM 1130 system. The major programming language will be COBOL, although RPG or Fortran may be substituted with the permission of the instructor.

Prerequisite: Business 117 (COBOL Programming) or the permission of the instructor.

### BUSINESS 116—RPG COMPUTER PROGRAMMING (3) I. E.

Five hours lecture and laboratory per week.

The programming student will learn how to code various types of business oriented reports in Report Program Generator language. RPG is a language common to all IBM computing systems; hence, characteristics of different levels of RPG compilers will be discussed, as will documentation techniques. Students will run and debug programs using the college's computer.

Prerequisites: Business 111 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 117—COBOL PROGRAMMING (3) II. E.

Five hours lecture and laboratory per week.

Through application problems the learner will study the four Common Business Oriented Language (COBOL) divisions, how to program typical business problems in COBOL, how to find errors and make corrections in a program, and characteristics of computers. Problems are run by the student using the college's computer.

Prerequisite: For the terminal student—Business 111 with a grade of "C" or better and Business 80a.

For the transfer student majoring in accounting or data processing—Business 1a.

### BUSINESS 118—ADMINISTRATIVE SYSTEMS AND PROCEDURES (3) II.

Three hours lecture and discussion per week.

Students will study data processing systems and procedures, including an analysis of the various existing data processing systems and of integrated or total management information. Class projects will include the development of detailed procedures in the various areas of a management information system. (Formerly Business 86c).

Prerequisite: Business 80a or Business 1a.

### BUSINESS 119—IBM 1130 ASSEMBLY LANGUAGE PROGRAMMING (30) II. E.

Five hours lecture and laboratory per week.

Students will design and write programs in IBM 1130 assembly language. Functional parts of a computer and fundamental concepts of computer operation will be thoroughly discussed. Indexing, instruction modification, branching, and arithmetic operations are among the topics presented.

Prerequisites: Business 111 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.

## **Work Experience**

### **BUSINESS 120a-b—OFFICE INTERNSHIP (3-3) I. II.**

Secretarial and clerical majors who are employed a minimum of 12 hours a week at regular pay in an off-campus business office in which they are using their office skills may coordinate their college training and work experience through this class. Seminar sessions will provide time for individual conferences on adapting knowledge, skills, and attitudes to office work, discussion of group job problems, speakers from business offices, field trips, and special reports and projects.

Prerequisite: High school or junior college office skills training. This class is not open to the beginning business skills student.

(Not offered 1972-1973.)

## **Business Management**

### **BUSINESS 131—MANAGEMENT COMMUNICATION (3) E.**

Three hours lecture and discussion per week.

Designed to give managerial personnel skill in coping with communication problems. Includes the study of the communication process, the analysis of the barriers to effective oral and written communication, and the development of guidelines to improve interpersonal relations within an organization through effective methods of communication.

### **BUSINESS 132—ORGANIZATION MANAGEMENT (2) E.**

Three hours lecture and discussion per week.

The supervisor's responsibility for planning, organizing, directing, controlling and coordinating. Teaches the supervisor these basic functions of an organization and his responsibility for carrying out these objectives in accordance with the organization's plan.

### **BUSINESS 133—PSYCHOLOGY FOR MANAGEMENT (2) E.**

Two hours lecture and discussion per week.

A course to assist the supervisor in understanding the people with whom he works, with emphasis on the psychological aspects, perceptions, learning process, emotions, attitudes and personalities.

### **BUSINESS 134—MANAGEMENT ECONOMICS (2) E.**

Two hours lecture and discussion per week.

Traces the development of our economic institutions. Establishes understanding of competition, money, credit, value, wages and prices. Includes discussion of the influences of government activity in industry on the business cycle. Develops a critical attitude towards economics in management—supervisory—employee relationships.

### **BUSINESS 135—PERSONNEL MANAGEMENT TECHNIQUES (2) E.**

Two hours lecture and discussion per week.

A study of the principles and methods involved in recruitment, selection and placement of employees in business and industry with regard to training, experience, aptitudes, and abilities. Discussion, illustration, and case study are used in delineating the various types of personnel problems.

## Banking

### BUSINESS 140—PRINCIPLES OF BANK OPERATIONS (3) I. E.

Three hours lecture and discussion per week.

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement.

### BUSINESS 141—ANALYSIS OF FINANCIAL STATEMENTS (3), II, E.

Three hours lecture per week.

Students will receive a review of accounting principles including balance sheets and income and expense statements. The study of financial statements will include ratios, internal and external comparisons, consolidations, budgets, and projections.

### BUSINESS 142—INSTALLMENT CREDIT (3), II, E.

Three hours lecture per week.

In this course the techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation should be carefully scrutinized to be certain that the most efficient methods are employed, for only through an efficient operation can a bank maximize its profits on this particular kind of credit. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.

# DIVISION OF FINE ARTS

## ART

### ART 1a—HISTORY OF ART (3) I

Three hours lecture per week.

A survey of the history of art of the Western world from Prehistoric times to the end of the Middle Ages. Illustrated lectures.

### ART 1b—HISTORY OF ART (3) II.

Three hours lecture per week.

A survey of the history of art of the Western world from the Renaissance to the present. Illustrated lectures. Art 1a is not a prerequisite to 1b.

### ART 3—INTRODUCTORY CRAFTS (2) I, II.

Four hours demonstration and laboratory per week.

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 4a-4b—EXPLORATORY CRAFTS (2-2) Yr., E.

Four hours laboratory per week.

A basic crafts course designed to develop artistic skills in the media of design, ceramics and metal sculpture, and to provide experience 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 6a—COLOR AND DESIGN (2) I, II.

Four hours lecture and laboratory per week.

A basic course in art with the primary purpose of familiarizing the student with the elements and principles used in art through the study of historic examples from all countries and periods. Creative imagination and judgement are stimulated through problems involving various media. Experiments with line, form, and color, in two and three dimensions.

### ART 6b—COLOR AND DESIGN (2) I, II.

Four hours lecture and 2 hours laboratory per week.

Exploration of two and three-dimensional space with emphasis on form and color.

Prerequisite: Art 6a.

### ART 7a—FREEHAND DRAWING (DRAWING FUNDAMENTALS) (2) I, II, E.

Four hours demonstration and laboratory per week.

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—FREEHAND DRAWING (COMPOSITION) (2) I, II, E.

Four hours demonstration and laboratory per week.

The expressive and compositional aspects of drawing-exploration and drawing media.

Prerequisite: Art 7a or equivalent.

**ART 7c—FREEHAND DRAWING (LIFE DRAWING) (2) I. II. E.**

Four hours laboratory per week.

Fundamentals of anatomy and representation of the human figure. Drawing from life.

Prerequisite: Art 7a or equivalent.

**ART 8—FUNDAMENTALS OF DRAWING (2) E.**

Four hours laboratory per week.

Freehand and perspective drawing. Use of pencil, pen, and ink. Chinese brush, charcoal, water color, and scratch board techniques.

**ART 9a-9b—COMMERCIAL ART (2-2) Yr.**

Four hours laboratory per week.

Lettering, rendering, air brush, layout design, paste-up, product design, brochure design, advertising, and portfolio presentation.

Prerequisite: Art 6a and Art 7a.

**ART 10a-10b—SCULPTURE (3-3) Yr.**

Six hours laboratory per week.

The manipulation of three-dimensional materials with basic studio practice in wood, plaster, clay, fabrics, and synthetics.

Prerequisite: Art 7a-7b or equivalent.

**ART 11—LETTERING (2) I. II.**

Four hours laboratory per week.

The development of basic techniques in the use of freehand lettering. The understanding and uses of basic letter forms.

**ART 12a-12b—WATERCOLOR PAINTING (2-2) II. E.**

Four hours laboratory per week.

The theory and techniques of watercolor painting. Studio practice in still life, landscape and other subject matter using watercolor media.

Prerequisites: Art 6a-6b and Art 7a-7b, or equivalents.

**ART 14a-14b—OIL PAINTING (2-2)**

Four hours laboratory per week.

Experimental painting of still life, landscape and the human figure. A study of painting procedures color, theory and techniques. Medium—oil paints.

Prerequisites: Art 6a-6b and Art 7a-7b, or equivalents.

**ART 15a-15b—INTRODUCTION TO PAINTING (3-3) Yr.**

Six hours laboratory per week.

Introduces the student to equipment, techniques and styles. Color, mixture, mediums, composition and design with problems both representational as well as non-representational. Mediums besides oils and water colors and their techniques may be explored and utilized, including synthetic resins, casein, vinylite, encaustic, collage and assemblage.

Prerequisite: Art 6a-6b and Art 7a-7b, or equivalents.

**ART 19—ART APPRECIATION (2) I. II. E.**

Two hours lecture per week.

A basic course designed to introduce ways of understanding and enjoying the visual arts, and of developing an aesthetic awareness of our surroundings and works of artists in history and today.

**ART 20a—PRINTMAKING (2) I, II.**

Four hours laboratory per week.

Introduction to wood and silk screen printing.

Prerequisite: Art 7a or equivalent or consent of instructor.

**ART 20b—PRINTMAKING (2) II.**

Four hours laboratory per week.

Advanced study in intaglio and silk screen printing.

Prerequisite: Same as that for Art 20a (Art 20a is not a prerequisite for Art 20b.)

**ART 22—APPRECIATION OF CONTEMPORARY ART (2) I, II.**

Two hours lecture and demonstration per week.

A class designed for art majors and those interested in various contemporary forms of expression. The class will investigate such recent phenomena as multimedia environments, happenings, and film as an art form. Students may perform, participate in and execute some of the topics covered.

**ART 27a-27b—LAPIDARY (2-2). Yr. E.**

Four hours laboratory per week.

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.**

Four hours laboratory per week.

The second-year course in the art of cutting and polishing semi-precious stones.

Prerequisite: Art 27a-27b.

Enrollment in Art 27 is limited to four semesters.

**ART 54a-54b—DECORATIVE CERAMICS (2-2) Yr., E.**

Four hours laboratory per week.

The first year course in the decoration of clay, copper and glass.

**ART 54c-54d—DECORATIVE CERAMICS (2-2) Yr., E.**

Four hours laboratory per week.

The second year course in the decoration of clay, copper and glass.

Prerequisite: Art 54a-54b.

Enrollment in Art 54 is limited to four semesters.

**ART 55a-55b—CERAMICS (2-2) Yr., E.**

Four hours laboratory per week.

The first year course in the use and making of clay products.

**ART 55c-55d—CERAMICS (2-2) Yr., E.**

Four hours laboratory per week.

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.**

Four hours laboratory per week.

The first year course in china decorating, painting, design, color and firing.

**ART 56c-56d—CHINA PAINTING (2-2) Yr., E.**

Four hours laboratory per week.

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.

**CINEMA ARTS**

**CINEMA ARTS 1-2—MOTION PICTURE APPRECIATION (2-2) E.**

Three hours lecture per week.

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.

Cinema Art 1 covers the period from the beginning to the present, with emphasis on silent film.

Cinema Art 2 covers contemporary film, 1940 to present.

**MUSIC**

**MUSIC 1a-1b—STRING INSTRUMENTS: CLASS INSTRUCTION (1-1). Yr.**

Two hours laboratory per week.

Elementary instruction in violin, viola, cello, bass viol, tone production, bowing, technique, care of instruments.

**MUSIC 2a-2b-2c-2d—JAZZ ENSEMBLE (1-1-1-1) I, II.**

Two hours laboratory per week.

