



COLLEGE OF THE SEQUOIAS GENERAL CATALOG 1982-83

In Its Second Half-Century
of Community Service

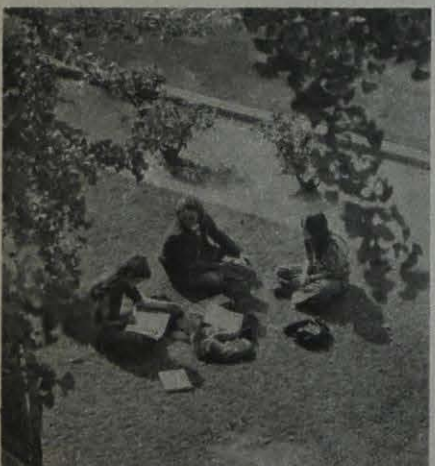


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The College of the Sequoias Community College District has made every reasonable effort to determine that everything stated in this Catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of the College of the Sequoias Community College District for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District. The District further reserves the right to add, amend, or repeal any of their rules, regulations, policies, and procedures.

All applicants and students of College of the Sequoias are treated in accordance with the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 which forbid discrimination on the basis of race, color, religion, age, sex, handicap or national origin.

College of the Sequoias is an equal opportunity-affirmative action employer.

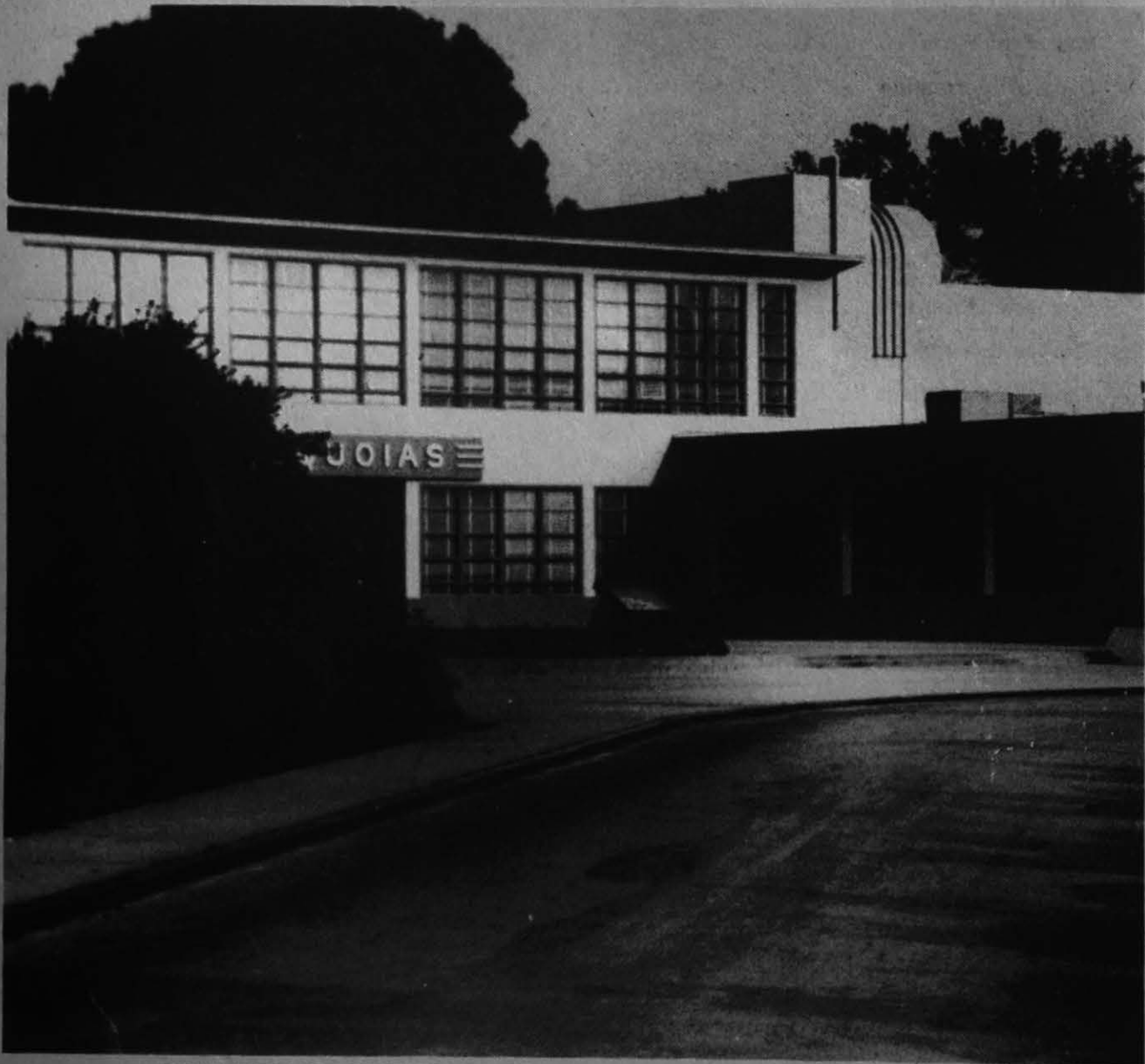
Before you may be counseled and registered, you must have on file in the Student Personnel Center:

1. An application for admission form.
2. Transcripts of all high school and previous college work.
3. Scores from the college scholastic aptitude and placement tests, as applicable.

College of the Sequoias

A PUBLIC COMMUNITY COLLEGE

Catalog 1982-83



COLLEGE OF THE SEQUOIAS JUNIOR COLLEGE DISTRICT

Mooney Boulevard

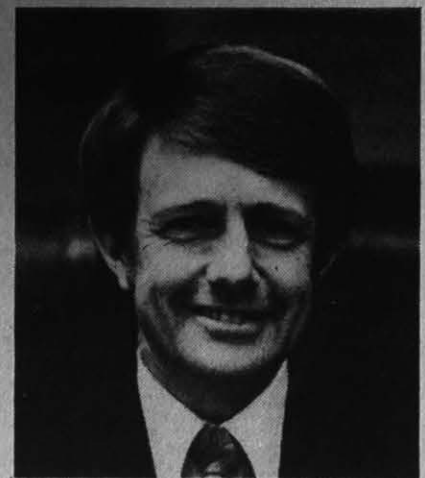
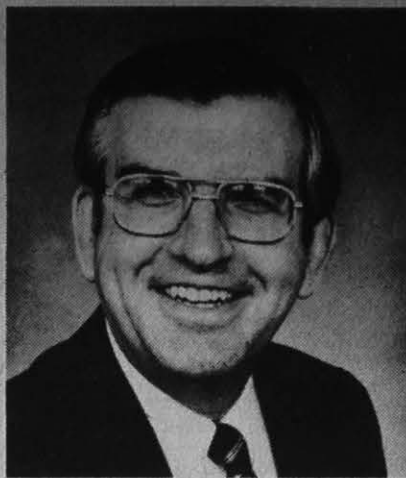
VISALIA, CALIFORNIA 93277

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.



BOARD OF TRUSTEES

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Dean of Women

ROBERT G. HEATH
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CALENDAR 1982-83

FIRST SEMESTER

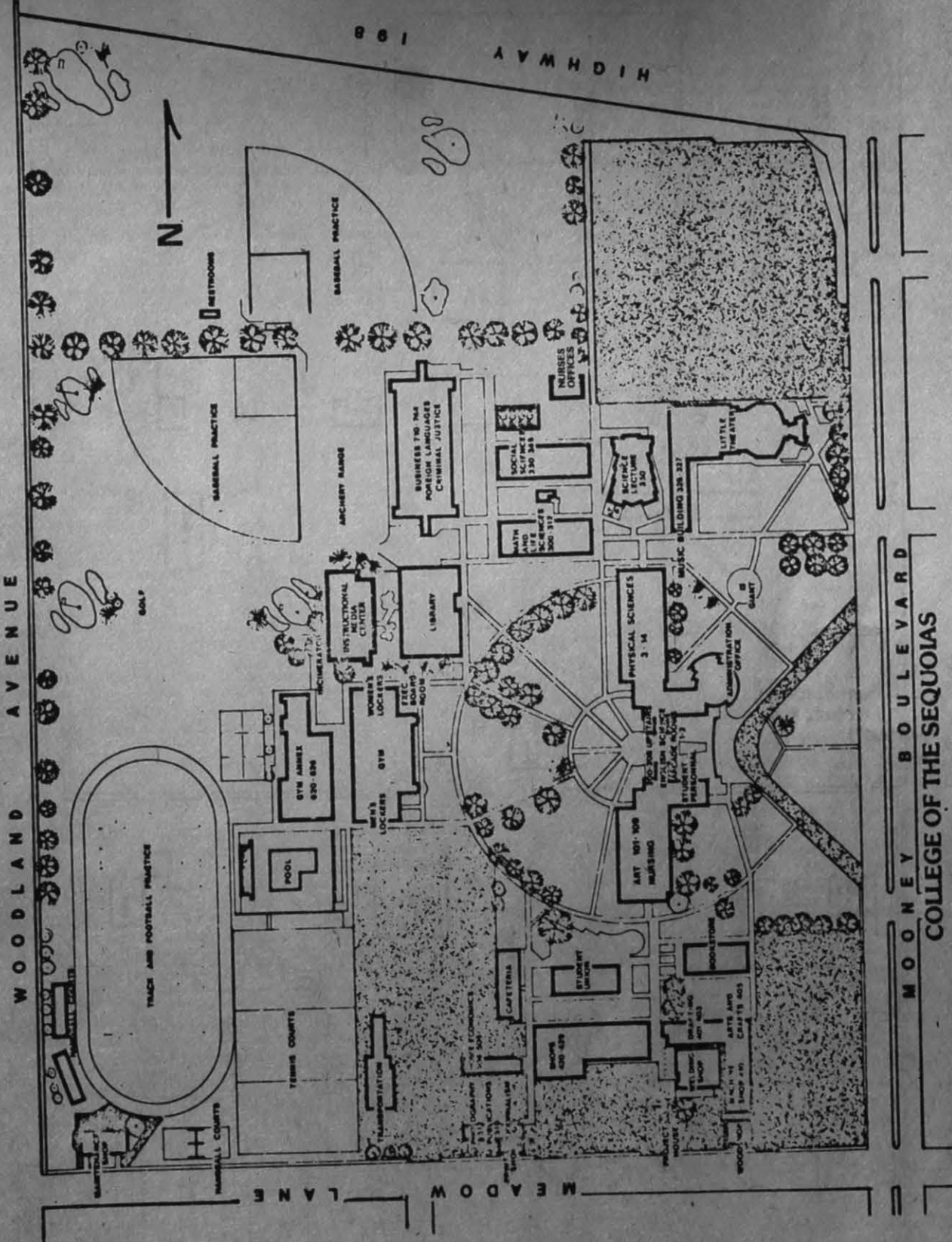
August 16, 1982 - December 21, 1982

June 14-July 23	Summer Session
June 16	Program Advising for Fall Semester Begins
June 25	Last Day to Petition for Readmission After Scholastic Disqualification
June 26	COS Placement Test
July 24	COS Placement Test
July 26	Evening College Registration Begins
August 12	Registration for Fall Semester Closes
August 14	COS Placement Test
August 16	Class Instruction Begins, Day and Evening College
August 16, 17	Confirmation of Registration
August 23	Last Day to Add Day Classes
August 26	Closing Date, Evening College Registration
September 6	Labor Day (Holiday) No Class Meetings
September 24	Last Day to Make Up Spring 1982 Incomplete Grades
October 15	Mid Semester
October 18	Counseling/Programming for Second Semester Begins
October 20	Deficiency Notices Mailed
November 11	Last Day to File for December Associate Degree
November 11 (Thursday)	Last Day to Drop Day and Evening Classes
November 12	Veteran's Day (Holiday) No Class Meetings
November 24 (Wednesday)	No Evening College Classes
November 25, 26	Thanksgiving Recess (Holiday) No Class Meetings
November 29	Evening College Registration Begins
December 4	COS Placement Test
December 13-16	Final Examinations, Evening College
December 15-21	Final Examinations, Day College
December 16	End of Semester, Evening College
December 21	End of Semester, Regular Day
December 22-31	Christmas Recess (Holiday)
January 3-14	Recess Between Semesters

SECOND SEMESTER

January 17, 1983 - May 26, 1983

Nov. 29-Dec. 17, Jan. 3-27	Evening College Registration
January 5	Last Day to Petition for Readmission after Scholastic Disqualification
January 13	Registration for Second Semester Closes
January 17	Class Instruction Begins, Day and Evening College
January 17, 18	Confirmation of Registration
January 24	Last Day to Add Classes
January 27	Closing Date, Evening College Registration
February 11	Lincoln's Birthday (Holiday) No Class Meetings
February 18	Last Day to Make Up Fall 1982 Incomplete Grades
February 21	Washington's Birthday (Holiday) No Class Meetings
February 25	Last Day to File for Associate Degree
February 26	COS Placement Test
March 12	COS Placement Test
March 18	Mid Semester
March 19	COS Placement Test
March 25	Deficiency Notices Mailed
March 26	COS Placement Test
March 28-April 1	Easter Recess (Holiday)
April 4	Class Instruction Resumes
April 22	Last Day to Drop Day and Evening Classes
May 16-19	Final Examinations, Evening College
May 20-26	Final Examinations, Day College
May 26 (Wednesday)	End of Semester, Commencement
May 27, 28	Faculty Clearance
May 28	COS Placement Test

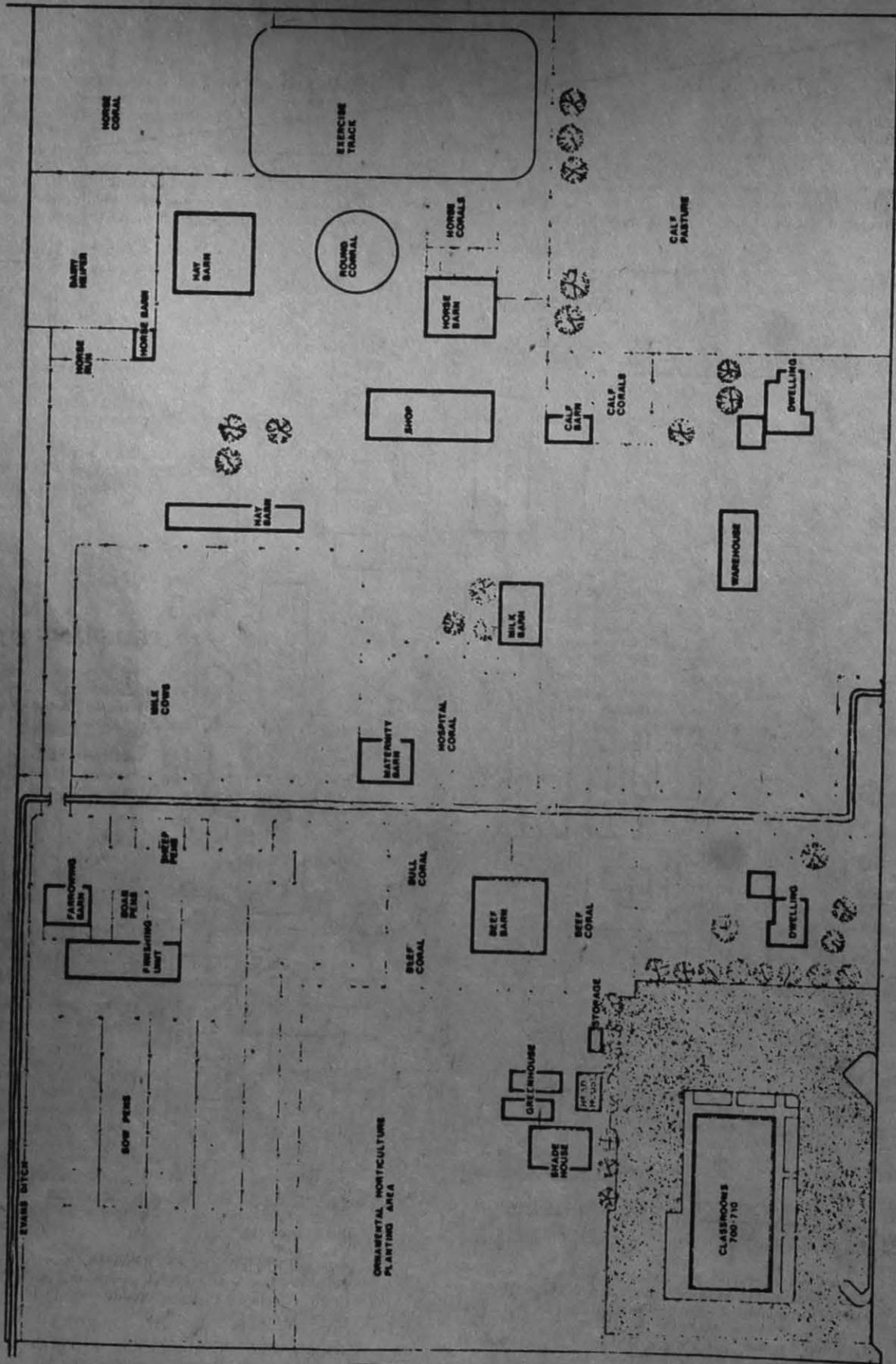


WOODLAND AVENUE

881 HIGHWAY

MOONEY BOULEVARD
COLLEGE OF THE SEQUOIAS

MEADOW LANE



LINWOOD AVE

COLLEGE OF THE SEQUOIAS FARM

GENERAL INFORMATION

THE COLLEGE

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

In 1950, voters in the Exeter Union High School, Woodlake Union High School and Lindsay Unified District voted to join the COS District.

In 1962, the Orosi Union High School, Corcoran Unified, Hanford High School and Westside Unified Districts elected to join the district.

In 1976, the Strathmore High School District joined the COS District.

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 courses for specific occupations. The college provides counseling service for all students with special emphasis on vocational programs.

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 citizens of this area. Constructive suggestions from students and patrons are always welcomed.

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 all students, enabling them to develop their 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 education and 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. General Education — experiences which will increase the student's abilities to cope with everyday living as an adult in a rapidly changing world.
7. Adult education — instruction to meet the needs of adults living in the region.
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 placement and work experience services — to assist both current and former students in their efforts to find employment which is related to their training, interests, and aspirations.

SERVICES AND PROGRAMS

The College of the Sequoias is a two-year community college offering post-high school education 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 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 students to find themselves through the selection and pursuit of a career compatible with their 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 PLACEMENT SERVICES — to provide a complete program of full and part time employment for students at the college. Placement is also available for students who qualify for the Work Study Program.

9. **STUDENT FINANCIAL AID PROGRAMS** — Student financial assistance, in the form of grants, loans, and employment opportunities, is available to students who feel they may be in need of some assistance to continue their studies are encouraged to apply. A brochure outlining programs, eligibility requirements, and application procedure is available upon request from the COS Financial Aid Office.
10. **CAREER COUNSELING** — to provide a program of varied counseling techniques aimed at helping students make career choices.
11. **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.
12. **AN ENABLER PROGRAM** provides comprehensive services to physically impaired individuals with rights and privileges afforded every student.
13. **A RE-ENTRY OFFICE** has been established in the Student Union, staffed by peer volunteers who provide assistance to those adults who are coming to college following a delay in their educational sequence. Homemakers, housewives, divorcees, new career military retirees, persons (men and women) making mid-life career changes, etc., are encouraged to use this service.

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 in vocational and educational fields 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 from their instructors, their counselors, the Career Center, or from the Special Student Services Office.

PHYSICALLY IMPAIRED STUDENTS

Since 1975 COS has had an Affirmative Action Policy which allows students with physical limitations equal access to all college activities, courses, and programs. The Enabler Program provides a full range of services so that students with physical limitations may enjoy and benefit from the College on a more equitable basis. Services depend on the personal, physical, academic, and vocational needs to be met. These services may include, but are not limited to: personal, vocational, and medical counseling; reserved parking; mobility assistance; notetakers; resources for the blind; specialized equipment; adaptive physical education; and transportation.

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

SERVICES FOR THE DEAF AND HEARING IMPAIRED

COS has employed a full-time instructor/counselor of the deaf to provide educational and vocational opportunities for hearing-impaired population. In addition, COS employs six part-time instructors to teach such specialized courses as English, reading, lip-reading, and speech therapy.

Services depend on individual need and may include any of the following: educational assessment; individual educational

planning; in-class interpreters (oral, manual, and total communication interpreters); specialized tutoring; vocational, academic, and personal counseling; notetakers; specialized telephone equipment (MCM and TTY); and weekly captioned movies.

COS also offers extensive training in the use of sign and interpreter training (expressive, receptive, reverse, and oral). This training is open to the hearing impaired; students interested in education of the deaf as a profession; and, potential interpreters.

Further information may be obtained by contacting Mr. Jim Mancini, Enabler Program, 915 South Mooney Boulevard, Visalia, CA 93277 or telephone 733-2050 extension 295 (Voice and TTY/MCM).

LIBRARY

The COS library, planned to meet the academic and recreational reading interests of the student body and faculty, is organized into three major areas. The main reading room houses a 70,000 volume general collection on open shelves both downstairs and on the mezzanine. This general collection is supplemented by a changing recreational reading collection of recent fiction and nonfiction. Current issues of over 500 popular magazines and scholarly journals plus a number of local, state and national newspapers are at hand for browsing or research. The main reading area also offers a conference room for group study, a typing room, and one of three library copy machines.

The reference room, on the second floor, houses an extensive reference collection of 12,000 volumes, including an outstanding section of legal materials. Another special feature of the reference area is the MICROBOOK LIBRARY OF AMERICAN CIVILIZATION, which contains microfiche reproductions of several thousand classic volumes on the development of the U. S. through the end of the 19th century. The reserved book collection is located in the reference room behind the circulation desk. A copy machine is nearby.

The periodicals wing, a spacious and attractive addition to the library completed in 1980, houses back issues of the magazine collection and of twenty newspapers, including a complete file of the NEW YORK TIMES since 1971, as well as the various indexes which make journal articles accessible to the reader. Six conference rooms and a microfilm reader-copy room open off the periodicals room. A large quiet study room for students who prefer to work in complete silence is nearby.

Coordinating and overseeing these three areas, a staff of four professional librarians, four paraprofessionals, and a number of college student assistants works toward offering the best in library service to COS students and faculty.

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 Veteran's office as soon as possible for further information and guidance.

School policy regarding PROBATION applies to all students, including veterans. However, when a veteran attending COS on the GI Bill is placed on probation for failure to obtain or maintain a G.P.A. of 2.0 or above, that veteran has one semester to raise the G.P.A. If, after one semester of probation, the G.P.A. is NOT raised to 2.0, then the school is required to notify the Veterans Administration that the veteran is not making "Satisfactory progress." The VA will then terminate educational benefits and require the veteran to obtain a VA counselor's approval to continue in school under the GI Bill educational benefits program.

WAR ORPHAN'S 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 Veteran's Administration. This approval should be made prior to confirmation of registration through the veterans office.

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, students receive student-body cards which entitle them to participate in the activities of the organization so long as they remain 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. Comprising the Executive Board are the President, Vice-President, three Representatives At Large, one Student Senator from each division, and the Commissioners of Finance, Records, Activities, Publications, Clubs and Activities.

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 most students, and service projects within the community.

STUDENT CONDUCT

Students are expected to set and observe among themselves a proper standard of conduct as set forth in the college's Code of Student 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. The complete Code of Student Conduct is published each year in the student handbook.

STUDENT GRIEVANCE PROCEDURE

The College of the Sequoias has adopted a student grievance procedure under which students who feel that their rights have been abridged may appeal their cases to a committee composed of representatives from the administration, faculty and student body. A full description of the procedure is available in The Student Handbook (The Sequoiana).

"THE COLLEGE OF THE SEQUOIAS DISTRICT DOES NOT DISCRIMINATE AGAINST ANY INDIVIDUAL IN ANY OF ITS PROGRAMS OR ACTIVITIES ON THE BASIS OF ETHNIC GROUP, RELIGION, AGE, SEX, COLOR OR DISABILITY."

Anyone desiring additional information or wishing to file a complaint in regard to the above statement should contact:

Vice President, Student Personnel
College of the Sequoias
915 South Mooney Boulevard
Visalia, California 93277;
Telephone: (209) 733-2050, ext. 282

EXPENSES

No tuition is charged except to out-of-state students. A mandatory health, materials and service fee of \$8 and an optional student body privilege fee of \$2 are charged each semester. Adults 62 years of age and older, upon verification of birth dates, will be exempt from the mandatory fees.

There are no laboratory, gymnasium, library or shop fees. Textbooks and school supplies will cost approximately

\$150.00 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 COS Bookstore.

STUDENT INSURANCE COVERAGE

Members of the Associated Students of the College of the Sequoias are covered by an accident insurance policy paid for by the mandatory health fee. In addition to other benefits this policy provides non-duplicated 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.

STUDENT SERVICE 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 fee will be refunded upon non-enrollment or withdrawal.

CAMPUS PARKING

Extremely 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, financial savings, and parking congestion.

Those who do bring automobiles on campus are required to obey PARKING regulations. Citations will be issued by the College Police Department to anyone who is in violation of the college parking policy or California Vehicle Code.

CAREER CENTER

A complete career counseling program is offered to students, as well as other interested parties. The main emphasis of this program is to assist individuals in finding careers, occupations, and college majors that will contribute to a meaningful life experience. The center offers individual career counseling, career classes, career testing, and computerized career search programs.

JOB PLACEMENT SERVICES

A complete job placement program is offered to all students. This service includes both full-time and part-time employment. All students needing work while attending college or wishing full-time work upon the completion of their educational program are urged to avail themselves of this service. Services are also provided for students who qualify for the Work-Study Program. This service is offered in conjunction with the Career Center.

STUDENT FINANCIAL PROGRAMS

College of the Sequoias recognizes that many students need financial assistance to pursue their educational goals and strives to provide this assistance to as many students as possible. The College offers a coordinated program of scholarships and grants; loans and employment opportunities to assist students in meeting their college expenses.

Financial aid awards are made on the basis of demonstrated financial need. For the purpose of establishing financial need, students should submit the Student Aid Application for California (SAAC). Application materials and detailed instruction

booklets will be available at California high school counseling offices and/or the College of the Sequoias Financial Aid Office after December 1 of each year. For further information, please contact the College of the Sequoias Financial Aid Office in room 103.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

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

SOCIAL SERVICES/HOUSING

The Social Services Program includes information and referrals on: Social Security, Legal Aid, Food Stamps, Medical Card, Voter Registration, Family Planning, Tulare County Health Department Services, Consumer Problems, Emergency food and clothing, and additional sustenance programs. A

current list of doctors and dentists accepting new patients, child care centers in Tulare County and licensed child care homes in the Visalia area, and private attorney's are also available for student use.

The Housing Program within Social Services provides students with assistance in locating apartments, rooms, houses, and roommates. A daily list of housing available is posted for student use.

The Social Services and Housing Program is located in the Student Personnel Center.

There are no dormitories on the campus.

ACCESS TO STUDENTS' OFFICIAL RECORDS

Except as prescribed by law, a student's academic records may not be released to outside agencies or individuals, including prospective employers, without the express consent of the student. An exception is "directory information" which is limited to a student's name, address, telephone number, date and place of birth, major, activities, dates of attendance, degrees and awards received, and educational institutions attended. Denial of access to "directory information" may be accomplished, if desired, by the completion and filing of an access denial form by the student in the Student Personnel Center each semester such access denial is to be in force.

EVENING COLLEGE

The Evening College is an integral part of the college. It offers lower division subjects leading to graduation from college, 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 Friday.

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

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.

EXPENSES

No tuition is charged except to out-of-state students. A mandatory student service fee of \$8 is charged each semester. Day school students with proof of registration and adults 62 years

of age and older are exempt from this fee. This fee must be paid at the time of registration.

Laboratory, shop, and materials fees are assessed according to the amount of materials used.

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

Refunds of fees will be made only if students notify the Evening College office of their intention not to attend COS. This notification must be given prior to the first day of the semester.

SUMMER SESSION

A six week summer session offers a variety of courses on the college campus each summer.

Enrollment is open to all high school graduates and persons eighteen years of age or older. Elementary and high school students may enroll provided their school principals and parents grant written permission and certify that their past academic work indicates probable success in college level courses.

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

Brochures describing the summer program may be obtained from the Student Personnel Center about May 1st.

GENERAL REGULATIONS

ADMISSIONS

Graduates of any high school or recipients of the State Board of Education Certificate of Proficiency, regardless of high school courses taken, are admitted to this college, as well as persons over eighteen years of age who may be approved for admission by the administration. Certain elementary and high school students who meet provisions of the law may enroll in classes on a space available basis if written approval by parents and school principals is provided. 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.

Applicants for admission may secure application for admission forms from the Office of Admissions and Records. Registration will not be permitted until application forms are filled out and filed along with necessary transcripts and placement test scores. (Transcripts of high school and college records must be on file in this office sufficiently early to be evaluated before registering.)

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.

If the student had been disqualified from attending another community college, reinstatement (readmission) at the college must be obtained prior to being admitted to College of the Sequoias.

EVENING COLLEGE STUDENTS: Any individual 18 years of age, or older, high school graduates under 18 years of age or recipients of the State Board of Education Certificate of Proficiency, 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/she should obtain approval to enter late from the Dean of Men or the Dean of Women.

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

Evening College Students may register by mail or 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.

PLACEMENT TESTS

The College of the Sequoias requires that all students entering directly from high school take the COS Placement Test prior to program advising and admission to the college. All others who have an AA/AS degree objective or wish to enroll in any English class must also take the test. Tests are administered on several Saturdays throughout the year. Information on test dates and test registration may be obtained by contacting the Student Personnel Office. Applicants may submit ACT or SAT test scores in lieu of the COS Placement Test for admission only but must take the COS test before they may enroll in any English class.

TRANSCRIPTS

Applicants must file certified transcripts or their 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 will 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.

EXCEPTION: The high school transcript requirement may be waived for:

1. Those 21 years of age who enroll for 8 or fewer units.
2. Those who have completed 60 or more units of college credit or have attained a college degree.

MATRICULATION DEFICIENCIES

In the case of an applicant not eligible for clear admission to a standard college or university at the time of entrance to community 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.

ADVANCED PLACEMENT

College of the Sequoias recognizes the high level of achievement of the student who has successfully completed one or more Advanced Placement Examinations as authorized by the College Entrance Examination Board.

Students who have successfully completed courses in the Advanced Placement Program with a score of 3, 4, or 5 shall be granted credit for purposes of general education certification, graduation, advanced placement in the college's sequence courses, and for curriculum requirements.

Students desiring credit for Advanced Placement Examinations shall submit their request to the Dean of Admissions and Records. Requests should be made prior to registration or as soon as possible during the first semester of attendance.

NON-RESIDENT TUITION FEES

The non-resident tuition fee for the academic year 1981-82 is \$1095.00 per semester, payable each semester upon registration. Payments must be by cash, bank draft or money order. Personal checks cannot be accepted. Non-resident students who are enrolled in fewer than 15 units when permanent rolls are run (3rd and 4th week of the semester) will be refunded \$75.00 per unit under 15. Foreign students are subject to the same fees as other non-residents. Fees apply whether non-residents enroll for credit or non-credit.

Non-resident or foreign students who are compelled to withdraw from college will be given refunds based on the following schedule:

Before classes begin	100%
First two weeks	80%
Third week	60%
Fourth week	40%
Fifth week	20%
Sixth week or later	0%

A limited number of on-campus part-time jobs are available to needy students to assist them in paying non-resident tuition. Applications for these jobs must be submitted by July 1 for the Fall Semester and by December 1 for the Spring Semester. Interested students should contact the Dean of Special Student Services in Room 103 for further information.

RESIDENT REGULATIONS

Residence is that location with which a person is considered to have the most settled and permanent connection. It is that place where one intends to remain and where one intends to return during absences. Residence results from the union of act (physical presence) and intent (EC 22847).

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

California Residence: Every person who is married or 18 years of age or older, and under no legal disability to do so, may establish residence (EC 38846). Persons under 18 may establish residence through deriving residence from the parent (EC 22847).

A "resident" is a student who has residence in the state for more than one year immediately preceding the residence determination date (EC 22812). The residence determination date is the first day of classes for each semester. A resident has shown act (more than one year physical presence) and intent. Such factors of intent are ownership of residential property, licensing from state for professional practice, driver's license, motor vehicle license plates, registration to vote and voting in the state, payment of state income tax, maintaining savings and checking accounts, military records, marriage license or writ of divorce. No one factor is decisive, intent for California must be coupled with lack of intent for another state.

Residents of another state are nonresidents of California. Active military personnel and their dependents stationed in California less than one year are eligible for residence classification as an exception to the general rule.

CLASSIFICATION OF STUDENTS

- Freshmen:** Students with fewer than 30 units of college credit.
Sophomores: Students who have completed 30 units or more of college credit.
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 51302.5. To become eligible, a student must:

1. Have a minimum of 15 units at the college with a grade point average of 2.0 ("C") or better, be in good standing, and be currently registered.
2. File for approval a petition to challenge a course by examination from the secretary to the Dean of Admissions and Records.
3. Furnish strong proof to the satisfaction of the Assistant Superintendent, division chairman and instructor that 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. A student who fails the examination shall not be permitted to repeat it. A maximum of 12 units may be earned through 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. If a student is already registered in a class, he/she may not petition to receive credit by examination. 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 complete basic training and must have been honorably discharged. Credit will not be applicable until at least 15 units of credit with a grade point average of 2.0 ("C") have been earned at the College of the Sequoias.

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

It is strongly urged that students, if eligible, apply for their military service credit **after transfer from 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 earned on an official college transcript. No credit can be granted for field work.

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 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 should file the proper request form with the instructor. Those withdrawing from college (all classes) must see a Dean and complete the required clearance forms.

Students who withdraw from class prior to the printing of permanent roll sheets (normally in the third week of the semester) will receive no notation ("W" or other) on their transcripts. Withdrawals between the end of the third week and the last day of the thirteenth week will result in a grade of "W" on the transcript. Students who remain in class beyond the end of the thirteenth week of the semester will receive a letter grade other than "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 unsatisfactory ("D" or "F") work is being done.

