

# COLLEGE OF THE SEQUOIAS GENERAL CATALOG

1 1/2 Second Half-Century  
Community Service

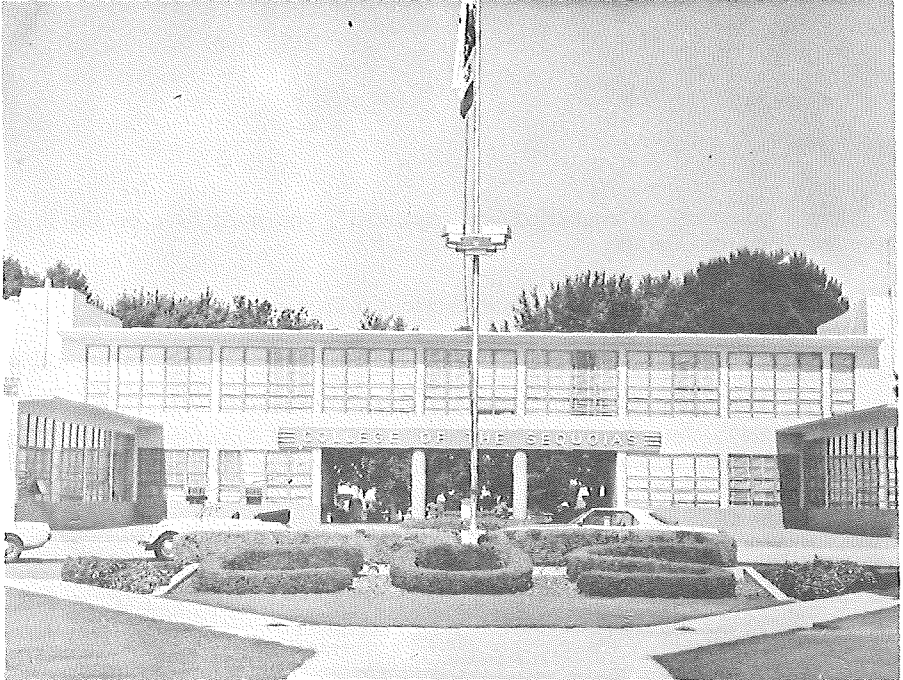
1976-77



# *College of the Sequoias*

A PUBLIC COMMUNITY COLLEGE

## *Catalog 1976-77*



**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 Community and Junior Colleges and the California Community and Junior College Association.

The college is officially accredited by the Western Association of Schools and Colleges and is approved for veteran training under both State and Federal laws.

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

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,
4. Scores from the college scholastic aptitude and placement tests, as applicable.

**\*IMPORTANT:** Your \$8.00 Student Service and \$2.00 Activities fee should be paid prior to your counseling appointment. Incoming freshmen may pay their fees on the day they are counseled.

## TABLE OF CONTENTS

Board of Trustees . . . . .	3
Administration . . . . .	3
College Calendar for 1976-77 . . . . .	4, 5
Division Chairmen . . . . .	6
Faculty . . . . .	6
College Advisory Committees . . . . .	13
Map of the Campus . . . . .	17
Map of the Farm . . . . .	18
General Information . . . . .	19, 27
Evening College Program . . . . .	27
Summer Session . . . . .	28
General Regulations . . . . .	29
Lower Division University and College Requirements . . . . .	41
Suggested Programs . . . . .	51
Description of Courses (by organizational division) . . . . .	Green Page
Explanation of Symbols . . . . .	Green Page





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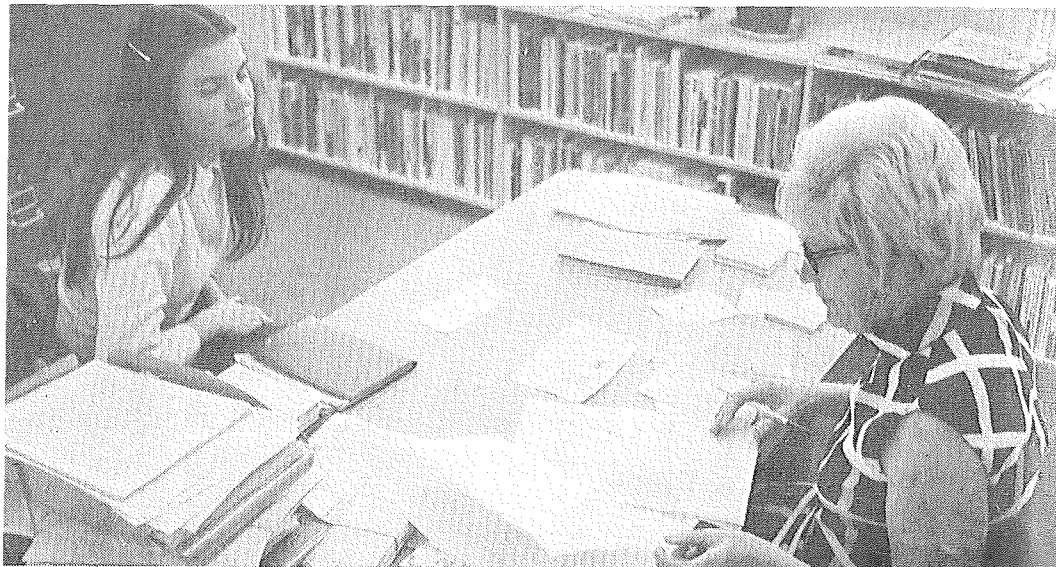
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Dean of Vocational Education

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Dean of Special Student Services



## CALENDAR 1976-1977

### FIRST SEMESTER

August 18, 1976 – December 21, 1976

June 7	Summer Session Begins
June 9	Counseling/Programming for First Semester Begins
June 12	College Placement (ACT) Test
July 16	Last Day to Petition for Readmission after Scholastic Disqualification
July 21-August 28	Summer Session Ends
August 12	Evening College Registration
August 17	Registration for First Semester Closes
August 18	General Faculty Meeting
August 18, 19	Class Instruction Begins, Day and Evening College
August 25	Confirmation of Registration
August 28	Last Day to Add Day Classes
September 6	Closing Date, Evening College Registration
September 6-10	Labor Day (Holiday) No Class Meetings
October 4	First Census Week
October 9	Counseling/Programming for Second Semester Begins
October 15	College Placement (ACT) Test
October 20	Mid Semester
November 11	Deficiency Notices Mailed
November 19	Veteran's Day (Holiday) No Class Meetings
November 20	Last Day to File for December Associate in Arts Degree
November 24 (Wednesday)	College Placement (ACT) Test
November 25, 26	No Evening College Classes
December 7 (Tuesday)	Thanksgiving Recess (Holiday) No Class Meetings
December 15-21	Last Day to Drop Day Classes
December 21	Final Examinations, Day and Evening College
December 22-January 4	End of Semester, Regular Day and Evening College
January 5-11	Christmas Recess (Holiday)
	Recess Between Semesters



## CALENDAR 1976-1977

### SECOND SEMESTER

January 12, 1977 – May 24, 1977

December 1-19, January 5-9	Evening College Registration
December 21	Registration for Second Semester Closes
January 6	Last Day to Petition for Readmission after Scholastic Disqualifications
January 12	Class Instruction Begins, Regular Day and Evening College
January 12, 13	Confirmation of Registration
January 20	Last Day to Add Classes
January 22	Closing Date, Evening College Registration
January 31-February 4	Second Census Week
February 4	Last Day to File for Associate in Arts Degree
February 5	College Placement (ACT) Test
February 21	Washington's Birthday (Holiday) No Class Meetings
March 11	Mid-Semester
March 16	Deficiency Notices Mailed
April 2	College Placement (ACT) Test
April 4-8	Easter Recess (Holiday)
April 11	Class Instruction Resumes
May 10	Last Day to Drop Day Classes
May 17-20	Final Examinations, Evening College
May 18-24	Final Examinations, Regular Day Classes
May 24 (Tuesday)	End of Semester, Commencement
May 25, 26	Faculty Clearance
June 6-July 15	Summer Session
June 12	College Placement (ACT) Test
July 8	Last Day to File for July Associate in Arts Degree



## DIVISION CHAIRMEN

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Division of Business . . . . .	MICHAEL W. FLAHERTY
Division of Fine Arts . . . . .	GEORGE C. PAPPAS
Division of Industry and Technology . . . . .	ALBERT SINDLINGER
Division of Language Arts and Communication . . . . .	WILLIAM K. DECKER
Division of Physical Education, Health and Athletics . . . . .	ROY D. TAYLOR
Division of Science, Mathematics and Engineering . . . . .	FREDERICK M. MARTIN
Division of Social Sciences . . . . .	WAINO M. PETERSON

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ADAMS, DAVID . . . . . B.A., M.A., CSU at Fresno	Physical Education/ Student Activities
ANDERSON, KENNETH W. . . . . B.A., Duke University; M.A., Calif State Univ. at San Diego	Political Science
ANDERSON, VERNON A. . . . . A.B., M.A., CSU at Fresno	Sociology/Physical Education
ANTHONY, BETTY . . . . . B.S., CSU at Fresno University	Home Economics
ARMSTRONG, DALE . . . . . A.A, College of the Sequoias; Calif. Community College Credential	Air Conditioning
AUDINO, VIRGINIA SUE . . . . . A.B., CSU at Fresno	Home Economics
BALDWIN, PRISCILLA . . . . . B.A., Whitman College	Physical Education
BARBA, JOSEPH J. . . . . B.S., M.S., Purdue University	English/Physical Education
BARKLEY, LOLA . . . . . B.S., CSU at Fresno; M.S., UC at San Francisco	Registered Nursing
BARTON, JAMES . . . . . A.B., CSU at Fresno; M.A., University of Washington	Mathematics
BEARDEN, ALIA . . . . . A.B., Whittier College; M. A., Calif. State Univ. at Long Beach	Physical Education
BECK, FRANCIS O. . . . . B.A., M.S., CSU at Fresno	Criminal Justice
BENNETT, LESLIE J. . . . . A.A, College of the Sequoias; SDS credential	Metal Technology
BENNETT, BERNIECE G. . . . . R.N., St. Luke's Hospital, A.A., College of the Sequoias; Community College Credential	Director, Vocational Nursing Education
BERG, LeROY . . . . . A.B., M.A., CSU at Fresno	Vice-President, Evening College
BETTENCOURT, BILL . . . . . A.B., M.A., CSU at Fresno	Dean of Men
BIVONA, MICHAEL J. . . . . B.A., M.A., CSU at San Jose	Sociology
BLACK, CHERYL . . . . . B.S., M.S., CSU at Fresno	Registered Nursing
BRANCO, ALLEN A. . . . . B.S., Washington State Univ.; M.S., Calif State Polytechnic College (S.L.O.)	Physical Education

BRICKER, JOHN F. . . . . History/Physical Education  
A.B., Michigan State Univ.; M.A., Univ. of Calif. at Berkeley

BROYLES, KENNETH . . . . . Automotive Technology  
Automotive Mechanics & Related Technology  
Credential/Partial Fulfillment

BRUNNER, ILA JUNE . . . . . Registered Nursing  
B.S., Bethany Nazarene College, Okla. M. S. Univ. of Neb.

BURGE, LARRY . . . . . Criminal Justice  
B.A., Southern Oregon State

CABRERA, ANTHONY J. . . . . French  
A.B., University of Calif.

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B. S., Dickinson State College, N.D.

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COLE, JAMES M. . . . . Psychology  
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CONLEY, RICHARD . . . . . Business  
B.S., M.S., CSU at Chico

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B.S., M.S., CSU at Chico

CRAIN, JOHN . . . . . Geology  
B.S., M.S., University of Nevada

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

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B.A., M.A. University of Northern Colorado

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

DUARTE, RUDOLPH A. . . . . Criminal Justice  
B.S., Calif. State University at Long Beach

DUNN, GENE . . . . . Building Trades  
AA, College of the Sequoias; SDS Credential; Community College Credential

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

ENSIGN, PATRICIA . . . . . Registered Nursing  
B.S., Mt. St. Mary's College School of Nursing, Los Angeles

ESSEX, WILFRID L. . . . . Chemistry  
A.B., Univ. of Southern Calif; M.A. CSU at Fresno

FALCONER, JEFF . . . . . Business  
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M.A., Pepperdine College

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B.A., Univ. of Neb.; M.A., Ed.D, Northern Colorado Univ.

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B.V.E., CSU at Fresno

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B.S., Univ. of Calif. at Los Angeles; M.A., Claremont Graduate School  
PhD., University of Southern California

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

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B.A., M.A., CSU at San Jose

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B.S., Illinois State Univ.; M.Ed., University of Illinois

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B.S., CSU at Fresno

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B.A., San Jose State University; M.A., Washington State University

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 B.S., M.S., CSU at Fresno

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 B.A., M.S., W. Va. Univ.

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 B.A., M.A., CSU at Fresno

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 A.B., CSU at Fresno; M.A., Northern Arizona University

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 A.B., CSU at Fresno

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 B.A., CSU at San Jose; M.A., CSU at Long Beach

HOPKINS, LOIS A. . . . . Dean of Women  
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 B.S., California Institute of Technology

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 B.S., Northwestern State College (Oklahoma)  
 M.S., New Mexico Highlands University

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 B.A., CSU at Chico; M.A., CSU at San Jose

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 B.S., University of Calif.; M.A., CSU at Fresno

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 B.A., M.A., CSU at Fresno

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 A.B., M.A., CSU at Fresno

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 A.B., Gettysburg College; M.A., University of New Mexico

KRUMDICK, VICTOR F. . . . . Health/Physical Education  
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 A.B., M.A., Occidental College

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 B.S., University of Nebraska; M.S., Univ. of So. Calif.

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 A.B., M.S., CSU at Fresno

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 B.A., M.A., CSU at San Jose

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 B.A., CSU at Fresno; M. A., Cal Poly (SLO)

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A.B., M.A., CSU at Fresno

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B.S., M.S., University of Nebraska

MARTIN, NOEL B. . . . . History  
B.S., Calif. Maritime Academy; M.A., CSU at San Francisco  
M.A., University of Calif., Berkeley

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B.S., M. S., University of Oregon; Ph.D., Stanford University

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B. Arch., University of Southern California

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B.A., M.A., University of Redlands

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A.B., CSU at San Jose; M. A., CSU at Sacramento

OTTO, JOHN D. . . . . Counseling/English  
A.B., CSU at Fresno; M.A., Stanford University

PAPPAS, GEORGE C. . . . . Speech/Drama  
A.B., CSU at Fresno; M.A., University of Southern California

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

PARKER, DAVID . . . . . Director of Criminal Justice Education & Training  
B.S., M. S., Southern Oregon College

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SDS Credential

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B.S., Utah State University; B.S., Mankato State College  
M.A., Utah State University

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B.A., M.A., University of Idaho

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A.B., M.A., CSU at Fresno

PLUMMER, MARY A. . . . . English  
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A.B., Stanford University; M.A., CSU at Fresno  
PhD., Univ. of So. Calif.

PRESSER, JOHN ANTHONY . . . . . Veteran's Coordinator  
B.A., M.A., CSU at Long Beach

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B.S., M.A., CSU at Fresno

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A.B., M.A., University of Buffalo; Ph.D., University of Southern California

QUINN, JAY G. . . . . Dean of Special Student Services  
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A.B., University of California at Los Angeles

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

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B.A., CSU at Fresno

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 B.A., M.A., CSU at San Francisco

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 A.B., M.A., CSU at Fresno

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 B.S., Univ. of Calif. (San Francisco Medical Center) M.S., CSU at Fresno

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 B.A., M.A., CSU at Fresno

SHEWEY, C. JEAN . . . . . Physical Education  
 A.B., M.A., CSU at Fresno

SHIRK, RICHARD E. . . . . Building Trades  
 B.A., M.A., CSU at Fresno

SILVA, VERNON J. . . . . Dean of Student Personnel  
 A.B., Univ. of California, Santa Barbara; M. A., Stanford University

SINDLINGER, ALBERT . . . . . Automotive Technology  
 A.B., CSU at Fresno; Vocational Class A Credential, UC Berkeley;  
 Community College Credential

STILES, AUDIE E. . . . . Electronics Technology  
 Community College Credential; AA, College of the Sequoias

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

STRONG, BARBARA . . . . . Art  
 B.A., M.A., Univ. of Calif., Santa Barbara

SWANSON, MILDRED E. . . . . Nursing  
 R.N., Montana State University; SDS Credential

SWEENEY, ALBERT . . . . . English  
 A.B., CSU at San Jose; M.A., Calif. State Polytechnic College

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

TAYLOR, ROY D. . . . . Physical Education  
 A.B., CSU at Fresno

THEIGE, JACK . . . . . Director of Data Processing  
 A.B., M.A., CSU at Fresno

TOMASEVICH, ROBERT . . . . . Agriculture  
 B.S., M.A., California State Polytechnic College

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

VIEIRA, DONALD J. . . . . Agriculture  
 B.S., CSU at Fresno

WALKER, LEWIS . . . . . Librarian  
 A.B., Neb. Wesleyan Univ.; M.A., CSU at San Jose

WESTON, DUANE . . . . . Music  
B.A., CSU at Fresno; M.A. Univ. of Pacific

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

WINN, NORMAN C. . . . . Photography  
BFA., University of Utah

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

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MR. HAROLD GIBSON . . . . Hanford Education	MR. GERALD SCHUMACHER . Hanford Business
MR. CARL LANDERS . . . . . Exeter Agriculture	MRS. ANSELMO VASQUEZ . . . Visalia General Public
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MR. JACK E. LETSINGER . . . Porterville Orange Belt Realty Board	MR. HARRY WIEDEMAN . . . Tulare Tulare Realty Board



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Montgomery Ward & Co.	Walt's T.V.
MR. GENE HARDCASTLE . . . . Visalia	MR. DENNIE ROBERTSON . . Visalia
Allied Communications	Pacific Telephone Co.

### NURSING EDUCATION

MR. WILLIAM C. CLARK . . . . Visalia	MR. VIRGIL MORRIS . . . . Hanford
City of Visalia	Hanford Community Hospital
MRS. MARY ERICKSON . . . . Tulare	MR. GLENN RIPEE . . . . . Tulare
Tulare District Hospital	Tulare View Center
MRS. JANE FIALA . . . . . Visalia	DR. NORMAN SHARRER . . . . Visalia
General Public	Physician
MRS. MARGARET HOBBS . . . . Hanford	MISS, ADELA YNIGUEZ . . . . Corcoran
Sacred Hear Hospital	Licensed Vocational Nurse
MR. TOM JOHNSON . . . . . Visalia	
Kaweah Delta District Hospital	

## CRIMINAL JUSTICE TERMINAL TRAINING

MR. GARY SHERWOOD . . . Corcoran Chief of Police	MR. JOHN W. BEENE . . . Lindsay Director of Public Safety
MR. BOB ARNOLD . . . Dinuba Acting Chief of Police	MR. JOHN START . . . Porterville Chief of Police
MR. HANK FRY . . . Exeter Chief of Police	MR. DALE ANDERSON . . . Tulare Chief of Police
MR. CHARLIE JOINER . . . Farmersville Chief of Police	MR. RAYMOND FORSYTH . . . Visalia Chief of Police
MR. CURTIS HENDERSON . . . Hanford Chief of Police	MR. BOB WILEY . . . Visalia Sheriff-Coroner, Tulare County
MR. CLEO WEBB . . . Hanford Sheriff-Kings County	MR. RAY SKERRY . . . Woodlake Chief of Police
MR. DOUG DONDANVILLE . . . Lemoore Chief of Police	

## JOINT APPRENTICESHIP COMMITTEE FOR CARPENTRY

MR. GORDON SCHNELL Contractor Representative	MR. ROBERT FULLER Education Representative
MR. EDWARD JACKSON Contractor Representative	MR. CHARLES PETERSON Education Representative
MR. CAL ROBERTS Contractor Representative	MR. BILL WALKER Carpenter
MR. JAMESCHAAL Contractor Representative	MR. CLYDE WEAVER Carpenter
MR. JAMES LOFTON General Contractor	MR. SAM COFFEE Carpenter
MR. JAKE PEASE Department of Apprenticeship Standards	MR. ALBERT GASINK Carpenter
	MR. MELVIN L. WARD Labor Representative

## 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 Mid State Welding Supply	MR. BOB DROLET . . . Tulare Olson Bodies Inc.
MR. WALT BEATTY . . . Visalia Westinghouse Electric Corp.	MR. LEONARD FOSTER . . . Visalia Southern California Gas Co.

## VOCATIONAL FIRE SCIENCE

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Porterville Fire Department

CHIEF TED ILES  
Strathmore Fire Department

CHIEF EVERETT TAYLOR  
Lindsay Fire Department

CHIEF ROY VOGT  
Visalia Fire Department

CHIEF GEORGE WATSON  
Hanford Fire Department

CHIEF GILBERT SWANSON  
Delano Fire Department

CHIEF BILL DAVIS  
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

PAUL ELLIOTT, Deputy Fire Warden  
Division of Forestry

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MR. DICK BARMAN . . . . . Visalia  
Southern Calif. Edison Co.

MR. STAN CANBY . . . . . Tulare  
Canby's Air Conditioning  
& Plumbing

MR. JOE H. CRAIN, Jr. . . . . Hanford  
Sequoia Air of Hanford

MR. KENNETH LAUGHLIN . . . . . Hanford  
Kennie's Refrigeration &  
Air Conditioning Service

MR. ALAN McINTOSH . . . . . Visalia  
American Air

MR. AL MEINHOLD . . . . . Visalia  
Visalia Refrigeration &  
Engineering

MR. ORMAL RUNYON . . . . . Visalia  
Empire Supply Co., Inc.

MR. CLINTON TILLEY . . . . . Visalia  
Marlin Mechanical Contractors

## ADVISORY COMMITTEE

### ON DISADVANTAGED STUDENTS

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LIONEL MORENO Vice Chairman Visalia

MARY LOU HERNANDEZ . . . . . Tulare  
Secretary

NADINE ARMSTRONG . . . . . Tulare  
VIRGINIA GODINA . . . . . Corcoran

EVERETT PYLES . . . . . Visalia

RAYMOND RUBALCABA . . . . . Cutler

JAMES SMITH . . . . . Hanford

BEN SOTOMAYOR . . . . . Woodlake

FRED CARAZOS . . . . . Hanford  
SARAH KING . . . . . Corcoran

ROBERT MONTION  
MECHA Representative

JAVIER AGUIRRE . . . . . Visalia  
Student

LINDA CUELLAR . . . . . Visalia  
Student

### ENABLER PROGRAM ADVISORY COMMITTEE

GARY JOHNSON, Chairman

MS. MARIE CORNELIUS . . . . . Visalia  
Student

MR. BILL FLYNN . . . . . Visalia  
Program Manager, Central Valley  
Regional Center

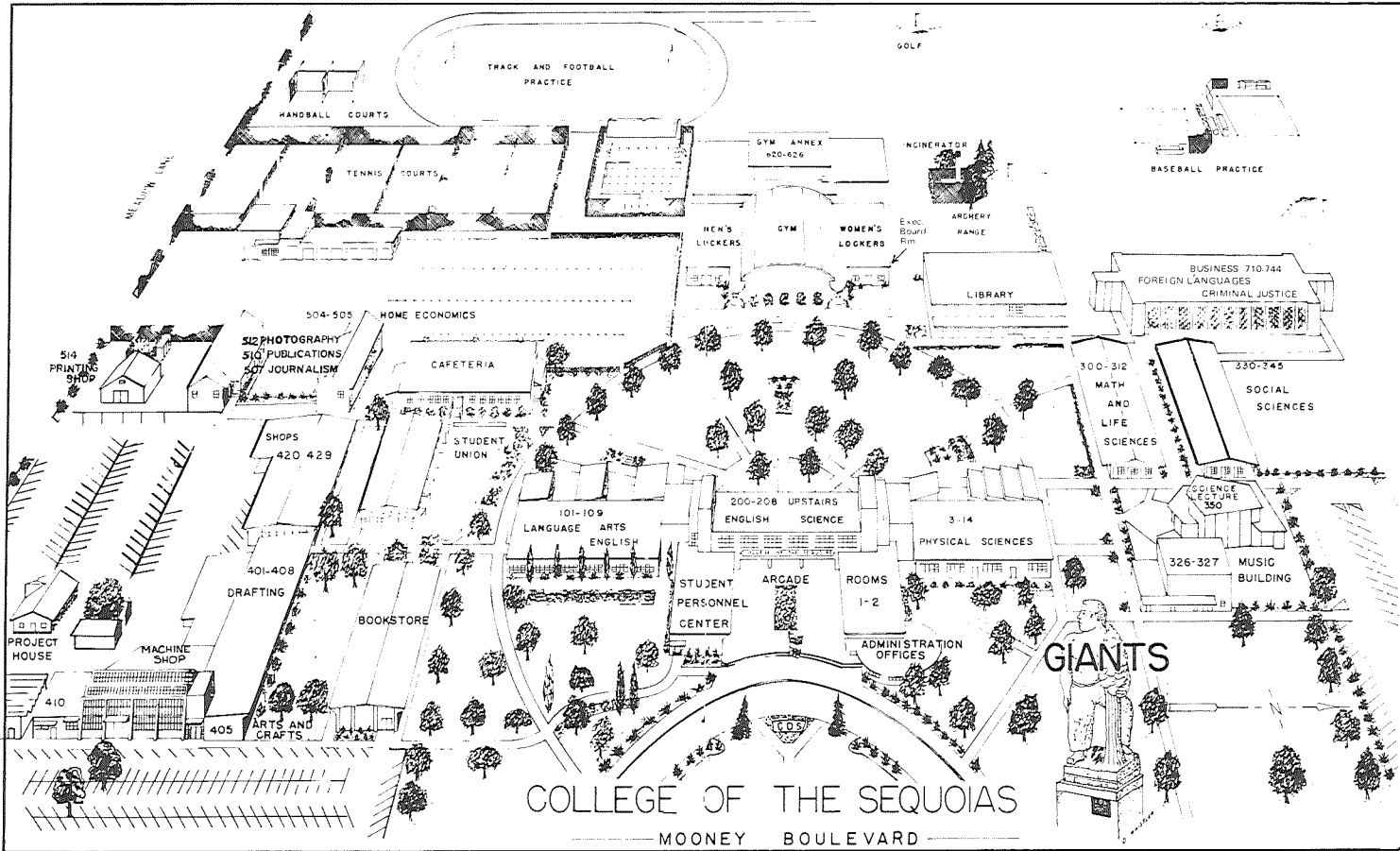
MR. JOE GUARISCO . . . . . Visalia  
College of the Sequoias  
Coordinator, Industry & Technology

DR. LINCOLN HALL . . . . . Visalia  
College of the Sequoias  
Assistant Superintendent, Instruction

MR. MILT HUSTAD . . . . . Visalia  
State Dept. of Rehabilitation

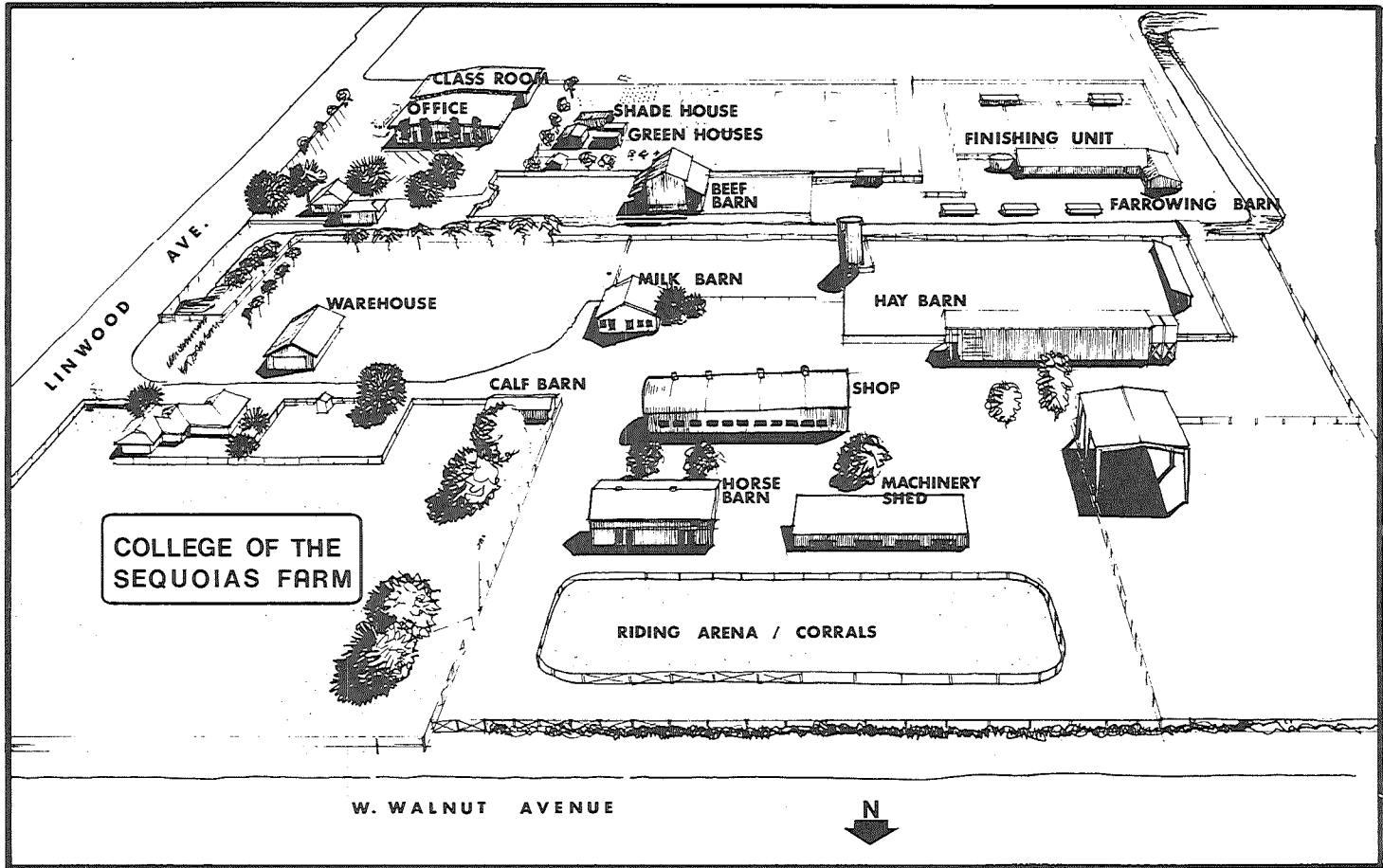
MR. VERN SILVA . . . . . Visalia  
College of the Sequoias  
Vice-President, Student Personnel

MR. HUGO STEIGMAN  
Tulare County Director of  
Physically Handicapped



# COLLEGE OF THE SEQUOIAS

MOONEY BOULEVARD



# GENERAL INFORMATION

## THE COLLEGE

The college was established by the Visalia Union High School Board of Trustees as Visalia Junior College in 1925, and offered 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.