A terminal course which includes the organization, training procedures, arranging, vocals, and other phases of stage band work. Public performance and field trips may be required. Designed for the student desiring to enter the field of professional music, studio, 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 3a-3b—WOODWIND INSTRUMENTS: CLASS INSTRUCTION (1-1) Yr.**

Two hours laboratory per week.

3a—Elementary instruction; correct tone production; technique and care of instruments, emphasis on clarinet.

3b—Continuation of 3a with emphasis on flute, oboe, saxophone, and bassoon.

**MUSIC 4a-4b—MUSICIANSHIP (1-1) Yr.**

Two hours laboratory per week.

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 12a-12b.

**MUSIC 5a-5b—ADVANCED MUSICIANSHIP (1-1) Yr.**

Two hours laboratory per week.

Continuation of Music 4a-4b. Diatonic and chromatic modulation, altered chords.

Prerequisite: Music 4a-4b. Must be taken concurrently with Music 14a-14b.

**MUSIC 6a-6b—BRASS AND PERCUSSION INSTRUMENTS:**

**CLASS INSTRUCTION (1-1) Yr.**

Two hours laboratory per week.

6a—Elementary instruction; correct tone production, technique, and care of instruments.

6b—Continuation of 6a.

**MUSIC 7a-7b-7c-7d—STRING (1-1-1-1) | II. E.**

Three hours laboratory per week.

A course designed for students and adults who are proficient in playing their instruments. The orchestra prepares music for accompaniment of oratorio, light opera, orchestral, string quartet, and string ensemble literature. Participation in public performances is expected.

Prerequisite: Permission of the instructor.

**MUSIC 8a-8b-8c-8d—COLLEGE CHOIR (1-1-1) I. II.**

Three hours laboratory per week.

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.**

Two hours lecture per week.

Designed to aid the average student in developing an understanding and enjoyment of the music of the great composers. No previous musical training required. Special emphasis given to the problems of the musically untrained listener.

**MUSIC 12a-12b—BEGINNING THEORY (3-3) Yr.**

Three hours lecture per week.

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 4a-4b.

**MUSIC 14a-14b—ADVANCED THEORY (3-3) Yr.**

Three hours lecture.

Continuation of Music 12a-12b. Diatonic and chromatic modulation, altered chords.

Prerequisites: Music 12a-12b.

Must be taken concurrently with Music 5a-5b.

**MUSIC 16a-16b—HISTORY OF MUSIC (3-3) Yr.**

Three hours lecture per week.

16a—The history of music from primitive times to the eighteenth century.

16b—A continued study to the present.



### MUSIC 17a-17b—ORCHESTRATION (2-2) Yr.

17a—Range, technique, timbre, transposition of band and orchestral instruments; exercises in orchestration for individual instrumental choirs.

Prerequisites: Music 5a-4b, Music 12a-12b.

17b—Scoring for small instrumental combinations and for full band and orchestra. Introduction to stage band arranging also included.

Prerequisite: Music 17a.

### MUSIC 18a-18b—MARCHING BAND (2-2) 1.

Five hours laboratory per week.

Open to all students who demonstrate ability to play a band instrument. Physical education activity credit is granted by concurrent enrollment in Phys. Ed. 15a or 15b. 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 rehearsals and performance of all kinds of band literature. Additional rehearsals may be scheduled, if needed. Attendance at all public performances is required.

### MUSIC 19a-19b—CONCERT BAND (1-1) II.

Three hours laboratory per week.

A study and performance of standard band music, with special attention to interpretation, tone, technique, and general effect. Planned for those interested in improving their musicianship. Some outside or public performances are required.

### MUSIC 21—BEGINNING PIANO (1) I. II.

Two hours laboratory per week.

Prerequisite: None

### MUSIC 22a-22b-22c-22d—INTERMEDIATE PIANO (1-1-1-1) I. II.

Two hours laboratory per week.

Prerequisite: Music 21.

### MUSIC 40a-40b-40c-40d—PERFORMANCE MUSIC (1-1-1-1) I. II. E.

Two hours laboratory per week.

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 55a-55b-55c-55d-55e-55f—COLLEGE COMMUNITY ORCHESTRA

Two hours laboratory per week.

Orchestra for experienced musicians. Rehearsal of concert orchestra literature with some public performance expected.

Prerequisite: Permission of instructor.

### MUSIC 61—INTRODUCTION TO STAGE BAND ARRANGING (2) E.

Two hours lecture and demonstration per week.

Theory and techniques in the fundamentals of musical arranging and scoring for the stage band or dance band, beginning with small phrases for sections and evolving to full arrangements, with class performance of materials scored by students and reading of newly published materials for the stage band.

Prerequisite: One year of music theory (Music 12a-12b) or equivalent, or permission of the instructor.

## Speech Arts and Drama

### SPEECH 1a-1b—FUNDAMENTALS OF PUBLIC SPEAKING (3-3) I. II. E.

Three hours lecture per week.

This is the basic course in speech. It is 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.

Three hours lecture per week.

The techniques of understanding and interpreting prose, poetry and dramatic selections, as well as criticism and appreciation of oral literature. Emphasis will be on the individual's ability to communicate literature orally.

Does not meet general education requirement in speech at state colleges and universities.

### SPEECH 51—PRACTICAL SPEECH (3) I. II.

Three hours lecture per week.

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.

### DRAMA 1—HISTORY OF DRAMA (3) I.

Three hours lecture per week.

History of the development of the stage and theatre arts from primitive times to the present and a critical study and analysis of representative masterpieces of dramatic literature. This segment covers the period in western civilization from classical Greece to the Renaissance.

### DRAMA 2—HISTORY OF DRAMA (3) II.

Three hours lecture per week.

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 5—THE AMERICAN MUSICAL THEATRE (3) II.

Three hours lecture per week.

A survey of the American musical theatre and its emergence as an original art form; light opera, operetta, folk opera, musical comedy and musical drama as performed in the United States in chronological sequence from beginnings as adaptations and translations from European sources to the contemporary scene.

### DRAMA 10a—FUNDAMENTALS OF ACTING (3) I. II.

Three hours lecture, demonstration and laboratory per week.

A theoretical as well as practical approach to the technique of acting; the physical and psychological resources necessary for acting; demonstration and practice in pantomime, scene, improvisation, and characterization from The Greek Theatre through The Restoration of the Eighteenth Century.

**DRAMA 10b—FUNDAMENTALS OF ACTING (3) I. II.**

Three hours lecture, demonstration, and laboratory per week.

A theoretical as well as practical approach to the technique of acting; the physical and psychological resources necessary for acting; demonstration and practice in pantomime, scene, improvisation, and characterization from The Nineteenth Century through The Social Dramas of the Thirties.

**DRAMA 10c—INTERMEDIATE ACTING (3) I. II.**

Three hours lecture, demonstration and laboratory per week.

Intensive application of acting techniques through study and performance and the learning of basic exercises for the actor; study and development of characters in performance from The Contemporary Theatre and Recent Internationally Representative Plays and Musicals.

**DRAMA 10d—INTERMEDIATE ACTING (3) I. II.**

Three hours lecture, demonstration and laboratory per week. Appraisal and analysis of stage techniques, acting theories and practices in performance from Experimental Dramas and The Theatre of the Absurd.

**DRAMA 33a-33b—FUNDAMENTALS OF PLAY PRODUCTION (2-2) E.**

Three hours lecture and laboratory per week.

An elementary course in the techniques and methodology of the modern theatre, designed to present the theoretical and practical applications of play production as well as to promote developmental skills and artistry. Theatre organization, play selection, production design, cast selection, rehearsing, and staging—scenery, lighting.

**DRAMA 35—INTRODUCTION TO THE THEATRE (2) E.**

Two hours lecture per week.

Analysis of the theatre, the play, the playhouse, styles of staging, the actor, and drama as art.

**DRAMA 36a-b—DRAMATIC LITERATURE (3-3) I. II.**

Three hours lecture per week.

Reading and analysis of representative plays from various periods in dramatic literature.

Drama 36a, Fall Semester, covers plays from the Greek period through the Restoration period.

Drama 36b, Spring Semester, covers plays from the 18th Century to the present.

**DRAMA 37—FUNDAMENTALS OF DIRECTING (3) II, E.**

Two hours lecture per week.

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 10a-10b, or equivalents.

DRAMA 55a-55b-55c-55d—DRAMA WORKSHOP ACTIVITIES (1-1-1-1) I. II. E.

Two hours lecture and laboratory per week.

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.

Enrollment by permission of instructor only.

DRAMA 60a-60b-60c-60d—STAGECRAFT (2-2-2-2) I. II.

Four hours demonstration and laboratory per week.

Practical experience in the design, construction and painting of stage sets and scenery. Practical application is accomplished through participation in the technical staging of major college dramatic and musical productions.

DRAMA 61a-61b-61c-61d—STAGE LIGHTING (2-2-2-2) I. II.

Four hours demonstration and laboratory per week.

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 I—ELEMENTS OF WOODWORK (3) I.

Six hours laboratory per week.

The basic processes of bench woodworking; use and care of hand tools; fundamental hand tool 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.

Prerequisite: One year high school mechanical drawing or drafting. Engineering 52 or I & T 51a may be taken concurrently.

### INDUSTRIAL ARTS 2—MACHINE WOODWORKING (3) II.

Six hours laboratory 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 1.

This is a transfer course designed primarily for students majoring in Industrial Arts Education.

### INDUSTRIAL ARTS II—BASIC ELECTRICITY (3) I. II.

Two hours lecture and four hours laboratory per week.

Basic fundamentals of direct current and alternating current electricity will be studied. Lectures, demonstrations and laboratory experiments will cover such topics as: the electron theory, cells and batteries. Ohm's and Kirchoff's laws, series, parallel and series-parallel circuitry, meter movements, generators and motors, alternating current, inductance, capacitance, transformers, rectification and operation of the oscilloscope.

Prerequisite: None

Not open to students enrolled in or with credit in Physical Science 11, Electronics 57ab, 58ab or any other basic college course in electricity or electronics.

### INDUSTRIAL ARTS 12—FUNDAMENTALS OF AUTOMOTIVE MECHANICS (3) II.

Three hours lecture per week.

Students are given outside study assignments. Basic theory of electricity, carburetion, engine lubrication, engines, cooling, tune-up and diagnostic equipment.

Demonstrations 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 22—APPLIED DRAWING (3) I. II. E.

Two hours lecture and four hours laboratory per week.

Geometric construction; freehand pictorials; theory of orthogonal projection; simple auxiliaries, sectioning; fasteners; dimensioning simple working drawing.

Prerequisites: Math 51 and Engineering 52 or one year of high school mechanical drawing. It is recommended that students take Math 52 concurrently with Industrial Arts 22.

(Formerly Engineering 22).

**INDUSTRIAL ARTS 23—DESCRIPTIVE GEOMETRY (3) I. II.**

Two hours lecture and four hours laboratory per week.

The fundamental principles of descriptive geometry and their application to the solution of three-dimensional problems arising in the various branches of engineering.

Prerequisite: Industrial Arts 11 (Engineering 22 formerly) and plane geometry  
Industrial Arts 22 may be taken concurrently.

(Formerly Engineering 23).

**INDUSTRIAL ARTS 24—MACHINE DRAWING (3) I. II.**

Two hours lecture and four hours laboratory per week.

Cams and gears, detail and assembly drawings of machine parts; freehand sketches; structural detailing; piping layouts; application of American standards in drafting room practice; tolerances; classes of fit and machining specifications.

Prerequisite: Industrial Arts 22.

(Formerly Engineering 24).