Students receiving deficiency notices are urged to discuss with their instructors reasons and possible remedies for lack of academic success.

GRADING PROCEDURES

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

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

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

"A," "B," "C," and "D" are passing grades, corresponding to excellent, good, satisfactory, and passing. "F" is failure. A grade of "I" (Incomplete) will be given in cases of illness or other circumstances. The student is entitled to all grade points upon satisfactory completion of assignments within one year.

It is understood that instructors' grades when handed in are final and not subject to change by reason of revision of judgment on the part of the instructor. Grade changes may be made by the instructor only in cases of mistakes in grade calculation.

CREDIT-NO CREDIT

Student evaluation on a credit-no credit basis is limited to the following courses:

- Criminal Justice 60a-e—Specialized Training for Peace Officers
- Human Development 51a-c—Career Awareness
- Human Development 52—Personal Growth
- Human Development 53a-d—Vocational Exploration for the Handicapped
- Learning Skills 60a-d—Learning Skills and Tutorial Services
- Learning Skills 61a-c—Spelling Vocabulary
- Learning Skills 62a-c—English as a Second Language
- Learning Skills 63—Study Skills

COURSE REPETITION

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

IN PROGRESS (IP)

The "IP" symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages.

The "IP" symbol shall be used only in the following classes:

Business 65a-d
Cosmetology 51a-g
English 50
English 51
English 60
English 1a
Learning Skills 60a-d
Learning Skills 61a-c
Learning Skills 62a-c
Learning Skills 63
Learning Skills 64a-f
Learning Skills 65a-f

REPORT DELAYED (RD)

The "RD" symbol may be assigned by the Dean of Admissions and Records only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

SCHOLASTIC REGULATIONS

The scholastic average is obtained by dividing the total number of grade points by the total number of units for which the student was registered. Grade points are assigned as follows:

Grade A receives 4 points per unit; grade B, 3 points per unit; grade C, 2 points per unit; and grade D, 1 point per unit; grade F, 0 points per unit.

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

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

It is the responsibility of all students to compute their current grade point averages for their own guidance in determining whether their scholastic records are meeting their needs.

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

Subjects	Units Attempted	Units Passed	Grade	Grade Points
Physical Education	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	4	W	0
	16	10		34

The grade point average equals 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."

SCHOLASTIC HONORS

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

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

INCOMPLETE GRADES

Incomplete (I) grades may be given by the 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 grade only by re-enrollment in and completion of the same course.

REMOVAL OF "WF" AND "F" GRADES

A student may petition the Academic 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 Academic 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 must be completed following the semester in which the "WF" grades were earned.

(2) At least three years must 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 Academic Review Board.

ACADEMIC PROBATION

Students are placed on academic probation whenever their cumulative grade point average is less than 2.0 (1.99 or lower). In addition, newly admitted non-high school graduates must enter the college on probation. Students who are placed on probation will be notified by letter of their status and due notice thereof entered on their permanent college records. They will remain on probation until a cumulative "C" (2.0) grade average has been attained. Students on probation will be limited to a maximum program of 16 units except on approval of the Academic Review Board.

PROGRESS PROBATION

A student who has enrolled in a total of at least 12 semester units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W", "I" and "NC" (as defined in Education Code Section 51306) are recorded reaches or exceeds fifty percent (50%).

A student shall be moved from progress probation when the percentage of units in this category drops below fifty percent (50%).

ACADEMIC DISMISSAL

(Semesters shall be considered consecutive on the basis of the student's enrollment.)

Students on probation will be disqualified if at the end of their probationary semester in which they fail to earn a "C" (2.0) average their cumulative grade point average falls below 1.75.

Academically disqualified students will be so informed by letter and notice of their status will be entered on their permanent records.

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 Academic Review Board will make recommendation relating to specific exceptions to this regulation.

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

Any student readmitted after disqualification remains on probation until a cumulative "C" (2.0) average has been attained. Students dismissed for the second time are not eligible to re-petition until a semester of non-attendance has elapsed.

PROGRESS DISMISSAL

A student who has been placed on progress probation shall be dismissed if the percentage of units in which the student has been enrolled for which entries of "W", "I" and "NC" are recorded in at least three consecutive semesters reaches or exceeds fifty percent (50%).

STUDENT PROGRESS

If satisfactory progress through the College of the Sequoias' specialized support service programs (i.e., the Learning Assistance Center, Developmental Studies program, THINK Program, etc.) is not made during two semesters, life-goal setting and career counseling will occur with the individual student involved. The Academic Review Board and selected faculty members will determine, for referral purposes, the most appropriate educational or community-based agency to better serve the student's need.

FOREIGN STUDENT PROGRAM

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

Transcripts of academic records and health forms are required to qualify for admission. To be admitted, foreign students are required to make a score of at least 500 on the Test of English as a Foreign Language (TOEFL), which is administered in their own country or at a test center in the United States. In some cases, a personal interview with a representative of the International Institute of Education or a similar organization is also required.

The foreign student annual tuition fee of \$2190 is the same as for other non-resident students. Payment of \$1095.00 tuition for the first semester must be paid upon being accepted by the college. Payment should be by Bank Draft or Money Order and must be received before the Form 1-20 will be issued by the college. Tuition for subsequent semesters will be paid at the time of registration.

All foreign students are required to purchase medical insurance, the cost of which is approximately \$100 for the school year. The money to cover this insurance should be sent with the non-resident tuition.

No scholarships from the College of the Sequoias are

available to foreign students. Working during the first semester is generally not allowed and students must have sufficient funds to defray expenses. Each application must be accompanied by a certified statement regarding monies which are available.

Students on an "F" or "J" type visa are required to register for a minimum of 12 units and they must maintain the same scholastic standards as other students.

The deadline for application is April 1 for the fall and October 1 for the spring semester. Requests for application forms should be sent to the Dean of Admissions.

REQUIREMENTS FOR GRADUATION

The degree of Associate of Arts or Associate in Science will be awarded to all students upon the satisfactory completion of the requirements listed below.

Only those students who were enrolled at College of the Sequoias during the 1977-78 academic year or thereafter are eligible to apply for the Associate in Science degree. Students may receive only one Associate degree from the college.

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 units of physical education general activities courses. Students 21 years of age and over are exempt from this requirement. This requirement is not retroactive for students over 21.
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** or English 60 with a grade of "B." 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. **Associate in Arts degree:** 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.
Associate in Science degree: a major consisting of at least 30 units of satisfactory work, only four of which can be work experience, in specific subject areas or approved related fields. (Approved majors appear in the course description section, starting on Page 47. The Liberal Arts Inter-Division major is described below.)
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 3, Agriculture 4, Biology 50, Biology 51, Biology 52, Astronomy 50, Chemistry 20, Ornamental Horticulture I, Physical Education 38, or any transfer science course.
 - c. Social Science. One of these courses: History 8a or 8b, History 17a or 17b, Political Science 5, or Social Science 76.
 - d. Learning Skills. English 50, 51, 54, 1a, and Speech 1a and 3. Agriculture 1, Business 95a, 95b, 96a, 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.

LIBERAL ARTS INTER-DIVISION 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, students should plan to enroll in as many courses as feasible in the field in which they are primarily interested. Students who are planning to transfer to another institution upon graduation from the College of the Sequoias should prepare, with the aid of their counselors, educational programs which will enable them to transfer to a college or university of their choice with full junior standing.

LOWER DIVISION REQUIREMENTS

GENERAL INFORMATION

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

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

possible at College of the Sequoias. It is essential, however, that the student consult a current catalog of the institution to which transfer is desired to determine lower division requirements. A college counselor should review the planned sequences of courses prior to the student's enrollment.

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

UNIVERSITY OF CALIFORNIA

Students may complete all lower division course requirements for any campus of the University of California at College of the Sequoias. Before planning their programs, students who expect to transfer to a University of California campus should consult the appropriate university catalog and review their plans with a member of the counseling staff.

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 39 of the 48 units of general education required. The remaining nine units will be determined by each State College.

Copies of the general education pattern which the College of the Sequoias has developed for state college and university transfer students may be obtained in the Student Personnel Center.

PRIVATE COLLEGES AND UNIVERSITIES

Completion of lower division requirements preparatory to admission to junior status at private colleges and universities is

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.

VOCATIONAL EDUCATION CERTIFICATE PROGRAMS

Students who have need for intensive short term occupational training may enroll in one of the many certificate programs at COS without being required to take transfer or general education classes. For example, a student may enroll in as many as 15 units of auto mechanics each semester and complete the requirements for a certificate in one year. Remedial math or English may be required if the admissions test indicates reading or math abilities below those necessary for the certificate classes.

CERTIFICATE PROGRAMS AT THE COLLEGE OF THE SEQUOIAS

(See Division Chairperson for required classes)

DIVISION OF BUSINESS

Accounting	Medical Secretary
Banking	Real Estate
Bank Credit	Secretarial Science
Data Processing	Information/Word Processing
Marketing	

DIVISION OF INDUSTRY AND TECHNOLOGY

Air Conditioning	Electronics
Automotive	Machine
Building Trades	Welding
a. Carpentry	
b. Mill Cabinet	
c. Remodeling	
Construction Supervision & Inspection	
Civil Drafting	
Electrical Drafting	
Mechanical Drafting	

SPECIAL PROGRAMS

CRIMINAL JUSTICE

Specialized training for enforcement personnel
Peace Officer Basic Training Academy
Peace Officer Supervisory Academy
Advance Peace Officers Academy
Reserve Peace Officer Training
Private and Industrial Security

COSMETOLOGY

Cosmetology

FIRE TECHNOLOGY

Fire Technology

PARALEGAL

Legal Assistant

DIVISION OF NURSING AND HEALTH SCIENCE

Registered Nurse
Vocational Nurse
Emergency Medical Technicians

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 160-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.S. DEGREE (30 UNITS IN THE MAJOR), OR A.A. DEGREE (20 UNITS IN THE MAJOR).

AGRICULTURAL MANAGEMENT

FALL SEMESTER		UNITS	SPRING SEMESTER		UNITS
Ag 1 (Ag Mathematics)		3	Ag 4 (Soils)		3
Ag Mgt 1 (Introduction to Ag Economics)		3	Ag Mgt 2 (Marketing)		3
Ag Mgt 3 (Farm Management)		4	Ag Mgt 4 (Farm Accounting)		3
Me Ag (Elective)		3	Humanities		3
Ag 10 (Work Experience) or electives		3	Social Science		3
Chemistry 2a		4	Hygiene		2
English		3	Physical Education		1-1
Physical Education		1-1	* Approved Electives		11
* Approved Electives		8			30
		33			

* Approved electives to complete 20 to 30 units in agriculture. Emphasis should be in one area such as Mechanized Agriculture, Plant Science or Animal Science.

ANIMAL SCIENCE

FALL SEMESTER		UNITS	SPRING SEMESTER		UNITS
Ag 1 (Ag Mathematics)		3	An Sci 3 (Feeds & Feeding)		4
Ag Mgt 3 (Farm Management)		4	An Sci 4 (Animal Diseases & Sanitation)		3
Me Ag (Elective)		3	Pl Sci 3 (Forage Crops)		3
Ag 10 (Work Experience) or electives		3	Ag 4 (Soils)		3
English		3	Ag Mgt 4 (Farm Accounting)		3
Social Science		3	Humanities		3
Physical Education		1-1	Hygiene		2
		21	Physical Education		1-1
					21

DAIRY OPTION

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
An Sci 30 (Elements of Dairy)	3	An Sci 31 (Milk Production)	3

MEAT ANIMALS OPTION

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
An Sci 1 (Animal Husbandry)	4	An Sci 11 (Beef Production)	3
An Sci 2 (Livestock Judging & Selection)	1		
An Sci 10 (Swine Production)	3		

HORSE OPTION

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
An Sci 20a (Equitation)	2	An Sci 20b (Equitation)	2
An Sci 22 (Elements of Horse Husbandry)	3	An Sci 23 (Horse Production)	3
An Sci 24a (Colt Breaking)	2	An Sci 24b (Colt Breaking)	2

MECHANIZED AGRICULTURE

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
Me Ag 1 (Basic Farm Mechanics)	2	Me Ag 2a-d (Project Construction)	3-3
Me Ag 2a-d (Project Construction)	3-3	Me Ag 4 (Farm Machinery)	3
Me Ag 3 (Farm Power)	3	Me Ag 6 (Ag Welding)	2
Me Ag 5ab (Farm Structures)	3-3	Me Ag 7 (Surveying)	3
Ag 1 (Ag Math)	3	Me Ag 9 (Small Gas Engines)	2
Ag 4 (Soils)	3	Ag 10 (Work Experience or electives)	3
Ag 10 (Work Experience) or electives	3	Humanities	3
English	3	Physical Education	1-1
Hygiene 1	2	Electives	8
Social Science	3		—
Physical Education	1-1		30
	—		
	30		

ORNAMENTAL HORTICULTURE

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
Ag 4 (Soils)	3	OH 2b (Plant Identification)	3
OH 2a (Plant Identification)	3	OH 4 (Propagation)	3
OH 3 (Nursery Practices)	3	OH 6 (Landscape Design)	3
OH 5 (Landscape Drafting)	2	OH 8 (Landscape Maintenance)	3
OH 7 (Landscape Construction)	3	OH 9 (Turfgrass)	3
Ag 1 (Ag Mathematics)	3	Me Ag 9 (Small Gas Engines)	2
Ag 3 (Entomology)	3	OH 10 (Floral Design)	3
Me Ag 1 (Basic Farm Mechanics)	2	Humanities	3
English	3	Hygiene	2
Social Science	3	Physical Education	1-1
Physical Education	1-1	Elective	3
	—		—
	30		30

PLANT SCIENCE

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
Ag 1 (Ag Mathematics)	3	Ag 5 (Fertilizers)	3
Ag 3 (Economic Entomology)	3	Me Ag 4 (Farm Machinery)	3
Ag 4 (Soils)	3	Me Ag 8 (Irrigation)	3
Me Ag 1 (Basic Farm Mechanics)	2	Ag Mgt 4 (Farm Accounting)	3
Me Ag 3 (Farm Power)	3	Chemistry 2b	4
Ag Mgt 3 (Farm Management)	4	Humanities	3
Chemistry 2a	4	Hygiene 1	2
Social Science	3	Physical Education	1-1
English	1-1		—
Physical Education	1-1		23
	—		
	29		

AGRONOMY OPTION

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
PI Sci 1 (Cereals & Oil Crops)	3	PI Sci 2 (Row Crops)	3
		PI Sci 3 (Forage Crops)	3
		PI Sci 4 (Weeds)	3

FRUIT PRODUCTION OPTION

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
PI Sci 12 (Pomology)	3	PI Sci 13 (Pomology)	3
PI Sci 14 (Citrus Fruits)	3	PI Sci 21 (Truck Crop Production)	3
PI Sci (Introduction to Viticulture)	3	OH 4 (Plant Propagation)	3

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 knowledge 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.

Students 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 and Air Conditioning 81B unless they have the permission of the instructor to make up these deficiencies.

SUGGESTED ONE-YEAR CERTIFICATE PROGRAM AIR CONDITIONING

FIRST SEMESTER

COURSES	UNITS
Air Conditioning 80A	12
I&T 41 (Sheet Metal)	3
	—
	15

SECOND SEMESTER

COURSES	UNITS
Air Conditioning 80B	12
I&T 42 (Sheet Metal)	3
	—
	15

SUGGESTED TWO-YEAR PROGRAM FOR AIR CONDITIONING

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSES	UNITS	COURSES	UNITS
Air Conditioning 80A	12	Air Conditioning 80B	12
Math 50	2	Business 87	2
Physical Education	1	I.A. 22 Drawing	3
	15	Physical Education	1
			18

SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSES	UNITS	COURSES	UNITS
I&T 41 (Sheet Metal)	3	I&T 42 (Sheet Metal)	3
Social Science 76	3	English 53	3
English 51	3	Business 70	3
Hygiene 1	2	Electives	6
Chemistry 53	3	Physical Education	1
Physical Education	1		16
	15		

Suggested electives: I&T 35, Auto Mechanics 79, Business 92, 97.

ARCHITECTURE AND ARCHITECTURAL ENGINEERING

College of the Sequoias offers two years of architecture courses that are patterned after California State Polytechnic University's (San Luis Obispo) courses. This will allow College of the Sequoias students to transfer into Cal Poly's architecture

and architectural engineering department, and proceed directly with their major courses.

The program listed below is also for City and Regional Planning and Construction Engineering majors.

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSES	UNITS	COURSES	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 1 (Tech Writing)	3
Physics 5a	3	Hygiene 1	2
Mathematics 15	3	Physical Education	1
Physical Education	1		17
	18		

SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSES	UNITS	COURSES	UNITS
Architecture 1c	3	Architecture 1d	3
Architecture 6b	3	Architecture 6c	3
Architecture 31	2	Architecture 32	2
Architecture 37a	2	Political Science 5	3
History 17a or 17b	3	Architecture 12	3
Architecture 11	3	Elective	1
Physical Education	1	Physical Education	1
	16	Speech 1a	3
			19

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

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

Architecture majors going to Arizona State University or the

University of Oregon may take Math 16a-16b and Physics 2a-2b. Articulation by portfolio only.

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 for 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 17a or 17b	3
Art 1a	3	Science	3
English 1	3	English 20	3
Elective	3	Art 1b	3
Physical Education	1	Physical Education	1
	17		17

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Art 15a or 12a	3	Art 7c	2
Art 10a, 25a or 55a	2/3	Social Science Elective	3
Science	3	Hygiene 1	2
Speech 1a	3	Electives/General Education	5
Psychology 1a	3	Art 15b, 12b, 10b, 25b or 55b	3
Physical Education	1	Physical Education	1
	15/16		16

* 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.

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 full 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 em-

ployers 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. The program is so scheduled that general education elective and required courses may be completed to qualify for the Associate in Arts Degree.

Suggested Two-Year Program for Vocational Automotive Technology

(This program may be taken in one year – see instructor)

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Automotive Mechanics 70 (Bench)	1	Automotive Mechanics 74 (Power Train)	3
Automotive Mechanics 71 (Elect)	4	Business 87	3
Automotive Mechanics 72 (Fuel)	3	Automotive Mechanics 75 (Brakes)	3
Automotive Mechanics 73 (Engine)	3	Humanities Elective	3
*Mathematics 50	2	I&T 10a (Machine)	3
Hygiene 1	2	Physical Education	1
Physical Education	1		16
	16		

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Automotive Mechanics 76 (Auto Trans.)	4	Automotive Mechanics 78 (Tune-up)	4
Automotive Mechanics 79 (Air Cond)	3	Natural Science Elective	3
Social Science 76	3	Automotive Mechanics 80	3
**English 51	6	Physical Education	1
Physical Education	1	Business 70	3
	17	I&T 10b (Machine)	3
			16

* 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 1, 3 units will fulfill the graduation requirement for

an Automotive Technology major.

Suggested Electives: Industry & Technology, 6a-b, 10b, 41, 51, Drafting, Physical Science.

See page 20 for Requirements for Graduation.

BIOLOGY PROGRAMS

OPTION 1

For majors in Biology, Botany, Zoology, Pre-Medicine, Pre-Dentistry, Pre-Pharmacy and related Life Sciences.

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Chem. 1a	5	Chem. 1b	5
Math 16a or 1a	3 or 4	Math 16b or 1b	3 or 4
English 1	3	Gen. Ed. courses and/or	
Gen. Ed. courses	4-7	Anatomy or Physiology	7-10

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Biology 1	5	Biology 2	5
Biology 15	1	Physics 2b (spring only)	4
Physics 2a (fall only)	4	Chem. 12b (continues 12a)	5
Chem 8 & 9 or		Gen. Ed. courses and/or	
Chem 12a	6/5	Anatomy, Physiology, or	
Gen. Ed. courses	1-3	Microbiology	2-7

OPTION 2

For students with academic deficiencies in mathematics and chemistry.

FIRST YEAR

GENERAL EDUCATION COURSES

English 1
 Social Sciences (12 units)
 Pol. Sci. 5, and either
 Hist. 17a, 17b, 8a, or
 8b. for additional
 courses, check General
 Education listings
 Humanities (6 units)
 Many courses—check
 Gen. Ed. listings

FIRST YEAR, PRE-SCIENCE

MAJOR COURSES:

Astronomy 10
 Chem. 53
 Geology 1a, 1c, 12
 Meteorology 1
 Physical Science 10
 Math 30, 51, 52, 53, 54
 Biology 12, 14, 50
 Botany 10, Zoology 10
 Ecology 1, 2

SECOND AND THIRD YEARS

Follow the two-year program in Option 1.

BUILDING TRADES

A training curriculum in the Building Trades has been set up as an integral part of a regular two-year Community College program. The emphasis system is used to meet the needs of individual students. The areas of basic emphasis are: carpentry, mill cabinet, and re-modeling.

Manipulative instruction is given in carpentry, painting, plumbing, dry wall, roofing, basic electrical, and insulation. Manipulative training is given each year on a major project such as a residence and minor projects as deemed instructionally useable.

Safety glasses and approved clothing are used during manipulative classes.

Trade technical classroom instruction is given in fun-

damental and advanced construction procedures in drafting and blueprint reading, estimating and contracting procedure, rehabilitation and relocation of buildings, remodeling kitchen and baths, roof framing principles, building layout, stair layout, and cabinet design, layout and construction.

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

* A student wishing to take the entire proposed expanded Building Trades Curriculum could follow the suggested program below:

CARPENTRY

Suggested Program

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Bldg. Trades 51a (Drawing)	2	Building Trades 51b (Drawing)	2
Bldg. Trades 55a (Elem. Carp.)	3	Bldg. Trades 75b (Project House)	5
Bldg. Trades 75a (Project house)	5	** Mathematics 50	2
* English 51	6	Physical Education	1
Physical Education	1		
	17		16

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Building Trades 56a (Roof Framing)	3	Building Trades 56b (Estimating)	3
Building Trades 76 (Project House)	2	Building Trades 55b	3
Elective	3	Electives	6
Natural Science Elective	3	Physical Education	1
Social Science 76	3	Hygiene 1	2
Physical Education	1	Business 87	3
	<hr/>		<hr/>
	15		15

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

**Mathematics 50 is required of students who need ad-

ditional instruction in mathematics as determined by proper standardized tests.

Suggested Elective: I&T 41

See page 14 for Requirements for Graduation.

MILL CABINET

Suggested Program

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Building Trades 51a (Drawing)	2	Bldg. Trades 51b (Drawing)	2
Building Trades 55a (Elem. Carp.)	3	Bldg. Trades 55b (Elem. Carp.)	3
Building Trades 75a (Project House)	5	Bldg. Trades 75b (Project House)	5
*English 51	6	**Mathematics 50	2
Physical Education	1	Physical Education	1
	<hr/>		<hr/>
	17		16

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Bldg. Trades 56a (Roof Framing)	3	Bldg. Trades 56b (Estimating)	3
Bldg. Trades 76 (Project House)	2	Bldg. Trades 78 (Mill Cab. Lab.)	2
Bldg. Trades 77a (Mill Cab.)	3	Bldg. Trades 77b (Mill Cab.)	3
Natural Science Elective	3	Physical Education	1
Social Science 76	3	Hygiene 1	2
Physical Education	1	Business 87	3
	<hr/>		<hr/>
	15		14

RE-MODELING CONSTRUCTION

Suggested Program

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Building Trades 55a (Elem. Carp.)	3	Building Trades 55b (Elem. Carp.)	3
Building Trades 51a (Drawing)	2	Building Trades 51b (Drawing)	2
Project Trades 75a (Project House)	5	Building Trades 75b (Project House)	5
English 51	3	Physical Science 10	3
Physical Education	1	Social Science 76	3
Hygiene 1	2	Physical Education	1
	<hr/>		<hr/>
	16		17

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Building Trades 56a (Roof Fram.)	3	Building Trades 56b (Estimating)	3
Building Trades 58a (Re-Model)	3	Building Trades 58b (Re-Model)	3
Building Trades 76a (Project House)	2	Building Trades 78 (Mill Cab. Lab.)	2
Building Trades 77a (Mill Cab.)	3	Building Trades 77b (Mill Cab.)	3
Art 6a (Color & Design)	2	Home Economics 1 (Housing & Interior)	3
Physical Education	1	Physical Education	1
	<hr/>		<hr/>
	14		15

*If a student receives a grade of "C" or better in English 51 or English 1, 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.

See page 20 for Graduation Requirements.

BUSINESS

Employment studies show a constant demand for skilled secretaries, stenographers, typists, business machine operators, accountants, programmers, and a variety of sales and service personnel. Currently, and in the foreseeable future, two out of every three job openings in California will continue to be professional, managerial, clerical, or sales workers.

New developments are taking place in all areas of business, with many new and exciting careers constantly developing. The College of the Sequoias strives to meet these growing trends by offering programs to meet the individual needs of its students.

A business student may choose one or more of the following routes in satisfying their business educational courses:

1. Students may elect to take one or more courses in business. It is not necessary for the student to pursue a degree or to take classes in any other division.

2. Achievement Certificate Program. By following a prescribed course of study, a student may complete a certificate in approximately one year. This certificate does not require a student to take course work outside the Business Division.
3. Associate in Arts Degree. A complete offering is available for students who wish to graduate with an associate of arts degree in business. This degree requires 60 units of college work with at least 20 units in business.
4. University Transfer. A student may elect the transfer program which would allow him to complete the first two years of college with the College of the Sequoias before transferring to the university as a junior.

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. Additional requirements for most schools are Finite Mathematics (Quantitative Methods), Business Law, Statistics, and Data

Processing. Students should consult the catalog for the lower-division requirements in the field of their specialization as these requirements do not follow set patterns.

Students should check catalogs for the total number of business units transferable in their majors so 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 or Associate of Science degree, require full-time enrollment with a minimum 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, Secretarial, and Information/Word Processing.

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

Business			UNITS
80a-b	Elementary Accounting		4.4
82	Principles of Income Tax		3
92	Modern Business		3
68a	Office Machines		2
5	Business Data Processing		3
96b	Writing for Business		3
93	Survey of Business Law		3
95a or b	Business Arithmetic		3
74 or 98	Marketing or Human Relations		3
			—
			31

BANK SUPERVISION

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

GROUP A			
Business	140	Principles of Bank Operations	3
	93 or 18	Business Law	3
	98	Human Relations in Business	3
	135	Personnel Management Techniques	3
GROUP B			
Business	1a-b	Principles of Accounting	4-4
	80a-b	Elementary Accounting	4-4
	96b	Writing for Business	3
	5	Business Data Processing	3
Economics	1a-b	Economics	3-3
Speech	1a	Speech	3
Psychology	33	Psychology of Personal and Social Growth	3
	1a	General Psychology	3
	1b	Fields of Applied Psychology	3
			—
			30

BANK CREDIT

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

GROUP A			
Business	140	Principles of Bank Operations	3
	141	Analysis of Financial Statements	3
	142	Installment Credit	3
	93 or 18	Business Law	3
GROUP B			
Business	1a-b	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
Psychology	51	Psychology of Personal Growth	3
	1b	Field of Applied Psychology	3
			—
			30

BUSINESS DATA PROCESSING

Business	3	Basic Programming	3
	5	Business Data Processing	3
	7	Cobol Programming	4
	80a-b or 1a-b	Elementary Accounting	4-4
	82a	Income Tax	3
	92	Modern Business	3
	96b or 84	Writing for Business or Systems Analysis	3
	93 or 18	Business Law	3
	98	Human Relations in Business	3
			—
			33

GENERAL BUSINESS

Business	60a, b, or 61	Typewriting (45 wpm for 5 minutes, 5 errors)	3-3
	68a	Office Machines	2
	87 or 80a	Accounting for Small Business or Accounting	3
	95a or b	Business Arithmetic	3
	59	Records Management	2
	92 or 10	Modern Business	3
	74	Marketing	3
	93 or 18	Business Law	3
	96b	Writing for Business	3
	98	Human Relations in Business	3
	5	Business Data Processing	3
			—
			31-32

INFORMATION/WORD PROCESSING

Business	65a-d	Information Word Processing	1-10
	5	Business Data Processing	3
	96a	Secretarial English *	3
	59	Records Management	2
	60b or 61	Typewriting (45 wpm for 5 min. with 5 errors)	3
	69	Machine Transcription	2
	58a	Office Procedures	3
	98	Human Relations in Business	3
	93 or 18	Business Law	3
			—
			31
		* or its equivalent	

LEGAL SECRETARIAL SCIENCE

Business	50a, b, 51 or 52a, b	Shorthand (100 wpm for 5 min. with 95% accuracy)	5-4
	60a, b, 61	Typewriting (45 wpm for 5 min. with 5 errors)	3-3
	55a	Legal Office Procedures	3
	55b	Legal Secretarial Procedures	3
	96a	Secretarial English	3
	96b	Writing for Business	3
	59	Records Management	2
	69	Machine Transcription	2
	93 or 18	Business Law	3
			—
			30-34

MARKETING

Business	70	Retail Store Salesmanship	3
	71	Applied Professional Selling	3
	74a, b	Marketing	3-3
	92	Modern Business	3
	93	Survey of Business Law	3
	95a or b	Business Arithmetic	3
	96b	Writing for Business	3
	80a	Elementary Accounting	4
	98	Human Relations in Business	3
	5	Business Data Processing	3
			—
			31-34

MEDICAL SECRETARIAL SCIENCE

Business	60a, b, 61	Typewriting (45 wpm for 5 minutes with 5 errors)	3-3
	56a	Medical Terminology	3
	56b	Medical Office Procedures	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 80a	Accounting for Small Business or Accounting	3-4
	98	Human Relations in Business	3
	38	Physiology for P.E.	3
			—
			31-32

SECRETARIAL SCIENCE

Business	50a, b, 51, or 52a, b	Shorthand (80 wpm for 5 minutes with 95% accuracy)	5-4
	60a, b, or 61	Typewriting (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 Small Business or Accounting	3-4
	92	Modern Business	3
	93 or 18	Business Law	3
	98	Human Relations in Business	3
	69	Machine Transcription	2
	96a	Secretarial English	3
			—
			33

**BUSINESS MAJOR
With Emphasis in Accounting**

Suggested Program

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 80a or 1a	4	Business 80b or 1b	4
Business 68a	2	Business 5	3
Business 92	3	Business 18 or 93	3
Business 59	2	Business 96b	3
Business 95a	3	Hygiene 1	2
Physical Education	1	Physical Education	1
	15		16

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

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 82a	3	English 53	3
Business 98	3	Business 3	3
Business 60a, b, or 61	3	Business 95b	3
Natural Science	2	Business 97	3
Social Science 76	3	Physical Education	1
	14		16

Recommended elective: Business 58a (Office Procedures).

**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	1	Physical Education	1
	16		17

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 140	3	Speech 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	1	Physical Education	1
	16		16

BUSINESS MAJOR
With Emphasis in Business Data Processing

Suggested Program

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 5	3	Business 3	3
Business 80a or 1a	4	Business 80b or 1b	4
Business 92 or 10	3	Business 96b	3
Business 96a	3	Physical Education	1
Business 60a, b, or 61	3	Hygiene 1	2
Physical Education	1	Math Elective	3
	<hr/> 17		<hr/> 16

Suggested elective: Math 15 (Fortran).

