



In Its Second Half-Century  
of Community Service

# COLLEGE OF THE SEQUOIAS GENERAL CATALOG 1984-85

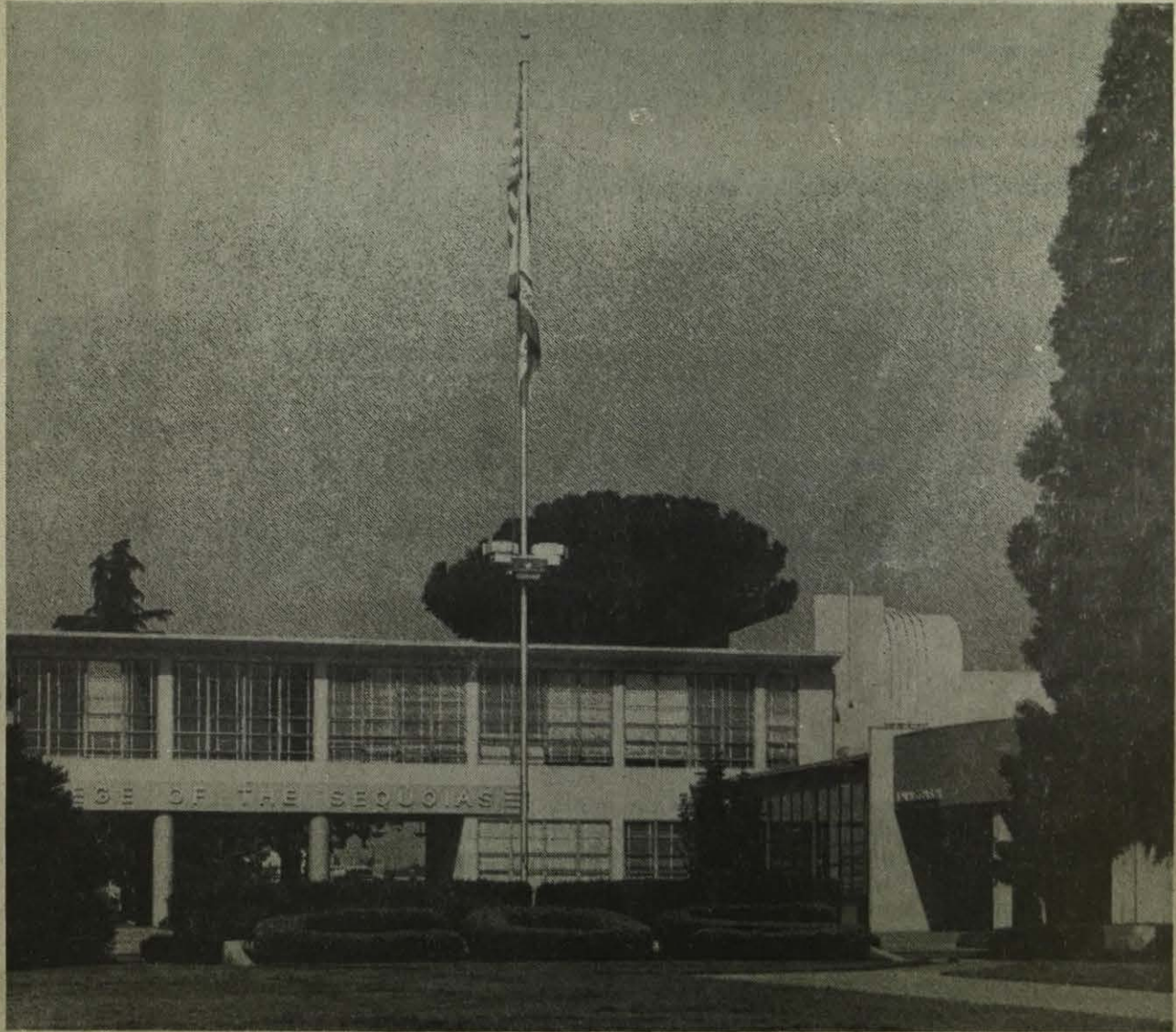




# College of the Sequoias

A PUBLIC COMMUNITY COLLEGE

## Catalog 1984-85



**COLLEGE OF THE SEQUOIAS JUNIOR COLLEGE DISTRICT**

**Mooney Boulevard**

**209-733-2050**

**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.

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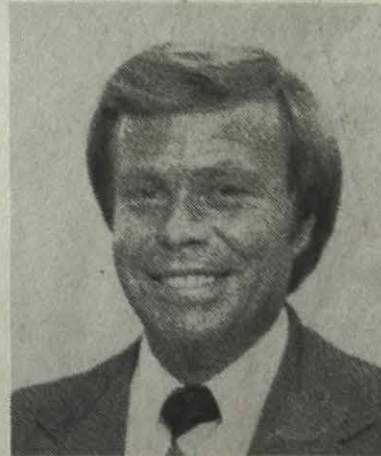
The College of the Sequoias Community College District has made every reasonable effort to determine that everything stated in this Catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of the College 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 should 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.



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## CALENDAR FALL SEMESTER 1984 August 20, 1984 - December 21, 1984

May 21	Program Advising for Fall Semester Begins
June 22	Last Day to Petition for Readmission After Scholastic Disqualification
June 23	COS Placement Test
July 21	COS Placement Test
July 23	Extended Day Registration Begins
July 23 through August 10	Registration
August 16	Registration for Fall Semester Closes
August 18	COS Placement Test
August 20	Class Instruction Begins
August 23	Class Add Day
August 30	Closing Date, Extended Day Registration
September 3	Labor Day (Holiday) No Class Meetings
September 28	Last Day to Make Up Spring 1984 Incomplete Grades
October 18	Mid Semester
October 22	Counseling/Programming for Second Semester Begins
October 26	Deficiency Notices Mailed
October 27	COS Placement Test
November 8	Last Day to File for December Associate Degree
November 12	Veteran's Day (Holiday) No Class Meetings
November 16 (Friday)	Last Day to Drop Classes
November 21	No Extended Day Classes
November 22, 23	Thanksgiving Recess (Holiday) No Class Meetings
November 26	Extended Day Registration Begins
December 8	COS Placement Test
December 17-21	Final Examinations
December 21	End of Semester
December 24-31	Christmas Recess (Holiday)
January 1-11	Recess Between Semesters

## CALENDAR SPRING SEMESTER 1985 January 14, 1985 - May 28, 1985

November 7	Day School Registration Begins for Prospective Graduates, 40 Units or More, Dean's List, and President's List
November 7	Extended Day Registration Begins for Mail Only
November 21	Fees Must Accompany Mail Registration
November 28	Last Day for Extended Day Mail Registration
December 14	Open Registration for All Students, Day and Extended Day
January 2	Last Day to Register Before Semester Break
January 2	Registration Continues - All Students
January 10	Last Day to Petition for Readmission After Scholastic Disqualification
January 12	Last Day for Regular Registration
January 14	COS Placement Test
January 14, 15	Class Instruction Begins
January 17	Confirmation of Registration
January 24	Late Registration/Class Add Day (Day Students)
February 12	Closing Date, Day and Evening College Registration
February 18	Lincoln's Birthday (Holiday) No Class Meetings
February 22	Washington's Birthday (Holiday) No Class Meetings
February 22	Last Day to Make Up Fall 1984 Incomplete Grades
February 23	Last Day to File for Associate Degree
March 9	COS Placement Test
March 15	COS Placement Test
March 16	Mid Semester
March 22	COS Placement Test
March 23	Deficiency Notices Mailed
April 1-5	COS Placement Test
April 8	Easter Recess (Holiday)
April 19	Class Instruction Resumes
April 20	Last Day to Drop Classes
May 11	COS Placement Test
May 21-28	COS Placement Test
May 25	Final Examinations
May 28 (Tuesday)	COS Placement Test
June 22	End of Semester, Commencement
July 20	COS Placement Test
August 10	COS Placement Test

\*NOTE: Registration is closed in all extended day classes after the class has met for the second time. Registration is reserved only for the first class meeting. Notify office if you do not plan to attend.

# 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 of

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 need some assistance to continue their studies. 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 foyer of the Student Services office, 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.

## POLICIES, PROCEDURES, REGULATIONS AND SERVICES

### 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 on their grade report 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. A petition is required before readmission.

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.

### ACADEMIC FORGIVENESS

A student may petition the Academic Review Board to have "WF" and "F" grades disregarded from inclusion in the totals and grade points as listed on the permanent record. 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 and on their grade report 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.

### 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 Services Center each semester such access denial is to be in force.

### 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. Elementary and high school students 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.

### ADVANCED PLACEMENT

The 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.

## ASSOCIATED STUDENTS (THE)

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. Most 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, commissioners of clubs, activities, athletics, records and finance, one student senator from each division and six freshmen representatives.

## 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 Safety Services Department to anyone who is in violation of the college parking policy or California Vehicle Code. A brochure containing the parking policies is available at registration.

## 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.

## 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.

## 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. The CLEP will not be applied to the General Education Certification requirement.

## COUNSELING

Counseling is an important aspect 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 Services 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, from the Special Student Services Office, or from the Dean of Vocational Education.

## 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. **Students may not repeat classes in which a grade of "C" or higher has been earned.**

## CREDIT BY EXAMINATION

Credit by examination is authorized by the California Administrative Code, Title 5, Section 55753. 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 Vice President, Instruction, 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.

## 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 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 63a—Study Skills

## 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.

## ENROLLMENT FEES AND EXPENSES

An enrollment fee of \$50 per semester will be charged to those students taking 6 units or more; \$5 will be charged for each unit up through 5 units.

An additional tuition fee of \$84 per unit will be charged to all nonresidents.

Refund of enrollment fee will be made according to a schedule established by the California Community College Board of Governors.

Textbooks and school supplies average approximately \$150 a semester. These costs, however, vary according to the student's major. New and used textbooks and essential stationery supplies may be purchased on campus at the COS Bookstore.

**A fee of \$10 will be charged for returned checks.**

## EXTENDED DAY

The Extended Day 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 eleven o'clock in the evening, Monday through Friday.

Appointments with a trained counselor may be made by 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.

## 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.

## 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 good health verification 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 \$2520 is the same as for other non-resident students. Payment of \$1260.00 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.

## GENERAL EDUCATION PHILOSOPHY FOR THE ASSOCIATE DEGREE

General education breadth requirements emphasize democratic concepts based on the value and dignity of each individual, thus helping students prepare to undertake the responsibilities of citizenship and to participate knowledgeably in the varied experiences of life.

We believe in the vital importance of major requirements to educate students in the area of specialization and in breadth requirements to help them develop the capacity for independent judgment.

We also believe that the general education breadth requirements are of vital importance in the personal, social, and vocational/professional life of each student.

- A) In personal development, breadth requirements help students develop self-awareness, thus increasing understanding of personal potentialities and limitations.
- B) In social relationships and in the life of society, breadth requirements help the students communicate more effectively, promote better understanding of the communications of others and help develop awareness of societal relationships.

- C) In professional/vocational development the breadth requirements help the student become a more effective person in the workplace through more effective communication with fellow workers and through a better understanding of the relationship between the job at hand and the larger world into which it fits.

General education breadth requirements will help the student by:

- 1) exposing them to the major disciplines of accumulated knowledge,
- 2) stimulating curiosity about our surroundings,
- 3) evaluating alternatives so that personal values can be formed,
- 4) developing effective communication skills,
- 5) gaining a sense of self worth,
- 6) learning to make rational decisions based on the utilization of problem solving techniques,
- 7) questioning simple solutions of complex problems, if appropriate, seeking alternatives

## GENERAL EDUCATION/BREADTH REQUIREMENT CERTIFICATION

Beginning in the 1981-82 college year, all beginning students were required to complete a minimum of 48 semester units in general education/breadth courses in order to be eligible for a bachelors degree at a California State University and College campus. At least 9 of the 48 units must be upper division units which the student has earned at the campus granting the degree. The College of the Sequoias, therefore, can certify completion of no more than 39 units of the general education/breadth requirements.

College of the Sequoias students who wish to have the college certify completion of general education/breadth courses must select from the courses listed below. The number of units listed in parentheses to the right of the courses listed in each area is the least number to be completed in that area. An additional 3 units should be selected from either area a, b, c, or d to total 39 units and achieve a balanced pattern for certification.

### AREA A

(Oral and written communication and critical thinking, including consideration of common fallacies in reasoning.)

One course in this category must be English 1. (6 units minimum)

Speech 1a English 1  
English 2 (includes critical thinking)

### AREA B

(Natural Sciences and Mathematics)

Choose at least one life science course and one physical science course — one of which must be a laboratory course — and one of the mathematics courses.

(9 units minimum)

#### —LIFE SCIENCES—

- \*Anatomy 1
- \*Biology 1 (Zoology)
- \*Biology 2 (Botany)
- \*Botany 10
- Ecology 1
- \*Ecology 2
- \*Microbiology 1
- Nutrition 18
- \*Physiology 1
- \*Zoology 10

#### —PHYSICAL SCIENCES—

- Astronomy 10
- \*Chemistry 1a
- \*Chemistry 2a
- Geography 1
- Geology 1a

\*Indicates Laboratory Science

#### Physical Science (cont.)

- \*Geology 1c
- Geology 12
- Meteorology 1
- Physical Science 10
- \*Physics 2a
- \*Physics 5a

#### —MATHEMATICS—

- Business 19
- Business 20
- Mathematics 53
- Mathematics 54
- Mathematics 30
- Mathematics 21
- Mathematics 16a
- Mathematics 1a
- Mathematics 5a

### AREA C

(Arts, Literature, Philosophy and Foreign Language. Literature required. **Not more** than one course in each discipline.)

(9 units minimum)

- |               |                           |
|---------------|---------------------------|
| Art 1a        | English 5                 |
| Art 1b        | English 6                 |
| Art 2a        | English 8                 |
| Art 2b        | English 10                |
| Art 2c        | English 12                |
| Art 6a        | English 13                |
| Art 7a        | English 20                |
| Art 19        | English 30                |
| Cinema Arts 1 | English 35                |
| Cinema Arts 2 | English 44                |
| Drama 1       | English 45                |
| Drama 2       | English 46                |
| Drama 10a     | Music 1                   |
| Drama 10b     | Music 10                  |
| Music 19a     | Philosophy 10a            |
| Music 21      | Philosophy 10b            |
| Music 22a     | Spanish 12 English 12     |
| Music 23a     | Transfer Foreign Language |
| Music 42a     |                           |

### AREA D

(Human social, political and economic institutions and behavior and their historical background.)

(9 units minimum)

History 17a or History 17b and Political Science 5 (Satisfies the U.S. History and Institutions requirement.)

Also select from:

- |                |             |
|----------------|-------------|
| Agriculture 1  | History 4b  |
| Anthropology 2 | History 17a |
| Economics 1a   | History 17b |
| Economics 1b   | History 18a |
| Geography 2    | History 18b |
| History 4a     |             |

### AREA E

(Designed to equip persons for lifelong understanding and development of themselves as integrated physiological and psychological beings.)

Psychology 1a Sociology 1a (3 units minimum)

NOTE: Students who transfer to state collegiate institutions 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 university or college to which they transfer.

## 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.

## INCOMPLETE GRADES

Incomplete (I) grades may be given by the instructor after obtaining special clearance from the office of the dean of students. 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 Dean of Admissions and Records) 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.

## INDEPENDENT STUDY

Provides an opportunity for students to participate in advanced individualized studies to supplement existing courses under the direction of an instructor. (See page 51 for requirements and additional information.)

## 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	English 64b
Cosmetology 51a-g	English 65
English 50	Learning Skills 60a-d
English 51	Learning Skills 61a-c
English 60	Learning Skills 62a-c
English 1	Learning Skills 63a-b
English 64a	Mathematics 50a-c

## JOB PLACEMENT SERVICES

A 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.

## 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 Students office 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 right of making up the work missed in class. A leave of absence in no way relieves the student of the responsibility of completing all work to the satisfaction of the instructors involved.

## 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.

## 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 typing room, and one of three library copy machines.

A new microcomputer lab featuring four Apple IIe computers and two IBM PCs is also located in the main reading room. The lab is open from 9:00 a.m. to 3:00 p.m. daily and from 6:15 p.m. to 9:15 p.m. Monday through Thursday. Student monitors are on hand each hour to aid anyone who

needs help in using the microcomputers. Software compatible with the computers can be borrowed at the charge desk.

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-copier 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 three professional librarians, four paraprofessionals, and a number of college student assistants works toward offering the best in library service to COS students and faculty.

## 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.

### 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.

### PRIVATE COLLEGES AND UNIVERSITIES

Completion of lower division requirements preparatory to admission to junior status at private colleges and universities is 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 SEQUIOIAS GENERAL EDUCATION REQUIREMENTS FOR CALIFORNIA STATE COLLEGE AND UNIVERSITY TRANSFER STUDENTS

The California State Colleges and Universities permit each community college to establish general education requirements for its transferring students. The community college may certify that a student has satisfied 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.

**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.

## 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."

## MAXIMUM UNIT LIMIT

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.

## MILITARY SERVICE CREDIT

To be eligible for military service credit, a veteran must have completed 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**.

**A maximum of 15 units may be earned through military service credit.**

## NON-RESIDENT TUITION FEES

The non-resident tuition fee for the academic year 1984-85 is \$84.00 per semester unit, payable each semester upon registration. 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:

If the student withdraws before the fourth Monday of school, a 100% refund. After this period, no refund.

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.

## 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.

## PHYSICALLY IMPAIRED STUDENTS

Services are provided to enhance students' accessibility to and success in all class and activities offered at College of the Sequoias.

Services are individualized, with personal, physical, academic and vocational needs considered. Services may include, but are not limited to: academic, personal and vocational counseling; specially designated parking; mobility assistance; notetakers; resources for the blind; specialized equipment; adaptive physical education; speech training and transportation.

## 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 Services Office.

## PROGRESS DISMISSAL

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

## PROGRESS PROBATION

A student who has enrolled in an accumulated total of 12 or more semester units at C.O.S. shall be placed on progress probation when the units for which entries of "W", "I" and "NC" are recorded reach or exceed fifty percent (50%) (EC51303).

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

## 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 Students.

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

**Extended Day 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.

## 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.

## REQUIREMENTS FOR GRADUATION

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

1. A minimum of 60 units of college work, at least 15 of which must be taken in residence at the College of the Sequoias, with a "C" (2.0) average. To achieve a grade point average of "C", a student must earn twice as many grade points as units attempted.
2. Satisfactory completion of two units of Physical Education general activities courses. Students 21 years of age and over, or students who turn 21 during matriculation, are exempt from this requirement.
3. Two units of Personal and Community Hygiene. This requirement is satisfied by completion of Hygiene 1\* or Hygiene 7\*.
4. English 51, Business 96b, English 1 or English 60 with a grade of "C" or higher. Courses taken to satisfy this requirement may be counted in satisfaction of the general education requirement.
5. Eighteen units of general education including at least 3 units from each of the following areas:

### Area A—Natural Science:

Agriculture 3, Biology 50, 51, 52, 14, Astronomy 50, Chemistry 53, Physical Science 14, Natural Science 50, Ornamental Horticulture 1, or any transfer science class.