**INDUSTRIAL ARTS 52—HIGH SCHOOL DRAWING (2) I. II.**

One hour lecture and three hours laboratory per week.

A rapid comprehensive coverage of the fundamentals of mechanical drawing and modern drafting practice; lettering; geometric drawings; orthographic projection, pictorial representation, and blueprinting.

## AUTOMOTIVE TECHNOLOGY

### AUTOMOTIVE MECHANICS 49a-49b-49c-49d—SUPERVISED PRACTICE 1-3) I. II.

Two, four, or six hours laboratory per week.

Selected Automotive Technology or Industrial Arts Education majors assist and direct less advanced students under the supervision of a master automotive instructor.

Prerequisite: "B" average in college automotive major courses and permission of the instructor.

### AUTOMOTIVE MECHANICS 61—ENGINE TUNE-UP (2) E.

Two hours lecture per week.

Study of compression, electrical and fuel systems.

### AUTOMOTIVE MECHANICS 61-o—BASIC IGNITION SCOPE ANALYZERS (1) E.

Two hours lecture for nine weeks

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.

Two hours lecture per week.

Theory, application of theory, repairs, care and maintenance, and trouble shooting of Dynaflo, Powerglide, Ford-o-matic and Hydramatic.

### AUTOMOTIVE MECHANICS 63P, 63L, 63B—POLLUTION, LAMPS, BRAKES (2) E.

Two hours lecture per week.

Instruction in preparation for certification by the California Highway Patrol for the service of Automotive Pollution Control Devices (A.M. 63P), Automotive Lamp Adjustment (A.M. 63L) and Automotive Brake Service and Adjustment (A.M. 63B).

### AUTOMOTIVE MECHANICS 64—AUTOMOTIVE AIR CONDITIONING (2) II. E.

Three hours lecture and laboratory per week.

Instruction in the theory, servicing, and repairing of automotive air conditioning.

### 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, wire splices and terminals; measuring bolts, nuts, and screws; simple sheet metal layout; drilling, tapping and threading mild steel; tapping cast iron; chassis lubrication; and oil and grease classification.

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 theory of electricity, magnetism and induction. Theory and operation of battery, starting, ignition, generating and regulation systems. Overhaul and service of all the above items in the laboratory section of the class.

Prerequisites: Auto Mech 70—may be taken concurrently, **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 by the end of the first week. Fifteen dollars should purchase an engine which meets minimum requirements. An engine which will function after being rebuilt will cost the student \$150 or more. Students should check with the instructor for his specific requirements.

#### AUTOMOTIVE MECHANICS 74—POWER TRAIN (3) 11.

Two hours lecture and four hours laboratory per week.

Instruction in the removal, repair, replacement and adjustment of component parts of the engine coupling, transmission (Std.), overdrives, drive lines, final drives, steering theory, repair, adjustment of standard and power steering gears.

Prerequisites: Auto Mech 70 and Auto Mech 71 (may be taken concurrently with 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 standard and power braking systems. Instruction in alignment steering geometry and suspensions systems.

Prerequisite: Auto Mech. 70 and Auto Mech. 71 (may be taken concurrently with Auto Mech 70 and Auto Mech 71).

#### AUTOMOTIVE MECHANICS 76—BASIC AUTOMOTIC TRANSMISSIONS (4) 1.

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, Ford C-4 and C-6, and Torqueflite. Repair inspection and trouble diagnosis.

Prerequisite: Auto Mech. 70, and Auto Mech. 71 (may be taken concurrently with Auto Mech. 70 and Auto Mech. 71).

**AUTOMOTIVE MECHANICS 77—ADVANCED AUTOMATIC TRANSMISSIONS (3) 11.**

Two hours lecture and four hours laboratory per week.

Instruction in basic theory, inspection, repair, care and maintenance of the Hydramatic and Turbo-Hydramatic transmissions.

Prerequisite: Auto Mech. 76 and sophomore standing or permission of the instructor.

**AUTOMOTIVE MECHANICS 78—TUNE-UP AND ADVANCED ELECTRICITY (4) 11.**

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—AIR CONDITIONING AND ACCESSORIES (3) 1.**

Two hours lecture and four hours laboratory per week.

Instruction in all accessories on the automobile; refrigeration service, anti-Air Pollution Systems, inspection and repair; turn signals; speed controls; power seats; power windows; automatic light dimmers, door locks.

Prerequisite: Auto Mech. 70, Auto Mech. 71 (May be taken concurrently with Auto Mech 70 and Auto Mech 71).

**AUTOMOTIVE MECHANICS 91—AUTO FAMILIARIZATION (WOMEN ONLY) (0) E.**

Two hours per week. Nine weeks only.

To better the woman driver in her knowledge of the automobile she drives.

**Building Trades**

**CARPENTRY AND MILL CABINET 49a-49b—SUPERVISED PRACTICE (1-3) 1, 11.**

Two, four, and six hours laboratory per week.

Selected vocational carpentry students assist and direct less advanced students under the supervision of a master carpentry and mill cabinet instructor.

Prerequisite: "B" average in carpentry course and permission of the instructor.

**BUILDING TRADES 51a-51b—DRAWING FOR BUILDING CONSTRUCTION (2-2) Yr.**

Four hours lecture and laboratory per week.

A practical course in drawing for the building trades, including the fundamentals of architectural drafting, blueprint reading, details, symbols, codes, and specifications. The plans for the building trades project house are developed in this class.

B. T. 51b before B. T. 51a may be taken only with the permission of the instructor.

This course is required of all Building Trades (carpentry and mill cabinet) majors. Other students may be scheduled for this course only after all carpentry majors are taken care of and then only with the permission of the instructor.

**BUILDING TRADES 55a-55b—ELEMENTRY CARPENTRY, TRADE RELATED INFORMATION (3-3) Yr. E.**

Five hours lecture per week.

An introductory course in those phases of carpentry that can be taught in the classroom, including safety, history and background of carpentry, carpentry mathematics, pre-job planning, trade terms, and foundation and form construction.

B. T. 55b before 55a may be taken **only** with permission of the instructor.

**BUILDING TRADES 56a-56b—ADVANCED CARPENTRY, TRADE RELATED INFORMATION (3-3) Yr.**

Six hours lecture per week.

A continuation of B. T. 55a and 55b. This course covers roof framing, interior trim, rough residential framing and stair building.

B. T. 56b before B. T. 56a may be taken only with the permission of the instructor.

**BUILDING TRADES 57a—CARPENTRY FOR APPRENTICES (3) E.**

Four hours lecture per week.

A continuation of second year carpentry covering such aspects of the construction industry as form detailing, construction and erection, concrete in general and precast and prestressed concrete.

**BUILDING TRADES 60—CONSTRUCTION SUPERVISION AND INSPECTION (3) E.**

Three hours lecture per week.

Structural Series No. 1. A course of study designed to meet the needs of persons engaged in the supervision and inspection of buildings under construction.

Prerequisite: General knowledge and/or employment in the field of building inspection.

**BUILDING TRADES 62—CONSTRUCTION SUPERVISION AND INSPECTION (3) E.**

Three hours lecture per week.

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.**

Three hours lecture per week.

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.

Prerequisite: Building Trades 60 and 62.

**BUILDING TRADES 64—CONSTRUCTION, SUPERVISION AND INSPECTION (3) E.**

Three hours lecture per week.

Structural Series No. 4. A continuation of Building Trades 60, 62 and 63, the fourth 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 building codes.

Prerequisite: Building Trades 60, 62 and 63.

**BUILDING TRADES 67—CONSTRUCTION, SUPERVISION AND INSPECTION (3) E.**

Three hours lecture per week.

Structural Series No. 5. Mechanical—a one semester series designed to meet the needs of persons engaged in the supervision and inspection of buildings under construction, emphasizing the study, interpretation, and analysis of the Building Codes. Mechanical code and general practices related to Heating and Air Conditioning.

Prerequisite: Building Trades Construction and Supervision Series or field experience in building inspection.

**BUILDING TRADES 69—CONSTRUCTION SUPERVISION AND INSPECTION (3) E.**

Three hours lecture per week.

Structural Series No. 6 Plumbing—a one semester series designed to meet the needs of persons engaged in the supervision and inspection of buildings under construction emphasizing the study, interpretation of the Plumbing Codes and general practices related to plumbing.

Prerequisite: Building Trades Construction and Supervision Series or field experience in building inspection.

**BUILDING TRADES 69—CONSTRUCTION SUPERVISION AND INSPECTION VII, PLAN READING AND TECHNICAL MATH (3) E.**

Three hours lecture per week.

Designed to convey an understanding of basic building and engineering symbols together with the mathematics necessary to interpret plans and specifications for the building inspector.

Prerequisite: General knowledge and/or employment in the field of building inspection.

**BUILDING TRADES 75a-75b—BASIC CARPENTRY MANIPULATIVE INSTRUCTION (5-5) YR.**

Ten hours lecture and laboratory per week.

For ten hours each week the student is given basic instruction in the care, use, and safety of hand and power tools, the use of the transit, and layout and construction procedures. The student is furnished the hand and power tools found in the trade and performs the work of a beginning carpenter on a project hours.

B. T. 51a, B. T. 55ab must have been taken previously or may be taken concurrently.

## **BUILDING TRADES 76a-76b—ADVANCED CARPENTRY MANIPULATIVE INSTRUCTION (5-5) YR.**

Ten hours lecture and laboratory per week.

For ten hours each week the student performs the work of an advanced carpenter on a project house built on campus, including floor, wall and roof framing, layout work and material estimating, interior-exterior finish, and hardware installation.

Prerequisites: B. T. 51a, B. T. 55ab, and B. T. 75a or permission of the instructor. B. T. 56ab must be taken previously or may be taken concurrently B. T. 76b before 76a may be taken **only** with the permission of the instructor.

## **BUILDING TRADES 77a-77b—ELEMENTARY MILL CABINET (2-2) YR.**

Four hours lecture and laboratory per week.

An introductory course in mill cabinet which includes safety, care and use of hand and machine tools, cabinet layouts and construction, basic milling proceddrafting, blueprint reading, and estimating.

The course is optional to all second year carpentry day students. It may be taken by others only with the permission of the instructor.

Prerequisite: B. T. 51ab, B.T. 55ab, and B. T. 77b before 77a may be taken only with the permission of the instructor.

## **COSMETOLOGY**

### **COSMETOLOGY 50a—COSMETOLOGY (14) I, II. SUMMER**

Five hours lecture and 27 hours laboratory per week.

Basic scientific theory as it applies to cosmetology, anatomy, disorders and disease of the skin, scalp and hair; physiology of skin, hair and nail; chemistry and electricity; salon management, bacteriology and sterilization. Chemical composition and correct application of shampoos; finger-waving and shaping; curl construction, including pin curling and sculpture curling; cold waving, including chemical composition of and reactions to materials used; color rinses and vegetable tints; manicuring; and basic hair cutting.

Prerequisite: Admission to the cosmetology program.

### **COSMETOLOGY 50b—INTERMEDIATE COSMETOLOGY (14) 1, 11, SUMMER**

Five hours lecture and 27 hours laboratory per week.

Hairstyling and introductory contest work; introduction to salon clinic, permanent hair coloring, massage and scalp treatments, intermediate permanent waving, hair shaping, hair straightening. Shaping and styling of wigs, and care of hair pieces. Training and experience as a receptionist is provided.

Prerequisite: Completion of Cosmetology 50a with a minimum average grade of "C" or by special arrangement with a director of cosmetology training.