## PHILOSOPHY

The administration and faculty of the College of the Sequoias recognize their joint responsibility to provide a fruitful educational experience for residents of the community college district. Because each individual has intrinsic value and dignity as a human being, it is essential that the college nurture the intellectual, occupational, and cultural growth of each student enabling him to develop his potential in an atmosphere which stimulates a free exchange of ideas, intellectual inquiry, and effective instruction. Further, it is essential that the college recognize its responsibility to meet the recreational, occupational, and general education needs of both transfer and non-transfer students. The success of this philosophy can be realized only if there is a constant communication among faculty, student body, community, and administration. Hopefully, this philosophy will produce an educated citizen who is both prepared and stimulated to function effectively and responsibly in all essential aspects of personal and community life.

## OBJECTIVES

The objectives of the College of the Sequoias are to provide:

1. Occupational-technical training—comprehensive training for those students who will finish their period of formal education in the community college.
2. Citizenship training — training which will prepare every student to function effectively as a citizen.
3. Counseling and guidance — to assist students to “find themselves” through proper counseling and guidance.
4. College transfer training — adequate lower-division offerings for those students who plan to transfer to a university or college after completing two years in a community college.
5. Education for the disadvantaged — educational techniques, classes, and services which will better enable students who have been educationally disadvantaged to benefit from the college’s instructional programs.
6. Adult education — instruction to meet the needs of adults living in the region.
7. General education — experiences which will increase the student’s abilities to cope with everyday living as an adult in a rapidly changing world.
8. Community services — to satisfy the varied cultural, avocational, and educational needs of the diverse groups of citizens in the college district by means of a comprehensive community service program.
9. Job and work placement service — to assist both current and former students in their efforts to find employment which is related to their training, interests, and aspirations.

## 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 criminal justice and foreign languages; a \$200,000 science lecture hall; and an expansion of parking facilities on the campus northside.

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

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

## SERVICES AND PROGRAMS

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

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

## CURRICULUM

Most 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 instructors, their counselors and from the Special Student Services Office in which up-to-date information about employment is available.

### **PHYSICALLY HANDICAPPED STUDENTS**

The Enabler Program provides a full range of services in order that students with physical disabilities may enter regular classrooms and compete with their non-disabled peers on a more equal basis. Services depend on the personal, physical, and academic needs to be met. These services may include, but are not limited to: personal, vocational and medical counseling; reserved parking; mobility assistance; interpreters for the hearing impaired; notetakers; resources for the blind; specialized equipment; and adaptive physical education.

Students having an employment handicap due to a disability may qualify for State rehabilitation services, which cover costs of fees and books and, under certain circumstances medical needs, supplemental living expenses or transportation. For details contact the Enabler Office, Room 105, or the State Department of Rehabilitation, 113 North Church Street, Room 510, Visalia; telephone 734-8161.

### **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 60,000 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 22 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**

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

## THE ASSOCIATED STUDENTS

The Associated Students of College of the Sequoias is the official student-body organization. Upon payment of a 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, two representatives at large, Associated Women Students president, Associated Men Students president, and the commissioners of art, finance, records, activities, athletics, publications and clubs.

## STUDENT ACTIVITIES

The responsibility of a community college to help develop the social, emotional, and physical, as well as the intellectual growth of the student is recognized at the College of the Sequoias. 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 intramural program, social events which are designed to appeal to all students, and service projects within the community.

**CLUBS AND ORGANIZATIONS:** The college sponsors many active clubs. A complete listing of these clubs, along with the advisor, can be found in the student handbook, the "Sequoiana." The Student Executive Board also has several standing committees on which students are encouraged to serve.

**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, Reedley 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, swimming, badminton, and volleyball.

Intramural sports also are stressed, with physical education activities such as bowling, golf, handball, horsemanship, swimming, tennis, tumbling, badminton, weight lifting, archery, folk-dancing, soccer, 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, musicals in spring 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, an all college day, banquets, 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.

**Spring Operetta:** The college presents an excellent Music Theatre Series, which originated in 1950. Nearly two hundred students, community volunteers and professionals take part in this community wide affair.

## **LIVING ACCOMMODATIONS**

Information regarding off-campus housing may be obtained from the Special Services Office, Room 103, or from the Dean of Men or Dean of Women.

There are no dormitories on the campus.

## **EXPENSES**

No tuition is charged except to out-of-state students. A mandatory student service fee of \$8.00 and an optional student body privilege fee of \$2.00 are charged each semester prior to the scheduling of a counseling appointment. For those students enrolled in 8 units or less (part-time) the fees are \$5.00 and \$1.00 respectively.

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

Textbooks and school supplies will cost approximately seventy 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 mandatory insurance fee. 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**

Limited 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: Corcoran, Cutler, Exeter, Farmersville, Hanford, Ivanhoe, Lindsay, Orosi, Pixley, Strathmore, Three Rivers, Tulare, Visalia, Woodlake and Yettem.

Although complete coverage of all areas is impossible at this time, transportation routes are scheduled to serve the above communities as best as time and distance will permit.

## **STUDENT SERVICES FEE REFUNDS**

A refund of student services fees will be made only if students notify the college of their intention not to attend COS. This notification must be given by the Friday preceding the week semester classes begin. 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 obey PARKING regulations. Citations will be issued by the Visalia Police Department to anyone who is illegally parked or exceeds the speed limit. The speed limit on campus 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 Special Student Services office. Here all students who are interested in part-time or full-time employment may file application forms for work. The college considers that satisfactory part-time work experience is an important part of the vocational adjustment of students, and the Special Student Service 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 Special Student Services office for additional information. A pamphlet describing the College of the Sequoias' financial aids will be mailed on request.

## **EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)**

Extended Opportunity Programs and Services is a state funded program that provides extra services to those students who are identified as being financially or educationally disadvantaged. A special summer college program is offered to entering freshmen. Loans, grants, books, supplies, tutorial and peer counseling are available. The program director is located in Room 103, the Special Students Services Office.

## **ACCESS TO STUDENTS' OFFICIAL RECORDS**

Students who wish to deny access to their official records may do so by signing a form to this effect in the Student Personnel Center.



# 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 five 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.

## SUMMER SESSION

A six-week summer session is offered on the college campus during the first half of each summer. Students may select from a variety of courses which enable them to accelerate progress toward graduation and transfer to four-year institutions as well as make up deficiencies in past college work.

Enrollment is open to all high school graduates and persons eighteen years of age and older. High school students who are between their junior and senior years may enroll provided their high school principals grant written permission and certify that the student's past academic work indicates probable success in college-level courses.

Summer session enrollment is limited to a maximum of six units.

Brochures describing the summer program may be obtained from the Student Personnel Center in late April. Registration begins the day after spring semester graduation exercises and continues through the second day of summer session class meetings.

# 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 Vice-President, 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 students entering directly from high school 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. Applicants should telephone or write the College of the Sequoias Student Personnel Center for test dates.

**EXCEPTION:** Adults who have been out of school one or more years immediately prior to the semester they will enroll and transfer students from other colleges are exempt from the Aptitude and Placement Test requirement.

## **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";

## **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

College of the Sequoias awards credits for the five General Examination sections of the College Level Examination Program. Six units of credit may be awarded for each examination that a student completes with a score of 500 or more.

Only students who are enrolled and matriculated at College of the Sequoias may receive credit on a College of the Sequoias transcript.

## **OUT-OF-STATE STUDENTS**

The non-resident tuition fee for each semester is \$38.00 per unit with a maximum tuition charge of \$1138.00 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.

\*\*Tuition is subject to variation by the California Community Colleges Board of Governors.

## DETERMINATION OF RESIDENCE

The general rule is that a student must have been a California resident for at least one year immediately preceding the residence determination date in order to qualify as a "resident student" for admission and tuition purposes. The residence determination date is the day immediately preceding the beginning of classes each academic term and is the date from which residence is determined for that term.

Whether a student has acquired California residence usually depends on whether he has attained majority; i.e., has become an adult. Majority is attained at 18 years of age. If the student is a minor, residence is derived from (and therefore is the same as) that of his or her father. If the father is not living, the student's residence is that of the mother. A minor cannot change his residence by either his own act or that of his guardian.

Upon attaining majority, the student may acquire a residence apart from his parents. The acquisition of California residence by an adult requires both physical presence in the state and, at the same time, an intent to remain in California indefinitely, an intent to regard California as one's permanent home.

## 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 15-16 units of work. No student will be granted credit in excess of 19 units a semester, except in the case of a student of proven ability or one who needs additional units to complete required work for graduation.

## 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 Assistant Superintendent for instruction.
3. Must furnish strong proof to the satisfaction of the Assistant Superintendent for 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. (This limitation is waived in the case of registered nursing students.)

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

### **MILITARY SERVICE CREDIT**

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

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

It is strongly urged that students if eligible, apply for their military service credit after transfer from the college, or instead, if 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 will 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.

### **ATHLETIC ELIGIBILITY**

In general, all students who are high school graduates or 18 years of age and have not attended any previous college are eligible to participate. They must enroll in, and successfully pass a minimum of ten units of class work excluding physical education credit.

Out of state students may be eligible providing they pay the out of state tuition and meet all other requirements.

Transfers from other colleges should confer with the Athletic Director 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 one week before the last day of regular 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 commends, 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 for program planning.

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

3.3 and must have been temporary members for these semesters. At commencement they are awarded the Alpha Gamma Sigma pins and certificates and are graduated with honors.

### GRADING PROCEDURES

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

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

For 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	0	0	W	0
	<u>16</u>	<u>10</u>		<u>34</u>

Grade point average is 34 divided by 16 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."

### INCOMPLETE GRADES

Incomplete (I) grades may be given by an instructor after obtaining special clearance from the office of the dean of men or women. Students who receive grades of "I" are allowed until the end of the sixth week (or longer upon special arrangement with the instructor and the appropriate dean) of the succeeding

semester to make up the class work required for a grade other than "I". If the work prescribed by the instructor has not been completed by the end of the sixth week or arranged period of time, the grade of "I" will become permanent. The "I" grade on a student's permanent record will show no (zero) units attempted, units earned or grade points awarded.

A student who did not comply with the above provision may convert a permanent "I" grade to a regular letter only by re-enrollment in and completion of the same course.

### **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 16 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, at least 15 of which must be taken in residence at the College of the Sequoias, with a "C" (2.0) average. To achieve a grade point average of "C", a student must earn twice as many grade points as units attempted.
2. Satisfactory completion of four physical education activities courses. Students 21 years of age and over are exempt from this requirement.

3. Two units of Personal and Community Hygiene. This requirement is satisfied by completion of Hygiene 1.
4. Two courses in English or Speech, one of which must be English 51 or English 1a.\*\* Students who receive a grade of "C" or better in English 51 or 1a may graduate with only one course in English or speech. English courses may be counted in satisfaction of the Learning Skills general education requirement.
5. A major consisting of at least 20 units of satisfactory work, only four of which can be work experience, in specific subject areas or approved related fields (listed below). Registered nursing students must earn a grade of at least "C" in all nursing and concomitant nursing courses.
6. Fifteen units of general education including at least two units in each of the following:
  - a. Humanities. English 53, or at least one course in art, drama, foreign language, literature, music or philosophy.
  - b. Natural Science. Agriculture 82, Agriculture 87, Biology 50a, Biology 50b, Astronomy 50, Chemistry 53, Ornamental Horticulture 50, Physical Education 38, Physical Science 53, or any transfer science course.
  - c. Three units completed in History 8a or 8b, History 11 or 12, Political Science 5, or Social Science 76.
  - d. Learning Skills. English 50, 51, 54, 1a, and Speech 1a and 3. Agriculture 92, Business 95a, Business 95b, Business 96a, Business 96b, Business 96c, Mathematics 50, 51, 52, 53, 54 or any transfer mathematics course.

\*Registered nursing and vocational nursing students are exempt from this requirement.

\*\* Either Business 96a or 96b will be accepted in lieu of English 51.

## 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  
Business Management (Evening College)  
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)  
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 Trades  
Cosmetology  
Electronics Technology  
Fire Technology (Evening College)  
General Mechanics Machine Shop  
Pre-Industrial Arts (college transfer)  
Pre-Industrial Technology (college transfer)  
Registered Nursing  
Vocational Drafting  
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**

Architecture (Transfer to Cal Poly, San Luis Obispo)  
Biological Science  
Engineering Technology  
Mathematics  
Mathematics - Science  
Physical Science  
Pre-Engineering (college transfer)

## **SOCIAL SCIENCE DIVISION**

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

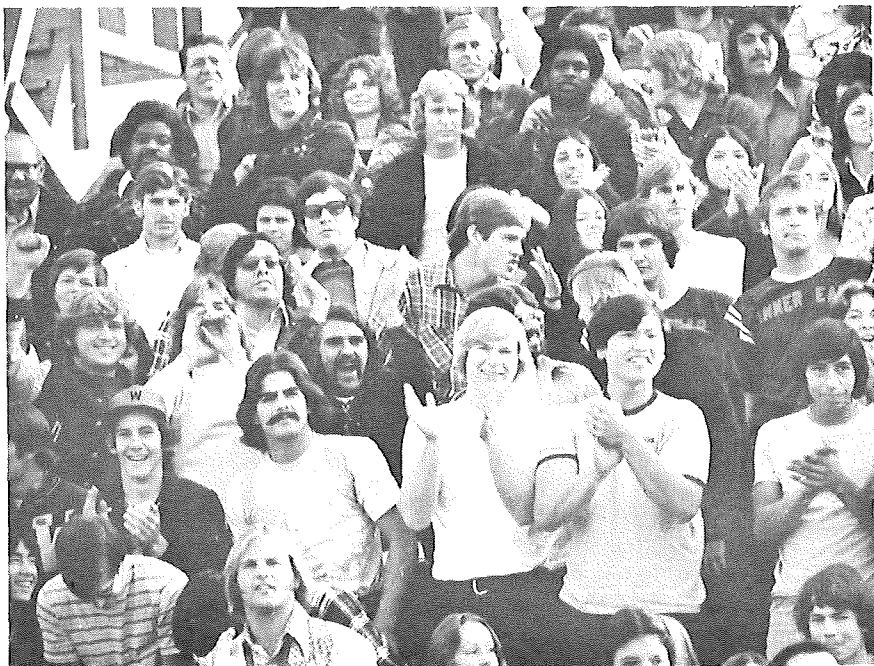
## **LIBERAL ARTS INTER-DIVISIONAL MAJOR**

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

Social sciences, Science/Mathematics, Foreign Language, Humanities (art, drama, 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**

The University conducts study on the quarter system, offering four quarters annually, any three of which comprise the normal school year. Students in fulltime study will normally be expected to complete 45 credit hours ( or 30 semester units) per year.

In addition to the requirements for the major field of study, the students should plan toward completion of the "Breadth Requirements". All work must be completed with a minimum grade average of 2.0 or "C". Furthermore, students ineligible for admission in freshman standing must complete a minimum of 56 transferable units prior to transfer to the University.

- A. General University requirements
  - Subject A or its equivalent
  - Hygiene 2 units
  - American History & Institutions (History 11 or 12 and Political Science 1 or 5)
  - Physical Education 4 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: This requirement may be satisfied in one of the following ways:
  - 1. By completing in high school two years of one foreign language with minimum grades of "C"
  - 2. By demonstrating equivalent knowledge through examination
  - 3. By completing satisfactorily on the college level through course two a foreign language as taught at Berkeley.
- D. Eight courses (of at least 2 semester units each) outside the general field of the major subjects.
  - 1. Humanities
    - Art 1a, 1b, 4\*, 4\*, 4a\*, 4b\*, 6a, 6b, 7a\*\*, 7b\*\*, 8\*\*, 10a\*, 10b\*, 11, 12a\*\*, 12b\*\*, 14a\*\*, 14b\*\*, 15a\*\*, 15b\*\*, 19, 20a\*, 20b\*, 22, 27a, b, c, d\*
    - \*Maximum 12 units)
    - \*\* (Maximum 16 units)
    - Drama 1, 2, 5, 10a, 10c, 10d, 12, 13, 14ab, 20a, 20b, 33a, 33b, 35, 36a, 36b, 37 (Maximum 12 units).
    - English 4a, 4b, 5, 6, 8, 9, 11, 14, 15, 30, 31, 32, 44, 4, 45, 46
    - French (beyond that used to meet the Foreign Language requirement)
    - German (beyond that used to meet the Foreign Language requirement)
    - History 4a, 5b, 8a, 8b, 11, 12, 17a, 17a, 20, 21, 22, 23, 31.
    - Music 1a\*, 1b\*, 3a\*, 3b\*, 4a, 4b, 15a, 15b, 6a\*, 6b\*, 7a\*, 7b\*, 8a\*, 8b\*, 8c\*, 8d\*, 10, 12a, 12b, 14a, 14b, 16a, 16b, 17a, 17b, 18a\*, 18b\*, (\*Maximum 12 units). 41a-d
    - Philosophy 5a, 6b, 10a, 10b, 14
    - Spanish (beyond that used to meet the Foreign Language Requirement)

2. Natural Science
  - Astronomy 10
  - Bacteriology 1, 2
  - Botany 1, 10
  - Chemistry 1a, 1b, 8, 9, 5, 2a, 2b
  - Ecology 1, 2
  - Geology 1a, 1b
  - Mathematics 1a, 1b, 2a, 2b, 5a, b, c, d; 11, 15, 16a, 16b, 21, 22, 30, 31, 40.
  - Paleontology 10
  - Physical Science 10
  - Physics 2a, 2b; 5a,b,d,c
  - Physiology 1a, 1c
  - Zoology 1, 10
  
3. Social Science
  - Anthropology 2, 3, 4, 5
  - Economics 1a, 1b, 10, 15
  - Geography 1, 2
  - History (all courses as listed under Humanities)
  - Political Science 1, 2, 3, 5, 7
  - Psychology 1a, 1b, 33, 39, 40
  - Sociology 1a, 1b, 26



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

The California State Colleges and Universities permit each community college to establish general education requirements for its transferring students. The community college may certify that a student has satisfied 40 of the 46 units of general education required. 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 and university transfer students.

- I. **NATURAL SCIENCE** (9 units. One laboratory science required). Choose at least one course each from the life sciences and the physical sciences.

**Life Sciences**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>Agronomy 1</li> <li>*Anatomy 1</li> <li>Animal Husbandry 7</li> <li>*Bacteriology 1</li> <li>*Bacteriology 2</li> <li>*Botany 1</li> <li>*Botany 10</li> </ul> | <ul style="list-style-type: none"> <li>Ecology 1</li> <li>*Ecology 2</li> <li>*Nutrition 8</li> <li>*Ornamental Horticulture 50</li> <li>*Physiology 1</li> <li>*Zoology 1</li> <li>*Zoology 10</li> </ul> |
|---|--|

**Physical Sciences**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>Astronomy 10</li> <li>*Chemistry 1a</li> <li>*Chemistry 1b</li> <li>*Chemistry 2a</li> <li>*Chemistry 2b</li> <li>*Chemistry 2c</li> <li>Chemistry 5</li> <li>Chemistry 8, 9</li> <li>*Chemistry 20</li> <li>Geography 1</li> <li>*Geology 1a</li> <li>Geology 1b</li> <li>Geology 10</li> <li>Geology 12</li> <li>*Laboratory Sciences</li> </ul> | <ul style="list-style-type: none"> <li>Meteorology 1</li> <li>*Photography 1a</li> <li>Physical Science 10</li> <li>*Physical Science 11<br/>(Also Industrial Arts 11)</li> <li>Physical Science 12</li> <li>*Physics 2a</li> <li>*Physics 2b</li> <li>*Physics 5a</li> <li>*Physics 5b</li> <li>*Physics 5c</li> <li>*Physics 5d</li> </ul> |
|---|--|



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

Anthropology	History 31
Anthropology 3	Home Economics 13
Economics 1a	Law 30
Economics 1b	Political Science 1
Economics 15	Political Science 2
Business 10	Political Science 5
Geography 2	Political Science 7
History 4a	(or Journalism 7)
History 4b	Psychology 1b
History 8a	Psychology 33
History 8b	Psychology 39
History 11	(or Home Economics 39)
History 12	Sociology 1a
History 21	Sociology 1b
History 22	Sociology 26
History 23	(or Home Economics 26)
History 24	

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

Art 1a	*English 31
Art 1b	*English 32
Art 3	*English 44
Art 4a-4b	*English 45
Art 6a-6b	*English 46
Art 7a-7b	Foreign Language
Art 19	Music 1a, 1b
Cinema Arts 1, 2	Music 2a, 2b, 2c, 2d
*Drama 1	Music 3a, 3b
*Drama 2	Music 6a, 6b
Drama 5	Music 7a, 7b, 7c, 7d
Drama 10a, 10b, 10c, 10d	Music 8a, 8b, 8c, 8d
Drama 12a, 12b, 13, 14a, 14b, 15a, 15b	Music 10
Drama 30	Music 16a, 16b, 16c
Drama 35	Music 18a, 18b
Drama 36	Music 19a, 19b
Drama 37	Music 20
*English 1b	Music 21
*English 4a, 4b	Music 40a, 40b, 40c, 40d
*English 5	Philosophy 10a
*English 6	Philosophy 10b
*English 8, 9, 10, 12	Speech 3
*English 14	
*English 15	
*English 30	

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



IV BASIC SUBJECTS (11-15 units)

Required

English 1a

Hygiene 1

P.E. (4 units unless over 21 years old or medically excused).

Psychology 1a

Speech 1a

**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 and universities to which they transfer.

# SUGGESTED PROGRAMS

## AGRICULTURE

Instruction is offered in five major divisions: plant science, animal science, mechanized agriculture, agricultural business and ornamental horticulture. Courses are designed to prepare students for farming, for jobs requiring practical agriculture training, or transfer to four-year institutions.

Students who plan to transfer to the University of California, California Polytechnic State University, or to California State University, Fresno, 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 horses are kept at the farm. Crops including alfalfa, irrigated pasture, cotton, corn, cereal crops, and deciduous fruits are provided for practical field work. Facilities are available for laboratory work in ornamental horticulture including a head house, two greenhouses, one shade house, plus outside planting areas for turfgrasses, trees, shrubs, and flowers.

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

#### AGRICULTURAL BUSINESS

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
Agriculture 93 . . . . .	3	Agriculture 87 . . . . .	3
Agriculture 94 . . . . .	3	Agriculture 99 . . . . .	3
Agriculture 99 . . . . .	3	Chemistry 2b . . . . .	3
Chemistry 2a . . . . .	3	English . . . . .	3
English or Speech . . . . .	3	Humanities . . . . .	2-3
Hygiene 1 . . . . .	2	Physical Education . . . . .	1-1
Social Science . . . . .	3		19
Physical Education . . . . .	1-1		
	<u>22</u>	*Approved Electives . . . . .	12
*Approved Electives . . . . .	10		

\*20 units of agriculture and business with the approval of the advisor. Emphasis should be in one area such as mechanized agriculture, animal science or plant science.

#### ANIMAL SCIENCE TECHNICIAN

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
Agriculture 50 or 56 . . . . .	2-3	Agriculture 65 . . . . .	4
Agriculture 90 . . . . .	4	Agriculture 71 . . . . .	3
Agriculture 92 . . . . .	3	Agriculture 84 . . . . .	3
Agriculture 99 or Electives . . . . .	3	Agriculture 87 . . . . .	3
English or Speech . . . . .	3	Agriculture 91 . . . . .	3
Hygiene 1 . . . . .	2	Agriculture 99 or Electives . . . . .	3
Social Science . . . . .	3	English . . . . .	3
Physical Education . . . . .	1-1	Humanities . . . . .	2-3
	<u>25</u>	Physical Education . . . . .	1-1
			29

#### DAIRY OPTION

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
Agriculture 60 . . . . .	3	Agriculture 63 . . . . .	3
	<u>3</u>		<u>3</u>
	3		3

### HORSE HUSBANDRY OPTION

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
Agriculture 66 . . . . .	2	Agriculture 66 . . . . .	2
Agriculture 68 . . . . .	<u>3</u>	Agriculture 69 . . . . .	<u>3</u>
	5		5

### MEAT ANIMALS OPTION

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
Animal Husbandry 7 . . . . .	4	Agriculture 75 . . . . .	<u>3</u>
Animal Husbandry 8 . . . . .	1		3
Agriculture 76 . . . . .	<u>3</u>		
	8		

### MECHANIZED AGRICULTURE

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
Agriculture 50 . . . . .	2	Agriculture 51 . . . . .	3
Agriculture 53 . . . . .	3	Agriculture 52 . . . . .	3
Agriculture 56 a-b . . . . .	3-3	Agriculture 54 . . . . .	3
Agriculture 87 . . . . .	3	Agriculture 55 a-b . . . . .	3-3
Agriculture 92 . . . . .	3	Agriculture 57 . . . . .	2
Agriculture 99 or Electives . . . . .	3	Agriculture 99 or Electives . . . . .	3
English or Speech . . . . .	3	English . . . . .	3
Hygiene 1 . . . . .	2	Humanities . . . . .	2-3
Social Science . . . . .	3	Physical Education . . . . .	<u>1-1</u>
Physical Education . . . . .	<u>1-1</u>		30
	30		

### ORNAMENTAL HORTICULTURE

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
Agriculture 50 . . . . .	2	Agriculture 54 . . . . .	3
Agriculture 82 . . . . .	3	Agriculture 58 . . . . .	3
Agriculture 99 or Electives . . . . .	3	Agriculture 87 . . . . .	3
Ornamental Horticulture 50 . . . . .	3	Agriculture 99 or Electives . . . . .	3
Ornamental Horticulture 51 . . . . .	2	Ornamental Horticulture 53b . . . . .	3
Ornamental Horticulture 52 . . . . .	3	Ornamental Horticulture 54 . . . . .	3
Ornamental Horticulture 53a . . . . .	3	Ornamental Horticulture 56 . . . . .	3
Ornamental Horticulture 55 . . . . .	3	English . . . . .	3
English or Speech . . . . .	3	Humanities . . . . .	2-3
Hygiene 1 . . . . .	2	Physical Education . . . . .	<u>1-1</u>
Social Science . . . . .	3		31
Physical Education . . . . .	<u>1-1</u>		
	32		

\*Suggested Electives: Agriculture 83, Agriculture 85, Agriculture 86, Agriculture 91, Agriculture 92, Pomology 2, Botany 10.

## PLANT SCIENCE

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
Agriculture 50 or 53 . . . . .	2-3	Agriculture 51 . . . . .	3
Agriculture 82 . . . . .	3	Agriculture 83 . . . . .	3
Agriculture 90 . . . . .	4	Agriculture 85 . . . . .	3
Agriculture 92 . . . . .	3	Agriculture 87 . . . . .	3
English or Speech . . . . .	3	Agriculture 91 . . . . .	3
Hygiene 1 . . . . .	2	English . . . . .	3
Social Science . . . . .	3	Humanities . . . . .	2-3
Physical Education . . . . .	1-1	Physical Education . . . . .	1-1
	<u>25</u>		<u>25</u>
<b>*Electives</b>		<b>*Electives</b>	
Agriculture 86 . . . . .	3	Agriculture 51 . . . . .	3
Agriculture 88 . . . . .	3	Agriculture 99 . . . . .	3-3
Agriculture 89 . . . . .	3	Agronomy 2 . . . . .	3
Agriculture 93 . . . . .	3	Botany 10 . . . . .	3
Agriculture 99 . . . . .	3	Chemistry 2b . . . . .	3
Agronomy 1 . . . . .	3	Pomology 2 . . . . .	3
Chemistry 2a . . . . .	3		
Viticulture 1 . . . . .	3		

## ARCHITECTURE AND ARCHITECTURAL ENGINEERING

College of the Sequoias offers two years of architecture courses that are patterned after California State Polytechnic College's (San Luis Obispo) 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, City and Regional Planning, Construction Engineering majors.

### FIRST YEAR

FIRST SEMESTER	UNITS	SEMESTER	UNITS
Architecture 1a . . . . .	2	Architecture 1b . . . . .	2
Architecture 2a . . . . .	2	Architecture 2b . . . . .	2
Architecture 6a . . . . .	2	Mathematics 1b . . . . .	4
Architecture 40 . . . . .	1	Physics 5b . . . . .	3
Mathematics 1a . . . . .	4	English 11 . . . . .	3
Physics 5a . . . . .	3	Hygiene 1 . . . . .	2
Mathemattics 15 . . . . .	3	Physical Education . . . . .	1
Physical Education . . . . .	1		<u>17</u>
	<u>18</u>		

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Architecture 1c . . . . .	3	Architecture 1d . . . . .	3
Architecture 6b . . . . .	2	Architecture 6c . . . . .	2
Architecture 31 . . . . .	2	Political Science 5 . . . . .	3
Architecture 37a . . . . .	2	English 1b . . . . .	3
Physics 5c . . . . .	3	Architecture 12 . . . . .	3
History 11 or 12 . . . . .	3	Elective . . . . .	3
Architecture 11 . . . . .	3	Physical Education . . . . .	1
Physical Education . . . . .	1		<u>18</u>
	<u>19</u>		

Total articulation of all architecture courses exists at Cal Poly (San Luis Obispo) only.

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 Arizona State University or the 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
Art 19 . . . . .	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 3 . . . . .	2
Art 10a or 20a . . . . .	2/3	Social Science Elective . . . . .	3
Science . . . . .	3	Hygiene 1 . . . . .	2
Speech 1a . . . . .	3	Electives/General Education . . . . .	5
Psychology 1a . . . . .	3	Art 1b . . . . .	3
Art 1a . . . . .	3	Physical Education . . . . .	1
Physical Education . . . . .	1		<u>16</u>
	<u>18/19</u>		

\*Art history majors should be certain to include Art 1a, 1b, 2c and 19 in their programs.

Art 53, 54, or 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.