### Area B—Social and Behavioral Science:

History 17a or 17b, Political Science 5, or Social Science 76.

### Area C—Humanities:

English 53, or one course in art, drama, foreign language, literature, music or philosophy.

### Area D1—English Composition:

Business 96b, English 51, 60, or 1, with a grade of "C" or higher.

### Area D2—Critical Thinking:

Journalism 7/Political Science 7, English 2, Speech 1, Agriculture 1, Business 19, 20, 3, 5, 7, or any Math course that meets the A.A./A.S. degree proficiency requirement or higher level math.

### Area E—

Business 92, Business 98, Home Economics 1, Home Economics 31, Home Economics 39, Psychology 50 and any transfer Social Sciences course.

- 6-a. The Associate of Arts degree requires 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. Registered nursing students must earn a grade of at least "C" in all nursing and concomitant nursing courses.
- 6-b. The Associate of Science degree requires 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 listed below. Registered nursing students must earn a grade of at least "C" in all nursing and concomitant nursing courses.

### List of Approved A.S. Degree Majors:

Agriculture (all)	Business (all)	Home Economics
Air Conditioning	Chemistry	Mathematics
Auto Technology	Criminal Justice	Nursing
Biological Science	Electronics	Physics
Building Trades	Engineering	Welding

\*Registered Nursing and Vocational Nursing students are exempt from this requirement.

The college will provide only one diploma without charge.

## Competency Certification

State law requires that candidates for the Associate of Arts or Associate of Science degree be certified as competent in the areas of writing, reading, and computation. College of the Sequoias students may establish competency by one of the following:

- A. Writing—Writing proficiency for the A.A. and A.S. degrees may be certified in one of the following ways:

1. if the student scores 5 or 6 on the COS Placement Test; or
2. if the student passes English 51, 1, or Business 96b with a grade of "C" or higher; or
3. if the instructor certifies those students from English 60; or
4. if the student passes an approved alternate proficiency test with a score of 5 or 6 after completing one semester or more of English 51, 60, or 1; or
5. if a student transfers to COS with a grade of "C" or higher in English 1.

- B. Reading—Reading proficiency for the A.A. or A.S. degrees may be certified in one of the following ways:

1. if a student scores at the 75th percentile or higher on the COS Placement Test, or scores at the 75th percentile or higher on an equivalent test, which may be repeated once a year; or
2. if a student scores at the 75th percentile or higher on a test equivalent to the COS Placement Test, given at the conclusion of reading instruction in English 65 at COS.

- C. Computation—Computation proficiency for the A.A. or A.S. degrees may be certified when the student has met one of the following criteria:

1. passed high school Algebra 1 and Geometry with a grade of "C" or higher;
2. passed Mathematics 51 and 52 at COS with a grade of "C" or higher;
3. passed Math 41 with a grade of "C" or higher;
4. passed Agriculture 1 with a grade of "C" or higher.

## RESIDENT REGULATIONS

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

A "resident" is a student who has residence in the state for more than one year immediately preceding the residence determination date (EC 28812).

A student shall be required to present evidence of physical presence in California, intent to make California the home for other than a temporary purpose and, if the student was classified as a non-resident in the preceding term, financial independence (EC54010).

The residence determination date is that day immediately preceding the opening day of instruction of the semester (EC54002).

Physical presence within the state solely for educational purposes does not constitute establishing California residence regardless of the length of that presence (EC54022).

Residents of another state are non-residents of California (EC54030).

The burden is on the student to demonstrate clearly both physical presence in California and intent to establish California residence (EC54026).

A student who is a member of the Armed Forces of the

United States stationed in this State on active duty, except those assigned for educational purposes to State-supported institutions of higher education, shall be entitled to resident classification until he/she has resided in the State the minimum time necessary to become a resident (EC68075).

A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the Armed Forces of the United States stationed in this State on active duty shall be entitled to resident classification until he/she has resided in the State the minimum time necessary to become a resident (EC68074).

## 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.

## 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 grade point average, let us assume a student undertook the subjects shown below and earned grades as indicated:

Subjects	Units Attempted	Units Passed	Grade	Grade Points
Physical Education	1	1	C	2
English 1a	3	0	F	0
Chemistry	5	5	A	20
Geology 1a	4	4	B	12
Math 54	3	0	F	0
Hygiene	0	0	W	0
	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."

## SERVICES FOR THE DEAF AND HEARING IMPAIRED

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

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 captioned movies.

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

Further information may be obtained by contacting the Enabler Office, 915 S. Mooney Boulevard, Visalia, CA, 93277, or telephone (209) 733-2050, extension 295 (TDD 627-2378).

## 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.

## 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 observe a 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 FINANCIAL AIDS 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.

## 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 (Survival Kit)

**"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 Services  
College of the Sequoias  
915 South Mooney Boulevard  
Visalia, California 93277  
Telephone: (209) 733-2050, ext. 268

## 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 directly from the insurance company. Forms for this optional coverage are available at registration.

## 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.

## SUMMER SESSION

A six week summer session may be offered with 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 Services Center about May 1st, if a summer session is offered.

## 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 who have attended college.
2. Those who have attained a collegiate degree.
3. If 21 years or older.

## TRANSPORTATION

Limited transportation is provided to and from the college by a 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 Yettam.

## 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.

## WITHDRAWALS FROM COURSE OR COLLEGE

Students withdrawing from college (all classes) must see the Dean of Students and complete the required clearance forms.

Students who withdraw from class prior to the printing of permanent roll sheets at the end of the second 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."

The fee for withdrawing from a course will be established according to a policy developed by the Board of Governors of the California Community College System.

If the student is dropped from a class and does not pay the fee, Education Code Section 72237 allows withholding subsequent registration, grades, transcripts, and diplomas of students who drop without paying the fee.



## 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  
Bank Supervision  
Bank Credit  
Business Data Processing  
Business Management  
General Business

Legal Secretarial Science  
Medical Secretarial Science  
Merchandising  
Real Estate  
Secretarial Science  
Information/Word Processing

#### DIVISION OF INDUSTRY AND TECHNOLOGY

Automotive  
Building Trades  
a. Carpentry  
b. Mill Cabinet  
c. Remodeling  
Construction Supervision & Inspection

Electronics  
Machine  
Welding

### DIVISION OF PHYSICAL EDUCATION, HEALTH, ATHLETICS & RECREATION

Red Cross First Aid  
Life Saving and Water Safety

Water Safety Instructor

#### 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  
Jail/Corrections Operation Academy

##### COSMETOLOGY

Cosmetology

##### FIRE TECHNOLOGY

Fire Technology

##### PARALEGAL

Legal Assistant

#### DIVISION OF NURSING AND HEALTH SCIENCE

Registered Nurse  
Vocational Nurse  
Emergency Medical Technician

## 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 and Business with the maximum in Business to be nine (9) units. The courses in Business to be selected from Business 1a-

1b, 3, 5, 18, and 20. Emphasis in agriculture 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)	3
Ag Mgt 3 (Farm Management)	3	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	1-1	Humanities	2
Physical Education	—	Hygiene	1-1
	25	Physical Education	—
			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

<b>FALL SEMESTER</b>		<b>SPRING SEMESTER</b>	
Pl Sci 1 (Cereals & Oil Crops) . . . . .	3	Pl Sci 2 (Row Crops) . . . . .	3
		Pl Sci 3 (Forage Crops) . . . . .	3
		Pl Sci 4 (Weeds) . . . . .	3

### FRUIT PRODUCTION OPTION

<b>FALL SEMESTER</b>		<b>SPRING SEMESTER</b>	
Pl Sci 12 (Pomology) . . . . .	3	Pl Sci 13 (Pomology) . . . . .	3
Pl Sci 14 (Citrus Fruits) . . . . .	3	Pl Sci 21 (Truck Crop Production) . . . . .	3
Pl 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 80B unless they have the permission of the instructor to make up these deficiencies.

### SUGGESTED ONE-YEAR CERTIFICATE PROGRAM AIR CONDITIONING

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
COURSES	UNITS	COURSES	UNITS
Air Conditioning 80A . . . . .	12	Air Conditioning 80B . . . . .	12
I&T 41 (Sheet Metal) . . . . .	3	I&T 42 (Sheet Metal) . . . . .	3
	15		15

### SUGGESTED TWO-YEAR PROGRAM FOR AIR CONDITIONING

<b>FIRST YEAR</b>			
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
COURSES	UNITS	COURSES	UNITS
Air Conditioning 80A . . . . .	12	Air Conditioning 80B . . . . .	12
Physical Science 11/1A. 11 . . . . .	3	Business 87 . . . . .	2
I&T Math 50 . . . . .	2	I&T 22 Drawing . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	18		18

<b>SECOND YEAR</b>			
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
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	UNITS	SECOND SEMESTER	UNITS
Architecture 1a	2	Architecture 1b	2
Architecture 2a	2	Architecture 2b	2
Architecture 6a	2	Mathematics 1b	4
Architecture 40	1	Physics 5b	3
Mathematics 1a	4	English 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	UNITS	SECOND SEMESTER	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
	—	Speech 1a	3
	16		—
			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) .....	4	Humanities Elective .....	3
*Mathematics 50 .....	2	I&T 10a (Machine) .....	3
Hygiene 1 .....	2	Physical Education .....	1
Physical Education .....	1		16
	17		

#### 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
			17

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

\*\*If student receives a grade of "C" or better in English 51 or English 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 12 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 .....	7-10
Gen. Ed. courses .....	4-7		

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Biology 1 (fall only) .....	5	Biology 2 (spring only) .....	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 .....	2-7
Chem 12a * (Fall only) .....	6/5		
Gen. Ed. courses .....	1-3		

\*At least one of these courses usually is completed at COS.

## 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,  
   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  
 Botany 10, Zoology 10  
 Ecology 1, 2  
 Natural Science 50

### 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	Building Trades 55b (Elem. Carp.) . . . . .	3
Bldg. Trades 75a (Project house) . . . . .	5	Bldg. Trades 75b (Project House) . . . . .	5
*English 51 . . . . .	3	**Mathematics 50 . . . . .	3
Physical Education . . . . .	1	Elective . . . . .	3
	—	Physical Education . . . . .	1
	14		—
			17

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Building Trades 56a (Roof Framing) . . . . .	3	Building Trades 56b (Estimating) . . . . .	3
Building Trades 76 (Project House) . . . . .	3	Building Trades 55b . . . . .	3
Elective . . . . .	3	Electives . . . . .	3
Natural Science Elective . . . . .	3	Physical Education . . . . .	1
Social Science 76 . . . . .	3	Hygiene 1 . . . . .	2
Physical Education . . . . .	1	Business 87 . . . . .	3
	—		—
	16		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 12 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 . . . . .	3	**Mathematics 50 . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	—		—
	14		14

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Bldg. Trades 56a (Roof Framing) . . . . .	3	Bldg. Trades 56b (Estimating) . . . . .	3
Bldg. Trades 76 (Project House) . . . . .	3	Bldg. Trades 78 (Mill Cab. Lab.) . . . . .	3
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
	—		—
	16		15

Recommended courses: Art 6a (Color and Design) and Home Economics 1 (Housing and interior Environment)

## 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
	—		—
	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) . . . . .	3	Building Trades 78 (Mill Cab. Lab.) . . . . .	3
Building Trades 77a (Mill Cab.) . . . . .	3	Building Trades 77b (Mill Cab.) . . . . .	3
Art 6a (Color & Design) . . . . .	2	Home Economics (Housing & Interior) . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	—		—
	15		16

\*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.

See page 12 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 his/her 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 students 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), Information/Word Processing, Legal Secretarial, Medical Office Assistant (Clerical), Medical, Secretarial, Marketing, Real Estate, and Secretarial.

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

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	Survey of Modern Business		3
68a	Electronic Calculating		3
5	Introduction to Computer Information Systems		2
96b	Business Communications		3
18	Business Law		3
95a or b	Business Arithmetic		3
74a or 98	Marketing or Human Relations		3



## 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
	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	Business Communications	3
	5	Introduction to Computer Information Systems	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
	18	Business Law	3
GROUP B			
Business	1a-b	Principles of Accounting	4.4
	80a-b	Elementary Accounting	4.4
	96b	Business Communications	3
	5	Introduction to Computer Information Systems	3
	10	Modern Business	3
	92	Survey of Modern Business	3
	98	Human Relations in Business	3
	135	Personnel Management Techniques	3
Economics	1a-b	Economics	3.3
Psychology	50	Introduction to Basic Psychology	3
	1b	Field of Applied Psychology	3
			—
			30

## BUSINESS DATA PROCESSING

Business	3	BASIC Programming	3
	5	Introduction to Computer Information Systems	3
	7	COBOL Programming	4
	80a-b or 1a-b	Elementary Accounting	4.4
	82a	Income Tax	3
	92	Survey of Modern Business	3
	96b or 84	Business Communications or Systems Analysis	3
	18	Business Law	3
	98	Human Relations in Business	3
			—
			33

## GENERAL BUSINESS

Business	60a or 61a, b	Typewriting (45 cwpm for 5 minutes, 5 errors)	3.3
	68a	Electric Calculating	2
	87 or 80a	Accounting for Small Business or Accounting	3
	95a or b	Business Arithmetic	3
	59	Records Management	2
	92 or 10	Survey of Modern Business or Modern Business	3
	74	Marketing	3
	18	Business Law	3
	96b	Business Communications	3
	98	Human Relations in Business	3
	5	Introduction to Computer Information Systems	3

31.32

## INFORMATION/WORD PROCESSING

Business	65a-d 65b	Information/Word Processing Concepts Beginning Information/Word Processing Skills Advanced Information/Word Processing Skills and Simulations	3 4 3
	66 96a 59	Job Search Skills and Professional Development Business English Records Management	2 3 2
	61a or b 69 58a 98 18	Typewriting (45 cwpm for 5 min. with 5 errors) Machine Transcription Office Procedures Human Relations in Business Business Law	3 2 3 3 3 3
		*or its equivalent	31

## LEGAL SECRETARIAL

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

## MARKETING

Business	70 71 74a, b 92 18 95a or b 96b 80a 98 5	Retail Store Salesmanship Applied Professional Selling Marketing Survey of Modern Business Business Law Business Arithmetic Business Communications Elementary Accounting Human Relations in Business Introduction to Computer Information Systems	3 3 3-3 3 3 3 3 4 3 3
			31-34

## MEDICAL SECRETARIAL SCIENCE

Business	60, 61, b 56a 58a 56c 95a, b 96b 59 69 87 or 80a 98 Natural Science 50	Typewriting (45 cwpm for 5 minutes with 5 errors) Medical Terminology Office Procedures Medical Machine Transcription Business Arithmetic Business Communications Records Management Machine Transcription Accounting for Small Business or Accounting Human Relations in Business Environment and Man	3-3 3 3 3 2 3 3 3 2 3-4 3 3
			31-32

## SECRETARIAL SCIENCE

Business	50, 51, or 52 60 or 61 a, b 58a 96b 59 87 or 80a 92 18 98 69 96a	Shorthand (80 cwpm for 5 minutes with 95% accuracy) Typewriting (45 cwpm for 5 minutes, 5 errors) Office Procedures Business Communications Records Management Accounting for Small Business or Accounting Survey of Modern Business Business Law Human Relations in Business Machine Transcription Business English	5-6 3-3 3 3 3 2 3-4 3 3 3 2 3
			33-35

**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	3
Business 59	2	Business 96b	3
Business 95a	3	Hygiene 1	2
Physical Education	1	Physical Education	1
	<hr/>		<hr/>
	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 60 or 61a or b	3	Business 95b	3
Natural Science	2	Business 97	3
Social Science 76	3	Physical Education	1
	<hr/>		<hr/>
	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 a or b	3	Business 97	3
Business 98	3	Business 96a	3
Hygiene 1	2	Natural Science	3
Physical Education	1	Physical Education	1
	<hr/>		<hr/>
	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
	<hr/>		<hr/>
	16		16

**BUSINESS MAJOR**  
With Emphasis in 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
Physical Education	1	Hygiene 1	2
Business 60, or 61a or b	3	Math Elective	3
	—		—
	17		16

**SECOND YEAR**

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 7	4	Business 18	3
English 53	3	Business 82a	3
Natural Science	2	Business 98	3
Physical Education	1	Electives	3
Math Elective	3	Physical Education	1
Math Elective	3	Business 20	3
Social Science 76	3		—
	—		—
	16		16

Suggested elective: Math 15 (Fortran).

**BUSINESS MAJOR**  
With Emphasis in Clerical Skills

**Suggested Program**

**FIRST YEAR**

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 60 or 61a or b	3	Business 61a or b	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
	—	Physical Education	1
	17		—
			16

**SECOND YEAR**

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 61b	3	Business 5	3
Social Science 76	3	Business 87 or 80a	3
Business 96b	3	Business 58a	3
Business 98	3	Business 93	3
Natural Science	2	English 53	3
Physical Education	1	Physical Education	3
Business 69	2		1
	—		—
	17		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 60a or b	3	Business 69	2
Business 59	2	Business 95a or b	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	3
Business 65b	4	Business 66	1
Business 68a	2	Business 18	3
Business 96b	3	Business 98	3
English 53	3	Natural Science	2
Physical Education	1	Physical Education	1
	—	Elective	3
	16		17

**BUSINESS MAJOR**  
**With Emphasis in Legal Secretarial**

**Suggested Program**

**FIRST YEAR**

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 51	5	Business 52	4
Business 65a	3	Business 65b	4
Business 96a	3	Business 96b	3
Business 92	3	Business 69	2
Hygiene 1	2	Social Science 76	3
Physical Education	1	Physical Education	1
	—		17
	17		

**SECOND YEAR**

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 55a	3	Business 58a	3
Business 18	3	Business 61b	3
* Business 80a or 87	4-3	Business 5	3
Business 98	3	Criminal Justice 20	3
Natural Science	2	English 53	3
Physical Education	1	Physical Education	1
Business 59	2		—
	—		16
	17-18		

\* 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 65a	3	Business 59	2
Business 92	3	Business 18	3
Business 95a or b	3	Business 96b	3
Physical Education 38	3	Business 69	2
Business 96a	3	Natural Science 50	3
Physical Education	1	Hygiene 1	2
	—	Physical Education	1
	16		16

**SECOND YEAR**

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 61a	3	Social Science 76	3
Business 56a	3	Business 61b	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 51	5	Business 52b	4
Business 69	2	Business 53b	2
Business 56a	3	Business 56b	3
Business 96a	3	Business 65a	3
Natural Science 50 or P.E. 38	3-3	Business 5	3
Physical Education	3	Physical Education	1
	—		—
	17		16

**SECOND YEAR**

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 56c or d	3	Business 96b	3
Business 18	3	Business 61b	3
Business 59	2	* Business 87 or 80a	3-4
Business 69	2	Business 98	3
Hygiene 1	2	English 53	3
Social Science 76	3	Physical Education	1
Physical Education	1		—
Social Science 76	3		—
Physical Education	1		—
	—		—
	16		16-17

\* 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 Marketing**

**Suggested Program**

**FIRST YEAR**

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 70	3	Business 80b	4
Business 80a	4	English 53	3
Business 92	3	Business 68a	1
Business 95a or b	3	Social Science 75	3
Hygiene 1	2	* Business 60 or 61 a or b or an elective	3
Physical Education	1	Physical Education	1
	—		—
	16		15

**SECOND YEAR**

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 93	3	Business 59	2
English 74a	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	3-14	Physical Education	1
	—		—
	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 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	4	* 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	1
Physical Education	1	Physical Education	1
	—		—
	15		16

\*To be completed in the Evening College

**BUSINESS MAJOR**  
**With Emphasis in Secretarial**

**Suggested Program**

**FIRST YEAR**

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 50, 51	5-4	Business 51, 52	5-4
Business 60, 61a or b	3	Business 61a or b	3
Social Science 76	3	Business 65a	3
Business 96a	3	Business 87 or 80a	3
Business 59	2	Hygiene 1	2
Physical Education	1	Physical Education	2
	17		17-16

**SECOND YEAR**

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 69	2	*Business 52	4
Business 58a	3	Business 18	3
Business 65b	4	Business 5	3
Business 96b	3	Business 68a	2
Natural Science	2	English 53	3
Physical Education	1	Physical Education	1
	15		16

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

**COSMETOLOGY**

\* Students who successfully complete 1600 hours of training are qualified to take the State Board of Cosmetology examination to become licensed cosmetologists.