### **COSMETOLOGY 50c—ADVANCED COSMETOLOGY (14) 1, 11, SUMMER**

Five hours lecture and 27 hours laboratory per week.

Senior hair styling, contest work, experience in the salon clinic doing shampooing, hair shaping, manicuring, permanent waving, hair colorings, giving facials and scalp treatments. Salesmanship is learned through actual practice. Students also serve as receptionists in the college salon. Advanced theory and 127 hours of State Board preparatory testing are included.

Prerequisite: Completion of Cosmetology 50a and 50b with a minimum average grade of "C".

## **Electronics Technology**

### **ELECTRONICS 49a-49b-49c-49d—SUPERVISED PRACTICE (1-3) I. II.**

Four hours laboratory each week per unit.

Selected Electronics or Industrial Arts Education majors assist and direct less advanced students under the supervision of a master electronics instructor.

Prerequisite: "B" average in college electronics major course and permission of the instructor.

### **ELECTRONICS 57a-57b—BASIC ELECTRONICS—TRADE RELATED INFORMATION (7-7)YR.**

Fifteen hours combined lecture and laboratory per week.

A basic course in the fundamentals of electricity and electronics consisting of theory and application of electric current, circuits, conductors for direct current and alternating current.

Laboratory consists of fundamentals of laboratory procedures such as soldering, wiring of experimental circuits, use of instruments and tools, and report writing.

Prerequisites: Two years of high school algebra and geometry or Math 51, Math 52, and Math 53 or permission of the instructor.

### **ELECTRONICS 58a-58b—ADVANCED ELECTRONICS—TRADE RELATED INFORMATION (7-7) YR.**

Fifteen hours combined lecture and laboratory per week.

A course in the theory and application of tubes, transistors, circuits, receivers, transmitters, and test instruments, including preparation for Radio-Telephone Second Class Operator's License Examination given by the Federal Communications Commission.

A continuation of the first year of laboratory work with transistors, receivers, transmitters, and test equipment. Includes semester project.

Prerequisites: Electronics 57a-57b or permission of the instructor.

### **ELECTRONICS 60a-60b—FUNDAMENTALS OF ELECTRONICS (2-2) YR. E.**

Four hours lecture and laboratory per week.

The theory and practical application of electric circuitry.

### **ELECTRONICS 61a-61b—BASIC ELECTRONICS (2-2) YR. E.**

Four hours lecture and laboratory per week.

Transistors, vacuum tubes, basic circuits. Prerequisite: Electronics 60a-60b or permission of instructor.

### **ELECTRONICS 62a-62b—BASIC TELEVISION (2-2) YR. E.**

Four hours lecture and laboratory per week.

Fundamentals of black and white and color circuitry and servicing.

Prerequisite: Electronics 61a-61b or permission of instructor.

### **ELECTRONICS 63a-63b—ADVANCED TELEVISION (2-2) YR, E.**

Four hours lecture and laboratory per week.

Advanced television servicing techniques, including color receivers, fundamentals of color television, circuitry and servicing.

Prerequisite: Electronics 62a-62b or permission of instructor.

### **ELECTRONICS 75a-75b—RADIO COMMUNICATIONS, LICENSING (4-4) YR. E.**

Four hours lecture per week.

Radio theory and operation designed to assist persons employed in the electronic fields to prepare for FCC commercial license.

## **Metal Technology and Welding Technology**

### **INDUSTRY AND TECHNOLOGY 6a-6b—BASIC WELDING (3-3) YR. E.**

One hour lecture and five hours laboratory per week.

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 6a is a prerequisite to Industry & Technology 6b.

Not open to students who have taken I.A. 6a-6b.

### **INDUSTRY AND TECHNOLOGY 7a-7b—ADVANCED WELDING (3-3) YR.**

One hour lecture and five hours laboratory per week.

Advanced oxy-acetylene welding; metallic arc welding, tungsten inert gas (I.I.G.) welding, metal inert gas (M.I.G.) welding, metal surfacing, sem automatic welding and cutting, fusion welding cast iron. All brazing processes on ferrous and non-ferrous metals. All processes studied in theory and practice.

Prerequisite: Industry & Technology 6b.

### **INDUSTRY AND TECHNOLOGY 10a-10b-10c-10d—MACHINE SHOP (3-3-3-3) 1, 11, YR. E.**

One hour lecture and four hours laboratory per week.

Study of materials, supplies, tools and equipment. Project construction involving layout, setup, and operation of jobs on lathes, drill presses, grinders, milling machines and shapers.

Not open to students who have taken I.A. 10a-10b-10c-10d.

### **INDUSTRY & TECHNOLOGY 40a-40b—GENERAL METALWORKING (3-3) YR. E.**

One hour lecture and four hours laboratory 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.

I & T 40b not open to students who have taken or are taking I & T 10a, 10b, 10c or 10d. Not open to students who have taken I.A. 40a-40b.

### **ELEMENTARY MECHANICS 49a-49b—SUPERVISED PRACTICE (2) I, 11.**

Four hours laboratory per week.

Selected metal shop majors to assist and direct less advanced students under the supervision of the metal shop instructor.

Prerequisite: A "B" average in I & T 40a and 40b or I.a 40a and permission of the instructor.

### **MACHINE SHOP 49a-49b—SUPERVISED PRACTICE (2) I, 11.**

Four hours laboratory per week.

Selected metal shop majors to assist and direct less advanced students under the supervision of the metal shop instructor.

Prerequisites: A "B" average in I & T 10a and 10b or I.A. 10a and 10b and permission of the instructor.

## WELDING TECHNOLOGY 49a-49b—SUPERVISED PRACTICE (1-3) I, II.

Two, four, and six hours laboratory per week.

Selected welding technology or Industrial Arts Education majors to assist a certificated instructor with less advanced students.

Prerequisite: A "B" average in college. Student must have completed a semester of the welding technology program or equivalent trade experience. Permission of the instructor is required.

## INDUSTRY AND TECHNOLOGY 51a-51b—METAL TECHNOLOGY DRAWING (3-3) YR.

One hour lecture and four hours laboratory 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 hours lecture and laboratory 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.

Not open to students who have or are working for credit in any other welding courses listed in this catalog.

## INDUSTRY AND TECHNOLOGY 62a-62b—WELDING (2-2) YR. E.

Four hours lecture and laboratory 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. I & T 62b before 62a may be taken only with the permission of the instructor.

### Fire Technology

## FIRE SCIENCE 51—INTRODUCTION TO FIRE SUPPRESSION (3) E.

Three hours lecture per week.

The first segment of the standard fire-training curriculum, a consideration of the following topics; fire suppression organization; fire suppression equipment; characteristic and behaviour 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.

Three hours lecture per week.

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.



### **FIRE SCIENCE 53—FIRE INVESTIGATION (3) E.**

Three hours lecture per week.

The third course in the standard fire technology program, including introduction to arson and incendiary, arson laws and types of incendiary fires; methods of determining fire causes, recognizing and preserving evidence, interviewing and detaining witnesses; procedures in handling juveniles; court procedure and giving testimony.

Prerequisite: Fire Science 51 and 52, and permanent membership in agency.

### **FIRE SCIENCE 54—BASIC MATHEMATICS AND SCIENCE (3) E.**

Three hours lecture per week.

A review of basic mathematics and science, with emphasis on their application to fire hydraulics. To provide the student of fire technology the practical means of handling the mathematical solutions required in hydraulics and the elementary scientific principles prerequisite to an understanding of hydraulics.

### **FIRE SCIENCE 55—BASIC CHEMISTRY FOR FIRE SCIENCE (3) E.**

Three hours lecture per week.

A lecture-demonstration in basic chemistry designed as either a prerequisite or a preparation for the Fire Science courses in Hazardous Materials. This course will not satisfy General Education requirements for transfer students.

### **FIRE SCIENCE 56—FIRE SERVICE HYDRAULICS (3) E.**

Three hours lecture per week.

The theory of water at rest and in motion; engineering principles of formulas and mental calculations to hydraulic problems; Underwriters' requirements for pumps.

### **FIRE SCIENCE 57—PUBLIC RELATIONS (3) E.**

Three hours lecture per week.

A class in Public Relations for fire service personnel. The course will include background, obligation to public, PR during emergencies, general appearances, and media and techniques. Applicable toward Fire Technology major and Associate in Arts degree.

### **FIRE SCIENCE 58—FIRE FIGHTING TACTICS AND STRATEGY (3) E.**

Three hours lecture per week.

Review of fire chemistry, equipment, and manpower; basic fire fighting tactics and strategy; methods of attack; pre-planning fire problems.

Prerequisite: Employment in fire agency.

## **Refrigeration**

### **REFRIGERATION 60a—FUNDAMENTALS OF AIR CONDITIONING AND REFRIGERATION (2) E**

Three hours lecture and demonstration per week.

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 61—SHOP PRACTICES AND TECHNIQUES (2) E.**

Three hours lecture and demonstration per week.

Procedures in installing refrigerant lines, silver brazing of refrigerant joints, techniques of leak testing, evacuation procedure, general service techniques.

Prerequisite: Refrigeration 60a-60b.

## REGISTERED NURSING

### NURSING 1 (5) II.

Two hours lecture and nine hours laboratory per week.

A study of the elements of patient care. Introduction to nursing concepts; emphasizing human needs related to communication, safety and comfort, and mobility.

### NURSING 2 (9) I.

Three hours lecture and eighteen laboratory hours per week.

A study of the patient's nursing problems (primarily centered around those related to nutrition, fluid and electrolyte balance, and elimination).

Prerequisites: Nursing 1, Physiology 1a & 1c, Psych 1a, and English 1a.

### NURSING 3 (9) II.

Three hours lecture and eighteen laboratory hours per week.

A study of nursing interventions primarily centered around patient needs related to safety and comfort including freedom from bacterial invasion, cardiopulmonary mechanisms regulating tissue gas needs, and needs relating to sexual expression integrated with maternal-child nursing.

Prerequisites: Nursing 1 & 2, Physiology 1a & 1c, Anatomy 1, Bacteriology 2, Psych 1a, English 1a.

### NURSING 4 (10) I.

Three hours lecture and twenty-one laboratory hours per week.

Nursing of patients with physical and mental illnesses primarily centered around problems related to needs of regulatory mechanisms and mobility. Special emphasis applied to the needs of the critically ill and dying patient and also those with a severe personality disintegration. Introduction to coordinated care of a group of patients using the team nursing concept.

Prerequisites: Nursing 1, 2 & 3, Physiology 1a & 1c, Anatomy 1, Bacteriology 1, Psych 1a, English 1a, Sociology 1a.

## Vocational Nursing

### VOCATIONAL NURSING 50-51-52—VOCATIONAL NURSING (17-14-14) II. I. II.

Eight hours lecture and twenty four hours laboratory per week.

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. A week consists of eight hours of classroom and twenty-four hours of clinical instruction.

### 1. FIRST SEMESTER 17 Units) VN50a—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, interpersonal relationships stressing mental health, daily living of the individual and direct patient care.

**VN50b—MEDICAL AND SURGICAL NURSING I. (6)**

Combined class and ward experience in the following areas: introduction to the body systems; maturation, growth and development; disease processes; nursing care of conditions of the nine body systems, including rehabilitation; causes and manifestations of disease; 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 50c—MEDICAL AND SURGICAL NURSING LAB I (3)**

Clinical assignments and experiences in the cooperating 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.

