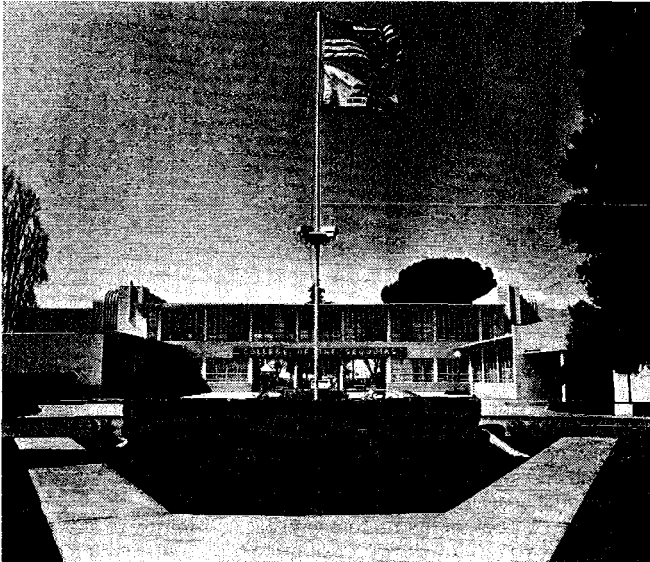


COLLEGE OF THE SEQUOIAS

A PUBLIC COMMUNITY COLLEGE

CATALOG 1985-1986



COLLEGE OF THE SEQUOIAS JUNIOR COLLEGE DISTRICT

915 Mooney Boulevard

209-733-2050

Visalia, California 93277

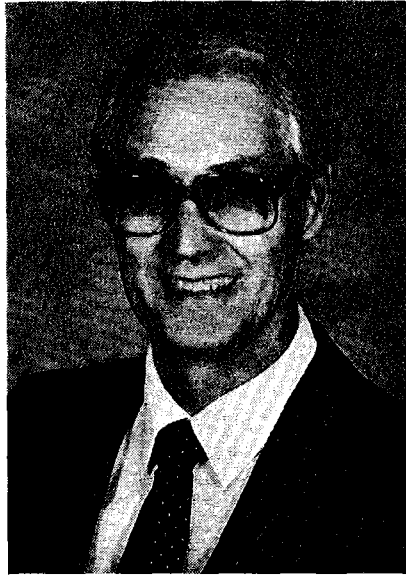
Published by the Board of Trustees

The College of the Sequoias is a member of the American Association of Community and Junior Colleges and the California Association of Community Colleges.

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.

Cover design by: Mr. Ralph Homan
Photographs by: Mr. Phil Jernigan



To College of the Sequoias Students:

It is with sincere pleasure that I welcome you to College of the Sequoias. Our college offers you an outstanding faculty and support staff dedicated to providing superior instructional programs and student services. It is our strong desire that you succeed in attaining your educational goals.

We are proud of the competent instructors who are committed to sharing their knowledge and skills with you. Another source of pride is our outstanding student services staff who will help you seek and attain your educational, professional and occupational goals.

As one of the oldest community colleges in the state of California, College of the Sequoias has devoted almost 60 years to providing free public higher education of the highest quality. We are known as an open-admissions institution. This means we feel that the vast majority of people in our area are capable of benefitting from the opportunity to attend classes in a collegiate setting.

We make these services and professional staff available to you. How much you gain from them, however, depends upon the intensity with which you apply yourself to the work of acquiring an education. I believe that you have the potential to succeed, and I encourage you to take full advantage of the opportunities our college provides. Involve yourselves deeply in your academic work, in student activities, and in the fellowship which is available to you on our campus. I hope that I will have the opportunity to get to know each of you during the course of your educational experiences here.

Lincoln H. Hall,
Superintendent/President

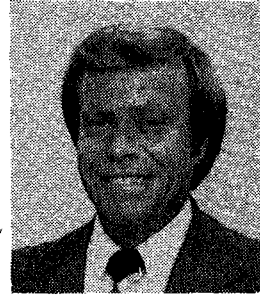
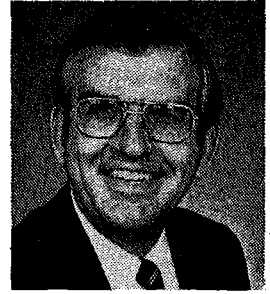
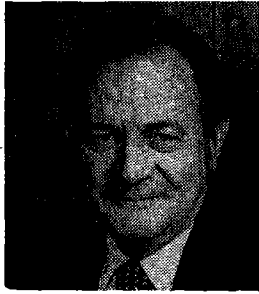
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The College of the Sequoias Community College District has made every reasonable effort to determine that information stated in this catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change 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.



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CALENDAR

FALL SEMESTER 1985

August 19, 1985 — December 20, 1985

May 1-15	Registration Begins for Continuing Students
May 11	COS Placement Test
May 13	Program Advisement for 7th Semester High School Students
May 25	COS Placement Test
June 17	Program Advisement for All New Students
June 22	COS Placement Test
July 1	Last Day to Petition for Readmission after Scholastic Disqualification
July 1	Mail-in Registration Begins for Extended Day and Off-Campus Classes
July 20	COS Placement Test
July 20	Chem 1a Placement Test
July 26	Last Day for Mail-in Registration for Extended Day and Off-Campus Classes
August 1	Program Change Day-Continuing Students Who Have Registered
August 2	Registration for New and Former Students
August 10	COS Placement Test
August 12	Registration for High School Accelerates
August 19	Instruction Begins
August 19	Late Registration-(With instructor permission)
August 30	Late Registration Ends
September 2	Labor Day Holiday
September 27	Last Day to File for Associate Degree.
October 18	Mid-Semester
October 25	Deficiency Notices Mailed
November 4	Mail-in Registration Begins
November 11	Veterans Day Holiday
November 22	End of Mail-in Registrations
November 28, 29	Thanksgiving Holiday — No Class Meetings
December 7	COS Placement Test
December 9-13	Registration—Continuing Students
December 16-20	Final Exams
December 20	End of Semester(Last Day to Remove "I" Incomplete for Spring, 1985.)
December 23-31	Christmas Recess (Holiday)
January 1-10	Recess Between Semesters

SPRING SEMESTER 1986

January 13, 1986 — May 28, 1986

January 3	Last day to Petition for Readmission After Scholastic Disqualification
January 6-9	New and Returning Students Register
January 8	Registration of High School Accelerates
January 11	COS Placement Test
January 13	Instruction Begins
January 13	Late Registration (With Instructor Permission)
January 20	Martin Luther King's Birthday Holiday (No Classes)
January 24	Late Registration Ends
February 11	Cal Grant Financial Aid Deadline for New & Transferring Students
February 12	Lincoln's Birthday Holiday (No Classes)
February 17	Washington's Birthday Holiday (No Classes)
February 21	Last Day to File for an Associate Degree
March 8	COS Placement Test
March 18	Mid Semester
March 22	COS Placement Test
March 24-28	Easter Recess (Holiday)
March 25	Deficiency Notices Mailed
April 1	COS Scholarship Application Deadline
April 5	COS Placement Test
April 18	Last Day to Drop Classes
April 19	COS Placement Test
May 3	COS Placement Test
May 21-28	Final Exams
May 24	COS Placement Test
May 26	Memorial Day Holiday (No Classes)
May 28	Commencement/End of Semester
May 28	Last Day to Make Up Incomplete "I" Grade for the Fall 1985 Semester.
June 21	COS Placement Test
July 19	COS Placement Test
August 9	COS Placement Test



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 by 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 area 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 Oroqui 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, the college has 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.

COLLEGE PHILOSOPHY

The administration and faculty of 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 College of the Sequoias are to provide:

1. Occupational education and technical training—comprehensive training for those students who will finish their period of formal education in the community college.
2. Citizenship training—training which will prepare every student to function effectively as a citizen.
3. Counseling and guidance—to assist students to "find themselves" through proper counseling and guidance.
4. College transfer training—adequate lower division offerings for those students who plan to transfer to a university or college after completing two years in a community college.
5. Education for the disadvantaged—educational techniques, classes, and services which will better enable students who have been educationally disadvantaged to benefit from the college's instructional programs.

6. General Education—experiences which will increase the student's abilities to cope with everyday living as an adult in a rapidly changing world.
7. Lifelong Learning—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

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 desire 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 Extended Day College.
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. DEVELOPMENTAL STUDIES 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 Room 307 for men and women, staffed by peer volunteers and faculty who provide assistance to those adults returning to college following a delay in their educational sequence. Homemakers, divorcees, military retirees 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 record.

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 prior to 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 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 for admission 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) 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 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 by 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

Any graduate of an accredited high school may be admitted to College of the Sequoias. Also, any person having successfully completed the California High School Proficiency Examination (CHSPE) or the General Educational Development Test (G.E.D.) with scores of 45 overall and with no subtest lower than 35 may be admitted.

Upon completion of applicable admission requirements, registration appointments are issued by the Admissions and Records Office. For dates relating to registration, check the calendar in the front of the catalog or inquire at the college Office of Admissions and Records, Room 101.

Provisional Admission of Students

The college may admit other persons 18 years of age or over when the evidence indicates that the individual will benefit from college level instruction. Students are encouraged to complete high school prior to enrolling in the college.

An applicant to a district college who is 18 years of age or older and is not a high school graduate may enroll as a provisional student for 12 semester units or more for one semester, with the stipulation that in order to enroll for subsequent semesters as a full-time student, he/she must earn a 1.75 GPA in the units attempted. This regulation does not apply to part-time students.

Summary of Admission Requirements for Full-Time Students (12 or more units.)

Full matriculation will be required of any student who intends to enroll for 12 or more units of credit. A part-time student is one who enrolls for less than 12 units. Full matriculation shall require that a prospective student:

1. File a completed admission application prior to the deadline as specified in the catalog.
2. If you attended high school in the last two years, request the last high school attended to send one transcript of work completed or attempted. Transcripts are to be official copies sent directly from previous schools to the Admissions and Records Office, College of the Sequoias, 915 S. Mooney Blvd., Visalia, CA 93277.
3. If the G.E.D. Test or the California High School Proficiency Examination (CHSPE) was taken in the last two years, have the G.E.D. scores or a copy of the CHSPE Certificate sent to the Admissions and Records Office.
4. Request each college of attendance to send one complete transcript of work attempted, whether or not credit was earned. Transcripts are to be official copies sent directly from the previous schools to College of the Sequoias.

Summary of Admission Requirements for Part-Time Students (11 1/2 or Fewer Units)

1. File a completed admission application prior to the deadline as specified in the catalog.
2. File one transcript of all previous high school and/or college academic records if the student wishes to:
 - a. Apply for a Certificate of Achievement or an Associate Degree.
 - b. Apply for financial assistance (EOPS, financial aid, veterans).
 - c. Apply for special programs, particularly in the health arts and sciences.
 - d. Validate that a prerequisite has been met either in high school or at another college.

ADVANCED PLACEMENT

College of the Sequoias recognizes high achievement by students who have 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.

AUDITING CREDIT CLASSES

The Governing Board of College of the Sequoias has authorized the auditing of courses at the college pursuant to the following:

1. A fee of \$10 per unit will be charged for auditing.
2. Students enrolling for credit will have priority in all credit classes. Auditing will be permitted only at the conclusion of the add/drop period (end of the second week) and will commence on Monday of the third (3rd) week of the semester.
3. Faculty may authorize auditing of their course(s) up to the class limit and no later than the twelfth (12th) week of the semester.
4. Individuals enrolling in a course on an audit basis will be placed on the class roll sheet for accounting purposes.
5. A student enrolling for audit may not change their status to credit at any time during the semester.
6. If a student enrolls in a course for credit and then withdraws from the course, the student may re-enroll in the course for audit. Consent of the instructor is necessary.
7. Auditing classes at College of the Sequoias will not be permitted unless these guidelines have been followed.

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 purchase a permit and 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 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.

Continuing Students: Students Currently Enrolled.

Former/Returning Students: Students who were not enrolled during the previous semester.

New Students: Students who have never attended COS.

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 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 POLICY

A. Courses specifically designated as repeatable

A student may repeat specified courses without petitioning or receiving prior written permission. These repeatable courses are identified in this catalog, as well as in the schedule of classes, by a lower-case letter designation "a" to "d".

Courses that are repeatable are approved for inclusion in this category on the following basis:

1. Skills or proficiencies are enhanced by supervised repetition and practice; or
2. Active participation experience is a basic means by which learning occurs.

College of the Sequoias monitors student enrollment in repeatable courses. Students enrolled in courses the permitted number of times will receive credit. Any student enrolled for more than the maximum number of times will be dropped. Students are urged to keep track of the number of times they repeat such courses, because no prior warning can be provided by the College that the repetition limit has been reached.

B. A student may repeat a course:

1. If a grade of "Credit" or "CR" was received and prior permission of the Vice President, Student Services, has been granted.
2. If a final course grade of "D", "F", or "NC" was received.
3. If the grade was affected by interruptions such as verifiable accident, illness, or other circumstances beyond the control of the student.
4. If a significant lapse of time has occurred since the course was taken (usually at least one calendar year or more).

To have the most recent grade recorded, the student must request that the instructor file a "Petition for Modification of Student Record" form with the Admissions and Records Office. The student's grade point average will be recomputed on the basis of the higher grade.

- C. The following courses have a restriction on the total number of times they may be taken. A student will not be allowed to enroll in these courses more than the total number of times indicated.
1. **Three (3) Repetitions**
 Ag 10, 80; Ag Mech 2; An Sci 20; Art 10, 48; C.J. 60, 61, 86; Bus 65, 90; Educ 26; Eng 55, 59, 62, 63, 68; Fire Science 60; Hum Dev 24, 53; Home Economics 90, 97; I&T 10, 11; Journ 3, 4, 50; Music 5, 9, 11, 16, 18-24, 30, 40-42, 55-57, 70; Nursing 31; P.E. 4, 6, 8-10, 12-17, 21-24, 26, 27, 42, 43, 47, 48, 50-65, 73, 80-82, 86; Photo 2; Psych 19; Soc 23, 30, 33, T.A. 9, 11, 20, 25, 41, 47, 48, 55; Work Experience, Independent Study; Supervised Practice.
 2. **Two (2) Repetitions**
 Cosmetology 61; Italian 51; Voc Nursing 50; Work Experience; Independent Study; Supervised Practice.
 3. **One (1) Repetition**
 Ag Mech 5, 6; An Sci 24; Air Cond 50; Art 9, 12, 14, 15, 20, 25-27, 53, 54; Bus 52, 53, 65; C.J. 49; Eng 14, 16, 48, 54, 64; Home Econ 40, 42, 47, 70; I&T 63; Journ 9; Music 3-7, 14, 17, 51; Paralegal 49; Philo 10; Photo 60, 70, 71; Soc 50, 71; Spanish 51, 60, 61; T.A. 10, 12-15; Voc Nursing 51, 52.

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 with the secretary to the Dean of Admissions and Records.
3. Furnish strong proof to the satisfaction of the Vice President, Instruction, division chairperson and instructor that previous background, experience or training would insure a reasonable measure of success in the challenge.
4. A student will not be allowed to challenge a course and receive credit if he/she has already earned credit for a more advanced level course in that area.

If the petition is approved, the examination or series of tests shall be administered by the appropriate instructor as designated by the division chairperson. 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 or skill course may be approved. Laboratory courses are not eligible for credit by examination.

CREDIT—NO CREDIT

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

- Business 34a—Computer Fundamentals (Beginning)
- Business 34b—Computer Fundamentals (Advanced)
- Business 35b—Survey of Word Processing (Using the Microcomputer)
- Business 35c—Introduction to Microcomputer Spread Sheets
- Business 36a—Computer Systems and Repairs/Beginning
- Business 36b—Computer Systems and Repairs/Advanced
- Criminal Justice 60a-e—Specialized Training for Peace Officers
- Human Development 51a-c—Career Awareness
- Human Development 53a-d—Vocational Exploration for the Handicapped
- English 61a-c—Spelling Vocabulary
- English 62a-f—English as a Second Language
- English 63a—Study Skills
- Mathematics 64a—Mathematics

DEFICIENCY NOTICES

Deficiency notices mailed to the student at mid-term (the end of the first nine weeks of a semester) for all classes in which 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.

DROPPING A CLASS

It is the student's responsibility to drop a class in which he/she no longer wishes to be enrolled. A student may withdraw from a class through the last day of the 13th week of instruction. There will be no grade entered on a student's record for drops during the first two weeks of the semester. A grade of "W" will be entered on the student's record for drops between the 3rd and 13th weeks. The "W" will not be used in calculating grade point averages, but excessive "W's" will be considered in progress probation and dismissal procedures.

Drop forms may be obtained from Student Services or the Administration Office.

Drop Fee

Section 72250 of the California Education Code requires each student dropping a course after the second week of instruction in any term to pay \$10, and another \$10 for dropping a second course; a total of \$20 shall be the maximum payable. Students meeting certain criteria may be exempt from paying the drop fee; contact Student Services or the Business Office for information.

Withdrawal from College

Any student wishing to totally withdraw from college must obtain and complete a withdrawal form and file it with the Dean of Students' Office for day students and the Extended Day Office in the Administration Building for night students.

Each student who withdraws from college should go through the following procedure in order to receive an honorable withdrawal.

1. Have an exit interview with their counselor.
2. Complete required clearance forms.

Please refer to the section above regarding Dropping a Class for grading policies, fees and effect on the students' records relative to withdrawals.

Extenuating Circumstances

Title 5, Section 55758 defines extenuating circumstances as those which apply to the following college drop-date procedures: verified cases of accidents, illness, death in the immediate family, jury duty, family displacement, job displacement, and/or other circumstances which are justifiable in the judgment of the administrators in Student Services and Instruction, but preferably the Vice President, Student Services.

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 (Extended Day) 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.

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.

FEES AND EXPENSES

Effective with the Fall 1984 Semester, Laws passed by the State of California mandate that a \$50 maximum per semester enrollment fee be charged of any student who registers for six (6) or more units. Students registering for fewer than six (6) units are to pay \$5 per semester unit. An additional tuition fee of \$93 per unit will be charged to all nonresident students. Refund of enrollment fees will be made according to an established refund policy. (See Refund Policy, page 14.)

The college also has two optional fees:

1. A parking fee for those students who wish to park their vehicle on campus. (See Campus Parking, page 13.)
2. A Student Association Fee: Students may purchase Associated Student Body Memberships. Membership is \$5 per semester. A permissive fee may be levied in certain courses approved by the Board of Trustees. Students are advised to consult the Schedule of Classes for additional course fees. The ASB card entitles the student to participate in or attend all activities sponsored by the ASB, which includes athletic events, various fine arts productions, and apply for scholarships sponsored by the Associated Students. This card can also be used for identification purposes in riding the bus, checking out equipment, and check cashing.

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

Fee Assistance

The California Legislature has made funds available to low-income students who desire to attend a community college but who are prevented from doing so by the mandatory enrollment fee. The Board of Governors' Financial Assistance Program provides several ways to help lower-income students pay the enrollment fee. Please contact the Student Financial Services Office, Room 103, for eligibility information.

FOREIGN STUDENT PROGRAM

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's annual tuition fee of \$2790 is the same as for other non-resident students. Payment of \$1395 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 the 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.

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 semester.

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 grades (I) may be given for incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term. The condition for removal of the (I) shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the (I) and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the Registrar until the (I) is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The (I) may be made up no later than one semester following the end of the term in which it was assigned. The (I) symbol shall not be used in calculating units attempted nor for grade points.

A student may petition the Academic Review Board for an extension of time due to unusual circumstances by securing the proper form from the Admissions Office.

INDEPENDENT STUDY

The purpose of an independent study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement existing courses. The independent study requires a minimum of 54 hours of academic work per unit.

NOTE: Before a student may enroll, the student must have completed all beginning level courses offered at the college in the subject. Only in very unusual cases may students be enrolled in independent study without completing the beginning level courses. Students must have written approval from the instructor, the division chairperson and the Vice President, Instruction.

Independent Study Application Procedure

1. A student who has completed all beginning level courses and wishes to pursue a subject of interest may obtain an independent study application form in the Admissions Office, in Room 101. A student must be registered for the semester in which the independent study credit is being sought.
2. The student seeking independent study should outline his/her proposal and discuss it with an appropriate instructor. The student should then complete the independent study application form.
3. The student should present the completed independent study application form to the supervising instructor.

4. The form should then be passed from instructor to division chairperson to Vice President, Instruction.
5. If approved, the form is sent from the Office of Instruction to the Student Services Center and entered on the student's schedule of classes. Registration is complete at this point. A copy of the approved form is then sent to the student by mail.
6. If disapproved, the reason for the disapproval is written (stated) on the form and returned to the instructor and/or division chairperson who approved the Independent Study. The instructor then notifies the student as to the reason for the denial.
7. Roll sheets will be distributed to the appropriate instructors by the Office of Instruction.
8. At the end of the semester, grade reports for independent study classes must be turned in to the Admissions Office at the same time as are those for regularly scheduled classes.
9. If the independent study project must continue beyond the semester's end, a grade of "I" (Incomplete) will be assigned to the student. An incomplete must be made up according to the stated procedure in the college catalog.
10. A complete roster of all independent study students will be kept by semester for a given year and filed in the Student Services Center.

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 61 & 62	English 65
English 50	English 61a-c
English 51	English 62a-f
English 60	English 63a-b
English 1	Mathematics 50a-c
English 64a	Mathematics 64a-f

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 obtain and complete a leave of absence form available in the Dean of Students' Office. The reason for the absence is to be indicated on this form, as well as the dates of the proposed absence. If the leave is granted by the instructor, the student has the right of making up the work missed to the satisfaction of the instructor(s).

LIBERAL ARTS INTER-DIVISION MAJOR

This 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 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 non-fiction. 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 II-e 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, houses back issues of the magazine collection and of 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 are 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 work toward offering the best in library service to COS students and faculty.

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 the community college, deficiencies in both subject and grade requirements for such admission should be removed in the community 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") has 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 appropriate 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 1985-86 is \$93.00 per semester unit, payable each semester upon registration. Foreign students are subject to the same fees as other non-residents. Fees applicable 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 basis — if the student withdraws before the fourth Monday of school, a 100% refund will be granted. After this period, no refund will be allowed.

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 Student Financial 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.

HANDICAPPED STUDENTS' SERVICES

Services are provided to enhance accessibility to and success in all classes 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 visually impaired; specialized equipment; instruction for learning impaired students; adaptive physical education; speech training and transportation. Further information may be obtained by contacting the Enabler Office, 915 S. Mooney Boulevard, Visalia, CA, 93277, or telephone (209) 733-2050, Extension 295.

PARKING FEE

Students who park on campus must pay a parking fee to obtain a parking sticker. A charge of \$15 per semester will be levied for students taking 12 units; \$7 for students taking less than 11 units. Parking refunds will be available to students withdrawing from school prior to the end of the second week of instruction as indicated below.

—Those paying \$15 parking fee will receive the full amount minus a \$4 service fee.

—Those paying \$7 will receive the full amount minus \$2. Parking permit remnants must be returned.

PLACEMENT TESTS

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 or Math 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 Student Services. Test scores will be kept on file for three years. Students not enrolling during this time will be required to retake the COS Placement Test. Also, all students who wish to enroll in Chem 1a must take the Chemistry Placement Test.

REGISTRATION

Registration should 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 prevent the student from attending, the student should notify the Dean of Students's office. However, the decision to retain a student in the class is the decision of the faculty member.

Extended Day Students may register by mail or in person during announced dates in the calendar section of the catalog. Counseling services from the counseling staff are available to Extended Day Students by appointment.

REFUND POLICY

Enrollment fees of students who withdraw from school prior to the end of the second week of instruction will be as follows:

- Those paying \$50 enrollment fee will receive the full amount minus \$10 administration fee.
- For those paying \$25 or less, they will receive the full amount minus \$5 administration fee.
- After the first two weeks of school, no refund will be given.

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 the 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.

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 (EC28812).

A student shall be required to present evidence of physical presence in California, intent to make California a 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 date 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 (under 18 years of age), 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 acknowledges, 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 also recognizes 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		Grade	Grade Points
	Attempted	Passed		
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; and specialized telephone equipment (MCM and TTY).

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 (TDD627-2378).

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 attorneys is 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 Services Center. There are no dormitories on the campus.

STUDENT ACTIVITIES

COS recognizes its responsibility for students' emotional and social growth. The college, therefore, offers a variety of co-curricular programs, including student government, clubs, assembly programs, community service projects and social activities.

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 policy on students' rights and responsibilities is published in the student handbook and given to students upon their initial enrollment or by request.

STUDENT FINANCIAL AID PROGRAMS

College of the Sequoias recognizes that many students need financial assistance to pursue their educational goals and strives to provide the 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 College of the Sequoias Financial Aid Office after December 1 of each year. For further information, please contact College of the Sequoias Financial Aid Office in Room 103.

STUDENT GRIEVANCE PROCEDURE

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). "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

All students of the College of the Sequoias are covered by an accident insurance policy. This policy provides coverage for accidents occurring during school-sponsored and supervised curricular and co-curricular activities. The policy has a limit before coordinating benefits come into effect.

Voluntary insurance coverage is available to College of the Sequoias students and protects against the expense of emergency illness or accidental injury. The plan is available at the start of both the fall and spring semesters. At the student's option, coverage may be extended to include spouse and/or children. Although the plan is a voluntary one, we strongly recommend that every student be covered by this policy or have equivalent coverage. Extreme financial hardship can result when a major illness or accident occurs and there is no insurance protection.

Further information on the complete coverage and applications are available at the Student Activities Office.

STUDENT PROGRESS

If satisfactory progress through College of the Sequoias' specialized support service programs (i.e., the Learning Assistance Center, Developmental Studies 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- or eight-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 that 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 College of the Sequoias. Applicants who have attended another college or university must, in addition, file transcripts from each college or university attended showing all attempted work. College of the Sequoias 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 College of the Sequoias. All transcripts become the property of the College 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 college 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 "shoestring" runs, staying overnight at the end of the run. Areas served by busses include: Corcoran, Cutler, Exeter, Farmersville, Hanford, Ivanhoe, Lindsay, Orosi, Pixley, Strathmore, Three Rivers, Tulare, Visalia, Woodlake, and Yettem.

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 Veteran's 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 EDUCATIONAL PROGRAM

This is a program of financial aid for the education of young men and women whose parents—World War II, Korean, or Vietnam 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 Veteran's Office.

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 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.

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, theatre arts, foreign language, literature, music, philosophy or sign language

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 AA/AS 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 or courses listed in Areas A, B, C, D1, or D2.

6a. 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.

6b. 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.

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

List of Approved A.S. Degree Majors:

Agriculture (all)	Electronics Technology	Paralegal
Air Conditioning	Engineering	Registered Nursing
Automotive Technology	Fire Technology	Science
Building Trades	Home Economics	Vocational Drafting
Business	Industry & Tecnology	Vocational Nursing
Cosmetology	Mathematics - Science	Welding Technology
Criminal Justice	Metal Technology	

List of Approved A.A. Degree Majors:

Agriculture	Fire Technology	Paralegal
Air Conditioning	Foreign Language	Philosophy
Architecture	General Mechanics	Physical Education
Art	History	Physical Education- Women
Automotive Technology	Home Economics	Political Science
Building Trades	Humanities	Science
Business	Industry & Technology	Social Sciences
Communications	Liberal Arts	Sociology
Criminal Justice	Mathematics	Speech-Theater Arts
Early Childhood Education	Mathematics-Science	Vocational Drafting
Theater Arts	Metal Technology	Welding Technology
Electronics Technology	Music	
English		

Competency Certification

State law requires that the candidate 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, English 1, or Business 96b with a grade of "C" or higher; or
 3. English 60 with a grade of "B" or better.
 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, which may be repeated once a year, or
 2. if a student scores at an equivalent level or higher on a test or tests given by the Reading Department.
 3. Pass a reading test given at the end of English 64 or English 65.
 4. Pass English 1 with a grade of "C" or higher.
 5. Pass English 27 or English 65 with a grade of "C" or better.
- 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 Business 95b with a grade of "C" or higher;
 5. passed Agriculture 1 (Mathematics) with a grade of "C" or higher;
 6. passed a math test equivalent to Math 41 given by the Math Department;
 7. passed Math 53 or higher math.

G.E. BREADTH/REQUIREMENT CERTIFICATION FOR CALIFORNIA STATE UNIVERSITY

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. College of the Sequoias, therefore, can certify completion of no more than 39 units of the general education/breadth requirements. 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 (6 units minimum)

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

One course in this category must be English 1

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

AREA B (9 units minimum)

(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 math courses.

—LIFE SCIENCES—

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

*Zoology 10

—PHYSICAL SCIENCES—

- Astronomy 10
- *Chemistry 1a
- *Chemistry 2a
- Geography 1
- Geology 1a
- *Geology 1c
- Geology 12

Meteorology 1
Physical Science 10
Physical Science 12
*Physics 2a
*Physics 5a
—**MATHEMATICS**—

Mathematics 53
Mathematics 54
Mathematics 30
Mathematics 21
Mathematics 16a
Mathematics 1a
Mathematics 5a

Business 19
Business 20
**Indicates Laboratory Science*

AREA C (9 units minimum)

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

Art 1a	English 20
Art 1b	English 30
Art 2a	English 31
Art 2b	English 32
Art 2c	English 35
Art 6a	English 44
Art 7a	English 45
Art 19	English 46
Cinema Arts 1	Music 1
Cinema Arts 2	Music 10
Theatre Arts 1	Music 19a
Theatre Arts 2	Music 21
Theatre Arts 10a	Music 22a
Theatre Arts 10b	Music 23a
English 5	Music 42a
English 6	Philosophy 10a
English 8	Philosophy 10b
English 10	Spanish 12
English 12	Transfer Foreign Language
English 13	

AREA D (9 units minimum)

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

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

Agriculture Management 1	History 4b
Anthropology 2	History 17a
Economics 1a	History 17b
Economics 1b	History 18a
Geography 2	History 18b
History 4a	Political Science 5

AREA E (3 units)

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

Psychology 1a
Sociology 1a
Psychology 39
Nutrition 18

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. Nutrition 18 and Psychology 3a may not apply in area A. See counselor for information.

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 sequence of courses prior to the student's enrollment.

AIR FORCE RESERVE OFFICER TRAINING PROGRAM (AFROTC)

A minor in aerospace studies consists of satisfactory completion of the AFROTC program (16 upper division units). Open to men and women.

Air Force ROTC is a College-Based program whose primary goal is to provide students with a choice of well-paying, challenging, and relevant positions after graduation. The few years of service will provide young officers with leadership experience which will be invaluable for either an Air Force or civilian career.

Two routes for an Air Force commission are available to college students in Air Force ROTC. Entering students may enroll in the four-year program, while students with at least two academic years remaining in college may apply for the two-year program.

The Air Force ROTC education program provides pre-professional preparation for future Air Force officers. It is designed to develop men and women who can apply their education to their initial active duty assignments as Air Force commissioned officers. In order to receive a commission, an Air Force ROTC cadet must complete all requirements for a degree in accordance with University guidelines as well as completing certain courses specified by the Air Force.

Air Force ROTC courses are taken for academic credit as part of student's electives. The two major phases of the curriculum are the General Military Course (GMC) and the Professional Officer Course (POC). In Aerospace courses, all books, supplies and uniforms are furnished at no cost to the student.

Air Force ROTC scholarships are available to qualified applicants in both the four- and two-year program. Each scholarship provides full tuition, laboratory and incidental fees, and full reimbursement by curriculum-required textbooks. In addition, scholarship cadets receive a nontaxable \$100 subsistence each month during the school year. All two-year program cadets, regardless of scholarship status, also receive this monthly allowance.

For further information contact Department of Aerospace Studies, Raymond M. Hanson, Chairman, California State University, Fresno.

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 COLLEGE OF THE SEQUOIAS

(See Division Chairperson for required classes.)

DIVISION OF AGRICULTURE & HOME ECONOMICS

Agriculture
Agriculture Management
Nursery Management
Landscape
Floral Design
Farm Equipment Operator
Dairy Science

Home Economics
Fashion Merchandising
Interior Design
Color/Image Consulting
Early Childhood Education
Fashion Design
Dressmaking/Alterations

DIVISION OF BUSINESS

Accounting
Bank Supervision
Bank Credit
Business Data Processing
Business Management
General Business
Merchandising
Real Estate

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

DIVISION OF INDUSTRY AND TECHNOLOGY

Air Conditioning
Automotive
Building Trades
a. Carpentry
b. Mill Cabinet

Computer-Assisted Drafting
Construction Supervision & Inspection
Electronics
Machine
Welding

DIVISION OF 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 Academy

Fire Technology

PARALEGAL

Legal Assistant

DIVISION OF NURSING AND HEALTH SCIENCE

Emergency Medical Technician
Nurse Assistant

Registered Nurse
Vocational Nurse





DIVISION OF AGRICULTURE HOME ECONOMICS AND NATURAL RESOURCES

CHAIRPERSON: MR. BILL DOWNES

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 program.

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.