College credit will be awarded at the rate of one (1) semester unit for each forty (40) hours of training successfully completed at one of the beauty colleges. To receive college credit an individual must be registered in both COS and one of the two 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 thirty (30) 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.

**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 12 for graduation requirements

\*Cosmetology training is available to COS students through selected beauty colleges in the Visalia area.



## 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 institutions should consult with their counselors regarding specific requirements at the college or university of their choice.

Prerequisites for all courses should be checked prior to enrollment.

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

### PEACE OFFICERS BASIC ACADEMY CERTIFICATION

1. A certificate of completion will be issued to students that successfully complete the following requirements:
  - A. Successful completion of 600 hours of law enforcement training specified by California Commission of Police Officers Standards and Training

### P.C. 832 POLICE OFFICER RESERVE LEVEL III AND II CERTIFICATE OF COMPLETION

IT SHOULD BE NOTED that successful completion of BOTH Level III and Level II is required before a student can obtain Reserve Peace Officer Status.

1. Level IIIa-b—Completion of 49 hours of law enforcement training
 

1) Laws of Arrest	26 Hours
2) Firearms Training	23 Hours
  
- B. Level IIc—Completion of 40 hours of law enforcement training.
 

1) CPR	8 Hours
2) First Aid	8 Hours
3) Role of the Backup Officer	12 Hours
4) Weaponless Defense	6 Hours
5) Shotgun	6 Hours

### SECURITY GUARD TRAINING CERTIFICATE

1. A certificate of completion will be issued to students that successfully complete the following training:
 

a) Firearms	16 Hours
b) Baton—Side Handle	12 Hours
c) Baton—Straight Stick	12 Hours
d) Chemical Agents (Mace)	4 Hours

Additional certifications will be issued for successful completion of specialized law enforcement/correctional training.

## Suggested Two-Year Programs

### Associate in Arts

#### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 51, 1 or 11	3	English 1, 11 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/Physical 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 in-depth 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/Physical 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.

## 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	SECOND SEMESTER	UNITS
I.A. 22 (Applied Drawing)	3	I.A. 24 (Mech. Drawing)	3
English 51	3	English or Elective	3
*Math	3/2	**Math	3
Elective	3	I&T 10a (Machine)	3
Natural Science Elective	3	**I&T 6a (Oxy-Acet Weld.)	3
P.E.	1	Physical Education	1
	16/15		16

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I&T 30 (Building Plans & Codes)	3	*I.A. 23 (Desc. Geometry)	3
Social Science Elective	3	*I&T 35 (Tech Illustrating)	3
**I.A. II (Electricity)	3	**I&T 10b (Machine)	3
**Art 6a (Color & Design)	2	Humanities Elective	3
Hygiene 1	2	**Art 11 (Lettering)	3
Physical Education	1	Physical Education	1
I&T 26 (Intro to Computer Drafting)	2		15
	16		

(See brochure for three different tracks)

\*Required for Certificate

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

See page 12 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	SECOND SEMESTER	UNITS
**Drama 1	3	**Drama 2	3
**Drama 10a	3	**Drama 10b	3
**Drama 14A or 15A	2	**Drama 14B or 15B	2
Science	3	History 17A or 17B	3
English 1	3	Speech 1A	3
P.E.	1	P.E.	1
Music 10 or Elective	3	Math or Elective	3
	15-15		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.	1	P.E.	1
	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 1B.

## 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
	22

With a Tech. emphasis:

Drama 1 and 2	6
Drama 10A-B	6
Drama 14A-B and 15A-B	8
	20

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

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 employment in communications, manufacturing, or micro computers.

Three degree options are offered in Electronics Technology. The electronics classes require for each is as follows:

- (1) Associate of Arts, Electronics Technology. Minimum of 20 Electronics units.

- (2) Associate of Science, Communications emphasis. Minimum of 30 Electronics units. Must include Electronics 51a, 51b, 52a, and 52b.
- (3) Associate of Science, Micro-Computer emphasis. Minimum of 30 units. Must include Electronics 51a, 51b, 52a, 52b, 52c, 53a, or Business 3 or Business 5.
- (4) Electronics 50a has a prerequisite of one semester of algebra with a grade of "C" or better.

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	Electronics 52a (Digital) . . . . .	3
Hygiene 1 . . . . .	2	English . . . . .	3
Math 53 or 51 . . . . .	3	Elective (Science) . . . . .	3
Social Science Elective . . . . .	3	Physical Education . . . . .	1
Physical Education . . . . .	1		16
	18		

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Electronics 51a (Electronic circuits) . . . . .	6	Electronics 51b (Electronic systems) . . . . .	6
Electronics 52b (Microprocessing) . . . . .	3	Electronics 52c (Microprocessors) . . . . .	3
Elective (History) . . . . .	3	Elective . . . . .	1
Elective . . . . .	3	Physical Education . . . . .	3
Physical Education . . . . .	1		13
	16		

\*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	Electronics 52a (Digital) . . . . .	3
Economics 1a . . . . .	3	Physics 2b . . . . .	4
Physics 2a . . . . .	3	Physical Education . . . . .	1
Physical Education . . . . .	1		14
	16		

#### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Electronics 51a (Electronic circuits) . . . . .	6	Electronics 51b (Electronic systems) . . . . .	6
Electronics 52b (Microprocessors) . . . . .	3	Electronics 52c (Advanced Microprocessors) . . . . .	3
Math 16a . . . . .	3	Math 16b . . . . .	3
Life Science Elective . . . . .	3	History 17a or 17b . . . . .	3
Physical Education . . . . .	1	Physical Education . . . . .	1
	16		16

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, Math 19 and 20.

Students must have completed at least one semester of algebra with a grade of "C" or better to enter the Electronics program.

Students planning to transfer to a four year program should have completed algebra, geometry and trigonometry. See page 12 for Requirements for Graduation.

## ENGINEERING

### Recommended Lower Division Transfer Program

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 California State University systems. This curriculum is common to Aeronautical, Civil, Electrical, mechanical, and Industrial Engineering.

Students considering Chemical Engineering or Computer Science should consult the catalog of the senior institution to

which they expect to transfer.

Admittance to the program is by application only. Applications, including transcripts, must be submitted by the end of June in order for the applicant to be eligible for the fall semester. No new admissions are accepted for the spring semester.

Applicants will be notified whether or not they have been accepted by the second week in July.

#### 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		—
	—		—
	17		15/17

\*Technical Electives:

Engineering 10b (recommended for Elec./Computer Sci. majors)

Engineering 7 (recommended for Civil Engr. majors)

Engineering 15

## 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.

## HOME ECONOMICS CERTIFICATE 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

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

(For specific classes in each area, see the general education requirements in the catalog, page 12.)

For details on the experience requirements for a permit, see one of the early childhood education instructors.

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

## HOME ECONOMICS CERTIFICATE 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	SPRING SEMESTER	UNITS
Home Ec. 21—Clothing Construction	3	Home Ec. 23—Creative Pattern Design	3
Home Ec. 22—Advanced Clothing Construction	3	Business 80a or 87—Accounting	2-4
Home Ec. 70a—Principals of Clothing Construction	2	Business 121 a-d—Vocational Work Experience	1-4
	—	or	
	8	Home Ec. 48 a-c—Supervised Practice	1-3
		Home Ec. 70b or 21b	2-3
			—
			8-15

## HOME ECONOMICS CERTIFICATE 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 REQUIRED:

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

Select 12 units from the following:

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

*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 87—Accounting for Small Business	3
Architecture 1a—Introduction to Design	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.

## HOME ECONOMICS CERTIFICATION PROGRAM

### NUTRITION AIDE

This program is designed for students interested in the field of dietetics or employment in a clinical nutrition department. Upon satisfactory completion of the courses listed below, a certificate will be given. The student would be qualified to work in a nutrition support facility.

REQUIRED COURSES	UNITS
Nutrition 18	3
Home Ec 12—Children's Nutrition	3
Home Ec 10a—Foods	3
Work Experience 121a	1
	—
	10

## ASSOCIATE OF ARTS DEGREE IN HOME ECONOMICS

Any twenty home economics units plus the general education requirements and electives as listed on Page 12 will meet graduation requirements.

## ASSOCIATE OF ARTS DEGREE IN HOME ECONOMICS WITH EMPHASIS 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 12 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 OF SCIENCE DEGREE IN HOME ECONOMICS WITH EMPHASIS 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 12 will meet general graduation requirements.

### REQUIRED UNITS

TRANSFER COURSES	UNITS	NON-TRANSFER COURSES	UNITS
H. Ec. 10A—Foods	3	H. Ec. 10A—Foods	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
	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
Ind. Art 52—Drawing	2
Business 87—Accounting for Small Business	2
	—
	23

Select from:

Home Ec. 6B—Color & Design	2
Art 1a—History of Art	3
Art 3—Introductory Crafts	2
Art 7a—Drawing Fundamentals	2
Art 11—Lettering	2
Art 12b—Water Color	2
Architecture 2b—Delineation	2
Building Trades 51b—Drawing for Building Construction	2
Business 71—Professional Selling	3
Business 74—Marketing	3
Architecture 1a—Introduction to Design	2
Business 87—Accounting for Small Business	3

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.

### 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
IA 1 (Woodwork)	3	IA 22 (Drawing)	3
IA 11 (Electricity)	3	Elective Social Science	3
English 1	3	English 1b	3
History 17a or 17b	3	Political Science 5	3
Physical Science 10	3	Physical Science 12	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		18

Suggested Electives: Art 6a; 7a; Economics 1a; Sociology 1a; Mathematics 54; Mathematics 53; Industry & Technology 4a, 6a, 10b, IA 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 12 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

#### SECOND YEAR

##### FALL

##### SPRING

##### FALL

##### SPRING

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

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

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

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

### INDUSTRY TECHNOLOGY CAL POLY SLO

#### FIRST YEAR

#### SECOND YEAR

##### FALL

##### SPRING

##### FALL

##### SPRING

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

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

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

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	SECOND SEMESTER	UNITS
English 1	3	English 1b	3
Mathematics 16a	3	Math 16b	3
History 17a/17b	3	Political Science 5	3
I.A. 22 (Drawing)	3	I&T 10a (Machine)	3
Hygiene	3	GE Elective	3
Physical Education	1	Physical Education	1
	16		16

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Physics 2a or Chem 2a	4	Physics 2b or Chem 2b	4
Economics 1a	3	Economics 1b	3
I.A. 11 (Electricity)	3	Humanity	3
Speech 1a	3	I.A. Elective	3
Psychology 1a	3	Physical Education	1
Physical Education	1		14
	17		

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 12 for graduation requirements.

## SUGGESTED MATHEMATICS PROGRAM: UNIVERSITY TRANSFER

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Mathematics 1a	4	Mathematics 1b	4
Math 15	3	Mathematics 11	3
Physics 5a or 2a	3-4	Physics 5b or 2b	3-4
and/or		and/or	
German or French 1	4	German 2 or French 2	4
English 1	3	English 20 or Spanish 1a	3
Physical Education	1	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 5c or Chemistry 1a	4-5	Physics 5d or Chemistry 1b	4-5
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 or Engineering 10a	3	Mathematics 11	3
Physics 2a or Physics 5a	4	Physics 2b or Physics 5b	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

## MAINTENANCE TECHNICIAN

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	SECOND SEMESTER	UNITS
I.A. 52 (Beginning Mechanical Drawing)	2	Physical Science 10	3
Mathematics 50	2	I&T 51a (Tech Drawing)	3
** English 51	3	Business 87	2
I&T 41 (Air Cond. S/M)	3	I.A. 11 (Elect)	3
Physical Education	1	I&T 17 (Ferrous Metallurgy)	3
Electronics 50a	6	Physical Education	1
	—		—
	17		15

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I&T 10a (Machine)	3	I&T 10b (Machine)	3
I.A. 1 (Woodwork)	3	I&T 6b (Arc Welding)	3
I&T 6a (Gas Welding)	3	Math 51	6
Social Science 76	3	Humanities Elective	1
Hygiene 1	2	Physical Education	1
Physical Education	1		—
	—		—
	15		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, Sociology 26

See page 12 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	SECOND SEMESTER	UNITS
I&T 52 (Beginning Mechanical Drawing)	2	I&T 51a (Tech. Drawing)	3
*Mathematics 50	2	I&T 6b (Arc Welding)	3
I&T 6-a (Gas Welding)	3	I&T 10b (Machine)	3
I&T 41 (Air Cond. Duct Sheet Metal)	3	Social Science 76	3
I&T 10a (Machine)	3	*English 51	3
Physical Education	1	Physical Education	1
	14		16

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I&T 10c (Machine)	3	I&T 10d (Machine)	3
Elective	2	Humanities Elective	3
Business 87	3	Electives	9
Natural Science Elect.	3	Physical Education	1
Hygiene 1	2		—
Physical Education	1		16
	14		

\*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, 11, Mathematics 52, 53 & 54, Business 70, 71, 92, Sociology 26.

See page 12 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 14a	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	2
Physical Education	1	Physical Education	3
	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.

## 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	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	Physiology 1	4
Physical Education	1	Physical Education	1
	—		—
	17		18

## NURSING PROGRAMS

CHAIRMAN DR. LYNN HAVARD MIRVISS

The College of the Sequoias Nursing Department offers two nursing 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 residing in this school district. Applications must be submitted by July 15, with all required materials in by July 31, in order for the applicant to be eligible for the January class, and January 15 for applications, and January 31 for other required material for the August class.

In order for the application process to be considered complete, the Nursing Department math test must be taken and passed, and 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.

Four unit laboratory classes in Anatomy, Microbiology, Physiology, and Chemistry 2a are prerequisites for Nursing I. All of these science classes must be completed before a student enters Nursing I. All required science and concomitant classes must be completed with a grade of "C" or better for the student to be accepted in any nursing program.

Brochures are available in the nursing office detailing admission 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.

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

Graduates of the College of the Sequoias Associate Degree Nursing Program are qualified to transfer to CSU-Fresno and complete their B.S. degree requirements in two additional years.

Student must receive a minimum grade of "C" in all nursing courses and concomitant classes, both in theory classes and clinical experience. A semester grade of less than "C" will result in a student being dropped from the nursing program.

### CURRICULUM

FIRST SEMESTER	UNITS	THIRD SEMESTER	UNITS
Nursing 1	10	Nursing 3	12
Nursing 23	2	Speech 1A	3
Nutrition	3	Humanities	3
English 1	3		—
	—		18
	18		
SECOND SEMESTER	UNITS	FOURTH SEMESTER	UNITS
Nursing 2	12	Nursing 4	13
Sociology 1A	3	Hist 17a/17b or	
Psychology 1A	3	Pol Sci 5	3
	—		—
	18		16

## VOCATIONAL NURSE PROGRAM

The Vocational Nurse Program requires three semesters of full time study. The program is open to qualified men and women who reside in the College of the Sequoias school district. Following the successful completion of the required course of study, the graduate will be qualified to take the California State Board Examination for licensure as a vocational nurse.

The vocational nurse curriculum integrates scientific knowledge of nursing and general education courses to fulfill requirements of the California Board of Vocational Nursing and the College of the Sequoias.

The nursing faculty is directly responsible for students in the vocational nurse program and for the curriculum. Students in the program will take theory classes on the college campus and nursing laboratory classes in selected hospitals and community and health care agencies approved by the California Board of Vocational Nursing.

Students will be assigned to care for patients of all ages throughout the life continuum and will learn to meet the needs of patients with problems involving all of the bodily systems.

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.

Brochures are available in the nursing office detailing all nursing and college policies including admission requirements, expenses, application procedures, grading and probation policies and grievance procedure.

Prerequisites to the College of the Sequoias LVN program include a nursing aptitude test, passing the nursing department math test, Psychology 1A, Biology 14, and Math 50. For further information applicants are encouraged to contact the Nursing Department.

### CURRICULUM

FIRST SEMESTER—Vocational Nursing 1—15 units  
 SECOND SEMESTER—Vocational Nursing 2—15 units  
 (Prerequisite V.N. 1)  
 THIRD SEMESTER—Vocational Nursing 3—15 units  
 (Prerequisites V.N. 1 and V.N. 2)

## 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. 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		Psychology 1A	3
or Soc. Science 76	3	Paralegal 4	3
Sociology 1A	3	Paralegal 5	3
Hygiene 1	2	**Paralegal	
*Legal Terminology (Paralegal 6)		Electives	3
or Elective	1		
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 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	Nutrition 18 or Ecology 1	2
P.E. 9a, P.E. 35	1	P.E. 8a (golf)	1
P.E. 36	2	P.E. 10a (Tennis)	1
P.E. 24 (Volleyball)	1	P.E. 12a (Weight Training)	1
P.E. 23 (Racquetball)	1		16 14
Botany 10 or Zoology 10	3		
	17 17		

### \*Physical Education for Women—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 3	Nutrition 18	3
Physical Science	3	Physiology 1	4
Hygiene 1	2	Art 19 or Music 10	2
Sociology 1a-1b	3 3	Psychology 1a	3
P.E. 30c (Orientation)	2	Hygiene 3	2
P.E. 35	1	P.E. 81 (Ballet)	1
P.E. 36 (WST)	2	P.E. 80 (Jazz)	1
P.E. 6a (Modern Dance)	1	P.E. 8a (Golf)	1
P.E. 10 (Tennis)	1	P.E. 12 (Weight Training)	1
P.E. 24 (Volleyball)	1	P.E. 41w (Fundamentals of Dance)	2
	15 16	P.E. 23 (Racquetball)	1
			18 17

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

\*\*Physical education majors should check catalogs of transfer colleges for anatomy requirements. California State University, Fresno, for example, offers a special anatomy course for Majors and prefers that it be taken there. If so,

students should take Ecology, Nutrition 18, Chemistry 1a or Astronomy 10. Experience in Intramurals, P.E. 35-36, P.E. 48 a-d (Teacher's Aide, Recreation 1 and 4 are recommended). Experience in Varsity Sports is recommended for those interested in coaching.