**VN 50d—OBSTETRICS, INFANT CARE AND PEDIATRICS LAB I (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.

**2. SECOND SEMESTER: (14 units)**

(Prerequisite: VN 50 sequence)

**VN 51a—MEDICAL AND SURGICAL NURSING II (4)**

(Continuation of VN 50b)

**VN 51b—MEDICAL AND SURGICAL NURSING LAB II (4)**

(Continuation of VN 50c)

**VN 51c—OBSTETRICS, INFANT CARE AND PEDIATRICS LAB II (3)**

(Continuation of VN 50d)

**VN 51d—OBSTETRICS, INFANT CARE AND PEDIATRICS I (3)**

(Continuation of VN 50d)

**3. THIRD SEMESTER: (14 units)**

(Prerequisite: VN 50 and 51 sequence)

**VN 52a—MEDICAL AND SURGICAL NURSING III (4)**

(Continuation of VN 50b and VN 51a)

**VN 52b—MEDICAL AND SURGICAL NURSING LAB III (7)**

(Continuation of VN 50c and 51b)

**VN 52c—OBSTETRICS, INFANT CARE AND PEDIATRICS LAB III (3)**

(Continuation of VN 50d, 51c, and 51d)

# DIVISION OF LANGUAGE ARTS AND COMMUNICATION

## English

### ENGLISH 1a—FIRST YEAR READING AND COMPOSITION (3) I. II. E.

Three hours lecture per week.

This course is designed to provide training in intelligent interpretation and in correct and effective expression, oral and written, through analysis and discussion of expository types of literature, especially the essay and 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.

Three hours lecture per week.

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 compositions are continued.

Prerequisite: English 1a.

### ENGLISH 4a-4b—MASTERPIECES OF LITERATURE—THE ENGLISH NOVEL (3-3) Yr.

Three hours lecture per week.

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 aspect of the works. Representative novels are read and discussed each semester.

Prerequisite: English 1a.

### ENGLISH 5—HISTORY OF ENGLISH LITERATURE (3) I.

Three hours lecture per week.

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).

Prerequisite: English 1a; and English 1b or consent of instructor.

### ENGLISH 6—HISTORY OF ENGLISH LITERATURE (3) II.

Three hours lecture per week.

Complementary course to English 5. Representative selections from the early eighteenth century to the present and their background in the culture. (formerly English 5b).

Prerequisite: 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 11—TECHNICAL WRITING, TECHNICAL REPORT WRITING, OR EXPOSITORY WRITING FOR STUDENTS IN SCIENCE AND TECHNOLOGY (3) I, II**

Three hours lecture per week.

A course in exposition for students in science and technology. Emphasizes the writing of correct, clear and precise reports. Meets the requirements for English 1a.

English 11 is equivalent to and satisfies all requirements of English 1a.

Prerequisite: An acceptable score on aptitude test or a grade of "C" or better in English 51, English 52, or Business 96a.

**ENGLISH 14—CREATIVE WRITING (3) I, E.**

Two hours lecture per week.

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 (3) II, E.**

Two hours lecture per week.

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.**

Three hours lecture per week.

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.**

Three hours lecture per week.

Complementary course to English 30. This segment treats the literature of the post-Civil War era; of the rise and flowering of Realism, of the era between the two world wars, and of the post-World War II period.

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.**

Three hours lecture.

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 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 45—WORLD LITERATURE (3) II. E.

Three hours lecture per week.

Complementary course to English 44. This segment considers the literary movements of Neo-Classicism, Romanticism, Realism, Naturalism, Expressionism and Existentialism, and the impact of the Enlightenment, the rise of democracy and the democratic spirit, and the evolution of science and scientific thought upon the literature of the world.

Prerequisite: English 1a

English 44 is not requisite to English 45. The year sequence or eight segment is highly recommended as a general education course in the humanities.

### ENGLISH 46—SHAKESPEARE (3) II.

Three hours lecture per week.

An introduction to the complete works of Shakespeare, the controversy about the authorship, the background of the works, and the language. Required will be a term paper, oral reports, and reading of about eight plays.

### ENGLISH 50—PRACTICAL ENGLISH (3) I, II, E.

Three hours lecture per week.

A basic course in developing communication skills (as applied to vocational needs), emphasising written and oral expression of ideas. Stories, essays, tapes, films, and other media may be selected to stimulate discussion, provide cultural enrichment, and motivate critical thinking. The course will include paragraphs related to class discussion, job application letters, practical letter writing, use of the library, the preparation of short written reports, and the presentation of oral reports.

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 for those who do not plan to transfer.

### ENGLISH 51—GRAMMAR AND COMPOSITION (3) I. II. E.

Three hours lecture per week.

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 "C" or better in English 50.

### ENGLISH 52—ESSENTIALS IN READING AND WRITING (3) I.

Three hours lecture per week.

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 53—READING FOR PLEASURE (3)

Three hours lecture per week.

This course is recommended for those students who will conclude their formal education in the junior college. Students read stories, plays, and poems for informal class discussion. Not open to students who have taken English 1b.

### ENGLISH 54—READING BETTER AND FASTER (3)

Three hours lecture and laboratory per week.

A developmental course in the skills of reading. After an evaluation of reading problems, each student is started on an individual multi-level program of improvement. Improvement in word attack, comprehension, vocabulary and rate of reading are the primary aims of the course. Improvement of study-habit skills is stressed also. Must be taken concurrently with English 50 unless instructors approval obtained.

### ENGLISH 64—READING FASTER (2) E.

Two hours lecture and laboratory per week.

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.

### ENGLISH 65—BASIC ENGLISH (3) E.

Three hours lecture per week.

A review of English fundamentals and basic language skills to assist the student in acquiring a practical use of the language and in improving his written expression, and to provide for the learning and reinforcement of the mechanics of grammar and practical experience in simple report writing.

Intended primarily for fire and other public agency personnel.

## Foreign Languages

The 1, 3, and 5 level foreign language courses are offered only in the fall semester; 2, 4, and 6 level courses are offered only in the spring semester.

### FRENCH 1—ELEMENTARY FRENCH (4) I.

Five hours lecture and laboratory per week.

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.

Five hours lecture and laboratory per week.

Continuation of French I.

Prerequisite: French I or two years of high-school French; a placement test may be required.

### FRENCH 3—INTERMEDIATE FRENCH (4) I.

Five hours lecture and laboratory per week.

Continuation of French 2 with excerpts from modern literature as the vehicle for continued oral and written fluency.

Prerequisite: French 2 or three years of high-school French; a placement test may be required.

**FRENCH 4—(4) II.**

Five hours lecture and laboratory per week.

Continuation of French 3.

Prerequisite: French 3 or four years of high-school French; a placement test may be required.

**FRENCH 5—(4) I.**

Five hours lecture and laboratory per week.

Independent reading and translation.

Prerequisite: French 4 or approval of instructor.

**FRENCH 6—(4) II.**

Five hours lecture and laboratory per week.

Continuation of French 5.

Prerequisite: French 5 or approval of instructor.

**FRENCH 51a-51b—(2-2) E.**

Two hours lecture and laboratory per week.

First year terminal conversational French.

**FRENCH 52a-52b—(2-2) E.**

Two hours lecture and laboratory per week.

Second year terminal conversational French.

**GERMAN I—ELEMENTARY GERMAN (4) I.**

Five hours lecture and laboratory per week.

Phonics, patterns of sentence structure and syntax, conversation and reading.

Corresponds to first two years of high-school German.

**GERMAN 2—(4) II.**

Five hours lecture and laboratory per week.

Continuation of German 1.

Prerequisite: German 1 or consent of instructor; a placement test may be required.

**GERMAN 3—INTERMEDIATE GERMAN (4) I.**

Five hours lecture and laboratory per week.

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.**

Five hours lecture and laboratory per week.

Continuation of German 3.

Prerequisite: German 3 or consent of instructor; a placement test may be required.

**GERMAN 51a-51b—(2-2) E.**

Two hours lecture and laboratory per week.

First year conversational German.



GERMAN 52a-52b—(2-2) E.

Two hours lecture and laboratory per week.  
Second year terminal conversational German.

SPANISH 1—ELEMENTARY SPANISH (4) I.

Five hours lecture and laboratory per week.  
Basic aural and oral Spanish language structure; reading and writing Latin-American life.

SPANISH 2—(4) II.

Five hours lecture and laboratory per week.  
Continuation of Spanish I.  
Prerequisite: Spanish I or two years of high-school Spanish; a placement test may be required.

SPANISH 3—INTERMEDIATE SPANISH (4) I.

Five hours lecture and laboratory per week.  
Aural, oral and written Spanish language structure and review; reading 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.

Five hours lecture and laboratory per week.  
Continuation of Spanish 3.  
Prerequisite: Spanish 3 or four years of high-school Spanish; a placement test may be required.

SPANISH 51a-51b—(2-2) E.

Two hours lecture and laboratory per week.  
First year terminal conversational Spanish.

SPANISH 52a-52b—(2-2) E.

Two hours lecture and laboratory per week.  
Second year terminal conversational Spanish.

## Journalism

JOURNALISM 2—ELEMENTARY JOURNALISM (3) I. II.

Four hours lecture and laboratory per week.  
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 to the English placement test or previous newspaper experience (high-school, or 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.**

Two hours lecture and laboratory per week.

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.**

Two hours lecture and laboratory per week.

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.

Prerequisite: Journalism 2 and Journalism 3.

### **JOURNALISM 5a-5b-5c-5d—YEARBOOK PRODUCTION (1-1-1-1) I. II.**

Two hours laboratory per week.

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.

### **JOURNALISM 7—MASS COMMUNICATIONS (Formerly Journalism 1) (3) I. II.**

Three hours lecture per week.

A survey course covering all media of mass communications—newspapers radio, television, magazines, book publishing, films, others—their strengths and weaknesses, and the major challenges they present to our free society, such as censorship, sensationalism, pornography, propaganda and monopoly. Extensive use of audio-visual materials and guest speakers. (Also cross-titled as Political Science 7).

No prerequisites. Students are **not** required to work on campus publications.

## **Philosophy**

### **PHILOSOPHY 6a-6b—INTRODUCTION TO PHILOSOPHY (3-3) YR.**

Three hours lecture per week.

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.

Prerequisite: 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 per 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.

Three hours laboratory per week.

A 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.

One hour lecture per week.

A lecture course designed to give knowledge of the fundamentals of the photographic process.

PHOTOGRAPHY 52—ELEMENTARY PHOTOGRAPHY (1) E.

Two hours laboratory per week.

A 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.

One hour lecture and two hours laboratory per week.

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

# DIVISION OF PHYSICAL EDUCATION, HEALTH AND ATHLETICS

## Physical Education

### PHYSICAL EDUCATION—GENERAL ACTIVITY (1) I. II.

Two hours per week.

Physical Education 1a-1b—Archery

Physical Education 2a-2b—Badminton

Physical Education 3a-3b—Bowling.

Physical Education 4a-4b—Soccer

Physical Education 5a-5b—Folk and Square Dance.

Physical Education 6a-6b-6c-6d—Modern Dance.

Physical Education 7a-7b—Social Dance.

Physical Education 8a-8b-8c-8d—Golf.

Physical Education 9a-9b—Swimming.

Physical Education 10a-10b-10c-10d—Tennis.

Physical Education 11a-11b—Tumbling.

Physical Education 12a-12b—Weight Lifting.

Physical Education 13a-13b-13c-13d—Wrestling

Physical Education 14a-14b—Horsemanship

Physical Education 15a-15b-15c-15d—General Activities—Not Listed.

Physical Education 16a-16b—Choreography. (Preq: P.E. 6a)

Physical Education 17a-17b—Hunch Basketball

Physical Education 18a-18b-18c—Police Defense (Sophomore Police Science Majors only)

Physical Education 19a-19b—Postural Development for Women.