### SUGGESTED PROGRAM

#### 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 . . . . .	3
U. S. History . . . . .	3	Pol. Science 5 . . . . .	3
Electives . . . . .	3	Electives . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<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 . . . . .	3	Art 20b . . . . .	2
Art 20a . . . . .	2	Hygiene 1 . . . . .	2
English . . . . .	3	Psych 1a or 51 . . . . .	3
Photo 60 . . . . .	2	Electives . . . . .	5
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>16</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 1980, 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 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
81	Payroll Accounting		2
82	Principles of Income Tax		5
84	Accounting Systems		3
92	Modern Business		3
68a	Office Machines		2
5	Business Data Processing		3
96b	Writing for Business		3
			30
<b>BANK SUPERVISION</b>			
(12 Units must be from Group A and any 12 Units from Group B)			
<b>GROUP A</b>			
Business 140	Principles of Bank Operations		3
93 or 18	Business Law		3
98	Human Relations in Business		3
135	Personnel Management Techniques		3
<b>GROUP B</b>			
Business 1A/1B	Principles of Accounting		4/4
80A/80B	Elementary Accounting		4/4
91B	Office Management		3
96B	Writing for Business		3
5	Business Data Processing		3
Economics 1A/1B	Economics		3/3
10	Fundamentals of Economics		3
51	The American Economy		3
Speech 1A	Speech		3
Psychology 51	Psychology of Personal Adjustment		3
1A	General Psychology		3
1B	Fields of Applied Psychology		3
<b>BANK CREDIT</b>			
(12 Units must be from Group A and any 12 units from Group B)			
<b>GROUP A</b>			
Business 140	Principles of Bank Operations		3
141	Analysis of Financial Statements		3
142	Installment Credit		3
93 or 18	Business Law		3
<b>GROUP B</b>			
Business 1A/1B	Principles of Accounting		4/4
80A/80B	Elementary Accounting		4/4
96B	Writing for Business		3
5	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	Field of Applied Psychology		3
			32

### GENERAL BUSINESS (OF INTEREST TO MEN)

Business	Typewriting (45 wpm for 5 minutes, 5 errors)	3-3
68a	Office machines	3
88	Recordkeeping for Small Business	3
95	Business Arithmetic	3
59	Records Management	2
92	Modern Business	3
67	Duplication	2
93 or 18	Business Law	3
96b	Writing for Business	3
98	Human Relations in Business	3
5	Business Data Processing	3
		<hr/> 31

### GENERAL BUSINESS (OF INTEREST TO WOMEN)

Business	Typewriting (45 wpm for 5 minutes, 5 errors)	3-3
68a	Office machines	3
59	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	2
58a	Office Procedures	3
96b	Writing for Business	3
98	Human Relations in Business	3
		<hr/> 30

### SECRETARIAL SCIENCE

Business	Shorthand (80 wpm for 5 minutes with 95% accuracy)	5-5
	Typewriting or Transcription 45 wpm for 5 minutes, 5 errors	3-3
58a	Office Procedures	3
96b	Writing for Business	3
59	Records Management	2
87 or 80a	Accounting for Secretaries or Accounting	2-4
67	Duplication	2
92	Modern Business	3
93 or 18	Business Law	3
98	Human Relations in Business	3
		<hr/> 29/31

### LEGAL SECRETARIAL SCIENCE

Business	Shorthand (100 wmp for 5 min. with 95% accuracy)	4-4
	Typewriting (45 wpm for 5 min with 5 errors)	3-3
55a	Legal Office Procedures	3
55b	Legal Secretarial Procedures	3
93	Survey of Business Law (or 18--Business Law)	3
96a	Secretarial English	3
96b	Writing for Business	3
59	Records Management	2
69	Machine Transcription	2
		<hr/> 32

### MEDICAL ASSISTING

Business		Typewriting (45 wmp for 5 minutes with 5 errors)	2-2
	56a	Medical Office Procedures	3
	56b	Medical Terminology	3
	56c	Medical Machine Transcription	2
	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
	98	Human Relations in Business	3
	67	Duplication	2
Physical Education	38	Physiology for P.E.	3
			31/32

### MERCHANDISING

Business	70	Retail Store Salesmanship	3
	71	Applied Professional Selling	3
	72	Retailing	3
	74	Marketing	3
	75a	Advertising	3
	92	Modern Business	3
	95	Business Arithmetic	3
	96b	Writing for Business	3
	80a	Elementary Accounting	4
	98	Human Relations in Business	3
			31

### BUSINESS DATA PROCESSING

Business	6	Business Data Processing	3
	6	IBM 1130 Assembly Language Programming	4
	7	Cobol Programming	4
	8	RPG Computer Programming	4
	80 A-B	Elementary Accounting	4-4
	81	Payroll Accounting	2
	84	Accounting Systems	3
	92	Modern Business	3
	96b	Writing for Business	3
			34

### BUSINESS MAJOR With Emphasis in Accounting Suggested Program

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
*Business 80a . . . . .	4	Business 80b . . . . .	4
Business 68a . . . . .	2	Business 5 . . . . .	3
Business 92 . . . . .	3	Business 18 . . . . .	3
Business 59 . . . . .	2	Business 96b . . . . .	3
Business 67 . . . . .	2	Hygiene 1 . . . . .	2
English 53 . . . . .	3	Physical Education . . . . .	1
Physical Education . . . . .	1		16
			17

\*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 82 . . . . .	5	Business 81 . . . . .	2
Business 98 . . . . .	3	Business 84 . . . . .	3
Natural Science . . . . .	2	Social Science 76 . . . . .	3
Electives . . . . .	4	Business 95 . . . . .	3
Physical Education . . . . .	<u>1</u>	Business 97 . . . . .	3
	15	Physical Education . . . . .	<u>1</u>
			15

Recommended electives: Business 58a (Office Procedures); Business 97 (Personal Finance).

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

## BUSINESS MAJOR WITH EMPHASIS IN 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 5 . . . . .	3
Business 95 . . . . .	3	Business 97 . . . . .	3
Business 98 . . . . .	3	Business 96a . . . . .	3
Hygiene 1 . . . . .	2	Natural Science . . . . .	3
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	16		17

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 140 . . . . .	3	Speech 51 or 1a . . . . .	3
Business 93 or 18 . . . . .	3	Business 42 . . . . .	3
English 53 . . . . .	3	Business 135 . . . . .	3
Business 96b . . . . .	3	Social Science 76 . . . . .	3
Business 40a . . . . .	3	Business 142 . . . . .	3
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	16		16

## BUSINESS DATA PROCESSING

### Suggested Program

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 5 . . . . .	3	Business 7 . . . . .	4
Business 80a or 1a . . . . .	4	Business 8 or elective . . . . .	4
Business 92 . . . . .	3	Business 80b or 1b . . . . .	4
Business 96a . . . . .	3	Business 96b . . . . .	3
Mathematics Elective . . . . .	3	Physical Education . . . . .	<u>1</u>
Physical Education . . . . .	<u>1</u>		16
	17		

## SECOND YEAR

SECOND SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 8 or elective . . . . .	4	Business 84 . . . . .	3
Social Science 76 . . . . .	3	Business 6 . . . . .	4
English 53 . . . . .	3	Business 81 . . . . .	2
Hygiene 1 . . . . .	2	Business 98 . . . . .	3
Natural Science . . . . .	2	Electives . . . . .	3
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	15		16

Suggested electives: Business 9 (Advanced Programming Techniques) Business 18 (law); Business 83 (Cost Accounting); Business 91b (Office Management); Business 98 (Human Relations).

## BUSINESS MAJOR With Emphasis in Clerical Skills Suggested Program

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 60 or 61 . . . . .	3	Business 61 or 62 . . . . .	3-2
Business 70 . . . . .	3	Business 68a . . . . .	3
Business 95 . . . . .	3	Business 59 . . . . .	2
English 51 . . . . .	3	Business 92 . . . . .	3
Elective . . . . .	3	Business 96a . . . . .	3
Physical Education . . . . .	<u>1</u>	Hygiene 1 . . . . .	2
	16	Physical Education . . . . .	<u>1</u>
			17/16

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 61 or 62 . . . . .	3	Business 5 . . . . .	3
Business 67a . . . . .	2	Business 93 . . . . .	3
Social Science 76 . . . . .	3	Business 87 . . . . .	2
Business 96b . . . . .	3	Business 558a (or 58b) . . . . .	3
Business 98 . . . . .	3	Business 69 . . . . .	2
Natural Science . . . . .	2	English 53 . . . . .	3
Physical Education . . . . .	<u>1</u>	Physical Education . . . . .	<u>1</u>
	17		17

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

## BUSINESS MAJOR With Emphasis in Legal Secretarial Science 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
Hygiene 1 . . . . .	2	Business 59 . . . . .	2
Physical Education . . . . .	<u>1</u>	*Business 87 . . . . .	2
	15	Physical Education . . . . .	<u>1</u>
			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 5 . . . . .	3	Business 67 . . . . .	1
Business 98 . . . . .	3	Business 62 . . . . .	2
Natural Science . . . . .	2	Business 96d . . . . .	3
Physical Education . . . . .	1	English 53 . . . . .	3
	<u>15</u>	Physical Education . . . . .	<u>1</u>
			17

NOTE: The specialized legal procedures and legal shorthand courses are offered only in alternate years; they will again be offered in the college year 1977-78.

Recommended electives: Business 97 (Personal Finance); Business 5 (Introduction to Data Processing).

## BUSINESS MAJOR With Emphasis in Medical Business Office Skills

### Suggested Program

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 60a . . . . .	3	Business 59 . . . . .	2
Business 92 . . . . .	3	Business 60b . . . . .	3
Business 95 . . . . .	3	Business 96b . . . . .	3
Physical Education 38 . . . . .	3	Business 69 . . . . .	2
Business 96a . . . . .	1	Biology 52 . . . . .	4
Physical Education . . . . .	1	Hygiene 1 . . . . .	2
	<u>16</u>	Physical Education . . . . .	<u>1</u>
			17

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 61a . . . . .	3	Social Science 76 . . . . .	3
Business 556a . . . . .	3	Business 96c . . . . .	3
Business 97 . . . . .	3	*Business 87 . . . . .	2
Business 98 . . . . .	3	English 53 . . . . .	3
Business 67 . . . . .	2	Business 93 or 18 . . . . .	3
Business 5 . . . . .	3	Hygiene 3 . . . . .	2
Physical Education . . . . .	1	Physical Education . . . . .	<u>1</u>
	<u>18</u>		17

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

**BUSINESS MAJOR**  
**With Emphasis in**  
**Medical Secretarial Science**

**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 or P.E. 38 . . . . .	3-3	Business 5 . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>16</u>		<u>15</u>

**SECOND YEAR**

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 56a . . . . .	3	Business 56b . . . . .	3
Business 93 . . . . .	3	Business 9 . . . . .	3
Business 59 . . . . .	2	Business 67 . . . . .	4
Business 98 . . . . .	3	*Business 87 . . . . .	2
Hygiene 1 . . . . .	2	Business 56c . . . . .	3
Social Science 76 . . . . .	3	English 53 . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>17</u>		<u>17</u>

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

Recommended electives: Hygiene 3 (Red Cross First Aid); Business 97 (Personal Finance).

**BUSINESS MAJOR**  
**With Emphasis in Merchandising**

**Suggested Program**

**FIRST YEAR**

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 70 . . . . .	3	Business 80b . . . . .	4
Business 80a . . . . .	4	Business 71 . . . . .	3
Business 92 . . . . .	3	English 53 . . . . .	3
Business 95 . . . . .	3	Social Science 76 . . . . .	3
Hygiene 1 . . . . .	2	*Business 60 or 61 . . . . .	3
Physical Education . . . . .	1	or an elective . . . . .	1
	<u>16</u>	Physical Education . . . . .	1
			<u>17</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 93 . . . . .	3
Business 72 . . . . .	3	Business 75b . . . . .	1
Business 68a . . . . .	3	Business 97 . . . . .	3
Business 98 . . . . .	3	Business 74 . . . . .	3
Natural Science . . . . .	2	Business 96b . . . . .	3
Physical Education . . . . .	1	Business 5 . . . . .	3
	<u>15</u>	Physical Education . . . . .	1
			<u>17</u>

Recommended electives: Business 93 (Survey of Business Law) Business 97 (Personal Finance).

## BUSINESS MAJOR With Emphasis In Office Management

### Suggested Program

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 92 . . . . .	3	Business 93 or 18 . . . . .	3
Business 80a . . . . .	4	Business 80b . . . . .	4
Business 59 . . . . .	2	Business 67 . . . . .	2
Business 70 . . . . .	3	English 53 . . . . .	3
Business 95 . . . . .	3	Hygiene 1 . . . . .	2
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>16</u>		<u>15</u>

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 58a (or 58b) . . . . .	3	Social Science 76 . . . . .	3
Business 61 . . . . .	3	Business 5 . . . . .	3
Business 98 . . . . .	3	Business 96b . . . . .	3
Natural Science . . . . .	2	Business 68a . . . . .	3
Electives . . . . .	3	Business 97 . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>15</u>		<u>16</u>

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

## BUSINESS MAJOR With Emphasis in 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 53 . . . . .	3	Business 93 or 18 . . . . .	3
Business 71 . . . . .	3	Hygiene 1 . . . . .	2
Physical Education . . . . .	1	Physical Education . . . . .	1
	<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 97 . . . . .	3	Social Science 76 . . . . .	3
Business 98 . . . . .	3	Business 96b . . . . .	3
Natural Science . . . . .	2	Business 75a . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>15</u>		<u>16</u>

\*To be completed in the Evening College.

**BUSINESS MAJOR  
with Emphasis in  
Secretarial Science**

**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 . . . . .	3	Business 60b, 62, 53a, 53b . . . . .	2-3
Social Science 76 . . . . .	3	Business 59 . . . . .	2
Business 96a . . . . .	3	Business 96b . . . . .	3
Business 68a . . . . .	3	*Business 87 . . . . .	2
Physical Education . . . . .	1	Hygiene 1 . . . . .	2
	<u>17/18</u>	Physical Education . . . . .	1
			<u>16/17</u>

\*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 69 . . . . .	2	Business 93 . . . . .	3
Business 58a . . . . .	3	Business 5 . . . . .	3
Business 67 . . . . .	2	English 53 . . . . .	3
Natural Science . . . . .	2	Physical Education . . . . .	1
Physical Education . . . . .	1		<u>19</u>
	<u>16</u>		

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

Business 97 (Personal Finance); Business 5 (Introduction to Data Processing).

## COSMETOLOGY

College of the Sequoias has contracted with two beauty colleges in Visalia, one in Hanford, and one in Tulare 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.

College credit will be awarded at the rate of one (1) semester unit for each forty (40) hours of training successfully completed at one of the beauty colleges. To receive college credit an individual must be registered in and attending both COS and one of four beauty colleges at the same time. In order to remain in good standing in this program a student must meet the requirements of the beauty colleges for quality of work. COS requires each student to attend the beauty college at least twenty (20) hours each week as well as fulfill other college requirements as published in the college catalog and other official regulations/documents.

Cosmetology 51a	6 to 18 units	Cosmetology 51e	6 to 18 units
Cosmetology 51b	6 to 18 units	Cosmetology 51f	6 to 18 units
Cosmetology 51c	6 to 18 units	Cosmetology 51g	4 units
Cosmetology 51d	6 to 18 units		

A full-time student may finish the 1600 hours required by the State Board of Cosmetology in three (3) semesters or a combination of three semesters and summer sessions. At the end of each semester or summer session, units earned will be calculated as indicated above and recorded on the student's permanent record at C.O.S.

Applicants for the cosmetology program must be interviewed and accepted by the training director of one of the participating beauty colleges. He then presents his completed acceptance form to the COS Student Personnel Center or Office of Industry and Technology. Upon completion of the COS entrance requirements he may begin training at the beauty college at any time a new class starts which is usually on Tuesday of each week.

COS students purchase from the beauty college the texts required by that college.

The beauty college will furnish a training kit to COS students unless the student chooses to purchase his own. The student may be required to post a deposit for the kit furnished by the beauty college. Such a deposit will be refunded to the student when he returns the kit complete and in good condition.

### CERTIFICATE OF ACHIEVEMENT IN COSMETOLOGY

A certificate of Achievement in Cosmetology will be granted to students who satisfy the following requirements:

1. Completion of 40 units of cosmetology with a grade 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

See page 36 for graduation requirements.

## 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 . . . . .	3	English 1b . . . . .	3
Chemistry 1a . . . . .	5	Chemistry 1b . . . . .	5
Zoology 1 . . . . .	5	*Physiology 1 . . . . .	4
History 11 or 12 . . . . .	3	Political Science 5 . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>17</u>		<u>16</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>

\*Bacteriology may be substituted for Physiology, following Chemistry 8 & 9.

### 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
Math 16a or 1a . . . . .	3-4	Math 16b-1b . . . . .	3-4
Zoology 1 . . . . .	5	Botany 1 . . . . .	5
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>17/18</u>		<u>18</u>

## SECOND YEAR

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

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. Preference, however, is given to those who have completed three years of college work.

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

## DRAMA

### Suggested Program

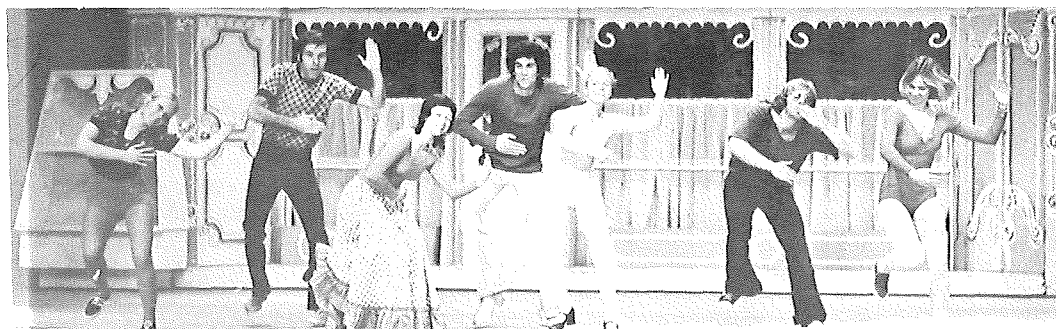
#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Drama 10a-d . . . . .	3	Drama 10a-d . . . . .	3
Drama 12ab, 13, 14ab, or 15ab . . . . .	3	Drama 12ab, 13, 14ab, or 15ab . . . . .	2
English 51 or 1a . . . . .	3	Political Science 5 . . . . .	3
Science . . . . .	3	English 1a or 1b . . . . .	3
History 11 or 12 . . . . .	3	Science . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>15</u>		<u>15</u>

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Drama 1 . . . . .	3	Drama 2 . . . . .	3
Drama 36ab . . . . .	3	Drama 36ab . . . . .	3
Select two:		Select two:	
Drama 10a-d, 12ab, 13, 14ab, 15ab, or 16ab . . . . .	2	Drama 10ab, 12ab, 13, 14ab, 15ab, 16ab, or 37 . . . . .	2-3
Social Science . . . . .	3	Psychology 1a . . . . .	3
Science . . . . .	3	Hygiene 1 . . . . .	2
Physical Education . . . . .	1	Elective . . . . .	3
	<u>15</u>	Physical Education . . . . .	1
			<u>17-18</u>

Participation in the Summer Repertory Theater (Drama 9ab and 11 ab is recommended.)



## EDUCATION

### Teaching Credentials

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 community college student, only the Teaching Credential should be considered.

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

The candidate will be able to teach only a subject in which he majors or passes a subject matter examination for a Single Subject Credential.

The candidate seeking a Multiple Subject Credential must follow the Liberal Studies Major as outlined in the college or university catalogue to which the student is transferring. This consists of twenty-one (21) units from four fields: English and Speech, Science and Mathematics, Social Science, and Humanities. Most colleges have very specific courses to meet these eighty-four (84) units for the Liberal Studies Major.

These credentials may be used to teach on any grade level, kindergarden through Grade 12.

Students should follow the general education requirements for the four year college or university to which they wish to transfer. Similarly, students should follow the requirements for the single subject or Liberal Studies Major at that institution.

## 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
English 1a . . . . .	3	Engineering 10b . . . . .	2
Engineering 10a . . . . .	2	History 11 or 12 or . . . . .	.
Physical Education . . . . .	1	Political Science 5 . . . . .	3
	17	Physical Education . . . . .	1
			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
Chemistry 1a . . . . .	5	Chemistry 8 . . . . .	3
Physical Education . . . . .	1	Hygiene 1 . . . . .	2
	17	Physical Education . . . . .	1
			17

\* Engineering 5a satisfies the general education humanities requirement for the associate in arts degree.

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

Widely diversified avenues of professional engineering education are available in the junior colleges, private colleges, state colleges, and the University of California. The junior colleges offer two years of engineering education to prepare students for

transfer at the junior-year level to the colleges and universities offering bachelor's and post-graduate degrees. The required subject material in the first two years is similar; however, differences do exist among the senior institutions. Before planning a study list, the junior-college student should consult with his counselor and study the catalog of the senior institution to which he expects to transfer.

## HOME ECONOMICS

The Home Economics Department offers several options which enable the student to meet transfer, vocational, certification, employment and individual living requirements. Many of the courses can apply directly to the student's chosen vocation while others can be transferred as electives. A student striving toward one of the programs that is certified will follow a specific number of classes in that area. Students who will transfer into a state college or university should consult a current catalog for the school of their choice, fitting in as many classes as possible into that major from the classes offered by the College of the Sequoias.

### CERTIFICATION PROGRAM – EARLY CHILDHOOD DEVELOPMENT

Children Center permits are required of teachers in Children's Centers and pre-school programs that are wholly or partly financed by State funds. The 12 units in Early Childhood Development fulfills requirements for teachers in private nursery school licensed by the State Department of Social Welfare and the Department of Education.

A suggested sequence of courses for obtaining a Children's Center permit, an Associate of Arts degree in Home Economics, and for transferring into a four year school in Early Childhood. Transferring students should consult the current catalog for that school's general education and Early Childhood Education program.

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 1a or 51 . . . . .	3	*Home Economics 40b . . . . .	3
Psychology 1a or 51 . . . . .	3	*Home Economics 41 or 61 . . . . .	3
*Home Ec 39 or 59 . . . . .	3	Art 3 . . . . .	2
*Home Ec 40a . . . . .	3	Speech 1a . . . . .	3
Home Economics 26 . . . . .	2	Home Economics 24 . . . . .	3
Physical Education . . . . .	1	Hygiene 1 . . . . .	2
Music 21 . . . . .	1	Physical Education . . . . .	1
	16		17

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Home Economics 6a . . . . .	2	Home 6b or Art 12a . . . . .	1-3
Home Economics 3 . . . . .	2	Nutrition 8 . . . . .	3
Home Economics 38 . . . . .	3	History 11, 12 . . . . .	3
Political Science 5 or 51 . . . . .	3	Home Economics 42b . . . . .	2
Home Economics 42a . . . . .	2	Home Economics 43 . . . . .	3
Home Economics 10a or 50a; 12a or 51a . . . . .	2-3	Physical Education . . . . .	1
Physical Education . . . . .	1	**Electives to Complete 60 Units	
	15-16		13-15

\*A certificate will be issued on the completion of the 12 units required for a Children's Center permit. (temporary permit)

\*\*Suggested electives: Art 1a, Home Ec 16, Drama 10a, Physical Science 10, Music 10, Home Economics 43, 44, 42a-b.

Students who will be transferring to four year schools and universities should check with their counselor and the current catalog of the college of your choice for the BA requirements in addition to home economics classes that will transfer. For emphasis in specific area for certification, work experience, etc., see instructor.

## CERTIFICATION PROGRAM—DIETETIC SERVICE SUPERVISION

### Level I\*

#### REQUIRED COURSES

COURSES	UNITS
Sanitation and Safety HE 70 . . .	2
Introduction to Health Care Dietary Service HE 71 . . . . .	3
Food Production Management HE 72 . .	2
Supervision Training Techniques HE 73 .	2
Work Experience HE 121 A-D . . . . .	1-4
	10-13

\*Certification will be awarded to those who are currently employed as dietetic service supervisors and satisfactorily completed the required courses.

Certification will meet State and Federal requirements for trained supervisory person in dietetic service.

Certification requires completion of courses with a grade of "C" or better.

## CERTIFICATION PROGRAM—HOMEMAKER AIDE

#### REQUIRED COURSES

COURSES	UNITS
Child Development HE 39 or 59 . . .	3
Clothing Construction HE 12 or 51 . .	3
Foods HE 10 or 50 . . . . .	3-2
Consumer Education HE 13 . . . . .	3
Equipment HE 16 . . . . .	3
Home and Interior Env. HE 38 . . . . .	3
Marriage and Family HE 26 . . . . .	3
Nutrition 8 . . . . .	3
First Aid Hygiene 3 . . . . .	2
Home Maintenance HE 3 . . . . .	1
Sanitation and Safety HE 70 . . . . .	3
	30-28

### FOR OTHER CERTIFICATION PROGRAMS

The Home Economics Department is currently planning additional certification programs. Students interested in other certification programs should see home economics faculty.

### FOR ASSOCIATE OF ARTS DEGREE WITHOUT CERTIFICATION

Any twenty home economics units plus the general education requirements and electives as listed on pages 36-37 will meet graduation requirements.

### FOR TRANSFER TO OTHER INSTITUTIONS

When planning to transfer to other institutions, check with your counselor for the general education requirements for the specific program of study.

# 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 California State University Fresno 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	Elective . . . . .	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 . . . . .	1	Physical Education . . . . .	1
	<u>16</u>		<u>16</u>

#### 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 . . . . .	1
Physical Education . . . . .	1		<u>18</u>
	<u>16</u>		

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 University 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	Elective . . . . .	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
I & T 30 . . . . .	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
- 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).

### 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 University 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

### Air Conditioning - Cooling - Heating

This training program is planned to prepare a person who possesses appropriate aptitudes for entry into employment in the several areas of air conditioning. It is expected that the student will develop job entry knowledges and skills necessary for the maintenance and repair of air conditioning-refrigeration (cooling)-heating equipment. From this base a person should also be able to do well in related occupations.

Student should have a broad understanding of the principles of science and mathematics.

Those who have not successfully completed one year of high school algebra, high school mechanical drawing and at least one year of the following courses: physical science, chemistry, or physics will not be permitted to enter Air Conditioning 80a unless they have permission of the instructor to make up these deficiencies.

### Suggested Two-Year Program for Air Conditioning

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Air Conditioning 80a . . . . .	7	Air Conditioning 80b . . . . .	7
Oxy-Acetylene Welding . . . . .	3	Business 87 . . . . .	2
I & T 67a . . . . .	3	I & T 67b . . . . .	3
Math . . . . .	3	Industrial Arts 22 . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>17</u>		<u>16</u>

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Air Conditioning 81a . . . . .	5	Air Conditioning 82a & 82b . . . . .	3-3
Social Science Elective . . . . .	3	Hygiene 1 . . . . .	2
English . . . . .	3	English or Elective . . . . .	3
Math 19 & 20 . . . . .	1-1	I & T 1b . . . . .	2
I & T 1a . . . . .	2	Humanities Elective . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>16</u>		<u>17</u>

Suggested Electives: I & T 41, I & T 42, Physical Science 10, Physical Science 11, Physical Science 12, Physical Science 53, I & T 35, Auto Mechanics 79 ( in second year of air conditioning program), Business 70, Business 92, Business 97, Chemistry 20.

See page 36 for Requirements for Graduation.

## 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	Business 87 . . . . .	2
Automotive Mechanics 72 . . . . .	3	Automotive Mechanics 75 . . . . .	3
Automotive Mechanics 73 . . . . .	3	Humanities Elective . . . . .	3
*Mathematics 50 . . . . .	2	Business 70 . . . . .	3
Hygiene 1 . . . . .	2	Physical Education . . . . .	<u>1</u>
Physical Education . . . . .	<u>1</u>		<u>15</u>
	16		

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Automotive Mechanics 76 . . . . .	4	Automotive Mechanics 78 . . . . .	4
Automotive Mechanics 79 . . . . .	3	Natural Science Elective . . . . .	3
Social Science Elective . . . . .	3	Electives . . . . .	8
**English . . . . .	6	Physical Education . . . . .	<u>1</u>
Physical Education . . . . .	<u>1</u>		<u>16</u>
	17		

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

\*\*If student receives a grade of "C" or better in English 51 or English 1a, 3 units will fulfill the graduation requirement for an Automotive Technology major.

Suggested Electives: I & T 41, I & T 10a-b, Drafting, Physical Science, I & T 1a-b., I & T 6a, 6b.

See page 36 for Requirements for Graduation.

### 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 community 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.

Other trade-related subjects recommended are drafting and mathematics.

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.

Hard hats are to be worn during all manipulative classes.

### Suggested Program

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	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 or Elective . . . . .	6	**Mathematics 50 . . . . .	2
Physical Education . . . . .	1	Humanities Elective . . . . .	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
Natural Science Elective . . . . .	3	Physical Education . . . . .	1
Social Science Elective . . . . .	3	Hygiene 1 . . . . .	2
Physical Education . . . . .	1	Business 87 . . . . .	2
	<u>17</u>		<u>15</u>

\*If a student receives a grade of "C" or better in English 51 or English 1a, 3 units will fulfill the graduation requirement for a Building Trades major.

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

Suggested Elective: I & T a-b.

See page 36 for Requirements for Graduation.

### VOCATIONAL DRAFTING

The curriculum is designed to prepare students to enter employment in a variety of jobs based on, or related to drafting. Should a student wish to prepare himself to become a draftsman he may concentrate on courses in drafting. Other areas of employment which may be prepared for by selecting appropriate courses to go with those required for a major are: construction layout assistant, city or county buildings inspection department employee, state civil service employee, and others for which professional licensure is not required.

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
*Ind, Arts 22 . . . . .	3	*Ind, Arts 24 . . . . .	3
English . . . . .	3	English or Elective . . . . .	3
*Math . . . . .	3/2	**Math . . . . .	3
I& T 1a . . . . .	3	**Ind, Arts 12 . . . . .	3
Natural Science Elective . . . . .	3	**I & T 61 . . . . .	2
P.E. . . . .	1	P.E. . . . .	1
	<u>16/15</u>		<u>15</u>

## SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
*I & T 30	3	*Ind. Arts 23	3
Social Science Elective	3	*I & T 35	3
**Ind. Arts 11	3	**I & T 10a	3
**Art 6a	3	Humanities Elective	3
Hygiene 1	2	**Art 11	3
P.E.	1	P.E.	1
	15		16

\*Required for certificate.

\*\*May be counted as part of the major.

See page 36 for Requirements for Graduation.

Suggested electives which may also be counted as part of the major: I & T 51 a-b, Building Trades 51 a-b, Physical Science 53, Architecture 6a, Architecture 40, Art 6b, Art 7a-b, Business 60, Business 87, Business 97, I & T 41.

If student receives a grade of "C" or better in English 51 or English 1a, 3 units will fulfill the graduation requirement for a Drafting major.

### 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 at a four-year college 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 50a	6	Electronics 50b	6
*English	3	Humanities Elective	3
Hygiene 1	2	Drawing	2
Math	3	Electives	3
Physical Education	1	Physical Education	1
	15		15



## SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Electronics 51a . . . . .	6	Electronics 51b . . . . .	6
Natural Science Elec. . . . .	3	Social Science Elective . . . . .	3
Elective . . . . .	3	Electronics 75b . . . . .	4
Electronics 75a . . . . .	4	Elective . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>17</u>		<u>17</u>

Suggested Electives: Business 70, I & T 1a-b, I & T 6a, I & T 6b, Industrial Arts 22, Electronics 62a, Electronics 62b, Psychology 51, Math 19 and 20.

\*If student receives a grade of "C" or better in English 51 or English 1a, 3 units will fulfill the graduation requirement for an Electronics major.

Students who have not successfully completed one year of high school algebra will not be permitted to enter the Vocational Electronics program until they have made up the deficiency by completing Math 51, Math 53 will be required to be taken concurrently with Electronics 50a if not completed before entering the program.

See page 36 for Requirements for Graduation.

## METAL TECHNOLOGY

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

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

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I & T 51a . . . . .	3	I & T 51b . . . . .	3
*Mathematics 50 . . . . .	2	I & T 6b . . . . .	3
I & T 6a . . . . .	3	I & T 10b . . . . .	3
I & T 41 . . . . .	3	Social Science Elective . . . . .	3
I & T 10a . . . . .	3	*English . . . . .	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
Elective . . . . .	2	Humanities Elective . . . . .	3
Business 87 . . . . .	3	Electives . . . . .	9
Natural Science Elect. . . . .	3	Physical Education . . . . .	1
Hygiene 1 . . . . .	2		<u>16</u>
Physical Education . . . . .	1		
	<u>14</u>		

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

\*\*If student receives a grade of "C" or better in English 51 or English 1a, 3 units will fulfill the graduation requirement for a Metal Technology major.