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

FIRST YEAR		SECOND SEMESTER	
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
*Recreation 1	3	*Recreation 2	3
Hygiene 1	2	*Recreation 121a (Work Experience)	2-4
English 51, 54 or 1	3		
Art 3	2	*P.E. 38, OH 50, or Ecology 1	2-3
Psychology 50 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

THIRD 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
	15	Electives	1
		*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, Human Services 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 8, 10, 12, 24, 35, 36, 37, 70, 73, 80, 81, 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		
	17		15

#### 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, 8a, 10, 12, 24, 35, 36, 37, 70, 73, 80, 81, 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:

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

**Minimum age 17 years.**

#### Required Classes

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

### WELDING TECHNOLOGY

The Welding Technology 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 or pre-university and 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 AWS D11 Structural Code.

Refer to General Education Requirements for Associate in Arts Degree and the Associate in Science 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 or 6a (Oxy-Acet. Weld.)	7	I&T 4b or 6b (Arc Welding)	7
Elective	3	Elective	3
I&T 50 Math	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 12 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 or 6a (Oxy-Acet. Weld.)	7	I&T 4b or 6b (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
	—	Physical Education	1
	17		—
			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
Om. Hort 50	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. See page 15 for certificates offered.

## SPECIAL SOCIAL SCIENCES 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 work, 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 four semesters of the two-year program.

### FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 51 or 1	3	Speech 1a	3
*Social Science 76	3	*Psychology 1a	3
*Human Services 20	3	*Human Services 21	3
*Human Services 23a	2	*Human Services 23b	2
Hygiene 1	2	Sociology 1a	3
Physical Education	1	Physical Education	1
Elective	3		—
	—		15
	17		

### SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
*Sociology 26	3	*Business 5	3
*Human Services 22	3	History 23	3
*Human Services 23c	2	*Human Services 23d	2
Economics 1a	3	*Psychology 10	3
Psychology 1b	3	Electives	5
Elective	3		—
	—		16
	17		

\*Course required for granting of Community Services certificate by College of the Sequoias.

Suggested electives: English 8, 10 or 13, History 21, Sociology 1b, Psychology 34.

## **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 have written approval from the Vice President/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. BILL DOWNES

### MAJORS

Agricultural Management  
Animal Science  
Dressmaking & Alterations  
Early Childhood Education

Home Economics  
Mechanized Agriculture  
Ornamental Horticulture  
Plant Science

### AGRICULTURE

#### AGRICULTURE 1—AGRICULTURAL 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—AGRICULTURAL WORK EXPERIENCE (1-4) BA

Seventy-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)

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 99—SPANISH FOR FARMERS (2)

A study of the words, phrases, and terminology needed to instruct farm workers to do their jobs correctly and safely.

#### AGRICULTURE 100—

Short courses in specific agriculture skills and topics. (No credit)

#### ME AG 1—BASIC FARM FARM MECHANICS (2) BA

Four hours lecture-laboratory per week.  
Mechanical skills in the field of agriculture for students needing to develop their general shop skills.

#### ME AG 2a-d—FARM EQUIPMENT 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.

#### ME AG 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.

#### ME AG 4—FARM MACHINERY (3) BA

Four hours lecture-laboratory per week.  
A course in the operation, care and repair of farm machinery with lectures, demonstrations and laboratory work on tillage, planting, and harvesting machinery.

#### ME AG 5a-d—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.

#### ME AG 6a-d—FARM 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.

#### ME AG 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.

#### ME AG 8—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.

**ME AG 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.

**AGRICULTURAL MANAGEMENT:**

**AM 1—INTRODUCTION TO AGRICULTURE ECONOMICS (3) BA**

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

**AM 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.

**AM 3—FARM MANAGEMENT (4) BA**

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

**AM 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:**

**AS 1—INTRODUCTION TO ANIMAL SCIENCE (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.

**AS 2—LIVESTOCK EVALUATION (1) BA**

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

**AS 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.

**AS 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.

**AS 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.

**AS 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.

**AS 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.  
Cost: A stable fee will be charged.

**AS 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.

**AS 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.

**AS 24a-d—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.

**AS 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.

**AS 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. Use of the computer in herd management.

**PLANT SCIENCE:**

**PS 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.

**PS 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.

**PS 3—FORAGE CROPS (3) BA**

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

**PS 4—WEEDS CONTROL (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.

**PS 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.

**PS 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.

**PS 13—POMOLOGY (3) BA**

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

**PS 14—CITRUS FRUITS (3) BA**

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

**PS 15—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.

**PS 21—TRUCK CROPS (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:**

**OH 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.

OH 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.

OH 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.

OH 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.

OH 5—LANDSCAPE DRAFTING (3) BA  
Four hours lecture-laboratory per week.  
A course covering the basic drafting techniques and standards used in creating landscape designs. Students learn landscape symbols, lettering techniques, styles, section and detail drawings, landscape plans, sketching, perspectives, basic and special drafting equipment used in both the landscape design and architecture fields.

OH 6—LANDSCAPE DESIGN (3) BA  
Four hours lecture-laboratory per week.  
The basic principles of landscape design as applied to residential, industrial, and public properties.  
Prerequisite: Ornamental Horticulture 5 suggested.

OH 7—LANDSCAPE CONSTRUCTION (3) BA  
Four hours lecture-laboratory per week.  
The fundamentals of construction as they are related to landscape design.

OH 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.

OH 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.

OH 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.

OH 63a-d—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.

OH 69a-b—SPRINKLER IRRIGATION (2-2)  
Three hours lecture-laboratory per week.  
Identification and recognition of components, installation and assembly of systems.

OH 70—TURF IRRIGATION EQUIPMENT MAINTENANCE (1)  
Three hours lecture-laboratory per week.  
Instruction in the installation, programming, and troubleshooting of automated turf control systems.

## HOME ECONOMICS

HE 1—HOUSING AND INTERIOR ENVIRONMENT (3) BA  
Three hours lecture per week.  
The study and application of the principles of color, texture, design, style and arrangement in the analysis and solution of problems in housing and in the home, as well as functional planning in contemporary living as related to the physical, economical, social and esthetic needs of man.

HE 2—INTERIOR DESIGN AND HOME FURNISHINGS (3) BA  
Three hours lecture per week.  
Essentials of home decoration and furnishings. Study and application of principles of color and design, period influence, selection and arrangement of decoration materials; particular stress is laid on organized selection of furnishings and materials for decorating. Problems relating to decorating principles and selection of furnishings.

HE 6a—COLOR AND DESIGN (2) BA  
Four hours lecture and laboratory per week.  
An introduction to application and interpretation of color and design to all areas of living; a study of the elements of design, line, mass, form and texture.

HE 6b—COLOR AND DESIGN (2) BA  
Four hours lecture and laboratory per week.  
An introduction to application and interpretation of color and design to all areas of living; a study of the elements of design, line, mass, form and texture.

HE 10a—FOODS (3) BA  
Six hours lecture and lab per week.  
A study and application of the basic principles of food preparation, the development of the ability to plan, purchase, prepare and serve attractive, well balanced individual and family meals, with emphasis on conservation of the basic resources of time, money, energy and nutritional needs.

HE 10b—FOODS (3) BA  
Six hours lecture and laboratory per week.  
A continuation of Home Economics 10a with topics ranging from creative cookery, i.e., foreign foods, spice and herb cookery, and entertaining to practical aspects of planning and meal preparation, i.e., energy conservation.

HE 12—CHILDREN'S NUTRITION (3) BA  
A study of the nutritional requirements 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.

HE 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.

HE 21a—CLOTHING CONSTRUCTION (3) BA  
Six hours lecture and laboratory per week.  
A study of the principles of clothing construction from pattern to completed garment. Emphasis on fabric performance, garment fit and various construction techniques for woven and knit fabrics. Designed for both beginners and experienced sewers.

HE 21b—CLOTHING CONSTRUCTION (3) BA  
Six hours lecture and laboratory per week.  
A study of the principles of clothing construction from pattern to completed garment. Emphasis on fabric performance, garment fit and various construction techniques for woven and knit fabrics. Designed for both beginners and experienced sewers.  
Prerequisite: 21a

**HE 22a—ADVANCED CLOTHING CONSTRUCTION (3) BA**

Two hours lecture, 4 hours laboratory per week.  
A study of traditional and contemporary tailoring techniques, including construction of a man's or woman's coat or suit jacket. Emphasis on garment fit, quality construction and pattern selection.

**HE 22b—ADVANCED CLOTHING CONSTRUCTION (3) BA**

Two hours lecture, four hours laboratory per week.  
A study of traditional and contemporary tailoring techniques, including construction of a man's or woman's coat or suit jacket. Emphasis on garment fit, quality construction and pattern selection.

Prerequisite: HE 22a.

**HE 23—CREATIVE PATTERN DESIGN (3) BA**

Six hours lecture and laboratory per week.  
Fundamentals of designing through the use of flat pattern techniques. Includes the design, drafting and construction of garments from a basic pattern.

**HE 24—SEWING WITH KNITS (1) BA**

Two hours laboratory per week.  
A study of pattern and fabric selection as well as care and performance of knit fabrics; construction from pattern to completed garment. Previous sewing experience desirable but not necessary.

**HE 26—MARRIAGE AND FAMILY LIFE (3) BA**

Three hours lecture per week.  
An organized, functional approach to the problems involved in courtship, marriage, and family living. The course deals with history of marriage, mate selection, marital adjustment and the basic problems involved. Its purpose is to prepare and acquaint the student for a better understanding of family living. (Also cross-titled as Sociology 26)

**HE 31—PERSONAL MANAGEMENT AND CONSUMER ECONOMICS (3) BA**

Three hours lecture per week.  
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, such as insurance and housing.

**HE 39—CHILD DEVELOPMENT (3) BA**

Three hours lecture per week.  
Growth, development and enculturation of the individual prenatally through middle childhood and into adulthood; intra-family relationships. Environmental influences affecting cognitive, emotional, social and physical development. It may be used as a general education social science course to fulfill general education requirements.

**HE 40a—PRINCIPLES AND PRACTICE OF EARLY CHILDHOOD (3) BA**

Two hours lecture and four hours nursery school lab practices per week.  
Fulfills part of the requirements by the State of California for persons interested in teaching in nursery schools 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 COS lab school, The Children's Learning Center.

**HE 40b—PRESCHOOL EDUCATION PRINCIPLES AND PRACTICE (3) BA**

Two hours lecture and four hours nursery school laboratory practice per week.  
Fulfills part of the requirement by the State of California for persons interested in teaching in nursery schools or child-care centers. Setting up curriculum through learning centers on the developmental level of the child, working with parents and learning different types of disciplines and their uses. The lab will consist of supervised work in the COS lab school, The Children's Learning Center. Prerequisite: HE 40a.

**HE 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.

**HE 42a-b—CREATIVE ACTIVITIES FOR YOUNG CHILDREN (2-2) BA**

Three hours lecture and laboratory per week.  
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 in all areas, primarily relating to fall, winter and holidays contained within. 42b is using materials in all areas relating to spring and holidays contained within. Recommended for teachers of young children, elementary education majors and parents.

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

Three hour course per week.  
The purpose is to prepare and acquaint the student with a better understanding of the operation of facilities for young children. Prerequisite: HE 40ab or previous teaching experience.

**HE 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.

**HE 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.

**HE 48a-c—SUPERVISED PRACTICE (1-3) BA**

Two lab hours per unit of credit.  
Selected home economics majors assist and direct less advanced students under the supervision of a master home economics instructor. Prerequisite: Sophomore standing and permission of instructor.

**HE 49a-c—INDEPENDENT STUDY (1-3) BA**  
(See index).

**HE 70a—PRINCIPLES OF CLOTHING CONSTRUCTION (2)**

Four hours lecture and laboratory per week.  
A study of the principles of clothing construction from pattern to completed garment. Emphasis on garment fit and use of construction techniques for woven and knit fabrics. Designed for both beginner and experienced sewers.

**HE 70b—PRINCIPLES OF CLOTHING CONSTRUCTION (2)**

Four hours lecture and laboratory per week.  
A study of the principles of clothing construction from pattern to completed garment. Emphasis on garment fit and use of construction techniques for woven and knit fabrics. Designed for both beginners and experienced sewers.  
Prerequisite: Home Economics 70a.

**HE 89—CHILD DEVELOPMENT (3) BA**

Three hours lecture per week.  
Growth, development and enculturation of the individual prenatally through middle childhood and into adulthood; intra-family relationships. Environmental influences affecting cognitive, emotional, social and physical development.



**HE 97a-d—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 (3) BA**

Three hours lecture per week

A scientific study of the basic chemical, biological and physiological concepts of human nutrition. The study includes the adapting of these principles to the individual's uniqueness and the translation of knowledge into food choice throughout one's life. 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—PRINCIPLES OF ACCOUNTING (4) BA**

Lecture, discussion and laboratory of five hours a week

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

Prerequisite: SOPHOMORE STANDING

**BUSINESS 1b—PRINCIPLES OF ACCOUNTING (4) BA**

Lecture, discussion and laboratory of five hours a week

A college transfer course covering basic theory of accounting. Particular attention is devoted to corporate accounting, long-term liabilities and investments, cost systems, and the analysis of various financial statements and accounting data.

Prerequisite: SOPHOMORE STANDING, Business 1a or Business 80b

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

Three hours lecture per week

Business 10 examines the significance of business as a major

force in our society: past, present, and future. Consideration is given to our democratic and capitalistic institutions. Business structures, their operation and impact on our economy are studied.

**BUSINESS 18—BUSINESS LAW (3) BA**

Three hours lecture, discussion, and simulation per week

A survey of 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 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.

Designed for students transferring to California State University at Fresno or San Diego. Not to be taken by students taking Math 16a.

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, times series analysis, index numbers, sampling and sampling techniques, tests of hypotheses, and various distribution including the normal distribution. Equivalent to Business 73 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 program 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, and/or microcomputers.

Prerequisite: Business 5 or permission of the instructor

**BUSINESS 5—INTRODUCTION TO COMPUTER  
INFORMATION SYSTEMS (3) BA**

Two hours lecture and two hours laboratory per week

A study of the concepts, terminology, and uses of computer systems, with emphasis upon information systems and processing. Topics include the history of information processing, discussion of computer hardware and software components, systems problem solving, computer program design and coding (in BASIC), and the effects of computers in society. Course requirements include laboratory and out-of-class assignments that are done on the college's primary computer system and/or microcomputers. Course is a prerequisite for any other computer-oriented courses in the Business Division. Course conforms to DPMA Model Curriculum (1982).

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

Five hours lecture and laboratory per week

Through application problems the learner will study Common Business Oriented Language (COBOL), how to program typical business problems in structured 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 30—SYSTEMS ANALYSIS  
METHODS (3) BA**

Three hours lecture per week

Overview and capstone course of organizational information systems development cycle. Emphasis upon current system documentation through the use of both classical and structured tools and techniques for describing information processing flows, usually involving the use of computer systems. Analyses data structures, file designs, input/output designs, and program specifications. Discusses the information gathering and reporting activities and the transition from analysis to design.

Prerequisite: Business 7

## 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 of 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.)

Prerequisite: Knowledge of general insurance terms helpful.

### 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.

Prerequisite: Knowledge of general insurance terms helpful.

### BUSINESS 23—CASUALTY INSURANCE (3) BA

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.

Prerequisite: Knowledge of general insurance terms helpful.

### BUSINESS 24a—ECONOMIC SECURITY AND INDIVIDUAL LIFE INSURANCE (CLU) HS-327 (3) BA

Three hours lecture per week.

Employee benefit plans for providing security with respect to economic problems resulting from death, disability, old age and unemployment. Analysis of group insurance benefits, including contract provisions, plan design and alternative funding methods. Also, basic features of pension plans, profit-sharing plans, other retirement plans, and deferred compensation arrangements.

### BUSINESS 24b—LIFE INSURANCE LAW AND MATHEMATICS (CLU) HS-324 (3) BA

Three hours per week lecture.

Legal aspects of contract formation, policy provisions, assignments, ownership rights, creditor rights, beneficiary designations, disposition of life insurance proceeds, and life insurance agency. Also covered are insurance company types, organization, operations, and regulation. The regulation aspects include investments, privacy, reserves, surrender values, policy approval, and company examination. One assignment is concerned with the psychological and procedural aspects of death and dying.

### BUSINESS 24c—GROUP INSURANCE AND SOCIAL INSURANCE (CLU) HS-325 (3) BA

Three hours lecture per week.

Analysis of group insurance benefits, including the regulatory environment, contract provisions, marketing, underwriting, ratemaking, plan design, and alternative funding methods. Also, various governmental programs related to the economic problems of old age, death, unemployment and disability.

### BUSINESS 24d—ECONOMICS (CLU) HS-322 (3) BA

Three hours lecture per week.

Basic economic concepts with emphasis on such macro-economic and micro-economic topics as the price system and the market economy, the circular flow of national income and product, the determinants of national income, multiplier theory and fiscal policy, money and monetary policy, unemployment and inflation, and stabilization policy.

### BUSINESS 24e—ACCOUNTING AND FINANCE (CLU) HS-323 (3) BA

Three hours lecture per week.

This is the first course in the CLU and Charter Financial Consultant programs providing coverage of products, tools, and techniques. The initial assignments cover various topics related to personal and business financial statements, including the basic concepts of accounting, the format and contents of key financial statements, the techniques of financial statement analysis, and personal budgeting.

The second section of the course describes various types of individual insurance coverage available for meeting life, health, personal property and liability risks. These include individual life insurance policies, individual annuities, disability income policies, medical expense insurance, homeowners policies and automobile insurance.

### BUSINESS 24f—FINANCIAL SERVICES: ENVIRONMENT AND PROFESSIONS (CLU) HS-320 (3) BA

Three hours lecture per week.

This introductory course sets the stage for the CLU and Chartered Financial Consultant programs by providing an overview of the environment in which financial services professionals assist clients in meeting their financial counseling and planning needs. The financial planning process is presented as the framework for identifying client objectives and formulating and assessing plans to achieve them. Special emphasis is placed on effective information gathering and client counseling techniques.

### BUSINESS 24g—INCOME TAXATION (CLU) HS-321 (3) BA

Three hours lecture per week.