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 7	4	Business 18 or 93	3
English 53	3	Business 82a	3
Natural Science	2	Business 98	3
Physical Education	1	Business 20	3
Math Elective	3	Electives	3
Social Science 76	3	Physical Education	1
	<hr/> 16		<hr/> 16

BUSINESS MAJOR
With Emphasis in Clerical Skills

Suggested Program

FIRST YEAR

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

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 61	3	Business 5	3
Business 69	2	Business 87 or 80a	3-4
Business 96b	3	Business 58a	3
Business 98	3	Business 93	3
Natural Science	2	English 53	1
Physical Education	1	Physical Education	1
Social Science 76	3		
	<hr/> 17		<hr/> 16-17

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

BUSINESS MAJOR
With Emphasis in Information/Word Processing

Suggested Program

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 5	3	Business 58a	3
Business 60b or 61	3	Business 69	2
Business 59	2	Business 95	3
Business 92	3	Business 96a	3
Social Science 76	3	Hygiene 1	2
Physical Education	1	Physical Education	1
	—	Elective	2
	15		—
			16

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 65a	3	Business 65c	2
Business 65b	4	Business 65d	1
Business 68a	2	Business 93 or 18	3
Business 96b	3	Business 98	3
Natural Science	2	English 53	3
Physical Education	1	Physical Education	1
	—	Elective	3
	15		—
			16

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	1	Social Science 76	3
	—	Physical Education	1
	15		—
			17

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 55a	3	Business 55b	3
Business 93 or 18	3	Business 61	3
Business 80a or 87	3	Business 5	3
Business 98	3	Criminal Justice 20	3
Natural Science	2	English 53	3
Physical Education	1	Physical Education	1
	—		—
	15		16

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

BUSINESS MAJOR
With Emphasis in Medical Business Office Skills

Suggested Program

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 60b	3	Business 59	2
Business 92	3	Business 93 or 18	3
Business 95	3	Business 96b	3
Physical Education 38	3	Business 69	2
Business 96a	3	Biology 50 & 51	2
Physical Education	1	Hygiene 1	1
	16	Physical Education	1
			15

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 61	3	Social Science 76	3
Business 56a	3	Business 61	3
Business 98	3	*Business 87 or 80a	3
Hygiene 3	2	English 53	3
Business 5	3	Business 56b	3
Physical Education	1	Physical Education	1
	15		16

*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 56a	3	Business 56b	3
Business 96a	3	Business 69	2
Biology 51 or P.E. 38	3-3	Business 5	3
Physical Education	1	Physical Education	1
	16		15

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 56c or d	3	Business 96b	3
Business 93	3	Business 61	3
Business 59	2	*Business 87 or 80a	3
Hygiene 1	2	Business 98	3
Social Science 76	3	English 53	3
Physical Education	1	Physical Education	1
	14		16

*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

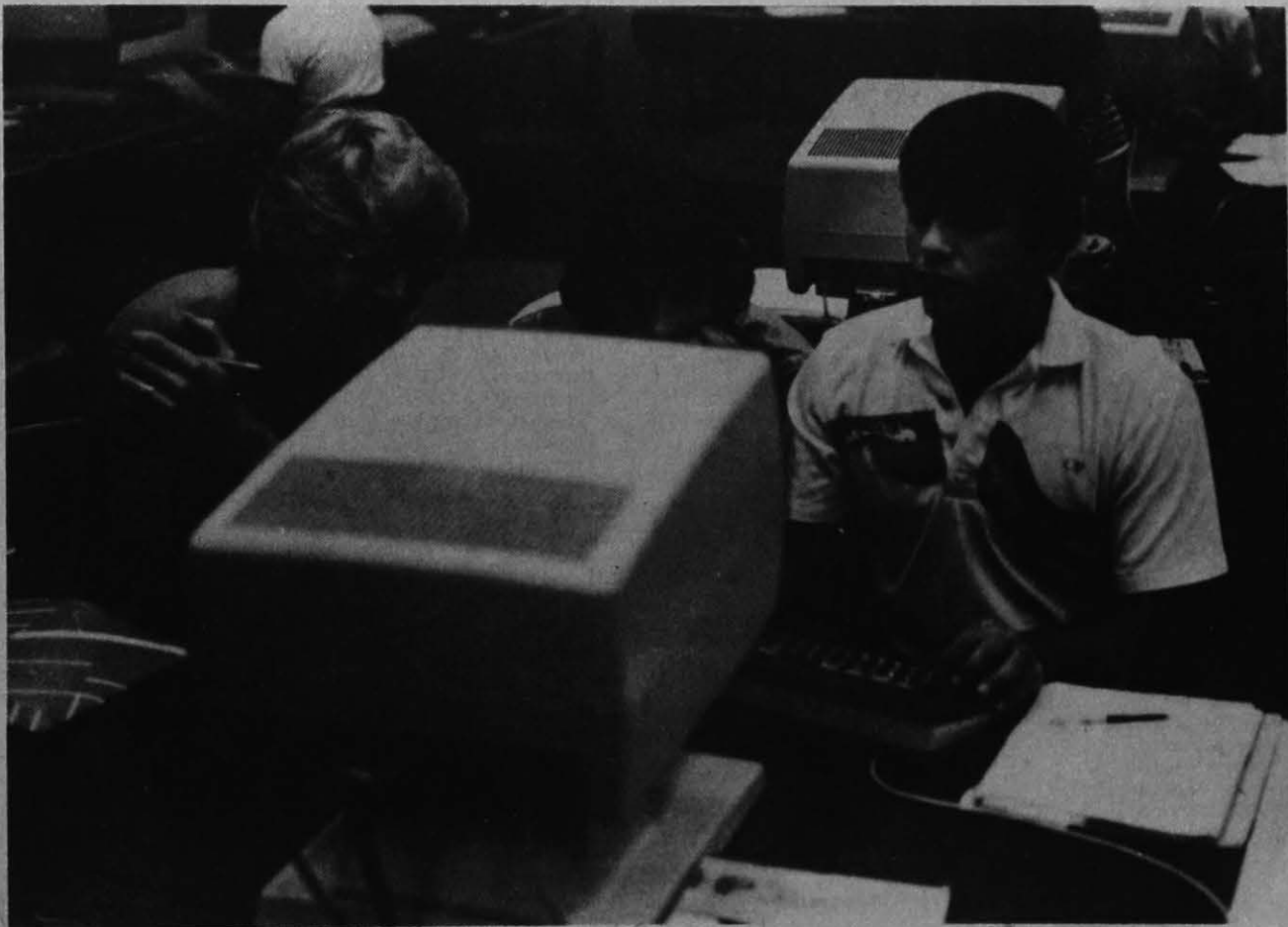
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 70	3	Business 80b	4
Business 80a	4	Business 71	3
Business 92	3	Business 68a	1
Business 95a or b	3	Social Science 75	3
Hygiene 1	2	*Business 60 or 61 or an elective	3
Physical Education	1	Physical Education	1
	<hr/>		<hr/>
	16		15

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 93	3	Business 59	3
English 53	3	Business 97	3
Business 98	3	Business 74	3
Natural Science	2	Business 96b	3
Physical Education	1	Business 5	3
Occupational Work Experience 121a-d	3-4	Physical Education	1
	<hr/>		<hr/>
	15-16		15

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

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
	17		15

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 5	3
Physical Education	1	Physical Education	1
	15		16

*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, 52a-53a	5-6	Business 50b, 52a-53a, 52b-53b	5-6
Business 60a, 60b	3	Business 60b or 61	3
Social Science 76	3	Business 59	2
Business 96a	3	* Business 87 or 80a	3
Business 68a	2	Hygiene 1	2
Physical Education	1	Physical Education	1
	17-18		16-17

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 or 18	3
Business 58a	3	Business 5	3
Business 96b	3	English 53	3
Natural Science	2	Physical Education	1
Physical Education	1		
	17		16

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

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 register 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 fourth (40) hours of training successfully completed at one of the beauty colleges. To receive college credit an individual must be registered in both COS and one of the 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 22 units
Cosmetology 51b	6 to 22 units
Cosmetology 51c	6 to 22 units
Cosmetology 51d	6 to 22 units
Cosmetology 51e	6 to 22 units
Cosmetology 51f	6 to 22 units
Cosmetology 51g	4 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 COS.

Applicants for the cosmetology program must be interviewed and accepted by the training director of one of the participating beauty colleges. The student then presents the completed acceptance form to the COS Student Personnel Center or Office of the Dean of Vocational Education. Upon completion of the COS entrance requirements he/she may begin training at the beauty college at the beginning of each semester.

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 the kit is returned complete and in good condition.

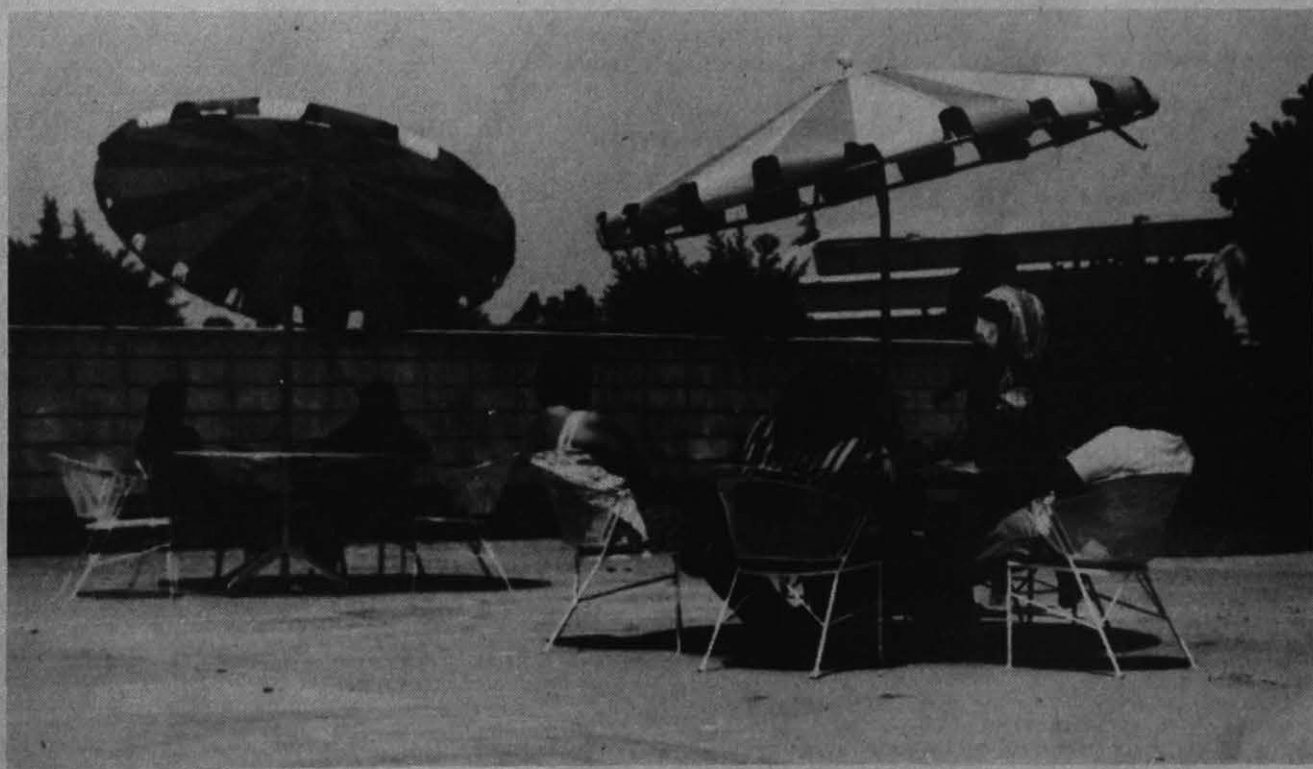
CERTIFICATE OF ACHIEVEMENT IN COSMETOLOGY

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 14 for graduation requirements.



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.

For those students desiring a generalized major in Criminal Justice, it is suggested they take the following Associate in Arts Degree Program. Twenty (20) units in the major are required for this degree.

Those students definitely planning to transfer to four-year in-

stitutions 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.

It is suggested that the law enforcement oriented student place major emphasis in the law enforcement courses and the corrections oriented student place major emphasis in the corrections courses. Twenty units of Criminal Justice, leading to an Associate in Arts Degree. Thirty units in Criminal Justice courses are necessary for a major in Criminal Justice, leading to an Associate in Science Degree.

Suggested Two-Year Programs

Associate in Arts

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 51, 1	3	English 1 or Literature	3
Social Science 76 or Hist. 17a or 17b	3	Psychology 1a	3
Criminal Justice 1	3	Criminal Justice 10 or 30	3
Criminal Justice 32	3	Criminal Justice 18	3
Sociology 1a	3	Sociology 1b	3
	15		15

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Political Science 5	3	Criminal Justice 22 or 33	3
Speech 1a	3	Natural Science	3
Hygiene 1	2	C.J. Electives*	3
Electives**	4	Electives**	6
Criminal Justice 20 or 31	3		15
	15		

For those students desiring a greater indepth study of the Criminal Justice field, it is suggested they take the following Associate in Science Degree Program. Thirty (30) units in the major are required for this degree.

A student who is enrolled in the Associate in Science Degree Program, but has not earned 30 units in the major, may be awarded the Associate in Arts Degree if all Associate in Arts Degree requirements have been met.

Associate in Science

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 51, 1	3	English 1, Tech. Writing or Literature	3
Social Science 76/or Hist. 17a or 17b	3	Psychology 1a	3
Criminal Justice 1	3	Criminal Justice 10 or 30	3
Criminal Justice 32	3	Criminal Justice 18	3
Sociology 1a	3	Criminal Justice 20	3
	15		15

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Political Science 5	3	Natural Science	3
Criminal Justice 21 or 31	3	Criminal Justice 22 or 34	3
Criminal Justice 5 or 33	3	C.J. Electives*	6
Sociology 1b	3	Electives**	3
Hygiene 1	2		15
Electives**	3		
	15		

*It is suggested that the law enforcement oriented student place major emphasis in the law enforcement courses and the corrections oriented student place major emphasis in the corrections courses. Twenty units of Criminal Justice courses are necessary for a major in Criminal Justice, leading to an Associate in Arts Degree. Thirty units in Criminal Justice cour-

ses are necessary for a major in Criminal Justice, leading to an Associate in Science Degree.

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

VOCATIONAL DRAFTING

The curriculum is designed to prepare students to enter employment in a variety of jobs based on, or related to drafting. Students who wish to prepare themselves to become drafters 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
I.A. 22 (Applied Drawing)	3
English 51	3
*Math	3/2
Elective	3
Natural Science Elective	3
P.E.	1
	16/15

SECOND SEMESTER	UNITS
I.A. 24 (Mech. Drawing)	3
English or Elective	3
**Math	3
I&T 10a (Machine)	3
**I&T 6a (Oxy.-Acet. Weld.)	3
Physical Education	1
	16

SECOND YEAR

FIRST SEMESTER	UNITS
I&T 30 (Building Plans & Codes)	3
Social Science Elective	3
**I.A. (Electricity)	3
**Art 6a (Color & Design)	2
Hygiene 1	2
Physical Education	1
	14

SECOND SEMESTER	UNITS
*I.A. 23 (Desc. Geometry)	3
*I&T 35 (Tech. Illustrating)	3
**I&T 10b (Machine)	3
Humanities Elective	3
**Art 11 (Lettering)	2
Physical Education	1
	15

(See brochure for three different tracks.)
 *Required for certificate.
 **May be counted as part of the major.
 See page 14 for Requirements for Graduation.
 Suggested electives which also be counted as part of the

major, I&T 41, 51a-b, Physical Science 10, Architecture 6a, or 40, Art 6b, Art 7a-b, Business 60, 87 or 97.
 If student receives a grade of "C" or better in English 51 or English 1, 3 units will fulfill the graduation requirement for a Drafting major. (Math through Trig.)

DRAMA

Suggested Program

FIRST YEAR

FIRST SEMESTER	UNITS
**Drama 1	3
**Drama 10a	3
**Drama 14A or 15A	2
Science	3
English 1	3
P.E. 80A-D	1
Music 10	3
or Elective	3
	15-15

SECOND SEMESTER	UNITS
**Drama 2	3
**Drama 10b	3
**Drama 14B or 15B	2
History 17A or 17B	3
Speech 1A	3
P.E. 80A-D	1
Math 53	3
or Elective	3
	15-16

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
** Drama 10C	3	** Drama 10D	3
Drama 14A or 15A	2	Drama 14B or 15B	2
Art 1A or Elective	3	Art 1B or Elective	3
Science	3	Hygiene 1	2
Psychology 1a	3	Anthropology 2	3
History 4A	3	History 4B	3
P.E. 81A-D or 83A-D	1	P.E. 81A-D or 83A-D	1
	<hr/>		<hr/>
	15-16		14-15

** Major Requirement
 * Needed to transfer to Cal State Fresno

Suggested Electives: Drama 13A-B; Art 6A-B; Music 30A-D; Industry and Technology 5A-B; 6A or 6B; Speech 3; English 20.

DRAMA MAJORS

Required courses—20 units minimum

With an acting emphasis:

Drama 1 and 2	6
Drama 10A-D	12
Drama 14A-B or 15A-B	4
	<hr/>
	22

With a Tech. emphasis:

Drama 1 and 2	6
Drama 10A-B	6
Drama 14A-B and 15A-B	8
	<hr/>
	20

Required participation in all COS Theatre Arts productions, either by audition (acting) or Technically.

Majors with an acting emphasis must audition for all COS Theatre Arts productions.

EDUCATION

Teaching Credentials

The State of California requires a credential in order to teach 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 Credentials and Service Credentials. For the community college student, only the Teaching Credential should be considered. The teaching credentials are

1. Single Subject—usually considered secondary
2. Multiple Subject—usually considered elementary
3. Specialist Instruction
4. Designated Subjects.

For the Single Subject Credential, the student will be able to teach only the subject in which he majors or passes a subject matter examination.

For the Multiple Subject Credential, the student must follow the Liberal Studies Major as outlined in the college or university catalogue to which he/she is transferring. This consists of 21 units from four fields: English-Speech, Science-Mathematics, Social Sciences, and Humanities. Most colleges have specific courses to meet these eighty-four units for the Liberal Study Major.

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

ELECTRONICS TECHNOLOGY

This program offers pre-employment vocational training for students desiring employment in the electronics industry. The two-year course of study combining lecture and laboratory instruction includes theory and analysis of basic electronics, electronic circuits, and test 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 em-

ployment in communications, manufacturing, or consumer electronics.

Classes are so scheduled that the student may complete additional general education electives to qualify for the Associate in Arts or the Associate in Science 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 the electronics student who plans to enter the electronics industry when completing the program.

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Electronics 50a (Basic d-c circuits)	6	Electronics 50b (Basic a-c circuits)	6
*English	3	Math 53 or 54	3
Hygiene 1	2	English	3
Math 53 or 51	3	Natural Science Elective	3
Social Science Elective	3	Physical Education	1
Physical Education	1		16
	17		

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Electronics 51a (Electronic circuits)	6	Electronics 51b (Electronic systems)	6
Electronics 52a (Digital)	4	Electronics 52b (Microprocessors)	3
History or Pol. Sci.	3	Business 5 (Data Processing)	3
Learning Skill (Elective)	3	Elective	3
Physical Education	1	Physical Education	1
	18		17

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

Suggested Electives: Electronics 49a-b, I&T 68a, I&T 7ab, I&T 51a, Electronics 52a, 62a, 62b.

The following is suggested four semester program for the electronics student who plans to transfer to a four-year university.

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Electronics 50a (Basic d-c circuits)	6	Electronics 50b (Basic a-c circuits)	6
English 1 (Tech. Comp.)	3	Economics 1b	3
Economics 1a	3	Physics 2b	4
Physics 2a	3	History 17a or 17b	3
Physical Education	1	Physical Education	1
	17		17

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Electronics 51a (electronic circuits)	6	Electronics 51b (electronic systems)	6
Electronics 52a (Digital)	4	Electronics 52a (Microprocessors)	3
Math 16a	3	Math 16b	3
Life Science Elective	3	Business 5	3
Political Science 5	3	Physical Education	1
Physical Education	1	Physical Education	1
	16		19

Transfer students should complete the general education requirements for California State Universities and college transfer students. It may be necessary to complete additional units in summer school in addition to the above classes.

Suggested Electives: Industrial Arts 22, Electronics 52a, 62a, Psychology 51.

*If student receives a grade of "C" or better in English 51 or

English 1, 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.

See page 14 for Requirements for Graduation.

ENGINEERING Recommended Lower Division Transfer Program

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Engineering 5a	3	Engineering 5b	3
Mathematics 5a	5	Mathematics 5b	5
Physics 5a	4	Physics 5b	4
*English 1	3	History 17a or 17b or Political Science 5	3
Engineering 10a	2	*Technical Elective	2/3
	—		—
	17		17/18

* Scientific/Technical Reading and Composition Required

* see below

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Engineering 5c	3	Engineering 5d	4
Mathematics 5c	3	Mathematics 5d	4
Engineering 9	2	Physics 5d	4
Physics 5c	4	Chemistry 8/1b	3/5
Chemistry 1a	5		—
	—		15/17
	17		

* Technical Electives:

- Engineering 10b (recommended for Elec./Computer Sci. majors)
- Engineering 7 (recommended for Civil Engr. majors)
- Engineering 15

College of the Sequoias offers a two-year lower division engineering program which closely parallels that of most four-year institutions including the University of California and the Calif. State Univ. systems. This curriculum is common to Aeronautical, Civil, Electrical and Computer Science, Mechanical, and Industrial Engineering. Students considering Chemical Engineering should consult the catalog of the senior institution to which they expect to transfer.

HOME ECONOMICS

The Home Economics Department offers several consumer oriented options which enable the student to meet transfer, vocational, certification, employment and individual lifestyles. 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 as many classes as possible into that major from the classes offered by the College of the Sequoias.

COLLEGE OF THE SEQUOIAS HOME ECONOMICS CERTIFICATION PROGRAM

EARLY CHILDHOOD EDUCATION

A Children's Center Permit* can be obtained from the Department of Education upon the completion of the following requirements:

1. 24 semester units of early childhood/child development coursework
2. 16 diversified semester units in general education
3. Experience requirements in an instructional capacity which can be met in different ways

The college offers the 24 semester units of early childhood/child development coursework needed for the permit. The following 12 units are required by the state:

COURSES	UNITS
Home Ec. 89 or Home Ec. 39—Child Development	3
Home Ec. 40A—Principles and Practicum of Early Childhood	3
Home Ec. 40B—Principles and Practicum of Early Childhood	3
Home Ec. 41—The Child, Family and Society	3
	—
	12

(For specific classes in each area, see the general education requirements in the catalog, page 21.)

For details on the experience requirements for a permit, see

Students may select the remaining 12 units from the following classes:

COURSES	UNITS
Home Ec. 12—Children's Nutrition	3
Home Ec. 42—Creative Activities for Young Children	2-2
Home Ec. 43—Supervision and Administration for Young Children	3
Home Ec. 44—Contemporary Parenting	3
Home Ec. 45—Exceptional Children	3

The college also offers the 16 general education units. Students must select a minimum of one class from each of the following four areas to total 16 units:

- I. Humanities
- II. Social Science
- III. Math and Science
- IV. English

one of the early childhood education instructors.

* Programs that receive state and/or federal money require a Children's Center Permit of their teachers.

**COLLEGE OF THE SEQUOIAS
HOME ECONOMICS CERTIFICATION PROGRAM**

DRESSMAKING AND ALTERATIONS

This program is designed for those students interested in the construction aspect of clothing. Upon satisfactory completion of the courses listed below a certificate will be given. The student would be qualified to work as an alterations specialist

for a retail clothing store, clothing rental agency, or dry-cleaning establishment. In addition, the student could qualify as a dressmaker.

FALL SEMESTER	UNITS
Home Ec. 20—Clothing Selection and Personal Appearance	3
Home Ec. 21—Clothing Construction	3
Home Ec. 22—Advanced Clothing Construction	3
	—
	9

SPRING SEMESTER	UNITS
Home Ec. 23—Creative Pattern Design	3
Home Ec. 70-ab—Sewing for Personal Pleasure	2
Business 80a or 87—Accounting	4-2
Business 121 a-d—Vocational Work Experience	1-4
or	
Home Ec. 48 a-c—Supervised Practice	1-3
	—
	8-16

**COLLEGE OF THE SEQUOIAS
HOME ECONOMICS CERTIFICATION PROGRAM**

INTERIOR DESIGN

Interior design and its relationship to the environment should be the primary consideration of students enrolled in this program. A sound background in architectural design is fundamental to the solution of interior design problems. Students develop concepts in spatial arrangement through the use of line, form, color and texture which may then be used in designing interiors. Training in drafting, interpretation of

blueprints and specifications, use of materials and the ability to present a suitable rendering must all be a part of the training of the interior design student.

Graduates may qualify for employment in a wide variety of areas including work in architectural and planning offices, department stores, furniture stores, design studios, and governmental agencies.

Twenty units are required to attain a certificate as a HOME FURNISHINGS AIDE:

COURSES	UNITS
*Home Ec. 1—Housing and Interior Environment	3
*Home Ec. 2—Interior Design and Home Furnishings	3
*Home Ec. 6a—Color and Design	2

*REQUIRED

Architecture 2a—Introduction to Architectural Drawing to Perspectives	2
or	
Architecture 53—Perspective Drawing	2
Art 12a—Watercolor Painting	2
Building Trades 51a—Drawing for Building Construction	2
Business 59—Record Keeping	2

Select 12 units from the following:

Art 1b—History of Art	3
Art 25 a-b—Exhibition Design Gallery Techniques	2

The above courses in combination with other courses selected with the help of a counselor or Home Ec. instructor may be used to earn the AA degree.

ASSOCIATE IN ARTS DEGREE IN HOME ECONOMICS

Any twenty home economics units plus the general education requirements and electives as listed on Page 14 will meet graduation requirements.

**ASSOCIATE IN ARTS DEGREE
IN EARLY CHILDHOOD EDUCATION**

The following 12 units are required. In addition, other home economics courses must be selected to give a total of 20 home economics units. These units plus the general education

requirements and electives as listed on page 21 will meet graduation requirements.

REQUIRED UNITS

Home Ec. 39 or 89—Child Development	3
Home Ec. 40A—Principles & Practicum of Early Childhood	3
Home Ec. 40B—Principles of Early Childhood	3
Home Ec. 41—Child, Family and Society	3
	—
	12

This route is recommended for early childhood education planning to transfer to a four year institution, since majors will continue coursework in early childhood education. Students should consult the catalog of the four-year institution of their choice to be sure coursework coordinates.

ASSOCIATE IN SCIENCE DEGREE IN EARLY CHILDHOOD EDUCATION

This is recommended for early childhood education majors not planning to transfer to a four-year institution, since it

provides the 24 units needed for a Children's Center Permit as well as more units in the major field.

Suggested Curriculum

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
*Home Ec 39 or 89	3	*Home Ec 40b	3
*Home Ec 40a	3	*Home Ec 41	3
English 51 or 1	3	Soc Science 76	3
Nutrition 18	3	Home Ec 12	3
Hygiene 1	2	Art 3	2
Physical Education	1	Physical Education	1
	15		15

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Home Ec 42a	2	Home Ec 42b	2
Home Ec 44	3	*Home Ec 43	3
Music 8a	1	Home Ec 45	3
Hygiene 3	2	Elective	3
Home Ec 31	3	Elective	3
Home Ec 26	3	Music 8b	1
Physical Education	1	Physical Education	1
	15		16

*Home Ec 39 or 89, 40a, 40b, and 41 are the units specified by the State Dept. of Social Welfare and the Department of Education for persons who teach young children in State licensed pre-school programs.

**Take only if you have had experience in the field.

A Children's Center Permit (issued by the State of California, Commission for Teacher Preparation and Licensing) consists of:

1. 24 semester units of course work in Early Childhood Education.

2. One of the following:
 - a. two years of experience in an instructional capacity.
 - b. three years of experience as a volunteer in instructional capacity.
 - c. certificate from commission-approved field based assessment.
 - d. supervised field work from accredited institution plus one year instructional capacity.

3. 16 semester units in general education with at least one course in humanities, social science, math and science, and English.

ASSOCIATE IN SCIENCE DEGREE IN HOME ECONOMICS

The following 16-18 home economics units are required. In addition, other home economics courses must be selected to give a total of 30 home economics units. These units plus the

general education requirements and electives as listed on page 21 will meet general graduation requirements.

REQUIRED UNITS

TRANSFER COURSES	UNITS	NON-TRANSFER COURSES	UNITS
H. Ec. 10A - Foods	3	H. Ec. 60A, 10A - Foods	2 3
Nut. 18 - Nutrition	3	Nut. 18 - Nutrition	3
H. Ec. 39 - Child Dev.	3	H. Ec. 89 or 39 - Child Dev.	3
H. Ec. 31 - Pers. Mgmt.	3	H. Ec. 31 - Pers. Mgmt.	3
H. Ec. 1 or 2 - Housing, Int. Des.	3	H. Ec. 1 or 2 - Housing, Int. Des.	3
H. Ec. 21 or 22 - Clothing	3	H. Ec. 70A or 21 or 22 - Clothing	2 3
	18		16 18

ASSOCIATE IN SCIENCE DEGREE IN HOME ECONOMICS WITH EMPHASIS IN INTERIOR DESIGN

COURSES	UNITS
Home Ec. 1—Housing and Interior Environment	3
Home Ec. 2—Interior Design and Home Furnishings	3
Home Ec. 6a—Color and Design	2
Art 1b—History of Art	3
Art 25a-b—Exhibition Design, Gallery Techniques	2
Architecture 2a or Architecture 53—Drawing and Perspectives	2
Art 12a—Watercolor Painting	2
Building Trades 51a—Drawing for Building Const.	2
Business 59—Records Management	2
Ind. Art 52—Drawing	2
Business 87—Accounting for Small Business	2

Select from: Home Ec. 6b, Art 1a, Architecture 2b, Building Trades 51b, Business 74, Art 3, H. Ec. 9 2-2
 Art 11, Business 71 2
 Art 7a and 12b 2-2

Other courses should be selected with the help of a counselor or Home Economics Department Instructor to supply the needed and suggested courses for graduation.

2



FOR TRANSFER TO OTHER INSTITUTIONS

When planning to transfer to other institutions, check with your counselor and a current catalog of the college of your choice.

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 the transfer is planning, for minor variations.

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I.A. 1 (Woodwork)	3	I.A. 22 (Drawing)	3
I.A. 11 (Electricity)	3	Elective Social Science	3
English 1	3	English 20	3
History 17a or 17b	3	Political Science 5	3
Physical Science 10	3	Chem 53	3
Physical Education	1	Physical Education	1
	—		—
	16		16

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Gen. Education Electives	3	Hygiene 1	2
I&T 10a (Machine)	3	Humanity elective	3
Psychology 1a	3	Speech 1a	3
Biological Science	3	Electives	6
Social Science elective	3	Physical Education	1
Physical Education	1	I&T 41 (Air Cond. Metal)	3
	—		—
	16		17

Suggested Electives: Art 6a; 7a; Economics 1a; Sociology 1a; Mathematics 54; Mathematics 53; Industry & Technology 4a, 10b, I.A. 2.

NOTE: If Mathematics 51 (Algebra) and Mathematics 52 (Geometry) were not completed in high school, they will be required for all Fresno State transfers.
See page 14 for graduation requirements.

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 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.

INDUSTRY TECHNOLOGY FRESNO STATE

FIRST YEAR

FALL

Math 16a
English 1 (Technical Writing)
History 17a or b
Industrial Arts 22 (Drawing)
Hygiene 1
P.E.

SPRING

Physics 2a or Chemistry 2a
Economics 1a
Industry Arts 10a (Machine)
Biological Science (Elective)
P.E.

SECOND YEAR

FALL

Math 16b
English 20
Political Science 5
Industrial Arts 11 (Electricity)
Psychology 1a
P.E.

SPRING

Physics 2b or Chemistry 2b
Economics 1b
Industrial Arts 41a (Sheet Metal)
Speech 1a
Elective
P.E.

INDUSTRY TECHNOLOGY CAL POLY SLO

FIRST YEAR

FALL

Math 16a (Survey or Geometry)
English 1 (Technical Writing)
Chemistry 2a
History 17a or b
Hygiene 1
P.E.

SPRING

Physics
Economics 1a
Psychology 1a
Humanity (Elective)
Industrial Arts 22 (Drawing)
P.E.

SECOND YEAR

FALL

Math 21 (Elementary Statistics)
Literature
Chemistry 2b
Political Science 5
Biological Science 5
Biological Science (Elective)
P.E.

SPRING

Physics
Economics 1b
Speech 1a
Industry & Technology 35 (Drawing)
Industrial Arts 11 (Electricity)
P.E.

General Education electives should be chosen to meet the requirements for the 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

Elective for Option:

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

Carpentry and Mill Cabinet 49a; Building Trades 51a, 51b, 55b, 56a, 60, 62, 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 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
English 1	3
Mathematics 16a	3
History 17a/17b	3
I.A. 22 (Drawing)	3
Hygiene	3
Physical Education	1
	16

SECOND SEMESTER	UNITS
English 20	3
Math 16b	3
Political Science 5	3
I&T 10a (Machine)	3
GE Elective	3
Physical Education	1
	16

SECOND YEAR

FIRST SEMESTER	UNITS
Physics 2a or Chem 2a	4
Economics 1a	3
Elective	3
Speech 1a	3
Psychology 1a	3
Physical Education	1
	17

SECOND SEMESTER	UNITS
Physics 2b or Chem 2b	4
Economics 1b	3
Humanity	3
I.A. Elective	3
Physical Education	1
	14

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 student's choice.

Drafting Design Emphasis

Electricity/Electronics Emphasis

Drafting/Design Emphasis: Chem. 2a, 2b, I.A. 23, Arch. 1a; I&T 4a.

Electricity/Electronics Emphasis: Chem. 2a, 2b

Graphic Communications Emphasis: Chem. 2a, 2b

Metals Emphasis: Chem. 2a, 2b, I.A. 22, I&T 4a, 40a

Transportation Emphasis: Chem. 2a, 2b, I.A. 12, 22, I&T 4a, 40a

Wood products Emphasis: Chem 2a, 2b—I.A. 1, 2 & 22.

See page 14 for graduation requirements.

**SUGGESTED MATHEMATICS PROGRAM:
UNIVERSITY TRANSFER**

FIRST YEAR

FIRST SEMESTER		UNITS	SECOND SEMESTER		UNITS
Mathematics 1a	4	Mathematics 1b	4
Physics 5a or 2a	3-4	Mathematics 11	3
and or			Physics 5b or 2b	3-4
German or French 1	4	and/or		
English 1	3	German 2 or French 2	4
Physical Education	1	English 20 or Spanish 1a	3
		---	Physical Education	1
		18/19			---
					18/19

SECOND YEAR

FIRST SEMESTER		UNITS	SECOND SEMESTER		UNITS
Mathematics 1c	4	Mathematics 5d	4
Mathematics 21	2	Electives	3
Physics 5a 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 17a or 17b	3	Political Science 5	3
Physical Education	1	Physical Education	1
		---			---
		18/20			18/20

**SUGGESTED MATHEMATICS PROGRAM:
STATE COLLEGE OR UNIVERSITY
TRANSFER**

FIRST YEAR

FIRST SEMESTER		UNITS	SECOND SEMESTER		UNITS
Mathematics 1a	4	Mathematics 1b	4
Mathematics 15	3	Mathematics 11	3
Physics 2a	4	Physics 2b	4
English 1	3	English or Speech 1a	3
Electives	2	Electives	3
Physical Education	1	Physical Education	1
		---			---
		17			18

SECOND YEAR

FIRST SEMESTER		UNITS	SECOND SEMESTER		UNITS
Mathematics 1c	4	Mathematics 21	3
Botany 10 or Zoology 10	3	Electives	3
History 17a or 17b	3	Chemistry 1a	5
Electives	6	Political Science 5	3
Physical Education	1	Hygiene 1	2
		---	Physical Education	1
		17			---
					17

GENERAL MECHANICS

A program made up of mechanical, mathematics and science courses which should prepare a student with mechanical aptitude and interest to enter employment as a general maintenance man in a shop, packing plant or factory. General

education courses may be chosen from the list of options listed under requirements for graduation for those who wish to earn an associate degree.