Suggested Electives; additional English or Speech, I & T 40a and 40b, 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.

See page 36 for Requirements for Graduation.

### THIRD YEAR

FIFTH SEMESTER	UNITS
Political Science 5 . . . . .	3
Chemistry 1a . . . . .	3
Physical Science 11 . . . . .	3
Industrial Arts 22 . . . . .	3
English 32 . . . . .	3
	<u>15</u>

15

The above program qualifies the student for the Welding Technology Program Certificate and General Education Certification.

### 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 . . . . .	1	Physical Education . . . . .	1
	<u>17/18</u>		<u>18/19</u>

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Mathematics 2a . . . . .	4	Mathematics 5d . . . . .	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 . . . . .	1	Physical Education . . . . .	1
	<u>18/20</u>		<u>18/20</u>

### SUGGESTED MATHEMATICS PROGRAM: STATE COLLEGE OR UNIVERSITY 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 . . . . .	1	Physical Education . . . . .	1
	<u>17</u>		<u>17</u>

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

# 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 . . . . .	3	English 1b . . . . .	3
Foreign Language* . . . . .	4	Foreign Language . . . . .	4
History 11 or 12 . . . . .	3	Botany 1 . . . . .	5
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>16</u>		<u>18</u>

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Zoology 1 . . . . .	5	Physics 2b . . . . .	4
Chemistry 8 . . . . .	3	Chemistry 5 . . . . .	3
Chemistry 9 . . . . .	3	Social Science and/or Humanity . . . . .	6
Physics 2a . . . . .	4	Physical Education . . . . .	1
Physical Education . . . . .	1	Hygiene 1 . . . . .	2
	<u>16</u>		<u>16</u>

\*Three years of one language in high school may be substituted.

## 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 . . . . .	1
Physical Education . . . . .	1		
	<u>17</u>		<u>15</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 . . . . .	1	Physical Education . . . . .	1
	<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—String 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 a 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 University Nursing Curriculum

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Chemistry 2a . . . . .	3	Chemistry 2c . . . . .	3
Anatomy 1 . . . . .	4	Physiology 1 . . . . .	4
Psych 39 . . . . .	3	Psychology 1a . . . . .	3
Sociology 1a or Anthro 2 . . . . .	3	Nutrition 8 . . . . .	3
English 1a . . . . .	3	Speech 3 . . . . .	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 program 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 1b . . . . .	5
Chemistry 1a . . . . .	5	Political Science 5 . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>17</u>		<u>16</u>

**SECOND YEAR**

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
History 11 or 12 . . . . .	3	Psychology 1a . . . . .	3
Sociology 1a . . . . .	3	Physiology 1 . . . . .	4
Hygiene 1 . . . . .	2	Humanities . . . . .	3
Humanities . . . . .	3	Elective . . . . .	3
Elective . . . . .	3	Physical Education . . . . .	1
Physical Education . . . . .	1		<u>14</u>
	<u>15</u>		

\*May be met in high school by completion with "C" grades of 2 years of one foreign language in junior and senior years.

**ASSOCIATE DEGREE REGISTERED NURSE PROGRAM**

The College of the Sequoias offers a two-year Associate in Science Degree Nursing Program for qualified men and women. A class is admitted annually in January, and application procedures must be completed by September 1, 1976, in order for the applicant to be eligible for the next January class.

The curriculum integrates scientific knowledge of professional nursing and general education courses to fulfill the degree requirements. Nursing and general education classes are taken on the college campus, and nursing laboratory classes are offered in selected hospitals and community and health care agencies. Nursing faculty are directly responsible for teaching and supervising clinical experience.

Graduates of this program may transfer to CSU—Fresno and complete their B.S. degree requirements in two additional years.

Brochures and application information may be obtained from the Registered Nursing Office at the college.

**CURRICULUM**

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
*Nursing 1 . . . . .	7	Nursing 2 . . . . .	9
Nursing 23 . . . . .	1	**Bact. 2 . . . . .	4
Psychology 1A . . . . .	3	Elective . . . . .	3
Physiology 1 or Anatomy 1 . . . . .	4		<u>16</u>
English 1A . . . . .	3		
	<u>18</u>		

THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
Nursing 3 . . . . .	9	Nursing 4 . . . . .	10
Sociology 1A . . . . .	3	Nursing 24 . . . . .	1
Elective . . . . .	2	Speech 1A . . . . .	3
	<u>14</u>	Course in the Humanities . . . . .	<u>3</u>
			17

\*One four unit College laboratory class in either Anatomy, Bacteriology, or Physiology is a prerequisite for Nursing 1.

\*\*Chemistry is a prerequisite for Bacteriology 2.

All natural sciences must be completed before the student proceeds to the 3rd semester. This includes Anatomy, Physiology and Bacteriology.

Brochures are available in the nursing office detailing admission requirements, expenses, application procedures, grading and probation policies.

Inquiries and requests for applications and brochures should be directed to the Director of the Registered Nursing Program, College of the Sequoias, Room 4.

### 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 occupational units towards completion of the Associate in Arts degree.

The program includes theory and medical-surgical nursing which involves the following body systems: Musculoskeletal, integumentary, cardio-vascular, neurosensory, endocrine, respiratory, reproductive, genito-urinary, and gastrointestinal. The practice of nursing, vocational relationships, maternal and infant care, and clinical experiences are gained in hospitals within the college district. These learning experiences are planned to develop understanding of the principles of mental and physical health, the maintenance of overall well being, and the understanding of disease and its treatment.

The student learns to give patient centered care including, but not limited to, the knowledge of medical and surgical conditions involving the body systems described above. 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 are emphasized.

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—Vocational Nursing 50abc—17 units
- Second Semester—Vocational Nursing 51ab—14 units  
(prerequisite: V.N. 50abc)
- Third Semester—Vocational Nursing 52ab—14 units  
(Prerequisite: V.N. 50abc & V.N. 51ab)

## 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 Psychology 1a . . . . .	3	Economics 1b or Psychology 33 . . . . .	3
Hygiene 1 . . . . .	2	Zoology 1 . . . . .	5
History 11 or 12 . . . . .	3	Physical Education . . . . .	1
Physical Education . . . . .	1		17
	17		

##### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Anatomy or Political Science 5 . . . . .	4-3	Chemistry 5 . . . . .	3
Physics 2a . . . . .	4	Physics 2b . . . . .	4
Mathematics 16a . . . . .	3	Mathematics 16b . . . . .	3
Electives* . . . . .	4	Political Science 5 or Bacteriology 1 or Physiology 1 . . . . .	4-5
Physical Education . . . . .	1	Electives . . . . .	2
	16/15	Physical Education . . . . .	1
			17-18

\*While not specifically required, Chemistry 8, 9 is recommended and remains a requirement at some 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
Zoology 1 . . . . .	5	History 11 or 12 . . . . .	3
Hygiene or Elective . . . . .	2-3	Botany 1 . . . . .	5
Physical Education . . . . .	1	Physical Education . . . . .	1
	16-17		17

##### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Physics 2a . . . . .	4	Physics 2b . . . . .	4
Mathematics 16a . . . . .	3	Psychology 1a . . . . .	3
Chemistry 8 . . . . .	3	Mathematics 16b . . . . .	3
Chemistry 9 . . . . .	3	Political Science . . . . .	3
Economics 1a . . . . .	3	Hygiene 1 . . . . .	2
Physical Education . . . . .	1	Physical Education . . . . .	1
	17		16

## 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 . 3	Physiology 1 . . . . .	4
Chemistry . . . . .	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-Square-Social) . . . . .	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 . 3	Physiology . . . . .	4
Physical Science . . . . .	3	Art 19 or Music 10 . . . . .	2
Hygiene 1 . . . . .	2	Psychology 1a . . . . .	3
Sociology 1a-1b . . . . .	3 . 3	Hygiene 3 . . . . .	2
P.E. 30c (Orientation) . . . . .	2	P.E. 32c (Folk-Square-Social) . . . . .	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.

### Suggested Sequence of Courses For AA Degree in Recreation – P.E.

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
*Recreation 1 . . . . .	3	*Recreation 2 . . . . .	3
Hygiene 1 . . . . .	2	English 53 or 1b . . . . .	3
English 51, 54 or 1a . . . . .	3	Nutrition 8 . . . . .	3
Art 3 . . . . .	2	Art 6a or 7a . . . . .	2
Psychology 51 or 1a . . . . .	3	Sociology 26 . . . . .	3
*P.E. 32c . . . . .	1	*P.E. Activity . . . . .	.1 . 1
*P.E. Activity . . . . .	<u>.1</u>		<u>15</u>
	<u>15</u>		

THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
*Recreation 3	3	*Recreation 4	3
Recreation 121a (Work Experience)	2-4	*Hygiene 3	1
Independent Study	.1-3	Psychology 33 or 39 or Home Economics 39 or approved elective	3
*P.E. 38	2	Speech 3	3
Business 95 or 88	3	(or approved elective)	
Drama 10a (or approved elective)	3	Electives	4
*P.E. Activity	1	P.E. Activity	1
	<u>15-19</u>		<u>15</u>

\*These 20 units are the 20 unit major requirements for an AA.

Approved electives: Sociology 1a, Sociology 20, Music 10, Music 21, Art 10a, Economics 1a, Political Science 5, Astronomy 10, Ornamental Horticulture 50a, Photo 1a, Education 50a, History 11, History 12, Physical Education 35 and 36, Journalism.

### Suggested Sequence of Courses for State University transfer in Recreation

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Recreation 1	3	*Recreation 2	3
Psychology 1a	3	Speech 1a	3
*Hygiene 3	2	*Psychology 33 or 39	3
Art 3	2	Drama 10a	3
English 1a	3	Hygiene 1	2
Nutrition 8	3	*P.E. Activity	1
*P.E. Activity	1		<u>15</u>
	<u>17</u>		

THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
Photo 1a	3	*Recreation 4	3
Sociology 1a or 26	3	Science elective	3
English 1b	3	Political Science 5	3
U.S. History	3	Art 6a	2
*Recreation 3	3	Elective	3
*P.E. Activity	1	*P.E. Activity	1
	<u>16</u>		<u>15</u>

Also recommended: Recreation 49 (Independent Study) and Recreation 121 (Work Experience).

This program would give both an AA in Recreation—P.E. and fulfill the 40 unit General Education requirements for transfer.

\*20 units required for an AA major in Recreation—P.E.



## CRIMINAL JUSTICE

This curriculum is designed to prepare men and women for service in the various agencies of the criminal justice system.

In addition to the general requirements for admission to the College, the student must possess certain basic personality and intelligence qualifications, a portion of which is a satisfactory scholastic record in high school, information indicating above-average social adjustment, and satisfactory demonstration of aptitude on college entrance examinations.

The two-year program listed below is recommended for all criminal justice majors. However, those students definitely planning to transfer to four-year institutions should consult with their counselors regarding specific requirements at the college or university of their choice.

Prerequisites for all courses should be checked prior to enrollment.

### Suggested Two-Year Program

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 51, 1a, or 11 . . . . .	3	English 1a, 11 or Literature . . . . .	3
History 11 or 12 . . . . .	3	Psychology 1a . . . . .	3
Criminal Justice 1 . . . . .	3	Criminal Justice 20 or 30* . . . . .	3
Criminal Justice 10 . . . . .	3	Criminal Justice 32 . . . . .	3
Sociology 1a . . . . .	3	Sociology 1b . . . . .	3
	15		15

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Political Science 5 . . . . .	3	Criminal Justice 18 or 31* . . . . .	3
Speech 1a . . . . .	3	Natural Science . . . . .	3
C.J. Electives . . . . .	3	C.J. Electives* . . . . .	3
Elective** . . . . .	6	Electives** . . . . .	6
	15		15

\*It is suggested that the law enforcement oriented student place his/her major emphasis in the law enforcement courses and the corrections oriented student place his/her major emphasis in the corrections courses. Twenty units of Criminal Justice courses is necessary for a major in Criminal Justice.

\*\*It is recommended that for the electives available transferable courses in Criminal Justice, Political Science, Psychology, or Sociology be taken.

### 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 . . . . .	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 . . . . .	1	Physical Education . . . . .	1
	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-American History)	3
*Psychology 33 (Personality)	3	*Nutrition 8 . . . . .	2
History 11, 12, or 51 . . . . .	3	Hygiene 1 . . . . .	2
Electives . . . . .	3	Electives . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	<u>17</u>		<u>17</u>

\*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

### Recommended Program

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

\*Courses required for certificate.

SUGGESTED ELECTIVES: Geography 2, Business 58c, Physical Science 10, Biology 1a or 1b, Spanish 1 or 2, Math 51, 52, Hygiene 3 (First Aid), PE 32c (Folk, Square and Social Dance).



## INDEPENDENT STUDY

Students may pursue advanced work in a college subject on an independent basis provided the following requirements are satisfied:

1. Written permission is obtained from both the instructor of the subject and the division chairman. (Application forms for independent study may be obtained in the Student Personnel Center.)
2. The student must have completed all beginning level courses offered at the college in the subject. 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 Assistant Superintendent/Instruction.
3. The student, in cooperation with the instructor and division chairman, will prepare and execute an academic written contract (proposal for learning) during the first week of the semester. Credit will be granted only upon satisfactory completion of the proposed work.

Credit is awarded for independent study on the following basis:

- |                   |  |
|-------------------|--|
| 1 unit . . . . .  | Completion of a minimum of 54 hours of academic work.  |
| 2 units . . . . . | Completion of a minimum of 108 hours of academic work. |
| 3 units . . . . . | Completion of a minimum of 162 hours of academic work. |

## WORK EXPERIENCE

### OCCUPATIONAL WORK EXPERIENCE 121a-d—(1-4) BA

Students employed in a job that is directly related to their college major may earn up to four units each semester. The student must have the approval of the Work Experience Coordinator and the employer must agree to evaluate the student's work. As part of the agreement the student must attend a one-hour seminar class weekly. This class provides the student an opportunity to cover a variety of topics, such as organizations, motivation, reason for rules, enforcing rules, leadership styles, appraisals, etc; however, the stress is on human relations. Assignments will be given to accomplish the objectives of the class, such as, drawing an organizational chart of the place of employment, making a resume, selected reading assignments, etc.

Units given for hours worked are as follows: five hours of work per week — one unit; ten hours of work per week — two units; fifteen hours of work per week — three units.

Students enrolling must have the approval of the Work Experience Coordinator.

This class is available to all occupational majors in Business, Industry and Technology and Criminal Justice. Students working in other specialized career areas in Divisions not listed above may also qualify. However, those seeking work experience credit in agriculture should consult with the chairman of the Applied Arts Division.

# DESCRIPTION OF COURSES

- I. **DIVISION OF APPLIED ARTS AND SCIENCES**
  - Agriculture
  - Home Economics
- II. **DIVISION OF BUSINESS**
  - Pre-Business Administration      Accounting
  - Real Estate      Business Background
  - Secretarial and Clerical      Business Data Processing
  - Merchandising
- III. **DIVISION OF FINE ARTS**
  - Art      Speech Arts
  - Cinema Arts      Drama
  - Music
- IV. **DIVISION OF INDUSTRY AND TECHNOLOGY**
  - Industrial Arts      Fire Technology
  - Air Conditioning      Metal and Welding Technology
  - Automotive Technology      Refrigeration
  - Building Trades      Registered Nursing
  - Cosmetology      Vocational Nursing
  - Electronics Technology
- V. **DIVISION OF LANGUAGE ARTS AND COMMUNICATION**
  - English
  - Foreign Languages
  - Journalism
  - 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      Political Science
  - Criminal Justice      Psychology
  - Economics      Sociology
  - Education
  - Geography
  - History
  - Philosophy
- IX. **STUDENT SERVICES COURSES**
  - Human Development
  - Learning Skills

## EXPLANATION OF SYMBOLS

Example: "BUSINESS 60a—ELEMENTARY TYPING (2)

"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.

Courses numbered from 1 through 49 are designed primarily to meet the needs of students who are preparing for transfer to a four-year college or university. Those numbered 50 and above are intended for students who are enrolled in programs leading to employment upon their completion at College of the Sequoias. Many of the courses numbered 50 and above have been accepted as applicable toward the baccalaureate degree by four-year institutions because of past policies and articulation agreements.

### BACCALAUREATE DEGREE APPLICABLE COURSES

Courses which the College of the Sequoias has certified as being applicable to the baccalaureate degree are identified by the letters "BA" following the course name and number.

# DIVISION OF APPLIED ARTS AND SCIENCES

## AGRICULTURE

### AGRICULTURE 50—BASIC FARM MECHANICS (2) BA

Four hours lecture-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) BA

Four hours lecture 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) BA

Four hours lecture-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) BA

Four hours lecture-laboratory per week.

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

### AGRICULTURE 54—FARM SURVEYING (3) BA

Four hours lecture-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) BA

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) BA

Four hours lecture-laboratory per week.

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

### AGRICULTURE 57—AGRICULTURE WELDING (2) BA

Four hours lecture-laboratory per week.

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

### AGRICULTURE 58—GARDEN AND LAWN EQUIPMENT MAINTENANCE(2) BA

Four hours lecture-laboratory per week.

Mechanical skills in the field of ornamental horticulture for students going into lawn and garden care. Selection, care, adjustment, repair, theory small engines, and ordering parts for O.H. equipment.

### AGRICULTURE 60—ELEMENTS OF DAIRYING (3) BA

Four hours lecture.

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) BA**

Four hours lecture-laboratory per week.

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

**AGRICULTURE 65—FEEDS AND FEEDING (4) BA**

Four hours lecture per week.

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

**AGRICULTURE 66a-66b—BASIC EQUITATION (2-2) BA**

Four hours lecture-laboratory per week.

Grooming, saddling, bridling, mounting, seat and hands. Horseback riding both bareback and under saddle. Designed to teach basic equitation.

Prerequisite: P.E. 14a or permission of instructor.

Cost \$25.00 per semester.

**AGRICULTURE 68—ELEMENTS OF HORSE PRODUCTION (3) BA**

Four hours lecture-laboratory 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) BA**

Four hours lecture-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 70a-b—COLT BREAKING (2-2) BA**

Four hours lecture-laboratory per week.

Theory and practice of basic training principles and methods. Handling, training, grooming of the yearling and two-year old. Instruction in long line training, ground driving, riding and schooling the colt.

**AGRICULTURE 71—ANIMAL DISEASES AND SANITATION (3) BA**

Four hours lecture 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) BA**

Four hours lecture-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) BA**

Four hours lecture laboratory per week.

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

**AGRICULTURE 80a-e—PEST CONTROL ADVISORS COURSE (1-1-1-1-1)**

A course to prepare Pest Control Advisors to pass the state test in the following areas:

Ag. 80a—Rules and Regulations (1)

Ag. 80b—Plant Pathogens (1)

Ag. 80c—Vertebrate Pest Control, Nematodes and Nematicides (1)

Ag. 80d—Plant Growth Regulators, Defoliation and Other Harvest-Aid Practices (1)

Ag 80e—Equipment Calibration and Formulation (1)

✓ AGRICULTURE 82—ECONOMIC ENTOMOLOGY (3) BA

Four hours lecture-laboratory per week.

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

✓ AGRICULTURE 83—FERTILIZERS (3) BA

Four hours lecture-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) BA

Four hours lecture-laboratory per week.

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

✓ AGRICULTURE 85—WEEDS (3) BA

Four hours lecture-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) BA

Four hours lecture-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) BA

Four hours lecture-laboratory per week.

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

✓ AGRICULTURE 88—CITRUS FRUITS (3) BA

Four hours lecture per week.

A study of the cultural practices necessary to citrus production.

✓ AGRICULTURE 89—TRUCK CROP PRODUCTION (3) BA

Four hours lecture-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) BA

Four hours lecture per week.

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

✓ AGRICULTURE 91—FARM ACCOUNTING (3) BA

Four hours lecture-laboratory per week. A study of farm record keeping and analysis, including inventories, production records, tax forms, financial and annual statements.

✓ AGRICULTURE 92—AGRICULTURE MATHEMATICS (3) BA

Four 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) BA

Four hours lecture-laboratory per week.

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

✓ AGRICULTURE 94—INTRODUCTION TO AGRICULTURAL ECONOMICS (3) BA

Four hours lecture-laboratory per week.

Introduction to the economic aspects of agricultural management. The role of agricultural resources in economic growth. Survey of trade, policy, and marketing activities of agriculture, State and Federal farm programs affecting the farmers economic position.

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

Five hours work per week for each unit of credit.

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

**AGRONOMY 1—CEREALS AND OIL CROPS (3) BA**

Four hours lecture—laboratory per week.

The production principles for cereal crops, including field corn and sorghums and oil crops. Fundamental taxonomy, botany and cultural practices including tillage, planting, irrigation, pest control and harvesting.

**AGRONOMY 2—ROW CROPS (3) BA**

Four hours lecture-laboratory per week.

The production principles for row crops including cotton, sugar beets, soybeans, black-eyed peas and potatoes.

**ANIMAL HUSBANDRY 7—INTRODUCTION TO ANIMAL HUSBANDRY (4) BA**

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) BA**

Three hours laboratory per week.

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

**ORNAMENTAL HORTICULTURE 50—BASIC HORTICULTURE SKILLS (3) BA**

Four hours lecture-laboratory per week.

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

**ORNAMENTAL HORTICULTURE 51—LANDSCAPE DRAFTING (2) BA**

Four hours lecture-laboratory per week.

An elementary course for students with little or no knowledge of drafting. It is anticipated that each student will become acquainted with the use of drafting tools, the principles of lettering, the drawing of landscape construction details and introduced to methods of sketching.

**ORNAMENTAL HORTICULTURE 52—LANDSCAPE, MAINTENANCE AND CONSTRUCTION (3) BA**

Four hours lecture-laboratory per week.

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

**ORNAMENTAL HORTICULTURE 53a-53b—PLANT IDENTIFICATION (3-3) BA**

Four hours lecture-laboratory per week.

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

**ORNAMENTAL HORTICULTURE 54—LANDSCAPE DESIGN (3) BA**

Four hours lecture-laboratory per week.

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

Prerequisite: Ornamental Horticulture 51.

**ORNAMENTAL HORTICULTURE 55—NURSERY PRACTICES (3) BA**

Four hours lecture-laboratory per week.

A survey of commercial nursery operations. Preview of nursery and floral industries, propagation, seed, sowing, transplanting, potting and pest control. Bedding plants, greenhouse plants, trees and shrubs.

### ORNAMENTAL HORTICULTURE 56—TURF GRASS MANAGEMENT (3) BA

Four hours lecture-laboratory 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) BA

Four hours lecture-laboratory per week.

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

### VITICULTURE 1—INTRODUCTION TO VITICULTURE (3) BA

Four hours lecture-laboratory 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) BA

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 6a—COLOR AND DESIGN (2) BA

Four hours lecture and laboratory per week.

An introduction to application of color and design to all areas of living. A study of the elements of design, line, mass, form, and texture.

(Also cross-titled as Art 6a).

### HOME ECONOMICS 6b—COLOR AND DESIGN (2) BA

Four hours lecture and laboratory per week.

Further exploration of color and design in two and three dimensional space with emphasis on form and color.

(Also cross-titled as Art 6b)

### HOME ECONOMICS 10a—FOODS (3) BA

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 10b—FOODS (3) BA

Six hours lecture and laboratory per week.

A continuation of Home Economics 10a with topics ranging from creative cookery, i.e. foreign foods, spice and herb cookery, and entertaining to practical aspects of planning and meal preparation i.e., energy conservation, food budgeting, food preservation and comparison shopping.

Prerequisite: Home Economics 10a or Home Economics 50a.



**HOME ECONOMICS 11a—SEWING WITH KNITS (1) BA**

Two hours laboratory per week.

A study of pattern and fabric selection, care and performance of knit fabrics; construction from pattern to completed garment. Previous sewing experience desirable but not necessary.

**HOME ECONOMICS 11b—MEN'S CLOTHING CONSTRUCTION (1) BA**

Two hours laboratory per week.

Pattern and fabric selection and construction using techniques unique to men's clothing. Previous sewing experience desirable, but not necessary.

**HOME ECONOMICS 12a—CLOTHING (3) BA**

Six hours lecture and laboratory a week.

Pattern and fabric selection, care, and performance; the study of fundamental principles of clothing construction from pattern to completed garment. Designed for both beginners and experienced seamstresses.

**HOME ECONOMICS 12b—FLAT PATTERN DESIGN (3) BA**

Six hours lecture and laboratory per week.

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

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

**HOME ECONOMICS 13—PERSONAL MANAGEMENT AND CONSUMER ECONOMICS (3) BA**

A general education course designed to help students understand and analyze money management and consumer purchasing to achieve satisfaction in personal and family goals. Topics include money management, use of credit and purchase of consumer goods and service.

**HOME ECONOMICS 14—ADVANCED CLOTHING CONSTRUCTION (3) BA**

Six hours per week.

Advanced construction technique, including construction of a man's or women's coat or suit jacket using dressmaker tailoring techniques.

Prerequisite: Experience in clothing construction.

**HOME ECONOMICS 15—SURVEY OF HOME ECONOMICS (2) BA**

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) BA**

Three hours lecture and laboratory a week.

Selection, use and care of household equipment including electric and gas appliances, kitchen utensils and tableware.

**HOME ECONOMICS 22—TEXTILES (3) BA**

Three hours lecture per week.

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

**HOME ECONOMICS 24—CLOTHING SELECTION AND PERSONAL APPEARANCE (3) BA**

Three hours lecture per week.

The exploration of color, line and design in the selection of clothing suited to the individual; personal appearance including figure analysis, make-up and hairstyling, the buying of fabrics and clothing, the care and maintenance of clothing.

### HOME ECONOMICS 26—MARRIAGE AND FAMILY LIFE (3) BA

Three 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 31—DIETETICS (3) BA

Three hours lecture per week.

Elements of nutrition as applied to diet diseases. Recommended for all nursing students, pre-med, home economics majors as well as in-service training for nurses and allied health service employees.

Prerequisite: Nutrition 8 or permission of instructor.

### HOME ECONOMICS 38—HOME FURNISHINGS (3) BA

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, economical, social and esthetic needs of man.

### HOME ECONOMICS 39—CHILD DEVELOPMENT (3) BA

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 pre-school child relations. It is recommended and fulfills part of the requirements for Childrens Center Permit authorizing service as a teacher in a preschool program. Open to both men and women students.

(Also cross-titled as Psychology 39).

### HOME ECONOMICS 40a—PRINCIPLES AND PRACTICES OF EARLY CHILDHOOD (3) BA

Two hours lecture and three hours laboratory per week.

Partially fulfills the requirements by the State of California for persons interested in teaching Nursery School or Child Care Centers. Early childhood programs will be studied for the purpose of planning experiences which encourage physical, mental, social and emotional growth. The lab will consist of supervised work in a selected pre-school program.

### HOME ECONOMICS 40b—PRINCIPLES AND PRACTICES OF EARLY CHILDHOOD (3) BA

Two hours lecture and three hours laboratory per week.

Partially fulfills the requirement by the State of California for persons interested in teaching Nursery School or Child-Care Centers. Setting up curriculum through learning centers on the developmental level of the child; working with parents; and types of disciplines and their uses.

The lab will be direct involvement in a Pre-School program under direct supervision. Prerequisite: Home Ec. 40a.

### HOME ECONOMICS 41—THE CHILD, FAIMILY AND COMMUNITY (3) BA

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. This is a required course and partially fulfills the requirements for a State Permit to teach in nursery schools or child care centers.

Prerequisite: Home Ec. or Psychology 39 or 59.

### HOME ECONOMICS 42a-b—CREATIVE ACTIVITIES FOR YOUNG CHILDREN (2-2) BA

A three hour class weekly including lecture and lab in creative development.

Introduction to creative activities as it relates to the various aspects of early childhood curriculum including art, music, literature, dramatics, language, food and media.

42a is using materials related to fall, winter and holidays contained within. 42b is using materials related to spring and holidays contained within. Recommended especially for teachers of young children, elementary education majors and parents.

**HOME ECONOMICS 43—ADMINISTRATION AND SUPERVISION FOR YOUNG CHILDREN (3) BA**

Three hour courses in the fundamentals of directing a Nursery School, Child-Care Center, etc; i.e.; organization and supervision, curriculum organization, administration and personnel, budget, licensing and evaluation.

To fulfill the State requirement for director, teacher-director as it applies in the area of Early Childhood education. Prerequisite: Completion of the twelve units for/or "Permit authorizing instruction in Preschool Facility."

**HOME ECONOMICS 44—PARENT INVOLVEMENT IN EARLY CHILDHOOD EDUCATION (3) BA**

Three hours lecture-laboratory per week.

An examination of principles, methods, and requirements for the involvement of parents in early childhood education programs. Covers study in inter-ethnic group contact, and practices in home visits, parent participation in the classroom, the conduct of parent meetings, and working with parents as policy makers.

**HOME ECONOMICS 48a-48b-48c—SUPERVISED PRACTICE (3) BA**

Two, four, or six laboratory hours per week.

Selected Home Economics majors assist and direct less advanced students under the supervision of a master home economics instructor.

Prerequisite: "B" average in college home economics courses and permission of the instructor.

**HOME ECONOMICS 49abc (1-3) BA (See page 88.)**

**HOME ECONOMICS 50a—FOODS (2) BA**

Four hours laboratory per week.

An introduction to the economical use of resources in the planning, preparation and serving of appetizing meals. Open to all students from other disciplines.

**HOME ECONOMICS 50b—FOODS (2) BA**

Four hour laboratory per week.

A continuation of Home Economics 50a with emphasis on the economical use of resources in planning, preparation and serving of foreign and regional meals, outdoor cookery and special occasion meals.

Prerequisite: Home Ec. 50a or Home Ec. 10a.

**HOME ECONOMICS 51a-51b—CLOTHING CONSTRUCTION (2-2) BA**

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 seamstresses.

**HOME ECONOMICS 52—PLANNING SCHOOL MEALS (2)**

Two hours lecture-laboratory per week.

Factors to be considered in planning menus for the Child Nutrition Programs to encourage maximum participation and meet nutritional requirements. Use of menu planning worksheets. Suggested ways to control costs and to create interest in menus for various age groups from preschool to the elderly.

**HOME ECONOMICS 53a-b—BEGINNING/ADVANCED MACRAME' (1) BA**

Investigating and reproducing knots used in Macrame' and adapting these by making useful items for home and person.

#### HOME ECONOMICS 54—CREATIVE STITCHERY (2) BA

Three hours lecture, demonstration, laboratory per week.

A basic course in stitchery to familiarize students with the age-old crafts designed to teach applique, crewel, embroidery, bargello and needle point.

#### HOME ECONOMICS 55—SCHOOL MENU PLANNING (2)

Two hours lecture-demonstration per week.