Physical Education 21a-21b—Trampoline and Diving.

Physical Education 22a-22b—Special Competitive Tennis (2-2) I.

(Four hours per week)

Physical Education 23a-23b—Handball.

Physical Education 24a-24b—Volleyball.

Physical Education 25a-25b—Acrobatics.

Physical Education 26a-26b—Softball.

Physical Education 27a-27b—Advanced Aquatics

Physical Education 28a-28b—Ice Skating

Physical Education 29a,b,c—Vocational Nursing Activity

No physical education activity course should be repeated.

### PHYSICAL EDUCATION 30c—ORIENTATION IN PHYSICAL EDUCATION (2) II.

Two hours lecture per week.

Introduction to the physical education program, personal, social, and professional requirements.

### PHYSICAL EDUCATION 31c—BADMINTON (1) I.

Two hours lecture and demonstration per week.

Limited to physical education majors. Badminton skills, strategy and rules.

**PHYSICAL EDUCATION 32c—FOLK, SQUARE AND SOCIAL DANCE**  
(Formerly PE 45d) (1) II.

Two hours lecture and demonstration per week.

For men and women physical education majors. Elementary skills and leadership in folk, square, and social dance.

**PHYSICAL EDUCATION 33c—TENNIS (1) II.**

Two hours lecture and demonstration per week.

For men and women physical education majors and minors. Skills, techniques, strategy, history, and official rules of tennis.

**PHYSICAL EDUCATION 34w—TEAM SPORTS (2) I.**

One hour lecture and two hours laboratory per week.

Practical course of advanced techniques, skills and official rules of team sports. Volleyball, basketball, field hockey, and softball for women physical education majors and minors.

Prerequisite: Physical education major or minor or by permission of instructor.

**PHYSICAL EDUCATION 35—LIFE SAVING AND WATER SAFETY (1) E.**

Two hours lecture and laboratory per week.

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.**

Two hours lecture and laboratory per week.

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 included.

Prerequisite: Current Senior Life Saving Certificate and Standard First Aid Card. (Hygiene 3 may be taken concurrently.)

**PHYSICAL EDUCATION 37c—GOLF (1) II.**

Two hours lecture and laboratory per week.

Limited to Physical Education majors - Golf skills, strategy and rules.

**PHYSICAL EDUCATION 39w—FIELD SPORTS (2) II.**

Four hours lecture and laboratory per week.

For women Physical Education majors and minors. Skills, techniques, strategy, and official rules of Soccer, Field Hockey, and Softball.

**PHYSICAL EDUCATION 40c—ARCHERY (1) I.**

Two hours lecture and laboratory per week.

For men and women Physical Education majors and minors. Skills, techniques and official rules of target archery and field archery.

**PHYSICAL EDUCATION 41w—FUNDAMENTALS OF MODERN DANCE (2) I.**

Four hours lecture and laboratory per week.

Designed to introduce physical education majors to the history and fundamentals of modern dance.

## PHYSICAL EDUCATION 45a—FUNDAMENTALS OF AQUATICS (2) II.

Four hours lecture and laboratory per week.

For men and women physical education majors. Analysis of swimming strokes, diving, life saving, and water games. Techniques of coaching, officiating, planning meets, pool maintenance, and synchronized swimming.

Prerequisite: Physical Education 9a or intermediate skill.

## PHYSICAL EDUCATION 70—PRINCIPLES OF OFFICIATING (2) E.

Two hours lecture per week.

Rules, advanced skills and officiating techniques for track, water polo swimming, wrestling, baseball, basketball and football. Intended primarily for those in the community involved in officiating for high schools, colleges and the recreation departments or elementary school programs, and for physical education or recreation majors.

### Inter Collegiate Activities

Ten hours laboratory per week.

The 50 and 60 courses are for students who excel in athletic ability and wish to participate in the inter-collegiate program competing against other junior 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 (2-2)

Physical Education 51a-51b-51c-51d—Varsity Basketball (2-2-2-2) I, II.

Physical Education 52a-52b—Varsity Baseball (2-2) II.

Physical Education 53a-53b—Varsity Track (2-2) II.

Physical Education 54a-54b—Varsity Tennis (2-2) II.

Physical Education 55a-55b—Varsity Swimming (2-2) II.

Physical Education 56a-56b—Varsity Boxing (2-2) II.

Physical Education 57a-57b—Varsity Golf (2-2) II.

Physical Education 58a-58b—Varsity Cross Country (2-2) I.

Physical Education 59a-59b—Varsity Wrestling (2-2) II.

Physical Education 60a-60b—Varsity Waterpolo (2-2) 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.

Two hours lecture per week.

A general course including the facts necessary for intelligent maintenance of physical and mental health and a scientific discussion of the effects of narcotics and alcohol. Interpretation of life processes; a study of the principal body systems and of the hygiene and first aid associated with each; includes fire prevention. Fulfill state requirements.

**HYGIENE 3—RED CROSS FIRST AID (1) I. II. E.**

Two hours lecture and laboratory per week.

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 1a—INTRODUCTION TO ARCHITECTURAL DESIGN (2) I.

One hour lecture and three hours laboratory per week.

Familiarization with the professional fields of architecture, engineering, and city planning. Introduction to design process and development as a basis of architectural analysis.

Prerequisite: Mechanical drawing.

### ARCHITECTURE 1b—INTRODUCTION TO ARCHITECTURAL DESIGN (2) II.

One hour lecture and three hours laboratory per week.

Continuation of Architecture 1a, stressing critical evaluations of man's environment. A study of visual phenomena with application to elementary composition, dealing with line, area, color and materials.

Prerequisite: Arch 1a.

### ARCHITECTURE 1c-1d—BASIC DESIGN (3-3) Yr.

Two hours lecture and four hours laboratory per week.

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. 1a-1b and Arch 2a-2b.

### ARCHITECTURE 2a—INTRODUCTION TO ARCHITECTURAL DRAWING AND PERSPECTIVES (3) I.

Two hours lecture and four hours laboratory per week.

Basic techniques used in graphic communication. Orthographic and isometric projection. Mechanical perspective, shades and shadows.

Prerequisite: Mechanical drawing and plane geometry.

### ARCHITECTURE 2b—DELINEATION (3) II.

Two hours lecture and four hours laboratory per week.

Three-dimensional representations with various drawing media which will enable the student to express his architectural ideas.

Prerequisite: Arch. 2a.

### ARCHITECTURE 6a—MATERIALS OF CONSTRUCTION (2) I.

Two hours lecture per week.

The use and application of building materials, and the structural makeup of buildings.

### ARCHITECTURE 6b-6c—STRENGTH OF MATERIALS (2-2) YR.

Two hours lecture per week.

Physical properties of construction materials. Moment and shear diagrams, axial eccentric loading, and deflection. Sizing of structural members of homogeneous and compound materials.

Prerequisite: Math 1a, Physics 4a (2a-2b)



### ARCHITECTURE 31—WOODFRAME CONSTRUCTION (2) II.

One hour lecture and three hours laboratory per week.

Using architectural practices in plan, elevation and section, while developing a set of plans for a residence.

Prerequisite: Arch 2a, Arch 6a.

### ARCHITECTURE 32—HEAVY WOOD-FRAME CONSTRUCTION (2) I.

One hour lecture and three hours laboratory per week.

Construction techniques and working drawings for heavy wood-frame structures. Theory and application of laws and codes affecting buildings. Cost-estimating procedures.

Prerequisite: Arch. 31.

### ARCHITECTURE 33—STEEL-FRAME CONSTRUCTION (2) II.

One hour lecture and three hours laboratory per week.

Construction, techniques and working drawings for steel-frame structures. Theory and application of laws and codes affecting buildings.

Prerequisite: Arch 32.

### ARCHITECTURE 37a—ENGINEERING SURVEYING (2) I.

One hour lecture and three hours laboratory per week.

Selection, care and use of tapes, levels and transits. Keeping field notes; and measurement by tape; differential and profile leveling, and the plotting of profiles. Introduction to the transit; field operation; introduction to traverses.

Prerequisite: Math 54.

### ARCHITECTURE 37b—ENGINEERING SURVEYING (2) II.

One hour lecture and three hours laboratory per week.

Use of the transit; traverses, coordinates, triangulation, area and balanced survey calculations. Cross sections and volumes; contour, interpolation; stadia and plane table operation; topographic mapping.

Prerequisite: Architecture 37a.

### ARCHITECTURE 40—FREEHAND DRAWING (1) I.

One hour lecture and one hour laboratory per week.

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 scratchboard techniques.

## ENGINEERING

### ENGINEERING 1a-1b—SURVEYING (3-3) YR. (Discontinued after 1970-71).

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 5a-5b—GENERAL ENGINEERING (4-4) YR.

Three hours lecture and three hours laboratory per week.

Fundamentals of the principles and practices of engineering. Topics considered in the course are: graphics, methods of computation, surveying, and statics.

Prerequisites: One complete year of high school drawing, or Engr. 52. Physics 5a-5b, and Math 5a-5b to be taken concurrently. Grade of "C" or better in Engr. 5a before continuing with Engr. 5b.

#### ENGINEERING 5c-5d—GENERAL ENGINEERING (4-4) YR.

Three hours lecture and three hours laboratory per week.

Fundamentals of the principles and practices of engineering. Topics considered in the course are: statics (continued from Engr. 5b), materials science, and alternating current circuits.

Prerequisites: Engr. 5a-5b, Physics 5a-5b, and Math 5a-5b with Physics 5c-5d and Math 5c-5d taken concurrently. Grade of "C" or better in Engr. 5c before continuing with Engr. 5d.

#### ENGINEERING 28—ENGINEERING GRAPHICS (4) I. II. E.

Three hours lecture and three hours laboratory per week.

Fundamental principles of orthogonal projection, graphical solution and computations, and an introduction to conceptual design with emphasis on freehand sketching.

Prerequisite: Engineering 52 and a satisfactory score on the mathematics proficiency test.

#### ENGINEERING 35—STATICS (3) II. (Discontinued after Spring, 1971)

Three hours lecture per week.

Force systems and equilibrium conditions as applied to engineering problems.

Prerequisite: Physics 4a; Mathematics 2a.

#### ENGINEERING 50a-50b—BLUEPRINT READING (2-2) E.

One hour lecture and three hours laboratory per week.

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 60a-60b—ELEMENTARY PROBLEMS IN ENGINEERING (2-2) E.

One hour lecture and three hours laboratory per week.

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 1a-1b—DIFFERENTIAL AND INTEGRAL CALCULUS (4) I. II.

Four hours lecture per week.

Differential and integral calculus for mathematics, physics and chemistry majors.

Prerequisite: Trigonometry and analytical geometry. (Mathematics 30 or the equivalent.) 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.**

Four hours lecture per week.

Thorough technique of differential and integral calculus. Partial differentiations, multiple integrals and series.

Prerequisite: Mathematics 1a-1b, grades of "C" or better.

**MATHEMATICS 5a-5b—DIFFERENTIAL AND INTEGRAL CALCULUS (4) I. II.**

Four hours lecture per week.

Differential and integral calculus for engineering majors.

Prerequisite: Trigonometry and analytical geometry. (Mathematics 30 and 31). A grade of "C" or better in Mathematics 5a before continuing in Mathematics 5b).

**MATHEMATICS 5c-5d—CALCULUS CONTINUED AND SPECIAL TOPICS (4-4) I. II.**

Four hours lecture per week.