The federal income tax system with particular reference to the taxation of life insurance and annuities. The income taxation of individuals, sole proprietorships, partnerships, corporations, trusts, and estates.

### BUSINESS 24h—PENSION PLANNING (CLU) HS-326 (3) BA

Three hours lecture per week.

Introduction to qualified and nonqualified deferred compensation; design of qualified pension, profit sharing and other qualified plans; cost factors and funding instruments for qualified plans; income and estate tax aspects. Also, individual retirement plans, tax-deferred annuities and nonqualified deferred-compensation plans.

### BUSINESS 24i—BUSINESS INSURANCE (CLU) HS-331 (3) BA

Three hours lecture per week.

Tax and legal aspects of organizing a business; problems in continuing a business after an owner's death and the insured buy-sell agreement; retirement of a business owner, including estate planning and "estate freezing" techniques; stock dividends, corporate recapitalizations, stock redemptions, and other techniques; lifetime disposition of a business interest—taxable and tax free dispositions and the use of the installment sale and other methods; business uses of life and health insurance for the benefit of business owners; disability buy-sell agreements, key employee life and health insurance plans, and split dollar life insurance plans; and business uses of property and liability insurance. The course also covers special problems of professional corporations.

### BUSINESS 24j—ESTATE PLANNING AND TAXATION (CLU) HS-330 (3) BA

Three hours lecture per week.

Estate and gift tax planning including the nature, valuation, transfer, administration and taxation of property. Particular emphasis will be given to a basic understanding of the unified estate and gift tax system. The course covers gratuitous transfers of property outright or in trust, wills, powers of appointment, federal estate and gift taxation, the marital deduction, uses of life insurance in estate planning and other estate planning devices. Also covered is the estate planning process including the client interview, fact finding and development of appropriate personal estate plans using various estate planning devices.

## REAL ESTATE

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

Three hours lecture per week

A general survey of the real estate industry in California emphasizing basic Real Estate principles. Tracing of a typical real

property transaction from beginning to completion. Real property ownership and investments explored.

BUSINESS 49a-b-c—INDEPENDENT STUDY (1-3) (See Index)

## SECRETARIAL AND CLERICAL

### BUSINESS 50—ELEMENTARY SHORTHAND (5) BA

Business 50 is a beginning shorthand course in the theory and technique of Century 21 shorthand. This class is open for credit only to those students who have had no previous instruction in shorthand.

The student must be able to demonstrate a typing speed of 30 cwpm and score equal to English 51 on the English placement test.

### BUSINESS 51—INTERMEDIATE SHORTHAND (5) BA

A second-semester shorthand course where emphasis is placed on the skills necessary to use shorthand in the office. In addition to shorthand theory, the class covers transcription skills, speed building, and vocabulary enlargement. This course is for the student with a one-semester or one-year background in shorthand.

### BUSINESS 52—ADVANCED SHORTHAND (4) BA

A third semester shorthand course where emphasis is placed upon building vocational shorthand vocabularies. The objective of this course is a shorthand dictation speed of 100 words per minute with fast and accurate transcription.

### BUSINESS 54—MACHINE SHORTHAND (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.

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

Prerequisites: Typewriting speed of 40 cwpm and a score equal to English 51 on the aptitude test.

### BUSINESS 56a—MEDICAL TERMINOLOGY (3)

Three hours lecture per week.

Medical terminology is 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: A score equal to English 51 on the aptitude test.

### BUSINESS 56b—MEDICAL OFFICE PROCEDURES (3) BA

Three hours lecture 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 60a or equivalent. A score equivalent to English 51 on the aptitude test. Business 56a and Business 69.

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

Three hours lecture 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.

Prerequisites: A net typing speed of 40 wpm, at least average language skills.

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

Three hours lecture per week.

The students will continue to develop their skill in Medical Machine Transcription.

Prerequisite: Business 56c.

### BUSINESS 58a—CLERICAL OFFICE PROCEDURES (3)

Three hours lecture per week.

The learner will receive comprehensive training in general office techniques and duties through realistic office assignments and simulations. 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: Business 61a or its equivalent. Satisfactory typing speed of 30 cwpm.

### BUSINESS 59—RECORDS MANAGEMENT (2)

Two hours lecture per week.

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

This course is recommended for all business majors.

### BUSINESS 60—BEGINNING KEYBOARDING (3) BA

Five hours lecture-laboratory per week.

An elementary course covering the fundamentals of keyboarding necessary for electronic keyboards and

typewriting keyboards. Emphasis is placed upon technique, speed, accuracy, rhythm, and skills.

Prerequisite: Business 60 is open only to those students who have had no previous instruction in keyboarding (typewriting).

#### **BUSINESS 61a—INTERMEDIATE TYPEWRITING (3) BA**

Five hours lecture-laboratory per week.

The student will review the fundamentals of typewriting and will strive to improve his/her speed and accuracy not only on straight copy materials but on forms and letters as well.

Prerequisite: Typing speed of 30 c/wm.

#### **BUSINESS 61b—ADVANCED TYPEWRITING (3) BA**

Five hours lecture-laboratory per week.

A second-year typewriting course open to all students who have had Business 61a or have had at least one year of high school typing.

Typical office materials used in the typewriting problems include business letters, legal documents, manuscripts, and other business forms and papers. The emphasis in this course is upon decision making and independent work performance.

Prerequisite: Business 61a or a typing speed of 40 c/wm.

#### **BUSINESS 63—PERSONAL USE TYPEWRITING (2)**

Five hours lecture-laboratory per week.

A beginning and remedial course covering the fundamentals of typewriting. Goals are placed upon technique, accuracy, and skill building. Simple letters, social forms, report forms, and manuscripts are included in the work.

#### **BUSINESS 65a-d—INFORMATION/WORD PROCESSING CONCEPTS (3) BA**

Three hours lecture and discussion per week.

A course designed to study the development of today's modern office as it uses automated equipment and trained personnel. The emphasis is placed on learning the basic concepts and understanding practical applications which utilize the modern electronic technologies. Emphasis is also placed on the organization of word processing from input through distribution, equipment available, and roles of participants in information/word processing systems.

#### **BUSINESS 65b—BEGINNING INFORMATION/WORD PROCESSING SKILLS (4) BA**

Six hours lecture and lab per week.

A flexible-scheduled course designed to enable the student to develop fundamental skills required by the Information/Word Processing Operator. Emphasis is placed on typing techniques, accuracy, speed and typing procedures. Special attention is given to basic language skills and proofreading. A basic knowledge in the operation of a display word processor is attained.

Prerequisites:

Business 65a: Information/Word Processing Concepts or concurrent enrollment.

Business 61a or its equivalent (Typing Speed: 45 c/wpm).

Completion of or concurrent enrollment in Business English (96a) or its equivalent.

#### **BUSINESS 65c—ADVANCED INFORMATION/WORD PROCESSING SKILLS AND SIMULATIONS (3) BA**

Three hours lecture per week.

A flexible-scheduled, open entry/open exit course, designed to enable the student to develop advanced skills (hands on) required by the Information/Word Processing Specialist. 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, machine transcription, proofreading skills, office procedures and professional work ethics are also covered. Proficiency in the operation of a display word processor is attained.

Prerequisites:

Business 58a: Office Procedures or its equivalent (work experience) Concurrent enrollment acceptable.

Business 65b: Beginning Information/Word Processing Skills

Business 61a: Intermediate Typing or its equivalent (45 wpm).

Business 69: Machine Transcription (Concurrent enrollment acceptable).

#### **BUSINESS 66—JOB SEARCH SKILLS AND PROFESSIONAL DEVELOPMENT (2) BA**

Two hours lecture per week.

This course is designed to increase the student's understanding of researching jobs and organizations, employment interviewing, getting a job and keeping a job, professional development including communication skills by presenting theories, techniques, and principles behind these skills. Students will develop a personal portfolio.

#### **BUSINESS 68a—ELECTRONIC CALCULATING (2) BA**

Three hours lecture-laboratory per week.

The student will become acquainted with those electronic machines in most common use in business offices and will build skill in performing the fundamental arithmetic operations on 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 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—RETAIL STORE SALESMANSHIP (3) BA**

Three hours lecture and discussion per week.

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

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

Three hours lecture per week.

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.

#### **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, function of the various distribution. Specific areas covered include advertising, transportation, storage, pricing, grading, packaging and government regulations.

Prerequisite: Business 80a.

This course is recommended for all marketing majors. It is recommended that students take Business 92 or 10, Business 71, and Business 95.

#### **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 hypotheses" 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—ELEMENTARY ACCOUNTING (5) BA

Five hours per week of lecture and discussion.

An elementary course in accounting principles and practice, covering business papers, general and special journals, general ledgers with control accounts, subsidiary ledgers, posting, periodic adjustments, work sheets, financial statements, and closing entries. Single proprietorship. A retail practice set accompanies the course.

### BUSINESS 80b—ELEMENTARY ACCOUNTING (5) BA

Five hours per week of lecture and discussion.

An elementary course in accounting principles and practice applying a greater in-depth treatment in the accounting transactions and adjustments related to notes, receivables and uncollectible accounts, inventories, tangible long-lived assets (plant and equipment), voucher systems, corporate owners' equity, bonds, financial statement analysis, partnership, and manufacturing. A wholesale, partnership practice set is used during the last half of the semester.

Prerequisite: Business 80a or the completion of two years of high school bookkeeping with a satisfactory grade, or the equivalent.

### 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 income tax laws, the application of the laws by computation of various practical problems and the completion of forms required by the IRS.

### BUSINESS 87—ACCOUNTING FOR SMALL BUSINESS (3) BA

Three hours lecture and discussion per week.

The student will develop an understanding of the effects that transactions have on a business, learn to apply the accounting equation to the analysis of transactions, record transactions in general and combined journals, posting to ledgers, balancing the accounts, making trial balances, adjustments, completing the worksheet and financial statements, journalizing and posting the adjusting and closing entries for professional practices and service (nonmerchandising), single owner types of businesses. Units are also included on bank accounts, bank statement reconciliations, petty cash funds, change funds, and payroll accounting.

This course is primarily designed for nonbusiness majors and business majors who do not intend to take more accounting and will not be involved or concerned about buying and selling merchandise.

Credit is given only to those who have not had a year of high school bookkeeping or accounting, Business 80a or 1a or the equivalent.

## 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 MODERN BUSINESS (3)

Three hours lecture-discussion per week.

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

This course is not open to the student who has taken Business 10.

### BUSINESS 95a—REVIEW OF ARITHMETIC FOR BUSINESS (3)

Three hours lecture-discussion per week.

The objective of this course is to expose the student to a review of the four functions of arithmetic including whole numbers and fractions accompanied with an analysis of the processes of the functions for the deeper understanding of arithmetic as it is applied in business.

The increased emphasis in analysis—along with the review of the functions—is designed to help prepare the student to make logical and critical arithmetic judgments that are strongly coincidental with those which anyone in a business discipline is commonly confronted.

Additionally, the course can be taken for the prerequisite use in Business 95b at the option of the student.

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

Three hours lecture-discussion per week.

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

Prerequisite: Business 95a with a grade of "C" or better or an equivalent achievement score on the aptitude test.

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

Three hours lecture per week.

The student will review and practice basic English skills necessary for success in business. The review includes fundamentals of English grammar, sentence structure, punctuation, and aids in the building of an adequate business vocabulary. Students will demonstrate their English skills in written assignments. Not open to students who have taken English 51.

Prerequisite: English 51 score on the aptitude test.

### BUSINESS 96b—BUSINESS COMMUNICATIONS (3) BA

Three hours lecture per week.

Business communication theory will be introduced. The student will learn the techniques of written and oral communications helpful in handling common business transactions—letters, memos, reports, and dictation. The student will find this course extremely useful in all types of business occupations.

Prerequisites: English 1 score on the aptitude test or a "C" grade in either English 51 or Business 96a; Typewriting skill.

### BUSINESS 97—PERSONAL FINANCE (3)

Three hours lecture per week

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

All students who enroll in this elementary course in personal 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 and employee relationships.

### BUSINESS 99—PROFESSIONAL UPDATE FOR WOMEN IN BUSINESS (2)

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

## 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 AND MANAGEMENT (2)

Two hours lecture and discussion per week

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

### BUSINESS 133—PSYCHOLOGY FOR MANAGEMENT (2)

Two hours lecture and discussion per week

A course to assist supervisors in understanding the people with whom they work, with emphasis on the psychological

aspects, perceptions, learning processes, emotions, attitudes and personalities.

Prerequisites: Experience in management recommended.

### 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.

Prerequisites: Experience in management recommended.

### 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.

Prerequisites: Experience in management recommended.

## BANKING

### BUSINESS 136—CONFERENCE TECHNIQUES (2)

Two hours lecture per week

A study of the principal 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.

### BUSINESS 137—LABOR MANAGEMENT RELATIONS (2)

Two hours lecture per week

This course emphasizes the supervisor's responsibility for good labor relations and 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.

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

The development of banking in the United States, economic functions of banking, principles behind bank operations, and

the many facets of services to the public. For Business Administration and Economics students.

### 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.

Prerequisite: Business 1a or 80a or some background in accounting.

### BUSINESS 142—INSTALLMENT CREDIT (3)

Three hours lecture per week

An introduction to the various facets of bank installment loan operation. Involves the study of bank installment credit, economics, and the contribution of bank credit to individuals, business and the community.

Prerequisite: Placement in Business 140—Principles of Bank Operation

## DIVISION OF FINE ARTS

CHAIRMAN: MR. PAUL MUELLER

### 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 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-b—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-d—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-b—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-b—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-b—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 49a-c—INDEPENDENT STUDY (1-3) BA (See index)**

**ART 53a-b—BASIC CERAMICS (2-2) BA**  
Four hours laboratory per week.

**ART 54a-b—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, 1930 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-d—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 summer theatre.

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

Four 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**

Four 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**

Four 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**

Four 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-d—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-b—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-b—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 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 49a-c—INDEPENDENT STUDY (1-3) BA (See index)**

**DRAMA 55a-d—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, props, and lighting.



## 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.

## 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 3a-b—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-b—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-b—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—PIANO I (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—PIANO II (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—PIANO III (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 IV, V, VI (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-b—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

Six 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 24a-d—CONCERT CHOIR (1) BA**

Three hours lecture/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-d—PERFORMANCE**

**MUSIC (1-1-1-1) BA**

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

**MUSIC 41a-d—MUSICAL THEATRE  
PERFORMANCE (2-2-2-2) 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 55a-d—COLLEGE  
COMMUNITY ORCHESTRA (1) BA**

Two hours laboratory per week  
Orchestra for experienced musicians. Rehearsal of concert orchestra literature.  
Public performance expected. Evening rehearsals.  
Prerequisite: Permission of instructor.

**MUSIC 56a-d—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-d—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 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 70a-d—STUDY OF ORGAN TECHNIQUE AND  
REPERTOIRE (1) BA**

Two hours lecture/demonstration and one hour manipulative performance per week.  
Prerequisite: One year keyboard; audition for enrollment.

## SPEECH ARTS

**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-b—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—BEGINNING MECHANICAL 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.)

## 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—FERROUS METALLURGY (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 50—MATH (3)**

Three 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 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.

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

**AIR CONDITIONING 49a-b—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—MAJOR APPLIANCE REPAIR (2)**

One hour lecture and two hours demonstration and component repair per week.  
Instruction, discussions and demonstrations of basic electricity and light refrigeration as applied to the servicing and repairing of major appliances. The use of proper procedures and techniques to make diagnostic evaluation of the appliance's components.

**AIR CONDITIONING 50b—MAJOR APPLIANCE REPAIR (2)**

One hour lecture and two hours demonstration and component repair per week.  
Instructions, discussions and demonstrations in the use of shop techniques and equipment to service and repair major appliances. Evaluation procedures of components and the methods of repair or replacement. Building of test instruments to diagnose defective components.

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

(Formerly Air Cond. 80a & 80b)  
Twenty-one 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)  
Twenty-one 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.

**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-b—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-Hydratic transmissions.

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

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

Prerequisite: Automotive maintenance personnel preferred.

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

Three hours lecture and laboratory per week.  
Instruction in the theory, servicing, and repairing of automotive air conditioning.

**AUTOMOTIVE MECHANICS 65—CARBURETION (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 AND COOLING 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, also cooling system, operation testing, and minor repairs.

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

**AUTOMOTIVE MECHANICS 73—ENGINES (4) 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 braking systems. Instruction in alignment steering, geometry and suspensions systems.

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

**AUTOMOTIVE MECHANICS 76—BASIC AUTOMATIC TRANSMISSIONS (4) BA**

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 distribution 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 81—AUTOMOTIVE COMPUTER/ELECTRONIC CONTROLLED SYSTEMS (1)**

Three hours lecture and one hour laboratory per week for nine weeks.

Provides upgrading and retaining to current employees in the automotive industry. Provides learning environment for understanding new concepts and skills that are now necessary for automotive technicians due to the integration of computer control engine systems.

## BUILDING TRADES

**BUILDING TRADES, CARPENTRY AND MILL CABINET 49a-b—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—DRAWING FOR BUILDING CONSTRUCTION (2)**

Four 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.

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

**BUILDING TRADES 51b—DRAWING FOR BUILDING CONSTRUCTION (2)**

Four hours lecture-laboratory per week.

Building Trades 51b is a continuation of the course in drawing for the building trades (Building Trades 51a), which includes the fundamentals of architectural drafting, blueprint reading, details, symbols, codes, and specifications. The plans for the building trades project house are finished in this class.

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

Building Trades 51b may not be taken without having first completed Building Trades 51a.

**BUILDING TRADES 52—RAFTER FRAMING AND STAIR LAYOUT (3)**

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—BLUEPRINT READING (3) BA**

Three hours lecture per week.

A practical course in blueprint reading for all building trades, including scaling, symbols, reading details, specifications, plot plan layout and familiarization with building codes.

**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-b—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-b—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—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—BASIC RESIDENTIAL CONSTRUCTION (5) BA**

Nine hours lecture and laboratory per week.

In this course the student participates in the construction of a project house. The coursework includes: basic instruction in the care, use and safety of hand and power tools, the use of transit and layout construction procedures.

The student is furnished the hand and power tools used in the trade.

B.T. 51a, B.T. 55b must have been taken previously or may be taken concurrently or with permission of the instructor.

**BUILDING TRADES 75b—BASIC RESIDENTIAL CONSTRUCTION (5) BA**

Nine hours lecture and laboratory per week.

In this course the student will participate in the completion of a project house. The coursework includes: installation and finish of drywall, exterior finish siding and trim, finish floor, finish trim (doors, windows and base mouldings), painting, finish plumbing, finish electrical and finish air conditioning.

B.T. 51b and B.T. 55b must have been taken previously or may be taken concurrently or with permission of the instructor.

B.T. 75a is recommended but not required for B.T. 75b.