A course in menu planning based on the Type A lunch pattern and meeting nutritional and psychological needs of both elementary and secondary students.

#### HOME ECONOMICS 56—CREATIVE NEEDLEWORK (2) BA

Three hours of lab per week.

A study and application of various methods and techniques involved in the making of the different kinds of needlework. e.i. afghans, quilts and other items. Emphasis will be placed upon the use of appropriate equipment to achieve an aesthetic as well as a practical piece of needlework.

#### HOME ECONOMICS 59—CHILD DEVELOPMENT (3)

Three hours lecture per week.

A basic course in Child Development. Includes a study of prenatal development, growth and development of the infant and child. Emphasis on home, parent and pre-school child relations. It is recommended and fulfills part of the requirements for Childrens Center Permit authorizing service as a teacher in preschool programs. Open to both men and women students.

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

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. It is recommended and fulfills part of the requirements for Children's Center Permit authorizing service as a teacher in preschool programs.

Prerequisite: Home Ec. 39 or 59 or Psychology 39 or 59.

#### HOME ECONOMICS 68a—ELECTRICITY AND SMALL APPLIANCE SERVICING FOR THE HOMEMAKER (2)

Three hours per week.

Instruction in theory, safety, and servicing of small home appliances, including: toasters, irons, electric skillets, etc. Emphasis will be placed on electric safety in the home.

(Formerly Electronics 68a)

(Also cross-titled Industry & Technology 68a)

#### HOME ECONOMICS 70—SANITATION AND SAFETY (2)

Two hours lecture per week.

A general survey of sanitation techniques used in the food services industry, day care centers and convalescent or nursing homes. The course will cover organisms that carry food born disease, methods of prevention of food born disease, techniques of sanitizing equipment, and utensils, methods of housekeeping and waste disposal, and insect and roach control.

#### HOME ECONOMICS 71—INTRODUCTION TO HEALTH CARE DIETARY SERVICE (3)

Three hours lecture per week.

For supervisors and managers or permission of instructor. Establishes the scope and responsibility of management and nutritional care, standards of service and individual and group health care.

#### HOME ECONOMICS 72—FOOD PRODUCTION MANAGEMENT (2)

Two hours lecture per week.

Basic criteria and standards for quality food production and a comprehensive study of a production system.

HOME ECONOMICS 73—SUPERVISION AND TRAINING TECHNIQUES (2)

Two hours lecture per week.

A training program that will enable the student to assist in or directly supervise a staff of subordinate dietary employees to maintain records and enforce sanitary and safety standards.

NUTRITION 8—NUTRITION FOR PHYSICAL FITNESS (3) BA

Three hours lecture per week.

A study of the elements of human nutrition with relation to food habits of the individual and the family. Open to all students.

# DIVISION OF BUSINESS

## PRE-BUSINESS ADMINISTRATION

### BUSINESS 1a-1b—PRINCIPLES OF ACCOUNTING (4-4) BA

Lecture, discussion and laboratory of 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.

Prerequisite: Business 1a—Sophomore standing; Business 1b—completion of Business 1a; completion of Business 80b with the instructor's approval.

### BUSINESS 10—MODERN BUSINESS (3) BA

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 18—BUSINESS LAW (3) BA

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) BA

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. Equivalent of Business 65 at California State University at Fresno.

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

### LAW 30—LAW FOR THE 70's (3) BA

Three hours lecture per week.

A survey of preventative law to assist the student to recognize the legal consequences of his acts. Consideration is given to the law of negligence, landlord tenant, sales, contracts, fraud, employer-employee relationships, community property, crimes, consumer protection, and other related areas.

## BUSINESS DATA PROCESSING

### BUSINESS 5—BUSINESS DATA PROCESSING (3) BA

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.

#### **BUSINESS 6—IBM 1130 ASSEMBLY LANGUAGE PROGRAMMING (4) BA**

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.

Prerequisite: For the terminal student—Business 5 with a grade of "C" or better and Business 80a.

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

#### **BUSINESS 7—COBOL PROGRAMMING (4) BA**

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 5 with a grade of "C" or better and Business 80a.

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

#### **BUSINESS 8—RPG COMPUTER PROGRAMMING (4) BA**

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 5 with a grade of "C" or better; or the permission of the instructor if the student has not already completed this requirement.

#### **BUSINESS 9—ADVANCED PROGRAMMING TECHNIQUES (3) BA**

Three 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 7 (COBOL Programming) or the permission of the instructor.

## **INSURANCE**

#### **BUSINESS 21—PRINCIPLES OF INSURANCE (3) BA**

This is the first course in a three-semester program leading to the Certificate in General Insurance from the Insurance Institute of America (IIA) which is designed for persons who have a need for insurance contract knowledge. The first semester of study begins with an introduction to the concept of risk and methods of handling risks. The second and third semesters emphasize contracts and contract analysis.

## **REAL ESTATE**

#### **BUSINESS 40a—REAL ESTATE PRINCIPLES (3) BA**

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) BA**

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) BA**

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) BA**

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) BA**

Three hours lecture per week.

A practical study of the economic aspects of real estate designed to provide a grasp of the dynamic economics 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) BA**

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) BA**

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 45b—ADVANCED REAL ESTATE APPRAISAL (URBAN) (3) BA**

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 (RURAL) (3) BA**

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) BA**

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 (3) BA**

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.

#### **BUSINESS 49a-b-c—INDEPENDENT STUDY (1-3) BA (See page 88.)**

### **SECRETARIAL AND CLERICAL**

#### **BUSINESS 50a-50b—ELEMENTARY SHORTHAND (5-5) BA**

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) BA**

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) BA**

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-53b 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) BA**

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 55a—LEGAL OFFICE PROCEDURES (3) BA**

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) BA**

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) BA**

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) BA**

Three hours lecture per week.

A course which helps the medical secretarial student to develop the ability to understand the language of medicine. Efforts are directed to promote a knowledge of the elements of medical terms, an understanding of standard medical abbreviations, and the ability to spell medical terms.

Prerequisite: Business 56a. Course must be taken concurrently with Business 56c.

#### **BUSINESS 56c—MEDICAL MACHINE TRANSCRIPTION (3) BA**

Two hours lecture-laboratory per week.

The learner will, through this course of instruction, be trained how to transcribe accurately and quickly medical letters and reports. Equipment used for transcription will be the Dictaphone and IBM Executary transcribing machines.

Business 56b must be taken concurrently.

Prerequisite: Business 56a and Business 69.

#### **BUSINESS 56d—ADVANCED MEDICAL MACHINE TRANSCRIPTION (3) BA**

Three hours lecture-laboratory per week.

The students will continue to develop their skill in Medical Machine Transcription using the IBM Executary Transcribing Equipment.

Prerequisite: Business 56c.

#### **BUSINESS 57—REFRESHER COURSE IN SHORTHAND (2)**

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)**

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)**

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 59—RECORDS MANAGEMENT (2)**

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 (3) BA**

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 (3) BA**

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 (3) BA**

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 63—PERSONAL USE TYPEWRITING (3)**

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 not open to students who have completed Business 60 or previous typewriting instruction.

#### **BUSINESS 67a—TECHNIQUES OF DUPLICATION (2) BA**

One hour lecture, 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 (2) BA**

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 (3) BA**

Five 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 and National Cash Register Posting Machines; and various electronic calculators.

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

#### **BUSINESS 69—MACHINE TRANSCRIPTIONS (2) BA**

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—RETAIL STORE SALESMANSHIP (3)**

Three hours lecture per week.

A course offered to students, both business and non-business majors with content designed around principles, practices, and problems in successful retail store salesmanship. Emphasis is given toward development of product knowledge, techniques in motivating consumer to buy with confidence, and elements of contemporary requirements for customer services, both in the maintenance of traditional and the development of new retail trade. This course is recommended to anyone who may consider permanent or even temporary occupation in a retail store.

#### **BUSINESS 71—APPLIED PROFESSIONAL SELLING (3) BA**

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.

#### **BUSINESS 72—RETAILING (3) BA**

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 74—MARKETING (3) BA**

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) BA**

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 (2)**

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 77—CONSUMER BEHAVIOR (3) BA**

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) BA**

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 partnerships, 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—PAYROLL ACCOUNTING (2) BA**

Two hours of lecture and discussion per week.

A specialized course in accounting involving the computation of salaries and wages, hourly and overtime rates, price rate, commission, and other incentive payments. The study and application of the various laws affecting payroll taxable amounts and rates, completion of the government forms, recording and posting the related accounting entries.

Prerequisite: Business 80a or the equivalent.

#### **BUSINESS 82—PRINCIPLES AND APPLICATION OF INCOME TAX (5) BA**

Five hours of lecture and discussion per week.

A specialized course involving the study of the Federal and the California income tax laws. The application of the laws by computation of various practical problems and the completion of forms required by the IRS and the State Franchise Tax Board.

#### **BUSINESS 83—COST ACCOUNTING (3) BA**

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 84—ACCOUNTING SYSTEMS (3) BA**

Three hours lecture and discussion per week.

Through application problems and case studies students will develop an awareness of different accounting systems that can be used to furnish all sizes of business with financial information. Manual, mechanical and computer based systems will be discussed in detail.

Prerequisite: Business 5 and Accounting 1a or 80a.

#### **BUSINESS 87—ACCOUNTING FOR SECRETARIES (2) BA**

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 or 80b.

#### **BUSINESS 88—RECORDKEEPING FOR SMALL BUSINESS (3)**

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 91a—SMALL BUSINESS MANAGEMENT (3) BA**

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) BA**

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)**

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) BA**

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 95a—BUSINESS ARITHMETIC (3)**

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.

### **BUSINESS 95b—BUSINESS ARITHMETIC (3)**

Three hours lecture-discussion per week.

A course designed to teach the student how to build and maintain his mental arithmetic skills; to help the student understand and apply the fundamental processes of arithmetic to many types of business problems.

Prerequisite: Business 95a or an equivalent achievement score on the aptitude test.

### **BUSINESS 96a—SECRETARIAL ENGLISH (3) BA**

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) BA**

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.

Prerequisite: English 1a score on the aptitude test or a "C" grade in either English 51, 52, or Business 96a.

**BUSINESS 96c—SPELLING AND VOCABULARY BUILDING (3) BA**

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)**

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) BA**

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 MANAGEMENT**

**BUSINESS 131—MANAGEMENT COMMUNICATION (3)**

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)**

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)**

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)**

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)**

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.



**BUSINESS 139—SCHOOL DISTRICT BUSINESS PROCEDURES (2)**

Two hours lecture per week.

An introductory course in school district business practices and procedures with emphasis on the logical and legal reasons for these procedures. The course is designed to serve the needs of persons new to school districts or contemplating such employment. (2 units or audit).

**BANKING**

**BUSINESS 140—PRINCIPLES OF BANK OPERATIONS (3)**

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)**

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)**

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) BA

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) BA

Three hours lecture per week.

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

### ART 2a—PRE-COLUMBIAN ART OF MEXICO AND SOUTH AMERICA (3) BA

Three hours lecture per week.

A survey of the arts and crafts of Mexico and South America from 1500 B.C. until the European conquest. Illustrated pictures.

No prerequisites.

### ART 2b—THE ARTS OF AFRICA (3) BA

Three hours lecture per week.

An art history survey of the arts and crafts of Africa from ancient times up to the present. While emphasizing the stylistic variety evident in African tribal art, the course also utilized art as a means of understanding these people's philosophy, religion and general way of life. Special emphasis is placed on the sculpturally rich areas of west Africa and the Congo.

### ART 2c—PRIMITIVE ART (3) BA

An art historical survey of the arts and crafts of African, Oceanic and North American tribal people. While stressing the stylistic characteristics and techniques unique to each culture, the course will also view art cross-culturally, seeking out similarities of form, function and meaning across tribal and geographical boundaries.

### ART 3—INTRODUCTORY CRAFTS (2) BA

Four hours of demonstration and laboratory per week. Selected experiences from various craft areas: stenciling, printing, wood tooling, sand painting, copper enameled jewelry, copper tooling. Also uses and application of wood stains and finishes.

Recommended for elementary education majors and prospective teachers aides.

### ART 4a-4b—EXPLORATORY CRAFTS (2-2) BA

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) BA

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 judgment are stimulated through problems involving various media. Experiments with line, form, and color, in two and three dimensions.

### ART 6b—COLOR AND DESIGN (2) BA

Four hours lecture and laboratory per week.

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

Prerequisite: Art 6a.

**ART 7a—DRAWING FUNDAMENTALS (2) BA**

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—DRAWING COMPOSITION (2) BA**

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—LIFE DRAWING (2) BA**

Four hours laboratory per week.

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

Prerequisite: Art 7a or equivalent.

**ART 9a-9b—COMMERCIAL ART (2-2) BA**

Four hours laboratory per week.

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

Prerequisite: Art 6a and Art 7a.

**ART 10a-10b—SCULPTURE (3-3) BA**

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) BA**

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) BA**

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) BA**

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) BA**

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 16a-16b—AIRBRUSH (3-3) BA**

Six hours laboratory per week.

The study and use of the airbrush as a tool for creative painting and graphics.

Prerequisite: Art 6a, Art 7a and consent of instructor.

**ART 19—ART APPRECIATION (3) BA**

Three 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) BA**

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) BA**

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 22a-22b—APPRECIATION OF CONTEMPORARY ART (2) BA**

Two hours lecture and demonstration per week.

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

**ART 24a-24b—ANIMATED ART (2-2) BA**

Two hours lecture and laboratory per week.

An introduction to the fundamentals of animated art. Students will create their own animated film as a semester project.

Prerequisite: Art 6a, Art 7a, or consent of instructor.

**ART 27a-27b—LAPIDARY (2-2) BA**

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) BA**

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 49a—INDEPENDENT STUDY (1-3) BA (See page 88.)**

**ART 53a-53b—BASIC CERAMICS (2-2) BA**

Four hours laboratory per week.

**ART 54a-54b—DECORATIVE CERAMICS (2-2)BA**

Four hours laboratory per week.

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

**ART 56a-55b—CERAMICS (2-2)—BA**

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) BA**

Four hours laboratory per week.

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

**ART 56c-56d—CHINA PAINTING (2-2) BA**

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.

**ART 58—COLLECTING ANTIQUES AND AMERICANA (3)**

Three hours of lecture and discussion per week.

An introduction to the study of antiques and collectables, with an emphasis on Americana. The background will include consideration of the development of European, Asian, and American Indian materials. The scope will be extensive and partially governed by the interests of the students. Different periods and types of antiques and American objects will be discussed.

**ART 60—PAINTING/PHOTOGRAPHIC REALISM (2)**

Four hours laboratory per week.

The course will explore the painting process of photographic realism and its historical and contemporary influences. The student will need a camera or have access to one for obtaining subject matter for painting.

**ART 61—PERSPECTIVE (2)**

Three hours laboratory per week.

A general art course aimed at equipping the beginning art student with the fundamental and necessary knowledge of the principles and elements of perspective and its usefulness to the artist.

**CULTURAL STUDIES 45—INTRODUCTION TO THE ARMENIAN CULTURE (3)BA**

Three hours lecture per week.

The general scope of this course will be prehistoric Armenia, The Armenian Church, Armenian architecture, music and food, the massacre of World War 1, and the dispersion of Armenian communities around the world, and the cultural and linguistic fate of the Armenian people.

## **CINEMA ARTS**

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

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.

## **DRAMA**

**DRAMA 1—HISTORY OF DRAMA (3) BA**

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 through the Renaissance.

**DRAMA 2—HISTORY OF DRAMA (3) BA**

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) BA**

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 9a-9b-9c-9d—TECHNICAL THEATRE LABORATORY (3) BA**

Six hours laboratory per week.

Construction principles and performance techniques in stagecraft and lighting design as applied to repertory theatre.

**DRAMA 10a—FUNDAMENTALS OF ACTING (3) BA**

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) BA**

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) BA**

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) BA**

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 11a-11b-11c-11d—REHEARSAL AND PERFORMANCE (3) BA**

Six hours laboratory per week.

Rehearsal and performance in COS summer repertory theatre.

**DRAMA 12a-b—COSTUME AND MAKE UP (2) BA**

Four hours demonstration and laboratory per week.

Costume construction, fabrics, basic patterns, wardrobe plotting and historical styles; theory and techniques in the use of theatrical make-up. Work on crews for college productions required.

**DRAMA 13—THEATRE MANAGEMENT (2) BA**

Two hours lecture per week.

Survey and practical application in areas of Public relations, box office management, promotion and publicity; boxoffice and ticket operation.

Work on college productions required.

**DRAMA 14a-14b—STAGECRAFT (2-2) BA**

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 15a-15b—STAGE LIGHTING (2-2) BA**

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.

**DRAMA 16a-b—ORGANIZATION FOR PRODUCTION (3-3) BA**

Four hours demonstration and laboratory.

Organization and supervision of theatre productions. Work on crews for college productions. Advanced study in the following areas, Costume makeup, Stagecraft, Lighting.

Prerequisites: Drama 12a-b, or Drama 14a-b or Drama 15a-b

**DRAMA 20a-b-c-d—CHILDREN'S THEATRE REPERTORY WORKSHOP (3) BA**

Two hours lecture and four hours laboratory

Methods of organization, analysis, selection, and production of plays for children; techniques of acting and directing; rehearsal and performance of scenes.

**DRAMA 30—HISTORY OF THE WORLD THEATRE (3) BA**

Three hours lecture per week.

A history of the theatre from ancient times to the present. Included in the course are the drama of ancient Egypt, the classical Greek Theatre, The Roman Theatre, drama of the middle ages, the Italian renaissance, Shakespeare, the French Theatre, the German Theatre, the Oriental Theatre, and the American Theatre.

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

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) BA**

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) BA**

Three hours lecture per week.

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

**DRAMA 37—FUNDAMENTALS OF DIRECTING (3) BA**

Three 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 41a-d—MUSICAL THEATRE PERFORMANCE (2-2-2-2) BA**

One hundred twenty hours per semester.

Experience in drama and theatre through active participation in major musical and dramatic productions. Includes training and experience in all facets of the theatre.

Enrollment by permission of instructor only.

**DRAMA 49abc—INDEPENDENT STUDY (1-3) BA**

**DRAMA 55a-55b—DRAMA WORKSHOP (1)BA**

Experience in drama and theatre through active participation in major dramatic productions. Includes training and experience in acting, costuming, make-up, set design, scenery and props.

**DRAMA 62—SOUND TECHNICIAN (0)**

A nine week course to prepare individuals to operate sound equipment in auditoriums or convention centers.

Prerequisite: Verification of experience in the operation of sound systems or by approval of the instructor.

**DRAMA 63—LIGHTING TECHNICIAN (0)**

A non-credit apprentice-type class to prepare the student for potential employment to assist in operation of lighting equipment. Certificate to be offered at completion of course.

The student will be able to make simple lighting setups and operate the lighting console, preset panel, patch panel and arc spotlight at the Visalia Convention Center and Theatre Complex.

Prerequisite: Verification of experience in the operation of lighting systems or by approval of the instructor.

**DRAMA 64—THEATRE SOUND AND LIGHTING TECHNICIAN (2) BA**

The student will be able to make setups and operate public address, music and monitoring systems manufactured by all of the leading audio system manufactures.

The student will be able to make simple lighting setups and operate the lighting console, preset panel, patch panel and arc spotlight at the Visalia Convention Center and Theatre Complex.

Prerequisite: Verification of experience in the operation of sound and/or lighting systems or by approval of the instructor.

## **MUSIC**

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

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 (2-2-2-2) BA**

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) BA**

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) BA**

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) BA**

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) BA**

Two hours laboratory per week.

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

**MUSIC 7a-7b-7c-7d—STRING ORCHESTRA (1-1-1-1) BA**

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) BA**

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.

**MUSIC 10—APPRECIATION OF MUSICAL LITERATURE (2) BA**

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) BA**

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) BA**

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) BA**

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) BA**

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

Prerequisites: Music 4a-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) BA**

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. Students who want to participate in the band two to four hours per week may enroll in Music 40 (Performance Music) for one unit, but no P.E. credit is granted.

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 (2-2) BA**

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) BA**

Two hours laboratory per week.

Prerequisite: None

**MUSIC 22a-22b-22c-22d—INTERMEDIATE PIANO (1-1-1-1) BA**

Two hours laboratory per week.

Prerequisite: Music 21

**MUSIC 23ab—BEGINNING GUITAR (2)**

This is a beginning, non-transferable guitar class for students with limited musical experience.

**MUSIC 40a-40b-40c-40d—PERFORMANCE MUSIC (1-1-1-1) BA**

Two hours laboratory per week.

Performance in music activities such as recitals, rallies, musicals, concerts, or in group ensembles such as band, chorus, orchestra and pep squad. Hours are arranged for those wishing to participate but are unable to meet the regular schedule. Physical education credit is not granted. (Formerly Music 51a-51b-51c-51d).

**MUSIC 41a-d—MUSICAL THEATRE PERFORMANCE (2-2-2) BA**

One hundred twenty hours per semester.

Experience in drama and theatre through active participation in major musical and dramatic productions. Includes training and experience in all facets of the theatre.

Enrollment by permission of instructor only.

**MUSIC 49abc—INDEPENDENT STUDY (1-3) BA (See Page 88 .)**

**MUSIC 55a-55b-55c-55d-55e-55f—COLLEGE COMMUNITY ORCHESTRA (1) BA**

Two hours laboratory per week.

Orchestra for experienced musicians. Rehearsal of musical comedy and concert orchestra literature.

Public performance expected. Evening rehearsals.

Prerequisite: Permission of instructor.

**MUSIC 61—INTRODUCTION TO STAGE BAND ARRANGING (2) BA**

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.

**MUSIC 65—CLASSICAL GUITAR (0)**

This is a non-credit class in classical guitar. Playing techniques and music for the mastery of the classical guitar. This course will include beginning, intermediate and advanced levels of instruction.

Fee \$6.

## **SPEECH ARTS**

**SPEECH 1a-1b—FUNDAMENTALS OF PUBLIC SPEAKING (3-3) BA**

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 deliver of various types of speeches receive emphasis.

**SPEECH 3—ORAL INTERPREPATION (3) BA**

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.

# DIVISION OF INDUSTRY AND TECHNOLOGY

## INDUSTRIAL ARTS

### INDUSTRIAL ARTS 1—ELEMENTS OF WOODWORK (3) BA

Six hours lecture-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, Industrial Arts 52 or I & T 51a may be taken concurrently.

### INDUSTRIAL ARTS 2—MACHINE WOODWORKING (3) BA

Six hours lecture-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 11—BASIC ELECTRICITY (3) BA

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 50ab, 51ab or any other basic college course in electricity or electronics.

### INDUSTRIAL ARTS 22—APPLIED DRAWING (3) BA

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: Industrial Arts 52, I & T 51a, or one year of high school mechanical drawing. (Formerly Engineering 22).

### INDUSTRIAL ARTS 23—DESCRIPTIVE GEOMETRY (3) BA

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) BA

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 49a-49b-49c-49d—SUPERVISED PRACTICE (3) BA**

Two four or six hours laboratory per week.

Selected Industrial Arts majors assist and direct less advanced students under the supervision of a master industrial arts instructor.

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

#### **INDUSTRIAL ARTS 52—HIGH SCHOOL DRAWING (2)**

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.

#### **INDUSTRIAL ARTS 62—HAND WOODWORKING (2)**

Four hours lecture-lab per week.

Students learn to safely and correctly use woodworking hand tools in the construction of small shop projects. Student purchases the materials he uses.

This course is not certified transferable for a Baccalaureate degree.

Prerequisite: One year of high school drawing or permission of the instructor.

Students with credit for Industrial Arts 1 or other college beginning woodshop course may not take Industrial Arts 62 for credit.

#### **INDUSTRIAL ARTS 63a-b—MACHINE WOODWORKING (2-2)**

Four hours lecture-lab per week.

This course covers the use and care of basic shop woodworking machines. Safety will be stressed and insisted upon at all times. Students will construct small projects approved by the instructor and will purchase the materials he uses.

This course is not certified transferable for a Baccalaureate degree.

Prerequisite: One year of high school drawing or permission of the instructor.

Students with credit for Industrial Arts 2 or other college machine woodworking course may not take Industrial Arts 63 for credit.

## **AIR CONDITIONING (COOLING-HEATING)**

#### **AIR CONDITING 49a-49b-49c-49d—SUPERVISED PRACTICE (1-3) BA**

Two, four, or six hours laboratory per week.

Selected Air Conditioning Technology majors assist and direct less advanced students under the supervision of a master air conditioning instructor.

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

#### **AIR CONDITIONING 80a—BASIC THEORY (7) BA**

Fifteen hours lecture and laboratory per week.

Instruction and demonstration in applied electrical theory and fundamentals of refrigeration. The lab work consists of wire splices and terminals, soldering tubing, evacuation and charging of systems, repair of electric motors and preventative maintenance of air conditioners, refrigerators, freezers and furnaces.

Must be taken by all beginning Air Conditioning Technology majors unless permission is granted by instructor to enter an advanced course.

Permission: One year high school algebra or Math 51 and I & T 61 or 6a (may be taken concurrently with Air Conditioning 80a).

#### AIR CONDITIONING 80b—APPLIED THEORY (7) BA

Thirteen hours lecture and laboratory per week.

Instruction, demonstration and training in the fine art of trouble shooting refrigeration systems and electrical circuits pertaining to air conditioners, heat pumps and furnaces. These skills accomplished by using industrial trainers and live equipment. Course to prepare student for employment in technical maintenance field.

Prerequisite: Air Conditioning 80a. (Must be taken by all beginning Air Conditioning Technology majors unless student has permission of the instructor).

#### AIR CONDITIONING 81a—COMMERCIAL (5) BA

Nine hours lecture and laboratory per week.

Instruction and demonstration in the repair and maintenance of single and multi-zone equipment found in commercial applications. The maintenance and application of pneumatic controls.

Prerequisite: Air Conditioning 80a and 80b or permission of the instructor.

#### AIR CONDITIONING 82a—HEAT LOAD CALCULATION-RESIDENTIAL (3) BA

(9 weeks only)

Six hours lecture per week during the first half of the semester.

Instruction in calculating heat loads of residential structures. The design of air distribution systems and the use of air balance equipment.

Prerequisite: One year high school algebra or Math 51 and one year high school mechanical drawing or Industrial Arts 52; or permission of the instructor. Air Conditioning 82a-b may be taken concurrently with Air Conditioning 80b.

Air Conditioning 82a may be taken by Engineering students.

#### AIR CONDITIONING 82b—HEAT LOAD CALCULATION-COMMERCIAL (3) BA

(9 weeks).

Six hours lecture per week during the second half of the semester.

Instruction in calculating heat loads of commercial structures. The design of air distribution systems and the use of air balance equipment.

Prerequisite: Air Conditioning 82a must be taken before Air Conditioning 82b.

#### REFRIGERATION 60—FUNDAMENTALS OF REFRIGERATION (2) E

Three hours lecture and demonstration per week.

Servicing, testing, checking, repairing, installation, and start-up of refrigeration and air conditioning equipment.

#### 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 60 or equivalent training or experience.

## INDUSTRY AND TECHNOLOGY

#### INDUSTRY AND TECHNOLOGY 1a-1b—CAREER PLANNING (2-2) BA

One hour lecture and one hour laboratory per week.

This course is designed to give men and women vocational students greater understanding in leadership, resume writing, job application procedure, techniques in conducting business meetings and salesmanship. The program offers personalized vocational counseling and job placement. Students enrolled in this class will practice parliamentary procedure at V.I.C.A. (Vocational Industrial Clubs of America) meetings. V.I.C.A. membership is not required.

I & T 1a is not a prerequisite for I & T 1b.

### INDUSTRY AND TECHNOLOGY 5a-5b—ART WELDING (3-3) BA

Metal Sculpture.

Instruction for men and women in basic oxy-acetylene welding techniques, basic tools for welded sculpture, construction abstract shapes, constructing organic shapes, and finishing sculptures.

### INDUSTRY AND TECHNOLOGY 30—BUILDING PLANS AND CODE (3) BA

Two hours lecture and four hours laboratory per week.

Code and architecture drafting technique. A study of different architecture plans for light construction.

Prerequisite: 1A, 22 or permission of the instructor.

### INDUSTRY AND TECHNOLOGY 35—TECHNICAL ILLUSTRATING (3) BA

Six hours lecture-laboratory per week.

A beginning course in technical illustrating. The art of developing and presenting pictures of different machine parts and small objects.

### INDUSTRY AND TECHNOLOGY 50—MATH (2)

Two hours lecture per week.

Emphasis on the fundamentals of arithmetic.

### INDUSTRY AND TECHNOLOGY 51a-51b—TECHNICAL DRAWING (3-3) BA

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. The students learn the fundamentals of machines, tools, fastenings, cams and gears.

### INDUSTRY AND TECHNOLOGY 68a—ELECTRICITY AND SMALL APPLIANCE SERVICING FOR THE HOMEMAKER (2)

Three hours per week.

Instruction in theory, safety, and servicing of small home appliances, including: toasters, irons, electric skillets, etc. Emphasis will be placed on electric safety in the home.

(Formerly Electronics 68a)

(Also cross-titled Home Economics 68a).

## AUTOMOTIVE TECHNOLOGY

### AUTOMOTIVE MECHANICS 49a-49b-49c-49d—SUPERVISED PRACTICE (1-3) BA

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 59—BASIC AUTOMOTIVE ELECTRICITY (2) BA

Three hours lecture, demonstration, laboratory per week.

Instruction in the theory of electricity, magnetism and induction. Theory and operation of battery, starting, ignition, generating and regulating systems. Overhaul and service of all of the above items.

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

Four hours lecture and laboratory per week.

Study of compression, electrical and fuel systems.

**AUTOMOTIVE MECHANICS 61-o—BASIC IGNITION SCOPE ANALYZERS (1) BA**

Four hours lecture and laboratory 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) BA**

Four hours of lecture and laboratory per week.

Theory, application of theory, repairs, care and maintenance and trouble diagnosis of Powerglide, Ford C-4 and C6, Torqueflite and Turbo-Hydratic transmissions.

**AUTOMOTIVE MECHANICS 63P, 63L, 63B—POLLUTION, LAMPS, BRAKES (2) BA**

Three hours lecture and laboratory 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).

Prerequisite: Automotive maintenance personnel preferred.

**AUTOMOTIVE MECHANICS 64—AUTOMOTIVE AIR CONDITIONING (2) BA**

Three hours lecture and laboratory per week.

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

**AUTOMOTIVE MECHANICS 65—CARBURETION (1) BA**

Two hours lecture and laboratory per week.

Instruction in the theory, operation and repairing of automotive carburetors and fuel supply systems.

**AUTOMOTIVE MECHANICS 67—AUTOMOTIVE WHEEL ALIGNMENT AND SERVICE (2) BA**

Three hours lecture and laboratory per week.

Instruction in automotive front wheel alignment, steering geometry, front suspension systems and wheel balancing.

**AUTOMOTIVE MECHANICS 70—BENCH WORK AND SAFETY (1) BA**

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) BA**

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) BA**

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) BA**

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) BA**

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) BA**

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 AUTOMATIC TRANSMISSIONS (4) BA**

Three hours lecture and six hours laboratory per week.