FIRST YEAR

FIRST SEMESTER	UNITS
I&T 51a (Tech. Drawing)	3
Mathematics 50	2
*English 51	3
I&T 41 (Air Cond. S/M)	3
Physical Education	1
	—
	15

SECOND SEMESTER	UNITS
Physical Science 10	3
I&T 51B (Tech. Drawing)	3
Business 87	2
Elective	3
Elective	3
Physical Education	1
	—
	15

SECOND YEAR

FIRST SEMESTER	UNITS
I&T 10a (Machine)	3
I.A. 1 (Woodwork)	3
I&T 6a (Gas Welding)	3
Social Science 76	3
Hygiene 1	2
Physical Education	1
	—
	15

SECOND SEMESTER	UNITS
I&T 10b (Machine)	3
I&T 6b (Arc Welding)	3
Math 51	3
Humanities Elective	6
Physical Education	1
	—
	16

*Mathematics 50 is required for students who need additional instruction as determined by proper standardized tests.
 **If student receives a grade of "C" or better in English 51 or 1, 3 units will fulfill the graduation requirement for a General Mechanics major.

Suggested electives: Additional English or Speech, Physical Science 12, Mathematics 52, 53, Business 70, 71 or 92, Psychology 52, Sociology 62.
 See page 14 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 pursue schooling in a senior

college, an evaluation of his/her work toward a bachelor's degree may be obtained.
 Emphasis is on machine shop, welding, sheet metal, foundry, and shop drawing.

FIRST YEAR

FIRST SEMESTER	UNITS
I&T 51a (Tech. Drawing)	3
*Mathematics 50	2
I&T 6-a (Gas Welding)	3
I&T 41 (Air Cond. Duct Sheet Metal)	3
I&T 10a (Machine)	3
Physical Education	1
	—
	15

SECOND SEMESTER	UNITS
I&T 51b (Tech. Drawing)	3
I&T 6b (Arc Welding)	3
I&T 10b (Machine)	3
Social Science 76	3
*English 51	3
Physical Education	1
	—
	16

SECOND YEAR

FIRST SEMESTER	UNITS
I&T 10c (Machine)	3
Elective	2
Business 87	3
Natural Science Elect.	3
Hygiene 1	2
Physical Education	1
	—
	14

SECOND SEMESTER	UNITS
I&T 10d (Machine)	3
Humanities Elective	3
Electives	9
Physical Education	1
	—
	16

*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 1, 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, Mathematics 52, 53 & 54, Business 70, 71, 92, Psychology 52, Sociology 62.

See page 14 for Requirements for Graduation.

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 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 transfer is planned.

Music Transfer to State Colleges Suggested Program FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Music 4a	5	Music 4b	5
Music 18, 19, 21, 22, 23	2	Music 18, 19, 21, 22, 23	2
English 1	3	English 20	3
Science	3	Political Science 5	3
History 17a or 17b	3	Science	3
Physical Education	1	Physical Education	1
	—		—
	17		17

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Music 14b	5	Music 14b	5
Music 18, 19, 21, 22, 23	2	Music 18, 19, 21, 22, 23	2
Speech 1a	3	Psychology 1a	3
Science	3	Hygiene 1	2
Social Science Elective	3	Elective	3
Physical Education	1	Physical Education	1
	—		—
	17		16

All music majors are required to participate in at least one music ensemble group per semester according to their individual interests. Choose from Music 22 — String Orchestra, Music 23 — Choir, Music 18ab — Marching Band, Music 19ab — Concert Band and Music 21 — Jazz Ensemble.

It is recommended that music majors choose electives from

the following courses. Music 7 — Beginning Strings, class instruction, Music 3a-b — Beginning Woodwinds, class instruction, Music 5ab — Beginning Brass, Music 6ab — Percussion class instruction, Music 9a — 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 nursing office. The student is advised to consult the school of his/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 catalogs of the transfer schools.

Fresno State University Nursing Curriculum

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Chemistry 2a	3	Chemistry 2b or 2c	3
Anatomy 1	4	Physiology 1	4
Psych 39	3	Psychology 1a	3
Sociology 1a or Anthro 2	2	Nutrition 18 or Speech 1a	3
English 1	3	Bacteriology 1	4
Physical Education	1	Physical Education	1
	17		18

NURSING PROGRAMS

CHAIRMAN DR. LYNN HAVARD

The College of the Sequoias Nursing Department offers two programs, an Associate Degree Registered Nurse Program and a Licensed Vocational Nurse Program. Detailed information

along with application material for both of these programs may be obtained by writing or calling the Nursing Office at the college.

ASSOCIATE DEGREE REGISTERED NURSE PROGRAM

The College of the Sequoias offers a two-year Associate Degree Nursing Program for qualified men and women. Application procedures must be completed by July 31 in order for the applicant to be eligible for the January class and January 31 for the August class.

In order for the application process to be considered complete, all transcripts, test scores and reference forms must be in the nursing office. Reference forms are sent out by the nursing office when the application is submitted.

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 are qualified to transfer to CSU-Fresno and complete their B.S. degree requirements in two additional years.

Students must maintain a "C" grade in all nursing courses and concomitant classes.

CURRICULUM

FIRST SEMESTER	UNITS	THIRD SEMESTER	UNITS
Nursing 1	7	Nursing 3	9
Nursing 23	2	Speech 1A	3
Psychology 1A	3	Humanities	2
English 1	3		14
	15		
SECOND SEMESTER	UNITS	FOURTH SEMESTER	UNITS
Nursing 2	9	Nursing 4	11
Sociology 1A	3	Nursing 24	1
Nutrition	3	Hist. 17a/17b or	
	15	Pol. Sci. 5	3
			15

Four unit laboratory classes in Anatomy, Microbiology, Physiology, and Chemistry 2A are prerequisites for Nursing 1. All of these science classes must be completed before a student enters Nursing 1. All science and concurrent classes must be completed with a grade of "C" or better.

Brochures are available in the nursing office detailing ad-

mission requirements, expenses, application procedures, grading and probation policies. Licensed Vocational Nurses may choose any one of three plans for entering the R.N. program with advanced standing. Detailed information is available in the nursing office.

VOCATIONAL NURSE PROGRAM

The Vocational Nurse Program requires three semesters of full time study. Following the successful completion of the required course of study, the graduate will be qualified to take the California State Board exam for licensure as a vocational nurse.

The program integrates pharmacology, nutrition and the practice of nursing in the medical-surgical field which involves the following body systems. Integumentary, musuloskeletal, cardio-vascular, neurosensory, endocrine, digestive, respiratory, reproductive and urinary. 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.

Students must maintain a "C" grade in all nursing courses

and concomitant classes, both in theory classes and clinical experience and practice. A semester grade of less than "C" will result in a student being dropped from the program.

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

Prerequisites to the College of the Sequoias LVN program include a nursing aptitude test. Psychology 1a, Biology 14 and Math 50.

PROGRAM

FIRST SEMESTER – Vocational Nursing 50 – 14 units
 SECOND SEMESTER – Vocational Nursing 51 – 14 units
 (Prerequisite V.N. 50)
 THIRD SEMESTER – Vocational Nursing 52 – 14 units
 (Prerequisite V.N. 50 & V.N. 51)

PARALEGAL

This curriculum is designed to prepare a student for a career as a paralegal. A paralegal performs a variety of functions within the field of law which includes, but is not limited to: conducting legal research and writing, preparing pleadings and other legal forms and documents, obtaining information through client interview and investigation, legal office management, and a variety of other tasks.

A student desiring entrance into this program must possess the necessary personality and intelligence qualifications which would indicate a success in the field of law. An entrance examination will be given each student and they will be counseled about their potential success in this field. Throughout the

program there is an emphasis on individual guidance and counseling with placement as a paralegal within the legal community as the ultimate goal.

Upon completion of the program, the student will have fulfilled the American Bar Association and National Association of Legal Assistants recommended requirements and are eligible for national certification as a legal assistant (paralegal). The actual certification procedure is conducted by the National Association of Legal Assistants.

The following courses are recommended for the student who wants to graduate with an Associate in Science (AS) in Paralegalism.

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 1 or 51	3	Speech 1A	3
Political Science 5 or Soc. Science 76	3	Psychology 1A	3
Sociology 1A	3	Paralegal 4	3
Hygiene 1	2	Paralegal 5	3
*Legal Terminology (Paralegal 6) or Elective	1	**Paralegal Electives	3
Paralegal 1	3		15
	15		

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Natural Science	3	Humanities	3
Paralegal 2A	3	Paralegal 2B	3
Paralegal 3	3	Paralegal 49A	3
Paralegal Electives	3	Paralegal Electives	3
*Electives	3	*Electives	3
	15		15

*For the student totally unfamiliar with legal concepts, terms, and procedures it is recommended that Paralegal 6 (Legal Terminology) be taken the first semester with Paralegal 1 (Introduction to Paralegalism)

**A student must select nine (9) one (1) unit substantive area (specialized courses as a required part of the paralegal program.

*It is recommended that a student take Business Law or Accounting as an elective course.

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 1-20	3 3	Speech 1a	3
History 17a or 17b	3	* Anatomy 1	4
Political Science 5	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	2
Hygiene 1	2	Electives	5 4
Sociology 1a-1b	3 3	P.E. 32c (Folk-Square-Social)	1
May Substitute P.E. 9a, P.E. 35 & P.E. 36	2	Nutrition 18 or Ecology 1	1
P.E. 45a (Aquatics)	2	P.E. 37c (Golf)	1
Botany 10 or Zoology 10	3	P.E. 40c (Archery)	1
Physical Education	1 1	P.E. 31c (Badminton)	1
	16 17	Physical Education	1 1
		17 16	

*Physical Education for Women—State Colleges

FIRST YEAR	UNITS	SECOND YEAR	UNITS
English 1-20	3 3	Speech 1a	3
History 11 or 12	3	* Anatomy 1	4
Political Science 5	3	Physiology 1	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. 37c (Golf)	1
P.E. 45a (Aquatics)	2	Archery 40c (Archery)	1
P.E. 33c (Tennis)	1	P.E. 41w (Modern Dance)	2
Electives	4 2	P.E. 33c (Tennis)	1
Physical Education	1 1	P.E. 31c (Badminton)	1
	18 18	Electives	5 3
		Physical Education	1 1
		17 18	

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

**Physical education majors should check catalogs of transfer institutions for the anatomy requirements. Fresno State University, for example, offers a special anatomy course for P.E. majors and prefers that it be taken there. If so, student

should take Ecology 1, Nutrition 18, Chemistry 1a or Astronomy 10.

Experience in Intramural, P.E. 35 and 36 (Lifesaving and WSI), Activities, P.E. 48a-d (Teachers Aid).
Recreation 2, 3 & 4, P.E. 38 are recommended electives.

Suggested Sequence of Courses

For AA Degree in Recreation—P.E.

FIRST YEAR		THIRD SEMESTER	
FIRST SEMESTER	UNITS	UNITS	UNITS
*Recreation 1	3	*Recreation 2	3
Hygiene 1	2	*Recreation 121a	2 4
English 51, 54 or 1	3	(Work Experience)	
Art 3	2	*P.E. 38, OH 50, or Ecology 1	2 3
Psychology 51 or 1a	3	Business 95 or 88	3
*P.E. 32c	1	Drama 10a	3
*P.E. Activity	1	(or approved elective)	
	15	*P.E. Activity	1
		14-15	

SECOND YEAR

SECOND SEMESTER	UNITS	FOURTH SEMESTER	UNITS
*Recreation 3	3	*Recreation 4	3
English 53 or 20	3	*Hygiene 3	1
Nutrition 18	3	Psychology 33 or 39	3
Art 6a or 7a	2	or Home Economics 39	
Sociology 26	3	Speech 3 or approved elective	3
*P.E. Activity	1	Social Science 76	3
	—	Electives	1
	15	*P.E. Activity	1
		*Recreation 49 (Independent Study)	1.4
			—
			17.21

*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, Home

Ec. 42 (Creative Activities for Children), Astronomy 10, Ornamental Horticulture 1, Photo 1a, Education 50a, History 17a, History 17b, Physical Education 32c, 35, 36, 37, 45, 70, 71, Journalism.

**Suggested Sequence of Courses for
State University Transfer in Recreation**

FIRST YEAR

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 1	3	Hygiene 1	2
Nutrition 18	3	*P.E. Activity	1
*P.E. Activity	1		—
	—		15
	17		

SECOND YEAR

THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
Photo 1a	3	*Recreation 4	3
Sociology 1a or 26	3	Science elective	3
English 20	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
	—		—
	16		15

Also recommended: Ornamental Horticulture 1, Ecology 1, Physical Education, 32, 35, 36, 37, 45, 70, 71, Recreation 49a-d (Independent Study), Recreation 121 (Work Experience) and Home Ec 42.

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

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

**WATER SAFETY INSTRUCTOR
LIFE GUARD**

Students who have completed P.E. 9a or have Intermediate Skills may take a year course which qualifies them to:

- Teach swimming for all city aquatic programs and agency swim programs such as the YMCA, Boy Scouts, Church Camps and City Recreation Departments.
- Guard at all pools. Meets state standards for Life Guards.

Required Classes

Fall	P.E. 35	Advanced Life Saving Standard and Advanced First Aid Water Safety Instructor's Training Certificate in Cardio-Pulmonary Respiration
	Hygiene 3	
Spring	P.E. 36	
	C.P.R.	

WELDING TECHNOLOGY

The Welding Technology program offers pre-employment vocational instruction for men and women students desiring employment in the welding industry. Metallurgy and materials testing is also offered for students interested in advanced studies for pre-university or industrial instruction.

Classes are scheduled so that students may acquire: An Associates in Arts Degree in Welding Technology, Welding Operator Certification, and the College of the Sequoias Welding Technology Certificate of Completion.

The Welding Technology Certificate of Completion requires a passing grade in four of the following classes: Welding 4-A or 6-A, Welding 4-B or 6-B, Welding 7-A or 8-A, Welding 7-B or 8-B.

The Welding Operator Certification requires passing a manipulative test that conforms to the A.W.S. D1.1 Structural Code.

Refer to General Education Requirements for Associate in Arts Degree in Welding.

ASSOCIATE IN ARTS DEGREE

Suggested two year program for the Welding Technology student who plans to enter the welding trade when completing the program.

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I&T 4a (Oxy-Acet. Weld.)	7	I&T 4b (Arc Welding)	7
Elective	3	Elective	3
Math 50	2	English 50	3
I&T 51 (Drawing)	3	Hygiene 1	2
Physical Education	1	Physical Education	1
	16		16

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I&T 8a (Adv. Welding)	7	I&T 8b (Adv. Welding)	7
Art 8a	2	Speech 1a	3
History 17a or 17b	3	I&T 17 (Metallurgy)	3
English 51	3	Photo 1a	3
Physical Education	1	Physical Education	1
	16		17

*Math 50 is required for students who need instruction as determined by standardized tests.

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

Suggested Electives: Math 52, 53, additional English, machine shop, slide rule, Business 87, Physical Science.

See page 14 for Requirements for Graduation.

ASSOCIATE IN SCIENCE DEGREE

Suggested four semester program for the Welding Technology students who plan to transfer to a four year university.

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I&T 4a Oxy-Acet. Weld.	7	I&T 4b Arc. Welding	7
English 1	3	Art 19	3
Psychology 39	3	Psychology 1a	3
Art 1a	3	Ecology 1	3
Physical Education	1	Photo 1a	3
	17	Physical Education	1
			20

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I&T 8a Adv. Welding	7	I&T 8b Adv. Welding	7
Speech 1a	3	I&T 17 Metallurgy	3
Orn. Hort. 1	3	Political Science 5	3
History 17a or 17b	3	Math 53	3
Chemistry 1a	2	Physical Education	1
Physical Education	1	Welding 49	2
	20		19

I&T Certificate Program.

**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 community service agency during a minimum of two semesters of the two-year program.

FIRST YEAR

		SECOND SEMESTER	UNITS
English 51 or 1	3	Speech 1a	3
Social Science 76	3	*Business 18 or 93 (Business Law)	3
*Business 97 or Home Economics 31	3	*Nutrition 18	3
*Sociology 20 (Survey of Public Welfare)		*Sociology 21 (Interviewing)	4
Hygiene 1	2	Psychology 1a or 51	3
Physical Education	1	Physical Education	1
	<hr/> 15		<hr/> 17

SECOND YEAR

		SECOND SEMESTER	UNITS
*Sociology 1a	3	*Sociology 1b	3
*Sociology 26 (Marriage and Family)	3	*Sociology 23b (Internship)	2
*Sociology 22 (Introduction to Social Work)	3	*History 23 (Mexican-American History)	3
*Psychology 33 (Personality)	3	Electives	5
Physical Education	1	Physical Education	1
Sociology 23a Internship	2	Elective	3
	<hr/> 15		<hr/> 17

*Course required for granting of Community Services certificate by College of the Sequoias.
Suggested electives: English 8, 10 or 13, History 21, History 22, Psychology 10, Spanish, Business 60a or 60b (Typing).

COURSE DESCRIPTIONS

EXPLANATION OF SYMBOLS

Example: "BUSINESS 60a—ELEMENTARY TYPING (2)"
"60" 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 1 through 49 are designed primarily to meet the needs of students who are preparing to 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 in the California State University and Colleges system are identified by the letters "BA" following the course name and number.

OPEN ENROLLMENT

It is the policy of the district that, unless specifically exempted by statute, every course, course section of class, the

average daily attendance of which is to be reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Chapter 11, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

Board Policy
Adopted: March 21, 1977

PERMISSION OF THE INSTRUCTOR

Some course descriptions indicate another course as a prerequisite or "permission of the instructor." In such cases the instructor interviews the student to determine the basis on which the student feels that he is prepared to take the course without taking the prerequisite course. If the instructor determines that the student has made a valid request because of military or civilian work experience, appropriate written and/or manipulative tests will be administered and the student will be admitted on that basis. The completed and graded test or other appropriate criteria for admitting the student is recorded and placed in the student's file folder.

Not all courses listed in this catalog are offered every semester.

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.

4. Students are limited to a maximum of six units of independent study credit in any one discipline.

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

DIVISION OF AGRICULTURE, NATURAL RESOURCES AND HOME ECONOMICS

CHAIRMAN: MR. BRUCE JENSEN

MAJORS

Agricultural Management	Home Economics
Animal Science	Mechanized Agriculture
Dressmaking & Alterations	Ornamental Horticulture
Early Childhood Education	Plant Science

AGRICULTURE

AGRICULTURE 1—AGRICULTURE MATHEMATICS (3) BA

Four hours lecture-laboratory per week.
Procedures, problems in soils, dairy, horticulture and feeds, equations, discounts and interest, area, volumes and proportions.

AGRICULTURE 3—ECONOMIC ENTOMOLOGY (3) BA

Four hours lecture-laboratory per week.
General study of western insects, life cycles, economic importance and control.

AGRICULTURE 4—SOILS (3) BA

Four hours lecture-laboratory per week.
A study of values and management of different types of soils.

AGRICULTURE 5—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 4 is recommended as a prerequisite.

AGRICULTURE 10a-d—SUPERVISED PRACTICE (1-4) BA

Five hours work per week for each unit of credit.
Practical training in agriculture or related occupations. Open to agriculture students only.

AGRICULTURE 49a-c INDEPENDENT STUDY (1-3) BA

See index

AGRICULTURE 80a-e—PEST CONTROL ADVISORS (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 100—SHORT COURSES IN SPECIFIC AGRICULTURE SKILLS (0)

Courses would run for a minimum of eight hours and up to 40 hours, depending upon the level of skill involved.

The classes would be determined by the Kings and Tulare County committees in those areas where the need exists and placement is promising.

MECHANIZED AGRICULTURE 1—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.

MECHANIZED AGRICULTURE 2a-d—PROJECT CONSTRUCTION (3-3-3-3) BA

Two hours lecture and 4 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.

MECHANIZED AGRICULTURE 3—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.

MECHANIZED AGRICULTURE 4—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.

MECHANIZED AGRICULTURE 5a-b—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.

MECHANIZED AGRICULTURE 6a-b—AGRICULTURE WELDING (2-2) 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.

MECHANIZED AGRICULTURE 7—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.

MECHANIZED AGRICULTURE—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.

MECHANIZED AGRICULTURE 9—SMALL ENGINES AND EQUIPMENT (2) BA

Four hours lecture-laboratory per week.
Operation, maintenance, and repair of small gas and diesel engines and landscaping equipment.

AGRICULTURE MANAGEMENT 1—INTRODUCTION TO AGRICULTURE ECONOMICS (3) BA

Four hours lecture-laboratory per week.
Introduction to the economic aspects of agriculture 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.

AGRICULTURAL MANAGEMENT 2—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.

AGRICULTURAL MANAGEMENT 3—FARM MANAGEMENT (4) BA

Four hours lecture per week.
A study of prices, economic trends, budgets, credit and choice of enterprises.

AGRICULTURAL MANAGEMENT 4—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.

ANIMAL SCIENCE 1—INTRODUCTION TO ANIMAL HUSBANDRY (4) BA

Four hours lecture-laboratory 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 SCIENCE 2—LIVESTOCK JUDGING AND SELECTION (1) BA

Two hours lecture-laboratory per week.
A study of the animal form in relation to its various functions.

ANIMAL SCIENCE 3—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.

ANIMAL SCIENCE 4—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.

ANIMAL SCIENCE 10—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.

ANIMAL SCIENCE 11—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.

ANIMAL SCIENCE 20a-d—BASIC EQUITATION (2-2-2-2) 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 per semester.

ANIMAL SCIENCE 22—ELEMENTS OF HORSE HUSBANDRY (3) BA

Four hours lecture-laboratory per week.
Status of horse industry. Breeds of horses and their use, anatomy, selection of horses, unsoundness, diseases, ailments, gaits.

ANIMAL SCIENCE 23—HORSE PRODUCTION (3) BA

Four hours lecture-laboratory per week.
Care of breeding herd. Feeding and breeding schedules. Herd management and records. Extended instruction in horsemanship.
Suggested prerequisites: Animal Science 1 or 22.

ANIMAL SCIENCE 24a-b—COLT BREAKING (2-2)

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.

ANIMAL SCIENCE 30—ELEMENTS OF DAIRY (3) BA

Four hours lecture-laboratory per week.
A survey of the field of dairying. Study of approved practices in the San Joaquin Valley, including selection, feeding and management.

ANIMAL SCIENCE 31—MILK PRODUCTION (3) BA

Four hours lecture-laboratory per week.
Factors affecting milk production. Practice in milk production skills. Dairy production problems and methods.

PLANT SCIENCE 1—CEREALS AND OIL CROPS (3) BA

Four hours lecture-laboratory per week.
The production principles of cereal crops, including field corn and sorghums and oil crops. Fundamental taxonomy, botany and cultural practices including tillage, planting, irrigation, pest control, and harvesting.

PLANT SCIENCE 2—ROW CROPS (3) BA

Four hours lecture-laboratory per week.
The production principles of row crops including cotton, sugar beets, soybeans, black-eyed peas and potatoes.

PLANT SCIENCE 3—FORAGE CROPS (3) BA

Four hours lecture-laboratory per week.
A study of the common forage crops, alfalfa, permanent pastures, silages.

PLANT SCIENCE 4—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.

PLANT SCIENCE 11—BEEKEEPING (3) BA

Four hours lecture-laboratory per week.
Practical instruction and exercises in the handling of honey bees, crop pollination, honey production, disease control, and inspection.

PLANT SCIENCE 12—POMOLOGY (3) BA

Four hours lecture-laboratory per week.
Planting and planning the deciduous orchard. Production practices in walnut, olive, fig, persimmons, pomegranates, almonds, apple, and pear management practices.

PLANT SCIENCE 13—POMOLOGY (3) BA

Four hours lecture-laboratory per week.
Production practices common to peaches, nectarines, plums, apricots, and prunes.

PLANT SCIENCE 14—CITRUS FRUITS (3) BA

Four hours lecture-laboratory per week.
A study of the cultural practices necessary to citrus production.

PLANT SCIENCE 15—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.

PLANT SCIENCE 21—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.

ORNAMENTAL HORTICULTURE 1—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 2a-b—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 3—NURSERY PRACTICES (3) BA

Four hours lecture-laboratory per week.
A survey of commercial nursery operations. Preview of nursery and floral industries, propagation, seed selection, sowing, transplanting, potting, and pest control. Bedding plants, green house plants, trees, and shrubs.

ORNAMENTAL HORTICULTURE 4—PLANT PROPAGATION (3) BA

Four hours lecture-laboratory per week.
Principles of plant propagation by seed, cutting, layering, division, separation, grafting, and budding with special reference to fruit and ornamental plants.

ORNAMENTAL HORTICULTURE 5—LANDSCAPE DRAFTING (3) 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 and drawing of landscape construction details and be introduced to methods of sketching.

ORNAMENTAL HORTICULTURE 6—LANDSCAPE DESIGN (3) BA

Four hours lecture-laboratory per week.
The basic principles of landscape is applied to residential, industrial, and public properties.
Prerequisite: Ornamental Horticulture 5.

ORNAMENTAL HORTICULTURE 7—LANDSCAPE CONSTRUCTION (3) BA

Four hours lecture-laboratory per week.
The fundamentals of construction as they are related to landscape design.

ORNAMENTAL HORTICULTURE 8—LANDSCAPE MAINTENANCE (3) BA

Four hours lecture-laboratory per week.
The maintenance of homes, parks, schools, golf courses, plus street and highway planting. Establishing, pruning, fertilizing, irrigating, pest control, and landscape management are covered.

ORNAMENTAL HORTICULTURE 9—TURFGRASS MANAGEMENT (3) BA

Four hours lecture-laboratory per week.
An introduction to turfgrass management that includes selection and use of turfgrass varieties and their use for parks, recreation areas, golf courses, and home use.

ORNAMENTAL HORTICULTURE 10—FLORAL DESIGN (3) BA

Four hours lecture-laboratory per week.
Principles and uses of flower arrangements as used in the home and party decorating.

ORNAMENTAL HORTICULTURE 63a-b—PLANT IDENTIFICATION (2-2)

Three hours lecture-laboratory per week.
Identification growth habits, culture and ornamental use of trees, shrubs, vines, ground covers, and herbaceous plants adapted to the Central San Joaquin Valley.

ORNAMENTAL HORTICULTURE 69a-b—SPRINKLER IRRIGATION (2-2)

Three hours lecture-laboratory per week.
Identification and recognition of components, installation and assembly of systems.

ORNAMENTAL HORTICULTURE 70—TURF IRRIGATION EQUIPMENT MAINTENANCE (1)

Three hours lecture-laboratory per week.
Instruction in the installation, programming, and troubleshooting of automated turf control systems.

CONSUMER HOME ECONOMICS

HOME ECONOMICS 1—HOUSING AND INTERIOR ENVIRONMENT (3) BA

Three hours lecture per week.
The study and application of the art principles and elements in the analysis and solution of problems in furnishing the home. Housing styles and the functional planning for living as related to the physical, economical, social and esthetic needs of man.

HOME ECONOMICS 2—INTERIOR DESIGN AND HOME FURNISHINGS (3) BA

Three hours lecture per week.
Essentials of home decoration and furnishings. Consideration of furniture styling and arranging. Particular stress is laid on the selection of furnishings and materials in order to make application to life situations. Includes development of floor plan presentation.
Prerequisite: Home Economics 1.

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

Three hours lecture and three hours lab per week.
A study and laboratory application of the basic principles of food preparation; the development of the ability to plan, purchase, prepare and serve attractive, nutritious individual and family meals.

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 the entertaining to practical aspects of planning and meal preparation, i.e., energy conservation, food budgeting, food preparation and comparison shopping.

Prerequisites: H.Ec. 10a or 60a.

HOME ECONOMICS 12—CHILDREN'S NUTRITION (3) BA

A study of the nutritional requirement during development and growth of a child including the implications of the nutritional status of the pregnancy on the child, and the impact of environmental factors on the development of the child's food habits.

HOME ECONOMICS 20—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 21—CLOTHING CONSTRUCTION (3) BA

Two hours lecture, four hours laboratory per 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 22—ADVANCED CLOTHING CONSTRUCTION (3) BA

2 hours lecture, 4 hours laboratory per week.

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

HOME ECONOMICS 23—CREATIVE PATTERN DESIGN (3) BA

Three hours lecture, three hours 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, as well as from existing patterns.

HOME ECONOMICS 24—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 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—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 services.

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, prenatal development, infancy and childhood. Emphasis on home, parent and child relations. It is recommended and fulfills part of the requirements for children's Center Permit authorizing service as a teacher in a preschool program. Open to both men and women students.

requirements.
(Also cross-titled as Psychology 39).

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

Two hours lecture and four hours consecutive 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 the Children's Learning Center lab school. Three consecutive morning hours for lab is preferable.

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

Two hours lecture and four hours consecutive 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 the lab school under direct supervision. Prerequisite: Home Ec. 40a. Three consecutive morning hours for lab is preferable.

HOME ECONOMICS 41—THE CHILD, FAMILY AND SOCIETY (3) BA

This course is a study of the effects of the family and the society on the young child. Content includes information to enable parents and teachers to better understand the socialization process.

This course partially fulfills the requirements by the State of California for a Children's Center permit.

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 course 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 Children's Center permit.

HOME ECONOMICS 44—CONTEMPORARY PARENTING (3) BA

Three hours lecture per week.

This course is designed for both the parent and the teacher of young children. A variety of parenting techniques are included to improve communication, to develop problem solving skills, and to effectively use rewards and punishments, encouragement and environmental structuring.

This course partially fulfills the requirements of the State of California for a Children's Center permit.

HOME ECONOMICS 45—EXCEPTIONAL CHILD (3)

Three hours lecture per week.

A study of the needs and characteristics of the exceptional child in terms of development, family and social relationships and social expectations. The course should prepare students to provide experiences that encourage physical, mental, social and emotional growth for children in pre-school programs. It will examine various handicapping conditions including developmental disabilities and other health impaired problems.

Prerequisite: Psych 1a preferred.

HOME ECONOMICS 48a-48b-48c—SUPERVISED PRACTICE (1-3) 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—INDEPENDENT STUDY (1-3) BA (See index).

HOME ECONOMICS 54—CREATIVE STITCHERY (2) BA

Three hours lecture, demonstration, laboratory per week.
A basic course in stitchery to familiarize students with the old-age crafts designed to teach applique, crewel, embroidery, bargello and needle point.

HOME ECONOMICS 55—NEEDLECRAFT: AN INTRODUCTION TO THE FIBER ARTS (2)

Covers a variety of needlecraft techniques for beginners, including quilting, knitting, sewing, crochet, embroidery, smocking, needlepoint and rugmaking.

(Offered by the Central California Television Consortium)

HOME ECONOMICS 60a—FOODS FOR PLEASURE (2)

Two hours lecture, two 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 65—SURVIVAL FOR SINGLES (2)

A course to help the single individual in problem areas such as housing; financial management; nutrition and food preparation; clothing care; entertainment and the psychological and emotional needs for the single.

HOME ECONOMICS 70a-b—SEWING FOR PLEASURE (2-2)

One hour lecture, two hours laboratory per week.
A study of the fundamental principles of clothing construction from pattern to completed garment. Designed for both beginner and experienced seamstress.

HOME ECONOMICS 89—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 child relations. It is recommended and fulfills part of the requirements for Childrens Center Permit authorizing service as a teacher in pre-school programs. Open to both men and women students.

HOME ECONOMICS 90a-f—TOPICS IN FOODS AND NUTRITION (1-4)

This course is designed to meet specific skill needs of the college community by providing instruction in specific advisory areas of need as identified by the advisory committee, community, students and faculty.

HOME ECONOMICS 97a-f—TOPICS IN CHILD DEVELOPMENT/EARLY CHILDHOOD EDUCATION (1) BA

Sixteen classroom hours per unit of credit.
A series of workshops designed to meet the specific needs of licensing agencies by providing instruction in advanced occupational subject matter for Family Day Care/or Day Care Centers.

NUTRITION 18—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

CHAIRMAN: MISS LAUNA HUDDLESTON

MAJORS

Accounting
Banking
Business Data Processing
Business Management
General Business
Information/Word Processing
Marketing
Office Management
Pre-business Management
Real Estate
Secretarial (general, legal, medical or medial office assistant)

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.
Business students will increase their 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, discussion, and simulation per week.
The college transfer student will survey the principles of business law with particular emphasis given to contracts. The student is introduced to the legal heritage of the United States.

BUSINESS 19—QUANTITATIVE METHODS (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 quantitative methods and concepts as set theory, linear and nonlinear functions, matrix algebra, inequalities and linear programming, functions in finance, including future and present value, annuities and sinking funds, and amortization and perpetuities. All topics will be dealt with as they pertain specifically to business.

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

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

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

BUSINESS DATA PROCESSING

BUSINESS 3—BASIC PROGRAMMING (3) BA

Four hours lecture-laboratory per week.

Through computer terminal application problems, the learner will study BASIC programming language, how to program typical problems, how to make changes in programs, and simple computer characteristics. Problems will be executed on the college's computer terminals.

Prerequisite: Business 5 or permission of the instructor.

BUSINESS 5—INTRODUCTION TO 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; computer organization; data representation; computer languages; basic methods and techniques of charting, formula development, and programming, the student will have a better understanding of computer implications to daily life and various business applications. Students will develop, design, and program in BASIC and/or COBOL programming languages.

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

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 the program, and characteristics of computers. Problems are run by the student using the college's computer.

Prerequisite: Business 5 with a grade of "C" or better or permission of the instructor.

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. 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.

INSURANCE

BUSINESS 21—PRINCIPLES OF INSURANCE (3) BA

Three hours lecture per week.

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 semester emphasizes contracts and contract analysis.)

BUSINESS 22—PROPERTY INSURANCE (3) BA

Three hours lecture per week.

Primary emphasis is placed on understanding coverages, policy provisions, and concepts common to property insurance. Contracts and forms studied include the Standard Fire Policy, Extended Coverage Endorsement, Dwelling and Contents Form, Crime Policies, Business Interruption Forms, Personal Articles Floater, Bailees, Customers Policy, and the property coverages provided by multi-line contracts.

BUSINESS 23—CASUALTY INSURANCE (3)

Three hours lecture per week.