**BUILDING TRADES 76—ADVANCED CARPENTRY  
MANIPULATIVE INSTRUCTION (3) BA**  
(Offered Fall Semester only)

Six 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—ELEMENTARY MILL  
CABINET (3) (BA)**

Six hours lecture and laboratory per week.

An introductory course in mill cabinet which includes safety, care and use of hand and machine tools, cabinet layouts, 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.

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

Six hours lecture and laboratory per week.

An introductory course in mill cabinet which includes safety, care and use of hand and machine tools, cabinet layouts, 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.

**BUILDING TRADES 78—MILL CABINET LAB (3) (BA)**  
(Offered Spring Semester only)

Six 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.

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.

## 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.

**INDUSTRY AND TECHNOLOGY 26—INTRODUCTION TO  
COMPUTER ASSISTED DRAFTING (2) BA**

Four hours lecture and laboratory per week.

The fundamentals of Computer Assisted Drafting as they relate to industrial applications.

**INDUSTRIAL ARTS 52—BEGINNING  
MECHANICAL 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—SUPERVISED PRACTICE (1-3) BA**

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 or Math 51 with a grade of "C" or better.

**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)

Four 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 or 60ab.

### ELECTRONICS 52b—BASIC MICROPROCESSORS (3)

Four 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 52c—ADVANCED MICROPROCESSORS (3) BA

Four hours lecture, laboratory per week.  
An advanced course in microprocessors. Emphasis is placed on understanding and troubleshooting at the component level. Also, use of special equipment including signature analyzer.

Prerequisite: Electronics 52c.

### ELECTRONICS 53a—MICROCOMPUTER SYSTEMS (3)

Four 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 60a—FUNDAMENTALS OF ELECTRONICS (2) BA

Four hours lecture, laboratory per week.  
A beginning course in basic electricity and electronic principles including OHMS Law, d-c circuits, and use of equipment.

This is semester number one in preparation for the FCC General Radio-Telephone Commercial License.

Prerequisite: Math and science desirable.

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

Four hours lecture, laboratory per week.  
Includes basic a-c theory and laboratory projects including use of O'scopes. Semester number two in preparation for the FCC General Radio-Telephone Commercial License.

Prerequisite: Electronics 60a or equivalent.

### ELECTRONICS 61a—ADVANCED ELECTRONICS (2) BA

Four hours lecture, laboratory per week.  
Includes transistors, vacuum tubes, power supplies, and audio circuits. Both lecture and laboratory projects. This is semester number three in preparation for the FCC General Radio-Telephone Commercial License.

Prerequisite: Electronics 60a-b or equivalent.

### ELECTRONICS 61b—ADVANCED ELECTRONICS (2) BA

Four hours lecture, laboratory per week.  
Includes R.F., basic transmitters, AM, modulation, receivers, and antennas. This is semester number four in preparation for

the FCC General Radio-Telephone Commercial License.  
Prerequisite: Electronics 61a or equivalent.

## METAL TECHNOLOGY MACHINE AND SHEET METAL

### INDUSTRY AND TECHNOLOGY 10a—BASIC MACHINING (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 10b—MACHINING (3) BA

Six hours lecture and laboratory per week.  
Study of advanced milling machine operations, spur gear theory, metal characteristics, quality control and construction of eccentrics and spur gears.

### INDUSTRY AND TECHNOLOGY 10c—MACHINING (3)

Six hours lecture and laboratory per week.  
Study of advanced machining processes such as plastics, chipless machining, powder metallurgy, jig and fixtures construction. Introduction to numerical control.

### INDUSTRY AND TECHNOLOGY 10d—MACHINING (3)

Six hours lecture and laboratory per week.  
Study of tool sharpening, tool maintenance, adjustment and repair of equipment and materials. Tooling and gearing principles. Tool and die work and experimental work.

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

Six hours lecture and laboratory per week.  
Introduction to and exploration in various metal areas including materials and processes of sheet metal, sheet metal layout, soldering, heat treating, bench metal, art metal, wrought iron, foundry and forging.

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

Six hours lecture and laboratory per week.  
An introductory course covering the study of materials and processes, tools, and machines in the general metal field.

### 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-b—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-b—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 2—WELDING OPERATOR CERTIFICATION (3)

Two hours lecture, four hours laboratory per week.

This course offers instruction for men and women to acquire manipulative skills for welding operator certification to conform to the requirements of the American Welding Society D11 Structural Welding Code.

Prerequisite: None.

### 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.

Prerequisite: None.

### 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—FERROUS METALLURGY(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. GREG SEASTROM

## 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 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 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 some propaganda techniques.

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 for 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.

Prerequisite: English 1.

### 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 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 the instruction, analysis, and practice of fundamental short story, drama, and poetry skills. The course focuses on group interaction, analysis, and suggestion, with an emphasis on revision as an essential part of the writing process.

**ENGLISH 15—CREATIVE WRITING (3) BA**

Three hours lecture per week

A course allowing the second semester creative writing student to achieve further practice and development in the use of short story, drama, and poetry skills. In addition, the purpose of the course is to provide an opportunity for the student to expand his talent by attempting new subjects, trying more complex or challenging material, developing skills in an area of special interest, and sharpening his critical sense for both his work and the work of others.

**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/laboratory per week

English 27 is a speed reading course. After a diagnostic test, each student is started on an individual program of improvement. The primary objective is speed, but secondary benefits of the program should be vocabulary improvement, improvement in comprehension, and a better understanding of reading techniques.

Prerequisite: 80 percentile and above on the COS Placement Test or comparable test administered by reading lab instructors.

**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 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 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-b—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 49a-c—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—INTRODUCTION TO PERSPECTIVES IN LITERATURE (3)**

This is a course in literature recommended for students who plan to conclude their formal education in the community college. It is designed to increase a person's ability to read perceptively. The four genres—fiction, non-fiction, drama, and poetry—are studied and analyzed in an effort to establish criteria for good literature. A novel and a Shakespearean play are also studied. The course satisfies the humanities part of the English requirement for graduation with an AA or AS degree.

**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 stimulate 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 64a—DEVELOPMENTAL READING (3)

Three hours lecture/laboratory per week.

English 64a is a developmental course to improve reading skills. After an evaluation of reading skill and reading problems, each student is started on an individual multi-level program of improvement in word attack, comprehension, vocabulary and rate of reading. The improvement of study habit skills is also an objective. Placement in this course is contingent on the results of the COS Reading Placement Test; registration **must be** completed with counselor approval.

Prerequisite: 29 percentile and below on the COS Reading Placement Test.

### ENGLISH 64b—DEVELOPMENTAL READING (3)

Three hours lecture/laboratory per week.

English 64b is a continuation of English 64a.

Prerequisite: English 64a.

### ENGLISH 65—DEVELOPMENTAL READING (3)

Three hours lecture/laboratory per week.

English 65 is a developmental course to improve reading skills. After an evaluation of reading skill and reading problems, each student is started on an individual, multi-level program of improvement in word attack, comprehension, vocabulary and rate of reading. The improvement of study habit skills is also an objective. Placement in this course is contingent on the results of the COS Reading Placement Test; registration **must be** completed with counselor approval.

Prerequisite: 30-79 percentile on the COS Reading Placement Test or comparable score on a placement test administered by reading lab instructors.

### 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 French 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-b—(2-2)

Two hours lecture and laboratory per week.

First year non-transfer 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 49a-c—INDEPENDENT STUDY (1-3) BA (See index)

### GERMAN 51a-b—(2-2)

Two hours lecture and laboratory per week.

First year non-transfer conversational German.

### GERMAN 52a-b—(2-2)

Two hours lecture and laboratory per week.

Second year non-transfer conversational German.

### ITALIAN 51a-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.

A course designed to instruct the beginning student in basic oral and written communication in Spanish.

### SPANISH 2—(4) BA

Five hours lecture and laboratory per week.

Continuation of Spanish 1.

Prerequisite: A grade of "C" or better in 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.

A course that reinforces and expands the student's ability to understand, speak, read, and write in Spanish using culture and literature as learning tools.

Prerequisite: A grade of "C" or better in Spanish 1 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: A grade of "C" or better in Spanish 3 or four years of high school Spanish. A placement test may be required.

### SPANISH 12—HISPANIC LITERATURE (3) BA

Three hours lecture per week.

This course is designed to acquaint students with leading Hispanic writers through readings and discussion of their works. All reading will be in Spanish.

### SPANISH 48a-c—INDEPENDENT STUDY (1-3) BA (See index)

### SPANISH 51a-b (2-2)

Three hours lecture and laboratory per week.

First year non-transfer conversational Spanish.

### SPANISH 52a-b—(2-2)

Three hours lecture and laboratory per week  
Second-year non-transfer conversational Spanish.

### SPANISH 53—HIGH INTENSITY LANGUAGE TRAINING (3)

Four hours lecture, laboratory per week

An intense Spanish course designed to meet the individual needs of the participants. Beginning students will concentrate on developing oral fluency. Intermediate and advanced students will continue to develop oral fluency, but will concentrate on reading and writing Spanish.

### SPANISH 60a-b—PRACTICAL SPANISH FOR THE HEALTH PROFESSIONS—(3) BA

Three hours lecture and one hour laboratory per week.  
Situational Spanish for the allied health professions.

### SPANISH 61a-b—COURT INTERPRETING (3)

The purpose of this course is to train and prepare the student for the State Interpreters Certification Test and to prepare him/her for actual court situations.

## 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 (See page 67).

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-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-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 7—INTRODUCTION TO 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 opportunities to operate the machine in normal newsroom situations including both writing and editing. Knowledge of editing terms is 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.

### JOURNALISM 49a-c—INDEPENDENT STUDY (1-3) BA (See index)

### JOURNALISM 50a-d—PRINTING: A NEW TECHNOLOGY (3)

Three hours lecture and 3 hours laboratory per week.

Provides upgrading and retraining to current employees in the printing industry. Provides learning environment for understanding new concepts and skills that are now necessary for printing workers due to the integration of computer composition, laser printing, and new ink and paper chemistry.

Prerequisites: Level 1: Apprentices—No previous printing experience necessary; Level 2: Journeyman—Skills in one area recommended; Level 3: Master printer—Highly technical experience recommended.

## 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 hours 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.

### PHOTOGRAPHY 51—ELEMENTARY PHOTOGRAPHY (1)

One hour lecture per week.

A lecture course designed to give knowledge of the fundamentals of the photographic process.

### PHOTOGRAPHY 52—ELEMENTARY PHOTOGRAPHY (1)

Two hours laboratory per week.

A laboratory course to acquaint the student with the fundamental techniques of the photographic process.

Prerequisite: To be taken concurrently with Photography 51 with the instructor's permission.

Registration is limited to one semester.

**PHOTOGRAPHY 60a-d—VOCATIONAL PHOTOGRAPHY (2)**

One hour lecture and two hours laboratory per week.

A lecture, demonstration and laboratory course broadly designed to acquaint the student with the application and uses of photography in the fields of police science, business art, journalism, public relations, and the industrial and technical arts. (Developmental skills in the use of photographic equipment and processes and darkroom techniques are included as well as projects in a student's major field.)

## **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 to 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 it is 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 21a-d—INTERPRETER'S SIGNING CLASS (Maximum units to be earned, 3) 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-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 SCIENCE

CHAIRPERSON: DR. LYNN HAVARD MIRVISS

## REGISTERED NURSING

### NURSING 1—(10) BA

Six hours lecture and twelve 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 to selected patients, under instruction, in the clinical area.

Prerequisites: Physiology, Anatomy, Microbiology, and Chemistry 2A.

### NURSING 2—(12) BA

Six hours lecture and eighteen hours laboratory per week.

A study of the nursing process as it relates to individual and family development. Interpersonal family relationships are explored including problems such as child abuse. 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—(12) BA

Six hours lecture and eighteen 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—(13) BA

Six hours lecture and twenty-one laboratory hours per week. One 5 week rotation will focus on leadership and nursing management and will be five days a week including four eight hour clinical days.

A study of nursing process primarily centered on the needs of patients with altered regulatory and activity mechanisms, safety and comfort, and patients with disintegration of emotional integrity. Study of management principles and skills are integrated into practice by use of the nursing process.

Prerequisite: Nursing 1, 2 and 3, Physiology, Anatomy, Microbiology, and Chemistry 2A.

Themes reinforced throughout the entire nursing program include human development and sexuality, nutrition including therapeutic aspects, pharmacology, cultural diversities and ethnicity, legal, social and ethical issues, and community health.

### 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 25—CARE OF THE PATIENT IN INTENSIVE CARE (6) BA

Class meets 32 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 all 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 RN's and LVN's 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 1, 2 and 3

### VOCATIONAL NURSING (15-15-15)

### VN 1—FUNDAMENTALS OF NURSING AND MEDICAL AND SURGICAL NURSING INCLUDING ORTHOPEDICS (15)

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.

### VN 2—MEDICAL AND SURGICAL NURSING INCLUDING OBSTETRICS, INFANT CARE AND PEDIATRICS (15)

Eight hours lecture and twenty-one hours laboratory per week.

Prerequisite: Satisfactory completion of VN 1.

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 3—MEDICAL AND SURGICAL NURSING (15)**

Eight hours lecture and twenty-one hours laboratory per week.

Prerequisite: Satisfactory completion of VN 1 and 2.

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.

Themes reinforced throughout the entire nursing program include human development and sexuality, nutrition including therapeutic aspects, pharmacology, cultural diversities and ethnicity, legal, social and ethical issues, and community health.

Students will be assigned to care for patient of all ages throughout the life continuum and will learn to meet the needs of patients with problems involving all of the bodily systems.

**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 recertification.



# DIVISION OF PHYSICAL EDUCATION, HEALTH, ATHLETICS AND RECREATION

CHAIRMAN: MR. DAVE ADAMS

## 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 the hygiene 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.

### HYGIENE 7—SPORTS HEALTH (2) BA

Two hours lecture per week.

Sports becomes the medium through which achievement of life's goals are explored. The subject matter is somewhat similar to that of Hygiene 1, with a change in emphasis resulting in diverse and different methods of study. A wide variety of topics is covered, using sport as a major motivating factor to understanding

## PHYSICAL EDUCATION

### PHYSICAL EDUCATION—GENERAL ACTIVITY COURSES (1) BA

Two hours per week

- Physical Education 6a-d—Modern Dance
- Physical Education 8a-d—Golf
- Physical Education 9a-d—Swimming
- Physical Education 10a-d—Tennis
- Physical Education 12a-d—Weight Lifting
- 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 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 26a-d—Advanced Baseball (6 hours per week)
- Physical Education 27a-d—Advanced Aquatics

Physical Education 47a-d—Adaptive Physical Education  
Physical Education 73a-d—Aquatic Calisthenics  
Physical Education 78—Wheelchair Basketball  
Physical Education 80a-d—Beginning and Intermediate Jazz Dance

Physical Education 81a-d—Beginning Ballet  
Physical Education 82a-b—Varsity Performance  
Physical Education 86a-d—Physical Education for Women

### PHYSICAL EDUCATION 30c—ORIENTATION IN PHYSICAL EDUCATION (2) BA

Two hours lecture per week.

Introduction to the physical education program, personal, social, and professional requirements.

### PHYSICAL EDUCATION 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.

### PHYSICAL EDUCATION 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 42ab—FUNDAMENTALS OF FOOTBALL (1) BA

One unit per 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 maintenance. This

course is background material for those preparing for a coaching career.

#### 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 (1) BA

Three hours per week.

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 48a-d—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: 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 78—WHEELCHAIR BASKETBALL (1) BA

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.

#### PHYSICAL EDUCATION 86a-d—PHYSICAL EDUCATION FOR WOMEN (1) BA

Two hours laboratory per week.

A women's fitness class geared to total fitness and achievement of a healthy life style with an emphasis on flexibility, strength and endurance. The class explores different types of exercise including aerobics, weight training and jogging, with an emphasis on aerobics done to music. Materials on nutrition and diet, personal analysis, setting and achieving personal goals are included.

### INTER COLLEGIATE ATHLETICS

#### ATHLETIC DIRECTOR: MR. DAVE ADAMS

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) BA

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**

Eighty 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 c—INDEPENDENT STUDY (1-4) BA**  
(See index)

**RECREATION 121a-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 AND ENVIRONMENTAL DESIGN (2) BA

Two hours lecture, two hours laboratory per week  
Familiarization with the professional fields of Environmental Design, specifically: Architecture, Engineering, Landscape Architecture, Interior Design, Construction, and Design related to city, urban, and regional planning. Introduction to elements and principles of design and design processes which form the basis of architectural analysis.

### ARCHITECTURE 1b—ENVIRONMENTAL DESIGN FUNDAMENTALS (2) BA

Two hours lecture and two hours laboratory per week  
Elements of environmental and visual perception, including two-dimensional and three-dimensional design principles. Development of communication skills, analytic techniques, and problem solving methodologies as applied to the environmental design professions. Behavioral and social implications of Environmental Design decisions.  
Prerequisite: Architecture 1a or equivalent.

### ARCHITECTURE 1c, 1d—ENVIRONMENTAL DESIGN FUNDAMENTALS (3-3) BA

Three hours lecture, six hours laboratory per week  
A continuation of Architecture 1b.  
Prerequisite: Architecture 1a, 1b.

### ARCHITECTURE 2a—INTRODUCTION TO ARCHITECTURAL DRAWING AND PERSPECTIVES (2) BA

Two hours lecture and three hours laboratory per week  
Basic techniques used in graphic communication. Orthographic and isometric projection. Mechanical perspective, shades and shadows.

### ARCHITECTURE 2b—BASIC GRAPHICS (2) BA

Two hours lecture, three hours laboratory per week  
Drawing as a communication tool in the Environmental Design fields. Exercises to develop basic skills and speed in the representation of ideas. Use of various drawing media.  
Prerequisite: Architecture 2a or equivalent.

### 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—LIGHT-WOOD FRAME CONSTRUCTION (2) BA

Two hours lecture, two hours laboratory per week  
Introduction to construction techniques and working drawings for light-wood frame structures.

### ARCHITECTURE 32—HEAVY-WOOD FRAME CONSTRUCTION (2) BA

Two hours lecture and two hours laboratory per week  
Introduction to construction techniques and working drawings for heavy-wood frame structures. Theory and application of laws and codes affecting buildings. Cost estimating procedures.

Prerequisite: Architecture 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, one hour laboratory per week  
Exercises in drawing without mechanical aids.

### ARCHITECTURE 53—PERSPECTIVE DRAWING (2)

Four hours per week  
Class will explore three different methods of layout of perspective drawings for architectural exteriors and interiors: common or office, plan or measuring points, and approximate measuring points.

### 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

### 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

Three hours lecture and two 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 introduction 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—INTRODUCTION TO COMPUTER PROGRAMMING (2) BA (2) BA

Algorithm design and description. Practice in writing, running and debugging FORTRAN programs.

Prerequisite: Math 5a, Physics 5a, Engineering 5a (May be taken concurrently).