Instruction in basic hydraulics and planetary gearing. Basic operation and function of Powerglide, Ford C-4 and C-6 and Torqueflite transmissions, plus repair, inspection and trouble diagnosis.

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

#### **AUTOMOTIVE MECHANICS 77—ADVANCED TRANSMISSIONS (3) BA**

Two hours lecture and four hours laboratory per week.

Instruction in basic theory, inspection, repair, care and maintenance of the Ford-o-matic 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) BA**

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, Auto Mech. 72 and sophomore standing or permission of the instructor.

#### **AUTOMOTIVE MECHANICS 79—AIR CONDITIONING AND ACCESSORIES (3) BA**

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 & MEN) (1) BA**

Three hours per week for nine weeks.

Designed to familiarize drivers with basic mechanics of an automobile.

## BUILDING TRADES

### CARPENTRY AND MILL CABINET 49a-49b—SUPERVISED PRACTICE (1-3) BA

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-51bDRAWING FOR BUILDING CONSTRUCTION (2-2) BA

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 53ab—BLUEPRINT READING (3-3)

A practical course in blueprint reading for all Building Trades, including the fundamentals of estimating, scaling, symbols, reading details, building codes, specifications and plot plan layout.

### BUILDING TRADES 55a-55b—ELEMENTARY CARPENTRY, TRADE RELATED INFORMATION (3-3) BA

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) BA

Six hours lecture per week.

A continuation of B.T. 55a and 55b. This course roof framing, interior trim, rough residential framing, stair building, estimating, and land location and descriptions.

B.T. 56b before B.T. 56a may be taken only with the permission of the instructor.

### BUILDING TRADES 57a—CARPENTRY FOR APPRENTICES (0)

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) BA

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) BA

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) BA**

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) BA**

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) BA**

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 68—CONSTRUCTION SUPERVISION AND INSPECTION (3) BA**

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) BA**

Three hours lecture per week.

Designed to convey and 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) BA**

Nine hours lecture and laboratory per week.

For nine 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 house. B. T. 51ab, B. T. 55ab must have been taken previously or may be taken concurrently, or permission of the instructor.

Hard hats are to be worn during all manipulative classes.

B.T. 75a is a prerequisite to B.T. 75b unless permission is granted by the instructor

**BUILDING TRADES 76a-76b—ADVANCED CARPENTRY MANIPULATIVE INSTRUCTION (5-5) BA**

Eight hours lecture and laboratory per week.

For eight 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 hardwood installation.

Hard hats are to be worn during all manipulative classes.

Prerequisites: B. T. 51ab, B. T. 55ab, and B.T. 75ab 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) BA**

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 procedures, drafting, 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.

Hard hats are to be worn during all manipulative classes.

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 51a, 51b, 51c, 51d, 51e, 51f (6-18) COSMETOLOGY 51g (1-4)**

All instruction offered off campus.

Minimum of 20 hours lecture and laboratory per week.

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.

Hair styling 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, manicuring, permanent waving, hair colorings, giving facials and scalp treatments. Training and experience as a receptionist is provided. Salesmanship is learned through actual practice. Students serve as receptionists in the college salon. Advanced theory and 127 hours of State Board preparatory testing are included.

Credit per semester is earned at the rate of one (1) unit for each forty (40) hours of training successfully completed at the beauty college. Sixteen hundred (1600) hours of successful training is required by the California State Board of Cosmetology for licensure. Forty (40) units of college credit is the maximum College of the Sequoias will grant in this program.

Prerequisite: Admission to the Cosmetology Program. (See page 68 for details).

## **DRAFTING**

**INDUSTRIAL ARTS 22—APPLIED DRAWING (3) BA**

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: Industrial Arts 52, I & T 51a or one year of high school mechanical drawing. Formerly Engineering 22) .

### **INDUSTRIAL ARTS 23—DESCRIPTIVE GEOMETRY (3) BA**

Two hour 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 branching of engineering.

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

Formerly Engineering 23).

### **INDUSTRIAL ARTS 24—MACHINE DRAWING (3) BA**

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)**

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.

### **INDUSTRY AND TECHNOLOGY 30—BUILDING PLANS AND CODE (3) BA**

Two hours lecture and four hours laboratory per week.

Code and architecture drafting technique. A study of different architecture plans for light construction.

Prerequisite: I.A. 22 or permission of the instructor.

### **INDUSTRY AND TECHNOLOGY 35—TECHNICAL ILLUSTRATING (3) BA**

Six hours lecture-laboratory per week.

A beginning course in technical illustrating. The art of developing and presenting pictures of different machine parts and small objects

### **INDUSTRY AND TECHNOLOGY 51a—TECHNICAL DRAWING (3) BA**

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. The students learn the fundamentals of machines, tools, fastenings, cams and gears.

## **ELECTRONICS TECHNOLOGY**

### **ELECTRONICS 49a-49b-49c-49d—SUPERVISED PRACTICE (1-3) BA**

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 courses and permission of instructor.

### **ELECTRONICS 50a-50b—BASIC ELECTRONICS—TRADE RELATED INFORMATION (6-6) BA**

Twelve 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 of 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.

Prerequisite: One year of high school algebra or Math 51 or permission of the instructor.

Math 53 will be required to be taken concurrently with Electronics 50a if not completed before entering the program.

#### **ELECTRONICS 51a-51b—ADVANCED ELECTRONICS—TRADE RELATED INFORMATION (6-6) BA**

Twelve 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.

Laboratory work consists of work with transistors, receivers, transmitters and test equipment. Includes digital and integrated circuits.

Prerequisites: Electronics 50a-50b or permission of the instructor.

#### **ELECTRONICS 59a—TELEVISION SERVICING (4)**

Twenty hours per week of combined lecture and laboratory.

A course designed to teach trade related job entry skills in television servicing. Students will work with home television receivers in laboratory. Includes both color and black and white.

Prerequisite: One year of basic electronics.

#### **ELECTRONICS 60a-60b—FUNDAMENTALS OF ELECTRONICS (2-2) BA**

Four hours lecture and laboratory per week.

The theory and practical application of electric circuitry.

#### **ELECTRONICS 61a-61b—BASIC ELECTRONICS (2-2) BA**

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) BA**

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) BA**

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 64a—MATHEMATICS FOR ELECTRONICS (2) BA**

Three hours lecture per week.

A course designed for students and those in industry to upgrade their math ability in the field of Electronics. It is designed to complement the requirements of current electricity and electronic classes such as automotive, refrigeration, and electronics.

#### **ELECTRONICS 75a-75b—RADIO COMMUNICATIONS, LICENSING (4-4) BA**

Four hours lecture per week.

Radio theory and operation designed to assist persons employed in the electronic fields to prepare for FCC commercial license.

## **FIRE TECHNOLOGY**

#### **FIRE SCIENCE 51—INTRODUCTION TO FIRE SUPPRESSION (3) BA**

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) BA**

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) BA**

Three hours lecture per week.

The third course in the standard fire technology program, including introduction to arson and incendiary fires, 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) BA**

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) BA**

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) BA**

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) BA**

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) BA**

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.

### **FIRE SCIENCE 64—FIRE VEHICLE MAINTENANCE FOR OPERATORS AND MECHANICS (3) BA**

Three hours lecture per week.

A survey course in the fundamentals of all fire vehicle structure. Basic construction of the vehicle, including the main powering systems (fire pumps excluded) and techniques of maintenance. Prerequisite: employed in a fire prevention agency.

## INDUSTRY AND TECHNOLOGY (MISC.)

### INDUSTRY AND TECHNOLOGY 1a-1b—CAREER PLANNING (2-2) BA

One hour lecture and one hour laboratory per week.

This course is designed to give men and women vocational students greater understanding in leadership, resume writing, job application procedure, techniques in conducting business meetings and salesmanship. The program offers personalized vocational counseling and job placement. Students enrolled in this class will practice parliamentary procedure at V.I.C.A. (Vocational Industrial Clubs of America) meetings. V.I.C.A. membership is not required.

I & T 1a is not a prerequisite for I & T 1b.

### INDUSTRY AND TECHNOLOGY 50—MATH (2)

Two hours lecture with classroom exercises per week.

Emphasis is on fundamental arithmetic and mathematics used in making calculations encountered by tradesmen in their regular work. Industry and Technology majors deficient in basic arithmetic are encouraged to enroll in this course in their first semester or as soon thereafter as possible.

Prerequisite: Enrollment in at least one I & T course.

### INDUSTRY AND TECHNOLOGY 67a—PRINCIPLES OF ELECTRICAL POWER EQUIPMENT (3)

Six hours of combined lecture and laboratory per week.

A basic course in the principles of electrical rotating machinery (generators and motors).

Theory and application of the principles of magnetism, inductance, and capacitance coupled with the maintenance, servicing, and safety techniques as practiced by industry.

Prerequisites: Industrial Arts 11 or Physical Science 11, or permission of the instructor.

### INDUSTRY AND TECHNOLOGY 67b—PRINCIPLES OF ELECTRICAL POWER EQUIPMENT AND MOTOR CONTROL SYSTEMS (3)

Six hours of combined lecture and laboratory per week.

A continuation of Industry and Technology 67a.

Servomechanism and amplidyne systems will be programmed. Emphasis directed toward industrialized motor control systems (relays through solid state).

Prerequisite: Industry and Technology 67a or current employment in a related field with permission of the instructor.

### INDUSTRY AND TECHNOLOGY 68a—ELECTRICITY AND SMALL APPLIANCE SERVICING FOR THE HOMEMAKER (2)

Three hours per week.

Instruction in theory, safety, and servicing of small home appliances, including: toasters, irons, electric skillets, etc. Emphasis will be placed on electric safety in the home.

(Formerly Electronics 68a)

(Also cross-titled Home Economics 68a).

### INDUSTRY AND TECHNOLOGY 70a-70b—FUNDAMENTALS OF ELECTRIC MOTORS (2)

Four hours lecture/laboratory per week.

A basic course in the theory and operation of electric motors. Servicing and maintenance of various types of motors will be discussed. This course is designed to meet the vocational needs of those currently employed or contemplating employment in the fields of electronics, refrigeration, or appliance servicing.

(Formerly I & T 67a-67b)

Prerequisites: I & T 70a is a prerequisite to I & T 70b.



## METAL AND WELDING TECHNOLOGIES

### MACHINE SHOP AND SHEET METAL

#### INDUSTRY AND TECHNOLOGY 10a-10b-10c-10d—MACHINE SHOP (3-3-3-3) BA

Six hours lecture and 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 AND TECHNOLOGY 40a-40b—GENERAL METALWORKING (3-3) BA

One hour lecture and four hours laboratory per week.

An introductory course covering the study of materials, process, tools, and machines in the general metal field. Project construction on layout, bench-work, foundry, heat treating, sheet metal, and machine shop.

#### INDUSTRY AND TECHNOLOGY 41—BASIC SHEET METAL (3) BA

Six hours lecture and laboratory per week.

General sheet metal work, including bending, shaping, soldering, riveting and spot welding. Layout and fabrication of flat sheet metal fittings with basic hand tools of the sheet metal trade.

Prerequisite: One year high school drawing or Industry and Technology 51a concurrently.

#### INDUSTRY AND TECHNOLOGY 42—ADVANCED SHEET METAL (3) BA

Six hours lecture and laboratory per week.

Training in the layout, fabrication and installation of sheet metal fittings used in air conditioning (cooling-heating) duct systems and kitchen equipment. Development of triangulation and true length line layout and fabrication.

Prerequisite: Industry and Technology 41.

#### MACHINE SHOP 49a-49b—SUPERVISED PRACTICE (1-3) BA

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

#### INDUSTRY AND TECHNOLOGY 5a-5b—ART WELDING (3-3) BA

Metal Sculpture.

Instruction for men and women in basic oxy-acetylene welding techniques, basic tools for welded sculpture, construction abstract shapes, constructing organic shapes and finishing sculptures

#### INDUSTRY AND TECHNOLOGY 6a—BASIC WELDING (3) BA

One hour lecture and five hours laboratory per week.

Instruction in manual oxy-acetylene welding, manual and automatic flame cutting, brazing processes on ferrous and non-ferrous metals, oxy-acetylene hardsurfacing, fusion welding aluminum, fusion welding cast iron, the study and identification of metals.

Students enrolled in the welding program may apply for welder certification in accordance with requirements of the American Welding Society and Title 21, Department of Public Works, State of California.

#### INDUSTRY AND TECHNOLOGY 6b—BASIC WELDING (3) BA

Two hours lecture and four hours laboratory per week.

Instruction in manual and automatic oxy-acetylene cutting, metallic arc welding, welding drawings, weld testing, metal properties and identification of metals. All processes studied in theory and practice.

Prerequisite: None

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

#### INDUSTRY AND TECHNOLOGY 7a—ADVANCED ARC WELDING (3) BA

Six hours per week.

Instruction in manual and automatic oxy-acetylene; cutting, advanced metal arc welding, tungsten inert gas welding, metal inert gas welding, properties of non-ferrous metals. Welding techniques for non-ferrous metals. All processes studied in theory and practice.

Students must furnish helmet, goggles and gloves meeting state approved safety standards. Students enrolled in the welding program may apply for welding certification by the "American Welding Society Qualification of Operators."

Prerequisite: Welding 6b or equivalent training or experience.

#### INDUSTRY AND TECHNOLOGY 8a—ADVANCED WELDING (7) BA

Four hours lecture and ten hours laboratory per week.

Instruction in advanced metal arc welding, tungsten inert gas welding, metal inert gas welding properties of ferrous and non-ferrous metals, welding techniques for non-ferrous metals. All processes studied in theory and practice. Students enrolled in the program may apply for welder certification in accordance with the requirements of the American Welding Society and Title 21, Department of Public Works, State of California.

#### INDUSTRY AND TECHNOLOGY 8b—ADVANCED WELDING (7) BA

Four hours lecture and ten hours laboratory per week.

Instruction in advanced metal arc welding, advanced metal inert gas welding, cryogenic gases, metallurgy, pipe layout, equipment repair, plasma arc welding, laser welding, electron beam welding.

Students enrolled in the program may apply for welder certification in accordance with the requirement of the American Welding Society and Title 21, Department of Public Works, State of California.

Prerequisite: I & T 8a or permission of the instructor.

#### WELDING TECHNOLOGY 49a-49b—SUPERVISED PRACTICE (1-3) BA

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 61—OXY-ACETYLENE WELDING (2) BA

One hour lecture and two hours laboratory per week.

A course of instruction in oxy-acetylene welding for women and men enrolled in classes that require welding instruction such as art, automotive, crafts, electricity, building trades, refrigeration, etc.

Basic oxy-acetylene welding and cutting, brazing of ferrous and non-ferrous metals. All processes are studied in theory and practice.

## **INDUSTRY AND TECHNOLOGY 62a-62b—WELDING (2-2) BA**

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.

## **HEALTH OCCUPATIONS**

### **REGISTERED NURSE**

#### **NURSING 1—(7) BA**

Four hours lecture and nine hours laboratory per week.

(Course description and prerequisites to remain the same).

#### **NURSING 2—(9) BA**

Four hours lecture and fifteen hours laboratory 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 1, Anatomy 1.

#### **NURSING 3—(9) BA**

Four hours lecture and fifteen laboratory hours per week.

A study of nursing interventions primarily centered around patient needs related to safety and comfort including bodily response to microbial insult, cardiopulmonary mechanisms regulating tissue gas needs, and needs relating to sexual expression integrated with maternal-child nursing.

Prerequisites: Nursing 1 & 2, Physiology 1, Anatomy 1, Bacteriology 2.

#### **NURSING 4—(10) BA**

Four hours lecture and eighteen laboratory hours per week.

A study of nursing interventions primarily centered on the needs of patients with altered regulatory and activity mechanisms, safety and comfort. Integrated with nursing interventions is the study of team nursing administrative principles applicable to problem solving of the needs of a group of patients. Includes the study of patients with problems of disintegration of emotional integrity.

Prerequisites: Nursing 1, 2 & 3, Physiology, Anatomy 1, Bacteriology 1.

#### **NURSING 17—PATIENT PROBLEMS OF FLUID AND ELECTROLYTES AND ACID/BASE BALANCE (3) BA**

Three hours lecture per week.

A review of fluid and electrolytes and acid/base balance as related to patient care. Specific imbalances such as diabetes, burns, toxemia of pregnancy, COPD, and endocrine disorders will be studied.

Prerequisites: Student in the R.N. program (must have satisfactorily completed Nursing I), Registered Nurse, or permission of the instructor.

#### **NURSING 20—NURSING CARE DURING SURGICAL INTERVENTION (6) BA**

Twenty-four hours laboratory per week.

This course is designed to prepare a competent and knowledgeable practitioner to administer optimum care to selected surgical patients during the pre-operative, intra-operative and post-operative phase of surgical intervention.

Prerequisites: Student in the R.N. Program (must have satisfactorily completed Nursing I, II, and III), Registered Nurse, or permission of the instructor.

### NURSING 23—PHARMACOLOGY FOR NURSES (1) BA

One hour lecture and discussion per week.

An overview of pharmacology as it relates to nursing. Considers principles of pharmacology, classification, use, action, side effects, dosage and administration of drugs with special emphasis on nursing intervention and responsibility in drug therapy.

Prerequisite: Student in the R.N. Program.

### NURSING 24—INTRODUCTION TO CRITICAL CARE (1) BA

One hour lecture per week.

This course is designed to provide an introduction to coronary care nursing. The content of the course will emphasize the identification of normal sinus rhythm, sinus tachycardia, sinus bradycardia and ventricular arrhythmias including premature contractions, tachycardia, fibrillation, heart block and asystole. Emergency nursing and medical management of the lethal arrhythmias will be discussed along with the initial signs and symptoms of the acute myocardial infarction..

Prerequisites: Student in the R.N. Program.

### HOME ECONOMICS 31—DIETETICS (3) BA

Three hours lecture per week.

Elements of nutrition as applied to diet and disease.

Prerequisite: Nutrition 8 or permission of instructor.

## VOCATIONAL NURSING

### VOCATIONAL NURSING 50abc-51ab-52ab—VOCATIONAL NURSING (17-14-14)

Eight hours lecture and twenty-one 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-one hours of clinical instruction.

First Semester: (17 units)

### VOCATIONAL NURSING 50a—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.

### VOCATIONAL NURSING 50b—MEDICAL AND SURGICAL NURSING I (7)

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.

#### VOCATIONAL NURSING 50c—MEDICAL AND SURGICAL NURSING I LAB (5)

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.

Second Semester: (14 units)

Prerequisite VN 50abc

#### VOCATIONAL NURSING 51a—MEDICAL AND SURGICAL NURSING II (INCLUDING OBSTETRICS, INFANT CARE AND PEDIATRICS) (9)

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.

#### VOCATIONAL NURSING 51b—MEDICAL AND SURGICAL NURSING LAB II (5)

(continuation of V.N. 50c)

Third Semester (14 units)

Prerequisite: V.N. 50abc and V.N. 51ab

#### VOCATIONAL NURSING 52a—MEDICAL AND SURGICAL NURSING III (10)

(continuation of V.N. 50b and V.N. 51a)

#### VOCATIONAL NURSING 52b—MEDICAL AND SURGICAL NURSING LAB III (4)

(continuation of V.N. 50c and V.N. 51b)

### MEDICAL TECHNOLOGY

#### EMERGENCY MEDICAL TECHNICIAN 50—VOCATIONAL TRAINING PROGRAM FOR EMERGENCY MEDICAL TECHNICIANS (4)

Four hours lecture per week.

Course will emphasize development of skills in the recognition of symptoms of illnesses and injuries and proper procedures of emergency care. Primarily for ambulance drivers and attendants, fireman, policemen, State and national forest service employees, as well as emergency medical care personnel.

Prerequisite: High school diploma, proficient in English, chauffeur or driver's license, 18 years of age or older.

#### INHALATION THERAPY 1—FUNDAMENTALS OF RESPIRATORY THERAPY (3) BA

Three hours lecture per week.

A semester general course covering the fundamentals of respiratory therapy designed to assist in preparing the student for the examination and certification given by the American Association of Inhalation Therapy.

# DIVISION OF LANGUAGE ARTS AND COMMUNICATION

## ENGLISH

### ENGLISH 1a—FIRST YEAR READING AND COMPOSITION (3) BA

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 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) BA

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 5—HISTORY OF ENGLISH LITERATURE (3) BA

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) BA

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 8—LITERATURE OF THE BLACK AMERICAN (3) BA

Three hours lecture per week.

Masterpieces of black literature from the Black American to the twentieth century.

### ENGLISH 9—WOMEN IN LITERATURE (3) BA

Three hours lecture per week.

A study of traditional and modern women characters and authors in literature.

Prerequisite: English 1a.

### ENGLISH 10—MEXICAN AND MEXICAN-AMERICAN LITERATURE (3) BA

Three hours lecture per week.

This course is designated as an overview of Mexican and Mexican-American Literature. It will be geared to all interested students, as it will introduce and acquaint them with this type of literature, and hopefully build a cultural understanding of the Mexican-American today.

**ENGLISH 11—TECHNICAL WRITING (3) BA**

Three hours lecture per week.

A course in reading and exposition for students in science and technolog. Emphasizes 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 12—LITERATURE OF MEXICO AND OTHER SPANISH-SPEAKING COUNTRIES (3) BA**

Three hours lecture per week.

A course which is designed to acquaint students with leading Mexican and other Spanish-American writers through reading and discussing their chief works.

**ENGLISH 13—CONTEMPORARY BLACK AND CHICANO LITERATURE (3) BA**

This course will encompass an in depth study of contemporary Black and Chicano Literature. Novels, poetry, short stories and essays will be used as means of instruction. Emphasis will be placed on the similarities of expression by the authors, yet noting their unique experiences and cultural differences.

Rather than a survey, this course will be an in depth study of the relationships of contemporary Black and Chicano writers to the society in which they live. The course will reflect the Black and Chicano experience in the United States as revealed by their own literary perspectives.

**ENGLISH 14—CREATIVE WRITING (3) BA**

Three hours per week.

A course dealing with imaginative writing, offering practice in writing leading to an appreciation of techniques used in writing fiction, drama, and poetry.

**ENGLISH 15—CREATIVE WRITING (3) BA**

Three hours per week.

A continuation of English 14.

**ENGLISH 30—AMERICAN LITERATURE (3) BA**

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 or permission of the instructor.

**ENGLISH 31—AMERICAN LITERATURE (3) BA**

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 or permission of the instructor.

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 32—THE BIBLE AS LITERATURE (3) BA**

Three hours lecture per week.

A general survey of the history, biography, prophecy, narratives, poetry, and drama of the Old Testament and Apocrypha from a literary point of view, including some consideration of historical backgrounds and influence.

**ENGLISH 35—SCIENCE FICTION (3) BA**

Three hours lecture and discussion per week.

A course in reading and discussing Science Fiction (or Speculative Fiction) as a literature of social comment and criticism as well as a method of unleashing the imagination.

**ENGLISH 36—AN INTRODUCTION TO POETRY (3) BA**

Three hours lecture and discussion per week.

A course designed to take the mystery out of reading poetry. Students will study the great short poems in English from the Middle Ages to the present. The study is intended to develop the students' ability to understand and evaluate poems. The material will be organized in such a way as to provide the student with an historical outline of English poetry.

Prerequisite: English 1a or equivalent.

**ENGLISH 44—WORLD LITERATURE (3) BA**

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 or permission of the instructor.

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) BA**

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) BA**

An introduction to Shakespeare through films, lectures, and student reports. A term paper may be required.

**ENGLISH 48a-48b—TEACHER AIDES IN ENGLISH (1-2) BA**

Three or six hours laboratory, discussion per week.

A semester course for students who want both to develop an in-depth understanding of some phase of English, such as language function, composition, or reading, and to learn to work with individual students and small groups of students.

**ENGLISH 49abc—INDEPENDENT STUDY (1-3) BA (SEE PAGE 88).**

**ENGLISH 50—PRACTICAL ENGLISH (3)**

Three hours lecture per week.

A basic course in developing communication skills (as applied to the needs of the vocational student), emphasizing 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)

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 53—READING FOR PLEASURE (3)

Three hours lecture per week.

A course in literature recommended for students who plan to conclude their formal education in the community college. Students read stories, plays, and poems for informal class discussion. Satisfies both the English and humanities requirements for graduation. 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. This is a valuable course for the vocational student as well as the typical college student who wishes to improve his reading skills.

### ENGLISH 55—ENGLISH FOR HEARING IMPAIRED STUDENTS (3)

Three hours per week.

A basic course in developing communication skills for hearing impaired students, emphasizing written and oral expression of ideas. Stories, essays, captioned films and other related media may be selected to stimulate discussions, provide personal enrichment and motivate critical thinking. This course will include class lectures and discussions, work within the Apple Tree Language Program, including drills in mechanics, diction, grammar, punctuation, spelling and practice in writing sentences and paragraphs, job application letters, practical letter writing (for personal & Business use), use of the library, the preparation of short written stories, reports, summaries and in-class presentations.

### ENGLISH 56—INDIVIDUAL VOCABULARY STUDIES (1)

Three hours lecture and laboratory per week.

This course is designed to aid in individual student in improvement of his English vocabulary. Most of the hours will be spent by the student listening to records, which accompany the individual work books and allow the students to hear the words correctly used, and then memorizing and utilizing those words by writing and using the prepared tests.

### ENGLISH 58—SUMMER COLLEGE READINESS (3)

Sixty hours of lecture, laboratory, and discussion.

Designed to help the EOPS student be prepared for the kinds of studying demanded of him at College of the Sequoias, it will present study skills, reading skills, writing skills, and research skills necessary for many of his college courses. It will also acquaint him with the college structure, the courses and programs offered, vocational opportunities, and a broader community awareness.

#### ENGLISH 59—LIBRARY USAGE (1-2)

A course designed to teach students how to use the library effectively and efficiently for information, research and pleasure.

#### ENGLISH 64—READING FASTER (2)

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)

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 and 3 level foreign language courses are offered only in the fall semester; 2 and 4 level courses are offered only in the spring semester.

#### FRENCH 1—ELEMENTARY FRENCH (4) BA

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) BA

Five hours lecture and laboratory per week.

Continuation of French 1.

Prerequisite: French 1 or two years of high-school French; a placement test may be required.

#### FRENCH 3—INTERMEDIATE FRENCH (4) BA

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) BA

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 49abc—INDEPENDENT STUDY (1-3) BA (SEE PAGE 88)

FRENCH 51a-51b—(2-2)

Two hours lecture and laboratory per week.  
First year terminal conversational French.

FRENCH 52a-52b—(2-2)

Two hours lecture and laboratory per week.  
Second year terminal conversational French.

GERMAN 1—ELEMENTARY GERMAN (4) BA

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) BA

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) BA

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) BA

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 49abc—INDEPENDENT STUDY (1-3) BA (SEE PAGE 88)

GERMAN 51a-51b—(2-2)

Two hours lecture and laboratory per week.  
Second year terminal conversational German.

GERMAN 52a-52b—(2-2)

Two hours lecture and laboratory per week.  
Second year terminal conversational German.

ITALIAN 51a-51b—CONVERSATIONAL ITALIAN (2)

The text contains 25 units. Each unit covers a basic linguistic situation, i.e. how to address people, how to say what you want or want to do, how to talk about things you have done, etc. This is achieved with the help of two dialogues that ultimately combine into two complete stories, grammar explanations and exercises for talking practice. After the student has studied the dialogue his comprehension is tested with a taped comprehension test.

Prerequisite: For 51a; for 51b, a grade of C or better in 51a or permission of instructor.

**SPANISH 1—ELEMENTARY SPANISH (4) BA**

Five hours lecture and laboratory per week.

Starts the beginner on the road to using Spanish conversation in the way it is normally used in daily life by an educated speaker. Provides daily opportunity for individual or group practice in the basic skills of listening, speaking, reading and writing Spanish. Introduces life and culture of Mexico and other Spanish-speaking countries

**SPANISH 2—(4) BA**

Five hours lecture and laboratory per week.

Continuation of Spanish

Prerequisite: Spanish 1 or two years of high-school Spanish. A placement test may be required.

**SPANISH 3—INTERMEDIATE SPANISH (4) BA**

Five hours lecture and laboratory per week.

Continues and improves the student's use of the basic skills: listening, speaking, reading and writing Spanish. Reviews and extends study of basic Spanish structure. Stimulates Spanish conversation on life and culture of Mexico and other Spanish-speaking countries through a variety of media-slides, films, tapes, records—including songs and reading of plays, essays, short stories, poems, brief historical or biographical selections.

Prerequisite: Spanish 2 or three years of high-school Spanish. A placement test may be required.

**SPANISH 4—(4) BA**

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 12—LITERATURE OF MEXICO AND OTHER SPANISH-SPEAKING COUNTRIES (3) BA**

Three hours lecture per week.

A course designed to acquaint students with leading Mexican and other Spanish-American writers through reading and discussion of their chief works. Reading and writing are in Spanish; discussion as in English.

**SPANISH 49abc—INDEPENDENT STUDY (1-3) BA (See page 88.)**

**SPANISH 51a-51b (2-2)**

Three hours lecture and laboratory per week.

First-year terminal conversational Spanish.

**SPANISH 52a-52b— (2-2)**

Three hours lecture and laboratory per week.

Second-year terminal conversational Spanish.

**SPANISH 53—HIGH INTENSITY LANGUAGE TRAINING (3)**

Four hours lecture, laboratory per week.

An intense Spanish course designed to meet the individual needs of the participants. Beginning students will concentrate on developing oral fluency. Intermediate and advanced students will continue to develop oral fluency, but will concentrate on reading and writing Spanish.

**SPANISH 60a-60b—PRACTICAL SPANISH FOR THE HEALTH PROFESSIONS (3) BA**

Three hours lecture and one hour laboratory per week.

Situational Spanish for the allied health professions.

## JOURNALISM

### JOURNALISM 2—ELEMENTARY JOURNALISM (3) BA

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) BA

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) BA

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 (2-2-2-2) BA

Three 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) BA

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.

### JOURNALISM 10ab—PHOTO JOURNALISM (2) BA

Three hours laboratory per week.

A laboratory course designed to give the student photography experience and produce pictures for school publications.

## PHOTOGRAPHY

### PHOTOGRAPHY 1a—BASIC PHOTOGRAPHY (3) BA

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-2d—ADVANCED PHOTOGRAPHY LABORATORY (1-1-1) BA

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 10ab—PHOTO JOURNALISM (2) BA

Three hours laboratory per week.

A laboratory course designed to give the student photography experience and produce pictures for school publications.

### PHOTOGRAPHY 51—ELEMENTARY PHOTOGRAPHY (1)

One hour lecture per week.

A lecture course designed to give knowledge of the fundamentals of the photographic process.

### PHOTOGRAPHY 52—ELEMENTARY PHOTOGRAPHY (1)

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 with the instructor's permission.

Registration is limited to one semester.

### PHOTOGRAPHY 60a-d—VOCATIONAL PHOTOGRAPHY (2)

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.