Principal emphasis in this course is placed on understanding

coverages, policy provisions, and concepts peculiar to the common casualty, surety, and multiple-line contracts. Contracts studied include the Standard Family and Special Automobile, Employers' Liability and Workmen's Compensation, Owners', Landlords' and Tenants' Liability, Comprehensive General Liability, Comprehensive Personal Liability, and life and health coverages, and the liability insurance aspects of modern multiple-line contracts.

BUSINESS 24a-j—CHARTERED LIFE UNDERWRITERS SERIES (3) BA

Three hours lecture per week.

This series is designed to better educate the public in the area of life, health and disability insurance as well as offer study programs for those who wish to get a Chartered Life Underwriters Degree. This series will give everyone in this college's area an opportunity to obtain as brief or advanced a knowledge about different types of insurances, their cost, uses investment features and career opportunities.

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 FINANCING (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 42a—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 42b—TAX ASPECTS OF REAL ESTATE (3) BA

Three hours lecture per week.

Income tax aspects of buying, selling or leasing real property for investment, inventory, personal residence, and trade or business. Study of tax considerations affecting every real estate transaction or operation.

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 or rural properties which includes row crop, orchard, and livestock properties.

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

BUSINESS 46a—PROPERTY MANAGEMENT (3) BA

Three hours lecture per week.

A practical course covering the essential techniques and methods of managing income producing real estate with special emphasis on multiple residential properties. (Includes a study of methods used to improve the economic and physical

aspects of a selected property by the application of accepted management practices.)

BUSINESS 46b—REAL ESTATE OFFICE ADMINISTRATION (3) BA

Three hours lecture per week.

A general course on the subject of Real Estate Office Administration. The semester considers the Introduction to Management, Research, Marketing, Management decisions. (Office policy, recruiting and selection of personnel plus the training and developing of associates is gone into in depth.)

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—BUSINESS 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) (See Index)**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 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 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.

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 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; 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-53a.

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 typewriting speed. Office standards are maintained.

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

BUSINESS 54a—STENOGRAPH (5) BA

Ten hours laboratory per week.

A course designed to enable the student to acquire the basic foundation of Stenotype theory and to operate either the Stenotype or Stenograph machine accurately and rapidly.

Prerequisite: Typing 45 words per minute.

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 division 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 TERMINOLOGY (3)

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 60a or one year of high school typing or equivalent.

BUSINESS 56b—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: Business 56a with a "C" or better. Completion of Business 69 or must be taken concurrently.

BUSINESS 56c—MEDICAL MACHINE TRANSCRIPTIONS (3) BA

Three hours lecture-laboratory per week.

The learner will, through this course of instruction, develop a familiarity with medical terminology used in medical reports and be trained to transcribe accurately and quickly medical letters and reports. Equipment used for transcription will be the Dictaphone, IBM Executory, or Lanier transcribing machines.

Prerequisites: 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 Executory Transcribing Equipment.

Prerequisite: Business 56c.

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 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 of 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 lecture-laboratory per week.

The beginning typewriting students will master the typewriter keyboard and operate and manipulate the mechanical controls of the typewriter, with stress being placed upon technique, accuracy, and posture. Simple business forms, business letters, and social forms will be typed. The goal will be at least 30 words per minute on straight copy materials for five minutes with not more than 5 errors.

Business 60a is open 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 lecture-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. The goal will be to type at least 40 wpm on straight copy materials for five minutes with not more than 5 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 61.

BUSINESS 61—ADVANCED TYPEWRITING (3) BA

Five hours lecture-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 50 words per minute on straight copy material for five minutes with not more than 4 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 (2)

Five hours lecture-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, it will be applied 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 65a-d—INFORMATION/WORD PROCESSING (1-10) BA

Business 65a—Concepts—Three hours per week (3)

Business 65b—Beginning Skills—Seven hours per week (4)

Business 65c—Advanced Skills & Simulation—Five hours per week (2)

Business 65d—Personality Development and Job Search—One hour per week (1)

Flexible—scheduled courses designed to enable the student to develop fundamental and specialized skills required by the Information/Word Processing Specialist. In Business 65a emphasis is placed on information/word processing concepts and applications and the use of automated equipment and trained personnel. In Business 65b emphasis is placed on typing techniques, accuracy, speed and typing procedures. Special attention is given to basic language skills and proofreading. In Business 65c special attention is placed on how to effectively work in a nontraditional office environment, one that has been restructured around information/word processing concepts. Business correspondence, document formats, transcription, communication skills, office procedures and professional work ethics are also covered. Proficiency in the operation of a non-display and display word processor is attained. Business 65d is designed to increase understanding of the dynamics of personality development, communication fundamentals, researching jobs and organizations, and employment interviewing by presenting theories and principles behind these skills in addition to the techniques. Students will develop a personal portfolio.

Prerequisites: Students enrolling in Business 65b: Business 65a or take it concurrently, Business 60b or its equivalent, and Business 96a or its equivalent. Students enrolling in Business 65c: Business 65b and completion of or concurrent enrollment in Business 69 and Business 58a.

BUSINESS 68a—OFFICE MACHINES (2) BA

Three hours lecture-laboratory per week.

The student will become acquainted with those machines in most common use in business offices and will build skill in performing the fundamental arithmetic operations upon them.

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

BUSINESS 69—MACHINE TRANSCRIPTION (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 Lanier 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.

MARKETING

BUSINESS 70—SUCCESSFUL RETAIL STORE SALESMANSHIP (3) BA

Emphasis is directed toward the principles and practices of selling at the retail store level. Particular attention is given in helping the student understand and develop importance for product knowledge and individual techniques and confidence necessary for influencing customers. Recommended to anyone who may consider a permanent, temporary, or part-time occupation in a retail store.

BUSINESS 71—APPLIED PROFESSIONAL SELLING (3) BA

Three hours lecture per week.

For the student planning a 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 aspects 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 business' 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 information and execution, organization, personnel management, merchandise control and pricing.

BUSINESS 74a—MARKETING PRINCIPLES (3) BA

Three hours lecture and discussion per week.

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

Prerequisite: Business 80a.

This course is a required course for all marketing majors.

It is recommended that students take Business 92 or 10 and Business 71 or Business 72.

BUSINESS 74b—APPLIED EXPERIENTIAL MARKETING (3) BA

Three hours lecture and discussion per week.

Students will learn through experiments in a simulation environment conducive to executive development. Approximately 14 exercises will be conducted in a semester course. Learning objectives for each experiment will be clearly stated and ranging from learning how to conduct a true experiment to test a hypothesis to introducing and increasing the understanding of competitive pricing strategies to understanding the importance of long and short range planning. This will give students the confidence needed to enter this competitive field where the high paying positions go to those equipped to handle them.

Prerequisite: Business 74a or taking concurrently.

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 and 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 82a—PRINCIPLES AND APPLICATION OF INCOME TAX (3) BA

Three hours 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 87—ACCOUNTING FOR SMALL BUSINESS (3) BA

Three hours lecture, laboratory, and discussion per week.

The emphasis in this course is on the actual bookkeeping and recording activities performed on the job. 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 who have not had a year of high school bookkeeping, Business 80a, or 80b.

BUSINESS BACKGROUND

BUSINESS 90a-d—TOPICS IN BUSINESS (1-3)

Number of hours each week would vary according to subjects covered.

This training course is designed to meet the specific needs of local businesses by providing instruction in areas identified by employers as needing improvement.

Prerequisites: Varies with the topic taught.

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 values 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.

Students will become aware of the meaning and operation of the law under which we live, the value of such law to our

everyday living, and its aid on the conduct of home, social, and business affairs.

Recommended for all terminal business majors. Required for nontransfer majors in accounting, except those students with credit in Business 18.

BUSINESS 95a—REVIEW OF ARITHMETIC FOR BUSINESS (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.

Special emphasis will be placed on the arithmetic functions of addition, subtraction, multiplication and division of whole numbers and fractions.

BUSINESS 95b—BUSINESS ARITHMETIC (3)

Three hours lecture-discussion per week.

A course designed to teach the students how to build and maintain their mental arithmetic skills, to help students 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 receive 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.

Students will achieve skill in the basic and associated forms of business communications — credit, collection, and adjustment letters, letters of inquiry, and letters of application. They 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 1 score on the aptitude test or "C" grade in either English 51 or Business 96a.

BUSINESS 97—PERSONAL FINANCE (3)

Three hours lecture per week.

In this general course open to both business and non-business 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 99—WOMEN IN BUSINESS (2)

A professional update for women in business designed to assist in self-assessment, self-presentation, and strategies for success.

BUSINESS 197—PERSONAL FINANCE AND MONEY MANAGEMENT (2)

An in-depth study of personal financial decisions the average person can expect to confront, including the basics of budgeting; the intricacies of home ownership, income tax, and investment; and the wise use of insurance, wills and trusts.

(Offered by the Central Valley Television Consortium)

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)

Two hours lecture and discussion per week.

The supervisor's responsibility for planning, organizing, directing, controlling and coordinating. Teaches supervisors these basic functions of an organization and their 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 supervisors in understanding the people with whom they work, 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.

BANKING

BUSINESS 136—CONFERENCE TECHNIQUES (2)

Two hours lecture and discussion per week.

A study of the principle patterns used in conducting conferences. Each student is given the opportunity to structure and conduct two conferences. A critical appraisal is made for the conference group.

Prerequisite: Business 132 or experience in management recommended.

BUSINESS 137—LABOR MANAGEMENT RELATIONS (2)

Two hours lecture and discussion per week.

This course emphasizes the supervisor's responsibility for good labor relations, the union contract and grievance procedure through study of the National Labor Relations Act, the Wagner Act, and the Taft-Hartley Act.

Prerequisite: Business 132 or experience in management recommended.

Public Personnel Administration — see — PUBLIC ADMINISTRATION 2 in the Social Science Division.

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 the 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 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

CHAIRMAN: MR. GEORGE PAPPAS

MAJORS

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

ART

ART 1a—HISTORY OF ART (3) BA

Three hours lecture per week.
A survey of the art history 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 lectures. 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 lectures.
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 to the present. While emphasizing the stylistic variety evident in African tribal art, the course also utilizes 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 SURVEY (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 used an application of wood stains and finishes.

Recommended for art majors, elementary education majors and prospective teacher aides, and anyone interested in general crafts.

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 simulated

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 or equivalent.

ART 7a—DRAWING FUNDAMENTALS (2) BA

Four hours demonstration and laboratory per week.
An introduction of 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 in 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, paste-up, product design, brochure design, advertising, and portfolio representation.
Prerequisite: Art 6a and Art 7a.

ART 10a-10b—SCULPTURE (2-2) BA

Four hours laboratory per week.
The manipulation of three dimensional materials with basic studio practice in wood, plaster, clay, fabrics, and synthetics.
Prerequisite: None.

ART 11—LETTERING (2) BA

Four hours laboratory per week.
The development of basic techniques in the use of freehand lettering. The understanding of 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 the materials and techniques of easel painting. Emphasis will be on oil and acrylic media with problems in both the traditional and modern approaches to painting.
Prerequisite: Art 6a-6b and Art 7a-7b, or equivalents.

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 the work 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 25a-b—EXHIBITION DESIGN, GALLERY TECHNIQUES (2) BA
Two hours lecture; two hours laboratory per week.
Theory and techniques of exhibition, gallery and museum display design. Lecture and laboratory with practical application in exhibition areas.
Prerequisite: Art 6a or 6b or equivalent.

ART 26a-b—METHODS OF TEACHING ART TO THE HANDICAPPED (2)
One hour lecture, 3 hours laboratory per week.
An opportunity to work with handicapped adults (mostly mentally handicapped) in an atmosphere conducive to creativity, using art skills as a vehicle to help the handicapped develop feelings of independence and self-worth will be provided. The ability to develop art projects of quality that are appropriate to the skills and interest of the handicapped will be emphasized.

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 48a-d—STAINED GLASS WINDOW ART (2) BA
Four hours laboratory per week.
An introduction to and experience in the art of making stained glass windows.

ART 49abc—INDEPENDENT STUDY (1-3) BA (See index)

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 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.

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, actors and producers in their films, and technology and aesthetic changes in motion picture production. Students are taught to view the motion picture as an art form and to evaluate the objectives of motion pictures and their attainment.

Cinema Art 1 covers the period from the beginning to the present, with emphasis on American films.

Cinema Art 2 covers contemporary film, 1939 to present, with emphasis on international films.

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

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 10b—FUNDAMENTALS OF 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 10c—INTERMEDIATE ACTING (3) BA

Three hours lecture, demonstration and laboratory per week.

A theoretical as well as practical approach to the techniques 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.

Prerequisite: Drama 10ab.

DRAMA 10d—INTERMEDIATE 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.

Prerequisite: Drama 10ab.

DRAMA 11a-11b-11c-11d—REHEARSAL AND PERFORMANCE (3-3-3-3) 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 13a-b—THEATRE MANAGEMENT (2) BA

Two hours lecture per week.

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

Work on college productions is 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 all college dramatic and musical productions. Work on crews for college productions required.

DRAMA 15a-15b—STAGE LIGHTING (2-2) BA
Technical problems in stage lighting. Practical experience in the setting up and use of lighting control equipment for plays, dance and musicals. Work on crews for college productions required.

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 25a-e—THE SHAKESPEARE PLAYS (3)
Six plays each spring semester for five years beginning in the spring of 1979.
(Offered by the Central Valley Television Consortium.)

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.

DRAMA 47a-d—PROFESSIONAL THEATRE I (6)
Class meets 6-7 days a week for 13 weeks of Summer Session.
Technical theatre participation on backstage crews for the California Shakespeare Festival professional company.

DRAMA 48a-d—PROFESSIONAL THEATRE II (3)
Class meets 5 days a week for six weeks of Summer Session.
Intern through lecture and demonstration with the California Shakespeare Festival Professional Company.

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

DRAMA 55abcd—DRAMA WORKSHOP (2) 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 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 manufacturers.
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.

HUMANITIES

HUMANITIES 1—HUMANITIES THROUGH THE ARTS (2) BA
A survey of the human condition as seen through film, drama, music, literature, painting, sculpture and architecture with an emphasis on the history, techniques, meaning and evaluation of individual works of western art.
(Offered by the Central Valley Television Consortium.)

MUSIC

MUSIC 1—MUSIC FUNDAMENTALS (2) BA (Formerly Music 4a-4b)
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.

MUSIC 2—BEGINNING GUITAR (1) (Formerly Music 23a-b)
This is a beginning non-transferable guitar class for students with limited musical experience.

MUSIC 3a-3b—WOODWIND INSTRUMENTS CLASS INSTRUCTION (1-1) BA
Two hours laboratory per week.
Beginning, intermediate, and advanced instruction of woodwind instruments. Correct tone production, development of technique, and care of instruments. For the intermediate and advanced players the development of small ensemble playing and the correct interpretation of music in the different periods.

MUSIC 4a-4b—COMPREHENSIVE MUSICIANSHIP (5-5) BA
Five hours lecture per week.
An integrated approach to the study of harmony, counterpoint, and music analysis. The following skills are developed: listening, analytic, writing, dictation, sight-singing, and historical.

MUSIC 5a-5b—BRASS INSTRUMENTS CLASS INSTRUCTION (1-1) BA
Two hours laboratory per week.
Beginning, intermediate, and advanced instruction of brass instruments. Correct tone production, development of technique, and care of instruments. For the intermediate and advanced players the development of small ensemble playing and the correct interpretation of music in the different periods.

MUSIC 6a-b—PERCUSSION INSTRUMENTS—(1-1) BA
Two hours laboratory per week.
Elementary instruction; correct tone production, technique, and care of instruments.

MUSIC 7a-b—STRING INSTRUMENTS: CLASS INSTRUCTION (1-1) BA (Formerly Music 1a-1b)
Two hours laboratory per week.
Elementary instruction in violin, viola, cello, brass viol., tone production, bowing, technique, care of instruments.

MUSIC 8a—BEGINNING PIANO (1) BA (Formerly Music 21)
Two hours laboratory per week.
For the beginning pianist who has had no previous piano training.
Prerequisite: None.

MUSIC 8b—BEGINNING PIANO (1) BA (Formerly Music 21)
Two hours laboratory per week.
Continuation of Music 8a.
Prerequisite: Music 8a or 1 year of private piano instruction.

MUSIC 9a—INTERMEDIATE PIANO (1) BA (Formerly Music 22a-d)
Two hours laboratory per week.
Continuation of Music 8b.
Prerequisite: Music 8b or 2 years of private piano instruction.

MUSIC 9b-d—INTERMEDIATE PIANO (1) BA (Formerly Music 22a-d)
Two hours laboratory per week.
Continuation of Music 9a.
Prerequisite: Music 9a or 3 years of private piano instruction.

MUSIC 10—APPRECIATION OF MUSIC HISTORY AND LITERATURE (3) BA
Three 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 11a-d—REHEARSAL & PERFORMANCE (3) BA
The Sequoias repertory orchestra will emphasize the rehearsal and performance techniques necessary to accompanying the repertory theater in the production of a musical.

MUSIC 14a-b—THEORY II, COMPREHENSIVE MUSICIANSHIP II (5-5) BA
5 hours lecture per week.
A continuation of Music 4a-4b. This course covers advanced harmonic and contrapuntal techniques, modulation, chromaticism, and form of music in the 19th and 20th centuries.
Prerequisite: Music 4a-4b.

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.

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

Prerequisite: Music 17a.

MUSIC 18a-d—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.

MUSIC 19a-d—CONCERT BAND (2-2) BA

Five 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 21a-d—JAZZ ENSEMBLE (2-2) BA

A terminal course which includes the organization, training procedures, rehearsal techniques, and other phases of stage band playing. Public performances and field trips are required. The emphasis is on the correct interpretation of jazz ensemble playing, and the development of improvisation.

Prerequisite: Competent playing ability and permission of the instructor. Should be taken concurrently with Music 18a-18b and Music 19a-19b.

MUSIC 22a-d—STRING ORCHESTRA (2-2) BA

(Formerly Music 7a-d)

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 23a-d—CONCERT CHOIR (2-2) BA

(Formerly Music 8a-d)

Five hours laboratory per week.

A study of the best choral literature for mixed voices, with emphasis on tone production, precision and interpretation.

Attendance at all public performances is required.

Prerequisite: Audition with the director.

MUSIC 30—VOICE (1)

Basic components of singing, designed to help individual vocalist improve voice and develop solo repertoire.

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-f—MUSICAL THEATRE

PERFORMANCE (2-2-2-2) BA

One hundred twenty hours per semester.

Experience in drama and theater 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 42a-d—CHAMBER SINGERS (2-2-2-2) BA

(Formerly Music 15a-d)

Five hours laboratory per week.

A selected performing group limited to twenty members selected from the Concert Choir.

Performance of music written especially for small ensembles.

Participation in public performances is required.

Prerequisite: Audition with the director.

MUSIC 49abc—INDEPENDENT STUDY (1-3) BA

(See index)

MUSIC 50—MUSIC FOR YOUNG CHILDREN (2) BA

(Formerly Music 20)

Two hours lecture per week.

For teachers of young children, (Day Care, Preschool, Head Start, Early Childhood Education) interested in developing self-confidence and increasing skill in singing and teaching songs to young children. In a relaxed non-judgemental atmosphere, a chance to sing regularly and collect songs, develop a repertoire of music related activities appropriate to use with young children on a daily basis. Learn autoharp and/or guitar accompaniment, simple music notation.

MUSIC 51a-b—MEXICAN GUITAR

(Formerly Music 9a-b) (1-1)

A basic course designed to introduce the student to the guitar. Special emphasis will be on learning elementary Mexican guitar technique. The chords will be presented in easy progressions, concentrating on corridos and ballados for classroom use. Students must furnish their own guitars.

MUSIC 55a-55b-55c-55d-55e-55f—COLLEGE

COMMUNITY ORCHESTRA (1) BA

Two hours laboratory per week.

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

Public performance expected. Evening rehearsals.

Prerequisite: Permission of instructor.

MUSIC 56a-f—COLLEGE COMMUNITY JAZZ

WORKSHOP (1-1)

This class will review, rehearse, and perform music literature from the swing years, as well as materials from contemporary listings in jazz and jazz rock. This group will prepare and perform as a concert jazz ensemble and as a dance band. Previous experience in reading and performing stage band literature is a requirement.

Prerequisite: Permission of the instructor.

MUSIC 57a-f—COLLEGE COMMUNITY CHORUS (1-1)

Open to all interested singers. Chorus rehearses major choral works and presents a public performance each semester.

No prerequisite.

MUSIC 58—HISTORY OF BLACK MUSIC (1) BA

This course is designed to aid the average student in developing an understanding and enjoyment about the heritage of black music from its African roots to its wide influence in modern American music. Each program features performances and discussion by talented contemporary entertainers, plus film clips and still photo sequences of famous black performers of the past.

(Offered by the Central California Television Consortium)

MUSIC 61—INTRODUCTION TO STAGE BAND

ARRANGING (2) BA

Two hours lecture and demonstration per week.

Theory and techniques in the fundamentals of music 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 4a-4b) 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 1a—FUNDAMENTALS OF PUBLIC SPEAKING (3) BA

Three hours lecture per week.

This is the basic course in speech. It is concerned with training in meeting practical speech situations. Techniques of organizing speech materials, effective use of voice in communication, and good platform manners are stressed.

SPEECH 3—ORAL INTERPRETATION (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

CHAIRMAN: MR. ALBERT SINDLINGER

MAJORS

Air Conditioning
Air Conditioning Sheet Metal
Automotive Technology
Building Trades
Electronics Technology
Fire Technology
General Mechanics
Metal Sculpture
Metal Technology
Metallurgy
Mill Cabinet
Pre-Industrial Arts
Pre-Industrial Technology
Remodeling Construction
Vocational Drafting
Welding 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 and correct construction methods; basic operations with light portable electric woodworking machinery, wood turning is also included.
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 used in the construction of general woodworking projects, 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, 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.
Prerequisite: Industrial Arts 52, I&T 51a, or one year of high school mechanical drawing.
Math 51 & 52 may be taken concurrently.

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: Plane geometry and Industrial Arts 22 may be taken concurrently.

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 to fit and machining specifications. Job application techniques.
Prerequisite: Industrial Arts 22.

INDUSTRIAL ARTS 49a-49b—SUPERVISED PRACTICE (1-3) 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.
(I&T 51a recommended for technology students.)

INDUSTRIAL ARTS 62—HAND WOODWORKING (2)

Four hours lecture-laboratory per week.
Students learn to safely and correctly identify and use woodworking hand tools and hand held power tools in the construction of small shop projects. Students purchase their own materials.
Students with credit for Industrial Arts 1 or other college beginning workshop course may not take Industrial Arts 62 for credit.
(This course is not certified transferable for a baccalaureat degree.)

INDUSTRIAL ARTS 63a—BASIC WOODWORKING (2)

Four hours lecture/laboratory per week.
This course is designed to teach the basic concepts and skills of woodworking. The course will cover: woods and wood products, project design, hand tools, machine tools, joinery, fasteners, glues, abrasives and finishing. Safety is stressed and insisted upon at all times. Students will construct small projects approved by the instructor and will purchase the woods they use. A \$12.00 lab fee is charged to cover fasteners, glues, sandpaper and some finishing products. The students are expected to provide their own shop clothes and tape measure.
Prerequisite: None. One year of high school drawing is recommended. Students with credit for I.A. 2 or another college basic woodworking course may not take I.A. 63a.

INDUSTRIAL ARTS 63b-c-d—ADVANCED WOODWORKING (2)

Four hours lecture/laboratory per week.
This course is designed to expand the areas covered in Industrial Arts 63a. Advanced machine operations will be taught. Ample lab time will be provided to allow the student to build more sophisticated projects. Safety is stressed and insisted upon at all times. Students must purchase their own wood. A \$12.00 lab fee is charged to cover fasteners, glues, sandpaper and some finishing supplies. The students are expected to provide their own shop clothes and tape measure.
Prerequisite: Successful completion of I.A. 63a.

INDUSTRY AND TECHNOLOGY

INDUSTRY AND TECHNOLOGY 14—SOLAR TECHNOLOGY CONSTRUCTION AND INSTALLATION (3)

Two hours lecture and four hours laboratory per week.
Basic instruction in the design, construction, and installation of elementary systems which utilize the elements and principles of solar energy.
Prerequisite: None.

INDUSTRY AND TECHNOLOGY 17—METALLURGICAL PROCESSES (3) BA

Three hours lecture and three hours laboratory per week.
 Fundamentals of metallurgy; properties and characteristics of metals; survey of metal welding processes; destructive and non-destructive testing.
 Prerequisite: None.

INDUSTRY AND TECHNOLOGY 20a—WATER TREATMENT FUNDAMENTALS (3)

Water utility science in a program that will lead to the certificate of the water and wastewater treatment plant operator. Certification compliance is under the authority of the California Water Resources Control Board (WRCB). The program is designed to partially fulfill certification requirements for levels I, II, III, and IV as defined by WCRB.

Prerequisite: High school math or equivalent and/or experience with water supply utility are desirable.

INDUSTRY AND TECHNOLOGY 20b—PRINCIPLES OF WASTEWATER TREATMENT (3)

An introductory course in wastewater treatment fundamentals. Intended for wastewater treatment plant operators, operators-in-training or any interested ecology minded students. The course includes a review of the history of wastewater treatment, the fundamentals of wastewater treatment processes and operations and a review of math used in plant operations.

INDUSTRY AND TECHNOLOGY 25—ACCIDENT PREVENTION, TRAINING AND SAFETY MANAGEMENT FOR INDUSTRY AND AGRICULTURE (3)

Introduction to Accident Prevention and Safety Training in Industry and Agriculture.

Prerequisite: None.

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.

Prerequisite: I.A. 22.

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 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.

Prerequisite: None.

(I.A. 52 recommended for other than technology majors.)

INDUSTRY AND TECHNOLOGY 53a—MICROCOMPUTER SYSTEMS (2)

One hour lecture and two hours laboratory per week.
 An introduction course to familiarize the student with the basics of small business and home computers. Lectures, demonstrations and use of actual computers will be available. Topics to be covered include selecting a computer, operating systems, disk drives, interfacing and machine language programming.

Prerequisite: None.

INDUSTRY AND TECHNOLOGY 54a—CIVIL ENGINEERING DRAFTING DESIGN (3) BA

Three hours per week.
 Civil engineering basics as applied to most drafting and planning occupations.

Prerequisite: Prior drafting experience or permission of instructor.

INDUSTRY AND TECHNOLOGY 54b—CIVIL ENGINEERING DRAFTING (3) BA

One hour lecture and two hours laboratory per week.
 Advanced civil engineering basics as applied to most drafting and planning occupations.

Prerequisite: Civil Engineering Drafting I&T 54a, Advanced Drafting Courses or experience.

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 heat producing 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).

Prerequisite: None.

INDUSTRY AND TECHNOLOGY 70a-b—FUNDAMENTALS OF ELECTRIC MOTORS (2:2)

Four hours of combined lecture and laboratory per week.
 A basic two semester course covering the fundamental theories, principles, and practices needed to solve the everyday problems encountered by the Industrial Electrical Power Equipment. The course is designed to provide a simple, non-technical approach to refrigeration/air conditioning, appliance servicing, motor repair and industrialized motor control systems.

Prerequisite: I&T 70a is a prerequisite to I&T 70b.

AIR CONDITIONING (COOLING-HEATING) TECHNOLOGY**AIR CONDITIONING 49a-49b—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 50a-b—MAJOR APPLIANCE REPAIR (2)

One hour lecture and two hours demonstration and component repair per week.

1. BASIC THEORY: Instruction and demonstration in Basic Electricity and light refrigeration. Diagnostic procedure and discussion of components related to refrigerator-freezers, washers, dryers and other major domestic appliances.

2. APPLIED THEORY: Troubleshooting refrigerators, washers, dryers and other major appliances. These skills will be accomplished through the use of actual appliance products in conjunction with test equipment in a conventional shop atmosphere.

Prerequisite: None.

AIR CONDITIONING 65a-J—R.S.E.S. REFRIGERATION AND AIR CONDITIONING (4 units per semester)

These courses are designed to expose the student to new equipment and servicing techniques.

Prerequisite: Student must be a member of the Refrigeration Service Engineering Society.

AIR CONDITIONING 80a—BASIC THEORY AND APPLIED THEORY (12) BA

(Formerly Air Cond. 80a & 80b)

Twenty hours lecture and laboratory per week.

1. BASIC THEORY: Instruction and demonstration in applied electrical theory and fundamentals of refrigeration. Lab work consists of soldering tubing, evacuation, and charging of systems, preventative maintenance of air conditioners, refrigerators, freezers, and furnaces.

2. APPLIED THEORY: Instruction, demonstration and training in the fine art of troubleshooting refrigeration system and electrical circuits pertaining to air conditioners, heat pumps, and furnaces. These skills accomplished by using industrial trainers and live equipment.

Air Conditioning 80a must be taken by all beginning air conditioning technology majors unless permission is granted by the instructor to enter an advanced course.

AIR CONDITIONING 80b—ADVANCED AIR CONDITIONING/REFRIGERATION BOTH COMMERCIAL AND DOMESTIC (12) BA

(Formerly Air Cond. 81a & 83a)

Twentyone hours lecture and laboratory per week.

Instruction and demonstration in repair and maintenance of single and multi-zone equipment found in commercial and residential applications. The maintenance and application of pneumatic controls. Each area will be an in-depth explanation of problems, procedures and design, finalizing the studies which have preceded.

Prerequisite: Air Conditioning 80a.

AIR CONDITIONING CETA 90a-d—ADVANCED STUDIES (0-10 units per semester)

One to twenty hours laboratory and study per week. 40 hours per unit, 40 units maximum.

Lab work consists of soldering tubing, evacuation, and charging of systems, preventative maintenance of air conditioners, refrigerators, freezers, and furnaces. Training in the fine art of troubleshooting refrigeration systems and electrical circuits pertaining to air conditioners, heat pumps, and furnaces. These skills accomplished by using industrial trainers and live equipment. Ample time to study lessons and conduct research will be allowed.

Prerequisite: Must be taken concurrently with Air Conditioning 80a and 80b.

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.

AUTOMOTIVE TECHNOLOGY

AUTOMOTIVE MECHANICS 49a-49b—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

Three hours lecture and laboratory per week.

Study of compression, electrical and fuel systems.

AUTOMOTIVE MECHANICS 62—AUTOMATIC TRANSMISSIONS (2) BA

Three hours of lecture and laboratory per week.

Theory, application and theory, repairs, care and maintenance and trouble diagnosis of Powerglide, Ford C4 and C6, Torqueflite and Turbo-Hydrumatic 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 Bureau of Automotive Repair 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 (2) BA

Three hours lecture and laboratory per week.

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

AUTOMOTIVE MECHANICS 66—AUTOMOTIVE BRAKES (2) BA

Three hours of lecture and laboratory per week.

Instruction in basic hydraulics, repair and reconditioning of several types of drum brakes, disc brakes and power braking 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 \$300 or more. Students should check with the instructor for 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.

Prerequisite: 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 breaking 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

Two 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.

Prerequisite: 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.

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.

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

Two hours lecture and four hours laboratory per week.
Instruction of all accessories in 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 80—AUTOMOTIVE DIESEL (3) BA

Two hours lecture and four hours laboratory per week.
Instruction in the operation of the Diesel Engine and differences between it and the gasoline engine. Theory and operation of the Automotive Diesel fuel systems and the overhaul and repair of component parts. Diesel engine tune-up and diagnosis procedures.

Prerequisite: Auto. Mech. 70, Auto. Mech. 71, Auto. Mech. 72, (Auto. Mech. 73 recommended. (May be taken concurrently with Auto. Mech. 72).

AUTOMOTIVE MECHANICS 91—AUTO FAMILIARIZATION (1) BA

Three hours per week for nine weeks.

Designed to familiarize drivers with basic mechanics of an automobile.

BUILDING TRADES

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

Two, four or 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 major and permission of the instructor. (Sophomore standing).

BUILDING TRADES 51a-b—DRAWING FOR BUILDING CONSTRUCTION (2-2)

Three hours lecture-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 may not be taken before 51a.

This course is required of all Building Trades (carpentry and mill cabinet) majors.

BUILDING TRADES 52—RAFTER FRAMING AND STAIR LAYOUT (2)

Three hours per week.

Designed to give the student the knowledge to layout and frame a roof and to layout and frame a stair unit.

Prerequisite: Ability to read and understand blueprints.

BUILDING TRADES 53a-b—BLUEPRINT READING (3-3) BA

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 54a-b—ESTIMATING (3) BA

Three hours lecture per week.

To give students a background knowledge of estimating materials and labor for residential building. Compiling a total bid, including sub-contracts, profit, overhead and obtaining building permits.

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

Three hours lecture per week.

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 the 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 covers roof framing, interior trim, rough residential framing, stair building, estimating and land location and descriptions.

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

BUILDING TRADES 58a-58b—REMODELING CONSTRUCTION (3) BA

3 hours lecture per week.

A specialized course covering the inspection, planning, problems, estimating, drawing of bathroom, bedroom and kitchen additions, rehabilitation of substandard buildings and the relocation of displaced structures.

Prerequisite: BT 51a-b, 55a-b, 75a-b.

BUILDING TRADES 59—CONTRACTORS LICENSE LAW (3)

A study of the laws and regulations leading to a contractors license in building construction.

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 building 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, 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, 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, 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 — 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—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 an understanding of basic building and engineering symbols together with the mathematics necessary to interpret plans and specifications for the building inspector.

Prerequisite: General knowledge and/or employment in the field of building inspection.

BUILDING TRADES 75a-75b—BASIC CARPENTRY MANIPULATIVE INSTRUCTION (5-5) BA

Nine hours lecture and laboratory per week.

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.

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

BUILDING TRADES 76—ADVANCED CARPENTRY MANIPULATIVE INSTRUCTION (2) BA

Five hours lecture and laboratory per 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 and ordering, interior-exterior finish, cabinet installation.

Hard hats and safety glasses are to be worn during all manipulative classes.

Prerequisite: B.T. 51ab, B.T. 55ab, and B.T. 75ab or permission of the instructor. B.T. 56ab may be taken previously or may be taken concurrently.