Thorough technique of differential and integral calculus for engineering majors. Partial differentiations, multiple integrals, differential equations, series, fouriers series, complex numbers and vector analysis.

Prerequisite: Mathematics 5a-5b, grades of "C" or better.

**MATHEMATICS 11—INTRODUCTION TO LINEAR ALGEBRA (3) I. II.**

Three hours lecture per week.

Introduction to linear algebra and matrix theory. The study of the algebraic properties of matrices and selected topics. Topics include: linear equations, vector spaces, linear transformations and determinants.

Prerequisites: Mathematics 1b, 5b, or 16b, any of which may be taken concurrently.

**MATHEMATICS 15—INTRODUCTION TO COMPUTER MATHEMATICS (3) I. II.**

Three hours lecture per week.

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 1a, 5a, or 16a with a grade of "C" or better.

**MATHEMATICS 16a-16b—SURVEY OF ANALYTICAL GEOMETRY AND CALCULUS (3-3) I. II. E.**

Three hours lecture per week.

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 1a.

Prerequisite: Mathematics 54.

**MATHEMATICS 19—SLIDE RULE (1) I. II. E.**

Two hours per week during the first half of the semester.

Adjustment, operation and theory of the slide rule, interpolation and graphical methods. Use of scales A, B, C, D, DF, DI, DF, K and L.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.

Two hours per week during the second half of the semester.

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 directed for Mathematics 19.

Prerequisite: Mathematics 54; may be taken concurrently.

### MATHEMATICS 21—ELEMENTARY STATISTICS (3) I. II. E.

Three hours lecture per week.

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)

Three hours lecture per week.

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—ANALYTICAL TRIGONOMETRY FUNCTIONS AND COLLEGE ALGEBRA (4) I. II.

Four hours lecture per week.

A treatment of integrated algebra and analytic trigonometry for the student preparing for the calculus.

Prerequisite: Mathematics 54 or the equivalent.

### MATHEMATICS 31—ANALYTIC GEOMETRY (3) I. II. E.

Three hours lecture per week.

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.

Three hours lecture per week.

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.

### MATHEMATICS 50—REVIEW OF ARITHMETIC FUNDAMENTALS (2) I. II. E.

Two hours lecture per week.

Drill in the fundamentals with emphasis on fractions, decimals and percentages.

### MATHEMATICS 51—ELEMENTARY ALGEBRA (3) I. II. E.

Three hours lecture per week.

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.

### **MATHEMATICS 52—PLANE GEOMETRY (3) I, II. E.**

Three hours lecture per week.

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.

### **MATHEMATICS 53—INTERMEDIATE ALGEBRA (3) I, II. E.**

Three hours lecture per week.

Rapid review of elementary algebra; exponents; radicals, progressions, quadratic equations; systems of equations; logarithms; the binomial theorem.

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.**

Three hours lecture per week.

Trigonometric functions of any angle; logarithms; solution of triangles; trigonometric equations.

Prerequisites: Advanced algebra (Mathematics 53) and plane geometry (Mathematics 52.)

## **SCIENCES**

### **Biological Sciences**

#### **ANATOMY 1—HUMAN ANATOMY (4) I.**

Three hours lecture 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 and a cultural course in human biology.

Prerequisite: None. High-school biology and chemistry are recommended.

#### **ANATOMY 2—HUMAN ANATOMY (3) E.**

Three hours lecture per week.

A non-laboratory course covering the same subject matter as Anatomy 1.

#### **ANATOMY 3—ANATOMY LABORATORY (1) E.**

Three hours lecture and laboratory per week.

A laboratory course intended to supplement the material covered in Anatomy 2.

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.

Prerequisite: 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.

#### **BACTERIOLOGY 2—GENERAL MICROBIOLOGY (4) I. II.**

Three hours lecture and three hours laboratory per week.

This course is designed for those students who need or desire to take a lower-division bacteriology course. The course covers the general principles related to the various organisms, biochemical activities, infection, disease, and immunology, as well as the non-pathological activities of microorganisms.

Prerequisite: Physical Science 12, or one semester of college chemistry, and one course in a biological science.

#### **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 (4) I.**

Three hours lecture, three 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 disease 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.**

Three hours lecture and three hours laboratory per week.

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.

#### **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, heridity, and evolution.

## ECOLOGY 1—ENVIRONMENTAL SCIENCE (3) I, II.

Three hours lecture per week.

An interdisciplinary natural science study of the physical and biological factors in operation on earth with special emphasis given to man's relationships to the ecosystem.

## PHYSIOLOGY 1a—INTRODUCTION 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 science.

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 1a, which may be taken concurrently.

Note: Students should check the requirements of the college to which they intend to transfer before signing up for fewer 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 1a-1b—GENERAL CHEMISTRY (5-5) I, II.

Six hours laboratory and three hours lecture per week.

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.

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 2a-2b—GENERAL CHEMISTRY (3-3) YR.

Two hours lecture and three hours laboratory per 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.

Fundamentals 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.

Prerequisite: Chemistry 1a or 2a-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, agriculture and engineering.

Prerequisite: Chemistry 1a or 2a-2b 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.

Three hours lecture, two hours laboratory per week.

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.

Prerequisite: None; algebra recommended.

### 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.

Three hours lecture per week.

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 I—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 hours lecture and one hour demonstration 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.

Three hours lecture and demonstration per week.

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 II—BASIC ELECTRICITY (3) I. II.

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

Basic fundamentals of direct current and alternating current electricity will be studied. Lectures, demonstrations and laboratory experiments will cover such topics as: the electron theory, cells and batteries. Ohm's and Kirchhoff's laws, series, parallel and series-parallel circuitry, meter movements, generators and motors, alternating current, inductance, capacitance, transformers, rectification and operation of the oscilloscope.

Prerequisite: None

Not open to students enrolled in or with credit in Industrial Arts II, Electronics 57ab, 58ab or any other basic college course in electronics.

### PHYSICAL SCIENCE 12—CHEMISTRY SURVEY (3) I. II. E.

Three hours lecture and demonstration per week.

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.

Prerequisite: None; algebra recommended.

### PHYSICAL SCIENCE 53—MODERN SCIENCE (3) II.

Three hours lecture and demonstration per week.

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 service. 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 2a-2b—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 5a-5b—GENERAL PHYSICS (3-3) YR.**

Two hours lecture, two hours laboratory, one hour recitation per week.

Fundamental treatment of the general principles of physics for the pre-engineer and pre-physical scientist. The topics considered in the course are: optics, atomics, nucleonics, mechanics, properties of materials, sound and wave motion.

Prerequisites: Math 5a-5b taken concurrently, high school physics and/or chemistry recommended. Grade of "C" or better in Physics 5a before continuing with Physics 5b.

**PHYSICS 5c-5d—GENERAL PHYSICS (3-3) YR.**

Two hours lecture, two hours laboratory, one hour recitation per week.

Fundamental treatment of: electricity, magnetism, electronics, and thermo-dynamics.

Prerequisites: Physics 5a-5b, Math 5a-5b; Math 5c-5d taken concurrently. Grade of "C" or better in Physics 5c before continuing with Physics 5d.

**PHYSICS 6—CIRCUIT ANALYSIS (4)**

(Discontinued after spring 1971)

Three hours lecture and three hours laboratory per week.

Elements of electrical circuit analysis, with emphasis on solutions of circuit problems.

Prerequisite: Physics 4a and 4b.

**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 63a-63b—GENERATING AND TRANSMISSION OF ELECTRICAL POWER (3-3) E.**

Three hours lecture and two hours laboratory per week.

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.

Three hours lecture per week.

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.

Three hours lecture per week.

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.

Three hours lecture per week.

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) I. II.

Three hours lecture per week.

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 15—CONTEMPORARY ECONOMIC PROBLEMS (3) I. II. E.

Three hours lecture per week.

A study of the important problems of our economy, such as unemployment, inflation, poverty, farm problems, guaranteed annual income, national debt, right-to-work issue, cost of air pollution, urban renewal and the gold drain issue.

### ECONOMICS 51—THE AMERICAN ECONOMY (3) I.II.

Three hours lecture per week.

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.

## EDUCATION

### EDUCATION 30—INTRODUCTION TO TEACHING (2) I.

Two hours lecture per week.

A brief survey of the fundamental concepts of public education. Field trips may be required.

Prerequisite: Education 50a-50b or permission of instructor.

### EDUCATION 50a—TEACHER AIDE TECHNIQUES (3) I.

Two hours lecture and four hours of classroom internship (time by arrangement).

An introductory course designed to acquaint the teacher aide major with public education and teaching techniques. Students will receive training in the operation of motion picture projectors, slide projectors, tape recorders and other audio-visual aids. Includes training in graphic arts (construction of transparencies, bulletin boards, flannel boards, etc).

Prerequisite: None

### EDUCATION 50b—DEVELOPMENT OF INSTRUCTIONAL MATERIALS (3) II.

Two hours lecture and four hours classroom internship per week.

Development of instructional materials and musical instruments for classroom use. Experience is gained in test administration and evaluation, individual instruction, maintenance of classroom records, etc.

Prerequisite: Education 50a or permission of instructor.

### EDUCATION 51a—TEACHER AIDE INTERNSHIP (2-2) YR.

One hour lecture and six hours per week of supervised internship experience in the public schools.

## GEOGRAPHY

### GEOGRAPHY 1—PHYSICAL GEOGRAPHY (3) I. II.

Three hours lecture per week.

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—WORLD REGIONAL GEOGRAPHY (3) I. II. E.

Three hours lecture per week.

A study of the physical settings, population patterns, natural resources, and economic development of the countries of the world by means of an examination of the world's major regions.

Successful completion of English 1a recommended before enrolling in this course.

## HISTORY

### HISTORY 4a-4b—HISTORY OF WESTERN CIVILIZATION (3-3) YR.

Three hours lecture per week.

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 4a is not requisite to History 4b.

**HISTORY 8a—HISTORY OF THE AMERICAS (DISCOVERY TO CIVIL WAR IN THE UNITED STATES) (3) I.**

Three hours lecture per week.

A comparative survey of Latin America, Canada, and the United States from European discovery through the colonial period and the Wars for Independence into the 19th century. Includes U. S. history through the Civil War. Primarily directed to (but not limited to) social science majors and university transfer students. Meets the American history requirement in general education and fulfills state requirements in American history.

**HISTORY 8b—HISTORY OF THE AMERICAS (THE 19TH AND 20TH CENTURIES)**

(3) II.

Three hours lecture per week.

A comparative survey of Latin America since the Wars for Independence, Canada since the American Revolution, and the United States since the Civil War. Primarily directed to (but not limited to) social science majors and university transfer students. Meets the American history requirement in general education and fulfills state requirements in American history. History 8a is not a prerequisite for History 8b.

**HISTORY 11—UNITED STATES HISTORY TO 1865 (3) I. II. E.**

Three hours lecture per week.

The formation of the union and the development of American society to 1865. Not open to students with credit in History 10 or History 17a. Meets the American history requirement in general education and fulfills state requirements in American history.

Students planning to major in any field in the social sciences should not enroll in this course; they should enroll in either History 8a-8b or 17a-17b, which are especially designed for social science majors.

**HISTORY 12—UNITED STATES HISTORY FROM 1865 (3) I. II. E.**

Three hours lecture per week.

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.

Students planning to major in any field in the social sciences should not enroll in this course; they should enroll in either History 8a-8b or 17a-17b, which are especially designed for social science majors.

**HISTORY 17a-17b—HISTORY OF THE UNITED STATES (3-3) YR.**

Three hours lecture per week.