Majors:

Agricultural Management
Animal Science
Plant Science

Mechanized Agriculture
Ornamental Horticulture

AGRICULTURAL MANAGEMENT

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
Ag 1 (Ag Mathematics).....	3	Ag 4 (Soils).....	3
Ag Mgt 1 (Intro to Ag Econ).....	3	Ag Mgt 2 (Agric Marketing).....	3
Ag Mgt 3 (Farm Management).....	4	Ag Mgt 4 (Farm Accounting).....	3
Me Ag (Elective).....	3	Ag Mgt 5 (Computers in Agric).....	3
Ag 10 (Work Experience) or electives.....	4	Humanities.....	3
Chemistry 2a.....	4	Social Science.....	3
English.....	3	Hygiene.....	2
Physical Education.....	1-1	Physical Education.....	1-1
*Approved Electives.....	8	*Approved Electives.....	11
	34-33		33-32

**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).....	4
Ag Mgt 3 (Farm Management).....	4	An Sci 4 (Diseases & Sanitation).....	3
Me Ag (Elective).....	3	Pl Sci 3 (Forage Crops).....	3
Ag 10 (Work Experience) or electives.....	4	Ag 4 (Soils).....	3
English.....	3	Ag Mgt 4 (Farm Accounting).....	3
Social Science.....	3	Humanities.....	3
Physical Education.....	<u>1-1</u>	Hygiene.....	2
	22-21	Physical Education.....	<u>1-1</u>
			23-22

DAIRY OPTION

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
An Sci 30 (Elements of Dairy).....	3	An Sci 31 (Milk Production).....	3
		An Sci 32 (Com Dairy Herd Mgt).....	3

MEAT ANIMALS OPTION

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
An Sci 1 (Intro to An Sci).....	4	An Sci 11 (Beef Production).....	<u>3</u>
An Sci 2 (Livestock Selection and Evaluation).....	3		3
An Sci 10 (Swine Production).....	<u>3</u>		
	10		

HORSE OPTION

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
An Sci 20a (Equitation).....	2	An Sci 20b (Equitation).....	2
An Sci 22 (Horse Husbandry).....	3	An Sci 23 (Horse Production).....	3
An Sci 24a (Colt Breaking).....	<u>2</u>	An Sci 24b (Colt Breaking).....	<u>2</u>
	7		7

MECHANIZED AGRICULTURE

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
Me Ag 1 (Basic Farm Mechanics).....	2	Me Ag 2A-D (Farm Equip Constr).....	3-3
Me Ag 2a-d (Farm Equip Constr).....	3-3	Me Ag 4 (Farm Machinery).....	3
Me Ag 3 (Farm Power).....	3	Me Ag 6 (Farm Welding).....	2
Me Ag 5ab (Farm Structures).....	3-3	Me Ag 7 (Surveying).....	3
Ag 1 (Ag Math).....	3	Me Ag 9 (Small Engines & Equip).....	2
Ag 4 (Soils).....	3	Ag 10 (Work Experience or electives).....	4
Ag 10 (Work Experience) or electives.....	4	Humanities.....	3
English.....	3	Physical Education.....	1-1
Hygiene 1.....	2	Electives.....	<u>8</u>
Social Science.....	3		29-29
Physical Education.....	<u>1-1</u>		
	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).....	3	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 (Econ 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		30-29

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 I.....	2
Social Science.....	3	Physical Education.....	1-1
English.....	1-1		23-22
Physical Education.....	1-1		
	27-27		

AGRONOMY OPTION

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
Pl Sci 1 (Cereals & Oil Crops).....	3	Pl Sci 2 (Row Crops).....	3
	3	Pl Sci 3 (Forage Crops).....	3
		Pl Sci 4 (Weed Control).....	3
			9

FRUIT PRODUCTION OPTION

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
Pl Sci 12 (Pomology).....	3	Pl Sci 13 (Pomology I)	3
Pl Sci 14 (Citrus Fruits)	3	Pl Sci 21 (Truck Crops)	3
Pl Sci 15 (Viticulture)	3	OH 4 (Plant Propagation)	3
	9		9

NATURAL RESOURCES—FORESTRY OPTION

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
Introduction to Forestry.....	3	Math 1a.....	3
Chemistry 1a.....	5	Ag Mgt 5 (Computers in Agri).....	3
Ag 3 (Entomology).....	3	Physics 2a.....	4
English 1.....	3	Ag 4 (Soils).....	3
Speech.....	3	Humanities.....	3
Hygiene I.....	3	Social Science.....	3
Humanities.....	3	Biology 2.....	3
Electives.....	3	Electives.....	7
Biology 1.....	3	P.E.....	1
P.E.....	1		
			30
	30		

HOME ECONOMICS

Home Economics is a diversified field. The main areas of instruction at C.O.S. are early childhood education, interior design, textiles and clothing, fashion design, fashion merchandising, foods and nutrition, color/image consulting and consumer economics.

There are several choices which enable students to meet their education goals in home economics: (1) Students can take one or more courses in home economics, as electives or for personal/family use. (2) Students can work toward one of the certificates by following the recommended courses of study. Current certificates including color/image consulting, dressmaking and alterations, early childhood education, fashion design, fashion merchandising, interior design and nutrition aide. (3) Students can work toward an associate in arts or science degree in home economics. Options include clothing and textiles, color/image consulting, early childhood education, fashion design, fashion merchandising and interior design, as well as general home economics. (4) Students can work toward the transfer program. They can complete 45-70 units at College of the Sequoias before transferring to a four-year college as a junior.

Majors:

Color/Image Consulting
Clothing/Textiles
Early Childhood Education
Home Economics

Fashion Design
Fashion Merchandising
Interior Design

HOME ECONOMICS ASSOCIATE IN ARTS DEGREE

Suggested Sequence of Courses

FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
*H Ec 10a Foods.....	3	*H Ec 31 Personal Management.....	3
*H Ec 20 Fashion Image.....	3	*H Ec 21a or 22a—Clothing.....	3
English 1, 51, 60 or Bus 96b.....	3	Area C general education requirement.....	3
Hygiene 1 or 7.....	2	P. E.....	1
P. E.....	1	Electives.....	5
Electives.....	3		15
	15		

SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
*H Ec 1 or 2—Interior Design.....	3	*Nutrition 18—Nutrition	3
*H Ec 39—Child Development	3	Area E general education requirement	3
Speech 1 or other Area D2 general education requirement	3	History 17a or b, Political Science 5 or Social Sci 76	3
Area A general education requirement	3	Electives	6
Electives	3		15
	15		

* These courses fulfill the major requirement.

ASSOCIATE IN SCIENCE DEGREE

Suggested Sequence of Courses

FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 10a Foods.....	3	H Ec 31 Personal Management.....	3
H Ec 20 Fashion Image.....	3	H Ec 21a or 22a - Clothing	3
English 1, 51, 60 or Bus 96b	3	Area C general education requirement	3
Hygiene 1 or 7.....	2	P. E.....	1
P. E.....	1	H Ec Electives	3
Electives	3	Electives	2
	15		15

SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 1 or 2—Interior Design.....	3	Nutrition 18—Nutrition.....	3
H Ec 39—Child Development.....	3	Area E general education requirement	3
Speech 1 or other Area D2 general education requirement	3	History 17a or b, Political Science 5 or Soc Sci 76	3
Area A general education requirement	3	H Ec or ECE electives.....	3
H Ec or ECE electives.....	3	Electives	3
	15		15

Suggested Lower Division Transfer Program

Students planning to transfer to a four-year institution should check with their counselor and a current catalog of the institution to which they expect to transfer to ensure that their program is appropriate.

FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 10a—Foods.....	3	H Ec 31—Pers Management.....	3
H Ec 21a or 22a—Clothing.....	3	H Ec 39—Child Development.....	3
Music 10—Music Appre.....	3	Botany 10 or Zoology 10 or other life science general education requirement	3
English 1—Reading & Comp	3	English 2 or other general education elective from Area A-D	3
Poly Sci 5—Government	3	Art 19 or other Area C general education requirement	3
	15		15

SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H E 1 or 2—Interior Design	3	Nutrition 18	3
H Ec 20—Fashion Image	3	Chemistry 2a or other physical science general education requirement	3
G. E. math requirement	3	Psych. 1a or Soc 1a	3
English 20 or other Area C literature requirement	3	Area D general education requirement	3
History 17a or b—U. S. History	3	Speech 1a	3
	15		15

CLOTHING/TEXTILES CERTIFICATES, DEGREES AND TRANSFER PROGRAMS

DRESSMAKING AND ALTERATIONS CERTIFICATE

This program is designed for those students interested in the construction aspects of clothing. Upon satisfactory completion of the courses listed below, a certificate will be granted. 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, teacher's aide or samplemaker.

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 21a—Clothing Construction	3	H Ec 23—Creative Pattern Design	3
H Ec 22a—Advanced Clothing Construction	3	H Ec 121a-d—Cooperative Work Experi- ence or	
H Ec 70a—Principles of Clothing Construction	2	H Ec 48a-c—Supervised Practice	2-4
H Ec 20—Fashion Image	3	H Ec 70b, 21b or 22b—Clothing Construction	2-3
	11	H Ec 24a and 24b—Pants Construction & Pattern Alteration	2
			9-12

CLOTHING/TEXTILES OPTION ASSOCIATE IN ARTS DEGREE

Suggested Sequence of Courses

FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
*H Ec 21a—Clothing Construction	3	*H Ec 23a—Creative Pattern Design	3
*H Ec 22a—Adv Clothing Const	3	*H Ec 24a-b—Special Projects	2
*H Ec 27—Intro to Fashion Merch	3	Nutrition 18 or other science	3
English 51, 60, 1 or Bus 96a	3	H Ec 29—Fashion Analysis	2
Electives	2	H Ec 31 or other Area E requirement	3
P. E.	1	Electives	2
	15		15

SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
*H Ec 3—Textiles	3	*H Ec 20—Fashion Image	3
History 17a or b, Political Science 5, or Soc Sci 76	3	*H Ec 48—Supervised Practice or H Ec 121—Coop. Work Experience.....	1-3
Area C general education requirement	3	*H Ec 75—Career Dressing	1
P. E.	1	Speech 1a or Area D2 general education requirement	3
Electives	5	Hygiene 1 or 7	2
	15	Electives	3-4
			13-16

* These courses fulfill the major requirement.

Recommended electives: H Ec 21b, 22b, 23b, 70a-b.

CLOTHING/TEXTILES

Suggested Lower Division Transfer Program

Students planning to transfer to a four-year institution should check with their counselor and a current catalog of the institution to which they expect to transfer to ensure that their program is appropriate.

FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 21a—Clothing Construction	3	H Ec 20—Fashion Image	3
H Ec 22a—Adv Clothing Const	3	H Ec 23a—Creative Pattern Design	3
Poli Sci 5—Government	3	English 2 or other general education elective from Area A-D	3
English 1—Reading and Comp	3	History 17a or b—U.S. History	3
Art 19 or other Area C general education requirement	3	Music 10—Music Appreciation	3
	15		15

SECOND YEAR

FALL SEMESTER	UNITS.	SPRING SEMESTER	UNITS
H Ec 3—Textiles	3	H Ec 24a-b—Special Projects	2
Life science requirement	3	H Ec 29—Fashion Analysis	2
English 20 or other Area C lit. req	3	Geology 1a-c or other physical science general education requirement	4
General Education math requirement	3	Area D general education requirement	3
Speech 1a	3	Psych 1a or Soc 1a	3
	15	Electives	1
			15

COLOR/IMAGE CONSULTING

CERTIFICATES, DEGREES AND TRANSFER PROGRAMS

COLOR/IMAGE CONSULTING CERTIFICATE

This program is designed for those students interested in becoming a color/image consultant. In addition to consulting, the student would have an excellent background for employment in areas such as cosmetics, fashions, and accessories.

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 3—Textiles.....	3	H Ec 28—Merch Coord & Promotion.....	3
H Ec 20—Fashion Image.....	3	H Ec 29—Fashion Analysis.....	2
H Ec 27—Introduction to Fashion Merchandising.....	3	H Ec 6b—Color and Design.....	2
H Ec 6a—Color and Design.....	2	H Ec 75—Career Dressing.....	1
H Ec 76a—Color Theory and Appl.....	3	H Ec 76b—Color Theory & Appl.....	3
	14	Speech 1a.....	3
			14

COLOR/IMAGE CONSULTING OPTION

Suggested Sequence of Courses

FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
*H Ec 76a—Color Theory & Appl.....	3	*H Ec 20—Fashion Image.....	3
H Ec 31 or 39 or other Area E general education requirement.....	3	*H Ec 76b—Color Theory & Appl.....	3
*H Ec 27—Intro to Fashion Merch.....	3	*H Ec 29—Fashion Analysis.....	2
English 1, 51, 60 or Bus 96b.....	3	Art 1b, 19 or other Area C general education requirement.....	3
Electives.....	3	P. E.....	1
	15	Electives.....	3
			15

SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
*H Ec 3—Textiles.....	3	*H Ec 6b—Color & Design.....	2
*H Ec 6a—Color & Design.....	2	*H Ec 28—Merch Coord & Promotion.....	3
Hygiene 1 or 7.....	2	*H Ec 75—Career Dressing.....	1
Nutrition 18 or other science req.....	3	Speech 1a.....	3
P.E.....	1	History 17a or b, Political Science 5 or Soc Sci 76.....	3
Electives.....	4	Electives.....	3
	15		15

* These courses fulfil the major requirement.

Recommended Electives: Bus 15—Personal Computers, Bus 70 or 71—Salesmanship, Bus 98—Human Relations on the Job.

COLOR/IMAGE CONSULTING

Suggested Lower Division Transfer Program

Students planning to transfer to a four-year institution should check with their counselor and a current catalog of the institution to which they expect to transfer to ensure that their program is appropriate.

FIRST YEAR

FALL SEMESTER	UNITS
H Ec 76a—Color Theory & Appl.....	3
H Ec 20—Fashion Image.....	3
H Ec 27—Intro to Fashion Merch.....	3
English 1—Reading and composition.....	3
History 17a or b—U.S. History.....	3
	<u>15</u>

SPRING SEMESTER	UNITS
H Ec 76b—Color Theory & Appl.....	3
H Ec 29—Fashion Analysis.....	2
Life science general education requirement.....	3
English 2 or other general education elective from Areas A-D.....	3
Art 19 or other Area C general education requirement.....	3
	<u>14</u>

SECOND YEAR

FALL SEMESTER	UNITS
H Ec 3—Textiles.....	3
H Ec 6a—Color & design.....	2
Geology 1a-c or other physical science general education requirement.....	4
Speech 1a.....	3
English 20 or other Area C lit. general education requirement.....	3
	<u>15</u>

SPRING SEMESTER	UNITS
H Ec 28—Merch Coord & Promotion.....	3
H Ec 6b—Color & Design.....	2
Mus 10 or other Area C general education requirement.....	3
Poli Sci 5—Government.....	3
Psych 1a or Soc 1a.....	3
	<u>14</u>

EARLY CHILDHOOD EDUCATION

CERTIFICATES, DEGREES AND TRANSFER PROGRAMS

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

Students must apply for this permit through the credentialing specialist at the Tulare County Department of Education office.

The following requirements must be met:

1. At least 24 semester units of early childhood/child development coursework.
2. Eighteen (18) 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:

	UNITS
H Ec 39—Child Development.....	3
ECE 40a—Principles of Early Childhood Education.....	3
ECE 40b—Practice of Early Childhood Education.....	3
ECE 41—The Child Family & Society.....	3

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

	UNITS
H Ec 12—Children's Nutrition.....	3
ECE 42a-b—Creative Activities for Young Children.....	2-2
ECE 43—Administration of Early Childhood Education.....	3
ECE 44—Parenting.....	3
ECE 45—Exceptional Child.....	3
ECE 46—Infant/Toddler—Child Care.....	3
ECE 47—Child Health and Safety.....	3

The college also offers the 18 general education units. Students must select a minimum of one class from each of the following four areas to total 18 units:

- | | |
|----------------|------------------|
| Humanities | Math and Science |
| Social Science | English |

(For specific classes in each area, see the general education requirements in the catalog, page 18)

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.

ASSOCIATE IN ARTS DEGREE, EARLY CHILDHOOD EDUCATION

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

The following 12 units are required. These units plus the general education requirements and electives as listed on page 18 will meet graduation requirements.

	UNITS
H Ec 39—Child Development.....	3
ECE 40a—Principles of Early Childhood Education.....	3
ECE 40b—Practice of Early Childhood Education.....	3
ECE 41—The Child, Family & Society.....	3

Choose a minimum of eight additional units from the electives listed below:

ELECTIVE UNITS	
H Ec 12—Child Nutrition.....	3
ECE 42a-b—Creative Activities for Young Children.....	2-2
ECE 44—Parenting.....	3
ECE 45—Exceptional Child.....	3
ECE 46—Infant/Toddler—Child Care.....	3
ECE 47—Child Health & Safety.....	3
ECE 43—Administration of Early Childhood Education.....	3

ASSOCIATE IN SCIENCE DEGREE IN EARLY CHILDHOOD EDUCATION

This route 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.

FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 39—Child Development.....	3	ECE 40b—Practice of ECE.....	3
ECE 40a—Child/Family/Society.....	3	ECE 41—Child/Family/Society.....	3
English 51 or 1.....	3	Soc Science 76.....	3
Nutrition 18.....	3	H Ec 12—Child Nutrition.....	3
Hygiene 1.....	2	Art 3.....	2
P. E.....	1	P.E.....	1
	15		15

SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
ECE 42a—Creative Activities.....	2	ECE 42b—Creative Activities.....	2
ECE 44—Parenting.....	3	ECE 43—Admin ECE.....	3
Music 8a.....	1	ECE 45—Except Child.....	3
Hygiene 3.....	2	ECE 46 or other ECE electives.....	3
H Ec 31—Pers Mgmt.....	3	ECE 47—Health/Safety.....	3
H Ec 26—Marriage/Family.....	3	Music 8b.....	1
P.E.....	1		
	15		15

EARLY CHILDHOOD EDUCATION

Suggested Lower Division Transfer Program

Students planning to transfer to a four-year institution should check with their counselor and a current catalog of the institution to which they expect to transfer to ensure that their program is appropriate.

For recommended classes see AA Degree in Early Childhood Education.

FASHION DESIGN

CERTIFICATES, DEGREES AND TRANSFER PROGRAMS

FASHION DESIGN CERTIFICATE

This program is designed for those interested in the design aspect of fashions and accessories. Career opportunities include: designer, pattern drafter, pattern grader, samplemaker, showroom model, production manager, shipping manager, sales representative, fashion illustrator.

	UNITS
H Ec 3—Textiles.....	3
H Ec 20—Fashion Image.....	3
H Ec 27—Introduction to Fashion Merchandising.....	3
H Ec 29—Fashion Analysis.....	2
H Ec 21a—Clothing Construction.....	3
H Ec 21b or 22a—Clothing Construction or Advanced Clothing Construction.....	3
H Ec 23a—Creative Pattern Design.....	3
Art 7a—Drawing Fundamentals.....	2
Art 8a-b Life Drawing.....	<u>2-2</u>
	26

FASHION DESIGN OPTION ASSOCIATE IN ARTS DEGREE

Suggested Sequence of Courses

FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
*H Ec 21a—Clothing Construction.....	3	*H Ec 23a—Creative Pattern Design.....	3
*H Ec 27—Intro to Fashion Merch.....	3	*H Ec 29—Fashion Analysis.....	2
English 1, 51, 60 or Business 96b.....	3	Nutrition 18 or other Area A general education requirement.....	3
H Ec 31 or other Area E general education requirement.....	3	P. E.....	1
Electives.....	<u>3</u>	Electives.....	<u>6</u>
	15		15

SECOND YEAR

FALL SEMESTER	UNITS
*H Ec 21b—Clothing Const or H Ec 22a, Adv Clothing Const.....	3
*H Ec 3—Textiles.....	3
**Art 8a—Life Drawing.....	2
Speech 1 or other Area D2 general education requirement.....	3
P. E.....	1
Electives.....	3
	<u>15</u>

SPRING SEMESTER	UNITS
*H Ec 20—Fashion Image.....	3
*Art 8b—Life Drawing.....	2
History 17a or b, Poli Sci 5 or Soc Sci 76..	3
Hygiene 1 or 7.....	2
Electives.....	5
	<u>15</u>

* These courses fulfill the major requirement.

** May need prerequisite: Art 7a—Drawing Fundamentals.

Suggested electives: H Ec 23b—Creative Pattern Design, H Ec 75—Career Dressing, H Ec 77—Color Selection, H Ec 22b—Advanced Clothing Construction, Art 8c-d—Life Drawing, Art 6a-b—Color & Design.

FASHION DESIGN

Suggested Lower Division Transfer Program

Students planning to transfer to a four-year institution should check with their counselor and a current catalog of the institution to which they expect to transfer to ensure that their program is appropriate.

FIRST YEAR

FALL SEMESTER	UNITS
H Ec 21a—Clothing Const.....	3
H Ec 27—Intro to Fashion Merch.....	3
English 1—Reading & Composition.....	3
Music 10 or other Area C requirement.....	3
Art 6a or other Area C requirement.....	2
	<u>14</u>

SPRING SEMESTER	UNITS
H Ec 23a—Creative Pattern Design.....	3
H Ec 29—Fashion Analysis.....	2
Life science requirement.....	3
English 2 or other general education elective Areas A-D.....	3
Speech 1.....	3
Art 7a if required for prerequisite.....	2
	<u>16</u>

SECOND YEAR

FALL SEMESTER	UNITS
H Ec 21b—Clothing Const or H Ec 22a, Adv Clothing Const.....	3
H Ec 3—Textiles.....	3
*Art 8a—Life Drawing.....	2
Math General education requirement.....	3
English 20 or other Area C literature requirement.....	3
Psych 1a or Soc 1a.....	3
	<u>17</u>

SPRING SEMESTER	UNITS
H Ec 20—Fashion Image.....	3
Art 8b—Life Drawing.....	2
Geology 1a-c or other physical science general education requirement.....	4
Poli Sci 5—Government.....	3
*History 17a or b—U.S. History.....	3
(This sequence lacks 3 units of Area D general education requirement)	3
	<u>15</u>

*May need prerequisite: Art 7a—Drawing Fundamentals.

FASHION MERCHANDISING CERTIFICATES, DEGREES AND TRANSFER PROGRAMS

FASHION MERCHANDISING CERTIFICATE

This program is designed for those students interested in the retail aspect of fashions and accessories. Career opportunities include: Store manager/owner, buyer, assistant buyer, department manager, merchandise manager, sales representative, personnel recruiter/trainer, fashion coordinator/director, fashion shopper, display specialist.

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 3—Textiles.....	3	H Ec 6b—Color & Design	2
H Ec 6a—Color & Design	2	H Ec 20—Fashion Image.....	3
H Ec 27 Intro to Fashion Merch	3	H Ec 28—Merch Coord & Promo.....	3
H Ec 77—Color Selection	1	H Ec 29—Fashion Analysis	2
Bus 15—Intro to Personal Computers.....	3	H Ec 75 Career Dressing.....	1
	12	H Ec 121—Coop. Work Experience.....	2
			13

FASHION MERCHANDISING OPTION ASSOCIATE IN ARTS DEGREE

Suggested Sequence of Courses

FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
*H Ec 27—Intro to Fashion Merch.....	3	*H Ec 29—Fashion Analysis.....	2
*H Ec 20—Fashion Image	3	*H Ec 6a—Color & Design.....	2
English 1, 51, 60 or Bus 96	3	Art 19 or 1b or other Area C general education requirement	3
History 17a or b, Poli Sci 5 or Soc Sci 76..	3	Speech 1a.....	3
Electives	2	H Ec 31 or 39 or other Area E general education requirement	3
P. E.....	1	Electives	2
	15		15

SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
*H Ec 3—Textiles	3	*H Ec 28—Merch Coord & Prom	3
*Bus 15—Personal Computers	3	*H Ec 6b—Color & Design.....	2
Nutrition 18 or other Area A general education requirement	3	*H Ec 75—Career Dressing	1
Hygiene 1 or 7.....	2	*H Ec 121—Coop. Work Experience ...	2-4
P. E.....	1	Bus 70 or 71—Salesmanship.....	3
Electives	3	Electives	2-4
	15		15

* These courses fulfill the major requirement.

Recommended electives: Business 74a—Marketing, Typing, Bus 98—Human Relations on the Job.

FASHION MERCHANDISING

Suggested Lower Division Transfer Program

Students planning to transfer to a four-year institution should check with their counselor and a current catalog of the institution to which they expect to transfer to insure that their program is appropriate.

FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 20 Fashion Image.....	3	H Ec 29 Fashion Analysis.....	2
H Ec 27 Intro to Fashion Merch.....	3	English 2 or other general education elective from Areas A-D	3
English 1 Reading & Composition	3	Art 1b or 19 or other area C general education requirement	3
Music 10 or other Area C general educa- tion requirement.....	3	Poli Sci 5—Government	3
History 17a or b U.S. History	3	Geology 1a-c or other physical science general education requirement.....	4
	15		15

SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 3—Textiles.....	3	H Ec 28—Merchandise Coordination & Promotion.....	3
Bus 15—Personal Computers.....	3	H Ec 121—Coop. Work Experience.....	1-3
Psych 1a or Soc 1a.....	3	Speech 1a.....	3
Life science requirement.....	3	Econ 1a or other Area D general education requirement	3
English 20 or other Area C lit. requirement	3	General Math requirement	3
	15	Electives	2
			15

INTERIOR DESIGN

CERTIFICATES, DEGREES AND TRANSFER PROGRAMS

INTERIOR DESIGN CERTIFICATE

This program is designed for those students interested in interior design. Career opportunities include: interior designer, model home consultant, sales representative, showroom personnel, color and materials consultant, furniture sales, furniture specialty sales, sales/decorator, display and visual promotion, lighting specialist.

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 1—Materials/Interior Design	3	H Ec 2—Housing/Interior Design.....	3
H Ec 3—Textiles.....	3	H Ec 28—Merchandise Promotion & Coordination.....	3
Arch 1a—Intro to Architecture & Environ- mental Design.....	2	Arch 1b—Environmental Design Fundamentals.....	2
Arch 2a—Intro to Arch. drawing.....	2	Arch 31—Light Wood Frame Const	2
Bus 15—Intro to Personal Computers.....	3	Industry & Tech 26—Intro to Computer Assisted Drafting.....	3
Bus 70 or 71—Retail Store Salesmanship or Applied Prof. Selling	3	Bus 74a—Marketing Principles	3
	16		16

INTERIOR DESIGN OPTION ASSOCIATE IN SCIENCE DEGREE

FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
*H Ec 1—Materials/Interior Design.....	3	*H Ec 2—Housing/Interior Design	3
*Arch 1a—Intro to Architectural & Environmental Design	2	*Arch 1b—Environmental Design Fundamentals.....	2
*H Ec 3—Textiles	3	*Business 15—Personal Computers	3
English 1, 51, 60 or Bus 96b	3	OH 1 or other Area A general education requirement	3
Art 1a or 19 or other Area C general education requirements.....	3	H Ec 31 or 39 or other Area E general education requirement	3
P. E.....	1		
	15		14

SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
*I&T 26—Intro to Computer Assisted Drafting	3	*H Ec 28—Merchandise Coordination & Promotion	3
*Arch 2a—Intro to Arch Drawing.....	2	*Arch 31—Light-Wood Frame Construction.....	2
*Bus 70 or 71—Store Salesmanship or Applied Professional Selling.....	3	*Bus 74a—Marketing Principles.....	3
History 17a or b or Poli Sci 5 or Soc Sci 76.....	3	Art 1b or other general education elective	3
P.E.....	1	Hygiene 1 or 7	2
**Electives	3	Electives	3
	15		16

* These courses fulfill the major requirement.

**Recommended Electives: Theatre Arts 14a—Stagecraft, Theatre Arts 15a—Stage Lighting, BT 53a—Blueprint Reading.

INTERIOR DESIGN

Suggested Lower Division Transfer Program

Students planning to transfer to a four-year institution should check with their counselor and a current catalog of the institution to which they expect to transfer to ensure that their program is appropriate.

FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
H Ec 1—Materials/Interior Design.....	3	H Ec 2—Housing/Interior Design.....	3
Arch 1a—Intro to Architecture & Environmental Design.....	2	Arch 1b—Environmental Design Fundamentals.....	2
H Ec3—Textiles.....	3	Bus 15—Personal Computers.....	3
English 1—Reading and Composition.....	3	English 20 or other Area C lit. requirement	3
History 17a or b—U. S. History.....	3	Poli Sci 5—Government	3
	14	Econ 1a or other Area D general education requirement	3
			17

SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
I&T 26—Computer Assisted Drafting	3	Arch 31—Light-Wood Frame	
Arch 2a—Intro to Arch Drawing	2	Construction	2
Botany 10 or other life science general		Speech 1a	3
education requirement	3	Music 10 or other Area C general educa-	
English 2 or general education elective		tion requirement	3
from Areas A-D	3	Geology 12 or other physical science	
Psych 1a or Soc 1a	3	general education requirement	3
Art 1b, 19 or other Area C general		General education math requirement	3
education requirement	3		14
	17		

NUTRITION AIDE CERTIFICATE

This program is designed for those students working in clinical nutrition facilities or considering the field of dietetics. Upon satisfactory completion of the classes listed, the student would be qualified to work in a nutritional care department, under the guidance of a clinical dietitian or dietetic assistant.

	UNITS
Nutrition 18	3
H Ec 12—Children's Nutrition	3
H Ec 10a—Foods	3
H Ec 121—Coop. Work Experience	1-4
	10-13

Course Descriptions

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

Prerequisite: Ag 4 is recommended.

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.

AGRICULTURE 10a-d—AGRICULTURAL WORK EXPERIENCE (1-4) BA

Seventy five hours work per semester 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-c—PEST CONTROL TEST PREPARATION (1-1-1)

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

Ag 80a—Rules and Regulations (I)

Ag 80b—Plant Pathogens (I)

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

AGRICULTURE 81a-c—PEST CONTROL TEST PREPARATION (1-1-1)

Ag 81a—Plant Growth Regulators Ag 81b—Insects and Mites

Ag 81c—Equipment Calibration and Formulation (I)

AGRICULTURE 82a-c—PEST CONTROL ADVISORS CONTINUING EDUCATION

24-hour course. 1/2 unit for 8 hours completed

A continuing education course for licensed Pest Control Advisors for license renewal, obtaining current information on usage and application of ag chemicals; awareness of new trends in the management of chemicals.

AGRICULTURE 85—DAIRY COMPUTER - 305 (1)

Six hours per week.

The operation and use of the Dairy Comp-305 Herd Health Computer Program.

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 to specific agriculture skills and topics. (No credit)

MECHANIZED AGRICULTURE

ME AG 1—BASIC 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-b—FARM STRUCTURES (3-3) BA

Four hours lecture-laboratory per week.

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

ME AG 6a-b—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 hour 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.

AGRICULTURE 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.

AM 5—COMPUTERS IN AGRICULTURE (3) BA

Four hours lecture/laboratory per week.

Use of computer software in agriculture. Use of auxiliary hardware used in computer applications in agriculture. Statistical and other computer programs to agriculture problems.

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 SELECTION AND EVALUATION (3) BA

Four hours lecture-laboratory per week.

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

AS 3—FEEDS AND FEEDING (3) BA

Four hours lecture-laboratory 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 5—FITTING AND SHOWING LIVESTOCK (1)

Two hours lecture-laboratory per week.

A general study of handling beef, sheep, and swine species; selecting high quality livestock and grooming them to their best advantage.

AS 6—MEAT SLAUGHTERING & PROCESSING (3)

Four hours lecture per week.

A study of basic practices used in slaughtering, processing, inspection, and marketing of red meat animals in the meat industry.

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 12—SHEEP PRODUCTION (3)

Four hours lecture per week.

A study of sheep production in California with a special emphasis on basic management practices.

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

Prerequisite: Animal Science 1 or 22 is suggested.

Four hours lecture-laboratory per week.

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

AS 24a-d—COLT BREAKING (2-2-2-2)

Four hours lecture-laboratory per week.

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

AS 30—ELEMENTS OF DAIRYING (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.

AS 32—COMMERCIAL DAIRY HERD MANAGEMENT (3) BA

Four hours lecture-laboratory per week.

Commercial dairy practices from the standpoint of costs of feeding and management business practices, recordkeeping, and analysis. Visits are made to successful dairy farms in the area.

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—WEED 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 area.

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 I (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 II (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.

NAT RES 1—INTRODUCTION TO FORESTRY (3) BA

Four hours lecture-laboratory per week.

Basic forest management such as establishment, timber harvesting, surveying, forest practices; legislation and forest recreation are covered. The identification and silvicultural characteristics of 50 trees native or common to California.

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

Prerequisite: Ornamental Horticulture 5 suggested.

Four hours lecture-laboratory per week.

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

OH 7—LANDSCAPE CONSTRUCTION (3) BA

Four hours lecture-laboratory per week.

The fundamentals of construction as they are related to landscape design and the maintenance of landscape plants.

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 11—FLORAL DESIGN II (3)

Prerequisite: OH 10 or consent of Department.

Four hours lecture-laboratory per week

Advanced floral design skills for higher entry level, including basic shop merchandising, purchasing, and advanced design techniques, wedding and funeral orders. Classroom lecture covers basic inventories, pricing, and purchasing.

OH 12—HOME VEGETABLE GARDENING (3)

Four hours lecture-laboratory per week.

An introduction to small scale vegetable production including selection, soils, fertilizers, planting, care, irrigation, harvesting, and storage. Students will grow own vegetables in plots on the school farm.

OH 14—HORTICULTURE INDUSTRIES (1)

Thirty-six (36) hours lecture-laboratory total

Field trip to ornamental horticulture outlets and the industry businesses that supply them; garden centers, flower shops, foundation and display gardens, public education facilities, wholesalers; others working with retailers.

OH 63a-b—PLANT IDENTIFICATION (2-2)

Three hours lecture-laboratory per week.

Identification growth habits, culture and ornamental use of trees, shrubs, vines, ground covers, and herbaceous plants adapted to the Central San Joaquin Valley.

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.

EARLY CHILDHOOD EDUCATION

ECE 40a—PRINCIPLES IN EARLY CHILDHOOD EDUCATION (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. (Formerly HE 40a)

ECE 40b—PRACTICE IN EARLY CHILDHOOD EDUCATION (3) BA

Prerequisite: ECE 40a

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 use. The lab will consist of supervised work in the COS lab school. The Children's Learning Center. (Formerly HE 40b)

ECE 41—THE CHILD FAMILY AND SOCIETY (3) BA

Three hours lecture per week.

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. (Formerly HE 41.)

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

Three hours lecture-laboratory per week. 1 1/2 hour class twice a week, including lecture and lab in creative development.

Introduction to creative activities as it relates to the various aspects of early childhood curriculum, including art, music, literature, dramatics, language, food and media. 42a is using materials in all areas, primarily relating to fall, winter, and holidays contained within. 42b is using materials in all areas, primarily relating to spring and holidays contained within. Recommended for teachers of young children, elementary education majors and parents. (Formerly HE 42a-b)

ECE 43—ADMINISTRATION OF EARLY CHILDHOOD EDUCATION (3) BA

Prerequisite: ECE 40ab or equivalent.

Three hour course per week.