BUILDING TRADES 77a-b—ELEMENTARY MILL CABINET (3-3) (BA)

Six hours lecture.

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.)

Prerequisite: B.T. 51ab, B.T. 55ab, B.T. 75ab and B.T. 77b before 77a may be taken only with the permission of the instructor.

B.T. 78—MILL CABINET LAB (2) SECOND SEMESTER ONLY (BA)

5 hours lecture and laboratory per week.

An introductory course mill-cabinet includes safety and use of hand and machine tools, layout and construction of the cabinets and mill work for the project house.

This course is optional to all second year carpentry day students. It may be taken by others only with the permission of the instructor and only to those who have completed B.T. 77a and enrolled in B.T. 77b.

Safety glasses are to be worn during all manipulative classes.

Prerequisite: B.T. 51ab, B.T. 55ab, B.T. 75ab, B.T. 77a, B.T. 77b, may be taken at the same time.

BUILDING TRADES 80—ELECTRICAL TRADES—RESIDENTIAL (2)

One hour lecture and two hours lab and demonstration per week.

Methods of installation and pertinent code requirement are presented for the wiring of a modern home. Includes Blueprint reading.

Prerequisite: None.

BUILDING TRADES 90a-d—REMODELING CONSTRUCTION (1-20)

Seven hours lecture/laboratory per week.

A specialized course covering the inspection, planning, problems, estimating, drawing of bathroom, bedroom and kitchen additions, rehabilitation of substandard buildings and the relocation of displaced structures.

DRAFTING TECHNOLOGY

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.

Prerequisite: Industrial Arts 52, I&T 51a or one year of high school mechanical drawing, Math 51 and 52.

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 52, I&T 51a or one year of high school mechanical drawing, Math 51, 52 and Plane Geometry.

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. Job application techniques.

Prerequisite: Industrial Arts 22.

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.

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.
Prerequisite: I.A. 22.

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.

INDUSTRY AND TECHNOLOGY 54a—CIVIL ENGINEERING (3)

Civil engineering basics as applied to most drafting and planning occupations.

INDUSTRY AND TECHNOLOGY 54b—CIVIL ENGINEERING DRAFTING (3)

One hour lecture and two hours laboratory per week.
Advanced civil engineering basics as applied to most drafting and planning occupations.
Prerequisites: I & T 54a, advanced drafting courses or experience.

ELECTRONIC TECHNOLOGY

ELECTRONICS 49a-b

Two, four or six hour laboratory per week.
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—BASIC CIRCUITS (6) BA

Twelve hours combined lecture and laboratory per week.
A course in the fundamentals of electronics consisting of theory and application of d-c circuits.
Laboratory consists of experimental d-c circuits, use of instruments, and report writing.
Prerequisite: One year of high school Algebra, Math 51.

ELECTRONICS 50b—BASIC A-C CIRCUITS (6) BA

Twelve hours combined lecture and laboratory per week.
A course in the fundamentals of electronics consisting of theory and application of a-c circuits.
Laboratory consists of experimental a-c circuits, use of equipment and report writing.
Prerequisite: Electronics 50a.

ELECTRONICS 51a—ELECTRONIC CIRCUITS (6) BA

Twelve hours combined lecture and laboratory per week.
A course in the theory and application of tubes, solid state, and electronic circuits.
Laboratory consists of building circuits, use of equipment, and report writing.
Prerequisite: Electronics 50b.

ELECTRONICS 51b—ELECTRONIC SYSTEMS (6) BA

Twelve hours combined lecture and laboratory per week.
A course in the theory and application of amplifiers, radio receivers, transmitters, and other systems.
Laboratory consists of constructing, testing, and repairing various systems.
Prerequisite: Electronics 51a.

ELECTRONICS 52a—DIGITAL ELECTRONICS (3)

Six hours per week of combined lecture and laboratory.
A course designed to teach the skills to understand and trouble-shoot digital circuits.
Laboratory consists of projects utilizing the latest H.P. Digital trainers.
Prerequisite: Electronics 50ab.

ELECTRONICS 52b—BASIC MICROPROCESSORS (3)

Six hours lecture, laboratory per week.
This course is specifically intended to satisfy the need of the general technical community for understanding how microcomputers work, and how to repair them. Laboratory experiments use Hewlett Packard Microprocessor Lab. Model 5036A, with 8085A circuitry.
Prerequisite: Successful completion of Electronics 52a or equivalent.

ELECTRONICS 53a—MICROCOMPUTER SYSTEMS (3)

Six hours lecture/laboratory per week.
An introductory course to familiarize the student with the basics of small business and home computers. Lectures, demonstrations and use of microcomputers will be available. Topics to be covered include selecting a microcomputer, operating systems, disk drives, interfacing and machine language programming.

ELECTRONICS 59a—TELEVISION SERVICING (4)

Eight hours per week of combined lecture and laboratory.
A course designed to teach trade related job entry skills in television servicing.
Laboratory consists of projects utilizing commercial television receivers. Includes both color and black and white.
Prerequisite: One year of basic electronics.

ELECTRONICS 59b—TELEVISION SERVICING (4)

Eight hours per week of combined lecture and laboratory.
A course designed to teach trade related job entry skills in television servicing.
Laboratory consists of repairing commercial television receivers. Includes both color and black and white.
Prerequisite: Electronics 59a.

ELECTRONICS 60a—FUNDAMENTALS OF ELECTRONICS (2) BA

Four hours lecture and laboratory per week.
Practical application of electronic principles from Ohms law, dc and ac circuits, through transistors.
Prerequisite: It is recommended that Electronics 75a be taken concurrently.

ELECTRONICS 60b—FUNDAMENTALS OF ELECTRONIC CIRCUITRY (2) BA

Four hours lecture and laboratory per week.
Practical application of electronic circuitry from power supplies, audio and R.F. Amplifiers through receivers and transmitters.
Prerequisite: It is recommended that Electronics 75b be taken concurrently.

ELECTRONICS 61a-61b—ADVANCED 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 75a—RADIO COMMUNICATIONS LICENSING (4) BA

Four hours lecture per week.
Basic radio theory designed for beginning electronics students or for refresher course to assist in obtaining FCC Commercial License. Includes from Ohm's law through transistors.
Prerequisite: If used as a beginning course, it is recommended that Electronics 60a be taken concurrently.

ELECTRONICS 75b—RADIO COMMUNICATIONS LICENSING (4)

Four hours lecture per week.
Advanced radio theory designed for a refresher course to assist in obtaining FCC Commercial License. Includes from power supplies through receivers and transmitters.
Prerequisite: It is recommended that Electronics 60b be taken concurrently.

METAL TECHNOLOGY MACHINE 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.

INDUSTRY AND TECHNOLOGY 40a-40b—GENERAL METALWORKING (3-3) BA

One hour lecture and five hours laboratory per week.

An introductory course covering the study of materials, process, tools, and machines in the general metal field. Project construction and layout, bench-work, foundry, heat treating, sheet metal, lost wax and machine shop.

INDUSTRY AND TECHNOLOGY 41—AIR CONDITIONING 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 air conditioning trade.

Prerequisite: One year high school drawing or Industry and Technology 51a concurrently.

INDUSTRY AND TECHNOLOGY 42—ADVANCED AIR CONDITIONING 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

Two, four or six hours lab per week.

Selected metal shop majors to assist and direct less advanced students under the supervision of the machine shop instructor.

Prerequisite: A "B" average in metals major and permission of the instructor.

WELDING TECHNOLOGY

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 welding major and permission of instructor.

INDUSTRY AND TECHNOLOGY 4a—OXY-ACETYLENE WELDING (7) BA

Four hours lecture and ten hours laboratory per week.

Instruction in oxy-acetylene welding, flame cutting, automatic cutting, brazing, silver brazing, and fusion welding all common ferrous and non-ferrous metals.

INDUSTRY AND TECHNOLOGY 4b—SHIELDED METAL—ARC WELDING (7) BA

Four hours lecture and ten hours laboratory per week.

Instruction in flame cutting, semi-automatic cutting, automatic cutting, shielded metal arc welding, welding drawings, shop drawings, weld testing and identification of ferrous and non-ferrous metals. Students enrolled in the Welding Program may apply for welder certification.

Prerequisite: None.

INDUSTRY AND TECHNOLOGY 6a—OXY-ACETYLENE WELDING (3) BA

One hour lecture and five hours laboratory per week.

Instruction in oxy-acetylene welding, flame cutting, brazing, silver brazing, and fusion welding all common ferrous and non-ferrous metals.

Prerequisite: None.

INDUSTRY AND TECHNOLOGY 6b—SHIELDED METAL— ARC WELDING (3) BA

One hour lecture and five hours laboratory per week.

Instruction in flame cutting, shielded metal arc welding, welding drawings, weld testing, metal properties and identification of metals.

Prerequisite: None.

INDUSTRY AND TECHNOLOGY 7a—ADVANCED WELDING (3) BA (E)

One hour lecture and five hours laboratory per week.

Instruction in flame cutting, advanced shielded metal arc welding, tungsten inert gas welding, shielded metal inert gas welding, plasma welding, plasma cutting and properties of ferrous and non-ferrous metals.

Prerequisite: None.

INDUSTRY & TECHNOLOGY 7b—ADVANCED WELDING (3) BA (E)

One hour lecture and five hours laboratory per week.

Instruction in structure of metals, physical and mechanical properties, stress relief and annealing, precipitation hardening, metallurgy of ferrous metals, manufacture of iron and steel, a study of all advanced welding techniques.

Prerequisite: None.

INDUSTRY AND TECHNOLOGY 8a—ADVANCED WELDING TECHNIQUES (7) BA

Four hours lecture and ten hours laboratory per week.

Instruction in advanced shielded metal arc welding, tungsten inert gas welding, metal inert gas welding, plasma welding, plasma cutting, welding techniques for welding all common ferrous and non-ferrous metals.

Students enrolled in the Welding Program may apply for welder certification.

Prerequisite: None.

INDUSTRY AND TECHNOLOGY 8b—ADVANCED WELDING TECHNIQUES (7) BA

Four hours lecture and ten hours laboratory per week.

Instruction in structure of metals, physical and mechanical properties, stress relief and annealing, precipitation hardening, metallurgy of ferrous metals, manufacture of iron and steel, advanced study of all welding techniques.

Students enrolled in the welding program may apply for welder certification.

Prerequisite: None.

INDUSTRY AND TECHNOLOGY 17—METALLURGICAL PROCESS (3) BA

Two hours lecture and four hours laboratory per week.

Fundamentals of metallurgy, properties and characteristics of metals; survey of metal welding processes; destructive and non-destructive testing.

Prerequisite: None.

DIVISION OF LANGUAGE ARTS AND COMMUNICATIONS

CHAIRMAN: MR. ROBERT J. HALL

MAJORS

English
Communications (English, Journalism, Speech)
Foreign Language

ENGLISH

Placement in Composition Classes:

Students who desire to take the ACT or the SAT tests may do so, but those test scores will not be used for placement purposes in English classes at College of the Sequoias. (See exception under English 1.)

The COS Placement Test will be used to place students in English 50, 51, 60, and 1. In addition students may be asked to produce verification for the classes in which they are enrolled.

ENGLISH 1—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 in 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 placement test (6-5 on the writing sample and 40-99 on the reading test) or a grade of "C" or better in English 51 or Business 96a. Students who score 23 and above on the ACT and 510 and above on the SAT will qualify for English 1.

ENGLISH 1—FIRST YEAR: READING AND COMPOSITION (SCIENCE AND ENGINEERING) (3) BA

Three hours lecture per week.

A course in critical reading and expository writing for science and engineering majors which emphasizes principles necessary for writing correct, clear, and precise reports. Includes principles of logical reasoning, critical reading and discussion of good science writing, and methods of research.

Required for engineering majors, but open to all.

Prerequisite: An acceptable score on the placement test (6-5 on the writing sample and 40-99 on the reading test) or a grade of "C" or better in English 51 or Business 96a. Students who score 23 or above on the ACT or 510 or above on the SAT will qualify for English 1.

ENGLISH 1—FIRST YEAR: READING AND COMPOSITION (JOURNALISM) (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 placement test (6-5 on the writing sample and 40-99 on the reading test) or grade "C" or better in English 51. Students who score 23 and above on the ACT and 510 and above on the SAT will qualify for English 1.

ENGLISH 2—LOGIC AND COMPOSITION (3) BA

Three hours lecture per week.

This course is designed to provide training in the study and practice of logic and critical thinking through the writing of argumentative composition and the reading of appropriate materials. The primary focus of the course will be the study of logical fallacies and propaganda.

Prerequisite: English 1

ENGLISH 5—SURVEY OF ENGLISH LITERATURE (3) BA

Three hours lecture per week.

A survey of English literary history as revealed through an intensive study of major authors and their typical masterworks from Beowulf to the period of the Restoration.

Prerequisite: English 1.

ENGLISH 6—SURVEY OF ENGLISH LITERATURE (3) BA

Three hours lecture per week.

Complementary course to English 5. Representative selections from the eighteenth century to the present.

Prerequisite: English 1. 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 7—LITERATURE OF THE SAN JOAQUIN VALLEY (3) BA

The course will study the literature and writers of the San Joaquin Valley. Readings will range from the oral tradition of the Valley's indigenous population (Maidu, Wintu, Miwok) to contemporary writings (Soto, Haslam, Inada). Novels, short stories, poetry, drama, and essays will be used to show the diversity of Valley literature.

Prerequisite: English 1.

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 the stereotypes and images of women in literature: myths, short stories, essays, novels, and poems. The study of these images shall start with myth and the Bible and shall proceed through the major historical literary periods up to the present. The effects of these stereotypes upon women today and their self-concepts deriving from such images will be a major concern.

ENGLISH 10—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 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 discussing their chief works. Cultural insights are included through films, slides, and song recordings.

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. This course will reflect the Black and Chicano experiences in the United States as revealed by their own literary perspectives.

ENGLISH 14a-b—CREATIVE WRITING (3) BA

Three hours lecture 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 14b was formerly listed as English 15.)

ENGLISH 16a-d—NOSTALGIC AND REMINISCENT WRITING

A course in writing based upon personal experiences. Members of the class are encouraged to produce short autobiographical, reminiscent, or nostalgic sketches. Samples of such life-review writings will be available if students choose to read them, but emphasis will be on discussion of what students choose to write themselves. This course is intended primarily for the senior citizen.

ENGLISH 20—FIRST YEAR: READING, COMPOSITION AND LITERATURE (3) BA

Three hours lecture per week.

Introduction to literature. Includes short stories, the novel, poetry, and drama.

Prerequisite: English 1.

ENGLISH 27—SPEED READING (3) BA

Three hours lecture and laboratory per week.

A basic course in speed reading which stresses the need for a diversified approach to various kinds of reading situations. The student is given a diagnostic test and must score at the 12th grade level in vocabulary to remain in this class. The plan for this class is structured and includes the study of vocabulary, prefixes, suffixes, and reading techniques designed to help build not only reading speed but also comprehension. The Controlled Reader is also used to help with the improvement of speed and comprehension.

Prerequisite: A 12th grade vocabulary.

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 of 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 1.

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, or the rise and flowering of Realism, of the era between the two world wars, and of the post-World War II period.

Prerequisite: English 1.

English 30 is not requisite to English 31. This 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 44—WORLD LITERATURE (3) Ba

Three hours lecture per week.

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 1.

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, Expression 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 1

English 44 is not requisite to English 45. The year sequence segment is highly recommended as a general education course in the humanities.

ENGLISH 46—SHAKESPEARE (3) BA

Three hours lecture per week.

An introduction to Shakespeare through films, lectures, and student reports.

Prerequisite: English 1.

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 index)

ENGLISH 50—PRACTICAL ENGLISH (3)

Three hours lecture per week.

A basic course in developing skills (as applied to the needs of the vocational student), emphasizing written and oral expression of ideas.

A prerequisite for English 51 for those students who fail to attain the necessary score (1-3 on the writing sample and 1-39 on the reading test) for placement in English 51. It may be used as a course which partly fulfills the requirements for graduation with an AA degree.

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.

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 placement test (3-4 on the writing sample and 40-99 on the reading 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. The course satisfies the humanities and part of the English requirement for graduation with an AA degree.

ENGLISH 54a—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, the student is started on a structured approach to reading improvement. This approach involves vocabulary building through phonetic principles and dictionary study, the learning of prefixes and suffixes, and interaction between student and teacher. Also stressed are comprehension, reading rate, study skills, and the reading of stories and novels to be discussed in class.

ENGLISH 54b—READING BETTER AND FASTER (3)

English 54B is a continuation of the reading, vocabulary, and study skills presented in 54A. It is designed to meet the needs of a student whose reading skills could be improved through a second semester in English 54. 54B will be offered concurrently with 54A. Students should have the recommendation from their 54A instructor to take 54B.

ENGLISH 55a-d—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 simulate discussions, provide personal enrichment and motivate critical thinking. 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.

ENGLISH 56—INDIVIDUAL VOCABULARY STUDIES (1)

This course is designed to aid individual students in improvement of their English vocabulary.

ENGLISH 59a-d—DEVELOPMENTAL READING FOR HEARING IMPAIRED STUDENTS (3)

This course is designed to expand the student's vocabulary and further develop his comprehensive reading skills. It will also include work on functional reading skills and reading for appreciation and recreation. Materials will be based upon the needs of individual students within the class and presented in small groups or individual teaching sessions. 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.

ENGLISH 60—COMMUNICATION SKILLS (6)

Six hours lecture and discussion per week.
This course is designed to improve skills and understanding in the process of communication through an increased awareness of the individual and his cultural surroundings. Emphasis is placed on improvement of reading and study skills, comprehension, and vocabulary. The score for placement in English 60 will be 2-4 on the writing sample and 16-30 on the reading test or 1-2 on the writing sample and 40-99 on the reading test.

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.

LINGUISTICS 10—INTRODUCTION TO LANGUAGE (3)

Three hours per week.
A basic course designed to teach the principles of language acquisition and use. History, culture, and thought viewed through the study of language.

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, also, the 3 and 4 sections are offered only if there is adequate enrollment.

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 instruction 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 index)

FRENCH 51a-51b—(2-2)

Two hours lecture and laboratory per week.
First 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; 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; a placement test may be required.

GERMAN 4—(4) BA

Five hours lecture and laboratory per week.
Continuation of German 3.
Prerequisite: German 3; a placement test may be required.

GERMAN 49abc—INDEPENDENT STUDY (1-3) BA (See index)

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-b-c—CONVERSATIONAL ITALIAN (2-2-2)

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.

Prerequisite: None for 51a. For 51b and 51c, a grade of "C" or better in 51a or 51b, respectively.

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 slides, films, tapes, records, including songs and reading of plays, short stories and newspapers.
Prerequisite: Spanish 2 or three years of high-school Spanish. A placement test may be required.

SPANISH 4—(4) BA
Five hours of 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 is in English.

SPANISH 48abc—INDEPENDENT STUDY (1-3) BA (See index)

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 conversation 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.
Situation Spanish for the allied health professions.

JOURNALISM

JOURNALISM 1—BEGINNING NEWSWRITING (3) BA
(Can also be taken as English 1)
Three hours lecture and one laboratory hour arranged.
A beginning course in writing that will cover news stories and feature stories. Basic writing mechanics and style as well as journalism style are emphasized. Some writing for student publications available. Cross listed as English 1-Journalism and meets English 1 transfer requirements.
Prerequisite: An acceptable score on aptitude test or a grade of "C" or better in English 51 or Business 96a.

JOURNALISM 2—ARTICLE AND FEATURE WRITING (3) BA
Three hours lecture per week.
An advanced course in writing techniques that will focus on writing informational articles and feature stories for the mass media. Some writing for student publications available. Specific instruction on query letters and free-lance writing is included. Usually offered spring semester only.
Prerequisite: Journalism 1.

JOURNALISM 3a-b-c-d—NEWSPAPER PRODUCTION (3-3-3-3) BA
Two hours lecture and five laboratory hours to be arranged (TBA) per week.
Practical experience in all phases of producing the college newspaper, The Campus. The class includes emphasis on writing, editing, headline writing, page design, paste-up, typesetting, and photography. Student should be prepared to work on pasting up the paper on either Wednesday or Thursday afternoon.
Prerequisite: Journalism 1.

JOURNALISM 4a-b-c-d—EDITORIAL BOARD (1-1-1-1) BA
One hour lecture, two hours lab per week.
This course consists of advanced editor-level instruction for the editors of The Campus. Students must be an editor to enroll.
Prerequisite: Must be an editor for The Campus.

JOURNALISM 5a-b-c-d—YEARBOOK PRODUCTION (3-3-3-3) BA
Two hours lecture and two laboratory hours per week.
Practical experience in publications work through producing the school yearbook. Photography is emphasized in this course along with graphic art and design.

JOURNALISM 7—MASS COMMUNICATION (3) BA
(Can also be taken as Political Science 7.)
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 8—INTRODUCTION TO VIDEO DISPLAY TERMINALS (1) BA
One hour lecture and one arranged laboratory hour per week.
The course will provide instruction on the computer based typesetting and newsroom writing unit. Students will be given situations to operate the machine in normal newsroom situations including both writing and editing. Knowledge of editing terms helpful, but not necessary.

JOURNALISM 9a-d—SPECIAL STUDIES (1) BA
One hour lecture per week.
This course will cover special, narrow topics within the mass media. Sample topics will range from certain specific writing styles — like editorials or personality profiles — to topics within local media coverage — like coverage of local city governments in the local media.
No prerequisites.

JOURNALISM 10—PHOTO JOURNALISM (2) BA
One hour lecture and three laboratory hours per week.
This course is designed for those photo students who would like practical publication experience and the chance to get their photos printed in school publications. Students work closely with the editors of the newspaper and yearbook.
Prerequisite: Photo 1a.

JOURNALISM 49a-b-c—INDEPENDENT STUDY (1-3) BA
(See index)

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-d—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 10—PHOTO JOURNALISM (2) BA
One hour lecture and three laboratory per week.
This course is designed for those photo students who would like practical publication experience and the chance to get their photos printed in school publications. Students work closely with the editors of the newspaper and yearbook.
Prerequisite: Photo 1a.

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 the 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 (2)

Four hour 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 dark room work.

Prerequisite: Photography 51 or 1a or previous photo training and/or experience recommended. Fee \$6.

PHOTOGRAPHY 71a-b—PORTRAIT PHOTOGRAPHY & COLOR PRINTING (2)

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.

SPECIAL COMMUNICATIONS

AMESLAN 18a—AMERICAN SIGN LANGUAGE 1 (FORMERLY LANGUAGE ARTS 18d)—BA (3)

Ameslan and its usefulness as a communication technique with the deaf and the severely hearing impaired is explored. The course is designed to bridge the communication gap among the deaf and hearing population including deaf persons with marginal language skills, professionals in service areas related to education of the deaf, interpreters, counselors, social workers, and allied professionals.

AMESLAN 18b—AMERICAN SIGN LANGUAGE 11—(3) BA

Advanced techniques of manual communication. Receptive skills, idioms of the deaf and development of an expressive style. Introduction of interpreting techniques. This course is designed to bridge the communication gap among the deaf and hearing population.

Prerequisite: ASL 18a or equivalent.

SIGNED ENGLISH 19a—SIGNED ENGLISH (3) BA (Formerly Language Arts 18a)

This is a beginning course in communication with deaf adults and children through the use of sign language in English. This course will be open to students with handicaps, parents of deaf and hard of hearing children, students interested in working with the deaf, professionals from the community, and other interested students.

Prerequisite: None, but recommended to take ASL 18a first or concurrently.

SIGNED ENGLISH 19b—SIGNED ENGLISH II (3) BA

To further develop the skills presented in Signed English 19a. This course will focus on the actual use of the manual communication skills of the students. The course will be open to students with handicaps, parents of deaf and hard of hearing children, students interested in working with the deaf and hard of hearing, professionals from the community and other interested students.

INTERPRETER'S SIGNING CLASS 21a-d—INTERPRETER'S SIGNING CLASS

(Maximum units to be earned, 3 units) BA

To further develop receptive and expressive sign language skills, and to develop interpreting and reverse interpreting skills. The course will be open to students with handicaps, parents of deaf and hard-of-hearing children, students interested in teaching the deaf, professionals from the community, and other interested students.

LANGUAGE ARTS 48a-b-c—INDEPENDENT STUDY (1-3) BA

(See index)

LANGUAGE ARTS 20—SPEECHREADING (LIPREADING) (3) BA

Three hours lecture, demonstration, laboratory per week.

Speechreading and its usefulness as a communication skill for any interested persons, senior citizens, and the hearing impaired.



DIVISION OF NURSING AND HEALTH SERVICE

CHAIRPERSON: DR. LYNN HAVARD

REGISTERED NURSING

NURSING 1—(7) BA

Four hours lecture and nine hours laboratory per week.

A study of the elements of patient care. Introduction to nursing concepts emphasizing human needs related to communication, safety and comfort, mobility, nutrition, and growth and development including geriatrics. Planned to introduce the student to the meaning of nursing in health and disease. It includes studies of personal and mental health, interpersonal relationships, some legal aspects of nursing, and the principles and techniques of patient centered care. The student gives nursing care of selected patients, under instruction in the clinical area.

Prerequisite: Physiology 1a and 1c, Anatomy 1, Microbiology and Chemistry 2.

NURSING 2—(9) BA

Four hours lecture and fifteen hours laboratory per week.

A study of the nursing process as it relates to individual and family development. The course is primarily centered around patient needs related to nutrition, balance of regulatory mechanisms, safety and comfort, and sexual expression.

Prerequisite: Nursing 1, Physiology, Anatomy, Microbiology and Chemistry 2a.

NURSING 3—(9) BA

Four hours lecture and fifteen hours laboratory per week.

A study of nursing process primarily centered around patient needs related to safety and comfort, altered regulatory mechanisms and cardio-pulmonary mechanisms. Standardized procedures will be included along with principles of community health.

Prerequisite: Nursing 1 and 2, Physiology, Anatomy, Microbiology and Chemistry 2A.

NURSING 4—(11) BA

Four hours lecture and eighteen laboratory hours per week, plus 63 hours lab by arrangement.

A study of nursing interventions primarily centered on the needs of patients with altered regulatory and activity mechanisms and safety and comfort. Integrated with nursing interventions in 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.

Prerequisite: Nursing 1, 2 and 3, Physiology, Anatomy, Microbiology and Chemistry 2A.

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 select surgical patients during the pre-operative, intra-operative and post-operative phase of surgical intervention.

Prerequisite: Student in the R.N. Program (must have satisfactorily completed Nursing 1, 2, and 3), Registered Nurse, or permission of the instructor.

NURSING 23—PHARMACOLOGY FOR NURSES (2) BA

Two hours lecture and discussion per week.

An overview 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 includes the application of nursing interventions focused on the needs of the patient who is critically ill. Biopsychosocial principles related to the patient's needs will be stressed as they relate to selected cardio, respiratory and neurological patients problems.

Prerequisite: Student in the R.N. Program.

NURSING 25—CARE OF THE PATIENT IN INTENSIVE CARE (6) BA

Class meets 36 hours a week for 6 weeks during the summer session.

This course is designed to assist the R.N. student in developing greater proficiency in caring for acutely ill patients in an intensive care environment. The emphasis will be on providing total patient care and perfection of skills pertinent to the critical care situation, including specialized electronic monitoring techniques.

Prerequisite(s): Completion of Nursing 3; or permission of the instructor.

NURSING 30—R.N. DIPLOMA PROGRAM CREDIT (30) BA

This course is designed to give 30 units of registered nursing college credit to registered nurses who are diploma graduates. In order to qualify, applicants must have completed all general education units required by the College of the Sequoias RN Program and must have completed a minimum of 15 units at the College of the Sequoias. An application form must then be completed in the registered nursing office verifying current licensure in California. Further information may be obtained in the R.N. office.

NURSING 31

A continuing education course for RNs and LVNs to provide an update on nursing theory and practice in a variety of clinical areas. The course is divided into several 2-4 week sections, each covering a different topical area of study. California BRN credit for continuing education as well as college credit will be given for this course.

NURSING 99—HOLISTIC HEALTH (3)

Three hours lecture and discussion per week.

A comprehensive look at the influences that affect human growth and development. This course incorporates research in the disciplines of medicine, education, sociology and psychology. Emphasis is on the functional relation between factors within the individual (body, mind and spirit) and those outside (cultural, social, physical and global environment). Health will be examined as an ongoing dynamic process; more than the absence of disease at any given time.

VOCATIONAL NURSING

VOCATIONAL NURSING 50, 51, 52

VOCATIONAL NURSING (14-14-14)

VN 50—FUNDAMENTALS OF NURSING AND MEDICAL AND SURGICAL NURSING INCLUDING ORTHOPEDICS (14)

Eight hours lecture and twenty-one hours laboratory per week.

Prerequisite: Biology 14, Psychology 1A and Math 50.

A study of the elements of patient care. Introduction to nursing concepts emphasizing human needs related to communication, safety and comfort, mobility, nutrition, and growth and development including geriatrics. Planned to introduce the student to the meaning of nursing in health and disease. It includes studies of personal and mental health, interpersonal relationships, some legal aspects of nursing, and the principles and techniques of patient centered care. The student gives nursing care to selected patients, under instruction in the clinical area. Clinical assignments will be made in affiliated hospitals and will include the practice of basic nursing procedures and working as a member of the health team. Total patient care will be provided to patients in all age groups including administration of medications.

VN 51—MEDICAL AND SURGICAL NURSING INCLUDING OBSTETRICS, INFANT CARE AND PEDIATRICS (14)

Eight hours lecture and twenty-one hours laboratory per week

Prerequisite: Satisfactory completion of VN 50.

A study of patient care emphasizing human needs of exchange of gases, regulatory mechanisms, nutrition, communication, safety and comfort, and sexual expression as they relate to patients with cardiopulmonary problems and to maternal-child care.

VN 52—MEDICAL AND SURGICAL NURSING (14)

Eight hours lecture and twenty-one hours laboratory per week

Prerequisite: Satisfactory completion of VN 50 and 51.

A study of patient care emphasizing human needs of regulatory mechanisms, mobility, nutrition, communication, safety and comfort and sexual expression as they relate to

patients with endocrine, orthopedic, neurological, integumentary, renal or body sense problems, and patients with disintegration of emotional integrity.

MEDICAL TECHNOLOGY

EMERGENCY MEDICAL TECHNOLOGY 50—VOCATIONAL TRAINING PROGRAM FOR EMERGENCY MEDICAL TECHNICIANS (4)

Course will emphasize development of skills in the recognition of symptoms of illness and injuries and proper procedures of emergency care.

This course meets the requirements of the California Department of Health for certification as EMT-1.

EMERGENCY MEDICAL TECHNOLOGY 50—REFRESHER (0)

A twenty-four hour course required by the State for re-certification.



DIVISION OF PHYSICAL EDUCATION, HEALTH, ATHLETICS AND RECREATION

CHAIRMAN: MR. ROY TAYLOR

MAJORS

Pre-Physical Education
Pre-Recreation

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. Fulfills 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 (3)

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.

HYGIENE 6—UNDERSTANDING CANCER (3)

The biological, clinical, and psychosocial nature of cancer will be explored through the perspective of medical researchers, biologists, physicians, and health educators. This course is designed to increase the public's understanding of what cancer is and how it affects the human condition.

PHYSICAL EDUCATION

PHYSICAL EDUCATION—GENERAL ACTIVITY COURSES (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—Disco
Physical Education 8a-d—Golf
Physical Education 9a-d—Swimming
Physical Education 10a-d—Tennis
Physical Education 11a-d—Gymnastic Exercises
Physical Education 12a-d—Weight Lifting
Physical Education 13a-d—Judo
Physical Education 14a-d—Horseback Riding
Physical Education 15a-d—General Activities—Not Listed.
Physical Education 16a-d—Choreography. (Prerequisite: A dance background)
Physical Education 17a-d—Hunch Basketball
Physical Education 18a-d—Self Defense
Physical Education 19a-d—Postural Development for Women
Physical Education 21a-d—Diving
Physical Education 22a-d—Special Competitive Tennis (2-2) (Four hours per week)
Physical Education 23a-d—Racquetball
Physical Education 24a-d—Volleyball
Physical Education 25a-d—Advanced Baseball (6 hours per week)

Physical Education 27a-d—Advanced Aquatics
Physical Education 28a-d—Ice Skating
Physical Education 47a-d—Adaptive Physical Education
Physical Education 73a-d—Aquatic Calisthenics
Physical Education 75a-d—Karate
Physical Education 76a-d—Yoga
Physical Education 77a-d—Roller Skating
Physical Education 78—Wheelchair Basketball
Physical Education 79a-d—Self Defense for Women
Physical Education 80a-d—Beginning and Intermediate Jazz Dance
Physical Education 81a-d—Beginning Ballet
Physical Education 82a-b—Varsity Performance
Physical Education 83a-d—Beginning Tap Dance

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. Analysis of 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 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. Analysis of skills, techniques, strategy, history, and official rules of tennis.

PHYSICAL EDUCATION 35—ADVANCED 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 Advanced 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 Advanced Life Saving, swimming skills and water safety with the opportunity to qualify for the American Red Cross Safety Instructor's Certificate. Techniques, material and methods of teaching included.

Prerequisite: Current Advanced 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 40c—ARCHERY (1) BA

Two hours lecture and laboratory per week.

For Physical Education majors and minors. Analysis of 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 and dance 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 of football; exercise, conditioning and weight training.
Prerequisite: None.

PHYSICAL EDUCATION 43a-d—BASEBALL MAINTAINANCE OF FIELDS AND FACILITIES (1)

A course to develop knowledge, understanding of and application of proper care and techniques of baseball field and facility maintenance. This course is designed to acquaint the student to procedures and techniques necessary to maintain and operate the complete baseball working facility. This includes groundskeeping methods and maintainance. For the student preparing for a coaching career, this course will give a background.