### ENGINEERING 10b—COMPUTER PROGRAMMING PASCAL (2) BA

Introduction to the Pascal language emphasizing structured programming. Introduction to data structures and algorithms for dealing with them.

Prerequisite: Engineering 10a.

### ENGINEERING 15—NUMERICAL METHODS (2) BA

Two hours of lecture per week.

An introductory course in numerical methods for Physical Science and Engineering students.

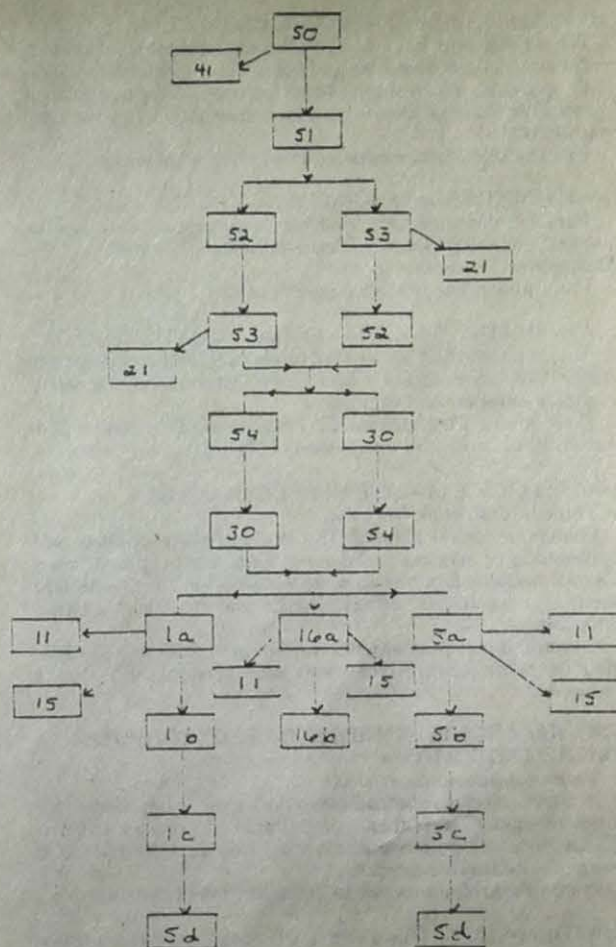
Prerequisites: Math 1a or 5a, Math 15 or Engineering 10a, Physics 2a or 5a.

### ENGINEERING 40a-c INDEPENDENT STUDY (1-3) BA

(See index)

## MATHEMATICS

### Suggested Math Sequence



### 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 54 and 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) BA

Four lecture hours per week.

A continuation of Mathematics 1b including infinite series, solid analytic geometry, vectors, partial differentiation, multiple integration, topics in vector calculus and applications of calculus.

### 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.

Prerequisite: Trigonometry (Mathematics 54) and College

Algebra 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, formulas and special methods of integration with applications of volume, length of arcs, surfaces, center of masses. A study of converging and diverging series with applications.

Prerequisite: Mathematics 5a, Physics 5a, Engineering 10.

#### MATHEMATICS 5c—ENGINEERING CALCULUS (3) BA

Partial differentiation, multiple integration and vector analysis including Green's Theorem, Stoke's Theorem and the Divergence Theorem.

Prerequisite: Mathematics 5b, 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—LINEAR ALGEBRA (3) BA

Three hours lecture per week.

Elementary linear algebra. The study of the properties and applications of matrices and determinants, vector spaces, linear transformations, Eigenvectors, rigid motion in the plane, and linear programming by graphical and simplex method techniques.

Prerequisite(s): Mathematics 1a, 1b, or 5a, 5b or 16a, 16b. May be taken concurrently with second semester calculus sequence.

#### 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 in FORTRAN IV language for execution by means of the HP 3000 computer located on campus.

Prerequisite: Mathematics 1a, 5a or 16a taken concurrently.

#### MATHEMATICS 16a-b—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—Three years of high school mathematics including algebra, geometry, functions, graphs, inequalities and trigonometry, or Mathematics 54 and Mathematics 30 with a grade of "C" or better.

Prerequisite: Mathematics 16b—Mathematics 16a with a grade of "C" or better.

#### 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 programming and formula derivations and problem solving.

Prerequisite: Concurrent enrollment in Math 21. Lab not required for Math 21.

#### MATHEMATICS 30—COLLEGE ALGEBRA (3) BA

Three hours lecture per week.

An intensive study of algebra with associated graphing, emphasizing topics considered essential to students preparing to study calculus, science, engineering or disciplines requiring proficiency in applications of algebra.

Prerequisite: Mathematics 52 and Mathematics 53 with a

grade of "C" or better; or high school algebra I and algebra II and geometry with a grade of "C" or better.

#### MATHEMATICS 41—GENERAL MATHEMATICS (3)

This course focuses on the development of skills in arithmetic, algebra and geometry for use in general applications. Selected topics from consumer mathematics, graphing, the metric system, statistical measurement and probability will be included. This course meets the mathematics requirement for the AA/AS degree.

Prerequisite: Math 50 or a score at the sixty-fifth percentile or better on the College of the Sequoias Diagnostic Arithmetic Test.

#### MATHEMATICS 49a-c—INDEPENDENT STUDY (1-3) BA (See index)

#### MATHEMATICS 50—ARITHMETIC (3)

Three hours lecture and lab per week.

A study of the fundamental operations with whole numbers, fractions and decimals and their use in applied problems. Other topics include factors, multiplicity, divisibility, ratio, proportion, percent, the use of formulae and metric units of measure. Calculators are used.

Prerequisite: Placement tests administered prior to class enrollment.

#### MATHEMATICS 50a-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 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 51a-c—ELEMENTARY ALGEBRA (1-3)

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.

Prerequisites: (a) Prerequisite for Math 51a is Mathematics 50 or equivalence. (b) Prerequisite for Math 51b is Mathematics 51a or equivalence. (c) Prerequisite for Math 51c is Mathematics 51b or equivalence.

#### 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

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 53a-c—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 in-

cludes business and science word problem applications, complex numbers, quadratic 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 satisfactory 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 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 (2)

Two hours of lecture-laboratory per week for eighteen weeks.

A science course relating to the biology of man's surroundings. Topics of interest are human populations, dynamics, food chain dynamics, endangered species, and ecosystem manipulation. This course is designed to meet the general education requirement for the Associate Degree.

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 Biology 2.

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 (4)

Three hours lecture, three hours laboratory per week.

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 50—ENVIRONMENT AND MAN (OR ELEMENTS OF ECOLOGY, FUNDAMENTALS OF ECOLOGY) (3)

Three hours lecture per week.

A science course relating to the biology of man's surroundings. Topics of interest include natural and managed ecosystems, natural resource use, endangered species, food production, food chain dynamics, human population and environmental pollution.

Prerequisite: English 51 or 60 with a grade of "C" or better; may be taken concurrently.

#### 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 Biology 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-b—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 1. An acceptable score on the departmental placement exam. To continue in Chemistry 1b, a minimum grade of "C" is required in 1a.

#### CHEMISTRY 2a-b—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.

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 analyses. For students interested in 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-b—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 or organic chemistry, industrial and environmental applications; problem solving to emphasize comprehension of material.

Prerequisite: Chem 1a-b or Chem 2a-b with grade of "C" or better. Grade of "C" or better in Chemistry 12a to enroll in Chemistry 12b.

#### CHEMISTRY 53—SURVEY OF INTRODUCTORY 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, supplements 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 may be taken without the laboratory 1c. One or more field trips during the semester.

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; emphasizes 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, agricultural 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-b—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-b—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 engineering and physical science major. Topics included are mechanics, thermodynamics, fluid mechanics, wave motion and sound.

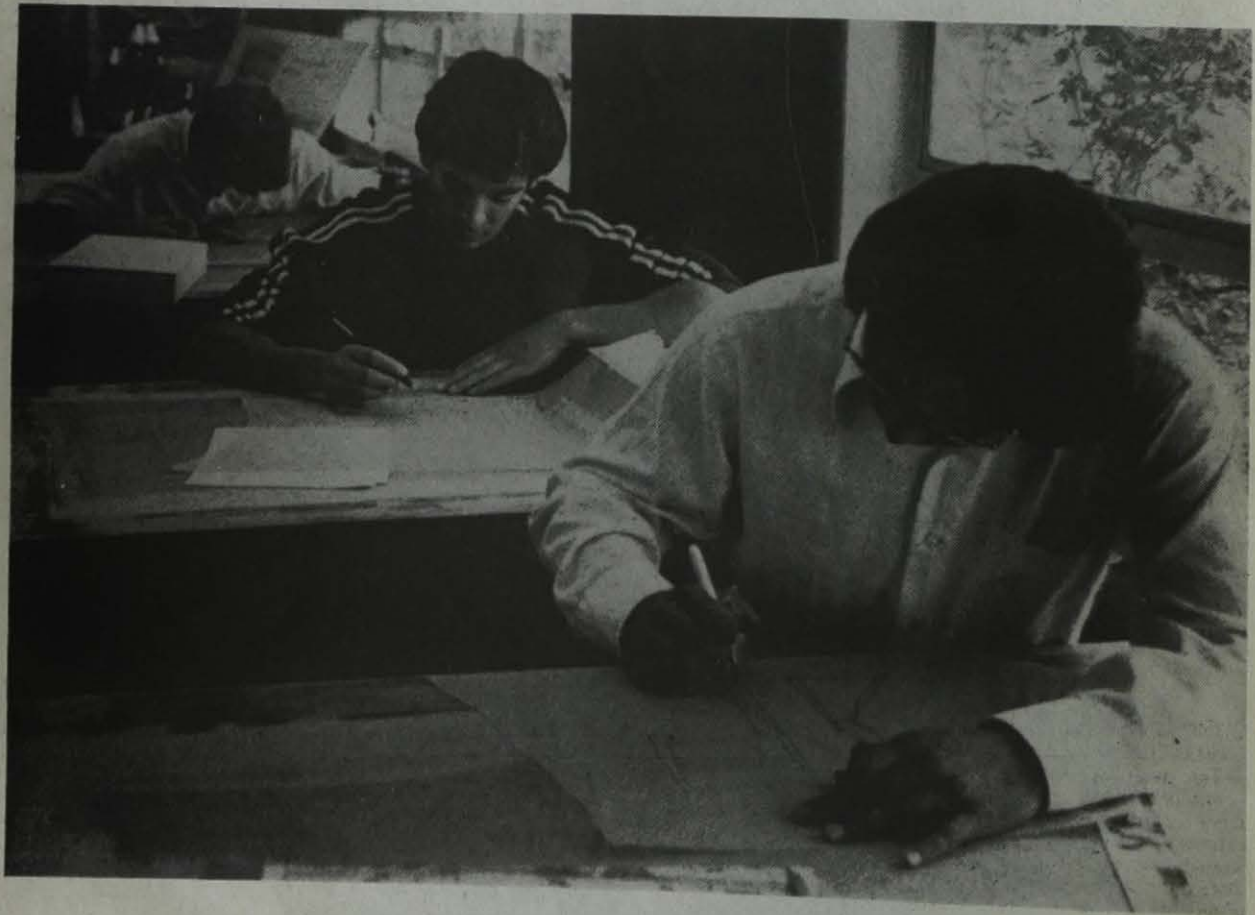
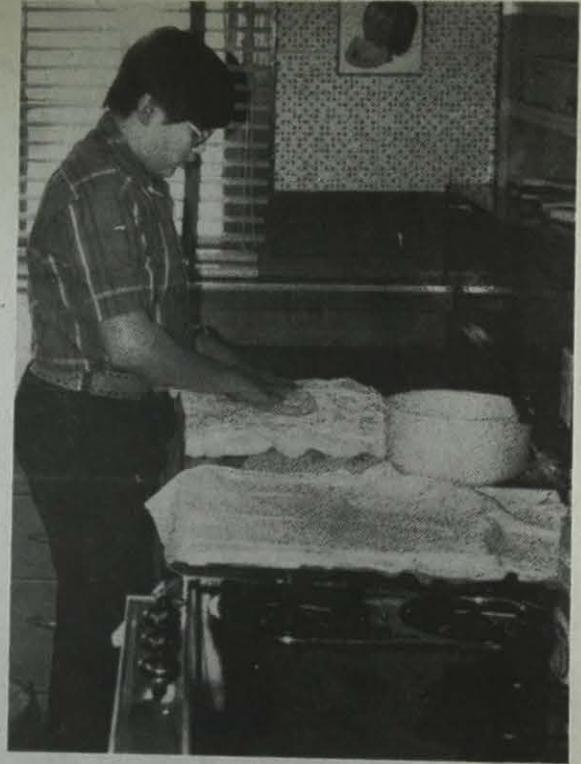
Prerequisite: "B" or better in both high school Trig and Chemistry (or Math 54 and Chem 53); Math 1a-b or Math 5a-b (may be taken concurrently.) Grade of "C" or better in Physics 5a before Physics 5b.

**PHYSICS 5c-d—GENERAL PHYSICS (4-4) BA**

Three hours lecture, three hours laboratory per week.

Topics included are electricity, magnetism, optics, and modern physics.

Prerequisite: Grade of "C" or better in Physics 5b for Physics 5c and "C" or better in Physics 5c for Physics 5d. Math 5c-5d taken concurrently.



# DIVISION OF SOCIAL SCIENCES

CHAIRMAN: MR. RON RUIZ

## MAJORS

COMMUNITY SERVICE  
HISTORY  
SOCIAL SCIENCES

## 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-b—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—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 26b—EXPERIENCES WITH MIGRANT CHILDREN/MINI-CORPS (2) BA

Two hours lecture per week.

An overview course of the basic processes of classroom management for Mini-Corps Teacher Assistants who are

prospective teachers. Emphasis will be on professional teaching techniques, classroom management and an overview of basic functions of a teacher aide. Classroom discussion and problems are combined with field work and observations of actual teaching situations.

### EDUCATION 26c—EXPERIENCES WITH MIGRANT CHILDREN/MINI-CORPS (2) BA

Two hours lecture per week.

An intermediate course for Mini-Corps Teacher Assistants who are prospective teachers. Emphasis will be on Language Arts, language acquisition, the terminology used by educators in describing this process, the types of programs designed to facilitate learning throughout the process and the types of diagnostic approaches that have been developed to evaluate the process. Classroom discussion and problems are combined with field work and observations of actual teaching situations.

### EDUCATION 26d—EXPERIENCES WITH MIGRANT CHILDREN/MINI-CORPS (2) BA

Two hours lecture per week.

An advanced course for Mini-Corps Teacher Assistants who are prospective teachers. Emphasis will be on assessment of children's math achievement, plus training in basic math terminology, training in methods of teaching basic math operations and training in developing a math methods/materials file. This course will also provide an introduction to some practical methods of collecting, observing, classifying and measuring for use in teaching life and earth sciences in the 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-b—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-b—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 meets the American history requirement in general education and fulfills state requirements in American history.

History 17a is NOT a prerequisite for History 17b.

### HISTORY 18a-b—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.

## HUMAN SERVICES

### HUMAN SERVICES 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 and California, basic principles

of Social Security Programs, roles of Federal, state and local government.

It is recommended that Human Services 23a-d be taken in conjunction with this course.

(Also listed as Sociology 20)

### HUMAN SERVICES 21—INTERVIEWING (4) BA

Three hours lecture, 2 hours laboratory per week.

Methods and techniques of interviewing. Emphasis is on obtaining social information and representing social agencies; developing sensitivity and awareness of the needs, feelings, and concerns of those being interviewed; developing skills in the use of interpreters. Special problems in interviewing children, the troubled and the aged.

It is recommended that Human Services 23a-d be taken in conjunction with this course.

(Also listed as Sociology 21)

### HUMAN SERVICES 22—INTRODUCTION OF HUMAN SERVICES (3) BA

Three hours lecture per week.

A study of the uses of human services (social work) in meeting the social problems of the community. An examination of the field as a profession, along with a survey of the techniques of social casework as a method of intervention in personal, marital, interpersonal and community dysfunction.

It is recommended that Human Services 23a-d be taken in conjunction with this course.

(Also listed as Sociology 22)

### HUMAN SERVICES 23a-d—INTERNSHIP (2-2) BA

One hour lecture and three hours in field experience arranged by instructor.

Direct practical community experience for students interested in a career in the helping services. Activities are assigned in community social service agencies. Course repetition provides enhancement of internship skills.

This course should be taken in conjunction with the sequence in Human Services 20-22.

(Also listed as Sociology 23a-d.)

### HUMAN SERVICES 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.

### HUMAN SERVICES 47b—CARE-PROVIDING FOR THE DEVELOPMENTALLY DISABLED—FACILITY MANAGEMENT (3) BA

Three hours lecture per week.

A course designed to provide state licensed careproviders, providing residential services to persons with developmental disabilities the knowledge and tools to efficiently and effectively operate their small family care home. Careproviders will become familiar with Central Valley Regional Center and licensing philosophy regarding residential care, learning requirements, nursing, health and safety procedures.

### HUMAN SERVICES 47c—CARE PROVIDING FOR THE DEVELOPMENTALLY DISABLED—BEHAVIOR MANAGEMENT (3)

Three hours lecture per week.

This course trains students to effectively manage behavior using a positive approach. Initial portions of the course define a framework of behaviors which the students can use with clients to assist in the maintenance of discipline. Positive methods of developing these behaviors are discussed and demonstrated. Topics covered include Stimulus Control, Modeling, Positive and Negative Reinforcement, Time Out, Management of Problem Behavior, Response Priming and Shaping. An emphasis is placed upon the practical application of general learning principles applicable in a wide variety of situations. As learning is considered an active process, a number of activities are used in the class to demonstrate teaching points and add variety. The course is designed to be a reinforcing experience for both instructors and participants.

Prerequisite: Human Services 47a and 47b.

## 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 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—GOVERNMENT IN CALIFORNIA (3) BA

An examination of the legislative, administrative, judicial and electoral systems of California. Emphasis will also be given to city and county government and present problems of California. This course satisfies all state requirements in the State and local governments of California but does not satisfy the Constitution of the United States requirement.

### POLITICAL SCIENCE 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-c—INDEPENDENT STUDY (1-3) BA (See index).

## PSYCHOLOGY

### PSYCHOLOGY 1a—GENERAL PSYCHOLOGY (3) BA

Three hours lecture per week.

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 IQ 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-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. Course repetitions provide enhancement of leadership skills.

### 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.

Growth, development and enculturation of the individual prenatally through middle childhood and into adulthood; intra-family relationships. Environmental influences affecting cognitive, emotional, social and physical development.

**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 49a-c—INDEPENDENT STUDY (1-3)**

(See index)

**PSYCHOLOGY 50—INTRODUCTION TO BASIC PSYCHOLOGY (3)**

Three hours lecture per week.

A survey of the principles of psychology with emphasis on understanding the behavior of human beings. Not intended for transfer to a university.

**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 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 and California, basic principles of Social Security Programs, roles of Federal, state and local government.

It is recommended that Sociology 23a-d be taken in conjunction with this course.