### PHOTOGRAPHY 70a-b—COLOR PHOTOGRAPHY (3)

Four hours lecture and laboratory per week.

Designed to serve those persons interested in color photography as an avocation. Covers color photography theories, practices, and artistic techniques and will include some darkroom work. Prerequisite: Photography 51 or 60a or previous photo training and/or experience recommended. Fee \$6.

### PHOTOGRAPHY 71a-b—PORTRAIT PHOTOGRAPHY & COLOR PRINTING (0)

Four hours lecture and laboratory per week.

Designed to serve those persons interested in portrait photography and color printing as an avocation. Students are expected to provide own equipment and materials. Prerequisite: Photo 60a and 70a or equivalent training or experience. Fee \$6.



# DIVISION OF PHYSICAL EDUCATION, HEALTH AND ATHLETICS

## HYGIENE

### HYGIENE 1—PERSONAL AND COMMUNITY HYGIENE (2) BA

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 (2) BA

Two hours lecture and laboratory per week.

The American Red Cross first aid course includes the opportunity to receive the Standard and Advanced First Aid Certificate. It includes fire prevention and emergency childbirth procedures.

### HYGIENE 4—USE AND MISUSE OF NON-PRESCRIPTION DRUGS (2)

Two hours lecture per week.

This course is designed to provide an individual with the necessary information, explanation, advice and warning on over-the counter drugs in order to assure that self-medication achieves its greatest good and least possible harm.

### HYGIENE 5—PRINCIPLES OF COMMUNITY HEALTH (3)

Three hours lecture and discussion per week.

This course has been designed as a general introduction to community health principles with emphasis in the areas of Public and Environmental Health. The course address itself to identifying the major health concerns in the community such as communicable disease control, epidemiology, water quality control, air pollution, refuse, milk and food sanitation, to name a few. Investigation into community health organizations including mental health, will be done with emphasis in health service delivery.

## PHYSICAL EDUCATION

### PHYSICAL EDUCATION—GENERAL ACTIVITY (1) BA

Two hours per week

Physical Education 1a-d—Archery

Physical Education 2a-d—Badminton

Physical Education 3a-d—Bowling

Physical Education 4a-d—Soccer

Physical Education 5a-d—Folk and Square Dance

Physical Education 6a-d—Modern Dance

Physical Education 7a-d—Social Dance

Physical Education 8a-d—Golf

Physical Education 9a-d—Swimming

Physical Education 10a-d—Tennis

Physical Education 11a-d—Tumbling

Physical Education 12a-d—Weight Lifting

Physical Education 13a-d—Wrestling

Physical Education 14a-d—Horseback Riding

Physical Education 15a-d—General Activities—Not Listed.

Physical Education 16a-d—Choreography. (Prerequisite: P.E. 6a)

Physical Education 17a-d—Hunch Basketball

Physical Education 18a-d—Self Defense

Physical Education 19a-d—Postural Development for Women



Physical Education 20a-d—Survey of Boating/Boating Safety/Basic Sailing  
Physical Education 21a-d—Trampoline and Diving  
Physical Education 22a-d—Special Competitive Tennis (2-2)  
(Four hours per week)  
Physical Education 23a-d—Handball  
Physical Education 24a-d—Volleyball  
Physical Education 25a-d—Acrobatics  
Physical Education 26a-d—Advanced Baseball (6 hours per week).  
Physical Education 27a-d—Advanced Aquatics  
Physical Education 28a-d—Ice Skating  
Physical Education 29a-d—Vocational Nursing Activity  
Physical Education 47a-d—Adaptive Physical Education  
Physical Education 74a-d—Snow Skiing  
Physical Education 75a-d—Karate  
Physical Education 76a-d—Yoga  
Physical Education 77a-d—Roller Skating  
Physical Education 79a-d—Self Defense For Women

**PHYSICAL EDUCATION 30c—ORIENTATION IN PHYSICAL EDUCATION (2) BA**

Two hours lecture per week.

Introduction to the physical education program, personal, social, and professional requirements.

**PHYSICAL EDUCATION 31c—BADMINTON (1) BA**

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) BA

Two hours lecture and demonstration per week.

For men and women physical education majors and minors, recreation majors, elementary education majors and teachers aides. Elementary skills and leadership in folk, square and social dance.

**PHYSICAL EDUCATION 33c—TENNIS (1) BA**

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) BA**

One hour lecture and two hours laboratory per week.

Practical course of advanced techniques, skills and official rules of team sports. Volleyball and basketball, 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) BA**

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 (2) BA**

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) BA**

Two hours lecture and laboratory per week.

Limited to Physical Education majors—Golf skills, strategy and rules.

**P.E. 38—THE ANATOMY & PHYSIOLOGY OF HUMAN PHYSICAL EFFICIENCY (3) BA**

Two hours lecture and two hours laboratory per week.

An introductory course exploring the efficient functioning of the human body. Basic principles of kinesiology, anatomy and physiology concepts are used. Laboratory work and experiments are of a practical nature and take place in the gym, on the field and in the swimming pool. Not a P.E. Major class.

**PHYSICAL EDUCATION 39w—FIELD SPORTS (2) BA**

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) BA**

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) BA**

Four hours lecture and laboratory per week.

Designed to introduce physical education majors to the history and fundamentals of modern dance.

**PHYSICAL EDUCATION 42ab—FUNDAMENTALS OF FOOTBALL (1) BA**

One unit a summer, four hours per day for fourteen days.

Lower division course for students interested in intercollegiate football, especially physical education majors.

Limited to men students who have the desire to play intercollegiate football. Fundamentals, strategy and rules.

Prerequisite: None

**PHYSICAL EDUCATION 45a—FUNDAMENTALS OF AQUATICS (2) BA**

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 46—WATER POLO METHODS (2) BA**

Three hours lecture and laboratory per week.

This course is designed to introduce students to the game of water polo, and covers a variety of aspects and interests including those of spectators, players, teachers and coaches, and officials. It includes individual and team tactics, training and officiating.

**PHYSICAL EDUCATION 48a-d—TEACHER AIDES IN PHYSICAL EDUCATION (1-2) BA**

**PHYSICAL EDUCATION 70—PRINCIPLES OF OFFICIATING (2) BA**

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.

## PHYSICAL EDUCATION 71—TECHNIQUES OF OFFICIATING (0)

Officiating for football, basketball, baseball, wrestling, water polo. Intended for those interested in college high school, recreation department, Pop Warner football, Babe Ruth, and Little League programs. Registration fee \$3.00 for adults; (supplemental costs of \$10 includes required texts and membership in Kings-Tulare Co. Officials' Association).

## PHYSICAL EDUCATION 72abcd—INTRAMURAL ACTIVITY (½) BA

One hour of activity per week.

Does NOT satisfy P. E. requirement.

Time and activity by arrangement of Intramural Director

## 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) BA

Physical Education 51a-51b-51c-51d—Varsity Basketball (2-2-2-2) BA

Physical Education 52a-52b—Varsity Baseball (2-2) BA

Physical Education 53a-53b—Varsity Track (2-2) BA

Physical Education 54a-54b—Varsity Tennis (2-2) BA

Physical Education 55a-55b—Varsity Swimming (2-2) BA

Physical Education 56a-56b—Varsity Volleyball (2-2) BA

Physical Education 57a-57b—Varsity Golf (2-2) BA

Physical Education 58a-58b—Varsity Cross Country (2-2) BA

Physical Education 59a-59b—Varsity Wrestling (2-2) BA

Physical Education 60a-60b—Varsity Waterpolo (2-2) BA

Physical Education 65a-65b-65c-65d—Special Sports Activity (N/C)

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.

## RECREATION

### RECREATION 1A-1B—CAMP LEADERSHIP & FIELD EXPERIENCE (2) BA

80 hours lecture and laboratory.

The Directed Leadership experience is basically a laboratory experience which gives the student the opportunity to relate theory and principle to practice through a progression of laboratory experience which includes observations, conferences, individual leadership assignments and practical field work, in a resident camp situation. Directed Leadership supervisors from the College coordinate the student's experience in order to guide him as an individual based on his, the student's, needs, attitudes and professional interest.

### RECREATION 2—INTRODUCTION TO COMMUNITY RECREATION (3) BA

Three hours lecture per week.

Introductory course in recreation for both transfer majors and two year certificate majors, and fulfills requirement for recreation majors, minors, physical education majors and is transferable for other students as a general service course. Provides historical foundation, philosophy of recreation services, and a practical base for understanding the major divisions of recreation services.

**RECREATION 3—ACTIVITY COORDINATION IN CARE FACILITIES (2) BA**

Two hours lecture, discussion per week.

This course is designed to create awareness of all aspects in the coordination of activities in care facilities. This would include organization of programs, personnel relationships, and development of therapeutic activities.

**RECREATION 4—PROGRAM PLANNING AND LEADERSHIP (3) BA**

Three hours lecture, laboratory, and demonstration per week.

An orientation course designed to introduce the principles of leadership and program organization in recreation; to provide knowledge of the field of recreation; and to provide practical experience in leadership, supervision, and program planning in a recreation setting.

**RECREATION 49abc—INDEPENDENT STUDY (1-3) BA (See page 88.)**



# DIVISION OF SCIENCE, MATHEMATICS AND ENGINEERING

## ARCHITECTURE AND ARCHITECTURAL ENGINEERING

### ARCHITECTURE 1a—INTRODUCTION TO ARCHITECTURAL DESIGN (2) BA

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) BA

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) BA

Nine 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.

Prerequisite: Arch, 1a-1b and Arch 2a-2b.

### ARCHITECTURE 2a—INTRODUCTION TO ARCHITECTURAL DRAWING AND PERSPECTIVES (2) BA

Five hours lecture and 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 (2) BA

Five hours lecture and 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) BA

Two hours lecture per week.

The use and application of building materials, and the structural makeup of buildings.

### ARCHITECTURE 6b-6c—STRENGTH OF MATERIALS (3-3) BA

Three 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 5a (2a-2b)

### ARCHITECTURE 11—CITY AND REGIONAL PLANNING (3) BA

Three hours lecture per week.

The history of city development and planning, including the identification of social, political, and economic determinants of the physical (man made) urban form. Analysis of the need and the basis for contemporary urban planning. Introduction to Planning as a process.

### ARCHITECTURE 12—CITY AND REGIONAL PLANNING (3) BA

Three hours lecture per week.

Analysis of social and technological factors which influence the physical growth of cities. Philosophical approaches. Problems of growth and development of various theories of City Planning.

#### ARCHITECTURE 31—WOODFRAME CONSTRUCTION (2) BA

Using architectural practices in plan, elevation and section, while developing a set of plans for a residence or light commercial building.

Prerequisite: Arch 2a, Arch 6a.

#### ARCHITECTURE 32—HEAVY WOOD-FRAME CONSTRUCTION (2) BA

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 37a—ENGINEERING SURVEYING (2) BA

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 40—FREEHAND DRAWING (1) BA

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 5a-5b—GENERAL ENGINEERING (4-4) BA

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.

Prerequisite: 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) BA

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.

Prerequisite: 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 10a-10b—DIGITAL PRINCIPLES (2-2) BA

Computer usage and digital principles for science and engineering students and others qualified and interested. Includes mathematical approaches to problem modelings, algorithms, flow charts, numerical methods, (emphasizing FORTRAN language), non-numerical applications, fundamentals underlying use of digital instruments in the laboratory.

Prerequisites: Mathematics 1a, 5a, 16a, or Engineering 5a and Physics 2a or 5a (may be taken concurrently) or permission of instructor.

#### ENGINEERING 28—ENGINEERING GRAPHICS (4) BA

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 50a-50b—BLUEPRINT READING (2-2)

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)

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) BA

Four hours lecture per week.

Differential and integral calculus for mathematics, physics and chemistry majors.

Prerequisite: Mathematics 54 with a grade of "C" or better.

#### MATHEMATICS 2a-2b—CALCULUS CONTINUED AND SPECIAL TOPICS (4-4) BA

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) BA

Five 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—CALCULUS CONTINUED (4) BA

Five hours lecture per week.

Thorough application of techniques of differential and integral calculus for engineering majors. Solid analytical geometry, partial differentiation, multiple integrals and series.

Prerequisite: Math 5b, grade of "C" or better.

#### MATHEMATICS 5d—DIFFERENTIAL EQUATIONS (4) BA

Five hours lecture per week.

The application of differential equations for the engineering major, with special topics of LaPlace transforms, fouriers series, complex numbers and vectors.

Prerequisite: Math 5c or Math 2a with a grade of "C" or better.

#### MATHEMATICS 11—INTRODUCTION TO LINEAR ALBEGRA (3) BA

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) 11 BA**

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) BA**

Three hours lecture per week.

A combination of analytical geometry and calculus for the pre-professional student in business administration, medicine, biology, pharmacy, industrial technology, or architecture. (Architecture majors planning transfer to Cal Poly at San Luis Obispo need mathematics 1a and 1b). Not open to those who have credit in Mathematics 1a.

Prerequisite: Mathematics 54 with a grade of "C" or better.

**MATHEMATICS 19—SLIDE RULE (1) BA**

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, 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) BA**

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) BA**

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) BA**

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) BA**

Four hours lecture per week.

A treatment of integrated algebra and analytic trigonometry for the student preparing for the calculus.

Prerequisite: Mathematics 53 or the equivalent.

**MATHEMATICS 31—ANALYTIC GEOMETRY (3) BA**

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) BA**

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 49abc—INDEPENDENT STUDY (1-3) BA** (See page 88.)

**MATHEMATICS 50—ARITHMETIC (3)**

Three hours lecture and laboratory per week.

Review of the fundamental operations with whole numbers, fractions and decimal fractions. Also selected topics from: integers, percents, simple interest, metric measure, area and perimeter of simple geometric figures and other topics requested by students.

**MATHEMATICS 51—ELEMENTARY ALGEBRA (3)**

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)**

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) BA**

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) BA**

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) 1 BA**

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 BA**

Three hours lecture per week.

A non-laboratory course covering the same subject matter as Anatomy 1.

### **ANATOMY 3—ANATOMY LABORATORY (1) BA**

Three hours lecture and laboratory per week.

A laboratory course intended to supplement the material covered in Anatomy. Prerequisite: Anatomy 2, which may be taken concurrently.

Anatomy 2 and Anatomy are the equivalent of Anatomy 1 offered on the day schedule.

### **BACTERIOLOGY 1—GENERAL BACTERIOLOGY (5) BA**

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) BA**

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 50A—BIOLOGY OF SELF (1)**

Two hours of lecture-laboratory per week for nine weeks.

A "mini" course relating to biology of self with an emphasis on human anatomy and physiology. This course is not intended for pre-nursing students or other students whose majors include an anatomy and physiology requirement.

### **BIOLOGY 50b—BIOLOGY OF SURROUNDINGS (1)**

Two hours of lecture-laboratory per week for nine weeks.

A "mini" course relating the biology of surroundings with an emphasis on man in the environment. This course is not open to those that have completed Ecology 1.

### **BOTANY 1—GENERAL BOTANY (5) BA**

Three hours lecture and six hours laboratory per week.

An introductory study of the basic principles of plant morphology, taxonomy, ecology, physiology, heredity, and evolution.

### **BOTANY 10 (FORMERLY BIOLOGY 1a)—PLANT BIOLOGY (3) BA**

Two hours lecture and two hours laboratory.

A general principles course in plant biology designed to meet the needs of a transfer student who is not a life-science major. The course emphasis is on plant structure function and ecology. Not open to students that have received credit in Botany 1.

### ECOLOGY 1—ENVIRONMENTAL SCIENCE (3) BA

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 relationship to the ecosystem.

### ECOLOGY 2—FIELD ECOLOGY (3) BA

Four hours lecture and laboratory per week.

A laboratory/field trip oriented class dealing with the physical and biological factors of the environment. This course helps to satisfy the laboratory requirement in the natural sciences.

### PHYSIOLOGY 1—INTRODUCTORY PHYSIOLOGY (4) BA

Three hours lecture and three hours lab per week.

A course designed to illustrate the principles of myoneural physiology, circulation, gas exchange, regulation of body fluids and internal secretions of the human body. In lab, demonstrations and experiments cover techniques involved in endocrine studies, metabolic rates, the translocation of materials, muscle and nerve preparations, recordings made in myoneural physiology, EOS's and EEG's.

Formerly physiology 1a and 1c.

Prerequisite: None. Courses in college chemistry and algebra are highly recommended.

### ZOOLOGY 1—GENERAL ZOOLOGY (5) BA

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.

### ZOOLOGY 10 (FORMERLY BIOLOGY 1b)—ANIMAL BIOLOGY (3) BA

Two hours lecture and two hours laboratory per week.

A general principles course in animal biology designed to meet the needs of a transfer student that is not a life-science major. The course emphasis is on animal structure, function, behavior and ecology. Not open to students that have received credit in Zoology 1.

## PHYSICAL SCIENCES

### ASTRONOMY 10—SURVEY OF ASTRONOMY (3) BA

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.

### ASTRONOMY 50—THE SOLAR SYSTEM (1)

Two hours per week.

A 9 week "mini" course covering the solar system; our place in it and its place in the larger scheme of the Universe. The history and development of our understanding of the solar system taught in the laboratory setting with students learning by doing and discussing. This course fits in with other courses to satisfy the A.A. Science requirement.

### CHEMISTRY 1a-1b—GENERAL CHEMISTRY (5-5) BA

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 11 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) BA**

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 2c—GENERAL ORGANIC AND BIOLOGICAL CHEMISTRY (3) BA**

Two hours lecture and three hours laboratory per week.

A general principles course in organic and biochemistry. The course is designed for the "non-major" in chemistry.

Prerequisite: Chemistry 2a.

**CHEMISTRY 5—QUANTITATIVE ANALYSIS (3) BA**

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) BA**

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) BA**

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 20—SURVEY OF GENERAL CHEMISTRY (3) BA**

Two hours lecture and two hours laboratory per week.

A one-semester elementary chemistry course for students who have not had chemistry or whose previous work in chemistry did not adequately prepare them for Chemistry 1a or 2a. This course will satisfy the chemistry course requirements for those students entering the COS R.N. program. An introduction to the theories, concepts and vocabulary of chemistry.

**CHEMISTRY 53—GENERAL CHEMISTRY (3)**

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. (Not offered after 1975-76)

**GEOLOGY 1a-1c—PHYSICAL GEOLOGY LECTURE (3) AND GEOLOGY LAB (1) BA**

Three hours lecture 1a and three hours laboratory 1c per week,

A consideration of the composition and structure of the earth and the internal and external processes which modify the crust and surface. The lecture 1a and the laboratory 1c may be taken separately. One or more field trips during the laboratory periods.

Prerequisite: None; chemistry recommended and basic computational skills required.

Not open to students who have taken Geology 10.

**GEOLOGY 1b—HISTORICAL GEOLOGY (3) BA**

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) BA**

Three hours lecture per week.

A survey of the nature and structure of the materials composing the earth, the processes that shape the earth's surface, and the sequential history of the natural processes through geologic time.

Not open to students who have taken or are taking Geology 1a.

**GEOLOGY 12—ENVIRONMENTAL GEOLOGY (3) BA**

Three hours lecture per week.

A study of man's geologic environment: emphasizes hazards, materials, energy and water resources, human interference with geologic processes, and effects of urbanization.

**METEOROLOGY 1—ELEMENTARY METEOROLGY (3) BA**

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—SURVEY OF PALEONTOLOGY (3) BA**

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.

**PALEONTOLOGY 49abc—INDEPENDENT STUDY (1-3) BA (See page 88.)**

**PHYSICAL SCIENCE 10—PHYSICAL SCIENCE SURVEY (3) BA**

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) BA**

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 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 Industrial Arts 11, Electronics 50ab, 51ab or any other basic college course in electronics.

**PHYSICAL SCIENCE 12—CHEMISTRY SURVEY (3) BA**

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. (Not offered after 1975-76)

### PHYSICAL SCIENCE 53—MODERN SCIENCE (3)

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) BA

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) BA

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, atoms, 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) BA

Two hours lecture, two hours laboratory, one hour recitation per week.

Fundamental treatment of: electricity, magnetism, electronics, and thermo-dynamics.

Prerequisite: 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) BA

(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)

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)

Three hours lecture and two hours laboratory per week.

Principles of electricity applied to generation, transmission and distribution of electrical power of public utility systems.

# DIVISION OF SOCIAL SCIENCES

## ANTHROPOLOGY

### ANTHROPOLOGY 2—INTRODUCTION TO CULTURAL ANTHROPOLOGY (3) BA

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.

### ANTHROPOLOGY 3—PREHISTORY AND CULTURE GROWTH (3) BA

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.

### ANTHROPOLOGY 4—INTRODUCTION TO PHYSICAL ANTHROPOLOGY (3) BA

Three hours lecture per week.

A survey of physical anthropology. The course discusses the behavioral characteristics of the living primates, the emergence of man and the evidence presented by human fossils. Human genetics and the probable reasons for human variation are considered, as is the physical adaptation of the human species to its environment.

### ANTHROPOLOGY 5—FIELD ARCHAEOLOGY (1-3) BA

One to three units as arranged.

Practical work in archeological field research; participation in excavation and/or reconnaissance projects.

Prerequisites: Three units in Anthropology or permission of instructor.

## CRIMINAL JUSTICE

### CRIMINAL JUSTICE 1—INTRODUCTION TO CRIMINAL JUSTICE (3) BA

Three hours lecture per week.

The history and philosophy of criminal justice in America; recapitulation of the system; identifying the various sub-systems, role expectations, and their inter-relationships; theories of crime, punishment, and rehabilitation; ethics, education and training for professionalism in the system.

### CRIMINAL JUSTICE 5—POLICE PATROL PROCEDURES (3) BA

Three hours lecture per week.

A practical and thorough study of the procedures, philosophies and concepts of the police patrol system. Covers the important areas of patrol preparation, field observation, field interviews, patrol systems, police ethics and professionalism, public service responsibilities and their relationship to the criminal justice system.

### CRIMINAL JUSTICE 10—PRINCIPLES AND PROCEDURES OF THE CRIMINAL JUSTICE SYSTEM (3) BA

Three hours lecture per week.

An in-depth study of the role and responsibilities of each segment within the Criminal Justice System: law enforcement, judicial, corrections. A past, present and future exposure to each sub-system's procedures from initial entry to final disposition and the relationship each segment maintains with its system members.



**CRIMINAL JUSTICE 12—POLICE ADMINISTRATION (3) BA**

Three hours lecture per week.

An introductory course dealing with the basic fundamentals of organization, administration, and management as generally practiced by law enforcement today. Provides the necessary background for those desiring to pursue more advanced administration courses.

**CRIMINAL JUSTICE 15—POLICE RECORDS AND REPORTS (3) BA**

Three hours lecture per week.

A study of the structure and functions of the police records system for 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.

**CRIMINAL JUSTICE 18—COMMUNITY RELATIONS (3) BA**

Three hours lecture per week.

An in-depth exploration of the roles of the Criminal Justice practitioners and their agencies. Through interaction and study the student will become aware of the interrelationships and role expectations among the various agencies and the public. Principal emphasis will be placed upon the professional image of the system of Criminal Justice and the development of positive relationships between members of the system and the public.

**CRIMINAL JUSTICE 20—CRIMINAL LAW (3) BA**

Three hours lecture per week.

Historical development, philosophy of law and constitutional provisions, definitions, classification of crime, and their application to the Criminal Justice system; legal research, study of case law, methodology, and concepts of law as a social force.

**CRIMINAL JUSTICE 22—CRIMINAL EVIDENCE (3) BA**

Three hours lecture per week.

Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds of degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies.

**CRIMINAL JUSTICE 30—JUVENILE PROCEDURES (3) BA**

Three hours lecture per week.

The organization, function and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile status and court procedures.

**CRIMINAL JUSTICE 31—JUVENILE DELINQUENCY (3) BA**

Three hours lecture per week.

Explore the problem of delinquency; what is delinquency and who are the delinquents; theories of causation (psychological, sociological and anthropological approaches); institutions for delinquents; a review of agencies dealing with delinquent behavior; programs designed for the prevention of delinquency.

**CRIMINAL JUSTICE 32—INTRODUCTION TO CORRECTIONS (3) BA**

Three hours lecture per week.

The history, principles and practices in the field of corrections. This is a basic course in the local, state, and federal judicial systems of jails, institutions, probation and parole.

**CRIMINAL JUSTICE 33—PROBATION AND PAROLE (3) BA**

Three hours lecture per week.

The philosophy, theory and concepts of probation and parole at the local, state, and federal levels.

**CRIMINAL JUSTICE 34—CORRECTIONS INTERVIEWING AND COUNSELING (3) BA**

Three hours lecture per week.

An introduction to the philosophy and techniques of interviewing and counseling used in probation, parole, and corrections.

**CRIMINAL JUSTICE 36—CORRECTIONAL COUNSELING (3) BA**

Three hours lecture per week.

Prerequisite: Sophomore standing.

A course designed to serve as an introduction to the practice of correctional counseling techniques for the pre-service and in-service correctional student.

**CRIMINAL JUSTICE 43—CRIMINAL INVESTIGATION (3) BA**

Three hours lecture per week.

Fundamentals of investigation; crime scene search; recording data; collection and preservation of evidence; scientific aids; principles of interrogation; follow-up and case preparation.

Prerequisite: Criminal Justice 44.

**CRIMINAL JUSTICE 44—CRIMINAL IDENTIFICATION (3) BA**

Three hours lecture per week.

Theory and practice in the study of fingerprints, description of persons, history of criminal identification, and modus operandi in its application to individual characteristics.

**CRIMINAL JUSTICE 45—PRINCIPLES AND PROCEDURES OF PRIVATE AND INDUSTRIAL SECURITY (3) BA**

Three hours lecture per week.

History and development of the security services function with emphasis in business, retail and industrial security. Inter-relationships with the criminal justice system and the legal process of private security. Career roles and operational processes in various types of security organizations. Methods used in loss prevention, protection of facilities and the concept of risk management in the security services field.

**CRIMINAL JUSTICE 46—WOMEN IN THE CRIMINAL JUSTICE FIELD (3) BA**

Three hours lecture per week.

A survey of the professional responsibilities and special functions of women in the administration of criminal justice and related fields in national, state and local government and private agencies.

**CRIMINAL JUSTICE 48abc—INDEPENDENT STUDY (1-3) BA (SEE PAGE 88).**

**CRIMINAL JUSTICE 49a-49b—INTERNSHIP (3)**

Fifteen hours internship per week.

An internship with a local Criminal Justice agency in which the student applies classroom skills to actual police or correctional situations in the many phases of the field.

Prerequisite: Sophomore standing, Criminal Justice major, and written consent of the instructor.

**CRIMINAL JUSTICE  
(Terminal Training)**

The following courses are designed to fulfill training mandated by either the California Penal Code or the State Commission on Peace Officer Standards and Training.

Units awarded for the following courses are to be used as elective units and will not count toward the 20-units needed for a Criminal Justice major.

**CRIMINAL JUSTICE 60a-60b-60c-60d-60e-60f—SPECIALIZED TRAINING FOR PEACE OFFICERS (0-18)**

One hour lecture per week for each unit of credit.

This training course is designed to meet the specific needs of local agencies in providing instruction in advanced occupational subject matter for enforcement personnel.

**CRIMINAL JUSTICE 82—TULARE-KINGS COUNTIES PEACE OFFICERS  
BASIC TRAINING ACADEMY (10)**

Forty hours lecture per week for ten weeks.

A training course designed for those either currently employed in law enforcement or those desiring future employment in the criminal justice field. Covers introduction to law enforcement, criminal law, criminal evidence, administration of justice, criminal investigation, community-police relations, patrol procedures, traffic control, juvenile procedures, defense tactics, firearms, and first aid. This course complies with the State Commission of Peace Officers Standards and Training regulations.

**CRIMINAL JUSTICE 83—SUPERVISORY TECHNIQUES (5)**

Forty hours lecture per week for two weeks. (80 hours)

Class meets from 8 a.m. to 5 p.m. Monday through Friday.

A training course for law enforcement supervisory positions covering the techniques of supervision as prescribed by the State Commission on Peace Officer Standards and Training regulations.

**CRIMINAL JUSTICE 84a-84b—RESERVE PEACE OFFICERS TRAINING (2-2) II. E.**

Two hours lecture per week.

A basic and intermediate training course for reserve peace officers in the fundamental skills and knowledge of law enforcement necessary for their performance in the field.

**CRIMINAL JUSTICE 85—ADVANCE PEACE OFFICERS TRAINING (3)**

Forty hours lecture per week for one week. Class meets from 8 a.m. to 5 p.m. Monday through Friday.

A training course designed for criminal justice positions below supervisory level and above the basic level which complies with the regulations prescribed by the State Commission on Peace Officer Standards and Training. Subject content geared to meet the current training needs in the area.

**CRIMINAL JUSTICE 86—PEACE OFFICERS TRAINING (P.C. 832) (1)**

Two-three hour lectures per week for seven weeks. (40 hours total)

Designed to satisfy the curriculum standards of the Commission on Peace Officer Standards and Training as required by the Penal Code Section 832 for peace officers; includes laws of arrest, search and seizure, methods of arrest, discretionary decision making, and where applicable, firearms: mandatory for all peace officers who do not possess a basic certificate award by the Commission on Peace Officer Standards and Training.

Credit granted only if all 40 hours are attended.

**CRIMINAL JUSTICE 90—JAIL OPERATIONS REFRESHER COURSE (0)**

A course designed to meet the requirements and recommendations of the State of California, Board of Corrections, for updated training of Jail Operations employees. It will include: recent developments in penology and corrections, new security equipment and procedures, latest legal information, critique of recent incidents, community relations, local problems, policies and procedures, (Total: 24 hours)

## ECONOMICS

### ECONOMICS 1a-1b—PRINCIPLES OF ECONOMICS (3-3) BA

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) BA

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) BA

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 49abc—INDEPENDENT STUDY (1-3) BA (See page 88.)

### ECONOMICS 51—THE AMERICAN ECONOMY (3)

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) BA

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 AID TECHNIQUES (3)

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)

Two hours lecture and four hours classroom internship per week.

Development of instructional materials.

Prerequisite: Education 50a or permission of instructor.

### EDUCATION 51a—TEACHER AIDE INTERNSHIP (2-2)

One hour lecture and six hours per week of supervised internship experience in the public schools.

### **EDUCATION 52—INDIVIDUALIZING INSTRUCTION IN READING (2)**

Two hours lecture, laboratory per week.

A course in which students will develop their techniques in assisting elementary school pupils to acquire reading skills. Designed for teacher aid majors.

### **EDUCATION 53—INDIVIDUALIZING INSTRUCTION IN MATHEMATICS (2)**

Three hours lecture, laboratory per week.

A course in which students will develop their techniques in assisting elementary school pupils to acquire reading skills. Designed for teacher aide majors.

### **EDUCATION 54—ADAPTING BILINGUAL MATERIAL FOR CLASSROOM USE (1)**

Two hours lecture, laboratory per week.

A course for teacher aides to develop their expertise in working with bilingual materials. The course will include lectures on bilingualism, review of materials on bilingual methods, and construction of teaching aids for classroom use.