PHYSICAL EDUCATION 45—FUNDAMENTALS OF AQUATICS (2) BA

Four hours lecture and laboratory per week.
For physical education majors and minors, recreation 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 47a-d—ADAPTIVE PHYSICAL EDUCATION

For men and women with physical handicaps. Class offers physical therapy exercises, hydrotherapy, self-defense, yoga and relaxation techniques, and recreational activities designed to meet individual needs of physically disabled. This course, upon approval of the instructor, will be open to students with disabilities, pre-and para-professional students, and other students as space permits.

PHYSICAL EDUCATION 48apd—TEACHER AIDES IN PHYSICAL EDUCATION (1-3) BA

Two, four, or six laboratory hours per week.
Selected physical education majors, minors and dance majors assist and direct less advanced students at COS and/or community schools under the supervision of a master teacher.
Prerequisite: Completion of major classes with a "B" average and permission of the instructor.

PHYSICAL EDUCATION 70—PRINCIPLES OF OFFICIATING (2-3) BA

Two or three 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 department of elementary school programs, and for physical or recreation majors.

PHYSICAL EDUCATION 72abcd—INTRAMURAL ACTIVITY (1) BA

One hour of activity per week.
Does NOT satisfy P.E. requirement
Time and activity by arrangement of Intramural Director.

PHYSICAL EDUCATION 78—WHEELCHAIR BASKETBALL

This is a basic course in wheelchair basketball, learning the fundamentals of the sport, the rules and regulations, and related exercise and body conditioning. 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.

PHYSICAL EDUCATION 82a-b—VARSITY PERFORMANCE (2)

Six hours laboratory per week.
Performance at varsity athletic and student body activities.
Limited to those designated by election

PHYSICAL EDUCATION 85—TECHNIQUES OF BASKETBALL COACHING (2)

This course is designed to benefit the person who is presently involved in the coaching of basketball; consists of advanced techniques of teaching the game.

INTER COLLEGIATE ATHLETICS

ATHLETIC DIRECTOR: MR. TOM GILCREST

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 community colleges. The students participating in this program are also expected to work toward demonstrating minimum ability in at least one activity in any 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.

VARSITY ATHLETICS FOR MEN:

Physical Education 50ab—Varsity Football (2-2) BA
Physical Education 51a-d—Varsity Basketball (2-2-2-2) BA
Physical Education 52ab—Varsity Baseball (2-2) BA
Physical Education 53ab—Varsity Track (2-2) BA
Physical Education 54ab—Varsity Tennis (2-2) BA
Physical Education 55ab—Varsity Swimming (2-2) BA
Physical Education 57a-b—Varsity Golf (2-2) BA
Physical Education 58a-b—Varsity Cross Country (2-2) BA
Physical Education 59a-d—Varsity Wrestling (2-2) BA
Physical Education 60a-b—Varsity Waterpolo (2-2) BA
Physical Education 65a-d—Special Sports Practice (N/C)

VARSITY ATHLETICS FOR WOMEN:

Physical Education 51a-d—Varsity Basketball (2-2-2-2) BA
Physical Education 53a-b—Varsity Track (2-2) BA
Physical Education 54a-b—Varsity Tennis (2-2) BA
Physical Education 55ab—Varsity Swimming (2-2) BA
Physical Education 56a-b—Varsity Volleyball (2-2) BA
Physical Education 58a-b—Varsity Cross Country (2-2) BA
Physical Education 61a-b—Varsity Softball (2-2) BA
Physical Education 65a-d—Special Sports Practice (N/C)

Physical Education 65a-d is 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 1—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 2—PROGRAM PLANNING AND ORGANIZATION (3) BA

Three hours lecture, laboratory, and demonstration per week. The class is designed to introduce the recreation major to the principles of Program Planning and Organization for recreational services and agencies. Opportunities will be provided for practical experiences in supervision and leadership in a recreation setting.

RECREATION 3—RECREATION GROUP LEADERSHIP (3) BA

Three hours lecture, laboratory and demonstration per week. Class is designed to introduce the Recreation Major, Physical Education Major and Minor as well as elementary school teacher to principles of leadership and motivation techniques as they apply to various age and ability groups. Opportunities will be given to gain practical experience in recreation activities as well as opportunities to observe in various agencies different types of leadership skills.

RECREATION 4—CAMP COUNSELING (3)

Combination lecture/laboratory.

Basic training in camp organization and leadership. Practical skills in campcraft and outdoor recreation. Organization of family, day, school, church and agency camps. Includes camping and cooking experience.

RECREATION 5—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 the student as an individual based on the student's needs, attitudes and professional interest.

RECREATION 6—HEALTH SERVICES 5—ACTIVITY COORDINATOR IN CARE FACILITIES (2) BA

Two hours lecture, discussion per week.

This class 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 49a-b-c-d—INDEPENDENT STUDY (1-4) BA
(See index)

RECREATION 121a-b-c-d—WORK EXPERIENCE IN RECREATION (1-4) BA



DIVISION OF SCIENCE, MATHEMATICS AND ENGINEERING

CHAIRMAN: MR. JOHN CRAIN

MAJORS

Architecture
Biology Science
Engineering Technology
Mathematics
Mathematics-Science
Physical Science
Pre-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 of 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 one'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 students to express their 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 (human 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 technology 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, evaluation 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 techniques.

ARCHITECTURE 53—PERSPECTIVE DRAWING (2)

Four hours lecture and laboratory per week.
Class will explore three different methods of layout of perspective drawing: Basic Office Technique in "One-Point" and "Two-Point" perspective; perspective by charts "One and Two Point" and perspective by photography.
Prerequisite: Minimum six (6) weeks of High School or Jr. High School Mechanical Drawing.

ARCHITECTURE 54—HISTORIC PRESERVATION (3)

The course will be structured around the architecture styles from 1750-1915 in the United States, showing the reuse of structures, the revitalization of cities, the attitudes of people involved in historic preservation, and our lost heritage. More emphasis will be given to those styles which are most common to California and Visalia. However, the earlier styles will be studied to show the transition and derivation of the later styles.

ENGINEERING 5a—GRAPHICS AND DESCRIPTIVE GEOMETRY (3) BA

Three each two recital sessions per week (6 hours total).

Fundamentals of descriptive geometry: Orthographic projection, visibility, principles of projection, true lengths and shapes, developments and intersections. Fundamentals of graphical mathematics: Vectors and vector diagrams, data presentation, arithmetic, algebra, calculus, empirical equations and numerical analysis.

Prerequisite: Math 5a and Physics 5a to be taken concurrently.

ENGINEERING 5b—STATICS (3) BA

Three hours lecture per week.

Fundamentals of engineering statics; force systems, two and three dimensional structures, frames, beams and cables, centroids, friction and virtual work.

Prerequisite: Completion of Physics 5a, Math 5a, and Engr. 5a each with a grade of "C" or better with Math 5b, and Physics 5b taken concurrently.

ENGINEERING 5c—MATERIALS SCIENCE (3) BA

Two hours lecture and three hours laboratory per week.

Introduction to the physics and chemistry of engineering materials: Structure of atoms, crystals, metals and glasses, phase and heat-treating diagrams, strengthening mechanisms, electrical properties and corrosion.

Prerequisite: Completion of Physics 5b, Math 5b and Engr. 5b each with a grade of "C" or better with Math 5c and Physics 5c taken concurrently. Completion of English 1, Scientific/Technical Reading and Composition.

ENGINEERING 5d—ALTERNATING CURRENT CIRCUITS (4) BA

Three hours lecture and three hours laboratory per week.

Introduction to steady state and transient alternating single and multiphase AC circuits.

Prerequisite: Completion of Math 5c, Physics 5c and Engr. 5c each with a grade of "C" or better with Math 5d and Physics 5d to be taken concurrently.

ENGINEERING 7—PLANE SURVEYING (3) BA

Two hours lecture and three hours laboratory per week.

Horizontal distance measurement, leveling, random and system errors, angle measurement, traverses, horizontal and vertical curves and triangulation.

Prerequisite: Completion of Physics 5a, Math 5a and Engr. 5a with a grade of "C" or better and concurrent enrollment in Physics 5b and Math 5b.

ENGINEERING 9—MATRIX ALGEBRA (2) BA

Two hours lecture per week.

An introductory course in matrix methods as applied in engineering and the physical sciences. Extensive use will be made of engineering examples developed in the prerequisite physics and engineering courses.

Prerequisites: Math 5b, Engineering 5b, Physics 5b.

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.

Prerequisite: Mathematics 1a, 5a, 16a, or Engineering 5a and Physics 2a or 5a (may be taken concurrently).

ENGINEERING 15—NUMERICAL METHODS (2) BA

Two hours of lecture per week.

An introductory course in numerical methods for Physical Science and Engineering students.

Prerequisites: Math 1a or 5a, Math 15 or Engineering 10a, Physics 2a or 5a.

MATHEMATICS 1a—CALCULUS WITH ANALYTIC GEOMETRY (4) BA

Four lecture hours per week.

Differential and integral calculus of algebraic functions with associated plane analytic geometry. The first of a three semester sequence recommended to majors in mathematics, physics, chemistry and others requiring eight or more semester units of calculus.

Prerequisites: Three years of high school mathematics including algebra, geometry, functions, graphs, inequalities and trigonometry, or Mathematics 30 with a grade of "C" or better.

MATHEMATICS 1b—CALCULUS WITH ANALYTIC GEOMETRY (4) BA

Four lecture hours per week.

A continuation of Mathematics 1a and including transcendental functions, polar coordinates with emphasis on techniques of integration and applications of calculus.

Prerequisite: Mathematics 1a with a grade of "C" or better.

MATHEMATICS 1c—CALCULUS WITH ANALYTIC GEOMETRY (4) (FORMERLY MATHEMATICS 2a) BA

Four lecture hours of Mathematics 1b including solid analytic geometry, partial differentiation, multiple integration, series and related topics.

Prerequisite: Mathematics 1b with a grade of "C" or better.

MATHEMATICS 5a—ENGINEERING CALCULUS (5) BA

Differential and Integral Calculus for engineering majors. A study of vectors, limits, differentiation and integration of algebraic, trigonometric and transcendental functions. Applications of work, fluid pressure, and maxima and minima.

Prerequisite: Trigonometry and analytical geometry (Mathematics 30). Engineering 5, Physics 5a, and Engineering 10 are taken concurrently. A grade of "C" or better in Mathematics 5a before continuing to Mathematics 5b.

MATHEMATICS 5b—ENGINEERING CALCULUS (5) BA

Differential and Integral Calculus of parametric equations, polar coordinates with applied applications. Formulas and special methods of integration with applied applications of volume, length of arcs, surfaces, center of masses. A study of converging and diverging series with applied applications.

Prerequisite: Mathematics 5a, Physics 5a, Engineering 10.

MATHEMATICS 5c—ENGINEERING CALCULUS (3) BA

Partial differentiation with applications of directional derivatives, gradient, total differential, maxima and minima. Lagrange multipliers, line integrals. A study of double and triple integrals with applied applications of volume, center of mass and moment of inertia.

Prerequisite: Mathematics 5b, and Physics 5b.

MATHEMATICS 5d—DIFFERENTIAL EQUATIONS (4) BA

The application of differential equations for the engineering major with special topics of La Place transforms. Fourier series, complex numbers and vectors.

Prerequisite: Mathematics 5c, Engineering 5d is taken concurrently, or successful completion of Math 1c.

MATHEMATICS 11—INTRODUCTION TO LINEAR ALGEBRA (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) 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 16a-Mathematics 53 or two years of high school algebra; Mathematics 16b-Mathematics 16a and Mathematics 30, or equivalent.

MATHEMATICS 21—ELEMENTARY STATISTICS (3) BA

Description of sample data; elementary probability, mean and standard deviation, binomial and student's distributions basic concepts of sampling and estimation, confidence intervals, chi-square, tests of hypotheses, linear correlation and regression, application to business and natural behavioral sciences.

Prerequisite: Two years of high school algebra or Math 53.

MATHEMATICS 21L—STATISTICS LABORATORY (1) BA

Computational techniques pertinent to elementary statistics with emphasis on calculator programing and formula derivations and problem solving.

Prerequisite: Concurrent enrollment in Math 21. Lab not required for Math 21.

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—COLLEGE ALGEBRA AND ANALYTIC TRIGONOMETRY (4) BA

Four hours lecture per week.

An intensive study of algebra and trigonometry, with associated graphing, emphasizing topics considered essential to students preparing to study calculus, science, engineering or disciplines requiring proficiency in applications of algebra or trigonometry.

Prerequisite: Mathematics 52 and 53 or the equivalent.

MATHEMATICS 49abc—INDEPENDENT STUDY (1-3) BA

MATHEMATICS 50—(3)

Three hours lecture and one hour lab per week.

A study of the fundamental operations with whole numbers, fractions, and decimals. Also included are selected topics from percent, simple interest, and measurement. Metrics are not included.

Prerequisite: Placement tests administered previous to class placement.

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.

Prerequisite: Mathematics 50, or the equivalent, and a pretest to measure preparedness.

MATHEMATICS 51abc—ELEMENTARY ALGEBRA (1-3)

Five hours lecture and discussion per week.

An intensive but flexible mathematical remediation program. Math 51a includes algebraic simplification and applications of operation principles involving rational numbers, literal numbers, integers, grouping symbols, solutions to first degree equations and associated word problems. Math 51b includes algebraic simplifications and applications of operation principles involving exponential laws, polynomials, factoring, fractions and associated word problems. Math 51c includes algebraic simplification and applications of operation principles involving complex fractions, radical expressions, solutions of two equations and two unknowns, graphing of linear equations, and associated word problems.

Prerequisite: (a) Prerequisite for Math 51a is Mathematics 50 or equivalent. (b) Prerequisite for Math 51b is Mathematics 51a or equivalent. (c) Prerequisite for Math 51c is Mathematics 51b or equivalent.

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. The 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, quadratic equations, business and science word problems applications, graphing, conic sections, logarithms.

Prerequisite: One year of high school algebra, Math 51, or the equivalent, and a pretest to measure preparedness.

MATHEMATICS 53abc—INTERMEDIATE ALGEBRA (3) BA

Five hours lecture and discussion per week.

Math 53a includes properties and operations of real numbers and polynomials, factoring, rational expressions, first degree equations, exponents, roots, radicals. Math 53b includes business and science word problem applications, complex numbers, quadratic, Math 53c includes conic sections, exponential and logarithmic functions.

Prerequisite: Math 53a requires one year of high school algebra, Mathematics 51, or the equivalent, and a pretest to measure preparedness. Math 53b requires successful completion of Math 53a. Math 53c requires successful completion of Math 53b.

MATHEMATICS 54—TRIGONOMETRY (3) BA

Three hours lecture per week.

Trigonometric functions of any angle, logarithms, solution of triangles, trigonometric equations.

Prerequisite: Intermediate algebra (Mathematics 53) and plane geometry (Mathematics 52).

SCIENCES BIOLOGICAL SCIENCES

ANATOMY 1—HUMAN ANATOMY (4) BA

Three hours lecture and three hours lab per week.

A course designed to introduce the student to the basic structure of the human body. A systemic approach is taken with emphasis placed on the correlation between structure and function, the use of anatomical terms in communication, and classification of tissues and organs and changing attitudes in the field of anatomy. Considerable histology is used to make the study of gross structures more meaningful.

BIOLOGY 1-2—GENERAL BIOLOGY (5-5) BA

Three hours lecture and six hours laboratory per week.

A study of the comparative morphology and embryology of the major animal and plant phyla; organismic, cellular, and organelle form and homeostasis including bioenergetics and molecular biology; biochemical genetics and mendelian genetics; ecology; and evolution. Biology 1 is a prerequisite of Biology 2. Biology 15 is to be taken concurrently with Biology 1.

Prerequisite: One semester of college chemistry. Chemistry 12a and 12b or Chemistry 8 and 9 recommended concurrently.

(Biology 1—formerly Zoology 1; Biology 2—formerly Botany 1).

BIOLOGY 12—HUMAN HEREDITY: ORDER AND DISORDER (3) BA

This course is designed to demonstrate the basic principles of human heredity as well as point out the potentials for the future. It will include: how inheritance works; common inherited disorders; role of genes and the environment; how disorders are screened for and detected; care, treatment, and management of affected individuals; future of human genetics (scientific, political, legal and social).

BIOLOGY 14—ANATOMY AND PHYSIOLOGY (4)

Three hours lecture and three hours laboratory per week.

A survey of human anatomy and physiology designed to develop an understanding of the correlation of the structure and function of the body. Lab work will consist of microscope work, dissection, experimentation and demonstrations. This course does NOT satisfy the requirements for entrance into the registered nursing program.

Prerequisite: None.

BIOLOGY 15—MATTER, ENERGY AND LIFE (1) BA

Five hours of lecture per week for three and one-half weeks.

This course applies chemical and physical principles to cellular anatomy and physiology emphasizing replication, transcription, translation and the biochemistry of enzymes.

Biology 15 is to be taken concurrently with Biology 1.

Prerequisite: One semester of college chemistry.

BIOLOGY 20—INTRODUCING BIOLOGY (3) BA

Designed as an introductory, non-laboratory general biology course. The course focuses on developing an appreciation of the human body. How it functions as a whole is stressed. The living world of animals and plants around the student is related to human existence. (Offered by the Central Valley Television Consortium.)

BIOLOGY 50—BIOLOGY OF SELF (1)

Two hours of lecture-laboratory per week for nine weeks.

A "mini" course relating to the biology of self with an emphasis of human anatomy and physiology. Topics of interest are life, the cell, reproduction, human genetics, circulatory system, and digestive system. This course is not intended for students whose majors include an anatomy and physiology requirement. Candidates for the vocational nursing entrance exam will find this course beneficial to their preparation for the exam.

Prerequisite: None.

BIOLOGY 51—BIOLOGY OF SELF (1)

Two hours of lecture-laboratory per week for nine weeks.

A "mini" course relating to the biology of self with an emphasis on human anatomy and physiology. In contrast to Biology 50 this course focuses on control, maintenance, coordination, and stimuli-response mechanisms of the body. Topics of interest are the excretory systems, nervous system, sensory systems, secreting glands, and support of movement mechanisms. This course is not intended for students whose majors include an anatomy and physiology requirement. Candidates for the vocational nursing entrance exam will find this course beneficial to their preparation for the exam.

Prerequisite: None.

BIOLOGY 52—BIOLOGY OF SURROUNDINGS (1)

Two hours of lecture-laboratory per week for nine weeks.

A "mini" course relating to the biology of our surroundings. Topics of interest are human populations, food chain dynamics, endangered species, and ecosystem manipulation. This course is not open to those that have completed Ecology 1.

Prerequisite: None.

BOTANY 10—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. This course emphasis is on plant structure function and ecology. Not open to students that have received credit in Botany 1.

Prerequisite: Must be eligible to enroll in English 51 or exhibit a 10th grade reading comprehension as determined by testing.

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 our relationship to the ecosphere.

Prerequisite: Must be eligible to enroll in English 51 or exhibit a 10th grade reading comprehension as determined by testing.

ECOLOGY 2—FIELD ECOLOGY (3) BA

Two hours lecture and two hours 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.

Prerequisite: Ecology 1 with a grade of B or better.

MICROBIOLOGY 1—GENERAL MICROBIOLOGY

This is a basic foundation course designed primarily for students entering the health sciences, home economics, and related fields. Depending upon the transfer school, this class also meets the needs of life science majors. This course covers: developmental of the science of microbiology thru modern times; anatomy, morphology and physiology of microbes;

techniques of cultivation and identification; growth control measures (physical, chemical, chemotherapeutic) plus isolation and disposal techniques for contaminated materials; medical microbiology (disease and infection, host defenses/immunology, epidemiology and public health measures); water micro (treatment, testing, and hazards); food and dairy micro (emphasis on safety and sanitation); as well as aspects of industrial microbiology. Attention is given to theory as well as practical application.

Prerequisite(s): Chemistry 2A (Chemistry 2C recommended) and one college level course in life sciences.

NATURAL SCIENCE 60—NATURAL SCIENCE OF CALIFORNIA (2)

Approximately 30 classroom hours and 60 field trip hours.

A study of the natural history and science of a portion of California. Instruction to be divided between classroom lecture/discussion and an extended field trip, involving overnight camping.

Prerequisites: Students must have completed one course in either Biology, Geography, Geology, Astronomy or another related natural science course and have the approval of the instructors.

PHYSIOLOGY 1—HUMAN PHYSIOLOGY (4) BA

Three hours lecture and three hours lab per week.

Physiology 1 is a survey course designed to acquaint the Life Science or Health Science major with enough principles necessary to understand the general functioning of the human body systems. Topics include cells, circulation, myoneural physiology, fluids and electrolytes, acid-base balance, gas exchange, digestion, psychobiology and internal secretions. Considerable emphasis is placed on intercellular communication and its role in homeostasis.

Prerequisite: Algebra, Chemistry 2A and Anatomy 1. Prerequisites cannot be taken concurrently.

ZOOLOGY 10—ANIMAL BIOLOGY (3) BA

Two hours lecture and two hours laboratory per week.

A general principles course in animal biology designed to help meet a laboratory requirement for transfer students who are not life-science majors. This course emphasizes animal structure, function, behavior, evolution, and ecology. Not open to students that have received credit in Zoology 1.

Prerequisite: Must be eligible to enroll in English 51 or exhibit a 10th grade reading comprehension as determined by testing.

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 Associate Degree Science requirement.

CHEMISTRY 1a-1b—GENERAL CHEMISTRY (5-5) BA

Three hours lecture and six hours laboratory per week.

A study of the fundamental theories and laws of chemistry with an emphasis on the mathematical treatment of chemistry as well as the underlying concepts of principles. This course is for those intending to enter chemistry or professional fields which require chemistry as a foundation.

Prerequisite: High-school chemistry or Chemistry 53 with a grade of C. Two years of high school algebra or Math 53 with a grade of C or better. Eligibility to take English 1A. An acceptable score on the departmental placement exam. To continue in Chemistry 1B, a minimum grade of "C" is required in 1A.

CHEMISTRY 2a-2b—GENERAL CHEMISTRY (4-4) BA

Three hours lecture and three hours laboratory per week.
A study of the fundamental theories and laws of chemistry, including such topics as metric system, three states of matter, nomenclature and formula writing, atomic structure, bonding, oxidation-reduction, stoichiometry, water and its properties, concentrations of solutions, acid-base ionization, chemical equilibrium, and radioactivity.

Prerequisite: High school chemistry or Chemistry 53 with a grade of C or better; Math 51 or equivalent; score of 3-4 or writing sample and 40-99 on reading sample of COS English Placement Test or completion of English 51. To continue in Chemistry 2b requires a minimum grade of C in Chemistry 2a.

CHEMISTRY 2c—INTRODUCTION TO ORGANIC AND BIOLOGICAL CHEMISTRY (4) BA

Three hours lecture and three hours laboratory per week.
Introduction to the basic concepts of organic and biochemical compounds. Also includes acid-base ionization. This course is primarily for health-oriented students and is not a substitute for Chemistry 8. Chemistry 2c may be taken concurrently with Chemistry 2b.

Prerequisite: Completion of Chemistry 2a with a minimum grade of C.

CHEMISTRY 5—ANALYSIS (4) BA

One hour lecture, one hour recitation, six hours laboratory per week.

Fundamental principles of quantitative analysis with a theoretic treatment of the laws and theories which apply and general instructions in various methods of gravimetric and volumetric analysis. For students interested in chemistry, medicine, clinical work, petroleum, or chemical industries in general.

Prerequisite: Chemistry 1a and 1b 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 12a-12b—ORGANIC CHEMISTRY (5-5) BA

Three hours lecture and six hours of laboratory per week.
This one year course in organic chemistry, taught at the sophomore level, is primarily for chemistry majors, pre-medical and pre-dental students, med-techs and biochemical majors. Emphasis is on the fundamentals of organic chemistry with a unified development of the important concepts based on the structural and functional groups of organic molecules.

Includes topics on bio-organic chemistry to illustrate basic principles of organic chemistry, industrial and environmental applications; problem solving to emphasize comprehension of material.

Prerequisite: Chem 1a-1b or Chem 2a-2b with grade of "C" or better. Grade of C or better in Chemistry 12a to enroll in Chemistry 12b.

CHEMISTRY 53—SURVEY OF GENERAL CHEMISTRY (3)

Three 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 is a non-transfer course introducing the theories, concepts and vocabulary of chemistry.

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, supplement the lectures.

(Also cross-listed in the social sciences division.)

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.

GEOLOGY 12—ENVIRONMENTAL GEOLOGY (3) BA

Three hours lecture per week.
A study of our geologic environment; emphasis hazards, materials, energy and water resources, human interference with geologic processes, and effects of urbanization.

METEOROLOGY 1—ELEMENTARY METEOROLOGY (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 education student as a non-laboratory science course.

PHYSICAL SCIENCE 10—PHYSICAL SCIENCE SURVEY (3) BA

Three hours lecture and demonstration per week.
This course is an introduction to and a partial survey of physical science. Topics covered may include: mechanics, the Kinetic Molecular Theory, Electricity and Magnetism, the Atom, Astronomy and Geology.

Prerequisite: None.

PHYSICAL SCIENCE 11—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. Cross-titled as Industrial Arts 11.
Not open to students enrolled in or with credit in Electronics 50ab, 51ab or any other basic college course in electronics.

PHYSICAL SCIENCE 14—SOLAR APPLICATIONS (3) BA

A broad, general survey of the past and present state of the art of trapping, storing, and utilizing a significant percentage of the energy provided by the sun, both direct and diffuse, for the purpose of water heating, space heating, apicultural drying/dehydrating, and electrical power generation. Heavy emphasis will be placed on residential space and water heating. The student will learn to read the necessary graphs and applications, and will be expected to have a personal interest in energy savings and environmental protection.

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 science requirements.

Prerequisite: Mathematics 16a-16b (Calculus) or taken concurrently or permission of the instructor.

PHYSICS 5a-5b—GENERAL PHYSICS (4-4) BA

Three 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: mechanics, properties of materials, sound and wave motion, and thermodynamics.

Prerequisite: 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 (4-4) BA

Three hours lecture, three hours laboratory per week.
Fundamental treatment of: electricity, magnetism, electronics, optics, atomics and nucleonics.

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.

DIVISION OF SOCIAL SCIENCES

CHAIRMAN: Mr. N. B. MARTIN

MAJORS

COMMUNITY SERVICE
HISTORY
SOCIAL SCIENCE

ANTHROPOLOGY

ANTHROPOLOGY 2—INTRODUCTION TO CULTURAL ANTHROPOLOGY (3) BA

Three hours lecture per week.

A course covering 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 and world view.

ANTHROPOLOGY 4—INTRODUCTION TO PHYSICAL ANTHROPOLOGY (3) BA

Three hours lecture per week.

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 6—PRE-COLUMBIAN CULTURES OF MEXICO AND SOUTH AMERICA (3) BA

Three hours lecture per week.

A survey of the major cultures of Mexico and South America from 1500 B.C. until the European conquest. While emphasizing the technical and stylistic evolution of the material creations of Pre-Columbian peoples, the course also utilizes material culture as a vehicle for understanding these peoples' philosophy, religion, and general way of life. Included are the Olmec, Maya, Zapotec, Aztec, Chavin, and Inca. Not open to students who have completed Art 2-a.

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 course concentrates on micro economic theory, the investigation on how a market economy operates.

Sophomore standing recommended. Economics 1a is a prerequisite to Economics 1b.

ECONOMICS 49abc—INDEPENDENT STUDY (1-3) BA
(See index)

EDUCATION

EDUCATION 26a-d—EXPERIENCES WITH MIGRANT CHILDREN/MINI-CORPS (2) BA

Two hours lecture per week.

An orientation course for Mini-Corps Teacher Assistants who are prospective teachers. Emphasis will be on Migrant Education Programs, Mini-Corps programs, materials and strategies utilized in Bilingual/Bicultural classrooms. Classroom discussion and problems are combined with field work and observations of actual teaching situations.

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.)

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.

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, supplement the lectures.

Also cross-listed in the Physical Sciences section.

GEOGRAPHY 2—WORLD REGIONAL GEOGRAPHY (3) BA

Three hours lecture per week.

A study of the physical settings, population patterns, natural resources, and economic and political status of each of the contemporary world's major regions and their constituent countries. Map projects, library reading activities and independent study assignments will supplement the lectures.

HISTORY

HISTORY 4a-4b—HISTORY OF WESTERN CIVILIZATION (3-3) BA

Three hours lecture per week.

The evolution of Western culture from antiquity to modern times. A survey of economic, political, intellectual and social development, including the impact of the West on other civilizations and cultures. History 4a ends with study of the late Middle ages, the crusades, Medieval culture and the emergence of national states. History 4b begins with the Enlightenment, the French Revolution, and Napoleon.

History 4a is NOT a prerequisite for History 4b.

HISTORY 17a-17b—THE PEOPLE OF THE UNITED STATES (3-3) BA

Three hours lecture per week.

A study of the people of the United States from colonial beginnings to the present time, emphasizing the interaction of political, economic, and social factors in the evolution of American culture. History 17a takes the study to the end of the Civil War; History 17b continues to the present. Each course fulfills state requirements in American history.

History 17a is NOT a prerequisite for History 17b.

HISTORY 18a-18b—THE PEOPLE OF LATIN AMERICA (3-3) BA

Three hours lecture per week.

A comparative study of the social, political, and economic institutions of the people of Latin America from European discovery to the present time. History 18a takes the study to the end of the wars of independence. History 18b continues the study to the present time, with emphasis on the 20th century.

This two-course sequence consists of two separate courses: History 18a and History 18b. History 18a is not a prerequisite for History 18b.

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. Open to both transfer and two-year students.

HISTORY 22—AFRO-AMERICAN HISTORY (3) BA

Three hours lecture per week.

A survey of the role of the black American in the United States from the colonial period to the present time and an analysis of the status of the black person in American society today. Open to both transfer and two-year students.

HISTORY 23—MEXICAN-AMERICAN HISTORY (3) BA

Three hours lecture per week.

A survey of the development of the Mexican-American in the United States. Emphasizes the impact of American historical development on the Mexican-American and the significance of the Mexican-American's contributions to the political, social, economic, legal, and cultural aspects of American life. Open to both transfer and two-year students.

HISTORY 31—THE PEOPLE OF CALIFORNIA (3) BA

Three hours lecture per week.

A study of the people of California from the earliest settlements 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. Open to both transfer and two-year students.

PHILOSOPHY

PHILOSOPHY 10a-b—THE DEVELOPMENT OF WESTERN THOUGHT (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 (3) 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 lecture 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 lecture per week.

A general survey course dealing with the life and thought of 28 great religious figures in western history, selected as representatives of widely variant traditions. General categories will be the theologians, mystics, reformers, prophets of the inner life and social critics and activists.

POLITICAL SCIENCE

POLITICAL SCIENCE 2—COMPARATIVE GOVERNMENT (3) BA

Three hours 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 requirements in Constitution of the United States and the state and local governments of California.

POLITICAL SCIENCE 3—GOVERNMENTS 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 5—FEDERAL, STATE AND LOCAL GOVERNMENT (3) BA

Three hours per week.

An introduction to the principles and problems of national, state, and local government, with particular emphasis on the Constitution of the United States of America.

This course fulfills all state requirements in the Constitution of the United States and the state and local governments of California.

POLITICAL SCIENCE 7—MASS COMMUNICATIONS (3) 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 political thinking of humans and the major challenges they present to our free society, especially in the sensitive and critical areas of censorship, sensationalism, pornography, propaganda, and monopoly. (Also cross-titled as Journalism 7).

POLITICAL SCIENCE 48—GOVERNMENT IN THE UNITED STATES (0)

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. Teachers may fulfill this requirement at College of the Sequoias in either of two ways: (1) Political Science 5. (2) Political Science 48, independent study followed by a comprehensive examination without unit credit.

POLITICAL SCIENCE 49a-b-c—INDEPENDENT STUDY (1-3) BA (See index)

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 its findings apply to some of our socially-relevant problems. These would include the results of studies on bystander apathy, sleep and dreams, interpersonal attraction, self-esteem, authoritarianism, social aggression, the concept of intelligence and I.Q. and the development of competence in children.

Prerequisite: Psychology 1a with a grade of "C" or better, or the approval of the instructor.

PSYCHOLOGY 10—HUMAN SEXUALITY (3) BA

Three hours lecture per week.

A biological, psychological and sociological approach to the study of human sexual behavior.

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 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.

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.

PSYCHOLOGY 33—PERSONAL AND SOCIAL GROWTH (3) BA

Three hours lecture per week.
A study of one's personality and potential for personal growth as an individual and in relationship to others.
Prerequisite: Psychology 1a or permission of the instructor.

PSYCHOLOGY 34—ABNORMAL PSYCHOLOGY (3) BA

Three hours lecture per week.
This course is designed to be a broad general survey class that covers the field of abnormal psychology. It will explore the development and nature of behavior deviations in our society. This will include the treatment presently afforded to these conditions and our culture's role in shaping them. A field trip may be arranged for some semesters.
Prerequisite: Psychology 1a or permission of the instructor.

PSYCHOLOGY 35ab—SMALL GROUP DYNAMICS (1) BA

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: Any basic course in psychology.

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 child relations. Open to men and women students.

PSYCHOLOGY 40—PSYCHOLOGY OF THE MEXICAN-AMERICAN (3) BA

Three hours lecture per week.
A review of the current psychological and sociological perspectives of the Chicano. We will attempt to identify the Mexican-American by presenting the elements of their lifestyle which make them unique and at the same time describe the psychological effects that these elements have on them.

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 mental health professional.

PSYCHOLOGY 42—KNOWLEDGE OF HUMAN BEHAVIOR (3) 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.

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.

This course also provides the student with the framework for assessing how decisions about intervention and treatment in mental health cases are made.

PSYCHOLOGY 45—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 47a—CARE PROVIDING FOR THE DEVELOPMENTALLY DISABLED (3)

Three hours lecture per week.
Designed to provide state licensed care providers who provide residential services for people with developmental disabilities the necessary knowledge and tools to appropriately assess a resident's needs for skill and behavioral training and develop program goals related to those needs. Careproviders will be introduced to planning individualized programs and evaluating the progress of their residents.