A detailed study of the history of the United States from the colonial period to the present. History 17a 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 part of the development of American democracy.

Either three-unit course fulfills state requirements in American history and meets the American history requirements in general education for state college transfer. The year sequence is strongly recommended to majors in the social sciences and university transfer students.

### HISTORY 21—THE PEOPLE OF MEXICO (3) I. II.

Three hours lecture per week.

A brief survey of the historical development of the economic, political and social institutions of Mexico from the time of the Spanish Conquest to the present, emphasizing the place of Mexico in the world today and the heritage, traditions and ideals of its people.

### HISTORY 22—THE NEGRO IN UNITED STATES HISTORY (2) II.

Two hours lecture per week.

A survey from the pre-colonial period to the present of the role of the Negro in the United States and an analysis of the present status of the Negro in American society.

### HISTORY 23—THE MEXICAN-AMERICAN IN UNITED STATES HISTORY (3)

I. II.

Three hours lecture per week.

This course covers a survey of the development of the history of the Mexican-American in the United States. Attention will be given to the impact of American historical development on the Mexican-American and to the significance for American history of the Mexican-American's contributions to political, social, economic, legal, and cultural areas.

### HISTORY 31—HISTORY OF CALIFORNIA (3) II. E.

Three hours lecture per week.

A survey of the history of the state of California from the period of the discovery to the present, beginning with the exploration and early settlement as Alta California and continuing through the Spanish, Mexican and American ascendancies. The governments, customs, habits and influences of the various peoples who have occupied California are stressed.

### HISTORY 49a—INDEPENDENT STUDY (1) I. II.

Prerequisite: Written permission of instructor and division chairman. Advanced work in this subject for students who have completed all beginning level courses. The student in cooperation with the instructor and division chairman will prepare and execute an academic written contract (proposal for learning) during the first two weeks of the semester and upon its completion to the satisfaction of the instructor will receive credit for this course. In very unusual cases students may be enrolled in independent study without completing the beginning level courses; such students must also have written approval from the Dean of Instruction of the college. A minimum of 54 clock hours of academic work is required.

### HISTORY 49b—INDEPENDENT STUDY (2) I. II.

Same as 49a but for two units and a minimum of 108 clock hours of academic work.

### HISTORY 49c—INDEPENDENT STUDY (3) I. II.

Same as 49a but for three units and a minimum of 162 clock hours of academic work.

## HISTORY 51—UNITED STATES HISTORY (3) I. II.

Three hours lecture per week.

A survey of the development of American economic, political and social institutions.

This course fulfills state requirements in American history.

This course designed primarily for those students not interested in transferring to a four-year institution.

## POLICE SCIENCE

### POLICE 1—INTRODUCTION TO LAW ENFORCEMENT (3) I.

Three hours lecture per week.

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.

Three hours lecture per week.

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.

Three hours lecture per week.

The organization, administration, and management of municipal police departments.

### POLICE 15—POLICE RECORDS AND REPORTS (3) II.

Three hours lecture per week.

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 18—POLICE—COMMUNITY RELATIONS (3) I. II. E.

Three hours lecture per week.

The study of enforcement agency relationships with the community; current programs utilized for communications; and basic techniques related to the subject matter.

### POLICE 20—CRIMINAL LAW (3) II.

Three hours lecture per week.

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.**

Three hours lecture per week.

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) I. E.**

Three hours lecture per week.

The history, principles and practices of probation, corrections and parole.

**POLICE 34—INTERVIEWING (3) E.**

Three hours lecture per week.

An introduction to the philosophy, techniques and practices of client interviewing utilized in probation, parole and corrections.

**POLICE 36—COUNSELING (3) E.**

Three hours lecture per week.

An introduction to the philosophy and techniques of counseling used in probation, parole and corrections.

**POLICE 40—TRAFFIC CONTROL (3) II. E.**

Three hours lecture per week.

Prerequisite: Police 1 or consent of instructor.

**POLICE 43a—PATROL PROCEDURES (3) I.**

Three hours lecture per week.

Responsibilities, techniques and methods of police patrol.

Prerequisites: Police 20, 22.

**POLICE 43b—CRIMINAL INVESTIGATION (3) II.**

Three hours lecture per week.

Fundamentals of investigation; crime scenes search; recording data; collection and preservation of evidence; scientific aids, modus operandi; principles of interrogation; follow-up and case preparation.

Prerequisite: Police 43a.

**POLICE 45a-45b—FIREARMS (1-1) YR.**

Two hours lecture and laboratory per week.

The moral aspects, legal provisions, safety precaution 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.**

Fifteen hours internship per week.

An internship with a local administration of justice agency in which the student applies classroom skills to actual police or correctional 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.**

Three hours lecture per week.

Theory and practice in the study of fingerprints, description of persons, and modus operandi in its application to individual characteristics.

**POLICE 60a-60b-60c-60d-60e-60f—POLICE SCIENCE TRAINING FOR PEACE OFFICERS (1-18) I, II, E.**

One hour lecture for each unit of credit.

This course is designed to meet the specific needs of local agencies in providing instruction in advanced occupational subject matter for enforcement personnel.

**POLICE 82—PEACE OFFICERS' BASIC TRAINING (10)**

Ten hours lecture per week.

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 83a-83b—SUPERVISORY TECHNIQUES (3-2).**

Three hours lecture per week for 83a; two hours lecture per week for 83b.

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 84a-84b—RESERVE PEACE OFFICERS TRAINING (2-2) E.**

Two hours lecture per week.

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.

**POLICE 85—ADVANCED PEACE OFFICERS TRAINING (2-2)**

An in-service course for peace officers. It is designed for the officer below supervisory level and above the basic level and complies with the regulations prescribed by the State Commission on Peace Officers' Standards and Training. Subject content geared to meet the current training needs in the area.

**POLITICAL SCIENCE**

**POLITICAL SCIENCE 1—INTRODUCTION TO POLITICAL SCIENCE (3) I, II.**

Three hours lecture per week.

An introduction to the scope and basic concepts of political science and the representative techniques of acquiring and evaluating knowledge about the political world in which one must live. Course does not satisfy state requirements on the U. S. Constitution and the state and local governments of California.

**POLITICAL SCIENCE 2—COMPARATIVE GOVERNMENT (3) I, II.**

Three hours lecture per week.

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.**

Three hours lecture per week.

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 7—MASS COMMUNICATIONS (3) I. II.**

Three hours lecture per week.

A survey course covering all media of mass communication—newspapers, television, radio, magazines, book publishing, films, others—their strengths and weaknesses in light of their influence upon the 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 7).

**POLITICAL SCIENCE 42a-42b-42c-42d—CONTEMPORARY AFFAIRS (1-1-1-1) I, II.**

Two hours lecture and discussion per week.

Political, social, economic and historical analysis and interpretation of current significant events of 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 48a—INDEPENDENT STUDY (1) I. II.**

Prerequisite: Written permission of instructor and division chairman. Advanced work in this subject for students who have completed all beginning level courses. The student in cooperation with the instructor and division chairman will prepare and execute an academic written contract (proposal for learning) during the first two weeks of the semester and upon its completion to the satisfaction of the instructor will receive credit for this course. In very unusual cases students may be enrolled in independent study without completing the beginning level courses; such students must also have written approval from the Dean of Instruction of the college. A minimum of 54 clock hours of academic work is required.

**POLITICAL SCIENCE 48b—INDEPENDENT STUDY (2) I. II.**

Same as 48a but for two units and a minimum of 108 clock hours of academic work.

**POLITICAL SCIENCE 48c—INDEPENDENT STUDY (3) I. II.**

Same as 48a but for three units and a minimum of 162 clock hours of academic work.

**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.**

Three hours lecture per week.

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 1a—GENERAL PSYCHOLOGY (3) I. II. E.**

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.**

Three hours lecture per week.

A survey of the fields of applied psychology; personnel, engineering, consumer, and clinical. Local field trips may be included in the course.

Prerequisite: Psychology 1a with a grade of "C" or better, or the approval of the instructor.

**PSYCHOLOGY 19a-19b—FUNDAMENTALS OF LEADERSHIP (1) I. II.**

One hour lecture and discussion per week.

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.**

Two hours lecture per week during first and fourth weeks of the fall semester.

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.**

Three hours lecture per week.

A study of the dynamics of normal personality development and problems of social adjustment. Consideration is given to physiological and social influences.

Prerequisite: Psychology 1a with a grade of "C" or better, or the approval of the instructor.

**PSYCHOLOGY 39—CHILD DEVELOPMENT (3) I. II.**

Three hours lecture per week.

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.

**PSYCHOLOGY 49a—INDEPENDENT STUDY (1) I. II.**

Prerequisite: Written permission of instructor and division chairman. Advanced work in this subject for students who have completed all beginning level courses. The student in cooperation with the instructor and division chairman will prepare and execute an academic written contract (proposal for learning) during the first two weeks of the semester and upon its completion to the satisfaction of the instructor will receive credit for this course. In very unusual cases students may be enrolled in independent study without completing the beginning level courses; such students must also have written approval from the Dean of Instruction of the college. A minimum of 54 clock hours of academic work is required.

**PSYCHOLOGY 49b—INDEPENDENT STUDY (2) I. II.**

Same as 49a but for two units and a minimum of 108 clock hours of academic work.

**PSYCHOLOGY 49c—INDEPENDENT STUDY (3) I. II.**

Same as 49a but for three units and a minimum of 162 clock hours of academic work.

**PSYCHOLOGY 51—PSYCHOLOGY OF PERSONAL ADJUSTMENT (3) I. II.**

Three hours lecture per week.

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.

**PSYCHOLOGY 52—SMALL GROUP DYNAMICS (1) I. II.**

Two hours discussion per week.

A course organized to help the participant gain insight into his own behavior, as well as that of others, to learn what a sharing experience is, and to grow in his ability to relate to others as a human being.

Prerequisite: Psych. 51, or a course in psychology.

## **SOCIOLOGY**

**SOCIOLOGY 1a-1b—INTRODUCTION TO SOCIOLOGY (3-3) YR.**

An introductory course covering principal concepts, including culture, personality, social organization, social interaction, human ecology, and social change; major social problems are discussed and analyzed, including crime and delinquency, race, personal pathologies, and poverty, as well as such social issues as: family, religion, education, and population.

Sociology 1a is a prerequisite to Sociology 1b.

### SOCIOLOGY 20—SURVEY OF PUBLIC WELFARE (3) I.

Three hours lecture per week.

A general survey of the social, economic, political, historical, and philosophic components in the development of social welfare programs. Major contemporary public assistance programs in the United States; basic principles of Social Security programs; roles of Federal, State and local government.

### SOCIOLOGY 21—INTERVIEWING (3) II.

Three hours lecture per week.

Methods and techniques of interviewing. Emphasis is on obtaining information and producing explanation of services and programs; developing sensitivity to and awareness of the needs and feelings of those being interviewed; developing skills in the use of interpreters.

### SOCIOLOGY 22—FIELDS OF SOCIAL WELFARE (2) I.

Three hours lecture per week.

A study of the problems, needs, and rights of the consumers of service from public and private agencies, and the programs which serve them.

### SOCIOLOGY 23—INTERNSHIP (2) II.

Two hours lecture per week.

The scope, functions, and responsibilities of those who work in Social Welfare Agencies. Course includes classroom discussion and internship in a public or private agency (time by arrangement).

Prerequisite: Sociology 21

### SOCIOLOGY 26—MARRIAGE AND FAMILY LIFE (2) I. II.

Two hours lecture per week.

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



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