A basic course in the fundamentals of directing a nursery school, such as organization and supervision, curriculum organization, administration and personnel, budgets, licensing and evaluation. (Formerly HE 43)

ECE 44—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. (Formerly HE 44)

ECE 45—EXCEPTIONAL CHILD (3) BA

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. (Formerly HE 45.)

ECE 46—INFANT/TODDLER - CHILD CARE (3) BA

Three hours lecture per week.

Three hour lecture class relating to the developmental areas of the infant/toddler with emphasis in care, development of the child in all areas and teaches helpful aides to the parent and/or care-giver. (Formerly HE 46)

ECE 47—CHILD HEALTH AND SAFETY (3) BA

Three hours lecture per week.

This course is a study of health and safety as related to the young child. Content includes information to enable the preschool teacher and the parent to become more fully aware of their role in developing the overall well-being of the children in their care. (Formerly HE 47)

ECE 96a—FAMILY DAY CARE PRINCIPLES AND PRACTICES (1)

Sixteen classroom hours per unit of credit.

This course is one (1) of three (3) one unit courses designed to meet the training needs of family day care providers. The content of this course will cover family day care licensing requirements; business aspects of providing family day care, including record keeping, developing policies for parents, recruiting children; arranging the home environment (indoors and outdoors) as a family day care home; and child care support services for parents and providers. (Formerly HE 96a)

ECE 96b—FAMILY DAY CARE PRINCIPLES AND PRACTICES (1)

Sixteen classroom hours per unit of credit.

This course is the second of three (3) one (1) unit courses designed to meet the training needs of family day care providers. The content of this course will cover developing a daily routine; laying the groundwork for successful parent, provider, child relationships; providing care for children of different ages; discipline techniques; coping with stress and burnout in family day care. (Formerly HE 96b)

ECE 96c—FAMILY DAY CARE PRINCIPLES AND PRACTICES (1)

Sixteen classroom hours per unit of credit.

This course is the third of three (3) one (1) unit courses designed to meet the training needs of family day care providers. The content of this course will cover planning of daily activities to meet the needs of children of different ages; basics of children's nutrition; planning outdoor activities; child health; working with children who have special needs, emotional problems, handicaps, etc. (Formerly HE 96c)

ECE 97a-d—TOPICS IN CHILD DEVELOPMENT/EARLY CHILDHOOD EDUCATION (1)

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. (Formerly HE 97a-d)

HOME ECONOMICS

HE 1—MATERIALS/INTERIOR DESIGN (3) BA

Two hours lecture and two hours laboratory per week.

Examination and application of various products and materials used in making interior environments aesthetically pleasing and functional. Emphasis on presentation techniques, use of design principles, color theory and selections, using artistic, functional, quality and cost criteria.

HE 2—HOUSING/INTERIOR DESIGN (3) BA

Two hours lecture and two hours laboratory per week.

Introduction to the architectural skills used by the professional interior designer in the field of commercial/residential design. Emphasis given to space planning, lighting, electrical, furniture styles and application through design problems, utilizing knowledge and skills needed by the professional designer.

HE 3—TEXTILES (3) BA

Three hours lecture per week.

A survey of natural and man-made fiber classifications, methods of textile fabrication, and types of finishes. The selecting of textiles products for clothing and home furnishing is related to consumer's intended use and characteristics of the product. Fulfills lower division requirement for textiles in four year schools. This class is a requirement for the fashion merchandising and interior design programs.

HE 6a—COLOR AND DESIGN (2) BA

Four hours lecture-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. Cross-titled Art 6a.

HE 6b—COLOR AND DESIGN (2) BA

Prerequisite: Art 6a or equivalent.

Four hours lecture-laboratory per week.

Exploration of two and three dimensional space with emphasis on form and color. Cross-titled Art 6b.

HE 10a—FOODS (3) (BA)

Two hours lecture and three hours laboratory 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 (2) BA

One hour lecture, three hours 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

Three hours lecture per week.

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—FASHION IMAGE (3) BA

Three hours lecture per week.

The selection of clothing suited to the individual's life-style, figure and personal coloring. Applications of the principles of color, line and design in developing a personal fashion image. This includes a personal image assessment, color analysis, figure analysis, basic wardrobe plan, closet organization, hair styles, makeup, accessories, fashion terms, shopping techniques and clothing maintenance.

HE 21a-b—CLOTHING CONSTRUCTION (3-3) BA

Six hours lecture-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 22a-b—ADVANCED CLOTHING CONSTRUCTION (3-3) BA

Two hours lecture and 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 23a-b—CREATIVE PATTERN DESIGN (3-3) BA

Two hours lecture and four hours laboratory per week.

Designing clothes through the use of flat pattern techniques. Includes the design, drafting, and construction of garments.

HE 24a—SPECIAL CLOTHING PROJECTS: PANTS CONSTRUCTION (1) BA

Three hours lecture-laboratory per week for nine weeks.

Construction of pants using woven and/or knit fabrics. Commercial patterns will be used to develop a personal, basic pants pattern. Special attention will be given to proper fit.

HE 24b—SPECIAL CLOTHING PROJECTS: PATTERN ALTERATIONS AND ADJUSTMENTS (1) BA

Three hours lecture-laboratory per week for nine weeks.

All facets of pattern alteration will be covered to enable the individual to properly fit patterns to his/her figure.

HE 24c—SPECIAL CLOTHING PROJECTS: SHIRT/BLOUSE CONSTRUCTION (1) BA

Three hours lecture-laboratory per week for nine weeks.

Elementary shirt/blouse construction utilizing contemporary methods and techniques.

HE 24d—SPECIAL CLOTHING PROJECTS: BASIC PATTERN DESIGNING (1) BA

Three hours lecture-laboratory per week for nine weeks.

Techniques involved in the modification of commercial patterns. The basic methods of adapting patterns to one's personal design ideas on necklines, sleeves, bodices, skirts and pants.

HE 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. Cross-titled as Sociology 26.

HE 27—INTRODUCTION TO FASHION MERCHANDISING (3) BA

Three hours lecture per week.

An introduction to the production, distribution and consumption of fashion products. This study covers fashion terminology, fashion designers, fashion trends, manufacturers, retail outlets, marketing and career opportunities. The inter-relationship of economic and social factors to the fashion industry is also included. Fulfills lower division requirement for fashion merchandising in four year schools.

HE 28—MERCHANDISE COORDINATION AND PROMOTION (3) BA

Two hours lecture and two hours laboratory per week.

A study of the basic techniques needed for visual presentation of merchandise. Store windows and interior displays, as well as their coordination with sales promotion, will be studied. Fashion publicity, including the planning and production of fashion shows, will be analyzed. This class is a requirement for the fashion merchandising program and the interior design program.

HE 29—FASHION ANALYSIS (2) BA

Two hours lecture per week.

This course is designed to study apparel and accessories. It includes an analysis of historical fashion cycles, cultural clothing customs, psychological and aesthetic factors of apparel, fashion terminology, fashion personalities, and relevant consumer information. This class is a requirement for the fashion merchandising program.

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 48a-c—SUPERVISED PRACTICE (1-3) BA

Prerequisite: Sophomore standing.

Two laboratory hours per unit of credit.

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

HE 49a-c—INDEPENDENT STUDY (1-3) BA

(See Index)

HE 60—MODERN MEALS (2)

One hour lecture and three hours laboratory per week.

Basic meal planning and preparation to meet the needs of individuals and families. Emphasis on economy, efficiency, nutrition and attractiveness. Open to all interested students.

HE 70a-b—PRINCIPLES OF CLOTHING CONSTRUCTION (2-2)

Four hours lecture-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 75—CAREER DRESSING (1)

Two hours lecture per week—1/2 semester.

This course is designed for students who want to update, enhance and improve their career appearance. Specific methods for the selection of clothing and accessories, suitable for the working environment, are presented.

HE 76a—COLOR THEORY AND APPLICATION (3)

Two hours lecture and two hours laboratory per week.

A systematic, organized process for the selection of individualized colors. Study includes an examination of contemporary color theories, color perception, color mechanics, color matching, color nomenclature, seasonal stereotypes, personality expression, and seasonal styles. Open to all interested students.

HE 76b—COLOR THEORY AND APPLICATION (3)

Two hours lecture and two hours laboratory per week.

This course focuses on business practices for developing and maintaining a color consulting business. Methods of studio design, publicity and promotion, client bookings, developing a color inventory, and record keeping are presented.

HE 77—COLOR SELECTION (1)

16 classroom hours per unit of credit.

Instruction in the selection and use of colors related to personal coloring. A shopping aid of fabric samples will be developed. Information on color combinations and effects of colors will be included.

HE 90a-d—TOPICS IN FOODS AND NUTRITION (1-4)

16 classroom hours per unit of credit.

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

NUTRITION 18—NUTRITION (3) BA

Three hours lecture per week.

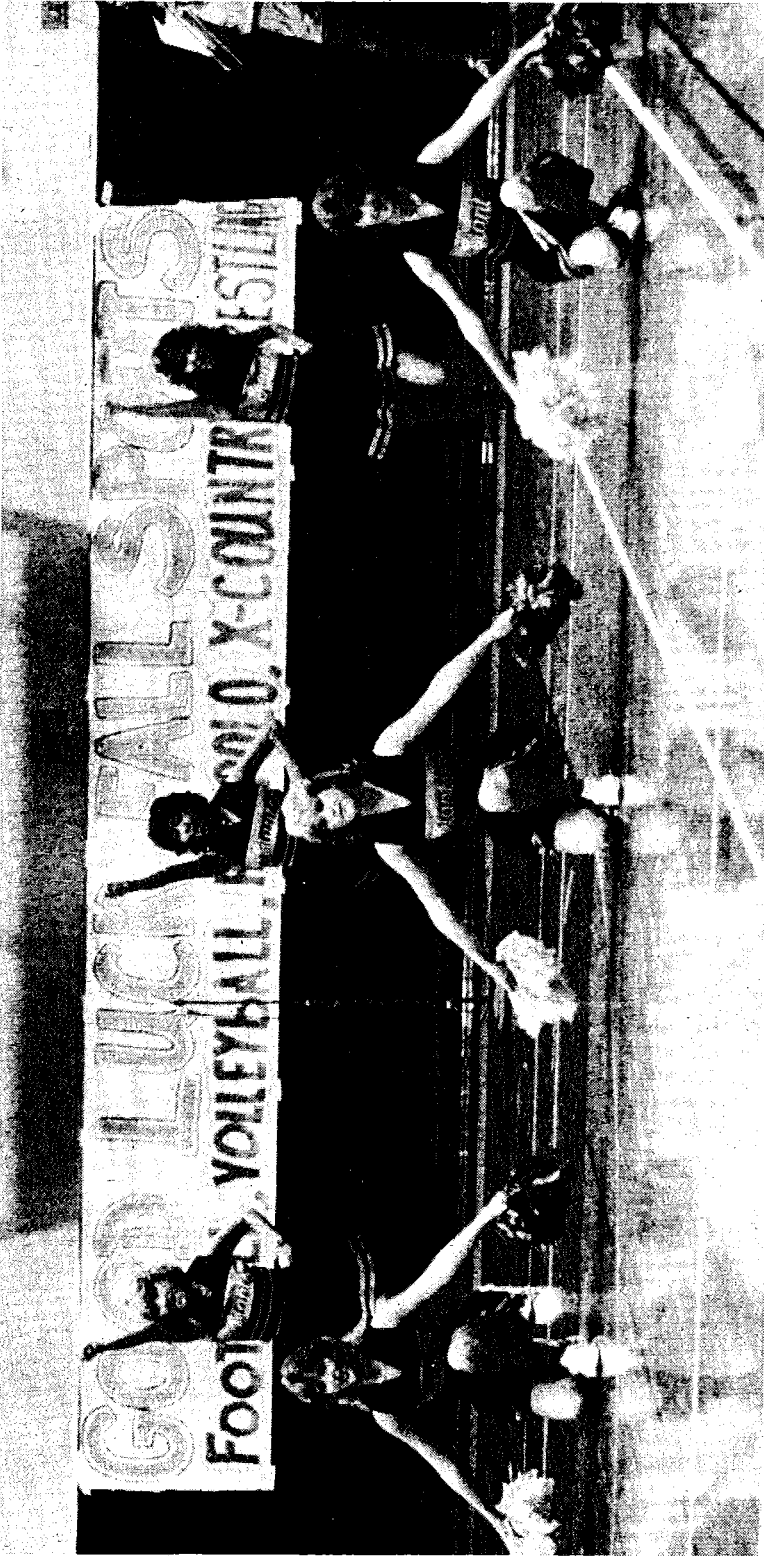
A scientific study of the basic chemical, biological, and physiological concepts of human nutrition. The study includes the adapting of these principles to the individual's uniqueness and the translation of knowledge into food choice throughout one's life. Open to all students.

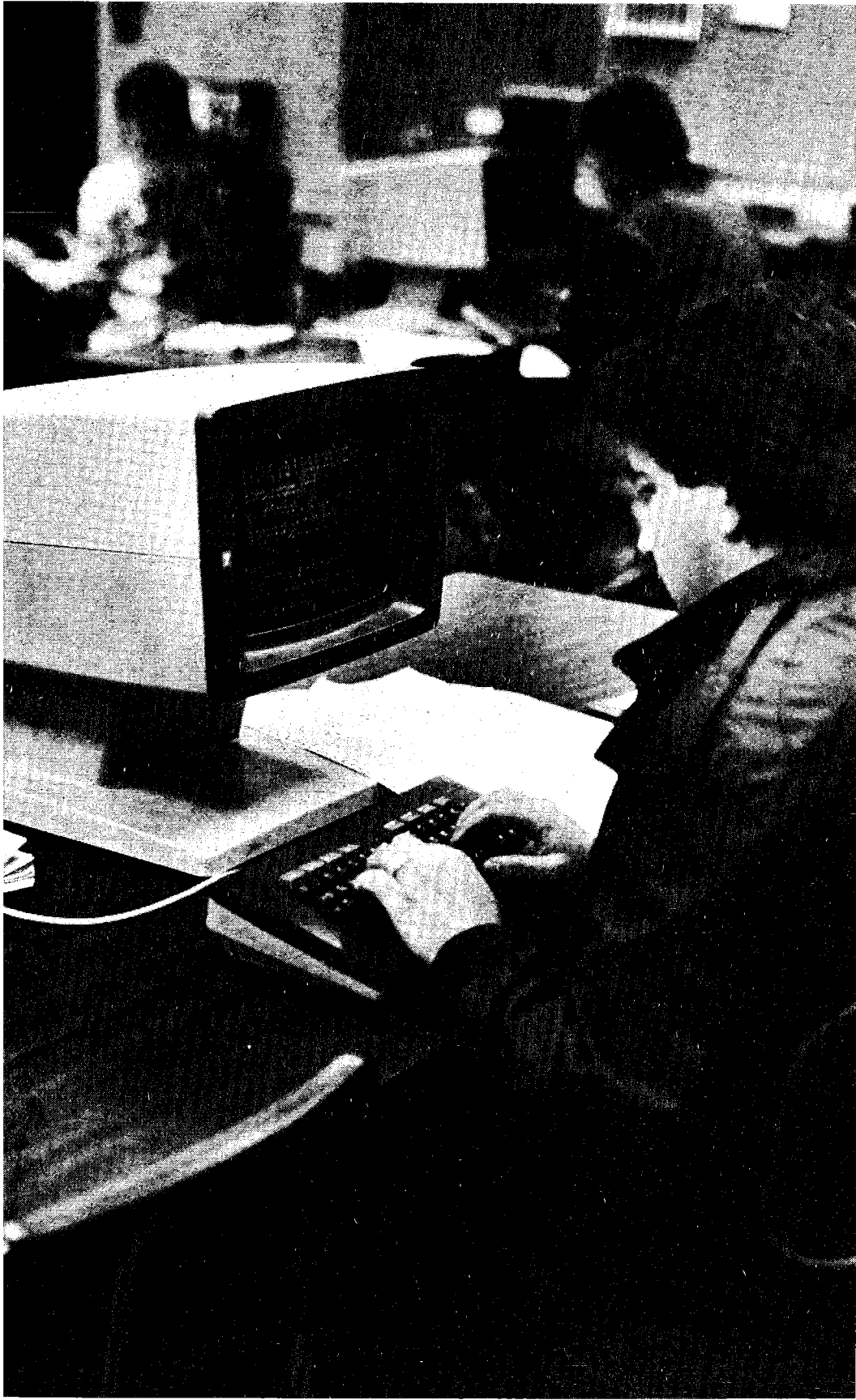
H Ec 19—NUTRITION FOR FITNESS, EXERCISE AND SPORTS (2)

Two hours lecture per week.

This course is designed to acquaint students with the nutritional needs of physically active persons. Topics include special nutritional needs, evaluation of current information and application of personal food choices. Open to all students.







DIVISION OF BUSINESS

CHAIRPERSON: MRS. JENNY SHELLY

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. 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-1b and Economics 1a-1b.

Majors:

Accounting
Banking
Business Data Processing

Information/Word Processing
Marketing
Pre-Business Management

AA AND CAREER CERTIFICATE PROGRAMS

College of the Sequoias offers eight 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 of Arts or Associate of Science degree, require full-time enrollment with a minimum of 60 units, broadened by the addition of general education courses of value to the student, and are available in: Accounting, Banking and Finance, Business Data Processing, General Business (Clerical), Information/Word Processing, 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, Business Management, General Business, Information/Word Processing, Marketing, 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 cwpm for five minutes with 95% accuracy.
Typewriting: 45 cwpm 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.

BUSINESS DIVISION KEYBOARDING REQUIREMENT

Any student seeking an AA or AS degree in Business or wishing to enroll in one of the classes listed below, must demonstrate a speed of 20 cwpm or have successfully completed a keyboarding (typing) class prior to enrolling in a class which requires keyboarding skills (i.e., Bus 3, 4, 5, 7, 50, 51, 52, 55a, 56b, 56c, 58a, 61a, 61b, 65b, 65c, 66, 69, and 96b. Prerequisites listed in the catalog for individual classes supersede the 20 cwpm minimum.)

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.....	2
	5	Intro to Computer Info Systems.....	3
	96b	Business Communications.....	3
	18	Business Law.....	3
	95a or b	Business Arithmetic.....	3
	74a or 98	Marketing or Human Relations.....	3
			31

BANK SUPERVISION

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

GROUP A		
Business	140	Principles of Bank Operations3
	18	Business Law3
	98	Human Relations in Business3
	135	Personnel Management Techniques3
 GROUP B		
Business	1a-b	Principles of Accounting4-4
	80a-b	Elementary Accounting4-4
	96b	Business Communications3
	5	Intro to Computer Info Systems3
Economics	1a-b	Economics3-3
Speech	1a	Speech3
Psychology	33	Psych of Pers and Social Growth3
	1a	General Psychology3
	1b	Fields of Applied Psychology3
		30

BANK CREDIT

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

GROUP A		
Business	140	Principles of Bank Operations3
	141	Analysis of Financial Statements3
	142	Installment Credit3
	18	Business Law3
 GROUP B		
Business	1a-b	Principles of Accounting4-4
	80a-b	Elementary Accounting4-4
	96b	Business Communications3
	5	Intro to Computer Info Systems3
	10	Modern Business3
	92	Survey of Modern Business3
	98	Human Relations in Business3
	135	Personnel Management Techniques3
Economics	1a-b	Economics3-3
Psychology	50	Introduction to Basic Psychology3
	1b	Field of Applied Psychology3
		30

BUSINESS DATA PROCESSING

Business	3	BASIC Programming3
	5	Intro to Computer Info Systems3
	7	COBOL Programming4
	80a-b or 1a-b	Elementary Accounting4-4
	82a	Income Tax3
	92	Survey of Modern Business3
	96b or 84	Bus Comm or Systems Analysis3
	18	Business Law3
	98	Human Relations in Business3
		33

BUSINESS MANAGEMENT

Business	131	Management Communications	3
	132	Organization and Management	2
	133	Psychology for Management.....	2
	134	Management Economics.....	2
	135	Personnel Management Techniques	2
	136	Conference Techniques.....	2
	137	Labor Management Relations.....	2
	5 or 15	Intro. to Computer Information Systems or Intro. to Personal Computers	3
	18	Business Law.....	3
	1a	Principles of Accounting.....	4
	98	Human Relations.....	3
	121a	Occupational Work Experience or Elec- tive	3
			31

GENERAL BUSINESS

Business	60and 61a-b,	Typewriting (45 cwpm for 5 minutes, 5 errors).....	3-3
	68a	Electronic Calculating	2
	87 or 80a	Accounting for Small Business or Ac- counting.....	3-4
	95a or b	Business Arithmetic	3
	59	Records Management.....	2
	92 or 10	Survey of Modern Business or Modern Business	3
	74a	Marketing.....	3
	18	Business Law.....	3
	96b	Business Communications	3
	98	Human Relations in Business.....	3
	15	Introduction to Personal Computers.....	3
			31-32

INFORMATION/WORD PROCESSING

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

**Or its equivalent*

MARKETING

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

SECRETARIAL SCIENCE

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

ACCOUNTING

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
15		16	

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	Elective	3
	14	Physical Education	1
			16

Recommended elective Business 58a (Office Procedures)

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

BANKING AND FINANCE

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 95a or b	3	Business 97	3
Business 98	3	Business 96a	3
Hygiene 1	2	Natural Science	3
Physical Education	1	Physical Education	1
	16		17

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 140	3	Speech 1a	3
Business 18	3	Business 42	3
English 53	3	Business 135	3
Business 96b	3	Social Science 76	3
Business 40a	3	Business 142	3
Physical Education	1	Physical Education	1
	16		16

DATA PROCESSING

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 5	3	Business 3	3
Business 80a or 1a	4	Business 80b or Bus 1b	4
Business 92 or 10	3	Business 96b	3
Business 96a	3	Physical Education	1
Business 60 to 61a or 61b	3	Hygiene 1	2
Physical Education	1	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
Social Science 76	3	Business 20	3
	16		16

Suggested elective: Math 15 (Fortran) or Bus 4 (Pascal)

CLERICAL SKILLS

FIRST YEAR

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

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 61b	3	Business 15	3
Business 69	2	*Business 87 or 80a	3-4
Business 96b	3	Business 58a	3
Business 98	3	Business 18	3
Natural Science	2	English 53	3
Physical Education	1	Physical Education	1
Social Science 76	3		
	17		16-17

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

INFORMATION/WORD PROCESSING

FIRST YEAR

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

SECOND YEAR

FIRST SEMESTER		UNITS	SECOND SEMESTER		UNITS
Business 65a		3	Business 65c		3
Business 65b		4	Business 66		2
Business 68a		2	Business 18		3
Business 96b		3	Business 98		3
English 53		3	Natural Science		2
Physical Education		1	Physical Education		1
		16	Elective		3
					17

MARKETING

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		2
Business 95a or 95b		3	Social Science 75		3
Hygiene 1		2	*Business 60, 61a, or 61b 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
Business 98		3	Business 97		3
Natural Science		2	Business 74b		3
Physical Education		1	Business 96b		3
English 74a		3	Business 15		3
Occupational Work Experience 121a-d		3	Physical Education		1
		15			15

NOTE: Business 60 or Business 61a is required if the student has not already had typewriting.

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

REAL ESTATE

FIRST YEAR

FIRST SEMESTER		UNITS	SECOND SEMESTER		UNITS
*Business 40a		3	*Business 40b		3
Business 92 or Bus 10		3	Business 80b		4
Business 80a		4	Business 59		2
Business 71		3	Business 18		3
English 53		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 or 15.....	3
Physical Education.....	1	Physical Education.....	1
	16		16

**To be completed in Extended Day.*

SECRETARIAL

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 50 or 51.....	5	Business 51 or 52.....	5-4
Business 60, 61a or 61b.....	3	Business 61a or 61b.....	3
Business 96a.....	3	Business 65a.....	3
Business 59.....	2	Business 87 or 80a.....	3-4
Social Science 76.....	3	Hygiene 1.....	2
Physical Education.....	1	Physical Education.....	2
	17		17-18

SECOND YEAR

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

Course Descriptions

BUSINESS

BUSINESS 1a—PRINCIPLES OF ACCOUNTING (4) BA

Prerequisite: SOPHOMORE STANDING.

Lecture, discussion and laboratory of five hours per 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.

BUSINESS 1b—PRINCIPLES OF ACCOUNTING (4) BA

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

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.

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

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

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.

BUSINESS 20—STATISTICS FOR BUSINESS (3) BA

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

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, Fresno.

BUSINESS 27—INVESTMENTS(3) BA

Investments is designed to help the student understand the principles of investment analysis and investment strategy. Stocks and bonds, investment trusts, real estate, insurance commodities, tax shelters, annuities, syndications and tax deferred retirement plans will be emphasized. Money markets and business cycles will be the medium of concentration in the analysis of investment practice.

BUSINESS DATA PROCESSING

BUSINESS 3—BASIC PROGRAMMING (3) BA

Prerequisite: Business 5.

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.

BUSINESS 4—APPLIED PROGRAMMING USING PASCAL (3) BA

Prerequisite: Business 5 or Math 15 (or equivalent).

Three hours lecture per week.

Introductory course in structured programming using the Pascal computer language, with emphasis on data storage and retrieval (data base) and application to business.

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 course in the Business Division. Course conforms to DPMA Model Curriculum (1982).

BUSINESS 7—COBOL PROGRAMMING (4) BA

Prerequisite: Business 5 with a grade of 'C'.

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

Five hours lecture-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.

BUSINESS 15—INTRODUCTION TO PERSONAL COMPUTERS (3) BA

Prerequisite: Business 63 or a typing speed of 20 cwpm.

Two hours lecture and two hours laboratory per week.

Provides instruction in the use of personal (or micro- or desk-top) computers. Assuming no prior experience, students will learn to operate a personal computer. The course will provide instruction in the use of some of the most popular computer software packages including 'word processing' and 'spreadsheet' applications. Some elementary instruction in a programming language; BASIC, will also be included.

BUSINESS 30—SYSTEMS ANALYSIS METHODS (3) BA

Prerequisite: Business 7.

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. Includes analysis of data structures, file designs, input/output designs, and program specifications. Discusses the information gathering and reporting activities and the transition from analysis to design.

BUSINESS 34a—COMPUTER FUNDAMENTALS - BEGINNING (1/2)

Three (3) Three and one-half (3 1/2) hours lecture-laboratory.

This class is intended for students with no previous experience in computer use—although it should not necessarily be restricted to those (i.e. persons who have taken courses equivalent to our Business 5 but have not had hands-on experience with a microcomputer would also benefit from this course). The emphasis of this course will be to teach students to use a micro- or personal computer and to acquaint them with some of the options available when shopping for a microcomputer. This section of COMPUTER FUNDAMENTALS presents general concepts and skills related to reading and writing computer programs.

BUSINESS 34b—COMPUTER FUNDAMENTALS - ADVANCED (1/2)

Three (3) Three and one-half (3 1/2) hours lecture-laboratory.

Participants in this course will receive instruction on how to (a) operate and maintain a microcomputer or personal computer and diskettes in general, and (b) select and use available 'packaged' software.

BUSINESS 35b—SURVEY OF WORD PROCESSING USING MICROCOMPUTERS (1)

Three hours lecture-laboratory for seven week session.

This word processing mini-course, introduced on the microcomputer, is designed to walk the first-time user, step-by-step, through some basic word processing concepts and activities. Students will create, edit, and print their first word processing document.

BUSINESS 35c—INTRODUCTION TO MICROCOMPUTER SPREADSHEETS (1)

21 hours lecture-laboratory.

Through the use of microcomputers, the learner will study a popular electronic spreadsheet program. Basic concepts of spreadsheets will be explored including layouts, command structure, and mathematical formulas. Various types of business applications will also be explored.

BUSINESS 36a—COMPUTER SYSTEMS AND REPAIRS—BEGINNING (1/2)

Three (3) Three and one-half hours lecture-laboratory.

Participants in this course will receive instruction that will extend the skills and concepts developed in Business 34a-b to include (1) maintaining and servicing microcomputers and (2) selecting and using peripherals.

BUSINESS 36b—COMPUTER SYSTEMS AND REPAIRS—ADVANCED (1/2)

Three (3) Three and one-half hours lecture-laboratory.

Participants in this course will receive instruction that will extend the skills and concepts developed in COMPUTER FUNDAMENTALS (Bus 35a) and COMPUTER SYSTEMS AND REPAIRS—BEGINNING that include (1) selecting microcomputers and peripherals, (2) reading and modifying computer programs, and (3) selecting and applying computer software to meet business and personal needs.

INSURANCE

BUSINESS 21—PRINCIPLES OF INSURANCE (3) BA

Prerequisite: Knowledge of general insurance terms helpful.

Three hours lecture per week.

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

BUSINESS 22—PROPERTY INSURANCE (3) BA

Prerequisite: Knowledge of general insurance terms helpful.

Three hours lecture per week.

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

BUSINESS 23—CASUALTY INSURANCE (3) BA

Prerequisite: Knowledge of general insurance terms helpful.

Three hours lecture per week.

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

BUSINESS 24a—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 lecture per week.

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 40b—REAL ESTATE PRACTICE (3) BA

Prerequisite: Business 40a recommended.

Three hours lecture per week.

A course to provide students with a broad overview of the real estate field and to provide an understanding of the ethical standards of real estate practice, which will include listing and its valuation; advertising and selling, real estate financing, and professional and public relations.

BUSINESS 41—REAL ESTATE FINANCE (3) BA

Prerequisite: Business 40a recommended.

Three hours per week.

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

BUSINESS 42a—LEGAL ASPECTS OF REAL ESTATE (3) BA

Prerequisite: Business 40a recommended.

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

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

Prerequisites: Business 40a, or substantial knowledge of real estate or accounting.

Three hours lecture.

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

BUSINESS 43—REAL ESTATE ECONOMICS (3) BA

Prerequisite: Business 40a

Three hours lecture per week.

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

BUSINESS 44—CITY AND REGIONAL PLANNING (3) BA

Three hours per week.

The course in City and Regional Planning will cover recent planning practice, roots of planning, legislation, State and local government as related to administration and implementation of planning proposals, community goals, neighborhood theory, zoning, Federal programs, public housing, subdivisions, utopian schemes, new towns, regional planning and general planning.

BUSINESS 45a—REAL ESTATE APPRAISAL I (3) BA

Prerequisite: Business 40a recommended.

An introductory course designed to teach students the appraisal techniques involved in both residential and commercial properties and the methods employed in the determination of loan, market, and insurance values. This course is required for the California Real Estate Broker's Examination.

BUSINESS 45b—REAL ESTATE APPRAISAL II (3) BA

Prerequisite: Business 40a recommended and Bus 45a.

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

BUSINESS 45c—APPRAISAL III (RURAL) (3) BA

Prerequisite: Business 45a recommended.

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

BUSINESS 46a—PROPERTY MANAGEMENT (3) BA

Three hours lecture per week.

A practical course covering the essential techniques and methods of managing income producing real estate with special emphasis on multiple residential properties. (Includes a study of methods used to improve the economic and physical aspects of a selected property by the application of accepted management practices.)

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

Prerequisites: Business 40a—Real Estate Principles or Business 40b—Real Estate Practices or equivalent knowledge in the real estate field.

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

BUSINESS 48—BASIC PRINCIPLES OF ESCROW (3) BA

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

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

(See Index)

SECRETARIAL AND CLERICAL

BUSINESS 50—ELEMENTARY SHORTHAND (5) BA

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

Five hours lecture/laboratory per week.

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.

BUSINESS 51—INTERMEDIATE SHORTHAND (5) BA

Prerequisites: Typewriting must be taken concurrently with Bus 51 if typewriting speed is less than 40 cwpm. Score equal to English 51 on aptitude test necessary.

One or two years of high school shorthand with a speed of less than 60 cwpm on sustained dictation or Bus 50 with a grade of C or better.

Five hours lecture/laboratory per week.

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 51a—SHORTHAND FOR SPEED BUILDING (1)

Prerequisites: Business 50 and Business 51 with a grade of C or better or two years of high school shorthand. A score equal to English 51 on the aptitude test.

Two hours lecture/laboratory per week.

A 22-hour advanced shorthand course where emphasis is placed on shorthand dictation speed to attain job entry level skill just prior to entering the work force. The students will meet every Thursday and Friday beginning with the seventh week of instruction until the end of the seventeenth week.

BUSINESS 52—ADVANCED SHORTHAND (4) BA

Prerequisites: Business 51 or speed of 60 cwpm or more on sustained dictation. Score equal to English 51 on aptitude test.

Five hours lecture/laboratory per week.

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

Prerequisite: Typing 45 cwpm.

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.

BUSINESS 56a—MEDICAL TERMINOLOGY (3)

Prerequisite: A score equal to English 51 on the aptitude test.

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.

BUSINESS 56c—MEDICAL MACHINE TRANSCRIPTION (3) BA

Prerequisites: A net typing speed of 40 cwpm; at least average language skills.

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.

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

Prerequisite: Business 56c.

Three hours lecture per week.

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

BUSINESS 58a—CLERICAL OFFICE PROCEDURES (3)

Prerequisite: Business 61a or its equivalent. Satisfactory typing speed of 30 cwpm.

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.

BUSINESS 58b—CAREER DRESSING (1)

Two hours lecture—1/2 semester.

This course is designed for students who want to update, enhance, and improve their career appearance. Specific methods for the selection of clothing and accessories, suitable for the working environment, are presented.

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

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

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.

BUSINESS 61a—INTERMEDIATE TYPEWRITING (3) BA

Prerequisite: Typing speed of 30 cwpm.

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.

BUSINESS 61b—ADVANCED TYPEWRITING (3) BA

Prerequisite: Business 61a or a typing speed of 40 cwpm.

Five hours lecture-laboratory per week.

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.

BUSINESS 63—ELEMENTARY COMPUTER KEYBOARDING (1)

Prerequisite: Business 63 is open to those students who have had no previous instruction in keyboarding or who need to satisfy the Business Division keyboarding requirement.

Three hours per week for nine weeks.

A beginning course covering the basic skills of keyboarding necessary for using a computer keyboard. Emphasis is placed upon technique, accuracy, and keyboarding terminology.