PSYCHOLOGY 49abc—INDEPENDENT STUDY (1-3)
(See index)

PSYCHOLOGY 51—PSYCHOLOGY OF PERSONAL GROWTH (3)

Three hours lecture per week.
A non-transfer course designed to help students understand themselves and improve their own potential for personal growth as individuals and in relationship with others. The purpose is to develop a knowledge of psychology that will be useful in everyday living. This course does not meet the psychology requirements for transfer students.

PSYCHOLOGY 57—STRESS REDUCTION AND MANAGEMENT (3)

An overview of the dynamics of stress and its effects on the human body which deals with ways to minimize and cope with stress. Classroom activities include supervised training in some of the basic passive and active relaxation and imagery-visualization techniques used in the reduction and management of stress. This course is directed both to health professionals and the general public.

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 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 ADMINISTRATIVE 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 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

PUBLIC ADMINISTRATION 6a—MANAGING ORGANIZATIONS (1)

Two eight hour seminar sessions.
A general course in the managing of public sector organizations in the 1980's. Specific content to include Conflict Resolution, Management Styles, Organizational Stress and Organizational Behavior as it relates to the everyday management of organizations. This would be an excellent course for managers to gain insight to their strengths and weaknesses and how they manage organizations as a practical matter.

PUBLIC ADMINISTRATION 6b—MANAGING ORGANIZATIONS—ADVANCED THEORY AND TECHNIQUES (1)

Two eight hour seminar sessions.
An advanced course in the art of managing organizations. Specific content to include management styles inventory economic analysis of public policy, dealing with organizational conflict, comparative evaluation of American/Japanese industry and time management. As part of the second session, specific topics will be developed to meet the needs of those attending. This should be an excellent course for managers who wish to become a bit more focused on specific topics as they relate to managing organizations as well as gaining additional insights to their strengths and weaknesses and how they relate to the practical problems of managing an organization.

SOCIAL SCIENCE

SOCIAL SCIENCE 1—TRAVEL AND STUDY (1-4) BA

Travel and study to broaden the student's education. The student will be under supervision of an instructor. The student will attend lectures, educational facilities and participate in field trips and tours. Contact instructor for individual course information.

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.

SOCIOLOGY

SOCIOLOGY 1a—INTRODUCTION TO SOCIOLOGY (3) BA

Three hours per week.
An introductory course covering basic principles and concepts, including culture, personality, social organization, social interaction, human ecology and social change.

SOCIOLOGY 1b—THE SOCIOLOGY OF SOCIAL PROBLEMS (3) BA

Three hours per week.
Major social problems are studied 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.

It is recommended that Sociology 23a-b be taken in conjunction with this course.

SOCIOLOGY 21—INTERVIEWING (4) BA

Three hours lecture, 2 hours laboratory per week.
Methods and techniques of interviewing. Emphasis is on obtaining information and producing explanations 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.

It is recommended that Sociology 23a-b be taken in conjunction with this course.

SOCIOLOGY 22—INTRODUCTION OF SOCIAL WORK (3) BA

Three hours lecture per week.
A study of the uses of social work in meeting the social problems of the community. An examination of the field of social work as a profession, along with a survey of the techniques of social casework as a method of treatment in personal, marital, interpersonal and community dysfunction.

It is recommended that Sociology 23a-b be taken in conjunction with this course.

SOCIOLOGY 23abcd—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 is evaluated through classroom discussion. Actual time scheduling is by arrangement.

Prerequisite: Sociology 21 or 22 (May be taken concurrently.)

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; sexual and financial adjustment in marriage. (Also cross-titled as H. Ec. 26)

SOCIOLOGY 27—COMMUNICATIONS WITHIN THE FAMILY (3)

Three hours per week.
This class will examine the ways that people interact within families, and provide participants with practical methods of dealing with feelings, solving personal and interpersonal problems, and increasing self-esteem. Participants will learn why marriages and parent-child relationships often fail, while acquiring the skills required to strengthen these types of relationships. A good course for parents, couples and people in the helping professions.

SOCIOLOGY 30a-f—RELATIONSHIPS BETWEEN CULTURAL GROUPS IN AMERICAN SOCIETY (1) BA

Three hours per week for five weeks.
This course is prepared in accordance with the Guidelines provided by the Bureau of Intergroup Relations, California State Department of Education, for the implementation of Article 3.3 Education Code Sections 13345-13349.

SOCIOLOGY 33a-f—THE SOCIAL RESPONSIBILITY OF THE SCHOOLS FOR THE EDUCATION OF MINORITY CHILDREN AND YOUTH (1) BA

Three hours per week for five weeks.
This course is prepared in accordance with the Guidelines provided by the Bureau of Intergroup Relations, California State Department of Education, for the implementation of Article 3.3 Education Code Sections 13345-13349.

SOCIOLOGY 40—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 49ab—INDEPENDENT STUDY (1-3) BA
(See index)

SOCIOLOGY 50a-b—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 60a-o—FOSTER PARENTING (1)

Two hours per week for nine weeks.
A series of nine-week courses dealing with issues and problems involved in foster parenting.

SOCIOLOGY 71ab—PRACTICAL LIVING SKILLS FOR THE HANDICAPPED (3-3)

Three hours lecture per week.
This course is designed to provide skills to handicapped students which will help them cope with the complex procedures that the world demands of people.
Prerequisite: To be eligible for this course, a person must be developmentally disabled (mentally retarded, epileptic, cerebral palsied, or similarly handicapped.)



DIVISION OF SPECIAL PROGRAMS

CHAIRMAN: DR. DAVID BOCKMAN

MAJORS

Cosmetology
Criminal Justice
Corrections
Law Enforcement
Fire Technology
Paralegal

COSMETOLOGY

COSMETOLOGY 51a, 51b, 51c, 51d, 51e, 51f (6-22)

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 diseases of the skin, scalp and hair; physiology of skin and nails; 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 of the Cosmetology Program. (See page 14 for details.)

CRIMINAL JUSTICE

DIRECTOR: DR. DAVID PARKER

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 JUSTICES 5—POLICE PATROL (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.

Prerequisite: C.J. 1 or C.J. 10.

CRIMINAL JUSTICE 7—POLICE TRAFFIC PROCEDURES (3) BA

Three hours lecture per week.

A general study of traffic procedures as confronted by the working police officer, designed to give a student a background in California Vehicle Code, traffic enforcement tactics, driving under influence enforcement, courtroom testifying, mechanics of writing citations, and accident investigation.

Prerequisite: C.J. 1 or C.J. 10.

CRIMINAL JUSTICE 8—CROSS CULTURAL COMMUNICATION AND AWARENESS (3)

Three hours lecture and discussion per week.

A basic study of the Spanish language and ethnic awareness covering some cultural traits, personality, and hispanic psyche. Closing sections are aimed specifically at law enforcement with a familiarization with interviews and interrogations, emergency information, traffic, warnings and commands, and the Miranda warnings in Spanish.

CRIMINAL JUSTICE 9—Police Officer Survival (3) BA

Three hour lecture per week.

A study of the mental, physical and tactical considerations for peace officer survival. The scope of the course includes the considerations required to exercise good judgment and competency in the use of deadly force, ancillary police weaponry and weaponless defense.

Prerequisite: None.

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 or organization, administration, and management as generally practiced by law enforcement today. Provides the necessary background for those desiring to pursue more advanced administration courses.

Prerequisite: C.J. 1 or C.J. 10.

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.

CRIMINAL JUSTICE 19—YOU AND THE LAW (2)

A lay person's course in American legal rights and the law. This course is not intended to teach students how to become lawyers or how to represent others. There are twenty-six specific lessons covering a wide range of legal topics; from "What is the Law," "The Judicial System," and "The Lawyer," to particular legal areas such as, criminal law, torts, family law, contracts and the consumer, life insurance, etc.

(Offered by the Central California Television Consortium)

CRIMINAL JUSTICE 20—CRIMINAL LAW I (3) BA

Three hours lecture per week.

Introduction and historical development, philosophy of law and constitutional provisions, definitions, classification of crime, and their application to the Criminal Justice system. Permission of the instructor.

Prerequisite: C.J. 1, C.J. 10, or permission of the instructor.

CRIMINAL JUSTICE 21—CRIMINAL LAW II (3) BA

Three hours lecture per week.

An indepth study of the substantive laws commonly encountered by the municipal, county, or state police officer or investigator, or other criminal justice employee.

Prerequisite: C.J. 1 or 10 or permission of instructor.

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.

Prerequisite: C.J. 1 or C.J. 10 or permission of instructor.

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 operation of local, state, and federal judicial systems of jails, correctional 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.

Prerequisite: C.J. 30 or C.J. 32 or permission of instructor.

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 43—CRIMINAL INVESTIGATION (3) BA

Three hours lecture per week.

Fundamentals of investigation; criminal 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. Interrelationships 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 49abc—INDEPENDENT STUDY (1-3) BA (See index)**CRIMINAL JUSTICE 49a-49b—INTERNSHIP (3)**

Four hours internship per week plus one hour lecture.

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 32 or 33 and written consent of the instructor.

CRIMINAL JUSTICE (Occupational Training)

The following courses are designed to fulfill 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-b-c-d-e—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. Can apply to both police and/or security personnel.

CRIMINAL JUSTICE 82—TULARE-KINGS COUNTIES PEACE OFFICERS BASIC TRAINING ACADEMY (12)

Forty hours lecture per week for 14 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 of law enforcement, criminal law, criminal evidence, administration of justice, criminal investigation, community-police relations, patrol procedures, traffic control, juvenile procedures, defense tactics, firearms, first aid, and other relevant subjects. 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 85—ADVANCED PEACE OFFICERS TRAINING (2)

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 86a-b-c-d—RESERVED PEACE OFFICER TRAINING (P.C. 832) (1-1-2-4)

Two hours lectures per week and firearms range practice for a total of 52 hours for Level III Reserve.

The Level II Reserve Course will consist of two three hour lectures per week plus practical training for a total of 40 hours.

Level I Reserve Training will consist of eight hours lecture per week plus practical training for a total of 120 hours.

Designed to satisfy the curriculum standards of the Commission on Peace Officer Standards and Training as required by Penal Code Section 832 for Reserve Peace Officers. The training received in this course will satisfy the requirement for Limited Function Reserve Officer (Level III), Ride Along Reserve Officer (Level II) and Working Alone Reserve Officer (Level I). The total amount of training exceeds the minimum amount of hours as required.

FIRE TECHNOLOGY

DIRECTOR: MR. LEROY BERG

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 behavior of fire; fire-hazard properties of ordinary materials; building design and construction; extinguishing agents; basic fire-fighting tactics; and public relations.

FIRE SCIENCE 52—FIRE APPARATUS AND EQUIPMENT (3) 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 53a—FIRE INVESTIGATION I (3) BA

Three hours lecture per week.

The third course in the standard fire technology program, including introduction to arson and incendiarism, 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.

FIRE SCIENCE 53b—FIRE INVESTIGATION II (2) BA

A continuation of fire investigation.

Prerequisites: Fire Science 51, 52 and 53a.

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 SCIENCES 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 HYDRAULIC (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 58—FIRE FIGHTING TACTICS AND STRATEGY (3) BA

Three hours per week.

Review of fire chemistry, equipment, and manpower; basic fire fighting tactics and strategy; methods of attack; pre-planning fire problems.

FIRE SCIENCE 59—INTRODUCTION TO FIRE PROTECTION (3) BA

Three hours per week.

Philosophy and history of fire protection; history of loss of life and property by fire, review of municipal fire defenses; study of the organization and function of Federal, State, County, and private fire protection agencies; survey of professional fire protection career opportunities.

Prerequisite: Fire Science 51 or equivalent training and experience.

FIRE SCIENCE 60—FUNDAMENTALS OF FIRE PREVENTION (3) BA

Three hours per week.

Organization and function of fire prevention organization; inspections; surveying and mapping procedures; recognition and engineering a solution to fire hazards; enforcement of solutions, and public relations.

Prerequisite: Some knowledge of the Fire Science Field would be helpful.

FIRE SCIENCE 61—FIRE PROTECTION EQUIPMENT AND SYSTEMS (3) BA

Three hours per week.

Portable fire extinguishing equipment; sprinkler systems; protection systems for special hazards; fire alarm and detection systems.

Prerequisite: Fire Science 51 or equivalent training and experience.

FIRE SCIENCE 62—RELATED CODES AND ORDINANCES (3) BA

Three hours per week.

Familiarization of national, state, and local laws and ordinances which influence the field of fire prevention.

Prerequisite: Fire Science 51 or equivalent training and experience.

FIRE SCIENCE 63—COMPANY ORGANIZATION AND MANAGEMENT (3) BA

Three hours per week.

Review of fire department organization; fire company organization; the company officer; company personnel administration; company communications; company fire equipment; company maintenance; company training; company fire prevention; campfire fighting; company records and reports.

Prerequisite: Fire Science 51 or equivalent training and experience.

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.

FIRE SCIENCE 65—BUILDING CONSTRUCTION FOR FIRE PROTECTION (3) BA

Three hours per week.

Fundamentals of building construction as it relates to fire protection. Classification by occupancy and types of construction with emphasis of fire protection features including building equipment, facilities, fire resistive materials and high rise considerations.

Prerequisite: Introduction to Fire Science, or employment or experience in a related field, such as Fire Protection, Insurance, Construction, Architecture, Engineering.

FIRE SCIENCE 66—WILDLIFE FIRE CONTROL (3) BA

Three hours per week.

A course designed to provide the employed fireman or fire science major with a fundamental knowledge of the factors affecting wildland fire prevention, fire behavior, and control techniques.

Prerequisite: Fire Science 51 or equivalent training and experience.

FIRE SCIENCE 67—HAZARDOUS MATERIALS (3) BA

Three hours per week.

An introduction to basic fire chemistry and physics. Problems of flammability as encountered by firefighters when dealing with fuels and oxidizers. Elementary fire fighting practices pertaining to hazardous materials in storage and transit.

Prerequisite: Fire Science 51 or equivalent training and experience.

**FIRE SCIENCE 70--BASIC FIREFIGHTER 1--
ACADEMY--BA (9)**

A fire-week, 260 hour, course in manipulative and technical training in basic concepts in fire service organization and theories of fire control, including laws and regulations affecting the fire service, fire service personnel, and functions; fire organizations; principles of fire behavior; and the basic considerations in fire strategy and tactics.

Prerequisite: Completion of 9 units in basic concepts in fire service organization and theories of fire control, or presently employed as a firefighter or volunteer firefighter.

**FIRE SCIENCE 71a,b--TECHNIQUES OF FIRE SERVICE
INSTRUCTION (2) BA**

This course is recommended for Fire Service personnel having training responsibilities within their fire departments. Techniques of Fire Service Instruction -- 71a deals with such topics as: terms pertaining to instruction; concepts of learning; course development; lesson development; supplementary instruction sheets; planning, organizing and managing instructional activities; teaching methods and teaching aids as they relate to teaching both manipulative skills and technical information in the Fire Service. 71b deals with such topics as: evaluation; a method of improving instruction; introduction to testing and measurement; constructing and using various types of tests; analyzing test results; and managing the evaluation process.

FIRE SCIENCE 72--FIRE COMMAND I (2)

Forty hour course.

A course to provide the Company Officer with information and experience in command and control techniques at the scene of an emergency. The course emphasizes the act of commanding, the authority to command the personnel, and area under a commander, the performance requirements for Fire Service Officer.

Prerequisite: Completion of nine (9) units in Fire Science or presently employed as a fire fighter or serving as a volunteer fire fighter.

FIRE SCIENCE 73--VEHICLE EXTRICATION (1)

Sixteen-hour course.

A course designed to present an organized approach to vehicle extrication situations; an introduction to the safe use and utilization of improvised and commercial tools; "C" spine management and patient handling techniques; and an opportunity for the student to apply the recently acquired knowledge in practice sessions and simulated wrecks.

Prerequisite: Completion of 9 units in basic concepts in the fire service training or presently employed as a firefighter or volunteer firefighter.

**FIRE SCIENCE 74--FUNDAMENTLS OF PERSONAL FIRE
SAFETY AND EMERGENCY ACTION (3)**

Designed to provide basic skills in assessing fire dangers, handling common fire situations in the home and/or industry, basic CPR and Standard First Aid.

**FIRE SCIENCE 75--FUNDAMENTALS OF FIRE
PROTECTION (3)**

Theory and fundamentals of fire protection, including fire protection laws, water systems and public fire protection systems, fire protection in buildings and open areas.

**FIRE SCIENCE 76--FUNDAMENTALS OF FIRE
BEHAVIOR AND CONTROL (3)**

Theory and fundamentals of how and why fires start, spread and are controlled; an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents and fire control techniques.

FIRE SCIENCE 77a--FIRE MANAGEMENT I (2) BA

Two hours per week.

Reviews the most important findings in modern industrial psychology and behavioral management, and then, very quickly, through the use of in-action exercises, simulations, and case studies, allows each officer to experience how these basic principles can be effectively applied for on-the-job results. Emphasis throughout is on building practical skills that constitute the "how to's" of basic leadership.

Prerequisites: Completion of nine (9) units in Fire Science or presently employed as a fire fighter or serving as a volunteer fire fighter.

FIRE SCIENCE 77b--FIRE MANAGEMENT II (2)

Two hours pe week.

Reviews the most important findings in modern industrial psychology and behavioral management and then, very quickly through the use of in-action exercises, simulations, and case studies, allows each officer to experience how these basic principles can be effectively applied for on-the-job results. Emphasis throughout is on building practical skills that constitute the "how to's" of basic leadership.

PARALEGAL

**PARALEGAL 1--INTRODUCTION TO PARALEGALISM
(3) BA**

This introductory course is part of a program designed to train the student for employment as a paralegal. It is a survey course introducing the student to the field of paralegalism. The student is given basic knowledge of the role of a paralegal, the relationship of the paralegal with the attorney and the legal community, career opportunities, legal ethics, and exposure to various areas of the law.

**PARALEGAL 2a--LEGAL RESEARCH AND WRITING I
(3) BA**

Designed to familiarize the paralegal with the basic tools of legal research in both Federal and California law. The student will learn to locate authority relevant to particular cases and put it into useable form. Specialized training is given in advanced drafting writing of legal documents, including memoranda regarding various legal topics and special research projects, clearly and concisely.

**PARALEGAL 2b--LEGAL RESEARCH AND WRITING II
(3) BA**

A second semester course on legal research and writing designed to familiarize the paralegal with the basic tools of legal research in both Federal and California law. The student will learn to locate authority relevant to particular cases and put it into useable form. Specialized training is given in advanced drafting and writing of legal documents, including memoranda regarding various legal topics and special research projects.

PARALEGAL 3--LAW OFFICE MANAGEMENT (3) BA

A course designed to train the student in the management of a law office. Content of the course includes law office organization, time keeping, accounting, scheduling and calendaring, management of personnel, retrieval systems for law, and other aspects of law office management for the efficient operation of a law office.

PARALEGAL 4--CIVIL PROCEDURE (3) BA

A course designed to familiarize the paralegal student with the concepts of procedure, jurisdiction and court organization. The student will be instructed in the use of motions, complaints, answers, and other forms used in the judicial process.

**PARALEGAL 5--CRIMINAL LAW AND PROCEDURE
(3) BA**

Designed to provide the student knowledge of both the substantive and procedural aspects of criminal law. The course will include a study of the operation and the criminal justice system from arrest through trial, conviction, and appeal. The student will also be exposed to the most important substantive crimes.

PARALEGAL 49a and 49b--INTERNSHIP (3) BA

An internship with a local attorney, or other law related position, where the student observes and applies learned classroom skills to actual situations involving various phases of paralegalism.

PARALEGAL 6--LEGAL TERMINOLOGY (1) BA

A general course acquainting the student with legal terminology, concepts, definitions, and functions of various aspects related to the field of law.

PARALEGAL 7—FAMILY LAW (1) BA

A course designed to familiarize the paralegal with California law relating to family, adoption, annulment, dissolution, paternity, and community property. The student will become acquainted with all the necessary forms related to each area as utilized by the attorney and paralegal.

PARALEGAL 8—BANKRUPTCY (1) BA

Provides the paralegal with a general knowledge of the law of bankruptcy. Students will study courts of bankruptcy, jurisdiction, bankruptcy court procedures, duties of bankrupts and trustees, and adversary proceedings.

PARALEGAL 9—LAW FOR CONSUMERS (1) BA

A general overview course covering the practices and procedures of State and Federal administrative agencies and the jurisdiction and judicial review of these administrative agencies.

PARALEGAL 10—TORT LAW (1) BA

A broad overview of torts including negligence, causation, intentional torts, misrepresentation, nuisance, defamation, products liability, strict liability, and other areas.

PARALEGAL 11—CONTRACTS (1) BA

Provides the paralegal with a general knowledge of the law of contracts. The paralegal will learn what constitutes a contract, how to draft contracts and how to locate and utilize forms associated with contract law.

PARALEGAL 12—WILLS, TRUSTS, AND PROBATE (1) BA

A course designed to familiarize the student with legal aspects of wills, trusts, and probate. Included is the effect of death upon property ownership and community property considerations.

PARALEGAL 13—CORPORATE LAW (1) BA

This course enables the paralegal to understand the corporate structure and gives special attention to the areas of principles of agency, partnership, rights of stockholders, and legal aspects of certain negotiable instruments such as stocks and bonds.

PARALEGAL 14—REAL ESTATE LAW (1) BA

A general overview course covering practices and procedures of real estate law and acquainting the student with forms, drafting, and legal writings pertaining to property law.

PARALEGAL 15—LAW OF EVIDENCE (1) BA

An overview course covering the conduct of the trial from opening statement to final argument and includes the specific areas of relevance and materiality, privileged communications, the hearsay rule and its exceptions, the opinion rule, authentication and the best evidence rule, presumptions and burden of proof, the parole evidence rule, and other aspects of evidence and the trial process.

PARALEGAL 16—ADMINISTRATIVE LAW (1) BA

A general overview course covering the practices and procedures of State and Federal administrative agencies and the jurisdiction and judicial review of these administrative agencies.

PARALEGAL 17—INCOME TAX (1) BA

Covers Federal and State income tax; taxable income, gross income, adjusted gross income, business and non-business deductions, credits, partnerships and corporations, capital gains and losses, estate and gift tax, etc.

WORK EXPERIENCE

DIRECTOR: MR. RICHARD CONLEY

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.

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; twenty hours of work per week — four units.

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

This class is available to all majors. Students working in other specialized career areas may also qualify. Those seeking work experience credit in agriculture should consult with the chairman of the Applied Arts Division.

GENERAL WORK EXPERIENCE 122a-b—(1-3)

Students employed on a job that is not directly related to their college major may earn up to three units each semester for two semesters, or a maximum of six units. The student must have the approval of the 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.

Units are based on hours worked: five hours of work per week — one unit; ten hours of work per week — two units; fifteen hours of work per week — three units.

STUDENT SERVICES COURSES

DIRECTOR: DR. DON L. GOODYEAR

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 education, and vocational guidance situations.

Prerequisite: Psychology 1a or permission of instructor. Sophomore standing.

HUMAN DEVELOPMENT 23a-c—STUDENT TUTOR (1-3) BA

Minimum of 25 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 Assistance Center. Some development of tutorial techniques through role playing, lectures, group discussions; practice in tutoring under instructional supervision.

HUMAN DEVELOPMENT 51a-c—CAREER AWARENESS (1-1-1)

An introduction to the basic work characteristics required of the prospective employee and employment trends which will provide the student with the sophistication and knowledge of existing and emerging employment opportunities.

HUMAN DEVELOPMENT 52—PERSONAL DEVELOPMENT (1-2)

Two hours lecture and discussion and one hour lab per week. Development of personal skills to enhance self-expression in the classroom and to complement increased awareness of changing values and roles. Students will learn styles of communication, and will practice these techniques through role playing and discussion.

HUMAN DEVELOPMENT 53a-d—VOCATIONAL EXPLORATION FOR THE HANDICAPPED (1-3)

May be repeated for a maximum of six units.

Career Vocational Goal Planning for the Handicapped utilizing aptitude testing, physical ability testing, and actual work sampling to enable the student to make a realistic vocational goal plan.

HUMAN DEVELOPMENT 58—SUMMER COLLEGE READINESS (6)

Sixty hours of lecture, laboratory, and discussion.

Designed to help EOPS students be prepared for the kinds of studying demanded of them at College of the Sequoias. It will present study skills, reading skills, writing skills, and research skills necessary for many of the college courses. (It will also acquaint students with the college structure, the courses and programs offered, career exploration, vocational opportunities, and a broader community awareness.)

LEARNING SKILLS 60a-60b-60c-60d—LEARNING SKILLS AND TUTORIAL SERVICES (1-2)

1-2 units per semester. 35 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 in subsequent semesters.

Learning Skills 60a-d is a course designed to provide students with the opportunity to receive special, individualized and programmed instruction in communication skills, in study skills and in certain subjects.

LEARNING SKILLS 61abc—SPELLING VOCABULARY (1-3)

This course will cover three areas to improve the skill of spelling. The relationship between pronunciation and spelling, spelling rules, and homonyms which could present spelling problems will be covered.

LEARNING SKILLS 62a-f—ENGLISH AS A SECOND LANGUAGE (1-3)

Learning Skills 62a-f is a course designed to provide foreign students who are experiencing academic and vocational difficulties because their primary language is not English. Students will receive special, individualized help in reading, writing, and speaking English. Vocational materials will be used where possible.

Diagnostic placement tests will determine placement in the appropriate modules. This course is objectives and competency based.

LEARNING SKILLS 63—STUDY SKILLS (1)

An in-depth look into study habits and the necessary skills which should accompany these habits. The class will be divided into nine lectures and discussions including methods of relaxation and concentration and hints for better notetaking, reading comprehension, test-taking, and outlining. Also to be covered will be essay writing as it pertains to test-taking.

MATHEMATICS 50a-b-c—BASIC ARITHMETIC (1-1-1)

A non-transferrable, four hour weekly course to benefit students who need a better grasp of basic arithmetic.

D.S. Math 50a reviews whole numbers and introduces fractions. D.S. Math 50b covers fraction word problems and decimals. D.S. Math 50c includes percent.

This course is objectives-based. A minimum competency of 70% must be earned to continue from one module to the next. A reading and computation test will be given to determine placement in the appropriate module.

MATHEMATICS 51a-b-c—BASIC ALGEBRA SKILLS (1-1-1)

An intensive but flexible mathematical remediation program. Mathematics 51a course content will include the mathematical operations of whole numbers, integers, signed numbers, ratio and proportion, graphing or ordered numbers, and mathematical and graphical manipulation of first degree equations. Mathematics 51b will focus on monomial, binomial and trinomial factoring, binomial products, mathematical manipulation of algebraic fractions, and mathematical and graphical representation of first degree equations with two variables. Mathematics 51c will focus on the irrational number system, algebraic manipulation of radical expressions, algebraic and graphical manipulation of quadratic equations, and the application of the Pythagorean Theorem.

Prerequisite: Math 51a is a prerequisite for Math 51b and Math 51b is a prerequisite for Math 51c.

BRAILLE AND CRAFTS (0)

Braille reading and writing, increasing skills through crafts. For blind or visually handicapped students. This course, upon approval of the instructor, will be open to students with disabilities, pre-and para-professional students and other students as space permits.

VOCATIONAL SKILLS FOR HANDICAPPED ADULTS (0)

Training the mentally, emotionally, or physically handicapped adults for work. This course, upon approval of the instructor, will be open to students with disabilities, pre-and para-professional students and other students as space permits.

GERONTOLOGY

GERONTOLOGY 1—INTRODUCTION TO GERONTOLOGY (2) BA

Two hours lecture per week.

A general education course designed for students interested in the theory, processes and problems of aging, and for individuals providing services to elderly.

GERONTOLOGY 2—CREATIVE WAYS OF HANDLING DEATH AND GRIEF (1)

(Cross-referenced as Psychology 12)

An eight-week course designed to familiarize the student with the "natural aspects" of death and dying and to provide them with information of the grief process that is applicable to coping with any loss. Related topics include: the living will, burial rites, and sudden death.

GERONTOLOGY 3—PSYCHOLOGICAL DEVELOPMENT THROUGH AUTOBIOGRAPHY (3)

Three hours lecture and discussion per week.

A major task in maturity is to review and integrate the experiences of life. This course is designed to examine from both the theoretical and experiential perspective the usefulness of autobiography as a method for promoting personal integration and mental health in the mature adult. Students will write on selected autobiographical topics to gain insight into the major issues of their own personal development.

GERONTOLOGY 4—CULTURAL IMPACT OF BEING WIDOWED IN AMERICAN SOCIETY (1)

An eight week general education course designed to assist the individual to make the transition from the role of spouse to that of a person alone. Society does not prepare individuals for termination of marriage through death or divorce. Discussion topics include: Cultural aspects of mourning, grief as a process, new perspectives on living, defining new social roles and establishing new goals.

GERONTOLOGY 5—MANAGING CHANGE AND ITS POTENTIAL FOR GROWTH (1)

An eight week course examining the dynamics of change and losses in everyday life: changing roles and relationships, relocation, employment, retirement, health, death and even new success brings change. With each change a loss/gain potential exists, the class will emphasize how to get the most gain from any change.

GERONTOLOGY 50—LEADERSHIP AND COMMUNICATION SKILLS FOR OLDER ADULTS (0)

A course designed to help older persons further develop and assess their leadership and communication skills, and to encourage them to take a more active, assertive role in their community after retirement. This course is primarily intended for senior citizens.

GERONTOLOGY 51—LIFE PLANNING FOR THE LATER YEARS (1)

One hour lecture per week.

A course designed to assist individuals in the later years to evaluate present day living and life style and to plan for creative retirement. Spouses are encouraged to participate and adult children especially if there is only one older person/parent involved.

DIVISION CHAIRPERSONS

BRUCE F. JENSEN
Division of Agriculture,
Natural Resources and Home Economics

LAUNA HUDDLESTON
Division of Business

GEORGE C. PAPPAS
Division of Fine Arts

ALBERT SINDLINGER
Division of Industry and Technology

ROBERT HALL
Division of Language Arts and Communication

LYNN HAVARD
Division of Nursing and Health Science

ROY D. TAYLOR
Division of Physical Education, Health and Athletics

JOHN CRAIN
Division of Science, Mathematics and Engineering

N.B. MARTIN
Division of Social Sciences

DAVID BOCKMAN
Division of Special Programs

FACULTY

ADAMS, DAVID
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ANDERSON, KENNETH W.
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M.A., CSU—Sonoma
Political Science/Psychology

ANDERSON, VERNON A.
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Sociology/Physical Education

ANTHONY, BETTY
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Home Economics

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Sociology

BLACK, CHERYL
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Nursing

BLACK, ELLSWORTH
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Superintendent/President
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M.S.W., University of Utah
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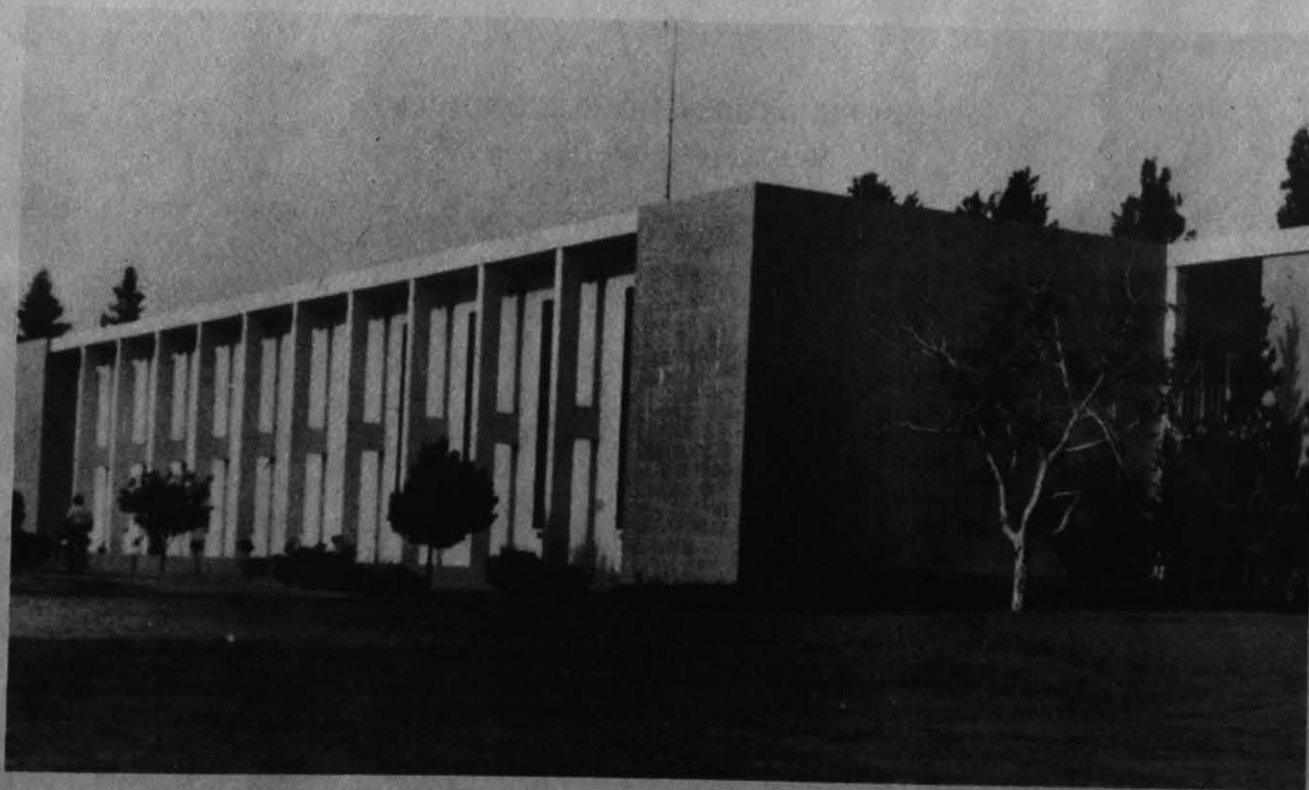
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