## **GEOGRAPHY**

### **GEOGRAPHY 1—PHYSICAL GEOGRAPHY (3) BA**

Three hours lecture per week.

A systematic study of the physical elements of geography; climate; land forms, maps and map projections, natural vegetation and soils, the weather and the oceans, combined with a study of the world's natural regions and the physical patterns of the earth's surface. Map activity and library reading assignments, and independent study activities supplement the lectures.

### **GEOGRAPHY 2—WORLD REGIONAL GEOGRAPHY (3) BA**

Three hours lecture per week.

A study of the physical settings, population patterns, natural resources, economic development and cultural problems of the countries of the world by surveying the world's major regions. Map projects, library reading activities and independent study assignments will supplement the lectures.

### **GEOGRAPHY 3—INTRODUCTION TO CULTURAL GEOGRAPHY (3) BA**

Three hours lecture per week.

Spatial aspects of cultural phenomena in the evolution of early and advanced civilizations, and man's changing relationship with the natural environment.

### **GEOGRAPHY 4—INTRODUCTION TO ECONOMIC GEOGRAPHY (3) BA**

Three hours lecture per week.

World distribution of economic activities; a study of different regions and the variations found in the use of raw materials, production, consumption, and the trade of commodities.

## **HISTORY**

### **HISTORY 4a-4b—HISTORY OF WESTERN CIVILIZATION (3-3) BA**

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 7—HISTORY OF WOMEN IN THE UNITED STATES (3) BA**

Three hours lecture per week.

A general survey of women in the United States from the colonial period to the present with emphasis on the 19th and early 20th centuries. The course will consider the evolution of the social and economic position of women in American society, the participation of women in social movements and the development of a women's rights movement

**HISTORY 8a—THE UNITED STATES IN HEMISPHERIC PERSPECTIVE  
(DISCOVERY TO CIVIL WAR IN THE UNITED STATES) (3) BA**

Three hours 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—THE UNITED STATES IN HEMISPHERIC PERSPECTIVE  
(THE 19th AND 20th CENTURIES) (3) BA**

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 9—HISTORY OF THE CONTEMPORARY WOMEN'S MOVEMENT (3) BA**

A general survey of the women's movement in the United States from Betty Friedan and the organization of N.O.W. to the present. The course considers the social and economic milieu in which the movement has developed; the proliferation of groups, activities and ideas of the movement through the writings of its adherents and the opposition it has generated. Special consideration will be given to the impact of the movement on black women, Chicanas, poor and working class women and to the lesbian movement.

**HISTORY 11—UNITED STATES HISTORY TO 1865 (3) BA**

Three hours lecture per week.

The formation of the union and the development of American society to 1865. 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 History 8a-8b which is especially designed for social science majors.

**HISTORY 12—UNITED STATES HISTORY FROM 1865 (3) BA**

Three hours lecture per week.

The development of American society since 1865. 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 History 8a-8b which is especially designed for social science majors.

**HISTORY 17a-17b—HISTORY OF THE UNITED STATES (3-3) BA**

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 20a-b—CONTEMPORARY CIVILIZATION (3) BA**

Three hours lecture and laboratory per week.

A survey course designed to enhance the understanding of events in Asia, Africa, Latin America and the Middle and Far East in light of their cultural and political heritage.

**HISTORY 21—THE PEOPLE OF MEXICO (3) BA**

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 ideas of its people. A general education course open to both transfer and two-year students.

**HISTORY 22—AFRO-AMERICAN HISTORY (3) BA**

Three hours lecture per week.

A survey from the pre-colonial period to the present of the role of the black American in the United States and an analysis of the present status of the black in American society.

**HISTORY 23—THE MEXICAN-AMERICAN IN UNITED STATES HISTORY (3) BA**

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 24—AFRICIAN CIVILIZATION (3) BA**

Three hours lecture per week.

This course is an attempt to understand and analyze African development, from antiquity to today. It explores how and why African civilizations south of the Sahara emerged, flourished, declined and were reborn. Students will discover how Africans, on their own, confronted such universal human problems as warfare, governance, economic and school organizations, law and order, land and labor, the arts and architecture, religion and education.

**HISTORY 31—THE PEOPLE OF CALIFORNIA (3) BA**

Three hours lecture per week.

A study of the people of California from the earliest settlement down to our own time. An inquiry into the political, social and economic institutions of California as a part of Spain, Mexico and the United States. A general education course open to both transfer and two-year students.

**HISTORY 49abc—INDEPENDENT STUDY (1-3) BA (See page 88.)**

**HISTORY 51—UNITED STATES HISTORY (3)**

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 is designed primarily for those students not interested in transferring to a four-year institution.

(Discontinued after 1974-75).

**HISTORY 52—BOOKS, PRINTING AND LIBRARIES:  
AN INTRODUCTORY HISTORY (3)**

Three hours lecture and discussion per week.

A survey course on the development of the book and the history of printing and publishing from the beginning of writing to the computer.

**HISTORY 74—TOPICS FROM TULARE COUNTY HISTORY (0-2)**

A general survey of selected topics from our Tulare County heritage as presented by local historians and guest speakers.

## HISTORY 76—THE ROAD TO INDEPENDENCE (0-3)

A general survey of the American colonies and their struggle for independence. Colonial arts and craftsmanship as well as the economic social and political development of the colonies are stressed.

## PHILOSOPHY

### PHILOSOPHY 10a-b—HISTORY OF PHILOSOPHY (3-3) BA

An analysis of the historical development of the major ideas in European philosophy from antiquity to the present. Designed primarily for sophomore students majoring in the liberal arts. 10a is not a prerequisite for 10b.

### PHILOSOPHY 11—COMPARATIVE RELIGION (3) BA

Three hours lecture per week.

A general survey of the major religions of the world (Hinduism, Jainism, Buddhism, Sikhism, Confucianism, Taoism, Shinto, Zoroastrianism, Judaism, Christianity, and Islam), including brief considerations of primitive religion and the recent interest in spiritualism, astrology, and psychic phenomenon. The emphasis is on a comparison of themes and problems common to all, or most, religions.

### PHILOSOPHY 13—INTRODUCTION TO THE OLD TESTAMENT (2) BA

Three hours lecture per week.

A general survey of the religion of the Hebrews with particular emphasis on the thought and writings of the Old Testament as they are seen in the historical context of the history of Israel.

### PHILOSOPHY 14—INTRODUCTION TO THE NEW TESTAMENT (3) BA

Three hours lecture per week.

A general survey of the theological positions represented by various major figures in the early Christian community, namely Jesus, Paul, and the writers of the four gospels, Hebrews, and James. Emphasis is placed upon seeing these persons and their viewpoints in their historical context.

### PHILOSOPHY 15—RELIGIOUS DIVERSITY IN AMERICA (3) BA

Three hours per week.

A general survey course of the major religious traditions in America with respect to their historical development and their interaction with cultural and political aspects of American life. Some attention will be given to minor religious movements and the emerging American interest in traditions outside Judaism and Christianity.

### PHILOSOPHY 16—LIVES OF GREAT WESTERN RELIGIOUS FIGURES (3) BA

Three hours per week.

A general survey course dealing with the life and thought of 28 great religious figures in western history, selected as representative of widely variant traditions. General categories considered will be theologians, mystics, reformers, prophets of the inner life and social critics and activists. Major figures include Augustine, Francis, Aquinas, Luther, Calvin, Westly, Teilhard de Chardin, Schweitzer, Buber, Niebuhr, Graham, John XXIII, and King. Less important figures include Joan of Arc, Zinzendorf, Penn, Mary Baker Eddy, Joseph Smith and Malcolm X.

### PHILOSOPHY 99—INTRODUCTION TO THE SCIENCE OF CREATIVE INTELLIGENCE (3)

Three hours per week.

Provides students the opportunity of intellectually understanding the mechanics and benefits of developing increased awareness, creativity and intelligence in daily life through the understanding and application of the Science of Creative Intelligence.



## POLITICAL SCIENCE

### POLITICAL SCIENCE 1—INTRODUCTION TO POLITICAL SCIENCE (3) BA

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—COMPATATIVE GOVERNMENT (3) BA

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, and Norwegian political institutions. Course does not satisfy state requirements in Constitution of the United States and the state and local governments of California.

### POLITICAL SCIENCE 3—GOVERNMENT IN CALIFORNIA (3) BA

An examination of the legislative, administrative, judicial and electoral systems of California. Emphasis will also be given to city and county government and present problems of California. This course satisfies all state requirements in the State and local governments of California but does not satisfy the Constitution of the United States requirement.

### POLITICAL SCIENCE 4—CIVIL RIGHTS AND CIVIL LIBERTIES IN THE UNITED STATES (3) BA

Three hours lecture per week.

A general survey of both the historical and political development and significance of Civil Rights and Civil Liberties in the United States. The course will focus on what are Civil Rights and Civil Liberties, how do they differ, a historical background from the pre-Civil War Era to the 1970's, Civil Rights issues as they relate to sex, race, nationality, etc., and Civil Liberties, its constitutional basis and the Bill of Rights (first Ten Amendments). The course will relate the events of the present to the past for comparison and/or contrast.

### POLITICAL SCIENCE 5—FEDERAL, STATE AND LOCAL GOVERNMENT (3) BA

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 6—REFORM AND CHANGE IN AMERICAN GOVERNMENT (3) BA

Three hours lecture per week.

A general survey and presentation of problems within American Government and possible solutions, reforms, or changes. The course will focus on the Federal, State, and local levels and deal with such topics as "Watergate" and its aftermath, the Parliamentary System, the 25th Amendment, Congress, Revenue-Sharing, the 10th Amendment, and local law enforcement

### POLITICAL SCIENCE 7—MASS COMMUNICATIONS (2) BA

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 8—TRENDS OF MODERN CHINA (3) BA**

Three hours lecture per week.

Considers the role that the People's Republic of China currently has in internal affairs. Examines the historical, cultural, and social background relevant to the CPR's emergence as a global power. Also weighs the Sino-American relationship and its future implications in strategic and political areas of concern.

### **POLITICAL SCIENCE 41a-b—CURRENT AFFAIRS (2-2) BA**

Two hours lecture and discussion per week.

This is an elective course open to all students seeking to further their understanding of current affairs. It fulfills general education requirements for the Associate of Arts Degree but does not substitute for required courses in American government.

### **POLITICAL SCIENCE 42a-42b-42c-42d—CONTEMPORARY AFFAIRS (1-1-1-1) BA**

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) BA (See page 88.)**

### **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) NOT OFFERED AFTER 1974-75.**

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.

(Discontinued after 1974-75)

## **PSYCHOLOGY**

### **PSYCHOLOGY 1a—GENERAL PSYCHOLOGY (3) BA**

Introduces the field of psychology through a study of the facts and principles involved in learning, development, motivation, personality, adjustment and the physiological basis of behavior. Presents basic concepts, vocabulary and methods of psychology. Emphasis is placed on those concepts which relate to an understanding of human behavior.

### **PSYCHOLOGY 1b—APPLIED PSYCHOLOGY (3) BA**

Three hours lecture per week.

A survey of psychology as it applies to our socially-relevant problems; suicide, bystander apathy, infantile autism, mental retardation, etc. A field trip may be included in the course.

Prerequisite: Psychology 1a with a grade of "C" or better, or the approval of the instructor.

**PSYCHOLOGY 19a-b-c-d—FUNDAMENTALS OF LEADERSHIP (2) BA**

Two hours lecture and discussion per week.

A course for members of the student executive board for the study of the student-body constitution, parliamentary procedures, organizations, publicity, and finance, and for the development of leadership qualities through an activities program.

**PSYCHOLOGY 20—FRESHMAN ORIENTATION (0)**

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 21—CAREER PLANNING AND DEVELOPMENT (0)**

A small group counseling program designed to lead students to an understanding of the relationship between current decisions and later life. Students will also see the relationship between aptitudes, time devoted to studies, and the selection of courses and successful college performance.

**PSYCHOLOGY 31—PSYCHOLOGY OF AGING (3) BA**

Three hours lecture per week.

A broad general survey of the aging process as seen through the psychological aspects of growing old. The course will include not only some of the problems of aging but will emphasize some of the positive benefits as well. Human development and aging, some of the basic physiological declines in aging, and some practical implications for comprehensive services will be stressed. This course will be geared to both the student wishing to work with older persons and the older person himself.

**PSYCHOLOGY 32—PSYCHOLOGY OF DEAFNESS (3) BA**

Three hours per week.

An exploratory introduction to the psychological adjustment problems associated with the hearing impaired. A critical look at the way in which the person with a hearing impairment copes with social, personal and vocational adjustment to a hearing loss which imposes certain limitations and is felt as a loss or denial of something valuable. The student will explore the social-psychological conditions which hamper adjustment and those which facilitate constructive efforts. This course is open to all students, disabled and non-disabled.

**PSYCHOLOGY 33—PERSONAL AND SOCIAL ADJUSTMENT (3)**

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) BA**

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 pre-school child relations. Open to men and women students. It may be used as a general education social science course to fulfill general education requirements.

**PSYCHOLOGY 40—PSYCHOLOGY OF THE MEXICAN AMERICAN (3) BA**

Three hours lecture per week.

An overview of the current psychological and sociological perspectives of the Chicano. We will attempt to identify the Mexican-American by presenting the elements of his lifestyle which make him unique and at the same time describe the psychological effects that these elements have on him.

#### **PSYCHOLOGY 41—WORKING IN THE FIELD OF MENTAL HEALTH SERVICES (3) BA**

Two hours lecture and two hours laboratory per week.

This course offers a beginning look at the basic knowledge, skills, and abilities as well as the ethical elements of the helping professional. This course is to provide the basic knowledge about the mental health professionals and their profession's power and influence, including medicine, psychiatry, psychology, social work, nursing, rehab counseling, occupational therapy, chaplaincy, and physical therapy. The course is to provide basic knowledge of the role of mental health assistant and workers.

#### **PSYCHOLOGY 42—KNOWLEDGE OF HUMAN BEHAVIOR (4) BA**

Two hours lecture and four hours laboratory per week.

This course identifies the problems, issues and concerns of modern living to which mental health, and mental health professionals address themselves. The course will be designed to give the student some knowledge of the most common concepts of normal personality growth and development from infancy to maturity and old age. It will provide the terminology in basic concepts of the more common theories of psychology focussing especially on knowledge of the kind of situations for which the various theories seem useful in mental health work.

#### **PSYCHOLOGY 43—BASIC INTERVENTION SKILLS (3) BA**

Two hours lecture and two hours laboratory per week.

A basic course on communication skills and interaction between persons. Indicates ways in which to achieve satisfactory interaction between persons. Includes verbal and nonverbal communication, principles in interviewing and outlines the stages of treatment.

The course also provides the student with the framework for assessing how decisions about intervention and treatment in mental health cases are made.

#### **PSYCHOLOGY 44—COMMUNITY RESOURCES, HUMAN SERVICES, AND REFERRAL PROCESS (3) BA**

Two hours lecture and two hours laboratory per week.

The basic knowledge of the mental health professionals, professional power and influence, related professions (probation, welfare, corrections, law enforcement, public health, employment development, etc.) Definition of terminology and history of mental health, legal and fiscal structure of the various mental health agencies in the community, and the components of the referral process.

#### **PSYCHOLOGY 46—PSYCHOLOGICAL ASPECTS OF DISABILITY (3) BA**

One hour lecture and two hours of group discussion per week.

A survey of the various disabilities and related psychological ramifications. The course will incorporate a study of interpersonal communications, cultural attitudes and adjustment, vocational implications and group dynamics in the small group situation. The course, upon approval of the instructor, will be open to students with disabilities, pre-and para-professional students and other students as space permits.

#### **PSYCHOLOGY 49abc—INDEPENDENT STUDY (1-3) BA (See page 88.)**

#### **PSYCHOLOGY 51—PSYCHOLOGY OF PERSONAL GROWTH (3)**

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 52ab—SMALL GROUP DYNAMICS (1)

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.

### PSYCHOLOGY 53—ALCOHOL AND DRUG INFORMATION (1)

Prerequisite: Permission of Instructor

The course will be designed to meet the needs of the individual and community as it relates to alcohol and drug abuse. The course will address itself to the identification of individual problems as it relates to alcohol, drugs, legal aspects and driving. The student should gain an understanding of the basic legal concepts when involved in an alcohol and drug related motor vehicle situation, his responsibilities and the importance of the laws. The course will also provide instruction in the social psychological and physiological areas of alcohol and drug abuse as it relates to individual families, society and driving. The student should understand the basic concept of defensive driving, psycho-physical testing and the effects alcohol and drugs have on the body and its ability to react when a value judgment is needed. The course will also provide for problem solving and insight into more acceptable behavior patterns as it relates to alcohol and drugs.

### PSYCHOLOGY 55—SURVEY IN MENTAL RETARDATION (2-3)

A broad, but in depth, study in Mental Retardation. The class will begin with a brief survey of the causes, treatments, and prevention. A greater emphasis will be placed on rehabilitation of, education of, and future of a severely mentally retarded child. Several visits to schools and rehabilitation centers in Visalia will be made and many guest speakers will be brought in. Job opportunities for students interested in working with the retarded will be studied and opportunity to actually work with severely retarded students will be provided.

### PSYCHOLOGY 59—CHILD DEVELOPMENT (3)

Three hours lecture per week.

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

### PSYCHOLOGY 60—UNDERSTANDING AND WORKING WITH CHILDREN (2)

This six-week training course for parents and para-professionals is designed to acquaint participants with Social Learning principles and how to apply these principles to everyday problem-solving situations. Participants will experience going through the nine-step model for understanding and changing behavior and will actually complete a Behavior Change Project while under the direct supervision of a Psychologist.

## PUBLIC ADMINISTRATION

### PUBLIC ADMINISTRATION 1—INTRODUCTION TO PUBLIC ADMINISTRATION (3) BA

Three hours lecture per week.

An introduction to the elements, principles, and trends in public administration; government and administrative process as means of accomplishing public goals.

### PUBLIC ADMINISTRATION 2—PUBLIC PERSONNEL ADMINISTRATION (3) BA

Three hours lecture per week.

Study of principles and practices of personnel management—the procurement, development, maintenance and use of an effective work force.

### PUBLIC ADMINISTRATION 3—ELEMENTS OF PUBLIC FINANCE (3) BA

Three hours per week.

A non-technical introduction to the elements of public finance; the fiscal processes of financing public improvements in an equitable and efficient manner without loss of growth.

#### **PUBLIC ADMINISTRATION 4—ADMINISTRATIVE LAW AND PROCEDURE (3) BA**

Three hours per week.

An introduction to the law concerning the powers and procedures of administrative agencies. The transfer of power from legislatures to agencies, the exercise of power by the agencies and review of administrative action by the courts.

#### **PUBLIC ADMINISTRATION 5—PLANNING, PROGRAMMING, BUDGETING (3) BA**

Three hours per week.

The presentation of a financial management process which discusses planning, budgeting, accounting and reporting as specific individual processes to be incorporated into public financial functions. The course will be presented to provide a general understanding of planning, programming, budgeting (PPB).

### **SOCIAL SCIENCE**

#### **SOCIAL SCIENCE 76—AMERICA (3)**

Three hours per week.

A study built around Alistair Cooke's film series "America." Films and discussions emphasize the inter-relationship in the student's life of social, cultural, political and economic forces in an evolutionary setting. This course is especially designed to fulfill the social science AA degree requirement for occupationally-oriented students in the two-year program.

#### **SOCIAL SCIENCE 99a-b-c-d—SPORT—HOW IT REFLECTS AMERICAN LIFE (1)**

Two hours per week.

An exploration of the impact of sport on American life and the relationship between the two. A study of the influences that drive man to "sport-type" physical activity practiced in such a variety of ways by millions of men, women and children from every segment of our population. Included will be a survey of the role played by such influences as the family, sex, race, social status, etc. The social and psychological factors involved in "risk-taking behavior"; watching athletic events, competition in business as well as sport and as outlets for violence; will be studied.

### **SOCIOLOGY**

#### **SOCIOLOGY 1a—INTRODUCTION TO SOCIOLOGY (3) BA**

Three hours per week.

Sociology 1a is an introductory course covering principal concepts, including culture, personality, social organization, social interaction, human ecology and social change.

#### **SOCIOLOGY 1b—SOCIAL PROBLEMS (3) BA**

Three hours per week.

Major social problems are discussed and analyzed, including crime and delinquency, race, personal pathologies and poverty, as well as such social issues as the family, religion, education and population.

No prerequisite.

#### **SOCIOLOGY 20—SURVEY OF PUBLIC WELFARE (3) BA**

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) BA**

Two hours lecture, one hour laboratory 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 WORK (2) BA**

Three hours lecture per week.

A study of the problems, needs, and rights of the consumer of service from public and private agencies, and the programs which serve them.

**SOCIOLOGY 23a-23b—INTERNSHIP (2-2) BA**

One hour lecture and three hours in field experience arranged by instructor.

Practical experience in using social work techniques by assignment to a social agency. Placement in appropriate field setting is done through coordination with instructor and social agency personnel. Experience in field are evaluated through classroom discussion. Actual time scheduling is by arrangement.

Prerequisite: Sociology 21

**SOCIOLOGY 26—MARRIAGE AND FAMILY LIFE (3) BA**

Three 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).

**SOCIOLOGY 30—CULTURAL AWARENESS (1) BA**

A fifteen hour inservice workshop covering Mexican-American Cultural Value Systems Norms, Beliefs and Behavior; Effects on Personality and Perception; Unity and Diversity—Dynamics of Change; Traditions of Minorities.

**SOCIOLOGY 31—OLDER AMERICANS: A COMMUNITY RESOURCE (3) BA**

Three hours lecture per week.

A broad, general survey of the volunteer opportunities available to the older American. The course will include an historical overview of volunteerism as well as the philosophy of volunteerism. Also included will be emphasis on the psycho-social implications of being a volunteer.

**SOCIOLOGY 49abc—INDEPENDENT STUDY (1-3) BA (See page 88.)**

**SOCIOLOGY 50—USE OF COMMUNITY RESOURCES BY SOCIAL AGENCIES (3)**

Three hours per week.

To improve professional competence and to become aware of all resources and techniques available to better equip home—school community, health, probation officer aides, etc. and interviewers and social institutions to search out solutions.

**SOCIOLOGY 60—PARENTING-FOSTER PARENTING EFFECTIVENESS AND BEHAVIOR MODIFICATION (2)**

Two hours lecture, discussion per week.

To create a healthier parent attitude and to effectively redirect or modify anti-social behavior.

**SOCIOLOGY 71—PRACTICAL LIVING SKILLS FOR THE HANDICAPPED (3)**

Three hours lecture per week.

Prerequisite: To be eligible for this course, a person must be developmentally disabled (mentally retarded, epileptic, cerebral palsied, or similarly handicapped).

This course is designed to assist the handicapped student to learn skills which will aid him to cope with some of the complex procedures that the world demands of people. Topics covered in the course pertain to community awareness, personal relations and social behavior, social and psychological adjustments to being handicapped, money management, employment seeking, current events, and constructive use of leisure time.

## **SOCIOLOGY 72—ORIENTATION AND MOBILITY PRINCIPLES AND PRACTICES (3)**

Three hours per week.

This is an introductory course for anyone who is visually impaired, and for anyone else who would like to learn more about orientation and mobility principles and practices. The course will include foundations of orientation and mobility practices as they relate to recent developments in the three major modes of independent travel: the long cane, the dog guide and electronic devices. The course will also include principles which have emerged in recent years, thus providing a wide range of ideas and efforts toward expanding independent functioning possibilities for visually impaired persons.

## **STUDENT SERVICES COURSES**

### **HUMAN DEVELOPMENT 22a-b—PEER COUNSELING (2) BA**

Two hours lecture and three hours laboratory per week.

This course is useful for the student who has a sincere interest in helping his fellow student. Most of the time is spent in person-to-person relationships. There is a training period to help the student understand basic problems of personal, educational, and vocational guidance situations.

Prerequisite: Psychology 1a or permission of instructor, Sophomore standing.

### **HUMAN DEVELOPMENT 23a-d—STUDENT TUTOR (1-3) BA**

Minimum of 3 tutorial hours per unit.

Prerequisite: Instructor's approval.

Students who show a knowledge of and proficiency in certain courses and skills act as tutors in the Learning Skills Center or in the Math Lab. Some development of tutorial techniques through role playing, lectures, group sessions; practice in tutoring under instructional supervision.

### **HUMAN DEVELOPMENT 51—CAREER EXPLORATION (3) BA**

An introduction to the basic work characteristics required of a prospective employee and employment trends which will provide the student with the sophistication and knowledge of existing and emerging employment opportunities.

### **LANGUAGE ARTS 18—MANUAL COMMUNICATION FOR THE DEAF (2) BA**

One hour lecture and one hour laboratory per week.

Development of skills necessary to communicate with deaf adults and children through the use of finger spelling and the language of signs. The course will be open to students with disabilities, parents of deaf or hard of hearing students, students interested in working with the deaf, professionals from the community and other interested students.

### **LEARNING SKILLS 60a-60b-60c-60d—LEARNING SKILLS AND TUTORIAL SERVICES**

1–2 units per semester. 34 hours in Learning Skills Center are equivalent to one unit. Student is limited to earning two (2) units per semester but may take b,c,d sections up to a maximum of four (4) units.

Learning Skills 60 a-d is a course designed to provide students with the opportunity to receive special, individualized help in their studies. The Learning Skills Center will provide diagnostic and tutorial services, individualized and programmed instruction in communication skills, in study skills and in certain subjects. Sections may be repeated for a maximum of four (4) units.



## INDEX

- AA & Career Certificate Program, 53
- Absence, Leave of, 33
- Accounting, 54, 106
- Administration, 3
- Admissions, 29
- Admission, Application for, 29
- Advisory Committees, 13
- Agri-Business, 47
- Agriculture, 47, 89, 95
- Air Conditioning, 71, 122
- Anatomy, 160
- Animal Science Technician, 47
- Anthropology, 165
- Aptitude and Placement tests, 30
- Applied Arts & Sciences, 89
- Architecture and  
Architectural Engineering, 49, 155
- Art, 50, 111
- Associate in Art Degree, 73
- Associated Students, 23
- Astronomy, 161
- Athletics, 23, 32
- Attendance, 32
- Auto Technology, 72, 124
- Banking and Finance, 62, 110
- Biological Science, 159
- Biology, 160
- Board of Trustees, 3
- Botany, 160
- Building Trades, 72, 127
- Business, 52, 55, 59, 62, 65, 99, 114
- Business Major, 56, 57
- Business Management, 107, 108
- Calendar, 4, 5
- California State Polytechnic College, 51
- Campus, 20
- Career Certificate Programs, 59
- Chemistry, 161
- Cinema Arts, 114
- Classification of Students, 31
- Clerical, 58
- Clubs, 23
- College Level Examination Program, 30
- COS Campus Map, 17
- COS Campus Map of Farm, 18
- Commercial Art, 51
- Community Service Workers, 92
- Conduct, 33
- Cosmetology, 63, 129
- Counseling Guidance, 21
- Course Symbols, green page
- Credit by Examination, 31
- Criminal Justice, 86, 165, 171
- Curriculum, 21
- Dairy Option, 47
- Data Processing, 61, 62, 105
- Day Care Teacher, 74
- Deficiencies Matriculation, 30
- Deficiency Notices, 33
- Dentistry, 64
- Dietetic Service Supervisor, 68
- Disqualification, 35
- Division Chairmen, 6
- Drafting, 73, 129
- Dramatics, 23, 65, 115
- EOPS, 25
- Ecology, 165
- Economics, 169
- Education, 66
- Electronics Technology, 74, 130
- Eligibility, Athletics, 32
- Engineering, 66, 71, 156
- English, 139
- Expenses, 24
- Evening College Program, 27, 29
- Facilities, 20
- Faculty, 6
- Fees, 24, 27
- Financial Aid, 25
- Fire Technology, 131
- Foreign Languages, 143
- Foreign Student Program, 36
- French, 143
- General Education State Universities, 47
- General Information, 19, 27, 41
- General Regulations, 29
- Geography, 170
- Geology, 163
- German, 144
- Grading Procedures, 34, 35
- Graduation Requirements, 36
- Health Occupations, 136
- History, 170
- History of College, 19
- Home Economics, 67, 93
- Homemaker Aide, 68
- Horse Husbandry, 48
- Hospital Training Schools, 85
- Human Development, 174
- Hygiene, 149
- Italian, 144
- Industrial Arts, 127
- Industrial Education, 69
- Industry & Technology, 121, 123, 133
- Insurance, Student, 24
- Independent Study, 88
- Inter-collegiate Activities, 152
- Journalism, 146
- Language Arts, 139
- Learning Skills, 151
- Library, 22
- Living Accommodations, 24
- Loans, 25
- Lower Division Requirements, 41

Management Office, 61  
 Mathematics, 78, 157  
 Mechanics, General, 76  
 Medical Assisting, 56  
 Medical Technology, 138  
 Medical Office Skills, 64, 65  
 Medicine, 79  
 Merchandising, 60, 61, 105, 134  
 Metal Technology, 75, 136  
 Meteorology, 163  
 Military and Service, 32  
 Music, 24, 79, 117  
 Nursing, 140  
 Objectives, 20  
 Official Records Access, 25  
 Operetta, 24  
 Ornamental Horticulture, 92  
 Out of State Students, 30  
 Paleontology, 163  
 Parking Campus, 25  
 Peace Corps, 32  
 Pharmacy, 83  
 Philosophy, 19, 173  
 Photography, 147  
 Physical Education, 84, 149  
 Physically Handicapped, 22  
 Physical Sciences, 161, 163  
 Physics, 164  
 Physiology, 165  
 Placement and Financial Aids, 25  
 Placement and Aptitude Tests, 30  
 Plant Science Technician, 49  
 Political Science, 174  
 Pre-Business Administration, 52, 105  
 Pre-Nursing, 80  
 Probation, 35  
 Programs, 21  
 Psychology, 178  
 Publications, Student, 24  
 Public Administration, 178  
 Real Estate, 61, 100  
 Recreation, 85, 152  
 Registered Nurse Associate Degree, 81, 136  
 Registration, 29  
 Residence, 31  
 Secretarial Science, 58, 59, 60, 62  
 Scholastic Regulations, 35  
 Scholastic Honors, 33  
 Science, 159  
 Secretarial and Clerical, 65, 102  
 Services, 21  
 Social Affairs, 24  
 Social Science, 92, 165, 179  
 Sociology, 182  
 Spanish, 145  
 Speech, Arts, 120  
 Student Activities, 23  
 Suggested Programs, 51  
 Summer Session, 28  
 Symbols, Explanation of, Green Page  
 Teacher Aide, 87  
 Transcripts, 30  
 Transportation, 24  
 University of California Berkeley, 42  
 University of California at Los Angeles, 43, 44  
 University of California at Santa Barbara, 45  
 University of Southern California, 46  
 Veterans, 22  
 Vocational Nursing, 82, 137  
 War Orphans, 22  
 Welding, 76, 77, 136  
 Withdrawals, 33  
 Work, Amount of, 31  
 Work Experience, 88, 115, 142  
 Zoology, 165