BUSINESS 65a—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

Prerequisites: Business 65a: Information/Word Processing Concepts or concurrent enrollment. Business 61a or its equivalent (Typing Speed: 45 cwpm). Completion of or concurrent enrollment in Business English (96a) or its equivalent.

Six hours lecture-laboratory 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.

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

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 cwpm). Business 69: Machine Transcription (Concurrent enrollment acceptable).

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.

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

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

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.

BUSINESS 69—MACHINE TRANSCRIPTION (2) BA

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

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.

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.

BUSINESS 74b—APPLIED EXPERIENTIAL MARKETING (3) BA

Prerequisite: Business 74a or taking concurrently.

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.

ACCOUNTING

BUSINESS 80a—ELEMENTARY ACCOUNTING (4) 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 (4) BA

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

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.

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. Primarily designed for nonbusiness majors and business majors who do not 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)

Prerequisites: Varies with the topic taught.

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.

BUSINESS 92—SURVEY OF MODERN BUSINESS (3)

Three hours lecture and 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 and 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. Can be taken for prerequisite in Business 95b at the option of the student.

BUSINESS 95b—BUSINESS ARITHMETIC (3)

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

Three hours lecture and 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.

BUSINESS 96a—BUSINESS ENGLISH (3) BA

Prerequisite: English 51 score on the aptitude test.

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.

BUSINESS 96b—BUSINESS COMMUNICATIONS (3) BA

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

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.

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)

Two hours lecture per week.

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 are covered. 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)

Prerequisites: Experience in management recommended.

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.

BUSINESS 134—MANAGEMENT ECONOMICS (2)

Prerequisites: Experience in management recommended.

Two hours lecture and discussion per week.

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

BUSINESS 135—PERSONNEL MANAGEMENT TECHNIQUES (2)

Prerequisites: Experience in management recommended.

Two hours lecture and discussion per week.

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

BANKING

BUSINESS 136—CONFERENCE TECHNIQUES (2)

Two hours lecture per week.

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

BUSINESS 137—LABOR MANAGEMENT RELATIONS (2)

Prerequisite: Business 132 or experience in management.

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.

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)

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

Three hours lecture per week.

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

BUSINESS 142—INSTALLMENT CREDIT (3)

Prerequisite: Placement in Business 140-Principles of Bank Operation

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.





DIVISION OF FINE ARTS

CHAIRPERSON: MR. PAUL MUELLER

Majors:

Art
 Commercial Art
 Humanities (Music, art, theatre
 arts, literature and philosophy)
 Music
 Pre-Art

Pre-Theatre Arts
 Pre-Music
 Pre-Speech
 Speech-Theatre Arts

ART

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

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

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	2	Art 8b	2
Art 10a, 25a, 53, or 20a	2	Social Science Elective	3
Science	3	Hygiene 1	2
Speech 1a	3	Electives/General Education	5
Psychology 1a	3	Art 15b, 12b, 10b, 25b, 53b, or 20b	3
Art 8a	2	Physical Education	1
Physical Education	1		16
	16		

*Art history majors should be certain to include Art 1a, 1b, 2b and 19 in their programs at C.O.S. Art 20, 53 should be considered for some schools.

THEATRE ARTS

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
**Theatre Arts 1	3	**Theatre Arts 2	3
**Theatre Arts 10a	3	**Theatre Arts 10b	3
**Theatre Arts 14A or 15A	2	**Theatre Arts 14b or 15b	2
Science	3	History 17a or 17b	3
English 1	3	Speech 1a	3
P.E. 80	1	P.E. 80	1
Music 10 or Elective	3	Math or Elective	3
	18		18

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
**Theatre Arts 10c	3	**Theatre Arts 10d	3
**Theatre Arts 14c or 15c	2	**Theatre Arts 14d or 15d	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. 81 or 83	M1	Physical Education	1
	18		17

****Major Requirement**

**Needed to transfer to Cal State Fresno*

Suggested Electives: Theatre Arts 13a-b; Art 6a-b; Music 30a-d; Industry and Technology 5a-b; 6a or 6b; Speech 3; English 1b.

THEATRE ARTS MAJORS

Required courses—20 units minimum.

With an acting emphasis:

Theatre Arts 1 and 2	6
Theatre Arts 10a-d	12
Theatre Arts 14a-b or 15a-b	4
Theatre Arts 3	3
Cinema Arts 1 and 2	4
	29

With a Tech. emphasis:

Theatre Arts 1 and 2	6
Theatre Arts 10a-b	6
Theatre Arts 14a-d and 15a-d	16
Cinema Arts 1 and 2	4
	32

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

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

MUSIC

The following courses are offered to the student majoring in music to enable him/her 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

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Music 4a.....	5	Music 4b.....	5
Music 18, 19, 21, 22, 24.....	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
	<u>17</u>		<u>17</u>

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Music 14a.....	5	Music 14b.....	5
Music 18, 19, 21, 22, 24.....	2	Music 18, 19, 21, 22, 23.....	2
Speech 1a.....	3	Psychology 1a.....	3
Science.....	3	Hygiene 1.....	2
Social Science Elective.....	3	Elective.....	3
Physical Education.....	1	Physical Education.....	1
	<u>17</u>		<u>16</u>

All music majors are required to participate in at least one music ensemble group per semester according to their individual interests. Choose from Music 22—String Orchestra, Music 23—Choir, Music 18a-b—Marching Band, Music 19a-b—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 5a-b—Beginning Brass, Music 6a-b—Percussion class instruction, Music 9a—Intermediate Piano, class instruction, and Music 30 a-b-c-d, Elementary Voice, class instruction.

Course Descriptions

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

Prerequisite: Art 1a is not a prerequisite to 1b.

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 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.

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

Three hours lecture per week.

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

ART 6b—COLOR AND DESIGN (2) BA

Prerequisite: Art 6a or equivalent.

Four hours lecture and laboratory per week.

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

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

Prerequisite: Art 7a or equivalent.

Four hours demonstration and laboratory per week.

The expressive and compositional aspects of drawing.

ART 8a-d—LIFE DRAWING (2)

Prerequisite: Art 7a or equivalent.

Four hours lecture and laboratory per week.

The representation of the human form in both traditional and non-traditional styles and techniques. Drawing from live models.

ART 9a-b—COMMERCIAL ART (2-2) BA

Prerequisite: Art 6a and Art 7a.

Four hours laboratory per week.

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

ART 10a-d—SCULPTURE (2-2-2-2) BA

Four hours laboratory per week.

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

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

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

Four hours laboratory per week.

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

ART 14a-b—OIL PAINTING (2-2) BA

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

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.

ART 15a-d—STUDIO PAINTING (2-2-2-2) BA

Prerequisite: Art 6a and Art 7a or equivalent.

Four hours lecture and laboratory per week.

The theory, techniques and styles of painting. Students may explore media of their choice: Oils, acrylics, and/or others.

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

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

Four hours laboratory per week.

Introduction to wood and silk screen printing.

ART 20b—PRINTMAKING (2) BA

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

Four hours laboratory per week.

Advanced study in intaglio and silk screen printing.

ART 23a—VISUAL ARTS WORKSHOP—WATERCOLOR PAINTING (1)

Thirty-six hours lecture and laboratory class.

Learning through transparent watercolor painting of Sierra environment. A workshop for beginning and advanced students in the beautiful and scenic natural settings of Sequoia and Kings Canyon National Parks, painting redwoods, meadows, lakes, streams, plants and wild life. Designed to stimulate the student by painting on the spot locations. Demonstrations will cover the various approaches and techniques of the transparent medium. Hiking and lectures about the parks' wonders by a native of the area. Critiques, discussions and media presentations.

ART 23b-d—VISUAL ARTS WORKSHOP (1)

Thirty-six hours lecture and laboratory per week.

Content to be developed.

ART 25a-b—EXHIBITION DESIGN, GALLERY TECHNIQUES (2-2) BA

Prerequisite Art 6a or 6b or equivalent.

Two hours lecture and two hours laboratory per week.

Theory and techniques of exhibition, gallery and museum display design. Lecture and laboratory with practical application in exhibition areas.

ART 49a-c—INDEPENDENT STUDY (1-3) BA

See index.

ART 53a-b—BASIC CERAMICS (2-2) BA

Four hours laboratory per week.

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

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 60a—PAINTING/PHOTOGRAPHIC REALISM (2)

Four hours lecture and laboratory per week.

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

ART 60b—ADVANCED PHOTOGRAPHIC REALISM PAINTING (2)

Four hours lecture and laboratory per week.

The advanced course will explore advanced techniques in the process of photographic realism. Problems of composition and perception will be explored through various assignments.

ART 60c—ADVANCED PHOTOGRAPHIC REALISM PAINTING (2)

Four hours lecture and laboratory per week.

The second year class in Photographic Realism Painting will further develop the students ability to conceptualize his work and develop his own personal style of painting.

ART 60d—ADVANCED PHOTOGRAPHIC REALISM PAINTING (2)

Four hours lecture and laboratory per week.

This class will encourage the student towards a more independent involvement in the conceptualization and technical development of their paintings. Emphasis will be on preparing works for exhibitions, framing, preparing resumes, and marketing their work.

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 Arts 1 covers the period from beginning to the present, with emphasis on American films. Cinema Arts 2 covers contemporary film, 1930 to present, with emphasis on international films.

THEATRE ARTS

THEATRE ARTS 1—HISTORY OF THEATRE (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. (Formerly Drama 1)

THEATRE ARTS 2—HISTORY OF THEATRE (3) BA

Three hours lecture per week.

Complementary course to Theatre Arts 1. This segment includes the period from the Renaissance to the present, with emphasis on modern drama. Theatre Arts 1 is not requisite to Theatre Arts 2. The year sequence is strongly recommended as a general education course in the humanities. (Formerly Drama 2)

THEATRE ARTS 3—ORAL INTERPRETATION (3) BA

(Formerly Drama 3)

(See Speech 3) - Cross filed.

THEATRE ARTS 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. (Formerly Drama 9a-d))

THEATRE ARTS 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. (Formerly Drama 10a)

THEATRE ARTS 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. (Formerly Drama 10b)

THEATRE ARTS 10c—INTERMEDIATE ACTING (3) BA

Prerequisite: Theatre Arts 10a-b.

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. (Formerly Drama 10c)

THEATRE ARTS 10d—INTERMEDIATE ACTING (3) BA

Prerequisite: Theatre Arts 10a-b.

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. (Formerly Drama 10d)

THEATRE ARTS 11a-d—REHEARSAL AND PERFORMANCE (3-3-3-3) BA

Six hours laboratory per week.

Rehearsal and performance in COS summer repertory theatre. (Formerly Drama 11a-d)

THEATRE ARTS 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. (Formerly Drama 12a-b)

THEATRE ARTS 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. (Formerly Drama 13a-b)

THEATRE ARTS 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. (Formerly Drama 14a-b)

THEATRE ARTS 14c-d—STAGECRAFT (2) BA

Prerequisite: Theatre Arts 14a-b.

Four hours demonstration and laboratory per week.

Additional work in stagecraft techniques with added responsibilities as construction crew and production staff leaders. Individual design and construction problems as well as scene shop and theatre maintenance techniques will be assigned. (Formerly Drama 14c-d)

THEATRE ARTS 15a-b—STAGE LIGHTING (2-2) BA

Four hours per week.

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. (Formerly 15a-b)

THEATRE ARTS 15c-d—STAGE LIGHTING (2-2) BA

Prerequisite: Theatre Arts 15a-b.

Four hours per week.

Students will design and execute lighting and sound for programs such as dance, one-act plays, variety shows, etc. Leadership roles on crews for all College productions will be required with individual projects in lighting, special effects and sound. (Formerly Drama 15c-d)

THEATRE ARTS 16a-b—ADVANCED THEATRE CRAFTS (3-3) BA

Prerequisites: Theatre Arts 12a-b or Theatre Arts 14a-d, or Theatre Arts 15a-d, and interview by department.

The study of advanced design and construction techniques in theatre crafts: costuming, make-up, stage design, lighting, and construction. Supervision on theatrical productions, and work on crews for drama productions required. (Formerly Drama 16a-b)

THEATRE ARTS 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. (Formerly Drama 41a-d)

THEATRE ARTS 49a-c—INDEPENDENT STUDY (1-3) BA

(See Index — Formerly Drama 49a-c)

THEATRE ARTS 55a-d—THEATRE 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. (Formerly Drama 55a-d)

THEATRE ARTS 64—THEATRE SOUND AND LIGHTING TECHNICIAN (2) BA

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

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. (Formerly Drama 64)

MUSIC

MUSIC 1—MUSIC FUNDAMENTALS (2) BA

Two hours laboratory per week.

Simple rhythmic notation, scales, intervals, triads, melodies in major mode, emphasizing the tendency of tones individually and their significance in groups, music reading of material containing simple tonal relations and simple rhythmic designs, phrasing and general principles of music interpretation.

MUSIC 3a—WOODWIND INSTRUMENTS (1)

Two hours lecture and laboratory per week.

Elementary instruction; correct tone production; technique and care of instruments; emphasis on clarinet.

MUSIC 3b—WOODWIND INSTRUMENTS (1)

Two hours lecture and laboratory per week.

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

MUSIC 3c—WOODWIND INSTRUMENTS (1)

Two hours lecture and laboratory per week.

Solo and ensemble playing emphasis on double reeds.

MUSIC 3d—WOODWIND INSTRUMENTS (1)

Two hours lecture and laboratory per week.

Solo and ensemble playing on advanced level.

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, sightsinging, and historical.

MUSIC 5a-d—BRASS INSTRUMENTS (1)

Two hours lecture and laboratory per week.

Ensemble instruction, correct tone production, and technique and care of instruments.

MUSIC 6a-d—PERCUSSION INSTRUMENTS (1-1) BA

Two hours laboratory per week.

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

MUSIC 7a-d—STRING INSTRUMENTS (1)

Two hours lecture and laboratory per week.

Elementary instruction in violin, viola, cello, and string bass; tone production, bowing, technique, care of instrument. The course is designed to enable the student to gain elementary playing proficiency on orchestral string instruments. The student will select either violin, viola, cello or string bass for study.

MUSIC 8a—PIANO 1 (1) BA

Two hours lecture-laboratory per week.

For the beginning pianist who has had no previous piano training.

MUSIC 8b—PIANO II (1) BA

Prerequisite: Music 8a or 1 year of private piano instruction.

Two hours lecture-laboratory per week.

Continuation of Music 8a.

MUSIC 9a—PIANO III (1) BA

Prerequisite: Music 8b or 2 years of private piano instruction.

Two hours lecture-laboratory per week.

Continuation of Music 8b.

MUSIC 9b-d—INTERMEDIATE PIANO IV, V, VI (1) BA

Prerequisite: Music 9a or 3 years of private piano instruction.

Two hours lecture-laboratory per week.

Continuation of Music 9a.

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

Time per week arranged.

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

Prerequisite: Music 4a-4b.

Five hours lecture per week.

A continuation of Music 4a-4b. This course covers advanced harmonic and counterpoint techniques, modulation, chromaticism, and form of music in the 19th and 20th centuries.

MUSIC 16a-d—PEP BAND (1)

Two hours laboratory per week.

This course is designed for students who are interested in performing in smaller groups at athletic functions (basketball, volleyball, etc.). This class is an extension of the marching band and will use much of the same literature.

MUSIC 17a-b—ORCHESTRATION (2-2) BA

Prerequisite: Music 4a-4b.

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

Prerequisite: Music 17a.

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

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 20a-d—DIXIELAND BAND (1)

Prerequisite: Proficiency in playing an instrument of the dixieland band and interview by department.

One hour lecture and laboratory per week plus performances.

A course designed for students who are interested in learning to play dixieland music. Good basic playing techniques are practiced. Music of the dixieland variety are rehearsed and performed in public.

MUSIC 21a-d—JAZZ ENSEMBLE (2-2) BA

Prerequisite: Competent playing ability and interview by department. Should be taken concurrently with Music 18a-18b and Music 19a-19b.

Five hours per week.

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.

MUSIC 22a-d—STRING ORCHESTRA (2-2) BA

Prerequisite: Permission of the instructor.

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.

MUSIC 23a-d—CONCERT CHOIR (2-2) BA

Prerequisite: Audition with the director.

Five 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.

MUSIC 24a-d—CONCERT CHOIR (1) BA

Prerequisite: Audition with the director.

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 required.

MUSIC 30—VOICE (1)

Two hours lecture-laboratory per week.

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

Prerequisite: Interview by department.

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.

MUSIC 42a-d—CHAMBER SINGERS (2-2-2-2) BA

Prerequisite: Audition with the director.

Five hours lecture-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.

MUSIC 49a-b-c—INDEPENDENT STUDY (1-3) BA

(See Index)

MUSIC 55a-d—COLLEGE COMMUNITY ORCHESTRA (1) BA

Prerequisite: Interview by department.

Two hours laboratory per week.

Orchestra for experienced musicians. Rehearsal of concert orchestra literature. Public performance expected. Evening rehearsals.

MUSIC 56a-d—COLLEGE COMMUNITY JAZZ WORKSHOP (1-1)

Prerequisite: Interview by department.

Two hours laboratory per week.

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.

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

Two hours per week.

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

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

Prerequisite: One year of music theory (Music 4a-4b) or equivalent, or interview by department.

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.

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

Prerequisite: One year keyboard; audition for enrollment.

Two hours lecture and demonstration and one hour manipulative performance per week.

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

CHAIRPERSON: MR. ALBERT SINDLINGER

Majors:

Air Conditioning
 Air Conditioning Sheet Metal
 Automotive Technology
 Building Trades
 Drafting
 Electronics Technology
 General Mechanics
 Graphic Arts

Metal Sculpture
 Metal Technology
 Metallurgy
 Mill Cabinet
 Pre-Industrial Arts
 Pre-Industrial Technology
 Welding Technology

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 are able to make up these deficiencies.

ONE-YEAR AIR CONDITIONING CERTIFICATE

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

TWO-YEAR AIR CONDITIONING PROGRAM

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Air Conditioning 80a.....	12	Air Conditioning 80b.....	12
Physical Science 11.....	3	Business 87.....	2
I&T Math 50 or 15.....	2	I&T 22 Drawing.....	3
Physical Education.....	<u>1</u>	Physical Education.....	<u>1</u>
	18		18

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I&T41 (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		
	15		16

Suggested electives: I&T 52, Auto Mechanics 79, Business 92, 97.

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, laboratory instruction, all emphasizing fundamental mechanical principles. Instructors are fully qualified both by shop experience as master mechanics and by training as teachers conduct all technical classes in both lecture-demonstration and laboratory sections. An advisory committee composed of employers and working mechanics assist the college in maintaining a program geared to current needs of the trade.

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

TWO-YEAR PROGRAM FOR AUTOMOTIVE TECHNOLOGY

(This Program May Be Taken In One Year—See Department)

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Automotive Mechanics 70 (Bench).....	1	Automotive Mechanics 74	
Automotive Mechanics 71 (Elec).....	4	Power Train).....	3
Automotive Mechanics 72 (Fuel).....	3	Business 87.....	3
Automotive Mechanics 73 (Engine).....	4	Automotive Mechanics 79 (Air Cond).....	3
*Mathematics 50.....	2	Humanities Elective.....	3
Hygiene 1.....	2	I&T 10a (Machine).....	3
Physical Education.....	1	Physical Education.....	1
	17		16

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Automotive Mechanics 76		Automotive Mechanics 78 (Tune-Up).....	4
Auto Trans.).....	4	Natural Science Elective.....	3
Automotive Mechanics 75 (Brakes).....	3	Automotive Mechanics 82	
Social Science 76.....	3	(Comp.Engine Controls).....	3
**English 51.....	6	I&T 10b (Machine).....	3
	16	Business 70.....	3
			16

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

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

Suggested Electives: I&T 6a-b, 10b, 40, 52, Drafting, Physical Science.

See page 18 for Requirements for Graduation.

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 and mill cabinet.

Manipulative instruction also provided 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 fundamental and advanced 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 student wishing to take the entire proposed expanded Building Trades Curriculum could follow the suggested program below:

CARPENTRY

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Building Trades 51a (Drawing).....	2	Building Trades 51b (Drawing)	2
Building Trades 55a (Elem.Carp.).....	3	Building Trades 55b (Elem.Carp.).....	3
Building Trades 75a (Project House).....	5	Building Trades 75b (Project House)	5
*English 51	3	Humanity Elective.....	3
Math 50 or Elective.....	3	Elective.....	3
Physical Education.....	1	Physical Education.....	1
	<u>17</u>		<u>17</u>

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	Elective.....	3
Elective.....	3	Electives.....	3
Natural Science Elective	3	Hygiene 1	2
Social Science 76.....	3	Business 87	3
	<u>15</u>		<u>14</u>

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

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

Suggested Elective: I&T 41

See page 18 for Requirements for Graduation.

MILL CABINET

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Building Trades 51a (Drawing).....	2	Building Trades 51b (Drawing)	2
Building Trades 55a (Elem.Carp.).....	3	Building Trades 55b (Elem.Carp.).....	3
Building Trades 75a (Project House).....	5	Building Trades 75b (Project House)	5
*English 51	3	**Mathematics 50 or Elective	3
Physical Education.....	1	Elective.....	3
	<u>14</u>	Physical Education.....	1
			<u>17</u>

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 78 (Mill Cab.Lab.).....	3
Building Trades 77a (Mill Cab.).....	3	Building Trades 77b (Mill Cab.).....	3
Natural Science Elective.....	3	Hygiene 1.....	2
Social Science 76.....	3	Business 87.....	3
	<u>15</u>		<u>14</u>

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

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&T 22 (Applied Drawing).....	3	I&T 24 (Mech.Drawing).....	3
English 51.....	3	English or Elective.....	3
*Math.....	3	**Math.....	3
Elective.....	3	I&T 10a (Machine).....	3
Natural Science Elective.....	3	**I&T 6a (Oxy. Acet. Welding).....	3
P.E.....	1	P.E.....	1
	<u>15</u>		<u>16</u>

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I&T 30 (Building Plans & Codes).....	3	*I&T 23 (Desc. Geometry).....	3
Social Science Elective.....	3	*I&T 35 (Tech. Illustrating).....	3
**I&T II (Electricity).....	3	**I&T 10b (Machine).....	3
**Art 6a (Color & Design).....	2	Humanities Elective.....	3
Hygiene I.....	2	**Art II (Lettering).....	2
I&T 26 (Intro. to Computer Drafting).....	2		
	<u>16</u>		<u>14</u>

(See brochure for three different tracks.)

** Required for Certificate.*

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

See page 18 for Requirements for Graduation.

Suggested electives which also be can be counted as part of the major, I&T 40, 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.)

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 required for each is as follows: Note: Any substitutions of classes must be approved by department.

1. Associate of Arts, Minimum 20 electronics units.
Required classes: 60a, 60b, 61a, 52a.
2. Associate of Science. Communications emphasis: Minimum of 30 Electronics units.
Required classes: 2a, 2b, 4a, 10, 11a.
3. Associate of Science, Micro-Computer emphasis: Required classes: 2a, 2b, 4a, 10, 11a. 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 AS degree with communication emphasis, the student should be prepared to obtain the General Radio Telephone Operator's License administered by the Federal Communications Commission:

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

SUGGESTED AA PROGRAM

FOR STUDENTS WHO PLAN TO ENTER INTO THE
ELECTRONICS INDUSTRY UPON COMPLETION
(Extended Day Students)

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Electronics 60a (Basic d.c.)	2	Electronics 60b (Basic a.c.)	2
Electronics 52b (Digital).....	3	Electronics 52b (Microprocessors)	3
Math (Area D2).....	3	Hygiene 1 or 7	2
English.....	3	Social Science (Area B)	3
Elective.....	3	Elective.....	3
Physical Education.....	<u>1</u>	Elective.....	<u>3</u>
	15		16

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Electronics 61a (Basic Electronics)	2	Electronics 61b (Basic Electronics)	2
Electronics 52c (Advanced Microprocessor).....	3	Electronics 53a (Microcomputers).....	3
Humanities (Area 3)	3	Natural Science (Area A)	3
Area E Requirement.....	3	Elective.....	3
Elective.....	<u>3</u>	Elective.....	<u>3</u>
	14		14

SUGGESTED TWO-YEAR ASSOCIATE IN SCIENCE PROGRAM

FOR STUDENTS WHO PLAN TO ENTER THE ELECTRONICS INDUSTRY UPON COMPLETION

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Electronics 1a (Basic d.c.)	6	Electronics 1b (Basic a.c.)	6
Electronics 10 (Digital).....	3	Electronics 11a (Microprocessors)	3
Math (Area D2).....	3	English (Area D1).....	3
Hygiene 1 or 7.....	2	Social Science (Area B)	3
Physical Education.....	1	Electives	3
	15	Physical Education.....	1
			19

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Electronics 2a (Devices)	6	Electronics 2b (Comm Circuits)	6
Electronics 5 (Sem.Project)	2	Electronics 4a (OP Amps Filter).....	3
Electronics 52b (Adv.Microprocessor)	3	Natural Science (Area A)	3
Humanities (Area C).....	3	Area E Requirement.....	3
	14	English Comp (Area D1).....	3
			18

SUGGESTED TWO YEAR PROGRAM

FOR STUDENTS WHO PLAN TO TRANSFER TO A FOUR YEAR UNIVERSITY PROGRAM UPON COMPLETION

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Electronics 1a (Basic d.c.)	6	Electronics 1b (Basic a.c.)	6
Electronics 10 (Digital).....	3	Electronics 11a (Microprocessors).....	3
English 1 (Tech. Comp.).....	3	Art, Lit. (Area C)	3
Physics 2a.....	4	Physics 2b.....	4
Hygiene 1 or 7.....	2/2	Ecology 1	3
	18		19

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Electronics 2a (Circuits).....	6	Electronics 2b (Comm.Circuits).....	6
Psychology 1a.....	3	History 17a or b	3
Math Requirement.....	3	Political Science 5.....	3
Economics 1a.....	3	Art, Lit. (Area C)	3
Art, Lit. (Area C)	3	Speech 1a.....	3
	18		18

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.

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 four year college, an evaluation of his/her work toward a bachelor's degree may be obtained.

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

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I&T 52 (Beg. Mech Drawing)	2	I&T 24 (Machine Drawing)	3
*Mathematics 50	2	I&T 6b (Arc Welding)	3
I&T 6a (Gas Welding)	3	I&T 10b (Machine)	3
I&T 41 (Air Con. 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	
I&T 10c (Machine)	3	I&T 10d (Machine)	3
Elective	3	Humanities Elective	3
Business 87	3	Electives	9
Natural Science Elective	3		15
Hygiene 1	2		
	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 and 54, Business 70, 71, 92, Sociology 26.

See page 18 for Requirements for Graduation.

INDUSTRIAL EDUCATION

INDUSTRIAL ARTS PROGRAM FOR TEACHING CREDENTIAL

The student interested in a career in teaching industrial arts may complete his lower division requirements at 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 transfer is planned, for minor variations.

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I&T 1 (Woodwork).....	3	I&T 22 (Drawing).....	3
I&T 11 or 15 (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	Humanities elective.....	3
Psychology 1a.....	3	Speech 1a.....	3
Biological Science.....	3	Electives.....	6
Social Science elective.....	3	I&T 40a (Basic Gen. Metal).....	3
	15		17

Suggested Electives: Art 6a, 7a, Economics 1a, Sociology 1a, Mathematics 54, Mathematics 53, Industry & Technology 4a, 6a, 10b, I&T 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 18 for Graduation Requirements.

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 California State University, Fresno, and is acceptable for majors in this area.

INDUSTRY TECHNOLOGY CALIFORNIA STATE UNIVERSITY, FRESNO

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Math 16a.....	3	Physics 2a or Chemistry 2a.....	4
English 1 (Technical Writing).....	3	Economics 1a.....	3
History 17a or b.....	3	I&T 10a (Machine).....	3
I&T 22 (Drawing).....	3	Biological Science (Elective).....	3
Hygiene 1.....	2	P.E.....	1
P.E.....	1		14
	15		

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Math 16b.....	3	Physics 2b or Chemistry 2b.....	4
English 1b.....	3	Economics 1b.....	3
Political Science 5.....	3	I&T 40a (Basic Gen. Metal).....	3
I&T 11 or 15 (Electricity).....	3	Speech 1a.....	3
Psychology 1a.....	3	Elective.....	3
	15		16

INDUSTRY TECHNOLOGY

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Math 16a (Survey or Geometry).....	3	Physics 2a.....	4
English 1 (Technical Writing).....	3	Economics 1a.....	3
Chemistry 2a.....	4	Psychology 1a.....	3
History 17a or b.....	3	Humanity (Elective).....	3
Hygiene 1.....	2	I&T 22 (Drawing).....	3
P.E.....	1	P.E.....	1
	16		17

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Math 21 (Elem Statistics).....	3	Physics 2b.....	4
Literature.....	3	Economics 1b.....	3
Chemistry 2b.....	4	Speech 1a.....	3
Political Science 5.....	3	I&T 30 (Drawing).....	3
Biological Science 5.....	3	I&T 11 or 15 (Electricity).....	3
	16		16

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—I&T 23
- Architectural Drafting—I&T 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).

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 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:

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 1	3	English 1b	3
Mathematics 16a	3	Math 16b	3
History 17a and 17b	3	Political Science 5	3
I&T 22 (Drawing)	3	I&T 10a (Machine)	3
Hygiene	2	GE Elective	3
Physical Education	<u>1</u>	Physical Education	<u>1</u>
	15		16

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Physics 2a or Chemistry 2a	4	Physics 2b or Chemistry 2b	4
Economics 1a	3	Economics 1b	3
I&T 15 (Electricity)	3	Humanities	3
Speech 1a	3	I&T Elective	3
Psychology 1a	<u>3</u>	Electives	<u>3</u>
	16		16

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: Chemistry 2a, 2b, I&T 23, Arch. 1a, I&T 4a.

Electricity/Electronics Emphasis: Chemistry 2a, 2b

Graphic Communications Emphasis: Chemistry 2a, 2b

Metals Emphasis: Chemistry 2a, 2b, I&T 22, I&T 4a, 17, 40a

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

Wood Products Emphasis: Chemistry 2a, 2b, I&T 1, 2 and 22.

See page 18 for Graduation Requirements.

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&T 52 (Beginning Mechanical Drawing) ..	2	Physical Science 10	3
Mathematics 50	2	I&T 24 (Machine Drawing)	3
**English 51	3	Business 87	2
I&T 40 (Basic Gen. Metal)	3	I&T 15 (Elect)	3
Electronics 1a	6	I&T 17 (Ferrous Metallurgy)	3
Physical Education	1	Physical Education	1
	17		15

SECOND YEAR

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

*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 requirements for a General Mechanics major.

Suggested electives: Additional English or Speech, Physical Science 12, Mathematics 52, 53, Business 70, 71, or 92, Sociology 2b.

See page 18 for Requirements for Graduation.

WELDING TECHNOLOGY

The Welding Technology program offers pre-employment vocational instruction for men and women students desiring employment in the welding industry. Metallurgy and materials testing is also offered for students interested in advanced studies 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 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 4a or 6a, Welding 4b or 6b, Welding 7a or 8a, Welding 7b or 8b.

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

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

ASSOCIATE IN ARTS DEGREE FOR WELDING TECHNOLOGY FOR STUDENTS ENTERING THE WELDING TRADE

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I&T 4a or 6a (Oxy-Acet. Weld)	7-3	I&T 4b or 6b (Arc Welding)	7-3
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
	15		16

**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, Business 87, Physical Science. See page 18 for Requirements for Graduation.

ASSOCIATE IN SCIENCE DEGREE FOR WELDING TECHNOLOGY TRANSFER TO A FOUR YEAR UNIVERSITY

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I&T 4a or 6a (Oxy-Acet. Weld).....	7-3	I&T 4b or 6b (Arc. Welding).....	7-3
English I.....	3	Art 19.....	3
Psychology 39.....	3	Psychology 1a.....	3
Art 1a.....	3	Ecology 1.....	3
Physical Education.....	1	Photo 1a.....	3
	17	Physical Education.....	1
			20

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
I&T 8a (Adv. Welding).....	7	I&T 8b (Adv. Welding).....	7
Speech 1a.....	3	I&T 17 (Metallurgy).....	3
Orn. Hort. 50.....	3	Political Science 5.....	3
History 17a or 17b.....	3	Math 53.....	3
Chemistry 1a.....	3	Welding 49.....	2
	19		18

Course Descriptions

AIR CONDITIONING (COOLING—HEATING) TECHNOLOGY

AIR CONDITIONING 49a-b—SUPERVISED PRACTICE (1-3) BA

Prerequisite: 'B' average in college air conditioning major courses and interview by department.

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.

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

Twenty hours lecture-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 department to enter an advanced course.

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

Prerequisite: Air Conditioning 80a.

Twenty 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 preceeded.

REFRIGERATION 60—FUNDAMENTALS OF REFRIGERATION (2)

Three hour lecture and demonstration per week.

Servicing, testing, checking, repairing, installation, and startup of refrigeration and air conditioning equipment.

REFRIGERATION 61—SHOP PRACTICES AND TECHNIQUES (2)

Prerequisite: Refrigeration 60 or equivalent training or experience.

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.

I&T 41—AIR CONDITIONING SHEET METAL (3) BA

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

Six hours lecture-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.

I&T 42—ADVANCED AIR CONDITIONING SHEET METAL (3)BA

Prerequisite: Industry and Technology 41.

Six hours lecture-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.

AUTOMOTIVE TECHNOLOGY

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

Prerequisite: 'B' average in college automotive major courses and interview by department.

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.

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-laboratory per week.

Study of compression, electrical and fuel systems.

AUTOMOTIVE MECHANICS 62—AUTOMATIC TRANSMISSIONS (2) BA

Three hours of lecture-laboratory per week.

Theory, application and theory, repairs, care and maintenance and trouble diagnosis of Powerglide, Ford C4 and C6, Torqueflite and Turbo-Hydramatic transmissions.

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

Prerequisite: Automotive maintenance personnel preferred.

Three hours lecture-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).

AUTOMOTIVE MECHANICS 64—AUTOMOTIVE AIR CONDITIONING (2) BA

Three hours lecture-laboratory per week.