(Also listed as Human Services 20)

### SOCIOLOGY 21—INTERVIEWING (4) BA

Three hours lecture, 2 hours laboratory per week

Methods and techniques of interviewing. Emphasis is on obtaining social information and representing social agencies; developing sensitivity and awareness of the needs, feelings,

and concerns of those being interviewed; developing skills in the use of interpreters. Special problems in interviewing children, the troubled and the aged.

It is recommended that Sociology 23a-d be taken in conjunction with this course.

(Also listed as Human Services 21)

### SOCIOLOGY 22—INTRODUCTION OF HUMAN SERVICES (3) BA

Three hours lecture per week.

A study of the uses of human services (social work) in meeting the social problems of the community. An examination of the field as a profession, along with a survey of the techniques of social casework as a method of intervention in personal, marital, interpersonal and community dysfunction.

It is recommended that Sociology 23a-d be taken in conjunction with this course.

(Also listed as Human Services 22)

### SOCIOLOGY 23a-d—INTERNSHIP (2 2) BA

One hour lecture and three hours field experience arranged by instructor

Direct practical community experience for students interested in a career in the helping services. Activities are assigned in community social service agencies. Course repetition provides enhancement of internship skills.

This course should be taken in conjunction with the sequence in Sociology 20-22.

(Also listed as Human Services 23a-d)

### 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 49a-b—INDEPENDENT STUDY (1 3) BA

(See index).

# DIVISION OF SPECIAL PROGRAMS

CHAIRMAN: DR. DAVID BOCKMAN

## MAJORS

Cosmetology  
Criminal Justice  
Corrections  
Law Enforcement  
Fire Technology  
Paralegal

## COSMETOLOGY

COSMETOLOGY 51a-d (6-22)

COSMETOLOGY (1-4)

All instruction offered off campus.

Minimum of 30 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 30 for details).

## CRIMINAL JUSTICE

(ACTING) DIRECTOR: DR. TIM HART

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 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 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 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 or C.J. 10.

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.

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 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 48a-c—INDEPENDENT STUDY (1-3) BA (See index).**

**CRIMINAL JUSTICE 49a-b—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 requirements mandated by either the California Penal Code, State Commission on Penal Officer Standards and Training, or California Bureau of Consumer Affairs.

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 a-d—SPECIALIZED TRAINING FOR INDIVIDUAL CITIZENS, PRIVATE AND INDUSTRIAL SECURITY PERSONNEL (1-6)**

This specialized training is designed for private and industrial security personnel, as well as providing instruction to meet the specific needs of individual citizens interested in basic firearms and chemical agent training. Successful completion of each course qualifies the trainee to apply to the appropriate state agencies for licensing.

**CRIMINAL JUSTICE 60a—FIREARMS (1)**

This training is designed to meet the needs of individual citizens in basic firearms instruction, as well as, specialized training for private and industrial security personnel.

**CRIMINAL JUSTICE 60b—SIDE HANDLE BATON (1)**

This training is designed to meet the specific needs of law enforcement, private, and industrial security personnel.

**CRIMINAL JUSTICE 60c—STRAIGHT STICK BATON (1)**

This training is designed to meet the specific needs of law enforcement, private, and industrial security personnel.

**CRIMINAL JUSTICE 60d—CHEMICAL AGENTS (0)**

This training is designed to meet the specific needs of individual citizens interested in the care and handling of chemical agents (mace), as well as, for private and industrial security personnel.

**CRIMINAL JUSTICE 60e-g—SPECIALIZED TRAINING FOR PEACE OFFICERS AND CORRECTIONAL OFFICERS (2-4)**

Forty/eighty hours lecture/practicals (one-two weeks). Class meets from 8:00 a.m. to 5:00 p.m., Monday through Friday. This training course is designed to meet the specific needs of local agencies in providing instruction in advanced occupational subject matter for law enforcement and correctional officers personnel.

**CRIMINAL JUSTICE 82—TULARE-KINGS COUNTIES PEACE OFFICERS BASIC TRAINING ACADEMY (12)**

Forty hours lecture per week for 15 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 (1-3)**

Twenty to forty lecture hours per course. The exact number of hours per course to be determined prior to class registration.  
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-d—RESERVED PEACE OFFICER TRAINING (P.C. 832) (1-1-2)**

Two hours lectures per week and firearms range practice for a total of 49 hours for Level III Reserve Officer Training.  
The Level II Reserve Course will consist of two three hour lectures per week plus practical training for a total of 40 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). The total amount of training exceeds the minimum amount of hours as required.

## FIRE TECHNOLOGY

### FIRE SCIENCE 51—INTRODUCTION TO FIRE SUPPRESSION (3) BA

Three hours lecture per week.

The first segment of the standard fire-training curriculum, a consideration of the following topics; fire suppression organization, fire suppression equipment; characteristic and 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 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 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 72a—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 72b—FIRE COMMAND 1B (2)**

Forty hour course.

A course to provide the Company officer with information and experience in command and control techniques at the scene of a hazardous materials 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.

Prerequisites: Completion of 9 units in Fire Science and Fire Science 72a.

#### **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—FUNDAMENTALS 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 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.

### **PARALEGAL COORDINATOR: DR. TIM HART**

#### **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.

Prerequisite: Paralegal 1.

#### **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.

Prerequisites: Paralegal 1 and 2a.

#### **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.

Prerequisite: Paralegal 1.

#### **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.

Prerequisite: Paralegal 1.

#### **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.

Prerequisite: Paralegal 1.

#### **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.

Prerequisite: Paralegal 1.

#### **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.

Prerequisite: Paralegal 1.

#### **PARALEGAL 7—FAMILY LAW (3) 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.

Prerequisite: Paralegal 1.

#### **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.

Prerequisite: Paralegal 1.

#### **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.

Prerequisite: Paralegal 1.

#### 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.

Prerequisite: Paralegal 1.

#### 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.

Prerequisite: Paralegal 1.

#### 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.

Prerequisite: Paralegal 1.

#### 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.

Prerequisite: Paralegal 1.

#### 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.

Prerequisite: Paralegal 1.

#### 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.

Prerequisite: Paralegal 1.

#### 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.

Prerequisite: Paralegal 1.

#### 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.

Prerequisite: Paralegal 1.

### 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 are based on hours worked 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. One unit can be earned for each 60 hours increment of volunteer work.

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. HENRY GRUMBLING

#### 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 (0) 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 Tutorial Center. Some development of tutorial techniques will occur through group orientation, reading assigned materials and practice in tutoring under instructional supervision with follow up evaluations.

#### 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 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-d—LEARNING SKILLS AND TUTORIAL SERVICES (0)

Learning Skills 60 is a course designed to provide students with the opportunity to receive special, individualized help in their studies. The Tutorial Center will provide for diagnostic and tutorial services, individualized and programmed instruction in communication skills and in other subjects.

#### LEARNING SKILLS 61a-c—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 63a—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.

**LEARNING SKILLS 63b—LIBRARY SKILLS (1)**

An introduction to the college library—its services and the basic skills for using these services. The subject matter will include the card catalog, periodical indexes, and reference books.

**MATHEMATICS 50a-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.

## DIVISION CHAIRPERSONS

BILL M. DOWNES  
Division of Agriculture,  
Natural Resources and Home Economics

LAUNA HUDDLESTON  
Division of Business

PAUL R. MUELLER  
Division of Fine Arts

ALBERT SINDLINGER  
Division of Industry and Technology

GREG SEASTROM  
Division of Language Arts and Communication

LYNN HAVARD MIRVISS  
Division of Nursing and Health Science

DAVID ADAMS  
Division of Physical Education, Health and Athletics

JOHN CRAIN  
Division of Science, Mathematics and Engineering

RONALD RUIZ  
Division of Social Sciences

DAVID BOCKMAN  
Division of Special Programs

## FACULTY

ADAMS, DAVID  
B.A., M.A., CSU at Fresno  
Athletic Director

ANDERSON, KENNETH W.  
B.A., Duke University,  
M.A., Calif. State Univ. at San Diego,  
M.A., CSU—Sonoma  
Political Science/Psychology

ANDERSON, VERNON A.  
A.B., M.A., CSU at Fresno  
Sociology/Physical Education

ANTHONY, BETTY  
B.S., CSU at Fresno  
Home Economics

AUDINO, VIRGINIA SUE  
A.B., CSU at Fresno  
Home Economics

BARBA, JOSEPH J.  
B.S., M.S., Purdue University  
English/Physical Education

BARTON, JAMES  
A.B., CSU at Fresno;  
M.A., University of Washington  
Mathematics

BECK, FRANCIS, O.  
B.A., M.S., CSU at Fresno  
Criminal Justice

BENNETT, LESLIE J.  
B.V. Ed., CSU, Fresno;  
A.A., College of the Sequoias;  
Welding

BETTENCOURT, BILL  
A.B., M.A., CSU at Fresno  
Dean of Men/Student Activities

BIRD, DAVID  
B.A., M.S., CSU at Fresno  
Chemistry

BIVONA, MICHAEL J.  
B.A., M.A., CSU at San Jose  
Sociology

BLACK, CHERYL  
B.S., M.S., CSU at Fresno  
Nursing

BLACK, ELLSWORTH  
B.S., M.S., CSU—Fresno  
Nursing

BOCKMAN, DAVID C.  
B.A., M.A., CSU at Fresno  
Ed.D., University of Northern Colorado  
Dean of Vocational Education

BRANCO, ALLEN A.  
B.S., Washington State Univ.;  
M.S., Calif. State Polytechnic Univ. S.L.O.  
Physical Education

BRINGHURST, NEWELL G.  
B.S., M.S., University of Utah;  
Ph.D., University of California, Davis  
History, Political Science

BROYLES, KENNETH  
A.A., College of the Sequoias  
Community College Voc. Credential  
Automotive Technology

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

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

BUYUKLIAN HARRY B.  
B.A., CSU at Fresno  
M.M., University of Southern California  
Music

CARMICHAEL, MARY A.  
B.A., University of Calif. at Santa Barbara;  
M.A., CSU—Fresno  
English

CHILDS, WOODROW  
B.S., Dickinson State College, N.D.;  
M.A., Calif. State Polytechnic Univ. S.L.O.  
English

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

COMBS, LARAINÉ Y.  
B.A., CSU, Fresno;  
M.A., University of Calif., LA  
English/Mathematics

CONLEY, RICHARD  
B.S., M.S., CSU at Chico  
Work Experience Coordinator

COTTRELL, RICHARD S.  
B.A., M.A., CSU at Fresno  
Architecture

- CRAIN, JOHN  
B.S., M.S., University of Nevada  
Geology
- DECKER, IRVING  
B.S., Brigham Young University  
M.S.W., University of Utah  
Social Welfare
- DECKER, WILLIAM K.  
B.A., M.A., University of Northern Colorado  
English
- DOWNES, BILL M.  
B.S., M.A., Cal Poly, San Luis Obispo  
Agriculture
- DUARTE, RUDOLPH A.  
B.S., M.S., Calif. State University at Long Beach  
Criminal Justice
- DUNN, GENE  
A.A., College of the Sequoias, SDS Credential;  
Community College Credential  
Building Trades
- EBERSPACHER, H. ROBERT  
B.A., Nebraska Wesleyan University;  
M.A., California State Polytechnic University  
English
- ELLSWORTH, JEAN  
B.S., University of Maryland;  
M.S., Catholic University of America  
Nursing
- FALCONER, JEFF  
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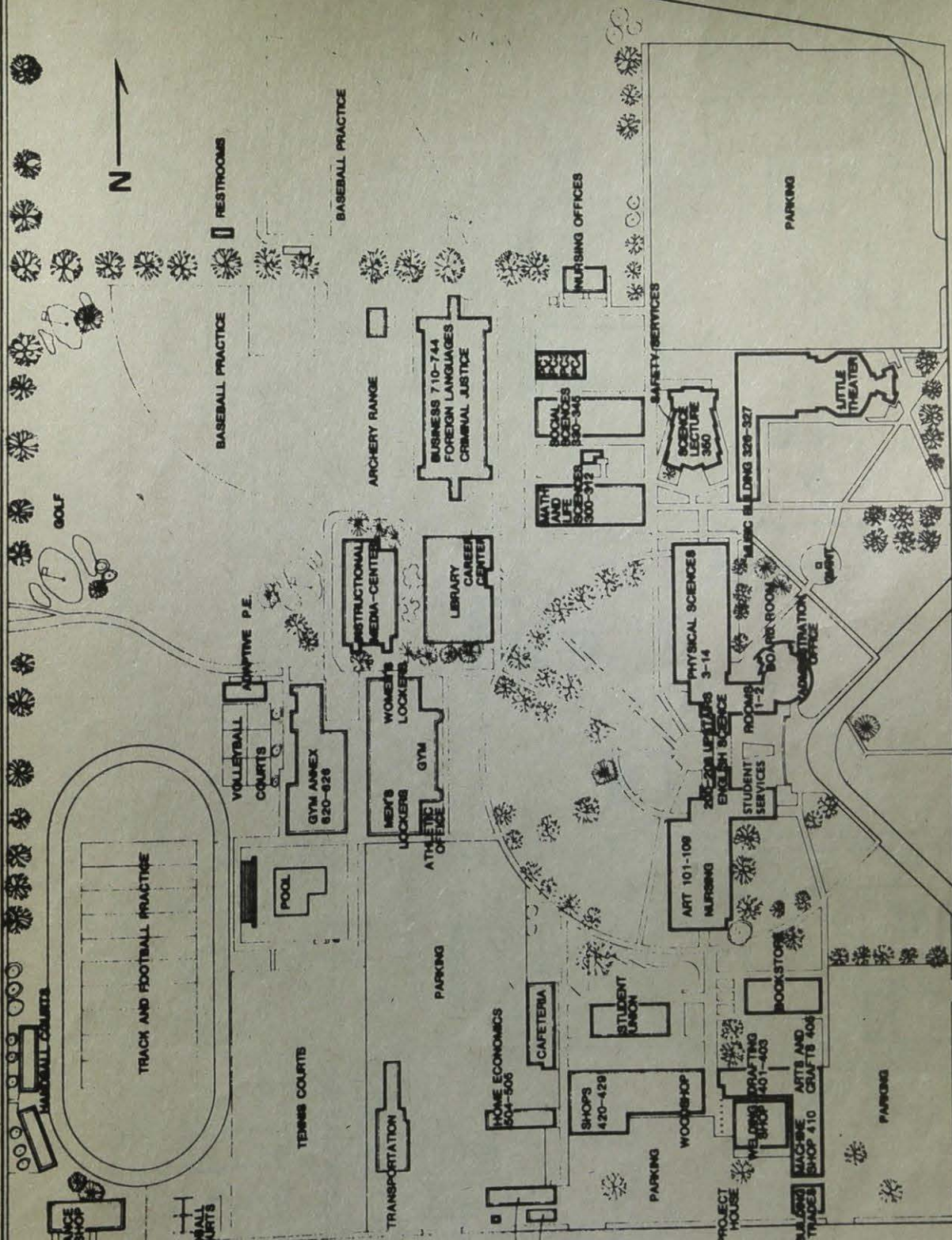
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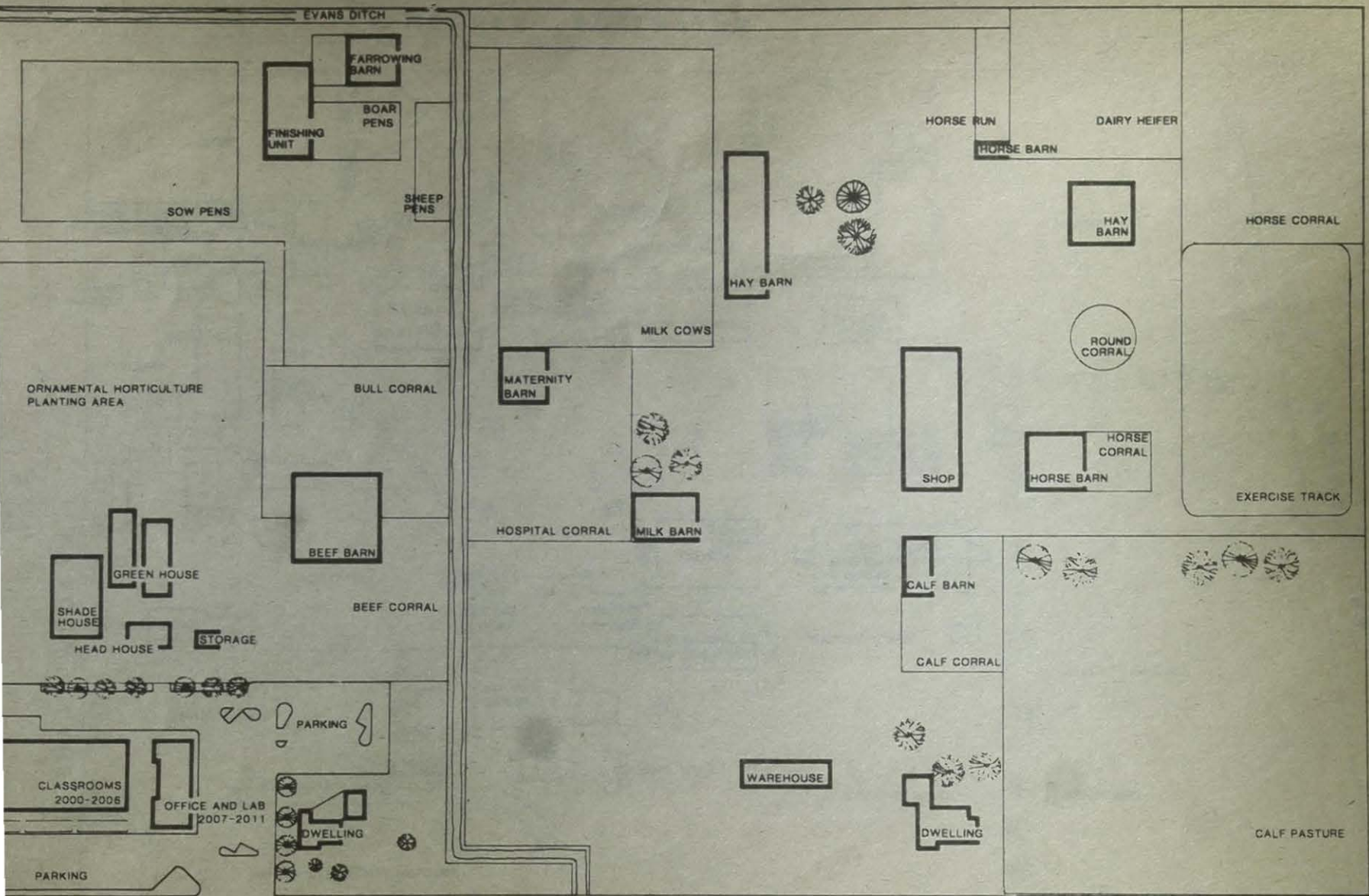
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