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

AUTOMOTIVE MECHANICS 65—CARBURETION (2) BA

Three hours lecture-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-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-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

Prerequisite: Must be taken by all beginning Automotive Technology majors.

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.

AUTOMOTIVE MECHANICS 71—ELECTRICITY (4) BA

Prerequisites: Auto Mech 70—may be taken concurrently. Must be taken by all beginning Automotive Technology majors.

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.

AUTOMOTIVE MECHANICS 72—FUEL SYSTEMS AND COOLING SYSTEMS (3) BA

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

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.

AUTOMOTIVE MECHANICS 73—ENGINES (4) BA

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

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. 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

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

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.

AUTOMOTIVE MECHANICS 75—BRAKES AND ALIGNMENT (3) BA

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

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.

AUTOMOTIVE MECHANICS 76—BASIC AUTOMATIC TRANSMISSIONS (4) BA

Prerequisite: Auto Mech 70 and Auto Mech 71 (May be taken concurrently)

Two hours lecture and six hours laboratory per week.

Instruction in basic hydraulics and planetary gearing. Basic operation and function of Powerglide, Ford C4 and C6 and Torqueflite transmissions, plus repair, inspection and trouble diagnosis.

AUTOMOTIVE MECHANICS 77—ADVANCED TRANSMISSIONS (3) BA

Prerequisite: Auto Mech 76 and Sophomore standing.

Two hours lecture and four hours laboratory per week.

Instruction in basic theory, inspection, repair, care and maintenance of the Ford C-6 and Turbo Hydramatic transmissions.

AUTOMOTIVE MECHANICS 78—TUNE-UP AND ADVANCED ELECTRICITY (4) BA

Prerequisite: Auto Mech 70, Auto Mech 71, Auto Mech 72 and Sophomore standing.

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.

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

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

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.

AUTOMOTIVE MECHANICS 80—AUTOMOTIVE DIESEL (3) BA

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

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.

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.

AUTOMOTIVE MECHANICS 82—COMPUTERIZED ENGINE CONTROL (3)

Two hours lecture and four hours laboratory and demonstration per week.

Instruction in advanced electrical theory, related to Computerized Engine Controls. Trouble shooting and repair of computer systems on the modern automobile.

BUILDING TRADES

BUILDING TRADES, CARPENTRY AND MILL CABINET 49a-b

—SUPERVISED PRACTICE

(1-3) BA

*Prerequisite: 'B' average in carpentry major and interviewed by department.
SOPHOMORE STANDING*

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.

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 or one equal to is required of all Building Trades (carpentry and mill cabinet) majors.

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

Prerequisite: Building Trades 51a.

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 or one equal to is required of all Building Trades (carpentry and mill cabinet majors.)

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

Prerequisite: Ability to read and understand blueprints.

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.

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

Prerequisite: B.T. 55b before 55a may be taken only after being granted permission by the department.

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, foundation and form construction, and interior trim, exterior siding and trim.

BUILDING TRADES 56a-b—ADVANCED CARPENTRY, TRADE RELATED INFORMATION (3-3) BA

Prerequisite: B.T. 56b before 56a may be taken only after being granted permission by the department.

Six hours lecture per week.

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

BUILDING TRADES 59—CONTRACTORS LICENSE LAW (3)

Three hours lecture per week.

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

BUILDING TRADES 60—CONSTRUCTION SUPERVISION AND INSPECTION (3) BA

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

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.

BUILDING TRADES 62—CONSTRUCTION SUPERVISION AND INSPECTION (3) BA

Prerequisite: Building Trades 60 General knowledge and/or employment in the field of building inspection.

Three hours lecture per week.

Structural Series No. 2. A continuation of Building Trades 60, emphasizing wood, masonry and steel.

BUILDING TRADES 63—CONSTRUCTION SUPERVISION AND INSPECTION (3) BA

Prerequisite: Building Trades 60 and 62 General knowledge and/or employment in the field of building inspection.

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.

BUILDING TRADES 64—CONSTRUCTION, SUPERVISION AND INSPECTION (3) BA

Prerequisite: Building Trades 60, 62 and 63. General knowledge and/or employment in the field of building inspection.

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.

BUILDING TRADES 67—CONSTRUCTION, SUPERVISION AND INSPECTION (3) BA

Prerequisite: Building Trades Construction and Supervision Series for field experience in building inspection.

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.

BUILDING TRADES 68—CONSTRUCTION SUPERVISION AND INSPECTION (3) BA

Prerequisite: Building Trades Construction and Supervision Series or field experience in building inspection.

Three hours lecture per week.

Structural Series No. 6 Plumbing—emphasizing the study, interpretation of the Plumbing Codes and general practices related to plumbing.

BUILDING TRADES 69—CONSTRUCTION SUPERVISION AND INSPECTION VII, PLAN READING AND TECHNICAL MATH (3) BA

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

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.

BUILDING TRADES 75a—BASIC RESIDENTIAL CONSTRUCTION (5) BA

Prerequisite: B.T. 51a, B.T. 55b must have been taken previously or may be taken concurrently. Otherwise interview by department required.

Nine hours lecture-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.

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

Prerequisite: B.T. 51b and B.T. 55b must have been taken previously or may be taken concurrently. Otherwise interview by the department required.

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

Nine hours lecture-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.

BUILDING TRADES 76—ADVANCED CARPENTRY, MANIPULATIVE INSTRUCTION (3) BA

(Offered Fall semester only.)

Prerequisite: B.T. 51ab, B.T. 55ab, and B.T. 75 ab or interview by department. B.T. 56ab may be taken previously or may be taken concurrently.

Six hours lecture-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.

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

Six hours lecture-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 after receiving permission by the department.

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

Six hours lecture-laboratory per week is a continuation of 77a.

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 after receiving permission by the department.

BUILDING TRADES 78—MILL CABINET LAB (3) BA

(Offered Spring Semester only.)

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

Six hours lecture-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 after receiving permission by the department. Safety glasses are to be worn during all manipulative classes.

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.

DRAFTING TECHNOLOGY

I&T 21a—GRAPHIC DESIGN (3)

Three hours lecture and three hours laboratory per week.

Graphic design theory, elements, principles, processes, and methodology as used in the graphic communication industry.

I&T 21b—GRAPHIC DESIGN APPLICATION (3) BA

Three hours lecture and three hours laboratory per week.

Application of graphic design theory, elements, principles, processes and the methodology as used in the graphic communication industry.

I&T 22—APPLIED DRAWING (3) BA

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

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.

I&T 23—DESCRIPTIVE GEOMETRY (3) BA

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

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.

I&T 24—MACHINE DRAWING (3) BA

Prerequisite: I&T 22.

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.

I&T 26—INTRODUCTION TO COMPUTER ASSISTED DRAFTING (2) BA

Two hours lecture and four hours laboratory per week.

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

I&T 27—COMPUTER ASSISTED DRAFTING (3) BA

Prerequisite: I&T 26.

Two hours lecture and four hours laboratory per week.

Application of the techniques of computer assisted drafting in the preparation of detail and working drawings.

I&T 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 30—BUILDING PLANS AND CODE (3) BA

Prerequisite: I&T 22.

Two hours lecture and four hours laboratory per week.

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

I&T 35—TECHNICAL ILLUSTRATING (3) BA

Prerequisite: I&T 22.

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.

I&T 54a—CIVIL ENGINEERING (3)

Three hours lecture per week.

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

I&T 54b—CIVIL ENGINEERING DRAFTING (3)

Prerequisites: I&T 54a, advanced drafting courses or experience.

One hour lecture and two hours laboratory per week.

Advanced civil engineering basics as applied to most drafting and planning occupations.

ELECTRONIC TECHNOLOGY

ELECTRONICS 49a-b—SUPERVISED PRACTICE (1-3) BA

Prerequisite: 'B' average in college electronics major courses and interview by department.

Two, four or six hours laboratory per week.

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

ELECTRONICS 1a—BASIC CIRCUITS (6) BA

Prerequisite: One semester of algebra with a grade of 'C' or better.

Five hours lecture and five hours laboratory per week.

This class offers training for students seeking employment in the electronics field. Lecture and laboratory instruction with d.c. circuits including mathematics, circuits, and use of test equipment. A background in science is desirable.

ELECTRONICS 1b—BASIC A-C CIRCUITS (6) BA

Prerequisite: Electronics 1a or equivalent.

Five hours lecture and five hours laboratory per week.

This class offers training for students seeking employment in the electronics field. Offers lecture and laboratory instruction in theory and analysis of basic a-c circuits and test equipment, must have successfully completed Electronics 1a or equivalent.

ELECTRONICS 2a—ELECTRONIC CIRCUITS (6) BA

Prerequisite: Electronics 1b or equivalent.

Five hours lecture and five hours laboratory per week.

This class offers training for students seeking employment in the electronics industry. Lecture and laboratory instruction in theory and analysis of transistors and basic circuits. Includes use of test equipment and troubleshooting.

ELECTRONICS 2b—ELECTRONIC SYSTEMS (6) BA

Prerequisite: Electronics 2a or equivalent.

Five hours lecture and five hours laboratory per week.

This class offers training for students seeking employment in the electronics industry. Lecture and laboratory instruction in communications circuits with emphasis on use of equipment and troubleshooting. Student should be qualified to obtain FCC or equivalent license upon completion.

ELECTRONICS 4a—OPERATIONAL AMPLIFIERS: THEORY AND APPLICATION (3) BA

Prerequisite: Electronics 2a.

Two hours lecture and three hours laboratory per week.

This course offers the student an advanced study of operational amplifiers. These components are used in a multitude of commercial and military products. The course will include theory of operation, circuit configurations, practical uses, and laboratory breadboarding/troubleshooting/testing.

ELECTRONICS 5—SEMESTER PROJECT (3)

Prerequisite: Electronics 1a and 1b.

One hour lecture and four hours laboratory per week.

This course offers the student a working knowledge of the tools, techniques, materials, and procedures used in industry. The course will include schematic generation, project documentation, chassis layout and preparation, breadboarding, PC board etching, and design philosophy. Consists of 102 hours combined lecture and laboratory.

ELECTRONICS 10—DIGITAL THEORY AND PRACTICE (3) BA

Two hours lecture and three hours laboratory per week.

This course offers the student a working knowledge of the theory and application of practical digital circuits. Digital circuits are introduced as combinations of simple units such as gates, flip-flops, arithmetic elements and memories. Lab assignments help students to understand and troubleshoot standard digital circuit configurations. A semester project is the culminating experience. (Project Cost: \$25). Consists of 102 hours combined lecture and laboratory.

ELECTRONICS 11—MICROPROCESSOR THEORY (3) BA

Prerequisite: Electronics 52a, 10, or equivalent.

Two hours lecture and three hours laboratory per week.

This course offers the student a study of basic microprocessor theory. It is an introduction to microprocessor internal architecture and the software techniques used to program proper operation of these devices. Laboratory experiments use the Hewlett Packard Microprocessor Lab Model 5036A, with 8085A circuitry.

I&T 15—BASIC ELECTRICITY (3) BA

Three hours lecture and three hours laboratory per week.

This course offers the student a review of basic calculator mathematics principles as they relate to basic electronics. It will serve the needs of non-electronics major industry and technology students.

ELECTRONICS 52a—DIGITAL ELECTRONICS (3)

Prerequisite: Electronics 50ab or 60ab.

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.

ELECTRONICS 52b—BASIC MICROPROCESSORS (3)

Prerequisite: Successful completion of Electronics 52a or equivalent.

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.

ELECTRONICS 52c—ADVANCED MICROPROCESSORS (3) BA

Prerequisite: Electronics 52b.

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.

ELECTRONICS 53—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

Prerequisite: Math and science desirable.

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.

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

Prerequisite: Electronics 60a or equivalent.

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.

ELECTRONICS 61a—ADVANCED ELECTRONICS (2) BA

Prerequisite: Electronics 60a-b or equivalent.

Four hours lecture-laboratory per week.

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

ELECTRONICS 61b—ADVANCED ELECTRONICS (2) BA

Prerequisite: Electronics 61a or equivalent.

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.

ELECTRONICS 75a-b—FCC LICENSE PREPARATION (4)

Prerequisite: Electronics 61a-b or equivalent.

Four hours lecture per week for each semester.

Radio theory and operation designed to assist persons employed in the electronics field to prepare for FCC General Radio Telephone Commercial License.

METAL TECHNOLOGY MACHINE AND SHEET METAL

I&T 10a—BASIC MACHINING (3) BA

Two hours lecture and four hours laboratory per week.

Study of materials, supplies, tools and equipment. Project construction involving layout, setup, and operation of jobs on lathes, drill presses, grinders, milling machines and shapers.

I&T 10b—MACHINING (3) BA

Two hours lecture and four hours laboratory per week.

Study of advanced milling machine operations, spur gear theory, metal characteristics, quality control and construction of eccentrics and spur gears.

I&T 10c—MACHINING (3)

Two hours of lecture and four hours laboratory per week.

Study of advanced machining processes such as plastics, chipless machining, powder metallurgy, jig and fixtures construction. Introduction to numerical control.

I&T 10d—MACHINING (3)

Two hours lecture and four hours 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.

I&T 40a—GENERAL METALWORKING (3) BA

Two hours lecture four hours 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.

I&T 40b—GENERAL METAL WORKING (3) BA

Two hours lecture and four hours laboratory per week.

An introductory course covering the study of materials and processes, tools, and machines in the general metal field.

I&T 41—AIR CONDITIONING SHEET METAL (3) BA

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

Two hours lecture and four hours 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.

I&T 42—ADVANCED AIR CONDITIONING SHEET METAL (3) BA

Prerequisite: Industry and Technology 41.

Two hours lecture and four hours 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.

MACHINE SHOP 49a-b—SUPERVISED PRACTICE (1-3) BA

Prerequisite: A 'B' average in metals major and interview by the department.

Two, four or six hours laboratory per week.

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

PRE-INDUSTRIAL ARTS

I&T 1—ELEMENTS OF WOODWORK (3) BA

Prerequisite: One year high school mechanical drawing or drafting. I&T 52 or I&T 22 may be taken concurrently.

Two hours lecture and four hours 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. (Formerly I.A.1)

I&T 2—MACHINE WOODWORKING (3) BA

Prerequisite: I&T 1.

Two hours lecture and four hours 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. This is a transfer course designed primarily for students majoring in Industrial Arts Education. (Formerly I.A. 2)

I&T 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. 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. (Formerly I.A. 11)

I&T 15—BASIC ELECTRICITY (3) BA

Three hours lecture and three hours laboratory per week.

This course offers the student a review of basic calculator mathematics principles as they relate to basic electronics. It will serve the needs of non-electronics major Industry and Technology students.

I&T 22—APPLIED DRAWING (3) BA

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

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. Math 52 may be taken concurrently. Recommended for technology students. (Formerly I.A. 22)

I&T 23—DESCRIPTIVE GEOMETRY (3) BA

Prerequisite: Plane geometry and I&T 22 may be taken concurrently.

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. (Formerly I.A. 23)

I&T 24—MACHINE DRAWING (3) BA

Prerequisite: I&T 22.

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. (Formerly I.A. 24)

I&T 49a-b—SUPERVISED PRACTICE (1-3) BA

Prerequisite: 'B' average in college industrial arts major courses and interview by department required.

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. (Formerly I.A. 49a-b)

I&T 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. (Formerly I.A. 52)

I&T 63—MACHINE WOODWORKING (2)

Prerequisite: One year of high school drawing.

Four hours per week.

This course covers the use and care of basic shop woodworking machines. Safety is stressed and insisted upon at all times. Students will construct small projects approved by the instructor and will purchase the material they use. (Formerly I.A. 63)

OCCUPATIONAL SAFETY

OCCUPATIONAL SAFETY 1—INTRODUCTION TO OCCUPATIONAL SAFETY AND HEALTH (3)

Three hours per week.

Historical evolution and modern concepts of loss control, psychological aspects of accident prevention and safe human behavior, hazard recognition, evaluation, and control, safety inspection techniques and accident investigation.

PRE-INDUSTRY AND TECHNOLOGY

I&T 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.

I&T 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.

I&T 20a—WATER TREATMENT FUNDAMENTALS (3)

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

Three hours lecture per week.

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 WRCB.

I&T 20B—PRINCIPLES OF WASTEWATER TREATMENT (3)

Three hours lecture per week.

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.

I&T 25—ACCIDENT PREVENTION, TRAINING AND SAFETY MANAGEMENT FOR INDUSTRY AND AGRICULTURE (3)

Three hours lecture and laboratory per week.

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

I&T 50—MATH (3)

Prerequisite: Enrollment in at least one I&T course.

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.

I&T 54a—CIVIL ENGINEERING DRAFTING/DESIGN (3) BA

Prerequisite: Prior drafting experience or interview by department.

Three hours lecture per week.

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

I&T 54b—CIVIL ENGINEERING DRAFTING (3) BA

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

One hour lecture and two hours laboratory per week.

Advanced civil engineering basics as applied to most drafting and planning occupations.

I&T 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. Also cross-titled Home Economics 68a.

WELDING TECHNOLOGY

WELDING TECHNOLOGY 49a-b—SUPERVISED PRACTICE (1-3) BA

Prerequisite: A 'B' average in welding major and interview by department.

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.

I&T 2—WELDING OPERATOR CERTIFICATION (3)

Two hours lecture and 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 (D.1.1 Structural Welding Code).

I&T 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.

I&T 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.

I&T 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.

I&T 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.

I&T 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.

I&T 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.

I&T 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.

I&T 8b—ADVANCED WELDING TECHNIQUES (7) BA

Four hours lecture and ten hours laboratory per week.

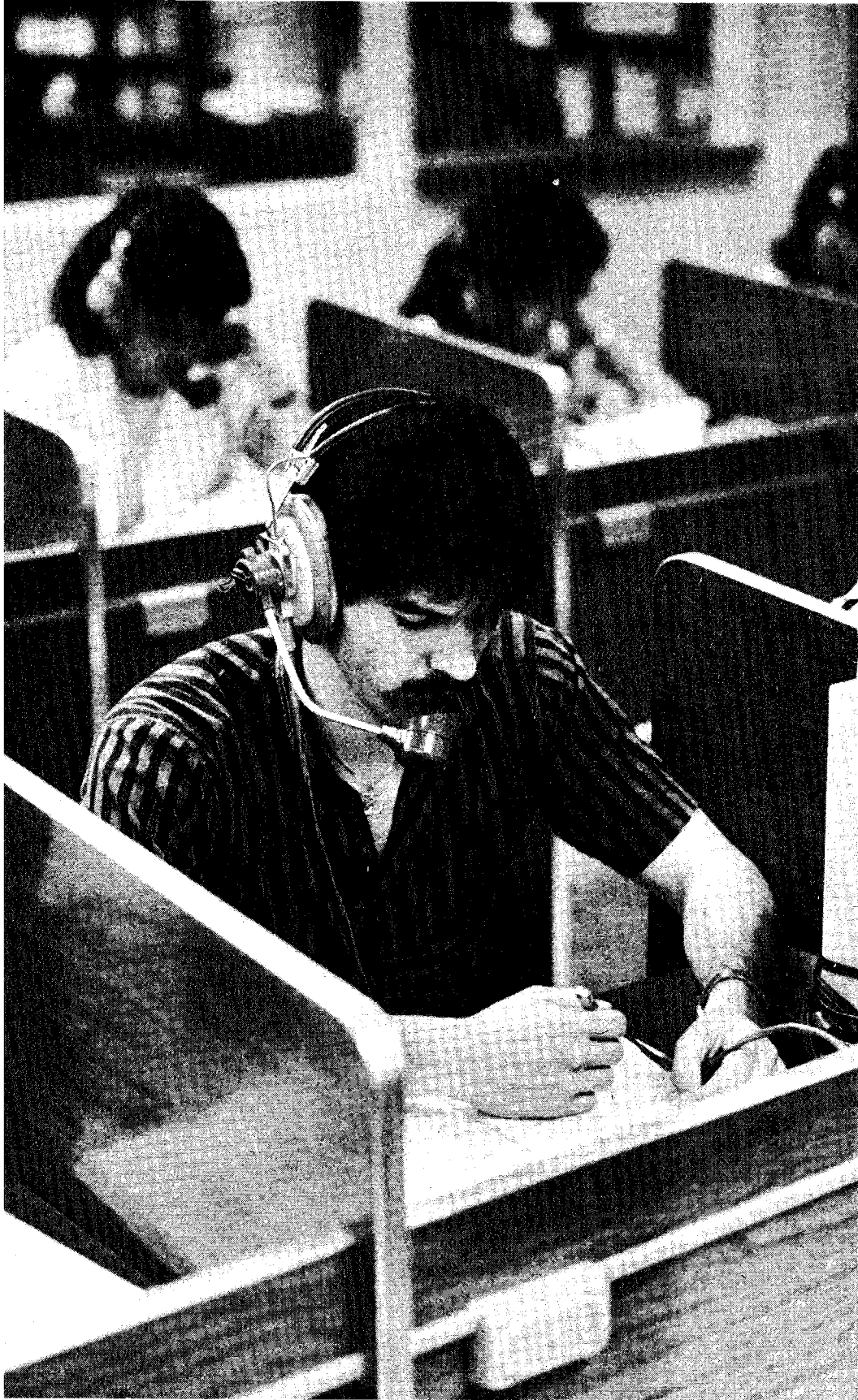
Instruction in structure of metals, physical and mechanical properties, stress relief and annealing, precipitation hardening, metallurgy of ferrous metals, manufacture of iron and steel, advanced study of all welding techniques. Students enrolled in the welding program may apply for welder certification.

I&T 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.





DIVISION OF LANGUAGE ARTS AND COMMUNICATIONS

CHAIRPERSON: MR. GREG SEASTROM

Majors

English Communications (English, Journalism, Speech)	Foreign Language Sign Language Spanish
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SPANISH

ASSOCIATE IN ARTS DEGREE

(Includes General Education Certification for State College and University transfer)

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Spanish 1	4	Spanish 2	4
History 17a or 17b	3	History 21	3
Life Science (Area B)	3	Speech 1a or English 2	3
English 1	3	Math (Area B)	3
GE (Area C) Elective	3	Hygiene 1	2
	16	P.E.	1
			16

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Spanish 3	4	Spanish 4	4
Spanish 12	3	English 10	3
Physical Science (Area B)	3	GE (Area C) Elective	3
Phych 1a or Soc 1a	3	Anthro 2 or Hist 4a	3
Poli Sci 5	3	P.E.	1
	16		14

SIGN LANGUAGE STUDIES

ASSOCIATE IN SCIENCE DEGREE

This program is designed to prepare students to work with deaf people in a variety of careers. The A.S. degree program is recommended for the student who wishes to become an interpreter for entry level-skill interpreting assignments. Students who plan to become

a teacher's aide, a counseling aide, or a community service aide may also follow this program but are encouraged to see a counselor since requirements vary.

For students planning to transfer to a university for majors such as: Deaf Education, Audiology, Speech Pathology, Rehabilitation Counseling, Special Education, etc., it is crucial to meet with a counselor as early as possible to ensure accurate program planning.

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
*SLS 1a	3	*SLS 1b	3
**English Comp. Requirement	3	*SLS 2a	3
*SLS 5	3	*Psych 32	3
Humanities (Area C)	3	Critical Thinking (Area D2)	3
Elective or Reading	3	Hygiene 1 or 7	2
	15	P.E. or Elective	1
			15

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
*SLS 10a	3	*SLS 10b	3
*SLS 11a	3	*SLS 11b	3
Natural Science (Area A)	3	*GE Elective (Area E)	3
*SLS 2b	3	Cooperative Work Experience	2
Social & Behavioral Science (Area B)	3	P.E. or Elective	1
	15	Elective	3
			15

*Major Requirements.

**General Education courses should be chosen to meet either the requirements for AA/AS degree or for certification by COS for transfer to a Bachelor's degree program.

Course Descriptions

ENGLISH

Placement in Composition Classes:

Students who wish to enroll in a composition or reading course must take the COS Placement Test, which contains a writing sample and a reading comprehension test. (Refer to page 13 for information about the placement test.) The only exception will be that a student who scores 23 or above on the ACT or 510 or above on the SAT (verbal section) will qualify for English 1.

ENGLISH 1—FIRST YEAR: READING AND COMPOSITION (3) BA

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.

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. Students will be required to write 6000 to 8000 words.

ENGLISH 1—FIRST YEAR:READING AND COMPOSITION (SCIENCE AND ENGINEERING) (3) BA

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 1a.

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. Students will be required to write 6000 to 8000 words.

ENGLISH 2—LOGIC AND COMPOSITION (3) BA

Prerequisite: English 1.

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. Students will be required to write 6000 to 8000 words.

ENGLISH 5—SURVEY OF ENGLISH LITERATURE (3) BA

Prerequisite: English 1.

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.

ENGLISH 6—SURVEY OF ENGLISH LITERATURE (3) BA

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.

Three hours lecture per week.

Complementary course to English 5. Representative selections from the Eighteenth Century to the present.

ENGLISH 7—LITERATURE OF THE SAN JOAQUIN VALLEY (3) BA

Prerequisite: English 1.

Three hours lecture per week.

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.

ENGLISH 8—LITERATURE OF THE BLACK AMERICAN (3) BA

Three hours lecture per week.

Masterpieces of black literature from the Colonial Period to the Twentieth Century.

ENGLISH 9—WOMEN IN LITERATURE (3) BA

Prerequisite: English 1.

Three hours lecture per week.

A study of the stereotypes and images of women in literature; myths, short stories, essays, novels, and poems. The study of these images shall start with myth and the Bible and shall proceed through the major historical literary periods up to the present. The effects of these stereotypes upon women today and their self-concepts deriving from such images will be a major concern.

ENGLISH 10—MEXICAN-AMERICAN LITERATURE (3) BA

Three hours lecture per week.

This course is designed 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 build a cultural understanding of the Mexican-American today.

ENGLISH 13—CONTEMPORARY BLACK AND CHICANO LITERATURE (3) BA

Three hours lecture per week.

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 their unique experiences and cultural differences will be noted also.

Rather than a survey, this course will be an in-depth study of the relationships of contemporary Black and Chicano writers in the society in which they live. It 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 16a-d—NOSTALGIC AND REMINISCENT WRITING (3) BA

Three hours lecture per week.

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 about themselves. This course is intended primarily for the senior citizen.

ENGLISH 20—FIRST YEAR: READING, COMPOSITION, AND LITERATURE (3) BA

Prerequisite: English 1.

Three hours lecture per week.

Introduction to literature, including short stories, the novel, poetry, and drama. Students will be required to write 5000 to 6000 words.

ENGLISH 27—SPEED READING (3) BA

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

Three hours lecture. Two additional lab hours required.

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.

ENGLISH 30—AMERICAN LITERATURE (3) BA

Prerequisite: English 1.

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.

ENGLISH 31—AMERICAN LITERATURE (3) BA

Prerequisite: English 1. English 30 is not requisite to English 31. This year sequence or either segment is strongly recommended as a general education course in the humanities.

Three hours lecture per week.

Complementary course to English 30, this segment treats the literature of the post-Civil War era, of the rise and flowering of Realism, of the era between the two world wars, and of the post-World War II period.

ENGLISH 32—THE BIBLE AS LITERATURE (3) BA

Three hours lecture per week.

A general survey of the history, biography, prophecy, narratives, poetry, and drama of the Old Testament and Apocrypha from a literary point of view, including some consideration of historical backgrounds and influence.

ENGLISH 35—SCIENCE FICTION (3) BA

Three hours lecture and discussion per week.

A course in reading and discussing Science Fiction (or Speculative Fiction) as a literature of social comment and criticism as well as a method of unleashing the imagination.

ENGLISH 44—WORLD LITERATURE (3) BA

Prerequisite: English 1.

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.

ENGLISH 45—WORLD LITERATURE (3) BA

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.

Three hours lecture per week.

Complementary course to English 44. This segment considers the literary movements of Neo-Classicism, Romanticism, Realism, Naturalism, Expressionism, and Existentialism, and the impact of the Enlightenment, the rise of democracy and the democratic spirit, and the evolution of science and scientific thought upon the literature of the world.

ENGLISH 46—SHAKESPEARE (3) BA

Prerequisite: English 1.

Three hours lecture per week.

An introduction to Shakespeare through films, lectures and student reports.

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)

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.

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.

ENGLISH 51—GRAMMAR AND COMPOSITION (3)

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.

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 English 1 qualifying score in the English placement test. Some colleges allow partial credit for this course; however, no credit is granted by many four-year institutions.

ENGLISH 53—READING FOR ENRICHMENT (3)

Three hours per week.

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)

Hours per week arranged.

This course is designed to aid individual students in improvement of their English vocabulary.

ENGLISH 59a-d—DEVELOPMENTAL READING FOR HEARING IMPAIRED STUDENTS (3)

Three hours per week.

This course is designed to expand the student's vocabulary and further develop 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, will be open to students with disabilities, pre- and para-professional students and other students as space permits.

ENGLISH 60—COMMUNICATION SKILLS (6)

Prerequisite: 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.

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.

ENGLISH 61a-c—SPELLING (1-3)

Three to five hours per week for six weeks.

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.

ENGLISH 62a-f—ENGLISH AS A SECOND LANGUAGE (1-6)

Three to five hours per week for six weeks.

This is a course designed for two types of students: the foreign-born student and the American-raised student whose primary language is not English.

This course provides special, individualized help in reading, writing, and speaking English.

ENGLISH 63—LIBRARY SKILLS (1)

Three to five hours per week for six weeks.

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.

ENGLISH 64a—DEVELOPMENTAL READING (3)

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

Three hours lecture per week. Two additional lab hours required.

English 64 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.

ENGLISH 64b—DEVELOPMENTAL READING (3)

Prerequisite: English 64a.

Three hours lecture per week. Two additional lab hours required.

English 64b is a continuation of English 64a.

ENGLISH 64 a-b (ESL)—DEVELOPMENTAL READING FOR NON-NATIVE ENGLISH SPEAKERS (1-3 variable units)

Three hours lecture per week. Two additional lab hours required.

Non-native English speakers require specialized instructional teaching strategies which emphasize repetition and reinforced oral usage of English. English 64a is the first semester of a two-semester course. Placement in both "a" and "b" is based on the results of the COS Reading Test or by department approval. English 64b is the second semester of this course.

ENGLISH 65—DEVELOPMENTAL READING (3)

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

Three hours lecture per week. Two additional lab hours required.

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.

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.

FRENCH

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

Prerequisite: French 1 or two years of high school French; a placement test may be required.

Five hours lecture and laboratory per week.

Continuation of French 1.

FRENCH 3—INTERMEDIATE FRENCH (4) BA

Prerequisite: French 2 or three years of high school French; a placement test may be required.

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.

FRENCH 4—(4) BA

Prerequisite: French 3 or four years of high school French; a placement test may be required.

Continuation of French 3.

FRENCH 49a,b,c—INDEPENDENT STUDY (1-3) BA

(See Index)

FRENCH 51 a-b—CONVERSATIONAL (2-2)

Two hours lecture and laboratory per week.

First year non-transfer conversational French.

GERMAN

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—ELEMENTARY GERMAN (4) BA

Prerequisite: German 1; a placement test may be required.

Continuation of German 1.

GERMAN 3—INTERMEDIATE GERMAN (4) BA

Prerequisite: German 2; A placement test may be required.

Five hours lecture and laboratory per week.

Advanced conversation, extensive reading, composition, review of patterns of structure and syntax.

GERMAN 4—INTERMEDIATE GERMAN (4) BA

Prerequisite: German 3; a placement test may be required.

Five hours lecture and laboratory per week.

Continuation of German 3.

GERMAN 49a-c—INDEPENDENT STUDY (1-3) BA

(See Index)

GERMAN 51a-b—BEGINNING GERMAN CONVERSATION (2-2)

Two hours lecture and laboratory per week.

First year non-transfer conversational German.

GERMAN 52a-b—INTERMEDIATE GERMAN CONVERSATION (2-2)

Two hours lecture and laboratory per week.

Second year non-transfer conversational German.

ITALIAN

ITALIAN 51a-c—CONVERSATIONAL ITALIAN (2-2-2)

Prerequisite: None for 51a. For 51b and 51c a grade of "C" or better in 51a or 51b, respectively.

The text contains 25 units. Each unit covers a basic linguistic situation, i.e, how to address people, how to say what you want to do, how to talk about things you have done, etc.

SPANISH

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—ELEMENTARY SPANISH (4) BA

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

Five hours lecture and laboratory per week.

Continuation of Spanish 1.

SPANISH 3—INTERMEDIATE SPANISH (4) BA

Prerequisite: A grade of "C" or better in Spanish 2 or three years of high school Spanish. A placement test may be required.

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.

SPANISH 4—INTERMEDIATE SPANISH (4) BA

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

Five hours of lecture and laboratory per week.

Continuation of Spanish 3.

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 50—BEGINNING CONVERSATION (3)

Three hours lecture per week.

First-semester non-transfer conversational Spanish. (Formerly Spanish 51a)

SPANISH 51—INTERMEDIATE CONVERSATION (3)

Three hours lecture per week.

Second-semester, non-transfer conversational Spanish. (Formerly Spanish 51b)

SPANISH 52—ADVANCED CONVERSATION (3)

Three hours lecture per week.

Third-semester non-transfer conversational Spanish. (Formerly Spanish 52a-b)

SPANISH 53—OLÉ PROGRAM (INTENSIVE SUMMER COURSE) (5)

Six hours lecture and laboratory per week for four weeks.

An intensive program where students will learn Spanish through a variety of approaches. Activities will center on classroom instruction, films, dances, songs, skits, tutoring, food preparation, and cultural awareness. Students will be placed in groups according to their knowledge of 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)

Three hours lecture.

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

Prerequisite: An acceptable score on placement test or a grade of "C" or better in English 51 or Business 96a.

Three hours lecture and one hour laboratory 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.

JOURNALISM 2—ARTICLE AND FEATURE WRITING (3) BA

Prerequisite: Journalism 1.

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.

JOURNALISM 3a-d—NEWSPAPER PRODUCTION (3) BA

Prerequisite: Journalism 1.

Two hours lecture and five 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.

JOURNALISM 4a-d—EDITORIAL BOARD(1) BA

Prerequisite: Must be an editor for The Campus.

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.

JOURNALISM 7—INTRODUCTION TO MASS COMMUNICATION (3) BA

Three hours lecture per week.

A survey course covering all media of mass communications—newspapers, radio, television, magazines, book publishing, films, others—their strengths and weaknesses, and the major challenges they present to our free society, such as censorship, sensationalism, pornography, propaganda, and monopoly. Extensive use of audio-visual materials and guest speakers. (Also cross-titled as Political Science 7).

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.

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)

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.

Three hours lecture and three 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.

PHOTOGRAPHY

PHOTOGRAPHY 1—BASIC PHOTOGRAPHY (3) BA

Two hours lecture and three hours laboratory per week.

Basic knowledge and skills in the use of photographic equipment, materials and chemicals, while photographing a variety of technical and artistic subjects. (\$6.00 lab fee)

PHOTOGRAPHY 2abc—ADVANCED PHOTOGRAPHY LABORATORY (1) BA

Three hours laboratory per week.

A three-hour laboratory course designed to acquaint students with some of the more advanced techniques of the photographic processes. (\$6.00 lab fee)

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. (\$6.00 lab fee).

PHOTOGRAPHY 51—INTRODUCTION TO PHOTOGRAPHY (1)

One hour lecture per week.

An introductory course in the fundamentals of photography, including basic principles of exposure and composition and the use of small reflex cameras and some camera accessories.

PHOTOGRAPHY 52—BEGINNING PHOTOGRAPHY LABORATORY (1)

Three hours lecture/laboratory per week.

This is an introductory lecture/lab. course in picture taking and photo processing. Specific assignments are made for a variety of photographic situations. Students are expected to take the pictures, process the film and print black and white pictures from the negatives. (\$6.00 lab fee)

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.) (\$6.00 lab fee)

PHOTOGRAPHY 70—COLOR PHOTOGRAPHY (2)

Four hours lecture/laboratory per week.

Designed to serve those persons interested in color photography. Covers Color photography theories, practices, and artistic techniques, and will include darkroom work. (\$6.00 lab fee)

PHOTOGRAPHY 71—PORTRAIT AND COLOR PHOTOGRAPHY (2)

Four hours lecture/laboratory per week.

Designed to serve those persons interested in portrait photography. Color and Black and White techniques will be covered. (\$6.00 lab fee)

SIGN LANGUAGE STUDIES

SIGN LANGUAGE STUDIES 1a—BEGINNING AMERICAN SIGN LANGUAGE (3) BA

Three hours lecture per week.

An introduction to American Sign Language and fingerspelling. This course will provide basic conversational skills in the language used by most deaf people in the U.S. Orientation to: the practical problems imposed by deafness, history of deafness, and the Deaf Community and its culture. (Formerly ASL 18a.)

SIGN LANGUAGE STUDIES 1b—INTERMEDIATE AMERICAN SIGN LANGUAGE (3) BA

Prerequisite: S.L.S. 1a with a grade of "C." Students may be required to take a skills test.

Three hours lecture per week.

A second level course in American Sign Language. More in-depth study of the Deaf Community, its history and culture. (Formerly ASL 18b.)

SIGN LANGUAGE STUDIES 2a—VOCABULARY DEVELOPMENT 1 (3) BA

Prerequisite: It is recommended that S.L.S. 1a be taken first; however, this may be waived by the department if the student is planning to take no further courses in signs.

Three hours lecture per week.

This course will emphasize signing and speaking simultaneously as well as vocabulary building in sign language. Recommended for students planning to become teachers, interpreters, speech pathologists, audiologists or related professions where signing in English is useful. (Formerly SIGNED ENGLISH 19a)

SIGN LANGUAGE STUDIES 2b—VOCABULARY DEVELOPMENT 2 (3) BA

Prerequisite: S.L.S. 2a.

Three hours lecture per week.

This course will further develop the skills learned in 2a. It will emphasize vocabulary and rate of signing (while speaking). (Formerly SIGNED ENGLISH 19b.)

SIGN LANGUAGE STUDIES 5—INTRODUCTION TO DEAFNESS (3) BA

Three hours lecture.

Discussion of various aspects of deafness, including types, causes, education, history and culture, services for deaf people and career opportunities in related fields. (Formerly SIGNED ENGLISH 19b)

SIGN LANGUAGE STUDIES 10a—SIGN-TO-VOICE INTERPRETING 1 (3) BA

Prerequisite: Completion of S.L.S. 1b and 2b (2b can be done concurrently) with a grade of "C." Instructor may give a skills test.

Three hours lecture/lab.

A beginning course in interpreting with emphasis on Sign-To-Voice (Reverse) skills in American Sign Language.

SIGN LANGUAGE STUDIES 10b—SIGN-TO-VOICE INTERPRETING 2 (3) BA

Prerequisite: Grade of "B" in S.L.S. 10a or interview by department.

Three hours lecture/lab.

A second-level course in Sign-To-Voice Interpreting with emphasis on Sign-To-Voice (Reverse) skills in American Sign Language.

SIGN LANGUAGE STUDIES 11a—VOICE-TO-SIGN INTERPRETING 1 (3) BA

Prerequisite: Completion of S.L.S. 1b and 2b (2b may be taken concurrently) with a grade of "C" required.

Three hours lecture/lab.

A beginning course in interpreting with emphasis on Voice-To-Sign skills in American Sign Language.

SIGN LANGUAGE STUDIES 11b—VOICE-TO-SIGN INTERPRETING 2 (3) BA

Prerequisite: S.L.S. 11a with grade of "C."

Three hours lecture/lab.

A second-level course in interpreting with emphasis on Voice-To-Sign skills in American Sign Language.





DIVISION OF NURSING AND HEALTH SCIENCE

CHAIRPERSON: DR. LYNN HAVARD MIRVISS

Majors

Registered Nursing

Licensed Vocational Nursing

GENERAL INFORMATION

The College of the Sequoias Division of Nursing and Health Science offers a variety of courses and programs for students interested in the health care field. Included among these are a nurse assistant course, an emergency medical technician course, a Vocational Nurse Program, an Associate Degree Registered Nurse Program and a variety of courses designed to meet the continuing education needs of current practitioners. Educational programs are planned to help the student maximize his or her potential and to enhance career mobility. Nursing courses emphasize the value of continuing education throughout the life spectrum.

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

Being a student in the College of the Sequoias Nursing and Health Science Division requires dedication and commitment. It requires dedication to the principles that nursing and health care demand of each of us, the very best that we have to give, and commitment to uphold the philosophies and policies of the college, the nursing and health science division, the clinical agencies and the applicable certifying and licensing bodies.

The purpose of the Nursing and Health Science Division is to provide a sound program for the education of students in the health care field and to prepare beginning practitioners to safely and effectively meet community nursing needs. The nursing programs are supported by the citizens of this school district. Thus, it is the responsibility of the students and faculty to work together in making this a division in which everyone can take pride.

The Nursing Division welcomes applications from qualified men and women of all ages, races and ethnic origin groups. Students who are interested in nursing education are encouraged to visit the nursing department office for additional information. Regular monthly information meetings are scheduled by the nursing division for all students interested in nursing education. Dates and times are available in the nursing office, the counseling office and in the college bulletin.

PHILOSOPHY

The faculty of the COS Nursing Division bases the educational philosophy of the division on the belief that democratic concepts are the basis for educational and personal actions. These concepts contribute to the intellectual and personal development of the student, emphasizing the value of the individual and recognizing the dignity of man.

Education is an ongoing process which results in a change of behavior, to include understanding, skills and attitudes. As a result of education, students mature and are able to utilize their knowledge effectively. Learning is dependent upon the student's ability, motivation, readiness to learn and student-teacher environment, which is goal-directed and encourages creativity which will help the student acquire and utilize knowledge so that personal and professional goals may be attained.

Nursing is a unique service based on scientific knowledge and directed toward meeting the total nursing needs of the patient, utilizing the human-needs approach and

nursing process. The person, family or significant other needing nursing interventions is seen as a total entity with real or potential health problems who has a right to health knowledge and care. The practice of nursing utilizes a body of knowledge from the behavioral, physical and biological sciences. The nurse participates cooperatively with other members of the health team toward the common goal of prevention of illness and the promotion of health.

These educational programs prepare students for beginning positions in hospitals and similar community institutions. They serve as a basis for further education and specialization and enable graduates to become participating members of society.

SCHOLASTIC REQUIREMENTS

To remain in the nursing program, students must maintain a grade of "C" or better, in all nursing and concomitant classes. Policies regarding admission, transfer and challenge, retention, grading and probation, and graduation are available in the nursing office.

Safe nursing practice is necessary for retention of students in the nursing program. If, at any time, a student's conduct and/or patient care displays a potential harm to the well-being of patients, or if, at any time, the physical or emotional health of a student appears such that he or she cannot withstand the program in nursing, based on the professional judgment of the faculty, the student may be asked to terminate from the nursing program. The amount of time that can be lost in any nursing course, for any reason, will be determined by college catalog and instructor teaching the course.

REGISTERED NURSING

College of the Sequoias Registered Nurse Program is a two-year program leading to an Associate in Science Degree. This program is accredited by the California Board of Registered Nursing and successful completion of the nursing requirements qualifies the graduate to apply for admission to the California Licensure Exam for Registered Nurses.

Graduates of the College of the Sequoias Registered Nurse Program are encouraged to continue their education and to complete the requirements for higher degrees in nursing. The California State University System offers several options to the Associate Degree Registered Nurse.

ADMISSION REQUIREMENTS

1. Residency in the College of the Sequoias College District (first priority). Residency in adjacent school districts which do not have an RN program (second priority).
2. Graduation from an accredited high school with a G.P.A. of 2.5 or higher, or equivalency (GED).
3. Maintenance of a 2.5 or higher G.P.A. on academic work attempted beyond high school.
4. Satisfactory scores on the Scholastic Aptitude Test (S.A.T.) or the American College Test (A.C.T.).
5. Demonstrate evidence of competency in arithmetical procedures necessary for calculating medication dosages by satisfactorily completing Nursing 21 or by satisfactory scores on the nursing department math test offered by the department each semester. A study guide to assist the applicant in preparation for this test may be purchased in the COS bookstore.
6. Completion of Nutrition 18, Anatomy 1, Physiology 1, Microbiology 1, and Chemistry 2A at College of the Sequoias or equivalent classes at other accredited colleges.
7. Satisfactory completion of college application and nursing information form and submission of high school and college transcripts.
8. Students must provide own transportation to clinical agencies and must have a valid California drivers license and access to transportation.

CURRICULUM

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

APPLICATION PROCEDURE

A class is admitted to the RN Program each semester. Final date for filing applications for each fall class is January 15. The deadline date for receipt of required supporting documents is January 30. The final filing date for each January class is July 15. The deadline for receipt of required supporting documents is July 30. Applicants are encouraged to file their applications as early as possible and not wait until the deadline. Application packets are available in the nursing office.

VOCATIONAL NURSING ARTICULATION

Three options are available to L.V.N. applicants to facilitate upward mobility. Detailed information on these options is also available in the nursing program office.

VOCATIONAL NURSING

The Vocational Nurse Program at College of the Sequoias is a three-semester certificate program which is accredited by the Board of Vocational Nursing and Psychiatric Technician Examiners. Successful completion of this program qualifies the graduate to apply for admission to the State Licensure Examination for Vocational Nurses. Students are also encouraged to complete the general education requirements for an Associate in Science Degree.

The Licensed Vocational Nurse works in all areas of health care under the supervision of a Registered Nurse and/or a licensed physician.

ADMISSION REQUIREMENTS

1. Residency in the College of the Sequoias College District (first priority). Residency in adjacent school districts which do not have a VN program (second priority).
2. Graduation from an accredited high school with a G.P.A. of 2.0 or higher, or equivalency (GED).
3. Maintenance of a 2.0 or higher G.P.A. on academic work attempted beyond high school.
4. Completion of Nursing 21, Psychology 1a, and Biology 14.
5. Satisfactory completion of college application and nursing information form and submission of high school and college transcripts.
6. Students must provide own transportation to clinical agencies and must have a valid California drivers license and access to transportation.

APPLICATION PROCEDURE

A class is admitted once every three semesters. The next class will be admitted in August 1986. Applications will be available in the nursing department office after July 1 and final filing date will be January 15, 1986 with all required supporting documents on file in the nursing office by January 30. Applicants are encouraged to submit applications as early as possible and not wait until the deadline.

CURRICULUM

FIRST SEMESTER—Vocational Nursing I, 15 units; Nursing 23, 3 units

SECOND SEMESTER—Vocational Nursing II, 15 units

THIRD SEMESTER—Vocational Nursing III, 15 units

NURSE ASSISTANT

The nursing assistant course is designed to prepare the student to participate in giving direct basic patient care as a member of the health care team. Nursing assistants work with other health team members and are directly responsible to the licensed vocational nurses and registered nurses.

Nursing 51—Nursing Assistant, 5 units

EMERGENCY MEDICAL TECHNOLOGY

EMERGENCY MEDICAL TECHNOLOGY I

This course instructs the student in appropriate procedures of emergency care. It meets the requirements of the State of California and the County of Tulare for EMT 1 Certification. Satisfactory completion of this course prepares the student for employment with an ambulance service or in a hospital emergency department. A recertification course is also offered each semester. The recertification (refresher) course is required of all EMT 1 certificate holders every 2 years to maintain current status.

Emergency Med. Tech. 50 (EMT 1), 4 units

Emergency Med. Tech. 50 (Refresher), 0 units

Course Descriptions

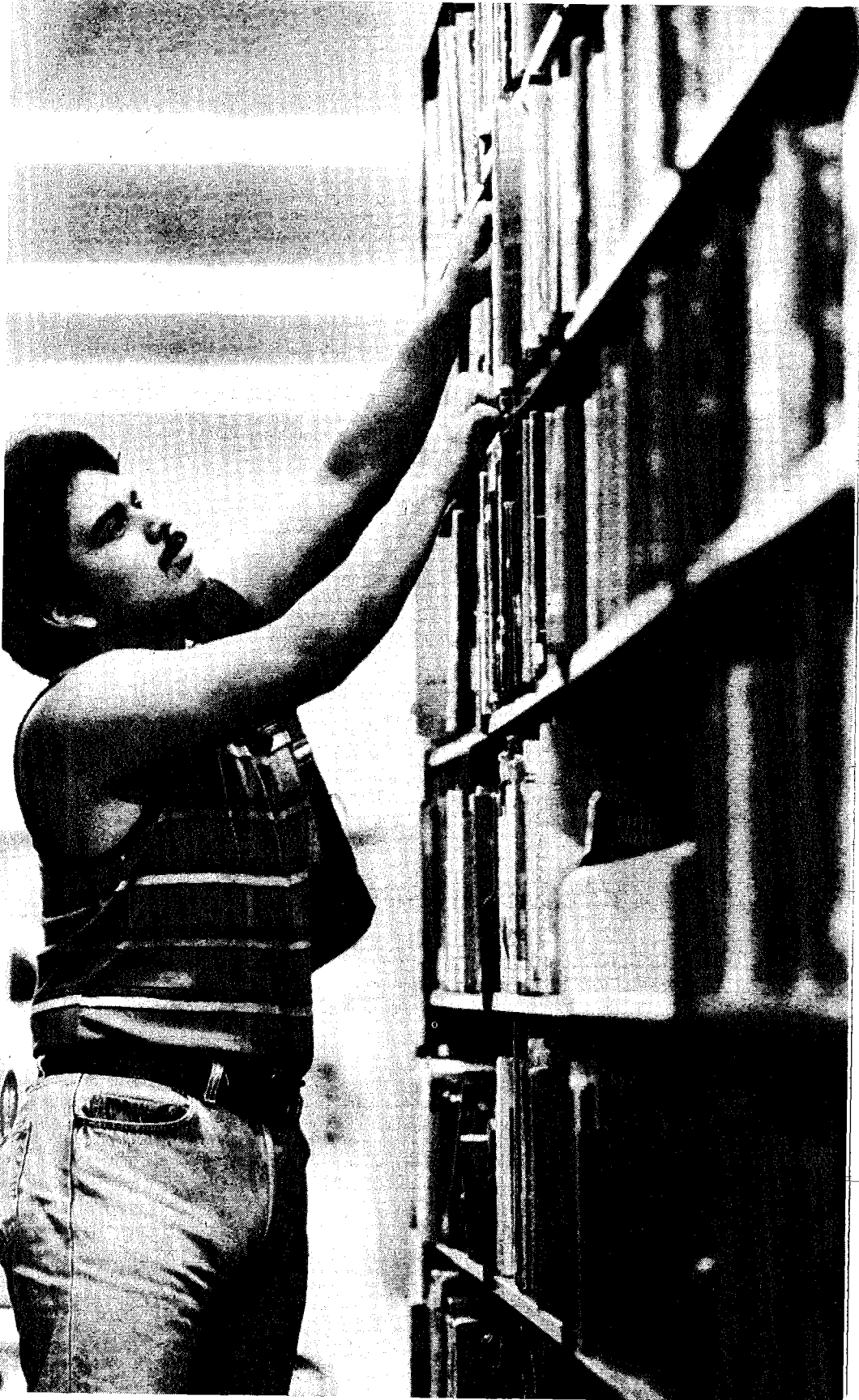
REGISTERED NURSING

NURSING 1—(10) BA

Prerequisites: Physiology 1, Anatomy 1, Microbiology 1, Chemistry 2A and Nutrition 18.

Six hours lecture and twelve hours laboratory per week plus skills lab assignments by arrangement.

This course is an introduction to the elements of patient care based on the nursing process. It emphasizes human needs related to communication, safety and comfort, mobility, nutrition, and growth and development. This course introduces 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 will give nursing care to selected patients, under supervision in the clinical area.



NURSING 2—(12) BA

Prerequisite: Nursing 1.

Six hours lecture and eighteen hours laboratory per week plus skills lab assignments by arrangement.

The student in Nursing 2 will study the nursing process as it relates to individual and family development. The course is primarily centered around patient needs related to nutrition, balance of regulatory mechanisms, safety and comfort, and sexual expression.

NURSING 3—(12) BA

Prerequisites: Nursing 1 and Nursing 2.

Six hours lecture and eighteen hours laboratory per week plus skills lab assignments by arrangement.

The Nursing 3 student will study the nursing process centered around patient needs related to safety and comfort, sexual expression, altered regulatory mechanisms of the cardio-pulmonary systems and gastrointestinal-genitourinary-renal system.

NURSING 4—(13) BA

Prerequisites: Nursing 1, Nursing 2, and Nursing 3.

Six hours lecture and twenty-one laboratory hours per week plus skills lab assignments by arrangement.

This course is a study of the nursing process centered on the needs of patients with altered regulatory and activity mechanisms, safety and comfort, and patients with disintegration of emotional integrity. It focuses on the study of management and leadership principles with skills integrated into practice while utilizing the nursing process.

NURSING 23—PHARMACOLOGY FOR NURSES (3) BA

Prerequisite: Acceptance into either RN I or VN I.

Two hours lecture per week plus one hour by arrangement.

This course is an overview of pharmacology including classification, use, action, side effects, dosage and administration of drugs with special emphasis on nursing intervention and responsibility in drug therapy.

VOCATIONAL NURSING

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

Prerequisites: Biology 14, Nursing 21, and Psychology 1a.

Eight hours lecture and twenty-one hours laboratory per week plus skills lab assignments by arrangement.

This course is a study of the elements of patient care. The student is introduced to nursing concepts emphasizing human needs related to communication, safety and comfort, mobility, nutrition, and growth and development including geriatrics. It is planned to introduce the student to the meaning of nursing in health and disease. Included also are studies of personal and mental health, interpersonal relationships, some legal aspects of nursing, and the principles and techniques of patient centered care.

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

Prerequisite: Vocational Nursing 1.

Eight hours lecture and twenty-one hours laboratory per week plus skills lab assignments by arrangement.

The vocational Nursing 2 student will study 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.

VOCATIONAL NURSING 3—MEDICAL AND SURGICAL NURSING (15)

Prerequisite: Vocational Nursing 1 and Vocational Nursing 2.

Eight hours lecture and twenty-one hours laboratory per week plus skills lab assignments by arrangement.

The student in Vocational Nursing 3 will study 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.

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

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.

EMERGENCY MEDICAL TECHNOLOGY

EMERGENCY MEDICAL TECHNOLOGY 50—VOCATIONAL TRAINING PROGRAM FOR EMERGENCY MEDICAL TECHNICIANS (4)

This course will emphasize the development of skills in the recognition of symptoms of illness and injury and appropriate implementation of procedures of emergency care. This course meets the requirements of the California Department of Health and the County of Tulare for certification as EMT 1.

EMERGENCY MEDICAL TECHNOLOGY 50 (REFRESHER)/(0)

This is a 24-hour refresher course required by law every 2 years for all EMT 1 certificate holders to maintain their current status.

NURSING ASSISTANT

NURSING 51—(5)

A course in basic patient care, including principles and practice in providing for patient needs of safety and comfort, personal hygiene and protection. The student will practice the role of the nursing assistant in a supervised clinical situation. Introductory material related to ethics, communication, nutrition, socialization, and rehabilitation will also be presented. Basic anatomy and physiology will be integrated throughout the course. The course will fulfill requirements for California Nursing Assistant Certification.

ELECTIVE AND CONTINUING EDUCATION COURSES

NURSING 5—CARDIOPULMONARY RESUSCITATION (1)

This course is designed according to the standards of the American Heart Association to teach the student to recognize signs and symptoms of cardiopulmonary arrest and to appropriately implement CPR. Successful completion of this course certifies the student in basic CPR.

NURSING 6—CULTURAL DIVERSITY IN HEALTH AND ILLNESS (3) BA

- This course addresses anthropological concepts and knowledge of cross-cultural comparisons to promote understanding as applied to interrelationships within the community. The emphasis will be placed on culture as it applies to lifelong understanding and cultural change in health and illness.

NURSING 20—NURSING CARE DURING SURGICAL INTERVENTION (6) BA

Prerequisite: Student in the RN program (must have satisfactorily completed Nursing 1, 2, and 3), Registered Nurse, or permission of the department.

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.

NURSING 21—GENERAL MATHEMATICS RELATED TO NURSING (3) BA

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

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

Prerequisites: Completion of Nursing 3, or permission of the department.

This course is designed to assist the RN student in developing greater proficiency in caring for acutely ill patients in an intensive care environment. The emphasis is on providing total patient care and perfection of skills pertinent to the critical care situation, including specialized electronic monitoring techniques.

NURSING 30—RN 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 College of the Sequoias RN Program and must have completed a minimum of 15 units at 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 RN office.

NURSING 31—(3)

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)

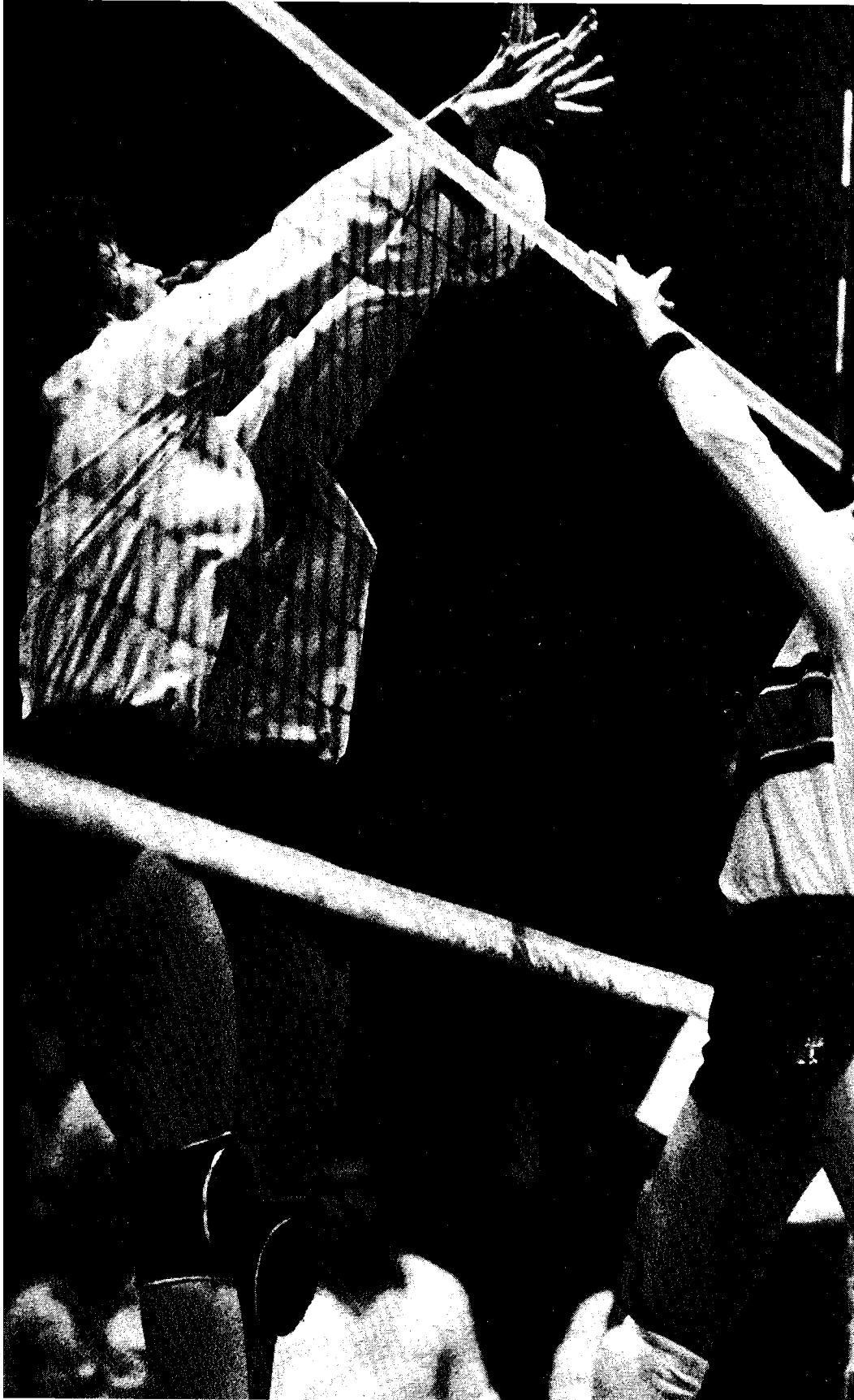
Three hours lecture and discussion per week.

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.

HEALTH SCIENCE 5—(2)

This course is designed for persons employed as activity directors in skilled nursing facilities and intermediate care facilities. The American Nursing Home Association supports this multidisciplinary 36-hour course designed to meet State and Federal regulations for certification of activity coordinator training.





DIVISION OF PHYSICAL EDUCATION

CHAIRPERSON: MR. DAVE ADAMS

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

Majors

Pre-Physical Education

Pre-Recreation

*PHYSICAL EDUCATION FOR MEN—STATE COLLEGES

FIRST YEAR	UNITS	SECOND YEAR	UNITS
English 1-20	3 3	Speech 1a	3
History 17a or 17b	3	**Anatomy 1	4
Political Science 5	3	Physiology 1	4
Chemistry	3	Art 19 or Music 10	2
P.E. 33c (Tennis)	1	Psychology 1a	3
P.E. 30c (Orientation)	2	Hygiene 3	2
Hygiene 1	2	Electives	5 4
Sociology 1a-b	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 16
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	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. 8a (Golf)	1 1
P.E. 80a-d(Jazz)	1	P.E. 12 (Weight Training)	1
P.E. 10(Tennis)	1	P.E. 23 (Racquetball)	1
P.E. 24(Volleyball)	1	Electives	2 2
	15 16		16 14

**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. 48a-d (Teacher's Aide, Recreation 1 and 4 are recommended). Experience in Varsity Sports is recommended by those interested in coaching.*

TWO-YEAR AA DEGREE IN RECREATION—P.E.

FIRST YEAR

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	*P.E. 36, OH 50, or Ecology 1.....	2-3
Art 3.....	2	Theatre Arts 10a.....	3
Psychology 50 or 1a.....	3	(or approved elective)	
*P.E. Activity.....	1	*P.E. Activity.....	1
Electives.....	2		14-17
	16		

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
*Recreation 3.....	3	*Recreation 4.....	3
English 53 or 20.....	3	*Hygiene 3.....	2
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
			17-20

**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.

TWO-YEAR 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	Theatre Arts 10a.....	3
English 1.....	3	Hygiene 1.....	2
Nutrition 18.....	3	*P.E. Activity.....	1
*P.E. Activity.....	1		15
	17		

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND 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 requirement for transfer.

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

WATER SAFETY INSTRUCTOR LIFEGUARD

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

Course Descriptions:

PHYSICAL EDUCATION

PHYSICAL EDUCATION—GENERAL ACTIVITY COURSES * (1) BA

Two hours per week.

- Physical Education 4a-d—Soccer
- 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 13a-d—Freestyle Wrestling
- Physical Education 14a-d—Par Course Training for Aerobic Fitness
- 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-d—Varsity Performance
- Physical Education 86a-d—Body Conditioning

**Some activity classes may require an additional hour per week. Check class schedule for listing.*

PHYSICAL EDUCATION 4a-d—SOCCER (1)

Two hours laboratory per week.

Development of basic fundamental skills of soccer through drills. Drills to include: dribbling, passing, heading, goal-keeping, etc. Orientation of positions and their responsibilities. Rules, interpretation of the rules and officiating. Practical experience by playing the game.

PHYSICAL EDUCATION 13a-d—FREESTYLE WRESTLING(1)

Two hours lecture and laboratory per week.

Freestyle wrestling is designed to help the student understand the history, scoring, rules, maneuvers, and tournament design of the International style of wrestling and its interrelationship with the collegiate style of wrestling used by the United States.

PHYSICAL EDUCATION 14a-d—PAR COURSE TRAINING FOR AEROBIC FITNESS (1)

Two hours lecture and laboratory per week.

Par course training for aerobic fitness is designed for students who wish to improve their aerobic and strength fitness. Each student will demonstrate, through the use of par course training, how to develop fitness by exercising in the following areas* flexibility, cardiovascular/jogging, and strength development at various exercise stations.

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

Prerequisite: Satisfactory completion of Physical Education 9a or approval by department.

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.

PHYSICAL EDUCATION 36—WATER SAFETY INSTRUCTORS: COURSE (2) BA

Prerequisite: Current Advanced Life Saving Certificate and Standard First Aid Card. (Hygiene 3 may be taken concurrently.)

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.

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 AND 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 42a-d—FUNDAMENTALS OF FOOTBALL (1) BA

Two hours per week

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.

PHYSICAL EDUCATION 43a-d—BASEBALL MAINTENANCE OF FIELDS AND FACILITIES (1)

Two hours per week.

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, relaxation techniques, and recreational activities designed to meet individual needs of the physically disabled. This course, 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

Prerequisite: Interview by department.

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.

PHYSICAL EDUCATION 70—PRINCIPLES OF OFFICIATING (2) BA

Two hours per week lecture/laboratory.

Rules, advanced skills and officiating techniques for track, water polo, swimming, wrestling, baseball, basketball and football. Intended primarily for those in the community involved in officiating for high schools, colleges and the recreation departments 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 will be open to students with disabilities, pre- and para-professional students and other students as space permits.

PHYSICAL EDUCATION 82a-d—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—BODY CONDITIONING (1) BA

Two hours laboratory per week.

A fitness class geared to total fitness and achievement of a healthy lifestyle 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 goals are included.

INTER-COLLEGIATE ATHLETICS

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 50a-d—Varsity
Football (2) BA
Physical Education 51a-d—Varsity
Basketball (2) BA
Physical Education 52a-d—Varsity
Baseball (2) BA
Physical Education 53a-d—Varsity
Track (2) BA
Physical Education 54a-d—Varsity
Tennis (2) BA
Physical Education 55a-d—Varsity
Swimming (2) BA
Physical Education 57a-d—Varsity

Golf (2) BA
Physical Education 58a-d—Varsity
Cross Country (2) BA
Physical Education 59a-d—Varsity
Wrestling (2) BA
Physical Education 60a-d—Varsity
Water Polo (2) BA
Physical Education 62a-d—Soccer (2)
BA
Physical Education 65a-d—Special
Sports Practice (N/C)

VARSAITY ATHLETICS FOR WOMEN:

Physical Education 51a-d—Varsity
Basketball (2) BA

Physical Education 53a-d—Varsity
Track (2) BA

Physical Education 54a-d—Varsity
Tennis (2) BA

Physical Education 55a-d—Varsity
Swimming (2) BA

Physical Education 56a-d—Varsity
Volleyball (2) BA

Physical Education 58a-d—Cross
Country (2) BA

Physical Education 61a-d—Varsity
Softball (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

HYGIENE

HYGIENE 1—PERSONAL AND COMMUNITY HYGIENE (2) BA

Two hours lecture per week.

A general course including the facts necessary for intelligent maintenance of physical and mental health and a scientific discussion of the effects of narcotics and alcohol. Interpretation of life processes; a study of the principal body systems and 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)

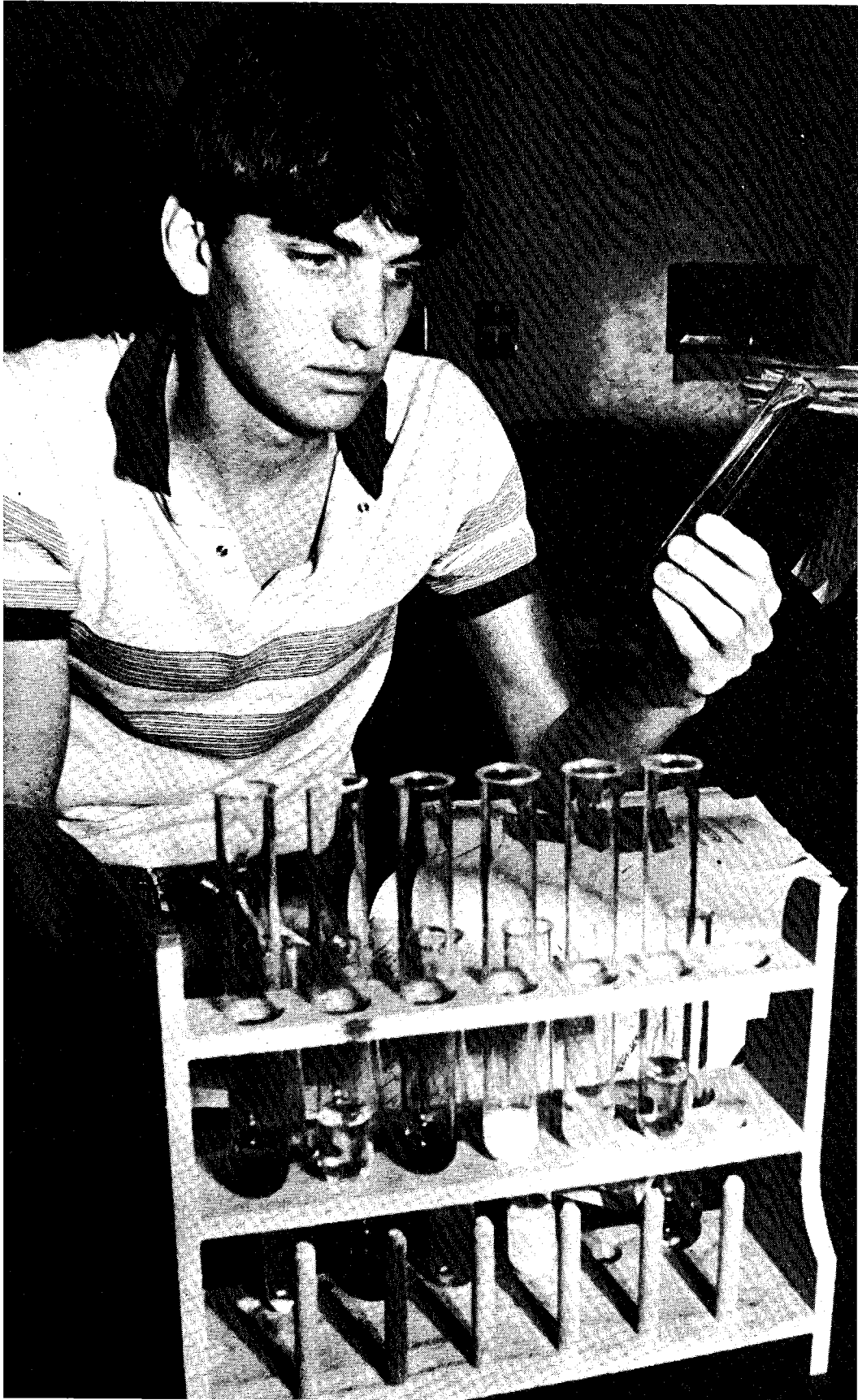
The biological, clinical, and psychosocial nature of cancer will be explored through the perspective of medical researchers, biologists, physicians, and health educators. This course is designed to increase the public's understanding of what cancer is and how it affects the human condition.

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.





DIVISION OF SCIENCE, MATHEMATICS AND ENGINEERING

CHAIRPERSON: MS. ELAINE SMITH

Majors

Architecture
Biological Science
Engineering Technology
Mathematics

Mathematics-Science
Physical Science
Pre-Engineering

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	Architecture 31	2
Architecture 40	1	*Mathematics 5b	5
*Mathematics 5a	5	*Physics 5a	4
History 17a or 17b	3	English 1 (Tech Writing)	3
Hygiene	2	Physical Education	1
Physical Education	1		
	18		19

**Those students who find that they are not prepared for Math 5a, 5b, and Physics 5a and 5b should be enrolled in whatever math they are capable of and plan to take three years to complete the Cal Poly SLO program or plan to transfer to schools which do not require that level of math or physics.*

FINAL YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Architecture 1c	3	Architecture 1d	3
Architecture 6b	3	Architecture 6c	3
Architecture 32	2	Political Science 5	3
Architecture 37a	2	Architecture 12	3
Physics 5b	4	Elective	1
Architecture 11	3	Physical Education	1
Physical Education	1	Speech 1a	3
	18		17

Total articulation of all architecture courses exists at Cal Poly (San Luis Obispo) only. City and Regional Planning majors may substitute Math 16a-16b for Math 5a-5b 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.

BIOLOGY

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 5a	3 or 5	Math 16b or 5b	3 or 5
English 1	3	Gen. Ed. courses	7-10
Gen. Ed. courses	4-7		<u>15-20</u>
	<u>15-20</u>		

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 Chem. 12a (Fall Only)	6/5	Gen. Ed. courses	2-7
Gen. Ed. courses	1-3		<u>16-21</u>
	<u>16-17</u>		

*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,
 General Education Electives
 Humanities (6 units)
 General Education Electives

FIRST YEAR

PRE-SCIENCE MAJOR COURSES:

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

SECOND AND THIRD YEARS

Follow the two-year program in Option 1.

CHEMISTRY

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Chem 1a.....	5	Chem 1b.....	5
Math 5a.....	5	Math 5b.....	5
English 1 (tech writing).....	3	Physics 5a.....	4
G.E. Electives.....	3	G.E. Electives.....	3
	<hr/> 16		<hr/> 17

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Chem 12a.....	5	Chem 12b.....	5
Physics 5b.....	4	Physics 5c.....	4
Math 5c.....	3	G.E. Electives.....	6
G.E. Electives.....	4		<hr/> 15
	<hr/> 16		

(Chem 5 may be taken at COS or at the transfer college.)

SUGGESTED ELECTIVES IN ADDITION TO GENERAL EDUCATION:

Computer Language, Differential Equations, Linear Algebra, or German.
Please consult the catalog of your transfer university, UC, or State University.

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. 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. All students should consult the catalog of the senior institution when selecting electives.

FIRST YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
Mathematics 5a.....	5	Mathematics 5b	5
Chemistry 1a.....	5	Chemistry 1c.....	3
Engineering 5a.....	3	Engineering 5b.....	3
Engineering 10a.....	2	Physics 5a.....	4
	15	*Technical Elective.....	2/3
		or Humanities Elective.....	3
			17/18

SECOND YEAR

FALL SEMESTER	UNITS	SPRING SEMESTER	UNITS
Mathematics 5c.....	3	Mathematics 5d	4
Engineering 9.....	2	Engineering 5d	4
Physics 5b.....	4	Physics 5c.....	4
Engineering 5c.....	3	Humanities Electives.....	3/6
**English 1a.....	3	*Technical Elective.....	2/3
Humanities Elective.....	3		15/18
	18		

**Before selecting Technical Electives from the following list, consult the catalog of the senior institution to which you plan to transfer:*

Engineering 7, Engineering 10b, Engineering 15, Geology 1, Biology 1, Mathematics 21.

***Scientific/Technical Reading and Composition Required*

MATHEMATICS

SUGGESTED MATHEMATICS PROGRAM: UNIVERSITY TRANSFER

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Mathematics 5a.....	5	Mathematics 5b	5
Mathematics 15.....	3	Mathematics 11.....	3
Physics 2a or German 1 or French 1.....	4	Physics 5a or Physics 2b or German 2 or French 2.....	3/4
English 1.....	3	English 20.....	3
Physical Education.....	1	Physical Education.....	1
	16		15/16

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Mathematics 5c.....	3	Mathematics 5d	4
Mathematics 21.....	3	Electives.....	3
Physics 5b or Chemistry 1a or German 3 or French 3.....	3/5	Physics 5c or Chemistry 1b or German 4 or French 4.....	4/5
History 17a or 17b.....	3	Political Science 5.....	3
Physical Education.....	1	Physical Education.....	1
	13/15		15/16

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

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Mathematics 5a.....	5	Mathematics 5b	5
Mathematics 15 or Engineering 10a.....	3	Mathematics 11	3
Physics 2a*.....	4	Physics 2b or 5a.....	3
English 1	3	Spanish 1	4
Electives	2	Electives	3
Physical Education.....	1	Physical Education.....	1
	<hr/> 18		<hr/> 19

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Mathematics 5c.....	3	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
	<hr/> 16	Physical Education.....	1
			<hr/> 17

*Student should elect to take either the Physics 2a-2b or the Physics 5a,b,c sequence.

Course Descriptions:

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

Prerequisite: Architecture 1a or equivalent.

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.

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

Prerequisite: Architecture 1a, 1b. (Offered only when a sufficient number of students request.)

Three hours lecture, six hours laboratory per week.

A continuation of Architecture 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

Prerequisite: Architecture 2a or equivalent.

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.

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—STRENGTH OF MATERIALS (2) BA

Prerequisite: Math 5a, Physics 5a (2a-2b). (Offered only when a sufficient number of students request.)

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.

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 detriments 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

Prerequisite: Architecture 31.

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.

ARCHITECTURE 37a—ENGINEERING SURVEYING (2) BA

Prerequisite: Math 54.

One hour lecture and three hours laboratory per week.

Selection, care and use of tapes, levels and transits. Keeping field notes; measurement by tape; differential and profile leveling, and the plotting of profiles. Introduction to the transit; field operation; introduction to traverses.

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)

Three hours per week.

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

Prerequisite: Math 5a to be taken concurrently.

Three two-hour 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.

ENGINEERING 5b—STATICS (3) BA

Prerequisite: Completion of Math 5a, and Engr. 5a, each with a grade of "C" or better with Math 5b, and Physics 5a taken concurrently.

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.

ENGINEERING 5c—MATERIALS SCIENCE (3) BA

Prerequisite: Completion of physics, and chemistry of engineering materials.

Three hours lecture, one hour recitation and two hours laboratory per week.

Structure of atoms, crystals, metals and glasses, phase and heat-treating diagrams, strengthening mechanisms, electrical properties and corrosion.

ENGINEERING 5d—ALTERNATING CURRENT CIRCUITS (4) BA

Prerequisite: Completion of Math 5c, Physics 5b and Engr. 5c each with a grade of "C" or better with Math 5d and Physics 5c to be taken concurrently.

Three hours lecture and three hours laboratory per week.

An introductory energy course in alternating current circuits.

ENGINEERING 7—PLANE SURVEYING (3) BA

Prerequisite: Completion of Math 5a and Engr. 5a with a grade of "C" or better and concurrent enrollment in Physics 5a and Math 5b.

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.

ENGINEERING 9—MATRIX ALGEBRA (2) BA

Prerequisites: Math 5b, Engineering 5b, Physics 5a

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.

ENGINEERING 10a—INTRODUCTION TO COMPUTER PROGRAMMING (2) BA

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

Three hours per week.

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

ENGINEERING 10b—COMPUTER PROGRAMMING PASCAL (2) BA

Prerequisite: Engineering 10a.

Two hours per week.

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

ENGINEERING 15—NUMERICAL METHODS (2) BA

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

Two hours lecture per week.

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

ENGINEERING 49a-c—INDEPENDENT STUDY (1-3) BA

(See Index)

MATHEMATICS

MATHEMATICS 5a—CALCULUS (5) BA

Prerequisite: Four full years of high school mathematics and a successful score on the Mathematics Placement Test or Mathematics 54 and Mathematics 30 with a grade of "C" or better.

Five hours lecture per week.

A first semester course in differential and integral calculus. Topics include limits, differentiation and integration of algebraic, trigonometric and transcendental functions. Applications include: related rates, curve sketching, relative and absolute extremes, areas, volume, arc length, area of surface of revolution, work, and fluid pressure. (Formerly Math 1a)

MATHEMATICS 5b/CALCULUS (5) BA

Prerequisite: Mathematics 5a or Mathematics 1a with a grade of "C" or better.

Five hours lecture per week.

A second semester course in differential and integral calculus. Topics include: logarithm, exponential, and hyperbolic functions and their inverses, first order differential equations, techniques of integration, series, polar coordinates, and vectors. (Formerly Math 1b)

MATHEMATICS 5c—CALCULUS (3) BA

Prerequisite: Mathematics 5b or Mathematics 1b with a grade of "C" or better.

Three hours lecture per week.

Partial differentiation, multiple integration, and vector analysis including: Green's Theorem, Stoke's Theorem, and the Divergence Theorem. (Formerly Math 1c)

MATHEMATICS 5d—CALCULUS (4) BA

Prerequisite: Mathematics 5c or Mathematics 1c with a grade of "C" or better.

Five hours lecture/discussion per week.

An introduction to the theory and application of differential equations including: linear systems, LaPlace transforms, series solutions, difference equations and Fourier series. (Formerly Math 1d)

MATHEMATICS 11—LINEAR ALGEBRA (3) BA

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

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.

MATHEMATICS 12—APPLIED PROGRAMMING USING PASCAL (3) (BA)

Prerequisite: Mathematics 15 (FORTRAN), Business 3 (BASIC), or Business 7 (COBOL) with a grade of "C" or better. Department approval is required for students lacking this prerequisite.

Three hours lecture, two hours lab per week.

Introductory course in structured programming using the Pascal computer language, with emphasis on data storage and retrieval (data base) and applications to business.

MATHEMATICS 15—INTRODUCTION TO COMPUTER MATHEMATICS (3) BA

Prerequisite: Mathematics 5a or 16a taken concurrently.

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.

MATHEMATICS 16a—SURVEY OF CALCULUS (3) BA

Prerequisite: Three full years of high school mathematics and a successful score on the Mathematics Placement Test or Mathematics 30 with a grade of "C" or better.

Note: For those considering continuing with Mathematics 16b, Mathematics 54 should be taken concurrently with Mathematics 16a if there is a deficiency in trigonometry.

Three hours lecture per week.

A survey of calculus covering differentiation, Mean-Value Theorem, maxima and minima, integration, Fundamental Theorem of Calculus, and applications of differentiation.

MATHEMATICS 16b—SURVEY OF CALCULUS (3) BA

Prerequisite: Mathematics 54 and Mathematics 16a with a grade of "C" or better.

Three hours lecture per week.

Applications of the definite integral, differentiation of the trigonometric, logarithmic and exponential functions, parametric equations, infinite series, and applications of integration.

MATHEMATICS 21—INTRODUCTION TO STATISTICS (3) BA

Prerequisite: Mathematics 53 with a grade of "C" or better.

Three hours of lecture per week.

An introductory course in probability and statistics. Topics include: basic probability theory; the Binomial, Normal, Poisson, and Chi-Square distributions; hypotheses testing; and linear regression and correlation.

MATHEMATICS 30—COLLEGE ALGEBRA (3) BA

Prerequisite: Three full years of high school mathematics and a successful score on the Mathematics Placement Test or Mathematics 52 and Mathematics 53 with a grade of "C" or better.

Three hours lecture per week.

An intensive study of algebra. Topics include: quadratic equations, conic sections, algebraic functions, exponential and logarithmic functions, polynomial functions, and systems of equations and inequalities.

MATHEMATICS 41—GENERAL MATHEMATICS (3)

Prerequisite: A successful score on the COS Diagnostic Arithmetic Test or Mathematics 50 with a grade of "C" or better.

Three hours lecture per week.

A mathematics course that 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. A grade of "C" or better in this course meets the mathematics requirement for the AA/AS degrees.

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

(See Index)

MATHEMATICS 50—ARITHMETIC (3)

Prerequisite: Placement tests administered prior to class enrollment.

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.

MATHEMATICS 50a-c—BASIC ARITHMETIC (1-1-1)

Non-transferrable, four-hour weekly courses 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 fractions and 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)

Prerequisite: A successful score on the COS Diagnostic Arithmetic Test, or Mathematics 50 or Mathematics 41 with a grade of "C" or better.

Five hours lecture/discussion per week.

An intensive one-semester course in elementary algebra covering: fundamental operations, linear equations and inequalities, word problems, factoring, graphing, exponents, radicals, and quadratic equations.

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

Prerequisite: One year of high school algebra, and a successful score on the Mathematics Placement Test, or Math 51 with a grade of "C" or better.

Five hours lecture/laboratory per week.

An intensive one-semester course in intermediate algebra covering linear and quadratic equations and inequalities in one and two variables, operations with polynomials, rational expressions, exponents, radicals, logarithms, word problems, and graphing.

MATHEMATICS 54—TRIGONOMETRY (3) BA

Prerequisite: Three full years of high school mathematics and a successful score on the Mathematics Placement Test or Mathematics 52 and Mathematics 53 with a grade of "C" or better.

Three hours lecture per week.

Introduction to trigonometric functions of angles, solution of right and oblique triangles, proving and using identities, graphing of trigonometric functions, solving trigonometric equations, and development and use of polar coordinates.

SCIENCE

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

Prerequisite: One semester of college chemistry. Chemistry 12a and 12b or Chemistry 8 and 9 recommended concurrently. Biology 1 is a prerequisite of Biology 2; Biology 15 is to be taken concurrently with Biology 1.

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 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.

BIOLOGY 15—MATTER, ENERGY, AND LIFE (1) BA

Prerequisite: One semester of college chemistry.

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.

BOTANY 10—PLANT BIOLOGY (3) BA

Prerequisite: Must be eligible to enroll in English 51 or exhibit a 10th grade reading comprehension as determined by testing.

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.

ECOLOGY 1—ENVIRONMENTAL SCIENCE (3) BA

Prerequisite: Must be eligible to enroll in English 51 or exhibit a 10th grade reading comprehension as determined by testing.

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.

ECOLOGY 2—FIELD ECOLOGY (3) BA

Prerequisite: Ecology 1 with a grade of "B" or better.

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.

MICROBIOLOGY 1—GENERAL MICROBIOLOGY (4)

Prerequisite(s): Chemistry 2a (Chemistry 2c recommended) and one college level course in life sciences.

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 development 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.

NATURAL SCIENCE 50—ENVIRONMENT AND MAN (3)

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

Three hours lecture per week (two hours scheduled, one hour arranged).

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. Field trips into our surroundings are a required activity in the course.

PHYSIOLOGY 1—HUMAN PHYSIOLOGY (4) BA

Prerequisite: Algebra, Chemistry 2a and Anatomy 1. Prerequisites cannot be taken concurrently.

Three hours lecture and three hours lab per week.

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.

ZOOLOGY 10—ANIMAL BIOLOGY (3) BA

Prerequisite: Must be eligible to enroll in English 51 or exhibit a 10th grade reading comprehension as determined by testing.

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.

PHYSICAL SCIENCES

ASTRONOMY 10—SURVEY OF ASTRONOMY (3) BA

Prerequisite: High school algebra and geometry recommended.

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.

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

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 Chemistry 1a.

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.

CHEMISTRY 1c—ENGINEERING CHEMISTRY (3)

Prerequisite: A minimum grade of "C" in Chemistry 1a and enrollment in the engineering program.

Three hours of lecture per week.

A continuation 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 as taught in Chemistry 1a. This course includes the identical subject matter and rigor of Chemistry 1b, however, there is no laboratory. This course is for engineering students only.

CHEMISTRY 2a—GENERAL CHEMISTRY (4) BA

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.

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, states of matter, nomenclature and formula writing, atomic structure, bonding, oxidation-reduction, stoichiometry, liquids, and concentrations of solutions.

CHEMISTRY 2b—GENERAL CHEMISTRY (4) BA

Prerequisite: A minimum grade of "C" in Chemistry 2a.

Three hours lecture and three hours laboratory per week.

A continuation of the study of fundamental laws and theories of chemistry, including solution stoichiometry, acid-base theories, ionization, chemical equilibrium, electrochemistry, nuclear chemistry, and the nomenclature and reactions of hydrocarbons.

CHEMISTRY 2c—INTRODUCTION TO ORGANIC AND BIOLOGICAL CHEMISTRY (4) BA

Prerequisite: A minimum grade of "C" in Chemistry 2a.

Three hours lecture and three hours laboratory per week.

Introduction to the basic concepts of organic and biochemical compounds, including: hydrocarbons, alcohols, ethers, carbonyl compounds, amines, their derivatives; and carbohydrates, lipids, amino acids, and proteins. Also includes acid-base ionization.

CHEMISTRY 5—ANALYSIS (4) BA

Prerequisite: Chemistry 1a and 1b with a grade of "C" or better.

One hour lecture, one hour recitation, six hours laboratory per week.

Fundamental principles of quantitative analysis with a theoretical treatment of the laws and theories which apply and general instructions in various methods of gravimetric and volumetric analyses. For students interested in medicine, clinical work, petroleum, or chemical industries in general.

CHEMISTRY 8—ORGANIC CHEMISTRY (3) BA

Prerequisite: Chemistry 1a or 2a-2b with a grade of "C" or better.

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.

CHEMISTRY 9—ORGANIC CHEMISTRY (3) BA

Prerequisite: Chemistry 8, which may be taken concurrently.

One hour lecture and six hours laboratory per week.

A study of the properties and reactions of the common type of carbon compounds. Designed as the laboratory for Chemistry 8.

CHEMISTRY 12a-b—ORGANIC CHEMISTRY (5-5) BA

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.

Three hours lecture and six hours of laboratory per week.

This one-year course in organic chemistry, taught at the sophomore level is primarily for chemistry majors, pre-medical and pre-dental students, med-techs, and biochemical majors. Emphasis is on the fundamentals of organic chemistry with a unified development of the important concepts based on the structural and functional groups of organic molecules. Includes topics on bio-organic chemistry to illustrate basic principles of organic chemistry, industrial and environmental applications; problem solving to emphasize comprehension of material.

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.

GEOLOGY 1a-1c—PHYSICAL GEOLOGY LECTURE (3) AND GEOLOGY LAB (1) BA

Prerequisite: Chemistry recommended and basic computational skills required.

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.

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.

GEOLOGY 50a—FIELD GEOLOGY OF A PORTION OF THE MOJAVE DESERT (1/2) BA

Approximately 20 hours of field trip experience.

A field trip course on a portion of the Mojave Desert from Tehachapi to Yermo, including that portion of the San Joaquin Valley from Visalia to Bakersfield and across the southern portion of the Sierra Nevadas. Concurrent enrollment in Geology 1a or Geology 12 required.

GEOLOGY 50b—GEOLOGY FIELD TRIP FROM VISALIA TO CENTRAL CALIFORNIA COAST AND RETURN (1/4) BA

Approximately 8 hours of field trip experience.

A field trip course designed to acquaint students with "real-world" examples of geologic features discussed in class. The trip is used to illustrate the geology across the Great Valley and the Coast Range, and shoreline activities. Concurrent enrollment in Geology 1a or Geology 12 required.

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 a partial survey of physical science. Topics covered may include: mechanics, the Kinetic Molecular Theory, Electricity and Magnetism, the Atom, Astronomy and Geology.

PHYSICAL SCIENCE 11—BASIC ELECTRICITY (3) BA

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.

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.

PHYSICAL SCIENCE 12—INTRODUCTION TO PHYSICAL SCIENCE (3) BA

Three hours lecture and two hours laboratory.

A laboratory-based course in physical science designed to help meet a laboratory science requirement for transfer students who are not science majors. This course emphasizes the methods and reasoning used in the physical sciences.

PHYSICAL SCIENCE 14—ALTERNATIVE ENERGY AND CONSERVATION (3) BA

Three hours lecture per week.

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, 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) BA

Prerequisite: Mathematics 16a-16b (Calculus) or taken concurrently or permission of the instructor.

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 as an elective to science requirements.

PHYSICS 5a-c—GENERAL PHYSICS (4) BA

Prerequisite: Grade of "C" or better in Math 1a or Math 5a.

Three hours lecture, two hours laboratory, one hour recitation per week.

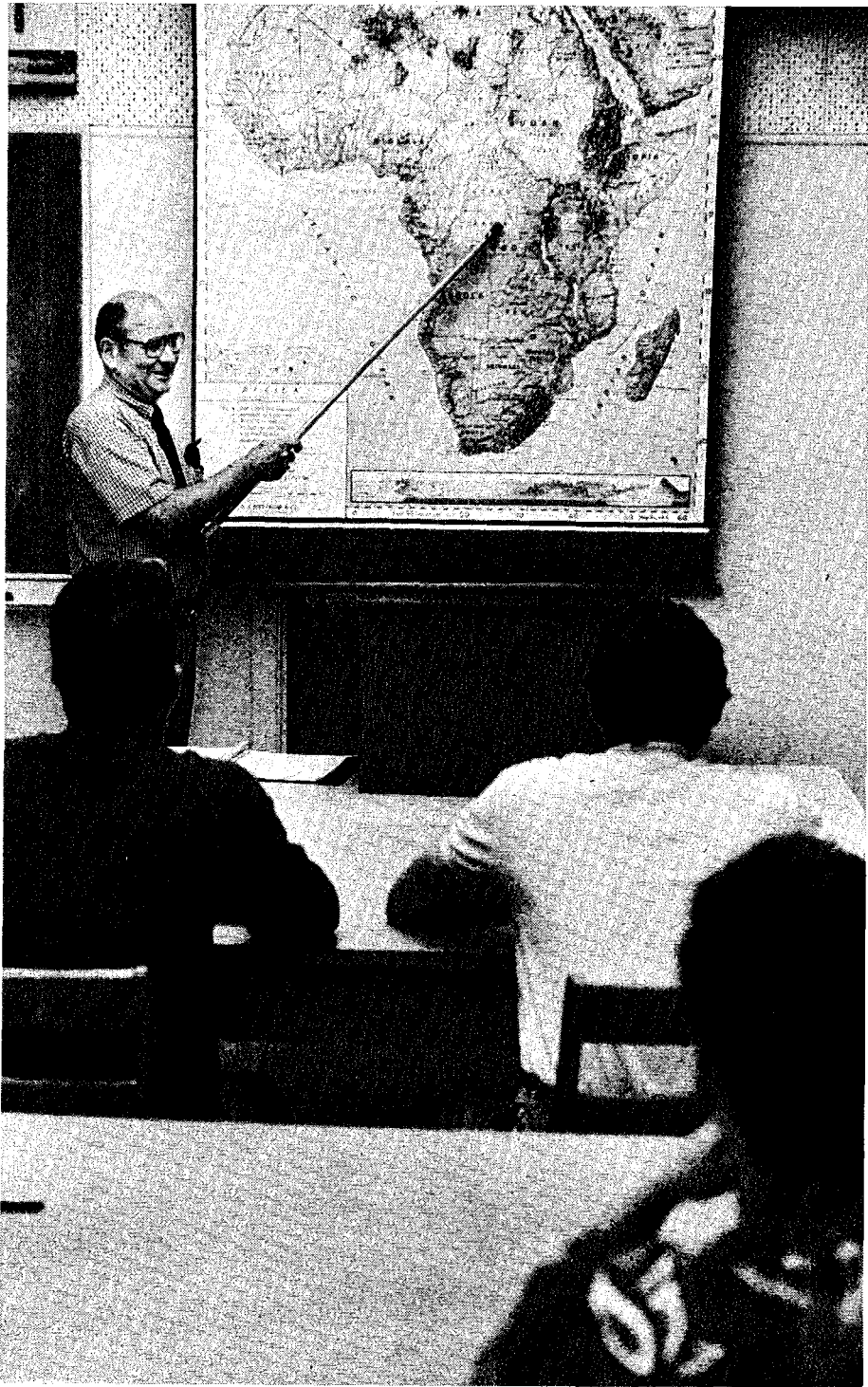
Fundamental treatment of the general principles of physics for the engineering and physical science major. Topics included are: mechanics, thermodynamics, fluid mechanics, wave motion, sound, electricity, magnetism, and optics.

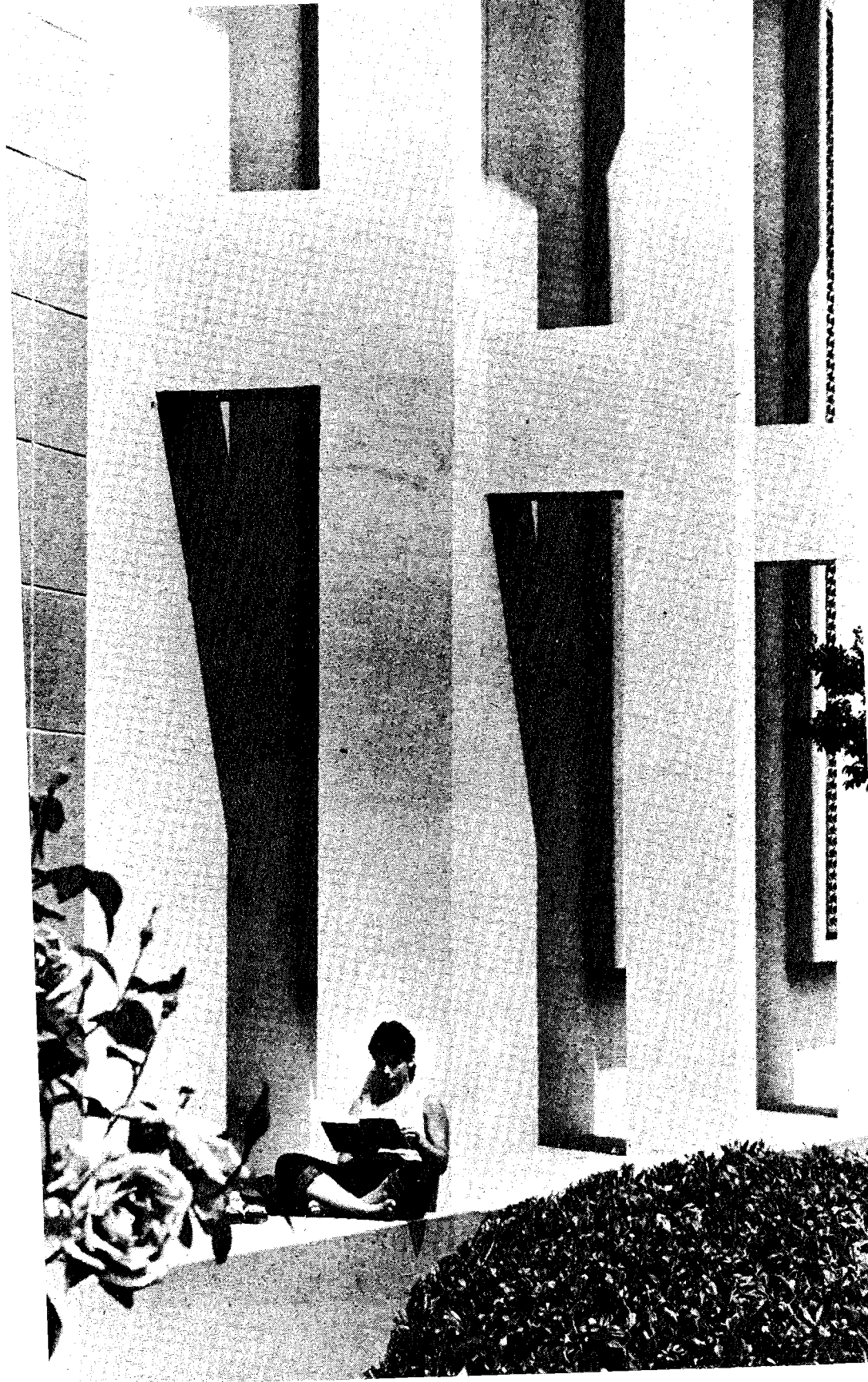
PHYSICS 50a—SURVEY OF RADIATION DETECTION TECHNIQUES (1/2)

Approximately 20 hours of field trip experience.

A field trip course to visit the Goldstone Deep Space Communications Facility and the Southern California Edison Solar I project. The course will compare the techniques of Electromagnetic Radiation gathering from the 10 Megawatt Solar I project to the Radio Telescopes at Goldstone which receive energy at levels less than one-ten millionth of a watt.







DIVISION OF SOCIAL SCIENCES

CHAIRPERSON: MR. RONALD RUIZ

Majors

Community Service

Social Sciences

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. 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 Service 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 Service 22.....	3	History 23.....	3
*Human Services 23c.....	2	*Human Services 23d.....	2
Economics 1a.....	3	*Psychology 10.....	3
Psychology 1b or Psych 34.....	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.

SOCIAL SCIENCES MAJOR, CSU SYSTEM

FOUR-SEMESTER COURSE OF STUDY

This course of study is designed to prepare the student for majoring in the upper division in any discipline in the Social Sciences.

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 1	3	English 2 or Speech 1a	3
Math (53 or above).....	3	*Phys Sci Elective.....	3
Psych 1a.....	3	Soc 1A.....	3
History 17a.....	3	Hist 17b.....	3
Poli Sci 5.....	3	Anthro 2.....	3
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*Phys Sci Electives: Phys Sci 12, Geol 1, Geol 12, Met 1, Geog 1

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English Elective.....	3	**Humanities Elective.....	3
Life Sci Elective.....	3	*Soc Sci Elective.....	3
Econ 1a.....	3	Geog 2.....	3
Hist 4a.....	3	Hist 4b.....	3
Philos 10a or 10b.....	3	Soc 26.....	3
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**English Electives: Eng 20, Eng 31, Eng 45

***Life Sci Electives: Zoo 10, Bot 10

****Humanities Electives: Art 2a (Cross referenced as Anthro 6), Art 1a (Usually offered only in fall semester), Art 1b (Usually offered only in spring semester) Theater Arts 1 (Usually offered only in fall semester), Theater Arts 2 (usually offered only in spring semester), and Foreign Language.

Additional courses for the Associate of Arts Degree: Hyg 1 or Hyg 7, 2 units
P.E. - 2 courses, 2 units.

****Soc Sci Electives: Econ 1b, Hist 9, Hist 21, Hist 22, Hist 23, Psych 1b, Psych 10, Psych 33, Psych 34, Psych 39, Soc 1b.

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 catalog 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.

Course Descriptions

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 1560 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 2a.

ANTHROPOLOGY 20—FACES OF CULTURE (T.V.) (2) (BA)

Two hours lecture per week.

Understanding cultures, recognize similarities in cultures, appreciate the number of valid cultural solutions to mankind's problems, understand the factors involved in culture change, know the meaning of basic anthropological terms.

ECONOMICS

ECONOMICS 1a-b—PRINCIPLES OF ECONOMICS (3-3) BA

Prerequisite: Sophomore standing recommended. Economics 1a is a prerequisite of Economics 1b.

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 of how a market economy operates.

ECONOMICS 49a,b,c—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 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 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 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)

Prerequisite: Education 50a or departmental approval.

Two hours lecture and four hours classroom internship per week.

Development of instructional materials.

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. (Cross-listed in the Physical Science 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

History 4a is NOT a prerequisite to History 4b.

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 the 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 7—HISTORY OF WOMEN IN THE UNITED STATES (3) BA

Three hours lecture per week.

A general survey of women in the United States from the Colonial Period to the present with emphasis on the 19th and early 20th centuries. The course will consider the evolution of the social and economic position of women in American society, the participation of women in social movements, and the development of a woman's rights movement. Open to both transfer and two-year students.

HISTORY 17a-b—THE PEOPLE OF THE UNITED STATES (3-3) BA

History 4a is not a prerequisite for History 4b.

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 18a-b—THE PEOPLE OF LATIN AMERICA (3-3) BA

History 18a is NOT a prerequisite for History 18b.

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 for 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 21—THE PEOPLE OF MEXICO (3) BA

Three hours lecture per week.

A brief survey of the historical development of the economic, political, and social institutions of Mexico from the time of the Spanish Conquest to the present, emphasizing the place of Mexico in the world today and the heritage, traditions and ideas of its people. A general education course open to both transfer and two-year students.

HISTORY 22—AFRO-AMERICAN HISTORY (3) BA

Three hours lecture per week.

A survey 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 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.

HISTORY 49a-c—INDEPENDENT STUDY

(See Index)

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 the 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, two 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) BA

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

Direct practical community experience for students interested in a career in the helping services. Activities as 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. Care providers 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 the residential care, learning requirements, nursing, health and safety procedures.

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

Prerequisite: Human Services 47a and 47b.

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.

PHILOSOPHY

PHILOSOPHY 10a-b—THE DEVELOPMENT OF WESTERN THOUGHT (3) BA

10a is NOT a prerequisite for 10b.

Three hours lecture per week.

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.

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 thoughts 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

Three hours per week.

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 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)

Prerequisite: Must be an in-service teacher.

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

Prerequisite: Psychology 1a with a grade of "C" or better, or the approval of the department.

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.

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

Prerequisite: Psychology 1a or departmental approval.

Three hours lecture per week.

A study of one's personality and potential for personal growth as an individual and in relationship to others.

PSYCHOLOGY 34—ABNORMAL PSYCHOLOGY (3) BA

Prerequisite: Psychology 1a or departmental approval.

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.

PSYCHOLOGY 35a-b—SMALL GROUP DYNAMICS (1) BA

Prerequisite: Any basic course in psychology.

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.

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 everyday behavior. Not intended for transfer to a university.

PSYCHOLOGY 57—STRESS REDUCTION AND MANAGEMENT (2) BA

Two hours per week.

A general course in the social sciences/psychology field for the general public and health professionals who wish to gain an overview of and an insight in the dynamics of stress, its effects on the human body, ways and means of minimizing and coping with stress, and to obtain supervised classroom training in some of the basic passive and active relaxation and imagery visualization techniques which may be used in the reduction and management of stress with patients, clients, and for the 'do-it-yourself' individual.

PUBLIC ADMINISTRATION

PUBLIC ADMINISTRATION 1—INTRODUCTION TO PUBLIC ADMINISTRATION (3) BA

Three hours lecture per week.

An introduction to the elements, principles, and trends in public administration; government and administrative process as means of accomplishing public goals.

PUBLIC ADMINISTRATION 2—PUBLIC PERSONNEL ADMINISTRATION (3) BA

Three hours lecture per week.

Study of principles and practices of personnel management—the procurement, development, maintenance and use of an effective work force.

PUBLIC ADMINISTRATION 3—ELEMENTS OF PUBLIC FINANCE (3) BA

Three hours per week.

A non-technical introduction to the elements of public finance; the fiscal processes of financing public improvements in an equitable and efficient manner without loss of growth.

PUBLIC ADMINISTRATION 4—ADMINISTRATIVE LAW AND PROCEDURE (3) BA

Three hours per week.

An introduction to the law concerning the powers and procedures of administrative agencies. The transfer of power from legislatures to agencies, the exercise of power by the agencies and review 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 1980s. 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.

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 and two 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

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

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. (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; sexual and financial adjustment in marriage. (Also cross-titled as Home 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

CHAIRPERSON: DR. DAVID BOCKMAN

Majors

Cosmetology
Criminal Justice
Corrections

Law Enforcement
Fire Technology
Paralegal

COSMETOLOGY

Theory and practical experience in the art of cosmetology for males and females. Hair cutting, styling, coloring, etc. is taught by professionals in approved privately owned beauty colleges under contract with College of the Sequoias. These classes lead to certification by the State of California. Students must provide special uniforms and supplies as well as attend classes 36 hours per week.

COSMETOLOGY 61a (15 units)

COSMETOLOGY 61b (15 units)

COSMETOLOGY 62 (10 units) Summer Only

Prerequisite: Approval of contracting beauty college.

Thirty-six hours per week.

Training in the theory and application of cosmetology leading to certification by the State of California. Students attend classes at commercial beauty colleges off campus for a minimum of 36 hours per week for 15 units per class (Summer class 10 units). Students are required to provide their own uniform and training kit.

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 18 for graduation requirements.)

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

CRIMINAL JUSTICE

DR. TIM HART, DIRECTOR

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 major emphasis in the correction-oriented courses. Twenty (20) units of Criminal Justice courses are required for a major in Criminal Justice leading to an Associate of Arts Degree. Thirty (30) 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. The certificate of completion will be issued to students that successfully complete the following requirements:
 - A. Successful completion of 670 hours of law enforcement training specified by California Commission of Police Officers Standards and Training.

**P.C. 832 Police Officer Reserve Level III, II, and I
Certification of Completion**

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

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| <ol style="list-style-type: none"> 1. Level III a-b/Completion of 52 hours of law enforcement training. <ol style="list-style-type: none"> 1) Laws of Arrest 26 hours 2) Firearms Training 26 hours 2. Level II—Completion of 43 hours of law enforcement training. <ol style="list-style-type: none"> 1) CPR 8 hours 2) First Aid 8 hours 3) Role of the Backup Officer 12hours 4) Weaponless Defense 9hours 5) Shotgun 6hours | <ol style="list-style-type: none"> 3. Level I/Completion of 136 hours of law enforcement training. <ol style="list-style-type: none"> 1) Professional Orientation 3 hours 2) Police Community Relations 10 hours 3) Law 28 hours 4) Communications 10 hours 5) Vehicle Operations 5 hours 6) Laws of Evidence 8 hours 7) Patrol Procedures 27 hours 8) Traffic 9 hours 9) Criminal Investigation 21 hours 10) Custody 2 hours 11) Physical Fitness 8 hours 12) Examinations 5 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	c) Baton—Straight stick 12 hours
b) Baton—Side Handle 12 hours	d) Chemical Agents (Mace) 4 hours
2. Additional certificates will be issued for successful completion of specialized law enforcement/correctional training.

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.....	3
Criminal Justice 32 or Criminal Justice Elective.....	3	Criminal Justice 18.....	3
Sociology 1a.....	3	Sociology 1b.....	3
	<u>15</u>		<u>15</u>

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 or 7.....	2	C.J. Electives*.....	3
Electives**.....	4	Electives**.....	6
Criminal Justice 20 or 31.....	3		<u>15</u>
	<u>15</u>		

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

A student who is enrolled in the Associate in Science Degree Program, but has not earned thirty (30) units in the major may be awarded the Associate in Arts Degree if all Associate in Arts Degree requirements has 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.....	3
Criminal Justice 32 or Criminal Justice Elective.....	3	Criminal Justice 18.....	3
Sociology 1a.....	3	Criminal Justice 20.....	3
	<u>15</u>		<u>15</u>

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 or 7.....	2		<u>15</u>
Electives**.....	3		
	<u>15</u>		

*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-oriented courses. Twenty (20) units of Criminal Justice, leading to an Associate in Arts Degree. Thirty (30) units in Criminal Justice courses 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.

PARALEGAL

DR. TIM HART, DIRECTOR

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 be 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 (A.S.) degree in Paralegalism.

NOTE: A paralegal is not an attorney and CANNOT practice law without a license.

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 Electives	6
Hygiene 1 or 7	2		<u>15</u>
*Legal Terminology (Paralegal 6)			
or Elective	1		
Paralegal 1	3		
	<u>15</u>		

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
	<u>15</u>		<u>15</u>

*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 several substantive areas (specialized courses) as a required part of the paralegal program.

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

Course Descriptions

COSMETOLOGY

COSMETOLOGY 61a-b (15)

COSMETOLOGY 62 (10) Summer Only

Prerequisite: Admission to the Cosmetology Program. (See Page 205 for details.)

All instruction offered off campus.

Minimum of thirty-six 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.

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.

CRIMINAL JUSTICE

CRIMINAL JUSTICE 1—INTRODUCTION TO CRIMINAL JUSTICE (3) BA

Three hours lecture per week.

The history and philosophy of criminal justice in America; recapitulation of the system; identifying the various subsystems, role expectations, and their inter-relationships; theories of crime, punishment, and rehabilitation; ethics, education and training for professionalism in the system.

CRIMINAL JUSTICE 5—POLICE PATROL (3) BA

Prerequisite: C.J. 1 or C.J. 10.

Three hours lecture per week.

A practical and thorough study of the procedures, philosophies and concepts of the police patrol system. Covers the important areas of patrol preparation, field observation, field interviews, patrol systems, police ethics and professionalism, public service responsibilities and their relationship to the criminal justice system.

CRIMINAL JUSTICE 7—POLICE TRAFFIC PROCEDURES (3) BA

Prerequisite: C.J. 1 or C.J. 10.

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.

CRIMINAL JUSTICE 9—POLICE OFFICER SURVIVAL (3) BA

Prerequisite: C.J. 1 or C.J. 10

Three hours 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.

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 within system members.

CRIMINAL JUSTICE 12—POLICE ADMINISTRATION (3) BA

Prerequisite: C.J. 1 or C.J. 10.

Three hours lecture per week.

An introductory course dealing with the basic fundamentals of organization, administration, and management as generally practiced by law enforcement today. Provides the necessary background for those desiring to pursue more advanced administration courses.

CRIMINAL JUSTICE 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

Prerequisite: C.J. 1 or C.J. 10.

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.

CRIMINAL JUSTICE 21—CRIMINAL LAW II (3) BA

Prerequisite: C.J. 1 or C.J. 10.

Three hours lecture per week.

An in-depth study of the substantive laws commonly encountered by the municipal, county, or state police officer or investigator, or other criminal justice employee.

CRIMINAL JUSTICE 22—CRIMINAL EVIDENCE (3) BA

Prerequisite: C.J. 1 or C.J. 10.

Three hours lecture per week.

Origin, development, philosophy and constitutional basis of evidence, constitutional and procedural considerations affecting arrest, search and seizure; kinds of degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies.

CRIMINAL JUSTICE 30—JUVENILE PROCEDURES (3) BA

Three hours lecture per week.

The organization, function and jurisdiction of juvenile agencies, the processing and detention of juveniles, juvenile case disposition; juvenile status and court procedures.

CRIMINAL JUSTICE 31—JUVENILE DELINQUENCY (3) BA

Three hours lecture per week.

Explore the problem of delinquency: what is delinquency, and who are the delinquents; theories of causation (psychological, sociological, and anthropological approaches); institutions for delinquents; a review of agencies dealing with delinquent behavior; programs designed for the prevention of delinquency.

CRIMINAL JUSTICE 32—INTRODUCTION TO CORRECTIONS (3) BA

Three hours lecture per week.

The history, principles and practices in the field of corrections. This is a basic course in the operation of local, state, and federal judicial systems of jails, correctional institutions, probation and parole.

CRIMINAL JUSTICE 33—PROBATION AND PAROLE (3) BA

Prerequisite: C.J. 30 or C.J. 32.

Three hours lecture per week.

The philosophy, theory and concepts of probation and parole at the local, state and federal levels.

CRIMINAL JUSTICE 34—CORRECTIONS, INTERVIEWING AND COUNSELING (3) BA

Three hours lecture per week.

An introduction to the philosophy and techniques of interviewing and counseling used in probation, parole, and corrections.

CRIMINAL JUSTICE 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.

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)

Prerequisite: Sophomore standing. Six (6) units in Criminal Justice.

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.

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)

Eighteen hours per class.

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. Each course as offered will provide recent update in firearms.

CRIMINAL JUSTICE 60b—SIDE HANDLE BATON (1)

Eighteen hours per class.

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

CRIMINAL JUSTICE 60c—STRAIGHT STICK BATON (1)

Eighteen hours per class.

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

CRIMINAL JUSTICE 60d—CHEMICAL AGENTS (0)

Eighteen hours per class.

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-h—SPECIALIZED TRAINING FOR PEACE OFFICERS AND CORRECTIONAL OFFICERS (0-12)

Eighteen hours per class.

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. Each course, as offered, will provide recent update in that particular area of specialization.

CRIMINAL JUSTICE 61a-d—BASIC FIREARMS (1)

Eighteen hours per class.

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. Each course, as offered, will provide recent update in firearms.

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 instruction 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 8:00 a.m. to 5:00 p.m. Monday through Friday. A training course for law enforcement supervisory positions covering the techniques of supervision as prescribed by the State Commission of 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—RESERVE PEACE OFFICER TRAINING (P.C. 832) (1.5-7.5)

The Level III Reserve Course will consist of two three-hour lectures per week and firearms range practice for a total of 52 hours.

The Level II Reserve Course will consist of two three-hour lectures per week plus practical training for a total of 43 hours.

The Level I Reserve Course will consist of two four-hour lectures per week plus several Saturdays, for a total of 136 hours.

Designed to satisfy the curriculum standards of the Commission on Peace Officer Standards and Training, as required by Penal Code Section 832 for Reserve Peace Officers. The training received in this course will satisfy the requirement for Limited Function Reserve Officer (Level III), Ride-Along Reserve Officer (Level II), and Ride-Along Reserve Officer (Level I). 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

Prerequisite: Fire Science 51, or equivalent training and experience.

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.

FIRE SCIENCE 53a—FIRE INVESTIGATION I (3) BA

Prerequisite: Fire Science 51 and 52.

Three hours lecture per week.

The third course in the standard fire technology program, including introduction to arson and incendiary fires, arson laws and types of incendiary fires; methods of determining fire causes, recognizing and preserving evidence, interviewing and detaining witnesses; procedures in handling juveniles; court procedure and giving testimony.

FIRE SCIENCE 53b—FIRE INVESTIGATION II (2) BA

Prerequisite: Fire Science 51, 52 and 53a.

Thirty-six hours - Instruction.

Advanced instruction in arson and incendiary fires, arson laws, and types of incendiary fires. Methods of determining fire causes, recognizing and preserving evidence, interviewing and detaining witnesses.

FIRE SCIENCE 55—BASIC CHEMISTRY FOR FIRE SCIENCE (3)

Three hours lecture per week.

A lecture and demonstration in basic chemistry designed as either a prerequisite or a preparation for the Fire Science courses in Hazardous Materials. This course will not satisfy General Education requirements for transfer students.

FIRE SCIENCE 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; preplanning fire problems.

FIRE SCIENCE 59—INTRODUCTION TO FIRE TECHNOLOGY (3) BA

Three hours lecture per week.

An 18-week course providing an introduction to fire protection; career opportunities in fire protection and related fields; history of fire protection; fire loss analysis; public quasi-public and private fire protection services; specific fire protection functions; basic fire chemistry and physics.

Designed to give the learner an overview of fire technology, the fire service and the fire protection field as career potentials.

FIRE SCIENCE 60a—FUNDAMENTALS OF FIRE PREVENTION (2) BA

A total of 36 hours per course.

This course is designed to meet the needs of the beginning fire inspector. The course teaches an inspector how to use a code and recognized standards while performing an inspection. The student is introduced to various codes and standards in order to develop a working knowledge of their application in the inspection process.

FIRE SCIENCE 60b—FUNDAMENTALS OF FIRE PREVENTION (2) BA

A total of 36 hours per course.

To provide BASIC fire prevention information for company officers and fire prevention personnel so they may respond to a variety of fire prevention situations in a professional and effective manner.

FIRE SCIENCE 61—FIRE PROTECTION EQUIPMENT AND SYSTEMS (3) BA

Prerequisite: Fire Science 51 or equivalent training and experience.

Three hours per week.

Portable fire extinguishing equipment; sprinkler systems; protection systems for special hazards; fire alarm and detection systems.

FIRE SCIENCE 62—RELATED CODES AND ORDINANCES (3) BA

Prerequisite: Fire Science 51 or equivalent training and experience.

Three hours per week.

Familiarization of national, state, and local laws, and ordinances which influence the field of fire prevention.

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

Prerequisite: Introduction to Fire Science, or employment or experience in a related field, such as Fire Protection, Insurance, Construction, Architecture, Engineering.

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.

FIRE SCIENCE 66—WILDLAND FIRE CONTROL (3) BA

Prerequisite: Fire Science 51 or equivalent training and experience.

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.

FIRE SCIENCE 67—HAZARDOUS MATERIAL (3) BA

Prerequisite: Fire Science 51 or equivalent training and experience.

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.

FIRE SCIENCE 70—BASIC FIREFIGHTER 1—ACADEMY (9) BA

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.

A five-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 consideration in fire strategy and tactics.

FIRE SCIENCE 71a-b—TECHNIQUES OF FIRE SERVICE INSTRUCTION (2) BA

Forty-hour course.

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-1a (2) (BA)

Forty-hour course designed to be completed in one week.

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.

FIRE SCIENCE 72b—FIRE COMMAND 1b (2)

Forty-hour course designed to be completed in one week.

A course to provide the Company officer with information and experience in command and control techniques at the scene of a Hazardous Material Incident. Develop skills in the decision-making process for Hazardous Material Incidents by using identification and containment methods. The course also emphasizes the act of commanding, the authority to command, and officer responsibilities.

FIRE SCIENCE 73—VEHICLE EXTRICATION (1)

Prerequisite: Completion of 9 units in basic concepts in the fire service training or presently employed as a firefighter or volunteer firefighter.

A 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.

FIRE SCIENCE 74—FUNDAMENTALS OF PERSONAL FIRE SAFETY AND EMERGENCY ACTION (3)

Three hours per week.

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)

Three hours per week.

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)

Three hours per week.

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

Prerequisites: Completion of 9 units in Fire Science or presently employed as a firefighter or serving as a volunteer firefighter.

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.

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

PARALEGAL 1—INTRODUCTION TO PARALEGALISM (3) BA

Three hours per week.

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

Prerequisite: Paralegal 1.

Three hours per week.

Designed to familiarize the paralegal with the basic tools of legal research in both Federal and California law. The student will learn to locate authority relevant to particular cases and put it into useable form. Specialized training is given in advanced drafting writing of legal documents, including memoranda regarding various legal topics and special research projects, clearly and concisely.

PARALEGAL 2b—LEGAL RESEARCH AND WRITING II (3) BA

Prerequisites: Paralegal 1 and 2a.

Three hours per week.

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 usable form. Specialized training is given in advanced drafting and writing of legal documents, including memoranda regarding various legal topics and special research projects.

PARALEGAL 3—LAW OFFICE MANAGEMENT (2) BA

Prerequisite: Paralegal 1.

Two hours lecture per week.

A course designed to train the student in the management of a law office. Content of the course includes law office organization, time keeping, accounting, scheduling and calendaring, management of personnel, retrieval systems for law, and other aspects of law office management for the efficient operation of a law office.

PARALEGAL 4—CIVIL PROCEDURE (3) BA

Prerequisite: Paralegal 1.

Three hours lecture per week.

A course designed to familiarize the paralegal student with the concepts of procedure, jurisdiction and court organization. The student will be instructed in the use of motions, complaints, answers, and other forms used in the judicial process.

PARALEGAL 6—LEGAL TERMINOLOGY (1) BA

One hour lecture per week.

A general course acquainting the student with legal terminology, concepts, definitions, and functions of various aspects related to the field of law.

PARALEGAL 7—FAMILY LAW (3) BA

Prerequisite: Paralegal 1

Three hours lecture per week.

A course designed to familiarize the paralegal with California law relating to family, adoption, annulment, dissolutions, paternity, and community property. The student will become acquainted with all the necessary forms related to each area as utilized by the attorney and paralegal.

PARALEGAL 8—BANKRUPTCY (1) BA

Prerequisite: Paralegal 1.

One hour lecture per week.

Provides the paralegal with a general knowledge of the law of bankruptcy. Students will study courts of bankruptcy, jurisdiction, bankruptcy court procedures, duties of bankrupts and trustees, and adversary proceedings.

PARALEGAL 9—LAW FOR CONSUMERS (1) BA

Prerequisite: Paralegal 1.

One hour lecture per week.

A general overview course covering the practices and procedures of State and Federal administrative agencies and the jurisdiction and judicial review of these administrative agencies.

PARALEGAL 10—TORT LAW (1) BA

Prerequisite: Paralegal 1.

One lecture hour per week.

A broad overview of torts including negligence, causation, intentional torts, misrepresentation, nuisance, defamation, products liability, strict liability, and other areas.

PARALEGAL 11—CONTRACTS (1) BA

Prerequisite: Paralegal 1.

One lecture hour per week.

Provides the paralegal with a general knowledge of the law of contracts. The paralegal will learn what constitutes a contract, how to draft contracts and how to locate and utilize forms associated with contract law.

PARALEGAL 12—WILLS, TRUSTS AND PROBATE (2) BA

Prerequisite: Paralegal 1.

Two lecture hours per week.

A course designed to familiarize the student with the legal aspects of wills, trusts, and probate. Included is the effect of death upon property ownership and community property considerations.

PARALEGAL 13—CORPORATE LAW (1) BA

Prerequisite: Paralegal 1.

One lecture hour per week.

This course enables the paralegal to understand the corporate structure and gives special attention to the areas of principles or agency, partnership, rights of stockholders, and legal aspects of certain negotiable instruments such as stocks and bonds.

PARALEGAL 14—REAL ESTATE LAW (1) BA

Prerequisite: Paralegal 1.

One lecture hour per week.

A general overview course covering practices and procedures of real estate law and acquainting the student with forms, drafting, and legal writings pertaining to property law.

PARALEGAL 16—ADMINISTRATIVE LAW (1) BA

Prerequisite: Paralegal 1.

One lecture hour per week.

A general overview course covering the practices and procedures of State and Federal administrative agencies and the jurisdiction and judicial review of these administrative agencies.

PARALEGAL 17—INCOME TAX (1) BA

Prerequisite: Paralegal 1.

One lecture hour per week.

Covers Federal and State income tax, taxable income, gross income, business and non-business deductions, credits, partnerships and corporations, capital gains and losses, estate and gift tax, etc.

PARALEGAL 18—LABOR LAW (1) BA

Prerequisite: Paralegal 1.

A course designed to familiarize paralegal students with the history of State and Federal laws and major case decisions in the field of Labor Law. The course will include: the study of industrial relations, collective bargaining, fair employment practices, and future trends in the modern labor Laws.

PARALEGAL 19—WORKERS COMPENSATION LAW (1) BA

Prerequisite: Paralegal 1.

A course designed to familiarize the student with the law and procedures related to workers compensation. It covers the medical and legal problems inherent to work-related injuries and benefits due employees.

PARALEGAL 49a-b—INTERNSHIP (3) BA

Prerequisite: Paralegal 1, 2a, 2b, and 4.

Three hours lecture per week plus a total of 108 hours work as an intern.

An internship with a local attorney, or other law-related position, where the student observes and applies learned classroom skills to actual situations involving various phases of paralegalism.

PARALEGAL 60a-f—SPECIALIZED TRAINING FOR PARALEGALS (1-9) BA

18 to 162 hours per course (according to units).

This training course is designed to meet the specific needs of paralegals by providing instruction in advanced occupational subject matter.

WORK EXPERIENCE

COORDINATOR: 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.

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 Chairperson of Agriculture, Home Economics, and Natural Resources.

GENERAL WORK EXPERIENCE 122a-b—(1-3) BA

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.

HUMAN DEVELOPMENT

HUMAN DEVELOPMENT 22a-b—PEER COUNSELING (2) BA

Prerequisite: Psychology 1a or interview by department. Sophomore standing.

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.

HUMAN DEVELOPMENT 23a-c—TUTOR PREPARATION (1-3) BA

18 hours per semester.

Students who show a knowledge of and proficiency in certain courses will learn skills to act as a tutor in the Tutorial Center. Some development of tutorial techniques will occur through classroom instruction, reading assigned materials and practice in tutoring under instructional supervision with follow-up evaluations and grades.

HUMAN DEVELOPMENT 24a-d—SUPERVISED TUTORING (0)

Tutoring under supervision of staff.

Human Development 24 is a course designed to provide students with the opportunity to receive special, individualized tutorial assistance in their studies. The Tutorial Center will provide for diagnostic and tutorial services, individualized and programmed instruction in communication skills and in other subjects.

HUMAN DEVELOPMENT 51a-c—CAREER AWARENESS (1)

18 hours per semester.

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)

Eighteen hours per semester.

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.)

ENABLER SKILLS

COORDINATOR: MR. DON MAST, DIRECTOR

ENAB SKL 1a-d—COMPUTATION (1-3)

Prerequisite: Assessment by the Learning Skills Specialist.

Two to six hours per week.

Open to students with learning deficits in computation.

ENAB SKL 2a-d—EXPRESSION (1-3)

Prerequisite: Assessment by the Learning Skills Specialist.

Two to six hours per week.

Open to students with learning deficits in written expression of ideas.

ENAB SKL 3a-d—READING (1-3)

Prerequisite: Assessment by the Learning Skills Specialist.

Two to six hours per week.

Open to students with learning deficits in mastering the coded relationship between the written letter and the phoneme sound.

ENAB SKL 4a-d—ORGANIZATION (1-3)

Prerequisite: Assessment by the Learning Skills Specialist.

Two to six hours per week.

Open to students with learning deficits in organization of ideas affecting study skills.

ENAB SKL 5a-d—SEQUENCING (1-3)

Prerequisite: Assessment by the Learning Skills Specialist.

Two to six hours per week.

Open to students with learning deficits in sequential memory affecting spelling.

DIVISION CHAIRPERSONS

BILL M. DOWNES

Division of Agriculture,
Home Economics and Natural
Resources

JENNY SHELLY

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

ELAINE SMITH

Division of Science, Mathematics, and
Engineering

RONALD RUIZ

Division of Social Sciences

DAVID C. BOCKMAN

Division of Special Programs

FACULTY

ADAMS, DAVID

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

Athletic Director

ANDERSON, KENNETH W.

B.A., Duke University; M.A., California State University, San Diego; M.A., California
State University, Sonoma

Political Science/Psychology

ANDERSON, VERNON A.

A.B., M.A., California State University, Fresno

Sociology/Physical Education

ANTHONY, BETTY

B.S., California State University, Fresno

Home Economics

AUDINO, VIRGINIA SUE

A.B., California State University, Fresno

Home Economics

BARBA, JOSEPH J.

B.S., M.S., Purdue University

English/Physical Education

BARTON, JAMES

A.B., California State University, Fresno; M.A., University of Washington

Mathematics

BEAUCHAMP, JOANE A.

B.A., California State University; M.A., University of Santa Clara

Learning Disabilities Specialist

BECK, FRANCIS O.

B.A., M.S., California State University, Fresno

Criminal Justice

BENNETT, LESLIE J.

B.V. Ed., California State University, Fresno; A.A., College of the Sequoias

Welding

BETTENCOURT, BILL

A.B., M.A., California State University, Fresno

Dean of Students

BIRD, DAVID B.A., M.S., California State University, Fresno	<i>Chemistry</i>
BIVONA, MICHAEL J. B.A., M.A., California State University, San Jose	<i>Sociology</i>
BLACK, CHERYL B.S., M.S., California State University, Fresno	<i>Nursing</i>
BLACK, ELLSWORTH B.S., M.S., California State University, Fresno	<i>Nursing</i>
BOCKMAN, DAVID C. B.A., M.A., California State University, Fresno; Ed. D, University of Northern Colorado	<i>Dean of Vocational Education</i>
BRANCO, ALLEN A. B.S., Washington State University; M.S., California Polytechnic State University, San Luis Obispo	<i>Physical Education</i>
BRINGHURST, NEWELL G. B.S., M.S., University of Utah; Ph.D., University of California, Davis California, Davis	<i>History, Political Science</i>
BROYLES, KENNETH A.A., College of the Sequoias; Community College Vocational Credential	<i>Automotive Technology</i>
BRUNNER, ILA JUNE B.S., Bethany Nazarene College, Okla; M.S., University of Nebraska	<i>Registered Nursing</i>
BURGE, LARRY B.A. Southern Oregon State	<i>Criminal Justice</i>
BUYUKLIAN, HARRY B. B.A., California State University, Fresno; M.M., University of Southern California	<i>Music</i>
CARMICHAEL, MARY A. B.A., University of California, Santa Barbara; M.A., California State University, Fresno	<i>English</i>
CHILDS, WOODROW B.S., Dickinson State College, N.D.; M.A., California Polytechnic State University, San Luis Obispo	<i>English</i>
COLE, JAMES M. B.A., M.A., California State University, San Jose	<i>Psychology</i>
COMBS, LARAIN Y. B.A., California State University, Fresno; M.A. University of California, Los Angeles	<i>English/Mathematics</i>
CONLEY, RICHARD B.S., M.S., California State University, Chico	<i>Cooperative Education Coordinator</i>
COTTRELL, RICHARD S. B.A., M.A., California State University, Fresno	<i>Architecture</i>
CRAIN, JOHN B.S., M.S., University of Nevada	<i>Geology</i>
DECKER, IRVING B.S., Brigham Young University; M.S.W. University of Utah	<i>Social Welfare</i>
DECKER, WILLIAM K. B.A., M.A., University of Northern Colorado	<i>English</i>

DE SILVA, DAVID *Agriculture*
A.S., B.S., M.S., California Polytechnic State University, San Luis Obispo

DOWNES, BILL M. *Agriculture*
B.S., M.A., California Polytechnic State University, San Luis Obispo

DUARTE, RUDOLPH A. *Criminal Justice*
B.S., M.S., California State University, Long Beach

DUNN, GENE *Building Trades*
A.A., College of the Sequoias; Vocational Credential; Community College Credential

DUTTO, LAURENCE *Agriculture*
B.A., M.A., California Polytechnic State University, San Luis Obispo

EBERSPACHER, H. ROBERT *English*
B.A., Nebraska Wesleyan University; M.A. California Polytechnic State University, San Luis Obispo

FALCONER, JEFF *Business*
B.S., University of Oregon; M.A., University of Denver

FINNEY, NANCY *Assistant Librarian*
B.A., M.A., California State University, San Francisco; M.L.S., California State University, San Jose

FIRSTMAN, ARANGA *Biological Sciences*
B.S., M.S., California State Polytechnic University, Pomona
Ed.D., Nova University

FLAHERTY, MICHAEL W. *Vice President, Administrative Services*
B.B.A., Woodbury College; B.A., New Mexico Highlands University; M.A., Pepperdine College

FLATTLEY, MERLE *Physical Education*
B.A., California State University, San Jose

FRANSCIONI, DONALD N. *Business*
B.B.A., M.B.A., Armstrong College; B.A., M.A., San Jose State University.

FREEBORN, NORMA *Nursing*
B.S. University of Rochester, Rochester, N.Y.; M.S., California State University, Los Angeles

FRIEDBERG, MARY NORA *Home Economics*
B.S., Oregon State College; M.S., California State University, Fresno

GANDY, GAYLE *Nursing*
St. Mary's School of Nursing; B.S., Chapman College; M.A., Fresno Pacific

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

GILCREST, THOMAS S. *Counseling/Physical Education*
A.B., California State University, Fresno; M.A., Stanford University

GOODYEAR, DON L. *Vice President, Student Services*
B.A. University of Nebraska; M.A., Ed D., University of Northern Colorado

GORLEY, PAUL D. *Counselor*
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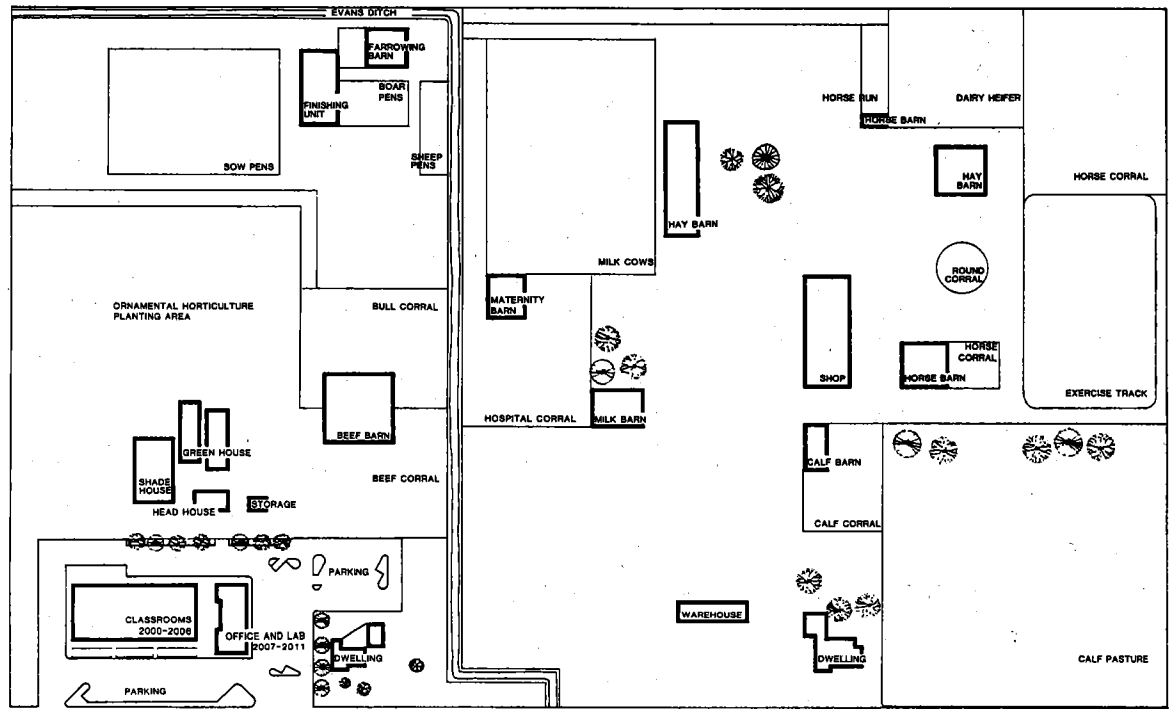
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